

A thick dark blue vertical bar is positioned on the left side of the page. From the bottom of this bar, several thin, curved lines in dark blue and light grey extend upwards and outwards across the lower-left portion of the page.

# How to export and Import Receivable Payment Term

Oracle Fusion Cloud

**Amr Ahmed**

**ORACLE FINANCIAL CONSULTANT**

Author: Amr Ahmed

Author: Amr Ahmed

-How to export and import Receivable Payment Term.

Setup: Financials

Functional Areas

- Initial Users
- Enterprise Profile
- Legal Structures
- Financial Reporting Structures
- General Ledger
- Organization Structures
- Resources
- Workforce Structures
- Users and Security
- Payables

Search Tasks: man%rec%paym%ter%

Customer Billing

View Format Freeze Detach Wrap Show All Tasks

Task	Scope	Actions
Manage Receivables Payment Terms		<div>Ready for download 23-Mar-2025 2:39 PM</div> <div>Ready for download 23-Mar-2025 2:30 PM</div> <div>Ready for download 22-Mar-2025 1:00 AM</div> <div>Create New</div> <div>View All</div> <div>Export to CSV File</div> <div>Import from CSV File</div> <div>Compare Setup Data</div>
Manage Revenue Scheduling Rules		
Manage AutoAccounting Rules		
Manage Transaction Types		
Manage Transaction Sources		
Manage Salesperson Account References		
Manage Remit to Addresses		
Manage Standard Memo Lines		

Export Setup Data to CSV File

Enter Basic Information

Task: Manage Receivables Payment Terms

\* Process Name: Manage Receivables Payment Terms\_Template\_20250326\_

Description: Manage Receivables Payment Terms\_Template\_20250326\_114131\_096

☒ Export only template files

Business Objects

Show Scope Enabled

Import Sequence	Name	Scope Enabled
No data to display.		

Scope

Name

No data to display.

**Warning**

You chose to export only the template files. The scope selection only applies when setup data is exported and is ignored when exporting only template files.

OK

Export Setup Data to CSV File ?

SubmitCancel

Enter Basic Information

Task: Manage Receivables Payment Terms

Process Name

Manage Receivables Payment Terms\_Template\_20250326\_

Description

Manage Receivables Payment Terms\_Template\_20250326\_114131\_096

☒ Export only template files

Business Objects

Show Scope Enabled

Import Sequence	Name	Scope Enabled
No data to display.		

Scope

Name

No data to display.

Confirmation

The setup data CSV file generation for the Manage Receivables Payment Terms task has been initiated in the Manage Receivables Payment Terms\_Template\_20250326\_114131\_096 process. View results after the process is complete.

OK

Setup: Financials ?

Actions

Functional Areas

Change Feature Opt In

Initial Users

Shared

Enterprise Profile

Shared

Legal Structures

Shared

Financial Reporting Structures

Shared

General Ledger

Organization Structures

Shared

Resources

Shared

Workforce Structures

Shared

Users and Security

Shared

Payables

Shared

Search Tasks

Customer Billing

View

Format

Freeze

Detach

Wrap

Show

All Tasks

Task	Scope	Actions
Manage Receivables Payment Terms	Not started	<div>Export to CSV File</div> <div>Import from CSV File</div> <div>Compare Setup Data</div>
Manage Revenue Scheduling Rules	Ready for download 23-Mar-2025 2:39 PM	
Manage AutoAccounting Rules	Ready for download 23-Mar-2025 2:30 PM	
Manage Transaction Types	Ready for download 22-Mar-2025 1:00 AM	
Manage Transaction Sources		
Manage Salesperson Account References		
Manage Remit to Addresses		
Manage Standard Memo Lines		

Setup: Financials ?

Actions

Functional Areas

Change Feature Opt In

Initial Users

Shared

Enterprise Profile

Shared

Legal Structures

Shared

Financial Reporting Structures

Shared

General Ledger

Organization Structures

Shared

Resources

Shared

Workforce Structures

Shared

Users and Security

Shared

Payables

Shared

Search Tasks

Customer Billing

View

Format

Freeze

Detach

Wrap

Show

All Tasks

Task	Scope	Actions
Manage Receivables Payment Terms	Not started	<div>Export to CSV File</div> <div>Import from CSV File</div> <div>Compare Setup Data</div>
Manage Revenue Scheduling Rules	Ready for download 23-Mar-2025 2:39 PM	
Manage AutoAccounting Rules	Ready for download 23-Mar-2025 2:30 PM	
Manage Transaction Types	Ready for download 22-Mar-2025 1:00 AM	
Manage Transaction Sources		
Manage Salesperson Account References		
Manage Remit to Addresses		
Manage Standard Memo Lines		

Warning

Task Manage Receivables Payment Terms: The CSV file is being generated. Business objects processed: 0 out of 3.

View Progress

Cancel Process

OK

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Export Setup Data to CSV File Results: Manage Receivables Payment Terms\_Template\_20250325\_113953\_298

Actions

Download File

Done

Download and save the configuration file, and perform the post-export tasks to ensure all setup data is migrated. Use the file to import the configuration in another environment when applicable.

Summary

Status Completed successfully

Stage Ready for download

Task

Process Date 25-Mar-2025 2:42 PM

Total Objects 3

Total Objects Completed 3

Export only template files

Completed Successfully 3

Completed with Errors 0

Business Objects

4 CSV file for header, Line, Discount and Language.

Today

Manage Receivables Payment Terms\_Templ...

Yesterday

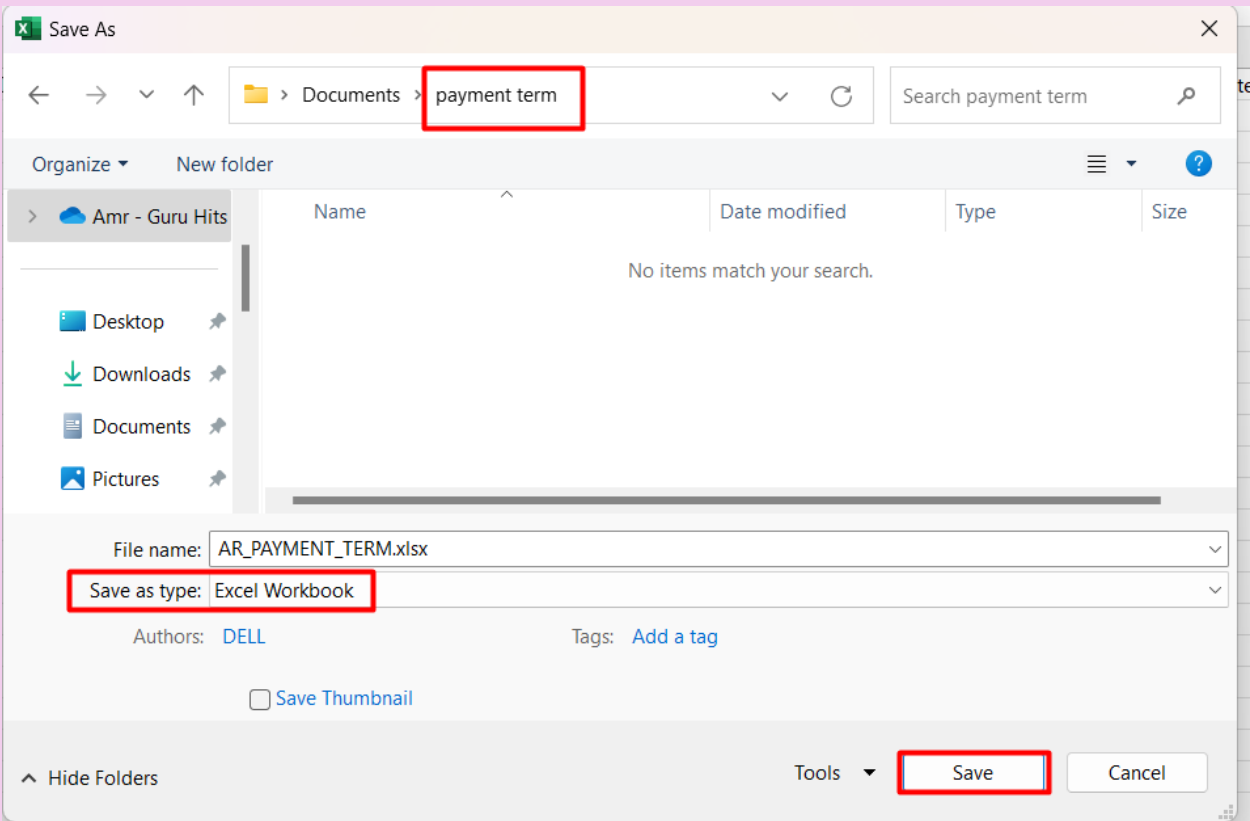
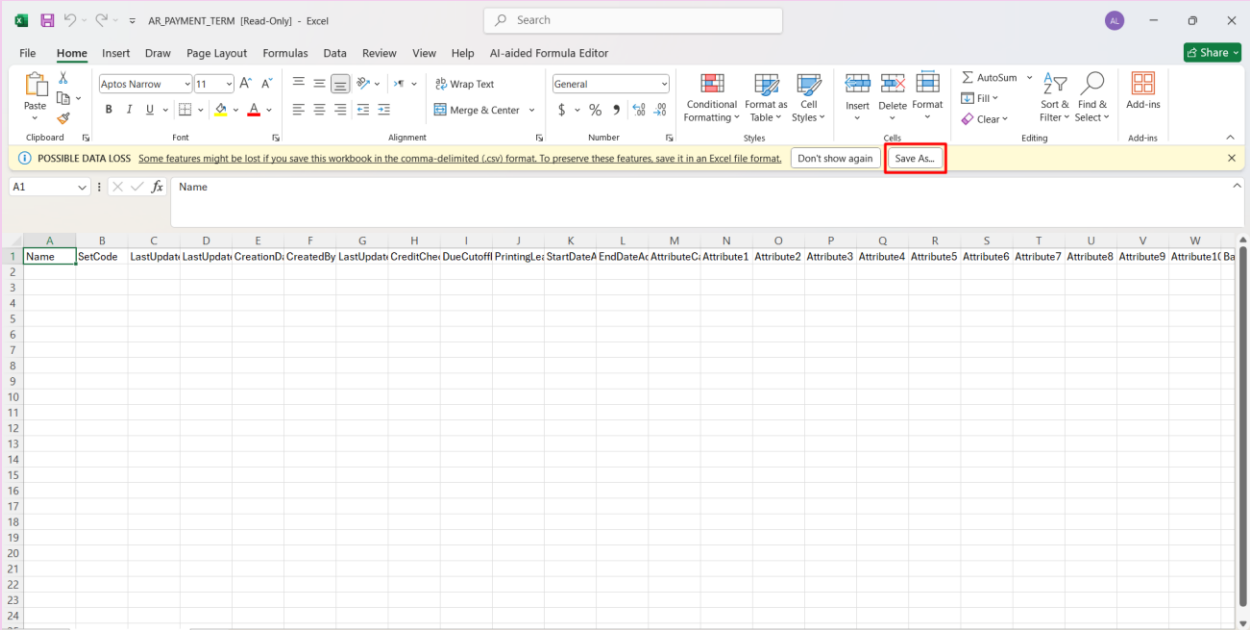
Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
AR_PAYMENT_TERM	Microsoft Excel Comma S...	1 KB	No	1 KB	55%	3/25/2025 11:42 AM
AR_PAYMENT_TERM_DISCOUNT	Microsoft Excel Comma S...	1 KB	No	1 KB	61%	3/25/2025 11:42 AM
AR_PAYMENT_TERM_LINE	Microsoft Excel Comma S...	1 KB	No	1 KB	57%	3/25/2025 11:42 AM
AR_PAYMENT_TERM_TRANSLATI...	Microsoft Excel Comma S...	1 KB	No	1 KB	40%	3/25/2025 11:42 AM
ASM_SETUP_CSV_METADATA	Microsoft Edge HTML Do...	2 KB	No	7 KB	84%	3/25/2025 11:42 AM

Convert 4 CSV file to Excel file to allow enter data then save in CSV form again in same ZIP file downloaded from system to Uploaded.

1\_Header

Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
AR_PAYMENT_TERM	Microsoft Excel Comma S...	1 KB	No	1 KB	55%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_DISCOUNT	Microsoft Excel Comma S...	1 KB	No	1 KB	61%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_LINE	Microsoft Excel Comma S...	1 KB	No	1 KB	57%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_TRANSLATI...	Microsoft Excel Comma S...	1 KB	No	1 KB	40%	3/26/2025 11:43 AM
ASM_SETUP_CSV_METADATA	Microsoft Edge HTML Do...	2 KB	No	7 KB	84%	3/26/2025 11:43 AM

Author: Amr Ahmed



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Name	SetCode	LastUpdateDate	LastUpdatedBy	CreationDate	CreatedBy	LastUpdateLogin	CreditCheckFlag	DueCutoffDay	PrintingLeadDays	StartDateActive	EndDateActive	AttributeCategory	Attribute1	Attribute2	Attribute3	Attribute4
1/10Net30	[redacted]						N		360	2010/01/01						

**Note:** Set code equal to Reference data set code in all sheets.

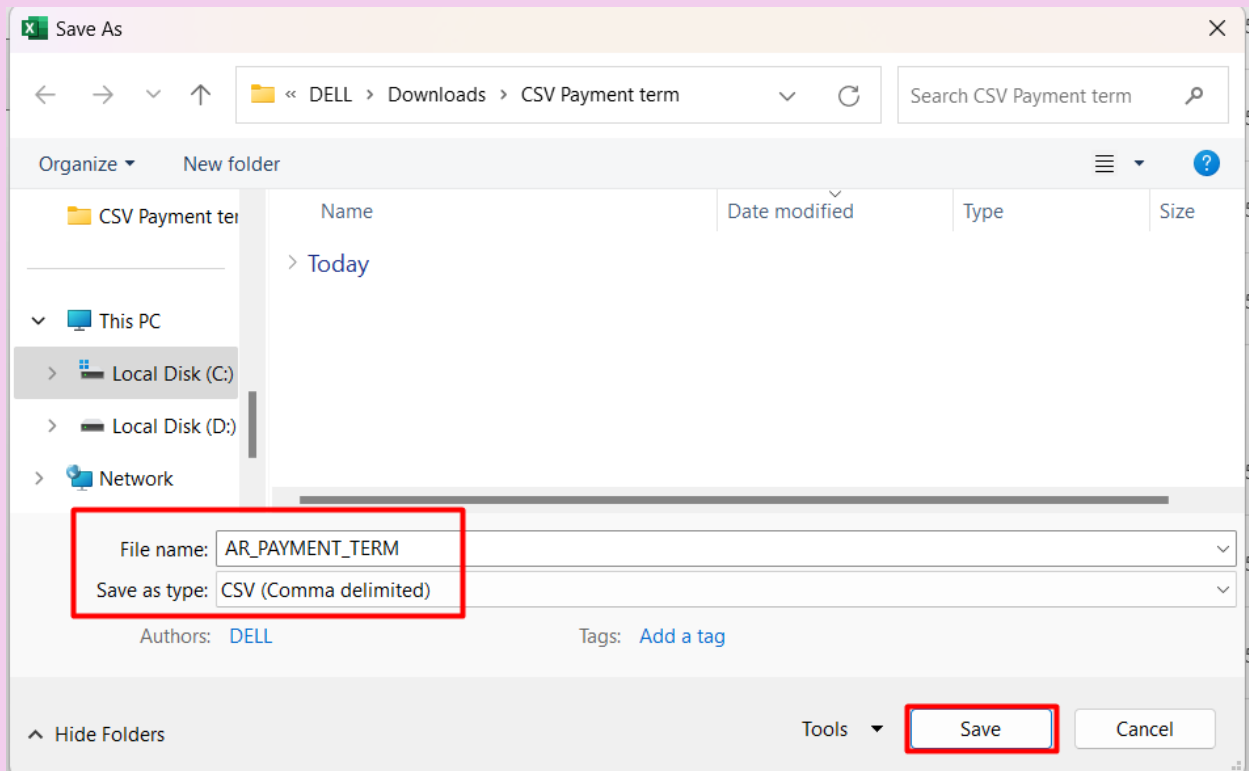
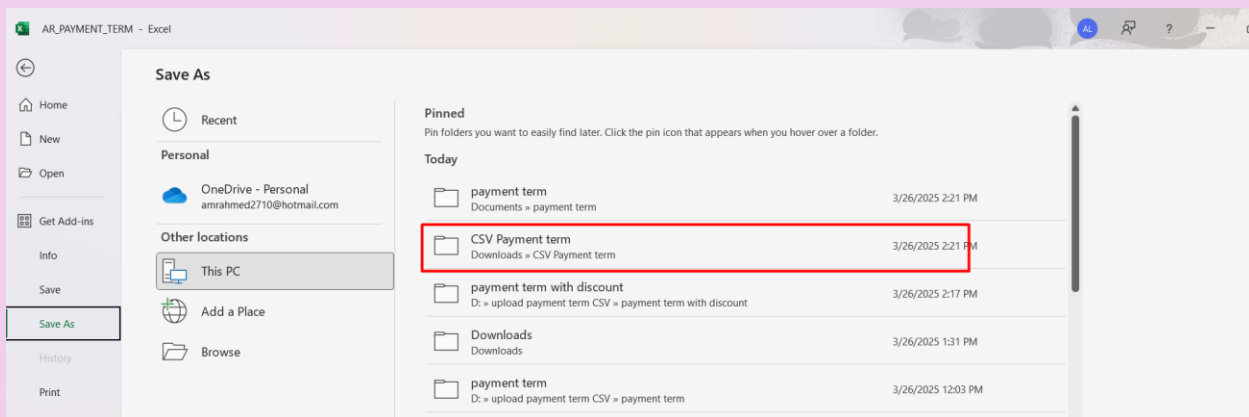
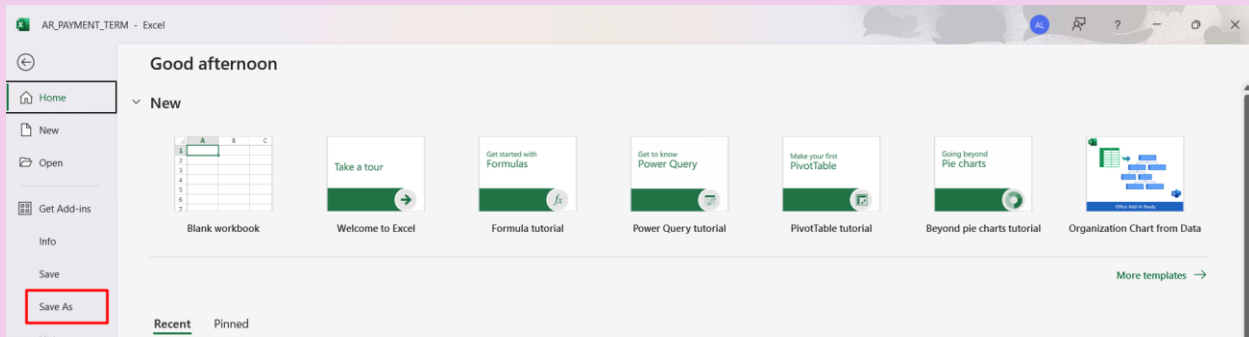
**Note:** Date Must be (YYYY/MM/DD) Format

Attribute10	BaseAmount	CalcDiscountOnLinesFlag	DiscountBasisDateType	FirstInstallmentCode	InUse	PartialDiscountFlag	Attribute11	Attribute12	Attribute13	Attribute14	Attribute15	Description	PrepaymentFlag	CycleName
100	Y	APPLICATION_DATE	ALLOCATE	Y	N							payment term 1/10Net30	N	

**Note:** Set (Y) on FIELD (CalcDiscountOnLinesFlag) If your payment Term have an Discount rule, Set (N) If there is no Discount (In this Case Point Number 3 Discount file there is no need to change leave it like downloaded from system)

Name	SetCode	LastUpdateDate	LastUpdatedBy	CreationDate	CreatedBy	LastUpdateLogin	CreditCheckFlag	DueCutoffDay	PrintingLeadDays	StartDateActive	EndDateActive	AttributeCategory	Attribute1	Attribute2	Attribute3	Attribute4
1/10Net30	[redacted]						N		360	2010/01/01						

Author: Amr Ahmed



2\_Line

<input type="checkbox"/> Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
AR_PAYMENT_TERM	Microsoft Excel Comma S...	1 KB	No	1 KB	55%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_DISCOUNT	Microsoft Excel Comma S...	1 KB	No	1 KB	61%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_LINE	Microsoft Excel Comma S...	1 KB	No	1 KB	57%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_TRANSLATI...	Microsoft Excel Comma S...	1 KB	No	1 KB	40%	3/26/2025 11:43 AM
ASM_SETUP_CSV_METADATA	Microsoft Edge HTML Do...	2 KB	No	7 KB	84%	3/26/2025 11:43 AM

AR\_PAYMENT\_TERM\_LINE [Read-Only] - Excel

FileHomeInsertDrawPage LayoutFormulasDataReviewViewHelpAI-aided Formula Editor

Paste

B

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Font

Wrap Text

Merge & Center

Alignment

General

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Number

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

AutoSum

Fill

Sort & Filter

Find & Select

Add-ins

Add-ins

Don't show againSave As...

A1AR\_PAYMENT\_TERM.Name

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W		
1	AR_PAYME	AR_PAYME	Sequence	LastUpdat	LastUpdat	CreationD	CreatedBy	LastUpdat	RelativeAn	DueDays	DueDate	DueDayOff	DueMonth	AttributeC	Attribute1	Attribute2	Attribute3	Attribute4	Attribute5	Attribute6	Attribute7	Attribute8	Attribute9	At
2																								
3																								

Save As

Documents > payment termSearch payment term

OrganizeNew folder

	Name	Date modified	Type	Size
	AR_PAYMENT_TERM	3/26/2025 1:55 PM	Microsoft Excel W...	11
	AR_PAYMENT_TERM_DISCOUNT	3/26/2025 2:09 PM	Microsoft Excel W...	11

File name: AR\_PAYMENT\_TERM\_LINE

Save as type: Excel Workbook

Authors: DELLTags: Add a tag

☐ Save Thumbnail

Hide FoldersToolsSaveCancel



Author: Amr Ahmed

File Home Insert Draw Page Layout Formulas Data Review View Help AI-aided Formula Editor															
Clipboard Font Alignment Number Styles Cells Editing Add-ins															
A6															
1	AR_PAYMENT_TERM.Name	AR_PAYMENT_TERM.SetCode	SequenceNum	LastUpdateDate	LastUpdatedBy	CreationDate	CreatedBy	LastUpdateLogin	RelativeAmount	DueDays	DueDate	DueDayOfMonth	DueMonthsForward	AttributeCategory	Attribute
2	1/10Net30		1						100	30					
3															
4															
5															
6															
7															

File Home Insert Draw Page Layout Formulas Data Review View Help AI-aided Formula Editor															
Clipboard Font Alignment Number Styles Cells Editing Add-ins															
A6															
1	Date	DueDayOfMonth	DueMonthsForward	AttributeCategory	Attribute1	Attribute2	Attribute3	Attribute4	Attribute5	Attribute6	Attribute7	Attribute8	Attribute9	Attribute10	Attribute11
2															
3															
4															
5															
6															
7															

File Home Insert Draw Page Layout Formulas Data Review View Help AI-aided Formula Editor															
Clipboard Font Alignment Number Styles Cells Editing Add-ins															
A6															

File Home Insert Draw Page Layout Formulas Data Review View Help AI-aided Formula Editor															
Clipboard Font Alignment Number Styles Cells Editing Add-ins															
A6															

Save As

Recent

Personal

Other locations

This PC

Add a Place

Browse

Pinned

Today

payment term

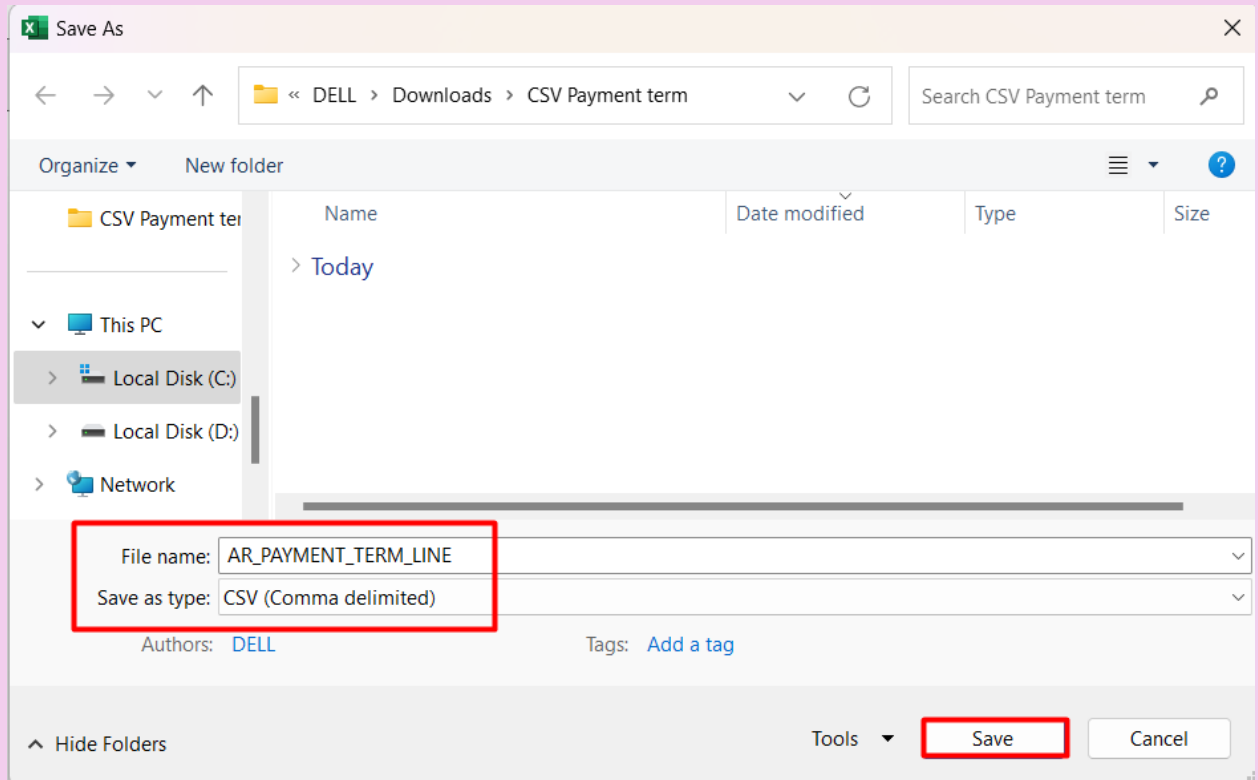
CSV Payment term

payment term with discount

Downloads

payment term

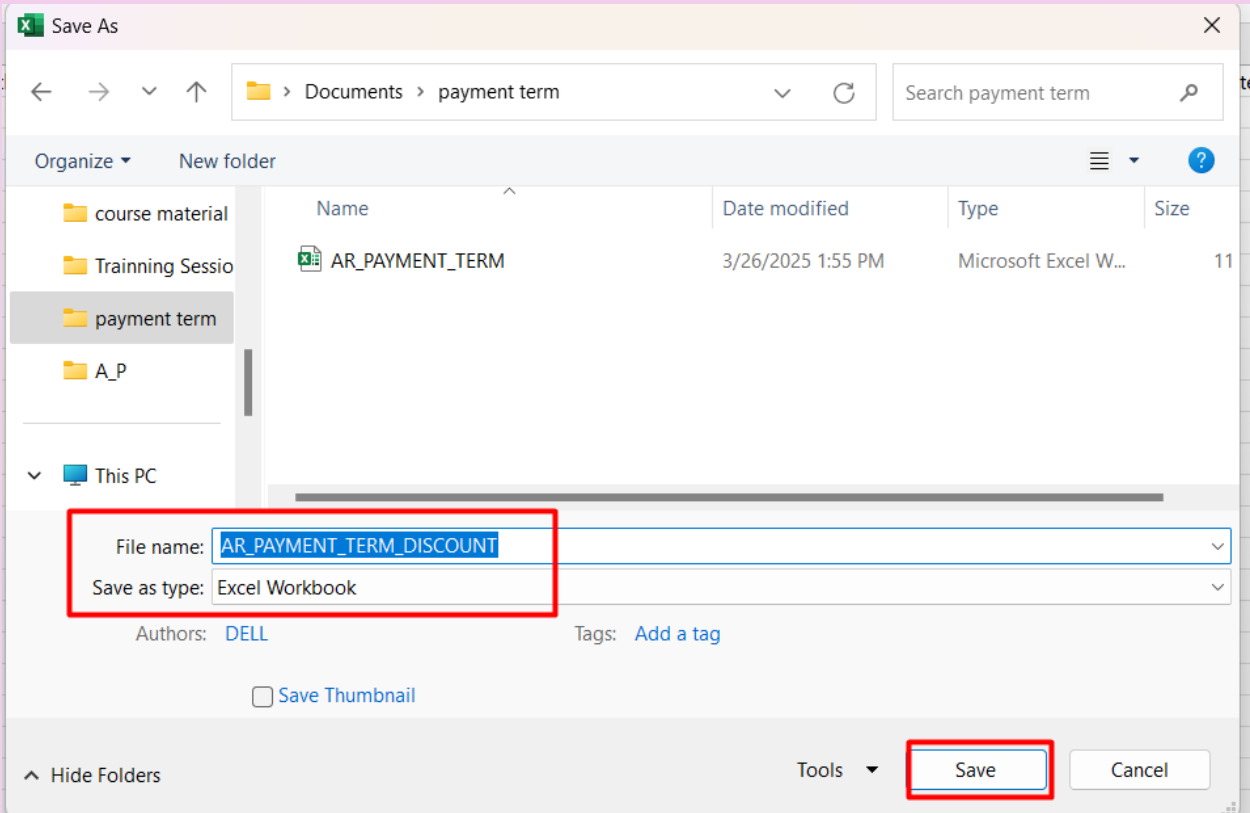
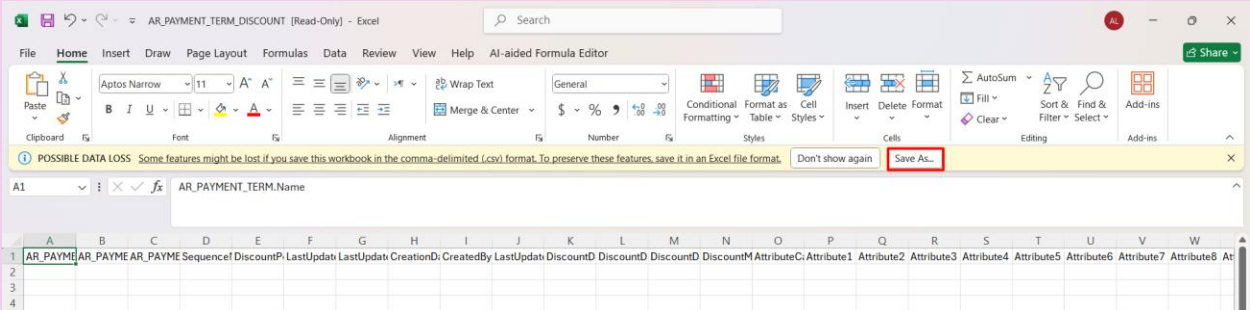
Author: Amr Ahmed



Author: Amr Ahmed

3\_Discount. (If flag (Y) in Header for field CalcDiscountOnLinesFlag)

<input type="checkbox"/> Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
AR_PAYMENT_TERM	Microsoft Excel Comma S...	1 KB	No	1 KB	55%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_DISCOUNT	Microsoft Excel Comma S...	1 KB	No	1 KB	61%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_LINE	Microsoft Excel Comma S...	1 KB	No	1 KB	57%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_TRANSLATI...	Microsoft Excel Comma S...	1 KB	No	1 KB	40%	3/26/2025 11:43 AM
ASM_SETUP_CSV_METADATA	Microsoft Edge HTML Do...	2 KB	No	7 KB	84%	3/26/2025 11:43 AM



Author: Amr Ahmed

File Home Insert Draw Page Layout Formulas Data Review View Help AI-aided Formula Editor														
Clipboard Font Alignment Number Styles Cells Editing Add-ins														
A3 fx														
1	AR_PAYMENT_TERM.Name	AR_PAYMENT_TERM.SetCode	AR_PAYMENT_TERM.Line.SequenceNum	SequenceNum	DiscountPercent	LastUpdateDate	LastUpdatedBy	CreationDate	CreatedBy	LastUpdateLogin	DiscountDays	DiscountDate	DiscountDay	
2	1/10Net30		1	1	1						10			
3														
4														
5														
6														
7														

File

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Help

AI-aided Formula Editor

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File Home Insert Draw Page Layout Formulas Data Review View Help AI-aided Formula Editor														
Clipboard Font Alignment Number Styles Cells Editing Add-ins														
A3 fx														

File Home Insert Draw Page Layout Formulas Data Review View Help AI-aided Formula Editor														
Clipboard Font Alignment Number Styles Cells Editing Add-ins														
A3 fx														

Home

New

Open

Get Add-ins

Info

Save

Save As

History

Recent

Personal

Other locations

This PC

Add a Place

Browse

Pinned

Today

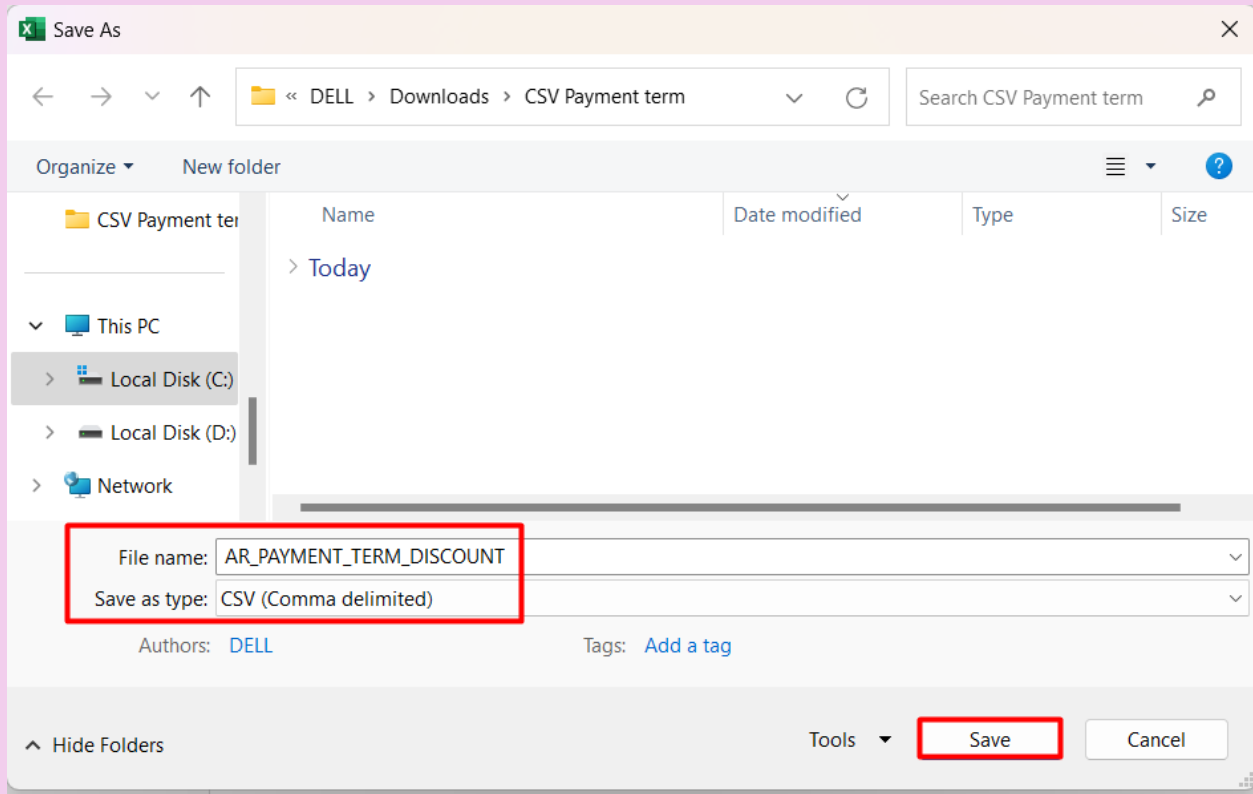
payment term

CSV Payment term

payment term with discount

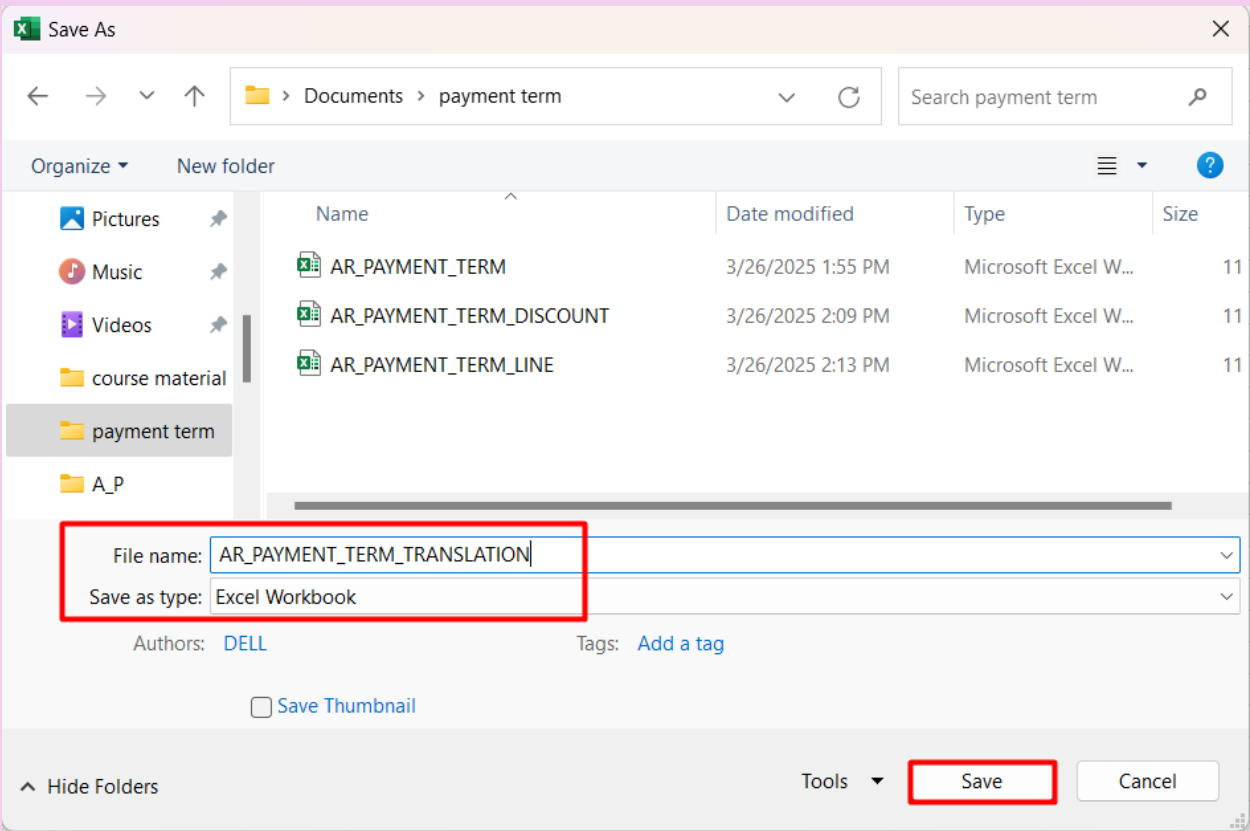
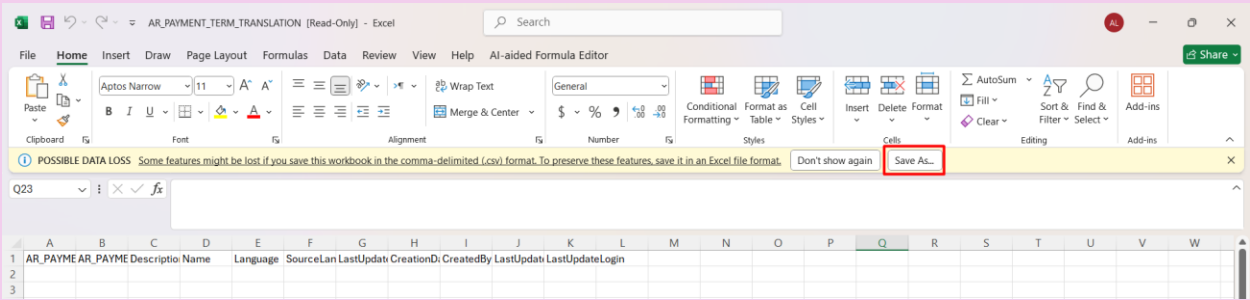
Downloads

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4\_Translation.

Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
AR_PAYMENT_TERM	Microsoft Excel Comma S...	1 KB	No	1 KB	55%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_DISCOUNT	Microsoft Excel Comma S...	1 KB	No	1 KB	61%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_LINE	Microsoft Excel Comma S...	1 KB	No	1 KB	57%	3/26/2025 11:43 AM
AR_PAYMENT_TERM_TRANSLATI...	Microsoft Excel Comma S...	1 KB	No	1 KB	40%	3/26/2025 11:43 AM
ASM_SETUP_CSV_METADATA	Microsoft Edge HTML Do...	2 KB	No	7 KB	84%	3/26/2025 11:43 AM



Author: Amr Ahmed

File Home Insert Draw Page Layout Formulas Data Review View Help AI-aided Formula Editor															
Clipboard Font Alignment Number Styles Cells Editing Add-ins															
D7															
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	AR_PAYMENT_TERM.Name	AR_PAYMENT_TERM.SetCode	Description	Name	Language	SourceLang	LastUpdateDate	CreationDate	CreatedBy	LastUpdatedBy	LastUpdateLogin				
2	1/10Net30	1/10Net30	payment term 1/10Net30	1/10Net30	AR	AR									
3	1/10Net30	1/10Net30	payment term 1/10Net30	1/10Net30	US	US									
4															
5															

File Home Insert Draw Page Layout Formulas Data Review View Help AI-aided Formula Editor															
Clipboard Font Alignment Number Styles Cells Editing Add-ins															
D7															

Home

New

Open

Get Add-ins

Info

Save

Save As

History

Print

Good afternoon

New

Blank workbook

Welcome to Excel

Formula tutorial

Power Query tutorial

PivotTable tutorial

Beyond pie charts tutorial

Organization Chart from Data

More templates

Home

New

Open

Get Add-ins

Info

Save

Save As

History

Print

Save As

Recent

Personal

OneDrive - Personal

Other locations

This PC

Add a Place

Browse

Pinned

Today

CSV Payment term

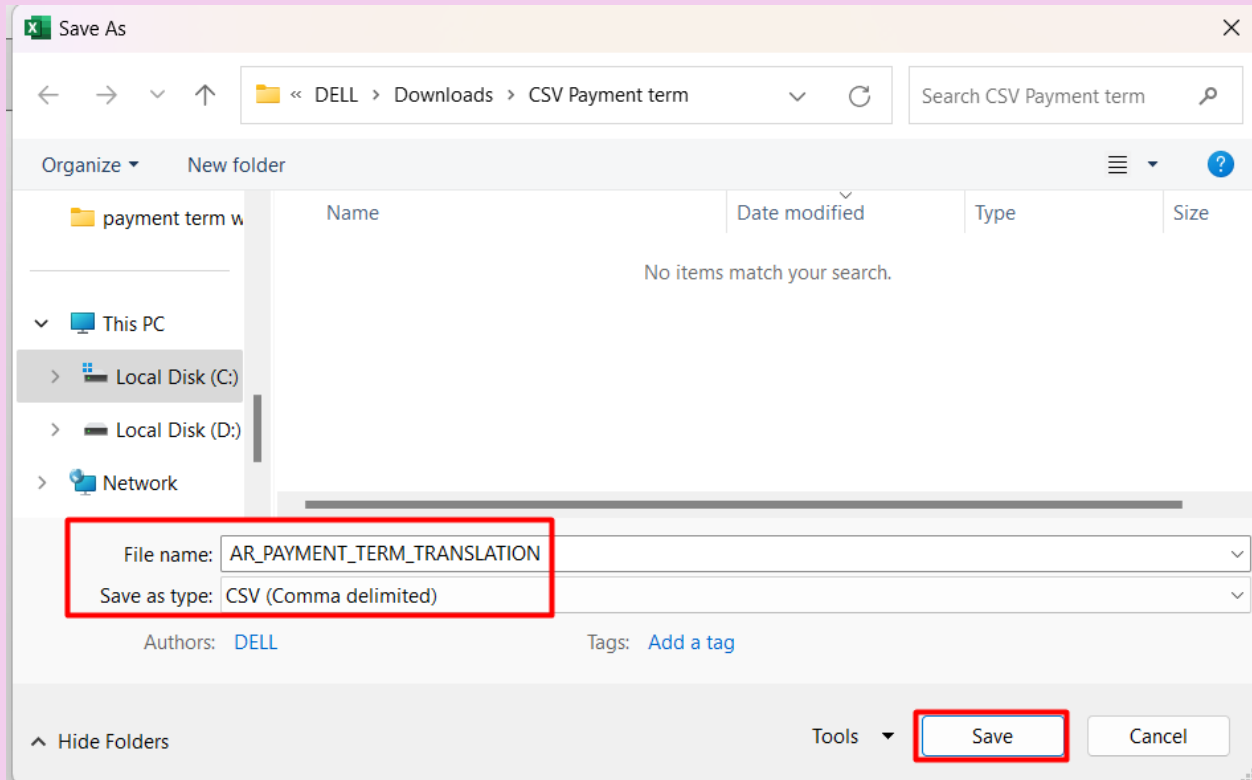
payment term with discount

payment term

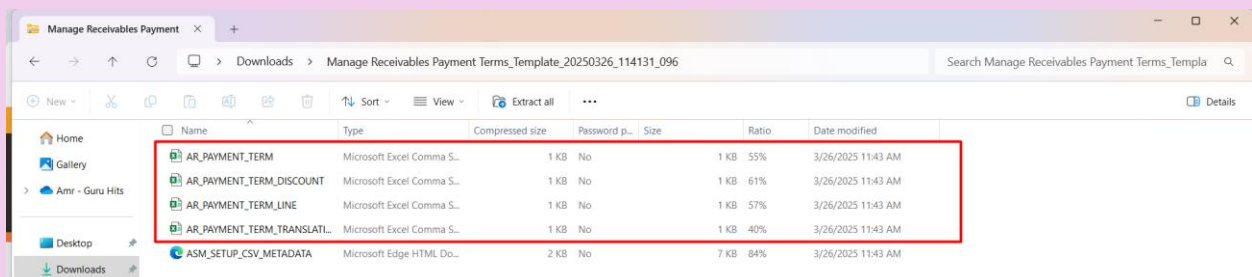
Downloads

payment term

**Author: Amr Ahmed**



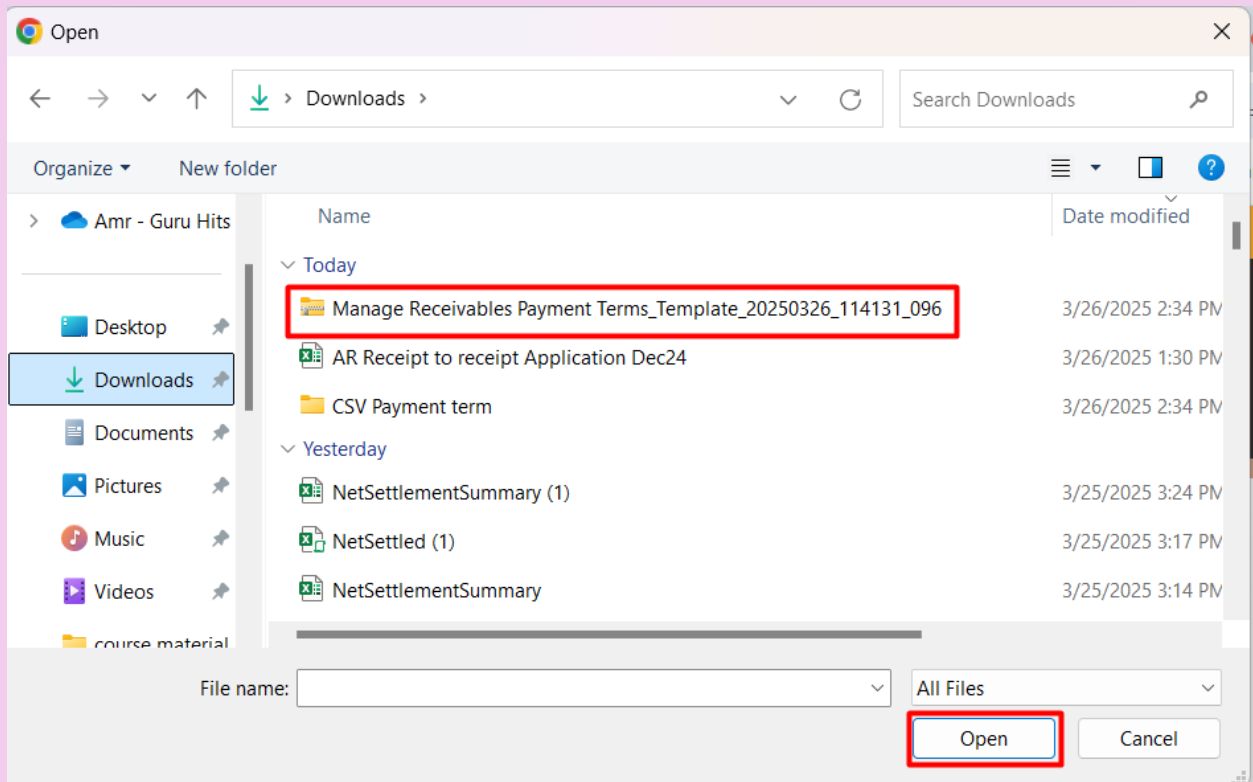
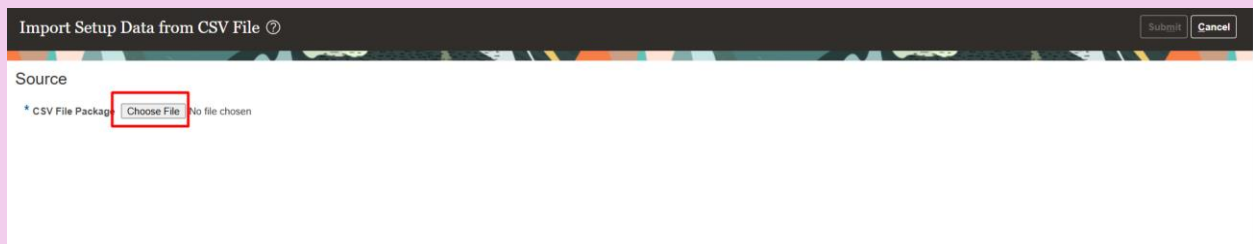
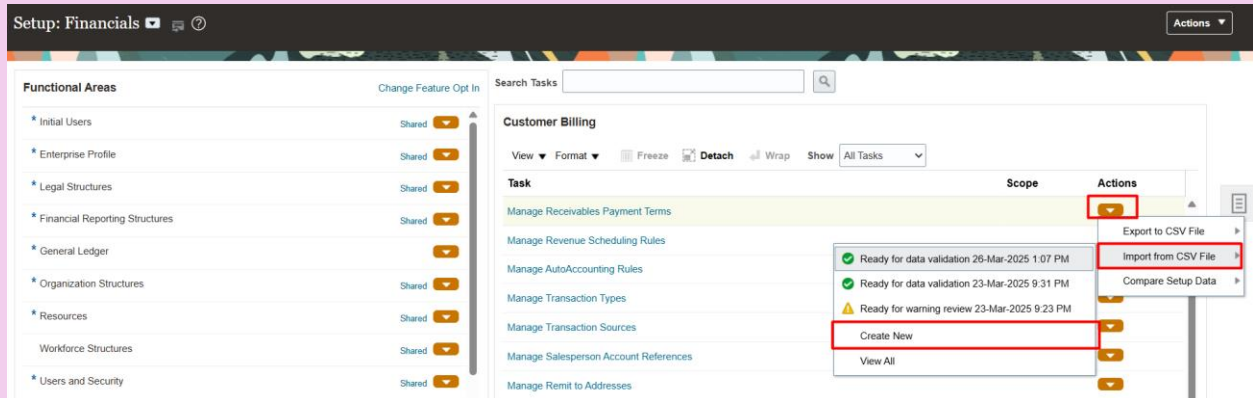
\_Now Delete Original files downloaded from system 4 CSV file and replace them with 4 CSV which made in same ZIP file.





Author: Amr Ahmed

\_Upload ZIP file to System.



Import Setup Data from CSV File ?

SubmitCancel

Source

CSV File Package  Manage Receivables Payment Terms\_Template\_20250325\_113953\_298.zip  Update...

Details

Name	Manage Receivables Payment Terms_Template_20250325_113953_298	Task	Manage Receivables Payment Terms
Description	Manage Receivables Payment Terms_Template_20250325_113953_298	Version Date	2025-03-25 11:42:25.791

Confirmation

The request to upload setup data CSV files for the Manage Receivables Payment Terms task has been submitted to the Manage Receivables Payment Terms\_20250326\_100717\_924 process.

OK

Setup: Financials ?

Actions

Functional Areas

Change Feature Opt In

Initial Users

Shared

Enterprise Profile

Shared

Legal Structures

Shared

Financial Reporting Structures

Shared

General Ledger

Organization Structures

Shared

Resources

Shared

Workforce Structures

Shared

Users and Security

Shared

Payables

Shared

Search Tasks

Customer Billing

ViewFormatFreezeDetachWrapShowAll Tasks

Task	Scope	Actions
Manage Receivables Payment Terms		<div>Export to CSV File</div> <div>Import from CSV File</div> <div>Compare Setup Data</div>

Manage Revenue Scheduling Rules		
Manage AutoAccounting Rules	Ready for data validation 26-Mar-2025 1:07 PM	
Manage Transaction Types	Ready for data validation 23-Mar-2025 9:31 PM	
Manage Transaction Sources	Ready for warning review 23-Mar-2025 9:23 PM	
Manage Salesperson Account References	Create New	
Manage Remit to Addresses	View All	
Manage Standard Memo Lines		

Import Setup Data from CSV File Results: Manage Receivables Payment Terms\_20250323\_063034\_639

ActionsDone

Perform the additional tasks listed below to complete the setup data migration. Run the comparison report or use the tasks to ensure the setup data was migrated properly.

Summary

StatusCompleted successfully

Process Date23-Mar-2025 9:31 PM

Completed Successfully3

StageReady for data validation

Total Objects3

Completed with Errors0

Task

Total Objects Completed3

Business Objects

Setup: Financials ?

Actions

Functional Areas

Change Feature Opt In

Initial Users

Shared

Enterprise Profile

Shared

Legal Structures

Shared

Financial Reporting Structures

Shared

General Ledger

Organization Structures

Shared

Resources

Shared

Workforce Structures

Shared

Users and Security

Shared

Payables

Shared

Search Tasks

Customer Billing

ViewFormatFreezeDetachWrapShowAll Tasks

Task	Scope	Actions
Manage Receivables Payment Terms		
Manage Revenue Scheduling Rules		
Manage AutoAccounting Rules		
Manage Transaction Types		
Manage Transaction Sources		
Manage Salesperson Account References		
Manage Remit to Addresses		
Manage Standard Memo Lines		

Author: Amr Ahmed

Manage Receivables Payment Terms ② Done

Search

Name

Description

Payment Terms Set

Allow Discount on Partial Payments ☐

Discount Basis

From Date Equals

To Date Equals

Search Reset Save... Add Fields Reorder

View  + - 📄 🔗 Detach

Name	Description	Payment Terms Set	Allow Discount on Partial Payments	Discount Basis	Installment Option	From Date	To Date
No search conducted.							

Manage Receivables Payment Terms ② Done

Search

View  + - 📄 🔗 Detach

Name	Description	Payment Terms Set	Allow Discount on Partial Payments	Discount Basis	Installment Option	From Date	To Date
1/10Net30	payment term 1/10Net30	El-Ajou Trading Group Co.	No		Allocate tax and freight	01-Jan-2010	

Payment Terms Set: El-Ajou Trading Group Co.

Name

Description

☐ Allow discount on partial payments

☐ Prepayment

☐ Credit check

Billing Cycle

Base Amount

Discount Basis

Discount Basis Date

From Date

To Date

Print Lead Days

Installment Option

Context Value

Payment Schedule

* Sequence	* Relative Amount	Days	Date	Day of Month	Months Ahead
1	100	30	dd-mm-yyyy		
Total	100.00				

Sequence 1: Discounts

Percentage	Days	Date	Day of Month	Months
1.00	10	dd-mm-yyyy		

-You will only need to choose Discount Basis Amount.