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# Using Daily Business Intelligence for Financials

This chapter covers the following topics:

- Overview of Daily Business Intelligence for Financials
- Responsibilities
- Profit and Loss Dashboard
- Profit and Loss by Manager Dashboard
- Expense Management Dashboard
- Profit and Loss Analysis Dashboard
- Expense Analysis Dashboard
- Funds Management Dashboard
- Payables Management Dashboard
- Payables Status Dashboard
- Receivables Management Dashboard
- Receivables Status Dashboard

## Overview of Daily Business Intelligence for Financials

Daily Business Intelligence (DBI) for Financials is a component of Oracle E-Business Intelligence Daily Business Intelligence, a suite of reporting and analysis applications powered by the Oracle E-Business Suite. DBI for Financials provides top-down enterprise metrics and analytics for the entire organization. This comprehensive approach measures a company's financial performance based on key performance metrics and financial ratios that roll up across multiple dimensions throughout your enterprise.

DBI for Financials enables you to view measures such as revenue, expense, or margin in

organizational structures that are relevant to your company. For example, users can review and analyze revenue by company, cost center, financial category, or other dimensions. This information empowers executives, managers, and their finance departments to stay informed, develop insight, and take action.

The DBI for Financials dashboards, regions, reports, and graphs present summarized information from several applications in the Oracle E-Business Suite. DBI for Financials also offers single-click access to related content from Daily Business Intelligence for Human Resources.

The subledger details in the DBI for Financials reports come from the following applications:

- Oracle General Ledger
- Assets
- Oracle Procurement
- Oracle Internet Expenses
- Oracle Payables
- Oracle Receivables

## Responsibilities

The following responsibilities provide access to the DBI for Financials dashboards, regions, and reports:

- **Cost Center Manager:** The Cost Center Manager responsibility provides access to the Expense Management dashboard and its associated reports. This responsibility also provides access to the HR Management dashboard, but only if DBI for Human Resources is installed.
- **Profit Center Manager:** The Profit Center Manager responsibility provides access to the Profit and Loss dashboard by line of business or by manager. This responsibility also provides access to the HR Management dashboard, but only if DBI for Human Resources is installed.
- **Daily Financials Intelligence:** This function-based responsibility combines all of the functionality of the Cost Center Manager and the Profit Center Manager responsibilities. This responsibility also provides access to the Profit and Loss Analysis, Expense Analysis, and Funds Management dashboards.
- **Daily Payables Intelligence:** This function-based responsibility provides access to the Payables Management and Payables Status dashboards used by payables managers and analysts.

- **Daily Receivables Intelligence:** This function-based responsibility provides access to the Receivables Management and Receivables Status dashboards used by receivables managers and analysts.

## Profit and Loss Dashboard

The Profit and Loss dashboard provides executives with daily pre-close profit and loss activity monitored against forecasts and budgets.

The Profit and Loss dashboard can be accessed by the Profit Center Manager and the Daily Financials Intelligence responsibilities. This dashboard summarizes information about revenue, cost of goods sold, gross margin, expenses, and operating margin by line of business on a daily basis.

## Profit and Loss KPIs

The following table lists the key performance indicators (KPIs) for the Profit and Loss dashboard and how they are calculated.

### *Profit & Loss Performance Measures or KPIs*

| Performance Measure or KPI | Calculation   |
|----------------------------|---|
| Revenue                    | Based on the accounts mapped to the Revenue financial category.                 |
| Expenses                   | Based on the accounts mapped to the Operating Expenses financial category.      |
| Operating Margin           | $xTD \text{ Revenue} - (xTD \text{ Cost of Goods Sold} + xTD \text{ Expenses})$ |
| Operating Margin %         | $(xTD \text{ Operating Margin} / xTD \text{ Revenue}) * 100$                    |

## Dashboard Concepts

The following concepts are common to the Profit and Loss and Expense Management dashboards and reports.

## Dashboard Parameters

For information about setting up these parameters, see: the DBI for Financials chapter in the *Oracle E-Business Intelligence Daily Business Intelligence Implementation Guide*.

- **Manager:** The name of the logged-in manager. The list of values is comprised of the manager's direct reports according to the management hierarchy. A manager must be responsible for a cost center to appear in this list of values. Managers are assigned to cost centers when you set up Manager Reporting. See: *Manager Reporting in the Oracle E-Business Intelligence Daily Business Intelligence Implementation Guide*.
- **Cost Center:** The list of values includes the cost centers that belong to a manager's direct reports according to the management hierarchy. A cost center must be associated with a manager to appear in the list of values. Managers are assigned to cost centers when you set up Manager Reporting. See: *Manager Reporting in the Oracle E-Business Intelligence Daily Business Intelligence Implementation Guide*.
- **Line of Business:** The list of values includes the lines of business that belong to the logged-in manager and that manager's direct reports. The default value for this parameter is All. A line of business is a logical grouping of your organizations, such as Manufacturing or Customer Service. You define the lines of business for your enterprise when you set up DBI for Financials.
- **Financial Category:** The category of financial information being viewed. Financial categories are defined by mapping the natural account segment from code combination (CCID) in Oracle General Ledger to a set of predefined financial categories. The financial categories are defined when you set up DBI for Financials.
- **View-by:** DBI for Financials reports support four different types of view-by:
  - **Manager:** Displays information for lower level managers who manage cost centers. See: *Manager Reporting in the Oracle E-Business Intelligence Daily Business Intelligence Implementation Guide*.
  - **Cost Center:** Displays information for all cost centers that are part of the logged-in manager's organization. See: *Manager Reporting in the Oracle E-Business Intelligence Daily Business Intelligence Implementation Guide*.
  - **Line of Business:** Displays information along the Line of Business hierarchy.
  - **Financial Category:** Displays information along the financial category hierarchy.

For information on how parameters affect a dashboard in Daily Business Intelligence , see: *Parameters*, page 1-4.

## Report Headings and Calculations

The following headings and calculations are common to the Profit and Loss and Expense Management dashboards.

Common accounting and financial terms that appear on reports are not defined.

- **xTD:** The amount to date based on how you set the Period parameter. The *x* in xTD is dynamic based on the period type selected (for example, WTD for Week, or MTD for month).
- **Prior xTD:** The prior period amount to date. This value changes depending on how you set the Compare To parameter. If the Compare To parameter is set to Prior Year or Prior Period, then the actual amount to date for the prior year or prior period is shown. If the Compare To parameter is set to Budget, then the full budget for the current period is shown.
- **(xTD) Change:** The percentage change between the amount for the period to date and amount for the prior period to date. This value changes depending on how you set the Compare To parameter.

If the Compare To parameter is set to Prior Year or Prior Period, then:

$$(\text{xTD}) \text{ Change} = ((\text{Amount for Period to Date} - \text{Amount for Prior Period to Date}) / |\text{Prior Amount for Period to Date}|) * 100.$$

If the Compare To parameter is set to Budget, then:

$$(\text{xTD}) \text{ Change} = ((\text{Amount for Period to Date} - \text{Budget}) / |\text{Budget}|) * 100.$$

- **Budget:** Budget amount for the period selected.

**Note:** Budget numbers are reflected for the full period, depending on period type selected.

- **% of Budget:** Actual expenses to date as a percentage of budget.

$$\% \text{ of Budget} = \text{xTD} / \text{Budget} * 100.$$

- **Forecast:** Forecast amount for the period selected.

**Note:** Forecast numbers are reflected for the full period, depending on period type selected.

- **% of Forecast:** Actual revenue or expenses to date as a percentage of forecast.

$$\% \text{ of Forecast} = \text{xTD} / \text{Forecast} * 100.$$

- **(Forecast) Change:** The percentage change between the current forecast and the actual amount for the prior period. Different formulas are used to calculate Change, depending on how you set the Compare To parameter.

If the Compare To parameter is set to Prior Year or Prior Period, then:

$$(\text{Forecast}) \text{ Change} = ((\text{Total Forecast Amount} - \text{Prior Total Amount}) / |\text{Prior Total Amount}|) * 100.$$

If the Compare To parameter is set to Budget, then:

$$\text{(Forecast) Change} = \frac{(\text{Total Forecast Amount} - \text{Total Budget})}{|\text{Total Budget Revenue}|} * 100.$$

- **Forecast vs. Budget %:** Compares the relative performance of the forecast to the budget.

$$\text{Forecast vs. Budget \%} = \frac{(\text{Forecast} - \text{Budget})}{|\text{Budget}|} * 100.$$

## Reports and Graphs

This dashboard contains the following reports:

- Cumulative Revenue, page 3-6
- Revenue Summary, page 3-7
- Revenue by Sales Channel, page 3-8
- Cost of Goods Sold Summary, page 3-8
- Gross Margin Summary, page 3-9
- Expense Summary, page 3-10
- Operating Margin, page 3-11

For more information on Oracle Daily Business Intelligence, see: Overview of Daily Business Intelligence, page 1-1.

## Cumulative Revenue Trend

The Cumulative Revenue graph displays the cumulative revenue for the period-to-date compared to the forecasted revenue. Depending on the Compare To parameter, you can compare the period-to-date revenue to the prior Year (prior 12 months), Quarter (prior 90 days), Month (prior 30 Days), or Week (prior 7 days).

You can use this report to answer business questions such as:

- As of a selected date, what is the total revenue accumulated so far in this period?
- What is the revenue trend to-date for the period?
- How does the revenue trend to-date compare to:
  - Budgeted revenue for the period?
  - Forecasted revenue for the period?

- Revenue trend from the prior year?
- Revenue trend from the prior period?

There are two line types for budgeted or forecasted revenue, depending on the setting of the FII: Cumulative Graph Budget/Forecast line display profile option.

- **Horizontal Line:** The line is horizontal, using the end-of-period value. This line is not displayed if there is insufficient data or if the level of granularity is coarser than the Period Type chosen.
- **Cumulative Line:** The line displays the cumulative values at the finest level of granularity possible. For example, for the Quarter Period Type, if monthly budgets are posted, then the Budget line will be a three-step line. If quarterly budgets are posted, then the Budget line will be a horizontal line.

There are no unique headings or calculations on this report.

For a description of the Profit and Loss dashboard KPIs and concepts, see: Profit and Loss Dashboard, page 3-3.

## Revenue Summary

The Revenue Summary report displays actual, budget, and forecast revenue for the selected time period.

You can use this report to answer business questions such as:

- How does my revenue compare to forecast?
- How does my revenue compare to budget?
- How does my revenue compare to the prior month, quarter, or year?
- How does my revenue compare between lines of business?
- How does my revenue compare between cost centers?
- How is my revenue divided between the revenue categories?

By drilling down from the Revenue Summary report into the underlying reports, you can view more detailed revenue information for the selected time period. The detailed revenue reports that you can drill to are:

- **Revenue Trend:** Shows the 12 months of revenue activity for the current and prior year. The trend is a rolling 12-month trend based on the date selected in the dashboard parameter.
- **Revenue by Category Detail:** Shows revenue broken down by financial categories.

- **Revenue by Journal Source:** Shows revenue broken down by journal source, such as receivables, manual journal entries, or other sources. You can only view receivables data if Oracle Receivables is implemented.
- **Revenue Detail by Invoice:** Shows revenue broken down by invoice. This report is only available if Oracle Receivables is implemented.

For a description of the Profit and Loss dashboard KPIs and concepts, see: Profit and Loss Dashboard, page 3-3.

## Revenue by Sales Channel

The Revenue by Sales Channel report displays revenue broken down by sales channel and shows the percent change between the current and previous year. There are no other drills from this report. This report is only available if Oracle Receivables and Oracle Order Management are implemented.

The list of sales channels are sourced from Order Management. You can view the list of sales channels by going to the Order Management Responsibility, and navigating to Setup > QuickCodes > Order Management, and list out the type SALES\_CHANNEL

To calculate revenue for each sales channel, the list of Revenue accounts (configured through the Financial Dimensions Hierarchy Manager) is used to retrieve the list of related invoice numbers and respective amounts from AR. The list of invoice numbers is used to retrieve the list of orders and the associated sales channel from Order Management.

You can use this report to answer business questions such as:

- How does my revenue compare across sales channels?
- Which sales channel showed the greatest percent increase over last year?

There are no unique headings or calculations on this report.

For a description of the Profit and Loss dashboard KPIs and concepts, see: Profit and Loss Dashboard, page 3-3.

## Cost of Goods Sold Summary

The Cost of Goods Summary report displays actual, budget, and forecast cost of goods sold for the selected time period.

You can use this report to answer business questions such as:

- How does my cost of goods sold compare to my forecast?
- How does my cost of goods sold compare to budget?
- How does my cost of goods sold compare to the prior month, quarter, or year?



- How does my cost of goods sold compare between lines of business?
- How does my cost of goods sold compare between cost centers?
- How does my cost of goods sold break down across categories?

By drilling down from the Cost of Goods Sold Summary report into the underlying reports, you can view more detailed cost of goods sold information for the selected time period. The detailed reports that you can drill to are:

- **Cost of Goods Sold Trend:** Shows 12 months of cost of goods sold activity for the current and prior year. The trend is a rolling 12-month trend based on the date selected in the dashboard parameter.
- **Cost of Goods Sold by Category Detail:** Shows the cost of goods broken down by financial category.
- **Cost of Goods Sold by Journal Source:** Shows cost of goods sold broken down by journal source, such as Oracle Payables. You can only view Payables data if Oracle Payables is implemented.
- **Cost of Goods Sold Detail by Invoice:** Shows the cost of goods categorized by invoice header information. You can only view Payables data if Oracle Payables is implemented.

There are no unique headings or calculations on this report.

For a description of the Profit and Loss dashboard KPIs and concepts, see: Profit and Loss Dashboard, page 3-3.

## Gross Margin Summary

The Gross Margin Summary report displays actual, budget, and forecast gross margin for the selected time period.

In this report gross margin is calculated as follows:

- $\text{Gross Margin} = \text{Revenue} - \text{Costs of Goods Sold}$

You can only access this report from the Profit and Loss and Profit and Loss by Manager dashboards. There are no other drills from this report.

You can use this report to answer business questions such as:

- What is my gross margin by line of business?
- What is my gross margin for a month, quarter, or year?
- How does my current gross margin compare to the gross margin of last year?

For a description of the Profit and Loss dashboard KPIs and concepts, see: Profit and

## Report Headings and Calculations

The following headings and calculations are specific to Gross Margin Summary.

- **% Margin:** Gross margin for the period-to-date as a percentage of revenue to date.

$$\% \text{ Margin} = (\text{xTD Gross Margin} / | \text{xTD Revenue} | ) * 100$$

**Note:** If the % Margin is less than -999.99% or greater than 999.99%, then no value is displayed. See: General Dashboard Behavior, page 1-26.

- **Change:** The percentage difference between the Current % Margin and the Prior Actual % Margin.

$$\text{Change} = \% \text{ Margin} - \text{Prior \% Margin}$$

If the Compare To parameter is set to Prior Year or Prior Period, the following formula is used:

$$\text{Change \%} = \% \text{ Margin} - \text{Prior \% Margin}$$

**Note:** If the % Margin is not displayed, then no change value is displayed.

- If the Compare To parameter is set to Budget, then:

$$\text{Change} = \% \text{ Margin} - \text{Budget \% Margin}$$

- **Margin:** Gross margin amount for the period-to-date.

$$\text{xTD Gross Margin} = \text{xTD Revenue} - \text{xTD Cost of Goods Sold.}$$

- **Change:** The percentage change between the current period Gross Margin and the prior period actual Gross Margin

If the Compare To parameter is set to Prior Year or Prior Period, then:

$$\text{Change} = ((\text{xTD Gross Margin} - \text{Prior xTD Gross Margin}) / | \text{Prior xTD Gross Margin} | ) * 100$$

If the Compare To parameter is set to Budget, then:

$$\text{Change} = ((\text{xTD Gross Margin} - \text{Budget Gross Margin}) / | \text{Budget Gross Margin} | ) * 100$$

## Expense Summary

The Expense Summary report displays actual, budget, and forecast expenses for the

selected time period.

You can use this report to answer business questions such as:

- How do my operating expenses compare to my forecast?
- How do my operating expenses compare to budget?
- How do my operating expenses compare to the prior month, quarter, or year?
- How do my operating expenses compare between lines of business?
- How do my operating expenses compare between cost centers?
- How do my operating expenses break down between expense categories?

By drilling down from the Expense Summary report into the underlying reports, you can view more detailed information. The detailed reports that you can drill to are:

- **Expenses Trend:** Shows 12 months of expense activity for the current and prior years. The trend is a rolling 12-month trend based on the date selected in the dashboard parameter.
- **Expenses by Category Detail:** Shows expenses broken down by financial categories. See: Managing Values and Hierarchies in the *Oracle E-Business Intelligence Daily Business Intelligence Implementation Guide*.
- **Expenses by Journal Source:** Shows expenses broken down by journal source, such as Oracle Payables, manual journal entries, or other sources. You can only view payables data if Oracle Payables is implemented.
- **Expenses Detail by Invoice:** Shows expenses broken down by invoice information such as cost center and invoice number. You can only view payables data if Oracle Payables is implemented.

There are no unique headings or calculations on this report.

For a description of the Profit and Loss dashboard KPIs and concepts, see: Profit and Loss Dashboard, page 3-3.

## Operating Margin

The Operating Margin report displays actual, budget, and forecast for the selected time period.

The following calculation forms the basis of this report:

- Operating Margin = Gross Margin - Expenses

You can only access this report from the Profit and Loss and Profit and Loss by Manager dashboards. There are no other drills from this report.

You can use this report to answer business questions such as:

- How does my operating margin compare to the prior month, quarter, or year?
- How does my operating margin compare between lines of business?
- How does my operating margin compare between cost centers?

For a description of the Profit and Loss dashboard KPIs and concepts, see: Profit and Loss Dashboard, page 3-3.

## Report Headings and Calculations

The following headings and calculations are specific to the Operating Margin report.

- **% Margin:** Total operating margin for the period-to-date as a percentage of total revenue for the period-to-date date.

$$\% \text{ Margin} = (\text{xTD Operating Margin} / | \text{xTD Revenue} | ) * 100.$$

**Note:** If the % Margin is less than -999.99% or greater than 999.99%, then no value is displayed. See: General Dashboard Behavior, page 1-26.

- **Change:** The percentage difference between the current % and the prior actual %.

If the Compare To parameter is set to Prior Year or Prior Period, then:

$$\text{Change} = \% \text{ Margin} - \text{Prior \% Margin}.$$

If the Compare To parameter is set to Budget, then:

$$\text{Change} = \% \text{ Margin} - \text{Budget \% Margin}.$$

**Note:** If the % Margin is not displayed, then no change value is displayed.

- **Margin:** Total operating margin for the period-to-date.

$$\text{Margin} = \text{xTD Gross Margin} - \text{xTD Expenses}.$$

- **Change:** The percentage change between the current period Operating Margin and the prior period actual Operating Margin.

If the Compare To parameter is set to Prior Year or Prior Period, then:

$$\text{Change} = ((\text{xTD Operating Margin} - \text{Prior xTD Operating Margin}) / | \text{Prior xTD Operating Margin} | ) * 100$$

If the Compare To parameter is set to Budget, then:

$$\text{Change} = ((\text{xTD Operating Margin} - \text{Budget Operating Margin}) / | \text{Budget}$$

$$\text{Operating Margin} \mid ) * 100$$

## Profit and Loss by Manager Dashboard

The Profit and Loss by Manager dashboard can be accessed by the Profit Center Manager and the Daily Financials Intelligence responsibilities. It provides summarized, daily information about actual and budgeted revenue, gross margin, and operating expenses by manager.

### Profit and Loss by Manager KPIs

The following table lists the key performance indicators (KPIs) for the Profit and Loss by Manager dashboard and how they are calculated.

#### *Profit and Loss Performance Measures or KPIs*

| Performance Measures or KPI | Calculation  |
|-----------------------------|--|
| Revenue                     | Based on the accounts mapped to the Revenue financial category.              |
| Expenses                    | Based on the accounts mapped to the Operating Expenses financial category.   |
| Operating Margin            | $\text{xTD Revenue} - (\text{xTD Cost of Goods Sold} + \text{xTD Expenses})$ |
| Operating Margin %          | $\text{xTD Operating Margin} / \mid \text{xTD Revenue} \mid$                 |

### Dashboard Parameters

There are no unique parameters for this dashboard. For a description of the common parameters, see: Dashboard Concepts, page 3-3.

For information on how parameters affect a dashboard in Daily Business Intelligence , see: Parameters, page 1-4.

### Reports and Graphs

This dashboard contains the following reports and graphs:

- Cumulative Revenue, page 3-6
- Revenue Summary, page 3-7

- Revenue by Sales Channel, page 3-8
- Cost of Goods Sold Summary, page 3-8
- Gross Margin Summary, page 3-9
- Expense Summary, page 3-10
- Operating Margin, page 3-11

## Expense Management Dashboard

The Expense Management dashboard provides daily information about operating expenses to the Cost Center Manager and Daily Financials Intelligence responsibilities. Managers can also view information such as expenses per employee, travel and entertainment (T&E) expenses, and the top 10 spenders.

### Expense Management KPIs

The following table lists the key performance indicators (KPIs) for the Expense Management dashboard and how they are calculated.

#### ***Expense Management Performance Measures or KPIs***

| <b>Performance Measures or KPIs</b> | <b>Calculation</b>   |
|-------------------------------------|--|
| Expenses                            | Based on the accounts mapped to the Operating Expenses financial category in the Financial Dimension setup |
| % of Forecast                       | $(\text{Actual Expenses} / \text{Forecast Expenses}) * 100$  |
| Forecast vs. Budget                 | $((\text{Forecast Expenses} - \text{Budget Expenses}) / \text{Budget Expenses}) * 100$                     |
| Expenses per Head                   | Total Expenses / Headcount   |
| T&E per Head                        | Total Travel and Entertainment Expenses / Headcount  |

| Performance Measures or KPIs | Calculation  |
|------------------------------|--|
| Headcount                    | Employee headcount based on the As Of date displayed in the dashboard. The manager hierarchy used to calculate headcount is stored and maintained in Oracle Human Resources. |

## Dashboard Parameters

There are no unique parameters for this dashboard. For a description of the common parameters, see: Dashboard Concepts, page 3-3.

For information on how parameters affect a dashboard in Daily Business Intelligence , see: Parameters, page 1-4.

## Reports and Graphs

This dashboard contains the following reports and graphs:

- Expense Summary, page 3-10
- Headcount and Expenses Trend, page 3-15
- Expenses per Head, page 3-16
- T&E Expenses, page 3-16
- Top 10 Spenders, page 3-17

## Headcount and Expenses Trend

The Headcount and Expenses Trend report enables managers to analyze trends in headcount and operating expenditures in the same context. This perspective helps managers determine whether changes in operating expenses are consistent with changes in the number of an organization's employees.

You can use this report to answer business questions such as:

- Do changes in expenses lead, lag, or track with changes in headcount?
- Are changes in expenses significantly more volatile than changes in headcount?

There are no unique headings or calculations on this graph.

For a description of the Expense Management dashboard KPIs and concepts, see: Expense Management Dashboard, page 3-14.

## Expenses per Head

The Expenses per Head report shows current expenses per employee by manager, current headcount, and current amount.

You can use this report to answer business questions such as:

- How does average per employee expense compare for my directs?

By drilling down from the Expenses per Head report into the underlying report, you can view more detailed expenses per head information. The detailed report that you can drill to is:

- **Expenses per Head by Manager:** Shows average expenses per employee for the manager selected.

For a description of the Expense Management dashboard KPIs and concepts, see: Expense Management Dashboard, page 3-14.

## Report Headings and Calculations

The following headings and calculations are specific to the Expenses per Head report.

- **Headcount:** Number of employees that roll up to the selected manager, including the selected manager.

**Note:** You must use Oracle Human Resources to store and maintain information about the manager hierarchy and headcount.

- **Average per Head:** This column displays the average expenses per head. The average is calculated and displayed for the current period, xTD. You can drill on this value to see the Expenses per Head trend.

Average Expenses Per Head = Amount of Expenses / Headcount.

## T&E Expenses

The T&E Expenses report displays travel and entertainment expenses, as defined by the accounts mapped to the Travel and Entertainment financial category.

You can use this report to answer business questions such as:

- How much are employees spending on Travel and Entertainment?

By drilling down from the T&E Expenses report into the underlying reports, you can view more detailed information. The detailed reports that you can drill to are:

- **Expenses Trend**



- **Expenses by Category Detail**
- **Expenses by Journal Source**
- **Expenses Detail by Invoice**

There are no unique headings or calculations on this report.

For a description of the Expense Management dashboard KPIs and concepts, see: Expense Management Dashboard, page 3-14.

## Top 10 Spenders

The Top 10 Spenders report enables managers to analyze employee expense reports charged to the manager's cost center and helps to identify potential corporate policy violators. The Top 10 Spenders report displays expenses reported using Oracle Internet Expenses of up to ten employees, ranked by total expenses per employee, who incurred expenses in the department of the manager selected.

The employees included in a Top 10 Spenders report must report directly or indirectly to the manager chosen in the parameter, for inclusion in that manager's Top 10 Spenders list. This report is only available from the Expense Management dashboard.

You can use this report to answer business questions such as:

- Which employees are my top spenders?
- Are the top spenders violating any corporate policy?

By drilling down from the Top 10 Spenders region into the underlying reports, you can view more detailed information. The detailed reports that you can drill to are:

- **Employee Directory:** Displays information, from the Oracle Human Resources Employee Directory, about an employee.
- **Expense Report Listings:** Shows information about an employee's expense reports for the period. Only expenses approved in the Oracle Payables workflow are displayed. This report is only available from the Top 10 Spenders region.
- **Expense Report Inquiry:** Shows detail information for a specific expense report. This report is a read-only report provided by Oracle Internet Expenses and is only available from the Expense Report Listings report.

For a description of the Expense Management dashboard KPIs and concepts, see: Expense Management Dashboard, page 3-14.

## Report Headings and Calculations

The following headings and calculations are specific to the Top 10 Spenders report.

- **Amount Entered:** Functional amount reported by an employee.
- **Cost Center:** The cost center that expenses are being charged to. Employees can charge expense reports to cost centers other than their own by changing the value in the Cost Center field in Oracle Internet Expenses. The cost center being charged, not the organizational cost center for the employee, is displayed.
- **Purpose:** The employee's justification for the expense entered in Internet Expenses. This field captures the free-form text justification entered by an employee.

## Profit and Loss Analysis Dashboard

The Profit and Loss Analysis dashboard provides executives with daily pre-close profit and loss activity monitored against forecasts and budgets.

The Profit and Loss Analysis dashboard can be accessed by the Daily Financials Intelligence responsibility. This dashboard summarizes information about revenue, cost of goods sold, gross margin, expenses, and operating margin by company and cost center on a daily basis.

## Profit and Loss Analysis KPIs

The following table lists the key performance indicators (KPIs) for the Profit and Loss Analysis dashboard and how they are calculated.

### *Profit and Loss Analysis Performance Measures or KPIs*

| <b>Performance Measures or KPI</b> | <b>Calculation</b>  |
|------------------------------------|---|
| Revenue                            | Based on the accounts mapped to the Revenue financial category.                   |
| Cost of Goods Sold                 | Based on the accounts mapped to the Cost of Goods Sold financial category.        |
| Gross Margin                       | $(xTD \text{ Revenue} - xTD \text{ Cost of Goods Sold}) /  xTD \text{ Revenue}  $ |
| Expenses                           | Based on the accounts mapped to the Operating Expenses financial category.        |
| Operating Margin                   | $xTD \text{ Operating Income} /  xTD \text{ Revenue}  $                           |

| Performance Measures or KPI | Calculation   |
|-----------------------------|---|
| Operating Income            | xTD Revenue - (xTD Cost of Goods Sold + xTD Expenses) |

## Dashboard Concepts

The following concepts are common to the Profit and Loss Analysis and Expense Analysis dashboards and reports.

### Dashboard Parameters

For information about setting up these parameters, see: the DBI for Financials chapter in the *Oracle E-Business Intelligence Daily Business Intelligence Implementation Guide*.

- **Date:** Automatically defaults to the system date; data is shown up to this specific date. For example, if period type is quarter, then data is shown for the current quarter up to the system date.

**Note:** If you change the Date parameter to any date other than the system date, then data is shown up to the end of the month specified in the Date parameter. If the specified month has not ended, however, then data is shown to the end of the previous month.

The following table shows an example when the system date is April 19, 2005:

| As Of Date     | Data Shown On Page      |
|----------------|-------------------------|
| April 19, 2005 | up to April 19, 2005    |
| April 18, 2005 | up to March 31, 2005    |
| March 18, 2005 | up to March 31, 2005    |
| Feb. 13, 2005  | up to February 28, 2005 |

- **Company:** Displays information along the Company hierarchy. The data is filtered by the company segments of the source ledgers' chart of accounts. Values are based on the security profile of the user.
- **Cost Center:** Displays information along the Cost Center hierarchy. The data is

filtered by the cost center segments of the source ledgers' chart of accounts. Like companies, cost centers are also organizational entities in your company to track expenses and revenue. Values are based on the security profile of the user.

- **Financial Category:** The category of financial information being viewed. Financial categories are defined by mapping the natural account segment from code combination (CCID) in Oracle General Ledger to a set of predefined financial categories. The financial categories are defined when you set up DBI for Financials.
- **User Defined:** Displays information along the User Defined hierarchy. The data is filtered by any user-selected segment of the source ledgers' chart of accounts. If you use additional segments beyond the company/cost center/natural account segments to better classify transaction activities, then use this parameter to filter data by an additional segment.
- **Ledger:** A drop down list of source ledgers, from the source ledger setup.
- **View-by:** DBI for Financials reports support four different types of view-by:
  - **Company:** Displays information along the company hierarchy.
  - **Cost Center:** Displays information along the cost centers hierarchy.
  - **Financial Category:** Displays information along the financial category hierarchy.
  - **User Defined Dimension:** Displays information along the user-defined dimension hierarchy.

**Note:** The company and cost center dimensions can be mapped to either the company or cost center segment, depending on your implementation. See: DBI for Financials chapter, *Oracle E-Business Intelligence Daily Business Intelligence Implementation Guide*.

For information on how parameters affect a dashboard in Daily Business Intelligence , see: Parameters, page 1-4.

## Report Headings and Calculations

The following headings and calculations are common to the Profit and Loss Analysis and Expense Analysis dashboards.

Common accounting and financial terms that appear on reports are not defined.

For descriptions of the following headings and calculations, see: Report Headings and Calculations, page 3-4.

- xTD

- Prior xTD
- (xTD) Change
- Budget
- % of Budget
- Forecast
- % of Forecast

## Reports and Graphs

This dashboard contains the following reports and graphs:

- Profit and Loss, page 3-21
- Revenue Summary, page 3-22
- Cost of Goods Sold Summary, page 3-23
- Expense Summary, page 3-24
- Gross Margin Summary, page 3-26
- Operating Margin Summary, page 3-27
- Revenue Rolling Trend, page 3-28
- Cost of Goods Sold Rolling Trend, page 3-29
- Expense Rolling Trend, page 3-29

For more information on Oracle Daily Business Intelligence, see: [Overview of Daily Business Intelligence](#), page 1-1.

## Profit and Loss

The Profit and Loss report displays operating expense, cost of goods sold and operating income in a pie graph as a percentage of revenue.

You can only access this report from the Profit and Loss Analysis dashboard. There are no other drills from this report.

You can use this report to answer business questions such as:

- What are my operating expenses as a percentage of revenue?

- What is my cost of goods sold as a percentage of revenue?
- What is my operating income as a percentage of revenue?

For a description of the Profit and Loss Analysis dashboard KPIs and concepts, see: Profit and Loss Analysis Dashboard, page 3-18.

## Revenue Summary

The Revenue Summary report displays revenue actuals, budget, and forecast for the selected time period. The report also shows rolling periods of revenue.

**Tip:** You can also view this report by Company, Cost Center, Financial Category, and User Defined dimensions.

You can use this report to answer business questions such as:

- How does my revenue compare between companies?
- How does my revenue compare between cost centers?
- How does my revenue compare to the prior period: month, quarter, or year?
- How does my revenue compare to forecast?
- How does my revenue expenses compare to budget?

By drilling down from the Revenue Summary report into the underlying reports, you can view more detailed revenue information for the selected time period. The detailed revenue reports that you can drill to are:

- **Revenue Trend by Account Detail:** Provides a monthly, quarterly, or yearly revenue trend broken down by company, cost center, and account. This report also shows rolling periods of revenue.

This report supports drills to the Revenue by Source report.

- **Revenue by Source:** Groups the revenue amounts by the transactional source of the revenue journals for a given company, cost center, and account.

This report supports drills to the Journal Entry Details report.

- **Journal Entry Details:** Provides a journal header-level listing of expense journals.

This report supports drills to the Journal Line Details report.

**Note:** Most report information (journal name, journal date, category, description, and source) is from the journal header.

Report *amounts*, however, are taken from journal lines.

- **Journal Line Details:** Provides a line-level listing of expense journals. The report can be directly exported to Microsoft Excel.

**Note:** This report contains reference columns 1 through 10, which exist on the journal line.

There are no unique headings or calculations on this report.

For a description of the Profit and Loss Analysis dashboard KPIs and concepts, see: Profit and Loss Analysis Dashboard, page 3-18.

## Cost of Goods Sold Summary

The Cost of Goods Sold Summary report, similar to the Revenue Summary report, displays cost of goods sold actuals, budget, and forecast for the selected time period. The report also shows rolling periods of cost of goods sold.

**Tip:** You can also view this report by Company, Cost Center, Financial Category, and User Defined dimensions.

You can use this report to answer business questions such as:

- How does my cost of goods sold compare between companies?
- How does my cost of goods sold compare between cost centers?
- How does my cost of goods sold compare to the prior period: month, quarter, or year?
- How does my cost of goods sold compare to forecast?
- How does my cost of goods sold compare to budget?

By drilling down from the Cost of Goods Sold Summary report into the underlying reports, you can view more detailed cost of goods sold information for the selected time period. The detailed cost of goods sold reports that you can drill to are:

- **Cost of Goods Sold Trend by Account Detail:** Provides a monthly, quarterly, or yearly cost of goods sold trend broken down by company, cost center, and account. This report also shows rolling periods of cost of goods sold.

This report supports drills to the Cost of Goods Sold by Source report.

- **Cost of Goods Sold by Source:** Groups the cost of goods sold amounts by the

transactional source of the cost of goods sold journals for a given company, cost center, and account.

This report supports drills to the Journal Entry Details report. See: Revenue Summary, page 3-22 for more information.

There are no unique headings or calculations on this report.

For a description of the Profit and Loss Analysis dashboard KPIs and concepts, see: Profit and Loss Analysis Dashboard, page 3-18.

## Expense Summary

The Expense Summary report, similar to the Revenue Summary report, displays actual, budget, and forecast expenses for the selected time period. The report also shows rolling periods of expenses.

**Tip:** You can also view this report by Company, Cost Center, Financial Category, and User Defined dimensions.

You can use this report to answer business questions such as:

- How does my operating expenses compare between companies?
- How does my operating expenses compare between cost centers?
- How does my operating expenses compare to the prior period: month, quarter, or year?
- How does my operating expenses break down between different expense categories?
- How does my operating expenses compare to forecast?
- How does my operating expenses compare to budget?

By drilling down from the Expense Summary report into the underlying reports, you can view more detailed expense information for the selected time period. The detailed expense reports that you can drill to are:

- **Expense Trend by Account Detail:** Provides a monthly, quarterly, or yearly expense trend broken down by company, cost center, and account. This report also shows rolling periods of expenses.

This report supports drills to the Expenses by Source report.

- **Expenses by Source:** Groups the expense amounts by a combination of ledger and the transactional source of the expense journals, for a given company, cost center, and account. For example, all carry forward amounts, closing journals, conversion



totals, elimination totals, and so on are grouped into the General Ledger category.

This report supports drills to the Payables Invoices, Journal Entry Details, and Depreciation Expenses reports .

- **Payables Invoices:** Provides a detail listing of invoice headers of posted Oracle Payables invoices that are applicable to the company, cost center, and natural account.

This report supports external drills to Oracle Internet Expenses and Oracle *i* Procurement.

The following describes selected columns in this report.

- **Transaction Amount:** Invoice amount, in the transaction currency, that is posted against the selected dimensions in the parameter list.
  - **Amount:** Invoice amount, in the ledger currency, that is posted against the selected dimensions in the parameter list.
  - **Expense Report Number:** If the invoice is associated with an expense report number, then the expense report number appears here. If no expense report number exists, then *N/A* appears here.
  - **PO Number:** If the invoice is associated with a purchase order number, then the PO number appears here. The report displays *Multiple* in this column when multiple purchase orders exist for an invoice. If no purchase orders are associated with an invoice, then *N/A* appears here.
- **Journal Entry Details:** See: Revenue Summary, page 3-22.
  - **Depreciation Expense (Major and Minor Categories):** Displays depreciation expenses from Oracle Assets, and shows a bar graph of xTD actuals versus prior year and a pie chart of xTD actuals, both grouped by the Fixed Asset category dimension.

This report supports drills to the Depreciation Expense Listing report.

**Note:** If the Minor category is set up, then the report drills from the Major to Minor category, then to the Depreciation Expense Listing report. If the Minor category is not set up, then the report drills from the Major category to the Depreciation Expense Listing report.

- **Depreciation Expense Listing:** Provides a listing of depreciation expenses from Oracle Assets for a given major asset category and optionally a given minor asset category.

This report supports external drills to Oracle *i*Assets

There are no unique headings or calculations on this report.

For a description of the Profit and Loss Analysis dashboard KPIs and concepts, see: Profit and Loss Analysis Dashboard, page 3-18.

## Gross Margin Summary

The Gross Margin Summary report displays actual, budget, and forecast gross margin and income for the selected time period.

You can only access this report from the Profit and Loss Analysis dashboard. There are no other drills from this report.

You can use this report to answer business questions such as:

- How does my gross margin and income compare between companies?
- How does my gross margin and income compare between cost centers?
- How does my gross margin and income compare to the prior period: month, quarter, or year?
- How does my gross income compare to forecast?
- How does my gross income compare to budget?

For a description of the Profit and Loss Analysis dashboard KPIs and concepts, see: Profit and Loss Analysis Dashboard, page 3-18.

## Report Headings and Calculations

The following headings and calculations are specific to the Gross Margin Summary report.

- **Margin:** Gross Margin for the period-to-date as a percentage of revenue to date.

$$\text{Margin} = (\text{xTD Gross Income} / \text{xTD Revenue}) * 100$$

**Note:** If the Margin is less than -999.99% or greater than 999.99%, then no value is displayed. See: General Dashboard Behavior, page 1-26.

- **Change:** The percentage difference between the Current Margin and the Prior Actual Margin

$$\text{Change} = \text{Margin} - \text{Prior Margin}$$

**Note:** If the Compare To parameter is set to Budget or Forecast, then no change value is displayed.

- **Income:** Gross income amount for the period-to-date.  

$$\text{xTD Gross Income} = \text{xTD Revenue} - \text{xTD Cost of Goods Sold}$$
- **Change:** The percentage change between the current period's Gross Income and the prior period's actual Gross Income.  

$$\text{Change} = ((\text{xTD Gross Income} - \text{Prior xTD Gross Income}) / | \text{Prior xTD Gross Income} | ) * 100$$

**Note:** If the Compare To parameter is set to Budget or Forecast, then no change value is displayed.

## Operating Margin Summary

The Operating Margin report displays actual, budget, and forecast for the selected time period.

You can only access this report from the Profit and Loss Analysis dashboard. There are no other drills from this report.

You can use this report to answer business questions such as:

- How does my operating margin and income compare between companies?
- How does my operating margin and income compare between cost centers?
- How does my operating margin and income compare to the prior period: month, quarter, or year?
- How does my operating income compare to forecast?
- How does my operating income compare to budget?

For a description of the Profit and Loss Analysis dashboard KPIs and concepts, see: Profit and Loss Analysis Dashboard, page 3-18.

## Report Headings and Calculations

The following headings and calculations are specific to the Operating Margin Summary report.

- **Margin:** Operating Margin for the period-to-date as a percentage of revenue to date.

$$\text{Margin} = (\text{xTD Operating Income} / | \text{xTD Revenue} | ) * 100$$

**Note:** If the Margin is less than -999.99% or greater than 999.99%,

then no value is displayed. See: General Dashboard Behavior, page 1-26.

- **Change:** The percentage difference between the Current Margin and the Prior Actual Margin

Change = Margin - Prior Margin

**Note:** If the Compare To parameter is set to Budget or Forecast, then no change value is displayed.

- **Income:** Operating income amount for the period-to-date.

xTD Operating Income = xTD Revenue - xTD Cost of Goods Sold - xTD Operating Expenses

- **Change:** The percentage change between the current period's Operating Income and the prior period's actual Operating Income.

Change = ((xTD Operating Income - Prior xTD Operating Income) / | Prior xTD Operating Income | ) \* 100

**Note:** If the Compare To parameter is set to Budget or Forecast, then no change value is displayed.

## Revenue Rolling Trend

The Revenue Rolling Trend report displays a rolling month trend for revenue.

You can use this report to answer business questions such as:

- How does my revenue trend for the year?
- How do my revenue compare to the prior year?
- How does my revenue trend for a specific ledger/company/cost center/financial category combination?

By drilling down from the Revenue Rolling Trend report into the underlying reports, you can view more detailed revenue information for the selected time period. You can drill to the Revenue Trend by Account Detail report, page 3-22.

For a description of the Profit and Loss Analysis dashboard KPIs and concepts, see: Profit and Loss Analysis Dashboard, page 3-18.

## Report Headings and Calculations

The following headings and calculations are specific to the Revenue Rolling Trend report.

- **Month:** The month and year, for example, May-06.

## Cost of Goods Sold Rolling Trend

The Cost of Goods Sold Rolling Trend report, similar to the Revenue Rolling Trend, page 3-28, displays a rolling month trend for revenue.

By drilling down from the Cost of Goods Sold Rolling report into the underlying reports, you can view more detailed revenue information for the selected time period. You can drill to the Cost of Goods Sold Trend by Account Detail report, page 3-23.

For a description of the Profit and Loss Analysis dashboard KPIs and concepts, see: Profit and Loss Analysis Dashboard, page 3-18.

## Expense Rolling Trend

The Expense Rolling Trend report, similar to the Revenue Rolling Trend, page 3-28, displays a rolling month trend for expenses.

By drilling down from the Expense Rolling Trend report into the underlying reports, you can view more detailed revenue information for the selected time period. You can drill to the Expense Trend by Account Detail report, page 3-24.

For a description of the Profit and Loss Analysis dashboard KPIs and concepts, see: Profit and Loss Analysis Dashboard, page 3-18.

## Expense Analysis Dashboard

The Expense Analysis dashboard provides up-to-date information on a company's operating expenses, and features a company/cost center/natural account-oriented view of a company's expense activity. The design of Expense Analysis was targeted at a company's managers and finance department, and focuses on analyzing and managing operating expenses.

Expense Analysis provides finance departments with the ability to explore anomalies by drilling to subledger detail and viewing transactional details, such as an original invoice or expense report.

The Expense Analysis dashboard can be accessed using the Daily Financials Intelligence responsibility.

## Expense Analysis KPIs

The following table lists the key performance indicators (KPIs) for the Expense Analysis

dashboard and how they are calculated.

#### ***Expense Analysis Performance Measures or KPIs***

| <b>Performance Measures or KPIs</b> | <b>Calculation</b>  |
|-------------------------------------|---|
| Expenses                            | Based on the accounts mapped to the Operating Expenses financial category |
| Budget                              | Based on the budget for the Operating Expenses financial category         |
| % of Budget                         | $(\text{Actual Expenses}/\text{Budget}) * 100$                            |
| Forecast                            | Based on the forecast for the Operating Expenses financial category       |
| % of Forecast                       | $(\text{Actual Expenses}/\text{Forecast}) * 100$                          |

## **Dashboard Concepts**

The following concepts are common to the Expense Analysis dashboard and reports.

### **Dashboard Parameters**

There are no unique parameters for this dashboard. For a description of the common parameters.

For information on how dashboard parameters affect a Daily Business Intelligence dashboard, see *Parameters Oracle Daily Business Intelligence User Guide*.

### **Report Headings and Calculations**

The following headings and calculations are common throughout the reports on the Expense Analysis dashboard.

Common accounting and financial terms that appear on reports are not defined.

For descriptions of the following headings and calculations, see: Report Headings and Calculations, page 3-4.

- **xTD**
- **Prior xTD**
- **(xTD) Change**

- **Budget**
- **% of Budget**
- **Forecast**
- **% of Forecast**

## Reports and Graphs

This dashboard contains the following reports:

- Expense Summary, page 3-24
- Expense Rolling Trend, page 3-29
- Cumulative Expense Trend, page 3-31

## Cumulative Expense Trend

The Cumulative Expenses Trend report provides the ability to view cumulative expenses for a given period. Depending on the Compare To parameter, you can compare the period-to-date expenses to the prior Year (prior 12 months), Quarter (prior 90 days), or Month (prior 30 Days).

You can use this report to answer business questions such as:

- As of a selected date, what is the total expense accumulated so far in this period?
- What is the expense trend to-date for the period?
- How does the expense trend to-date compare to:
  - Budgeted expense for the period?
  - Forecasted expense for the period?
  - Expense trend from the prior year?
  - Expense trend from the prior period?

Two line types for budgeted or forecasted expenses exist, depending on the setting of the FII: Cumulative Graph Budget/Forecast line display profile option.

- **Horizontal Line:** The line is horizontal, using the end-of-period value. This line is not displayed if there is insufficient data, or if the level of granularity is coarser than the Period Type selected.

- **Cumulative Line:** The line displays the cumulative values at the finest level of granularity possible. For example, for the Quarter Period Type, if *monthly* budgets are posted, then the Budget line will be a three-step line. If *quarterly* budgets are posted, then the Budget line will be a horizontal line.

There are no unique headings or calculations on this report.

For a description of the Expense Analysis dashboard KPIs and concepts, see: Expense Analysis Dashboard, page 3-29.

## Funds Management Dashboard

The Funds Management dashboard lets public sector managers and analysts compare encumbrances and actual expenditures to budgets, and view the status of funds in hierarchies of funds, cost centers, and expense categories.

For each fund, cost center, and expense category, you can see the budget, encumbrances, and actual expenses, as well as available funds.

The Funds Management dashboard is designed for use in:

- State and municipal governments
- Higher education

The dashboard displays information in functional currency only.

## Funds Management KPIs

The following table lists the key performance indicators (KPIs) for the Fund Management dashboard and how they are calculated.

### ***Funds Management Performance Measures or KPIs***

| <b>Performance Measures or KPIs</b> | <b>Calculation</b>   |
|-------------------------------------|--|
| Available                           | Funds available = Controlled (Budget - Encumbrances - Actuals) |
| % Available                         | Controlled funds available as a percentage of budget           |
| Budget                              | Approved organizational and project expenses                   |



| Performance Measures or KPIs | Calculation  |
|------------------------------|--|
| Encumbrances - Commitments   | Total of all encumbrance balances due to commitments                     |
| Encumbrances - Obligations   | Total of all encumbrance balances due to obligations                     |
| Encumbrances - Others        | Total of all encumbrance balances, not due to commitments or obligations |
| Actuals                      | Incurred expenses that are accounted                                     |

## Dashboard Concepts

The following concepts are common to the Funds Management dashboard and reports.

### Dashboard Parameters

For information about setting up these parameters, see: the DBI for Financials chapter in the *Oracle E-Business Intelligence Daily Business Intelligence Implementation Guide*.

- **Fund:** Determines the fund displayed on the dashboard. The list of values, limited by your security setup, displays only the specific funds that a manager should be allowed to access.

You can change the parameter label in the Financial Dimensions Setup pages.

For descriptions of the following parameters, see: Dashboard Concepts, page 3-30.

- **Cost Center**
- **Financial Category**
- **User Defined**

For information on how parameters affect a dashboard in Daily Business Intelligence , see: Parameters, page 1-4.

### Report Headings and Calculations

The following headings and calculations are common throughout the reports on the Funds Management dashboard.

Common accounting and financial terms that appear on reports are not defined.

- **Controlled:** Funds available within the appropriate budgetary boundaries

governed by the As Of date.

**Note:** On the Funds Management dashboard, if the period type is quarter and the As Of date is in the second month of the quarter, then the budgets are calculated up to that month. This is different from the Expense Analysis dashboard, which displays the entire quarter.

- **Accounted:** Funds available within the appropriate budgetary boundaries based on the standard accounting periods.
- **Available:** Unexpended, uncommitted funds included in an organization's or project's budget. Public sector organizations report periodically on budgets, as well as on realized and midstream expenses (encumbrances). Available funds are calculated as:

Available = Current Budget - Encumbrances - Actual Expenses.

- **% Available:** Available funds as a percentage of total budgeted funds.
- **Budget:** Funds allocated to organizations and projects for future expenditures. Budgets in the Controlled columns are dictated by budgetary control options, while budgets in the Accounted columns and the budget region are calculated based on period type.
- **Others:** Encumbrance balances other than commitments or obligations.
- **Spending Activities:** Equals encumbrances plus actual expenses.

## Reports and Graphs

This dashboard contains the following reports:

- Funds Available Summary, page 3-35
- Budget Summary, page 3-35
- Budget Trend by Account Detail, page 3-36
- Encumbrance Summary, page 3-37
- Encumbrance Trend by Account Detail, page 3-38
- Funds Available Trend, page 3-38

Additionally, this dashboard links to the following report:

- Expense Summary, page 3-24

The most common budget management practices include reviewing expense trends and budget variances. The Funds Management dashboard integrates with the Expense Analysis dashboard to provide expense reports and trends by funds, cost centers, expense categories, and projects (or other user-defined dimension), as well as drilldowns to journal lines and subledgers.

## Funds Available Summary

The Funds Available Summary displays available amounts, budget amounts, encumbrances, and actual expenses. Data is based on budgetary control parameters and is grouped by fund, cost center, expense categories, and a user-defined dimension.

The Funds Available Summary provides two subsets of information about budgeted, encumbered, and available funds:

- The Controlled view uses a time frame, within the current fiscal year, defined by the budgetary control setup options.
- The Accounted view is based on the standard accounting periods.

Both views are categorized by fund, cost center, account, or user-definable hierarchy. The Controlled view is not sensitive to the Period Type parameter.

**Note:** The Funds Available Summary portlet displays both views; the report displays only the Controlled view.

The Funds Available Summary also includes a monthly cumulative trend graph to illustrate the cumulative progression of available funds during the fiscal year. The report graph is a stacked bar graph that shows the comparison of actuals and encumbrances against budget.

Use this report to answer business questions such as:

- What are my current available funds?

There are no unique headings or calculations on this report.

For a description of the Funds Management dashboard KPIs and concepts, see: Funds Management Dashboard, page 3-32.

## Budget Summary

The Budget Summary displays current and original budgets grouped by fund, cost center, expense categories, and a user-defined dimension.

You can use this report to answer business questions such as:

- How has my budget changed from the prior period, quarter or year?

- How does my baseline budget compare to my current budget?
- How is my budget allocated to various projects?
- What are the fund sources on a project, fund, and overall organizational level?

The Funds Management page uses three types of budgets:

- Current
- Baseline (original)
- Prior

By drilling down from the Budget Summary, you can view more detailed information. The detailed report that you can drill to is:

- **Budget Trend by Account Detail**, page 3-36

For a description of the Funds Management dashboard KPIs and concepts, see: Funds Management Dashboard, page 3-32.

## Report Headings and Calculations

The following heading is specific to the Budget Summary:

**Original:** Represents a snapshot from when a budget was adopted. Also referred to as a baseline budget.

This is different from the current budget, which is the same budget but represented at a different point in time. The current budget includes all modifications made to adapt to changes in the scope of a project, a reorganization of cost centers, an organization-wide budget reduction, or other meaningful operational changes.

For descriptions of the following headings and calculations, see: Report Headings and Calculations, page 3-4.

- xTD

## Budget Trend by Account Detail

The Budget Trend by Account Detail report displays a monthly, quarterly, or annual trend of current budget amounts grouped by fund, cost center, and account.

This report also includes adjustments to the current budget, as compared to the baseline budget.

You can use this report to answer business questions such as:

- Which fund had the most budget adjustments?

- What is my budget for a specific fund, cost center, and account?

By drilling down from the Budget Trend by Account Detail report, you can view more detailed information. The detailed report that you can drill to is:

- **Budget Journal Entry Details:** Provides a header level listing of budget journals.

For a description of the Funds Management dashboard KPIs and concepts, see: Funds Management Dashboard, page 3-32.

## Report Headings and Calculations

The following headings are specific to the Budget Trend by Account Detail report:

**Original:** See: Report Headings and Calculations, page 3-36 for the Budget Summary.

**Adjustment:** Represents the difference between xTD and Original, calculated as:

Adjustment = xTD - Original

For descriptions of the following headings and calculations, see: Report Headings and Calculations, page 3-4.

- xTD

## Encumbrance Summary

The Encumbrance Summary displays encumbrances by encumbrance type, grouped by fund, cost center, account hierarchy, and a user-defined dimension. This report also displays encumbrance trend information within the selected period type.

Use this report to answer business questions such as:

- What is the breakdown of my encumbrances between obligations and commitments?
- What is my encumbrance total for a particular cost center or fund?

By drilling down from the Encumbrance Summary, you can view more detailed information. The detailed report that you can drill to is:

- **Encumbrance Trend by Account Detail**, page 3-38

For a description of the Funds Management dashboard KPIs and concepts, see: Funds Management Dashboard, page 3-32.

## Report Headings and Calculations

For descriptions of the following headings and calculations, see: Report Headings and Calculations, page 3-4.

- xTD

## Encumbrance Trend by Account Detail

The Encumbrance Trend by Account Detail report displays a monthly, quarterly, or annual trend of encumbrances grouped by fund, cost center, and account.

You can use this report to answer business questions such as:

- Which quarter contributed the most to the YTD amount?
- Which fund has the most encumbrances pending?

By drilling down from the Encumbrance Trend by Account Detail report, you can view more detailed information. The detailed report that you can drill to is:

- **Encumbrance Journal Entry Details:** Provides a header level listing of encumbrance journals.

For a description of the Funds Management dashboard KPIs and concepts, see: Funds Management Dashboard, page 3-32.

## Report Headings and Calculations

For descriptions of the following headings and calculations, see: Report Headings and Calculations, page 3-4.

- xTD

## Funds Available Trend

The Funds Available Trend report displays the current budget, spending activities against that budget, and the remaining available budget. Spending activities include actual incurred expenses and encumbrances against the budget.

This report includes a graph that illustrates how a budget, its encumbrances, and actual expenses are allocated for a full fiscal year (regardless of the As Of date). The As Of date controls which transaction balances are included on the report: if the transaction posting date precedes the As Of date, then the transaction is included on the report.

There are no unique headings or calculations on this report.

For a description of the Funds Management dashboard KPIs and concepts, see: Funds Management Dashboard, page 3-32.

## Payables Management Dashboard

By using the Payables Management dashboard, payables managers and analysts can analyze operational efficiency by monitoring invoice processing efficiency and by identifying outstanding invoices or recurring problems for particular operating units in the areas of invoice activity, payments, discounts taken, and holds. The Payables

Management dashboard is available to the Daily Payables Intelligence responsibility.

## Payables Management KPIs

The following table lists the key performance indicators (KPIs) for the Payables Management dashboard and how they are calculated.

### *Payables Management Performance Measures or KPIs*

| <b>Performance Measures or KPIs</b> | <b>Calculation</b>   |
|-------------------------------------|--|
| Invoices Entered                    | Number of invoices entered, either manually or automatically, into Oracle Payables.  |
| Electronic Invoices                 | Percent of electronic invoices relative to Invoices Entered, calculated as:<br><br>$\left( \frac{\text{Number of electronic invoices}}{\text{Invoices Entered}} \right) * 100.$  |
| Invoices Paid                       | Number of invoices paid in current period.   |
| Paid Late                           | Percent of invoices paid after scheduled payment date relative to the total invoices paid on time, within the designated period, calculated as:<br><br>$\left( \frac{\text{Number of Invoices Paid Late}}{\text{Number of Invoices}} \right) * 100.$ |
| Invoice to Payment Days             | Average number of days it takes for an invoice to be paid, calculated as:<br><br>$\left( \frac{\text{Payment Date} - \text{Invoice Date}}{\text{Number of Payments}} \right) * 100.$   |
| Payments                            | Number of payments.  |
| % Discount Offered                  | Percent of discounts offered across all invoices, calculated as:<br><br>$\left( \frac{\text{Total Discount Amount}}{\text{Total Invoice Amount}} \right) * 100.$   |

| Performance Measures or KPIs | Calculation   |
|------------------------------|---|
| % Discount Taken             | Percent of discounts taken for all invoices paid, calculated as:<br><br>(Total Discount Amount Taken / Gross Invoice Amount) * 100. |

## Dashboard Concepts

The following concepts are common to the Payables Management and Payables Status dashboards and reports.

**Note:** The invoices displayed in the reports are based on the Invoice Entered Date. For example: if an invoice has an invoice date of October 15, 2004, but is entered into the system on November 15, 2004, then the invoice will be included in the month of November, not October.

**Note:** The payments displayed in the reports are based on the Payment Entered Date.

**Note:** The following are not included in the information displayed on the Payables Management and Payables Status dashboards:

- Invoices with the Expense Report type
- Canceled invoices
- Prepayment invoices are only included in the following activity reports:
  - Invoice Activity
  - Invoice Types
  - Electronic Invoices
  - Electronic Invoices Trend

See: Accounting Events, *Oracle Payables User Guide*.

## Dashboard Parameters

The following parameters are common to the Payables Management and Payables



Status dashboards and reports.

- **Operating Unit:** An operating unit is an organization, such as a division or department, associated with a legal entity. A user with an assigned responsibility can see only information for the operating units associated with that responsibility.
- **Supplier:** Individuals and companies that you purchase goods and services from.

For information on how parameters affect a dashboard in Daily Business Intelligence , see: Parameters, page 1-4.

## Report Headings and Calculations

The following headings and calculations are common to the Payables Management and Payables Status dashboards. Common accounting and financial terms that appear on reports are not defined.

- **Average Days on Hold:** The average number of days that invoices have been on hold. The average does not depend on the selected date for the end date. Instead, the end date for holds that are still unreleased is the system date when the last initial or incremental request set was run.
- **Days On Hold:** Total number of days that an invoice has had holds on it, from the first hold date to the selected date. The end date for holds that are still unreleased is the system date of the last refresh.
- **Discount Lost:** The discount amount lost on payments made during the period. The discounts lost equals the discount amounts lost on each of the discount dates prior to the as-of-date. The amount lost is the difference between the discount before and after the discount date, reduced by any discounts taken on payments made before this discount date.

**Note:** If a payment is made after the discount was lost, but the user has overridden the available discount and taken a discount, then the discount lost reflects this override and is reduced from the discount loss calculation on the payment date.

- **Discount Remaining:** The discount amount left to be taken.

Discount Remaining = ((Discount Offered - Discount Taken) - Discount Lost).

Note that the displayed Discount Remaining might not equal the calculated amount if payments include withheld amounts.

- **Discount Taken:** The total amount of discounts taken on payments made before the selected date.
- **Invoices Due Amount:** The total amount of unpaid invoices with scheduled

payment due dates on or after the selected date.

- **Invoices on Hold Amount:** The total amount of invoices with unreleased holds as of the date selected.
- **Invoices Past Due Amount:** The total amount of unpaid invoices with scheduled payment due dates as of or before the selected date.
- **Number of Holds:** The total number of holds placed on the invoice by the system or the user. Includes user defined holds, but does not include Scheduled Payment holds.
- **Open Payables Amount:** The total amount of all unpaid invoices as of the date selected.
- **Source:** Sources can be either manual or electronic.
  - Manual Invoices include invoices entered from one of the following sources:
    - Invoice Gateway
    - Manual Invoice Entry
    - Recurring Invoices
  - Electronic invoices include invoices entered from one of the following sources:
    - Extensible Markup Language (XML) Gateway
    - Electronic Data Interchange (EDI) Gateway
    - Internet Supplier Portal (ISP)
    - Advanced Shipment Billing Notice (ASBN)
    - Evaluated Receipt Settlement (ERS)
    - Other Integrated. The Other Integrated source consists of user-defined sources as well as other intercompany, automated, and Oracle E-Business Suite sources.
- **(xTD) Change:** The percentage change between the amount for the period to- date and the amount for the prior period to-date or the same period during the prior year, based on the Compare To parameter, then:  
$$(\text{xTD}) \text{ Change} = ((\text{Amount for Period to Date} - \text{Amount for Prior Period to Date}) / \text{Prior Amount for Period to Date}) * 100.$$
- **User:** The user or system that initiated one of the several standard payables activities. For an individual user, that user's logon is displayed. For a system, SYSTEM is displayed.
- **Weighted Average Days Due:** Weighted average days until unpaid invoices with

unreleased holds are due - based on scheduled payment due dates at or after the selected date. This is calculated as follows:

- Calculate the number of days between the scheduled payment due date and the As-of date.
  - Multiply the number of days by the scheduled payment amount to get the total amount.
  - Divide the total amounts by the total of all scheduled payment amounts. The result is the weighted average days due.
- 
- **Weighted Average Days Past Due:** Weighted average days invoices with unreleased holds are past due - based on scheduled payment due dates before the date parameter. This is calculated as follows:
    - Calculate the number of days between the scheduled payment due date and the As-of date.
    - Multiply the number of days by the scheduled payment amount to get the total amount.
    - Divide the total of all amounts by the total of all scheduled payment amounts. The result is the weighted average days due.

## Reports and Graphs

This dashboard contains the following reports and graphs:

- Invoice Activity, page 3-44
- Invoice Detail Reports, page 3-50
- Invoice Types, page 3-45
- Electronic Invoices, page 3-45
- Electronic Invoices Trend, page 3-46
- Paid Invoices, page 3-47
- Paid Invoice Discounts, page 3-49
- Holds Activity, page 3-50
- Holds Trend, page 3-62
- Past Due Invoices, page 3-58

- Invoice Activity Detail Reports, page 3-50

## Invoice Activity

The Invoice Activity report displays, by operating unit and supplier, the total number of invoices entered, manually or electronically, as well as the amount and distribution of invoices. Canceled invoices and expense reports are not included.

You can use the Invoice Activity report to answer business questions such as:

- What is the total volume of invoices entered over a given period of time?
- Has invoice volume increased over time? If so, has this delayed processing?
- Is a particular operating unit entering more invoices in the current period compared to last year?
- Has the progression toward electronic invoicing improved the organization's performance?
- Which suppliers issued invoices to a particular operating unit?

By drilling down from the Invoice Activity report into the underlying reports, you can view more detailed information. The detailed reports that you can drill to are:

- **Invoices Entered Detail**
- **Electronic Invoices Entered Detail**
- **Manual Invoices Entered Detail**

For a description of the Payables Management dashboard KPIs and concepts, see: Payables Management Dashboard, page 3-38.

## Report Headings and Calculations

The following headings and calculations are specific to the Invoice Activity report.

- **Invoice Amount:** Total amount of all invoices entered during the selected period. All invoices are included, except for expense reports and canceled invoices.
- **Electronic:** Percent of electronic invoices entered, relative to the total number of invoices entered.

## Related Topics

Invoice Activity Detail Reports, page 3-50

## Invoice Types

The Invoice Types report displays information about the kinds of invoices issued to operating units, listed by supplier. You can use this information to highlight and review possibly nonstandard payment methods used by operating units or required by suppliers.

You can use this report to view invoice types for all entered invoices.

You can use the Invoice Types report to answer business questions such as:

- Are operating units making prepayments to suppliers?

By drilling down from the Invoice Types report into the underlying report, you can view more detailed information. The detailed reports that you can drill to are:

- **Invoices Entered Detail**
- **Invoice type-specific Invoices Entered Detail**

For a description of the Payables Management dashboard KPIs and concepts, see: Payables Management Dashboard, page 3-38.

## Report Headings and Calculations

The following headings and calculations are specific to the Invoice Types report.

- **Invoice Type:** The invoice type can be one of the following: Standard, Withholding, Prepayment, Credit, Debit, Mixed, and Interest.

## Related Topics

Invoice Activity Detail Reports, page 3-50

## Electronic Invoices

The Electronic Invoices report displays information about the percentage of invoices to operating units, listed by supplier, that are electronic and how those electronic invoices were transmitted.

You can use this report to answer business questions such as:

- What proportion of invoices entered into Oracle Payables are electronic?
- What protocol was used to send and receive those invoices: XML, EDI, or others?

By drilling down from the Electronic Invoices report into the underlying report, you can view more detailed information. The detailed report that you can drill to is:

- **Electronic Invoice**

From this report, you can drill to additional detail reports. See: Invoice Activity Detail Reports, page 3-50.

For a description of the Payables Management dashboard KPIs and concepts, see: Payables Management Dashboard, page 3-38.

## Report Headings and Calculations

The following headings and calculations are specific to the Electronic Invoices report.

- **% Electronic Invoices:** The percentage of all invoices that were electronically entered.  
$$\% \text{ Electronic Invoices} = ((\text{Electronic Invoices Entered} / \text{Total Invoices Entered}) * 100).$$
- **Change (% Electronic):** The percentage point difference in the percent of Electronic Invoices in comparison with a prior period or some period last year, based on the Compare To parameter.  
$$\text{Change (\% Electronic)} = \text{Current \% Electronic Invoices} - \text{Prior Period \% Electronic Invoices}.$$

For example, if the number of electronic invoices as a percentage of all invoices processed increased from 17% in the prior period to 22% in the current period, the value 5 is displayed, because  $22 - 17 = 5$ .
- **Change (Electronic):** The percent change from last period in the number of electronic invoices entered.  
$$\text{Change (Electronic)} = ((\text{Current Number of Electronic Invoices Entered} - \text{Prior Period Number of Electronic Invoices Entered}) / |\text{Prior Period Number of Electronic Invoices Entered}|) * 100.$$

For example, if electronic invoices as a percentage of all invoices processed increased from 17% in the prior period to 22% in the current period, the value 29 is displayed, because  $((22 - 17) / 17) * 100 = 29$ .
- **Other Integrated:** The total count of electronic invoices entered via other integrated sources during the selected period. Other integrated sources includes user-defined sources as well as other intercompany, external, and Oracle E-Business Suite sources.

## Related Topics

Invoice Activity Detail Reports, page 3-50

## Electronic Invoices Trend

The Electronic Invoices Trend report displays information about the number and percentage of electronic invoices by operating unit, listed by supplier, for the period to

date. There are no other drills from this report.

You can use the Electronic Invoices Trend report to answer business questions such as:

- How many electronic invoices were entered during this period?
- What percentage of all invoices were entered electronically?

**Note:** You must select an operating unit and supplier before the appropriate drill down appears.

By drilling down from the region into the underlying report, you can view more detailed information. The detailed report that you can drill to is:

- **Electronic Invoices Entered Detail:** Shows the percentage of electronic invoices entered for the period to date.

There are no unique headings or calculations on this report.

For a description of the Payables Management dashboard KPIs and concepts, see: Payables Management Dashboard, page 3-38.

## Related Topics

Invoice Activity Detail Reports, page 3-50

## Paid Invoices

The Paid Invoices report displays information about invoice payment activity throughout the selected period. The report includes details on the total number and amount of payments and invoices.

You can use this report to answer business questions such as:

- How many invoices were paid? What was the amount paid on those invoices?
- How many invoices were paid on time or past due? What was the outstanding amount due on those invoices?
- What percentage of payments were electronically distributed?

By drilling down from the Paid Invoices report into the underlying reports, you can view more detailed information. The detailed reports that you can drill to are:

- **Paid Invoices Detail**
- **Payment Detail**

For a description of the Payables Management dashboard KPIs and concepts, see: Payables Management Dashboard, page 3-38.

## Report Headings and Calculations

The following headings and calculations are specific to the Paid Invoices report.

- **Invoice to Payment Days:** The average number of days it takes for invoices to be paid. For each invoice, the number of Invoice to Payment Days is based on the number of payments made for that invoice and is calculated by determining the number of days between the Payment Date and Invoice Date for each payment.

Invoice to Payment Days = (Payment Date - Invoice Date) / Number of Payments.

- **Paid on Time Amount:** The total value of scheduled payments made on or before the scheduled payment due date.
- **Paid Late Amount:** The total value of scheduled payments that were made after the scheduled payment due date.
- **% Electronic Payments:** The percentage of payments made electronically.  
$$\% \text{ Electronic Payments} = ((\text{Electronic Payments Entered} / \text{Total Payments Entered}) * 100).$$
- **Discount Taken:** The value of the discounts taken on payments made during the period selected.

## Related Topics

Invoice Activity Detail Reports, page 3-50

## Electronic and Paid Late Invoices

The Electronic and Paid Late Invoices report displays a comparison of electronically entered invoices against invoices that were paid late.

You can use the Electronic and Paid Late Invoices report to answer business questions such as:

- What percentage of invoices was entered into the system electronically?
- What percentage of invoices was paid late?
- Does electronic invoicing help to reduce the number of invoices that are paid late?

There are no unique headings or calculations on this report.

For a description of the Payables Management dashboard KPIs and concepts, see: Payables Management Dashboard, page 3-38.



## Paid Late Invoices

The Paid Late Invoices report displays the invoices that were paid late.

You can use the Paid Late Invoices report to answer business questions such as:

- What percentage of invoices was paid late?

There are no unique headings or calculations on this report.

For a description of the Payables Management dashboard KPIs and concepts, see: Payables Management Dashboard, page 3-38.

## Paid Invoice Discounts

The Paid Invoice Discounts report displays discounts offered, taken, and lost on paid invoices. You can view this information by operating unit, supplier, or supplier across operating units.

You can use the Paid Invoice Discounts report to answer business questions such as:

- What amount and percentage of discounts offered were actually taken?

By drilling down from the Paid Invoices Discounts report into the underlying report, you can view more detailed information. The detailed report that you can drill to is:

- **Paid Invoices Detail**

For a description of the Payables Management dashboard KPIs and concepts, see: Payables Management Dashboard, page 3-38.

## Report Headings and Calculations

The following headings and calculations are specific to the Paid Invoice Discounts report.

- **Gross Invoice Amount:** Due to discount utilization this amount might not equal the Total Invoice Amount.

Gross Invoice Amount = Paid Amount + Discount Taken Amount.

- **Change (Offered):** The percent change in discount offered from this period to the compare to period.

Change (Offered) =  $((\text{Current Discounts Offered} - \text{Prior Period Discounts Offered}) / |\text{Prior Period Discounts Offered}|) * 100$ .

- **Discount Taken:** The amount of the discount taken on payments made during the period selected.
- **Change (Lost):** The percent change in discounts lost.

Change (Lost) = ((Current Discounts Lost - Prior Discounts Lost) / |Prior Discounts Lost|) \* 100.

## Related Topics

Invoice Activity Detail Reports, page 3-50

## Holds Activity

You can use the Holds Activity report to view holds by operating unit, supplier, and supplier by operating unit in the following hold categories:

- Variance
- PO Matching
- Invoice
- User Defined
- Other

You can use the Holds Activity report to view invoices placed on hold during a specific time period. You can also use the Holds Activity report to answer business questions such as:

- How many invoices are on hold and why?

By drilling down from the Holds Activity report into the underlying report, you can view more detailed information. The detailed report that you can drill to is:

- **Holds Activity Detail**

There are no unique headings or calculations on this report.

For a description of the Payables Management dashboard KPIs and concepts, see: Payables Management Dashboard, page 3-38.

## Related Topics

Invoice Activity Detail Reports, page 3-50

## Invoice Activity Detail Reports

An invoice detail report is a listing of invoices for an operating unit and supplier. The title of the report is dynamic and based on the origin of the drill down.

Some invoice detail reports, drilled to from the Payables Management dashboard, are:

- **Invoices Entered Detail:** Shows invoices entered during the selected period

independent of the source.

- **Manual Invoices Entered Detail:** Invoices entered during the selected period that have a source that belongs to the Manual category.
- **Electronic Invoices Entered Detail:** Invoices entered during the selected period that have a source that belongs to the Electronic category.
- **Electronic Invoice:** Shows information about invoices for specific electronic sources. From this report you can drill to:
  - Invoices Entered Detail
  - Electronic Invoices Entered Detail
  - XML Invoices Entered Detail
  - EDI Invoices Entered Detail
  - ERS Invoices Entered Detail
  - ISP Invoices Entered Detail
  - ASBN Invoices Entered Detail
  - Other Integrated Invoices Entered Detail

All of these detail reports display the same information.

- **Invoice type-specific Invoices Entered Detail:**

For example, from the Invoice Types report, drill to the Standard Invoices Entered Detail report to see information only about standard invoices.
- **Paid Invoices Detail:** Shows payments made on an invoice and discounts taken.
- **Payment Detail:** Shows payment details, such as amount, date, bank account, remit-to bank, and currency.

From this report, you can also drill to:

  - **Invoices Paid on Time Detail:** Lists invoices paid on time, as well as invoice amounts, paid amounts, and first due date.
  - **Invoices Paid Late Detail:** Lists invoices paid late, as well as invoice amounts, paid amounts, and first due date.
- **Holds Activity Detail:** Shows invoices placed on hold during the selected period.

## Shared Payables Intelligence Detail Reports

Drill to these reports from *both* the Payables Management and Payables Status dashboards:

- **Payment Activity History:** Provides a detailed activity history for an individual payment including the action taken on the payment, the date of the action, and the user responsible for the action.
- **Invoice Activity History:** Shows who performed any action on an invoice and when the action occurred.
- **Scheduled Payments and Discounts:** Shows payments scheduled on an invoice and discounts available and taken.
- **Invoice Distribution Detail:** Shows line item detail on an invoice such as description, amount, and purchase order number.

From this report, you can drill to the purchase order to view more details.

- **Hold History:** The Hold History report displays a detailed view of the hold history for an individual invoice. There are no other drills from this report.

The following headings and calculations are specific to Hold History.

- **Hold Release Date:** The date the hold was released. Unreleased holds default to null.
- **Held By:** The user who placed the hold - either the individual user or system. For an individual user that user's logon is displayed. For a system, SYSTEM is displayed.

For a description of the Payables Management dashboard KPIs and concepts, see: Payables Management Dashboard, page 3-38.

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Payables Status Dashboard

By using the Payables Status dashboard, payables managers and analysts can use the dashboard as an actionable dashboard to monitor and analyze invoices due and past due amounts, discount opportunities, and holds. The Payables Status dashboard is available to the Daily Payables Intelligence responsibility.

Payables analysts can use the Payables Status dashboard to:

- Monitor the status of unpaid invoices.

- Monitor discount opportunities.
- Monitor holds activity by supplier.

## Payables Status KPIs

The following table lists the key performance indicators (KPIs) for the Payables Status dashboard and how they are calculated.

### *Payables Status Key Performance Measures or KPIs*

| <b>Performance Measure or KPI</b> | <b>Calculation</b>   |
|-----------------------------------|--|
| Open Payables Amount              | Total amount of all unpaid invoices.   |
| Invoices Due Amount               | Total amount of all unpaid invoices due on the As-of date.   |
| Number Invoices Due               | Number of invoices due on the As-of date.  |
| Weighted Average Days Due         | Average number of days invoices are due, weighted on invoice amounts, calculated as:<br><br>$\frac{((\text{Scheduled Payment Date} - \text{System Date}) * \text{Invoices Due Amount})}{\text{Total Scheduled Payment Amount}}$ <p>This is expressed as a positive number.</p> |
| Invoices Past Due Amount          | Total amount of all invoices past due.   |
| Number Invoices Past Due          | Number of invoices past due.   |
| Weighted Average Days Past Due    | Average number of days invoices are past due, weighted on invoice amounts, calculated as:<br><br>$\frac{((\text{Scheduled Payment Date} - \text{System Date}) * \text{Invoices Past Due Amount})}{\text{Total Scheduled Payment Amount}}$                                      |
| Discount Remaining Amount         | Amount of the discounts that remain available on unpaid invoices on the as-of-date.  |

| Performance Measure or KPI | Calculation  |
|----------------------------|--|
| Discount Offered Amount    | Amount of discounts offered on the gross amount on all invoices at the summary level.  |
| Invoices on Hold Amount    | Total of the amounts on invoices on hold.  |
| Invoices On Hold           | Percent of invoices on hold relative to unpaid invoices on the As-of date, calculated as:<br><br>(Number of Invoices on Hold / Unpaid Invoices) * 100. |

## Dashboard Parameters

Because this dashboard provides a current status or snapshot of payables information, the Period Type and Compare To parameters are not available on this dashboard.

For a description of common parameters, see: *Dashboard Concepts*, page 3-40.

For information on how parameters affect a dashboard in *Daily Business Intelligence*, see: *Parameters*, page 1-4.

## Reports and Graphs

This dashboard contains the following reports and graphs:

- Open Payables Summary, page 3-55
- Invoices Due Aging Summary, page 3-56
- Invoices Past Due Aging Summary, page 3-56
- Past Due Invoices, page 3-58
- Discount Opportunities Summary, page 3-59
- Holds Summary, page 3-59
- Invoices on Hold Discount Summary, page 3-61
- Holds Categories Summary, page 3-61
- Holds Trend, page 3-62
- Invoice Status Detail Reports, page 3-63

## Open Payables Summary

The Open Payables Summary report displays information about open liabilities on unpaid and partially paid invoices.

**Note:** If invoices include multiple payments that are both due and past due, those invoices are counted as both due and past due. Therefore, the total of the number of invoices due and the number of invoices past due does not equal the displayed total number of unpaid invoices.

Information is displayed in terms of open liability amounts. Once invoices are entered, they are evaluated for this report. Invoices do not need to be validated to be included. Unpaid or partially paid invoices are included. Unpaid invoice amounts are reduced by applied prepayments and withheld amounts. Invoices on hold are also included.

You can use the Open Payables Summary report to answer questions such as:

- Which supplier has the greatest number of unpaid invoices?
- Of the organization's unpaid invoices, which are due and which are past due?
- How far past due is a payment to a specific supplier?
- Which supplier should receive payment priority?
- How many invoices are either current or past due?
- How many invoices will become due in the near future? What is the amount outstanding on these invoices?
- How many invoices are past due? What is the amount outstanding on these invoices?

By drilling down from the Open Payables Summary report into the underlying report, you can view more detailed information. The detailed reports that you can drill to are:

- **Unpaid Invoice Detail**
- **Invoices Due Detail**
- **Invoices Past Due Detail**

There are no unique headings or calculations on this report.

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Related Topics

Invoice Status Detail Reports, page 3-63

## Invoices Due Aging Summary

The Invoices Due Aging Summary report displays an aging summary of currently due invoices grouped into three aging buckets. You can use this report to answer business questions such as:

- How many invoices will be due in more than 30 days? What is the amount outstanding on these invoices?
- How many invoices will be due in 0 to 15 days or in 16 to 30 days?

On reports that display amounts due, the total of the amounts on invoices is equal to the total of the amounts in the aging buckets. However, on reports that display a total number of invoices, that total might not equal the total of the number of invoices in the aging buckets.

**Note:** This might occur if an invoice has several scheduled payment dates which would cause invoices to be counted in multiple aging buckets, both due and due in 0 to 15 days or in 16 to 30 days.

By drilling down from the Invoice Due Aging Summary report into the underlying report, you can view more detailed information. The detailed reports that you can drill to are:

- **Invoices Due Detail**
- **Invoices Due in 1-15 Days**
- **Invoices Due in 16-30 Days**
- **Invoices Due After 30 Days**

There are no unique headings or calculations on this report.

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Related Topics

Invoice Status Detail Reports, page 3-63

## Invoices Past Due Aging Summary

You can view an aging summary of past due invoices grouped into three aging buckets.



You can use this report to answer business questions such as:

- How many invoices are past due? What is the amount outstanding on these invoices?
- How many invoices are past due for 1 to 15 days, 16 to 30 days, and over 30 days?

On reports that display aged amounts due, the total of the amounts on individual invoices equals the total of the amounts in the aging buckets. However, on aging reports that display a total number of invoices, that total might not equal to the total of the number of invoices in the aging buckets.

**Note:** This might occur if an invoice has several scheduled payment dates, which would cause invoices to be counted in multiple aging buckets, both due and due in 0 to 15 days or in 16 to 30 days.

By drilling down from the Invoices Past Due Aging Summary report into the underlying report, you can view more detailed information. The detailed reports that you can drill to are:

- **Invoices Past Due Detail**
- **Invoices 1-15 Days Past Due**
- **Invoices 16-30 Days Past Due**
- **Invoices Over 30 Days Past Due**

There are no unique headings or calculations on this report.

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Related Topics

Invoice Status Detail Reports, page 3-63

## Invoice Aging

The Invoice Aging graph displays both currently due *and* past due invoices, grouped into six aging buckets.

This graph provides you with a quick glance at your aged invoices, and combines data from the Invoices Due Aging Summary, page 3-56 and Invoices Past Due Aging Summary, page 3-56.

Use this graph to answer business questions such as:

- How many invoices are currently due?

- How many invoices are past due?

**Note:** The total number of invoices in the aging buckets might not represent the actual number of currently due and past due invoices in your system. This could occur if an invoice has several scheduled payment dates, which would cause invoices to be counted in multiple aging buckets.

There are no unique headings or calculations on this report.

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Past Due Invoices

The Past Due Invoices report provides a summary of the past due invoices across all suppliers and operating units. The report allows drills to the invoice detail level, and provides a quick overview of current unpaid invoices that are past due.

**Note:** Data in this report is based on the last system *refresh* date, rather than the As Of Date parameter.

You can also use this report to answer business questions such as:

- Which invoices are currently past due, and for how much?
- What is the total amount past due?

By drilling down from the Past Due Invoices report into underlying reports, you can view more detailed information. The detailed reports that you can drill to are:

- **Invoice Activity History**
- **Scheduled Payments and Discounts**
- **Invoice Distribution Detail**
- **Hold History**

Use these detailed reports to further investigate what is causing these invoices to be past due. See: Invoice Activity Detail Reports, page 3-50 and Invoice Status Detail Reports, page 3-63.

There are no unique headings or calculations on this report.

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Discount Opportunities Summary

The Discount Opportunities Summary report displays opportunities to take discounts on unpaid invoices. You can view opportunities arranged by operating unit, supplier, and supplier across operating units. The Discount Opportunities Summary report provides a view of discounts currently available, based on the system date or the selected date.

You can use the Discount Opportunities Summary report to answer business questions such as:

- What is the discount amount offered, remaining, or lost on the organization's unpaid invoices?
- Is there a particular supplier with whom the organization is consistently losing discounts?
- What percent of discounts offered has the organization taken advantage of?
- Which operating unit has benefited most from the discounts offered?
- Has the increase in electronic payments contributed to an increase in discounts taken?
- How many discounts has the organization taken over a given period of time? Have the number of discounts taken increased over time?
- Within an operating unit, what is the discount percent offered?

By drilling down from the Discount Opportunities Summary report into the underlying report, you can view more detailed information. The detailed report that you can drill to is:

- **Unpaid Invoice Detail**

There are no unique headings or calculations on this report.

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Related Topics

Invoice Status Detail Reports, page 3-63

## Holdings Summary

The Holdings Summary report provides a selected date view of invoices on hold listed by operating unit, supplier, or supplier by operating unit. The amount of the holds are reported in two categories: holds due and holds past due.

Information is displayed only for unreleased holds on the selected date. Scheduled payment holds are not included.

Holds that you apply manually or that Oracle Payables applies prevent payment and, in some cases, the creation of accounting entries for an invoice. There are several categories of holds such as invoice holds, supplier holds, and system holds. The following are examples of holds predefined in Oracle Payables:

- Invoice amount is more than the invoice amount limit you specify for a supplier site.
- A supplier does not provide a valid purchase order number for matching.
- Tax code on the invoice does not match the tax code assigned to the account.
- Hold Unvalidated Invoices option for a supplier site in the Suppliers Sites window is enabled.
- Payables cannot perform automatic withholding of tax.

You can use the Holds Summary report to answer business questions such as:

- How many invoices are on hold?
- What is the total amount due outstanding on the invoices on hold?
- What invoices require action?
- Which holds category is most pervasive across operating units?
- Has an increase in invoice volume adversely affected the number of holds?
- How many invoices were placed on hold over a given time period?
- What is the average number of days invoices were on hold during a given period?
- What are the reasons that a specific invoice is on hold? Is there a problem at the line item level?

By drilling down from the Holds Summary report into the underlying report, you can view more detailed information. The detailed report that you can drill to is:

- **Invoices on Hold Detail**
- **Invoices on Hold Due**
- **Invoices on Hold Past Due**

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Report Headings and Calculations

The following headings and calculations are specific to the Holds Summary report.

- **Holds Due Amount:** The total amount of unpaid invoices with unreleased holds having scheduled payment due dates at or after the selected date. The Holds Due Amount is calculated at the scheduled payment level.
- **PO Matching Holds:** The total number of purchase order matching holds. This hold category consists of predefined holds that are placed on invoices that violate predefined purchase order matching criteria.

## Related Topics

Invoice Status Detail Reports, page 3-63

## Invoices on Hold Discount Summary

You can view discount opportunities on invoices with unreleased holds on the selected date by operating unit, supplier, or supplier across operating unit.

You can use the Invoices on Hold Discount Summary report to answer business questions such as:

- How many invoices are on hold?
- What is the status of any discounts for invoices on hold on the As-of date; offered, taken, lost, and remaining?

By drilling down from the Invoices on Hold Discount Summary report into the underlying report, you can view more detailed information. The detailed report that you can drill to is:

- **Invoices on Hold Detail**

There are no unique headings or calculations on this report.

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Related Topics

Invoice Status Detail Reports, page 3-63

## Holds Categories Summary

You can use the Holds Categories Summary report to view holds by operating unit, supplier, and supplier by operating unit in the following hold categories:

- Variance
- PO Matching
- Invoice
- User Defined
- Other

By drilling down from the Holds Categories Summary report into the underlying report, you can view more detailed information. The detailed reports that you can drill to are:

- **Invoice on Hold Detail**
- **Hold Type Summary**

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Report Headings and Calculations

The following headings and calculations are specific to the Holds Categories Summary report.

- **Variance:** The total number of variance holds. This hold category consists of predefined holds placed on invoices that exceed tolerances.
- **PO Matching:** The total number of PO matching holds. This hold category consists of predefined holds that are placed on invoices that violate predefined purchase order matching criteria.
- **Invoice:** The total number of invoice holds. This hold category consists of predefined holds placed on the invoice by the system.
- **User Defined:** The total number of user defined holds.
- **Other:** The total number of other hold categories which include Account, Funds, Miscellaneous, and Supplier holds.

## Related Topics

Invoice Status Detail Reports, page 3-63

## Holds Trend

The Holds Trend report displays information that you can use to analyze trends in the processing of invoices with unreleased holds by operating unit, supplier, or supplier by

operating unit. The Holds Trend report displays month-end data for each of the twelve prior months and the to-date data for the current month.

**Note:** You must select an operating unit and supplier before the appropriate drill down appears.

By drilling down from the Holds Trend report into the underlying report, you can view more detailed information. The detailed report that you can drill to is:

- **Invoices on Hold Detail**

There are no unique headings or calculations on this report.

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Related Topics

Invoice Status Detail Reports, page 3-63

## Invoice Status Detail Reports

An invoice status detail report is a listing of invoices for an operating unit and supplier. The title of the report is dynamic and based on the origin of the drill down.

Some invoice status detail reports, drilled to from the Payables Status dashboard, are:

- **Unpaid Invoice Detail:** Shows details about invoices that are not fully paid as of the As Of date.
- **Invoices Due Detail:** Shows details about invoices that are not fully paid as of the As Of date, but are still due.

These additional Invoices Due reports are also available:

- **Invoices Due in 1-15 Days**
- **Invoices Due in 16-30 Days**
- **Invoices Due After 30 Days**
- **Invoices Past Due Detail:** Shows details about invoices that are not fully paid as of the As Of date, and are past due. An invoice with at least one past due schedule is considered past due.

These additional Invoices Past Due reports are also available:

- **Invoices 1-15 Days Past Due**
- **Invoices 16-30 Days Past Due**

- **Invoices Over 30 Days Past Due**
- **Invoices on Hold Detail:** Shows details about invoices with unreleased holds as of the As Of date.
- **Invoices on Hold Due:** Shows details about invoices that are due, and which also have unreleased holds as of the As Of date.
- **Invoices on Hold Past Due:** Shows details about invoices that are past due, and which also have unreleased holds as of the As Of date. An invoice with at least one past due schedule is considered past due.
- **Hold Type Summary:** Shows invoices with unreleased holds on the As Of date, grouped by hold types associated with a particular hold category. The hold type displayed in this report depends on the selection made in the Hold Categories Summary.

For a description of the Payables Status dashboard KPIs and concepts, see: Payables Status Dashboard, page 3-52.

## Related Topics

Invoice Activity Detail Reports, page 3-50

## Receivables Management Dashboard

The Receivables Management dashboard lets you measure and track your department's performance over time. The comparative analysis and trend reporting capabilities provided by this dashboard helps you to identify systemic processing inefficiencies in your department. Once inefficiencies are identified, you can take steps to address them. You can then use this dashboard to evaluate the effectiveness of your strategies and processes.

This dashboard focuses on comparative analysis and trend reporting of days sales outstanding, collection effectiveness, and average days paid. You can see the amount of receivables that was issued and how many receipts were collected during the period. In a shared service organization, this dashboard provides visibility into how well each operating unit (OU) performs, letting you quickly identify areas of improvement or decline. This dashboard lets you analyze key performance indicators (KPIs) over time for every OU, which highlights the performance of each OU. For more information on KPIs, see: Receivables Management KPIs, page 3-65.

The dashboard includes two content areas:

- The Billing Activity content area analyzes receivables transactions activities during a period of time.



- The Collection Effectiveness content area analyzes the effectiveness of collections efforts.

At a glance, you can answer questions like:

1. For a particular operating unit, has the DSO increased or decreased over the past year?
2. For all operating units, has the DSO increased or decreased over the past year ?
3. In the past year, how effective are our collection efforts?
4. How is our collections effectiveness in this period compared with our collection effectiveness in the same period of the prior year?
5. How effective is one operating unit's collections process compared to other operating units?
6. Relative to the weighted average terms paid, how has the weighted average days paid changed over time?

For more information on Oracle Daily Business Intelligence, see: Overview of Daily Business Intelligence, page 1-1.

## Receivables Management KPIs

The key performance indicators (KPIs) of the Receivables Management dashboard give you a concise and insightful overview of your organization's operational efficiency around receivables management.

The content area includes a KPIs table which provides you with key metrics in the order-to-cash process, ranging from the billing activity amount generated by orders to the receipts amount collected during the period and a KPIs graph which shows the collection effectiveness measure and its most direct outcome: average days delinquent for receivables paid during that period.

The following table lists the key performance indicators (KPIs) for the Receivables Management dashboard and how they are calculated.

### *Receivables Management Performance Measures or KPIs*

| <b>Performance Measures or KPIs</b> | <b>Calculation</b>  |
|-------------------------------------|---|
| Days Sales Outstanding              | Average amount of time it takes to collect accounts receivable in relation to sales for specific periods of time. |

| Performance Measures or KPIs   | Calculation  |
|--------------------------------|--|
| Billing Activity Amount        | Sum of all original transaction amounts for activity over a period.  |
| Collection Effectiveness Index | Measure showing the effectiveness of collections over a given time period, expressed as a percentage.                  |
| Receipts Amount                | Sum of receipts amount over a period.  |
| Weighted Average Days Paid     | For paid receivables, the average number of days between sales and receipts of payment weighted by receivables amount. |
| Average Days Delinquent        | For paid receivables, the average number of days between invoice due date and receipt date.                            |

## Dashboard Concepts

The following concepts are common to the Receivables Management and Receivables Status dashboards and reports.

### Dashboard Parameters

The following parameter is common to the Receivables Management and Receivables Status dashboards and reports.

- **Operating Unit:** An operating unit is an organization, such as a division or department, associated with a legal entity. A user with an assigned responsibility can see only information for the operating units associated with that responsibility.

For information on how parameters affect a dashboard in Daily Business Intelligence , see: Parameters, page 1-4.

## Reports and Graphs

This dashboard contains the following reports and graphs:

- Billing Activity, page 3-69
- Days Sales Outstanding, page 3-73
- Days Sales Outstanding Trend, page 3-74

- Collection Effectiveness Index, page 3-74
- Collection Effectiveness Summary, page 3-76
- Collection Effectiveness Trend, page 3-77
- Open Receivables: Percent Past Due, page 3-82

## Report Parameters

This section explains how dimensions interact with each other in general and all reports in the Receivables Management and Receivables Status dashboards follow the following report behavior:

1. The performance of the reports is determined by the amount of data retrieved. For optimum performance, restrict the amount of data retrieved by selecting values other than *All* in the Customer, Operating Unit, Industry, and/or Collector parameters.
2. If the Customer dimension is hierarchical (a value is defined for the Customer Hierarchy Type on the Global Parameters page), then:
  - When a customer is selected, all the customer's children as defined in the hierarchy are also selected.
  - When the View By option is Customer and a customer has children, you can drill down one level in the customer hierarchy to view data for the selected customer's children.
3. When the Customer, Industry, and/or Collector parameters have values selected, the dashboard displays only the data that matches all parameter values.

The overall report behavior related to customer dimension's interaction with other dimensions is given in the following tables:

### ***Customer Dimension in Hierarchical structure and With Non-leaf Nodes***

---

| <b>View By Operating Unit,<br/>Collector, or Industry</b> | <b>View By Customer</b> | <b>View By Customer Account</b> |
|---|-------------------------|---------------------------------|
|---|-------------------------|---------------------------------|

---

---

**Name drill:** No hyperlink.

**Amount drill:**

- Change to view by Customer Account.
- Restrict parameters to the view by value.

**Example:**

- View by = OU
- Drill on amount for OU
- Results in report with:  
View by = Customer Account  
OU = NA  
All other parameter values remain the same.

**Name drill:** Render data for children in the hierarchy, including the Self node.

**Amount drill:**

- Change to view by Customer Account (for accounts associated with this party and all parties descended from this party).
- Restrict customer parameter to the view by value.

**Name drill:** No hyperlink.

**Amount drill:** Drill to detail report.

---

***Customer Dimension in Non-hierarchical and Hierarchical Structures and With Leaf or Self Nodes***

---

**View By Operating Unit,  
Collector, or Industry**

**View By Customer**

**View By Customer Account**

---

---

|   |  |   |
|---|--|---|
| <p><b>Name drill:</b> No hyperlink.</p> <p><b>Amount drill:</b></p> <ul style="list-style-type: none"> <li>• Change to view by Customer Account.</li> <li>• Restrict parameters to the view by value.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• View by = OU</li> <li>• Drill on amount for OU</li> <li>• Results in report with: <ul style="list-style-type: none"> <li>View by = Customer Account</li> <li>OU = NA</li> <li>All other parameter values remain the same.</li> </ul> </li> </ul> | <p><b>Name drill:</b> No hyperlink.</p> <p><b>Amount drill:</b> Drill to detail report for all accounts of the party drilled on.</p> | <p><b>Name drill:</b> No hyperlink.</p> <p><b>Amount drill:</b> Drill to detail report.</p> |
|---|--|---|

---

**Note:** We refer to customer parties in a customer hierarchy as nodes. Self nodes capture the transactions booked to the customer node itself and does not include transactions booked to the customer's child nodes. Leaf nodes are customers that have no child customers.

## Related Topics

Receivables Status Dashboard, page 3-90

## Billing Activity

The Billing Activity report displays the total amount and count of receivables transactions for the period up to the as-of-date, the open receivables amount, and days sales outstanding on the as-of-date.

This report identifies an overview of the transactions activity for the period. At a glance, managers can see the DSO for an operating unit, customer, or industry. They can see the open receivables amounts on the as-of-date and the billing activity generated in the period.

You can use this report to answer business questions such as:

- Is the billed amount increasing?
- What is the days sales outstanding for a particular organizing unit?
- Which customer has the lowest days sales outstanding?

By drilling down from the Billing Activity report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Billing Activity Detail, see Transaction Activity Detail report, page 3-84.
- Billing Activity Trend report, page 3-71.

**Note:** When drilling to the Billing Activity Trend report from Billing Activity report with the View By parameter set to Customer Account, the numbers across the drill might not match if the customer selected has more than one customer account.

- Open Receivables Summary report, page 3-92.
- Open Receivables Detail, see Transaction Detail report, page 3-83.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Report Headings and Calculations

The following headings and calculations are specific to the Billing Activity report.

- **Billing Activity: Amount:** The sum of all receivables transaction amounts with the transaction date falling within the selected period.
- **Billing Activity: Change:** The change in the receivables transaction amount between the selected period and the prior period, expressed as a percentage.
- **Billing Activity: Count:** The total count of receivables transactions with the transaction date falling within the selected period.
- **Billing Activity: Change:** The change in the receivables transaction count between the selected period and the prior period, expressed as a percentage.
- **Open Receivables:** The total amount of unpaid receivables during the selected Days Sales Outstanding (DSO) period.
- **Days Sales Outstanding:** The average amount of time it takes to collect accounts receivable in relation to sales for specific periods of time.

**Note:** The DSO is based on the period defined during setup.

## Related Topics

Billing Activity Trend report, page 3-71

Billing Activity Transaction Classes report, page 3-72

Open Receivables Summary report, page 3-92

Net Receivables Summary report, page 3-94

## Billing Activity Trend

The Billing Activity Trend report displays the billing amount and count trends for the current year and the prior year.

This report provides you with the ability to analyze trends in billing activity by operating unit, customer, or industry. The report analyzes the amount and number of billing activities over a period.

You can use this report to answer business questions such as:

- What is the total billing activity amount and count for each month in the past year?
- What is the difference in billing activity amount for a particular month in comparison to the same month in the prior year?
- Which month in the prior year showed the highest amount or count of billing transactions?

By drilling down from the Billing Activity Trend report into the underlying reports, you can view more detailed information. The report that you can drill to is:

- Billing Activity Transaction Classes report, page 3-72.

There are no unique headings or calculations on this report.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Related Topics

Billing Activity report, page 3-69

Billing Activity Transaction Classes report, page 3-72

Days Sales Outstanding report, page 3-73

## Billing Activity Transaction Classes

The Billing Activity Transaction Classes report displays the billing activity for each transaction class for the period selected, by operating unit, customer, or industry. The transaction classes in Oracle Receivables are invoice, debit memo, chargeback, bills receivable, deposit, and credit memo. You can review the amount for each class and drill down to view the individual invoices, debit memos, and chargebacks.

This report identifies and quantifies the specific classes that are causing processing or business concerns. For example, if a particular operating unit has an unusually large amount of credit memos or chargebacks, then that operating unit might have systemic inefficiencies that require resolution. A large amount of credit memos or chargebacks might be the result of a problem with the product, causing customers to want their bills discounted. This report gives you the visibility into the category composition of your billing activity, helping you to better understand your receivables activities.

You can use this report to answer business questions such as:

- Does any operating unit have a particularly high chargeback or credit memo amount which might be an indication of product quality issues?
- Which operating unit's have high bills receivables amounts, perhaps requiring more attention to the bills receivable processes?
- Based on unusually high chargeback and credit memo amounts, which customers might be unusually difficult and costly?

By drilling down from the Billing Activity Transaction Classes report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Billing Activity Detail, see Transaction Activity Detail report, page 3-84.
- Invoice Activity Detail, see Transaction Activity Detail report, page 3-84.
- Debit Memo Activity Detail, see Transaction Activity Detail report, page 3-84.
- Chargebacks Activity Detail, see Transaction Activity Detail report, page 3-84.

There are no unique headings or calculations on this report.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Related Topics

Billing Activity report, page 3-69

Net Receivables Summary report, page 3-94



## Days Sales Outstanding

The Days Sales Outstanding (DSO) report displays the days sales outstanding by operating unit, customer, and industry. This report also shows the net receivables, billed amount, and DSO measures on the as-of-date as defined in the Receivables Intelligence Setup page. For further information, see Receivables Implementation Steps, *Oracle Daily Business Intelligence Implementation Guide*.

This report gives an overview of the days sales outstanding measure for the period. At a glance, you can see the DSO and the components used to calculate it for an operating unit, customer, or industry. You can also see the net receivables amounts on the as-of-date and the billed amount generated in the selected DSO period.

You can use this report to answer business questions such as:

- What is the total days sales outstanding for all operating units?
- What is the days sales outstanding for a particular customer? What is the total billing amount for that customer?

By drilling down from the Days Sales Outstanding report into the underlying reports, you can view more detailed information. The report that you can drill to is:

- Net Receivables Summary report, page 3-94

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Report Headings and Calculations

The following headings and calculations are specific to the Days Sales Outstanding report.

- **Days Sales Outstanding:** The average amount of time it takes to collect accounts receivable in relation to sales for specific periods of time, calculated as follows:

Days Sales Outstanding = (Net Receivables / Billed Amount) \* Days Sales Outstanding Period

**Note:** The DSO is based on the period defined during setup.

- **Net Receivables Amount:** The sum of open balances on the as-of-date for all the receivables transaction classes and other balances selected when defining the DSO in the Receivables Intelligence Setup page.
- **Billed Amount:** The total billed receivables amount during the DSO period for all the receivables transaction classes selected during the initial definitions of the DSO measure.

## Related Topics

Days Sales Outstanding Trend report, page 3-74

Net Receivables Summary report, page 3-94

Billing Activity report, page 3-69

Billing Activity Transaction Classes report, page 3-72

## Days Sales Outstanding Trend

The Days Sales Outstanding Trend report displays the days sales outstanding (DSO), net receivables amount, and billed amount trends for the current year and the prior year.

This report provides you with the ability to analyze trends in the DSO over a period of time by operating unit, customer, and industry. This report also shows the trends for the DSO components, net receivables and billed amount, over a period of time.

You can use this report to answer business questions such as:

- What is the DSO comparison against the prior year for a particular operating unit?
- Has billed amount increased over the prior year? If so, has this resulted in an increase in days sales outstanding?

By drilling down from the Days Sales Outstanding Trend report into the underlying reports, you can view more detailed information. The report that you can drill to is:

- Net Receivables Summary report, page 3-94.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Related Topics

Days Sales Outstanding report, page 3-73

Net Receivables Summary report, page 3-94

Billing Activity Trend report, page 3-71

## Collection Effectiveness Index

The Collection Effectiveness Index report displays metrics related to the collection effectiveness index by operating unit, customer, and collector. This report displays the collection effectiveness index measure and the three components used to calculate the measure for the selected period: the open receivables at the beginning of the period, the billing activity over the period, and the open receivables and current receivables at the end of the period.

This report assists in analyzing collections based on how much is collected over a period of time and how much past due receivables remain outstanding at the end of the period.

You can use this report to answer business questions such as:

- How effective is a collector over the current and prior period?
- How effective is a operating unit in comparison to other operating units?
- Which customers have we been most successful in collecting from based on the collection effectiveness index?
- Which customers have we been least successful in collecting from based on the collection effectiveness index?

By drilling down from the Collection Effectiveness Index report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Open Receivables Summary report, page 3-92
- Open Receivables Detail, see Transaction Detail report, page 3-83.
- Current Receivables Summary report, page 3-97
- Current Receivables Detail, see Transaction Detail report, page 3-83.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Report Headings and Calculations

The following headings and calculations are specific to the Collection Effectiveness Index report.

- **Collection Effectiveness Index:** The measure showing the effectiveness of collections over a given time period, calculated as follows:

$$\frac{[\text{Beginning Open Receivables} + (\text{Billed Amount} / \text{Number of Months}) - \text{Ending Open Receivables}]}{[\text{Beginning Open Receivables} + (\text{Billed Amount} / \text{Number of Months}) - \text{Ending Current Receivables}]}$$

Number of Months = Number of days over which the billed amount is calculated / 30, where

- The beginning date is the first day of the selected period
  - The ending date is the as-of-date or system date, whichever is earlier
- **Change:** The change between the collection effectiveness index for the current period and the prior period.

- **Beginning Open Receivables:** The unpaid receivables amount on the first day of the period.
- **Billed Amount:** The sum of all transactions, credits, adjustments, and assignments entered during the selected period. The transaction classes included in this amount are dependent on the classes selected for the DSO definition. For further information, see *Receivables Implementation Steps, Oracle Daily Business Intelligence Implementation Guide*.
- **Ending Open Receivables:** The unpaid receivables amount on the as-of-date.
- **Ending Current Receivables:** The total amount of receivables with due dates after the as-of-date.

## Related Topics

Collection Effectiveness Summary report, page 3-76

Receipts Activity report, page 3-78

Open Receivables Summary report, page 3-92

Collection Effectiveness Trend report, page 3-77

## Collection Effectiveness Summary

The Collection Effectiveness Summary report displays metrics related to collection effectiveness by operating unit, customer, collector, or industry. This report shows the collection effectiveness index, weighted average days paid, average days delinquent, weighted average terms paid, billed amount, and receipt amount for the selected period.

Both collection effectiveness index and average days delinquent measure collection effectiveness. The collection effectiveness index measure is based on open receivables and the average days delinquent is based on paid receivables.

This report assists in analyzing collection effectiveness based on how much is collected and how much open and past due receivables remain to be collected.

You can use this report to answer business questions such as:

- Which operating unit has the highest delinquency rate?
- Which customer has the best payment history?

By drilling down from the Collection Effectiveness Summary report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Receipts Detail report, page 3-87.
- Receipts Activity Detail report, page 3-86.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Report Headings and Calculations

The following headings and calculations are specific to the Collection Effectiveness Summary report.

- **Weighted Average Days Paid:** For paid receivables, the average number of days between the transaction date and receipt date weighted by receivables amount, calculated as follows:

The sum of [each amount applied to a debit item \* the number of days between the transaction date and the receipt or adjustment date] / the sum of [applied amount for the period]

- **Weighted Average Days Delinquent:** For paid receivables, the average number of days between the payment due date and receipt date, calculated as follows:

Weighted Average Days Paid - Weighted Average Terms Paid, or

The sum of [receipt date - due date \* amount applied] / the sum of [applied amount for the period]

- **Weighted Average Terms Paid:** For paid receivables, the average number of payment terms days given weighted by receivables amount, calculated as follow:

The sum of [each amount applied to a debit item \* the number of days between the transaction date and the due date] / the sum of [applied amount for the period]

- **Billed Amount:** The sum of all transaction amounts for transactions in this period and all credits, adjustments, and assignments.
- **Receipts Amount:** The total amount for receipts received in this period. For this measure, once a month is selected, all receipts in that month are included regardless of the date chosen in the as-of-date parameter. For example, choosing an as-of-date of Jan-15 would result in a receipt amount that includes all receipts created in the month of January.

## Related Topics

Collection Effectiveness Index report, page 3-74

Collection Effectiveness Trend report, page 3-77

Receipts Activity report, page 3-78

## Collection Effectiveness Trend

The Collection Effectiveness Trend report displays the collection effectiveness trends for the current year and the prior year.

This report provides you with the ability to analyze trends in collection effectiveness for all or selected operating units, customers, collectors, and industries.

This report assists in evaluating collection effectiveness and showing how the collection effectiveness, as measured by the collection effectiveness index and the average days delinquent, has improved or declined over time. The weighted average days paid, weighted average terms paid, and receipts amount provide context for the collection effectiveness index and average days delinquent measures. For companies with business seasonalities, the graph comparing the current year trend with the prior year trend provides meaningful context for evaluating the collection effectiveness measures.

You can use this report to answer business questions such as:

- Has the collection effectiveness index increased over the prior year?
- What is the difference in the weighted average days paid for a particular month compared to the same month in the prior year?
- What is the trend for average days delinquency for a particular customer?

By drilling down from the Collection Effectiveness Trend report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Collection Effectiveness Summary report, page 3-76.
- Collection Effectiveness Index report, page 3-74.
- Receipts Activity Detail report, page 3-86

There are no unique headings or calculations on this report.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Related Topics

Collection Effectiveness Summary report, page 3-76

Collection Effectiveness Index report, page 3-74

Receipts Activity Trend report, page 3-80

## Receipts Activity

The Receipts Activity report provides receipt activity by operating unit, customer, collector, or industry. The report displays the count and amount of receipts, the count and amount of receipt applications, and the count and amount of receipt reversals in the selected period.

Receipt applications show the amount of work done by the receipt application department. Receipt reversals are exceptions that should occur rarely. You will want to know when receipts have been reversed so that you can investigate unusually high

amounts of receipt reversals.

You can use this report to answer business questions such as:

- What is the total count and amount of receipts for a particular operating unit?
- How much receipts were applied for an operating unit or customer?
- How many receipt reversals were processed during the period?
- Of the payments received, what is the average number of days to payment for a given customer or operating unit?

By drilling down from the Receipts Activity report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Receipts Activity Detail report, page 3-86.
- Receipts Activity Trend report, page 3-80.

**Note:** When drilling to the Receipts Activity Trend report from the Receipts Activity report with the View By parameter set to Customer Account, the numbers across the drill might not match if the customer has selected more than one customer account.

- Applied Receipts Activity Detail, see Receipts Activity Detail report, page 3-86.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Report Headings and Calculations

The following heading and calculation is specific to the Receipts Activity report.

- **Receipt Applications:** The number of applications that were processed as opposed to the number of receipts that were applied.
- **Total Receipts Amount:** The total amount for receipts received in this period. For this measure, once a month is selected, all receipts in that month are included regardless of the date chosen in the as-of-date parameter. For example, choosing an as-of-date of Jan-15 would result in a receipt amount that includes all receipts created in the month of January.
- **Total Receipts Count:** The total number of receipts received in this period. For this measure, once a month is selected, all receipts in that month are included regardless of the date chosen in the as-of-date parameter.

## Related Topics

Receipts Activity Trend report, page 3-80

Unapplied Receipts Summary report, page 3-98

Collection Effectiveness Summary report, page 3-76

Open Receivables Summary report, page 3-92

## Receipts Activity Trend

The Receipts Activity Trend report displays receipts activity trends for all or selected operating units, customers, collectors, and industries. This report presents the total receipt amount and the total applied receipt amount, over a specified period.

This report assists in analyzing the total receipt amount and applied receipt amount over time. With the trend graph, you can visualize how your company or department's workload and receipt processing efficiency are affected by the seasonality in your business.

You can use this report to answer business questions such as:

- Has the number of receipt applications increased or decreased over the last period?

By drilling down from the Receipts Activity Trend report into the underlying reports, you can view more detailed information. The report that you can drill to is:

- Receipts Activity report, page 3-78.

There are no unique headings or calculations on this report.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Related Topics

Receipts Activity report, page 3-78

Collection Effectiveness Summary report, page 3-76

Unapplied Receipts Summary report, page 3-98

## Discount Summary

The Discount Summary report displays discounts taken by operating unit, customer, or industry. This report shows the number and amount of discounts taken, how much of the discount taken is earned and unearned, the amount of receipts applied, and weighted average days and terms paid.

This report assists in evaluating the effectiveness of the discounts offered. For example, if the unearned discount amount is a large percentage of the total discount, then the



discounts are ineffective. Similarly, if the percentage of discount taken on the total applied receipts amount is high, and the weighted average days paid is also high, then the discounts are also ineffective. If the discounts are ineffective, then you might want to reconsider offering discounts.

You can use this report to answer business questions such as:

- What is the total amount of discount given to a customer?
- What is the total amount of discount taken in a particular operating unit?
- How much discount taken is unearned by a customer?
- How much discount taken is earned in an operating unit?
- Which operating unit has a higher unearned discount amount in comparison to other operating units?

By drilling down from the Discount Summary report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Receipts Activity report, page 3-78.
- Receipts Activity Detail report, page 3-86.
- Collection Effectiveness Summary report, page 3-76.
- Applied Receipts Activity Detail, see Receipts Activity Detail report, page 3-86.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

### Report Headings and Calculations

The following headings and calculations are specific to the Discount Summary report.

- **Discount Taken: Amount:** The total discount amount taken in the selected period.
- **Discount Taken: % of Applied Receipts:** The total discount taken, expressed as a percentage, of the total applied receipts amount.
- **Earned Discount: % of Total Discount:** The total earned discount of the total discount taken, expressed as a percentage.
- **Unearned Discount: % of Total Discount:** The total unearned discount of the total discount taken, expressed as a percentage.

### Related Topics

Receipts Activity report, page 3-78

Collection Effectiveness Summary report, page 3-76

Unapplied Receipts Summary report, page 3-98

## Open Receivables: Percent Past Due

The Open Receivables: Percent Past Due report displays the past due receivables amount, expressed as a percentage, of open receivables amount by operating unit, customer, or collector, allowing you to visually compare the percentage of past due receivables amount on the as-of-date with the percentage of past due receivables amount on the last day of the prior period or the prior year.

This report supports the Open Receivables: Percent Past Due graph on the Receivables Management dashboard. This report supplements the collection effectiveness index because the collection effectiveness index is mainly affected by the percent of open receivables past due at the beginning and the end of the period over which collection effectiveness is being evaluated.

You can use this report to answer business questions such as:

- Has the past due percentage increased or decreased over the past year?

By drilling down from the Open Receivables: Percent Past Due report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Past Due Receivables Aging Summary report, page 3-95.
- Open Receivables Summary report, page 3-92.
- Open Receivables Detail, see Transaction Detail report, page 3-83.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Report Headings and Calculations

The following heading and calculation is specific to the Open Receivables: Percent Past Due report.

- **Past Due Receivables: % of Open Receivables:** The total past due receivables amount expressed as a percentage of the open receivables amount.

## Related Topics

Open Receivables Summary report, page 3-92

Current Receivables Summary report, page 3-97

Past Due Receivables Aging Summary report, page 3-95

Net Receivables Summary report, page 3-94

## Transaction Detail

The Transaction Detail report supports drilldowns from the following reports:

- Open Receivables Summary report, page 3-92.
- Past Due Receivables Aging Summary report, page 3-95.
- Current Receivables Summary report, page 3-97.
- Open Receivables: % Past Due report, page 3-82.
- Net Receivables Summary report, page 3-94.
- Billing Activity report, page 3-69.
- Unapplied Receipts Summary report, page 3-98.

This report displays details such as the transaction number, class, type, date, first due date, transaction amount, original amount, adjusted amount, remaining balance, in dispute amount, terms, and source. Drilling down to the transaction detail level lets you pinpoint sources of problems and exceptions. For example, if you do not understand why the past due amount for a certain customer is too high, you can drill down from that customer record to view the list of transactions behind this amount.

**Note:** This report is only accessible through drill downs from higher level reports and uses the selected parameters passed from the previous report. The title of the report is dynamic and based on the origin of the drill down. You cannot modify the parameters passed from the previous report.

Some Transaction Detail reports, drilled to from the Receivables Status dashboard, are:

- **Open Receivables Detail:** Shows details about transactions that are not fully paid as of the as-of-date.
- **Past Due Receivables Detail:** Shows details only for transactions that have at least one payment due date before the as-of-date.

This additional Past Due Receivables Detail report is also available:

**Past Due Receivables Detail in Aging Range:** Transactions displayed based on the aging range of the drill source.

- **Current Receivables Detail:** Shows details only for transactions that have at least one payment due date after the as-of-date.

This additional Current Receivables Detail report is also available:

**Current Receivables Detail in Aging Range:** Transactions displayed based on the aging range of the drill source.

By drilling down from the Transaction Detail report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Scheduled Payments & Discounts report, page 3-89.
- Transaction Activity History report, page 3-88.
- Invoice (provided by Bill Presentment), see Working with Bill Presentment Architecture, *Oracle Bill Presentment Architecture User Guide*.
- Order Information (provided by Order Management), see Sales Order Information, *Oracle Order Management User's Guide*.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Report Headings and Calculations

The following headings and calculations are specific to the Transaction Detail report.

- **Transaction Amount:** The original amount of the transaction, displayed in the transactional currency.
- **Original Amount:** The original amount of the transaction, displayed in the currency selected in the report's Currency parameter.
- **Billed Amount:** The amount of the transaction that is in the selected aging range based on the drill source. For example, when drilling on the past due amount to the detailed report, this column displays only the past due portions of transactions, even if transactions have multiple payment installments, some past due, some current.

## Related Topics

Transaction Activity Detail report, page 3-84

Transaction Activity History report, page 3-88

Open Receivables Summary report, page 3-92

Current Receivables Summary report, page 3-97

Past Due Receivables Aging Summary report, page 3-95

## Transaction Activity Detail

The Transaction Activity Detail report supports drilldowns from the following reports:

- Billing Activity report, page 3-69.
- Billing Activity Transaction Classes report, page 3-72.

This report displays the transaction number, class, type, date, first due date, transaction amount, original amount, adjusted amount, remaining balance, in dispute amount, terms, and source. Drilling down to the transaction detail level lets you pinpoint sources of problems and exceptions. For example, if you do not understand why the billing activity amount for a period is larger than expected, you can drill down from the record to view the list of transactions behind this amount.

**Note:** This report is only accessible through drill downs from higher level reports and uses the selected parameters passed from the previous report. The title of the report is dynamic and based on the origin of the drill down. You cannot modify the parameters passed from the previous report.

Some Transaction Activity Detail reports, drilled to from the Receivables Management dashboard, are:

- Billing Activity Detail, see Transaction Activity Detail report, page 3-84.

These additional Billing Activity Detail reports are also available:

- Invoice Activity Detail, see Transaction Activity Detail report, page 3-84.
- Debit Memo Activity Detail, see Transaction Activity Detail report, page 3-84.
- Chargeback Activity Detail, see Transaction Activity Detail report, page 3-84.

By drilling down from the Transaction Activity Detail report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Scheduled Payments & Discounts report, page 3-89.
- Transaction Activity History report, page 3-88.
- Invoice (provided by Bill Presentment), see *Working with Bill Presentment Architecture, Oracle Bill Presentment Architecture User Guide*.
- Order Information (provided by Order Management), see *Sales Order Information, Oracle Order Management User's Guide*.

There are no unique headings or calculations on this report.

For a description of the Receivables Management dashboard KPIs and concepts, see: *Receivables Management Dashboard*, page 3-64.

## Related Topics

Transaction Detail report, page 3-83

Transaction Activity History report, page 3-88

Open Receivables Summary report, page 3-92

Current Receivables Summary report, page 3-97

Past Due Receivables Aging Summary report, page 3-95

## Receipts Activity Detail

The Receipts Activity Detail report supports drilldowns from the following reports:

- Collection Effectiveness Summary report, page 3-76.
- Receipts Activity report, page 3-78.
- Discount Summary report, page 3-80.

This report displays the receipt number, receipt date, GL date, payment method, status, receipt amount, applied amount, earned discount, and unearned discount. Drilling down to the receipt detail level lets you to pinpoint sources of problems and exceptions. For example, if you do not understand why the receipts amount for a customer is larger than expected, you can drill down from that customer record to view the list of receipts behind this amount.

**Note:** This report is only accessible through drill downs from higher level reports and uses the selected parameters passed from the previous report. The title of the report is dynamic and based on the origin of the drill down. You cannot modify the parameters passed from the previous report.

Some Receipts Activity Detail reports, drilled to from the Receivables Management dashboard, are:

- **Receipts Detail:** Shows details of receipts with receipt or GL date during the period selected, based on the as-of-date and period in the drill source. See: Receipts Activity report, page 3-78.
- **Applied Receipts Activity Detail:** Shows details of receipts with applications during the period selected, based on the as-of-date and period in the drill source. See: Receipts Activity report, page 3-78.

By drilling down from the Receipts Activity Detail report into the underlying reports, you can view more detailed information. The report that you can drill to is:

- Receipt Balances Detail report, page 3-88.

There are no unique headings or calculations on this report.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Related Topics

Receipt Balances Detail report, page 3-88

## Receipts Detail

The Receipts Detail report supports drilldowns from the following reports:

- Unapplied Receipts Summary report, page 3-98.
- Net Receivables Summary report, page 3-94.
- Paid Receivables Detail report, page 3-103.
- Transaction Activity History report, page 3-88.

This report displays the receipt number, receipt date, GL date, payment method, status, receipt amount, applied amount, earned discount, and unearned discount. Drilling down to the receipt detail level lets you pinpoint sources of problems and exceptions. For example, if you do not understand why the unapplied receipt amount is so high for a certain customer, you can drill down from that customer record to view the list of receipts behind this amount.

**Note:** This report is only accessible through drill downs from higher level reports and uses the selected parameters passed from the previous report. The title of the report is dynamic and based on the origin of the drill down. You cannot modify the parameters passed from the previous report.

Some Receipts Detail reports, drilled to from the Receivables Status and Receivables Management dashboards, are:

- **Unapplied Receipts Detail:** Shows details of receipts with unapplied balance as of the as-of-date. See Receipts Detail report, page 3-87.

Additional reports available:

- Unapplied Receipts Detail in Aging Range, see Receipts Detail report, page 3-87.
- Applied Receipts Detail: Shows details of receipts with applied balance as of the as-of-date. See Receipts Detail report, page 3-87.

By drilling down from the Receipts Detail report into the underlying reports, you can

view more detailed information. The reports that you can drill to are:

- Receipt Balances Detail report, page 3-88.
- Paid Receivables Detail report, page 3-103.

There are no unique headings or calculations on this report.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Related Topics

Receipt Balances Detail report, page 3-88

Paid Receivables Detail report, page 3-103

## Receipt Balances Detail

The Receipt Balances Detail report displays a detailed view of the balances for an individual receipt. This report shows the unidentified, applied, on-account, unapplied, cash claims, and prepayments balances for a receipt.

Use this report to investigate exceptions that you might encounter in other higher level reports, or to respond to customer requests.

By drilling down from the Receipt Balances Detail report into the underlying reports, you can view more detailed information. The report that you can drill to is:

- Paid Receivables Detail report, page 3-103.

There are no unique headings or calculations on this report.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Related Topics

Paid Receivables Detail report, page 3-103

## Transaction Activity History

The Transaction Activity History report displays a detailed view of the activity history for an individual transaction. This report shows the action taken on a transaction, the date and the user responsible for the action.

Use this report to investigate exceptions that you might encounter in other higher level reports, or to respond to customer requests.

The title of the report is dynamic and based on the origin of the drill down.

Some Transaction Activity Detail reports, drilled to from the Transaction Detail and Transaction Activity Detail, are:



- Invoice Activity Detail, see Transaction Activity Detail report, page 3-84.
- Debit Memo Activity Detail, see Transaction Activity Detail report, page 3-84.
- Bills Receivable Activity Detail, see Transaction Activity Detail report, page 3-84.
- Chargeback Activity Detail, see Transaction Activity Detail report, page 3-84.
- Deposit Activity Detail, see Transaction Activity Detail report, page 3-84.

By drilling down from the Transaction Activity History Detail report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Receipts Detail report, page 3-87.
- Applied Receipts Detail, see Receipts Activity Detail report, page 3-86.

There are no unique headings or calculations on this report.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

### Report Headings and Calculations

The following heading and calculation are specific to the Transaction Activity History report.

- **Date:** Refers to the date the activity was entered into the system, as opposed to the effective date of the action.

### Related Topics

Receipts Detail report, page 3-87

### Scheduled Payments & Discounts

The Scheduled Payments & Discounts report displays a detailed view of the scheduled payments and discount amounts for an individual transaction. This report shows the scheduled payment number, due date, and amount, and the discount information.

Use this report to investigate exceptions that you might encounter in other higher level reports, or to respond to customer requests.

There are no unique headings or calculations on this report.

For a description of the Receivables Management dashboard KPIs and concepts, see: Receivables Management Dashboard, page 3-64.

## Related Topics

Discount Summary report, page 3-80

## Receivables Status Dashboard

The Receivables Status dashboard provides a summary view of the receivables balance at a given point in time. This dashboard shows the amount of past due receivables, open receivables, and unapplied receipts, as well as the aging composition of the receivables and the average number of days by which customers are past due.

This dashboard focuses on KPIs that are based on the As-of-Date parameter. For more information on KPIs, see: Receivables Status KPIs, page 3-90.

On a day-to-day basis, the efficient resolution of receivables issues is a critical part of the overall order-to-cash flow. The Receivables Status dashboard helps you to identify and prioritize the areas in the department that require immediate action or research. Use this dashboard to regularly monitor customer activity and determine which past due customers to contact. You can view the most past due customers and retrieve contextual information about those customers in order to determine the best method and tone for collecting from those customers. You can also regularly monitor receipts activity, helping the operating unit to apply receipts in a timely manner.

This dashboard helps you to regularly monitor customer activity, determining which past due customers to contact. You can view the most past due customers and retrieve the contextual information about those customers in order to determine the best method and tone for collecting from those customers. You can also regularly monitor receipts activity, helping the organization to apply receipts in a timely manner.

The dashboard includes two content areas:

- The Top Past Due Customers content area provides a view of the amount of receivables past due at a given point in time and the top ten past due customers. The Top Past Due Customers table and graph always show the top past due customers as of the last update date and are not controlled by the as-of-date parameter.
- In the Unapplied Receipts content area, the Unapplied Receipts graph shows the total unapplied receipts amount for the current and prior year.

For more information on Oracle Daily Business Intelligence, see: Overview of Daily Business Intelligence, page 1-1.

## Receivables Status KPIs

The key performance indicators (KPIs) of the Receivables Status dashboard highlight metrics most important to you such as the past due receivables amount, weighted days delinquent sales outstanding, and unapplied receipts amount. At a glance, you can

view how many past due receivables your department needs to resolve and how past due those receivables are. You can view how many unapplied receipts exist and how that might impact past due receivables. The Receivables aging graph provides you with a comprehensive view of unpaid receivables categorized by age.

The following table lists the key performance indicators (KPIs) for the Receivables Status dashboard and how they are calculated.

***Receivables Status Key Performance Measures or KPIs***

| <b>Performance Measures or KPIs</b>        | <b>Calculation</b>   |
|--|--|
| Open Receivables                           | Total amount of unpaid receivables. The sum of past due receivables and current receivables.                     |
| Open Receivables: Past Due Receivable      | Total amount of receivables with due dates prior to the as-of-date.  |
| Open Receivables: Current Receivables      | Total amount of receivables with due dates after the as-of-date.   |
| Weighted Terms Outstanding                 | For unpaid receivables, the average terms weighted by amount.  |
| Weighted Days Delinquent Sales Outstanding | For past due receivables, the average number of days between the due date and the as-of-date weighted by amount. |
| Total Receipts (Rolling 30 Days)           | Total amount for receipts received in this period.   |
| Unapplied Receipts                         | Total amount of unapplied receipts.  |
| Number of Unapplied Receipts               | Total number of unapplied receipts.  |

**Dashboard Parameters**

For a description of common parameters, see: Dashboard Concepts, page 3-66.

For information on how parameters affect a dashboard in Daily Business Intelligence , see: Parameters, page 1-4.

## Reports and Graphs

This dashboard contains the following reports and graphs:

- Receivables Aging Summary, page 3-102
- Top Past Due Customers, page 3-100
- Past Due Receivables Trend, page 3-103
- Unapplied Receipts Trend, page 3-99
- Unapplied Receipts Summary, page 3-98

## Open Receivables Summary

The Open Receivables Summary report displays an overview of the organization's open receivables by operating unit, customer, or collector. This report separates the total open receivables into two categories: current and past due, providing summary level information such as the amount and count of open receivables, the weighted average number of days given in the terms for outstanding receivables (weighted terms outstanding), and weighted average number of days by which past due receivables are delinquent (weighted days delinquent sales outstanding).

This report assists in the daily management of collections efforts and customer relationships. You can determine which customers to focus your collections efforts on, and what the tone of those collections efforts should be, by viewing the past due receivables amount and the past due receivables amount as a percent of open receivables.

You can also sort by open receivables amount as percent of credit limit to see which customers to collect from, in order to make more credit available to those customers for future purchases.

For more details, you can drill from this report to past due and current receivables aging summaries as well as drill to detailed transactions.

You can use this report to answer business questions such as:

- What is the total amount of open receivables?
- What is the total amount of past due receivables?
- What is the total amount of current receivables?
- Which operating unit has the highest number of past due invoices?
- Which customer has the highest amount of past due invoices?

By drilling down from the Open Receivables Summary report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Open Receivables Detail, see Transaction Detail report, page 3-83.
- Past Due Receivables Aging Summary report, page 3-95.
- Past Due Receivables Detail, see Transaction Detail report, page 3-83.
- Current Receivables Summary report, page 3-97.
- Current Receivables Detail, see Transaction Detail report, page 3-83.

For a description of the Receivables Status dashboard KPIs and concepts, see: Receivables Status Dashboard, page 3-90.

### Report Headings and Calculations

The following headings and calculations are specific to the Open Receivables Summary report.

- **Open Receivables: Amount:** The total amount of unpaid receivables, (the sum of all open debit items: invoices, debit memos, chargebacks, deposits, and bills receivables).
- **Open Receivables: Count:** The count of all debit items that have a balance not equal to zero.
- **Open Receivables: Weighted Terms Outstanding:** For unpaid receivables, the average number of days given by the terms weighted by amount, calculated as follows:  
$$\frac{(\text{Sum of each scheduled payment amount} * \text{the number of days between the transaction date and the due date for the scheduled payment})}{(\text{Sum of all scheduled payment amounts})}$$
- **Past Due Receivables: Amount:** The total amount of unpaid debit items with scheduled payment due dates before the as-of-date.
- **Past Due Receivables: % of Open Receivables:** The past due receivables amount, expressed as a percentage of the total open receivables amount.
- **Past Due Receivables: Count:** The total number of open items with due dates before the as-of-date.
- **Past Due Receivables: Weighted Days Delinquent Sales Outstanding:** The number of weighted average days that invoices are past due, based on unpaid invoices with scheduled payment due dates before the as-of-date, calculated as follows:

(Sum of each past due scheduled payment amount \* the number of days between the due date and the as-of-date) / (Sum of all past due scheduled payment amounts)

- **Current Receivables: Amount:** The total amount of unpaid debit items with scheduled payment due dates after the as-of-date.
- **Current Receivables: Count:** The count of open items with due dates on or after the as-of-date.

## Related Topics

Current Receivables Summary report, page 3-97

Past Due Receivables Aging Summary report, page 3-95

Net Receivables Summary report, page 3-94

Unapplied Receipts Summary report, page 3-98

## Net Receivables Summary

The Net Receivables Summary report displays open receivables transactions along with any credit and payment-related amounts that offset the open receivables amount. These credit and payment-related amounts include on-account credit, unapplied deposits, unapplied receipts, on-account cash, claims, and prepayments.

The report also displays the transaction classes (invoice, debit memo, chargeback, bills receivable, unpaid deposit) that make up the open receivables amount. This report lets you analyze this information by operating unit, customer, or collector.

This report gives you the visibility into the composition of your open receivables as well as the composition of credit and payment balances that might affect the open receivables balance without additional payments from customers. This report helps you to determine how to reduce the balances displayed in this report.

For example, unapplied receipts, unapplied deposits, on-account credit, and on-account cash can be applied to open receivables by matching invoices to receipts or obtaining customer agreement to use on-account credit or cash for payment. Such actions would reduce the open receivables balance as well as the unapplied receipts, unapplied deposits, on-account credit, or on-account cash balance.

With visibility into prepayment amounts, you can see how much and what kind of work needs to be done, so that the prepayment balance, which is a liability, can be converted into invoices and recognized as revenue. An example of converting prepayments to invoices in some businesses is that prepayments are converted into invoices when the orders are shipped.

With visibility into the amount in claims, you can see whether to dedicate more resources to resolve disputes to reduce the claims amount.

You can use this report to answer business questions such as:

- What is the total amount of net receivables?
- What is the total number of invoices that are outstanding?
- What is the transaction class composition of the open receivables?
- Which customer has the highest amount of debit memos?
- What is the total amount of each credit item category?

By drilling down from the Net Receivables Summary report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Unapplied Receipts Summary report, page 3-98.
- Invoices Detail, see Transaction Detail report, page 3-83.
- Debit Memos Detail, see Transaction Detail report, page 3-83.
- Chargebacks Detail, see Transaction Detail report, page 3-83.
- Unapplied Receipts Detail, see Receipts Detail report, page 3-87.

For a description of the Receivables Status dashboard KPIs and concepts, see: Receivables Status Dashboard, page 3-90.

### Report Headings and Calculations

The following headings and calculations are specific to the Net Receivables Summary report.

- **Net Receivables:** The sum of open receivables including invoices, debit memos, chargebacks, bills receivables, unpaid deposits, and unapplied credit items including on-account credit, unapplied deposits, unapplied receipts, on-account cash, open claims, and prepayments.

### Related Topics

Open Receivables Summary report, page 3-92

Billing Activity Transaction Classes report, page 3-72

Unapplied Receipts Summary report, page 3-98

### Past Due Receivables Aging Summary

The Past Due Receivables Aging Summary report displays past due receivables aging by operating unit, customer, or collector.

This report provides the collections department with crucial visibility into the

company's past due receivables status. This report separates the past due receivables into aging buckets. You can define up to seven buckets during setup. In each aging bucket, you can review past due receivables details at the summary level, as well as the amount of past due receivables that are in dispute.

This report shows which operating unit, customer, or collector has large amounts in older aging buckets. The longer a customer is allowed to extend payments, the less likely it is that the customer will pay at all. This report provides your collections department with crucial visibility into your customers' past due receivables status, thus directing your collection efforts toward problem areas. Identifying these problem areas tells you which accounts to contact, in a timely manner, in order to obtain payment.

You can use this report to answer business questions such as:

- What is the past due receivables amount for a customer?
- What is the aging composition of a customer's past due receivables?
- How much of the past due receivables amount is in dispute?

By drilling down from the Past Due Receivables Aging Summary report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Open Receivables Summary report, page 3-92
- Open Receivables Detail, see Transaction Detail report, page 3-83.
- Past Due Receivables Detail, see Transaction Detail report, page 3-83.
- Past Due Receivables Detail in Aging Range, see Transaction Detail report, page 3-83.

For a description of the Receivables Status dashboard KPIs and concepts, see: Receivables Status Dashboard, page 3-90.

## Report Headings and Calculations

The following headings and calculations are specific to the Past Due Receivables Aging Summary report.

- **In Dispute: Amount:** The total amount in dispute for all past due transactions.
- **In Dispute: % of Total:** The percentage of past due transactions that is in dispute.

## Related Topics

Open Receivables Summary report, page 3-92

Current Receivables Summary report, page 3-97



Past Due Receivables Trend report, page 3-103

Unapplied Receipts Summary report, page 3-98

## Current Receivables Summary

The Current Receivables Summary report displays current receivables by operating unit, customer, or operating unit.

This report separates the current receivables into aging buckets. You can define up to three buckets during setup. In each aging bucket, you can review current receivables details at the summary level, as well as the weighted terms outstanding.

This report assists you in the daily management of cash forecasting and management of customer relationships. For example, knowing the amount and timing of when receivables are due gives you an idea of the company's revenue stream and helps with cash forecasting.

From this report, you can also see customers' open receivables amounts and the terms given for their current receivables. If a customer received particularly generous terms, investigate further to determine whether that generosity is warranted.

You can use this report to answer business questions such as:

- What is the weighted average terms of outstanding payments for an operating unit?
- How much receivables is due in this month?
- How much receivables is due in the next month?

By drilling down from the Current Receivables Summary report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Open Receivables Summary report, page 3-92.
- Open Receivables Detail, see Transaction Detail report, page 3-83.
- Current Receivables Detail, see Transaction Detail report, page 3-83.
- Current Receivables Detail in Aging Range, see Transaction Detail report, page 3-83

For a description of the Receivables Status dashboard KPIs and concepts, see: Receivables Status Dashboard, page 3-90.

## Report Headings and Calculations

The following headings and calculations are specific to the Current Receivables Summary report.

- **Current Receivables: Weighted Terms Outstanding:** The weighted average terms

for the transactions with scheduled payment due dates on or before the as-of-date, calculated as follows:

(Sum of each scheduled payment amount \* the number of days between the transaction date and the due date for the scheduled payment) / (Sum of all scheduled payment amounts)

## Related Topics

Open Receivables Summary report, page 3-92

Past Due Receivables Aging Summary report, page 3-95

## Unapplied Receipts Summary

The Unapplied Receipts Summary report displays unapplied receipts aging by operating unit, customer, or collector.

This report separates receipts into two categories — unapplied receipts and applied receipts. You can view the total unapplied receipts amount and the age composition of that amount in the context of the open receivables amount and the total receipts amount for the last rolling 30 days.

This report assists in the daily management of receipt processing and in the analysis of receipt processing efficiency. You can identify operating units with particularly large unapplied receipts amounts and counts. Seeing the aging for unapplied receipts helps you to target receipts that have been unapplied for a long time. The unapplied amount shows you how much your work can affect the open receivables balance and the unapplied count is an indicator for how much work is required.

You can use this report to answer business questions such as:

- Which operating unit has the highest amount of unapplied receipts?
- Which operating units have decreased their unapplied receipts amount?
- Which customers have high amounts of unapplied receipts? What is the impact to their open receivables once those receipts are applied?
- How many of the unapplied receipts are unidentified for an operating unit?
- Do any operating units have receipts that are over 30 days unapplied?

By drilling down from the Unapplied Receipts Summary report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Open Receivables Summary report, page 3-92.
- Open Receivables Detail, see Open Receivables Summary report, page 3-92.

- Unapplied Receipts Detail, see Receipts Detail report, page 3-87.
- Unapplied Receipts Detail in Aging Range, see Receipts Detail report, page 3-87.

For a description of the Receivables Status dashboard KPIs and concepts, see: Receivables Status Dashboard, page 3-90.

## Report Headings and Calculations

The following headings and calculations are specific to the Unapplied Receipts Summary report.

- **Unapplied Receipts: Amount** The total amount of unapplied receipts on the as-of-date. For partially applied receipts, only the unapplied portion is included in this sum.
- **Unapplied Receipts: % Unidentified** The percentage of unapplied receipts that is unidentified.
- **Unapplied Receipts: Count** The total count of receipts that are entirely or partially unapplied.
- **Total Receipts (Rolling 30 Days): Amount** The total receipts amount for receipts with a transaction date created during the 30 day rolling period.
- **Total Receipts (Rolling 30 Days): Count** The total count for receipts with a transaction date created during the 30 day rolling period.

**Note:** Unapplied receipts are displayed as a single row for a customer or customer account, and as a column for an operating unit.

## Related Topics

Open Receivables Summary report, page 3-92

Receipts Activity report, page 3-78

Unapplied Receipts Trend report, page 3-99

Net Receivables Summary report, page 3-94

## Unapplied Receipts Trend

The Unapplied Receipts Trend report analyzes unapplied receipts trends by operating unit, customer, or collector. This report analyzes the amount and timeliness of receipt applications, by showing the rolling trend for unapplied receipts amount and count.

This report assists in evaluating the effectiveness of receipts processing by analyzing the trend for the amount and count of unapplied receipts in the context of total receipts.

With the trend graph, you can see how your department's collections effectiveness is affected by the seasonality in your business. The unapplied amount shows you how much your work can affect the open receivables balance and the unapplied count is an indicator for how much work is required.

You can use this report to answer business questions such as:

- Which month in the last year showed the highest amount or count of unapplied receipts?
- Does the amount of unapplied receipts for an operating unit show improvement over the last year?

By drilling down from the Unapplied Receipts Trend report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Unapplied Receipts Summary report, page 3-98.
- Receipts Activity Detail report, page 3-86.

There are no unique headings or calculations on this report.

For a description of the Receivables Status dashboard KPIs and concepts, see: Receivables Status Dashboard, page 3-90.

## Related Topics

Unapplied Receipts Summary report, page 3-98

Receipts Activity report, page 3-78

Receipts Activity Trend report, page 3-80

Net Receivables Summary report, page 3-94

## Top Past Due Customers

The Top Past Due Customers report displays the amount of past due receivables, the percentage of those past due receivables that are in dispute, and the weighted days delinquent sales outstanding for the top ten past due customers.

The Top Past Due Customers table provides you with the ten customers with the most past due receivables amount. These customers are prime candidates for collection efforts because they have a large amount of receivables that are past the due date. The contextual information such as weighted days delinquent sales outstanding, past due receivables as percentage of open receivables, and open receivables as percentage of credit limit, help you to take the proper collections actions.

For example, if one of the top ten customers is averaging only one day late and the open receivables is a small percentage of its credit limit amount, then your collections department will not want to take aggressive action towards this customer because this customer is probably not a credit risk and has enough available credit to place more

orders.

On the other hand, if a customer has a large weighted days delinquent sales outstanding, then you will want to aggressively collect from this customer because the longer receivables are past due, the more likely it will never be collected. If the customer's open receivables amount is a large percentage of its credit limit, the collections department might also want to collect more aggressively from this customer so that the customer can have enough credit available for future purchases.

This report is always based on the last update date and is not controlled by the as-of-date parameter.

In addition to the information available on the dashboard, you can drill on the amount columns to see reports with more details about the past due and open receivables amounts.

You can use this report to answer business questions such as:

- Which are the top ten customers with the highest amount of past due receivables?
- What is the total amount of open receivables for the top ten past due customers?
- How many open items are in dispute? How many disputed receivables are there?

By drilling down from the Top Past Due Customers report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Past Due Receivables Aging Summary report, page 3-95.
- Open Receivables Summary report, page 3-92.

For a description of the Receivables Status dashboard KPIs and concepts, see: Receivables Status Dashboard, page 3-90.

## Report Headings and Calculations

The following headings and calculations are specific to the Top Past Due Customers report.

- **Past Due Receivables: % In Dispute:** The percentage of each customer's past due receivables amount, which is in dispute.
- **Past Due Receivables: Weighted Days Delinquent Sales Outstanding:** The number of weighted average days that invoices are past due for a customer based on unpaid invoices with scheduled payment due dates before the as-of-date, calculated as follows:

(Sum of each past due scheduled payment amount \* the number of days between the due date and the as-of-date) / (Sum of all past due scheduled payment amounts)

## Related Topics

Current Receivables Summary report, page 3-97

Past Due Receivables Aging Summary report, page 3-95

Net Receivables Summary report, page 3-94

Unapplied Receipts Summary report, page 3-98

## Receivables Aging Summary

The Receivables Aging Summary report analyzes the aging of open receivables by operating unit, customer, or collector.

This report shows the open receivables amount as current and past due receivables. Past due receivables are further divided into as many as seven aging buckets that you define during setup. At a glance, you can see the aging composition of your receivables.

This report provides the collections department with crucial visibility into the company's receivables aging, helping you to better target your collections strategies.

You can use this report to answer business questions such as:

- What is the aging schedule on the past due receivables?

By drilling down from the Receivables Aging Summary report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Past Due Receivables Aging Summary report, page 3-95.
- Current Receivables Summary report, page 3-97.

For a description of the Receivables Status dashboard KPIs and concepts, see: Receivables Status Dashboard, page 3-90.

## Report Headings and Calculations

The following heading and calculation is specific to the Receivables Aging Summary report.

- **Receivables Aging:** The aging buckets for past due receivables and the total current receivables.

## Related Topics

Open Receivables Summary report, page 3-92

Current Receivables Summary report, page 3-97

Past Due Receivables Aging Summary report, page 3-95

Net Receivables Summary report, page 3-94

## Past Due Receivables Trend

The Past Due Receivables Trend report displays the total past due receivables amount trend for the current year and the prior year.

This graph gives you a sense of how your department is doing by comparing your department's past due receivables amount with both your prior period and prior year past due receivables amount. This graph helps you to identify any impact on past due receivables amount based on seasonality in the company's business. If your department's past due receivables amount has decreased or increased, rewards might be in order or increased efforts might be needed.

You can use this report to answer business questions such as:

- What is the total amount of open receivables and past due receivables for particular month?
- What is the difference in past due receivables amount for a particular month compared to the same month in the prior year?

By drilling down from the Past Due Receivables Trend report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Past Due Receivables Aging Summary report, page 3-95.
- Open Receivables Summary report, page 3-92.

There are no unique headings or calculations on this report.

For a description of the Receivables Status dashboard KPIs and concepts, see: Receivables Status Dashboard, page 3-90.

## Related Topics

Open Receivables Summary report, page 3-92

Current Receivables Summary report, page 3-97

Past Due Receivables Aging Summary report, page 3-95

Net Receivables Summary report, page 3-94

Unapplied Receipts Summary report, page 3-98

## Paid Receivables Detail

The Paid Receivables Detail report supports drilldowns from the following reports:

- Receipts Detail report, page 3-87.

- Receipt Balances Detail report, page 3-88.

This report displays details such as the transaction number, class, type, date, due date, transaction amount, original amount, paid amount, adjustments, balance, discount taken, terms, and source. Drilling down to the transaction detail level lets you pinpoint sources of problems and exceptions. For example, you can investigate which transactions a receipt has been applied to.

This report is only accessible through drill downs from higher level reports and uses the selected parameters passed from the previous report. You cannot modify the parameters passed from the previous report.

By drilling down from the Paid Receivables Detail report into the underlying reports, you can view more detailed information. The reports that you can drill to are:

- Scheduled Payments & Discounts report, page 3-89
- Receipts Activity report, page 3-78
- Transaction Activity History report, page 3-88
- Invoice (provided by Bill Presentment), see *Working with Bill Presentment Architecture, Oracle Bill Presentment Architecture User Guide*.
- Order Information (provided by Order Management), see *Sales Order Information, Oracle Order Management User's Guide*.

There are no unique headings or calculations on this report.

For a description of the Receivables Status dashboard KPIs and concepts, see: *Receivables Status Dashboard*, page 3-90.