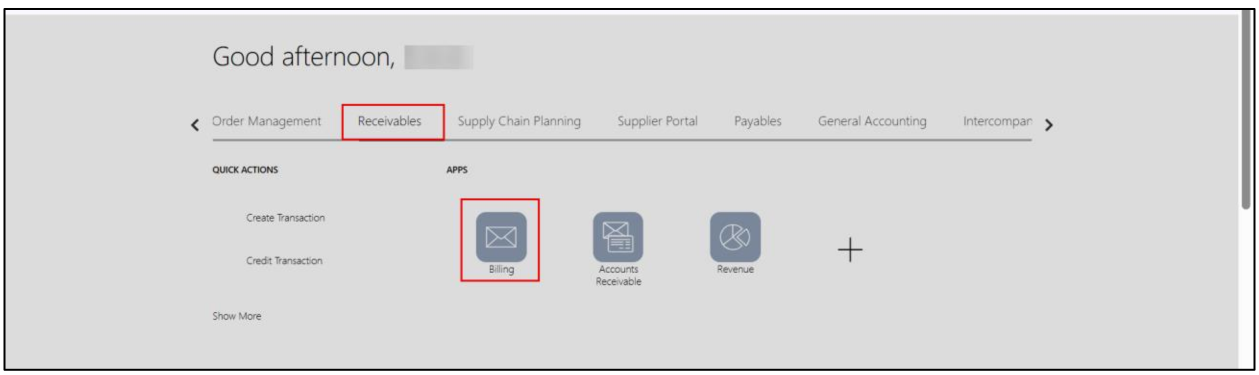
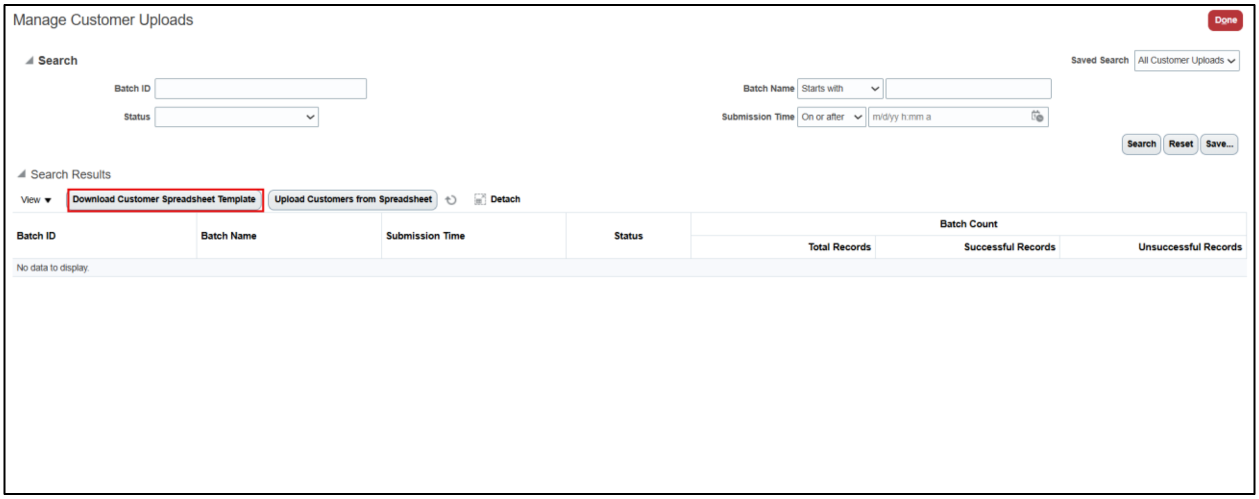
Master Data upload (Customers)

1. Download customers sheet

Step	Action
1	Home Page> Receivables> Billing
2	From task list choose " Upload customers in SS"
3	It will navigate you to another web page, Click on "download Customers SS template"
4	Open the downloaded file and Enter customers' details.
5	In Customers tab, Enter: Source system, Customer name, Customer number, Account number, Account description, Site number, Account address set, Location Source reference, Address line1 and Country.
6	In account address purposes: Enter: identifying address(Y), Site purpose source reference, Purpose and Site Purpose indicator.





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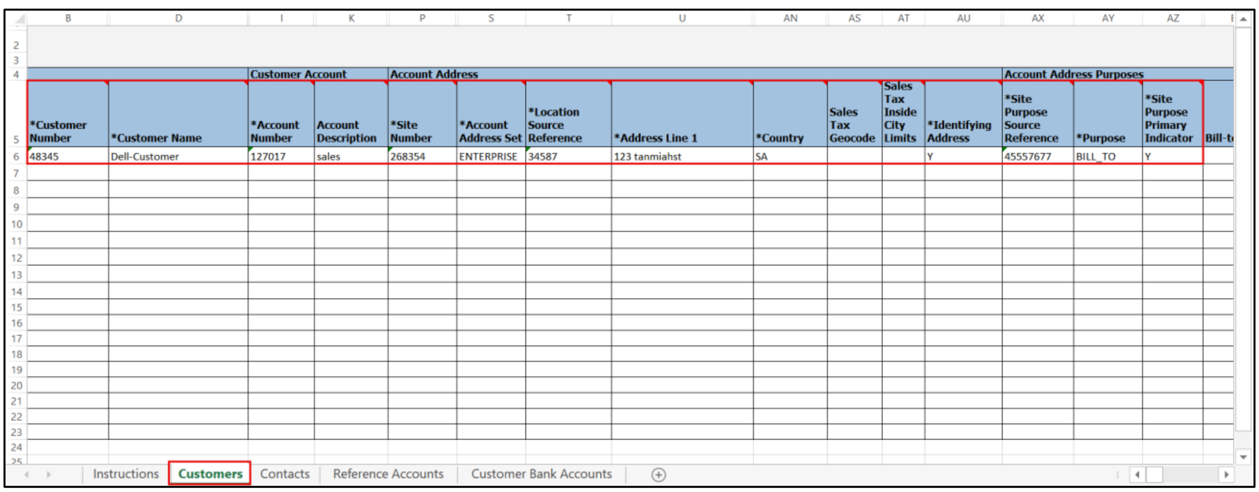
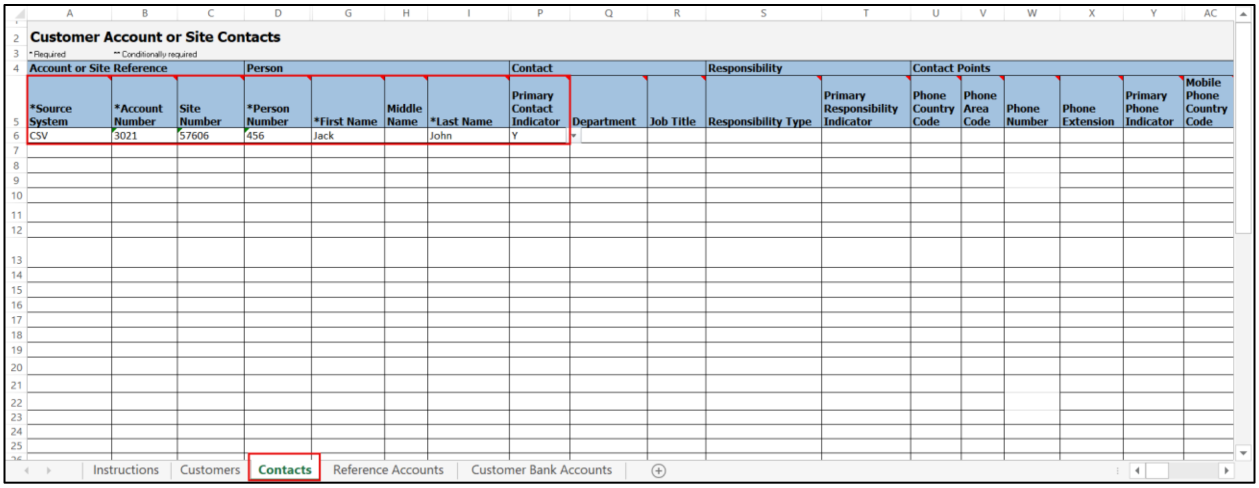


		Customer Account		Account Address								Account Address Purposes			
*Customer Number	*Customer Name	*Account Number	Account Description	*Site Number	*Account Address Set	*Location Source Reference	*Address Line 1	*Country	Sales Tax Geocode	Sales Tax Inside City Limits	*Identifying Address	*Site Purpose Source Reference	*Purpose	*Site Purpose Primary Indicator	Bill-t
48345	Dell-Customer	127017	sales	268354	ENTERPRISE	34587	123 tanmiahst	SA			Y	45557677	BILL_TO	Y	

Step	Action
1	In contacts tab Enter: Source system, Account number, Site number, person number, last name, first name and primary contact indicator(Y).



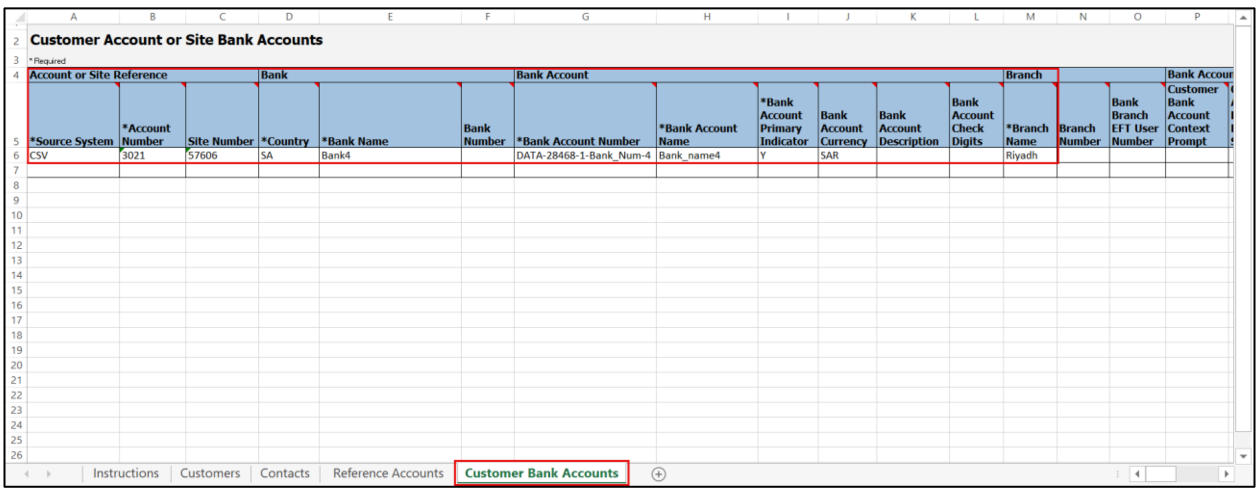
Customer Account or Site Contacts

*Required ** Conditionally required

Account or Site Reference			Person				Contact			Responsibility		Contact Points					
*Source System	*Account Number	Site Number	*Person Number	*First Name	Middle Name	*Last Name	Primary Contact Indicator	Department	Job Title	Responsibility Type	Primary Responsibility Indicator	Phone Country Code	Phone Area Code	Phone Number	Phone Extension	Primary Phone Indicator	Mobile Phone Country Code
CSV	3021	57606	456	Jack		John	Y										

Instructions | Customers | Contacts | Reference Accounts | Customer Bank Accounts

Step	Action
1	In customer account tab Enter: Source system, Account number, Site number, country, Bank name, bank account number, bank account name, bank account indicator (Y), Bank account currency and branch name.



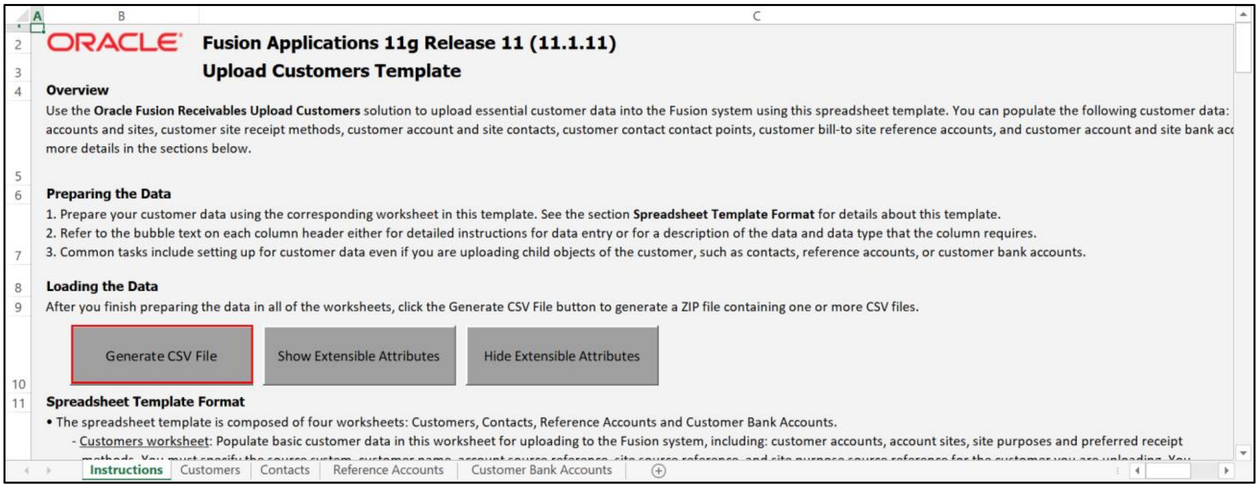
Customer Account or Site Bank Accounts

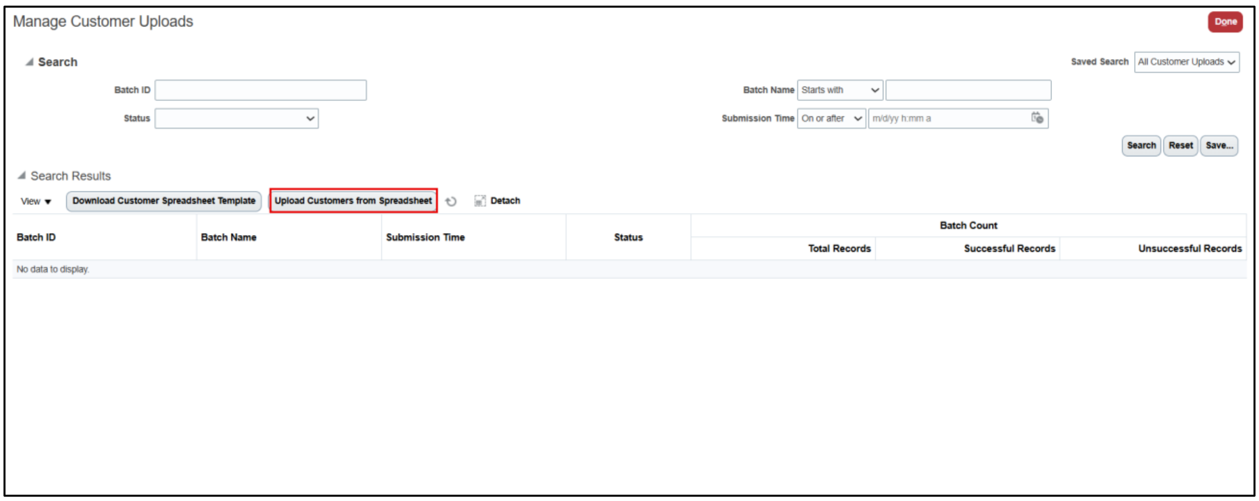
*Required

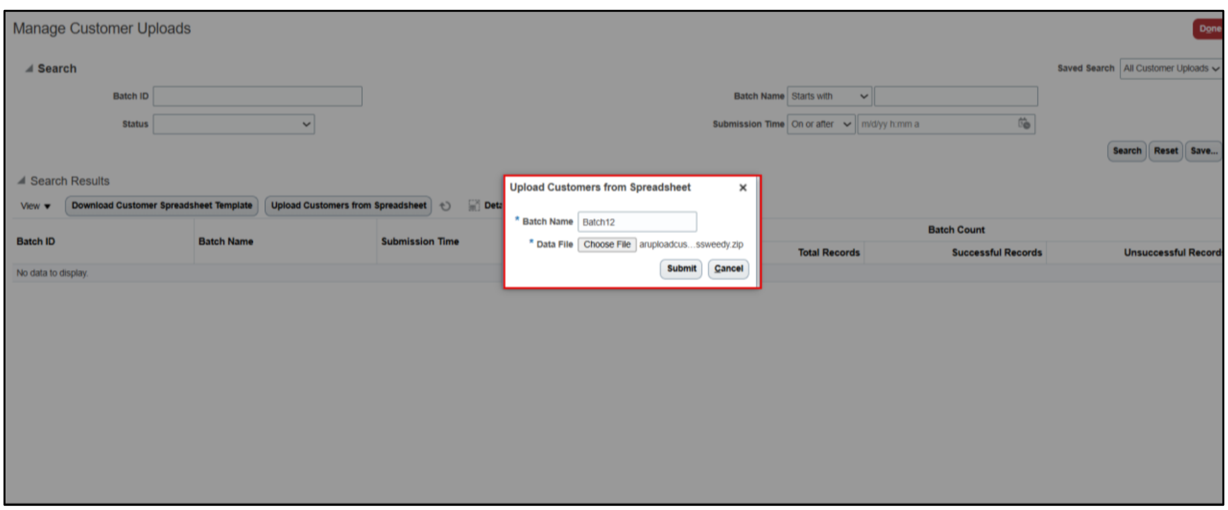
Account or Site Reference			Bank			Bank Account						Branch			Bank Account
*Source System	*Account Number	Site Number	*Country	*Bank Name	Bank Number	*Bank Account Number	*Bank Account Name	*Bank Account Primary Indicator	Bank Account Currency	Bank Account Description	Bank Account Check Digits	*Branch Name	Branch Number	Bank Branch EFT User Number	Customer Bank Account Context Prompt
CSV	3021	57606	SA	Bank4		DATA-28468-1-Bank_Num-4	Bank_name4	Y	SAR			Riyadh			

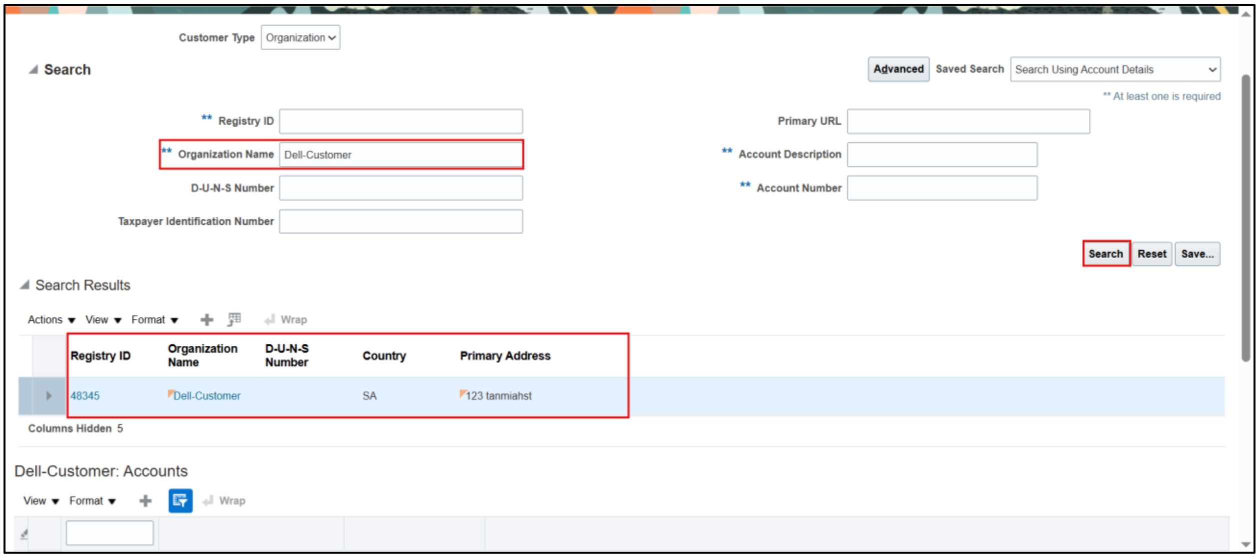
Instructions | Customers | Contacts | Reference Accounts | Customer Bank Accounts

Step	Action
1	Click on generate CSV , Save the file zipped
2	Go to Billing> Task List> Upload customers in SS> Click on Upload customers
3	Enter Batch name and choose the file, then click Submit.
4	Make sure uploading file is succeeded, then go to manage customers to check.

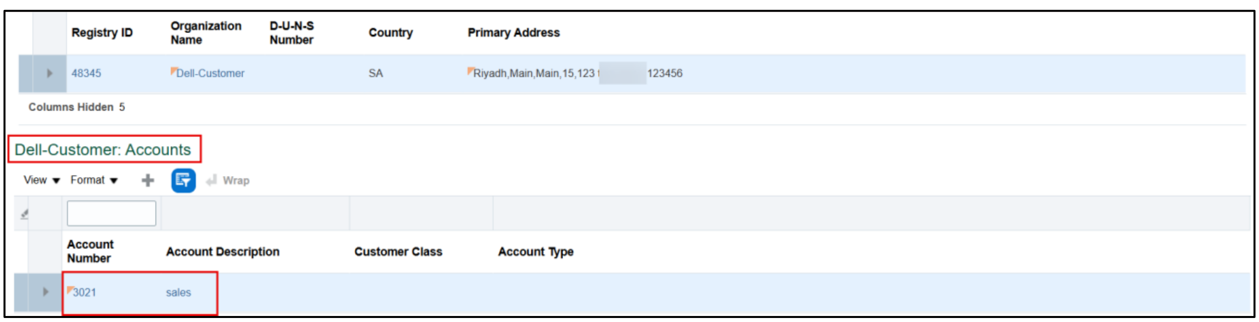

ORACLE
Fusion Applications 11g Release 11 (11.1.11)
Upload Customers Template
Overview
Use the Oracle Fusion Receivables Upload Customers solution to upload essential customer data into the Fusion system using this spreadsheet template. You can populate the following customer data:
accounts and sites, customer site receipt methods, customer account and site contacts, customer contact contact points, customer bill-to site reference accounts, and customer account and site bank acc
more details in the sections below.
Preparing the Data
1. Prepare your customer data using the corresponding worksheet in this template. See the section Spreadsheet Template Format for details about this template.
2. Refer to the bubble text on each column header either for detailed instructions for data entry or for a description of the data and data type that the column requires.
3. Common tasks include setting up for customer data even if you are uploading child objects of the customer, such as contacts, reference accounts, or customer bank accounts.
Loading the Data
After you finish preparing the data in all of the worksheets, click the Generate CSV File button to generate a ZIP file containing one or more CSV files.
Generate CSV File
Show Extensible Attributes
Hide Extensible Attributes
Spreadsheet Template Format
• The spreadsheet template is composed of four worksheets: Customers, Contacts, Reference Accounts and Customer Bank Accounts.
- Customers worksheet: Populate basic customer data in this worksheet for uploading to the Fusion system, including: customer accounts, account sites, site purposes and preferred receipt
Instructions
Customers
Contacts
Reference Accounts
Customer Bank Accounts

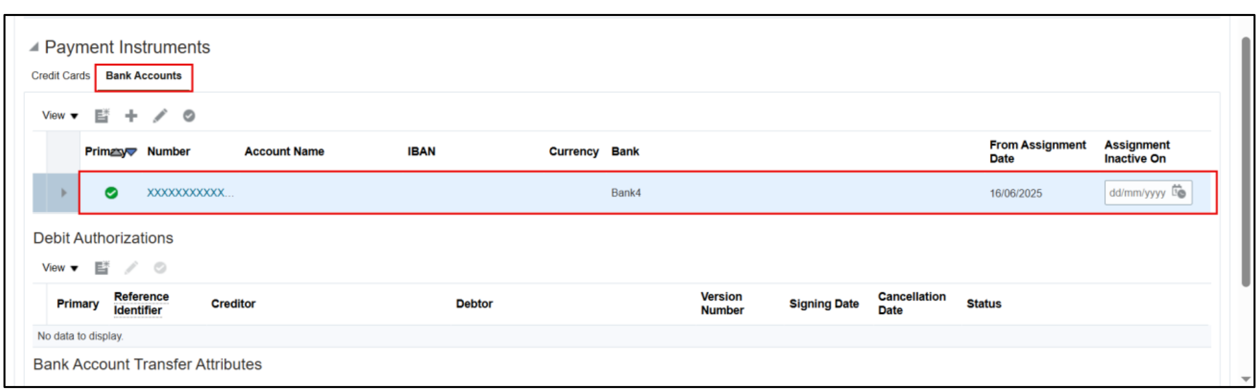

Manage Customer Uploads
Done
Search
Saved Search
All Customer Uploads
Batch ID
Batch Name
Starts with
Status
Submission Time
On or after
m/d/yy h:mm a
Search
Reset
Save...
Search Results
View
Download Customer Spreadsheet Template
Upload Customers from Spreadsheet
Detach
Batch ID
Batch Name
Submission Time
Status
Batch Count
Total Records
Successful Records
Unsuccessful Records
No data to display.

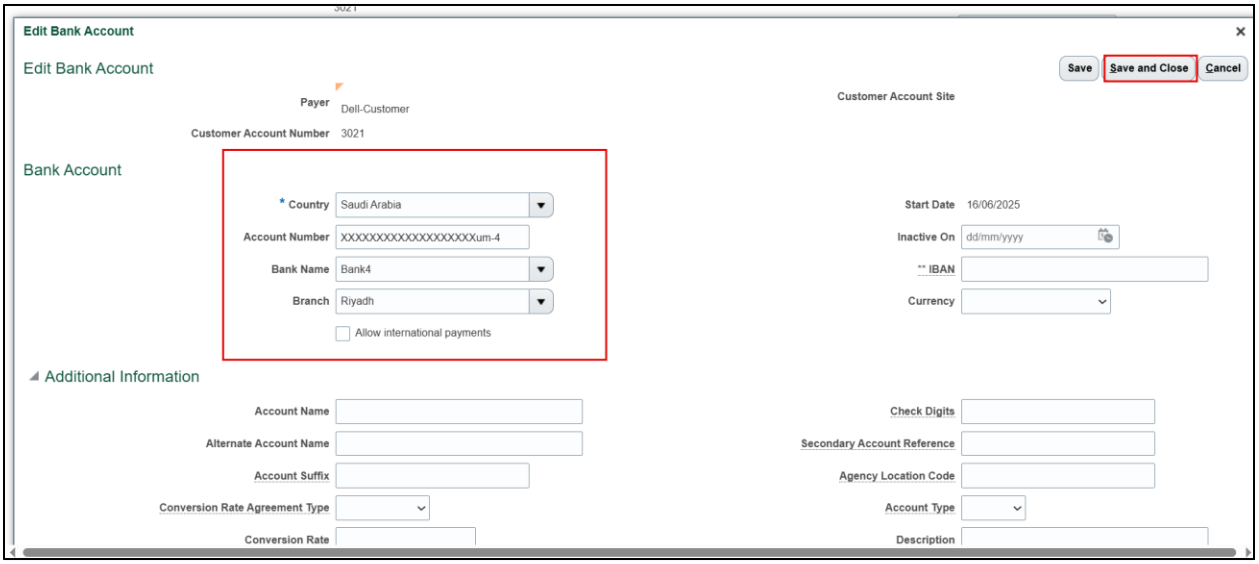

Manage Customer Uploads
Search
Saved Search
All Customer Uploads
Batch ID
Batch Name
Starts with
Status
Submission Time
On or after
m/d/yy h:mm a
Search
Reset
Save...
Search Results
View
Download Customer Spreadsheet Template
Upload Customers from Spreadsheet
Batch ID
Batch Name
Submission Time
No data to display.
Upload Customers from Spreadsheet
* Batch Name
Batch12
* Data File
Choose File
Submit
Cancel
Batch Count
Total Records
Successful Records



Step	Action
1	Click on customer account, click on the hyperlink
2	Go to Payment details, payment instrument then bank account.
3	To add the bank account, click on (+) , Search by the bank currency
4	Find the bank you already added in the spreadsheet, then click ok.







Step	Action
1	To add the reference accounts, click on " Sites"
2	Go to Account reference, Click on (+)
3	Choose business unit, Revenue account, Receivable accounts, Tax, unearned revenue, unbilled revenue and Auto invoice clearing. Then click ok
4	Click save and close.