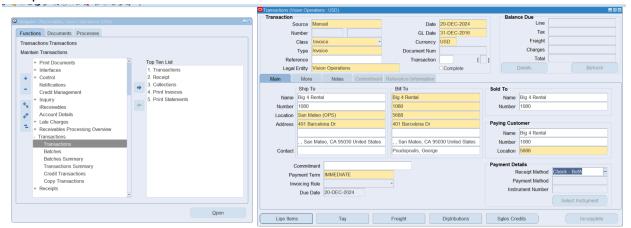
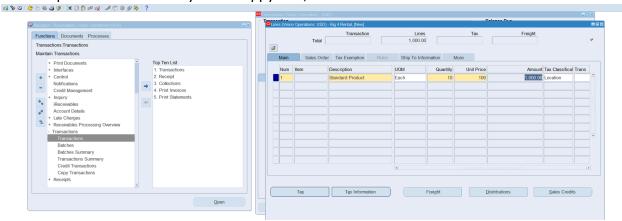
Assignments for Oracle E-Business Suite Accounts Receivables (AR). Assignment file naming convention: CameronWhritenour_AR_Assignment

1.Create an AR Transaction (Invoice) for an existing Customer & show the Distribution for this Transaction. [Incorporate each & every step with screen shot evidences]

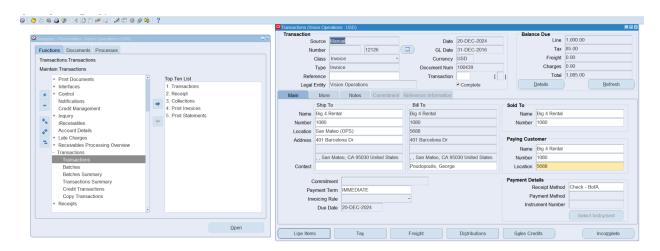
First Step Navigate to Transactions menu: **Receivables>Transactions>Transactions.** Next fill out the main fields of the transaction including, source, class, type, ship to, bill to, payment term, receipt method.



Then Fill click on Line Items and fill out the line items information, mainly description, quantity, and unit price. Save with the yellow floppy disk, tax will be added.

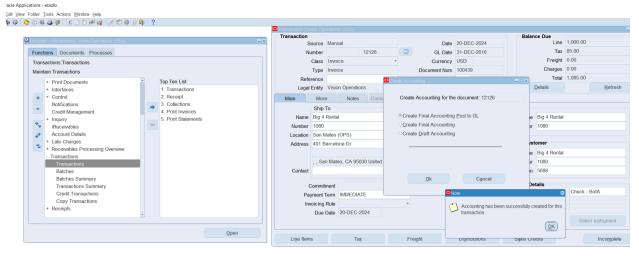


Now you can close line items and click complete on the bottom right of transactions menu.

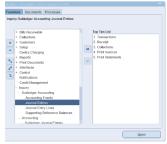


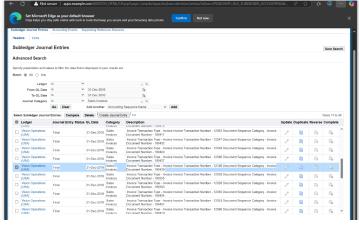
2. Do the Create accounting for the above Transaction, Trans to GL & show the accounting entry. [Incorporate each & every step with screen shot evidences]

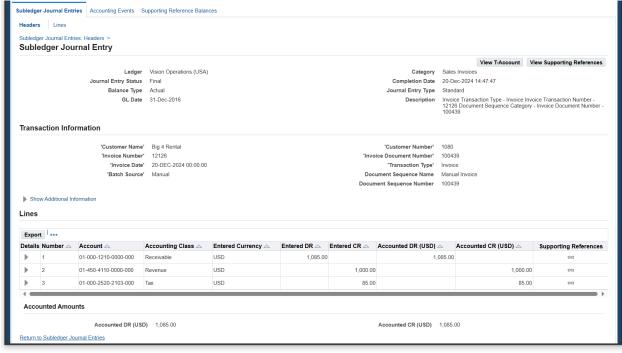
To create accounting for the transaction I clicked tools from the toolbar at the top of the page, then chose the create accounting option. This brings up a menu where I checked create accounting and post to GL, then clicked ok.



To view the accounting entry, navigate to Journal Entries: **Receivables>Inquiry>Subledger Accounting>Journal Entries**. This will take you to a webpage where you can search for journal entries. I searched by GL Date of 31-Dec-2016 and Journal Category of Sales Invoices. I then scrolled through to look for Invoice Number 12126.

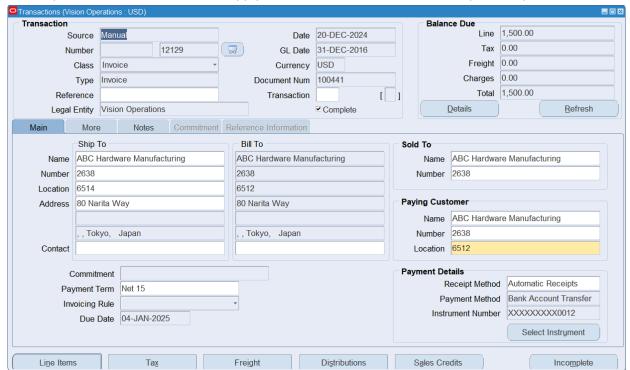




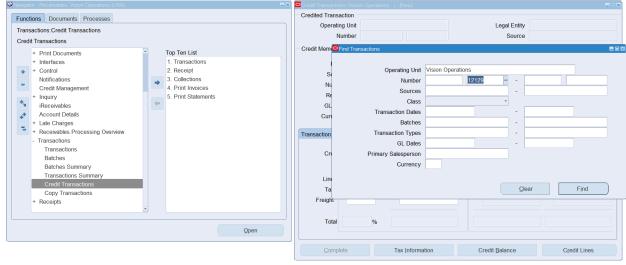


3.Create a credit memo for a customer to adjust an invoice amount. [Incorporate each & every step with screen shot evidences]

First step is to create a transaction to apply the credit memo to. I redid the steps from question 1.



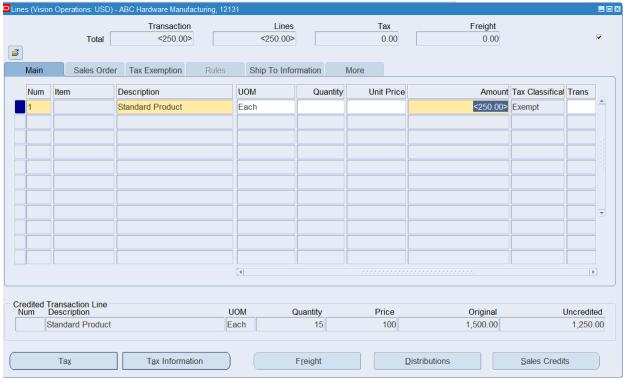
Next to create the credit memo navigate to credit transactions: **Receivables>Transactions>Credit Transactions.** On the first prompt make sure operating unit is vision operations, then input the invoice number for the transaction you want to apply to, the invoice i made is 12129. Click Find.



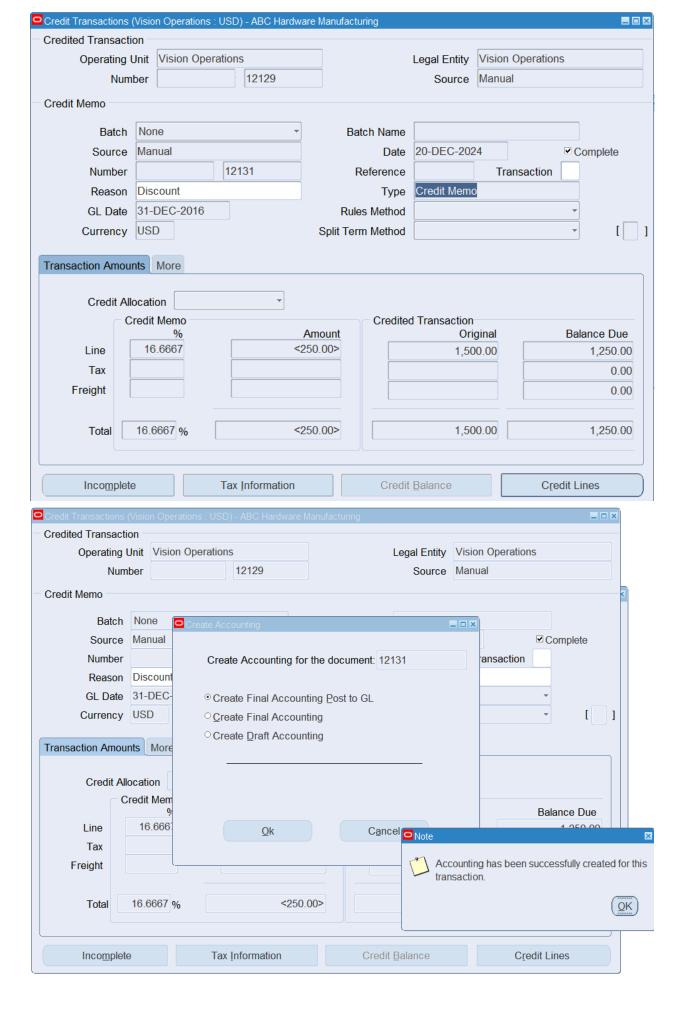
Now fill out the main credit memo information, batch, source, reason. I forgot to input the reason at first but it allowed me to add it after I put in the credit lines.

Credit Transactions (Vision Operations : L	JSD) - ABC Hardw	are Manufacturing				
Credited Transaction	on						
Operating U	Jnit Vision Operat	tions		Legal Entity	Vision Operatio	ns	
Numl	ber	12129		Source	Manual		
Constit Manage							
Credit Memo							
Batch	None	~	Batch Name				
Source	Manual		Date	20-DEC-202	24	□ Complete	
Number			Reference		Transaction		
Reason			Туре	Credit Memo)		
GL Date	31-DEC-2016		Rules Method			•	
Currency	USD		Split Term Method			· []	
Transaction Amounts More Credit Allocation							
C	redit Memo			Credited Transaction		Dalaman Dua	
Line	%		Amount		ginal 00.00	Balance Due	
Tax				1,50	0.00	1,500.00	
						0.00	
Freight						0.00	
Total	0.0000 %		0.00	1,50	00.00	1,500.00	
Complete Tax Information Credit Balance Credit Lines							

Next is to add credit lines. On this page you just need to click the number column, which will autofill the description. Then add the amount that you would like to discount for the invoice, make sure it is input as a negative number. I put -250. Save with the yellow floppy disk.

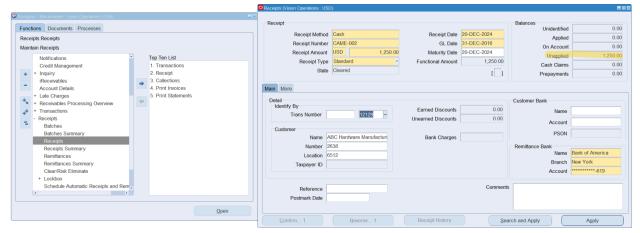


Finally click the complete button at the bottom then create accounting with the tools tab from the top toolbar.

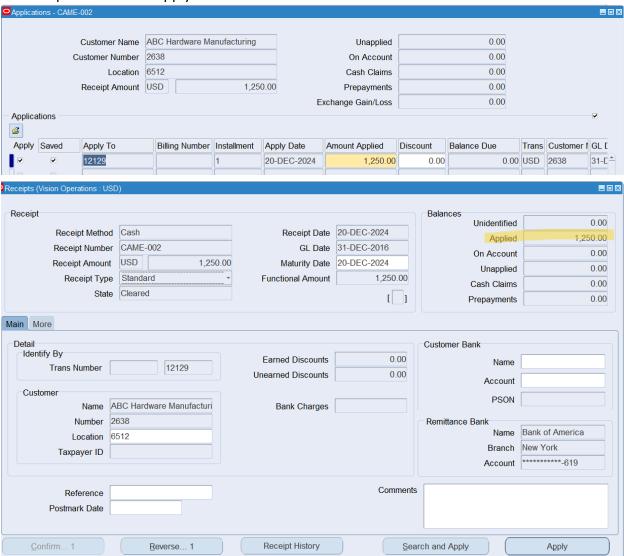


4. Create one Cash Receipt for an existing Customer & apply to Customer Transaction. [Incorporate each & every step with screen shot evidences]

First navigate to Receipts menu: **Receivables>Receipts>Receipts>** From this menu add the main receipt details; receipt menu, receipt number, Receipt amount, the transaction number this applies to, I used the transaction I created for the debit memo 12129.



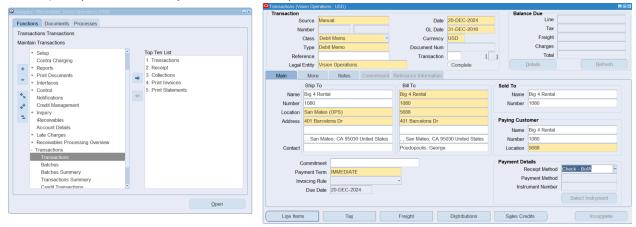
Then click apply. The line should be already filled out, you just need to click save. This will save the receipt amount and apply it to the transaction.



5. Create one Debit Memo for the same Customer for whom you have created the AR Transaction.

[Incorporate each & every step with screen shot evidences]

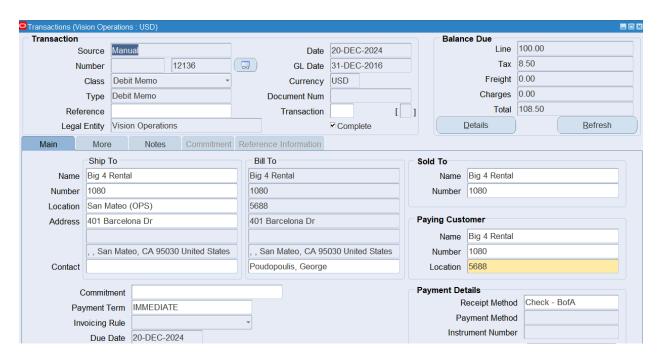
First Step is to navigate to transactions menu. **Receivables>Transactions>Transactions.** Then Fill out all the main fields for the Debit memo including: Source, Class (Debit Memo), Type (Debit Memo), Ship To, Bill To, Payment term receipt method.

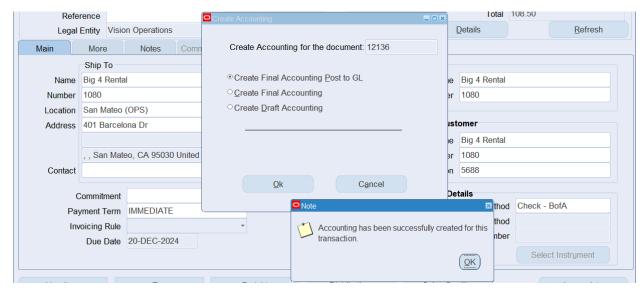


Next Create the line items which will represent the amount that is owed for the debit memo. Then save the item with the yellow floppy disk icon.



Finally click complete then create accounting by clicking tools and create accounting. Select create accounting and post to gl then click ok.

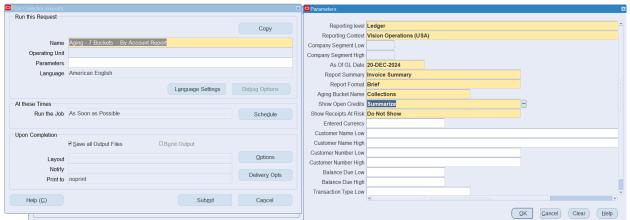




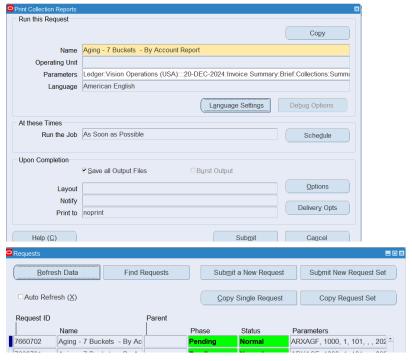
6. Generate an Aging Report

- Navigate to: Receivables > Reports > Aging.
- Generate an aging report for outstanding customer invoices.

First navigate to **Receivables>Reports>Collections.** From here it will prompt you run a request, choose run single request. The name of the request will be "Aging 7 Buckets - By Account Report". After that is selected it will prompt you for the parameters. I filled them out to provide a brief report for Invoices.

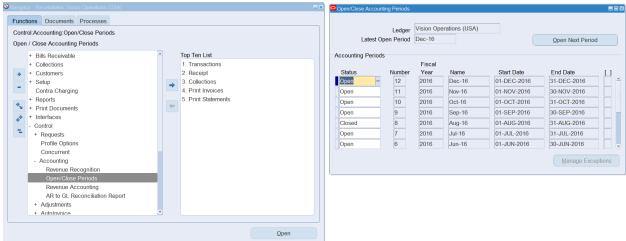


Once these are filled out click OK. It will take you to the print collection reports menu, where you can click submit and it will run.

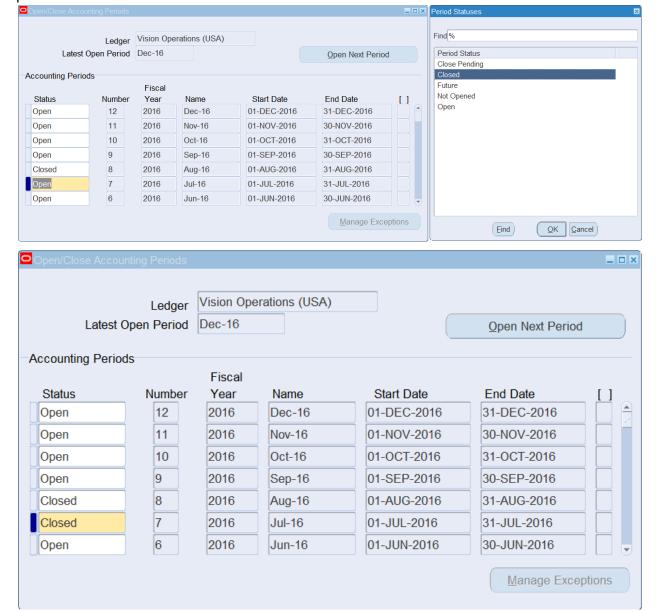


7. Close an Open Period: what is the Current Open AR period? [Incorporate each & every step with screen shot evidences]

First navigate to Open/Close Periods. **Receivables>Control>Accounting>Open/Close Periods.** This will take you to a menu with all of the accounting periods with their status or Open or Closed. The current Open period for this test environment is Dec-16.

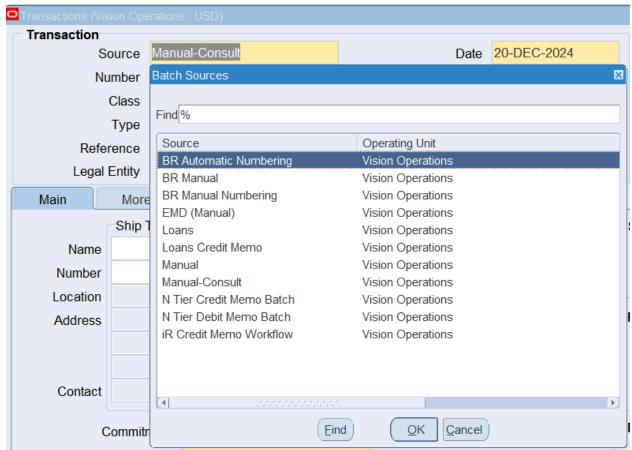


To close a period choose the period you would like to close, I choose Jul-16. Select the status and it will give you a LOV to choose from, select Closed, and OK. Then you can save and the period will be closed.



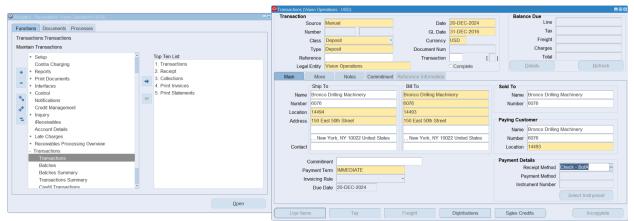
8. What are all AR Transaction Sources has been created? [Provide the list with screen shot evidences]

There are 11 different sources that have been created for AR transactions: BR Automatic Numbering, BR Manual, BR Manual Numbering, EMD (Manual), Loans, Loans Credit Memo, Manual, Manual-Consult, N Tier Credit Memo Batch, N Tier Debit Memo Batch and iR Credit Memo Workflow.

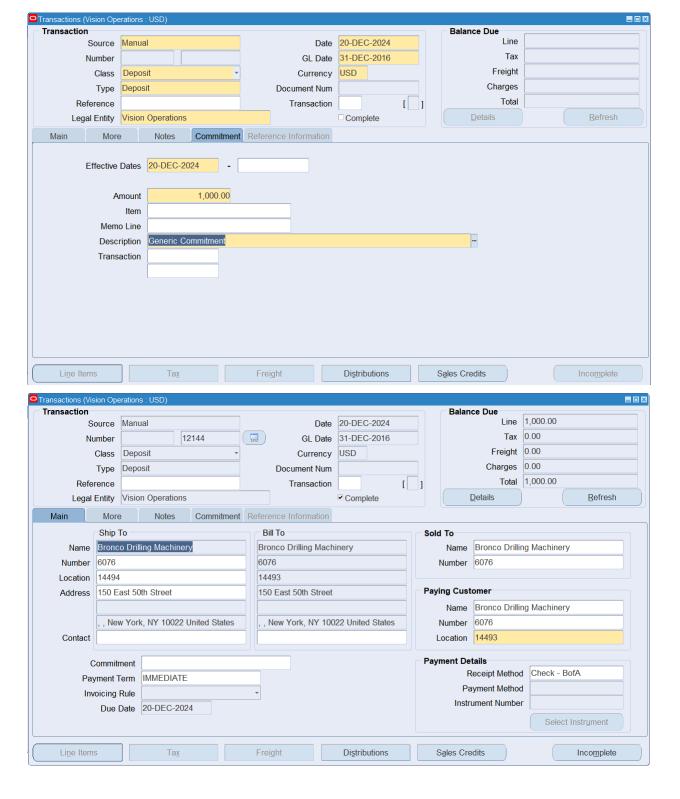


9. Create one Deposit Transaction for one existing Customer. [Incorporate each & every step with screen shot evidences]

First go to transactions. **Receivables>Transactions>Transactions.** Fill out the main fields for the transaction: source, class (deposit), type (deposit), ship to, bill to, payment term, receipt method.



After filling out that information if you click save it will prompt you with the commitment page. This is where the amount that is being deposited is input. It will also ask for a date and description. Then save and complete. Finally create accounting and post to GL.



10. Explain the Month end closure process step by steps.

Review Pending Transactions

- Process and post all receipts (manual and automatic).
- Apply unapplied receipts to invoices.
- Ensure credit memos and adjustments are correctly applied.

Run Period Close Reports

- Identify and process unposted receipts.
- Verify transactions and receipts are recorded.

Confirm all Transactions are Posted

- Use "Post Receipts" and "Post Transactions" programs.
- Run the "AR to GL Interface" to transfer AR balances to the General Ledger.

Reconcile Open Receivables

- Run the AR Aging Report to check overdue invoices.
- Resolve invoice/payment discrepancies.
- Reconcile AR balances with the General Ledger.

Review Customer Balances

- Generate customer statements for accuracy.
- Check and address credit limit violations.

Generate Month-End Entries

Post accruals and adjustments to reflect accurate revenue and account balances.

Close AR Period

 Navigate to Receivables>Control>Accounting>Open/Close Period, and close the current period.

Reconcile and Validate

- Run AR Trial Balance and Aging reports.
- Ensure invoices and receipts are properly accounted for.

Close General Ledger Period

Confirm all AR transactions are reflected in GL before closing the GL period.

Generate Final Reports

 Save and validate reports AR Trial Balance, Aging, GL Reconciliation, Transaction Register, Receipts Register, and Customer Statements.

Backup and Document Closure

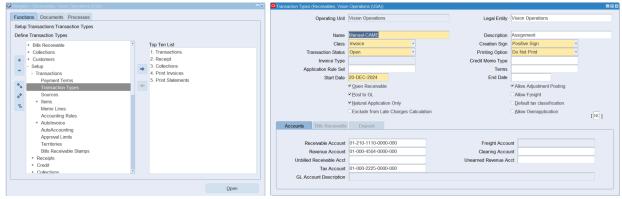
• Backup reports and document adjustments.

Confirm System Lock

Confirm system lock to prevent further transactions.

11. Create a new Transaction "MANUAL" Transaction Type [Incorporate each & every step with screen shot evidences]

Navigate to Transaction Types menu. Receivables>Setup>Transactions>Transaction Types. From this menu you need to fill out the mandatory fields: Name (Manual-CAME), class, transaction status, creation sign, printing option, start date. I also went ahead and added a description and some accounts to the receivable, revenue, and tax account. Last step is to save.

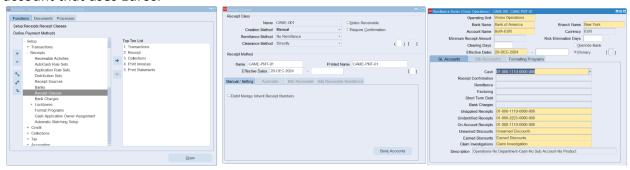


12. Set Up a Payment Method

- Navigate to: Receivables > Setup > Payment Methods.
- Create and set up a new payment method (e.g., Credit Card, Bank Transfer).

To set up a new payment method you must first go to receipt classes.

Receivables>Setup>Receipts>Receipt Classes. From this page you can create a new receipt class and assign a new payment method for it. First I created a new receipt class named "CAME-001" and named my receipt method which is the new payment method ill be creating, "CAME-PMT-01". From here I clicked bank accounts. On this page is where you can bank details and account information associated with a new payment method. I chose a Bank of America account that uses Euros.



13. What are Receipt Sources are there in the System? [Provide the list with screen shot evidences]

There are 7 receipt sources in the system under Vision Operations including: AUTOMATIC RECEIPTS, AUTOMATIC RECEIPTS CD, BR Bank (OPS), Hand Deposit - BofA (OPS), Lockbox Receipts - BofA (OPS), Lockbox SS2 - BofA (Operating Account), Manual with Clearance (OPS). To find these I went to Receipt Sources:

Receivables>Setup>Receipts>Receipt Sources. I then queried all Receipt sources under Vision Operations, by pressing f11 then filling out Vision Operations for Operating Unit and % for the name field. I then ran the query using ctrl+f11. I then went through each source that was in the results.

