

R12 Oracle Receivables Management Fundamentals

Oracle Student Guide

D49302GC20

Edition 2.0

March 2009

Oracle®

ORACLE®

Copyright © 2009, Oracle. All rights reserved.

Disclaimer

This document contains proprietary information and is protected by copyright and other intellectual property laws. You may copy and print this document solely for your own use in an Oracle training course. The document may not be modified or altered in any way. Except where your use constitutes "fair use" under copyright law, you may not use, share, download, upload, copy, print, display, perform, reproduce, publish, license, post, transmit, or distribute this document in whole or in part without the express authorization of Oracle.

The information contained in this document is subject to change without notice. If you find any problems in the document, please report them in writing to: Oracle University, 500 Oracle Parkway, Redwood Shores, California 94065 USA. This document is not warranted to be error-free.

Restricted Rights Notice

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Trademark Notice

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

Author

Robert MacIsaac, Sanjay Mall, Vijay Tiwary

Technical Contributors and Reviewers

Victoria Anderson, Nigel Chapman, Tina Cook, Terry Erb, Julie Gustafson, Carol King, Shivranjini Krishnamurthy, Robin Love, Suzanne Miller, Doug Myers, Pamela Rietz, Aalok Shah, Brian Wolfe, Yogendra Joshi, Ivy Farren

This book was published using: **Oracle Tutor**

Table of Contents

Order to Cash Lifecycle Overview	1-1
Order to Cash Lifecycle Overview	1-3
Objectives	1-4
Order to Cash Lifecycle.....	1-5
Order Lifecycle.....	1-6
Overview of Application Integration	1-7
Order Management Process.....	1-9
Viewing and Managing Orders.....	1-10
Scheduling Process	1-11
Pricing Process	1-12
Shipping Process	1-13
AutoInvoice Process.....	1-14
Receivables Process.....	1-15
Cash Management Process	1-16
Summary.....	1-17
Overview of Oracle Receivables Process	2-1
Overview of Oracle Receivables Process	2-3
Objectives	2-4
Order to Cash Lifecycle.....	2-5
Overview of Receivables in the Order to Cash Process.....	2-6
Overview of the Receivables Process.....	2-7
Overview of Receivables Integration	2-8
Receivables Integration Process	2-9
Overview of the Transaction Process	2-10
Overview of Other Invoice Operations.....	2-11
Overview of Adjustments.....	2-13
Overview of Credit Memos	2-14
Overview of the AutoInvoice Process	2-15
Overview of Receipts and Remittances	2-16
Overview of Advanced Collections.....	2-17
Advanced Collections – Collection Methods	2-19
Oracle iReceivables	2-21
Oracle iReceivables Product Integration	2-22
Overview of Oracle iReceivables Features.....	2-24
Summary.....	2-27
Manage Parties and Customer Accounts	3-1
Manage Parties and Customer Accounts	3-3
Objectives	3-4
Agenda.....	3-5
Customer Overview	3-6
Party Model Overview.....	3-7
Party Model	3-9
Party Model and Relationships.....	3-11
Managing Parties	3-13
Party Sites.....	3-14
Customer Accounts.....	3-15
Integrating Party Information	3-16
Agenda.....	3-17
Profile Classes	3-18
Profile Class Characteristics	3-20
Managing Customer Account Profiles.....	3-22

Setting Up a Late Charge Policy in Profile Classes.....	3-23
Updating Profile Classes	3-26
Reviewing Profile Class Changes.....	3-27
Agenda.....	3-28
Data Quality Management Overview	3-29
Data Quality Management (DQM).....	3-30
How Does DQM Work?	3-31
Setting UP DQM	3-32
Entry Methods	3-34
Business Issues	3-36
Business Purposes.....	3-37
Multiple Sites and Business Purposes: Centralized Example	3-39
Multiple Sites and Business Purposes: Decentralized Example	3-40
Importing Data Using Interface Tables	3-41
Entering Data Using the Customers Set of Pages.....	3-43
Prevention of Duplication and Invalid Address Creation	3-46
Dun & Bradstreet (D&B) Integration	3-48
D&B Online.....	3-49
D&B Batch Loading.....	3-50
Agenda.....	3-51
Merge Parties or Customer Accounts	3-52
Agenda.....	3-54
Customer Account Relationships	3-55
Agenda.....	3-56
Oracle Trading Community Architecture	3-57
TCA Registry.....	3-58
TCA Administration.....	3-59
Using Party Paying Relationships	3-60
Using Customer Account Relationships	3-61
Using Party Paying and Customer Account Relationships.....	3-62
Creating Party Paying Relationships	3-63
Pay Within Paying Relationships	3-64
Party Paying Relationships Process Flow.....	3-65
Pay Below Paying Relationships.....	3-66
Relationship Types and Relationship Groups.....	3-67
Agenda.....	3-68
Reviewing Information.....	3-69
Reports.....	3-70
Agenda.....	3-72
Mandatory Customer Profile Setup Steps.....	3-73
Collectors.....	3-74
Payment Terms	3-75
Optional Customer Profile Setup Steps	3-76
Setup Steps for Customers.....	3-78
System Options Related to Customers.....	3-79
Profile Options.....	3-81
Optional Setup Steps for Customers.....	3-83
Flexible Address Formatting	3-85
Summary.....	3-87
Process Invoices Using AutoInvoice.....	4-1
Process Invoices Using AutoInvoice	4-3
Objectives	4-4
Agenda.....	4-5
AutoInvoice Process	4-6
AutoInvoice Integration.....	4-8
What Occurs During AutoInvoice	4-9

AutoInvoice Interface Tables	4-11
Agenda.....	4-13
Managing AutoInvoice System Options.....	4-14
Defining Transaction Batch Sources for AutoInvoice.....	4-16
Automated Refunds	4-20
Grouping Rules.....	4-21
Grouping Transaction Attributes	4-22
Grouping Rule Hierarchy	4-23
Line Ordering Rules	4-24
Transaction Flexfields	4-25
Defining Transaction Flexfields	4-26
AutoInvoice Validation	4-27
Submitting AutoInvoice	4-28
AutoInvoice Reports.....	4-29
Implementation Considerations	4-30
Agenda.....	4-31
Error Correction Overview	4-32
AutoInvoice Exception Handling Windows	4-33
Summary.....	4-35
Process Invoices	5-1
Process Invoices	5-3
Objectives	5-4
Agenda.....	5-5
Oracle Receivables Overview.....	5-6
Transactions Overview	5-8
Transactions Workbench Windows	5-9
Agenda.....	5-10
Invoice Entry Methods	5-11
Creating a Standard Invoice Manually	5-12
Invoice Components.....	5-13
Transactions Window Tabs	5-15
Required Transaction Information.....	5-16
Entering Invoice Dates	5-18
Transaction Defaults.....	5-19
Standard Invoice Line Types.....	5-21
Entering Freight Invoices or Lines	5-22
Entering Sales Credits	5-24
Completing Transactions	5-26
Creating Invoice Batches.....	5-28
View Currency Details	5-29
Agenda.....	5-31
Creating Copies of Invoices.....	5-32
Using Recurring Rules.....	5-33
Creating Invoices with Rules.....	5-35
Accounting Rules	5-36
Assigning Accounting Rules to Invoice Lines.....	5-37
Using Invoices With Rules	5-38
Example of Billing in Advance	5-39
Example of Billing in Arrears.....	5-40
Deferred Accounting Rules	5-41
Revenue Recognition Program.....	5-42
Making Adjustments Using Revenue Accounting.....	5-43
Balance Forward Billing (BFB) Process	5-45
Calculating Late Charges.....	5-47
How Oracle Receivables Uses Statements	5-49
Setup Details Report.....	5-50

AR: Use Statement, Dunning, and Late Charges Site Profiles	5-51
Agenda.....	5-52
Invoice Transaction Flow	5-53
Invoice Correction Methods	5-54
Overview of Corrections.....	5-55
Updating Invoices.....	5-57
Creating Debit Memos.....	5-58
Creating Adjustments	5-59
Applying Different Types of Credits	5-60
Credit Memo Options	5-61
On-Account Credit Options.....	5-63
Reversing Sales Credits.....	5-64
Manual Refunds.....	5-65
Voiding Transactions.....	5-67
Agenda.....	5-69
Reports.....	5-70
Printing Transactions.....	5-71
Process for Printing Transactions	5-72
Using Balance Forward Billing	5-73
Agenda.....	5-75
Event-Based Revenue Management	5-76
Automated Revenue Management Process.....	5-77
Daily Revenue	5-78
Revenue Contingencies	5-80
Revenue Contingencies Process	5-81
Revenue Contingency Analyzer	5-82
COGS and Revenue Matching.....	5-83
Evaluating Invoices for Event-Based Revenue Management.....	5-84
Collectibility Requirements for Revenue Recognition.....	5-85
How Collectibility Requirements Relate to Invoices.....	5-86
Applying Receipts and Event-Based Revenue Management.....	5-87
Agenda.....	5-88
Promised Commitment Amounts	5-89
Summary.....	5-90
Bill Presentment Architecture	6-1
Bill Presentment Architecture.....	6-3
Objectives	6-4
Bill Presentment Architecture Overview	6-5
BPA Framework	6-6
BPA Process Flow	6-7
Creating Templates.....	6-8
Defining Assignment Rules.....	6-10
Data Retrieval.....	6-11
Registering Data Sources.....	6-12
Enabling Data Sources.....	6-13
Viewing Data Sources	6-14
Creating Database Views.....	6-15
Registering Data Source Views	6-16
Viewing Data Source Views.....	6-17
Template Management	6-18
Modifying Templates	6-19
Creating a New Template	6-20
Uploading External Templates	6-21
Assigning Templates	6-22
Defining Template Rules.....	6-23
Creating a New Assignment Rule.....	6-25

Selecting Attribute Matching Criteria.....	6-26
Selecting Conditions for Rules.....	6-27
Assigning a Template to a Rule.....	6-28
Reordering Rules.....	6-29
Print Management.....	6-31
Printing Attachments.....	6-33
Creating and Updating Page Setups.....	6-34
Summary.....	6-35
Credit Management.....	7-1
Credit Management.....	7-3
Objectives.....	7-4
Agenda.....	7-5
Setting Up Oracle Credit Management.....	7-6
Define Credit Analysts.....	7-7
Dynamic Credit Analyst Assignments.....	7-8
Define Lookups.....	7-9
Define System Options.....	7-10
Credit Data Point.....	7-11
Define Scoring Models.....	7-12
Assign Automation Rules.....	7-13
Credit Checklist.....	7-14
Credit Usage Rule Sets.....	7-15
Define Credit Hierarchies.....	7-16
Define Customer Profile Classes.....	7-17
Customer Profile Classes: Credit Profile Tab.....	7-18
Assign Profile Class.....	7-19
Agenda.....	7-20
Process Credit Reviews.....	7-21
Initiate a Credit Review.....	7-22
Collecting Credit Data.....	7-23
Analyzing Credit Data.....	7-24
Making a Recommendation.....	7-25
Implementing the Recommendation.....	7-26
Multi-Period Financial Data Comparison.....	7-27
Automatic Assessment of Guarantors.....	7-28
Credit Decision Appeals.....	7-29
Agenda.....	7-30
Credit Management Application Workflow.....	7-31
Oracle Approvals Management (AME).....	7-32
Agenda.....	7-33
Review Credit Management Performance.....	7-34
Agenda.....	7-35
Define Credit Hierarchies.....	7-36
Identify a Credit Hierarchy.....	7-37
Summary.....	7-38
Implement Customer Invoicing.....	8-1
Implement Customer Invoicing.....	8-3
Objectives.....	8-4
Agenda.....	8-5
Required Setup Steps for Transactions.....	8-6
Receivables Transaction Types.....	8-8
Using Natural Application.....	8-10
Deposit Transaction Type.....	8-11
AutoAccounting.....	8-12
Balance Forward Billing Cycle.....	8-14
Payment Terms.....	8-16

Transaction Sources.....	8-18
Remit-to Addresses.....	8-20
System Options Relating to Transactions.....	8-21
System Options Relating to Late Charges.....	8-23
Miscellaneous System Options.....	8-25
Profile Options.....	8-27
Implementation Considerations for Transactions.....	8-29
Implementation Considerations for Remit-To Addresses.....	8-30
Optional Setup Steps for Customer Invoices.....	8-31
Salespeople.....	8-33
Standard Memo Lines.....	8-34
Setting Up Document Sequencing.....	8-36
Setting Up Gapless Transaction Numbering.....	8-37
Setting Up Statements.....	8-39
Balance Forward Bills.....	8-40
Setting Up Balance Forward Billing.....	8-41
Setting Up Tiered Interest Rates for Late Charges.....	8-43
Overview of Transaction Printing Views.....	8-45
Transaction Printing Views.....	8-46
Agenda.....	8-47
Define Transaction Types in Order.....	8-48
Implementation Considerations for Document Sequencing Enhancements.....	8-49
Function Security.....	8-50
Summary.....	8-51
Receipts.....	9-1
Receipts.....	9-3
Objectives.....	9-4
Agenda.....	9-5
Oracle Receivables Overview.....	9-7
Overview of Receipts.....	9-8
Receipt Creation.....	9-9
Receipt Statuses.....	9-10
Manual Receipt Entry Process.....	9-11
Receipt Types.....	9-12
Manual Receipts versus QuickCash Receipts.....	9-14
Creating Batches.....	9-15
Validating Receipts in Batches.....	9-16
Batch Statuses.....	9-17
Agenda.....	9-18
Applying Batch Receipts.....	9-19
Applying Receipts to an Invoice.....	9-20
Applying Receipts at Line Level.....	9-21
Applications Window.....	9-23
Criteria for Mass Applying Receipts.....	9-25
AP/AR Netting.....	9-26
Prepayments.....	9-27
Cross Currency Receipts.....	9-29
Entering Discounts.....	9-30
Agenda.....	9-31
Chargebacks and Adjustments.....	9-32
Chargebacks and Adjustments against Transactions.....	9-33
Chargebacks against Receipts.....	9-34
Creating a Chargeback.....	9-35
Credit Card Chargebacks.....	9-36
Working with Claims.....	9-38
Creating Claims.....	9-39

Automatic Claim Creation Through Lockbox and Quickcash.....	9-40
Resolving Claims.....	9-41
Automated Settlement Methods Effectively Settle Deductions.....	9-42
Resolving Claims Not Associated to an Invoice.....	9-44
Vendor Claims on Credit Card Chargebacks.....	9-45
Resolving a Split Claim.....	9-47
Agenda.....	9-49
Balancing Segments.....	9-50
Deriving Balancing Segment Values.....	9-51
Disabling the Balancing Segment Substitution Process for Activities.....	9-52
AR: Disable Receivable Activity Balancing Segment Substitution.....	9-53
Agenda.....	9-54
Lockboxes.....	9-55
Using AutoLockbox.....	9-56
Lockbox Integration.....	9-57
Historical Data Conversion.....	9-58
AutoLockbox Process.....	9-59
AutoLockbox Process Flow.....	9-61
AutoLockbox Validation.....	9-62
AutoLockbox and Customer Identification.....	9-64
AutoLockbox Transmissions.....	9-65
Applying Receipts using AutoLockbox.....	9-66
Creating Claims Using AutoLockbox.....	9-68
Importing and Applying Cross Currency Receipts.....	9-70
Lockbox Execution Report.....	9-71
Receipt to Receipt Applications.....	9-72
Automated Receipt Handling for Credits.....	9-74
Automatic Receipts.....	9-75
Bank Remittance Process.....	9-76
Creating Automatic Receipts.....	9-77
Automatic Receipts and Remittance Process Overview.....	9-78
Credit Cards.....	9-79
Processing Credit Card Refunds.....	9-81
Processing Credit Card Transactions.....	9-82
Creating Credit Card Transactions.....	9-83
Credit Card Refunds.....	9-84
Summary.....	9-86
Implement Receipts.....	10-1
Implement Receipts.....	10-3
Objectives.....	10-4
Agenda.....	10-5
Overview of Receipt Setup.....	10-6
Receivables Activity Types.....	10-7
Receivables Activity Setup.....	10-9
Receivables Activity Example.....	10-11
Receipt Class, Receipt Method, and Bank Account Relationship.....	10-12
Defining Remittance Banks and Bank Accounts.....	10-13
Defining Receipt Classes.....	10-14
Associating a Bank Account With a Receipt Method.....	10-16
Defining Receipt Sources.....	10-17
Defining AutoCash Rules.....	10-18
Defining Application Rule Sets.....	10-20
Setting Up Cross Currency Receipts.....	10-21
System Options for Receipt Accounting.....	10-22
Miscellaneous System Options Relating to Receipts.....	10-23
Profile Options.....	10-25

Agenda.....	10-27
Implementation Considerations for Receipts.....	10-28
Other Implementation Considerations for Receipts.....	10-29
Setting Up Lockboxes.....	10-30
Function Security.....	10-31
Summary.....	10-32
Tax Processing.....	11-1
Tax Processing.....	11-3
Objectives.....	11-4
Agenda.....	11-5
Oracle E-Business Tax Architecture Overview.....	11-6
Oracle E-Business Tax Key Concepts And Examples.....	11-8
Calculating Tax on Transactions.....	11-11
Calculating Tax Using the Tax Classification Code.....	11-12
Global Tax Overview.....	11-13
Tax Overview.....	11-15
Value Added Tax Overview.....	11-16
US Sales Tax Overview.....	11-17
Tax Partner Process Overview.....	11-18
Agenda.....	11-19
Setting Up Receivables for Tax Calculation.....	11-20
Defining Transaction Types and Tax Exemptions.....	11-22
Defining AutoAccounting for Tax.....	11-24
Enabling Calculation of Tax on Freight.....	11-25
Defining E-Business Tax Profile Options for Receivables.....	11-26
Defining E-Business Tax Profile Options for Order Management.....	11-28
Agenda.....	11-29
Tax Accounting Overview.....	11-30
Setting Up Tax Accounting for Deferred Tax.....	11-31
Defining Receivables Activities.....	11-32
Updating the Tax Rate on Transactions.....	11-34
Adjusting Tax on Invoices.....	11-35
Tax Credit Memo.....	11-36
Summary.....	11-38
Period Closing Process.....	12-1
Period Closing Process.....	12-3
Objectives.....	12-4
Overview of Accounting and Receivables.....	12-5
Oracle Subledger Accounting.....	12-6
Oracle Subledger Accounting Integration.....	12-7
Subledger Accounting Key Concepts.....	12-9
Subledger Accounting Receivables Accounting Event Model.....	12-10
Subledger Accounting Setup and Process.....	12-12
Receivables Period Closing Process.....	12-13
Overview of Ordering to Period Closing.....	12-14
Standard Reports.....	12-15
Reconciling Receivables.....	12-16
Running Revenue Recognition.....	12-18
Transferring to General Ledger.....	12-19
Running the Journal Import Program.....	12-20
Mapping Receivables Transactions to General Ledger Categories.....	12-21
Summary.....	12-22
Appendix A: Bank Reconciliation.....	13-1
Appendix A Bank Reconciliation.....	13-3
Course Objectives.....	13-4

Agenda.....	13-6
Reconciliation Overview	13-8
Reconciliation Integration	13-9
Reconciliation: Oracle Receivables and Oracle Payables.....	13-10
Functions with Receivables	13-11
Oracle General Ledger and Payroll	13-12
Reconciliation of Oracle Payroll EFT Payments	13-13
AutoReconciliation Overview	13-14
Load Bank Statements	13-15
Agenda.....	13-16
Setting Up Oracle Cash Management and Related Products	13-17
Setting Up Oracle Cash Management System Parameters	13-18
Setting Up Oracle Cash Management Bank Transaction Codes.....	13-20
Agenda.....	13-21
Bank Statement Open Interface	13-22
Importing Bank Statements	13-25
Bank Statement Validation	13-26
Bank Statement Interface Errors.....	13-27
Setup for Bank Statement Open Interface	13-28
Agenda.....	13-29
Entering Bank Statements Manually	13-30
Entering Bank Statement Information Manually	13-31
Agenda.....	13-32
Archiving and Purging.....	13-33
Archiving and Purging Automatically	13-35
Agenda.....	13-36
Reconciling Bank Statements Automatically	13-37
Agenda.....	13-39
Reconciling Bank Statements Manually	13-40
Creating Miscellaneous Transactions.....	13-41
Recording a Bank Transmission Error.....	13-42
Recording Transactions from External Systems.....	13-43
Reconciliation Open Interface	13-44
Agenda.....	13-45
Manually Clearing and Unclearing.....	13-46
Clearing and Reconciling Transactions in Oracle Payables	13-47
Clearing and Reconciling Transactions in Oracle Receivables	13-48
Transferring Bank Reconciliation Transactions to Your General Ledger	13-49
Agenda.....	13-50
Recording Exceptions.....	13-51
Handling Non-Sufficient Funds (NSF) Using AutoReconciliation	13-52
Handling Non-Sufficient Funds (NSF) or Rejected Receipts Manually.....	13-53
Recording a Stopped Payment.....	13-54
Recording a Direct Debit from a Supplier	13-55
Entering Reversals.....	13-56
Reconciling Corrections and Adjustments to Bank Errors	13-57
AutoReconciliation Matching.....	13-58
AutoReconciliation Matching: Reversal Method	13-59
AutoReconciliation Matching: Adjustment Method.....	13-60
Manual Reconciliation Matching	13-61
Agenda.....	13-62
Value Date Support	13-63
Value Date Support in Oracle Payables and Oracle Receivables	13-64
Agenda.....	13-66
Oracle Cash Management Reports	13-67
Archive/Purge Bank Statements Report	13-68
AutoReconciliation Execution Report.....	13-69

Bank Statement Detail Report	13-70
Bank Statement Summary Report	13-71
Bank Statements by Document Number Report.....	13-72
GL Reconciliation Report.....	13-73
Cash in Transit Report.....	13-74
Cleared Transactions Report.....	13-75
Transactions Available for Reconciliation Report.....	13-76
Batches Available for Reconciliation Report	13-77
Bank Transaction Codes Listing.....	13-78
Summary.....	13-79

Preface

Profile

Before You Begin This Course

- Thorough knowledge of Oracle Applications.
- Working experience with Accounts Receivable.

Prerequisites

- There are no prerequisites for this course.

How This Course Is Organized

R12 Oracle Receivables Management Fundamentals is an instructor-led course featuring lecture and hands-on exercises. Online demonstrations and written practice sessions reinforce the concepts and skills introduced.

Related Publications

Oracle Publications

Title	Part Number
Oracle Receivables User Guide	B31211-01
Oracle Receivables Implementation Guide	B31212-01
Oracle E-Business Tax User Guide	B25959-02
Oracle E-Business Implementation User Guide	B25960-02

Additional Publications

- System release bulletins
- Installation and user's guides
- Read-me files
- International Oracle User's Group (IOUG) articles
- *Oracle Magazine*

Typographic Conventions

Typographic Conventions in Text

Convention	Element	Example
Bold italic	Glossary term (if there is a glossary)	The <i>algorithm</i> inserts the new key.
Caps and lowercase	Buttons, check boxes, triggers, windows	Click the Executable button. Select the Can't Delete Card check box. Assign a When-Validate-Item trigger to the ORD block. Open the Master Schedule window.
Courier new, case sensitive (default is lowercase)	Code output, directory names, filenames, passwords, pathnames, URLs, user input, usernames	Code output: <code>debug.set ('I', 300);</code> Directory: bin (DOS), \$FMHOME (UNIX) Filename: Locate the <code>init.ora</code> file. Password: User <code>tiger</code> as your password. Pathname: Open <code>c:\my_docs\projects</code> URL: Go to <code>http://www.oracle.com</code> User input: Enter <code>300</code> Username: Log on as <code>scott</code>
Initial cap	Graphics labels (unless the term is a proper noun)	Customer address (<i>but</i> Oracle Payables)
Italic	Emphasized words and phrases, titles of books and courses, variables	Do <i>not</i> save changes to the database. For further information, see <i>Oracle7 Server SQL Language Reference Manual</i> . Enter <code>user_id@us.oracle.com</code> , where <i>user_id</i> is the name of the user.
Quotation marks	Interface elements with long names that have only initial caps; lesson and chapter titles in cross-references	Select "Include a reusable module component" and click Finish. This subject is covered in Unit II, Lesson 3, "Working with Objects."
Uppercase	SQL column names, commands, functions, schemas, table names	Use the SELECT command to view information stored in the LAST_NAME column of the EMP table.
Arrow	Menu paths	Select File > Save.
Brackets	Key names	Press [Enter].
Commas	Key sequences	Press and release keys one at a time: [Alternate], [F], [D]
Plus signs	Key combinations	Press and hold these keys simultaneously: [Ctrl]+[Alt]+[Del]

Typographic Conventions in Code

Convention	Element	Example
Caps and lowercase	Oracle Forms triggers	When-Validate-Item
Lowercase	Column names, table names	SELECT last_name FROM s_emp;
	Passwords	DROP USER scott IDENTIFIED BY tiger;
	PL/SQL objects	OG_ACTIVATE_LAYER (OG_GET_LAYER ('prod_pie_layer'))
Lowercase italic	Syntax variables	CREATE ROLE <i>role</i>
Uppercase	SQL commands and functions	SELECT userid FROM emp;

Typographic Conventions in Oracle Application Navigation Paths

This course uses simplified navigation paths, such as the following example, to direct you through Oracle Applications.

(N) Invoice > Entry > Invoice Batches Summary (M) Query > Find (B) Approve

This simplified path translates to the following:

1. (N) From the Navigator window, select **Invoice** then **Entry** then **Invoice Batches Summary**.
2. (M) From the menu, select **Query** then **Find**.
3. (B) Click the **Approve** button.

Notations:

(N) = Navigator

(M) = Menu

(T) = Tab

(B) = Button

(I) = Icon

(H) = Hyperlink

(ST) = Sub Tab

Typographical Conventions in Oracle Application Help System Paths

This course uses a “navigation path” convention to represent actions you perform to find pertinent information in the Oracle Applications Help System.

The following help navigation path, for example—

(Help) General Ledger > Journals > Enter Journals

—represents the following sequence of actions:

1. In the navigation frame of the help system window, expand the General Ledger entry.
2. Under the General Ledger entry, expand Journals.
3. Under Journals, select Enter Journals.
4. Review the Enter Journals topic that appears in the document frame of the help system window.

