George Booth

AR Assignment

DEC/12/2024

Assignments for Oracle E-Business Suite Accounts Receivables (AR).

Assignment file naming convention: GeorgeBooth\_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 evidence]

In Receivables, Vision Operations go to this path for transactions AR>Transactions>Transactions:

Transaction number: 12088

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Description automatically generated

So now to make an invoice transaction, I will switch the source to manual then make sure my class is invoice and type is also invoice. Then I will select the customer. Which I AT&T Universal Card:

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Now I will select the payment details which the method will be automatic receipts:

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Now I will go to line Items: The Item will be 100A, Description will be 1C 100, Quantity will be 10 and unit price will be $100 for a total amount of $1000

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Now Save. Then press complete at the bottom right of the transaction page:

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Now click on Distributions at the bottom to see all the important information about this transaction:

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2. Do the Create accounting for the above Transaction, Trans to GL & show the accounting entry.

[Incorporate each & every step with screen shot evidence]

So, from the Transaction above:

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To post this to the GL follow this path go to tools at the top and select Create Accounting:

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Now press ok and it will be posted:

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3.Create a credit memo for a customer to adjust an invoice amount.

[Incorporate each & every step with screen shot evidences]

So, to create a credit memo to adjust an invoice amount. Go to a transaction:

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Now go to actions at the top of Oracle EBS and select credit:

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Now once you get to this page click credit lines:

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Once you are here entering the amount of credit you want to do. I did -$100 under amount. Then you should save. Then go back to the credit page and click complete to complete the credit added to a transaction invoice:

A screenshot of a credit memo

Description automatically generated

Now you can see that the transaction has a credit memo adjusted to it:

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Description automatically generated

4. Create one Cash Receipt for an existing Customer & apply to Customer Transaction.

[Incorporate each & every step with screen shot evidence]

To create a Cash receipt for a transaction you will follow this path: Receipts> Receipt and this page will open:

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Description automatically generated

So now I will start filling out all the information based on my transaction I did for receipt method: automatic receipts, Receipt Number: GEOR\_005, Receipt amount: $930.50. Then you select the customer which mine was AT&T Universal Card and the rest automatically fills and select the same payment method as before

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Now click search and apply and this page will pop up: and insert your transaction number into the number so it knows which transaction you want to pay: 12088 was my transaction number

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Description automatically generated

Now click apply and this will pop up a show that the receipt was applied to the transaction you selected:

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Description automatically generated

Now you can go back to the Transaction and see if it was applied:

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Description automatically generated

Which shows that $930.50 had been taken off the balance.

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

[Incorporate each & every step with screen shot evidence]

So, to create a debit memo for the same customer go to the path Transactions> Transactions:

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Description automatically generated

Now for class select Debit memo and for type select debit memo. Then refill and the same information from before about the customer:

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Now go to line items: and refill all the same information again so quantity of 10 for $100 each which will total at $1000 before tax.

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Now come back to the transactions page and press complete at the bottom right:

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Description automatically generated

Then go to tools> create accounting and post the debit memo to the GL:

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The debit memo transaction number is: 12095

6. Generate an Aging Report

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

For aging reports, you want to go to the view tab at the top and select requests:

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Once you are here submitting an new request and look up Aging%:

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Then fill out the parameters you want press ok

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Description automatically generated

Then submit:

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7. Close an Open Period: what is the Current Open AR period?

[Incorporate each & every step with screen shot evidence]

To close an open period, follow this path: Control> accounting> open/close period:

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This is where you can change the status of open or closed for a period.

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

The path to Transaction Sources is setup>transactions> sources:

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Here are all the sources for transaction and you can edit or create them.

9. Create one Deposit Transaction for one existing Customer.

[Incorporate each & every step with screen shot evidence]

Now go to Transactions>Transaction to open the Transactions page:

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Now we are going to create, and Deposit Transaction so change the source to Manual and the class and type to deposit:

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Now fill in the information for the customer. Which I selected: A. C. Networks:

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Description automatically generated

Now select instrument and it will take you to this page:

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Description automatically generated

Input the date, amount which I did 100 and the description. Now save and complete:

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Description automatically generated

Now to post to the GL go to Tools> Create Accounting and post to the GL:

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Transaction number was: 12100

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

There are 12 Steps to the month end closure process it is an critical task to make sure that all the transactions for the period are accounted for right before the system is closed: The steps are **Review and Resolve Pending Transactions, Run the AR Period Close Reports, Confirm All Transactions Are Posted, Review and Reconcile Open Receivables, Review Customer Account Balances, Generate and Post Month-End Journal Entries, Run the AR Period Close Process, Review the Month-End Reconciliation, Finalize and Close the GL Period, Generate Final Month-End Reports, Backup and Document the Closure, and finally Confirm System Lock.**

11. Create a new Transaction “MANUAL” Transaction Type

[Incorporate each & every step with screen shot evidence]

The path for Transaction Type is setup>transaction> type:

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Creating a new one we will fill in all the mandatory fields:

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Then fill in all the accounts information at the bottom of the page with the right information:

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Then 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).

Follow this Path Setup>Transactions> Payment terms

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Then fill out all the mandatory fields in yellow:

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Description automatically generated

And enter the relative amount and how many days and then Save for your new payment method

13. What are Receipt Sources are there in the System?

[Provide the list with screen shot evidence]

The path for Receipt Sources is setup>receipts > receipt sources:

When you query and example by Ctrl+Fn+F11 you can see all the different receipt sources.

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This helps define the origins of the receipts and help manage and track them in Oracle EBS.