

Oracle Fusion Cloud Student Management

**How do I implement Oracle
Financials Cloud for Student
Management?**

FA Latest



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Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

Get Support

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Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

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Learn About Accessibility

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Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

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Thanks for helping us improve our user assistance!

1 Overview

Overview of Financials Implementation for Student Management

Student Management uses Oracle Financials Cloud to enable you to manage and calculate students' financial information.

It's strongly recommended that you consult a core Financials consultant, implementation partner, or systems integrator to help you implement Financials. There are elements to setting up an enterprise structure that you have to be aware of, which may impact your success in completing this implementation.

Also, it's assumed that this is your first time to implement Financials. To begin, follow the procedures in the order they appear.

2 Create Users and Enable Offering

Create Implementation Users

Among the initial activities when setting up Oracle Cloud applications is creating users who perform setup tasks. Oracle creates an initial user for you when your Oracle Cloud environment is provisioned.

The initial user can create other users, known as implementation users, to help with setting up the application.

Create TechAdmin

TechAdmin performs the technical or security setup, including locating and resolving issues in your implementation.

1. Sign in to your environment.
2. In the Setup and Maintenance work area, go to the **Create Implementation Users** task in the Initial Users functional area.
The Security Console page appears. This may be a new tab on your browser.
3. On the User Accounts page, click **Add User Account**.
4. In User Information, fill out these fields:

Field	Value
Last Name	Enter a name.
Email	Enter a valid email address.
User Name	TechAdmin
Password	Assign a password.
Confirm	Enter the password you assigned.

5. Click **Add Role**.
6. Use these codes to search for these roles:

Code	Role
ORA_ASM_APPLICATION_IMPLEMENTATION_CONSULTANT_JOB	Application Implementation Consultant
ORA_FND_IT_SECURITY_MANAGER_JOB	IT Security Manager

Code	Role
ORA_FND_DIAG_ADMINISTRATOR_JOB	Application Diagnostics Administrator

- For each role that appears in the search result, click **Add Role Membership**. You've assigned the role to TechAdmin.
- When you're done adding the roles, click **Done**.
- Click **Save and Close**.

Create FINUser

FINUser performs functional setup. This user also does most of the tasks to set up Oracle Financials Cloud.

- While you're still on the Security Console page, click **Add User Account**.
- In User Information, enter **FINUser** in the **User Name** field, then fill out the other fields with the appropriate information.
- Repeat steps 6-8 in the procedure for creating TechAdmin, but use these codes to assign these roles to FINUser:

Code	Role
ORA_FUN_FINANCIAL_APPLICATION_ADMINISTRATOR_JOB	Financial Application Administrator
ORA_ASM_APPLICATION_IMPLEMENTATION_CONSULTANT_JOB	Application Implementation Consultant
ORA_CE_CASH_MANAGER_JOB	Cash Manager
ORA_PER_EMPLOYEE_ABSTRACT	Employee
ORA_FND_IT_SECURITY_MANAGER_JOB	IT Security Manager
ORA_AP_ACCOUNTS_PAYABLE_MANAGER_JOB	Accounts Payable Manager
ORA_AP_ACCOUNTS_PAYABLE_SPECIALIST_JOB	Accounts Payable Specialist
ORA_AP_ACCOUNTS_PAYABLE_SUPERVISOR_JOB	Accounts Payable Supervisor

Code	Role
ORA_AR_ACCOUNTS_RECEIVABLE_MANAGER_JOB	Accounts Receivable Manager
ORA_AR_ACCOUNTS_RECEIVABLE_SPECIALIST_JOB	Accounts Receivable Specialist
ORA_GL_FINANCIAL_ANALYST_JOB	Financial Analyst
ORA_GL_GENERAL_ACCOUNTANT_JOB	General Accountant
ORA_GL_GENERAL_ACCOUNTING_MANAGER_JOB	General Accounting Manager

4. When you're done adding roles, click **Done**.
5. Click **Save and Close**.

Enable Financials Offering

To set up Oracle Financials, you must first enable this offering. Within Financials, you then enable the minimum set of features to support Student Management. You can enable other Financials features at a later date.

1. Log in as TechAdmin.
2. In the Offerings work area, enable the **Financials**, **Supplier Invoice Processing**, and **Customer Invoice Processing** features for the Financials offering.

Related Topics

- [Configure Offerings](#)

3 Manage Enterprise Structures

Manage Your Reference Data Set

Reference data sets let you associate transactional data with different business units and multiple ledgers. When you use Oracle Fusion applications, you can share configuration data like payment terms, list of values such as transaction sources that you map to fee types, and so on.

To share data, you use the reference data sharing feature. This data is organized into sets and is also called SetID. When you create a reference data set, the set is used to assign the reference data you use in various transactions to sets. For example, you can assign separate sets for payment terms, transaction types, and fee types to your business units.

A data set called Common Set already exists in the application. You can use Common Set for reference data that you want to share across business units.

Note: You can modify your reference data sets, but be careful when you do so. Changes to a particular set affect your business unit or the application components that use the set.

To create a reference data set

1. Log in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage Reference Data Sets** task in the Enterprise Profile functional area.
3. Click **New**, then fill out these fields:

Field	Value
Set Code	Enter a code for your reference data set. The value you enter is automatically converted to uppercase when you save this page.
Set Name	Enter a name for your reference data set.
Description	Enter a description.

4. Click **Save and Close**.

Related Topics

- [Reference Data Sets and Sharing Methods](#)
- [How do I update existing setup data?](#)

Manage Access to Your Reference Data Set

Reference data sets let you restrict access to your ledgers, ledger sets, and so on. You can limit what users are able to access by assigning each user to specific data sets.

To allow FINUser to manipulate the transactional data in your reference data set, assign these roles:

- Accounts Receivable Manager
- Financial Application Administrator
- Accounts Receivable Specialist

You can assign these roles to other users at a later date so that they can also access your reference data set.

1. Log in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage Data Access for Users** task:
 - Offering: Financials
 - Functional Areas: Users and Security
3. Select **Users without Data Access**.
4. In Security Context, select **Reference data set**.
5. In **User Name**, enter **FINUser**, then click **Search**.

These roles should appear in the search results:

- Accounts Receivable Manager
- Financial Application Administrator
- Accounts Receivable Specialist

Note that the Security Context Value column is blank. This means these roles assigned to FINUser don't have access to the reference data.

6. Click **Add Row**.

The Create Data Access for Users page appears.

7. Enter or select these values for these fields:

Field	Value
User Name	FINUser
Role	Accounts Receivable Manager
Security Context	Reference data set
Security Context Value	Select the reference data set you created.

Field	Value
	You may have to search for this value.

8. Repeat steps 7-8 using these values in the **Role** field:

- Financial Application Administrator
- Accounts Receivable Specialist

9. Click **Save and Close**.

10. Click **Save and Close**.

Related Topics

- [How do I update existing setup data?](#)

Manage Locations

Locations are used to identify where business units are located. They can also be used for reporting purposes. When you create a location, you must associate it with a reference data set.

Note: You can always add other locations at a later time.

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage Locations** task:
 - Offering: Financials
 - Functional Area: Enterprise Profile
3. Click **Create**.
4. In **Location Set**, select the reference data set you want this location associated with.
5. In **Location Information**, fill out **Name** and **Code**.

Code can be any combination of alphanumeric characters that you want to associate with the location you're creating.

6. In **Contact Details**, fill out the required fields in Main Address.
7. Optionally, in **Main Phone**, enter a phone number.
8. Click the arrow next to Save, then click **Save and Close**.
9. Click **OK**, then click **Done**.

Related Topics

- [How do I update existing setup data?](#)

Create Your Enterprise Structure

Use the rapid implementation process to implement the common setup objects for enterprise structures.

- Chart of accounts, including value sets, value set values, structures, and structure instances
- Account hierarchies, represented in the application through trees and tree versions
- Accounting calendars
- Legal entities
- Primary ledgers with legal entity assignments to primary balancing segment values
- Business units
- Rules for generating sequential IDs for transactions recorded in the application
- Setup objects along with their accounting specifications for various Financials applications

Using rapid implementation involves:

- Downloading the Rapid Implementation for General Ledger workbook.
- Entering data into sheets.
- Verifying the data you entered and resolving any errors.
- Uploading the chart of accounts file.
- Uploading the general ledger, legal entity, and business unit file together with the rest of the configuration when you successfully upload the chart of accounts.

Before you set up your enterprise structure, here are some items to note:

- It's strongly recommended that you consult a core Financials consultant, implementation partner, or systems integrator for this section of the implementation.
- Make sure you set up your enterprise structures properly to support the financial business processes in Oracle Fusion Student Management Cloud Service. For example, to ensure you can successfully create charges, complete the setup for auto-accounting. For more information, see:
 - [AutolInvoice Setup for Oracle Fusion Receivables Cloud \(1345332.1\)](https://support.oracle.com) on My Oracle Support at <https://support.oracle.com>.
 - [Setting Up AutoAccounting Rules In Oracle Fusion Receivables \(1347760.1\)](https://support.oracle.com) on My Oracle Support at <https://support.oracle.com>.
- Using rapid implementation to create your enterprise structure is meant for first-time initialization. If you want to modify your configuration, you generally have to make those changes directly in the application. After you initially upload the file that contains your ledger, legal entity, and business unit, the fundamental accounting configuration framework is created and is permanently set. This framework includes the ledger and its assigned chart of accounts, calendar and currency assignment, and the associated definitions of those components. You can create more values for the chart of accounts and extend the existing chart of accounts at any point in the future. The number of ledgers, legal entities, and business units depends on your requirements and is best answered by an implementation partner or systems integrator after they evaluate your requirements.

To set up your enterprise structure:

1. Sign in as FINUser.
2. Click **Navigator** > **Setup and Maintenance**.

3. In the Setup field, select Financials.
4. Click **Tasks**, then click **Search**.
5. In the search field, enter **Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheet**.
6. Click **Search**.
7. From the results, select **Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheet**.
8. In the window that appears, select **Save File**.
9. Select the area of your hard drive where you want to save the file, then click **OK**.
10. Go to the folder where you saved *RapidImplementationForGeneralLedger.xlsm*, then open the file.

The workbook includes the following sheets:

- o Instructions
 - o Chart of Accounts, Calendar, and Ledger
 - o Business Units
 - o Companies and Legal Entities
 - o Natural Accounts
 - o Financial Sequences
11. On the Instructions sheet:
 - a. Review the Instructions sheet for important information about how to use the workbook and submit the accounting configuration. The sheet includes data preparation requirements, setup object concepts, and best practices and recommendations. Instructions on how to create additional hierarchies or additional hierarchy versions are also included.
 - b. Look at the section *Rapid Implementation Template with Sample Data*. Use the sample completed workbook to familiarize yourself with how to enter data, preview the sample report, and generate the required upload files.
 12. On the COA, Calendar, and Ledger sheet, enter the data to create your chart of accounts, calendar, and ledger.

CAUTION: You can't change the chart of accounts, accounting calendar, or currency for your ledgers after the setup is created. The chart of accounts (COA) is made up of multiple segments, so make sure you set up the number of segments correctly. Once it's set, *you can't change it*. If you want to change the number of segments in the future, you have to redo your implementation.

Segments refer to things like business units, departments, natural accounts and so on, the number of which depends on the level of detail you want to collate at a later time. You can't add another segment like Location at a later date if you didn't add it at the beginning of your implementation. Once you set up the number of

segments you require, you can extend the COA by adding new departments or natural accounts, but you can't add a new segment.

Chart of Accounts, Calendar, and Ledger

* Required

*Name: InFusion Ledger

Currency: [Blank]

*Period Frequency: Monthly

*Adjusting Periods: Once at year end

*Fiscal Year Start Date: 01/01/2017

Step 1: Validate

Step 2: Generate Chart of Accounts File

Step 3: Generate Ledger, LE, and BU File

Chart of Accounts

*Segment	Segment Label	*Short Prompt	*Display Width
Company	Primary Balancing Segment	Co	4
LoB	Second Balancing Segment	LoB	2
Account	Natural Account Segment	Acct	5
CostCenter	Cost Center Segment	CC	3
Product		Prod	4
Intercompany	Intercompany Segment	IC	4

Add Segment Sheets

Field	Value
Name	<p>Enter the name of your primary ledger.</p> <p>A primary ledger is created for each unique country that's entered in the Companies and Legal Entities sheet. A country code is appended to the name that you specify. For example, one legal entity is based in the United States and another in Canada. If you enter the ledger name of InFusion Ledger, two primary ledgers are automatically created, InFusion Ledger US and InFusion Ledger CA.</p> <p>All of the primary ledgers that are created use the same chart of accounts, account hierarchies, and accounting calendar. Legal entities and their primary balancing segment values are assigned to the primary ledger of their respective countries. If the addresses provided for the legal entities on the Companies and Legal Entities sheet are all in the same country, then only one primary ledger is created.</p>
Currency	<p>If you're not entering legal entities and only a single ledger should be created by the rapid implementation configuration, enter the ledger currency in which you want to maintain accounting for in that ledger. If you're entering legal entities, leave this field blank. The currency is automatically supplied based on the country.</p>
Period Frequency	<p>Select one of the available entries.</p> <p>For accounting calendars created using rapid implementation, you're limited to the period frequency and adjusting periods that are available on the sheet. It's not possible to make alterations to the pattern or specified fiscal year start date once the calendar is created.</p>

Field	Value
	The accounting periods of the calendar are automatically named using a preset format. If you want to change these period names, you have a limited window of time to make those changes. Use the Manage Accounting Calendar page in the application to make the changes before the accounting calendar is used actively. This means when one of its accounting periods is set to Open.
Adjusting Periods	Select the number of periods used to segregate closing, auditing, or other adjustments in the General Ledger. The entries are tracked in the adjusting period and not in your monthly activity.
Fiscal Year Start Date	Enter the start date of the accounting calendar. You can't change the date after you submit this configuration.
Segment	Enter the names for your segments. A segment identifies one of the components of a chart of accounts which, when combined with other segments, creates an account combination for recording transactions and journal entries. A segment is associated with a value set, which provides the set of values for that segment, along with the formatting and validation for those values.
Segment Label	Select segment labels to assign special functionality to segments. This label identifies certain segments in a chart of accounts and assigns special functionality to those segments. <ul style="list-style-type: none"> ○ Balancing Segment ensures that all journals balance for each balancing segment value or combination of multiple balancing segment values for financial processes and reports. The three balancing segment labels are: Primary Balancing Segment, Second Balancing Segment, and Third Balancing Segment. ○ Natural Account determines the account type (asset, liability, expense, revenue, or equity) and specific categorization of the financial activity. Facilitates General Ledger processes, such as closing of the income statement accounts to retained earnings at the beginning of a new fiscal year. ○ Cost Center facilitates grouping of natural accounts by functional cost types, accommodating tracking of specific business expenses across natural accounts. You can assign these labels only once to a chart of accounts segment. The Primary Balancing Segment and Natural Account Segment labels must be assigned, while the other segment labels are optional. Segments that are assigned these two particular labels can't be assigned any other label. However, segments that are assigned the other remaining labels can also be assigned additional labels provided they're not Primary Balancing Segment or Natural Account Segment.
Short Prompt	Enter a short name for the segment. This is used on applications pages.
Display Width	Enter the segment size.

Field	Value
	Select the size carefully and leave room for growth. For example, if you have 89 cost centers, enter 3 for the display length to allow for more than 100 cost centers in the future.
Add Segment Sheets	<p>Select this button to create sheets for additional segments. Sheets are provided only for the Company and Natural Accounts segments.</p> <p>From the new segment sheet, you can click the Generate Additional Hierarchy button to create more than one hierarchy for any chart of account segment. A worksheet is then automatically created and populated with the data already entered for that segment. Change this data as required for the new hierarchy. You can create additional hierarchies during initial setup, or after the initial setup is done.</p>

13. On the Business Units sheet, enter the name of your business units and related default legal entities.

Business units are created with the names that you enter. You can enter more than one business unit per ledger. Based on the default legal entity you specify on the Business Units sheet, the business unit is assigned the primary ledger to which its default legal entity is assigned.

Business Units	
Name	Default Legal Entity Name
USA Business Unit1	VCC InFusion Cupertino Cherries
USA Business Unit2	VSCC InFusion San Carlos Chocolates
Canada Business Unit1	Infusion Core Canada Ltd.

14. On the Companies and Legal Entities sheet, enter parent and child values for your Company segment, which is the segment that's assigned the Primary Balancing Segment label on the Chart of Accounts, Calendar, and Ledger sheet.

You can:

- Create up to nine levels of parent values to roll up your companies to meet corporate and local reporting requirements. Enter your legal entities for the child values with the address, registration number, and reporting unit registration number. The registration number identifies legal entities registered for your company and recognized by law for which you want to record and perform transactions. The reporting unit registration number identifies the lowest level component of a legal structure that requires registrations.
- Click the Generate Additional Hierarchy button to create additional hierarchies for the company segment for reporting or other purposes. A worksheet is automatically created and populated with the data already entered for that segment. Change this data as required for the new hierarchy. You can create additional hierarchies during initial setup, or after the initial setup is done.

When a new hierarchy sheet is created, the name for that sheet is derived by adding a counter to the sheet name. For example, when you click Generate Additional Hierarchy on the Companies and

Legal Entities sheet, the new sheet is named Companies and Legal Entities 1. When you click Generate Additional Hierarchy again, another sheet is generated with the name Companies and Legal Entities 2.

Companies and Legal Entities						
* Required						
Generate Additional Hierarchy						
Parent2	Parent1	Child	*Company Description	Name	*Identifier	*Country
			Total InFusion Companies			
			InFusion USA			
3800			InFusion USA Corporate Office			
		3888	InFusion USA Corporation	IFU InFusion USA Ltd.	US103111	United States
		3999	InFusion USA HQ	IFU InFusion USA Ltd.		
3100			InFusion Napa			
		3111	InFusion Marketing - US Napa	IFU InFusion USA Ltd.		
		3121	InFusion Sales -US Napa	IFU InFusion USA Ltd.		
	3200		InFusion Farms			
		3211	InFusion Growing -US	IFF InFusion Farms Ltd.	US104111	United States
		3221	InFusion Harvesting -US	IFF InFusion Farms Ltd.		

Legal Entity							
Address							
*Address Line	City	State	County	Province	Postal Code	*Registration Number	*Reporting Unit
							Registration Number
14800 Main	St. Helena	CA	Napa			IF5021	IFUS31
12320 Washington	Calistoga	CA	Napa			IF5031	IFUS41

15. On the Natural Accounts sheet, enter account hierarchies, account values, and specify account types.

Generate Additional Hierarchy						Note
value						
Parent4	Parent3	Parent2	Parent1	Child	*Description	*Account Type
					Net Assets	Asset
				00000	Default	Asset
19999					Total Assets	Asset
	10000				Total Cash	Asset
		11000			Total Cash- Checking	Asset
			11010		Cash Checking - Others	Asset
	13999				Total Receivables	Asset
		13000			Total Current Receivables	Asset
			13005		Accounts Receivable	Asset - Accounts Receivable
						Accounts receivable

Field	Value
Parent	Enter parent account values to define hierarchies. Hierarchies are used for chart of accounts mappings, revaluations, data access sets, cross-validation rules, and segment value security rules. The balances cube and account hierarchies are also used for financial reporting, Smart View queries, and allocations.
Child	Enter child account values to define the postable accounts.

Field	Value
Description	Enter descriptions for the segment values.
Account Type	<p>CAUTION: Assign account types carefully. If you assign an incorrect account type to a natural account segment value, accounting entries are recorded incorrectly and financial statements are inaccurate. Misclassified accounts are also potentially handled incorrectly at year end, with actual balances either getting zeroed out to retained earnings, or accumulating into the next year.</p> <p>You must assign an account type to each account value. Account types are used in year-end close processes and to correctly categorize account balances for reporting. Select from among general account types and expanded account types. The general account types are: Asset, Liability, Owner's Equity, Revenue, and Expense. Expanded account types provide specialized functionality and are used to:</p> <ul style="list-style-type: none"> Identify the intended usage of your natural account values to facilitate automation and enable completion of other required setup objects. For example, assign the Asset - Intercompany Receivable and Liability - Intercompany Payable expanded account types. The Rapid Implementation process then automatically creates a chart of accounts level intercompany balancing rule, which is a required setup for the application to perform intercompany balancing. Automatically generate fully defined initial Financial Reporting reports and Account Groups based on your enterprise structure. Examples of expanded account types include: <ul style="list-style-type: none"> Asset - Accounts Receivable: For Receivables receipt methods Liability - Accounts Payable: For Payables common options Owner's Equity - Retained Earnings: For General Ledger ledger options Revenue - Top Revenues Parent Account: For sample reports and account groups Expense - Top Operating Expenses Parent Account: For sample reports and account groups <p>You must assign the account types Revenue - Top Revenues Parent Account and Expense - Top Operating Expenses Account to the parent accounts that are your highest level and comprehensive revenue and operating expenses accounts. You can optionally assign the account type of Expense - Top Cost of Sales Parent Account if it's applicable for your scenario.</p> <p>The Generate Financial Reports and Account Groups process, which is automatically submitted when the accounting configuration is created in the application, generates a set of Financial Reporting reports and account groups according to the accounting configuration defined in the workbook. The top parent accounts are used as the basis for deriving the accounts referenced in the reports and in the Account Groups.</p> <p>The immediate descendants of the top parent accounts are used to define the rows on the reports. Depending on whether both the top operating expense and top cost of sales accounts are tagged, different variations of the income statements are generated. If the optional top cost of sales account is provided, the Financial Reporting reports that are income statements also include a gross margin section</p>

Field	Value
Financial Category	Select a value to identify groups of accounts for reporting with Oracle Transactional Business Intelligence. Accounts that are tagged with expanded account types are automatically assigned a financial category. You can override the default category or leave it out.
Generate Additional Hierarchy	To create additional hierarchies for the natural account segment for reporting or for other purposes, click the Generate Additional Hierarchy button. A worksheet is automatically created and populated with the data already entered for that segment. Change this data as required for the new hierarchy. You can create additional hierarchies during initial setup or after the initial setup is done.

16. On the Financial Sequences sheet, enable document or journal sequences to assign unique numbers to transactions to meet legal requirements.

Sequences		
Transactions	*Restart	*Initial Value
Payables Invoices	Annually	1
Payments	Annually	1
Receivables Invoices	Annually	1
Receivables Credit Memos	Annually	1
Receivables Adjustment Activities	Monthly	1
Subledger Journals	Never	100
General Ledger Journals	Never	100

Document sequences are created for these transactions: Payables invoices, Payments, Receivables Invoices, Receivables Credit Memos, Receivables Adjustment Activities. Reporting and accounting journal sequences are created for Subledger journals and General Ledger journals.

For each transaction, you can provide values for these fields:

Field	Value
Restart	Set when to restart the numbering: Annually, Monthly, Never.
Initial Value	Specify the beginning number in the sequence.

17. On the Chart of Accounts, Calendar, and Ledger sheet, click **Step 1: Validate**.

The validation checks the worksheets for missing or inappropriate setups. Errors are marked as actionable items in a validation report sheet that's dynamically generated. You can review the anomalies and make the corrections as indicated. The Field column on the validation report notes the issue. Click the text link

to navigate to the appropriate field in the sheet that must be updated. When the validation is successful, a message appears with the option of previewing a sample of the reports that are automatically generated as part of the enterprise configuration.

18. Click **Step 2: Generate Chart of Accounts File**. The process generates a data file called ChartOfAccounts.xml that contains the chart of accounts and hierarchies data you entered. Save the file to a network or local drive.
19. Click **Step 3: Generate Ledger, LE, and BU File**. The process generates a data file called FinancialsCommonEntities.xml that contains the ledger, legal entities, and business unit data you entered. Save the file to a network or local drive.
20. Upload your chart of accounts.
 - a. Click **Tasks**, then select **Search**.
 - b. In the search field, enter **Upload Chart of Accounts**.
 - c. From the results, click **Upload Chart of Accounts**.

The Upload Enterprise Structures and Hierarchies page appears.
 - d. In Data File, click **Browse**, then navigate to where you saved ChartOfAccounts.xml (generated in step 18).
 - e. On the Upload Enterprise Structures and Hierarchies page, click **Submit**.
 - f. Verify that the process completed without errors or warnings.
 - g. Click **Done**.
21. Upload your ledger, legal entities, and business units.
 - a. If necessary, click **Navigator > Setup and Maintenance**.
 - b. Click **Tasks**, then select **Search**.
 - c. In the search field, enter Upload Ledger, Legal Entities, and Business Units.
 - d. From the results, click **Upload Ledger, Legal Entities, and Business Units**.

The Upload Enterprise Structures and Hierarchies page appears.
 - e. In Data File, click **Browse**, then navigate to where you saved FinancialsCommonEntities.xml (generated in step 19).
 - f. On the Upload Enterprise Structures and Hierarchies page, click **Submit**.
 - g. Verify that the process completed without errors or warnings.

Related Topics

- [How Charts of Accounts, Ledgers, Legal Entities, and Business Units Are Created Using Spreadsheets](#)

Associate Reference Data Objects to Your Business Unit

Use the Manage Business Unit Set Assignment task to associate Financials reference data objects to your business unit. By doing this, you ensure that accounts receivable can create accounting transactions for your business unit.

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage Business Unit Set Assignment** task:
 - Offering: Financials
 - Functional Area: Organization Structures

Note that the Scope column says Select. This means a business unit hasn't been assigned.

3. Click **Select**. The Scope Select dialog box appears.

4. In **Business Unit**, select **Select and Add**.

Note: Once you assign a business unit, don't change it. Later, you can change the business unit you assigned to various attributes. But once transactions are made, they're carried forward.

5. Click **Apply and Go to Task**. The Select and Add Business Unit dialog box appears.
6. Search for the business unit you created, then click **Search**. The business unit was created when you set up your enterprise structures.
7. From the search results, select your business unit, then click **Save and Close**. The Manage Set Assignments page appears.
8. For the following reference data objects, set the **Reference Data Set Code** to your business unit.

- Customer Account Site
- Customer Account Relationship
- Payables Payment Terms
- Receivables Payment Terms
- Receivables Transaction Type
- Receivables Transaction Source
- Receivables Memo Lines
- Receivables Remit to Address
- Receivables Lockbox
- Receivables Application Exception Rules
- Receivables Accounting Rules
- Receivables Auto Cash Rules
- Receivables Auto Match Rules
- Receivables Revenue Contingencies
- Collections Setup
- Receivables Collectors
- Receivables Aging Buckets
- Higher Education Due Date Calendar
- Higher Education Adjustment Calendar
- Grades

If you decide to associate an object to a different business unit, you can change the Reference Data Set Code at any time.

9. Click **Save and Close**.

Manage Access to Your Business Unit

Oracle Fusion applications use business units to secure data. To allow a user to manipulate data within a business unit, you need to assign certain roles. The roles you assign allow a user to perform specific functions within the business unit.

For example, users who hold a Payables role can perform payables invoicing on the business unit's data.

Note: Currently, Student Management supports only one business unit; there's no workaround to support multiple business units. While you can certainly create additional business units, Financials and Student Management must use the same business unit. If your institution has multiple campuses, you can set up multiple legal entities, then link it to your business unit. You can give other users the rights to manipulate data within your business unit at any time.

To manage access to your business unit:

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage Data Access for Users** task:
 - o Offering: Financials
 - o Functional Area: Users and Security
3. Select **Users without Data Access**.
4. In Security Context, select **Business Unit**.
5. In User Name, enter **FINUser**, then click **Search**.
In the search results take note of these roles assigned to FINUser. These roles haven't been granted access to your business unit.
 - o Financial Application Administrator
 - o Accounts Receivable Manager
 - o Accounts Receivable Specialist
 - o Accounts Payable Manager
 - o Accounts Payable Specialist
6. To give FINUser access to the business unit, click **Create**. The Create Data Access for Users dialog box appears.
7. Fill out these fields:

Field	Value
User Name	FINUser
Role	Financial Application Administrator
Security Context	Business unit
Security Context Value	Select your business unit.

8. While you're still on the Create Data Access for Users dialog box, click **Add Row**, then repeat steps 8 to 9 using these roles in the **Role** field:
 - o Accounts Receivable Manager
 - o Accounts Receivable Specialist
 - o Accounts Payable Manager

- Accounts Payable Specialist

9. Click **Add Row**.

10. Fill out these fields:

Field	Value
User Name	FINUser
Role	General Accounting Manager
Security Context	Data access set
Security Context Value	<p>Select the ledger name and legal entity that you used in creating your enterprise structure.</p> <p>This value is a data access set that's a combination of the ledger name and legal entity that was created when you uploaded your enterprise structure. A primary ledger is created for each unique country you enter on the Companies and Legal Entities sheet. A country code is appended to the name that you specify. For example, one legal entity is based in the United States and another in Canada. If you enter the ledger name of Vision City, two primary ledgers are automatically created: Vision City US and Vision City CA.</p>

11. Click **Save and Close**.

12. Click **Done**.

Related Topics

- [How do I update existing setup data?](#)

Assign Financials Business Unit Functions

When you associate Financials business functions to your business unit, you ensure that your transactions are automatically associated with the default legal entity and primary ledger in your enterprise structure.

To do this task, you must have already set up your enterprise structure. The Financials business functions are all required and should not be removed. But you can add more business functions at a later date.

Note: Once you set up the primary ledger, you've set up a chart of accounts. It's recommended that you don't change your primary ledger because each ledger may have different numbers of segments. Changing ledgers may compromise your data.

To assign Financials business functions to your business unit:

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Assign Business Unit Business Function** task:
 - Offering: Financials

- o Functional Area: Organization Structures

Note that in the Scope column it says Select. This means a business unit hasn't been assigned.

3. Click **Select**.
4. From the Select Scope dialog box, in Business Unit, select your business unit.
5. Click **Apply and Go to Task**.

The Assign Business Unit Functions page appears.

6. In Business Unit Functions, select the **Enabled** check box for these functions:
 - o Payables Invoicing
 - o Payables Payment
 - o Billing and Revenue Management
 - o Customer Payments
 - o Collections Management

These business functions generate financial transactions and require a primary ledger and a default legal entity.

7. In Financial Reporting, make sure these fields have the correct values:

Field	Value
Primary Ledger	Use the value you provided when you created your enterprise structure.
Default Legal Entity	Use the value you provided when you created your enterprise structure.

8. Click **Save and Close**.

4 Manage Financial Structures

Open an Accounting Period

To create transactions such as charges and refunds as well as post receipts, you must open an accounting period.

Note: Once you open an accounting period, you can't reverse the process.

When you're ready to transact in a particular period, open the corresponding accounting period of the ledger. To create charges and post receipts to the relevant period, you must open the receivables accounting period. To post refunds, you must also open the payables accounting period.

Tip:

- It's important to know your CoA - Reporting Period Frequency and Fiscal Start Date before you open an accounting period.
- If you aren't able to post transactions in Student Management, it may be because your accounting period isn't open.
- You must convert legacy transactions (invoices, error data, and so on) in your legacy system. Run your legacy system and Student Management in parallel until all transactions in the legacy system are completed. Going forward, use Student Management for new transactions.

Open the First Accounting Period

To open the first accounting period:

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Open First Period** task:
 - Offering: Financials
 - Functional Area: General Ledger

Note that the Scope column says Select. This means a business unit hasn't been assigned.

3. Click **Select**.
4. In **Primary Ledger**, select your ledger.

Your ledger name is a combination of the name you provided when you uploaded your enterprise structure and the country code you used.

5. Click **Apply and Go to Task**.
6. In the Basic Options area, select these values for these fields:

Field	Value
Data Access Set	Select your ledger.
Ledger or Ledger Set	Select your ledger.
Accounting Period	Select the period you want to transact in.

You should open an accounting period one at a time, when you're ready to transact in that period. Depending on how you set up your enterprise structure, you may need to open multiple periods to get to the current period.

Open Subsequent Accounting Periods

If you want to transact in periods later than the first period you opened, you must open subsequent periods.

1. Click **Navigator > General Accounting: Period Close**.
2. Click **General Ledger**.
3. From the list of accounting periods, select the next accounting period that comes after the first one you opened, then click **Open Period**.

A process is submitted to open the accounting period you selected, then creates the succeeding month's accounting period. Note the Status icon for each row. This indicates whether the row is an open or closed period.

4. To open succeeding accounting periods, click **Refresh** to refresh the list, then select the next unopened accounting period.

Make sure the accounting period for the next month appears on the list so that you can open it.

5. Repeat steps 3-4 making sure you select the succeeding accounting period that's still closed until you open the accounting period you want to transact in.

Open the Receivables Accounting Period

To open the receivables accounting period:

Note: In your implementation, make sure you begin with the accounting period that applies to your institution. This period may be the beginning of your fiscal year or calendar year.

1. Click **Receivables**.

The Open First Period dialog box appears.

2. In **First Period**, select the period you want to transact in, then click **OK**.
3. If a Warning dialog box appears, click **Yes**.
4. From the Confirmation dialog box, click **OK**.

You have submitted a process to open the accounting period for the subledger.

5. On the Edit Accounting Period Statuses page, click **Refresh**.

You may have to do this several times until the accounting period you opened appears on the list. Once the receivables accounting period is open, the Receivables icon on the Period Close page shows an Open status.

6. Click **Done**.

Open the Payables Accounting Period

Initially, the Payables icon shows a Never Opened status. To open the payables accounting period:

1. Click **Payables**.

The Open First Period dialog box appears.

2. In **First Period**, select the transaction period you want to post transactions in, then click **OK**.

3. If a Warning dialog box appears, click **Yes**.

4. From the Confirmation dialog box, click **OK**.

The process to open the accounting period for the subledger is submitted.

5. On the Edit Accounting Period Statuses page, click **Refresh**.

You may have to do this several times until the accounting period you opened appears on the list. Once the payables accounting period is open, the Payables icon on the Period Close page shows an Open status.

6. Click **Done**.

Related Topics

- [Overview of Opening First Period](#)

Manage Banks and Accounts

Use the Manage Banks task to define and keep track of all bank accounts in one place. You can also grant access to multiple business units, functions, and users to your bank account.

Because of this, you don't have to set up duplicate bank accounts in different business units when these units share the same bank account.

Creating a bank is the first step in setting up a bank account. Once you create a bank, you must create a branch (or branches) that you associate with the bank. After creating a bank and branch, you can create an account, then select the branch to associate your account with.

You can create additional banks, branches, and accounts at any time. If you add banks and branches, you must update the associated values. And if there are existing transactions associated with a bank or account, you can't delete either one.

Note: The Oracle Fusion Payables or Receivables accounts are identified by business unit.

Create a Bank

To process electronic payments, you must configure your bank details.

1. Sign in as FINUser.

2. In the Setup and Maintenance work area, go to the **Manage Banks** task:
 - Offering: Financials
 - Functional Area: Cash Management and Banking
3. Click **Create**.
4. Fill out these fields with these values:

Field	Value
Country	Enter the country where your bank is located. Once assigned, you can't update this field.
Name	Enter the bank name.
Bank Code	Enter the bank's code.

5. Click **Save and Close**.
6. Click **Done**.

Create a Branch and Bank Account

Once you create an account, it isn't recommended to change it.

1. While still logged in as FINUSer, from the list of tasks click **Manage Bank Branches**.
2. Click **Create**.
3. Fill out these fields:
 - Bank
 - Branch Name
 - Routing Number
 - Branch Number Type
 - Bank Branch Type
 - EDI ID Number
 - EFT Number
 - RFC Identifier
4. Click **Save and Close**.
5. Set up your bank account.
 - a. Select the row of the branch you just created.
 - b. Click **Create Account**.
 - c. Fill out these fields:
 - Account Name
 - Account Number

- Currency
- Legal Entity
- Account Use: Select **Payables and Receivables**.

Bank and Bank Branch are automatically populated with values when you selected the bank account you created.

- d. In the General tab, GL Accounts section, fill out:
 - Accounts
 - Cash Clearing
 - Reconciliation Differences
- e. In Additional Information, fill out or select values for:
 - EFT Number
 - Multicurrency account
- f. In the Business Unit Access tab, click **Create**.
- g. In **Business Unit**, select your business unit.
- h. Click **OK**.
- i. Click **Save and Close**.
- j. Click **Done**.

Verify Receivables System Options

In this task, you're only validating the information on the Manage Receivables System Options page. Some of the values presented here are examples, and may be different from your implementation.

Essentially, the information you should see on the page should be the same information as in your enterprise structure. Refer to your enterprise structure information while you're verifying the information on the page.

Note:

- You can't change the values in Ledger and Ledger Currency. These fields are associated with the Financials business functions you assigned to your business unit.
- Some of the field values are seeded rule sets. If you can't find the value, you can create one that's applicable to your institution. Otherwise, contact Oracle Support and request for the seeded rule sets.

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage Receivables System Options** task:
 - Offering: Financials
 - Functional Area: Receivables
3. Make sure the values in these fields reflect how you set up your enterprise structure:
 - Business Unit
 - Ledger
 - Ledger Currency
4. In Billing and Revenue, verify the following fields:

- Split Amount
- Days in Days Sales Outstanding Calculation
- Application Rule Set
- Discount Basis

You can change the values for these fields.

5. In Accounting, look at these fields. When you click the magnifying glass icon, the segments and values you assigned to these segments appear.
 - Tax Account
 - Cross-Currency Rounding Account
 - Realized Gains Account
 - Realized Losses Account
 - Automatic journal import: Make sure this is selected.
 - Days per Posting Cycle
6. In Transactions, verify the following fields:
 - Tax Invoice Printing Options
 - Document Number Generation Level
7. In **Customers**, enter or select this value for Grouping Rule: **AR_AI_Grouping Rule**.
8. In **AutoInvoice**, enter or select these values:

Field	Value
Purge interface tables	Make sure this is selected.
Maximum Memory in Bytes	Enter 100000 .
In Log File Message Level	Enter 7 .

9. Click **Save**.
10. Click **Cash Processing**.
11. In the Cash Processing tab, enter or select these values for these fields:

Field	Value
AutoCash Rule Set	AR_Autocash_rule_ED
Match Receipts By 1	Transaction Number
AutoMatch Rule Set	AR_Auto_Match_Rule_ED

Field	Value
Use AutoApply	Select.
Days to AutoApply a Receipt	10
From Write-Off Limit per Receipt	0
To Write-Off Limit per Receipt	1000
Minimum Refund Amount	10
Chargeback Due Date	Open invoice due date

12. In Accounting, make sure the values in these fields reflect how you set up your enterprise structure:

- Realized Gains Account
- Realized Losses Account
- Cross-Currency Rate Type
- Cross-Currency Rounding Account

13. In Automatic Receipts, verify the following values:

- Receipt Confirmation Threshold Amount: 10
- Invoices per Commit: 500
- Receipts per Commit: 500

14. If you made any changes, click **Save and Close**, then click **Done**.

15. If you didn't make changes, click **Cancel**.

Verify Auto-Accounting Rules

The Manage AutoAccounting Rules page displays the default accounting information for receivables transaction processing. These values were derived from your enterprise structure. Confirm that the values on this page match what you set up for your enterprise structure.

Make sure you set up your enterprise structures properly to support the financial business processes in Oracle Fusion Student Management Cloud Service. For example, to ensure you can successfully create charges, complete the setup for auto-accounting. For more information, see:

- AutoInvoice Setup for Oracle Fusion Receivables Cloud (1345332.1) on My Oracle Support at <https://support.oracle.com>.

- Setting Up AutoAccounting Rules In Oracle Fusion Receivables (1347760.1) on My Oracle Support at <https://support.oracle.com>.

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage AutoAccounting Rules** task:
 - Offering: Financials
 - Functional Area: Customer Billing
3. Make sure the account types are associated to your business unit.
 - a. In **Search (Business Unit)**, select your business unit.
 - b. Click **Search**.

The results should show the various account types you associated to your business unit. This was done when you created your enterprise structure.

- c. Click each account type to verify the values for each segment.
- d. If you want to modify the values assigned to the segment, click the corresponding row of the segment you want to modify, then enter the new value.
- e. If you made changes, click **Save and Close**.
- f. If you didn't make changes, click **Cancel**.

Manage Receipt Classes and Methods

To process payments and issue receipts, you must define the payment and receipt methods as well as provide accounting information.

When you set up receipt classes and methods, you associate a type of credit to the account. Examples of these are:

- Cash payments
- Credit card payments
- Bank account payments

You can use the predefined receipt classes and methods, or create new ones to suit your requirements.

Note: This task shows *examples* of creating receipt classes and methods for credit cards, bank account payments, and cash payments.

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage Receipt Classes and Methods** task:
 - Offering: Financials
 - Functional Area: Customer Payments

3. To create a receipt class and method for credit card payments:

- a. Click **Create**.
- b. Enter or select the following values for these fields:

Field	Value
Name	Credit Card
Creation Method	Automatic
Remittance Method	Standard
Clearance Method	By Matching

- c. In Receipt Methods, click **Add Row**.
- d. Enter or select these values for these fields:

Field	Value
Name	Credit Card
Printed Name Note that this is the name that appears on documents when you print them.	Credit Card
Effective Start Date	01/01/2000

- e. In Details, Automatic Processing, enter or select these values for these fields:

Field	Value
Receipts inherit transaction numbers	Select the check box.
Number of Receipts Rule	One per Invoice
Receipt Maturity Date Rule	Earliest
Lead Days	0

Field	Value
Customer Payment Method	Credit Card

- f. In Funds Transfer Error Handling, click **Add Row**.
- g. Enter or select these values for these fields:

Field	Value
Error Code	\$\$\$\$
Description	Insufficient Funds
Activity Class	Receipt
Action	Reverse Receipt
Notes	Authorization or payment failed.

- h. Click Remittance Bank Accounts, then click **Add Row**.

The Create Remittance Bank Account page appears. On this page, you associate the bank account you created.

Remittance accounts are used when you use electronic fund transfer (EFT) as a mode of payment.

- i. Fill out these fields using information about your bank account:

Field	Value
Business Unit	Select your business unit.
Bank	Select your bank.
Branch	Select your branch.
Account	Select your bank account.
Minimum Receipt Amount	0.01

Field	Value
Effective Start Date	1/1/2000

- j. In GL Accounts, enter discount values for these fields as appropriate for your institution:
 - Unearned Discounts
 - Earned Discounts
- k. Click **Save and Close**.
- l. Click **Save and Close**.

Some fields may already be populated with values. These values were derived when you set up your enterprise structure.

4. To create a receipt class and method for bank account payments:
 - a. On the Manage Receipt Classes and Methods page, click **Create**.
 - b. Enter or select these values for these fields:

Field	Value
Name	IBY_Receipt Class
Creation Method	Automatic
Remittance Method	Standard
Clearance Method	By Matching

- c. In Receipt Methods, click **Add Row**.
- d. Enter or select these values for these fields:

Field	Value
Name	IBY_Bank Account Transfer
Printed Name Note that this is the name that appears on documents when you print them.	IBY_Bank Account Transfer
Effective Start Date	01/01/2000

Field	Value

- e. In Details, Automatic Processing, enter or select these values for these fields:

Field	Value
Receipts inherit transaction numbers	Select the check box.
Number of Receipts Rule	One per Invoice
Receipt Maturity Date Rule	Earliest
Lead Days	0
Customer Payment Method	Bank Account Transfer

- f. In Funds Transfer Error Handling, click **Add Row**.
g. Enter or select these values for these fields:

Field	Value
Error Code	\$\$\$\$
Description	Insufficient Funds
Activity Class	Receipt
Action	Reverse Receipt
Notes	Authorization or payment failed.

- h. Click Remittance Bank Accounts, then click **Add Row**.

The Create Remittance Bank Account page appears. On this page, you associate the bank account you created.

Remittance accounts are used when you use electronic fund transfer (EFT) as a mode of payment.

- i. Fill out these fields using information about your bank account:

Field	Value
Business Unit	Select your business unit.
Bank	Select your bank.
Branch	Select your branch.
Account	Select your bank account.
Minimum Receipt Amount	0.01
Effective Start Date	1/1/2000

- j. In GL Accounts, enter or select values for these fields as appropriate for your institution:

- Unearned Discounts
- Earned Discounts

Some fields may already be populated with values. These values were derived when you set up your enterprise structure.

- k. Click **Save and Close**.

- l. Click **Save and Close**.

5. To create a receipt class and method for cash (manual) payments:

- a. On the Manage Receipt Classes and Methods page, click **Create**.
b. Enter or select these values for these fields:

Field	Value
Name	Manual
Creation Method	Manual
Remittance Method	Standard
Clearance Method	By Matching

- c. In Receipt Methods, click **Add Row**.

- d. Enter or select these values for these fields:

Field	Value
Name	Cash
Printed Name Note that this is the name that appears on documents when you print them.	Cash
Effective Start Date	01/01/2000
Debit Memos Inherit Receipt Numbers	Select this check box.

- e. Click Remittance Bank Accounts, then click **Add Row**.

The Create Remittance Bank Account page appears. On this page, you associate the bank account you created.

Remittance accounts are used when you use electronic fund transfer (EFT) as a mode of payment.

- f. Fill out these fields using information about your bank account:

Field	Value
Business Unit	Select your business unit.
Bank	Select your bank.
Branch	Select your branch.
Account	Select your bank account.
Minimum Receipt Amount	0.01
Effective Start Date	1/1/2000

g. In GL Accounts, enter or select values for these fields as appropriate for your institution:

- Unearned Discounts
- Earned Discounts

Some fields may already be populated with values. These values were derived when you set up your enterprise structure.

h. Click **Save and Close**.

i. Click **Save and Close**.

Manage Payment Terms

When you set up payment terms, you indicate when you expect payment to be made as well as identify conditions like what incentives students receive if they pay their fees early.

The payment terms you set up on the Manage Receivables Payment Terms page are used in Student Management financials system options.

You can use the seeded payment terms, or create new ones to suit your requirements.

This task shows how to create a payment term for payment that's due within 30 days of the transaction date.

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage Receivables Payment Terms** task:
 - o Offering: Financials
 - o Functional Area: Customer Billing
3. Click **Create**.
4. Fill out these fields with these values:

Field	Value
Payment Term Set	Common Set Once you assign a reference data set, you can't change this value.
Name	30 Net
Description	Payment of the transaction balance is due within 30 days of the transaction date.
Base Amount	100
Discount Basis	Invoice Amount
Discount Basis Date	Receipt Application Date

Field	Value
From Date	01/01/2000
Installment Option	Include tax and freight in first installment

5. In Payment Schedule, click **Add Row**.
6. Fill out:

Field	Value
Sequence	1 Once you set the sequence, you can't change this value.
Relative Amount	100
Days	30

7. Click **Save and Close**.
8. Repeat steps 4-8 to create other payment terms.

Related Topics

- [Manage Academic Business Unit](#)
- [Guidelines for Defining Payment Terms](#)
- [How do I update existing setup data?](#)

Manage Transaction Types

In Student Management, transaction types are used to associate a transaction to a fee. For example, if you want to associate enrollment transactions to a fee, then create a transaction type called Enrollment Fee.

You can use these seeded transaction types, or as a reference to create your own:

- HES Class Enrollment
- HES Fee Adjustment
- HES General Fee
- HES Miscellaneous

Note: Credit memos are downward adjustments to a charge. An example of a credit memo is financial aid credit. Credit memos have a negative sign.

To create a transaction type:

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage Transaction Types** task:
 - Offering: Financials
 - Functional Area: Customer Billing
3. Click **Create**.
4. Fill out these fields with values that are appropriate for your institution.
 - Transaction Type Set. This refers to a reference data set.
 - Name
 - Description
 - Transaction Class
 - Transaction Status
 - From Date
 - Creation Sign
 - Print Option
5. Click **Save and Close**.
6. Repeat steps 3-4 to create other transaction types.

Related Topics

- [How do I update existing setup data?](#)

Manage Transaction Sources

All fees in Student Management are posted to Receivables as charges. This happens when an invoice is created. Student Management links its fee types to transaction sources, then uses transaction sources to post charges.

These transaction sources are predefined. You can create more to suit your requirements.

- ORA_HED Student Curriculum Fees
- ORA_HED Student Miscellaneous Fees
- ORA_HED Student Academic Period Fees

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage Transaction Sources** task:
 - Offering: Financials
 - Functional Area: Customer Billing
3. Click **Create**.
4. In General Information, fill out these fields with the appropriate values for your institution:
 - Transaction Source Set. This refers to a reference data set.
 - Name

- Description
 - Type
 - From Date
5. In Source Defaults, fill out these fields with the appropriate values for your institution:
- Automatic Transaction Number
 - Last Transaction Number
6. Click **Save and Close**.
7. Repeat steps 4-6 to create other transaction sources.

Related Topics

- [How do I update existing setup data?](#)

Manage Memo Lines

Memo lines are used to create debit memos, on account credits, debit memo reversals, chargebacks, and so on. If there are additional charges to a student, like penalties, memo lines are also used.

You can use these seeded memo lines, or as a reference to create your own:

- HES Insurance Jan-Aug
- HES Early Registration Discount
- HES Business Management
- HES Adult Education
- HES Lifelong Learning

To create a memo line:

1. Sign in as FINUser.
2. In the Setup and Maintenance work area, go to the **Manage Standard Memo Lines** task:
 - Offering: Financials
 - Functional Area: Customer Billing
3. Click **Create**.
4. Fill out these fields with values that are appropriate for your institution.
 - Memo Line Set. This refers to a reference data set.
 - Name
 - Description
 - Type
 - From Date
 - To Date
5. Click **Save and Close**.
6. Repeat steps 3-4 to create other memo lines.

Related Topics

- [How do I update existing setup data?](#)

5 Verification

Test Your Implementation

To test whether your implementation of Financials is correct, create a transaction and make sure the accounting date is correct.

1. Sign in as FINUser.
2. Click **Navigator > Receivables > Billing**.
3. Click **Actions > Create Transaction**.
 - a. Check the accounting date. The date should be set by default to the accounting date you opened or have active.
 - b. If a dialog box appears and prompts you to save the record, click **No**.

Once you verify that your Financials setup is correct, you can set up Student Management. See "Oracle Student Management Cloud Implementation" in the Getting Started with Your Student Management Implementation guide.

