

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)

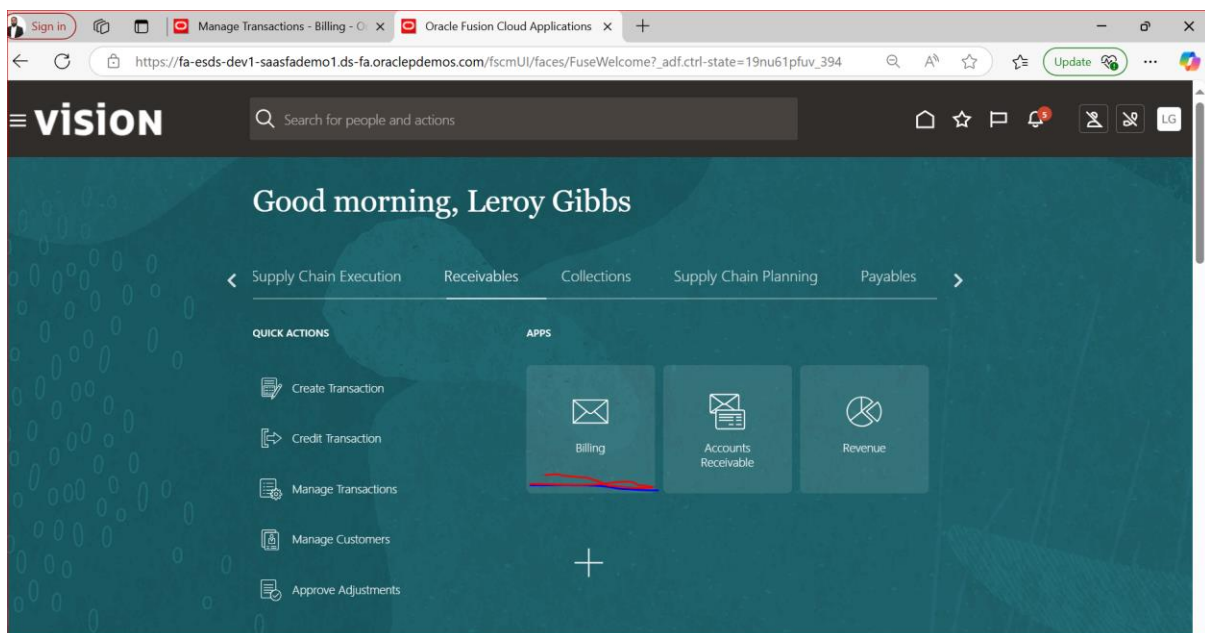
- 1) Create a standard invoice
- 2) Create credit memo (from Transitional Work Bench)
- 3) Create Receipt for credit memo
- 4) Check Balance for the standard invoice

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



Transaction Number	Source	Class	Customer	Entered Amount	Date
1309788	Receivables Import	Invoice	Dixon Industries	492,085.20 EUR	1/6/25
1309789	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
112807	Manual	Credit Memo	Owens & Minor	39,200.00 EUR	3/10/25

Enter all the details

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
 Salesperson:
 Invoicing Rule:
 Attachments: None
 Notes:

* 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

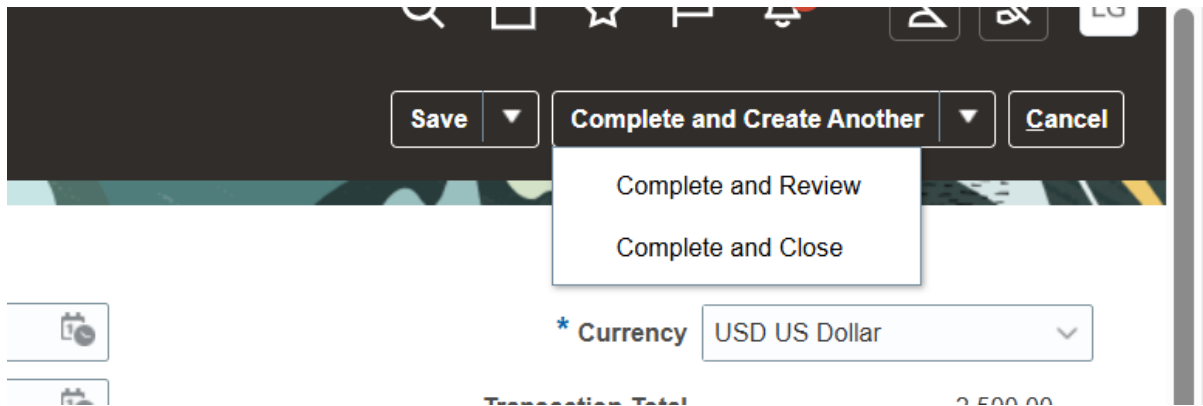
* Payment Terms: 2/10, Net 30
 Due Date: 4/23/25

Invoice Lines

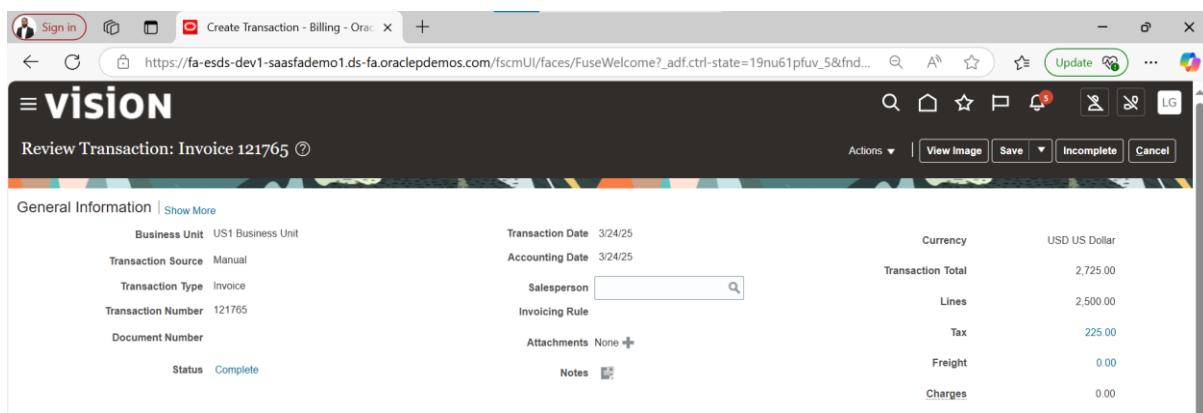
Line	Item	* Description	Memo Line	UOM	* Quantity	* Unit Price	Amount	Details	Tax Invoice Date	Tax Classification
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Then complete and Review

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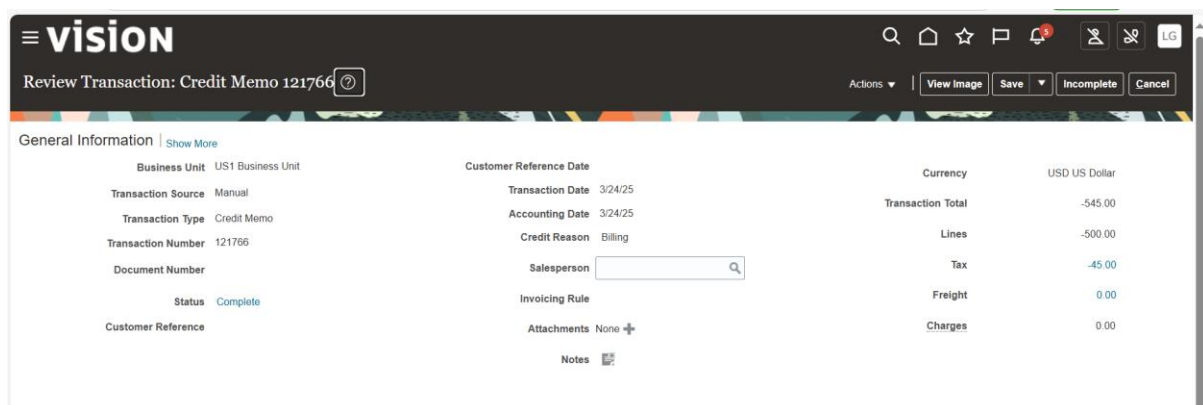


Invoice has been generated



Transaction Number : 121765

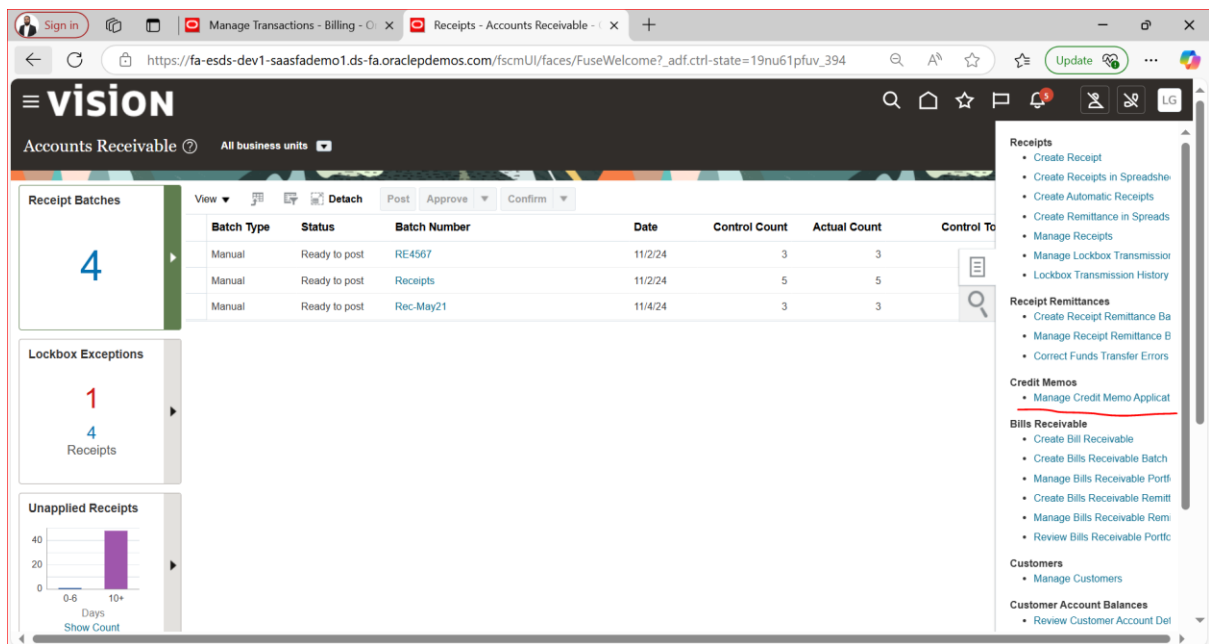
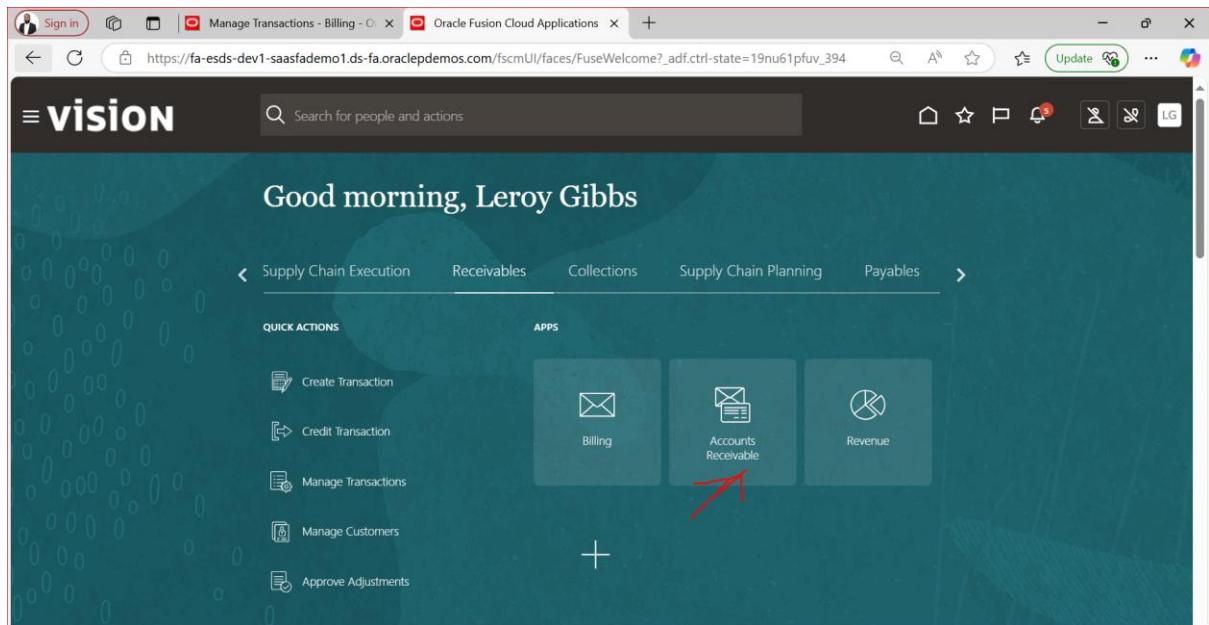
In the same manner create credit memo from transaction work bench



Credit Memo Transaction Number : 121766

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

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Search with the credit memo

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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"

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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 Amount 545.00

Document Number Dispute Date

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

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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

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Click on “Add”

Add Open Receivables

Search

View ▾ Detach

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

Add Done Cancel

Application Reference Customer Account Number Activity Class Amount Due Applied Amount Application Date Accounting Date

Once done save and close

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

Review Transaction: Invoice 121765

Actions ▾ View Image Save Incomplete Cancel

General Information | Show More

Business Unit US1 Business Unit

Transaction Source Manual

Transaction Type Invoice

Transaction Number 121765

Document Number

Status Complete

Customer

Bill-to Name Easy Solutions

Bill-to Site Oakland

Invoice Details

Invoice Lines Sales Credits

View ▾ Detach

Line Information Tax Determinants Revenue Scheduling

Balance Details: Invoice 121765

View By Entered Currency (USD) ▾

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

Done

Currency USD US Dollar

Transaction Total 2,725.00

Lines 2,500.00

Tax 225.00

Freight 0.00

Charges 0.00

* Payment Terms 2/10, Net 30

Due Date 4/23/25

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Steps for Credit Memo (Automatic)

Create a Transaction from Billing -> Create transaction

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

Enter all the required details then Complete and Review

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
Salesperson:
Invoicing Rule:
Attachments: None
Notes:
Currency: USD US Dollar
Transaction Total: 3,500.00
Lines: 3,500.00
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
1		goods			1	3500	3,500.00		m/d/y	

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Review Transaction: Invoice 121768

Actions: View Image, Save, Incomplete, Cancel

General Information | Show Less

Business Unit: US1 Business Unit

Transaction Source: Manual

Transaction Type: Invoice

Transaction Number: 121768

Billing Number:

Cross Reference:

Document Number:

Status: Complete

Transaction Date: 3/24/25

Billing Date:

Accounting Date: 3/24/25

Salesperson:

Invoicing Rule:

Attachments: None

Notes:

Currency: USD US Dollar

Transaction Total: 3,815.00

Lines: 3,500.00

Tax: 315.00

Freight: 0.00

Charges: 0.00

Dispute Amount: 0.00

Dispute Date:

Customer | Payment | Miscellaneous

Transaction Number : 121768

Now create the credit transaction

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Billing | All business units

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

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

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Credit Transaction

Original Transaction

* Number

Business Unit

Customer

Customer Account

Original Amount

Activity

Current Balance

► Credit Memo

Transaction Amounts

☒ Automatically derive tax from lines

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

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

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Review Transaction: Credit Memo 121769

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

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

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

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Review Transaction: Invoice 121768

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, Not 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?_afrcLoop=38290133796639359&...

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Edit Receipt: INV-RECEIPT-001

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

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Review Transaction: Invoice 121768

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	-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

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