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

Assignment file naming convention: JOSEPH\_ONYENSO\_AR\_Assignment

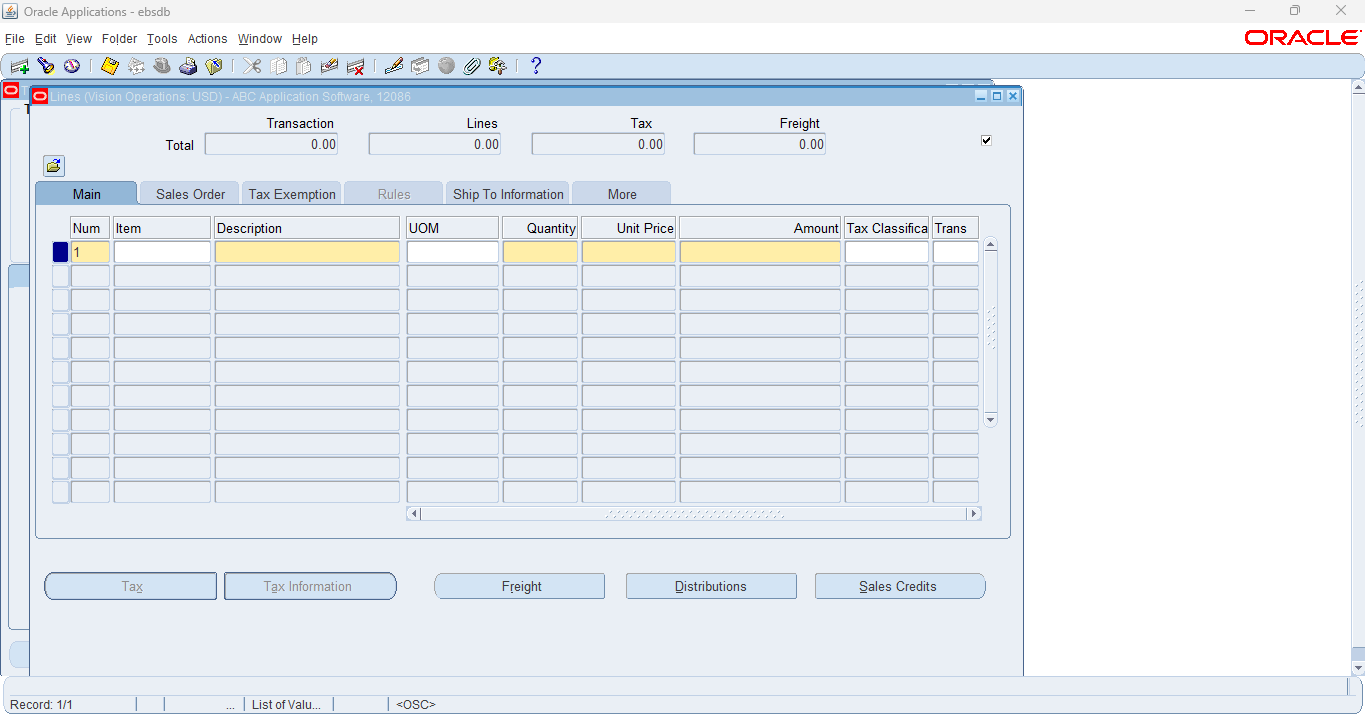
1.Create an AR Transaction (Invoice) for an existing Customer & show the Distribution for this Transaction. [Incorporate each & every step with screen shot evidences]

// Navigate to Receivables Responsibility. Select Transactions, then Open Transactions.A screenshot of a computer

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// Fill Necessary Fields, including Type: Invoice. Save.A screenshot of a computer

Description automatically generated// Select Line Items, Fill Necessary Fields, then Save.A screenshot of a computer

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// Navigate back to Transactions Form. Select Complete.A screenshot of a computer

Description automatically generated// Select Distributions to View Distribution for this Transaction.A screenshot of a computer

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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 evidences]

// Select Tools, then Select Create Accounting.A screenshot of a computer

Description automatically generated// Select Create Final Accounting Post to GL, then Select OK.A screenshot of a computer

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// Navigate to Transactions Form. Select Tools, then select View Accounting.A screenshot of a computer

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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]

// Navigate to Transactions Form and Fill Necessary Fields, including Class: Credit Memo. Save.A screenshot of a computer

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// Fill Line Information, then Save.A screenshot of a computer

Description automatically generated// Navigate to Transactions Form, and select Complete.A screenshot of a computer

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// Select Tools, then Select Create Accounting. Select Final Accounting Post to GL. Select OK.A screenshot of a computer

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

[Incorporate each & every step with screen shot evidences]

// Navigate to Receivables. Select Receipts, then open Receipts.A screenshot of a computer

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Description automatically generated// Query Receipt by Filling Customer Information, and Select Apply.A screenshot of a computer

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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]

// Navigate to Receivables. Select Transactions, then Open Transactions.A screenshot of a computer

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// Fill Necessary Fields, including Type: Debit Memo. Save.A screenshot of a computer

Description automatically generated// Select Line Items, then Fill Necessary Fields. Save.A screenshot of a computer

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Description automatically generated// Navigate to Transactions Form. Select Complete.A screenshot of a computer

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// Select Tools, Select Create Accounting, Select Create Final Accounting Post to GL, then Select OK.A screenshot of a computer

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6. Generate an Aging Report

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

// Navigate to Receivables Responsibility. Select Reports, then Open Accounting.A screenshot of a computer

Description automatically generated// Select Single Request, then Select OK.A screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generated// Query Aging – 7 Buckets under Name, then Fill Necessary Parameters, Select OK.A screenshot of a computer

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Description automatically generated// Select Schedule and Configure Schedule, Save Schedule and Select OK.A screenshot of a computer

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Description automatically generated// Provide Further Information for Saving Schedule, then Select OK.A screenshot of a computer

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// Select Submit.A screenshot of a computer

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

[Incorporate each & every step with screen shot evidences]

// Navigate to Receivables. Select Control, Select Accounting, then Open Open/Close Periods.A screenshot of a computer

Description automatically generated// Select an Open Accounting Period, then Change to Closed.A screenshot of a computer

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Description automatically generated// Save Changes.A screenshot of a computer

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

// Navigate to Receivables. Select Control, Select Accounting, then Open Revenue Accounting.A screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generated// Open List of AR Transaction Sources from Source.A screenshot of a computer

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9. Create one Deposit Transaction for one existing Customer.

[Incorporate each & every step with screen shot evidences]

// Navigate to Receivables. Select Transactions, then Open Transactions.A screenshot of a computer

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Description automatically generated

// Fill Necessary Fields, including Type: Deposit. Save.A screenshot of a computer

Description automatically generated// Select Complete.A screenshot of a computer

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// Select Tools, then Select Create Accounting. Select Create Final Accounting Post to GL, then Select OK.A screenshot of a computer

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

1. Review and Resolve Pending Transactions

2. Run the AR Period Close Reports

3. Confirm All Transactions Are Posted

4. Review and Reconcile Open Receivables

5. Review Customer Account Balances

6. Generate and Post Month-End Journal Entries

7. Run the AR Period Close Process

8. Review the Month-End Reconciliation

9. Finalize and Close the GL Period

10. Generate Final Month-End Reports

11. Backup and Document the Closure

12. Confirm System Lock

11. Create a new Transaction “MANUAL” Transaction Type

[Incorporate each & every step with screen shot evidences]

// Navigate to Receivables Responsibility. Select Setup, Select Transactions, then Open Transaction Types.A screenshot of a computer

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// Fill Necessary Fields and Save.A screenshot of a computer

Description automatically generated// Navigate back to Receivables. Select Transactions, then Open Transactions. Open Transaction Type List to View Newly Made Transaction TypeA screenshot of a computer

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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).

// Navigate to Receivables. Select Setup, Select Transactions, then Open Payment Terms.A screenshot of a computer

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Description automatically generated// Fill Necessary Fields and Save.A screenshot of a computer

Description automatically generated

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

[Provide the list with screen shot evidences]

// Navigate to Receivables. Select Setup, Receipts, then Open Receipt Sources.A screenshot of a computer

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There are two types of receipt sources. Manual and Automatic.