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

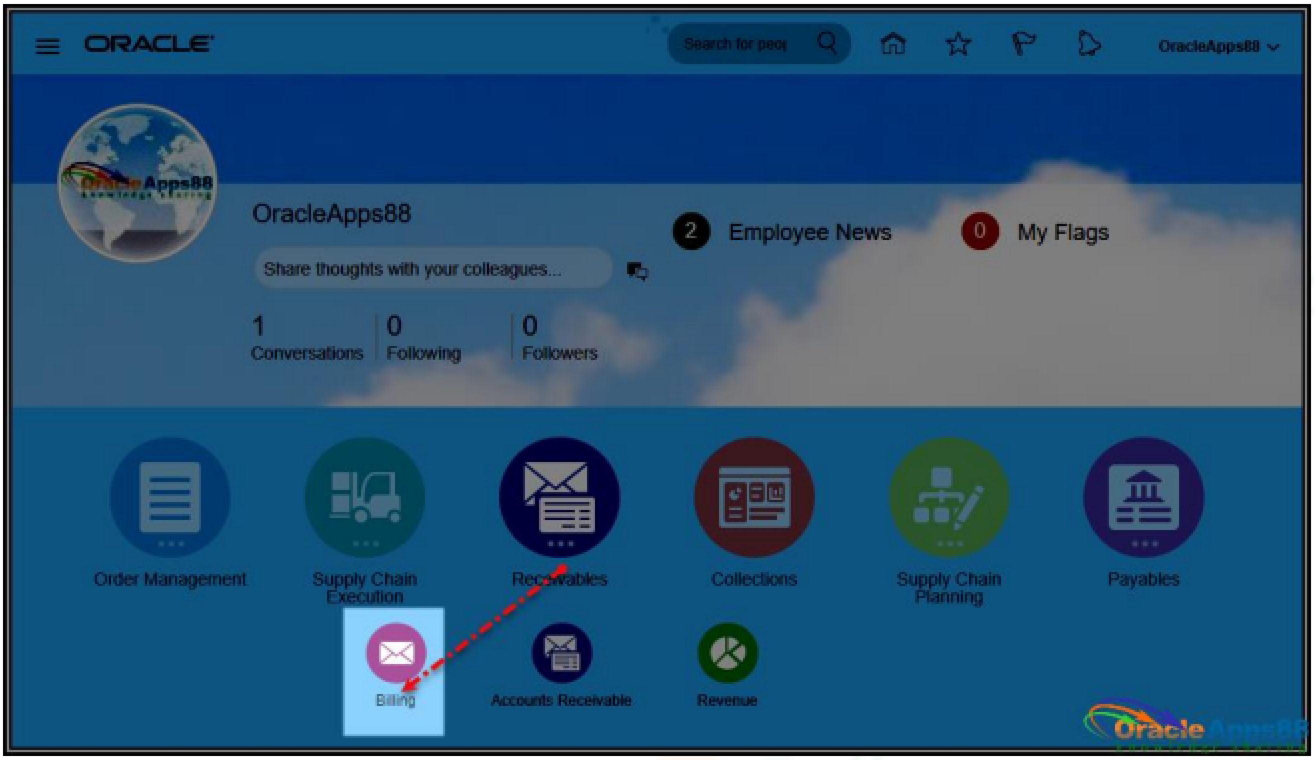
Use the Receivables Balances work area to perform tasks related to customer payment activities and the management of accounts receivable balances. Review actionable items, including open receipts and receipt batches, unapplied and on-account receipts and credit memos, receipt remittance batches, and 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

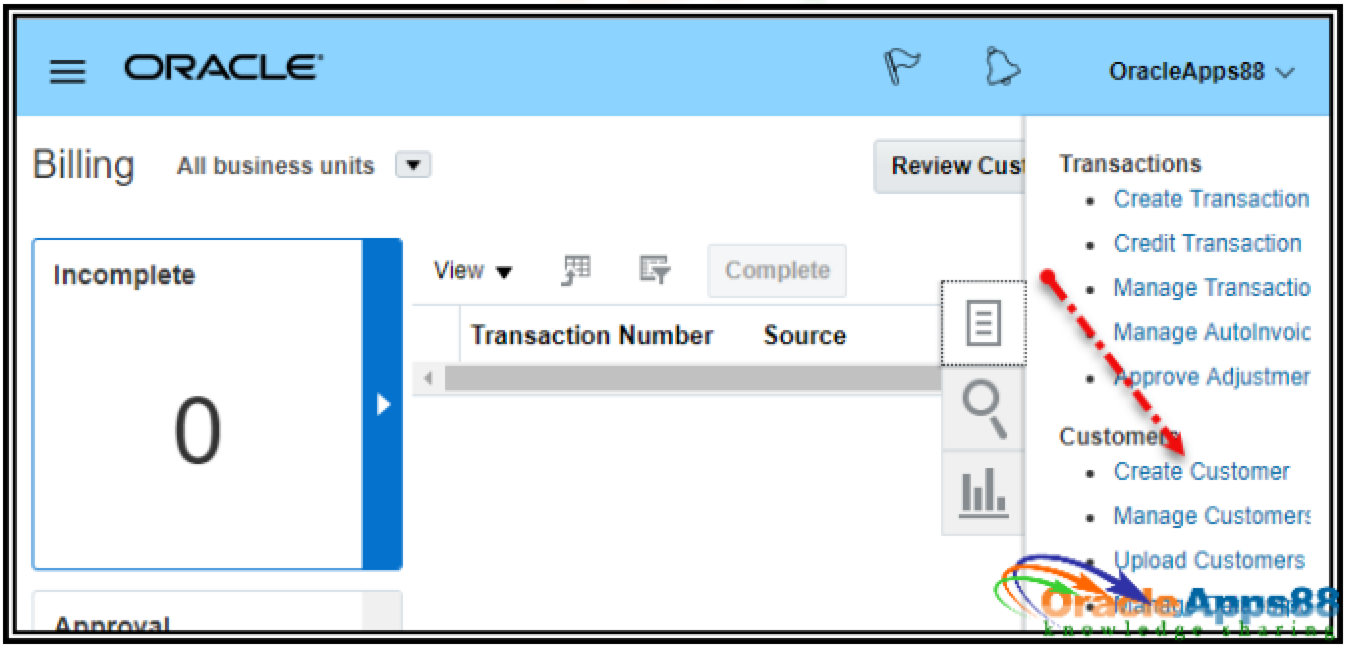
Use the Revenue Management work area to perform tasks related to revenue recognition and revenue adjustments. Run the Recognize Revenue program to generate revenue distribution records for invoices and credit memos that use invoicing and revenue scheduling rules. Perform revenue adjustments on one or 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

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



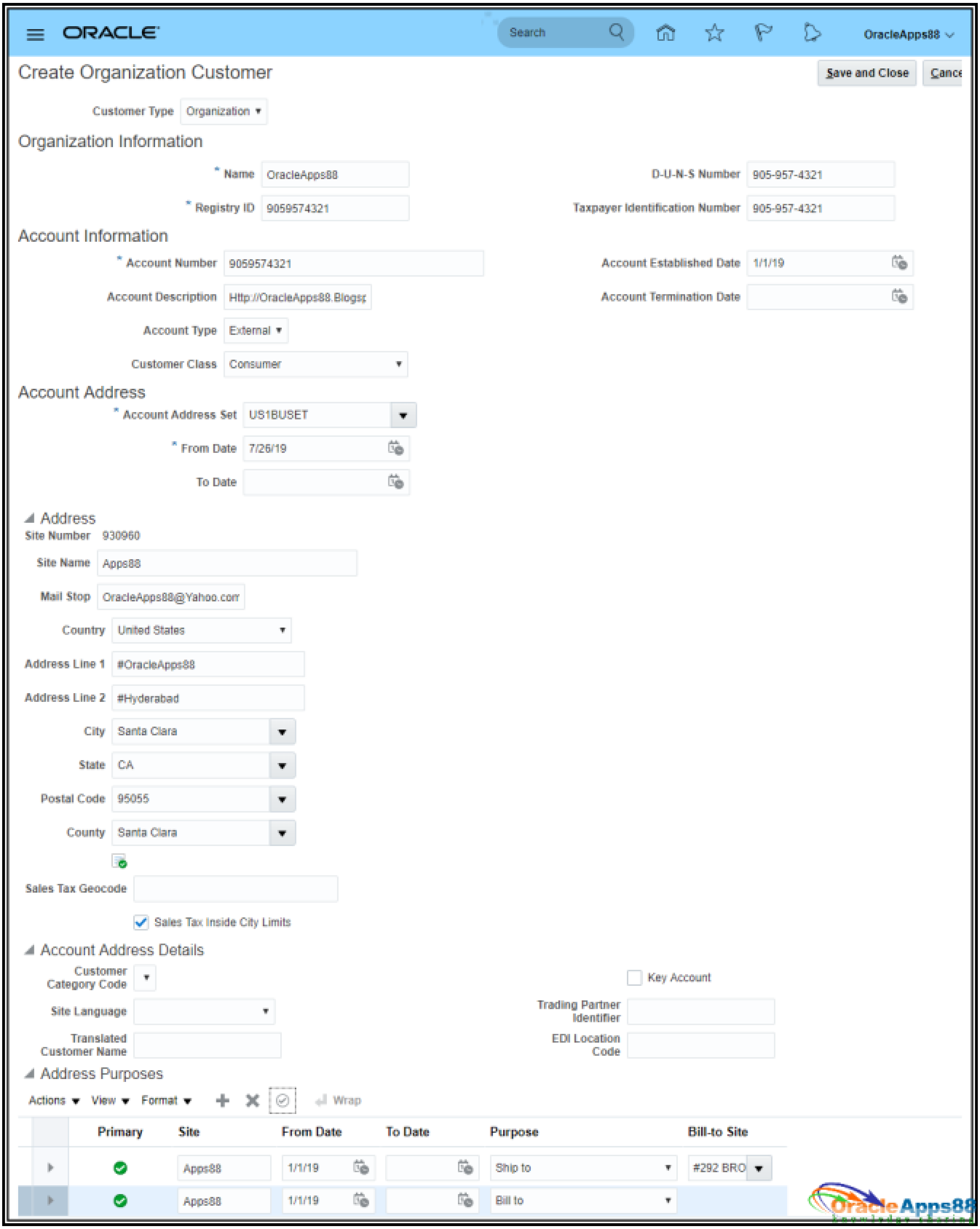
Click on the Create Customers under the customers task



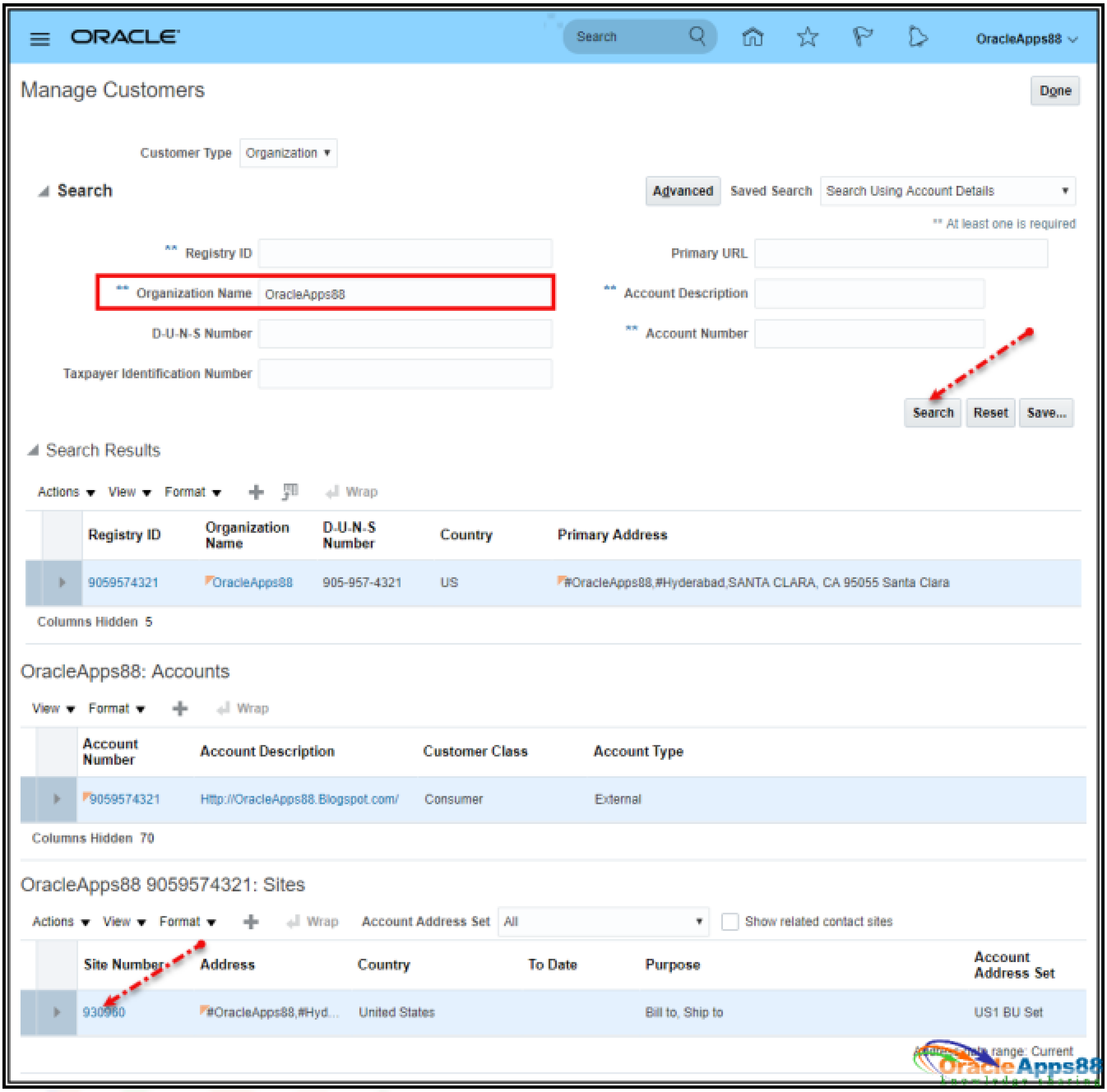
Enter the below details and click on Save and Close button

Field	Value
Customer Organization	
Customer Type	Organization

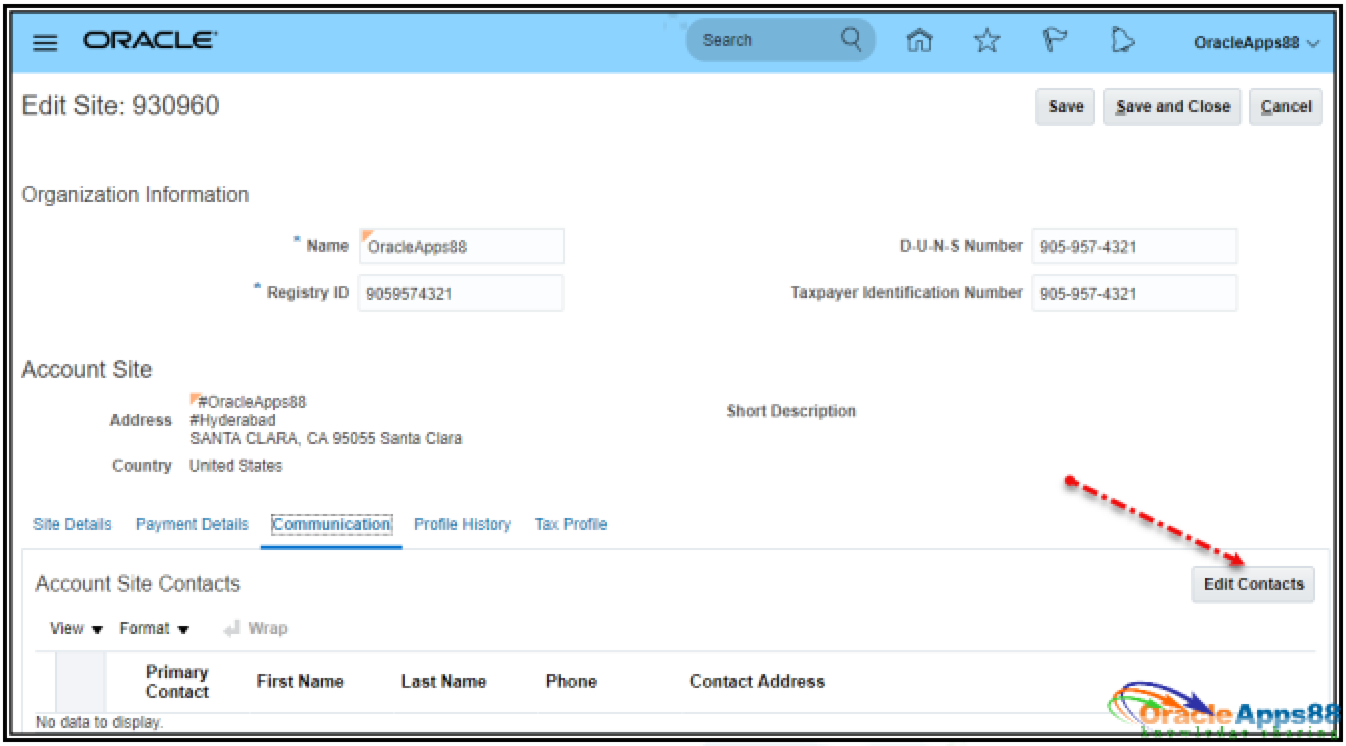
Organization Information	
Name	OracleApps88
Registry ID	9059574321
Account Information	
Account Number	9059574321
Account Description	Http://OracleApps88.Blogspot.com/
Account Established Date	1/1/19
Account Type	External
Customer Class	Consumer
Account Address	
Account Address Set	**CUSTSITE**
From Date	1/1/19
Address	
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
Address Purposes	
Bill To	
Primary	Enable
Site	Apps88
From Date	1/1/19
Purpose	Bill To
Ship To	
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



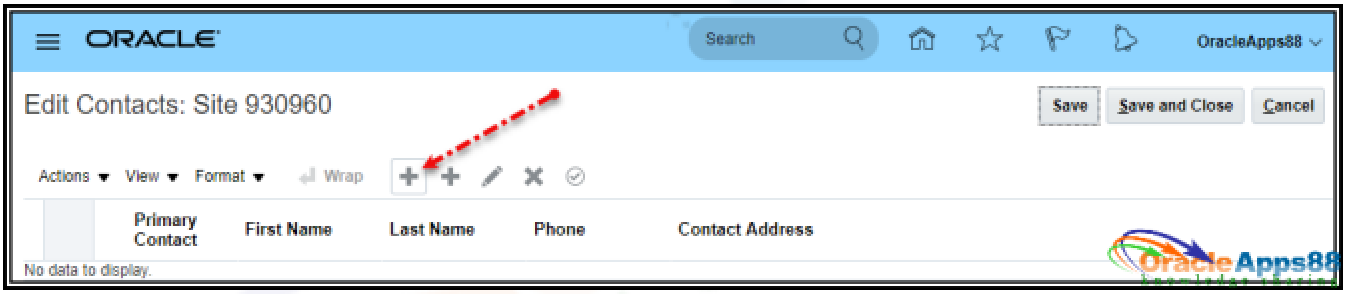
Search with Customer and Click on the Site number



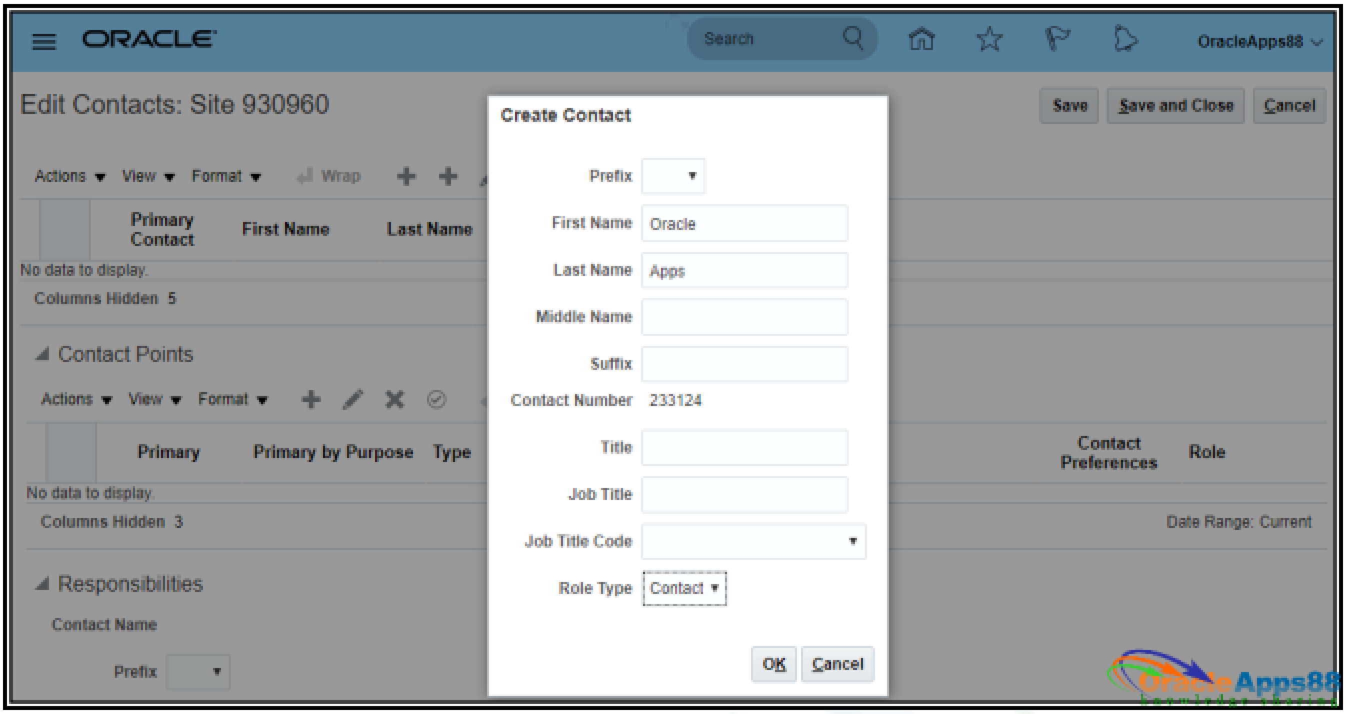
Click on the Edit Contacts button



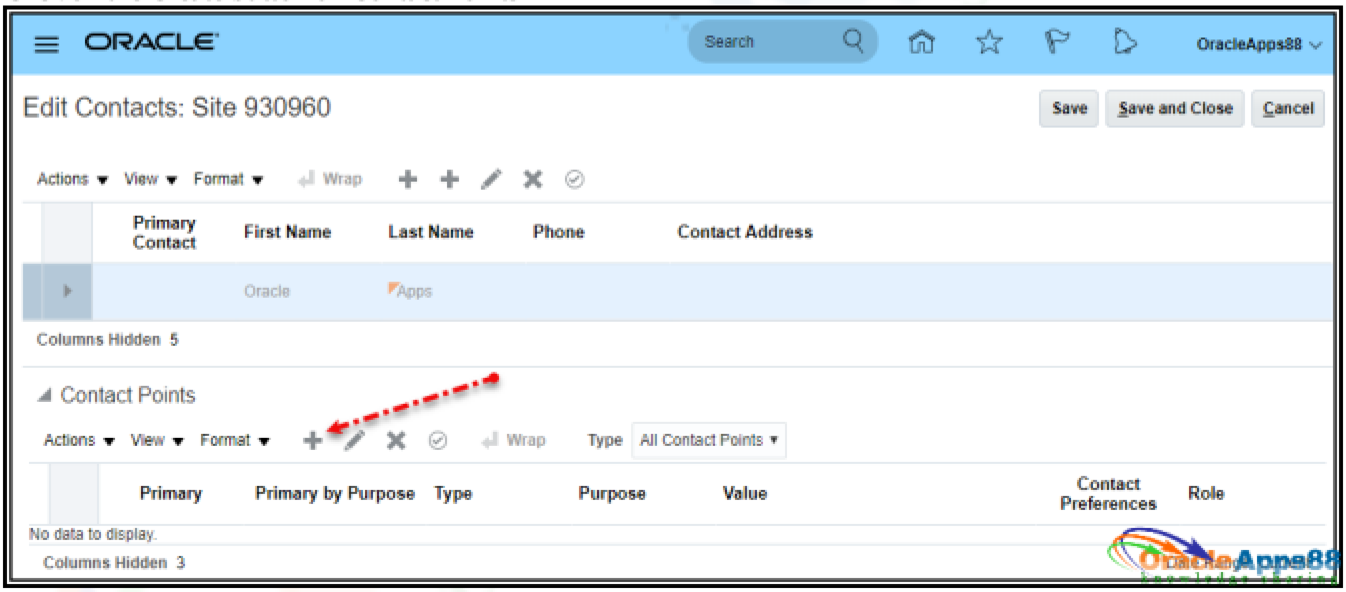
Click on the Create Contact on contacts button



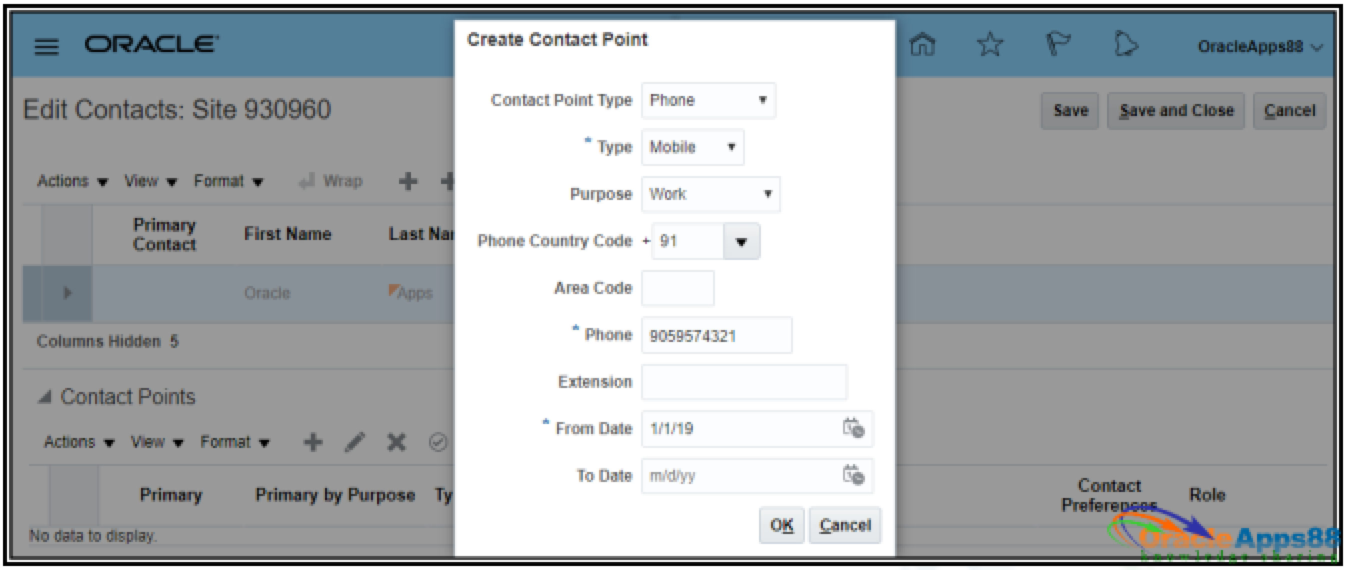
Enter the contact details and click on Ok button



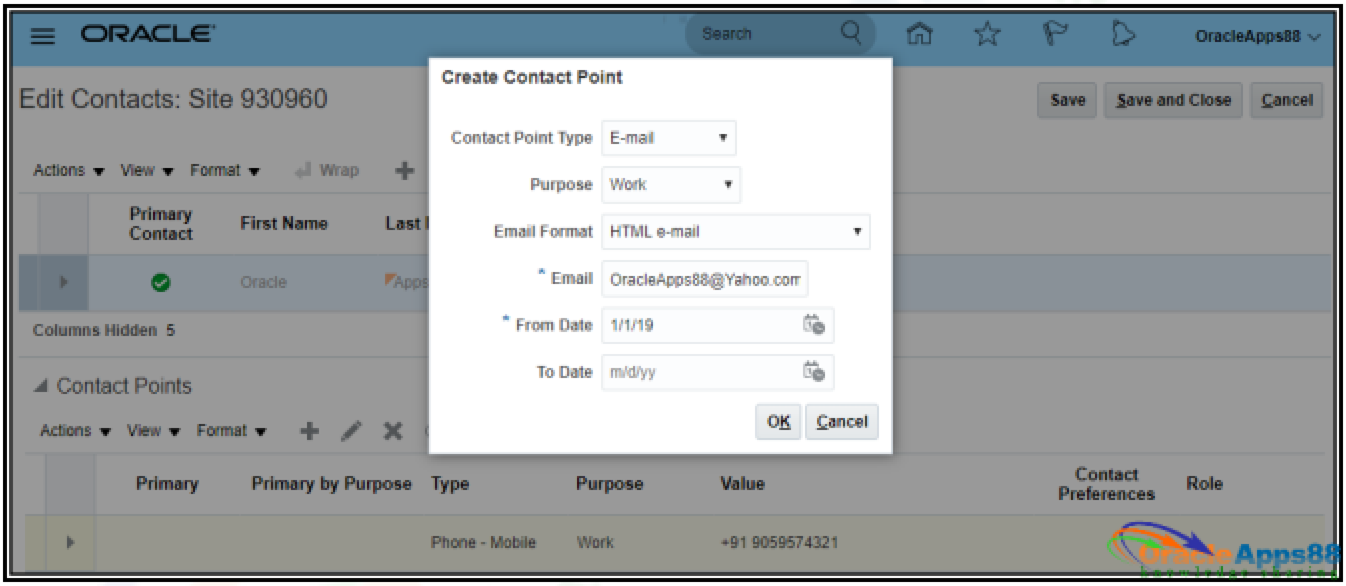
Click on the Create button on Contact Points



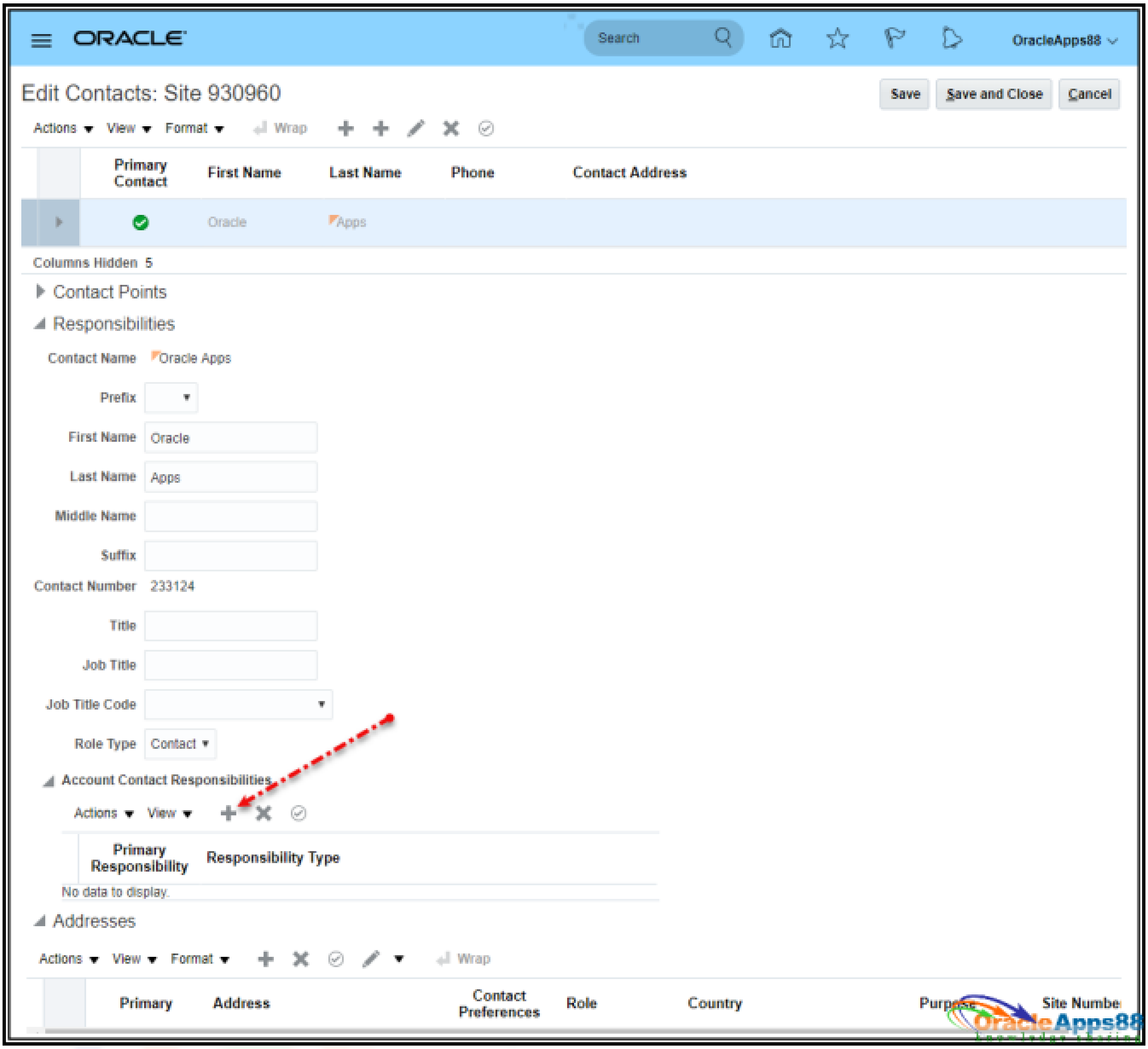
Enter the Phone Contact Point contaxt and enter ok button



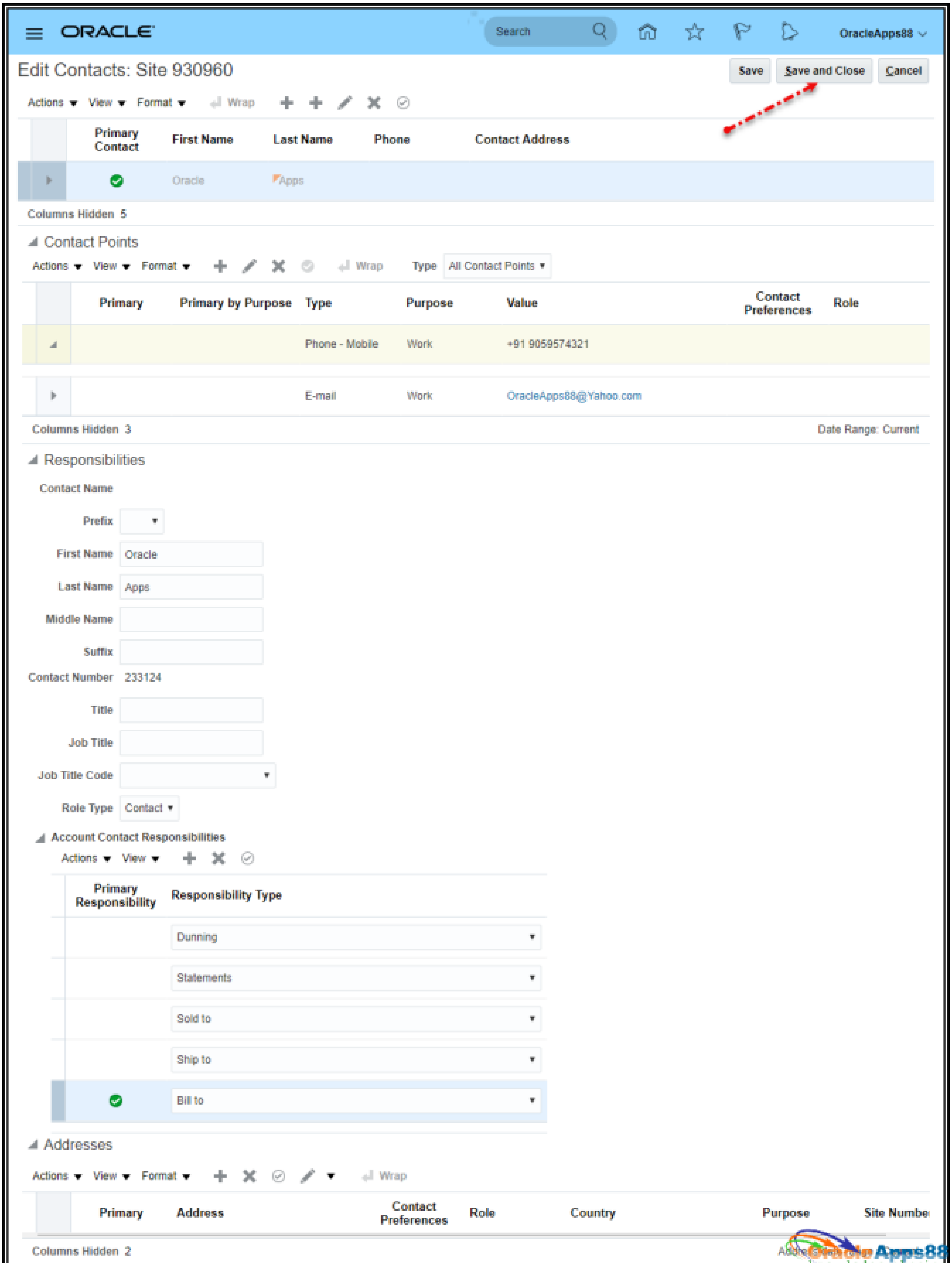
Enter the E-Mail Point contaxt and enter ok button



Click on the Create button on Account Contact Responsibilities

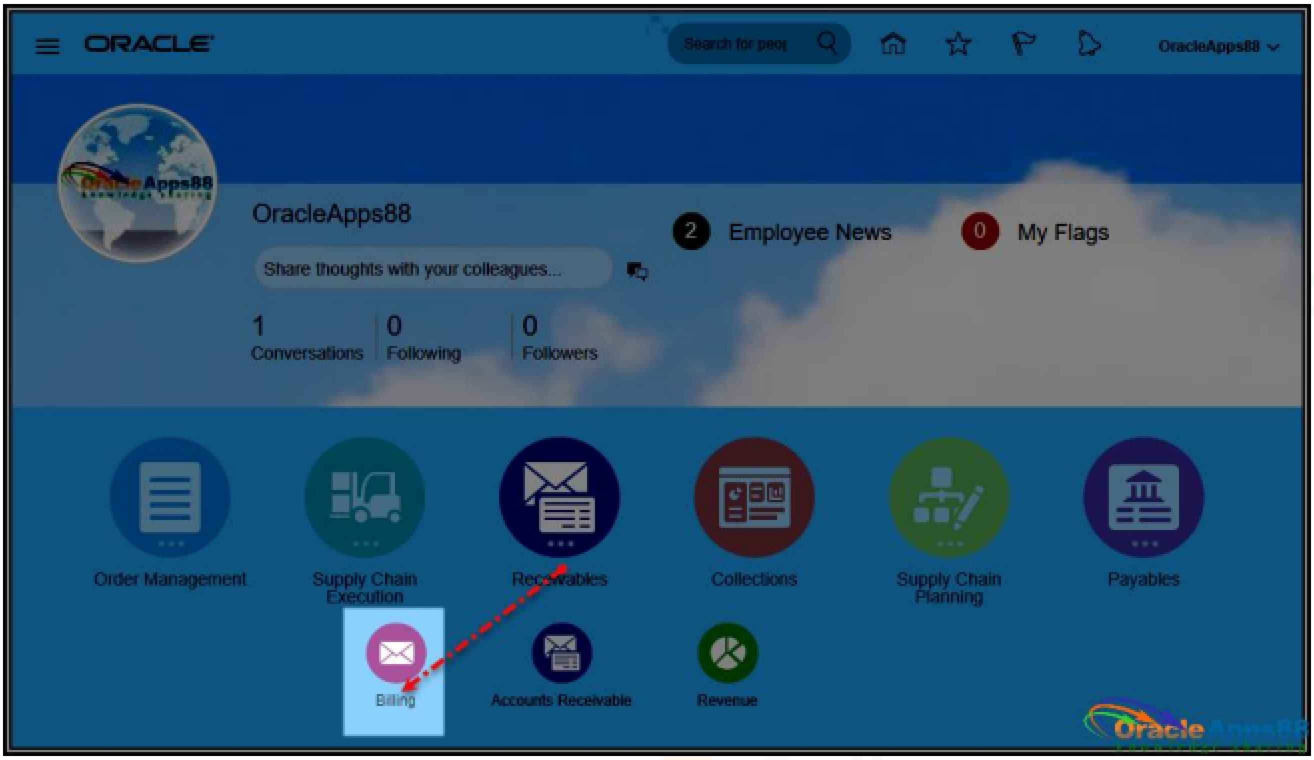


Once enter the Account Contact Responsibilities, Click on Save and Close button

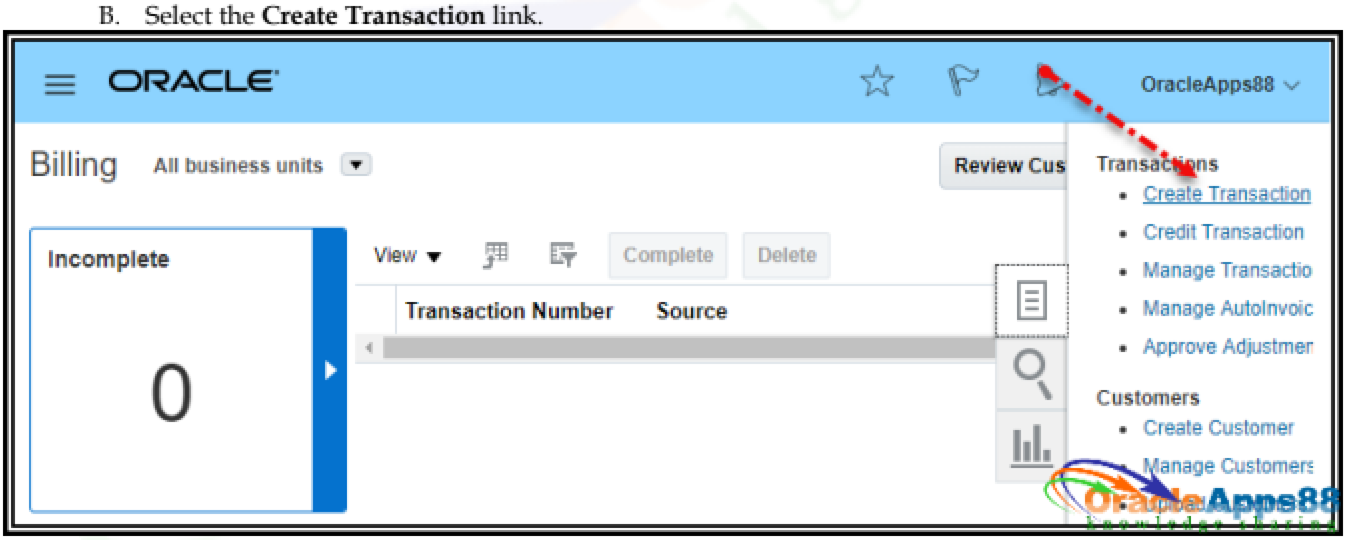

ORACLE
Search
OracleApps88
Edit Contacts: Site 930960
Save
Save and Close
Cancel
Actions View Format Wrap
Primary Contact
First Name
Last Name
Phone
Contact Address
Oracle
Apps
Columns Hidden 5
Contact Points
Actions View Format Wrap Type All Contact Points
Primary
Primary by Purpose
Type
Purpose
Value
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
Primary Responsibility
Responsibility Type
Dunning
Statements
Sold to
Ship to
Bill to
Addresses
Actions View Format Wrap
Primary
Address
Contact Preferences
Role
Country
Purpose
Site Numbe
Columns Hidden 2

Creating a Receivables Transaction

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



2. The *Billing* page is displayed.
   A. Click the **Tasks Panel** icon.
   B. Select the **Create Transaction** link.



3. The *Create Transaction: Invoice* window is displayed.
   A. Select the **Transaction Class** of **Invoice**.
   B. Select the applicable **Business Unit** from the dropdown list.

4. Under the **General Information**, **Customer** and **Payment** headings, enter or select values for the following fields:
   A. Transaction Source :- Select the Transaction Source from the drop down list

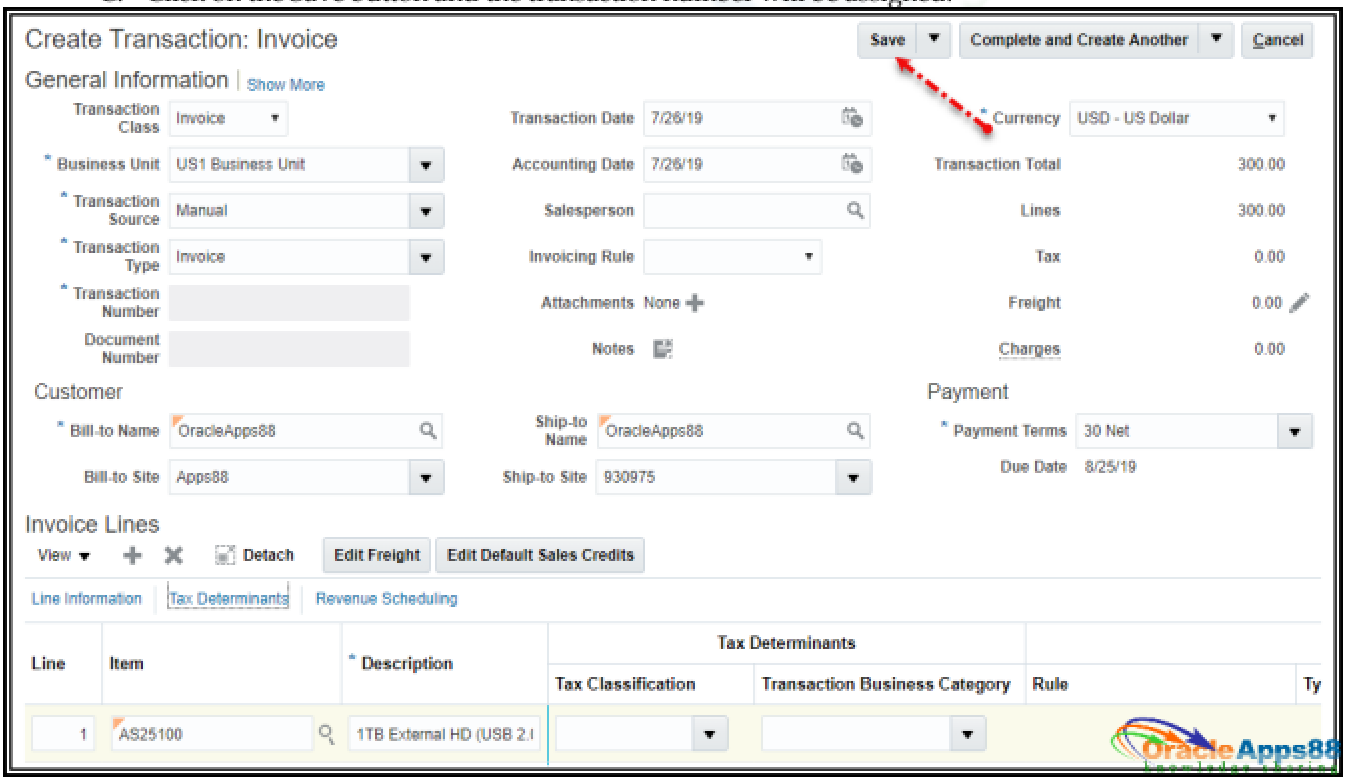
B. **Transaction Type**:- Select the Transaction Type from the drop down list
C. **Bill-to Name :-** Enter the Bill To Name.
D. **Bill-to Site (should populate based on the Bill-to Name selected)**
   i. **Ship-to Name and Ship-to Site will populate based on Bill-to selected)**
E. **Transaction Date** :- 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.**

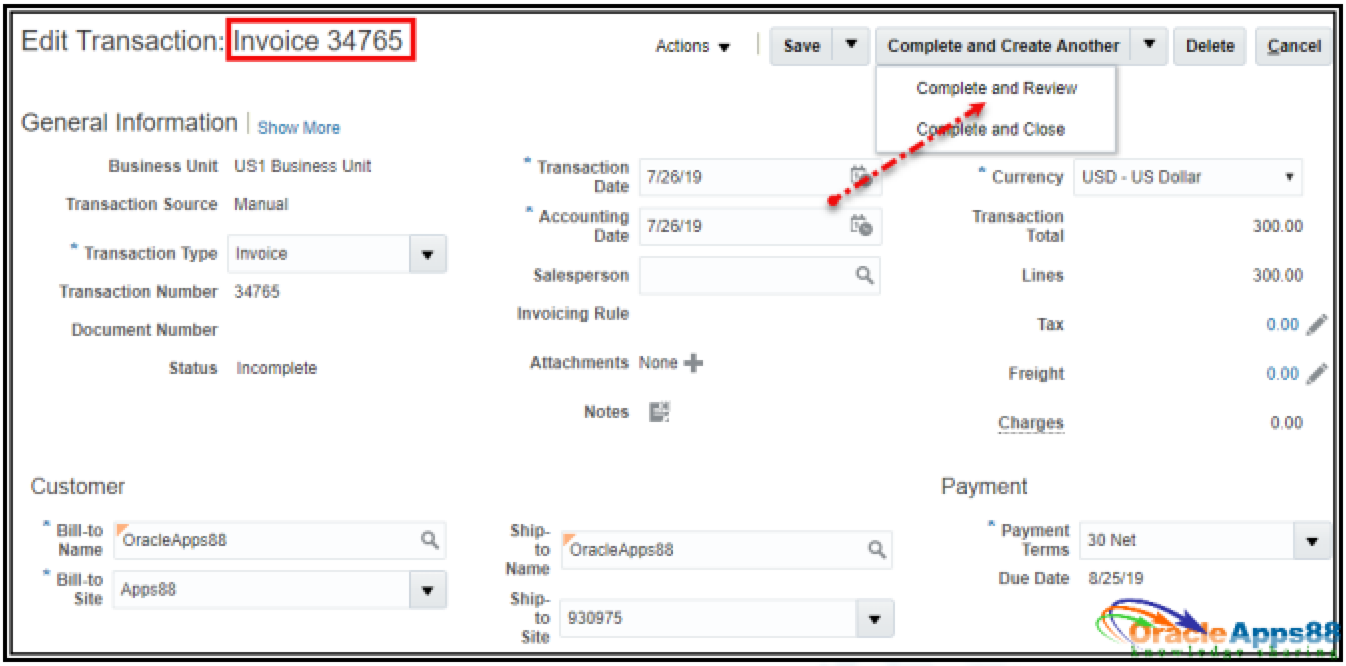
5. Under the **Invoice Lines** work area:
   A. Type the Item Number into the Item field, it can be typed or selected from the List as mentioned below.
   B. Click the Search icon (magnifying glass)

6. In the *Search and Select: Item* pop-up window:
   A. Select applicable **Item** from the Search Results.
   B. Click the **OK** button.

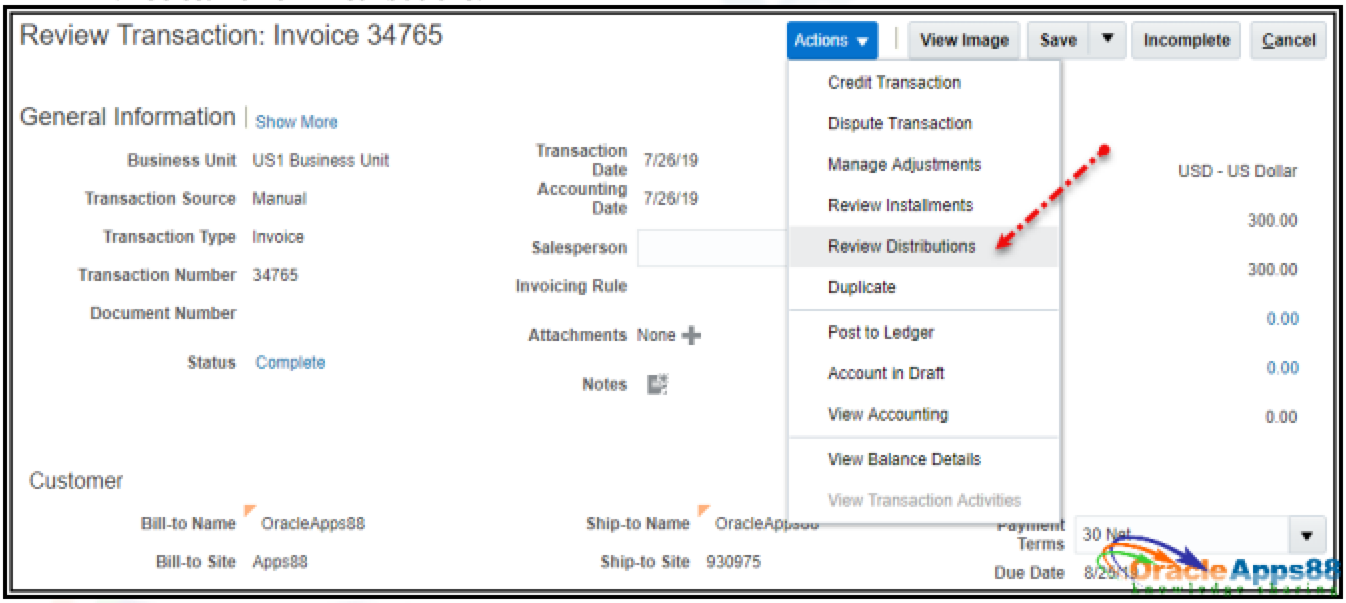
7. Continue to:
   A. Enter the Invoice Line **Quantity**.
   B. Enter the Invoice Line **Unit Price** (the Amount will be calculated)
   C. Click on the Save button and the transaction number will be assigned.



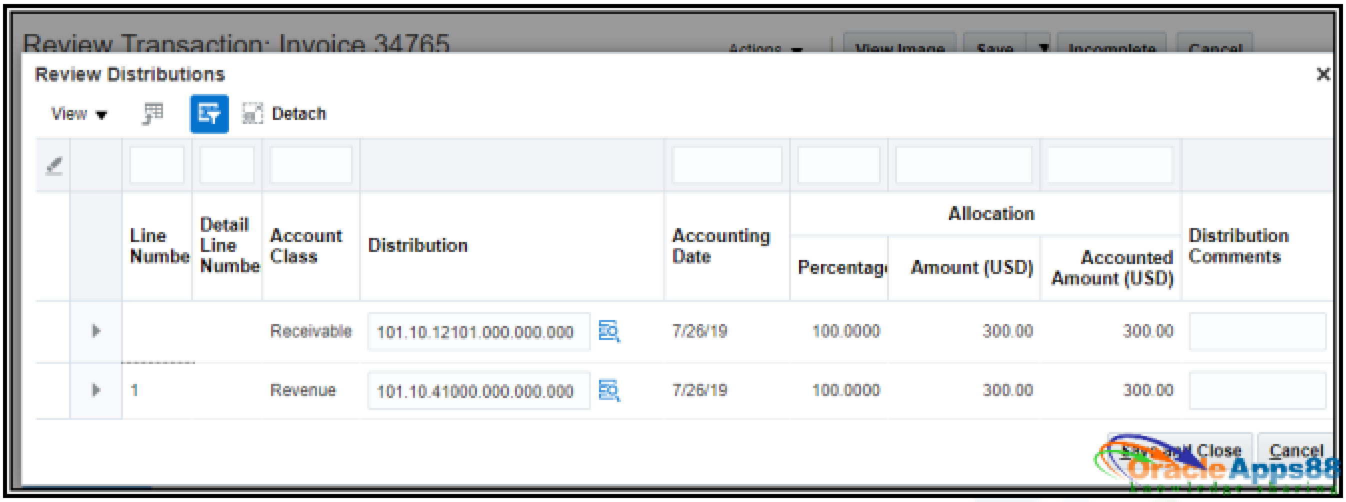
D. At the top right click on **Complete and Create Another** drop down and select **Complete and Review**



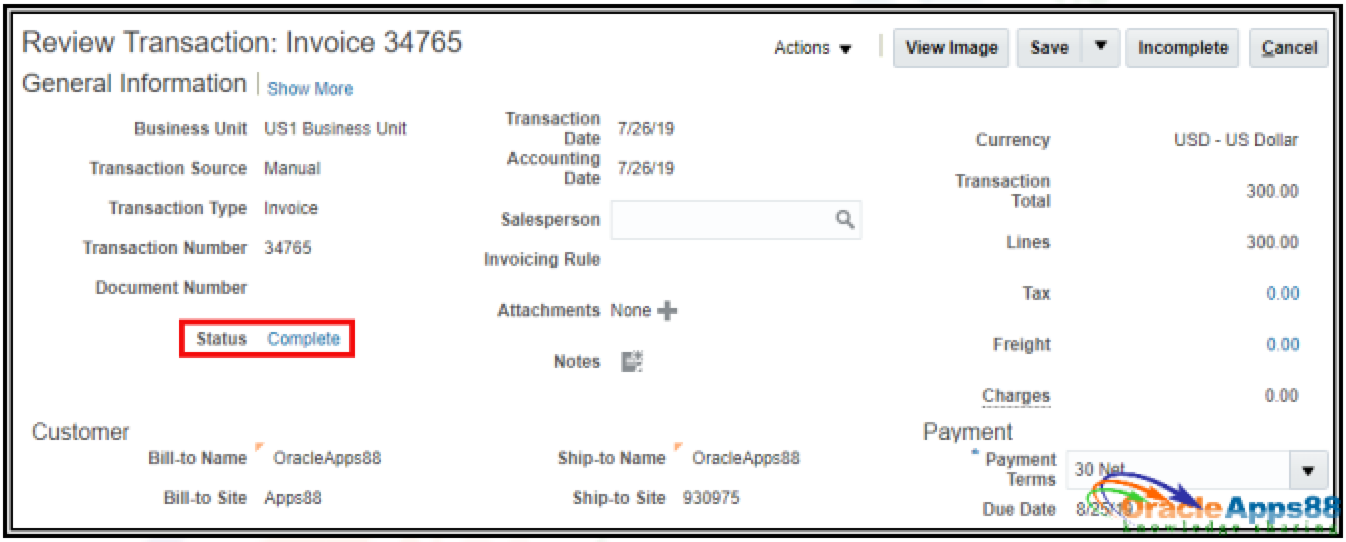
8. If prompted to edit the Distributions prior to "Completing" the Invoice process:
   A. Select the **Actions** dropdown.
   B. Select **Review Distributions**.



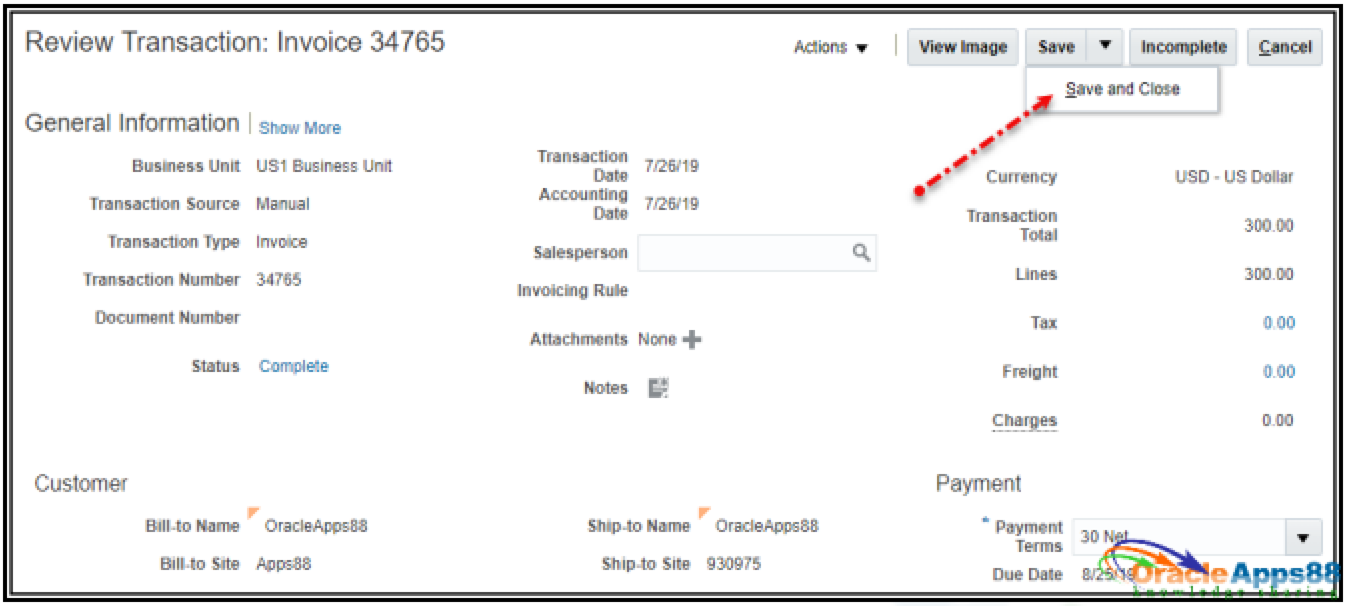
9. On the *Review Distributions* pop-up window:
   A. Review the revenue and receivables accounting distributions and Click the **Save and Close** button



10. After updating the Distributions:
    A. The Invoice Status is now **complete**.



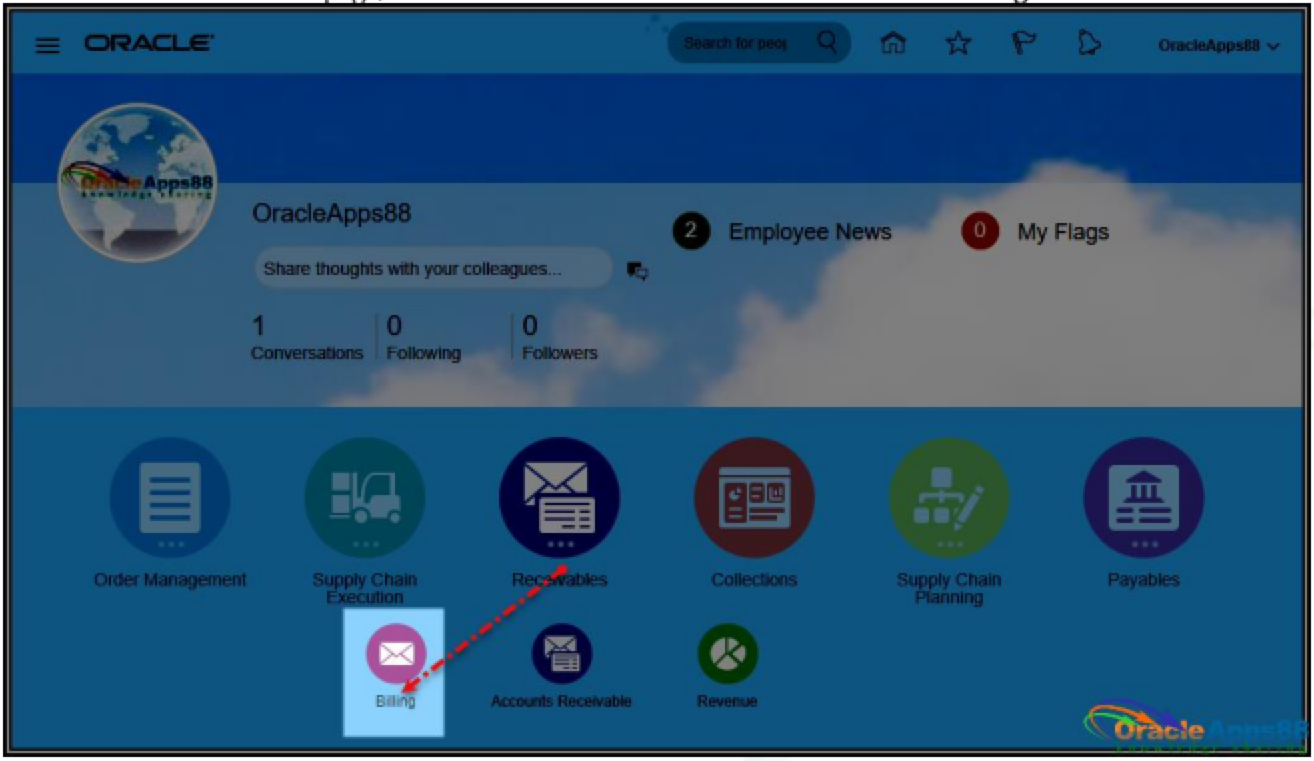
    B. Click the **dropdown arrow** to the right of the **Save**.
    C. Select **Save and Close**.



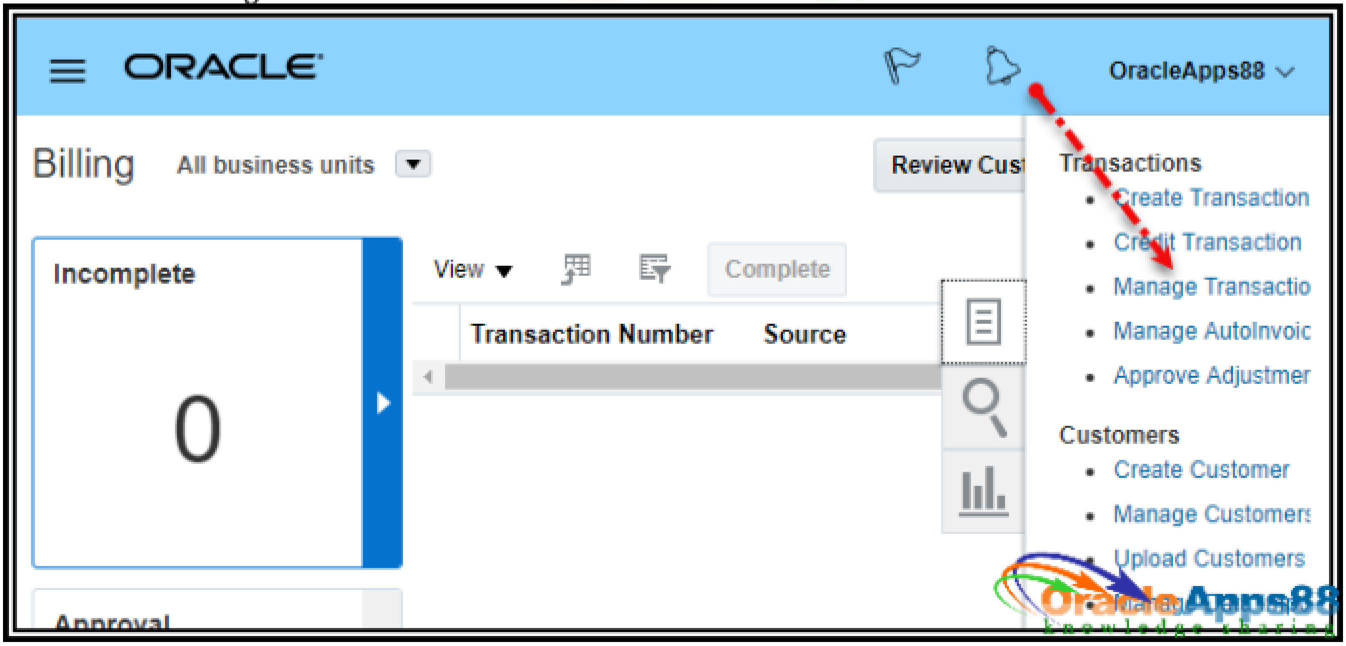
Review Transaction: Invoice 34765
Actions
View Image
Save
Incomplete
Cancel
Save and Close
General Information
Show More
Business Unit US1 Business Unit
Transaction Source Manual
Transaction Type Invoice
Transaction Number 34765
Document Number
Status Complete
Transaction Date 7/26/19
Accounting Date 7/26/19
Salesperson
Invoicing Rule
Attachments None
Notes
Currency USD - US Dollar
Transaction Total 300.00
Lines 300.00
Tax 0.00
Freight 0.00
Charges 0.00
Customer
Bill-to Name OracleApps88
Bill-to Site Apps88
Ship-to Name OracleApps88
Ship-to Site 930975
Payment
Payment Terms 30 Net
Due Date

Creating the Receivable Dispute transaction

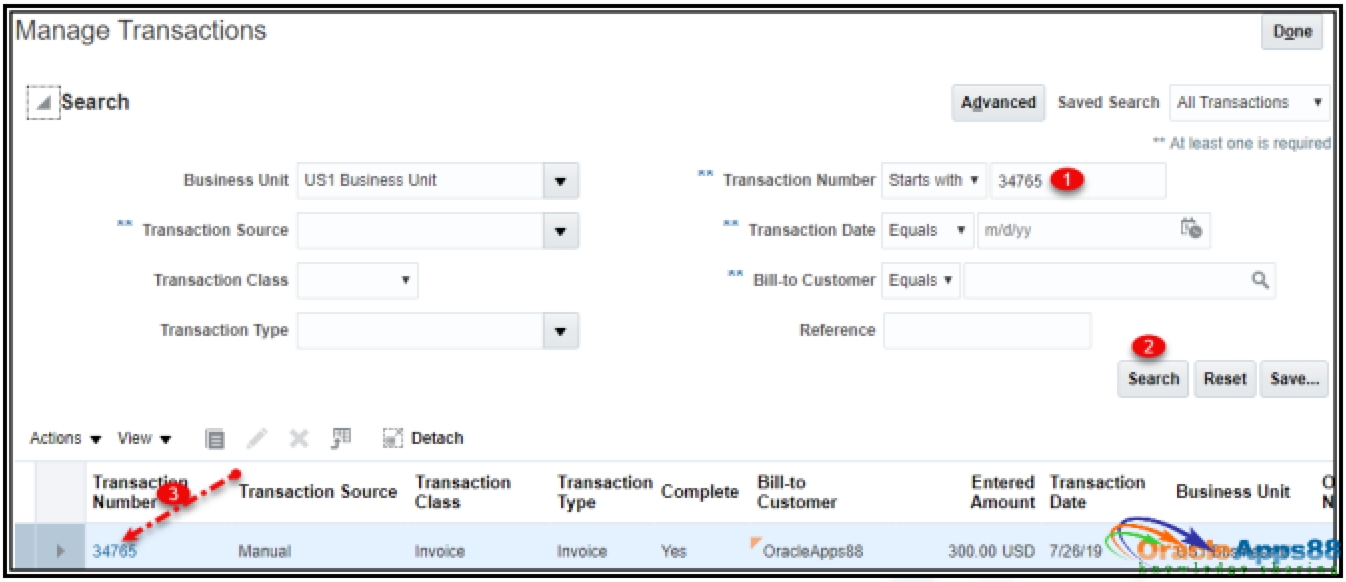
1. From the Oracle *Home* page, click on the **Receivables** icon and then click the **Billing** icon.



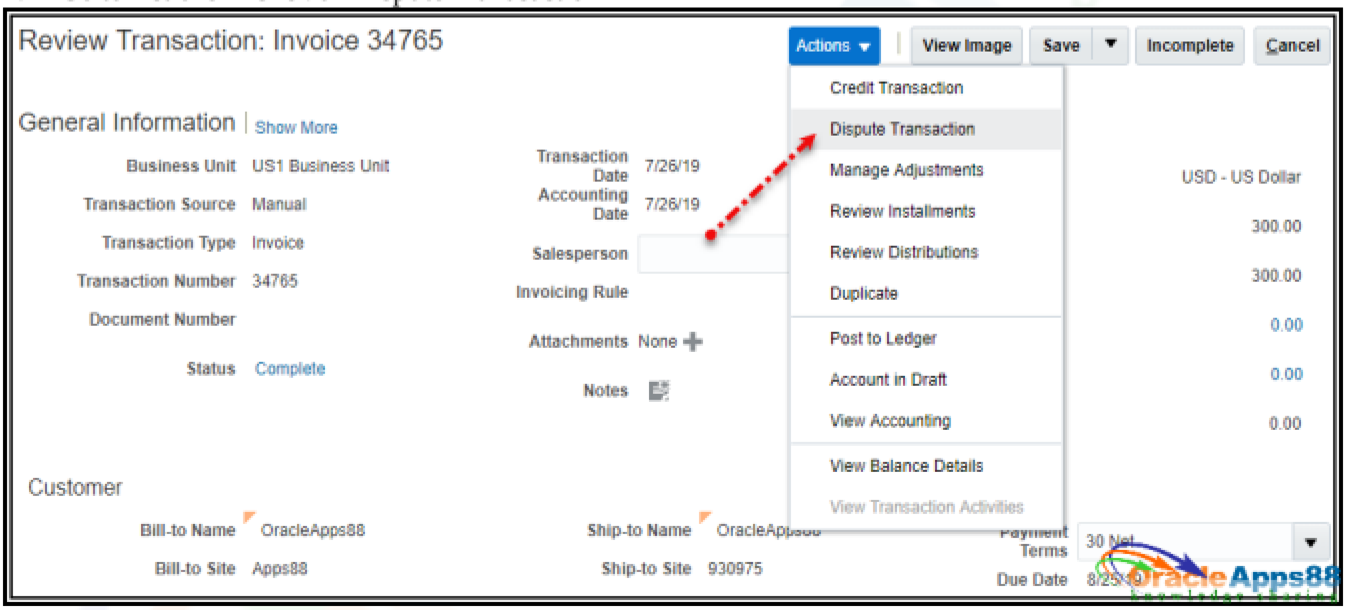
2. The *Billing* page is displayed.
   Click the **Tasks Panel** icon.
   Select the **Manage Transaction** link.



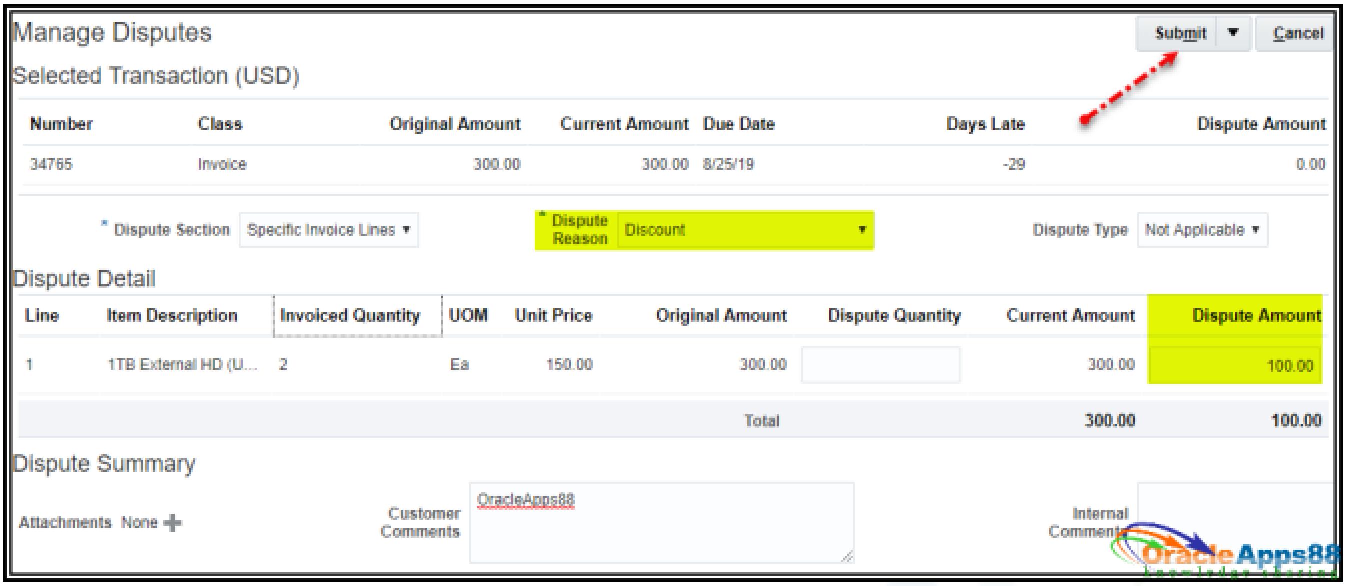
3. The *Manage Transactions* window is displayed.
   Query with the existing **Transaction Number** (34765)
   Click on Search
   Press the hyperlink for the Transaction Number



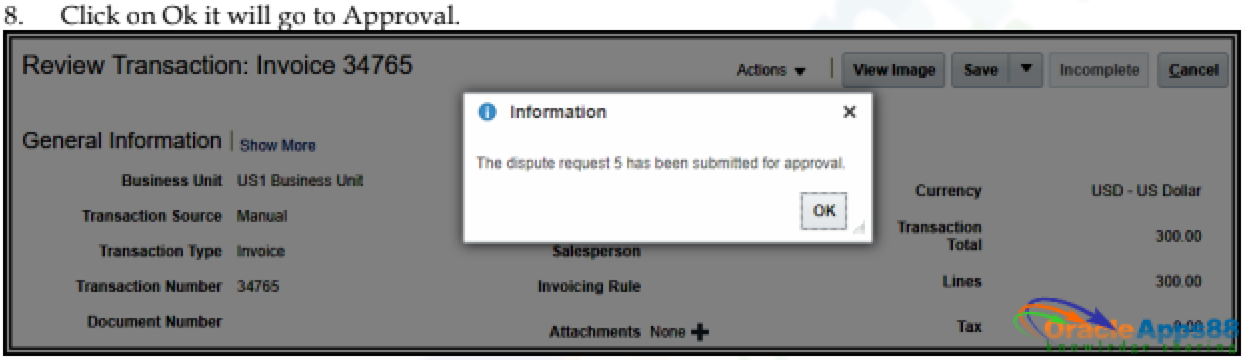
4. Go to Actions →Click on Dispute Tranasaction



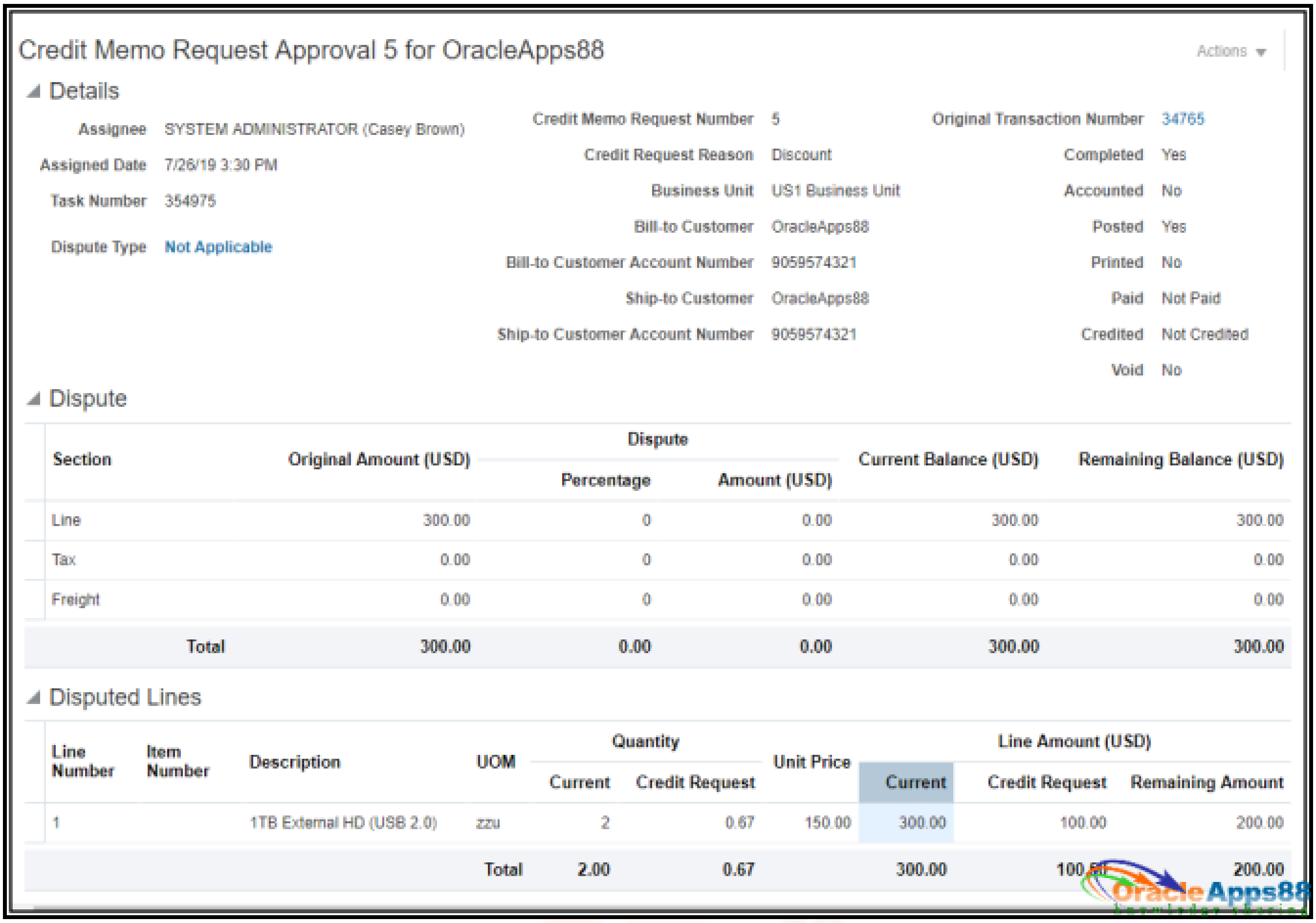
6. Select the **Dispute Reason** from the list (eg: **Discount**) and give the **Dispute amount** ($500) and click on Submit



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



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

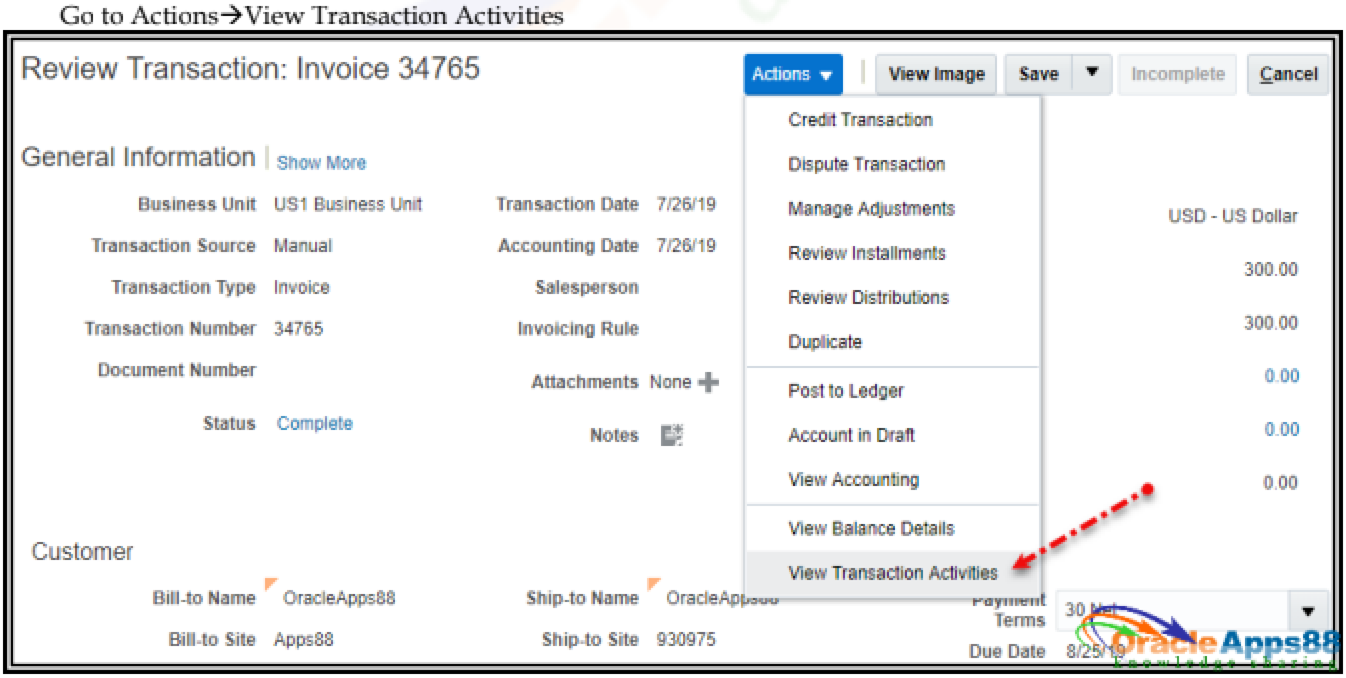
Dispute

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
Total	300.00	0.00	0.00	300.00	300.00

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
			Total	2.00	0.67		300.00	100.00	200.00

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

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

General Information | Show More

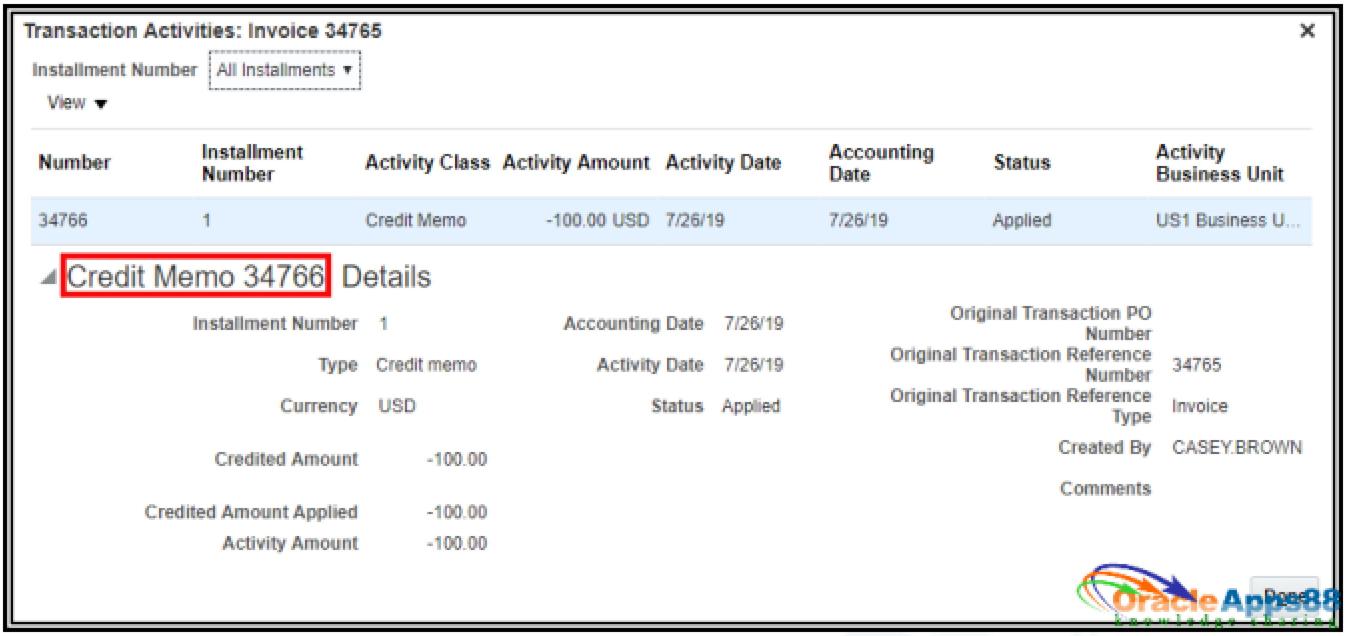
Business Unit	US1 Business Unit	Transaction Date	7/26/19
Transaction Source	Manual	Accounting Date	7/26/19
Transaction Type	Invoice	Salesperson	
Transaction Number	34765	Invoicing Rule	
Document Number		Attachments	None
Status	Complete	Notes	

USD - US Dollar
300.00
300.00
0.00
0.00
0.00

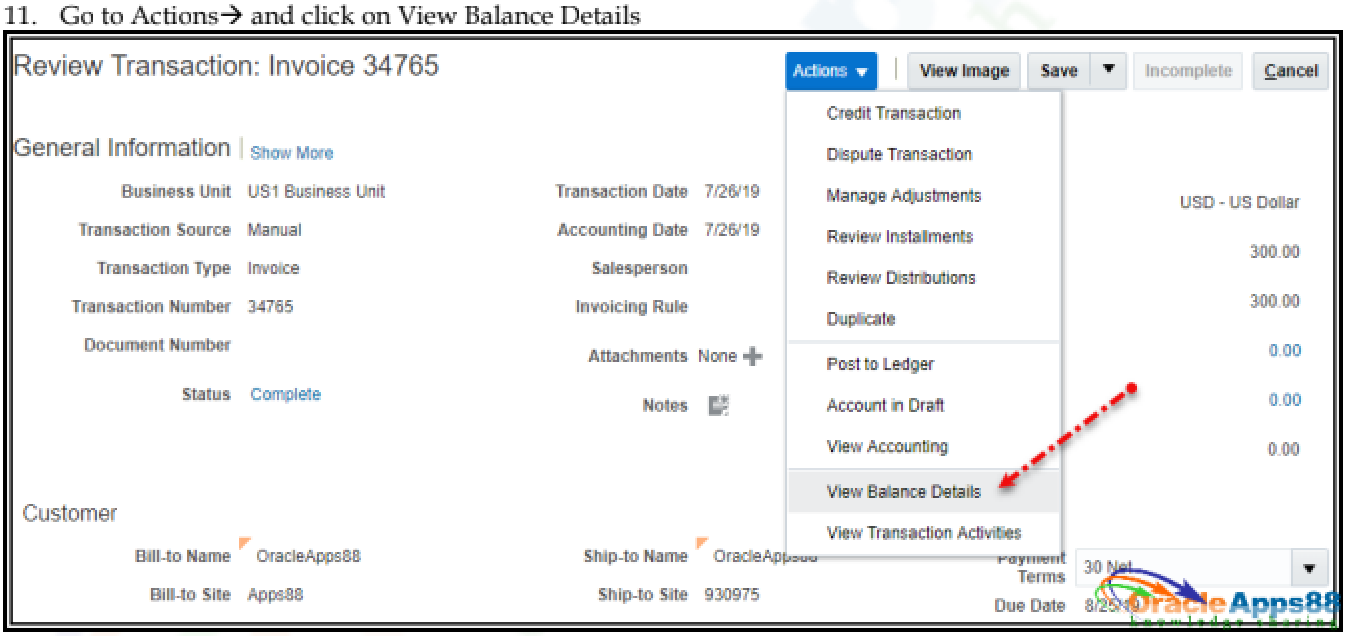
Customer

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

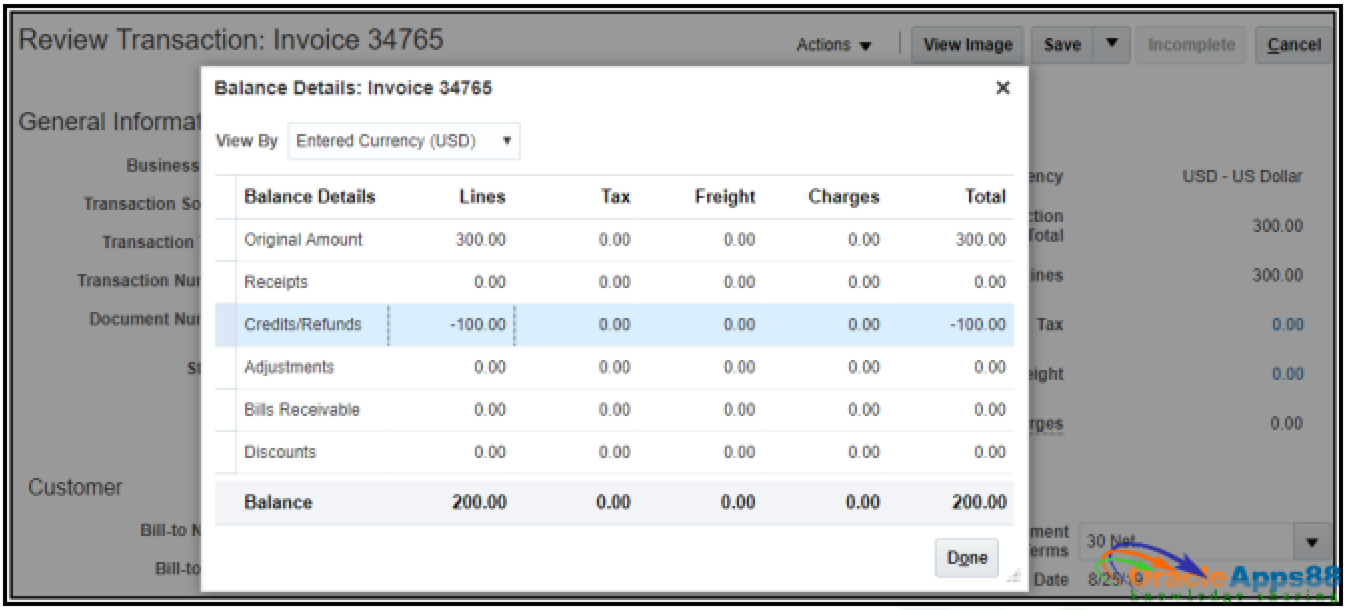
System has Created **Credit Memo #34766**



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



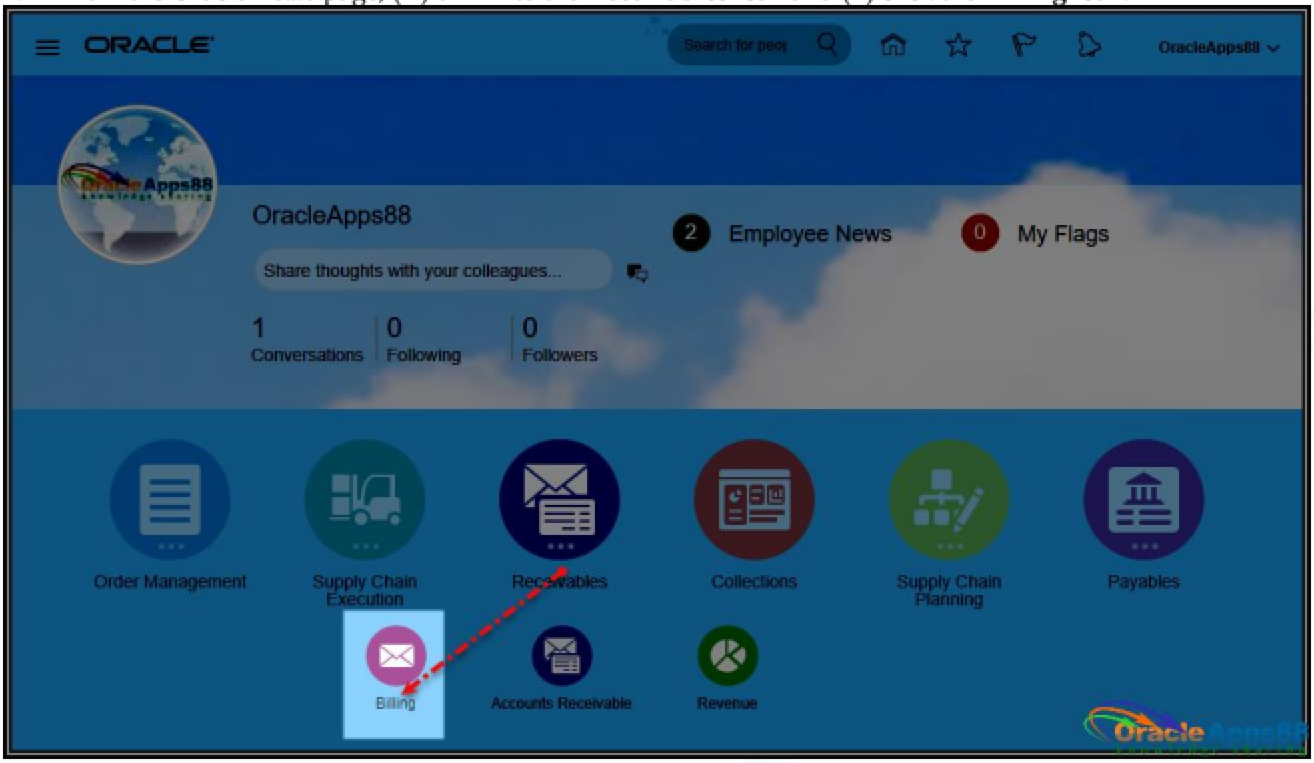
12. $100 Credited from the Original Amount



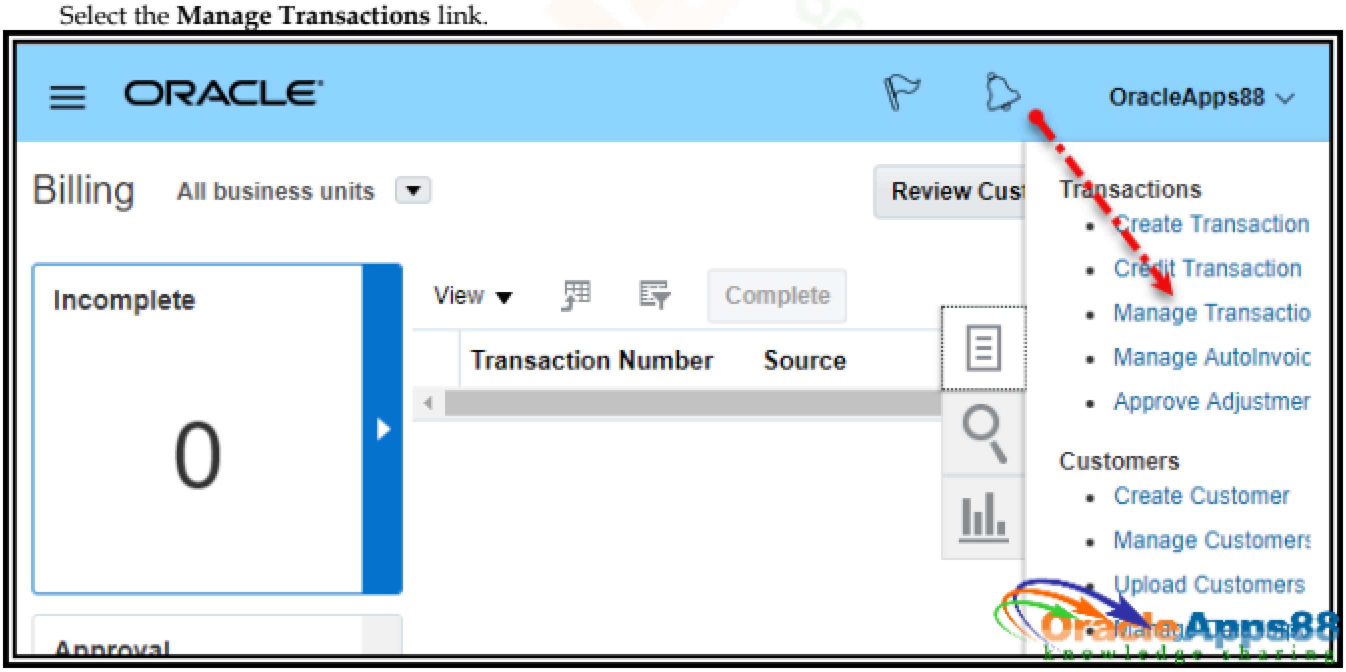
13. Click on Done

Creating a Receivables Adjustments

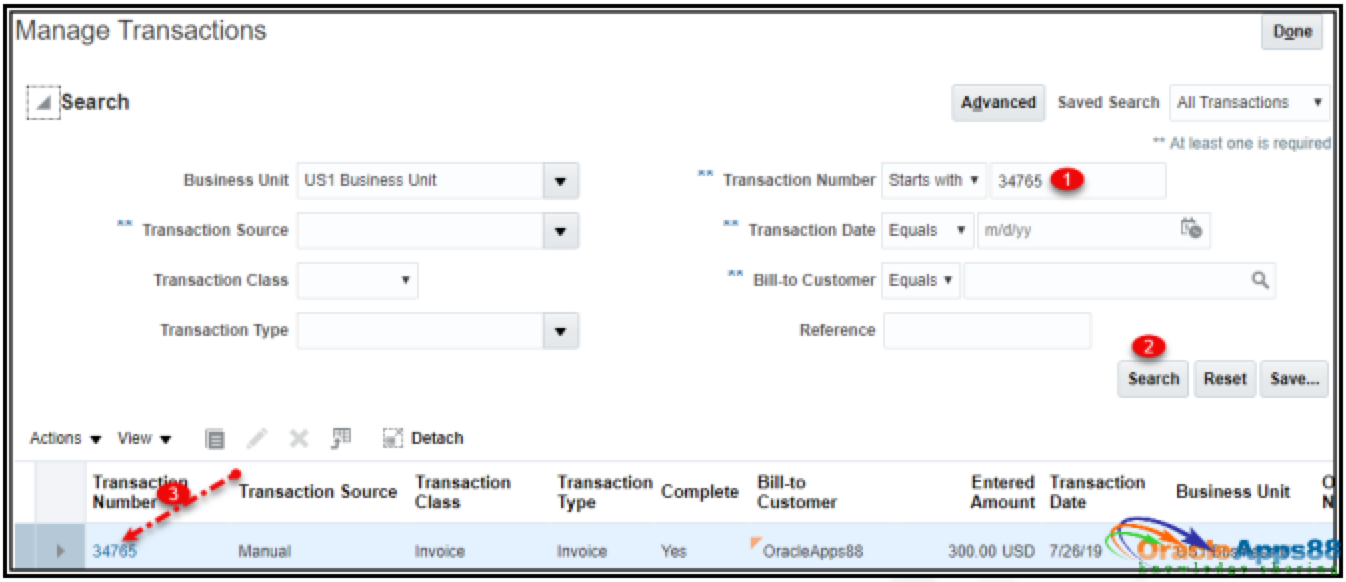
1. From the Oracle *Home* page, (A) drill into the **Receivables** icon and (B) click the **Billing** icon.



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

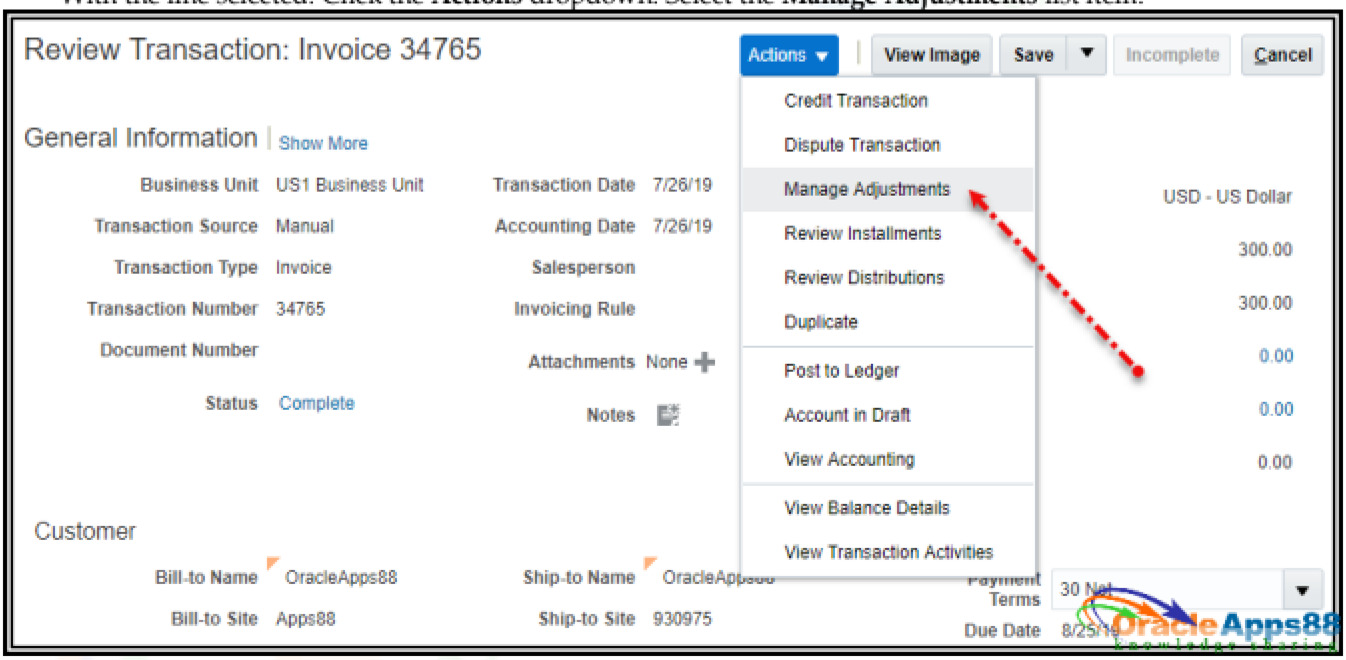


3. On the *Manage Transactions* page, search for and select the Transaction that needs to be adjusted.
   Enter the applicable Search criteria as Transaction Source
   Enter the **Transaction Number or the Bill-To Customer**, as examples
   Click the **Search** button.

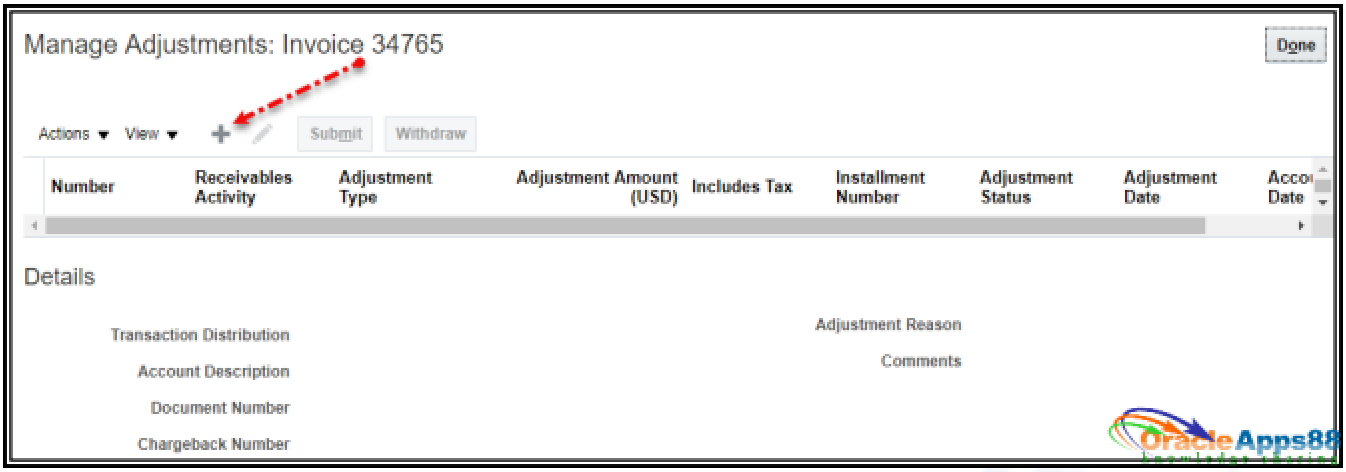


Select the line of the Transaction that needs to be adjusted.

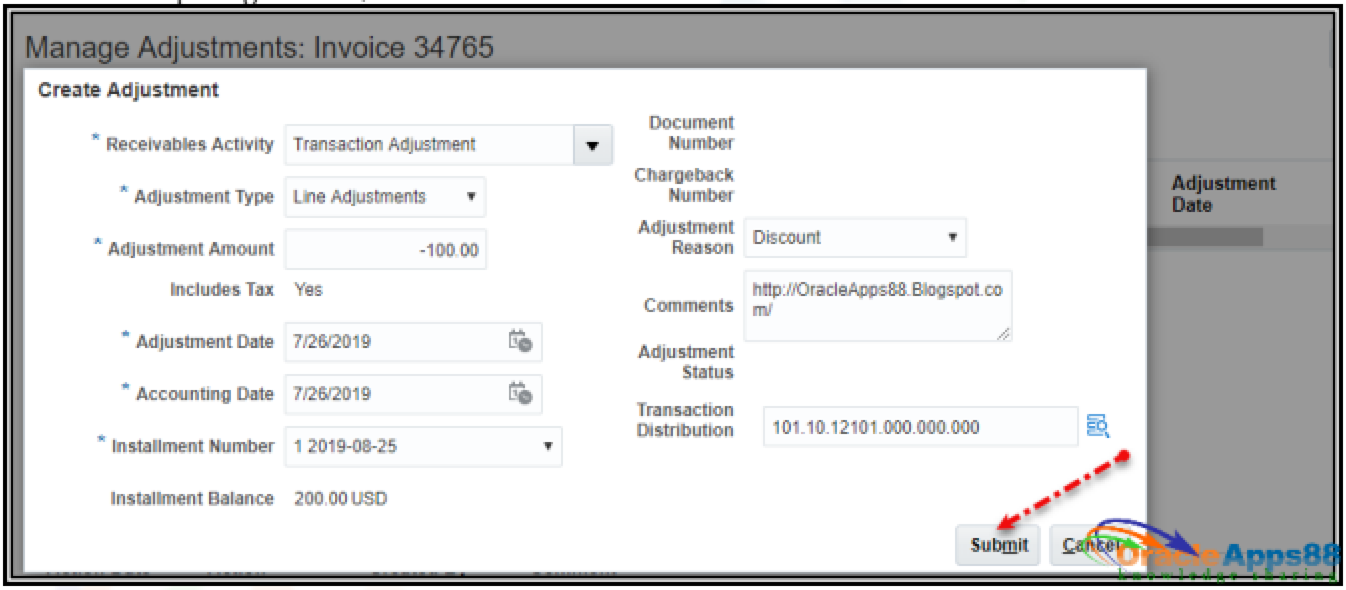
With the line selected: Click the **Actions** dropdown. Select the **Manage Adjustments** list item.



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

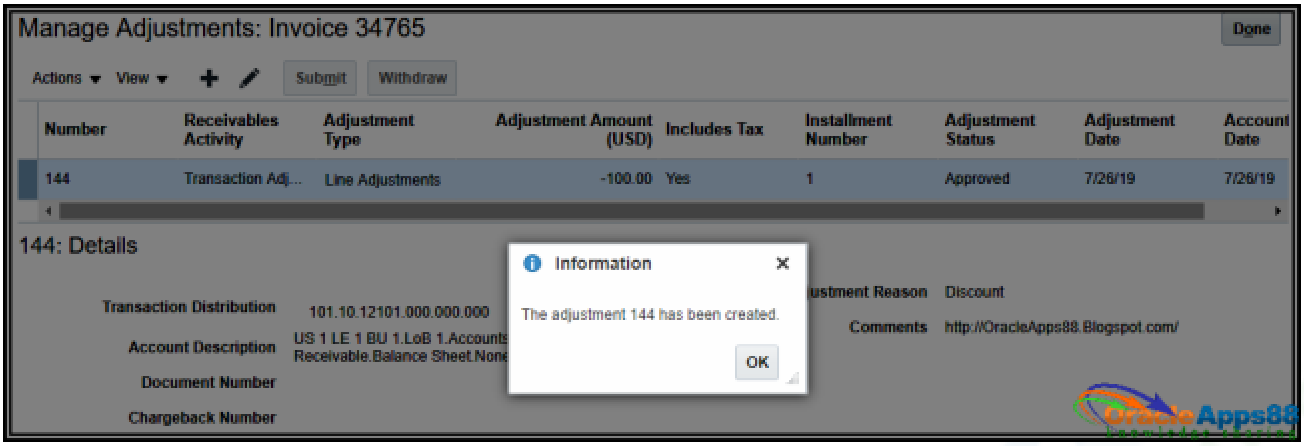


5. On the *Create Adjustment* pop-up window, enter or select values for the following:
Receivables Activity = Adjustments
Adjustment Type = Enter the Adjustment Type.
Adjustment Amount = Enter the Adjustment Amount.
Adjustment Date (will default to today's/system date)
Adjustment Reason = Enter the Reason.
After completing all fields, click the **Submit** button.



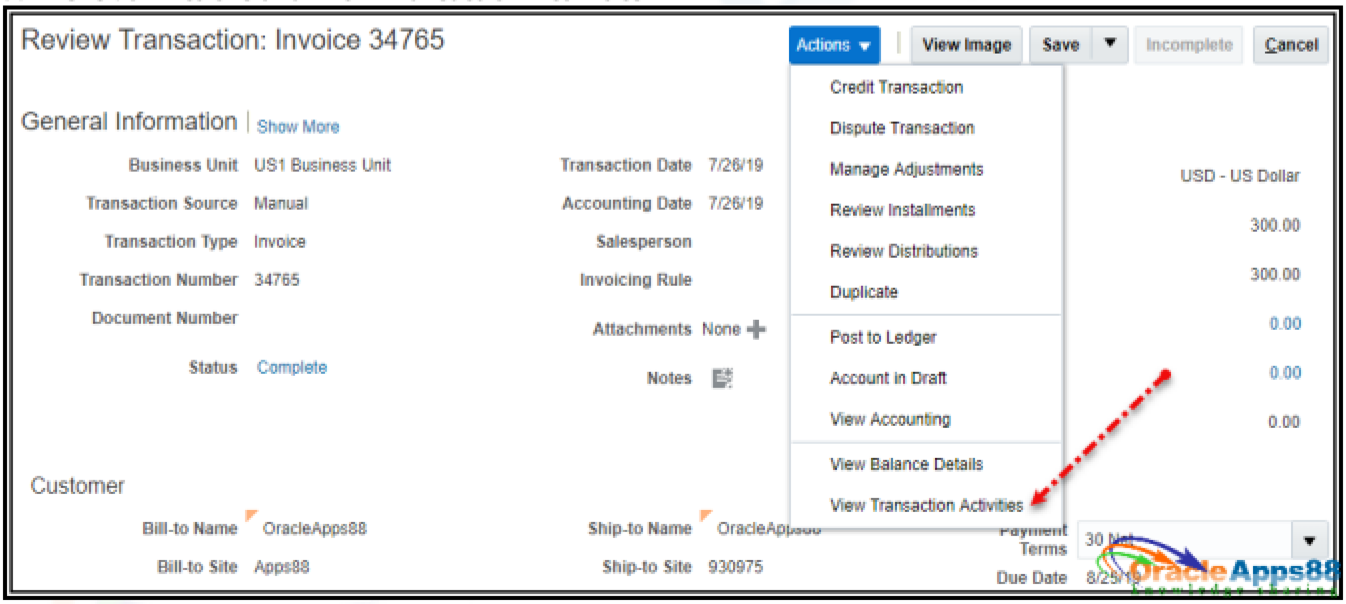
6. **Note: -** If the **Adjustment type** is **Invoice Adjustment** then the Adjustment Amount field will be grayed out and the invoice amount will be adjusted in total amount.

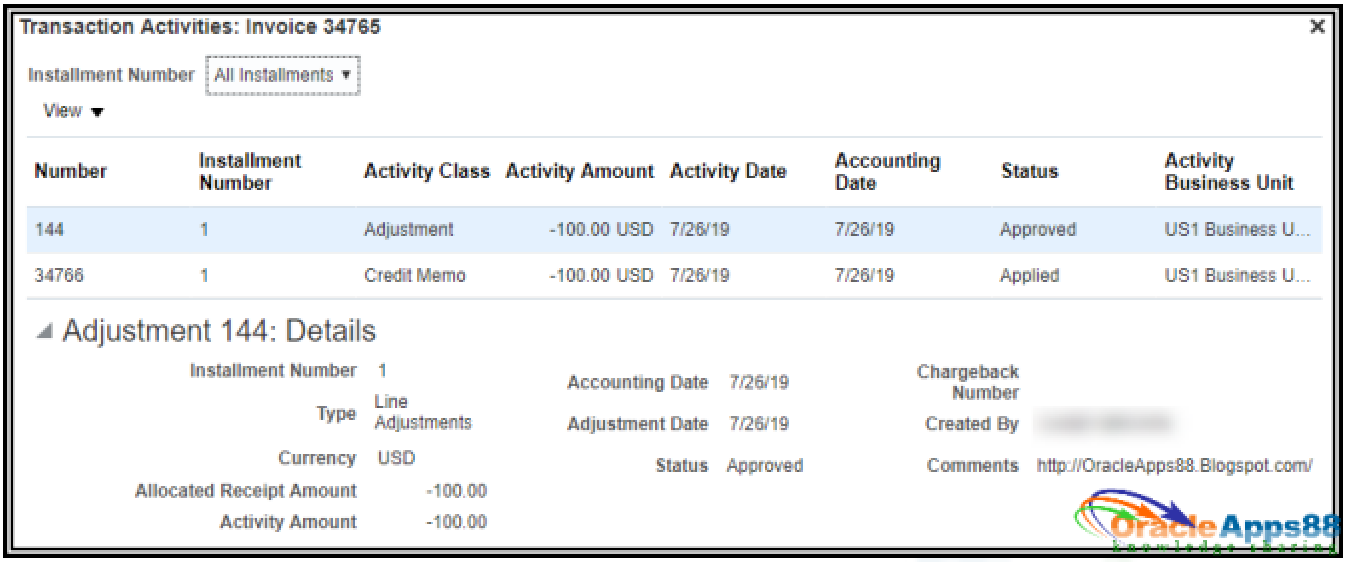
7. An *Information* pop-up is displayed indicating that the Adjustment has been created. Click the **OK** button.



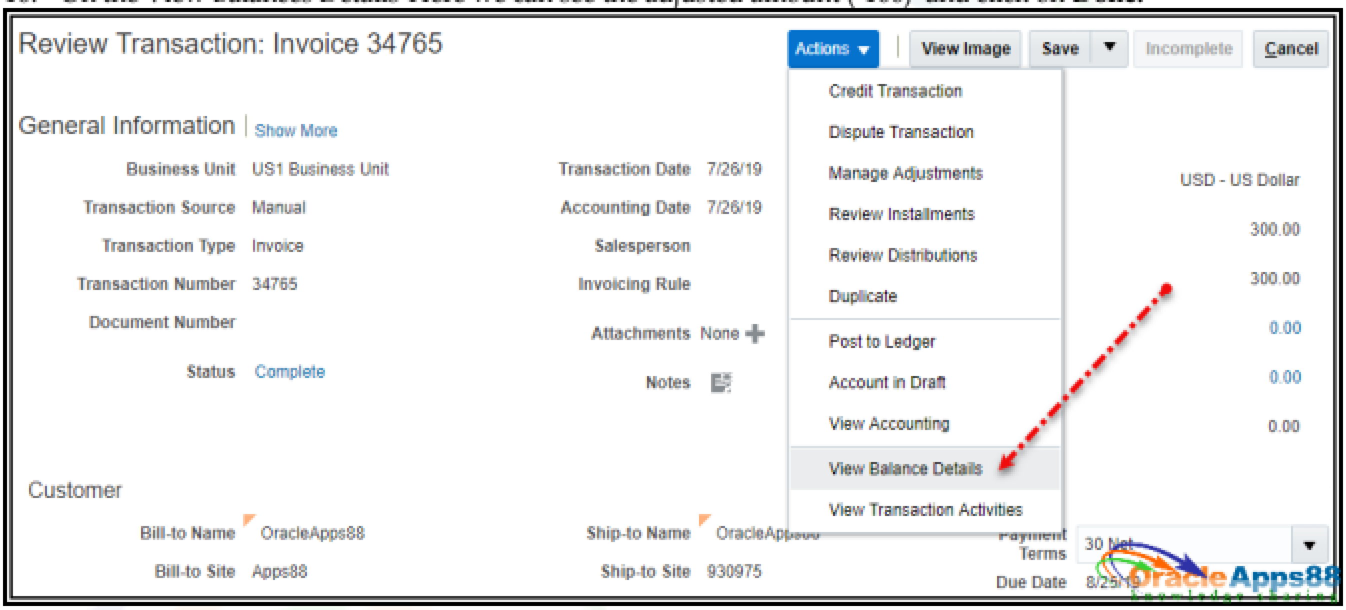
8. Once the Adjustment got approved, the status shows as Approved. Click on Done

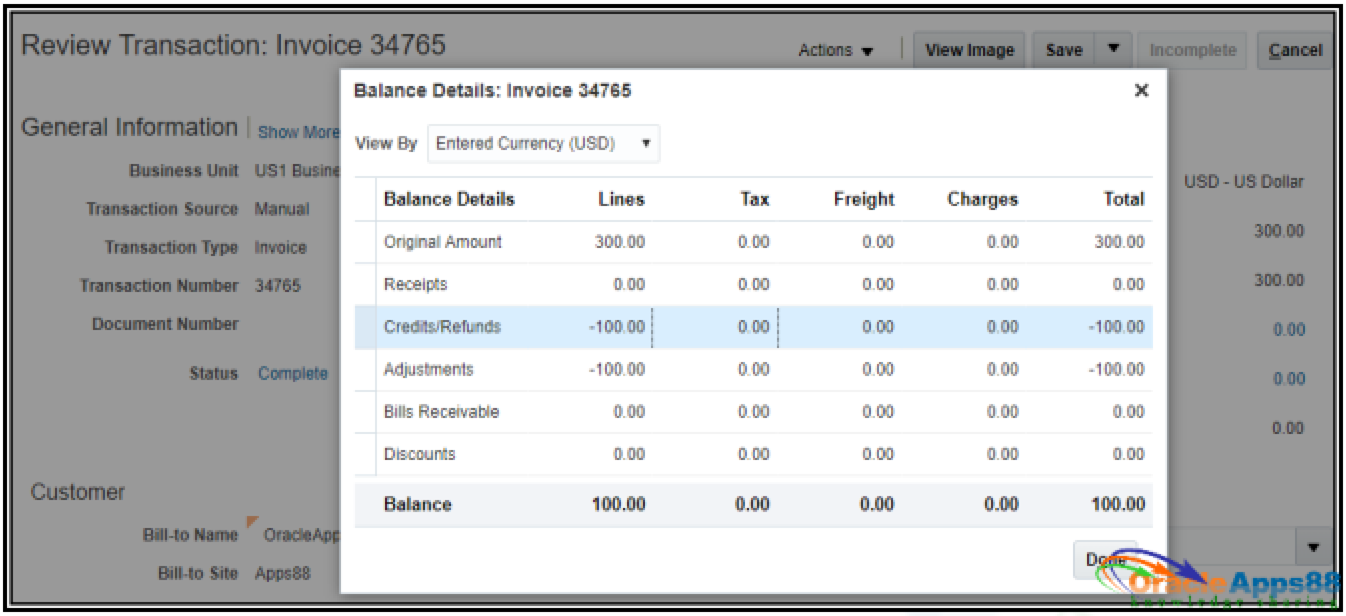
9. Click on **Actions** and **View Transaction Activities**





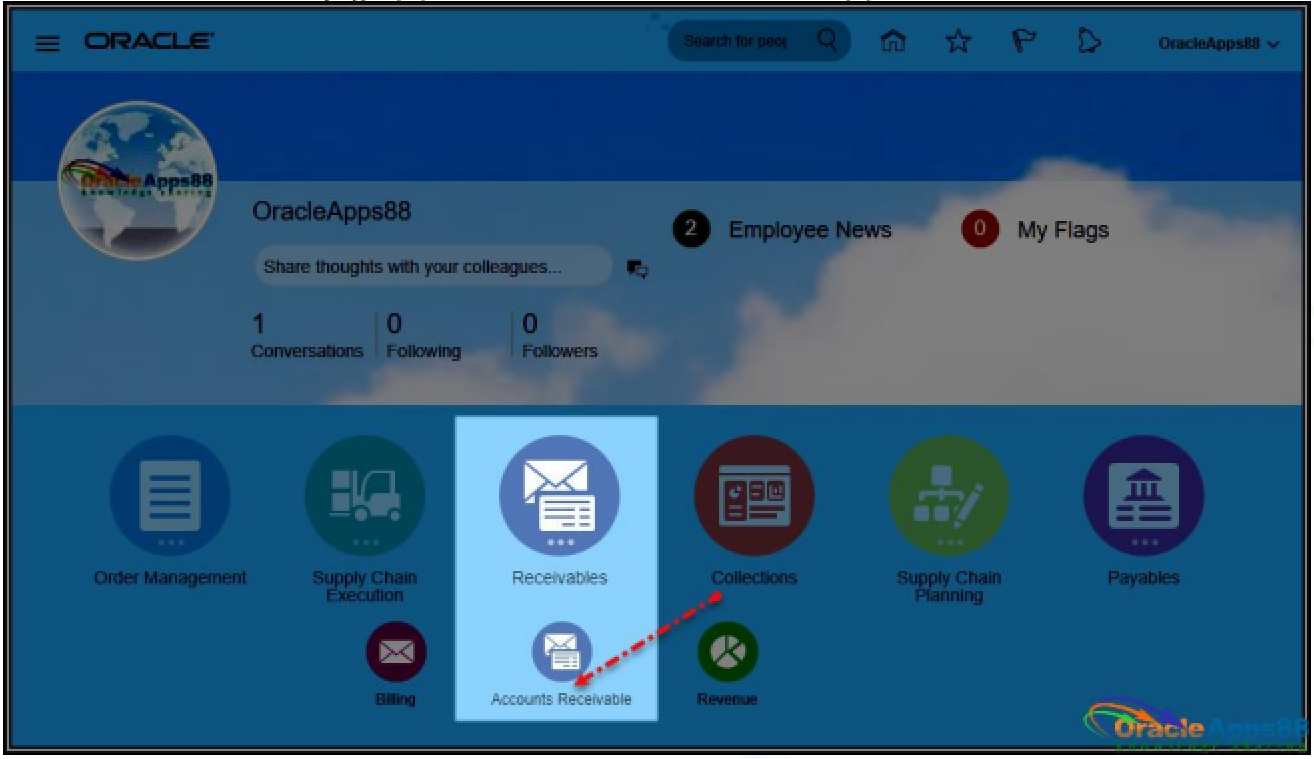
10. On the View Balances Details-Here we can see the adjusted amount (-100) and click on **Done.**



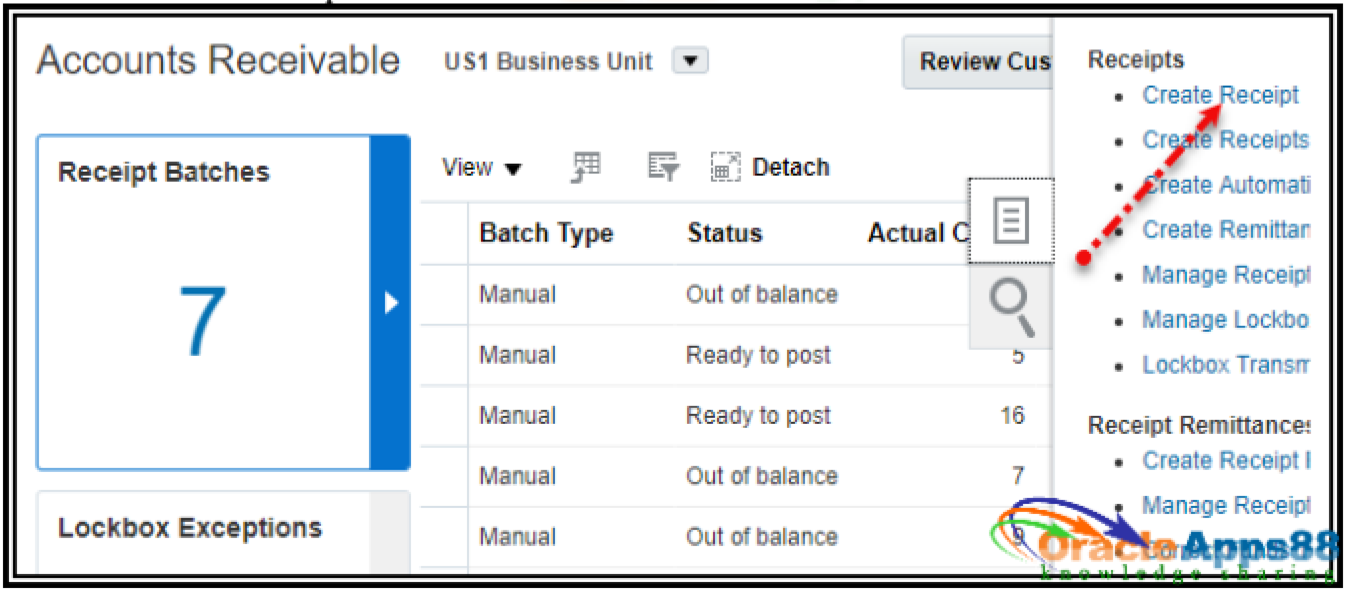

Review Transaction: Invoice 34765
Actions
View Image
Save
Incomplete
Cancel
General Information
Show More
Business Unit US1 Busine
Transaction Source Manual
Transaction Type Invoice
Transaction Number 34765
Document Number
Status Complete
Customer
Bill-to Name OracleApp
Bill-to Site Apps88
USD - US Dollar
300.00
300.00
0.00
0.00
0.00
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 | -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

Creating a Standard Receipt

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



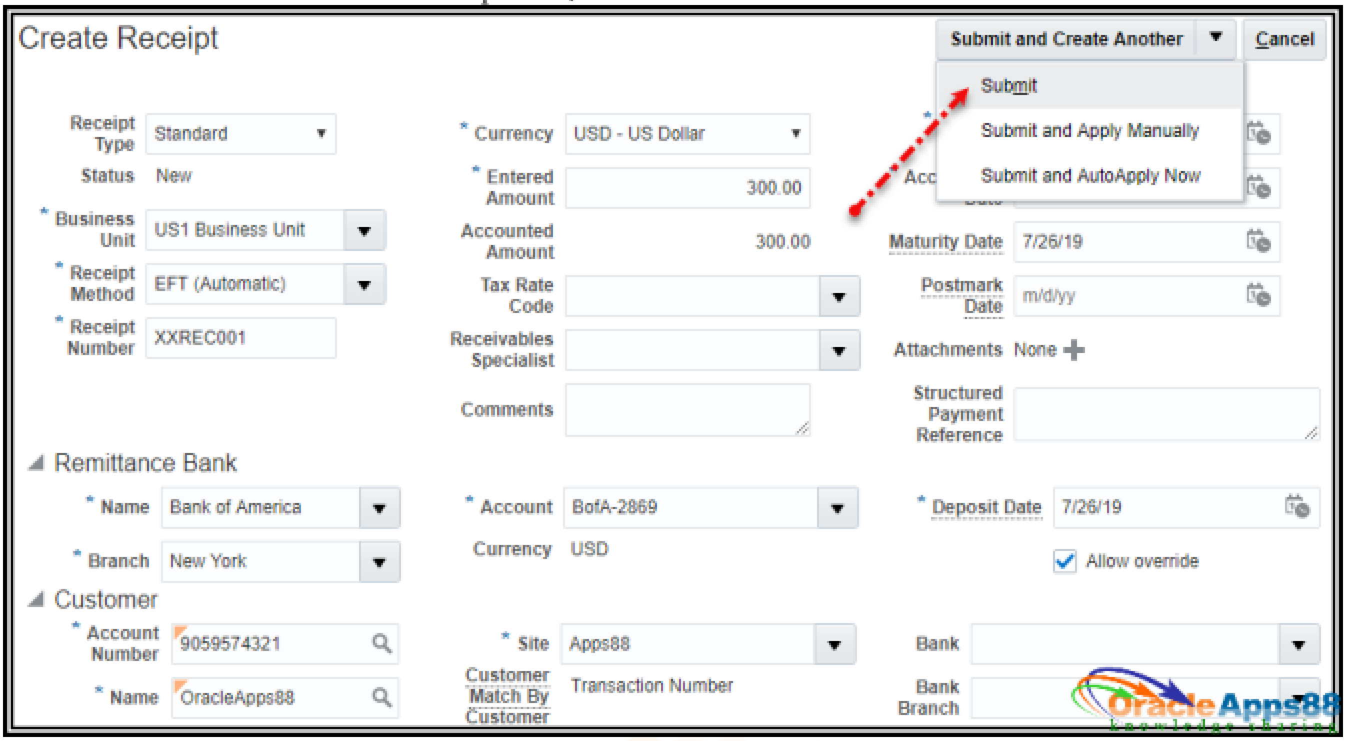
2. The *Accounts Receivable* page is displayed.
   Click the **Tasks Panel** icon.
   Select the **Create Receipt** link.



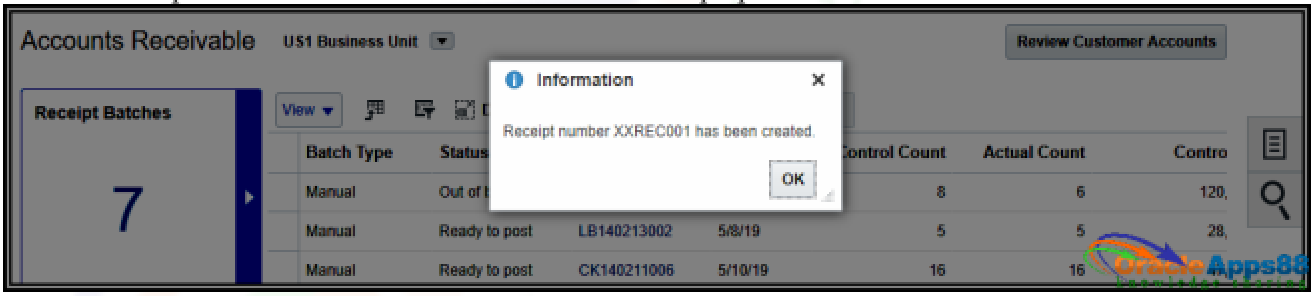
3. On the *Create Receipt* page, enter or select values for the following fields:
   Receipt Type = Standard
   Business Unit(Select the Business Unit from the List)
   Receipt Method (select **Manual,** specific bank; will be based on the Business Unit selected)
   The Remittance Bank details will default 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.**

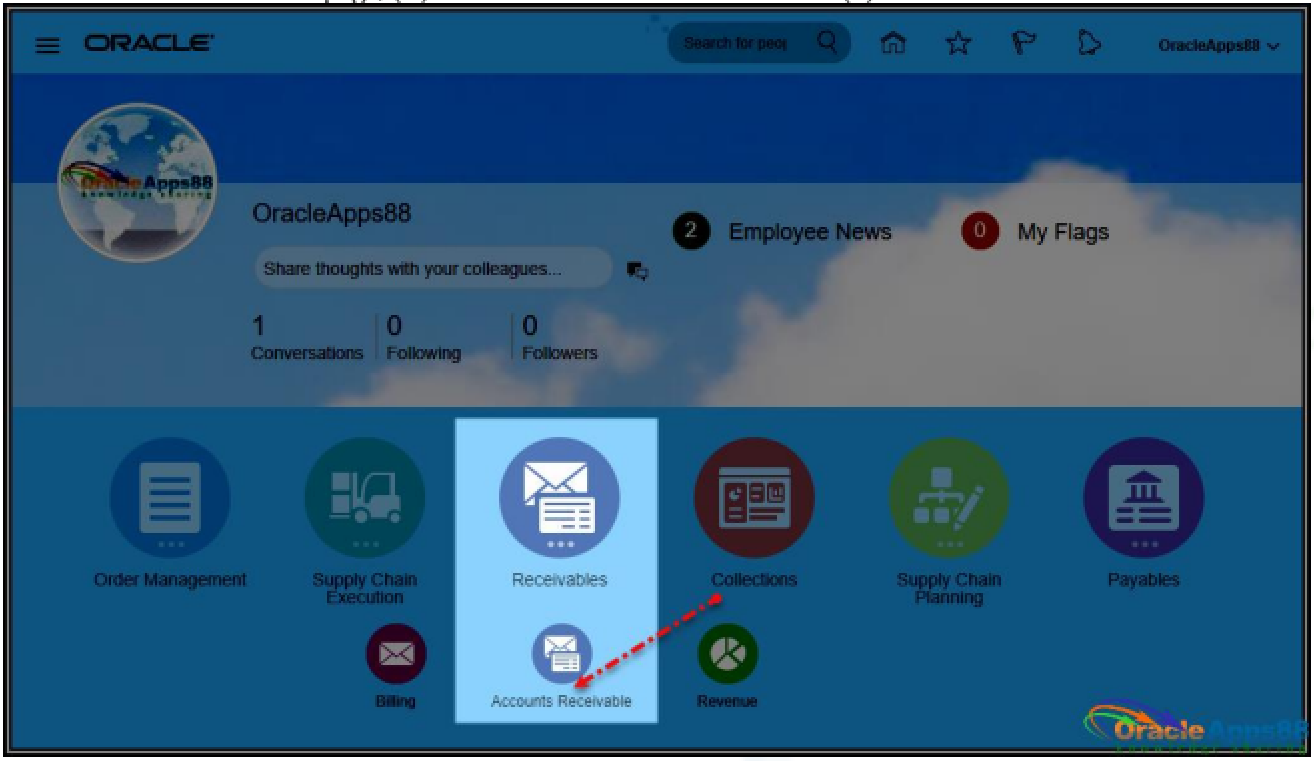


4. The Receipt will be created and will be shown in the Pop up window.

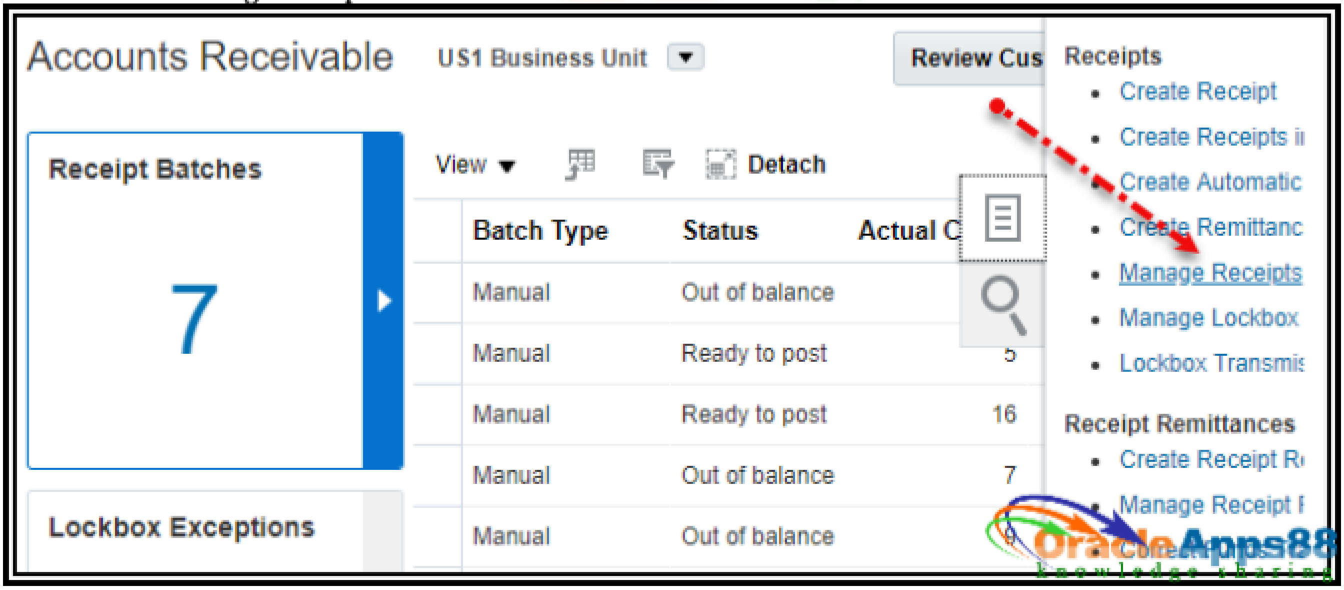


Applying a Standard Receipt

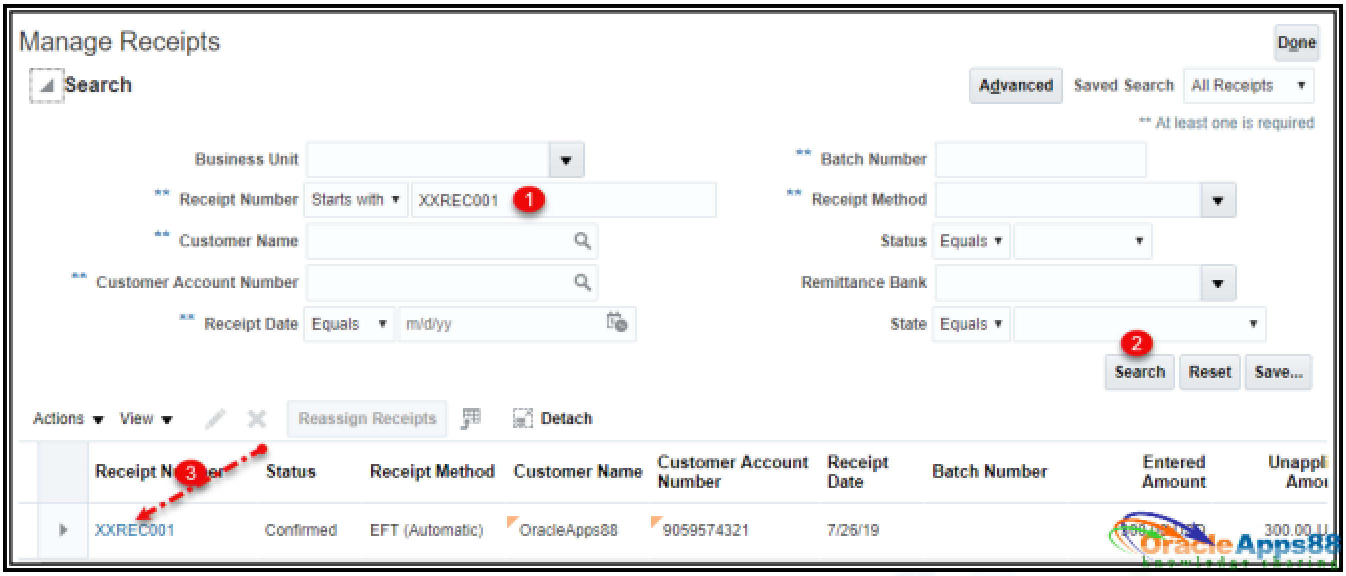
1. From the Oracle *Home* page, (A) drill into the **Receivables** icon and (B) click the **Account Receivables** icon.



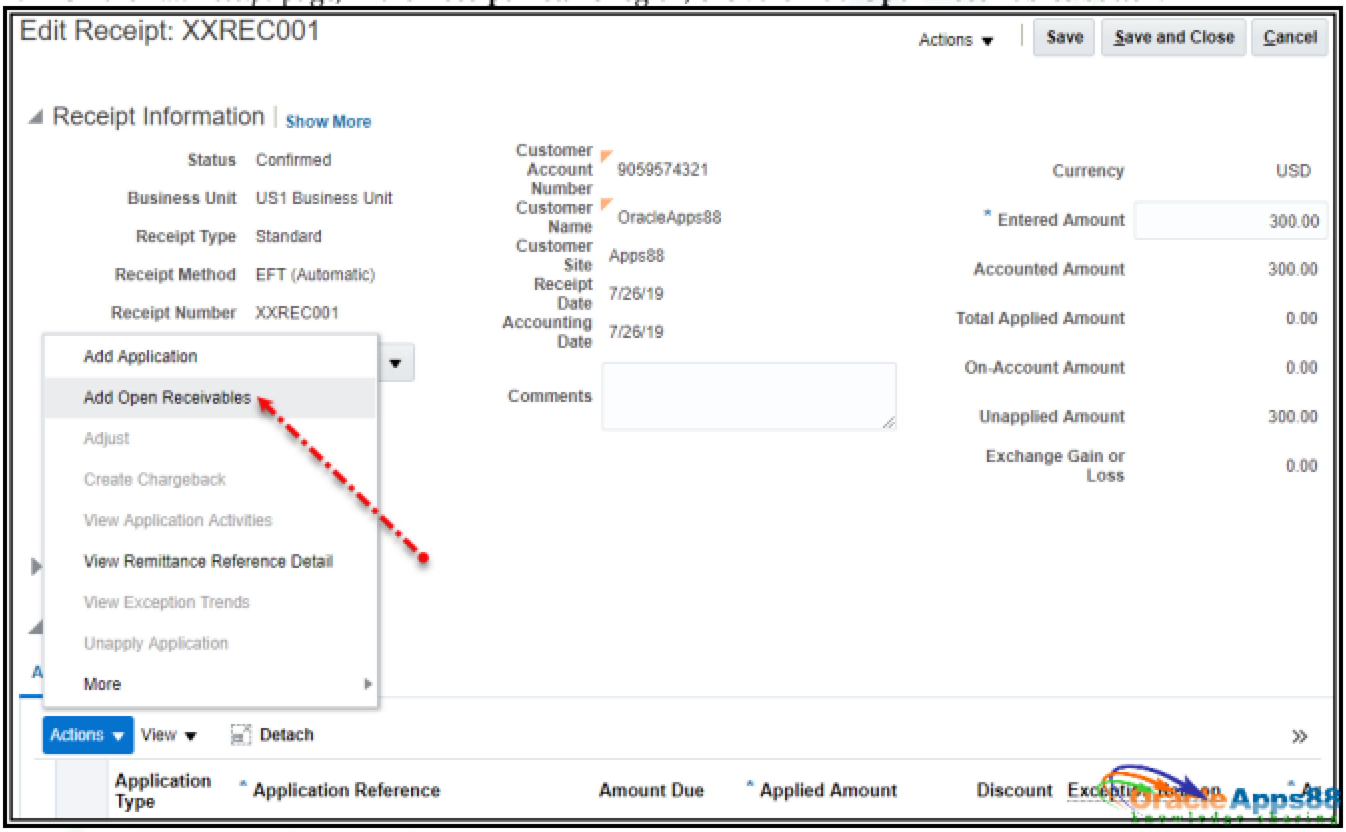
2. The *Accounts Receivable* page is displayed.
   Click the **Tasks Panel** icon.
   Select the **Manage Receipts** link.



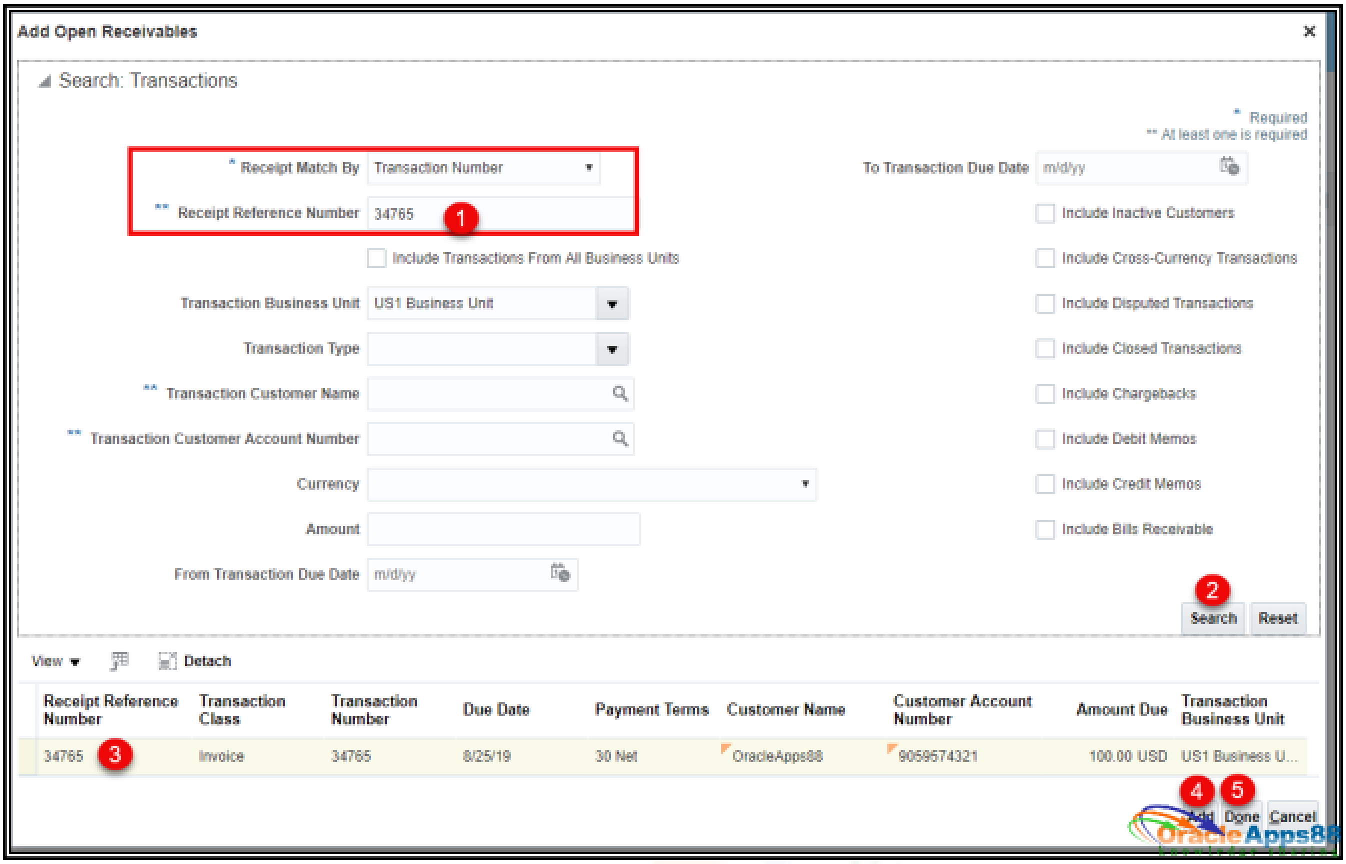
3. On the *Manage Receipts* page, search for the Receipt to be applied:
   Enter the Receipt Number into the **Receipt Number** field.
   Click the **Search** button.
   In the Results displayed, click the hyperlink of the **Receipt Number**.



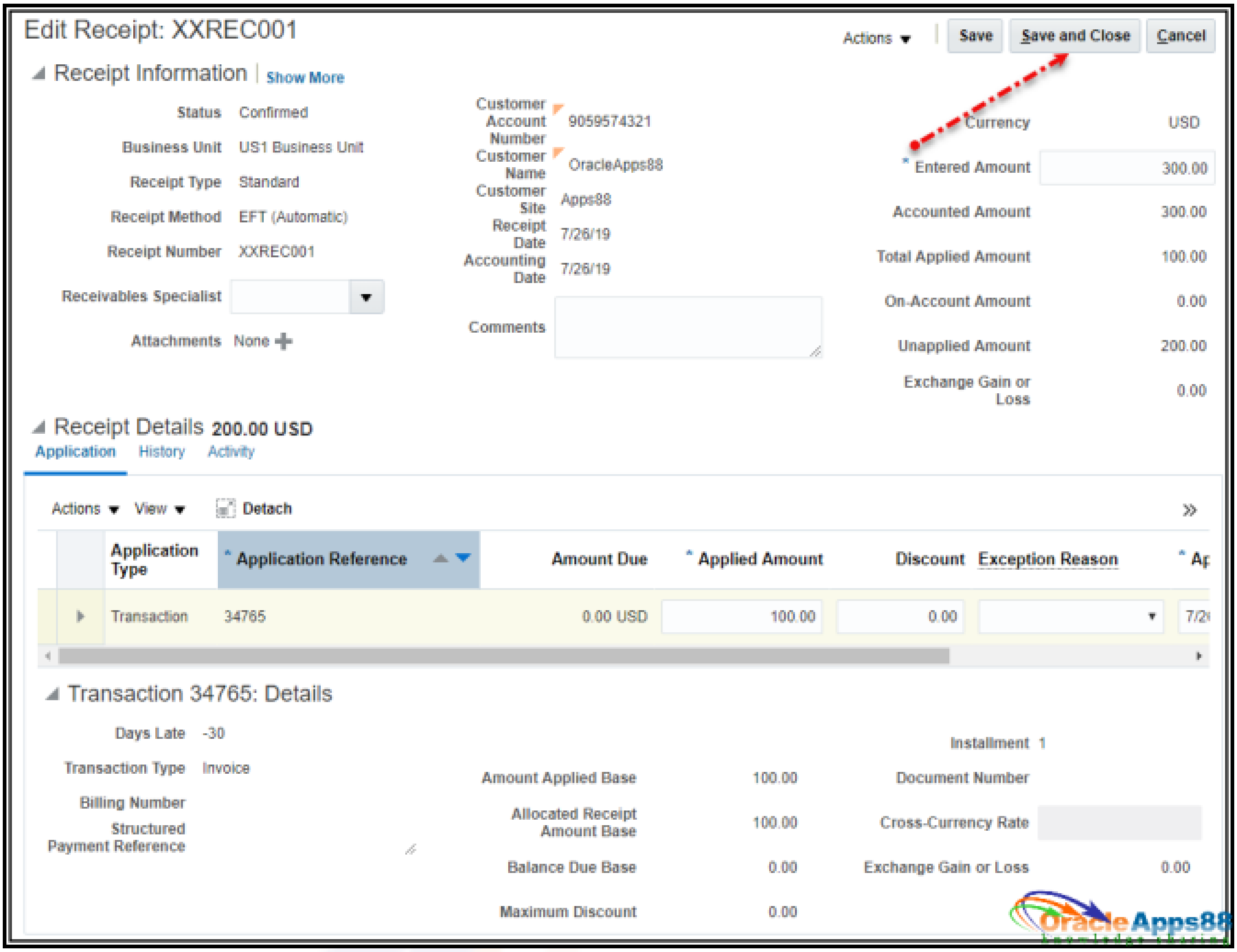
4. On the *Edit Receipt* page, in the **Receipt Details** region, click the **Add Open Receivables** button.



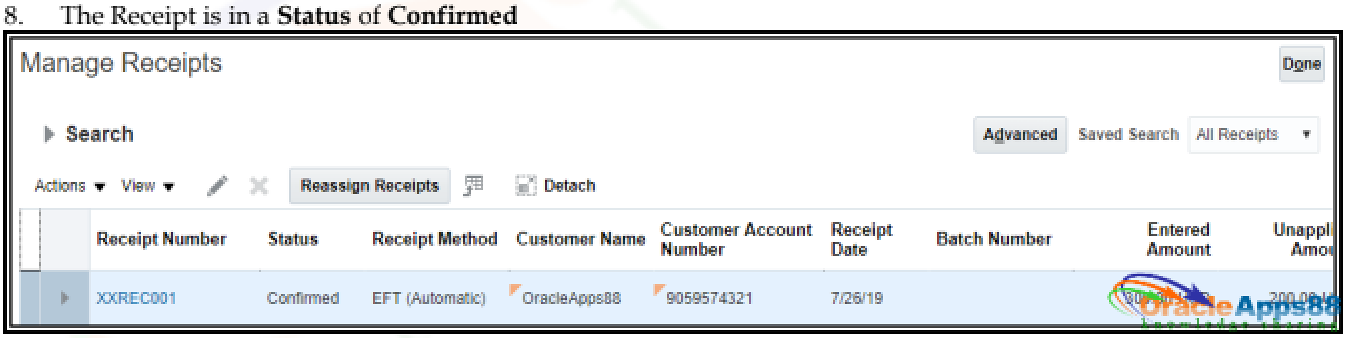
5. On the *Search and Select: Add Open Receivables* pop-up window:
   Enter the Transaction Number into the **Receipt Reference Number** field or Transaction customer Name.
   Click the **Search** button.
   Select the Transaction line.
   Click the **Add** button.
   Click the **Done** button.
   If we want to apply for Cross Currency Transaction then enable the Check Box of **Include Cross Currency Transactions.**



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

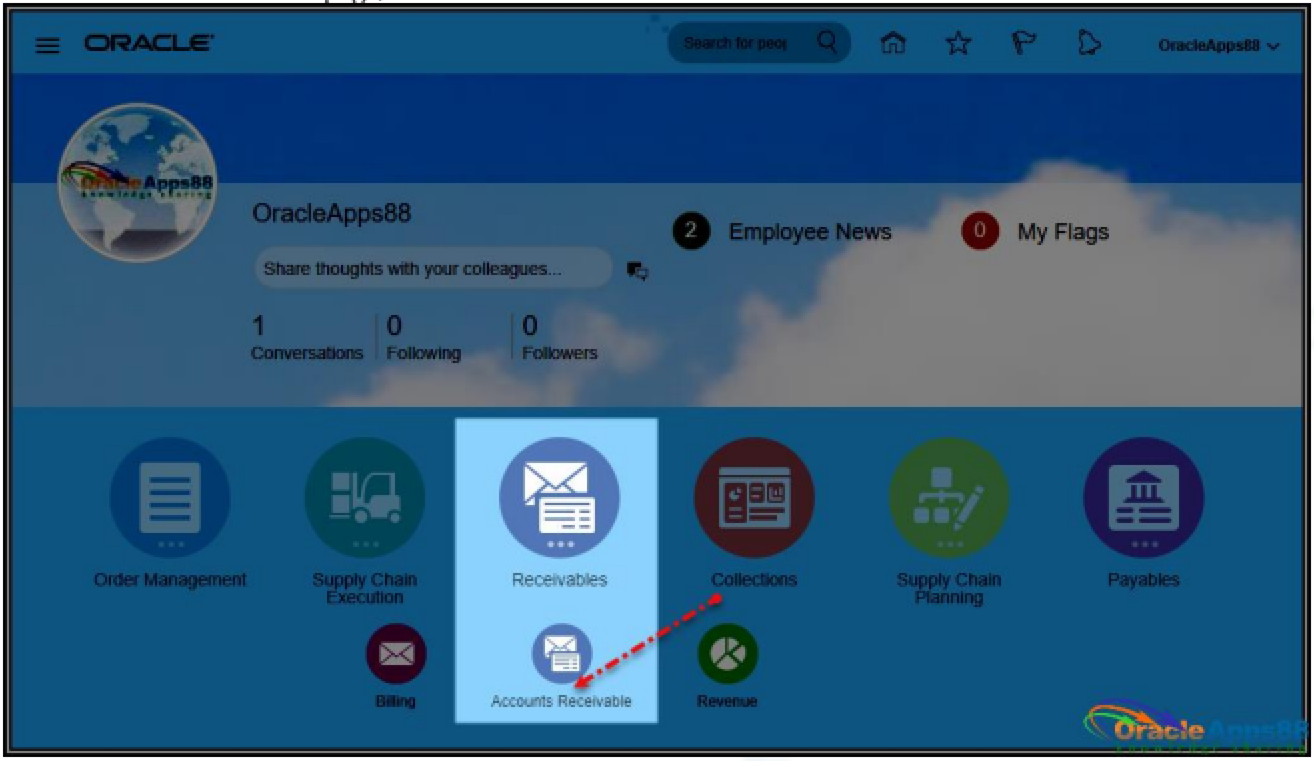


7. The Receipt is applied on the Transaction.
8. The Receipt is in a **Status** of **Confirmed**

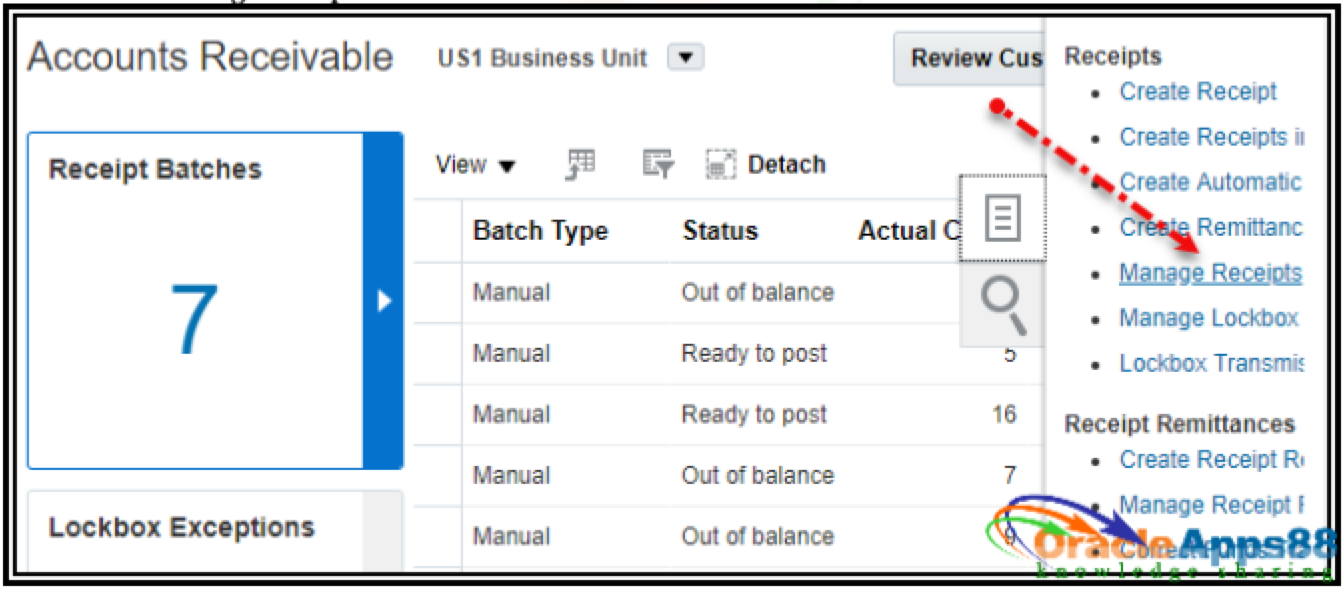


Reversing a Receipt

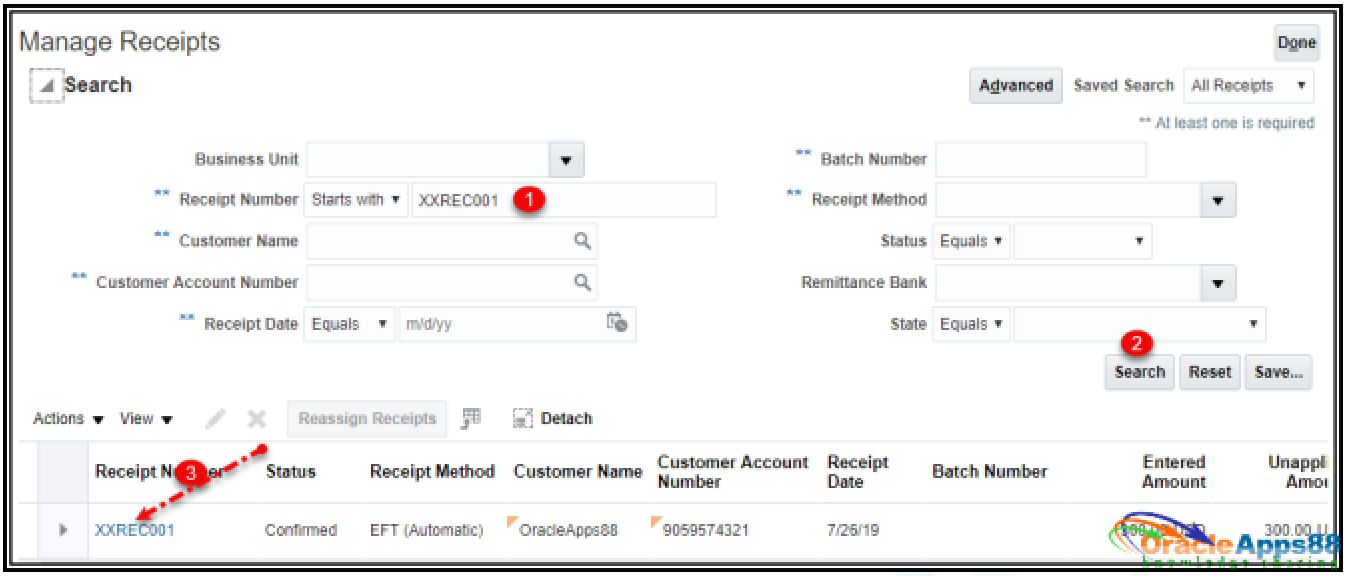
1. From the Oracle *Home* page, drill into the **Receivables** icon and click the **Accounts Receivable** icon.



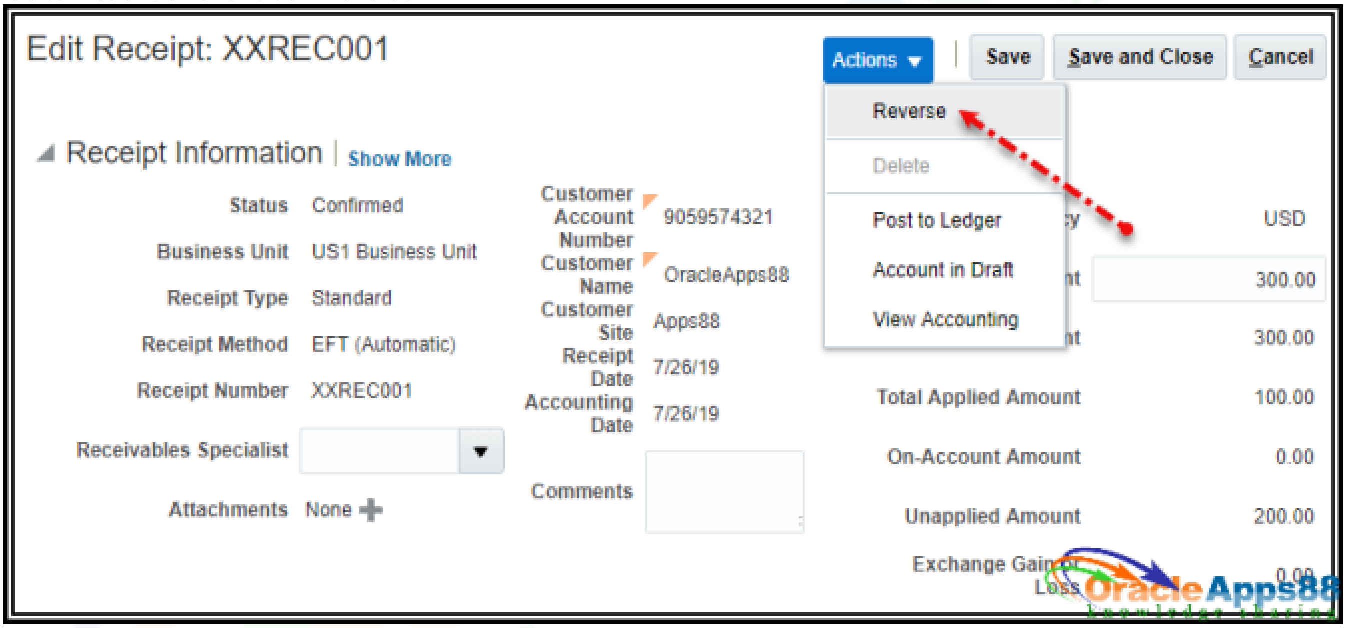
2. The *Billing* page is displayed.
   Click the **Tasks Panel** icon.
   Click on **Manage Receipts** link.



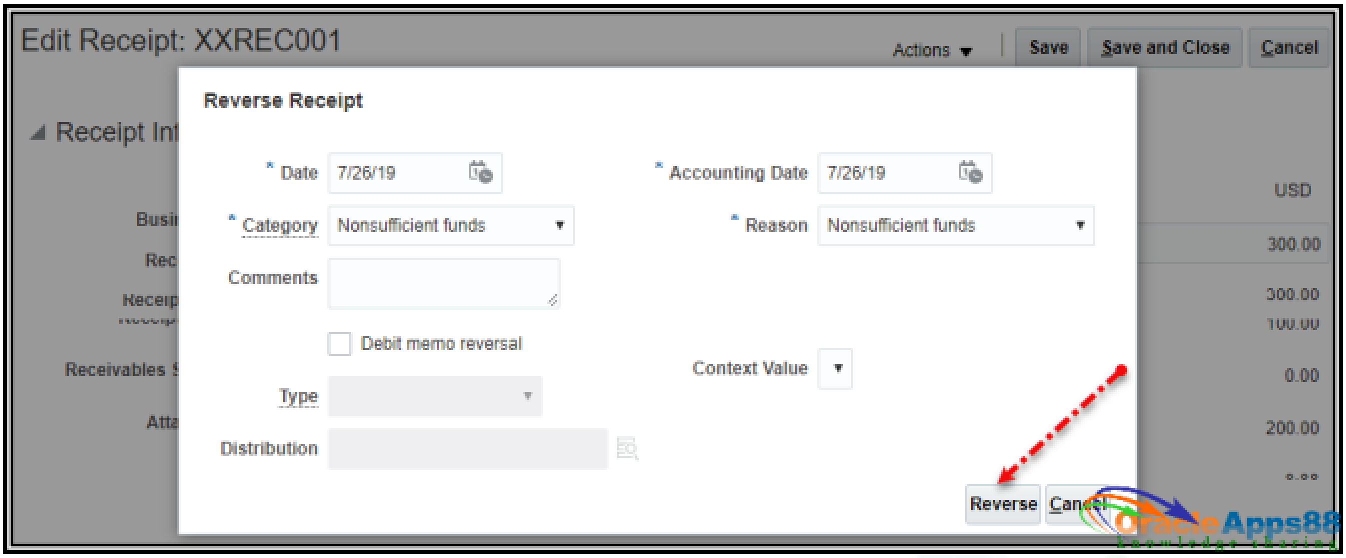
3. Manage Receipt window is displayed.
   Query with the existing **Customer name** or the Receipt(number)
   Click on Search



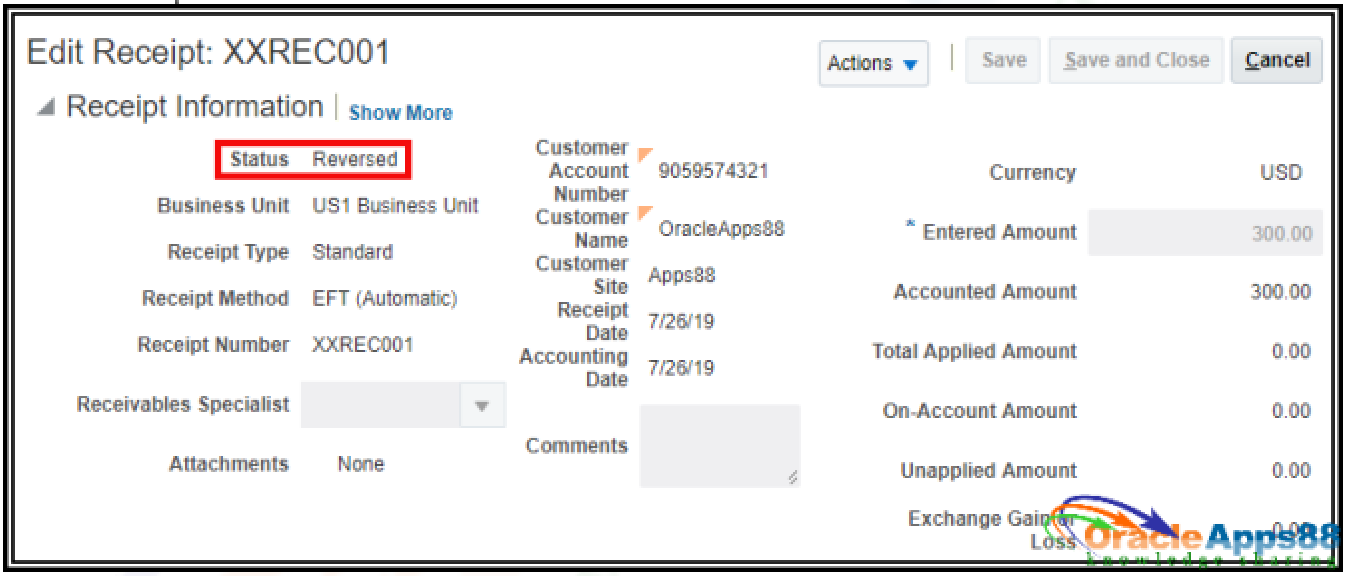
Go to Actions and Click on Reverse



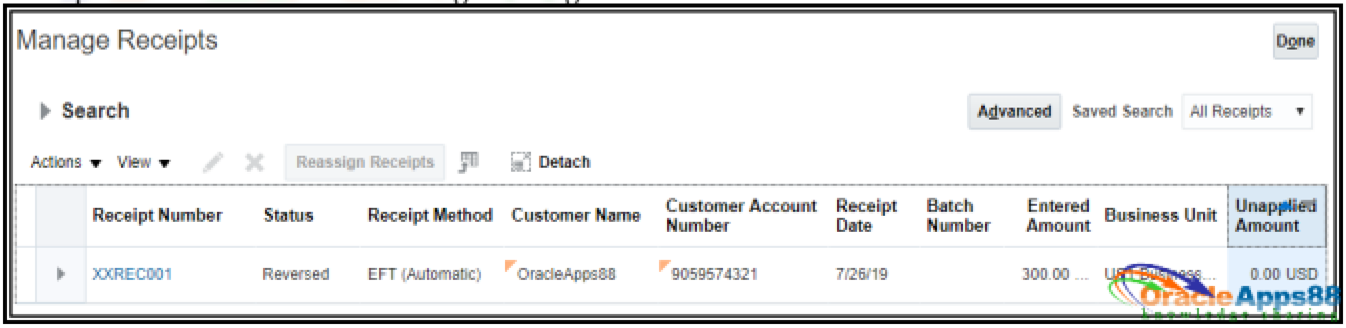
4. System will generate below Receipt Reverse page
5. select the Category and the Reason from the drop down list to process reverse.
6. Click on Reverse Button



Now the Receipt status is **reversed.**

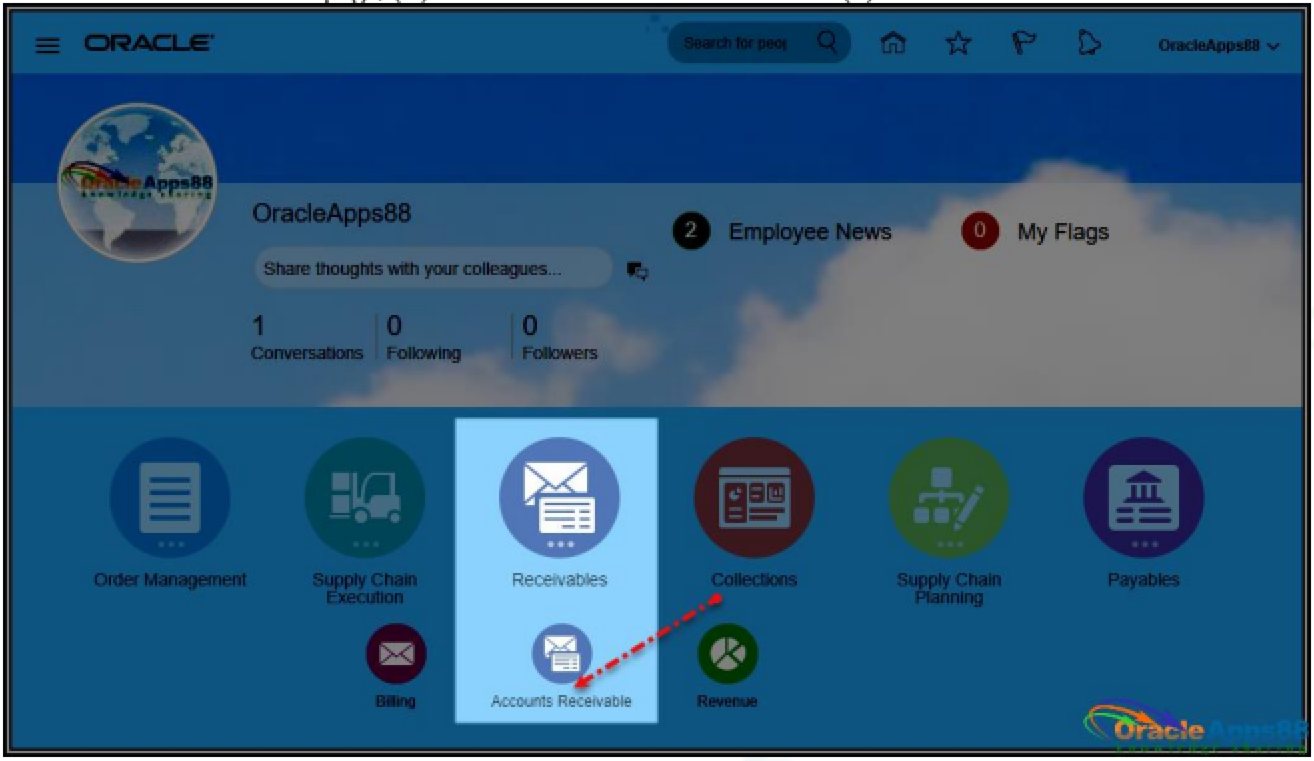


7. The Invoice becomes open after the Receipt reversal. i.e. When this Receipt is reversed then the Invoice will be open and the amount will be changed to original invoice amount.

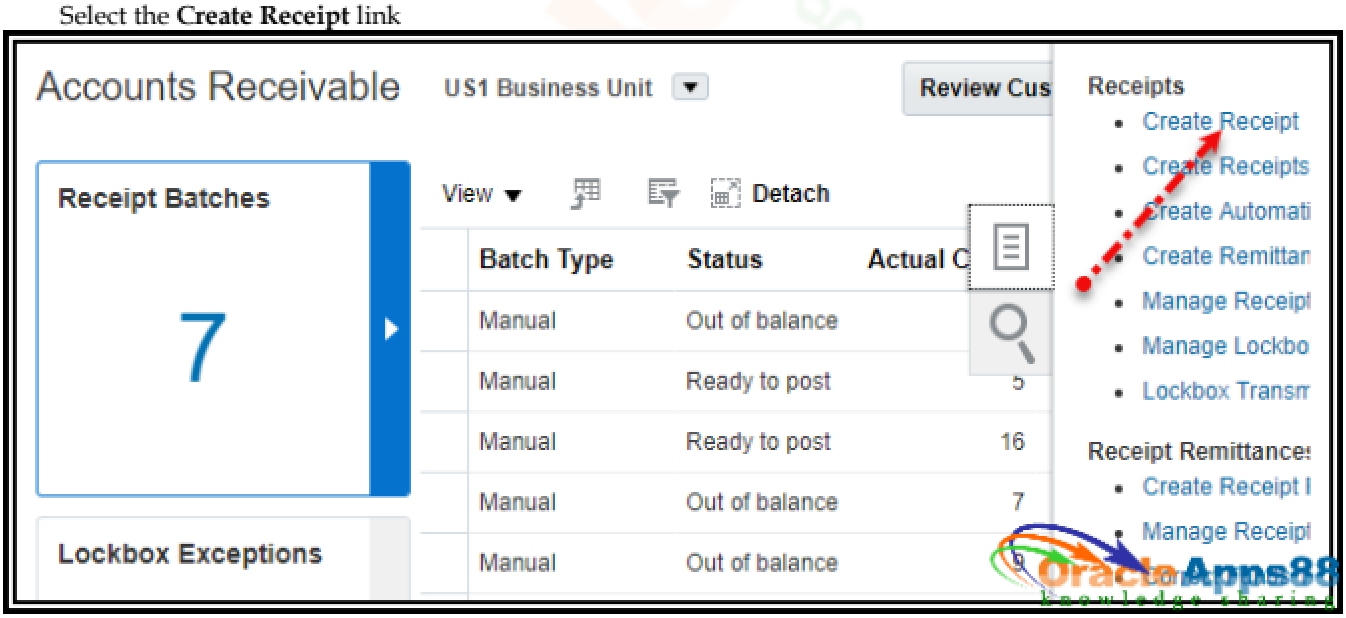


Creating a Cross Currency Receipt

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

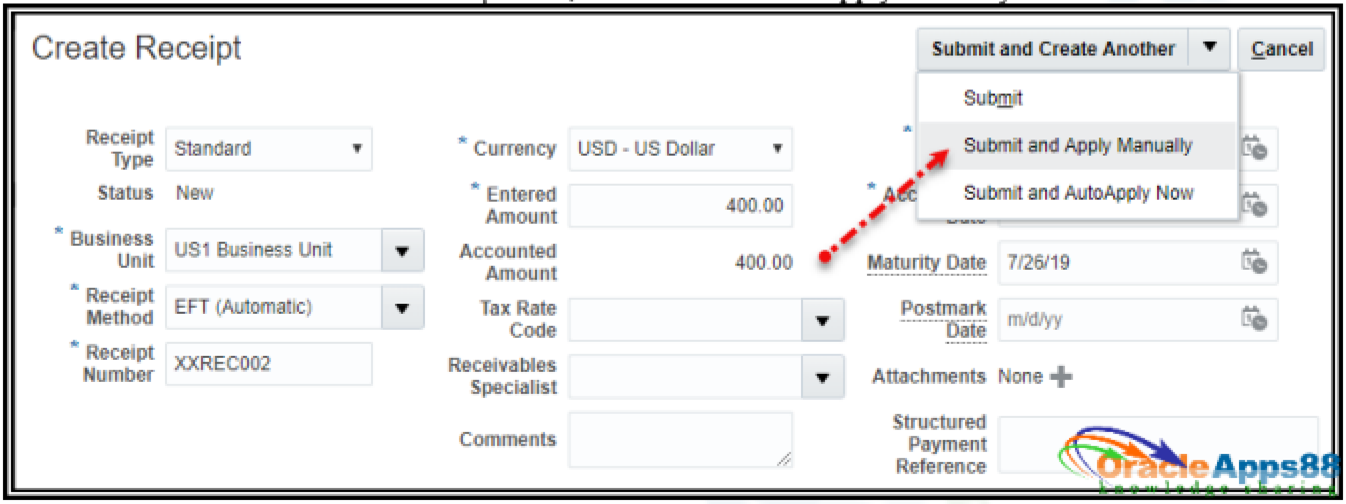


Note : Now Create Cross Currency Receipt against the Transaction which is created in USD currency

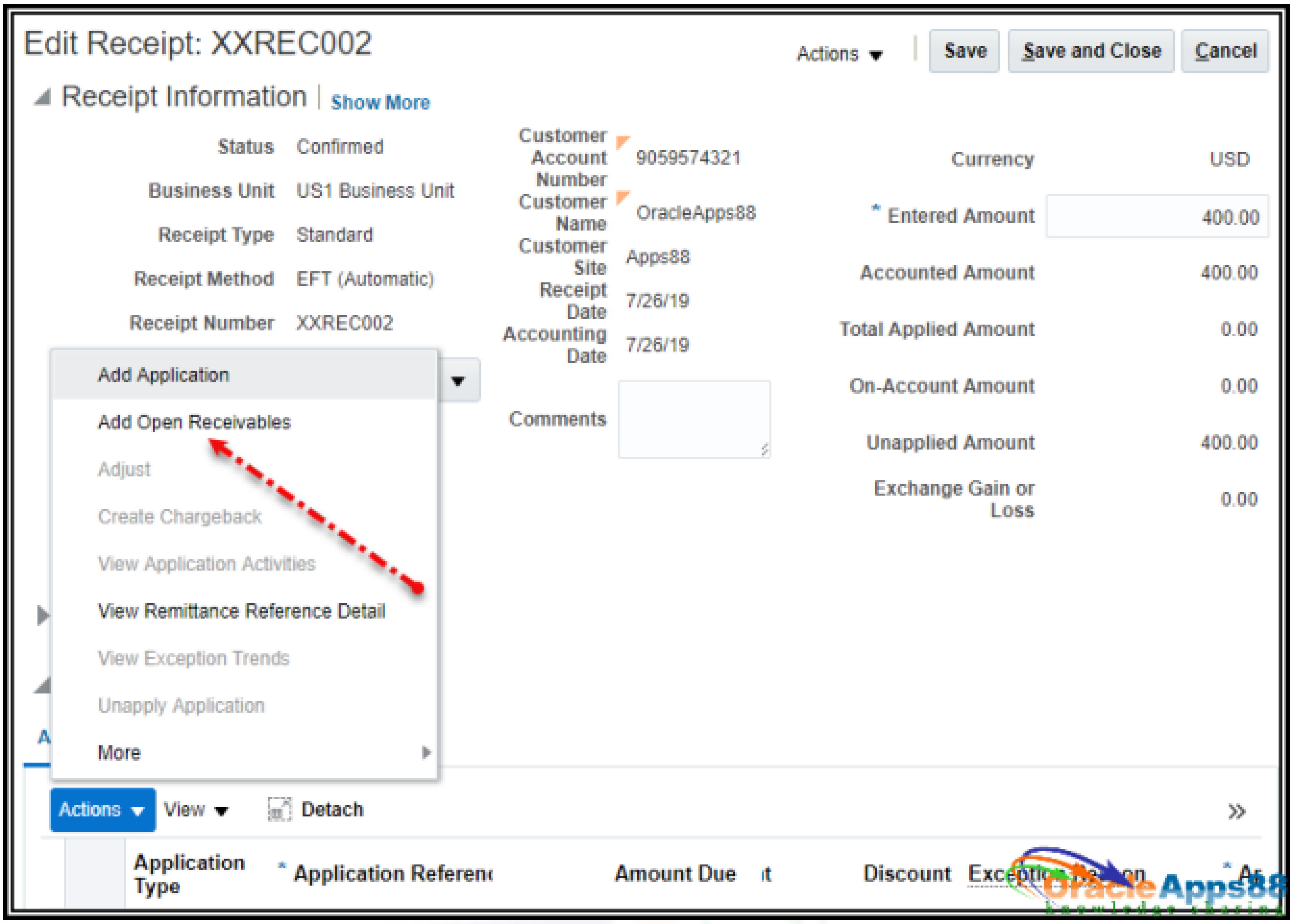
3. On the *Create Receipt* page, enter or select values for the following fields:

   Receipt Type = Standard

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

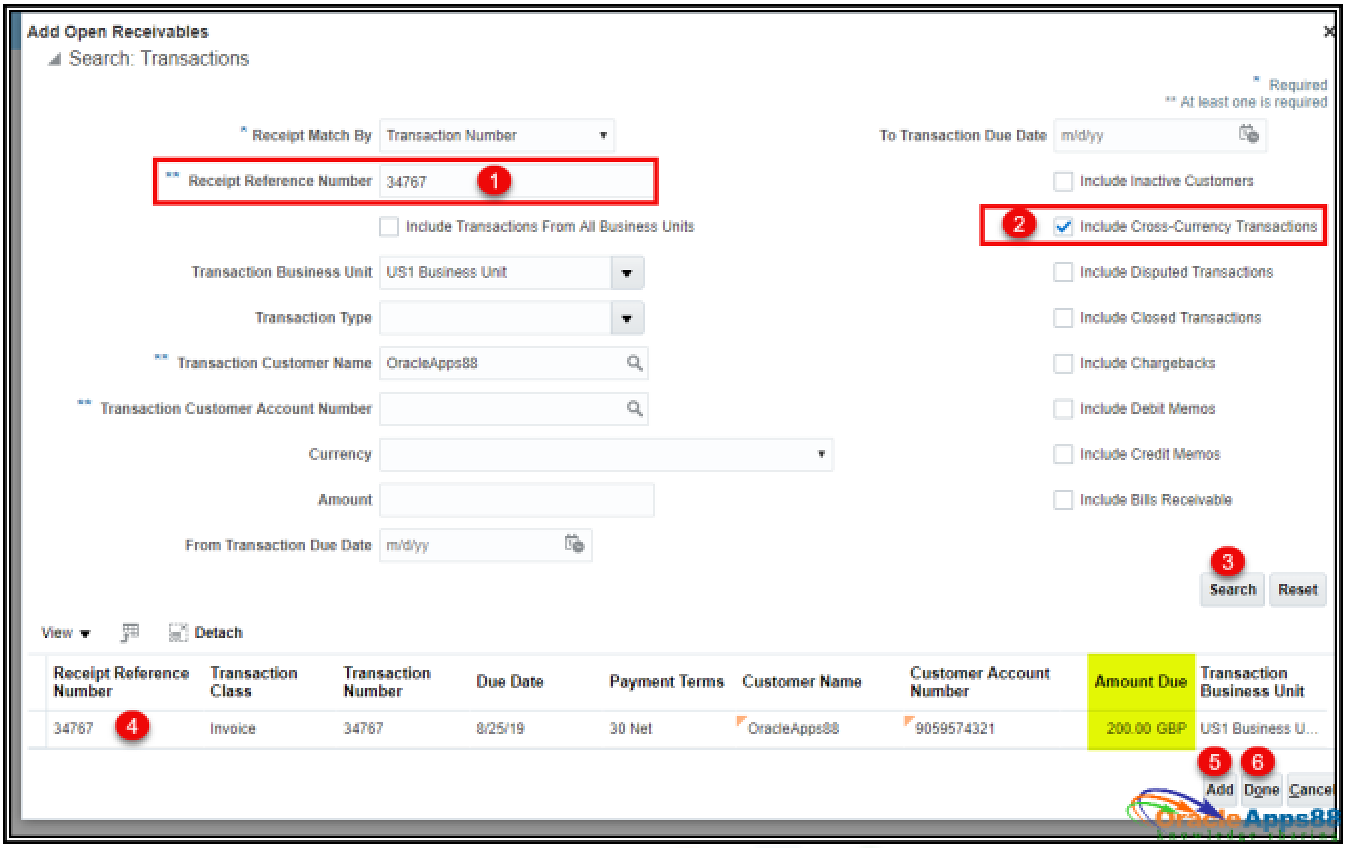


4. Click on Add open Receivables tab

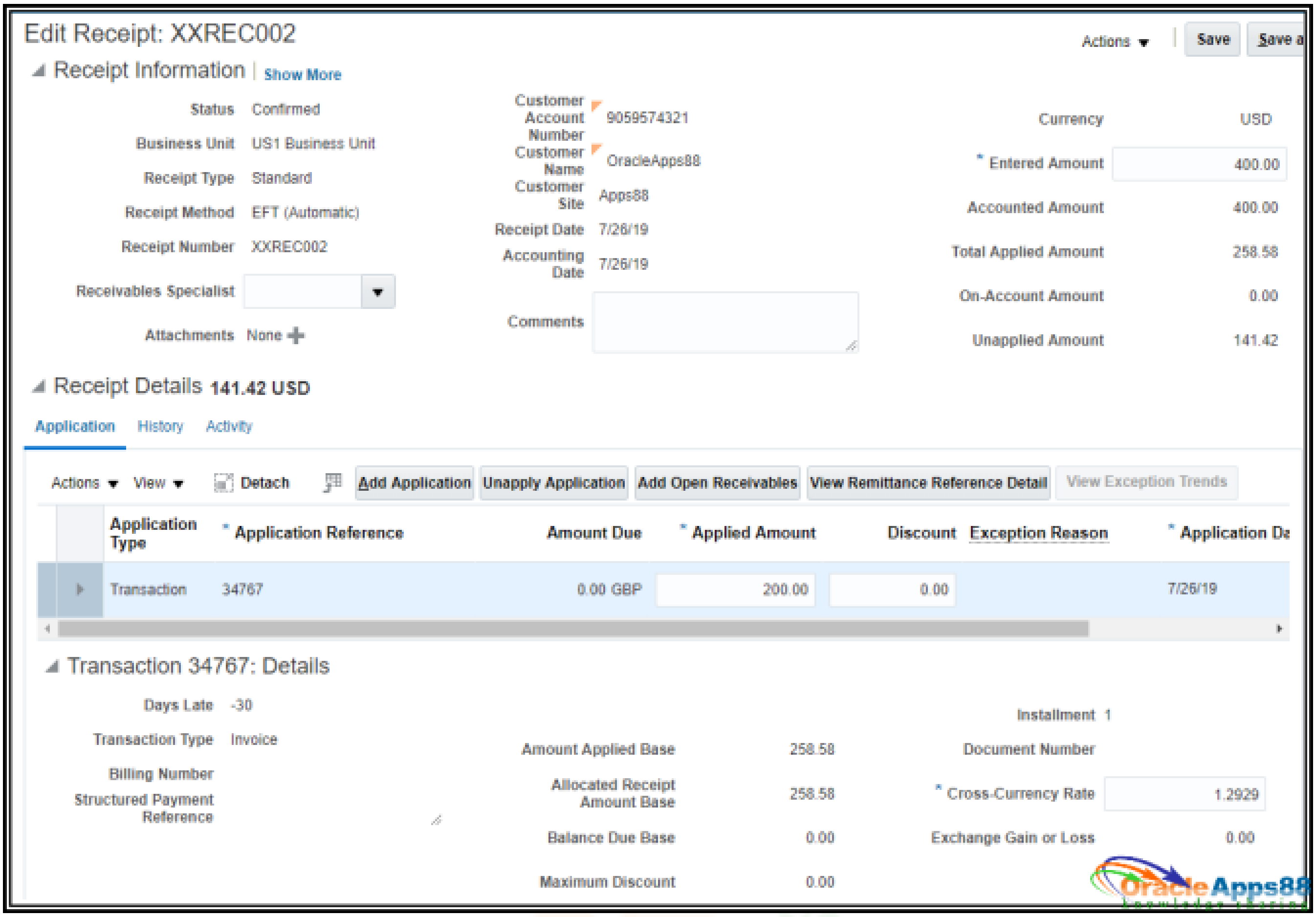


5. Search with Transaction Customer Name or Receipt Reference number
   You should enable the Include Cross currency Transactions Checkbox
   Click on search

6. System will display the Transactions, select the different currency transaction numbers and click on add and done.

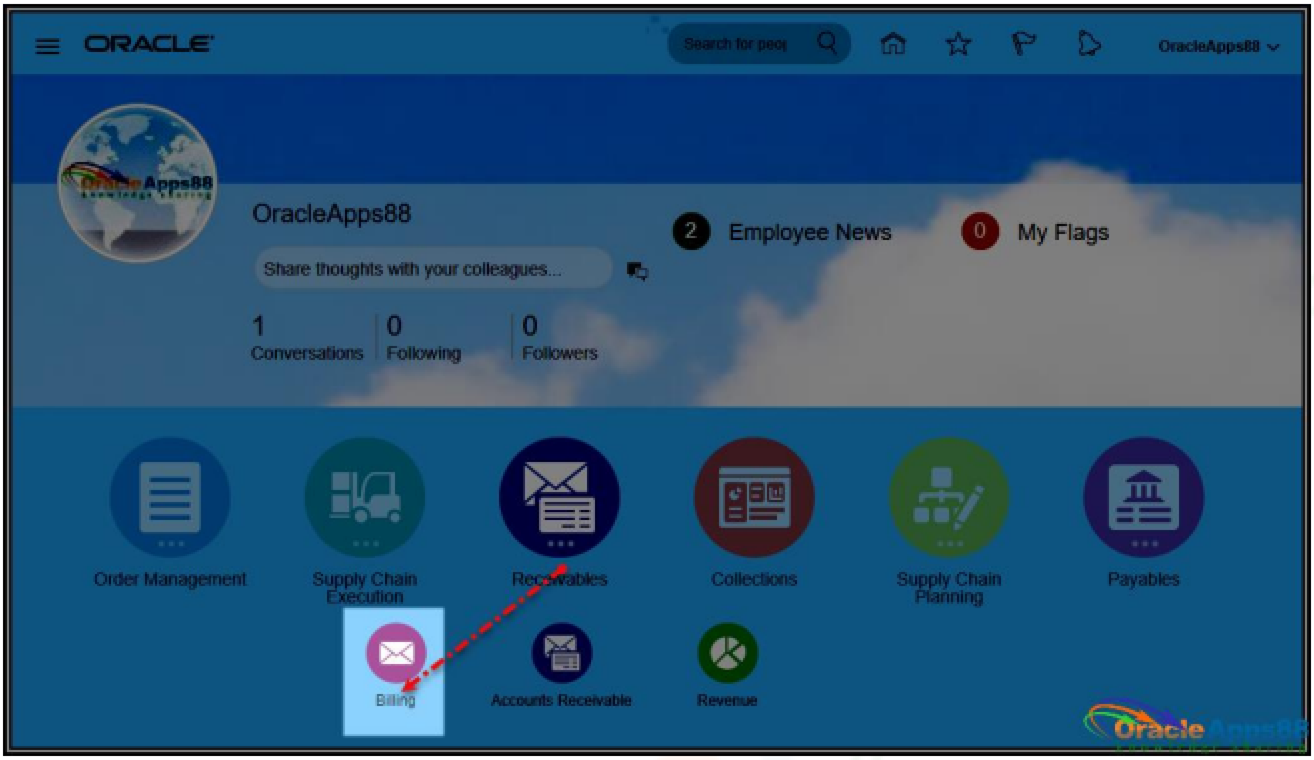


7. Receipt has applied against the Transaction. You can view the Cross currency rate in below screen shot
8. Click on save and close button

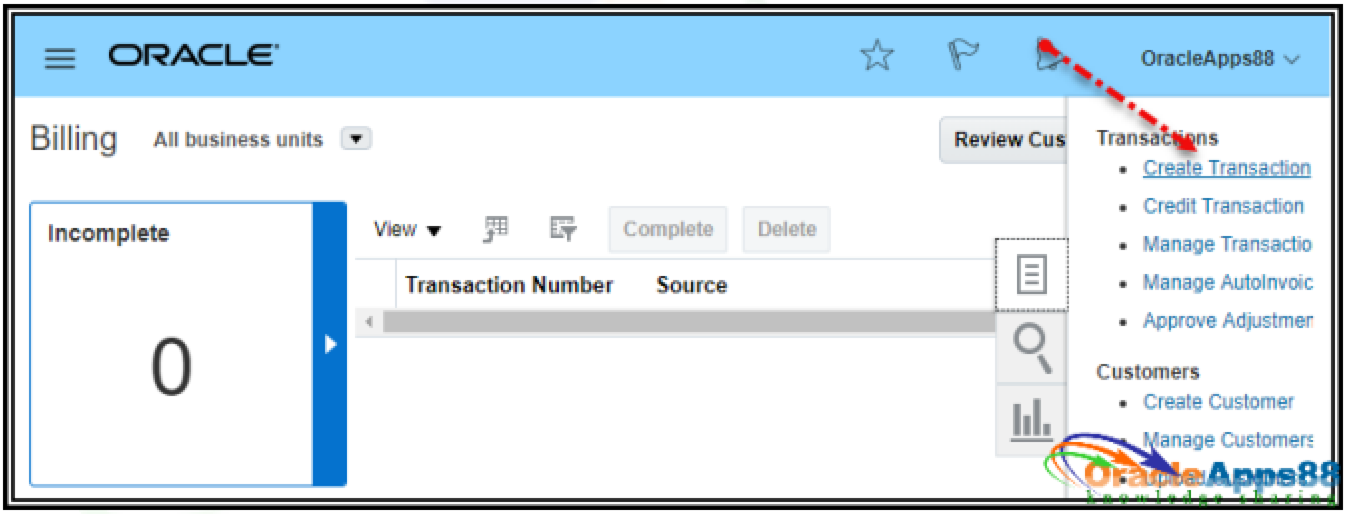

Edit Receipt: XXREC002
Actions
Save
Receipt Information
Show More
Status Confirmed
Business Unit US1 Business Unit
Receipt Type Standard
Receipt Method EFT (Automatic)
Receipt Number XXREC002
Receivables Specialist
Attachments None
Customer Account Number 9059574321
Customer Name OracleApps88
Customer Site Apps88
Receipt Date 7/26/19
Accounting Date 7/26/19
Comments
Currency USD
Entered Amount 400.00
Accounted Amount 400.00
Total Applied Amount 258.58
On-Account Amount 0.00
Unapplied Amount 141.42
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
Application Type
Application Reference
Amount Due
Applied Amount
Discount
Exception Reason
Transaction
34767
0.00 GBP
200.00
0.00
7/26/19
Transaction 34767: Details
Days Late -30
Transaction Type Invoice
Billing Number
Structured Payment Reference
Amount Applied Base 258.58
Allocated Receipt Amount Base 258.58
Balance Due Base 0.00
Maximum Discount 0.00
Installment 1
Document Number
Cross-Currency Rate 1.2929
Exchange Gain or Loss 0.00

Create Manual Credit Memo Transaction and Appy to Invoice

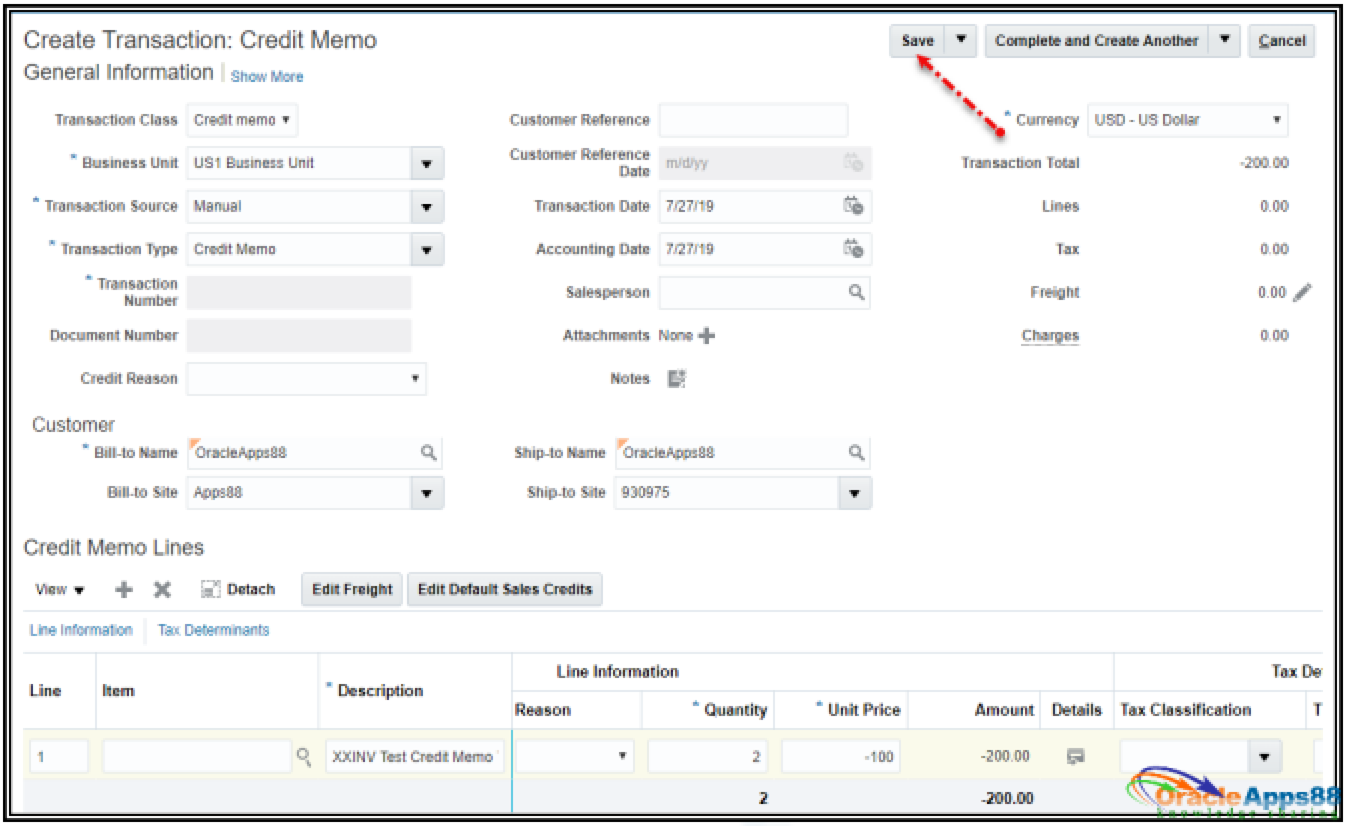
1. After login to instance, From the Oracle *Home* page, click on the **Receivables** icon and then click the **Billing** icon.



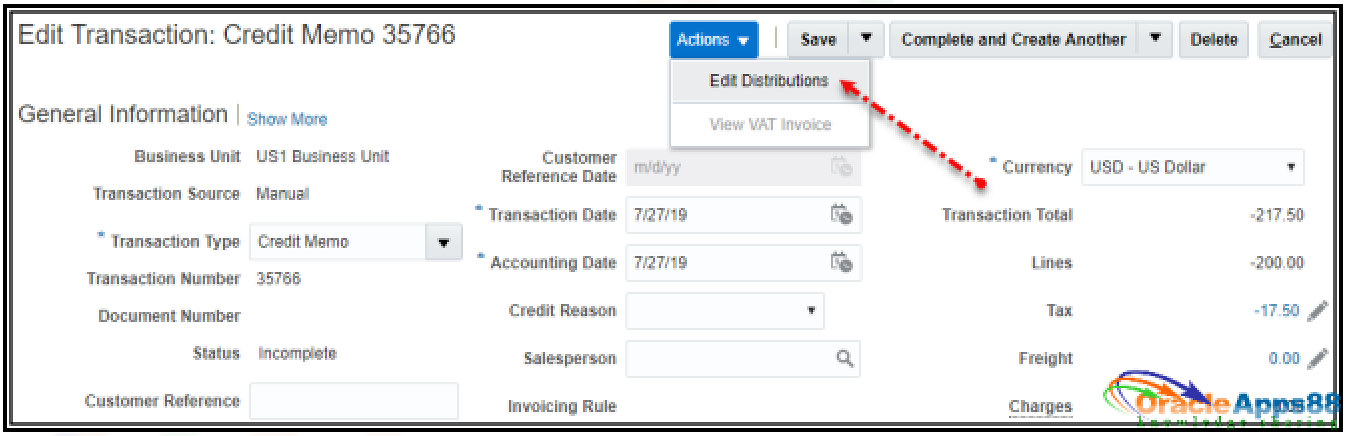
2. The *Billing* page is displayed.
   A. Click the **Tasks Panel** icon.
   B. Select the **Create Transaction** link.



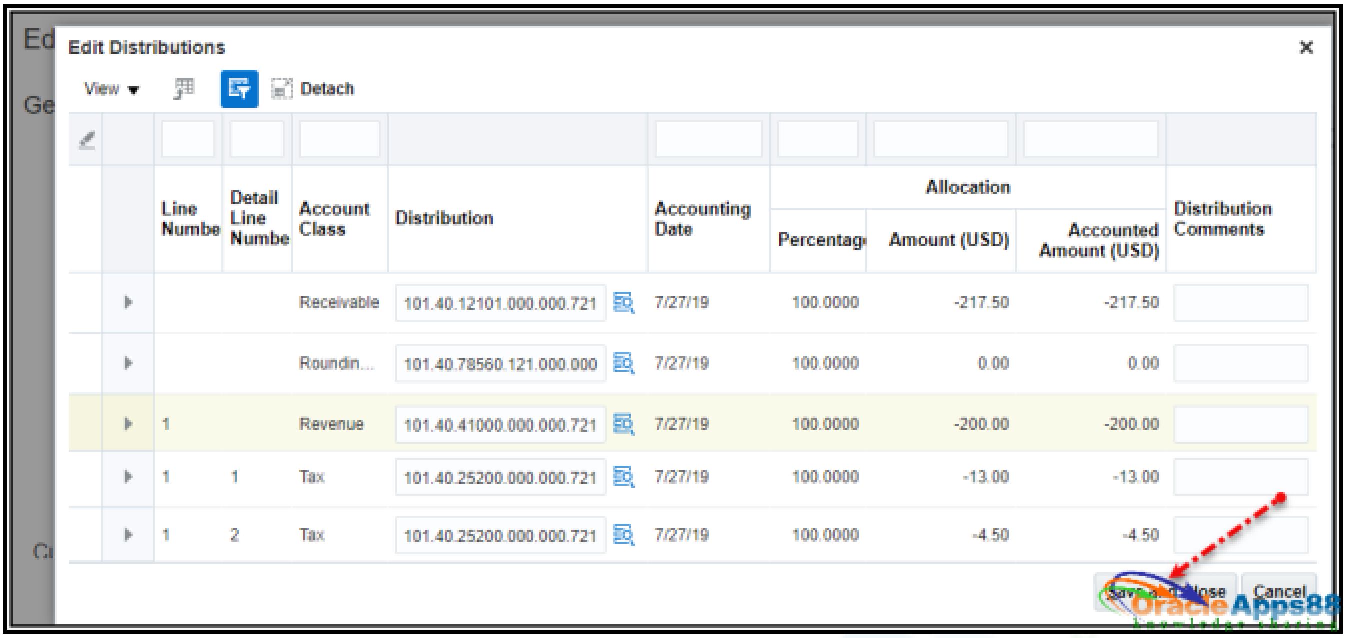
Enter the below details click on Save



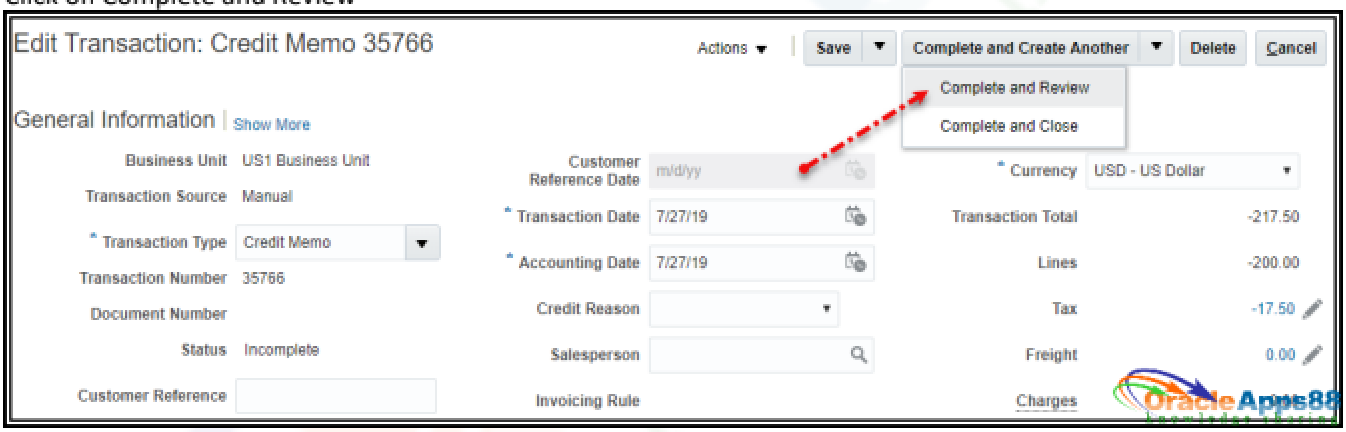
Click on the Actions and Edit Distribution



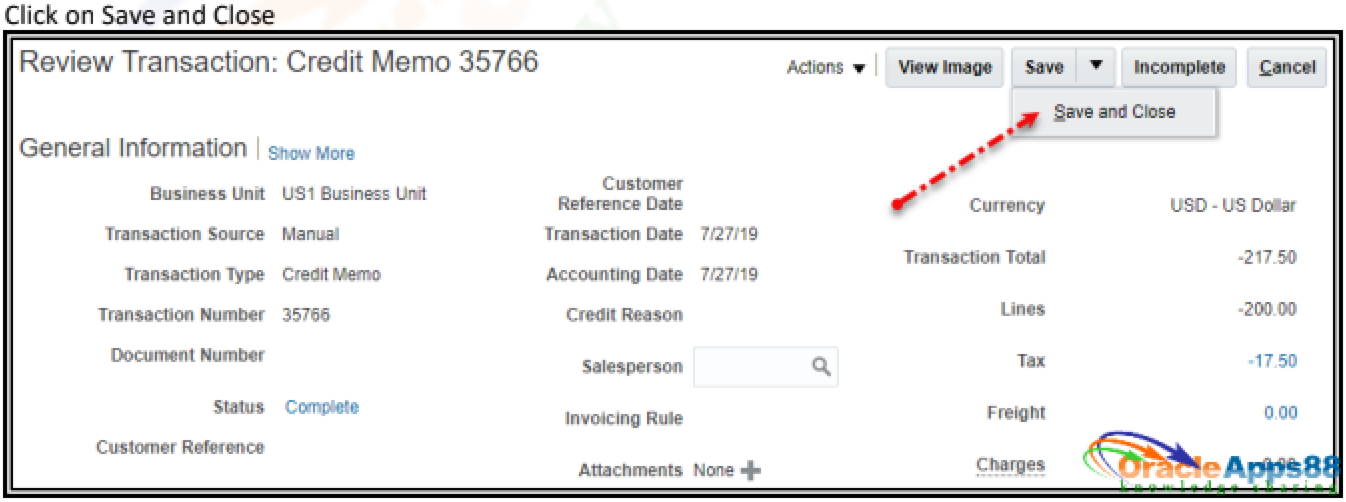
Click on Save and Close



Click on Complete and Review

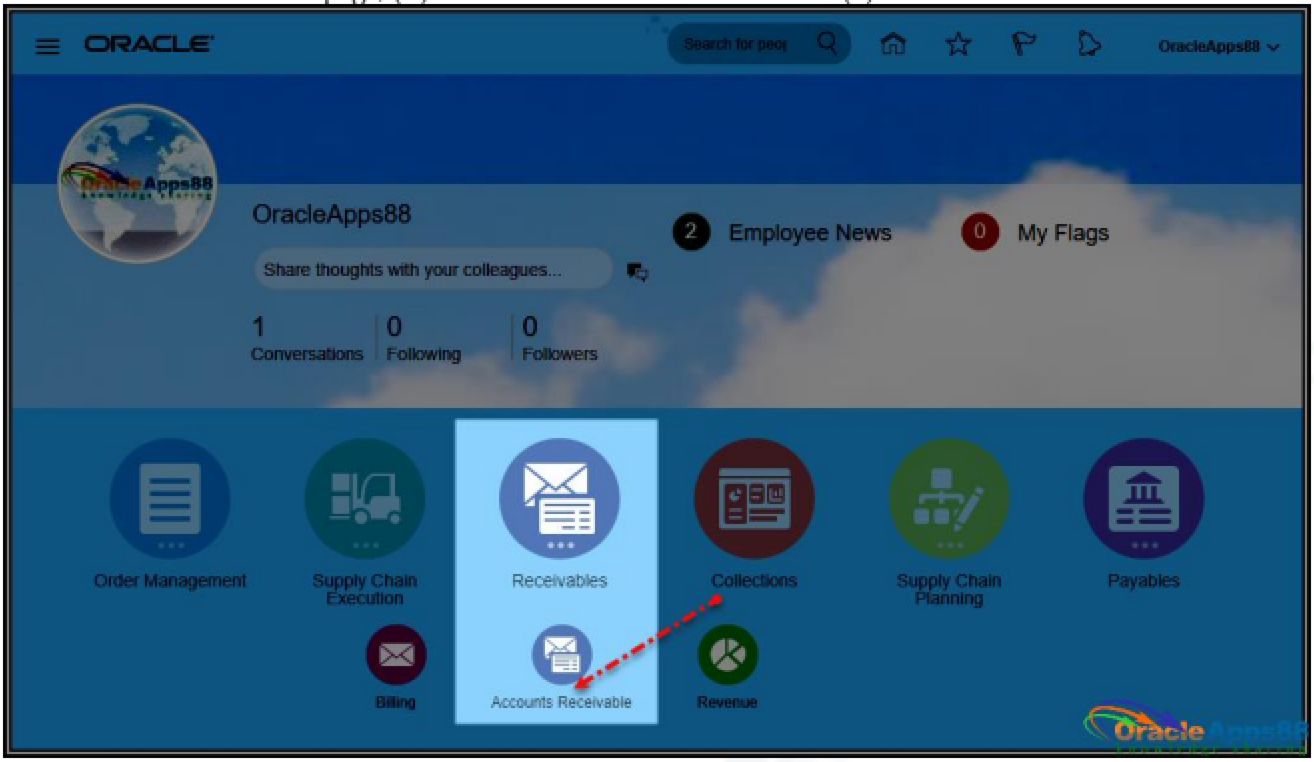


Click on Save and Close

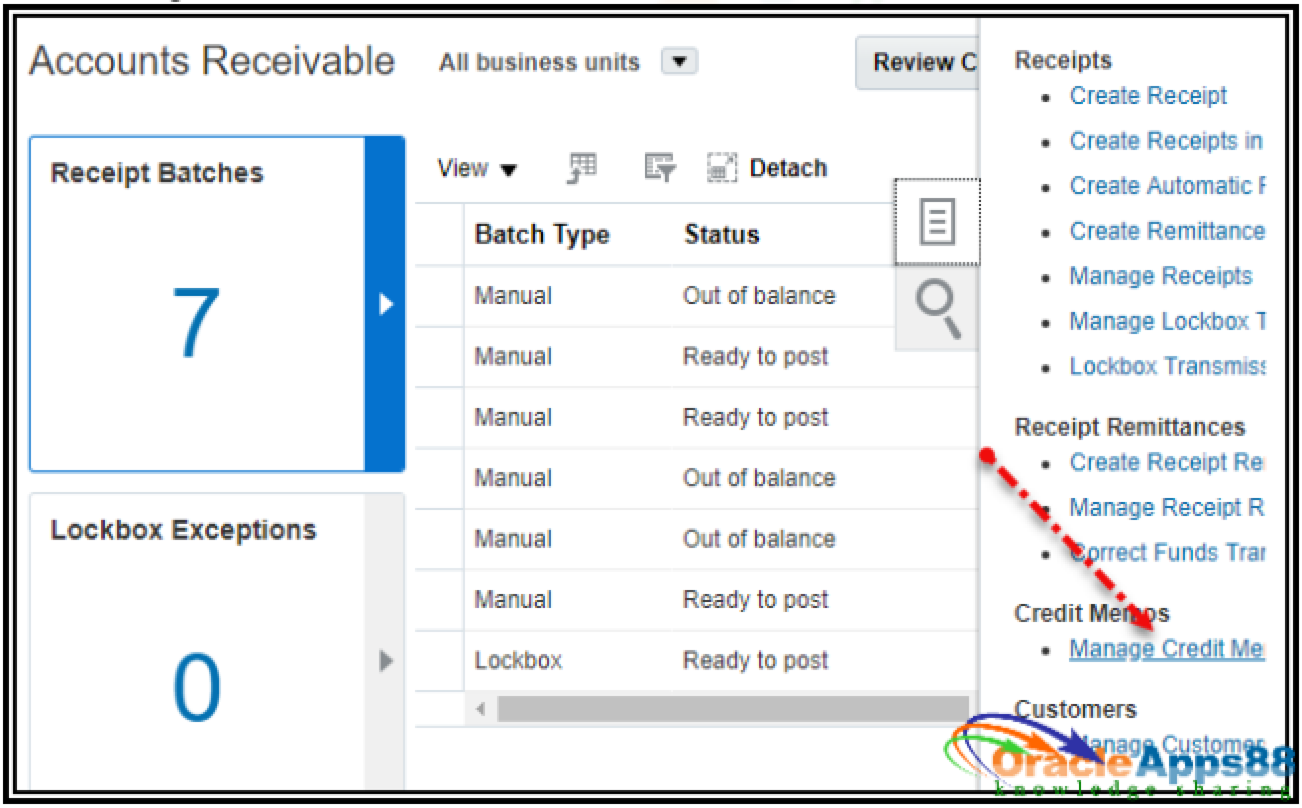


Applying the Credit Memo to Invoice

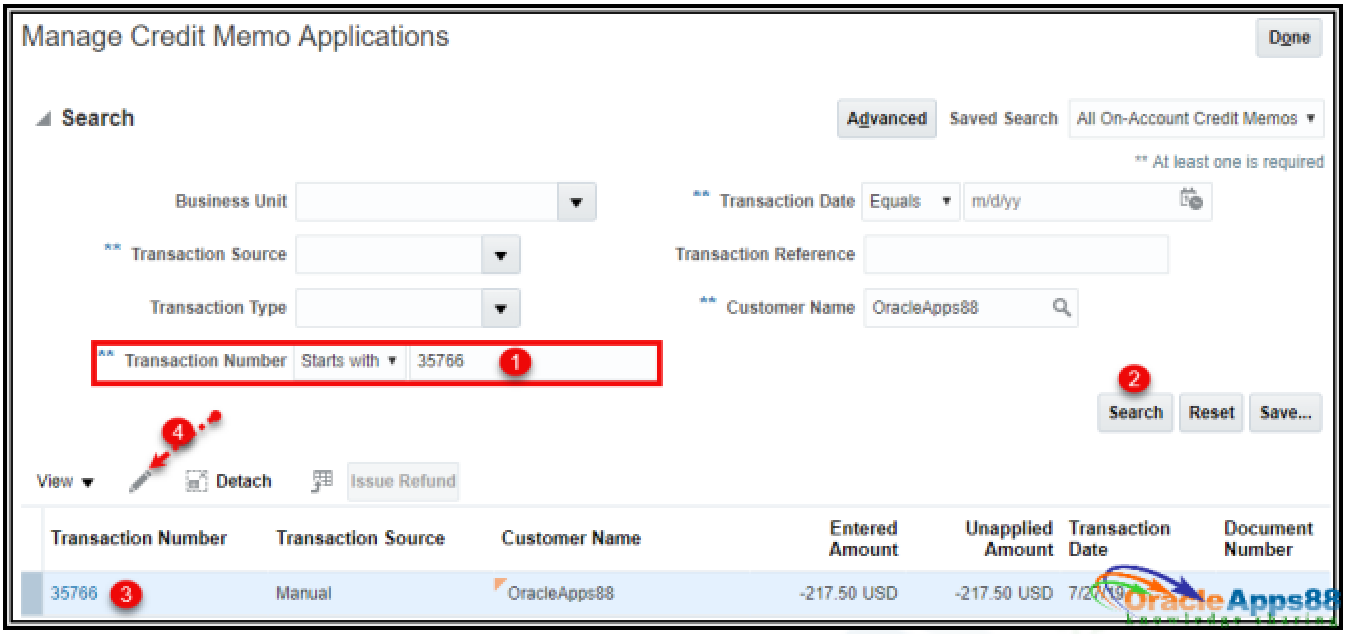
9. From the Oracle *Home* page, (A) drill into the **Receivables** icon and (B) click the **Account Receivables** icon.



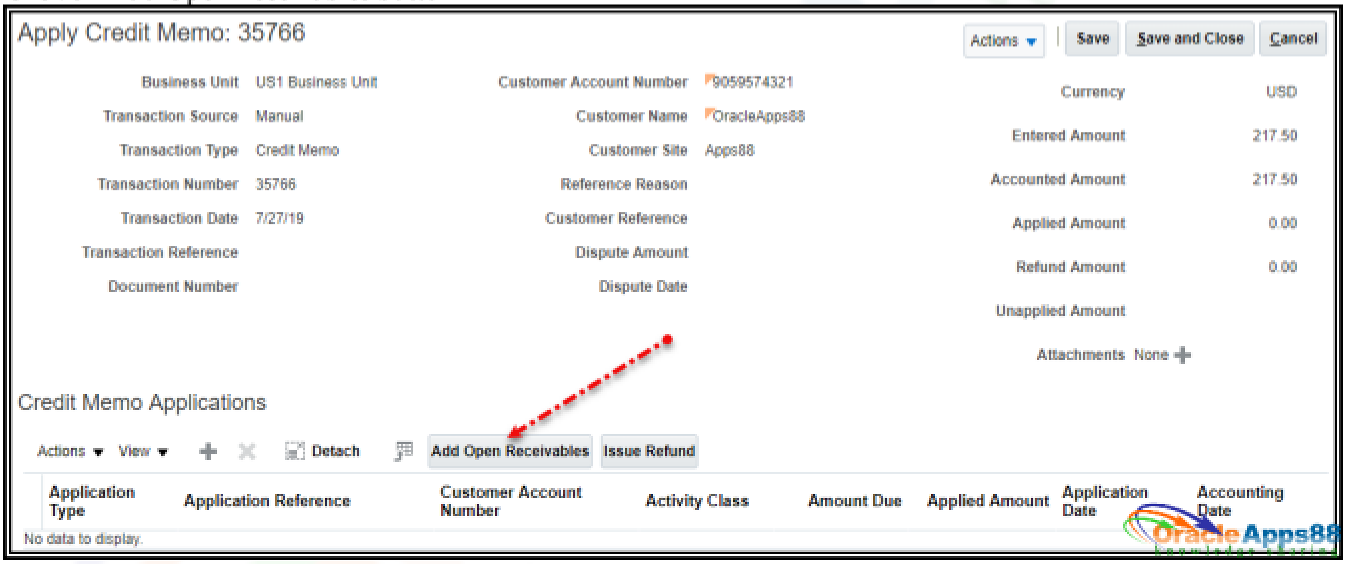
Click on Manage Credit Memo Transactions under credit memo



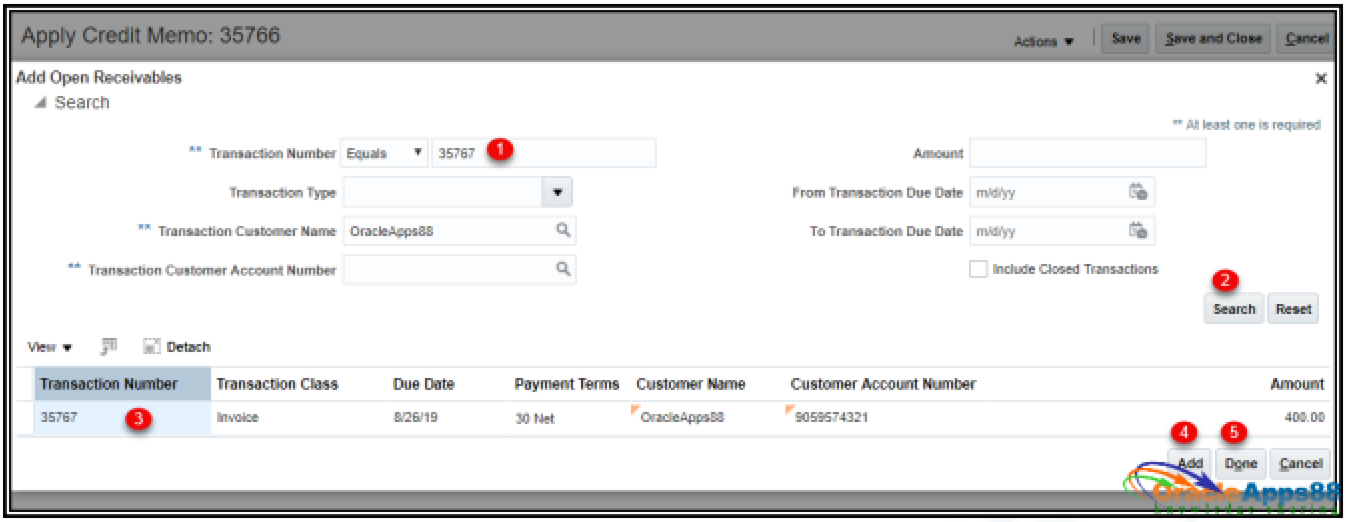
Search with Credit Memo number and click on Edit button



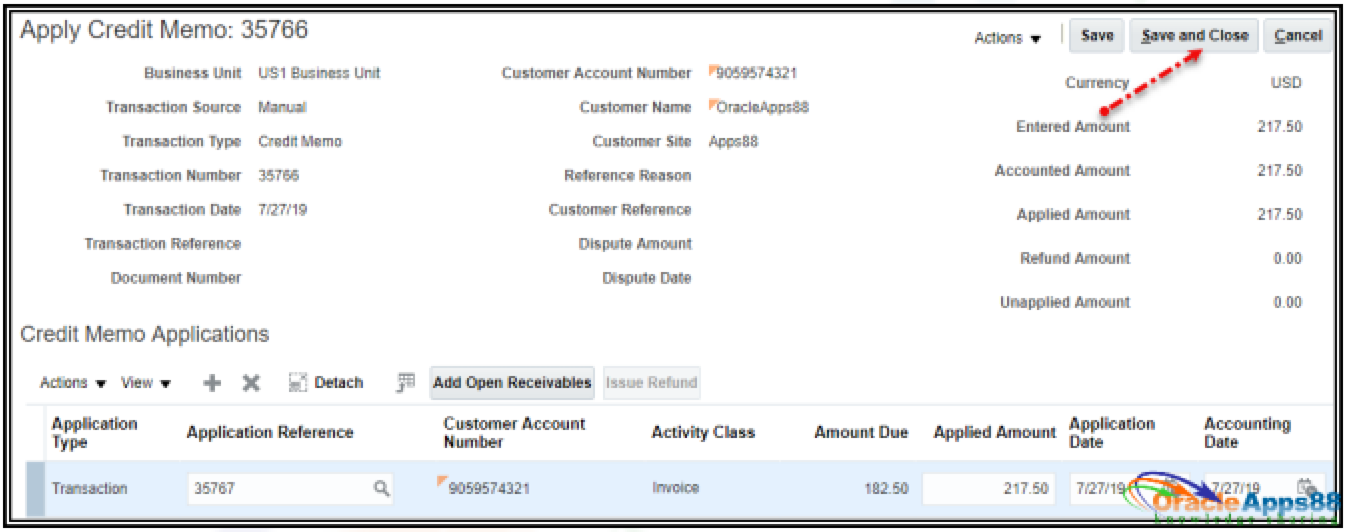
Click on Add Open Receivables button



Search with Invoice number and Select the invoice number and Add and click on Done

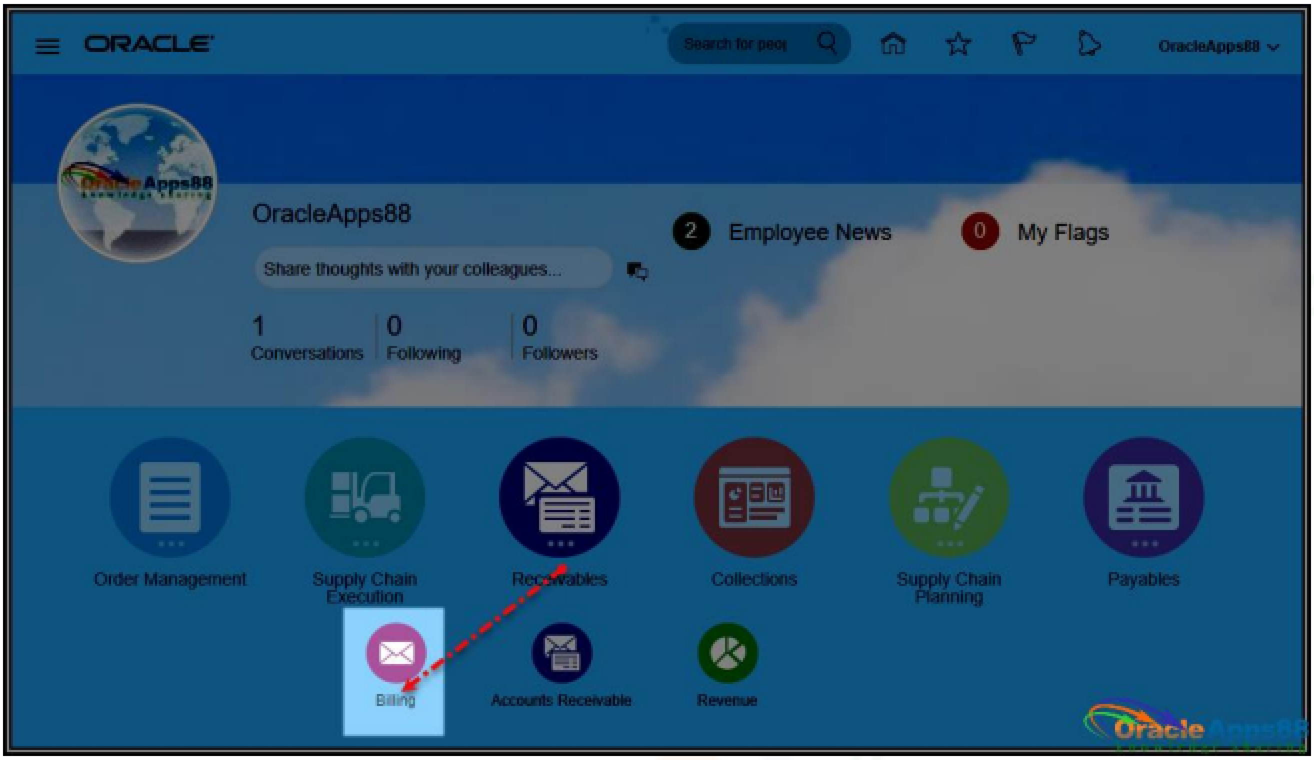


Click on Save and Close button

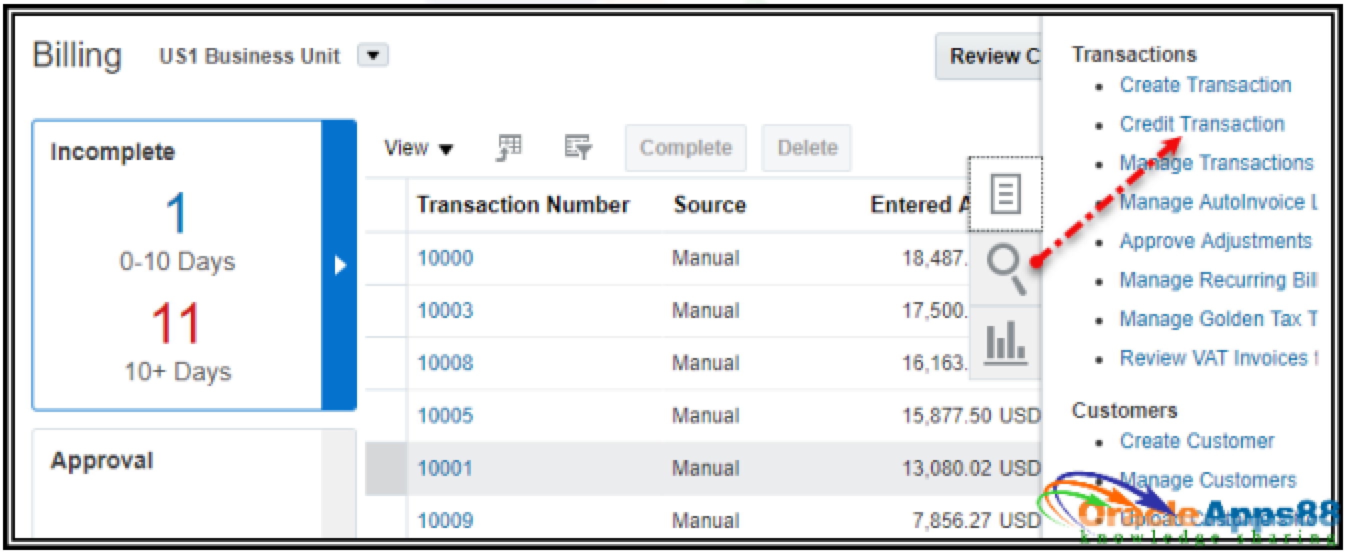


Create Automatec Credit Memo Transaction

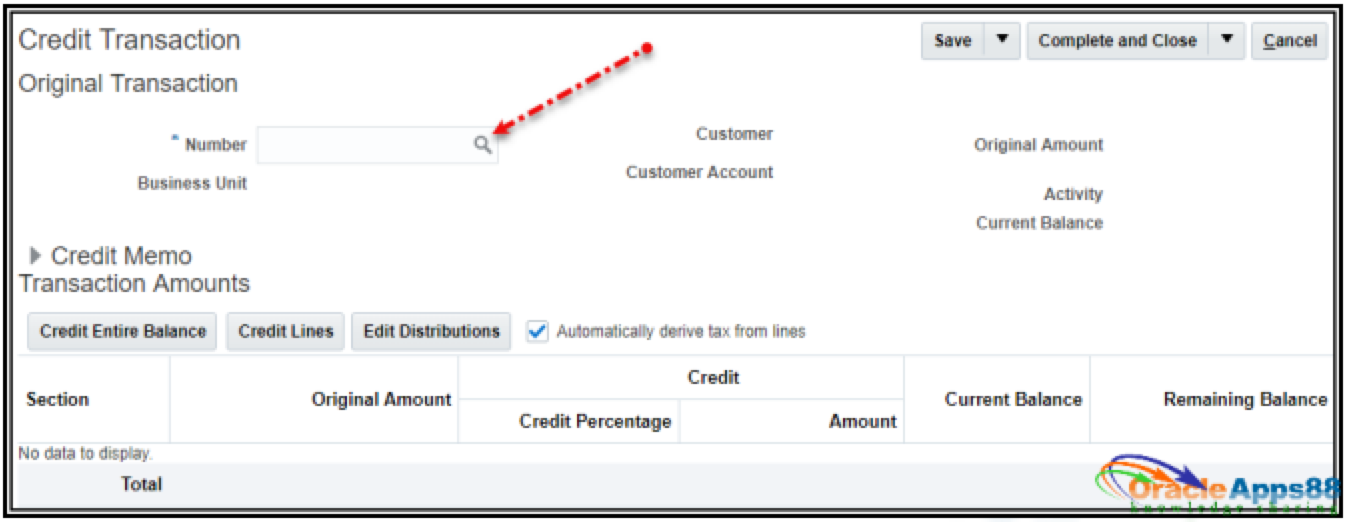
1. After login to instance, From the Oracle *Home* page, click on the **Receivables** icon and then click the **Billing** icon.



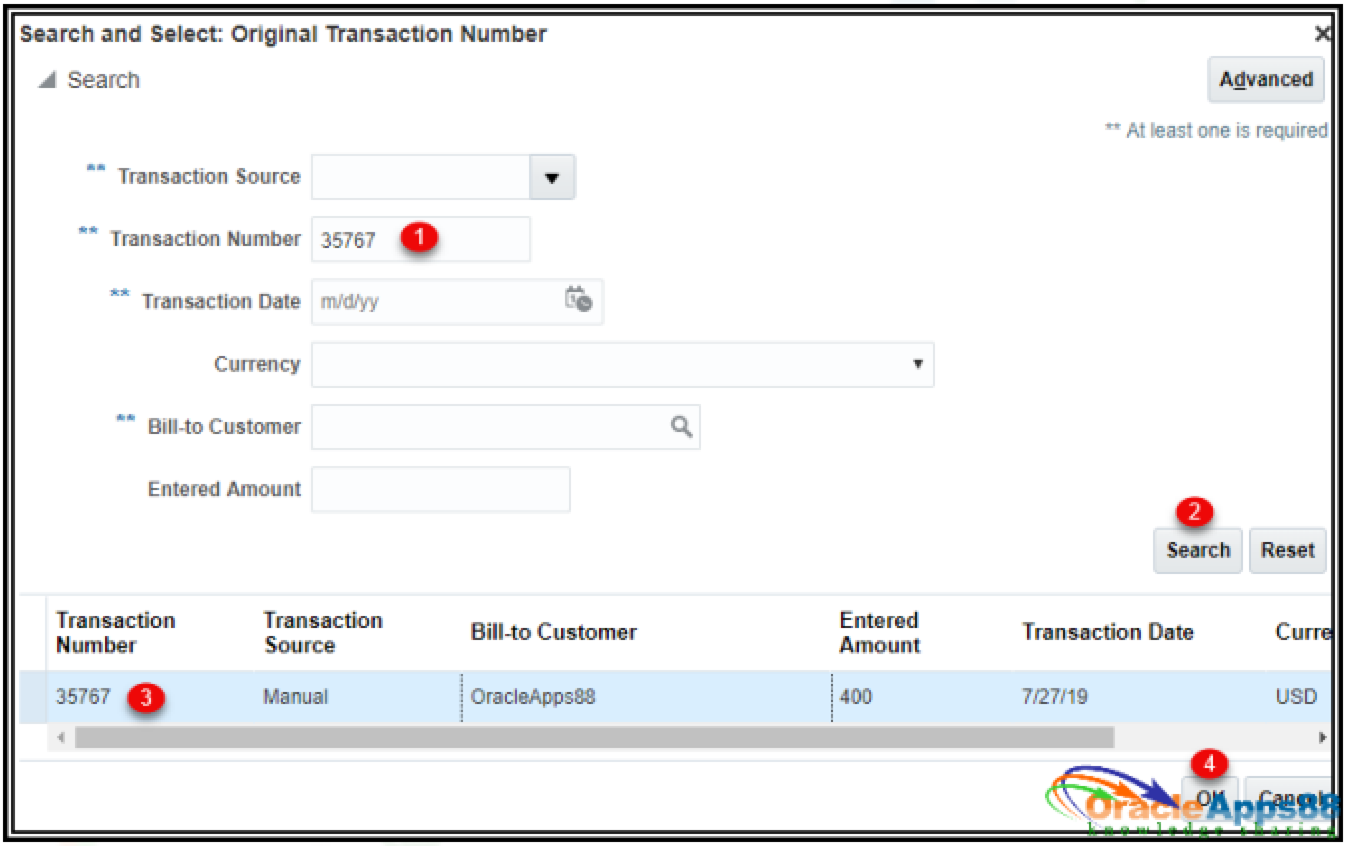
2. The *Billing* page is displayed.
   Click the **Tasks Panel** icon.
   Select the **Credit Transaction** link.



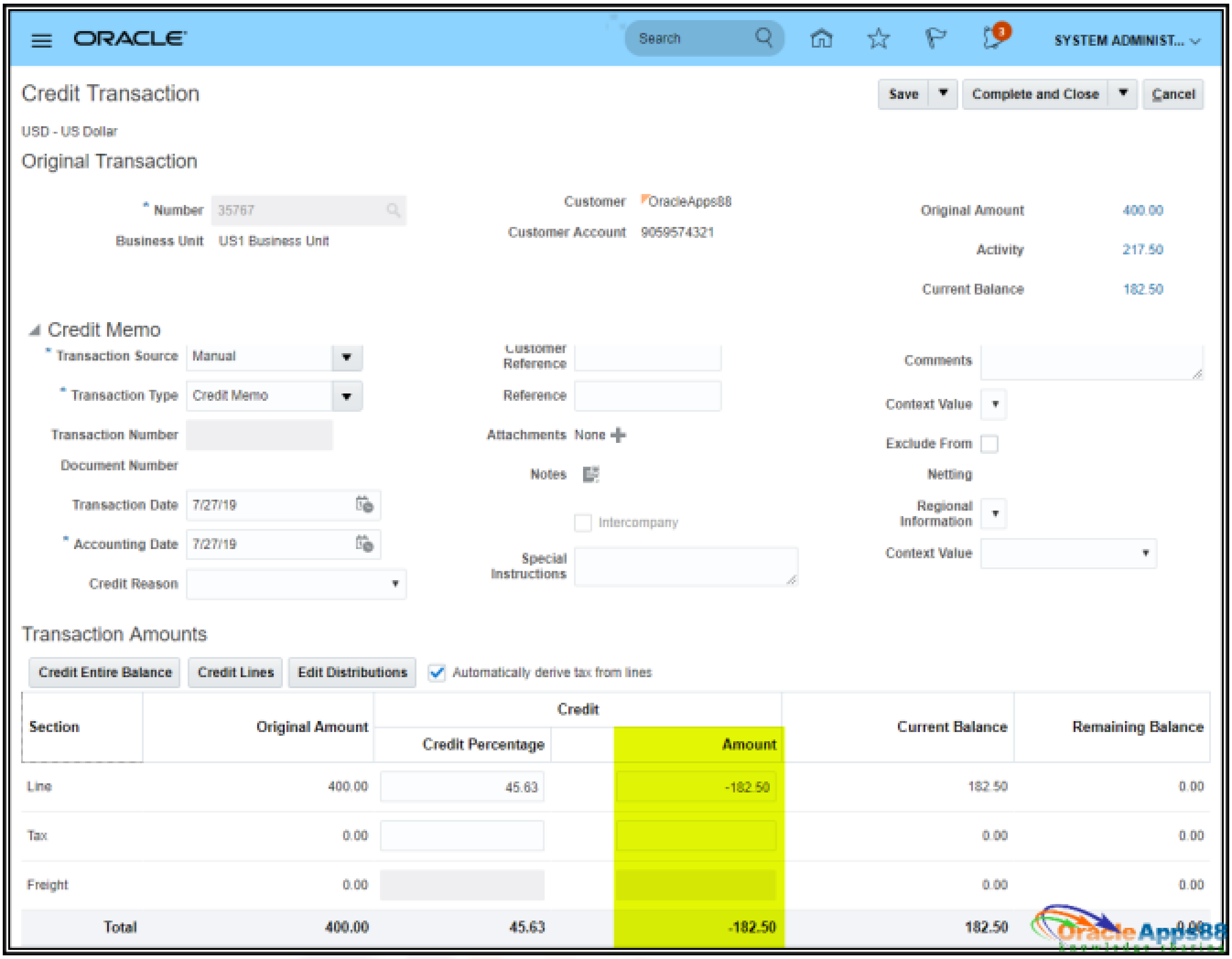
Click on the Search button on Original invoice number



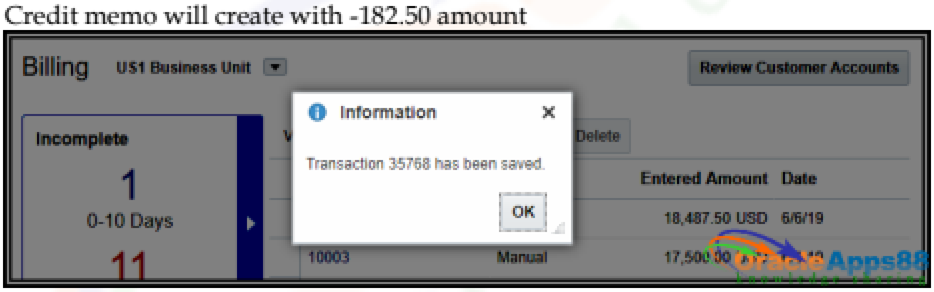
Search with Transaction Number and select the line click on Ok



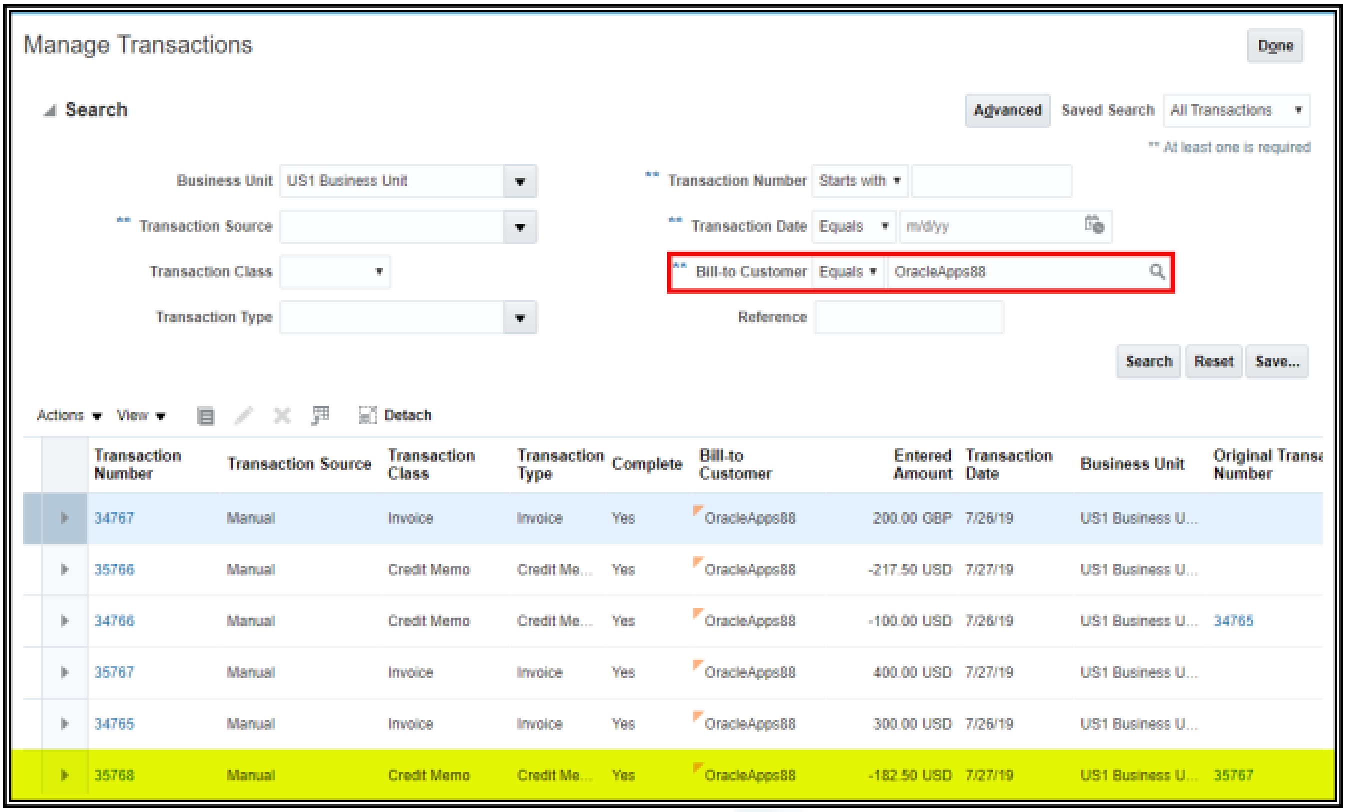
Enter the Credit Amount click on Complete and Close button



Credit memo will create with -182.50 amount

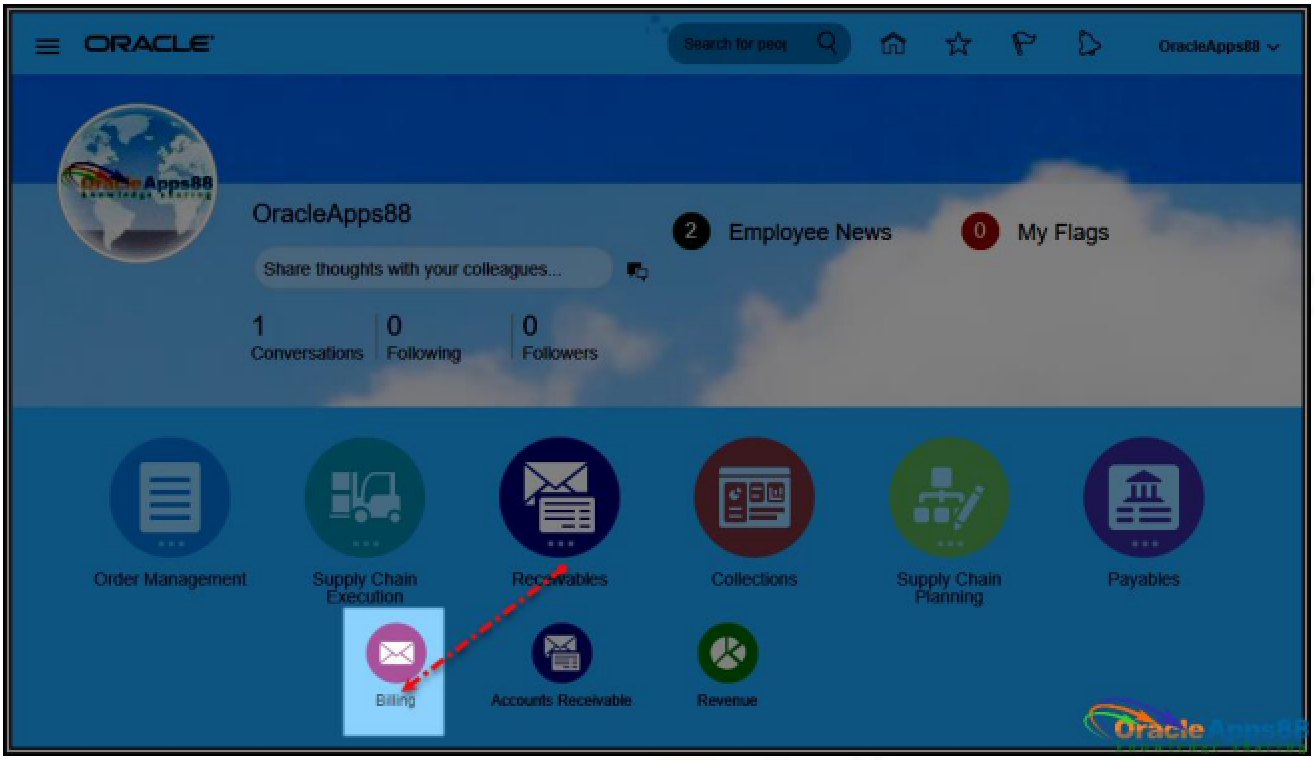


Verify the transaction etails
Go to Manage Transactions on Billing Tasks
Search with Customer Name
You can see credit memo is applied to transaction number

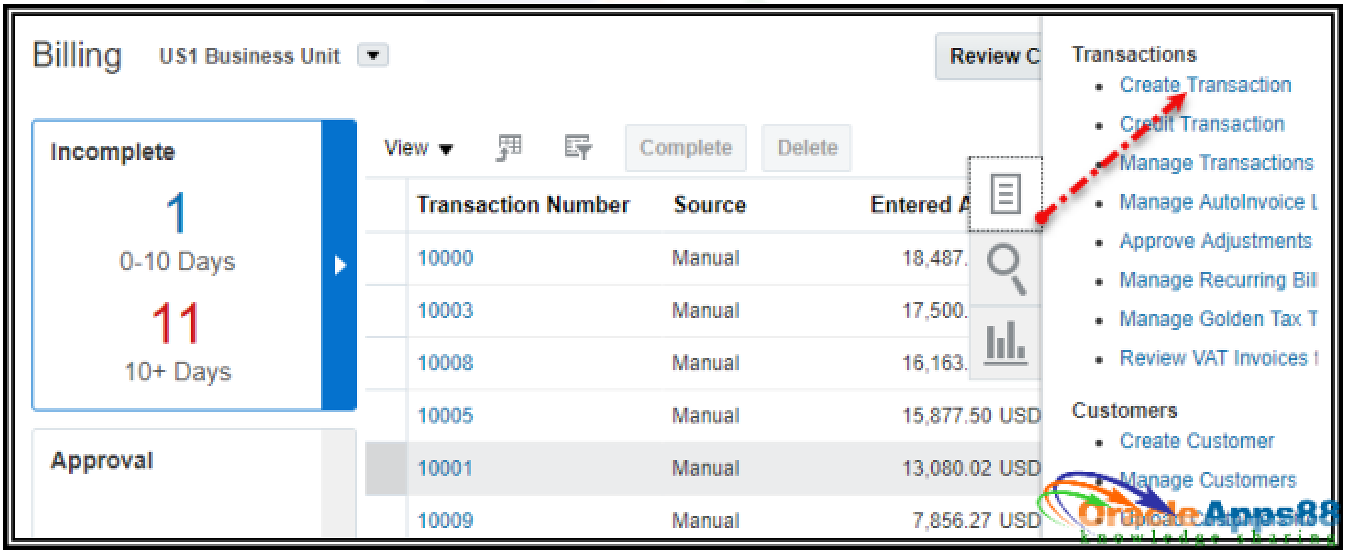

Manage Transactions
Done
Search
Advanced
Saved Search
All Transactions
** At least one is required
Business Unit
US1 Business Unit
** Transaction Number
Starts with
** Transaction Source
** Transaction Date
Equals
m/d/yy
Transaction Class
** Bill-to Customer
Equals
OracleApps88
Transaction Type
Reference
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 Transa 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

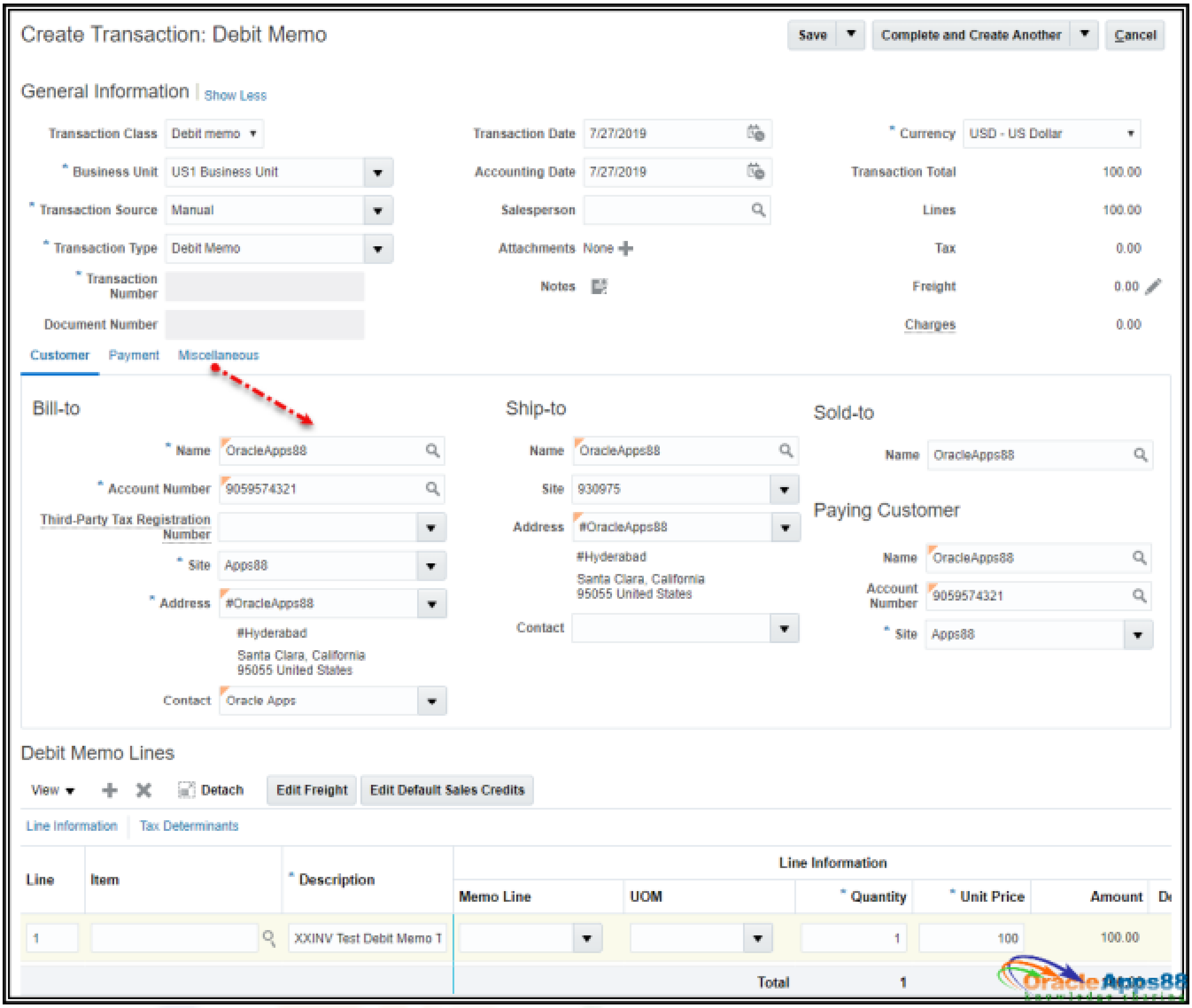
1. After login to instance, From the Oracle *Home* page, click on the **Receivables** icon and then click the **Billing** icon.



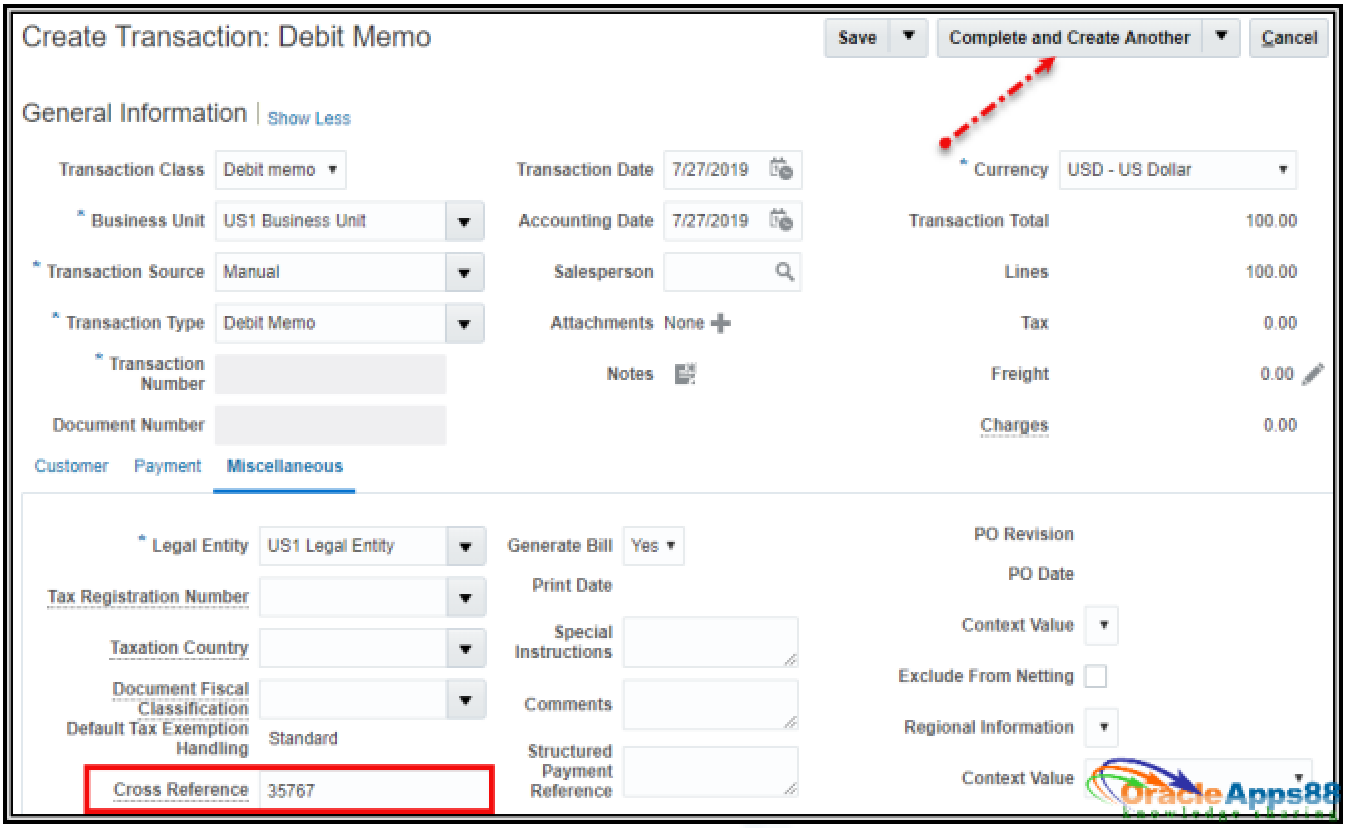
2. The *Billing* page is displayed.
   Click the **Tasks Panel** icon.
   Select the **Create Transaction** link.



Enter the transaction details and click on Misc tab



Enter the transaction number and click on complete button



Debit memo will create