

AR Transaction & Credit Memo

Transaction (Invoice) & Credit Memo (Manual / Automatic)

- ➔ We will create a standard transaction
- ➔ We will create a t Credit Memo (Manual)

Steps for Credit Memo (Manual)

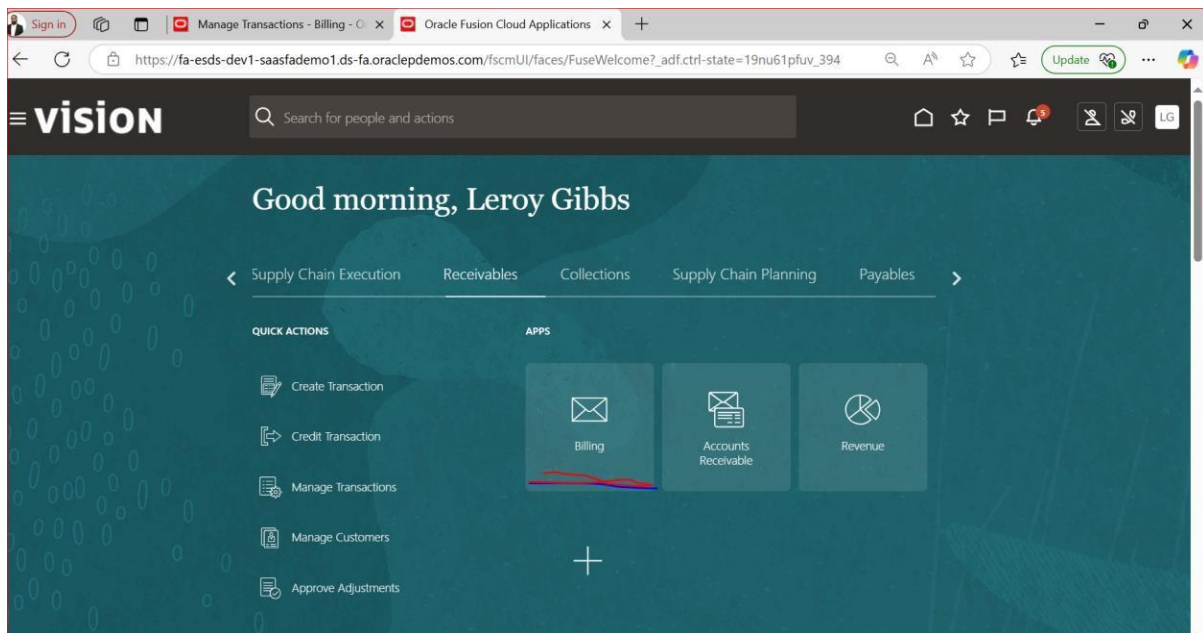
- 1) Create a standard invoice
- 2) Create credit memo (from Transitional Work Bench)
- 3) Create Receipt for credit memo
- 4) Check Balance for the standard invoice

Steps for Credit Memo (Automatic)

- 1) Create Transaction standard one
- 2) Create auto credit
- 3) Check Balance
- 4) Create receipt for balance amount
- 5) Check Balance

Now Steps for Credit Memo (Manual)

Go Accounts receivable -> Billing -> Create Transaction



The screenshot shows the Oracle Vision Billing interface. On the left, there are summary cards for 'Incomplete' (1), 'Transaction Approval' (0), and 'Adjustment Approval' (0). The main area displays a table of transactions with columns: Transaction Number, Source, Class, Customer, Entered Amount, and Date. A sidebar on the right contains navigation links for Transactions, Customers, Customer Account Balances, and Accounting.

Transaction Number	Source	Class	Customer	Entered Amount	Date
1309768	Receivables Import	Invoice	Dixon Industries	492,085.20 EUR	1/6/25
1309769	Receivables Import	Invoice	Dixon Industries	357,594.00 EUR	1/3/25
51765	Manual	Invoice	Department of Education	175,000.00 USD	1/6/25
10033	Manual	Invoice	Business World	134,767.20 EUR	1/7/25
116771	Manual	Credit Memo	Supermercados el Corte	-120,000.00 USD	3/13/25
1309814	Receivables Import	Invoice	Business World	76,455.60 EUR	1/10/25
1309778	Receivables Import	Invoice	Dixon Industries	71,264.40 EUR	1/2/25
1309853	Receivables Import	Invoice	Dixon Industries	71,264.40 EUR	1/6/25
37765	Manual	Invoice	Reliance India Ltd.	65,000.00 INR	1/4/24
112805	Manual	Invoice	Dixon Industries	64,000.00 EUR	3/11/25
10246	Manual	Invoice	Third Bank of China	63,238.50 CNY	1/2/25
10022	Manual	Invoice	Dixon Industries	47,271.60 GBP	1/10/25
1309777	Receivables Import	Invoice	Dixon Industries	41,550.00 EUR	1/6/25
112807	Manual	Credit Memo	Owens & Minor	39,200.00 EUR	3/10/25

Enter all the details

The screenshot shows the 'Create Transaction: Invoice' form in Oracle Vision. It is divided into several sections: General Information, Customer, Invoice Lines, and Payment. The General Information section includes fields for Transaction Class, Business Unit, Transaction Source, Transaction Type, Transaction Number, and Document Number. The Customer section includes Bill-to Name and Site. The Invoice Lines section includes a table for Line Information. The Payment section includes Ship-to Name and Site, and Payment Terms.

General Information

Transaction Class: Invoice
 * Business Unit: US1 Business Unit
 * Transaction Source: Manual
 * Transaction Type: Invoice
 * Transaction Number:
 Document Number:
 Transaction Date: 3/24/25
 Accounting Date: 3/24/25
 * Currency: USD US Dollar
 Transaction Total: 2,500.00
 Lines: 2,500.00
 Tax: 0.00
 Freight: 0.00
 Charges: 0.00

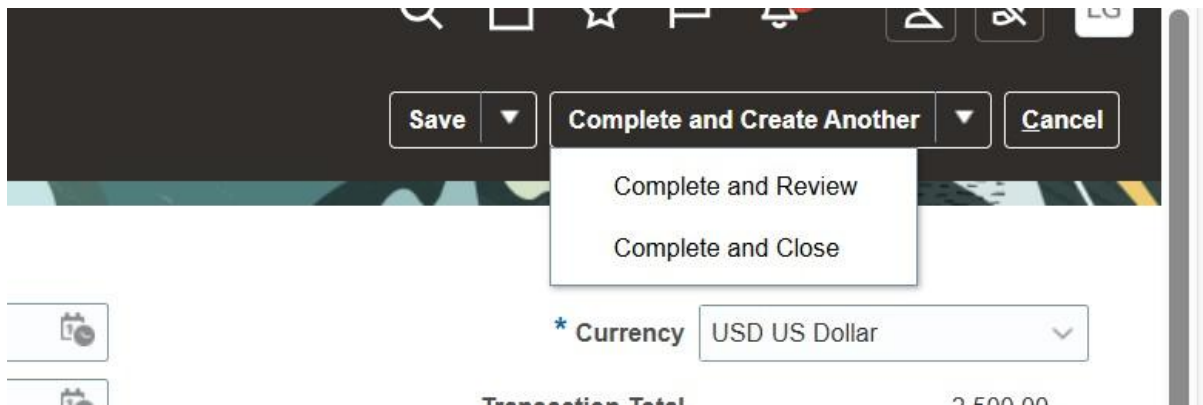
Customer

* Bill-to Name: Easy Solutions
 Bill-to Site: Oakland
 Ship-to Name: Easy Solutions
 Ship-to Site: 1055
 * Payment Terms: 2/10, Net 30
 Due Date: 4/23/25

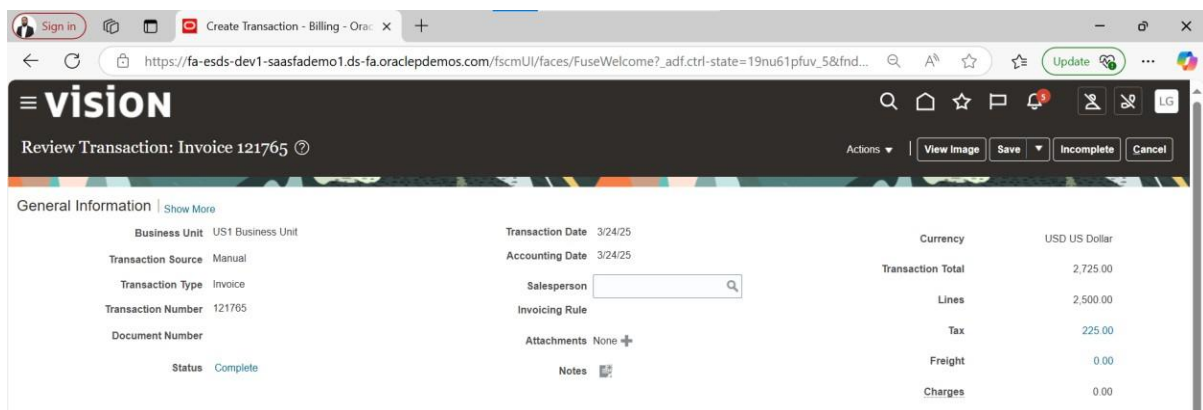
Invoice Lines

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details	Tax Invoice Date	Tax Classification

Then complete and Review

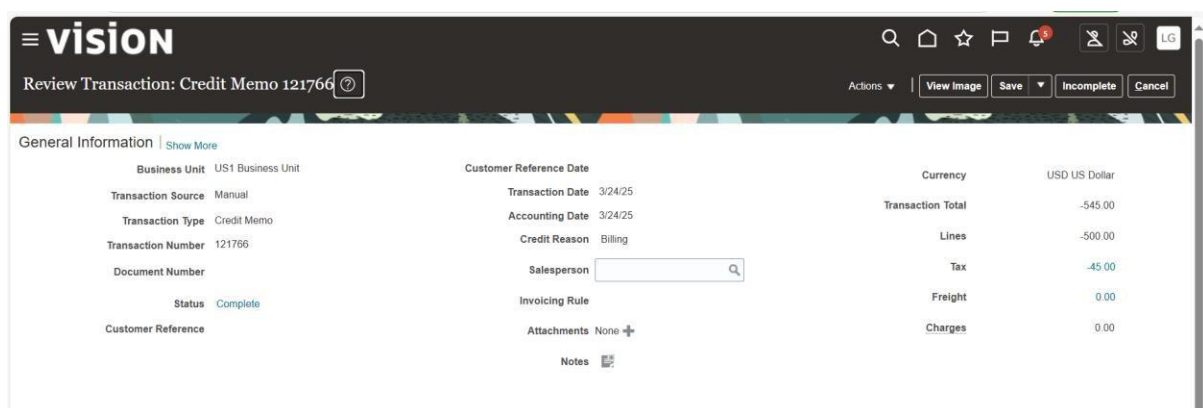


Invoice has been generated



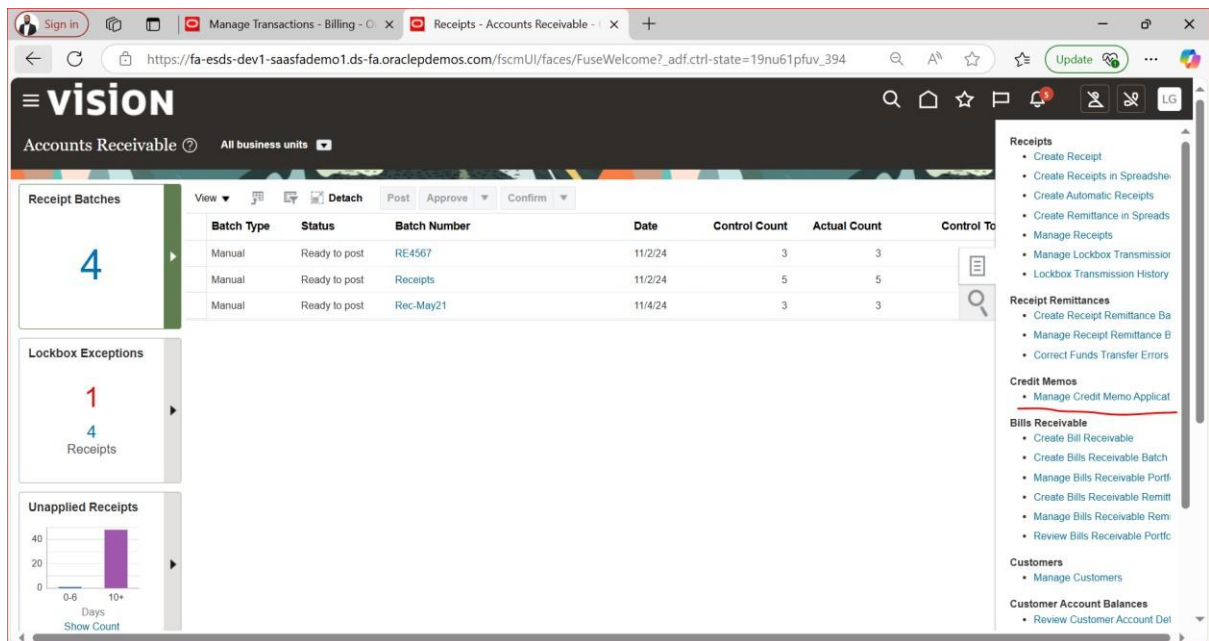
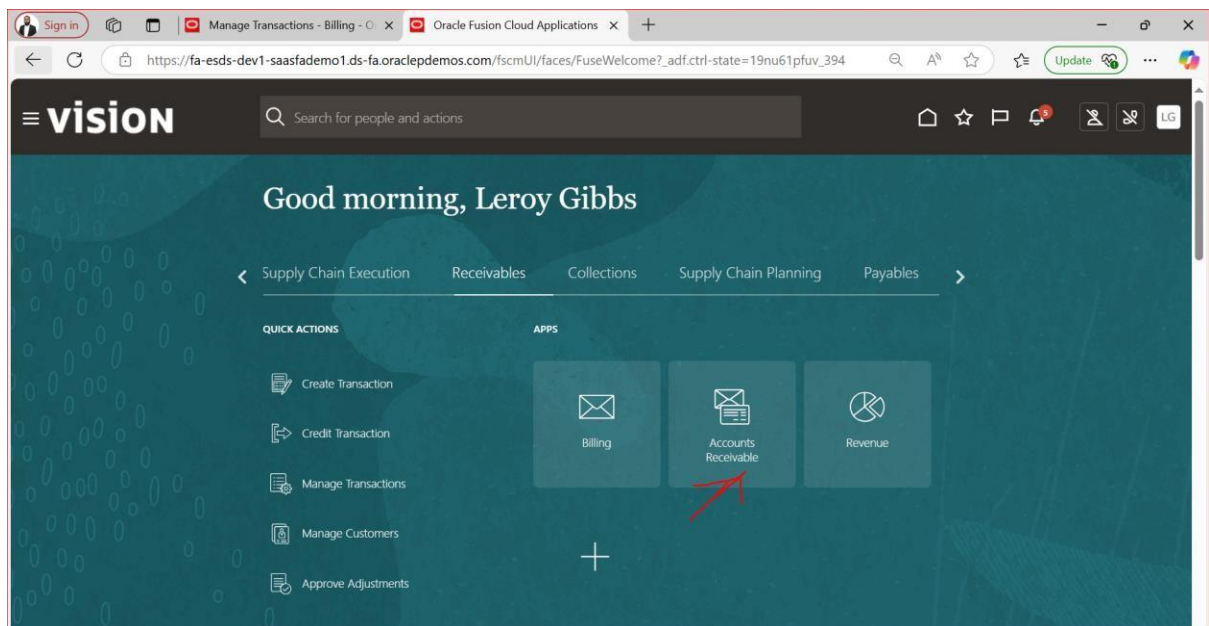
Transaction Number : 121765

In the same manner create credit memo from transaction work bench



Credit Memo Transaction Number : 121766

Now go to Home > Accounts Receivable then go to Manage Credit Memo Application



Search with the credit memo

vision Manage Credit Memo Applications

Search

Business Unit

** Transaction Source

Transaction Type

** Transaction Number Starts with

** Transaction Date Equals

Transaction Reference

** Customer Name

Search Reset Save...

View Detach Issue Refund

Transaction Number	Transaction Source	Customer Name	Entered Amount	Unapplied Amount	Transaction Date	Document Number
121766	Manual	Easy Solutions	-545.00 USD	-545.00 USD	3/24/25	

Click on "Add Open Receivables"

vision Apply Credit Memo: 121766

Business Unit US1 Business Unit Customer Account Number 10020 Currency USD

Transaction Source Manual Customer Name Easy Solutions Entered Amount 545.00

Transaction Type Credit Memo Customer Site Oakland Accounted Amount 545.00

Transaction Number 121766 Reference Reason Billing Applied Amount 0.00

Transaction Date 3/24/25 Customer Reference Dispute Amount 0.00

Transaction Reference Dispute Date Unapplied Amount 545.00

Document Number Attachments None

Credit Memo Applications

Actions View Detach Add Open Receivables Issue Refund

Application Type	Application Reference	Customer Account Number	Activity Class	Amount Due	Applied Amount	Application Date	Accounting Date
No data to display							

Then enter the original transaction invoice

vision Apply Credit Memo: 121766

Add Open Receivables

Search

** Transaction Number Equals

Transaction Type

** Transaction Customer Name

** Transaction Customer Account Number

Amount

From Transaction Due Date

To Transaction Due Date

☐ Include Closed Transactions

Search Reset

View Detach

Transaction Number	Transaction Class	Due Date	Payment Terms	Customer Name	Customer Account Number	Amount
No search conducted.						

Add Done Cancel

Click on “Add”

The screenshot shows a modal window titled "Add Open Receivables" with a search bar and a table of transaction data. The table has columns for Transaction Number, Transaction Class, Due Date, Payment Terms, Customer Name, Customer Account Number, and Amount. A single row is visible with Transaction Number 121765, Transaction Class Invoice, Due Date 4/23/25, Payment Terms 2/10, Net 30, Customer Name Easy Solutions, Customer Account Number 10020, and Amount 2,725.00. At the bottom right of the table are buttons for Add, Done, and Cancel.

Transaction Number	Transaction Class	Due Date	Payment Terms	Customer Name	Customer Account Number	Amount
121765	Invoice	4/23/25	2/10, Net 30	Easy Solutions	10020	2,725.00

Once done save and close

Then again go to the original transactional invoice 121765 -> Actions -> View Balance

The screenshot shows the "Review Transaction: Invoice 121765" page in Oracle Fusion. The page has a sidebar with "General Information" and "Invoice Details". The "Balance Details: Invoice 121765" dialog is open, showing a table of balance details. The table has columns for Balance Details, Lines, Tax, Freight, Charges, and Total. The rows include Original Amount, Receipts, Credits/Refunds, Adjustments, Bills Receivable, Discounts, and a final Balance row. The "Credits/Refunds" row is highlighted. The "Done" button is at the bottom right of the dialog.

Balance Details	Lines	Tax	Freight	Charges	Total
Original Amount	2,500.00	225.00	0.00	0.00	2,725.00
Receipts	0.00	0.00	0.00	0.00	0.00
Credits/Refunds	-500.00	-45.00	0.00	0.00	-545.00
Adjustments	0.00	0.00	0.00	0.00	0.00
Bills Receivable	0.00	0.00	0.00	0.00	0.00
Discounts	0.00	0.00	0.00	0.00	0.00
Balance	2,000.00	180.00	0.00	0.00	2,180.00

Steps for Credit Memo (Automatic)

Create a Transaction from Billing -> Create transaction

vision

Billing ? All business units

Incomplete 2 0-10 Days 128 10+ Days

Transaction Approval 0 Pending Approval

Adjustment Approval 0

Transaction Number	Source	Class	Customer	Entered Amount	Date
1309768	Receivables Import	Invoice	Dixon Industries	492,085.20 EUR	1/6/25
1309769	Receivables Import	Invoice	Dixon Industries	357,594.00 EUR	1/3/25
51765	Manual	Invoice	Department of Education	175,000.00 USD	1/6/25
10033	Manual	Invoice	Business World	134,767.20 EUR	1/7/25
116771	Manual	Credit Memo	Supermercados el Corte	-120,000.00 USD	3/13/25
1309814	Receivables Import	Invoice	Business World	76,455.60 EUR	1/10/25
1309778	Receivables Import	Invoice	Dixon Industries	71,264.40 EUR	1/2/25
1309853	Receivables Import	Invoice	Dixon Industries	71,264.40 EUR	1/8/25
37765	Manual	Invoice	Reliance India Ltd.	65,000.00 INR	1/4/24
112805	Manual	Invoice	Dixon Industries	64,000.00 EUR	3/11/25
10246	Manual	Invoice	Third Bank of China	63,238.50 CNY	1/2/25
10022	Manual	Invoice	Dixon Industries	47,271.60 GBP	1/10/25
1309777	Receivables Import	Invoice	Dixon Industries	41,550.00 EUR	1/6/25

Transactions

- Create Transaction
- Credit Transaction
- Manage Transactions
- Manage AutoInvoice Lines
- Approve Adjustments
- Manage Recurring Bill Plans

Customers

- Create Customer
- Manage Customers
- Upload Customers from Spreadsheets
- Manage Data Import

Customer Account Balances

- Review Customer Account Details

Accounting

- Create Accounting
- Create Adjustment Journal
- Review Journal Entries

Enter all the required details then Complete and Review

Create Transaction: Invoice

Save Complete and Create Another Complete and Review Complete and Close

General Information Show More

Transaction Class Invoice Transaction Date 3/24/25 Currency USD US Dollar

* Business Unit US1 Business Unit Accounting Date 3/24/25

* Transaction Source Manual Salesperson

* Transaction Type Invoice Invoicing Rule

* Transaction Number Attachments None

Document Number Notes

Customer

* Bill-to Name Easy Solutions Ship-to Name Easy Solutions

Bill-to Site Oakland Ship-to Site 1055

Payment

* Payment Terms 2/10, Net 30 Due Date 4/23/25

Invoice Lines

View + Detach Edit Freight Edit Default Sales Credits

Line Information Tax Determinants Revenue Scheduling

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details	Tax Invoice Date	Tax Classification
1		goods			1	3500	3,500.00		m/d/y	

Sign in Manage Transactions - Billing - Oracle Fusion Cloud Applications

https://fa-esds-dev1-saasfadem01.ds-fa.oraclepemos.com/fscmUI/faces/FuseWelcome?.adf.ctrl-state=tg7cu4csd_142

vision

Review Transaction: Invoice 121768

Actions View Image Save Incomplete Cancel

General Information Show Less

Business Unit	US1 Business Unit	Transaction Date	3/24/25	Currency	USD US Dollar
Transaction Source	Manual	Billing Date		Transaction Total	3,815.00
Transaction Type	Invoice	Accounting Date	3/24/25	Lines	3,500.00
Transaction Number	121768	Salesperson		Tax	315.00
Billing Number		Invoicing Rule		Freight	0.00
Cross Reference		Attachments	None	Charges	0.00
Document Number		Notes		Dispute Amount	0.00
Status	Complete			Dispute Date	

Customer Payment Miscellaneous

Transaction Number : 121768

Now create the credit transaction

Sign in Transactions - Billing - Oracle Fusion Cloud Applications

https://fa-esds-dev1-saasfadem01.ds-fa.oraclepemos.com/fscmUI/faces/FuseWelcome?.adf.ctrl-state=tg7cu4csd_142

vision

Billing All business units

Incomplete 2 0-10 Days 128 10+ Days

Transaction Approval 0 Pending Approval

Adjustment Approval 0

Transaction Number	Source	Class	Customer	Entered Amount	Date
1309768	Receivables Import	Invoice	Dixon Industries	492,085.20 EUR	1/6/25
1309769	Receivables Import	Invoice	Dixon Industries	357,594.00 EUR	1/3/25
51765	Manual	Invoice	Department of Education	175,000.00 USD	1/6/25
10033	Manual	Invoice	Business World	134,767.20 EUR	1/7/25
116771	Manual	Credit Memo	Supermercados el Corte	-120,000.00 USD	3/13/25
1309814	Receivables Import	Invoice	Business World	76,455.60 EUR	1/10/25
1309778	Receivables Import	Invoice	Dixon Industries	71,264.40 EUR	1/2/25
1309853	Receivables Import	Invoice	Dixon Industries	71,264.40 EUR	1/8/25
37765	Manual	Invoice	Reliance India Ltd.	65,000.00 INR	1/4/24
112805	Manual	Invoice	Dixon Industries	64,000.00 EUR	3/11/25
10246	Manual	Invoice	Third Bank of China	63,238.50 CNY	1/2/25
10022	Manual	Invoice	Dixon Industries	47,271.60 GBP	1/10/25
1309777	Receivables Import	Invoice	Dixon Industries	41,550.00 EUR	1/6/25

Transactions

- Create Transaction
- Credit Transaction
- Manage Transactions
- Manage AutoInvoice Lines
- Approve Adjustments
- Manage Recurring Bill Plans

Customers

- Create Customer
- Manage Customers
- Upload Customers from Spreadsheet
- Manage Data Import

Customer Account Balances

- Review Customer Account Details

Accounting

- Create Accounting
- Create Adjustment Journal
- Review Journal Entries

Original Transaction

* Number

Business Unit

Customer

Customer Account

Original Amount

Activity

Current Balance

► Credit Memo

Transaction Amounts

Credit Entire Balance **Credit Lines** **Edit Distributions** ☒ Automatically derive tax from lines

Section	Original Amount	Credit Percentage	Amount	Current Balance	Remaining Balance
No data to display.					
Total					

Here enter the details and apply the credit memo to the Transaction

Review Transaction: Credit Memo 121769

Actions: View Image Save Incomplete Cancel

General Information | Show More

Business Unit US1 Business Unit

Transaction Source Manual

Transaction Type Credit Memo

Transaction Number 121769

Document Number

Status Complete

Original Transaction Number 121768

Transaction Date 3/24/25

Accounting Date 3/24/25

Credit Reason

Salesperson

Invoicing Rule

Attachments None

Notes

Currency USD US Dollar

Transaction Total -1,635.00

Lines -1,500.00

Tax -135.00

Freight 0.00

Charges 0.00

Customer

Bill-to Name Easy Solutions

Bill-to Site Oakland

Ship-to Name Easy Solutions

Ship-to Site 1055

Credit Memo Details

Credit Memo Lines Sales Credits

View Detach

Transaction Number 121769

Now we will got the Manage Transactions from Billing, and view the balance for original transaction

Sign in Manage Transactions - Billing - Oracle Fusion Cloud Applications

https://fa-esds-dev1-saasfadem01.ds-fa.oraclepdemos.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=tg7cu4csd_142

vision

Review Transaction: Invoice 121768

Actions View Image Save Incomplete Cancel

General Information Show More

Business Unit US1 Business Unit

Transaction Source Manual

Transaction Type Invoice

Transaction Number 121768

Document Number

Status Complete

Customer

Bill-to Name Easy Solutions

Bill-to Site Oakland

Invoice Details

Invoice Lines Sales Credits

View Detach

Balance Details: Invoice 121768

View By Entered Currency (USD)

Balance Details	Lines	Tax	Freight	Charges	Total
Original Amount	3,500.00	315.00	0.00	0.00	3,815.00
Receipts	0.00	0.00	0.00	0.00	0.00
Credits/Refunds	-1,500.00	-135.00	0.00	0.00	-1,635.00
Adjustments	0.00	0.00	0.00	0.00	0.00
Bills Receivable	0.00	0.00	0.00	0.00	0.00
Discounts	0.00	0.00	0.00	0.00	0.00
Balance	2,000.00	180.00	0.00	0.00	2,180.00

Done

Currency USD US Dollar

Transaction Total 3,815.00

Lines 3,500.00

Tax 315.00

Freight 0.00

Charges 0.00

Payment Terms 2/10, Net 30

Due Date 4/23/25

Now create a receipt for the transaction

Sign in Transactions - Billing - Oracle Fusion Accounts Receivable - Oracle Fusion

https://fa-esds-dev1-saasfadem01.ds-fa.oraclepdemos.com/fscmUI/faces/FuseWelcome?_afLoop=38290133796639359&...

vision

Edit Receipt: INV-RECEIPT-001

Actions Save Save and Close Cancel

Receipt Information Show More

Status Cleared

Business Unit US1 Business Unit

Receipt Type Standard

Receipt Method BBC receipt Method

Receipt Number INV-RECEIPT-001

Receivables Specialist

Attachments None

Customer Account Number 10020

Customer Name Easy Solutions

Customer Site Oakland

Receipt Date 3/24/25

Accounting Date 3/24/25

Comments

Currency USD US Dollar

Entered Amount 2,000.00

Accounted Amount 2,000.00

Total Applied Amount 0.00

On-Account Amount 0.00

Unapplied Amount 2,000.00

Exchange Gain or Loss 0.00

Additional Information

Receipt Details 2,000.00 USD

Application History Activity

Actions View Detach Add Application Unapply Application Add Open Receivables View Remittance Reference Detail View Exception Trends

Application Type	* Application Reference	Amount Due	* Applied Amount	Discount	Exception Reason	* Application Date	* Accounting Date
Transaction	121768					m/d/yy	m/d/yy

Apply the transaction number to this receipt from the Actions-> Submit and Apply Manually

Then save and close

Once completed go to the Billing section ->inquire for the original transaction number and View the balance from Actions -> View balance

Manage Transactions - Billing - XReceipts - Accounts Receivable - X

https://fa-esds-dev1-saasfademo1.ds-fa.oraclep demos.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=tg7cu4csd_142

Update

vision

Review Transaction: Invoice 121768

ActionsView ImageSaveIncompleteCancel

General InformationShow More

Business UnitUS1 Business Unit

Transaction SourceManual

Transaction TypeInvoice

Transaction Number121768

Document Number

StatusComplete

Customer

Bill-to NameEasy Solutions

Bill-to SiteOakland

Invoice Details

Invoice LinesSales Credits

ViewDetach

Line InformationTax DeterminantsRevenue Scheduling

Balance Details: Invoice 121768

View ByEntered Currency (USD)

Balance Details	Lines	Tax	Freight	Charges	Total
Original Amount	3,500.00	315.00	0.00	0.00	3,815.00
Receipts	-1,834.86	-165.14	0.00	0.00	-2,000.00
Credits/Refunds	-1,500.00	-135.00	0.00	0.00	-1,635.00
Adjustments	0.00	0.00	0.00	0.00	0.00
Bills Receivable	0.00	0.00	0.00	0.00	0.00
Discounts	0.00	0.00	0.00	0.00	0.00
Balance	165.14	14.86	0.00	0.00	180.00

Done

CurrencyUSD US Dollar

Transaction Total3,815.00

Lines3,500.00

Tax315.00

Freight0.00

Charges0.00

* Payment Terms2/10, Net 30

Due Date4/23/25