NCFS Report - RPT-OTC-012

Report Name: RPT-OTC-012 DPI Allotment Report

Report Description: The RPT-OTC-012 DPI Allotment Report will be run by the AR Manager to aid in month-end activities. It will list all applicable invoices and credit memos completed using both state allotment and local funds based on the selected parameters, showing all applicable related transaction details down to the line level, including the total transaction amount, individual line amount, applied Transaction number (if applicable for Credit Memos), Customer Account, Distribution Details, Allotment Account, and Subtotals by Invoice, Customer, and Allotment Account.

Report Data Flow: For textbook orders by LEAs, an Internal Requisition will be created in SSP including all applicable item information. The distribution account used will determine whether the order is placed using LEA allotment or local funds. - The Internal Requisition will automatically trigger the creation of a transfer order in Inventory. The items on the transfer order will be picked, packed, and shipped. For textbook returns by LEAs, a Miscellaneous Transaction will be created in Inventory, detailing the materials being returned. The distribution account used will determine whether the order is placed using LEA allotment or local funds. The INT-IN-002 outbound DPI Inventory to AR Interface will retrieve Internal Requisition (Consumption Requisition) from Self Service Procurement and/or Miscellaneous Transaction (Transaction type = ‘Returns for SSP Orders’) from the Oracle Cloud Inventory for DPI Agency (0800 DEPARTMENT OF PUBLIC INSTRUCTION) system and transform the comma separated data into flat file format. The INT-IN-002 interface will deliver the final output (INT-IN-002) to SFTP (or UCM) fileserver for pickup by AR Interface (INT-O2C-001). The INT-OTC-001 will retrieve the final outbound interface output (INT-IN-002) from SFTP (or UCM) fileserver and process through inbound AR Interface (INT-O2C-001). Once the file is retrieved, the inbound INT-OTC-001 interface will create the appropriate Invoice and/or Credit Memos for DPI Agency (0800 DEPRATMENT OF PUBLIC INSTRUCTION) and for the appropriate Customers, including all data sent over from outbound interface file. The distribution account used in creation of

the internal requisition/miscellaneous transaction will be populated on the Revenue distribution of the Invoice/Credit Memo in AR and will determine whether the order is placed using LEA allotment or local funds. Once invoices and/or credit memos have been created in Oracle AR, create Accounting program will run and post all applicable receipts to the ledger. During reconciliation process, AR Manager will run report and validate all transactions and credit memos created in report, verifying the correct amounts, applications, customers, and distributions.

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