Oracle Public Sector Permitting and Licensing

Implementing Your Financials Framework

26A

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G48672-01

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Contents

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1 Setting Up Accounting

Selecting an Accounting Framework

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

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 Oracle Permitting and Licensing 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:
   - **Financials Cloud Subledger Accounting**
   - **Financials Cloud Applications**

   The option you select determines which tasks appear in the task list for the Accounting functional area. 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 Oracle Permitting and Licensing to integrate with Oracle Receivables. This enables your agency to generate miscellaneous receipts for payments received in Oracle Permitting and Licensing and send them to Oracle Receivables for processing and accounting. For more information, see *Oracle Receivables Integration Overview*.

   > **Note:** 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**.

Financials Cloud Subledger Accounting Integration

Oracle Permitting and Licensing has been registered as a subledger application within Financials Cloud. The setup tasks are available in the Accounting functional area under each Oracle Permitting and Licensing offering to help you set up your subledger.

Journal Source and Categories

Journal entries created for transactions from Oracle Permitting and Licensing are assigned the following journal source and categories. Oracle Permitting and Licensing assigns default journal categories to each event class.

This table displays the journal sources and journal categories for Channel Revenue Management.

Field	Values
Journal Source	PS Compliance
Journal Category	Permit Receipts Cash Adjustment

Oracle Permitting and Licensing Event Classes

An accounting event is a business event in Oracle Permitting and Licensing that has an accounting impact. Subledger Accounting categorizes accounting events as event types. Event types are grouped into event classes. The Oracle Permitting and Licensing accounting event model is predefined for you and includes each event class and its life cycle. This accounting event model forms the basis for creating subledger accounting. An event class enables Subledger Accounting to handle the accounting for similar business events in a consistent manner.

For Oracle Permitting and Licensing, the Subledger Accounting integration is centered around deriving accounting rules for three accounting event classes:

Event Class	Event Types
Payments	Deposit Account - Deposits Fee Payments Fee Payments with Credit Fee Payments Unapplied
Payment Refunds	Deposit Account – Deposit Refunds Fee Refunds
Cash Drawer Reconciliation Adjustments	Reconciliation Adjustment Created

Predefined journal entry rule sets are used to generate accounting for payments, payment refunds and cash drawer reconciliation adjustments. The accounts to debit and credit are defined in the Subledger Accounting mapping sets assigned to the journal entry rule set.

For more information about how to define the appropriate mapping sets, see Oracle Permitting and Licensing: Financial Cloud Subledger Accounting Integration (Doc ID 2907811.1) in My Oracle Support.

Most of the mapping set input source fields do not currently have LOV support. Consequently, it is very important to take care when specifying values for these fields to ensure they are valid. Those fields are listed below along with where the valid values for the field may can be found:

Journal Entry Rule Set	Mapping Set	Input Source Field	Valid Values
Payments	LNP Fee Revenue	Fee Item ID	Fee Items setup page
	LNP Fee Revenue	Record Type Code	Permit Type, BL Type, Planning App Type setup pages
	CE Fee Revenue	Fee Item ID	Fee Items setup page
	CE Fee Revenue	Issue Subtype	Issue Subtype setup page
	Fee Receipt On-Account	On-Account Source	Lookup Codes for ORA_PSC_CC_ONACCT_SOURCE
	Fee Receipt On-Account	Payment Method Code	LOV provided
	Deposit Account Liability	Deposit Account Purpose	Lookup Codes for ORA_PSC_CC_DEPOSIT_PURPOSE
	Deposit Account Liability	Deposit Account Type	Lookup Codes for ORA_PSC_CC_DEPOSIT_ACCT_TYPE
	Deposit Account Liability	Classification (Offering)	Lookup Codes for ORA_PSC_CC_CLASSIFICATION
	Fee Receipt Cash Drawer Methods	Payment Method Code	LOV provided
	Fee Receipt Other Methods	Payment Method Code	LOV provided
Payment Fee Refunds	Deposit Account Liability Refund	Deposit Account Purpose	Lookup Codes for ORA_PSC_CC_DEPOSIT_PURPOSE
	Deposit Account Liability Refund	Deposit Account Type	Lookup Codes for ORA_PSC_CC_DEPOSIT_ACCT_TYPE
	Deposit Account Liability Refund	Classification (Offering)	Lookup Codes for ORA_PSC_CC_CLASSIFICATION
	Refund Cash	Refund Method Code	LOV provided
	Refund	Refund Reason Code	LOV provided
	Refund Overpayment	Refund Method Code	LOV provided
Deposit Account Deposits	Deposit Account Liability	Deposit Account Purpose	Lookup Codes for ORA_PSC_CC_DEPOSIT_PURPOSE

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	Deposit Account Liability	Deposit Account Type	Lookup Codes for ORA_PSC_CC_DEPOSIT_ACCT_TYPE
	Deposit Account Liability	Classification (Offering)	Lookup Codes for ORA_PSC_CC_CLASSIFICATION
	Fee Receipt Other Methods	Payment Method Code	LOV provided
Deposit Account Refunds	Refund Cash	Refund Method Code	LOV provided
	Deposit Account Liability Refund	Deposit Account Purpose	Lookup Codes for ORA_PSC_CC_DEPOSIT_PURPOSE
	Deposit Account Liability Refund	Deposit Account Type	Lookup Codes for ORA_PSC_CC_DEPOSIT_ACCT_TYPE
	Deposit Account Liability Refund	Classification (Offering)	Lookup Codes for ORA_PSC_CC_CLASSIFICATION
Cash Drawer Reconciliation Adjustments	Reconciliation Cash Account	Transaction Type	Lookup Codes for ORA_PSC_CC_CASH_TRANS_TYPE
	Reconciliation Overage Gain Account	Transaction Type	Lookup Codes for ORA_PSC_CC_CASH_TRANS_TYPE
	Reconciliation Overage Payable Account	Transaction Type	Lookup Codes for ORA_PSC_CC_CASH_TRANS_TYPE
	Reconciliation Cash Account	Transaction Type	Lookup Codes for ORA_PSC_CC_CASH_TRANS_TYPE
	Reconciliation Shortage Loss Account	Transaction Type	Lookup Codes for ORA_PSC_CC_CASH_TRANS_TYPE
	Reconciliation Shortage Receivable Account	Transaction Type	Lookup Codes for ORA_PSC_CC_CASH_TRANS_TYPE

Note the following if you reinstate fees (reverse payments) for returned checks.

If your agency allows refunds of personal check payments before the check clears the bank, here's what will happen. If you refund a check that represented an overpayment before reversing that payment, an on-account debit for the amount refunded will remain after the reversal and a new Refund Fee Item will be created to recover that amount. You should create a mapping set for the Refund Fee Item to credit the on-account rather than revenue when it is paid. The Refund Fee Item is specified on the Agency Payment Options page.

For more information, see *Setting Up Agency Payment Options*.

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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.

Accounting options must be set up first 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
Payments	Specifies the fields that identify fee payments that require accounting, such as cash payments and overpayments.	Financials Cloud Subledger Accounting	Code Enforcement Permits Planning and Zoning Business License
PaymentRefunds	Specifies the fields that identify fee refunds that require accounting.	Financials Cloud Subledger Accounting	Code Enforcement Permits Planning and Zoning Business License
ReconAdjustment	Specifies the fields that identify a type of cash drawer reconciliation adjustment that requires accounting.	Financials Cloud Subledger Accounting	Permits Planning and Zoning Business License

Viewing Accounting Events

1. Select the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the Setup drop-down list, select your offering.
3. Select **Accounting** from Functional Areas and then select the **Accounting Events** task.
4. Click a row on the Accounting Event page to review the fields for an accounting event.
5. Select an accounting option. Available options depend on the accounting event and agency accounting implementation:
    o *Not Enabled*

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   o   *Financials Cloud Subledger Accounting*

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 the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the Setup drop-down list, select your offering.
3. Select Accounting from **Functional Areas** and then select the **Manage Accounts** task.
4. On the **Account** page, click **Add**.
5. On the **New account** drawer, 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: o Assets o Liability o Owner's Equity o Expenses o Revenue
From Date and **To Date**	Enter the date range for which the account is valid.

6. Click **Save**.

Modifying or Deleting Accounts

1. On the **Account** page, select the account that you want to modify.

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2. On the **Account details** drawer, 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.

3. Click **Save**.

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 can 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 the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the **Setup** drop-down list, select your offering.
3. Select Agency Profile from **Functional Areas** and then select the **Manage Public Sector Departments** task.
4. On the **Department** page, click **Add.**
5. On the **New department** drawer, enter values for the following fields:

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.

6. Click **Save.**

Modifying or Deleting a Department

1. On the **Department** page, select the row for the department you want to modify.
2. On the **Department details** drawer 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.

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3. Click **Save.**

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 can 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 the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the Setup drop-down list, select your offering.
3. Select Accounting from **Functional Areas** and then select the **Manage Public Sector Divisions** task.
4. On the **Division** page, click **Add**.
5. On the **New division** drawer, enter values for the following fields:

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.

6. Click **Save**.

Modifying or Deleting a Division

1. On the **Division** page, select the row for the division you want to modify.
2. On the **New division** drawer 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.

3. Click **Save**.

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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 the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the Setup drop-down list, select your offering.
3. Select Accounting from **Functional Areas** and then select the **Manage Programs** task.
4. On the **Program** page, click **Add**.
5. On the **New program** drawer, enter values for the following fields:

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.

6. Click **Save**.

Modifying or Deleting a Program

1. On the **Program** page, select the row for the program you want to modify.
2. On the **Program details** drawer 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.
3. Click **Save**.

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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 can 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 the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the Setup drop-down list, select your offering.
3. Select Accounting from **Functional Areas** and then select the **Manage Funds** task.
4. On the **Fund details** drawer, 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.

5. Click **Save**.

Modifying or Deleting a Fund

1. On the **Fund** page, select the row for the fund you want to modify.
2. On the **Fund details** drawer you can:

   o Update the fund field values.

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

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

3. Click **Save**.

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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 can 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 the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the Setup drop-down list, select your offering.
3. Select Accounting from **Functional Areas** and then select the **Manage Functions** task.
4. On the **Function** page, click **Add**.
5. On the **Function details** drawer, 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.

6. Click **Save**.

Modifying or Deleting a Function

1. On the **Function** page, select the row for the function you want to modify.
2. On the **Function details** drawer you can:
   - Update the function field values.

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

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

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 the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the Setup drop-down list, select your offering.
3. Select Accounting from **Functional Areas** and then select the **Manage Ledgers** task.
4. On the **Ledger** page, click **Add**.
5. On the **New ledger** drawer, enter values for the following fields:

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

6. Turn on the **Enabled** switch to make the row available as a value on other pages.
7. (Optional) Turn off the **Enabled** switch to make the row unavailable as a value on other pages.
8. Click **Save**.

Modifying or Deleting a Ledger

1. On the **Ledger** page, select the row for the ledger you want to modify.
2. On the **Ledger details** drawer you can:

    o   Update the ledger description.

    o   Enable or disable the ledger.

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

3. Click **Save**.

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:

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Page Element	Description
Accounting Event	Enter the accounting event to associate with this accounting rule.
	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.
	If you select the **Payments** accounting event, the Classification field appears.
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.
Classification	Select *Fee Revenue, Payment,* or *Overpayment* options. This represents the type of journal entry the rule will produce. This field appears only if you have selected the Payments accounting event. The default value for the field is *Fee Revenue*.
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**.

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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 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**.

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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 checkboxes next to all of the criteria that you want to delete.
5. Click **Delete**. You will be prompted to confirm the permanent deletion.

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 the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the **Setup** drop-down list, select your offering.
3. Select Fees and Payments from **Functional Areas** and then select the **Manage Public Sector Invoice Forms** task.
4. On the Invoice Form page, click **Add**.
5. On the **New invoice form details** drawer, enter a name and description for the invoice form.
6. Click **Save**.

Modifying or Deleting an Invoice Form

1. Select **Billing Setup** > **Invoice Form**.
2. Click a row on the Invoice Form page.
3. On the Invoice Form page, select the row for the form you want to modify.
4. On the **New invoice form details** drawer you can:

   - Update the invoice form description.

   - Delete the invoice form. You will be prompted to confirm the permanent deletion.

5. Click **Save**.

Setting Up Bill Types

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

Adding a Bill Type

1. Select the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the **Setup** drop-down list, select your offering.
3. Select Fees and Payments from **Functional Areas** and then select the **Manage Bill Types** task.
4. On the Bill Type page, click **Add**.
5. On the New bill type drawer, enter values 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*.

6. Click **Save**.

Modifying or Deleting a Bill Type

1. On the Bill Type page, select the row for the bill type you want to modify.
2. On the Bill type details details drawer, 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.

3. Click **Save**.

3 Setting Up Deposit Accounts

Deposit Account Setup Overview

For some projects, agencies provide services on a full cost recovery, cash deposit basis. The funds that are provided are an initial deposit only and additional funds may be required at a later date to cover the agency's cost of review, approval, and construction of the project. At the end of the process, any unspent funds will be returned to the owner. You can establish deposit accounts (also known as trust accounts and escrow accounts) to manage such funds.

Here's how to set up deposit accounts:

- Set up an autonumber rule. Agencies can choose to autonumber deposit accounts to their preference. The autonumber rule pattern can be defined on the autonumbering page for the deposit account number type.

  > **Note:** After you set up an autonumber, any changes to the sequential number should be reviewed carefully to avoid errors.

  See *Setting Up Autonumbering*.

- Configure deposit account options.

  See *Setting Up Deposit Account Options*.

- Set up a purpose lookup. The purpose field on the deposit account enables agencies to identify the purpose for establishing a deposit account. Agencies can define their own purpose values and assign them when a deposit account is established. The lookup values for purpose have to be set up for the lookup type ORA_PSC_CC_DEPOSIT_PURPOSE on the lookups page.

  See *Setting Up Lookups*.

- Set up deposit accounts. See *Setting Up Deposit Accounts*.

Setting Up Deposit Account Options

Set up agency level options that apply to all deposit accounts.

You set up deposit account options on the Deposit Account Options page.

Configuring Deposit Account Options

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

Page Element	Description
Account Auto Number Rule	Specify the auto number rule that will be used to generate account numbers for all deposit accounts.

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Page Element	Description
Assign Multiple Projects	This option enables you to assign more than one project to a deposit account.
Assign Multiple Transactions	This option enables you to assign more than one transaction to a deposit account.
Currency Code	Displays the currency code value set up in Agency Options.
Initial Deposit	Enter the initial amount that must be deposited after a deposit account is set up. This amount will default when a deposit account is set up and can be overridden for each deposit account.
Minimum Balance	Enter the minimum amount that must be maintained. This amount will default when a deposit account is set up and can be overridden for each deposit account.
Minimum Deposit	Enter the minimum increments of deposits. This amount will default when a deposit account is set up and can be overridden for each deposit account.
Department	Select the financial entity or management unit that is responsible for managing deposits. See *Setting Up Departments*.

Setting Up Deposit Accounts

For some projects, cities provide services on a full cost recovery, cash deposit basis. The funds that are provided are an initial deposit only and additional funds may be required at a later date to cover the city's cost of review, approval and construction of the project. At the end of the process, any unspent funds will be returned to the owner. You can establish deposit accounts (also known as trust accounts and escrow accounts) to manage such funds.

You start by setting up deposit account information, funding and owner information, and then assigning projects and transactions.

Adding Account Information

1. Select **Billing and Payment** > **Deposit Accounts**.
2. On the Deposit Accounts page, click **Add**.
3. On the Deposit Accounts page, enter values for the following fields:

Page Element	Description
Name	Enter a unique identifier for the deposit account.
Account Status	Select a status for the deposit account. Valid values are:

Page Element	Description
	○ Active
	○ Inactive
	○ Closed
Verification Status	Select a verification status for the deposit account. Valid values are: ○ Pending verification ○ Verified ○ Verification failed
Purpose	Select a purpose for the deposit account if the agency has defined purpose lookup codes. The purpose field on the deposit account allows agencies to identify the purpose for establishing a deposit account. The agency can use the purpose value on accounting rules to drive liability accounting. **Note:** Agencies can define their own purpose values and assign them when a deposit account is established. The lookup values for the purpose have to be set up for the lookup type ORA_ PSC_CC_DEPOSIT_PURPOSE on the Lookups page. See *Setting Up Lookups*
Account Type	Select an account type for the deposit account. Valid values are: ○ Trust account ○ Escrow account
Access Type	Select an access type for the deposit account. Valid values are: ○ All transactions and projects ○ Assigned transactions ○ No charge ○ Assigned projects
Allow Auto-Pay	Turn on this switch to use the auto-pay process to pay fees with funds in the deposit account.
Account Description	Enter a description of the deposit account.
Currency Code	Displays the currency code for all amounts associated with the deposit account.

Page Element	Description
Available Balance	Displays the available balance for the deposit account. This value is calculated when deposits are received, fees are paid, deposits are reversed, fee are reversed or refunded, or if a balance is refunded.
Minimum Balance	This value is set in the deposit account options and can be overridden for each deposit account.
Minimum Deposit	This value is set in the deposit account options and can be overridden for each deposit account.
Initial Deposit	This value is set in the deposit account options and can be overridden for each deposit account.

4. Click Save.

Adding Funding and Security Information

You can specify a funding type value of cash deposit or letter of credit when establishing a deposit account. You can use the letter of credit funding type to store information about the letter of credit security provided to the agency.

1. Select **Billing and Payment** > **Deposit Accounts**.
2. On the Deposit Account page, in the Funding and Security Information section, click **Add**.
3. In the Funding and Security Information section, if you select a Funding Type of **Cash Deposit,** search for and select the Deposit Bank Account Name. Deposit Bank Account Name is supported from release 22D to import deposits from cash management.
4. If you select **Letter of Credit,** enter values for the following fields:

Page Element	Description
Number	Enter the number on the letter of credit.
Issuer Name	Enter the name of the institution who issued the letter of credit.
Issuer Address	Enter the address of the institution who issued the letter of credit.
Amount	Enter the amount for which the letter of credit is issued.
Renewable	Turn on this switch to indicate if the letter of credit is renewable.
Start and Expiration Date	Enter the date range for which the letter of credit is valid.

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Adding an Owner Type

You can specify if the deposit account is owned by an individual or a business.

1. Select **Billing and Payment** > **Deposit Accounts**.
2. On the Deposit Account page, in the Owner section, choose an account owner type of either **Individual** or **Business**.
3. If you select **Individual**, click **Assign** to search for and select the name.
4. If you select **Business**, enter the contact information for the business then click **Assign Authorized User** to specify the actions that the authorized user can do, like making deposits or paying fees.
5. Click **Save** when you're done.

You can change the owners associated with deposit accounts. For more information, see *Managing Owners*.

Managing Owners

You can change the owners associated with deposit accounts. The owner type is set on the Deposit Account Information tab when setting up the deposit account.

You can set primary owners or add additional owners. At least one owner must be a primary owner.

You can manage ownership on the Deposit Account page, on the Owners tab.

Changing Ownership

1. Select **Billing and Payment** > **Deposit Accounts.**
2. On the Deposit Accounts page, click **Owners** in the left hand navigation.
3. Click the row for the current owner if you want to revise existing information.
4. Click **Change Ownership** to replace or add an additional owner.
5. If you choose **Replace Owner,** select an **Inactive Reason Code**, enter any comments, select an **Account Owner Type,** then click **Assign** to choose a new owner.
6. If you choose **Additional Owner,** select the **Account Owner Type** and click **Assign** to choose a new owner.

Managing Authorized Users

Agency staff can grant access or revoke access to public users to perform various tasks. A public user has to be registered in the permitting and licensing application.

Agency staff can add, delete, or inactivate authorized users. They can also specify the actions that the authorized user can do, like making deposits or paying fees.

Owners of deposit accounts and agency staff can send invitations to grant access to public users to manage a deposit account.

Owners of deposit accounts can revoke the access of an authorized user, or grant additional access, or inactivate an authorized user.

Owners of deposit accounts can void an unaccepted invite.

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> **Note:**

1. Agency Staff have to create communication templates and set up deposit accounts before an invite can be sent. For more information, see *Setting Up Communication Templates*.
2. Invited users should register themselves before they can accept the invitation.
3. Invited users will be able to manage the deposit account to which an invite was sent, only after they accept the invite.

You can manage authorized users on the Deposit Account page, on the Authorized User tab.

Adding an Authorized User

1. Select **Billing and Payment** > **Deposit Accounts**.
2. On the Deposit Accounts page, click **Authorized Users** in the left hand navigation.
3. Click **Assign Authorized User** and click **Select** to add the name from the list.
4. Click a row on the Authorized Users page to specify the actions that the user can do.
5. On the Assign Authorized User page, choices include:
   - Make deposit
   - Download documents
   - Receive balance notification
   - Pay fees
   - Print statement
   - Update account
   - Upload documents
6. Click Save.

Deleting an Authorized User

1. Select **Billing and Payment** > **Deposit Accounts.**
2. On the Deposit Accounts page, click **Authorized Users** in the left hand navigation.
3. Click the row for the authorized user that you want to delete.
4. Click **Delete** You will be prompted to confirm the permanent deletion.

Inactivating an Authorized User

1. Select **Billing and Payment** > **Deposit Accounts.**
2. On the Deposit Accounts page, click Authorized Users in the left hand navigation.
3. Click the row for the authorized user that you want to inactivate.
4. Change the **Assign Status** to **Inactive.**
5. Click **Save.**

Inviting an Authorized User

1. Select **Billing and Payment** > **Deposit Accounts.** and click the deposit account.
2. On the Deposit Accounts page, click Authorized Users in the left hand navigation.
3. Click the **Invite User** button and populate email address and name.
4. Select the access you want to grant.

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5. Submit and confirm to send the invitation.

Accepting an Invite

1. On the agency springboard, select the Deposit Account User Invites tile or click on the link in the email.
2. On the Deposit Account User Invitation List page, select a row to accept. If you clicked on the link in email, this step is not necessary.
3. Click Accept and confirm to be added as an authorized user to the deposit account.

Voiding an Invite

1. On the agency springboard, select the Deposit Account User Invites tile and click the deposit account.
2. On the Deposit Account User Invitation List page, select an invitation that has not been accepted.
3. Click Void.

Managing Project Assignments

You can assign projects to deposit accounts, remove assigned projects, or inactivate assignments.

An account that is associated to a project enables authorized users to use the funds in the account to pay for fees on a permit or planning record for a specific project, if the permit or planning record is assigned to the project and if the authorized user is an applicant or a contact who can pay.

You can manage projects on the Deposit Account page, on the Projects tab.

Assigning Projects

1. Select **Billing and Payment** > **Deposit Accounts.**
2. On the Deposit Accounts page, click **Projects** in the left hand navigation.
3. Click the row for a project if you want to revise existing information. Click **Assign Project** to assign a new project.
4. On the Assign modal window, select the **Project Code.**
5. Select an **Assign Status.** Choices are **Active** or **Inactive.**
6. Select **Yes** to indicate if this is the **Primary Account.**
7. Click **Save.**

Removing Assigned Projects

1. Select **Billing and Payment** > **Deposit Accounts.**
2. On the Deposit Accounts page, click Projects in the left hand navigation.
3. Click the row for the project and click Delete.
4. You will be prompted to confirm the permanent deletion.

Inactivating Assigned Projects

1. Select **Billing and Payment** > **Deposit Accounts.**
2. On the Deposit Accounts page, click **Projects** in the left hand navigation.
3. Change the **Assign Status** to **Inactive.**
4. Click **Save.**

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Managing Transaction Assignments

You can assign transactions types and transactions to deposit accounts. You can remove assigned transactions, or inactivate assignments.

Assign transaction types to deposit accounts when you want to set up an account for a transaction type. An account that is associated to a transaction type enables authorized users to use the funds to pay fees on a permit or planning record for a specific transaction type (permit type), if the permit or planning record is for that transaction type and if the authorized user is an applicant or a contact who can pay.

Similarly, assign transactions to deposit accounts when you want to set up an account for a transaction. Assigning a transaction enables authorized users to use the funds in the account to pay for fees on a permit or planning record for a specific transaction, if the permit or planning record is for that transaction type and if the authorized user is an applicant or a contact who can pay.

You assign transaction types and transactions on the Deposit Accounts page, on the Transactions tab.

Assigning Transaction Types

1. Select **Billing and Payment** > **Deposit Accounts.**
2. On the Deposit Accounts page, click **Transactions** in the left hand navigation.
3. Click the **Assign Transaction Type** button and select a transaction type from the list.

Assigning Transactions

1. Select **Billing and Payment** > **Deposit Accounts.**
2. On the Deposit Accounts page, click **Transactions** in the left hand navigation.
3. Click the **Assign Transaction** button and select a transaction from the list.

Removing Assigned Transaction Types or Transactions

1. Select **Billing and Payment** > **Deposit Accounts.**
2. On the Deposit Accounts page, click **Transactions** in the left hand navigation.
3. Click the row for the transaction and click **Delete.**
4. You will be prompted to confirm the permanent deletion.

Inactivating Assigned Transaction Types or Transactions

1. Select **Billing and Payment** > **Deposit Accounts.**
2. On the Deposit Accounts page, click **Transactions** in the left hand navigation.
3. Change the **Assign Status** to **Inactive.**
4. Click **Save.**

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Managing Attachments

You can manage attachments specific to deposit accounts, like change of ownership requests, enabling you to have more complete information about a deposit account in one place. The Attachments tab is on the Deposit Account page.

Agency staff can:

- View the list of attachments associated with the deposit account.
- Upload, download, and delete attachments.
- Grant authorized users access to upload and/or download attachments.

Deposit account owners can:

- View the list of attachments associated with the deposit account.
- Upload and download attachments.
- Grant authorized users access to upload and/or download attachments.

Deposit account authorized users can:

- View the list of attachments associated with the deposit account.
- If granted access, upload and/or download attachments.

Adding Attachments

1. Select **Billing and Payment** > **Deposit Accounts.**
2. On the Deposit Accounts page, click **Attachments** in the left hand navigation.
3. Click **Add** and choose the file you want to upload.
4. Optionally enter a Description and Category or Subcategory.
5. Click **Upload**.

The category and subcategory fields are tied to document groups. Agency staff can link document groups on the Deposit Account Options page. For more information, see *Setting Up Document Groups*.

Viewing Details

1. Select an attachment and click View Details in the **Actions** menu.
2. The Attachment Details modal page displays who uploaded the document and who last updated it.

Downloading Attachments

1. Select an attachment and click Download in the Actions menu.
2. You can choose where to save the file.

Deleting Attachments

1. Select an attachment and click Delete in the Actions menu.
2. Click Cancel or Ok to delete the file.

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Managing Notifications

You can send notifications about deposit accounts.

The agency defines the content and recipients using communication templates. Agency users add, modify, and delete communication templates on the Communication Event Details page.

Agency staff can configure templates for the following event codes:

- BNP-DEPOSIT-ACCESS: to send a communication when deposit account access is modified.
- BNP-DEPOSIT-ACCOUNT: to send a communication when an account is established.
- BNP-DEPOSIT-FUND: to send a communication when funds have to be deposited.
- BNP-DEPOSIT-INVITE: to send a communication when a user is invited to manage deposit accounts.
- BNP-DEPOSIT-RECEIVED: to send a communication after receiving a first deposit.

The application sends a communication requesting the deposit of funds when the available balance falls below the minimum balance in the following circumstances:

1. A new account is established.
2. The minimum balance is updated on a deposit account.
3. A fee is paid with funds in a deposit account.
4. A deposit is reversed.

After a notification is sent, you can see the notification in the Communication Center page.

For more information, see *Setting Up Communication Templates*.

Managing Accounting

Agency staff can create accounting entries for:

- Deposit received.
- Reversal of deposit.
- Fee paid with funds in deposit account.
- Reversal of fee.
- Refund of fee to deposit account.
- Refund of balance in deposit account.

You can view, enable, and disable accounting events on the Accounting Event page. For more information, see *Managing Accounting Events for Subledger Accounting*.

Migrating Deposit Account Data

You can migrate legacy deposit account data using the publicSectorDepositAccounts REST API.

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To do so, there are a few set up steps. You must:

- Prepare a payload to migrate existing accounts in JSON format.

- All migrated accounts must have a Verification Status of Pending Verification.

- All migrated accounts will be assigned a Funding Type Value of Cash Deposit.

- All migrated accounts must have a zero balance or positive balance in the account.

- The payload must contain account information and ownership information only. You will have to assign authorized users, projects, and transactions after importing the accounts.

- The payload must contain following headers:

  - REST-Framework-Version: 3 (minimum value)

  - X-Psc-Rt-Save-Type: I

- Agency Staff migrating deposit accounts must have the role: PSC_MANAGE_MIGRATION.

For more information about setting up deposit accounts, see *Setting Up Deposit Accounts*.

For more information about using REST APIs, see Oracle Help Center.

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4 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 the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the **Setup** drop-down list, select your offering.
3. From the **Functional Areas** list in the left panel, select *Fee and Payments*.
4. The right panel shows the required tasks for the selected functional area. Select **Manage Fee Items** from the tasks list.
5. On the **Fee Items** page, click **Add** to add a fee item.
6. On the **New fee item** drawer, enter a name for the fee item.
7. In the **Description** field, enter a description.
8. In the **Department** field, you can select a department to associate with the fee.
9. Verify that the **Enabled** switch is turned on. The switch is turned on by default for a new fee item.
10. Click **Save**.

Modifying Fee Items

1. Navigate to the Fee Item page and select the row for the fee item that you want to modify.
2. On the **Fee item details** drawer, you can:
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.

    - Enable or disable the fee item.

4. If you made any changes, click **Save**.

Deleting Fee Items

1. Navigate to the Fee Item page and select the row for the fee item that you want to modify.
2. On the **Fee item details** drawer, click **Delete**.

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Setting Up Fee Schedules

Define fee schedules to associate with the application types. A fee schedule can be used for 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 OCI Process Automation.

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 OCI Process Automation.

  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 the **Setup and Maintenance** tile on the Agency Springboard to access the Functional Setup Manager.
2. From the **Setup** drop-down list, select your offering.
3. From the **Functional Areas** list in the left panel, select *Fees and Payments*.
4. The right panel shows the required tasks for the selected functional area. Select *All Tasks* from the **Show** drop-down list and then select **Manage Fee Schedules** from the tasks list.
5. On the Fee Schedule page, click **+ Add** to add a new fee schedule.
6. On the **New Fee Schedule** page, enter values for the fields under the Fee schedule details section.

Page Element	Description
Effective Start Date and **Effective End Date**	Enter the start date when the fee schedule is effective. The default value for the effective end date is open-ended and can't be changed. For more information, see "Working with Effective Dates in Fee Schedules" in this topic.
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.

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Page Element	Description
	The default fee item is used for the fee schedule if there is no matching fee item in the decision model.
Refund Fee Item	Enter a refund fee item as the default for this fee schedule for ad hoc refunds.

7. Required if your agency integrates with Oracle Receivables, enter values in the **Receivables fee items** section on the fee schedule:

Page Element	Description
Adjustment Fee Item	Select a value from the drop-down list to generate a fee item on any invoice with an adjustment, based on this fee schedule. Adjustments can be penalties or late fees. The selected fee item will be used for any invoice adjustments from Receivables.
Discount Fee Item	Select a value from the drop-down list to generate a discount fee item on any invoice based on this fee schedule. The selected fee item will be used for any invoice discounts from Receivables.
Credit Fee Item	Select a value from the drop-down list to generate a credit fee item on any invoice based on this fee schedule. The selected fee item will be used for any invoice credits from Receivables.

Based on payments and adjustments for an invoice, the sync invoice process uses the Receivables fee items to create fees in Oracle Permitting and Licensing. For more information about setting up Receivables fee items, see *Oracle Receivables Integration Overview*.

8. Click **Save**.

Working with Effective Dates in Fee Schedules

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. Fee schedules with multiple effective-dated entries appear only once in the list on the Fee Schedule page, showing the current effective-dated row.

To switch to viewing other effective-dated entries, click the **Date Range** drop-down list and select the effective-dated row you want to view.

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

1. Select a fee schedule on the Fee Schedule list page.
2. On the Fee Schedule Details page, click the **Add New Effective Date** button.
3. Enter the effective start date.

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4. 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.

Here are considerations for deleting effective-dated entries:

- Click the **Delete Effective Date** button on the Fee Schedule Details page to delete the effective-dated entry displayed on the page.

- Deleting an effective-dated will also remove it from the Fee Mapping.

-

Only agency staff with the system administrator role for managing effective date operations can click **Delete** to remove an entire fee schedule, along with all of its effective-dated entries. Staff with this role can also delete individual fee schedule entries and update the data within any effective-dated entry - whether the entry is in the past, present, or future.

> **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.

Modifying or Deleting Fee Schedules

You can modify fee schedules on the Fee Schedule Details page. Fee schedules are associated with application types such as permits, planning applications, and licenses. You must have permission to delete fee schedules.

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

1. Select the **Setup and Maintenance** tile on the Agency Springboard to access the Functional Setup Manager.
2. From the **Setup** drop-down list, select your offering.
3. From the **Functional Areas** list in the left panel, select *Fees and Payments*.
4. The right panel shows the required tasks for the selected functional area. Select *All Tasks* from the **Show** drop-down list and then select **Manage Fee Schedules** from the tasks list.
5. On the Fee Schedule page, select the row for the fee schedule that you want to modify.
6. On the Fee Schedule Details page you can:

   - Modify the fee schedule description.
   - 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.
   - Enter a new refund fee item.
   - Enter new Receivables adjustment fee items, if your agency integrates with Oracle Receivables.
   - After a definition is saved, end date fields become read-only.

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

7. If you made any changes, click **Save**.

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8. If you made have permission to delete the fee schedule, click the **Delete** button. You can't restore deleted fee schedules.

   Only agency staff with the system administrator role for managing effective date operations can click **Delete** to remove an entire fee schedule, along with all of its effective-dated entries.

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

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 drawer.
3. Select different decision model mapping values for the fee from the drop-down lists.
   - For fees assessed during the application process, select *Form Designer*.
   - 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**.

> **Note:** You must re-migrate the application type using Import Management from Functional Setup Manager (FSM) if you change the values for any of the fields – *Model Name*, *Version*, *Service Name*, *Map Fee Item*, *Map Fee Amount*, and *Mapping Source*.

Deleting Fee Items from the Fee Schedule

> **CAUTION:** Be aware of all associated application types before you delete or modify fee schedules or fee items. When you delete a fee item, the decision model mappings are deleted from all associated record types.

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 drawer.
3. To delete the fee item, click **Delete**.

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 on the Fee Schedule list page.
2. On the Fee Schedule Details page, click **+ Add** in the **Fee items** section.
3. On the Fee Schedule Details page, select a few item **Fee items** section.
4. Enter values on the New fee item drawer:

Page Element	Description
Model Name	Enter the name of the fee decision model.
Version	Enter the version number of the fee decision model.
Service Name	Enter a service name to integrate the fee decision model with the fee schedule.
Map Fee Item	Associate the decision model attribute that represents the fee item.
Map Fee Amount	Associate the decision model attribute that represents the fee amount.

Applies to Type	Select the application type that this fee item applies to:
	
	  o _Origination_ - Original applications. This is the default value.
	
	  o _Amendment_ - Applications for amendments to business licenses.
	
	  o _Renewal_ - Business license renewal applications.
	
	  o _Renewal Estimate_ - Business license renewal estimate.

Pay Now	Move the switch to activate the pay now option if you want the fees to be payable upon submission of the application.

5. 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
Mapping Source	Select _Form designer_. When _Form designer_ is selected, the fee decision model attributes are mapped from the intake form designer. The attribute mapping is required to calculate fees.

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.

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> **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. The fee lines from these other mapping sources must be included in the same fee schedule that's associated with the application type.

1. Select a fee schedule on the Fee Schedule list page.
2. On the Fee Schedule Details page, click **+ Add** in the **Fee items** section.
3. Enter values on the Fee item details drawer:

Page Element	Description
Model Name	Enter the name of the fee decision model.
Version	Enter the version number of the fee decision model.
Service Name	Enter a service name to integrate the fee decision model with the fee schedule.
Map Fee Item	Associate the decision model attribute that represents the fee item.
Map Fee Amount	Associate the decision model attribute that represents the fee amount.

Applies to type	Select the application type that this fee item applies to:
	
	  ○ *Origination* - Original applications. This is the default value.
	
	  ○ *Amendment* - Applications for amendments to licenses.
	
	  ○ *Renewal* - Permit and license renewal applications.
	
	  ○ *Renewal Estimate* - Used to calculate the estimated renewal fees and penalties for expiring licenses. See the section, "Estimating Fees for Renewal and Penalties," in this topic.

Pay Now	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.

4. 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
Appeal for Planning Application	Based on the appeal request after a public hearing decision for a planning application. For more information about public hearing appeals, see *Working with Public Hearings*.
District based	Based on the property's district in the application. The date of application submission determines which effective-dated fee schedule to use. 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 *Assigning Districts to Parcels*. 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.
Code Enforcement Case Fees	Based on the case fees, including citation, violation, and ad hoc fees, within Code Enforcement. The current date is used for the fee schedule. For more information, see *Working with Code Enforcement Fees and Payments*.
Code Enforcement Overdue Fees	Based on the calculation of late fees for cases within Code Enforcement. For more information, see *Working with Code Enforcement Fees and Payments* and *Setting Up Calculate Overdue Case Fee Actions* .
Code Enforcement Violation Fees	Based on the calculation of recurring fines for code violations within Code Enforcement. For more information, see *Working with Code Violations* and *Working with Code Enforcement Fees and Payments*.
Time Recording for Planning Application *Time Recording for Plan Review* *Time Recording for Inspection*	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. For more information about time recording and billing, see *Time Recording Overview*.
Time Recording for Code Enforcement Case *Time Recording for Code Enforcement Inspection*	Based on the recorded time entered for a code enforcement case or inspection. The current date is used for the fee schedule. For more information about time recording and billing, see *Time Recording Overview*.

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Mapping Source	Description

> **Note:** For a mapping source set to *Code Enforcement Violation Fees* or *Code Enforcement Overdue Fees,* there is an additional field to set: **Map Fee Reference.** Select the reference value for that additional fee. In your decision model, you will need to incorporate the reference ID within your calculations, and include an attribute for both the input and output definitions. For more information, see *Creating Decision Models for Fees*.

5. 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.

6. Enter values on the Map fee attributes drawer for each fee item line:

Page Element	Description
Effective Start Date	Enter the first day when the fee map definition is valid.
Effective End Date	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.
Model Attribute	Displays the model attributes that are determined by the fee decision model inputs.
Attribute Type	Displays the data type of the model attribute, such as string, number, boolean, and so on.
Transaction Attribute	Click the drop-down list to map the decision model attribute to a transaction attribute, which is determined by the selected Mapping Source.

7. Click **OK**.

Estimating Fees for Renewal and Penalties

Agencies can configure the **Renewal Estimate** option, which allows them to calculate the estimated renewal fees and penalties for expiring business licenses. The estimated fees and penalties are calculated during the about to expire and expiration phase, respectively.

> **Note:** The **Recalculate Fees** button on the Fees and Payments page does not help in calculating the estimated fees.

The penalty fees are estimated based on the configured formula against the outstanding time. When an agency or applicant submits the renewal application, actual renewal fees and penalties will be calculated using the **Renewal** option.

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Here's how you can estimate fees for renewal:

> **Note:** You can estimate fees only for the current license renewal activity.

1. Go to the Fee Schedule list page and select or add a new schedule.
2. On the Fee Schedule Details page, select any row or add a new row under the **Fee items** section to display the Fee item details drawer.
3. On the Fee item details drawer, select the fee model and enable the **Renewal Estimate** checkbox and click **Save**.
4. Run the **Generate Fees** process for Business Licenses.

   On the **Generate Fees** page, for the **Fee Calculation Type** dropdown, select *Estimated Renewal Fees*.
5. On the Agency Springboard, click the Business License Transactions icon and select your business license application.
6. Click the **Fees and Payments** tab on the Business License page. The **Estimated Fees** is displayed on the right-hand pane.

Converting Estimated License Renewal Fees to Payable

Agencies can automatically initiate license renewals based on its setup for license activity and expiration options. After the estimated fees are generated, the **Generate Fees** process for Business Licenses runs with the option *Convert Estimated Fees to Payable*. The estimated fees for the license renewal then appears with the status *Due* on the Fees and Payments. The business owner can complete the renewal application, pay the fees and submit the application.

Using Separate DMN Models for Renewable Permits

Agency staff can leverage separate Decision Modeling and Notation (DMN) models for origination and renewals for permits. You can use separate fee models to calculate fees on the origination and renewal applications. Here's how to indicate the fee items for renewals:

1. On the Fee Schedule Details page, select an appropriate fee model to display the **Fee items** section to display the Fee item details drawer.
2. For *Applies to Type*, select the **Renewal** checkbox.
3. Click the **Save** button.

When a permit renewal is submitted, the system will calculate fees.

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.

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 OCI Process Automation to the fields you have added to your intake form either through delivered field groups or by adding fields manually.

If you added a grid to the intake form, you must map the grid attributes to the decision model using the Fee Mapping page. You select the grid from the **Transaction Object** field and then select its attribute from the **Transaction Attribute** field.

> **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**

   o **Code Enforcement Setup** > **Issue Subtype**

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
Effective Start Date and **Effective End Date**	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.
Applies to Type	The type of application that the fee item applies to as defined in the fee schedule: ○ *Origination* - Original applications. This is the default value. ○ *Amendment* - Applications for amendments to business licenses. ○ *Renewal* - Business license renewal applications.
Model Object	The name of the grid in the decision model. This field appears only when the decision model includes an input that accepts multiple values.
Model Attribute	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.
Attribute Type	The data type of the model attribute, such as string, number, boolean, and so on.
Transaction Object	Select the grid that you manually added to the intake form. This field appears only when there are multiple fee values sourced from a grid.
Transaction Attribute	Select an attribute for the object you selected from the above field. The attributes are the column names of the grid you added. This field appears only when there are multiple fee values sourced from a grid.
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**.

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5 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 *Oracle Permitting and Licensing: 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.

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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
Payment Adapter ID	Enter a name for the payment adapter.
Payment Gateway	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.
Enabled	Turn the **Enabled** switch on to make the row available as a lookup value on other pages.

4. Access the Adapter Configuration tab and click **Add** to add a configuration for the payment adapter.
5. You can set different configuration values for credit card and debit card payment adapters. Enter an ID, name, and value for the configuration. Here are some options:

Configuration ID	Description
TIMEOUT	This is a configurable Timeout and is read as minutes. The timeout value is used in the following areas:
	1. Hosted payment page countdown.
	2. Online (manual) reconcile API wait time.
	3. Sync card ESS job reconcile wait time.
	If no value is set for this configuration, the defaults below are used:
	1. Hosted payment page, 5 minutes.
	2. ESS sync job, 6 minutes.
	3. Online reconcile, 12 minutes.
	If the administrator sets a different timeout value, certain areas will have a multiplier:
	1. Hosted payment page, defined timer .
	2. ESS sync job, defined timer + 1 minute.
	3. Online reconcile, 2x defined timer + 1 minute.

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Configuration ID	Description
	The timer starts as soon as the user clicks the Make Payment button.
	A countdown timer is displayed on the card details page.
	The system does not check if the card details page has data or not, the timer will run regardless.
	When processing times out, a message is displayed to the user
HELPDESK	This is a configurable HelpDesk value that enables customers to set a custom help desk value.
	The system will append the value as is to the error messages on card payment.
MAX_LIMIT_AMT MAX_LIMIT_CURR	This is a configurable transaction limit that enables customers to set a maximum amount and a currency limit per transaction. Both values have to be set up, or else no validation will take place.
	If set, the system performs a comparison of the checkout amount total and the currency.
	The system first validates if the checkout currency is the same as the max_limit_curr. If so, it compares the amount. If not, the validation ends.
	If the currency equals max_limit_curr and the checkout amount total is greater than the max_limit_amt, the payment request is denied and a message is displayed to the user.
REFUND_PERIOD	This is a configurable refund period validation that enables customers to validate a refund window upfront.
	The value can be an agency specific refund window (for example, 30 days) but cannot be more than the 3rd party provider refund window.

6. Access the Adapter Method tab and click **Add** to add a payment method for the payment adapter.
7. Select a Payment Method.
8. Turn the **Enabled** switch on to make the row available as a lookup value on other pages.
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 checkboxes 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
Agency ID	Select the ID of the agency for which you are adding a payment option.
Payment Method	Select the payment method that the payment options apply to. **Note:** The *CASH* payment method represents cash drawer payments, which can be made using cash, personal checks, or cashier's checks.
Enabled User	Select the user that can accept the payment. Valid values are: ○ *Agency Staff* ○ *All Users* ○ *Public User*
Payment Adapter ID	Select the payment adapter that you want to use for this payment option.

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Page Element	Description
	For more information on payment adapters, see *Setting Up Payment Adapters*. **Note:** This field is unavailable for the *CASH* payment method.
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 for only the *CASH* payment method.
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.

Default Payment	Select the default payment type used for payments made through a cashier. Valid values are:
	
	  o *CASH* (cash)
	
	  o *CSCK* (cashier's check)
	
	  o *PRCK* (personal check)
	
	Note:
	This field is available for only the *CASH* payment method.

Reopen Cashier Session	Turn this switch on to allow suspended and closed cashier sessions to be reopened. Only unreconciled cashier sessions can be reopened. **Note:** This switch applies only to the *CASH* payment method. If you select this option for any other payment method, you will receive an error message when you try to save.
Require ID Verification	Turn this switch on to require ID verification when accepting personal checks or cashier's checks.

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Page Element	Description
	Note: This switch applies only to the *CASH* payment method. If you select this option for any other payment method, you will receive an error message when you try to save.
Reinstate Fee	Turn this switch on to reinstate fees when a payment is returned. When agency staff set up the agency payment option, they must decide whether to enable void payments or reverse payments. Turn off the reinstate fee switch to enable agency staff to void the payment. Turn on the reinstate fee switch to enable agency staff to reverse the payment. **Note:** After you turn on this switch, depending on the payment method, the following fields appear.
Returned Payment Fee ID	Associate a fee item to be used to create the returned payment fee.
Refund Fee Item ID	Associate a fee item to be used to recover refunded overpayments for the check payment. This is also referred to as the Refund Recovery fee item ID. If your agency allows refunds of personal check payments before the check clears the bank, note the following. If you refund a check that represented an overpayment before reversing that payment, an on-account debit for the amount refunded will remain after the reversal and a new fee will be created to recover the refund using the specified fee item. To ensure proper accounting for the on-account, see *Selecting an Accounting Framework* for more information on setting up your accounting framework to credit the on-account rather than revenue when the Refund Fee Item is paid.
Returned Payment Fee Amount	Specify the amount that will be collected for processing a returned payment.
Fee Currency	Specify the currency for the amount that will be collected for processing a returned payment.

4. Click **Save**.

Modifying Agency Payment Options

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

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3. You can:

   o Update the payment option field values.

      | **Note:** You can't 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 checkboxes 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
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.

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Page Element	Description
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:
   - Update the payment option field values.
   - 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 checkboxes 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 the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the **Setup** drop-down list, select your offering.
3. Select Fees and Payments from **Functional Areas** and then select the **Manage Cash Drawers** task.
4. On the Cash Drawer page, click **Add**.
5. On the **New cash drawer** 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.
Enabled	(Optional) Turn the **Enabled** switch off to make the row unavailable as a value on other pages. New rows are enabled, by default.
Cash Reconciliation	Select how cash is reconciled for the cash drawer. Options are: ○ *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. ○ *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.

6. Click **Save**.

Modifying or Deleting a Cash Drawer

1. On the Cash Drawer page, select the row for the cash drawer you want to modify.
2. 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.

3. Click **Save**.

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

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Setting Up Bank Reconciliation Options

Agency staff can now use the bank reconciliation function in Oracle Fusion Cash Management to automatically or manually reconcile Oracle Permitting and Licensing payments, refunds, and reversal transactions.

Bank statement reconciliation is performed in Oracle Cash Management. You configure the OPAL bank reconciliations options here.

Configuring Bank Reconciliation Options

1. Select **Payment Setup** > **Bank Reconciliation Options**.
2. On the Bank Reconciliations Options page, click **Add**.

Page Element	Description
Transaction Category	Options must be created for both Transaction Categories (select Payment or Refund) and include all valid payment methods used by the agency.
Payment Method	Select Cash (not valid for refunds), Check, Cashier check, Credit Card, Debit Card, or Offline.
Enabled	Use this switch to enable the option.
Reconciliation System Code	Select Cash Management.
Start Date	Select the starting transaction date OPAL will select for creating bank reconciliation transactions. This option will be unavailable if Cash Management is not selected.
Bank Account	Search for and select the bank account.
Business Unit	Search for and select the business unit.
Transaction Type	Enter a valid, enabled lookup code value. The delivered values are extensible. You must use one of the codes configured for the transaction type on the Manage Cash Management lookups.
Reference Text	Indicates what the Reference Text field is populated with. Search for and select the reference text. Options are: Check number, Payment reference ID, Payment transaction ID, Refund reference ID, Refund transaction ID, Deposit slip number, or a static value for example, Merchant ID.

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Page Element	Description
Description Text Option Code	Search for and select the Description Text Option Code. Options are: Check number, Payment reference ID, Payment transaction ID, Refund reference ID, Refund transaction ID, Deposit slip number, or a static value.
Error Handling Option Code	If an error occurs when exporting transactions to Cash Management for this category or payment method, you can choose to stop or skip the transaction in error or continue processing. Search for and select the Error Handling Option Code. Options are: Continue on error, or Stop on error.

3. Click **Save**.

Setting Up Third-Party Payments

The Open API Framework provides agencies with the option to lookup fees, process payments and manage payment returns in a third-party payment platform, including cashiering solutions.

For more information about preliminary setup work prior to setting up third-party payment options, see Setting Up Third-Party Payment Integration in My Oracle Support (Doc ID KB104180).

Configure third party payment options to enable the system to process third-party search requests, payment confirmation, void payments, and punch-out.

You set up third-party options on the Third Party Payment Options page.

Configuring Third Party Payment Options

1. Select **Payment Setup** > **Third Party Payment Options**.
2. On the Third Party Payment Options page, click **Add**.
3. On the Third Party Payment Options page, enter values for these fields:

Page Element	Description
Payment Reference Prefix	Specify the payment reference prefix to be used on the payment reference identifier populated on the payment history record.
Punch-out User	Specify whether punch out to a third party payment provider page should be enabled for users. Valid values are: • No User. Select this if you do not want to support punch out to a third-party payment provider page. • Public User. Select this if you want to support punch out to a third-party payment provider page only for Registered Public Users. • Agency Staff. Select if you want to support punch out to a third-party payment provider page only for Agency Staff.

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Page Element	Description
	• All Users. Select if you want to support punch out to a third-party payment provider page for both Registered Public Users and Agency Staff. **Note:** If you choose to punch out a user to a third-party payment page then additional configuration is required. See Setting Up Third-Party Payment Integration in My Oracle Support (Doc ID KB104180).
Code Enforcement Timer	The timer value is in hours and is used to determine the expiration of a search request. When a third-party payment provider pulls code violation fee records to take a payment, the system expects the third-party payment provider to submit the payment within the Code Enforcement Timer threshold. The system will reject the payment if it is submitted outside the Code Enforcement Timer threshold.
Reinstate Fee Mark	Use this switch if you want the system to reverse paid fee records and reinstate new fee records.
Charge Return Fee Mark	Use this switch if you want the system to add an additional fee record to collect charges for payment returns. After you enable this, enter values for these fields: • Return Check Fee Item ID. Specify the fee item to be used to charge for payment return. • Return Check Fee Amount. Specify the amount to be charged for payment return. • Return Check Fee Currency.
Third Party Disclaimer	If the system is configured to punch out a logged in user to the third party payment provider page to make a payment, then a modal window is displayed to the user before redirection. The agency should configure the disclaimer text that will be displayed to users in the modal window before they are redirected to the third-party payment page when attempting to make a payment.

Configuring the Contextual Help to Display the Payment Method List

When the agency configures the system to provide a choice to the user to make a payment either with Oracle supported payment methods or payment methods supported by a third-party payment provider, specify the payment method list that will be displayed to users before they are re-directed to the third-party payment page when attempting to make a payment. You can access the Contextual Help page from the page finder and define the contextual help.

Viewing Third Party Payments

You can see all of the third-party payments on the Third Party Payments page. Go to **Billing and Payment** > **Third Party Payments**.

6 Integrating with Oracle Receivables

Oracle Receivables Integration Overview

You can configure the Business Licenses, Permits, and Planning and Zoning applications to integrate with Oracle Fusion Receivables.

This allows agencies who have subscribed to Oracle Business Licenses, Permits, Planning and Zoning, and Oracle Fusion Receivables to invoice fees and fines, receive payments in Oracle Fusion Receivables, and synchronize balances from Oracle Fusion Receivables to Oracle Permits, and Planning and Zoning.

Oracle Fusion Receivables Setup

You must configure Oracle Fusion Receivables in order to integrate it with Oracle Business Licenses, Permits, and Planning and Zoning. The values configured in Oracle Fusion Receivables are mapped in Oracle Business Licenses, Permits, and Planning and Zoning, and drive the integration. For more information on setting up Oracle Receivables, see Oracle Financials Cloud documentation: *Implementing Receivables Credit to Cash*

> **Note:** You must update the delivered transaction source 'ORA_PSCR' to accept values (instead of IDs) for payment terms, transaction types, and memo line rules.

Here is a list of setups to integrate with Oracle Fusion Receivables:

- Accounting Framework Options.
- Configure Billing Account on Application Types.
- Associate Fee Schedules to Application Types.
- Configure Agency Receivable Options.
- Configure Agency Receivable Receipt Options.
- Configure Receivable Options for Application Types.
- Configure Receivable Options for Fee Items.

Accounting Framework Options

You must set up the accounting framework to use Oracle Financials Cloud Accounting. For more information about your accounting set up, see *Selecting an Accounting Framework*.

To ensure you have your Financial Accounting set up:

1. Navigate to Setup and Maintenance and select your Permitting and Licensing Offering such, as Permits.
2. Select the Accounting Functional Area.
3. Select Change Feature Selection.
4. You can see your Selected Choices. If you want to enable Financials Cloud Applications, click the pencil icon to enable and complete the instructions in *Setting Up Accounts*.

Configure Billing Accounts on Application Types

Add the Billing Account field group to your application types for Business Licenses,Permits, and Planning and Zoning. To add predefined field groups to application types, see *Using Predefined Field Groups*. This enables agency staff and public users to create or use the Oracle Fusion Receivable billing account information when submitting applications.

For more information about using billing accounts, see *Working with Billing Accounts*.

Associate Fee Schedules to Application Types

Adjustments, credits, and discounts applied to invoice records directly in Oracle Fusion Receivables for Business Licenses, Permits, and Planning and Zoning application fees or fines can be synced to Business Licenses, Permits, and Planning and Zoning. A fee record will be created during the sync process if a fee item is specified on the fee schedule associated with a Business License, Permit, or a Planning and Zoning application type.

> **Note:** A fee record will not be created for Oracle Fusion Receivables adjustments, credits and discounts if a fee schedule is not associated with a Business License, Permit, or a Planning and Zoning application type.

1. Configure Agency Receivable Options

   Enable the integration with Oracle Fusion Receivables at the agency level. You add receivable options to map business unit, reference data set, other integration attributes and enable the integration. For more information on the agency-level setup, see *Setting Up Agency Receivable Options*.

2. Configure Agency Receivable Receipt Options

   If you receive payments for invoices in Business Licenses, Permits, Planning and Zoning then you would want to create standard receipts in Oracle Fusion Receivables and apply them to the invoices. Define a set of receivable receipt options for each payment method that your agency supports. For more information, see *Setting Up Agency Receivable Receipt Options*.

3. Configure Receivable Options for Application Types

   If you want to override the integration attribute values defined on the agency receivable options for a specific application type, you can configure the record type-level receivable options. For more information, see *Setting Up Record Type Receivable Options*. Note that only some of the agency-level integration attributes can be overridden.

4. Configure Receivable Options for Fee Items

   If you want to override the integration attribute values defined for an application Ttpe for a specific fee item, you can configure the fee item-level receivable options. For more information on the fee item-level setup, see *Setting Up Fee Item Receivable Options*.

Invoice Processing

After your set up is enabled:

- Fees assessed and due after an application is submitted can be invoiced to Oracle Fusion Receivables using the Invoice Fees and Fines scheduled process.

- Payments received in Oracle Fusion Receivables for Business Licenses, Permits, and Planning and Zoning invoices can be synced to Business Licenses, Permitting, Planning and Zoning using the Sync Invoice Status scheduled process.

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- Standard receipts can be created and applied to invoices in Oracle Fusion Receivables using the Create Oracle Receivable Receipt scheduled process if payments are received in Business Licenses, Permits, Planning and Zoning after fees are invoiced.

- A credit memo can be created in Oracle Receivables using the Invoice Fees and Fines scheduled process if a fee is adjusted in Business Licenses, Permits, or Planning and Zoning after it has been invoiced.

- Adjustments made in Oracle Fusion Receivables for Business Licenses, Permits, and Planning and Zoning invoices can be synced to Business Licenses, Permits, Planning and Zoning using the Sync Invoice Status scheduled process.

For more information about the scheduled processes, see *Working with Fees and Payments*.

For more information about setting up the integration for Oracle Receivables, see Oracle Permitting and Licensing: Integration with Oracle Receivables for Invoicing and Fees and Payments KB 177730 on My Oracle Support.

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

Define a set of receivable options for your agency.

1. Select the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the **Setup** drop-down list, select your offering.
3. Select Accounting from **Functional Areas** and then select the Manage Agency Receivable Options task.
4. On the **Receivable Options for Agency** page, click **Add**.
5. On the **New receivable options for agency** drawer, enter values for the following fields:

Page Element	Description
Receivables System	Select your Oracle Receivables system.
Receivables Business Unit	Enter the Oracle Receivables business unit associated with your agency.
Reference Data Set Name	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.
Payment Term, **Invoice Transaction Type**, **Credit Memo Transaction Type**, **Memo Line Name**	Enter your invoicing information. The reference data set you selected determines the values available to select in these fields.
Receivable Activity Name	Enter the default receivable activity name that Oracle Permitting and Licensing 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.

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Page Element	Description
Enabled	Turn on this switch to enable the integration between Oracle Permitting and Licensing and Oracles Receivables. When this switch is off, Oracle Permitting and Licensing processes all received payments using normal accounting.
On Account Receivable Activity Name	Enter the receivable activity name that Oracle Permitting and Licensing 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.
Refund Receivable Activity	Enter the receivable activity name that Oracle Permitting and Licensing 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. **Note:** Oracle Permitting and Licensing generates negative miscellaneous receipts for refunds.

6. Click **Save**.

Next, add receivable receipt options for your payment methods.

Setting Up Agency Receivable Receipt Options

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

Adding Receivable Receipt Options

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

1. Select the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the **Setup** drop-down list, select your offering.
3. Select Accounting, Fees and Payments from **Functional Areas** and then select the Manage Agency Receivable Receipt Options task.
4. On the **Receivable Receipt Options** page, click **Add**.
5. On the **Receivable receipt options** drawer, enter values for the following fields:

Page Element	Description
Invoice System	Select your Oracle Receivables system.
Payment Method	Select the payment method you are defining receipt options for.

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Page Element	Description
Receipt Method Name and **Remittance Account Name**	Enter the receipt method name and remittance account name passed to Oracle Receivables for the selected payment method. **Note:** Make sure that the values you enter match the values defined in Oracle Receivables exactly.

6. Click **Save**.

Modifying or Deleting Receivable Receipt Options

1. On the Receivable Receipt Options for Agency page, select the row that you want to modify or delete.
2. On the Receivable receipt options drawer you can:

    ○ Edit the receivable receipt options fields.

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

3. Click **Save**.

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 Oracle Permitting and Licensing 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. Select the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the **Setup** drop-down list, select your offering.
3. Select Permit Types from **Functional Areas** and then select the Manage Record Type Receivable Options task.
4. On the **Receivable Options for Record Types** page click **Add**.
5. On the **Receivable options for record types** drawer, enter values for the following fields:

Page Element	Description
Classification	Select the offering that the record type receivable options apply to. Values may include: ○ *LIC* (Business Licenses) ○ *PMT* (Permits)

Page Element	Description
	○ *PZ* (Planning and Zoning) ○ *CE* (Code Enforcement)
Record Type	Select the specific record type to which these receivable options apply.
Payment Term and Memo Line Identifier	Enter an invoicing payment term and memo line identifier.
Receivable Activity Name	Enter the receivable activity name that Oracle Permitting and Licensing 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.

6. Click **Save**.

Modifying or Deleteing 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 or delete.
2. On the Receivable options for record types drawer, you can:
   - Edit the receivable options fields.

     | **Note:** You cannot change the value of the **Classification** and **Record Type** fields.

   - Delete the receivable options defined for the record type. You will be prompted to confirm the permanent deletion.
3. Click **Save**.

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 Oracle Permitting and Licensing 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*.

Adding Receivable Options for a Fee Item

1. Select the **Setup and Maintenance** tile on the Agency Springboard to access Functional Setup Manager.
2. From the **Setup** drop-down list, select your offering.
3. Select Planning Application Types from **Functional Areas** and then select the **Manage Fee Item Receivable Options** task.
4. On the **Receivable Options for Fee Items** page, click **Add**.
5. On the **New receivable options for fee items** drawer, enter values for the following fields:

Page Element	Description

Classification	Select the offering that the fee item receivable options apply to. Values may include:
	
	   o *LIC* (Business Licenses)
	
	   o *PMT* (Permits)
	
	   o *PZ* (Planning and Zoning)
	
	   o *CE* (Code Enforcement)

All Record Types	Turn this switch on to apply the receivable options to this fee item for all record types.
Record Type	Select the specific record type to which these fee item receivable options apply. This field is unavailable if you turn on the **All Records Types** switch.
Fee Item ID	Select the fee item to which the receivable options apply.
Memo Line Identifier	Enter an invoicing memo line identifier.
Receivable Activity Name	Enter the receivable activity name that Oracle Permitting and Licensing 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.

6. Click **Save**.

Modifying or Deleting 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 drawer 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**.

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