

Oracle Fusion Receivables provides integrated functionality to perform most of your day-to-day accounts receivable operations. Receivables functionality is managed from three Overview work areas: Billing, Receivables Balances, and Revenue Management.

All three work areas provide access to general ledger account activities, including creating accounting, creating manual journal entries, and reviewing journal entries.

### **Customer Information**

From either the Billing or Receivables Balances work area, you have access to manage both customer information and customer account activities, in summary and in detail. You can review customer account information by a single business unit, bill-to site, or across all business units and bill-to sites. For each customer account, you can review transactions and receipts, dispute and adjust transactions, and drill down to current or historical customer account activity.

### **Billing Work Area**

Use the Billing work area to perform tasks related to customer billing activities. Monitor and review incomplete transactions, and approve and research pending adjustments. Use AutoInvoice to import transactions from other systems and generate invoices and credit memos automatically according to your requirements. You can easily review and correct AutoInvoice import errors and resubmit AutoInvoice. Create new invoices, debit memos, credit memos, and on-account credit memos. Perform related activities to manage your transactions: update, duplicate, credit, adjust, dispute, and preview a transaction. You can also create a new customer record and manage existing customers from the Billing work area.

### **Receivables Balances Work Area**

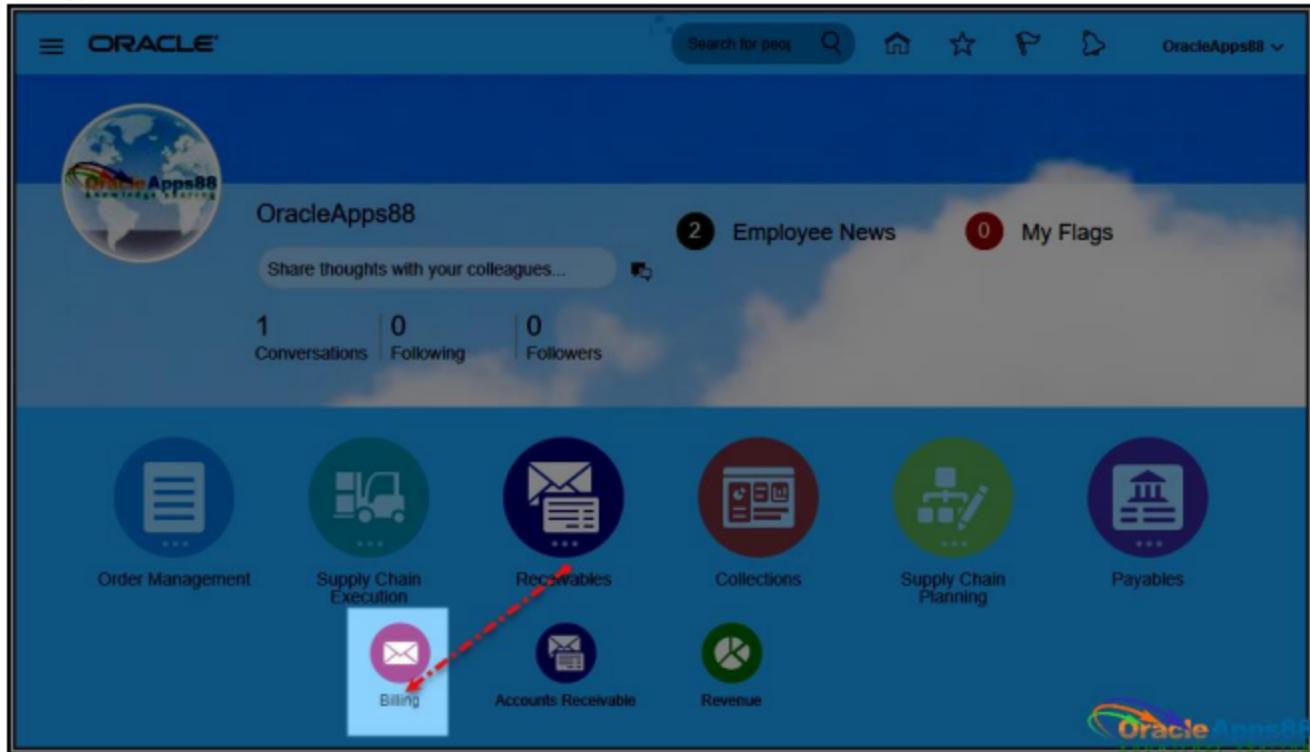
Use the Receivables Balances work area to perform tasks related to customer payment activities and the management of accounts receivable balances. Review actionable items, including open receipts and receipt batches, unapplied and on-account receipts and credit memos, receipt remittance batches, and funds transfer errors. Create receipts manually, import receipts using lockbox or spreadsheet, or create automatic receipts. Perform related activities to manage your receipts: apply, unapply, reverse, delete; create invoice adjustments or chargebacks during receipt application; and remit, clear, or risk eliminate factored receipts. You can manage receipt remittances: create, modify, and approve receipt remittance batches. You can also perform tasks related to managing accounts receivables balances, including reconciling receivables and managing receivables accounting period statuses.

### **Revenue Management Work Area**

Use the Revenue Management work area to perform tasks related to revenue recognition and revenue adjustments. Run the Recognize Revenue program to generate revenue distribution records for invoices and credit memos that use invoicing and revenue scheduling rules. Perform revenue adjustments on one or more transactions, including scheduling and unscheduling revenue; reviewing, adding, and expiring revenue contingencies; and transferring sales credits. You can also manage revenue policies, revenue contingencies, and rules that assign revenue contingencies to transactions automatically.

### Creating a Receivables Customer

- After login to instance, From the Oracle Home page, click on the Receivables icon and then click the Billing icon.



Click on the Create Customers under the customers task

The screenshot shows the 'Billing' transaction list page. On the left, there's a sidebar with 'Incomplete' status and a count of 0. The main area has a table with columns 'Transaction Number' and 'Source'. A context menu is open over the table, listing 'Transactions' (Create Transaction, Credit Transaction, Manage Transaction, Manage AutoInvoice, Approve Adjustment) and 'Customers' (Create Customer, Manage Customers, Upload Customers). The 'Create Transaction' option is highlighted with a red arrow. The 'Oracle Apps88 Knowledge Sharing' logo is at the bottom right.

Enter the below details and click on Save and Close button

Field	Value
Customer Organization	
Customer Type	Organization

<b>Organization Information</b>	
Name	OracleApps88
Registry ID	9059574321
<b>Account Information</b>	
Account Number	9059574321
Account Description	Http://OracleApps88.Blogspot.com/
Account Established Date	1/1/19
Account Type	External
Customer Class	Consumer
<b>Account Address</b>	
Account Address Set	<b>CUSTSITE</b>
From Date	1/1/19
<b>Address</b>	
Site Number	
Site Name	Apps88
Mail Stop	OracleApps88@Yahoo.com
Country	United States
Address Line 1	#OracleApps88
Address Line 2	#Hyderabad
City	Santa Clara
State	CA
Postal Code	95055
County	Santa Clara
<b>Address Purposes</b>	
Bill To	
Primary	Enable
Site	Apps88
From Date	1/1/19
Purpose	Bill To
<b>Ship To</b>	
Primary	Enable
Site	Apps88
From Date	1/1/19
Purpose	Ship To
Bill-to-Site	#292 BROKAW RD,Block - 01,SANTA CLARA, CA 95055 Santa Clara

**Create Organization Customer**

Customer Type: Organization

**Organization Information**

* Name: OracleApps88	D-U-N-S Number: 905-957-4321
* Registry ID: 9059574321	Taxpayer Identification Number: 905-957-4321

**Account Information**

* Account Number: 9059574321	Account Established Date: 1/1/19
Account Description: Http://OracleApps88.Blogsp	Account Termination Date:
Account Type: External	
Customer Class: Consumer	

**Account Address**

* Account Address Set: US1BUSET
* From Date: 7/26/19
To Date:

**Address**

Site Number: 930960

Site Name: Apps88
Mail Stop: OracleApps88@Yahoo.com
Country: United States
Address Line 1: #OracleApps88
Address Line 2: #Hyderabad
City: Santa Clara
State: CA
Postal Code: 95055
County: Santa Clara

Sales Tax Geocode:

Sales Tax Inside City Limits

**Account Address Details**

Customer Category Code: <input type="button" value="▼"/>	<input type="checkbox"/> Key Account
Site Language: <input type="button" value="▼"/>	Trading Partner Identifier: <input type="text"/>
Translated Customer Name: <input type="text"/>	EDI Location Code: <input type="text"/>

**Address Purposes**

	Primary	Site	From Date	To Date	Purpose	Bill-to Site
>	<input checked="" type="checkbox"/>	Apps88	1/1/19	<input type="button" value="▼"/>	Ship to	#292 BRO
>	<input checked="" type="checkbox"/>	Apps88	1/1/19	<input type="button" value="▼"/>	Bill to	



Search with Customer and Click on the Site number

**Manage Customers**

Customer Type Organization ▾

Advanced Saved Search Search Using Account Details ▾

\*\* At least one is required

Registry ID Primary URL

Organization Name **OracleApps88** Account Description

D-U-N-S Number Account Number

Taxpayer Identification Number

Search Reset Save...

**Search Results**

Actions View Format + Wrap

	Registry ID	Organization Name	D-U-N-S Number	Country	Primary Address
▶	9059574321	OracleApps88	905-957-4321	US	#OracleApps88,#Hyderabad,SANTA CLARA, CA 95055 Santa Clara

Columns Hidden 5

**OracleApps88: Accounts**

View Format + Wrap

	Account Number	Account Description	Customer Class	Account Type
▶	9059574321	Http://OracleApps88.Blogspot.com/	Consumer	External

Columns Hidden 70

**OracleApps88 9059574321: Sites**

Actions View Format + Wrap Account Address Set All Show related contact sites

	Site Number	Address	Country	To Date	Purpose	Account Address Set
▶	930980	#OracleApps88,#Hyd...	United States		Bill to, Ship to	US1 BU Set

Addressable site range: Current

**OracleApps88**  
knowledge sharing

Click on the Edit Contacts button

**Edit Site: 930960**

**Organization Information**

* Name	OracleApps88	D-U-N-S Number	905-957-4321
* Registry ID	9059574321	Taxpayer Identification Number	905-957-4321

**Account Site**

Address	#OracleApps88 #Hyderabad SANTA CLARA, CA 95055 Santa Clara	Short Description
Country	United States	

Site Details   Payment Details   **Communication**   Profile History   Tax Profile

**Account Site Contacts**

View ▾ Format ▾ Wrap

	Primary Contact	First Name	Last Name	Phone	Contact Address
No data to display.					

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Click on the Create Contact on contacts button

**Edit Contacts: Site 930960**

Actions ▾ View ▾ Format ▾ Wrap

+ + + X

	Primary Contact	First Name	Last Name	Phone	Contact Address
No data to display.					

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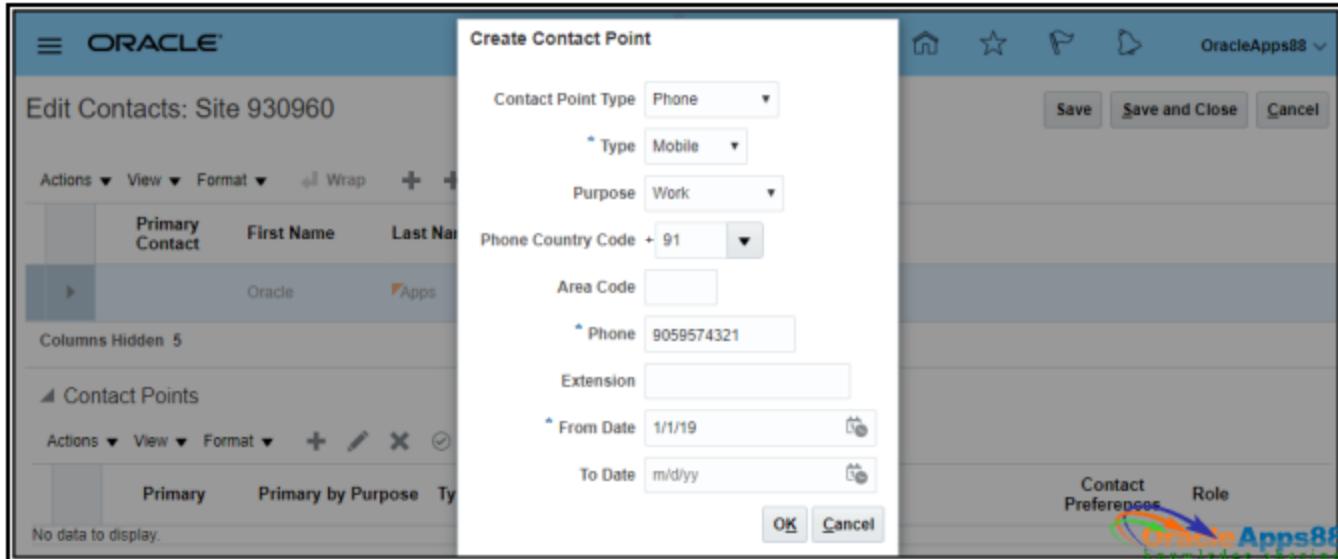
Enter the contact details and click on Ok button

The screenshot shows the Oracle Fusion AR interface. On the left, there's a list of contacts for Site 930960. A 'Create Contact' dialog box is overlaid on the screen. The dialog has fields for Prefix, First Name (set to Oracle), Last Name (set to Apps), Middle Name, Suffix, Contact Number (set to 233124), Title, Job Title, Job Title Code, Role Type (set to Contact), and Contact Preferences/Role. Buttons for OK and Cancel are at the bottom right of the dialog.

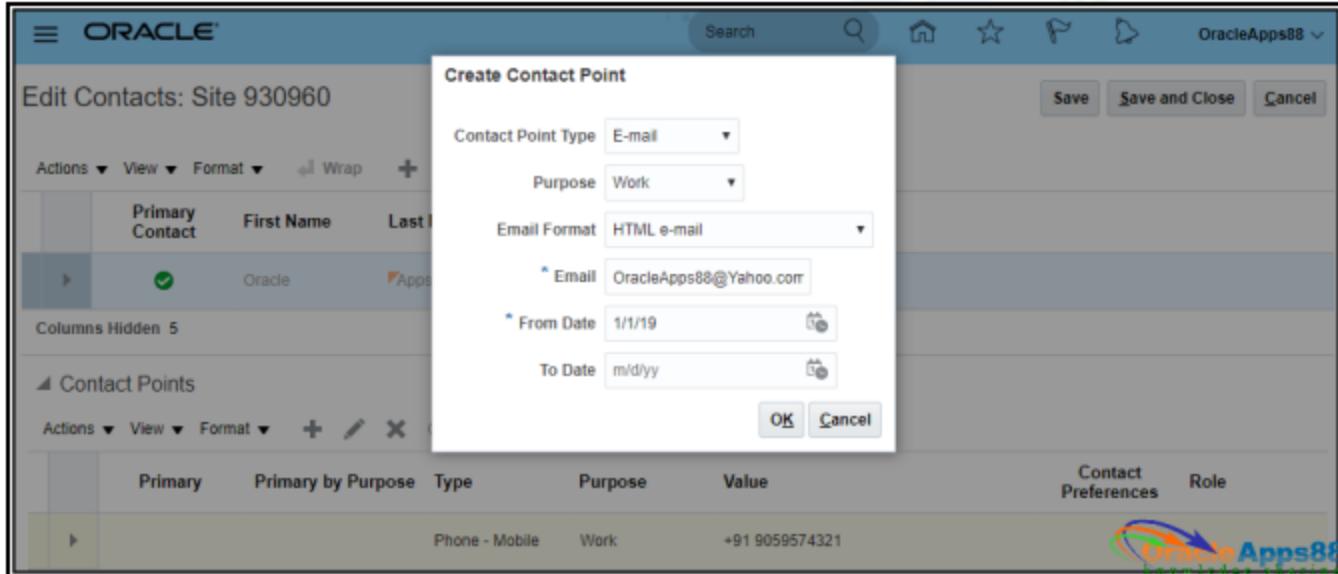
Click on the Create button on Contact Points

The screenshot shows the Oracle Fusion AR interface. A 'Create Contact Point' dialog box is overlaid on the screen. It has fields for Purpose (set to Phone) and Value (set to 233124). Buttons for OK and Cancel are at the bottom right of the dialog.

Enter the Phone Contact Point context and enter ok button



Enter the E-Mail Point context and enter ok button



Click on the Create button on Account Contact Responsibilities

Edit Contacts: Site 930960

Actions ▾ View ▾ Format ▾ + Wrap + + ✎ ✖ ✋

	Primary Contact	First Name	Last Name	Phone	Contact Address
▶	<input checked="" type="checkbox"/>	Oracle	Apps		

Columns Hidden 5

▶ Contact Points

▲ Responsibilities

Contact Name

Prefix

First Name

Last Name

Middle Name

Suffix

Contact Number 233124

Title

Job Title

Job Title Code

Role Type

▲ Account Contact Responsibilities

Actions ▾ View ▾ + ✖ ✋

Primary Responsibility	Responsibility Type
No data to display.	

▲ Addresses

Actions ▾ View ▾ Format ▾ + ✖ ✋

	Primary	Address	Contact Preferences	Role	Country	Purpose	Site Number
▶							

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Once enter the Account Contact Responsibilities, Click on Save and Close button

**Edit Contacts: Site 930960**

Actions ▾ View ▾ Format ▾ + Wrap + X ✓

	Primary Contact	First Name	Last Name	Phone	Contact Address
▶	<input checked="" type="checkbox"/>	Oracle	Apps		

Columns Hidden 5

▲ Contact Points

Actions ▾ View ▾ Format ▾ + Wrap Type All Contact Points ▾

	Primary	Primary by Purpose	Type	Purpose	Value	Contact Preferences	Role
▶			Phone - Mobile	Work	+91 9059574321		
			E-mail	Work	OracleApps88@Yahoo.com		

Columns Hidden 3 Date Range: Current

▲ Responsibilities

Contact Name

Prefix

First Name Oracle

Last Name Apps

Middle Name

Suffix

Contact Number 233124

Title

Job Title

Job Title Code

Role Type Contact

▲ Account Contact Responsibilities

Actions ▾ View ▾ + X ✓

Primary Responsibility	Responsibility Type
	Dunning
	Statements
	Sold to
	Ship to
▶ <input checked="" type="checkbox"/>	Bill to

▲ Addresses

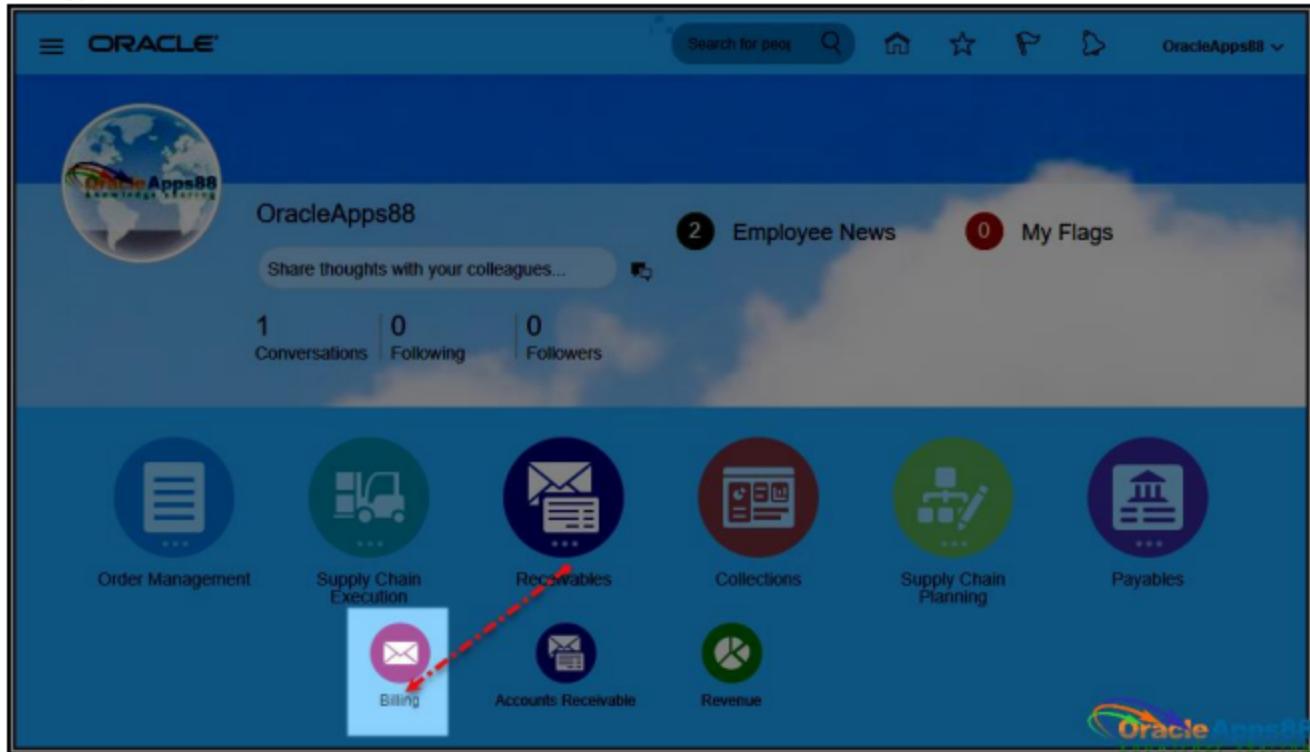
Actions ▾ View ▾ Format ▾ + X ✓

	Primary	Address	Contact Preferences	Role	Country	Purpose	Site Number

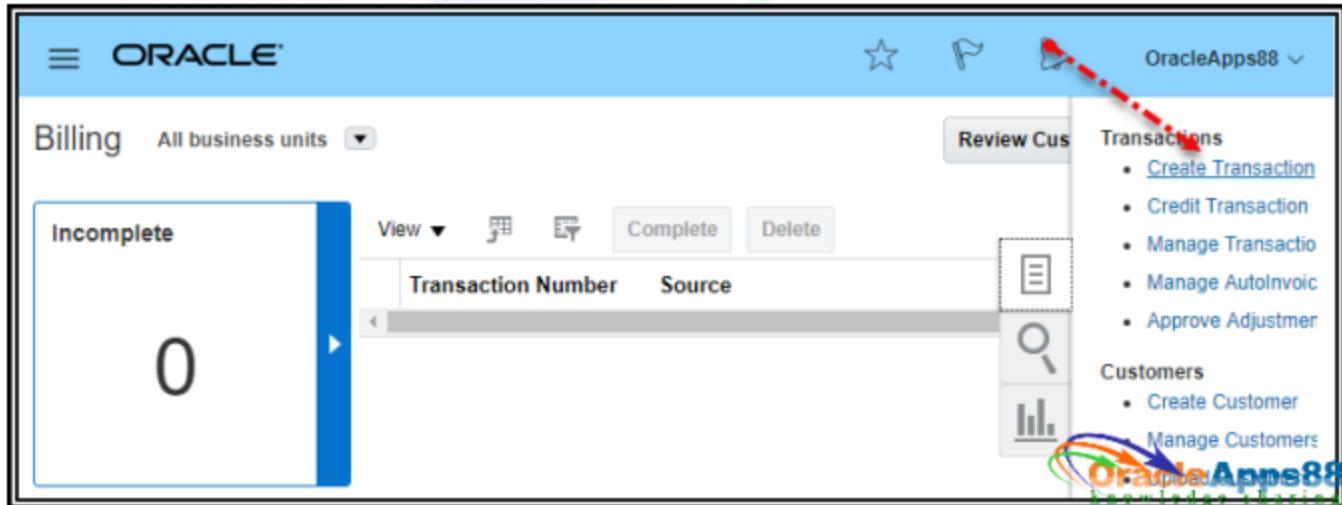
Columns Hidden 2

### Creating a Receivables Transaction

- After login to instance, From the Oracle Home page, click on the Receivables icon and then click the Billing icon.



- The Billing page is displayed.
  - Click the Tasks Panel icon.
  - Select the Create Transaction link.



- The Create Transaction: Invoice window is displayed.
  - Select the Transaction Class of Invoice.
  - Select the applicable Business Unit from the dropdown list.
- Under the General Information, Customer and Payment headings, enter or select values for the following fields:
  - Transaction Source** :- Select the Transaction Source from the drop down list

- B. **Transaction Type**:- Select the Transaction Type from the drop down list
  - C. **Bill-to Name** :- Enter the Bill To Name.
  - D. **Bill-to Site (should populate based on the Bill-to Name selected)**
    - i. Ship-to Name and Ship-to Site will populate based on Bill-to selected)
  - E. **Transaction Date** :- Enter the Transaction Date
  - F. **Accounting Date**:- Enter the Accounting Date or
    - i. Accounting date will be populated automatically.
  - G. **Payment Terms**
    - i. Payment Terms will be defaulted from customer profile.
  - H. **Verify and update the above fields as necessary.**
5. Under the **Invoice Lines** work area:
- A. Type the Item Number into the Item field, it can be typed or selected from the List as mentioned below.
  - B. Click the Search icon (magnifying glass)
6. In the *Search and Select: Item* pop-up window:
- A. Select applicable **Item** from the Search Results.
  - B. Click the **OK** button.
7. Continue to:
- A. Enter the Invoice Line **Quantity**.
  - B. Enter the Invoice Line **Unit Price** (the Amount will be calculated)
  - C. Click on the Save button and the transaction number will be assigned.

**Create Transaction: Invoice**

**General Information**

Transaction Class	Invoice	Transaction Date	7/26/19	Currency	USD - US Dollar
* Business Unit	US1 Business Unit	Accounting Date	7/26/19	Transaction Total	300.00
* Transaction Source	Manual	Salesperson		Lines	300.00
* Transaction Type	Invoice	Invoicing Rule		Tax	0.00
* Transaction Number		Attachments	None	Freight	0.00
Document Number		Notes		Charges	0.00

**Customer**

* Bill-to Name	OracleApps88	Ship-to Name	OracleApps88	* Payment Terms	30 Net
Bill-to Site	Apps88	Ship-to Site	930975	Due Date	8/25/19

**Invoice Lines**

Line		Item	Description	Tax Determinants		
Line	Item		Description	Tax Classification	Transaction Business Category	Rule
1	AS25100		1TB External HD (USB 2.1)			

- D. At the top right click on **Complete and Create Another** drop down and select **Complete and Review**

Edit Transaction: Invoice 34765

General Information		Actions	
Business Unit	US1 Business Unit	Save	Complete and Create Another
Transaction Source	Manual	Delete	Cancel
* Transaction Type	Invoice	Complete and Review	
Transaction Number	34765	Complete and Close	
Document Number			
Status	Incomplete		
		Transaction Date	7/26/19
		Accounting Date	7/26/19
		Salesperson	
		Invoicing Rule	
		Attachments	None
		Notes	
		Transaction Total	300.00
		Lines	300.00
		Tax	0.00
		Freight	0.00
		Charges	0.00
Customer		Payment	
* Bill-to Name	OracleApps88	* Payment Terms	30 Net
* Bill-to Site	Apps88	Due Date	8/25/19
Ship-to Name	OracleApps88	Oracle Apps88	
Ship-to Site	930975	knowledge sharing	

8. If prompted to edit the Distributions prior to “Completing” the Invoice process:

- Select the Actions dropdown.
- Select Review Distributions.

Review Transaction: Invoice 34765

General Information		Actions	
Business Unit	US1 Business Unit	View Image	Incomplete
Transaction Source	Manual	Save	Cancel
* Transaction Type	Invoice	Credit Transaction	
Transaction Number	34765	Dispute Transaction	
Document Number		Manage Adjustments	
Status	Complete	Review Instalments	
		300.00	
		Review Distributions	
		300.00	
		Duplicate	
		Post to Ledger	
		Account in Draft	
		View Accounting	
		0.00	
		View Balance Details	
		0.00	
		View Transaction Activities	
		0.00	
Customer		Payment Terms	
Bill-to Name	OracleApps88	30 Net	
Bill-to Site	Apps88	Due Date	8/25/19
Ship-to Name	OracleApps88	Oracle Apps88	
Ship-to Site	930975	knowledge sharing	

9. On the Review Distributions pop-up window:

- Review the revenue and receivables accounting distributions and Click the Save and Close button

Review Transaction: Invoice 34765

**Review Distributions**

Line Number	Detail Line Number	Account Class	Distribution	Accounting Date	Allocation			Distribution Comments
					Percentage	Amount (USD)	Accounted Amount (USD)	
		Receivable	101.10.12101.000.000.000	7/26/19	100.0000	300.00	300.00	
1		Revenue	101.10.41000.000.000.000	7/26/19	100.0000	300.00	300.00	

**Actions**: View, Detach, Save, Incomplete, Cancel, Close



10. After updating the Distributions:

- The Invoice Status is now **complete**.

Review Transaction: Invoice 34765

**General Information** | Show More

Business Unit	US1 Business Unit	Transaction Date	7/26/19	Currency	USD - US Dollar
Transaction Source	Manual	Accounting Date	7/26/19	Transaction Total	300.00
Transaction Type	Invoice	Salesperson	<input type="text"/>	Lines	300.00
Transaction Number	34765	Invoicing Rule		Tax	0.00
Document Number		Attachments	None	Freight	0.00
Status	Complete	Notes		Charges	0.00
Customer	Bill-to Name: OracleApps88	Ship-to Name	OracleApps88	Payment	
	Bill-to Site: Apps88	Ship-to Site	930975	* Payment Terms	30 Net
				Due Date	8/25/19



- Click the dropdown arrow to the right of the Save.
- Select Save and Close.

Review Transaction: Invoice 34765

Actions ▾ | View Image | Save ▾ | Incomplete | Cancel | **Save and Close**

General Information | [Show More](#)

Business Unit	US1 Business Unit	Transaction Date	7/26/19	Currency	USD - US Dollar
Transaction Source	Manual	Accounting Date	7/26/19	Transaction Total	300.00
Transaction Type	Invoice	Salesperson	<input type="text"/>	Lines	300.00
Transaction Number	34765	Invoicing Rule			
Document Number		Attachments	None	Tax	0.00
Status	Complete	Notes		Freight	0.00
				Charges	0.00

Customer

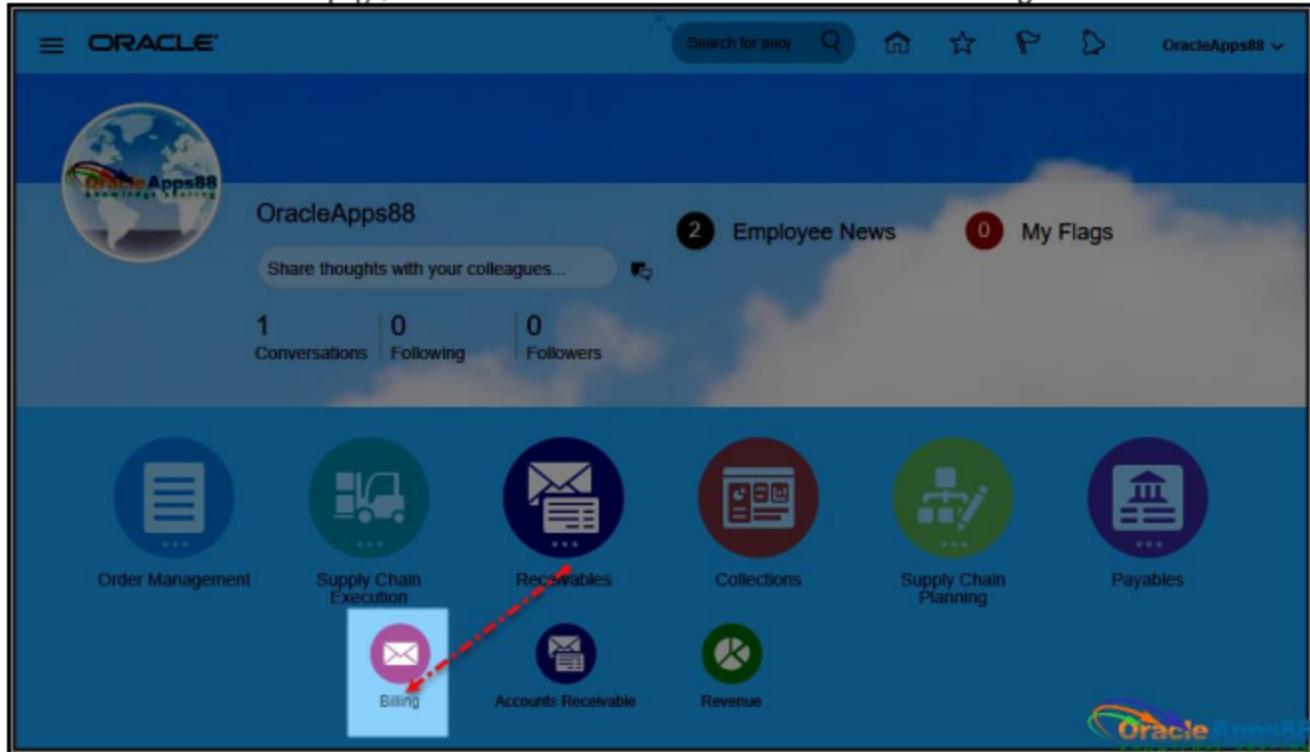
Bill-to Name	OracleApps88	Ship-to Name	OracleApps88	* Payment Terms	<input type="text" value="30 Net"/>
Bill-to Site	Apps88	Ship-to Site	930975	Due Date	8/25/19

Payment

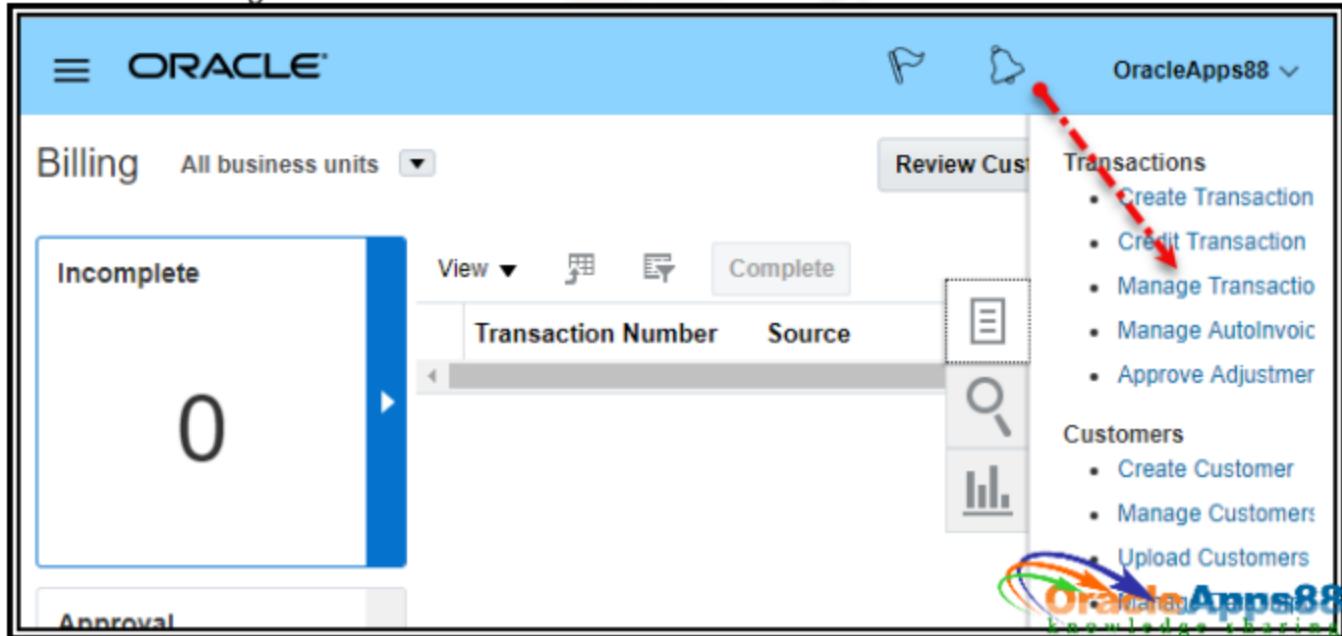
RAJU CHETI APATLA

### Creating the Receivable Dispute transaction

- From the Oracle Home page, click on the **Receivables** icon and then click the **Billing** icon.



- The **Billing** page is displayed.  
Click the **Tasks Panel** icon.  
Select the **Manage Transaction** link.



- The **Manage Transactions** window is displayed.  
Query with the existing **Transaction Number** (34765)  
Click on Search  
Press the hyperlink for the Transaction Number

Manage Transactions

**Search**

Advanced Saved Search All Transactions Done

\*\* At least one is required

Business Unit	US1 Business Unit	** Transaction Number	Starts with	34765 <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>
** Transaction Source		** Transaction Date	Equals	m/d/yy <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>
Transaction Class		** Bill-to Customer	Equals	<input type="text"/>
Transaction Type		Reference	<input type="text"/>	

Actions View Detach

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Business Unit
34765 <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>	Manual	Invoice	Invoice	Yes	OracleApps88	300.00 USD	7/26/19	OracleApps88 Knowledge Sharing

4. Go to Actions → Click on Dispute Transaction

Review Transaction: Invoice 34765

General Information | Show More

Business Unit	US1 Business Unit	Transaction Date	7/26/19	USD - US Dollar
Transaction Source	Manual	Accounting Date	7/26/19	300.00
Transaction Type	Invoice	Salesperson		300.00
Transaction Number	34765	Invoicing Rule		Duplicate
Document Number		Attachments	None <span style="color: blue;">+</span>	0.00
Status	Complete	Notes	<span style="color: blue;">+</span>	0.00

Customer

Bill-to Name	OracleApps88	Ship-to Name	OracleApps88	Payment Terms	30 Net <span style="color: blue;">+</span>
Bill-to Site	Apps88	Ship-to Site	930975	Due Date	8/25/19

Actions ▾ View Image Save Incomplete Cancel

- Credit Transaction
- Dispute Transaction** 3
- Manage Adjustments
- Review Installments
- Review Distributions
- Duplicate
- Post to Ledger
- Account in Draft
- View Accounting
- View Balance Details
- View Transaction Activities

OracleApps88 Knowledge Sharing

6. Select the Dispute Reason from the list (eg: Discount) and give the Dispute amount (\$500) and click on Submit

Manage Disputes

Selected Transaction (USD)

Number	Class	Original Amount	Current Amount	Due Date	Days Late	Dispute Amount
34765	Invoice	300.00	300.00	8/25/19	-29	0.00

\* Dispute Section Specific Invoice Lines ▾ Dispute Reason Discount Dispute Type Not Applicable ▾

Dispute Detail

Line	Item Description	Invoiced Quantity	UOM	Unit Price	Original Amount	Dispute Quantity	Current Amount	Dispute Amount
1	1TB External HD (U...	2	Ea	150.00	300.00		300.00	100.00
						Total	300.00	100.00

Dispute Summary

Attachments None Customer Comments OracleApps88 Internal Comments OracleApps88 Knowledge sharing

7. System will display the below Popup message.
8. Click on Ok it will go to Approval.

Review Transaction: Invoice 34765

Actions ▾ View Image Save ▾ Incomplete Cancel

General Information | Show More

Business Unit US1 Business Unit  
 Transaction Source Manual  
 Transaction Type Invoice  
 Transaction Number 34765  
 Document Number

The dispute request 5 has been submitted for approval.

Salesperson Invoicing Rule Attachments None OK

Currency USD - US Dollar  
 Transaction Total 300.00  
 Lines 300.00  
 Tax OracleApps88 Knowledge sharing

9. Once the Dispute transaction got approved User can see the Approved Notification from the Notification bar. Click on the Bell Icon on the right side top corner.

Credit Memo Request Approval 5 for OracleApps88

[Actions ▾](#)

**Details**

Assignee	SYSTEM ADMINISTRATOR (Casey Brown)	Credit Memo Request Number	5	Original Transaction Number	34765
Assigned Date	7/26/19 3:30 PM	Credit Request Reason	Discount	Completed	Yes
Task Number	354975	Business Unit	US1 Business Unit	Accounted	No
Dispute Type	Not Applicable	Bill-to Customer	OracleApps88	Posted	Yes
		Bill-to Customer Account Number	9059574321	Printed	No
		Ship-to Customer	OracleApps88	Paid	Not Paid
		Ship-to Customer Account Number	9059574321	Credited	Not Credited
				Void	No

**Dispute**

Section	Original Amount (USD)	Dispute		Current Balance (USD)	Remaining Balance (USD)
		Percentage	Amount (USD)		
Line	300.00	0	0.00	300.00	300.00
Tax	0.00	0	0.00	0.00	0.00
Freight	0.00	0	0.00	0.00	0.00
<b>Total</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>300.00</b>

**Disputed Lines**

Line Number	Item Number	Description	UOM	Quantity		Unit Price	Line Amount (USD)		
				Current	Credit Request		Current	Credit Request	Remaining Amount
1		1TB External HD (USB 2.0)	zzu	2	0.67	150.00	300.00	100.00	200.00
				<b>Total</b>	<b>2.00</b>	<b>0.67</b>	<b>300.00</b>	<b>100.00</b>	<b>200.00</b>



10. Once the Dispute is approved, then system will create a Credit Memo and apply to this transaction.  
Go to Actions → View Transaction Activities

Review Transaction: Invoice 34765

[Actions ▾](#) | [View Image](#) | [Save](#) ▾ | [Incomplete](#) | [Cancel](#)

**General Information** | [Show More](#)

Business Unit	US1 Business Unit	Transaction Date	7/26/19	Credit Transaction
Transaction Source	Manual	Accounting Date	7/26/19	Dispute Transaction
Transaction Type	Invoice	Salesperson		Manage Adjustments
Transaction Number	34765	Invoicing Rule		USD - US Dollar
Document Number		Attachments	None	300.00
Status	Complete	Notes		Duplicate
				300.00
				Post to Ledger
				0.00
				Account in Draft
				0.00
				View Accounting
				0.00
				View Balance Details
				0.00
				View Transaction Activities

**Customer**

Bill-to Name	OracleApps88	Ship-to Name	OracleApps88	Payment Terms
Bill-to Site	Apps88	Ship-to Site	930975	Due Date



System has Created Credit Memo #34766

Transaction Activities: Invoice 34765

Transaction Activities: Invoice 34765							
Installment Number		All Installments ▾					
View ▾							
Number	Installment Number	Activity Class	Activity Amount	Activity Date	Accounting Date	Status	Activity Business Unit
34766	1	Credit Memo	-100.00 USD	7/26/19	7/26/19	Applied	US1 Business U...

▲ Credit Memo 34766 Details

Installment Number	1	Accounting Date	7/26/19	Original Transaction PO Number
Type	Credit memo	Activity Date	7/26/19	Original Transaction Reference Number
Currency	USD	Status	Applied	Original Transaction Reference Type
Credited Amount	-100.00			Created By
Credited Amount Applied	-100.00			Comments
Activity Amount	-100.00			



11. Go to Actions → and click on View Balance Details

Review Transaction: Invoice 34765

General Information		Actions	
Business Unit	US1 Business Unit	Transaction Date	7/26/19
Transaction Source	Manual	Accounting Date	7/26/19
Transaction Type	Invoice	Salesperson	USD - US Dollar
Transaction Number	34765	Invoicing Rule	300.00
Document Number		Attachments	None +
Status	Complete	Notes	⌘
Customer		Payment Terms	30 Net 8/25/19
Bill-to Name	OracleApps88	Ship-to Name	OracleApps88
Bill-to Site	Apps88	Ship-to Site	930975
		Due Date	

Actions ▾

- Credit Transaction
- Dispute Transaction
- Manage Adjustments
- Review Installments
- Review Distributions
- Duplicate
- Post to Ledger
- Account in Draft
- View Accounting
- View Balance Details** ↗
- View Transaction Activities



12. \$100 Credited from the Original Amount

Review Transaction: Invoice 34765

Actions ▾ View Image Save ▾ Incomplete Cancel

General Information

Business Transaction Source

Transaction Number

Document Number

Customer

Bill-to Name

Bill-to Address

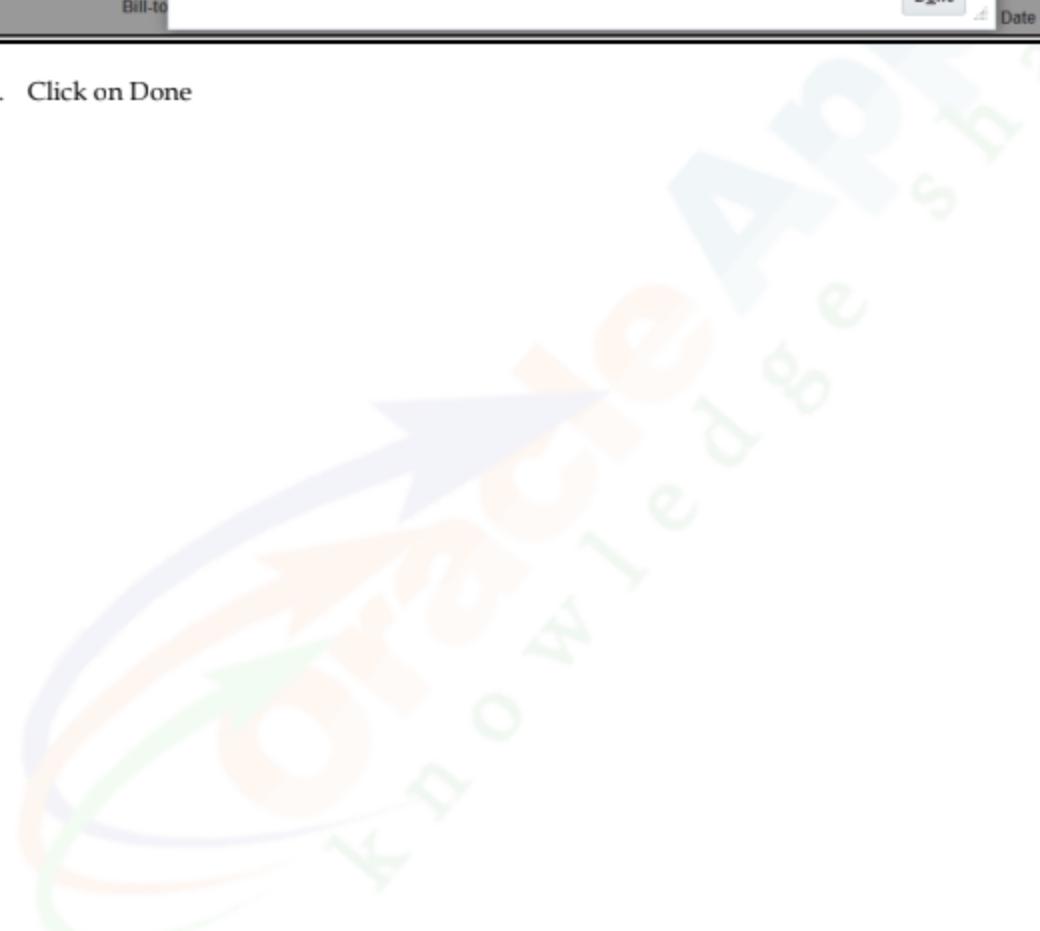
Balance Details: Invoice 34765

View By Entered Currency (USD) ▾

	Balance Details	Lines	Tax	Freight	Charges	Total
Original Amount		300.00	0.00	0.00	0.00	300.00
Receipts		0.00	0.00	0.00	0.00	0.00
Credits/Refunds	-100.00		0.00	0.00	0.00	-100.00
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		200.00	0.00	0.00	0.00	200.00

Done

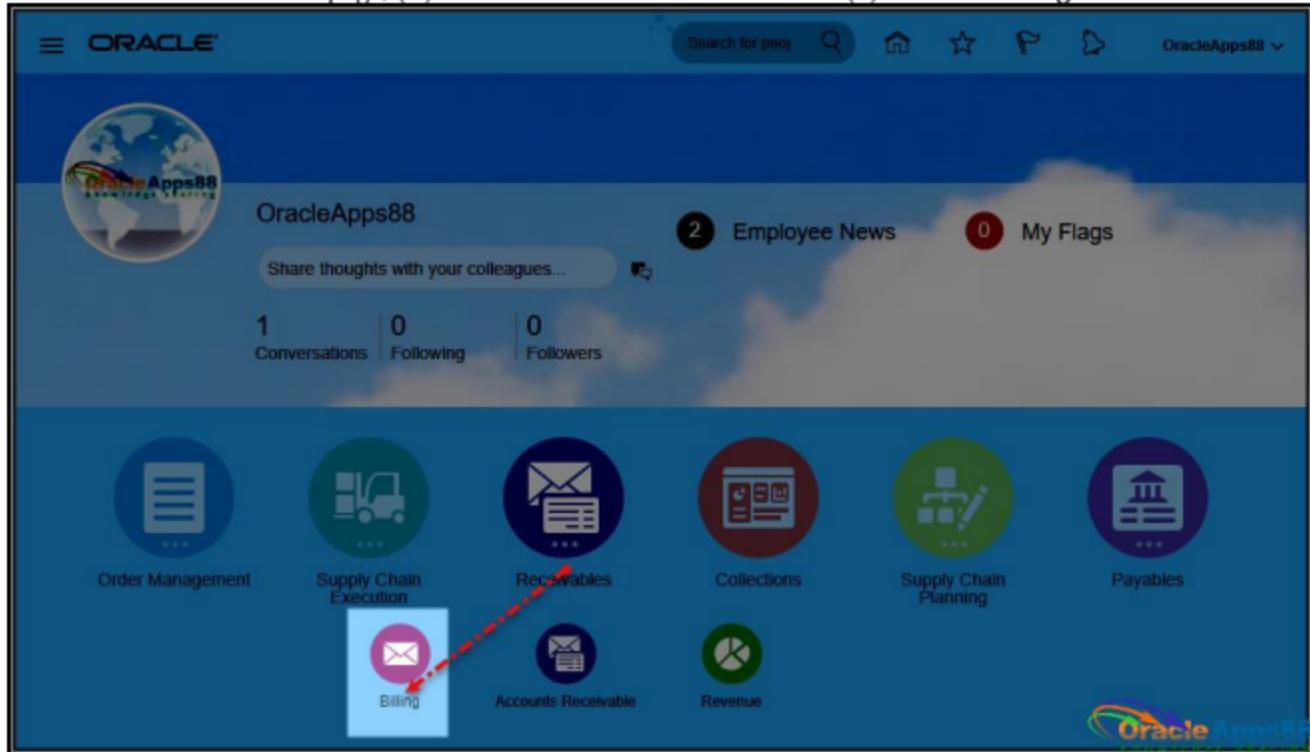
Payment Terms 30 Net  
Date 8/25/08



13. Click on Done

## Creating a Receivables Adjustments

- From the Oracle Home page, (A) drill into the **Receivables** icon and (B) click the **Billing** icon.



- The **Billing** page is displayed.  
Click the **Tasks Panel** icon.  
Select the **Manage Transactions** link.

The screenshot shows the Billing page. On the left, there's a summary card for 'Incomplete' transactions (0). In the center, there's a table with columns 'Transaction Number' and 'Source'. On the right, there's a 'Review Customer' button and a 'Transactions' dropdown menu. The 'Transactions' menu is open, showing a list of options: Create Transaction, Credit Transaction, Manage Transaction, Manage AutoInvoice, Approve Adjustment, Create Customer, Manage Customers, and Upload Customers. A red dashed arrow points from the 'Transactions' link in the menu back up to the 'Transactions' icon in the Tasks Panel. At the bottom right, there's a watermark for 'Oracle Apps88 Knowledge Sharing'.

- On the **Manage Transactions** page, search for and select the Transaction that needs to be adjusted.  
Enter the applicable Search criteria as Transaction Source  
Enter the **Transaction Number or the Bill-To Customer**, as examples  
Click the **Search** button.

Manage Transactions

**Search**

Advanced Saved Search All Transactions Done

\*\* At least one is required

Business Unit	US1 Business Unit	** Transaction Number	Starts with	34765	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>
** Transaction Source		** Transaction Date	Equals	m/d/yy	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>
Transaction Class		** Bill-to Customer	Equals		<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>
Transaction Type		Reference			

Actions View Detach

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Business Unit
34765	Manual	Invoice	Invoice	Yes	OracleApps88	300.00 USD	7/26/19	Oracle Apps88 Knowledge sharing

Select the line of the Transaction that needs to be adjusted.

With the line selected: Click the **Actions** dropdown. Select the **Manage Adjustments** list item.

Review Transaction: Invoice 34765

**General Information** | Show More

Business Unit	US1 Business Unit	Transaction Date	7/26/19
Transaction Source	Manual	Accounting Date	7/26/19
Transaction Type	Invoice	Salesperson	
Transaction Number	34765	Invoicing Rule	
Document Number		Attachments	None <span style="color: blue;">+</span>
Status	Complete	Notes	<span style="color: blue;">+</span>

**Customer**

Bill-to Name	OracleApps88	Ship-to Name	OracleApps88
Bill-to Site	Apps88	Ship-to Site	930975

**Actions**

- Credit Transaction
- Dispute Transaction
- Manage Adjustments** (selected)
- Review Installments
- Review Distributions
- Duplicate
- Post to Ledger
- Account in Draft
- View Accounting
- View Balance Details
- View Transaction Activities

USD - US Dollar  
300.00  
300.00  
0.00  
0.00  
0.00  
0.00  
0.00  
30 Net  
Due Date 8/25/19

Oracle Apps88 Knowledge sharing

- On the Manage Adjustments page: Click the Actions dropdown , Select Create. Or click on the Plus symbol(+)

Manage Adjustments: Invoice 34765

Actions ▾ View ▾ + Submit Withdraw Done

Number	Receivables Activity	Adjustment Type	Adjustment Amount (USD)	Includes Tax	Installment Number	Adjustment Status	Adjustment Date	Acco Date

**Details**

Transaction Distribution	Adjustment Reason
Account Description	Comments
Document Number	
Chargeback Number	



5. On the *Create Adjustment* pop-up window, enter or select values for the following:

**Receivables Activity** = Adjustments

**Adjustment Type** = Enter the Adjustment Type.

**Adjustment Amount** = Enter the Adjustment Amount.

**Adjustment Date** (will default to today's/system date)

**Adjustment Reason** = Enter the Reason.

After completing all fields, click the **Submit** button.

Manage Adjustments: Invoice 34765

**Create Adjustment**

* Receivables Activity	Transaction Adjustment	Document Number
* Adjustment Type	Line Adjustments	Chargeback Number
* Adjustment Amount	-100.00	Adjustment Reason
Includes Tax	Yes	Comments
* Adjustment Date	7/26/2019	Adjustment Status
* Accounting Date	7/26/2019	Transaction Distribution
* Installment Number	1 2019-08-25	101.10.12101.000.000.000
Installment Balance	200.00 USD	<b>Submit</b>



6. Note: - If the **Adjustment type** is **Invoice Adjustment** then the **Adjustment Amount** field will be grayed out and the invoice amount will be adjusted in total amount.

7. An *Information* pop-up is displayed indicating that the Adjustment has been created. Click the **OK** button.

Manage Adjustments: Invoice 34765

Actions ▾ View ▾ + ↛ Submit Withdraw Done								
Number	Receivables Activity	Adjustment Type	Adjustment Amount (USD)	Includes Tax	Installment Number	Adjustment Status	Adjustment Date	Account Date
144	Transaction Adj...	Line Adjustments	-100.00	Yes	1	Approved	7/26/19	7/26/19

144: Details

Transaction Distribution	101.10.12101.000.000.000	Adjustment Reason	Discount
Account Description	US 1 LE 1 BU 1.BoB 1.Accounts Receivable.Balance Sheet.None	Comments	<a href="http://OracleApps88.blogspot.com/">http://OracleApps88.blogspot.com/</a>
Document Number		OK	
Chargeback Number		Oracle Apps88 knowledge sharing	

The adjustment 144 has been created.

8. Once the Adjustment got approved, the status shows as Approved. Click on Done

Manage Adjustments: Invoice 34765

Actions ▾ View ▾ + ↛ Submit Withdraw Done								
Number	Receivables Activity	Adjustment Type	Adjustment Amount (USD)	Includes Tax	Installment Number	Adjustment Status	Adjustment Date	Account Date
144	Transaction Adj...	Line Adjustments	-100.00	Yes	1	Approved	7/26/19	7/26/19

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9. Click on Actions and View Transaction Activities

Review Transaction: Invoice 34765

General Information   <a href="#">Show More</a>		Actions ▾		View Image		Save ▾		Incomplete		Cancel	
Business Unit	US1 Business Unit	Transaction Date	7/26/19	Credit Transaction							
Transaction Source	Manual	Accounting Date	7/26/19	Dispute Transaction							
Transaction Type	Invoice	Salesperson		Manage Adjustments						USD - US Dollar	
Transaction Number	34765	Invoicing Rule		Review Installments						300.00	
Document Number		Attachments	None	Review Distributions						300.00	
Status	Complete	Notes		Duplicate						0.00	
Customer				Post to Ledger						0.00	
Bill-to Name	OracleApps88	Ship-to Name	OracleApps88	Account in Draft						0.00	
Bill-to Site	Apps88	Ship-to Site	930975	View Accounting						0.00	
				View Balance Details							
				View Transaction Activities							
				Payment Terms							
				Due Date						30 Net 8/25/19	

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Transaction Activities: Invoice 34765

Number	Installment Number	Activity Class	Activity Amount	Activity Date	Accounting Date	Status	Activity Business Unit
144	1	Adjustment	-100.00 USD	7/26/19	7/26/19	Approved	US1 Business U...
34766	1	Credit Memo	-100.00 USD	7/26/19	7/26/19	Applied	US1 Business U...

▲ Adjustment 144: Details

Installment Number	1	Accounting Date	7/26/19	Chargeback Number
Type	Line Adjustments	Adjustment Date	7/26/19	Created By
Currency	USD	Status	Approved	Comments
Allocated Receipt Amount	-100.00			<a href="http://OracleApps88.Blogspot.com/">http://OracleApps88.Blogspot.com/</a>
Activity Amount	-100.00			



10. On the View Balances Details-Here we can see the adjusted amount (-100) and click on Done.

Review Transaction: Invoice 34765

General Information		Actions	
Business Unit	US1 Business Unit	Transaction Date	7/26/19
Transaction Source	Manual	Accounting Date	7/26/19
Transaction Type	Invoice	Salesperson	
Transaction Number	34765	Invoicing Rule	
Document Number		Attachments	None
Status	Complete	Notes	
Customer		Actions	
Bill-to Name	OracleApps88	Ship-to Name	OracleApps88
Bill-to Site	Apps88	Ship-to Site	930975
		Payment Terms	30 Net 8/25/19
		Due Date	8/25/19

A red arrow points to the "View Balance Details" option in the Actions dropdown menu.



Review Transaction: Invoice 34765

Actions ▾ View Image Save ▾ Incomplete Cancel

General Information | Show More

Business Unit US1 Business  
Transaction Source Manual  
Transaction Type Invoice  
Transaction Number 34765  
Document Number  
Status Complete

Customer  
Bill-to Name OracleApp  
Bill-to Site Apps88

Balance Details: Invoice 34765

View By Entered Currency (USD) ▾

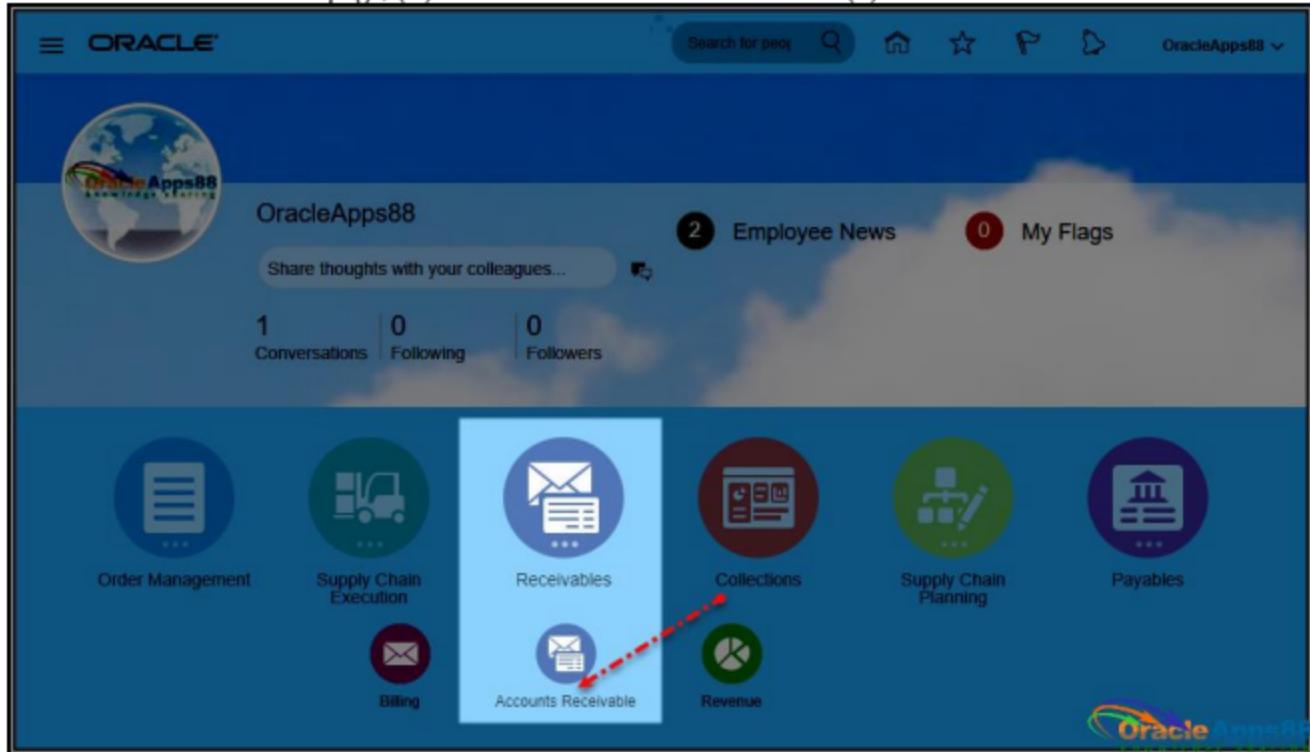
USD - US Dollar

Balance Details	Lines	Tax	Freight	Charges	Total
Original Amount	300.00	0.00	0.00	0.00	300.00
Receipts	0.00	0.00	0.00	0.00	0.00
Credits/Refunds	-100.00	0.00	0.00	0.00	-100.00
Adjustments	-100.00	0.00	0.00	0.00	-100.00
Bills Receivable	0.00	0.00	0.00	0.00	0.00
Discounts	0.00	0.00	0.00	0.00	0.00
Balance	100.00	0.00	0.00	0.00	100.00

Done Oracle Apps88 Knowledge sharing

## Creating a Standard Receipt

1. From the Oracle Home page, (A) drill into the **Receivables** icon and (B) click the **Account Receivables** icon.



2. The *Accounts Receivable* page is displayed.

Click the **Tasks Panel** icon.

Select the **Create Receipt** link.

The screenshot shows the Accounts Receivable page. In the Receipt Batches section, there are 7 batches listed. The Tasks Panel menu is open, showing a list of receipt-related tasks. A dashed red arrow points from the 'Create Receipt' link in the main menu to the 'Create Receipt' link in the Receipt Remittance submenu.

Batch Type	Status	Actual C
Manual	Out of balance	
Manual	Ready to post	
Manual	Ready to post	16
Manual	Out of balance	7
Manual	Out of balance	

3. On the *Create Receipt* page, enter or select values for the following fields:

**Receipt Type = Standard**

**Business Unit**(Select the Business Unit from the List)

**Receipt Method** (select **Manual**, specific bank; will be based on the Business Unit selected)

The Remittance Bank details will default based on the Receipt Method selected

**Receipt Number** – enter a specific Receipt number

**Entered Amount** – (Enter the Receipt Amount)

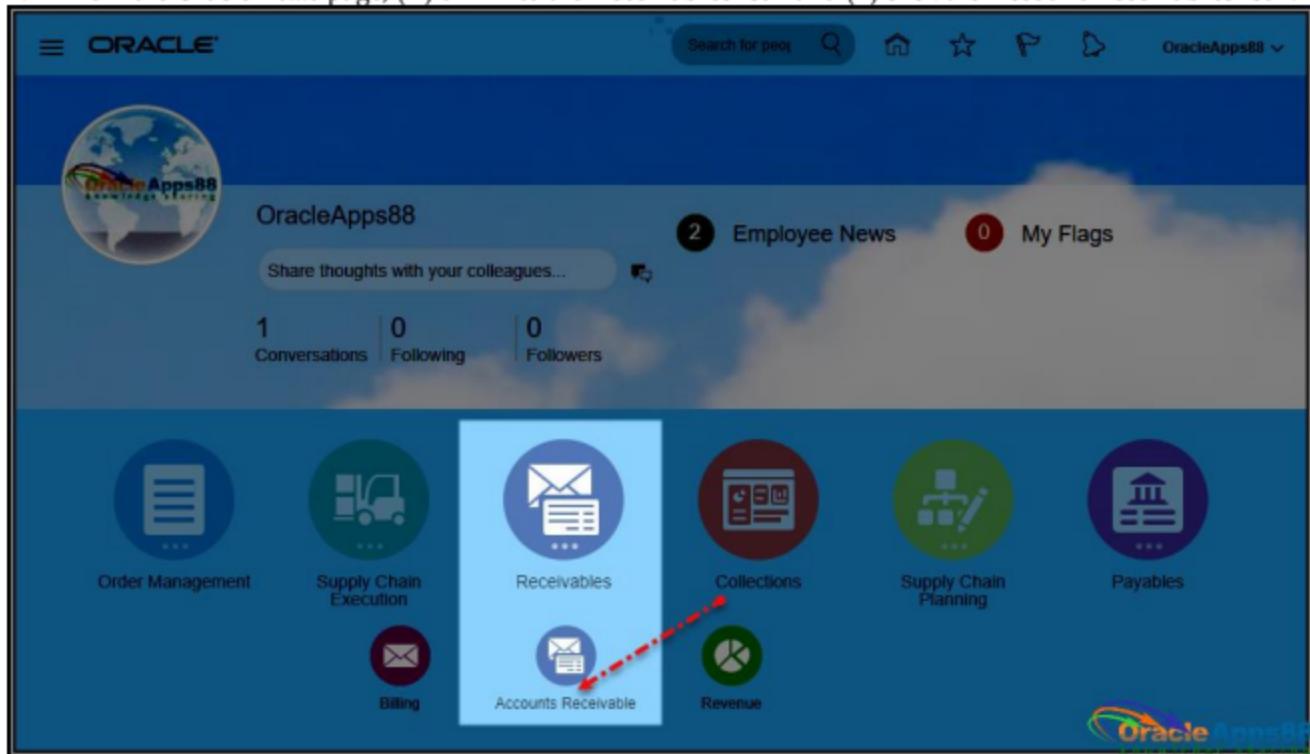
**Customer Name** (or Number – Search by clicking the magnifying glass)

On Submit and Create Another drop down, click on **Submit**.

4. The Receipt will be created and will be shown in the Pop up window.

## Applying a Standard Receipt

1. From the Oracle Home page, (A) drill into the **Receivables** icon and (B) click the **Account Receivables** icon.



2. The *Accounts Receivable* page is displayed.

Click the **Tasks Panel** icon.

Select the **Manage Receipts** link.

The screenshot shows the Accounts Receivable page. At the top, it says 'Accounts Receivable' and 'US1 Business Unit'. On the left, there's a 'Receipt Batches' section with a count of 7 and a 'Lockbox Exceptions' section. In the center, there's a table with columns: Batch Type, Status, Actual C, and a magnifying glass icon. A red dashed arrow points from the 'Tasks Panel' icon in the top right to the 'Manage Receipts' link in the sidebar menu. The sidebar menu includes sections for 'Receipts' (with links to Create Receipt, Create Receipts in, Create Automatic, Create Remittance, Manage Receipts, Manage Lockbox, and Lockbox Transmit) and 'Receipt Remittances' (with links to Create Receipt Remittance and Manage Receipt Remittance). The Oracle Apps88 logo is at the bottom right.

3. On the *Manage Receipts* page, search for the Receipt to be applied:

Enter the Receipt Number into the **Receipt Number** field.

Click the **Search** button.

In the Results displayed, click the hyperlink of the Receipt Number.

Manage Receipts

**Search**

Business Unit	Batch Number
** Receipt Number Starts with XXREC001	** Receipt Method
** Customer Name	Status Equals
** Customer Account Number	Remittance Bank
** Receipt Date Equals m/d/y	State Equals

Actions View Reassign Receipts Detach

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount
XXREC001	Confirmed	EFT (Automatic)	OracleApps88	9059574321	7/26/19		300.00	0.00

Done Advanced Saved Search All Receipts \*\* At least one is required

1 2 3

4. On the *Edit Receipt* page, in the **Receipt Details** region, click the **Add Open Receivables** button.

Edit Receipt: XXREC001

Actions Save Save and Close Cancel

**Receipt Information** Show More

Status Confirmed	Customer Account Number 9059574321	Currency USD
Business Unit US1 Business Unit	Customer Name OracleApps88	* Entered Amount 300.00
Receipt Type Standard	Customer Site Apps88	Accounted Amount 300.00
Receipt Method EFT (Automatic)	Receipt Date 7/26/19	Total Applied Amount 0.00
Receipt Number XXREC001	Accounting Date 7/26/19	On-Account Amount 0.00
Comments		Unapplied Amount 300.00
Add Application		Exchange Gain or Loss 0.00
Add Open Receivables		
Adjust		
Create Chargeback		
View Application Activities		
View Remittance Reference Detail		
View Exception Trends		
Unapply Application		
More		

Actions View Detach

Application Type \* Application Reference Amount Due \* Applied Amount Discount Exchange Gain or Loss

5. On the *Search and Select: Add Open Receivables* pop-up window:

Enter the Transaction Number into the **Receipt Reference Number** field or Transaction customer Name.

Click the **Search** button.

Select the Transaction line.

Click the **Add** button.

Click the **Done** button.

If we want to apply for Cross Currency Transaction then enable the Check Box of **Include Cross Currency Transactions**.

Add Open Receivables

Search: Transactions

<b>* Receipt Match By</b>	Transaction Number	* Required ** At least one is required							
<b>** Receipt Reference Number</b>	34765	1							
<input type="checkbox"/> Include Transactions From All Business Units									
Transaction Business Unit	US1 Business Unit								
Transaction Type									
<b>** Transaction Customer Name</b>									
<b>** Transaction Customer Account Number</b>									
Currency									
Amount									
From Transaction Due Date	m/d/y								
		<input type="button" value="Search"/> <input type="button" value="Reset"/>							
View   Detach									
Receipt Reference Number	Transaction Class	Transaction Number	Due Date	Payment Terms	Customer Name	Customer Account Number	Amount Due	Transaction Business Unit	
34765	3	Invoice	34765	8/25/19	30 Net	OracleApps88	9059574321	100.00 USD	US1 Business U...

4 5 
  
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6. Click the **Save** and then click on **Save and Close** button when done.

Edit Receipt: XXREC001

**Receipt Information**

Status	Confirmed	Customer Account Number	9059574321	Actions ▾	Save	Save and Close	Cancel
Business Unit	US1 Business Unit	Customer Name	OracleApps88	Currency	USD		
Receipt Type	Standard	Customer Site	Apps88	* Entered Amount	300.00		
Receipt Method	EFT (Automatic)	Receipt Date	7/26/19	Accounted Amount	300.00		
Receipt Number	XXREC001	Accounting Date	7/26/19	Total Applied Amount	100.00		
Receivables Specialist		Comments		On-Account Amount	0.00		
Attachments	None			Unapplied Amount	200.00		
				Exchange Gain or Loss	0.00		

**Receipt Details 200.00 USD**

Application History Activity

Actions ▾ View ▾ Detach

	Application Type	Application Reference	Amount Due	Applied Amount	Discount	Exception Reason	Ap
▶	Transaction	34765	0.00 USD	100.00	0.00		7/26/19

**Transaction 34765: Details**

Days Late	-30	Installment	1		
Transaction Type	Invoice	Amount Applied Base	100.00	Document Number	
Billing Number		Allocated Receipt Amount Base	100.00	Cross-Currency Rate	
Structured Payment Reference		Balance Due Base	0.00	Exchange Gain or Loss	0.00
		Maximum Discount	0.00		



7. The Receipt is applied on the Transaction.
8. The Receipt is in a **Status of Confirmed**

Manage Receipts

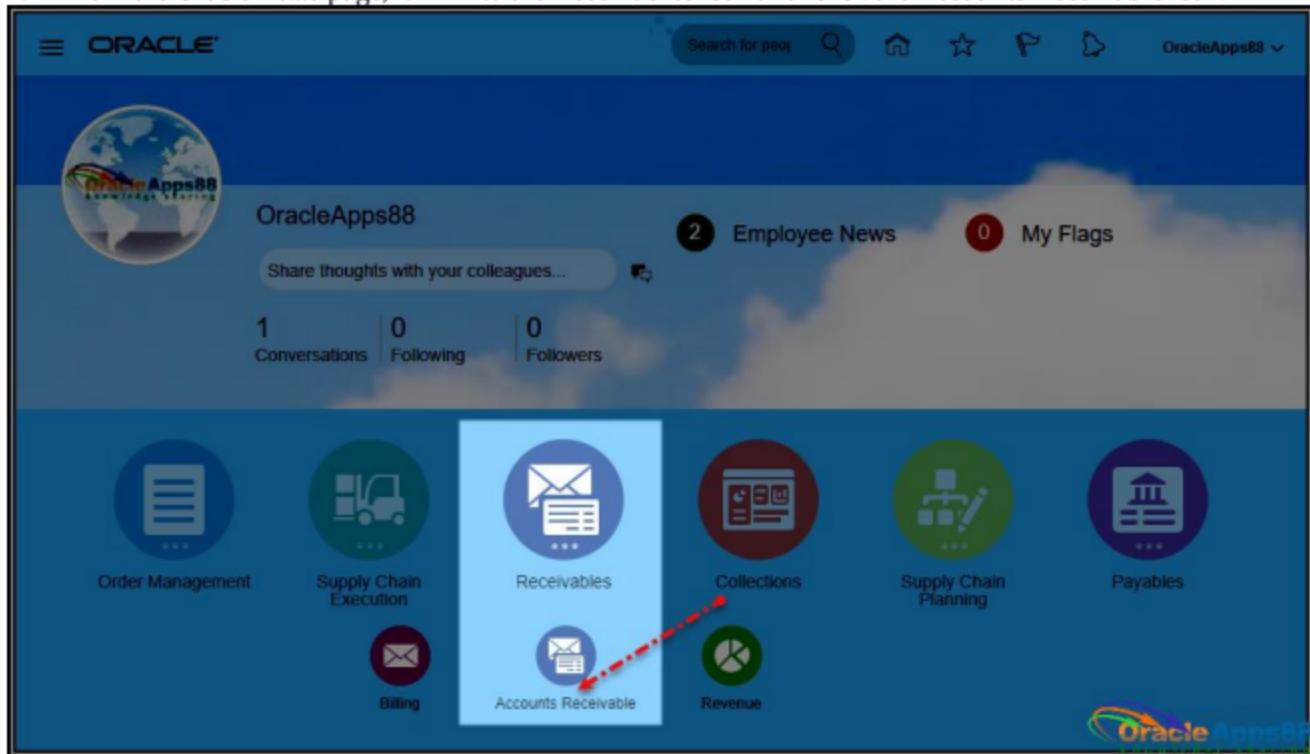
Actions ▾ View ▾ Reassign Receipts Detach Advanced Saved Search All Receipts ▾ Done

	Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unappl Amo
▶	XXREC001	Confirmed	EFT (Automatic)	OracleApps88	9059574321	7/26/19			



## Reversing a Receipt

- From the Oracle Home page, drill into the **Receivables** icon and click the **Accounts Receivable** icon.



- The **Billing** page is displayed.  
Click the **Tasks Panel** icon.  
Click on **Manage Receipts** link.

The screenshot shows the "Accounts Receivable" page. At the top, there is a dropdown for "US1 Business Unit". On the right, there is a "Review Cus" button and a "Receipts" sidebar with a list of options: Create Receipt, Create Receipts in, Create Automatic, Create Remittance, **Manage Receipts**, Manage Lockbox, and Lockbox Transmit. A red dashed arrow points from the "Manage Receipts" link to a magnifying glass icon on the page. The main area shows a "Receipt Batches" section with a count of 7 and a "Lockbox Exceptions" section. Below these are tables for Receipt Batches and Actual C. The "Actual C" table has columns for Batch Type, Status, Actual C, and a search icon. The "Receipt Batches" table has rows for Manual (Status: Out of balance), Manual (Status: Ready to post), Manual (Status: Ready to post), Manual (Status: Out of balance), and Manual (Status: Out of balance). The "Actual C" table has rows for 5, 16, 7, and 5. The bottom right of the page features the "Oracle Apps88 knowledge sharing" logo.

- Manage Receipt window is displayed.  
Query with the existing **Customer name** or the Receipt(number)  
Click on Search

Manage Receipts

**Search**

Action	Value
Business Unit	XXREC001
Receipt Number	Starts with XXREC001
Customer Name	OracleApps88
Customer Account Number	9059574321
Receipt Date	Equals 7/26/19
Batch Number	
Receipt Method	EFT (Automatic)
Status	Confirmed
Remittance Bank	
State	Equal 300.00

**Actions**: View, Reassign Receipts, Detach

**Receipt Information**

Field	Value
Receipt Number	XXREC001
Status	Confirmed
Receipt Method	EFT (Automatic)
Customer Name	OracleApps88
Customer Account Number	9059574321
Receipt Date	7/26/19
Batch Number	
Entered Amount	300.00
Unapplied Amount	0.00

**Actions**: Search, Reset, Save...

Go to Actions and Click on Reverse

Edit Receipt: XXREC001

**Receipt Information**

Field	Value
Status	Confirmed
Business Unit	US1 Business Unit
Receipt Type	Standard
Receipt Method	EFT (Automatic)
Receipt Number	XXREC001
Receivables Specialist	
Attachments	None

**Actions**: Reverse, Delete, Post to Ledger, Account in Draft, View Accounting

**Reverse** button highlighted with a red arrow.

Category	Amount
Total Applied Amount	100.00
On-Account Amount	0.00
Unapplied Amount	200.00
Exchange Gain or Loss	0.00

4. System will generate below Receipt Reverse page
5. select the Category and the Reason from the drop down list to process reverse.
6. Click on Reverse Button

Edit Receipt: XXREC001

**Reverse Receipt**

Date	7/26/19	Accounting Date	7/26/19
Category	Nonsufficient funds	Reason	Nonsufficient funds
Comments			
<input type="checkbox"/> Debit memo reversal		Context Value	
Type			
Distribution			

**Buttons:** Reverse, Cancel

Now the Receipt status is **reversed**.

Edit Receipt: XXREC001

**Receipt Information** | Show More

Status	Reversed	Customer Account Number	9059574321	Currency	USD
Business Unit	US1 Business Unit	Customer Name	OracleApps88	Entered Amount	300.00
Receipt Type	Standard	Customer Site	Apps88	Accounted Amount	300.00
Receipt Method	EFT (Automatic)	Receipt Date	7/26/19	Total Applied Amount	0.00
Receipt Number	XXREC001	Accounting Date	7/26/19	On-Account Amount	0.00
Receivables Specialist		Comments		Unapplied Amount	0.00
Attachments	None			Exchange Gain or Loss	0.00

7. The Invoice becomes open after the Receipt reversal. i.e. When this Receipt is reversed then the Invoice will be open and the amount will be changed to original invoice amount.

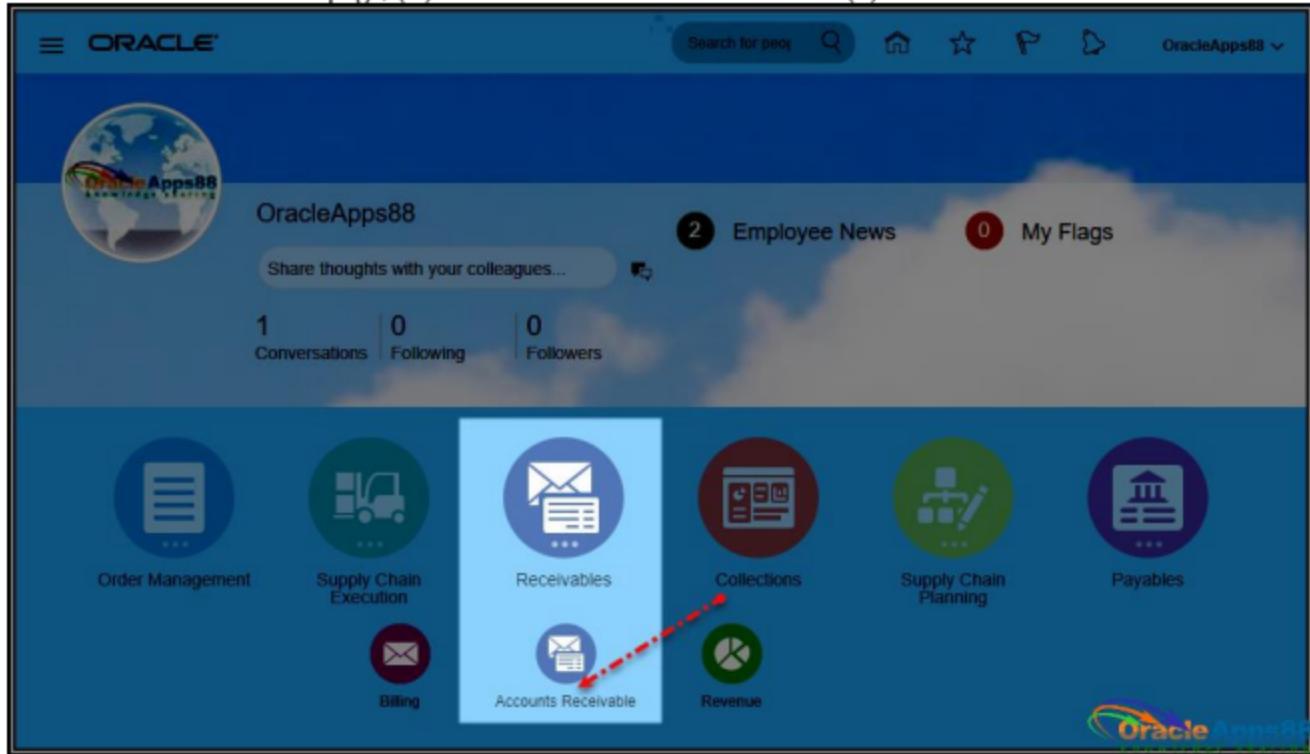
Manage Receipts

**Search**

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Business Unit	Unapplied Amount
XXREC001	Reversed	EFT (Automatic)	OracleApps88	9059574321	7/26/19		300.00	US1 Business...	0.00 USD

### Creating a Cross Currency Receipt

- From the Oracle Home page, (A) drill into the Receivables icon and (B) click the Account Receivables icon.



- The Accounts Receivable page is displayed.

Click the **Tasks Panel** icon.

Select the **Create Receipt** link

The screenshot shows the 'Accounts Receivable' page. In the top right corner, there's a 'Review Cus' button. On the left, a 'Receipt Batches' section displays '7' batches. Below it is a 'Lockbox Exceptions' section. The main area has a table with columns: Batch Type, Status, Actual C, and a magnifying glass icon. To the right of the table is a 'Receipts' menu with several options, one of which, 'Create Receipt', is highlighted with a red arrow. Another red arrow points from the 'Create Receipt' link in the Tasks Panel down to the 'Create Receipt' option in the Receipts menu. A watermark for 'Oracle Apps88 knowledge sharing' is visible at the bottom right.

Batch Type	Status	Actual C
Manual	Out of balance	
Manual	Ready to post	
Manual	Ready to post	16
Manual	Out of balance	7
Manual	Out of balance	9

*Note : Now Create Cross Currency Receipt against the Transaction which is created in USD currency*

- On the *Create Receipt* page, enter or select values for the following fields:

**Receipt Type = Standard**

**Business Unit** -Select the Business Unit from the List of values

**Receipt Method** -select **Manual**, specific bank; will be based on the Business Unit selected

The Remittance Bank details will default based on the Receipt Method selected

**Receipt Number** - enter the Receipt number

**Currency** - Select the Currency from the drop down list.(Ex-BRL)

**Entered Amount** - Enter the Receipt Amount

**Customer Name** or Number - Search by clicking the magnifying glass

On Submit and Create Another drop down, click on **Submit and apply manually**

Create Receipt

Receipt Type	Standard	* Currency	USD - US Dollar
Status	New	* Entered Amount	400.00
* Business Unit	US1 Business Unit	Accounted Amount	400.00
* Receipt Method	EFT (Automatic)	Tax Rate Code	
* Receipt Number	XXREC002	Receivables Specialist	
		Comments	

Submit and Create Another ▾ Cancel

- [Submit](#)
- [Submit and Apply Manually](#)
- [Submit and AutoApply Now](#)

Maturity Date
7/26/19
Postmark Date
m/d/yy
  
Attachments
None
Structured Payment Reference

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- Click on Add open Receivables tab

Edit Receipt: XXREC002

Actions ▾ | Save | Save and Close | Cancel

Receipt Information | Show More

Status	Confirmed	Customer Account Number	9059574321	Currency	USD
Business Unit	US1 Business Unit	Customer Name	OracleApps88	* Entered Amount	400.00
Receipt Type	Standard	Customer Site	Apps88	Accounted Amount	400.00
Receipt Method	EFT (Automatic)	Receipt Date	7/26/19	Total Applied Amount	0.00
Receipt Number	XXREC002	Accounting Date	7/26/19	On-Account Amount	0.00
		Comments		Unapplied Amount	400.00
				Exchange Gain or Loss	0.00

Add Application

- [Add Open Receivables](#) (highlighted with a red arrow)
- Adjust
- Create Chargeback
- View Application Activities
- View Remittance Reference Detail
- View Exception Trends
- Unapply Application
- More

Actions ▾ View ▾ Detach

Application Type \* Application Reference Amount Due Discount Exception Reason \* Application Description



5. Search with Transaction Customer Name or Receipt Reference number  
You should enable the **Include Cross currency Transactions Checkbox**  
Click on search
6. System will display the Transactions, select the different currency transaction numbers and click on add and done.

Add Open Receivables

Search: Transactions

\* Required  
\*\* At least one is required

<input type="text"/> Receipt Reference Number	34767	1	To Transaction Due Date	m/d/yy	<input type="button"/>			
<input type="checkbox"/> Include Transactions From All Business Units			<input type="checkbox"/> Include Inactive Customers					
<input type="checkbox"/> Transaction Business Unit			US1 Business Unit	<input type="checkbox"/> Include Cross-Currency Transactions				
<input type="checkbox"/> Transaction Type				<input type="checkbox"/> Include Disputed Transactions				
<input type="checkbox"/> Transaction Customer Name			OracleApps88	<input type="checkbox"/> Include Closed Transactions				
<input type="checkbox"/> Transaction Customer Account Number				<input type="checkbox"/> Include Chargebacks				
<input type="checkbox"/> Currency				<input type="checkbox"/> Include Debit Memos				
<input type="checkbox"/> Amount				<input type="checkbox"/> Include Credit Memos				
<input type="checkbox"/> From Transaction Due Date			m/d/yy	<input type="checkbox"/> Include Bills Receivable				
						<input type="button"/> 3		
						<input type="button"/> Search		
						<input type="button"/> Reset		
<input type="button"/> View						<input type="button"/> Detach		
Receipt Reference Number	Transaction Class	Transaction Number	Due Date	Payment Terms	Customer Name	Customer Account Number	Amount Due	Transaction Business Unit
34767	Invoice	34767	8/25/19	30 Net	OracleApps88	9059574321	200.00 GBP	US1 Business U...

4  5  6 Add Done Cancel



7. Receipt has applied against the Transaction. You can view the Cross currency rate in below screen shot
8. Click on save and close button

Edit Receipt: XXREC002

**Receipt Information** | [Show More](#)

Status	Confirmed	Customer Account Number	9059574321	Currency	USD
Business Unit	US1 Business Unit	Customer Name	OracleApps88	* Entered Amount	400.00
Receipt Type	Standard	Customer Site	Apps88	Accounted Amount	400.00
Receipt Method	EFT (Automatic)	Receipt Date	7/26/19	Total Applied Amount	258.58
Receipt Number	XXREC002	Accounting Date	7/26/19	On-Account Amount	0.00
Receivables Specialist		Comments		Unapplied Amount	141.42
Attachments	None				

**Receipt Details 141.42 USD**

[Application](#) [History](#) [Activity](#)

[Actions](#) ▾ [View](#) ▾ [Detach](#) [Add Application](#) [Unapply Application](#) [Add Open Receivables](#) [View Remittance Reference Detail](#) [View Exception Trends](#)

Action	Application Type	* Application Reference	Amount Due	* Applied Amount	Discount	Exception Reason	* Application De
▶	Transaction	34767	0.00 GBP	200.00	0.00		7/26/19

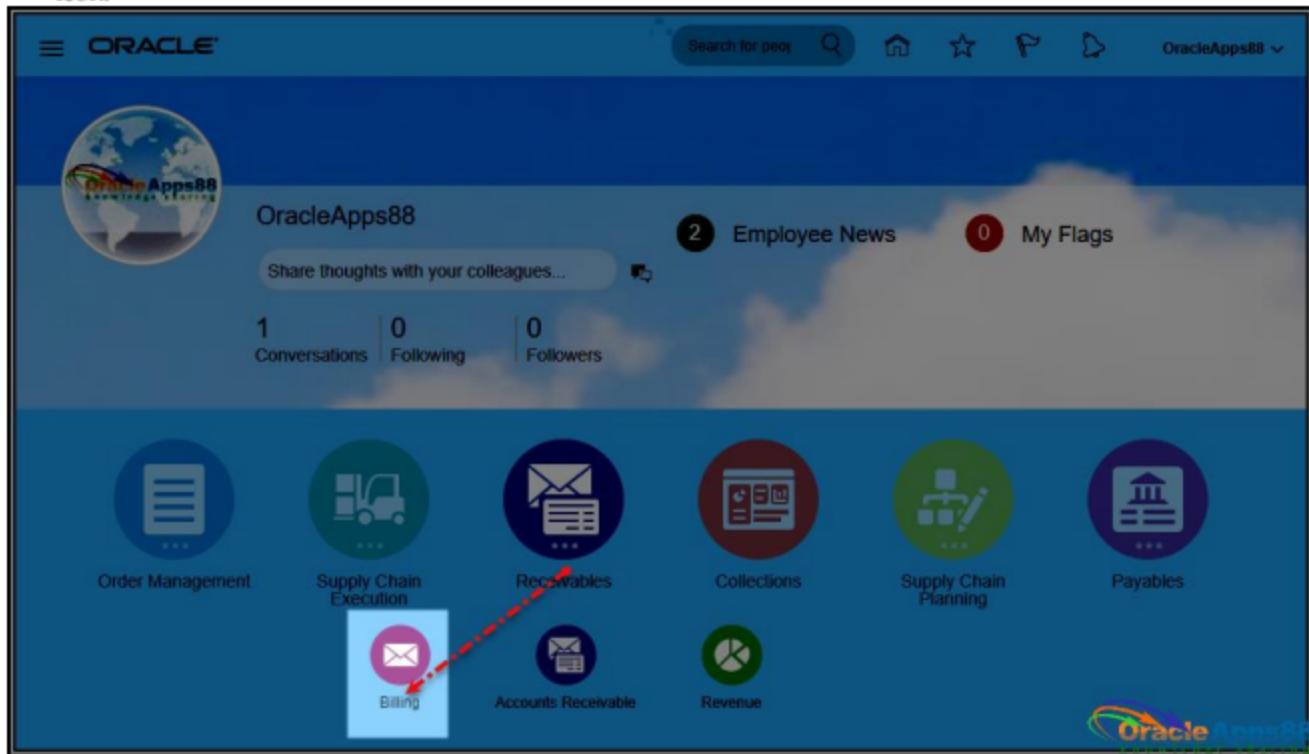
**Transaction 34767: Details**

Days Late	-30	Installment	1
Transaction Type	Invoice	Document Number	
Billing Number		Allocated Receipt Amount Base	258.58
Structured Payment Reference		Balance Due Base	0.00
		Maximum Discount	0.00
		* Cross-Currency Rate	1.2929



### Create Manual Credit Memo Transaction and Apply to Invoice

- After login to instance, From the Oracle Home page, click on the Receivables icon and then click the Billing icon.



- The Billing page is displayed.
  - Click the Tasks Panel icon.
  - Select the Create Transaction link.

The screenshot shows the Billing page. At the top, there's a navigation bar with the Oracle logo, a search bar, and a dropdown for 'OracleApps88'. Below the navigation, the word 'Billing' is followed by a dropdown for 'All business units'. To the right, there's a 'Review Cus' button and a 'Transactions' menu with a red arrow pointing to it. The 'Transactions' menu lists:
 

- [Create Transaction](#)
- [Credit Transaction](#)
- [Manage Transaction](#)
- [Manage AutoInvoice](#)
- [Approve Adjustmer](#)

 Below the menu, there's a 'Customers' section with links:
 

- [Create Customer](#)
- [Manage Customers](#)

 The main content area shows a table for 'Incomplete' transactions. The table has columns for 'Transaction Number' and 'Source'. A red arrow points from the 'Transactions' menu down to the table. The table currently displays '0' transactions. To the right of the table, there are icons for 'View', 'Complete', and 'Delete'. The bottom right corner of the page has the 'Oracle Apps88' logo.

Enter the below details click on Save

Create Transaction: Credit Memo

General Information | Show More

Transaction Class	Credit memo	Customer Reference		Currency	USD - US Dollar
* Business Unit	US1 Business Unit	Customer Reference Date	m/d/yy	Transaction Total	-200.00
* Transaction Source	Manual	Transaction Date	7/27/19	Lines	0.00
* Transaction Type	Credit Memo	Accounting Date	7/27/19	Tax	0.00
* Transaction Number		Salesperson		Freight	0.00
Document Number		Attachments	None	Charges	0.00
Credit Reason		Notes			

Customer

* Bill-to Name	OracleApps88	Ship-to Name	OracleApps88
Bill-to Site	Aops88	Ship-to Site	930975

Credit Memo Lines

View ▾ + × Detach Edit Freight Edit Default Sales Credits

Line Information		Tax De							
Line	Item	* Description	Reason	* Quantity	* Unit Price	Amount	Details	Tax Classification	T
1		XXINV Test Credit Memo		2	-100	-200.00			
				2		-200.00			



Click on the Actions and Edit Distribution

Edit Transaction: Credit Memo 35766

General Information | Show More

Business Unit	US1 Business Unit	Customer Reference Date	m/d/yy	Currency	USD - US Dollar
Transaction Source	Manual	Transaction Date	7/27/19	Transaction Total	-217.50
* Transaction Type	Credit Memo	Accounting Date	7/27/19	Lines	-200.00
Transaction Number	35766	Credit Reason		Tax	-17.50
Document Number		Salesperson		Freight	0.00
Status	Incomplete	Invoicing Rule		Charges	
Customer Reference					

Actions ▾ | Save ▾ | Complete and Create Another ▾ | Delete | Cancel

Edit Distributions

View VAT Invoice



Click on Save and Close

**Edit Distributions**

	Line Number	Detail Line Number	Account Class	Distribution	Accounting Date	Allocation	Distribution Comments		
						Percentage	Amount (USD)	Accounted Amount (USD)	
				Receivable	101.40.12101.000.000.721	7/27/19	100.0000	-217.50	-217.50
				Roundin...	101.40.78560.121.000.000	7/27/19	100.0000	0.00	0.00
	1			Revenue	101.40.41000.000.000.721	7/27/19	100.0000	-200.00	-200.00
	1	1		Tax	101.40.25200.000.000.721	7/27/19	100.0000	-13.00	-13.00
	1	2		Tax	101.40.25200.000.000.721	7/27/19	100.0000	-4.50	-4.50

**Action Buttons:** Save, Close, Cancel

Click on Complete and Review

**Edit Transaction: Credit Memo 35766**

General Information		Actions	
Business Unit	US1 Business Unit	Customer Reference Date	m/d/yy
Transaction Source	Manual	Transaction Date	7/27/19
* Transaction Type	Credit Memo	Accounting Date	7/27/19
Transaction Number	35766	Credit Reason	
Document Number		Salesperson	
Status	Incomplete	Invoicing Rule	
Customer Reference		Charges	

**Action Buttons:** Save, Complete and Create Another, Delete, Cancel

**Buttons on the right:** Complete and Review, Complete and Close

Click on Save and Close

**Review Transaction: Credit Memo 35766**

General Information		Actions	
Business Unit	US1 Business Unit	Customer Reference Date	
Transaction Source	Manual	Transaction Date	7/27/19
Transaction Type	Credit Memo	Accounting Date	7/27/19
Transaction Number	35766	Credit Reason	
Document Number		Salesperson	
Status	Complete	Invoicing Rule	
Customer Reference		Attachments	None

**Action Buttons:** View Image, Save, Incomplete, Cancel

**Buttons on the right:** Save and Close

Applying the Credit Memo to Invoice

9. From the Oracle Home page, (A) drill into the **Receivables** icon and (B) click the **Account Receivables** icon.

The screenshot shows the Oracle Home page with the Oracle Apps88 logo. Below the logo, there are statistics: 1 Conversation, 0 Following, and 0 Followers. A navigation bar at the top includes links for Employee News (2 notifications), My Flags (0 notifications), and OracleApps88. Below the stats, there's a section for sharing thoughts with colleagues. A grid of application icons is displayed, with a red dashed arrow pointing from the 'Accounts Receivable' icon to the 'Receivables' icon.

Icon	Application
Document	Order Management
Lorry	Supply Chain Execution
Envelope	Receivables
Bar chart	Collections
Group of people	Supply Chain Planning
Building	Payables
Envelope	Accounts Receivable
Pie chart	Revenue

Click on Manage Credit Memo Transactions under credit memo

The screenshot shows the Accounts Receivable screen. On the left, there are two sections: 'Receipt Batches' (7) and 'Lockbox Exceptions' (0). In the center, there's a table for 'Receipt Batches' with columns for 'Batch Type' and 'Status'. The table contains seven rows, each with a 'Manual' batch type and either 'Out of balance' or 'Ready to post' status. On the right, there's a sidebar menu with several categories and their sub-items:

- Receipts**
  - Create Receipt
  - Create Receipts in
  - Create Automatic F
  - Create Remittance
  - Manage Receipts
  - Manage Lockbox T
  - Lockbox Transmiss
- Receipt Remittances**
  - Create Receipt Re
  - Manage Receipt R
  - Correct Funds Tra
- Credit Memos**
  - Manage Credit Me
- Customers**
  - Manage Customers

A red dashed arrow points from the 'Manage Credit Memos' link in the sidebar to the 'Manage Credit Memos' link in the 'Receipts' category of the sidebar.

Search with Credit Memo number and click on Edit button

Manage Credit Memo Applications

**Search**

Advanced Saved Search All On-Account Credit Memos Done

\*\* At least one is required

Business Unit	** Transaction Date	Equals m/d/yy
** Transaction Source	Transaction Reference	
Transaction Type	** Customer Name	OracleApps88 <input type="button" value="Search"/>
** Transaction Number Starts with 35766	<span style="color: red; border: 1px solid red; padding: 2px;">1</span>	

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Apply Credit Memo: 35766

Add Open Receivables

Actions ▾ | Save | Save and Close | Cancel | X

\*\* Transaction Number Equals 35767 1

Amount

From Transaction Due Date  m/d/y 2

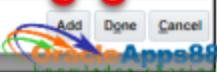
To Transaction Due Date  m/d/y 3

Include Closed Transactions

View ▾ | Detach

Transaction Number	Transaction Class	Due Date	Payment Terms	Customer Name	Customer Account Number	Amount
35767 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>	Invoice	8/26/19	30 Net	OracleApps88 <span style="color: red;">✓</span>	9059574321 <span style="color: red;">✓</span>	400.00

5 Add Done Cancel



Click on Save and Close button

Apply Credit Memo: 35766

Business Unit	US1 Business Unit	Customer Account Number	9059574321	Currency	USD
Transaction Source	Manual	Customer Name	OracleApps88	Entered Amount	217.50
Transaction Type	Credit Memo	Customer Site	Apps88	Accounted Amount	217.50
Transaction Number	35766	Reference Reason		Applied Amount	217.50
Transaction Date	7/27/19	Customer Reference		Refund Amount	0.00
Transaction Reference		Dispute Amount		Unapplied Amount	0.00
Document Number		Dispute Date			

Credit Memo Applications

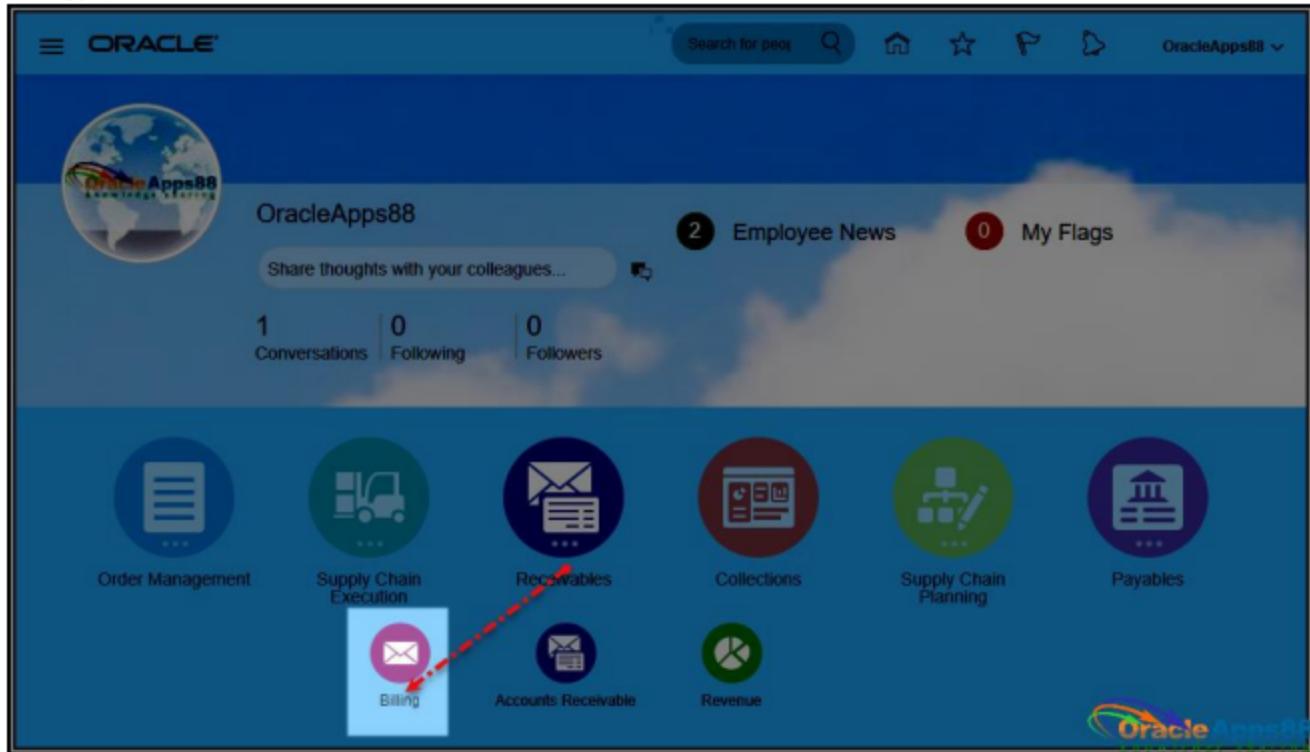
Actions ▾ | View ▾ | + | X | Detach | Add Open Receivables | Issue Refund

Application Type	Application Reference	Customer Account Number	Activity Class	Amount Due	Applied Amount	Application Date	Accounting Date
Transaction	35767	9059574321	Invoice	182.50	217.50	7/27/19	7/27/19



### Create Automatec Credit Memo Transaction

- After login to instance, From the Oracle Home page, click on the Receivables icon and then click the Billing icon.



- The Billing page is displayed.  
Click the Tasks Panel icon.  
Select the Credit Transaction link.

The screenshot shows the 'Billing' page for 'US1 Business Unit'. On the left, there's a 'Tasks Panel' with sections for 'Incomplete' (1 item, 0-10 Days; 11 items, 10+ Days) and 'Approval'. The main area displays a table of transactions:

	Transaction Number	Source	Entered A
10000	Manual	18,487.	<input type="button" value="Search"/>
10003	Manual	17,500.	<input type="button" value=""/>
10008	Manual	16,163.	<input type="button" value=""/>
10005	Manual	15,877.50 USD	<input type="button" value=""/>
10001	Manual	13,080.02 USD	<input type="button" value=""/>
10009	Manual	7,856.27 USD	<input type="button" value=""/>

A context menu is open over the first transaction (10000). The menu is divided into 'Transactions' and 'Customers' sections, with 'Credit Transaction' highlighted in blue. A red dashed arrow points from the 'Credit Transaction' option to the mouse cursor. The 'Transactions' section also includes 'Create Transaction', 'Manage Transactions', 'Manage AutoInvoice L', 'Approve Adjustments', 'Manage Recurring Bill', 'Manage Golden Tax T', and 'Review VAT Invoices !'. The 'Customers' section includes 'Create Customer' and 'Manage Customers'.

Click on the Search button on Original invoice number

Credit Transaction

Original Transaction

Number	<input type="text"/>	<input type="button" value="Search"/>	Customer	Original Amount
Business Unit			Customer Account	Activity
				Current Balance

► Credit Memo

Transaction Amounts

Credit Entire Balance		Credit Lines		Edit Distributions		<input checked="" type="checkbox"/> Automatically derive tax from lines
Section	Original Amount	Credit		Current Balance	Remaining Balance	
		Credit Percentage	Amount			

No data to display.

Total



Search with Transaction Number and select the line click on Ok

Search and Select: Original Transaction Number

▲ Search

Advanced

\*\* At least one is required

** Transaction Source	<input type="text"/>
** Transaction Number	<input type="text" value="35767"/> ①
** Transaction Date	<input type="text" value="m/d/yy"/> <input type="button" value="Calendar"/>
Currency	<input type="text"/>
** Bill-to Customer	<input type="text"/>
Entered Amount	<input type="text"/>

②

Transaction Number	Transaction Source	Bill-to Customer	Entered Amount	Transaction Date	Curre
35767 ③	Manual	OracleApps88	400	7/27/19	USD

④



Enter the Credit Amount click on Complete and Close button

**Credit Transaction**

USD - US Dollar

**Original Transaction**

* Number	35767	Customer	OracleApps88	Original Amount	400.00
Business Unit	US1 Business Unit	Customer Account	9059574321	Activity	217.50
				Current Balance	182.50

**Credit Memo**

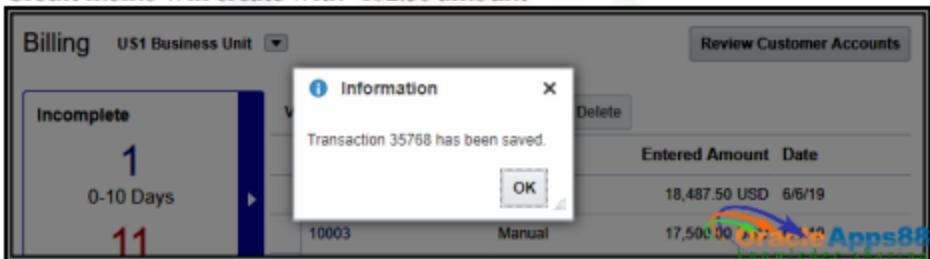
* Transaction Source	Manual	Customer Reference		Comments	
* Transaction Type	Credit Memo	Reference		Context Value	
Transaction Number		Attachments	None	Exclude From	
Document Number		Notes		Netting	
Transaction Date	7/27/19			Regional Information	
* Accounting Date	7/27/19		<input type="checkbox"/> Intercompany	Context Value	
Credit Reason		Special Instructions			

**Transaction Amounts**

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	400.00	45.63	-182.50	182.50	0.00
Tax	0.00			0.00	0.00
Freight	0.00			0.00	0.00
Total	400.00	45.63	-182.50	182.50	0.00



Credit memo will create with -182.50 amount



Verify the transaction details

Go to Manage Transactions on Billing Tasks

Search with Customer Name

You can see credit memo is applied to transaction number

Manage Transactions

Done

Search Advanced Saved Search All Transactions \*\* At least one is required

Business Unit: US1 Business Unit  
Transaction Number: Starts with  
Transaction Source: Transaction Date: Equals m/d/y

Transaction Class: Bill-to Customer Equals OracleApps88  
Transaction Type: Reference

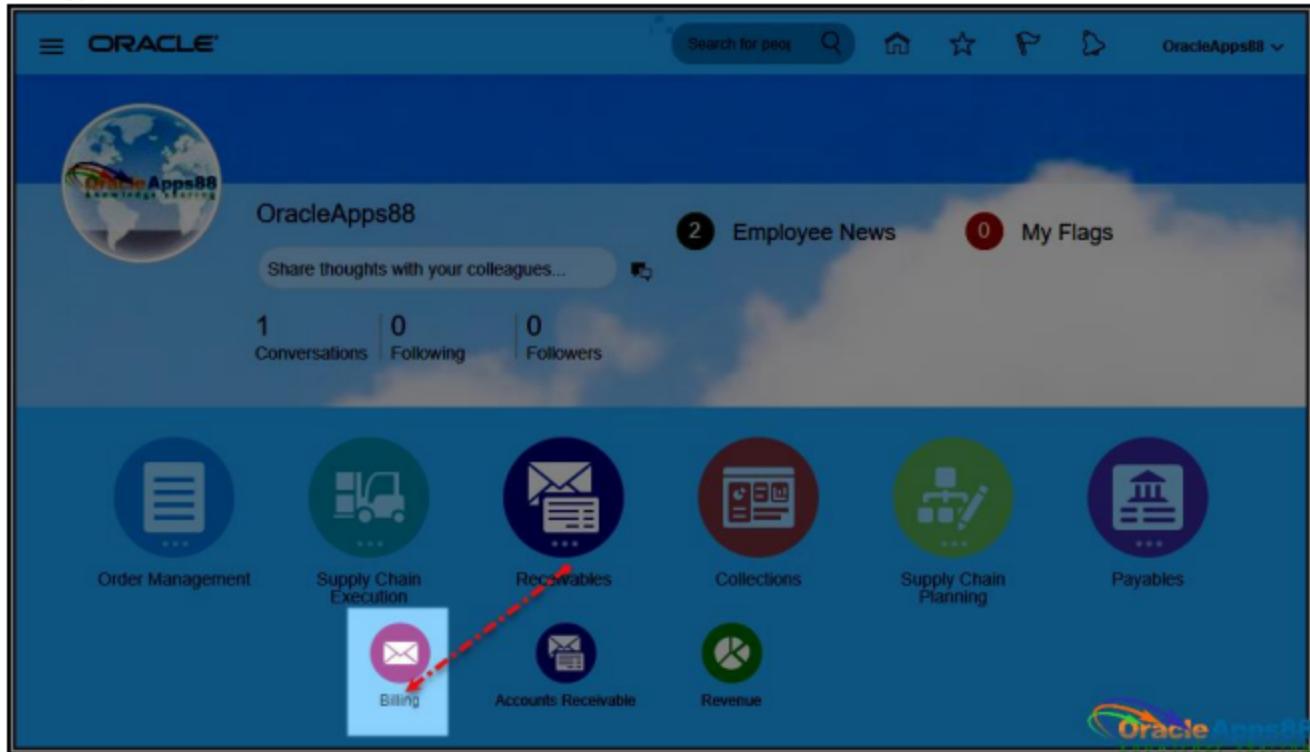
Search Reset Save...

Actions View Detach

	Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Business Unit	Original Trans. Number
▶	34767	Manual	Invoice	Invoice	Yes	OracleApps88	200.00 GBP	7/26/19	US1 Business U...	
▶	35766	Manual	Credit Memo	Credit Me...	Yes	OracleApps88	-217.50 USD	7/27/19	US1 Business U...	
▶	34766	Manual	Credit Memo	Credit Me...	Yes	OracleApps88	-100.00 USD	7/26/19	US1 Business U...	34765
▶	35767	Manual	Invoice	Invoice	Yes	OracleApps88	400.00 USD	7/27/19	US1 Business U...	
▶	34765	Manual	Invoice	Invoice	Yes	OracleApps88	300.00 USD	7/26/19	US1 Business U...	
▶	35768	Manual	Credit Memo	Credit Me...	Yes	OracleApps88	-182.50 USD	7/27/19	US1 Business U...	35767

### Create Debit Memo Transaction

- After login to instance, From the Oracle Home page, click on the Receivables icon and then click the Billing icon.



- The Billing page is displayed.  
Click the Tasks Panel icon.  
Select the Create Transaction link.

The screenshot shows the 'Billing' page for 'US1 Business Unit'. On the left, there's an 'Incomplete' section with counts for '0-10 Days' (1) and '10+ Days' (11). Below that is an 'Approval' section. In the center, there's a table with columns: Transaction Number, Source, Entered A, and a search icon. On the right, there's a 'Review C' button and a 'Transactions' menu with options like 'Create Transaction', 'Credit Transaction', etc. A red arrow points from the 'Tasks Panel' icon in the top right to the 'Create Transaction' link in the menu. The bottom right corner has the 'Oracle Apps88' logo.

	Transaction Number	Source	Entered A
10000	Manual	18,487.	
10003	Manual	17,500.	
10008	Manual	16,163.	
10005	Manual	15,877.50 USD	
10001	Manual	13,080.02 USD	
10009	Manual	7,856.27 USD	

Enter the transaction details and click on Misc tab

Create Transaction: Debit Memo

General Information | [Show Less](#)

Transaction Class	Debit memo	Transaction Date	7/27/2019	Currency	USD - US Dollar
* Business Unit	US1 Business Unit	Accounting Date	7/27/2019	Transaction Total	100.00
* Transaction Source	Manual	Salesperson	<input type="text"/>	Lines	100.00
* Transaction Type	Debit Memo	Attachments	None	Tax	0.00
* Transaction Number		Notes	<input type="text"/>	Freight	0.00
Document Number				Charges	0.00

Customer   Payment   Miscellaneous

**Bill-to**

* Name	OracleApps88
* Account Number	9059574321
Third-Party Tax Registration Number	
* Site	Apps88
* Address	#OracleApps88 #Hyderabad Santa Clara, California 95055 United States
Contact	Oracle Apps

**Ship-to**

Name	OracleApps88
Site	930975
Address	#OracleApps88 #Hyderabad Santa Clara, California 95055 United States
Contact	

**Sold-to**

Name	OracleApps88
Account Number	9059574321
* Site	Apps88

**Paying Customer**

Name	OracleApps88
Account Number	9059574321
* Site	Apps88

**Debit Memo Lines**

View  +  X  Detach  Edit Freight  Edit Default Sales Credits

Line	Item	* Description	Line Information					
			Memo Line	UOM	* Quantity	* Unit Price	Amount	De
1		XXINV Test Debit Memo T			1	100	100.00	
						Total	1	



Enter the transaction number and click on complete button

Create Transaction: Debit Memo

General Information | [Show Less](#)

Transaction Class	Debit memo	Transaction Date	7/27/2019	Currency	USD - US Dollar
* Business Unit	US1 Business Unit	Accounting Date	7/27/2019	Transaction Total	100.00
* Transaction Source	Manual	Salesperson	<input type="text"/>	Lines	100.00
* Transaction Type	Debit Memo	Attachments	None	Tax	0.00
* Transaction Number		Notes	<input type="text"/>	Freight	0.00
Document Number				Charges	0.00
Customer	Payment	Miscellaneous			
* Legal Entity	US1 Legal Entity	Generate Bill	Yes	PO Revision	
Tax Registration Number		Print Date		PO Date	
Taxation Country		Special Instructions	<input type="text"/>	Context Value	<input type="button"/>
Document Fiscal Classification		Comments	<input type="text"/>	Exclude From Netting	<input type="checkbox"/>
Default Tax Exemption Handling	Standard	Structured Payment Reference	<input type="text"/>	Regional Information	<input type="button"/>
Cross Reference	35767	Context Value			

Debit memo will create

Billing US1 Business Unit

Incomplete	View	Complete	Delete
1 0-10 Days	Transaction Number	Source	Information
11 10+ Days	10000	Manual	Customer
	10003	Manual	Business World
	10008	Manual	Easy Solutions
	10005	Manual	Owens & Minor

OK

Transaction 35769 has been saved.

