



ERP

- It will determine the accounting period in which receivable amount will be recognized by the system.
- ERP is a oracle application to maintain all the business details of an entity.
- There are 5 applications mainly in the ERP, they are
 1. General Ledger
 2. Accounts payables
 3. Accounts receivables
 4. Cash Management
 5. Assets tracking

Table of contents:-

Table of contents:-

- 1. Navigation for creating new user
- 2. To create a general ledger in Oracle Fusion, steps to be followed
- 3. Creating the new ledger
 - 3.1 Creating calendars
 - 3.2 Chart of Accounts
 - 3.3 Creating the values for value set
 - 3.4 Ledgers
 - 3.5 Creating primary ledger
 - 3.6 Adding new ledger responsibility to the user
 - 3.7 Creating journals
- 4. Reversal journal

- 5. Currency translation**
- 6. Revaluations**
- 7. Journal approvals**
- 8. Inter company**
- 9. Recurring journals**
 - 9.1 Standard recurring journal**
 - 9.2 Skeleton journals**
 - 9.3 Formula journal**
- 10. Security rules**
- 11. Cross validation rules**
- 12. Consolidation**
 - Ledger set**
 - Data access set**
 - Aliases**
- 13. Mass Allocation**
- 14. Budget**
- 15. Auto-posting**
- 16. Multi org structure**
 - 16.1 Business group**
 - 16.2 Primary ledger**
 - 16.3 Legal entity**
 - 16.4 Operating unit**
 - 16.5 Inventory Organization**
 - 16.6 Sub-inventory Organization**
 - 16.7 Setups**
- 17. MOAC (multi-org access control)**
- 18. Procure to Pay cycle (P2P)**
 - P2P accounting entries**
 - 18.1 Purchasing order (PO)**
 - 18.2 Payment terms**
 - 18.3 Job approvals**
 - 18.4 Add Buyers**
 - 18.5 Create Supplier**
 - 18.6 Open periods**
 - 18.7 Requisitions**
 - 18.8 RFQ(request for quotation)**
 - 18.9 Quotations**
 - 18.10 Quote analysis**
 - 18.11 PO**
 - 18.12 Receipt**
 - 18.13 Accounts Payable**

19. Order to Cash Cycle (O2C)

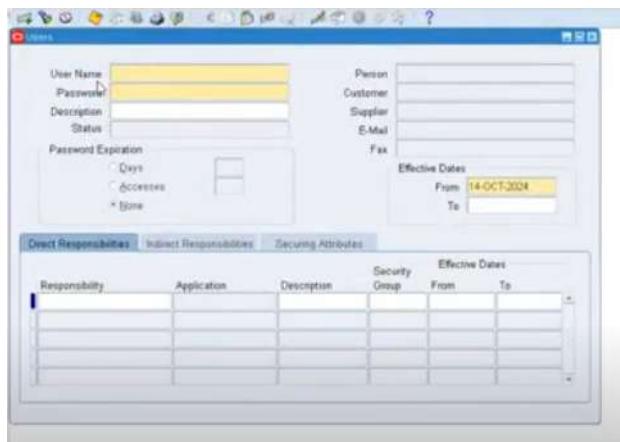
O2C Accounting Entries

- 19.1 Create AR(account receivables) responsibility**
- 19.2 Create OM (order management) Responsibility**
- 19.3 Define system options**
- 19.4 Define Payment terms**
- 19.5 Define Statement Cycle**
- 19.6 Remit- to address**
- 19.7 Define collectors**
- 19.8 Define customer profile classes**
- 19.9 Define customers**
- 19.10 Auto Accounting**
- 19.11 Transactions**
- 19.12 Receipts**
- 19.13 AP/AR netting**
- 19.14 Transaction batches**
- 19.15 Receipt batches**
- 19.16 Invoice and accounting rules**
- 19.17 Balance forward billing cycles (BFBC)**

— THE END —

1. Navigation for creating new user

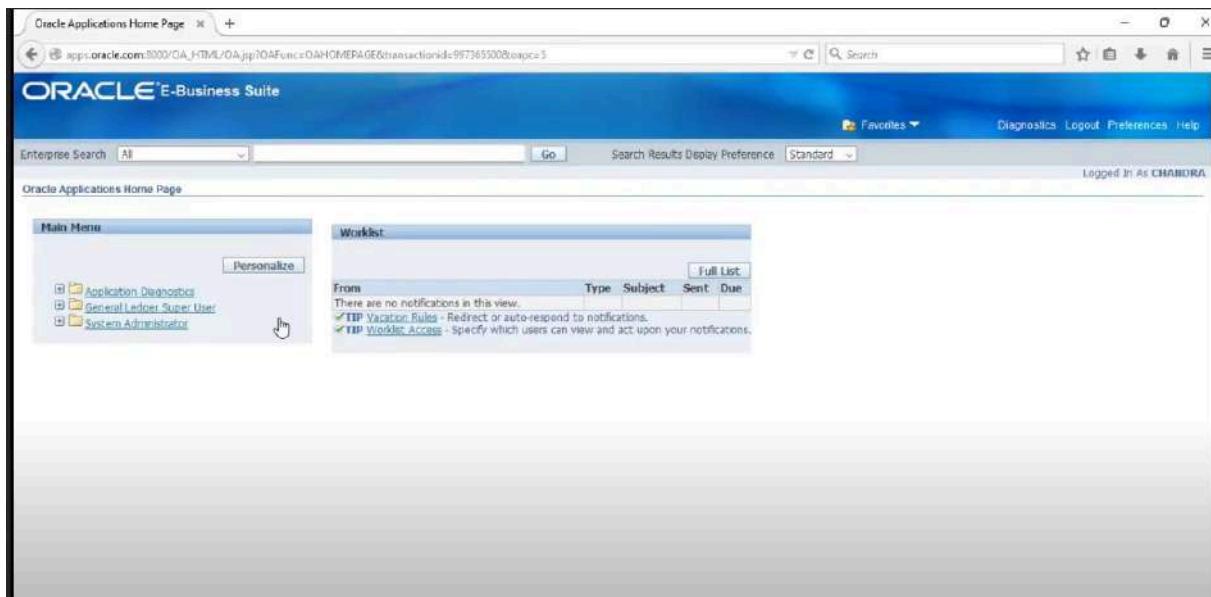
- Open login page
- Enter username as **operations**
- Password as **welcome**
- Click on the **system administrator** application in the main menu side bar.
- Click on the **security** and then **user** and click on **define** option in user dropdown.



- Type user name in the username tab and password in the password tab and click on enter and system will ask again to enter password for the reconfirmation.



- Click on the save option in the toolbar which is in yellow color.
- Person is nothing but a name of employee who we giving the username for.
- In the mail id section ,in real time we will give the company mail id.
- Password expires section is for giving the limited time for resetting the password.
- Make the **status** as active.
- Assign the responsibilities for the user in the responsibility section.
- **System administrator** is a common responsibility. Additionally, assign the **General ledger super user** responsibility for general ledger access.
- Click on save on toolbar.
- Username will be created and one indirect responsibility **application diagnostics** will be added automatically for taking the feedback.
- Close all the tabs and re login with the new user credentials.
- System will ask to change password when logging in with new credentials.



2. To create a general ledger in Oracle Fusion, steps to be followed

1. Define the chart of accounts
2. Define the accounting period types
3. Define the accounting calendar
4. Define the transaction calendar
5. Define the ledger's currency
6. Define the conversion rate types and conversion rates
7. Define the additional journal entry sources and categories
8. Define the journal reversal criteria
9. Define the accounting setups
10. Define the ledger sets
11. Define the data access sets
12. Assign a ledger to the GL Ledger Name Profile Option
13. Set the GL: Data Access Set Profile Option
14. Define the definition access sets
15. Define the account combinations
16. Define and assign the document sequences
17. Define the employees and authorization limits
18. Set up the journal approval
19. Define the additional accounts
20. Define the transaction codes

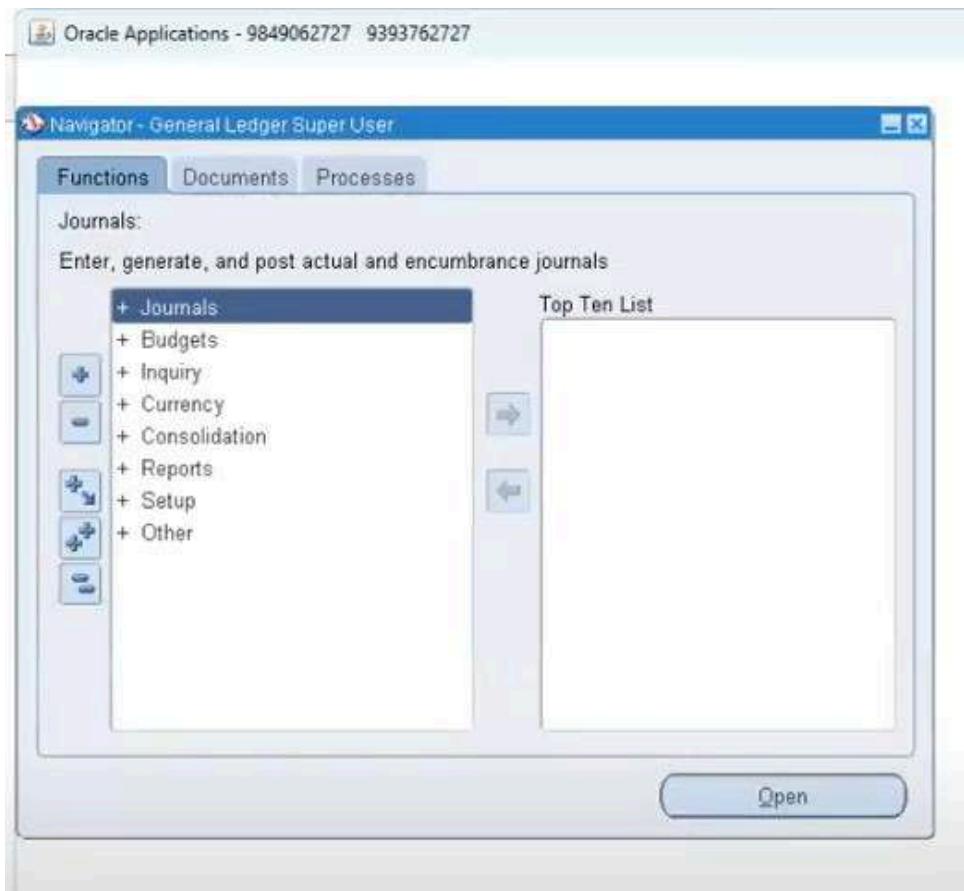
21. Create the summary accounts
22. Set up the automatic tax calculation

3. Creating the new ledger

- Click on the **general ledger super user** option and then **journals** and click on **enter**.

The screenshot shows the Oracle Applications Home Page interface. The Main Menu on the left lists various categories like Application Diagnostics, General Ledger Super User, Journals, Encumbrance, Budgets, Inquiry, Currency, Consolidation, Reports, Setup, and Other. Under Journals, the 'Enter' link is highlighted with a mouse cursor. The Worklist on the right displays a table with columns: From, Type, Subject, Sent, and Due. A note states: 'There are no notifications in this view.' Below the table, two TIP (Technical Information Point) links are listed: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

- General ledger tab will open.



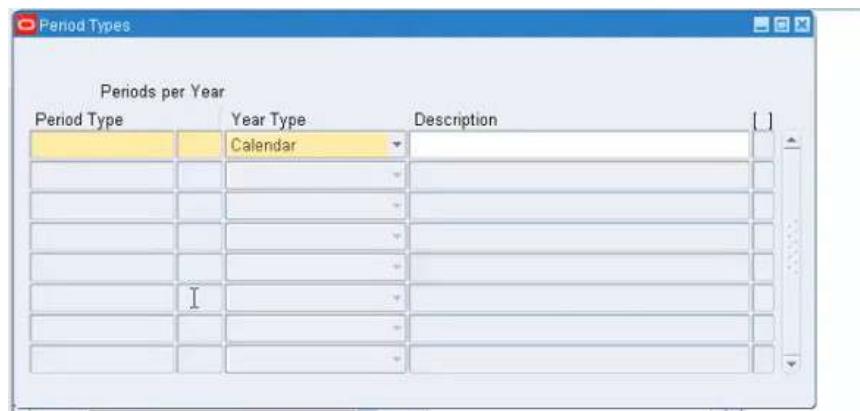
▼ 3.1 Creating calendars

- There are 2 types of calendars ,they are
 1. Accounting calendar
 2. Transaction calendar

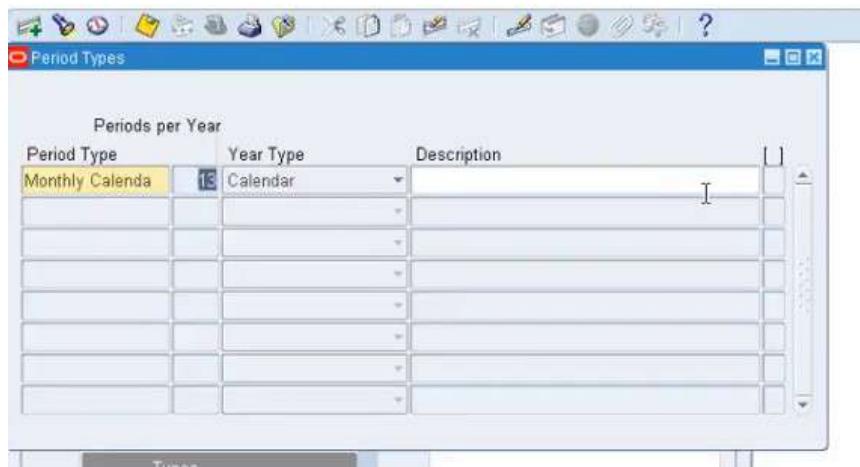
- Accounting calendar is of 2 types and they are
 1. Normal calendar
 2. fiscal calendar

- Normal calendar is from 1jan to dec 31.
- Fiscal calendar is from 1 april to march 31.
- Navigation for creating calendar is
- **Journals ⇒ setup ⇒ financials ⇒ calendars ⇒ types**

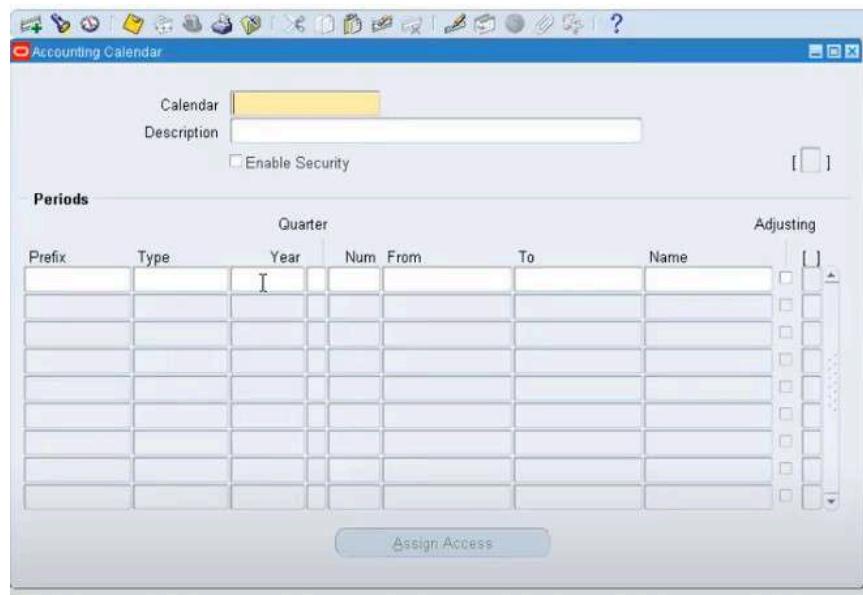
- First we have to define the types of calendars.



- Add period type as monthly normal calendar and duration as 13 because we have to give extra for the adjustment.



- Close the tab.
- Now we have to define the accounting calendar and the navigation is **Journals ⇒ setup ⇒ financials ⇒ calendars ⇒ accounting**.



- Define accounting calendar name and description is user defined.
- Enter the month name as a prefix, select "monthly calendar" as the type, and enter the year when the company started business.

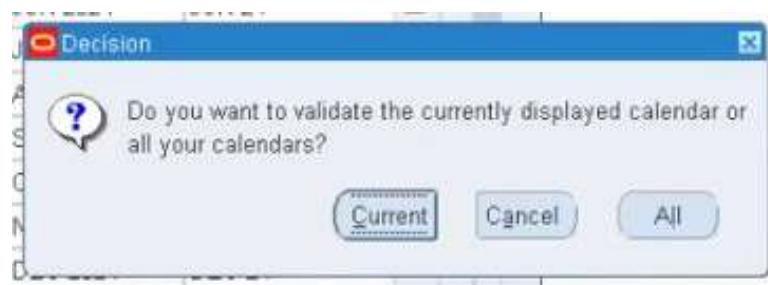
Periods						
Prefix	Type	Year	Quarter		Adjusting	
			Num	From	To	Name
JAN	Monthly Caler	2024	1	01-JAN-2024	31-JAN-2024	JAN-24
FEB	Monthly Caler	2024	1	01-FEB-2024	29-FEB-2024	FEB-24
MAR	Monthly Caler	2024	1	01-MAR-2024	31-MAR-2024	MAR-24
APR	Monthly Caler	2024	2	01-APR-2024	30-APR-2024	APR-24
MAY	Monthly Caler	2024	2	01-MAY-2024	31-MAY-2024	MAY-24
JUN	Monthly Caler	2024	2	01-JUN-2024	30-JUN-2024	JUN-24
JUL	Monthly Caler	2024	3	01-JUL-2024	31-JUL-2024	JUL-24
AUG	Monthly Caler	2024	3	01-AUG-2024	31-AUG-2024	AUG-24
SEP	Monthly Caler	2024	3	01-SEP-2024	30-SEP-2024	SEP-24

- Add the 13th column as adjustment period.
- Mark it under adjusting so that we can modify the records on that period of the year.

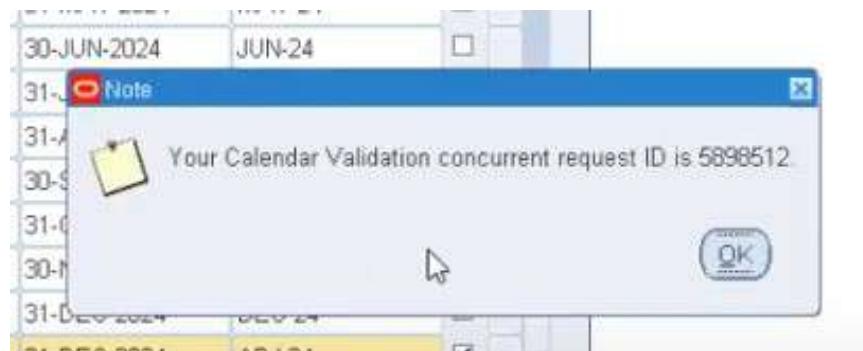
Periods							
Prefix	Type	Year	Quarter		To	Name	Adjusting
			Num	From			
MAY	Monthly Caler	2024	2	5	01-MAY-2024	31-MAY-2024	MAY-24
JUN	Monthly Caler	2024	2	6	01-JUN-2024	30-JUN-2024	JUN-24
JUL	Monthly Caler	2024	3	7	01-JUL-2024	31-JUL-2024	JUL-24
AUG	Monthly Caler	2024	3	8	01-AUG-2024	31-AUG-2024	AUG-24
SEP	Monthly Caler	2024	3	9	01-SEP-2024	30-SEP-2024	SEP-24
OCT	Monthly Caler	2024	4	10	01-OCT-2024	31-OCT-2024	OCT-24
NOV	Monthly Caler	2024	4	11	01-NOV-2024	30-NOV-2024	NOV-24
DEC	Monthly Caler	2024	4	12	01-DEC-2024	31-DEC-2024	DEC-24
ADJ	Monthly Caler	2024	4	13	31-DEC-2024	31-DEC-2024	ADJ-24

Assign Access

- Close the window and a note will appear.



- Click on the current and a request will be raised.



- To check the request whether it is validated or not click on the **view** on tool bar.
- Click on the **requests** in the view dropdown button and click on find in the bottom.

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID	<input type="text"/>
Name	<input type="text"/>
Date Submitted	<input type="text"/>
Date Completed	<input type="text"/>
Status	<input type="text"/>
Phase	<input type="text"/>
Requestor	<input type="text"/>

Include Request Set Stages in Query

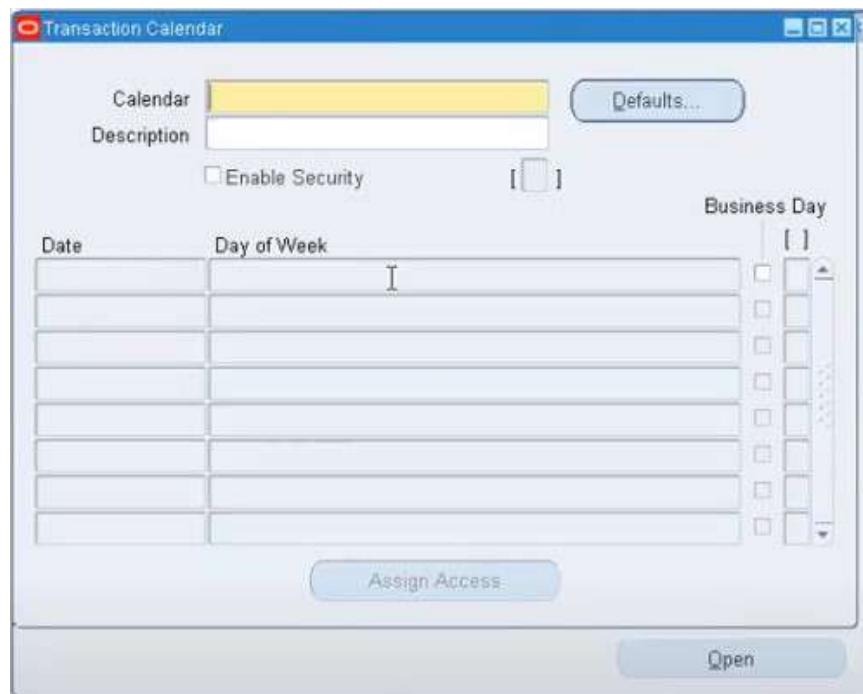
Order By **Request ID**

Select the Number of Days to View:

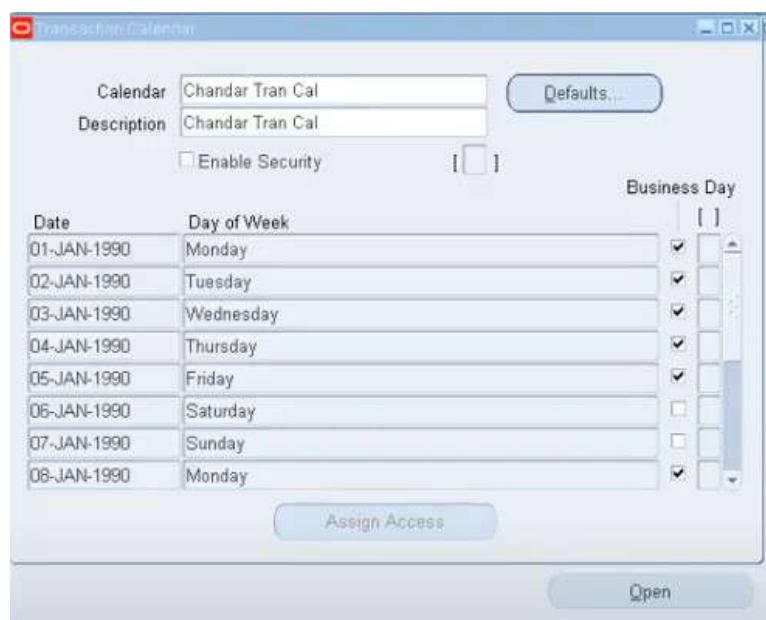
[Submit a New Request...](#) [Clear](#) [Find](#)

- We can check the requests status in the request tab.

- Create transaction calendar and the navigation is **Journals** ⇒ **setup** ⇒ **financials** ⇒ **calendars** ⇒ **transaction**.



- Fill the details and click on save.

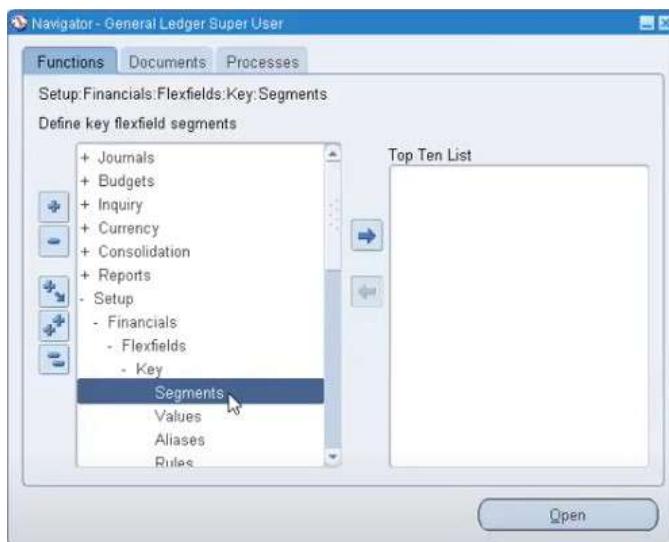


- Saturday and sunday will be holidays by default.
- If there is any business running on that day ,then that day can be enabled by ticking the business day.

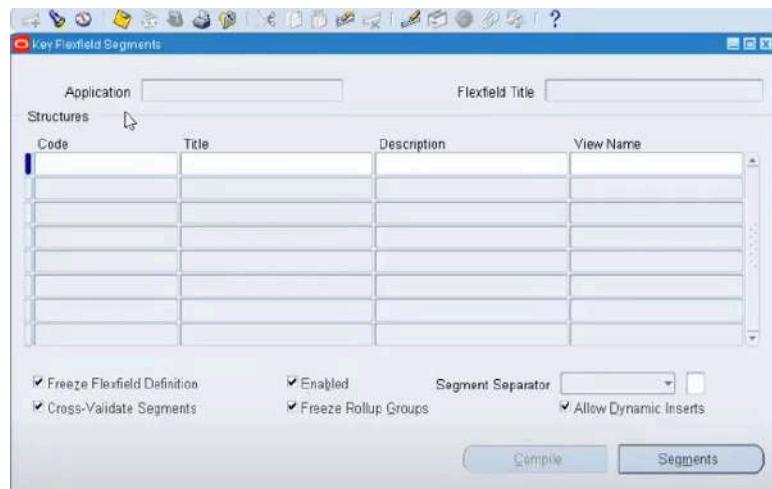
▼ **3.2 Chart of Accounts**

- The structure of the COA will have maximum of 30 segments and minimum of 2 segments.

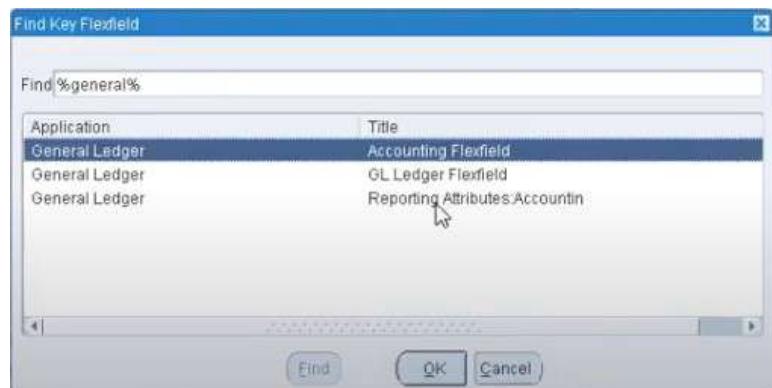
- The 2 segments which are mandatory are company and account.
- There are 2 types of flex fields are there and they are
 1. Key flex field
 2. Descriptive flex field.
- Key flex field will take the mandatory information and no extension is possible.
- Descriptive flex field can take additional information and extension is possible.
- Navigation for creating segments in the key flex field is **Journals ⇒ setup ⇒ financials ⇒ flex fields ⇒ key ⇒ segments.**



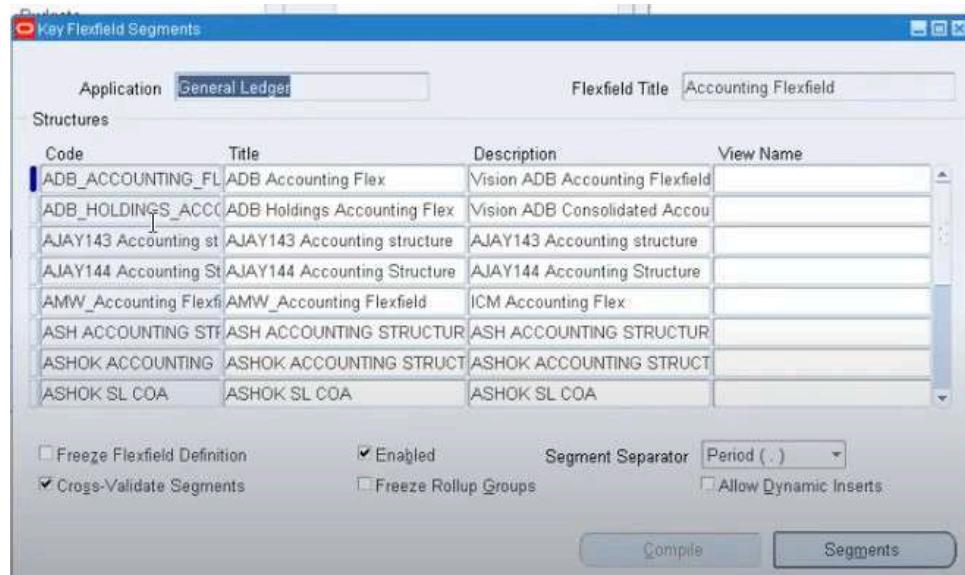
- Key tab will open and the COA will be defined in the general ledger so the application will be general ledger.



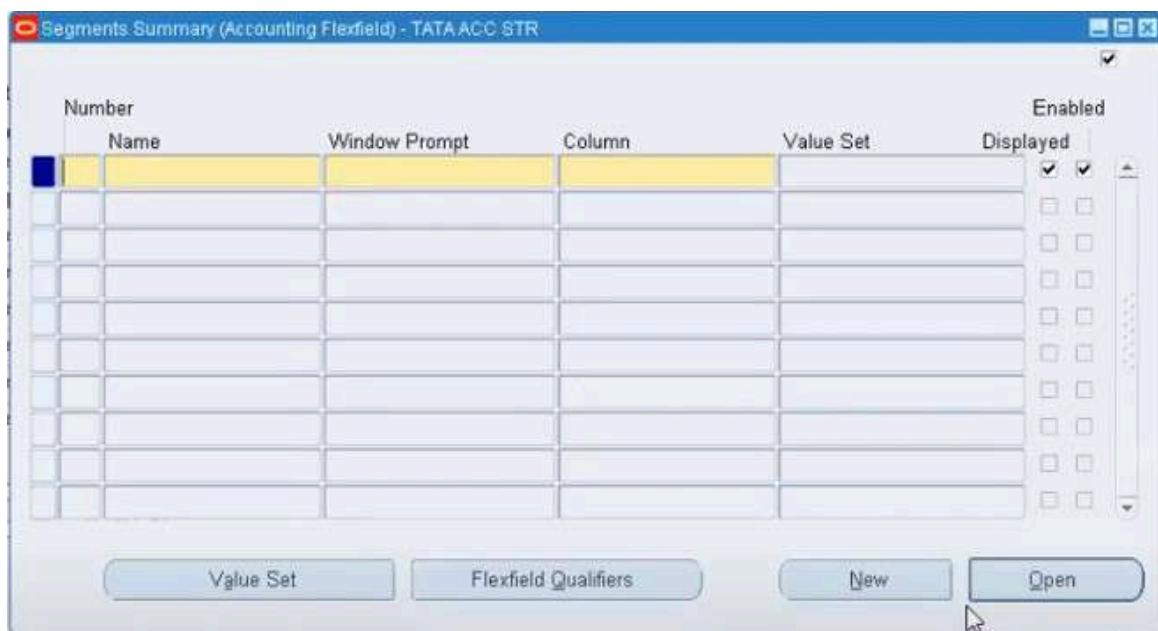
- To fill the application name and flex field name , click on the find option in the tool bar.



- General ledger will have 3 applications but in the COA we will use only accounting flex field.
- Click on the accounting flex field.



- Place the cursor on the new and click and a tab will open to add new code as company name and the title as also company name and description is user defined.
 - Click on "Segments" to open the segments tab. Here you can add segments - a minimum of 2 (company and accounts, which are mandatory) and a maximum of 30.



- Click on the value set and a value set tab will open and fill all the required fields.
 - Validation type will be always independent in COA.

Value Sets

Value Set Name	TATA_Company	Usages	
Description	TATA_Company		
List Type	List of Values	Security Type	No Security
Format Validation			
Format Type	Char	Maximum Size	2
<input type="checkbox"/> Numbers Only (0-9) <input type="checkbox"/> Uppercase Only (A-Z) <input checked="" type="checkbox"/> Right-justify and Zero-fill Numbers (0001)			
Min Value			
Max Value			
Value Validation			
Validation Type	Independent		
Edit Information			

- For all the segments ,create different value set types and add them in the segments tab to the segments.

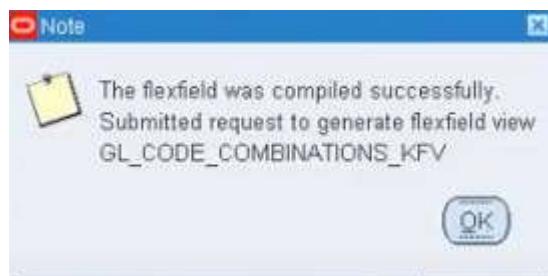
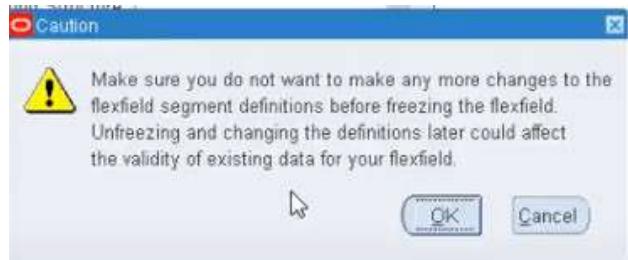
- Click on the flex field qualifiers and the tab will open and there are 6 flex field qualifiers.

Name	Description	Enabled
Cost Center Segment	This attribute is used to identify the cost center segment.	<input type="checkbox"/>
Natural Account Segme	This attribute is used to identify the natural account segment.	<input type="checkbox"/>
Balancing Segment	This attribute is used to identify the balancing segment. This is typi	<input type="checkbox"/>
Intercompany Segment	This attribute is used to identify the intercompany segment	<input type="checkbox"/>
Management Segment	This attribute is used to identify the management segment.	<input type="checkbox"/>
Secondary Tracking Se	This attribute is used to identify the secondary tracking segment to	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

- For the company segment, we have to select balancing segment because the debit should always equal to credit.
 - For the department segment , we have to select cost center management flex field.
 - For the account segment , we have to select natural account flex field.
 - Click on enable and save for every segment and close the tab.
 - Freeze flex field option is used to freeze the option to modify the flex fields.
 - Enabled used to give access for the flex field to use.
 - Segment separator used to create code in a structured manner.



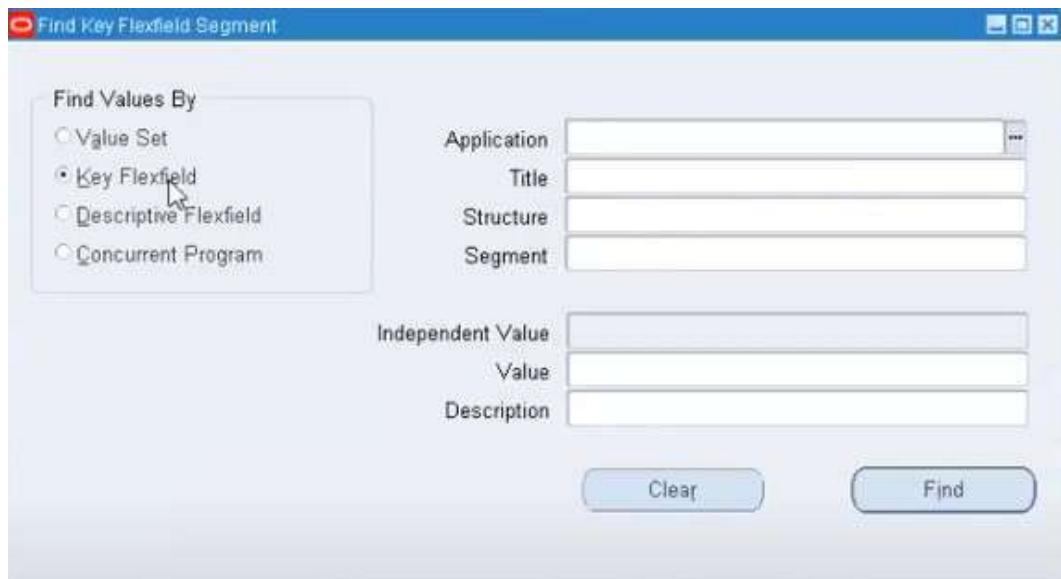
- Allow the dynamic inserts , so that we can create different value set values.
- Freeze the flex field and click on the compile and a pop will come and click on ok.



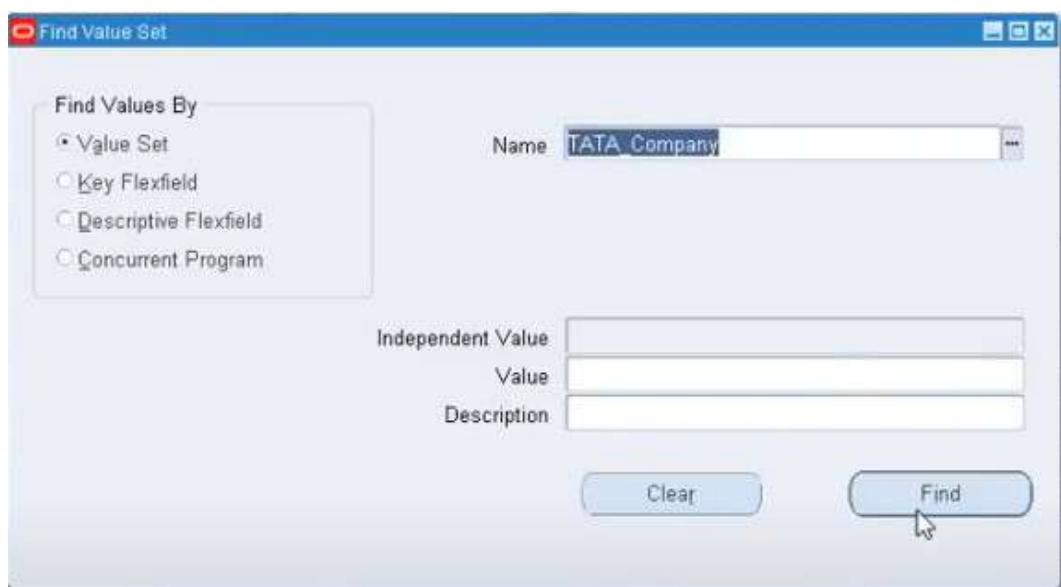
- Click on the view and request and check whether the compilation is completed and if there is any error.

▼ 3.3 Creating the values for value set

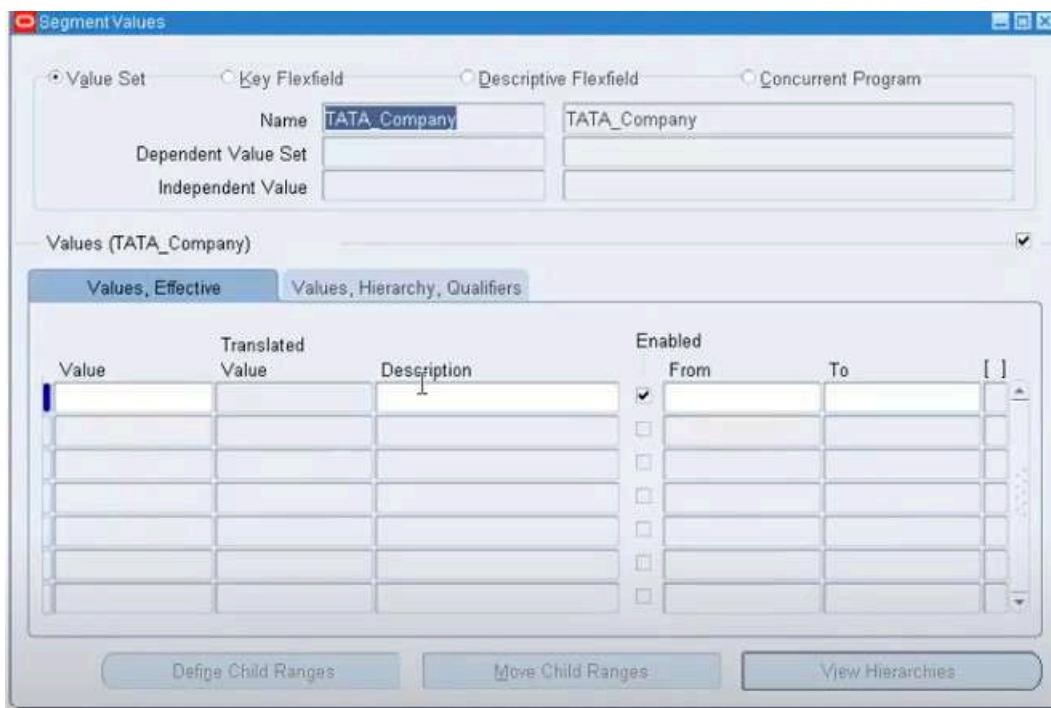
- Navigation to set the values for the segments is **Journals ⇒ setup ⇒ financials ⇒ flex fields ⇒ key ⇒ values**.
- Value set tab will open.



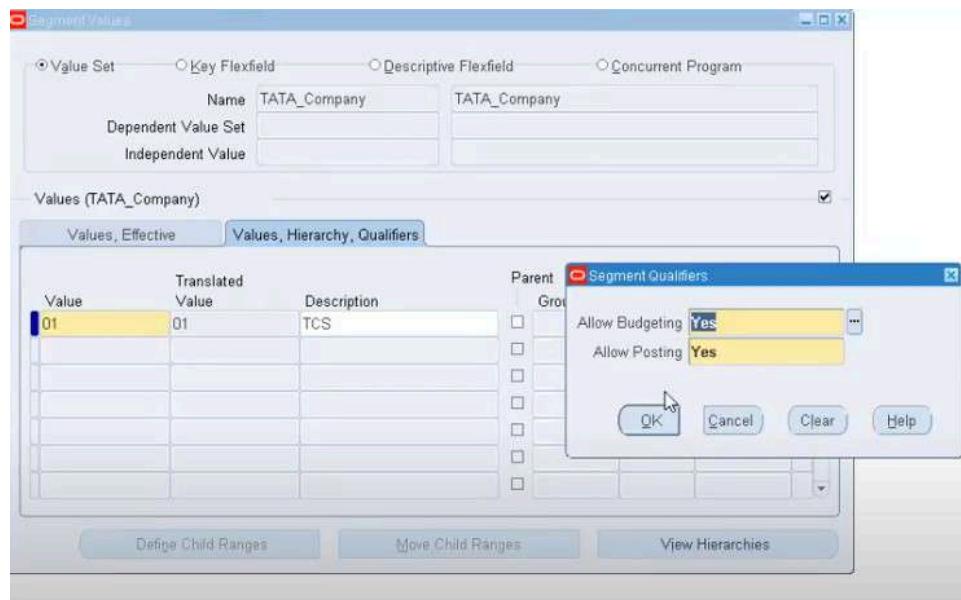
- Click on the value set and type the value set name which was already created previously and click on find.



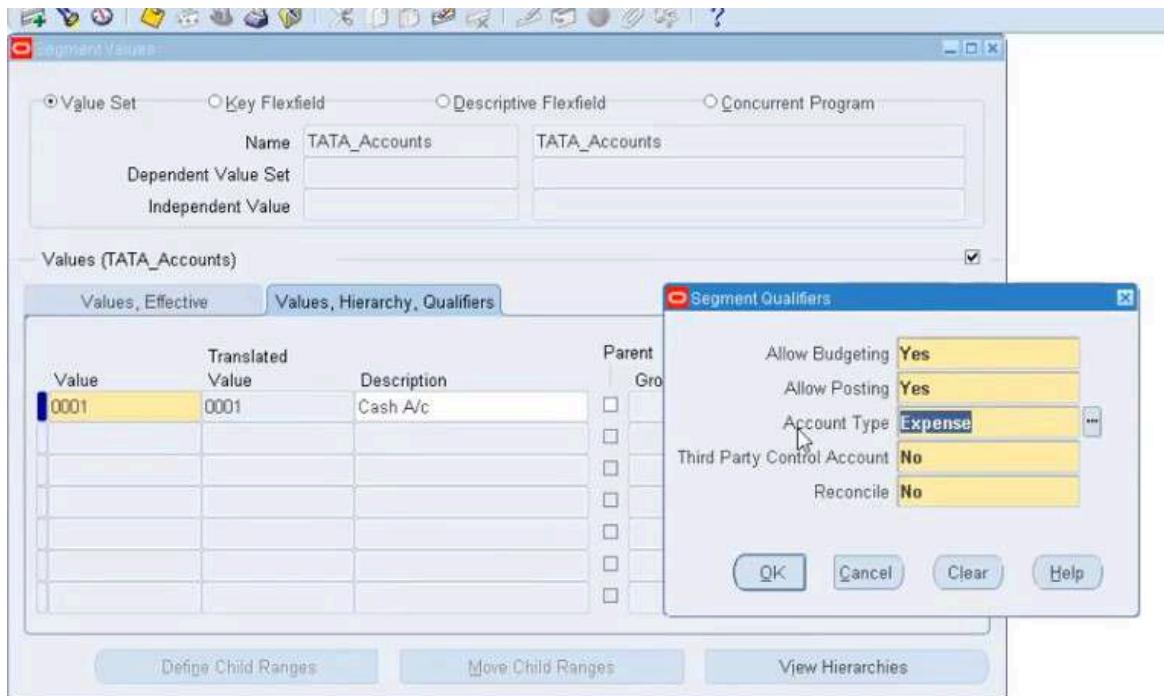
- A segment values tab will open , fill the value row and description as name of the company which is a part of the organization.



- Click on the **values , hierarchy , qualifiers.** tab and click on the qualifiers and popup will appear.



- Allow budgeting and allow posting both should be yes for company.
- Add value set for all the 4 segments .for **example finance , sales , hr** for department and **bank loan , rent exp , retain** earning a/c for accounts and **default** for product.
- When adding set values for accounts , cash account type should be selected by clicking **values , hierarchy , qualifiers.**



- Click on the view and check the compile status.

▼ **3.4 Ledgers**

- There are 5 ledgers are there and they are
 - Primary ledger.
 - secondary ledger.
 - SLA (sub-ledger applications).
 - consolidation ledger.
 - Reporting currency ledger.

- A primary ledger is the main ledger that records a company's primary accounting information and transactional balances.
- The secondary ledger is also records same data as the primary ledger but used for reporting purpose.

▼ **3.5 Creating primary ledger**

- Navigation for creating primary ledger is **Journals** ⇒ **setup** ⇒ **financials** ⇒ **Accounting setup manager** ⇒ **Accounting setups**.



- Account setup manager tab will open in the browser after clicking the accounting setups option.

The screenshot shows the Oracle Applications Home Page with the URL http://apps.oracle.com:8000/oa_HTML/RF.jsp?function_id=103111&resp_id=2044&resp_appl_id=101&security_group_id=0&lang_code=US¶mc=Tfrm.xi. The title bar says 'Accounting Setup Manager'. The main content area is titled 'ORACLE Accounting Setup Manager'. It features tabs for 'Accounting Setups' (which is selected) and 'Legal Entities'. A search bar is present. To the right, there's a sidebar titled 'Accounting Setup Steps' with three items: 'Create Accounting Structure', 'Define Accounting Options', and 'Complete Accounting Setup'. Below the sidebar, there are links for 'Prerequisite Checks' and 'Overview of Accounting Setups'. The bottom of the page includes standard links like 'About this Page', 'Privacy Statement', 'Accounting Setups', 'Legal Entities', 'Close Window', 'Preferences', 'Help', and 'Diagnostics'.

- Click on the create accounting setup option.

ORACLE® Accounting Setup Manager

Accounting Setups Legal Entities

Assign Legal Entities Define Accounting Representations Save Accounting Structure

Create Accounting Setup: Assign Legal Entities

* TIP If you are not setting up accounting for a legal entity, you can skip this step.

* Indicates required field.

Create Legal Entity	Country	Legal Entity Identifier	Remove
No results found.			Add Another Row

Cancel Step 1 of 3 Next

Accounting Setups Legal Entities Close Window Preferences Help Diagnostics

About this Page Privacy Statement Copyright © 2009 Oracle. All rights reserved.

- Click on the next option on the right side of the page.

ORACLE® Accounting Setup Manager

Accounting Setups Legal Entities

Assign Legal Entities Define Accounting Representations Save Accounting Structure

Create Accounting Setup: Define Accounting Representations

* Indicates required field.

Primary Ledger

Name	Chart of Accounts	Accounting Calendar	Currency	Subledger Accounting Method	Add Reporting Currency

Additional Information

- Reporting Currencies
- Secondary
- Lessons
- Ledger Options

Secondary Ledgers

* TIP Secondary ledgers are optional; additional accounting representations of your primary ledger which differ in one or more of the following attributes: chart of accounts, accounting calendar, currency, subledger accounting method, and/or ledger options.

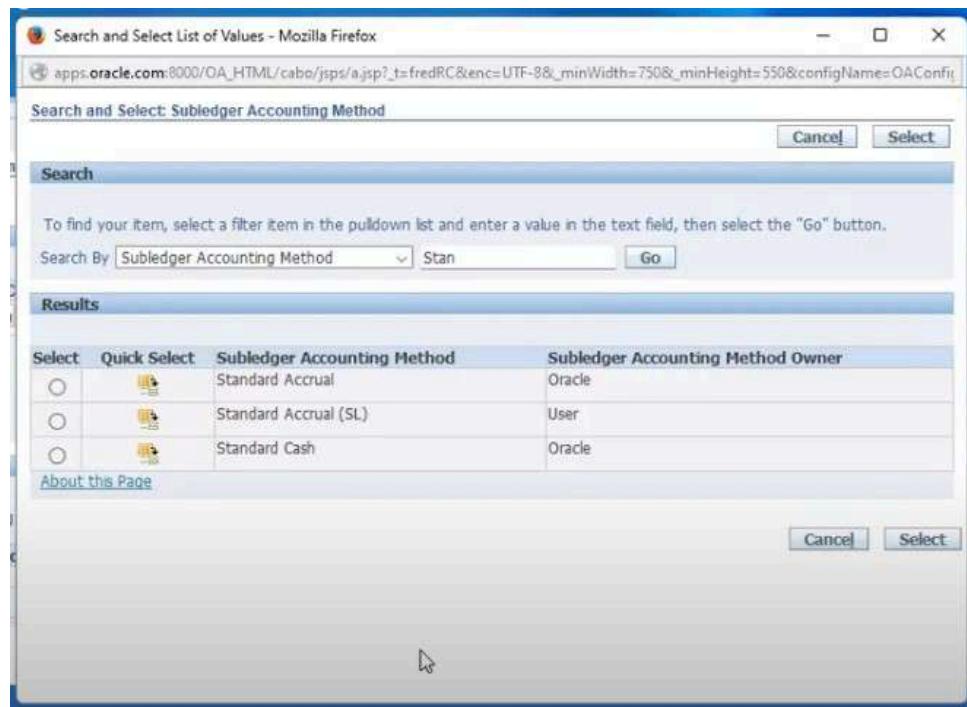
Name	Chart of Accounts	Accounting Calendar	Currency	Subledger Accounting Method	Data Conversion Level	Add Reporting Currency	Delete
No results found.							

Add Secondary Ledger

Cancel Back Step 2 of 3 Next

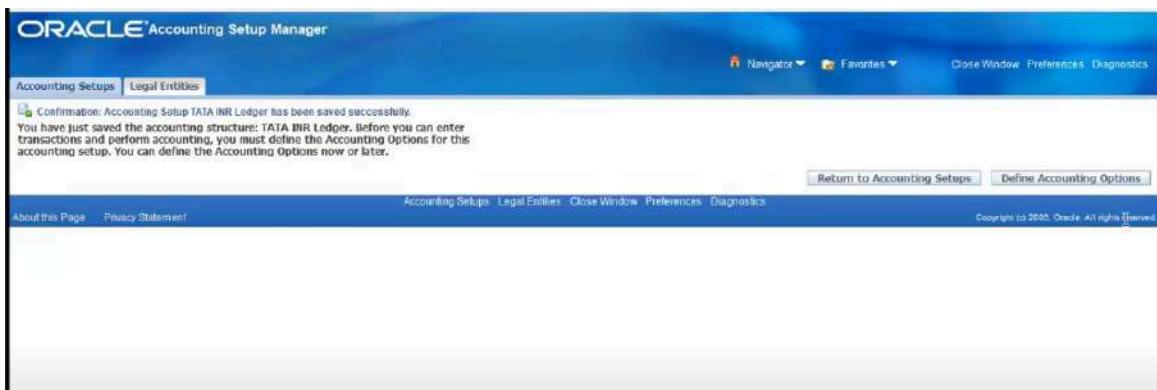
Accounting Setups Legal Entities Close Window Preferences Help Diagnostics

- Fill the columns by referring the previously created COA and calendar and currency is inr and click on the subledger accounting method and select standard accrual.



- click on the next and next page will open.

- Check the accounting structure carefully because once saved , no changes will be allowed.
- Click on the finish and a new page will come.



- Click on define accounting options.

Setup Step	Description	Last Update Date	Updated By	Status	Update
*Ledger Options	Define and update the journal processing options for your ledger.	22-Oct-2024	CHANDRA		
*Reporting Currencies	Create reporting currencies and update currency conversion and journal processing options.				
Balancing Segment Value Assignments	Assign balancing segment values to the ledger.				
Subledger Accounting Options	Define rules to generate your accounting entries from subledger transactions.	22-Oct-2024	CHANDRA		
Sequencing	Define and maintain accounting and reporting sequencing options for ledgers and reporting currencies.				

- Click on update ledger options.

Standard Information

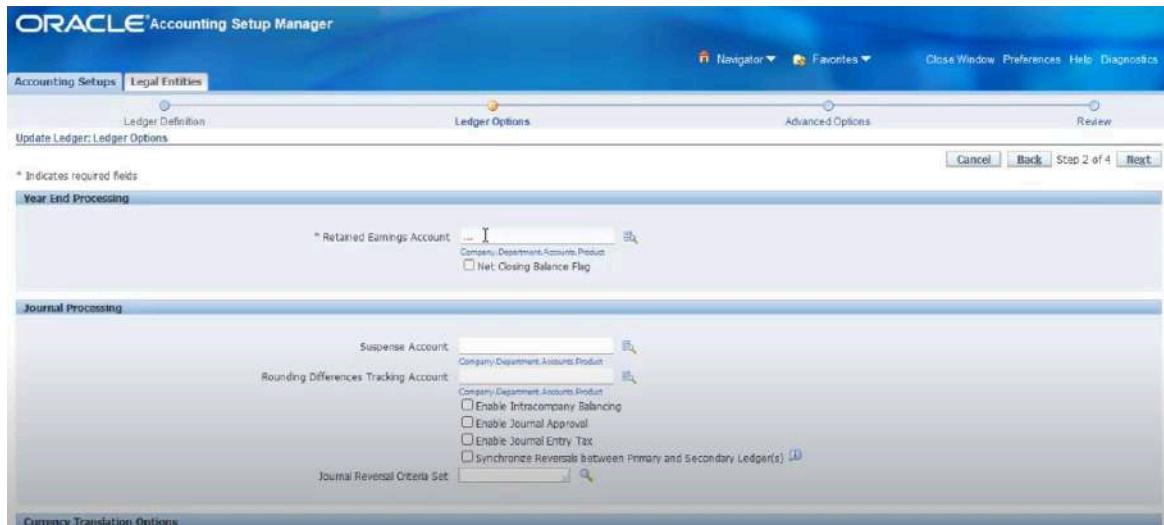
Ledger	TATA INR Ledger <small>Ledger name must be unique.</small>
Short Name	TATA INR LEDGER(INR) <small>Ledger short name must be unique.</small>
Description	INR ACC STR
Currency	INR
Chart of Accounts	TATA ACC STR

Accounting Calendar

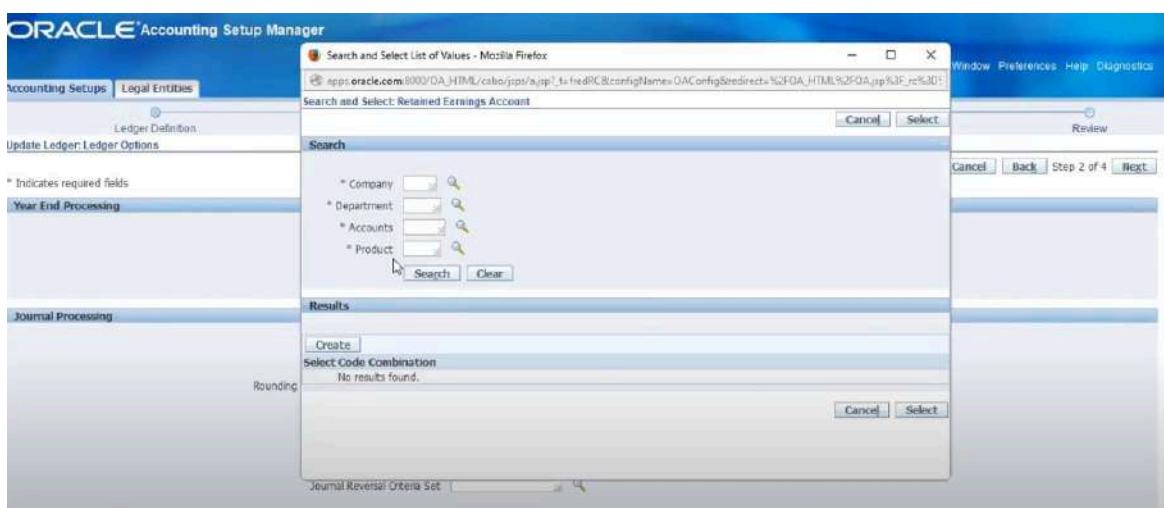
Accounting Calendar	Chandar Acc Cal
Period Type	Monthly Calendar
* First Ever Opened Period	Jan-24
* Number of Future Enterable Periods	1

Subsidiary Accounting

- Set the short name and first ever opened period and number future enterable periods and click on next.



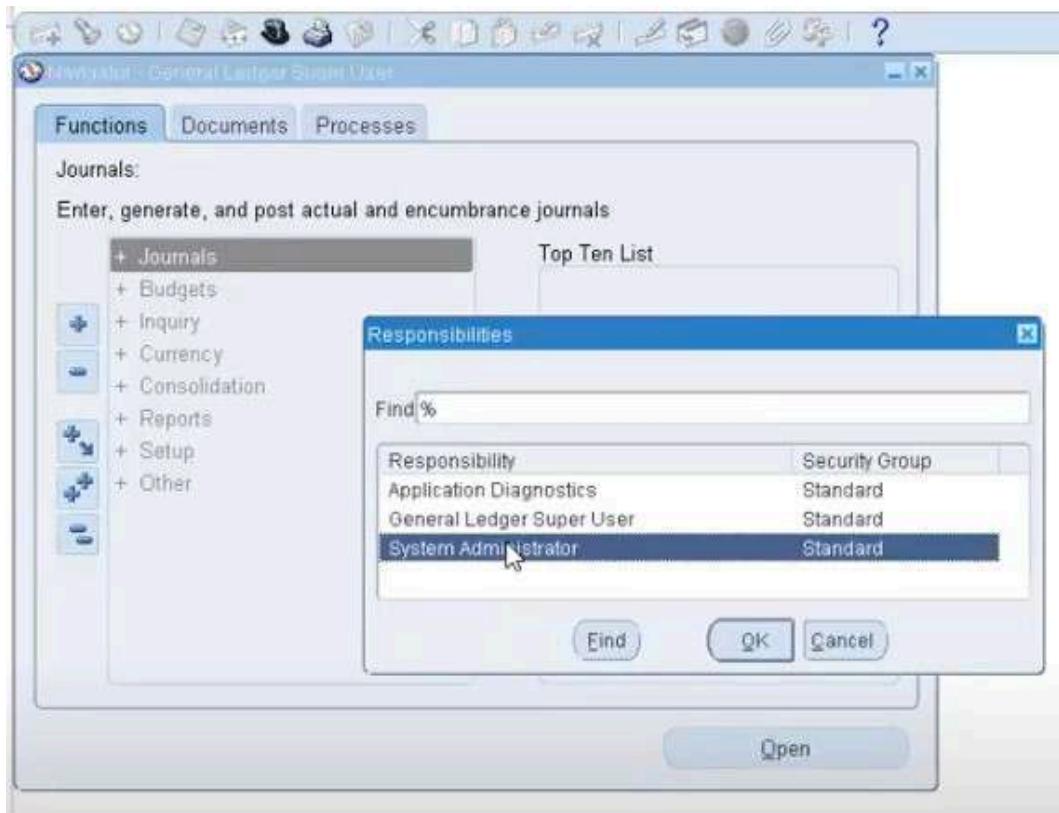
- click on the search symbol in the retained earnings account tab.



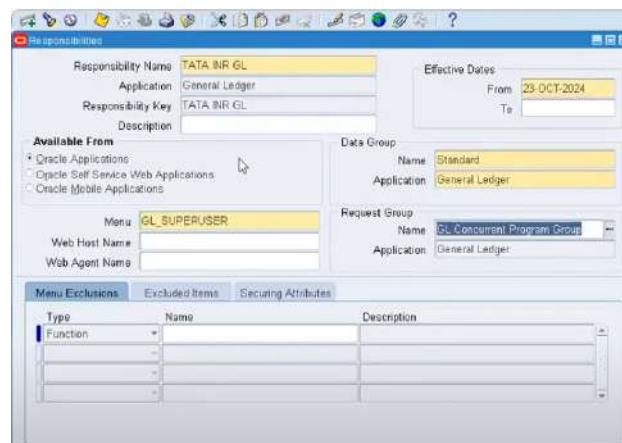
- Set the segments by clicking the search option and code combination will created and click on the next and finish and ledger account will be created.

▼ 3.6 Adding new ledger responsibility to the user

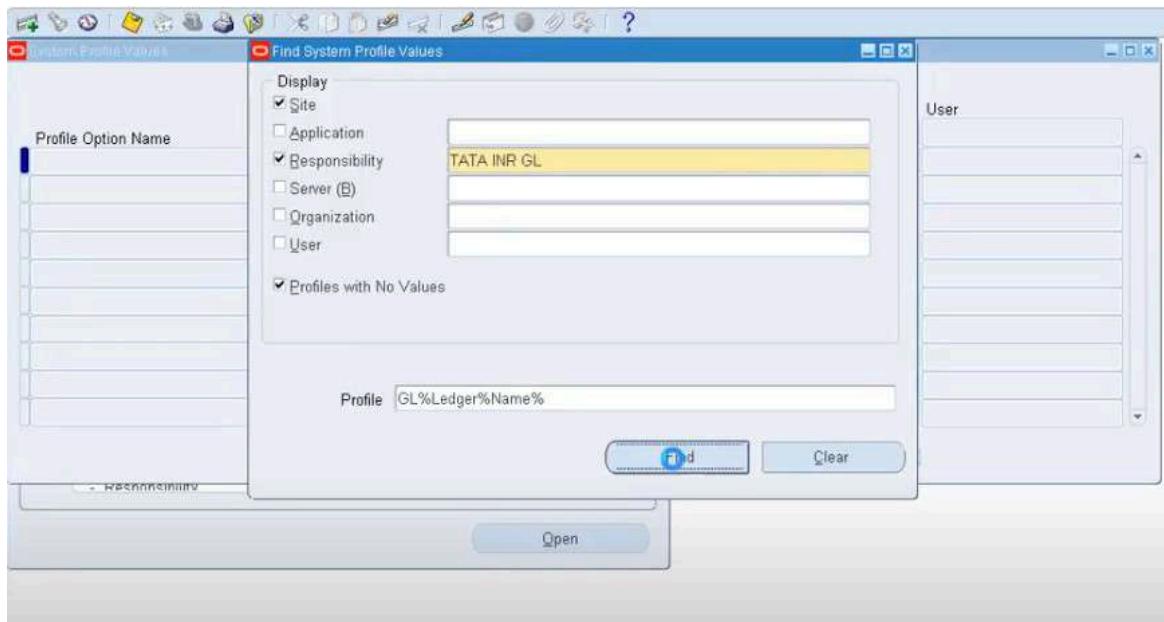
- Click on the switch responsibility option on top.



- Click on the **system administrator** ⇒ **security** ⇒ **responsibility** ⇒ **define**



- Click on the **profile** ⇒ **system** in the navigation.
- Fill the responsibility and profile name and click on find option.



- Assign the primary ledger which was created previously to the responsibility and save.

Profile Option Name	Site	Application	Responsibility	User
GL Ledger Name			TATA INR GL TATA INR Ledger	

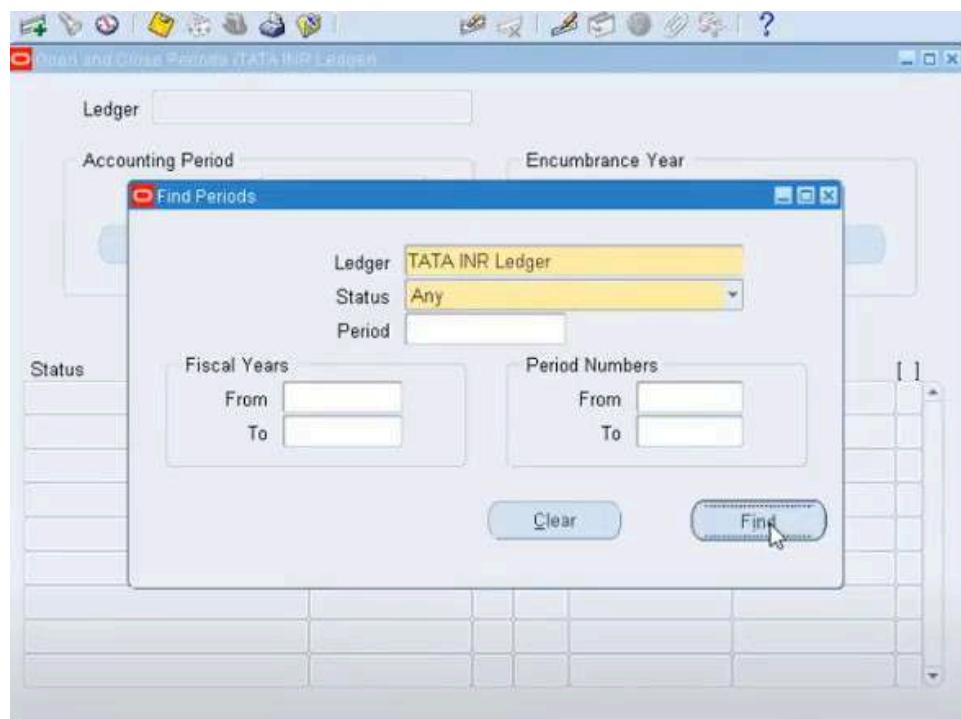
- close the tab and add the responsibility to the user.
- Navigation is **system administrator** ⇒ **security** ⇒ **user** ⇒ **define**.
- Access the newly created responsibility by clicking the switch responsibility and click on the newly added responsibility.

▼ 3.7 Creating journals

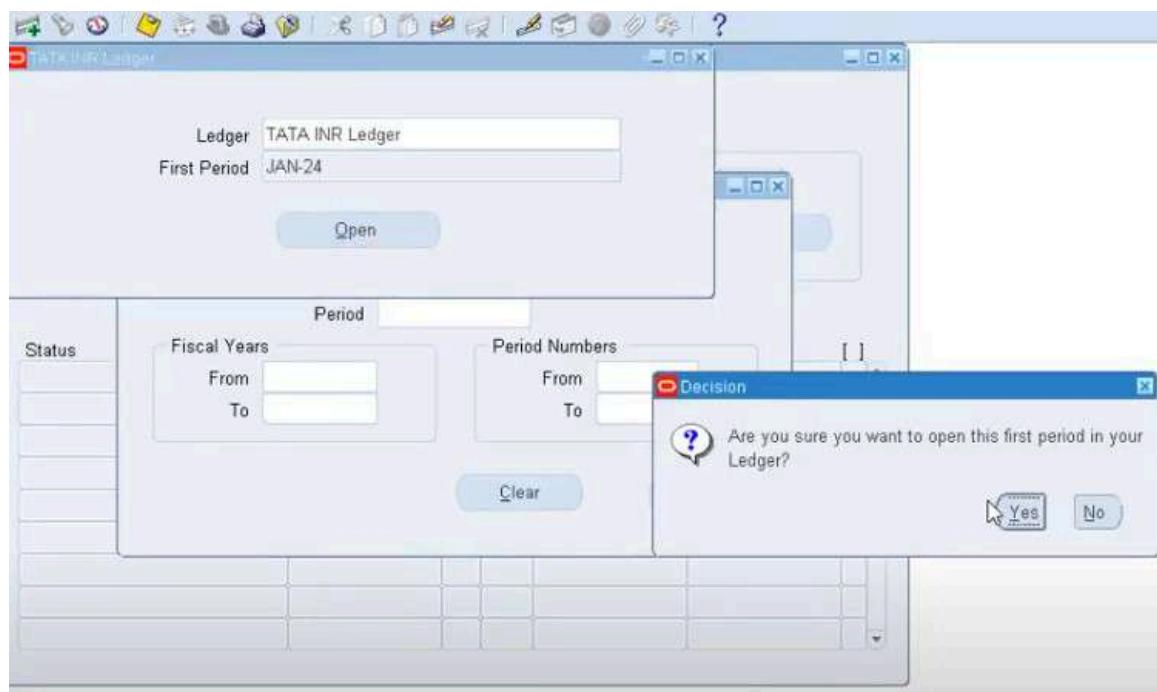
- To create journals , first we have to define accounting period. navigation is **setup** ⇒ **open/close**.

- There are different types of period status , they are

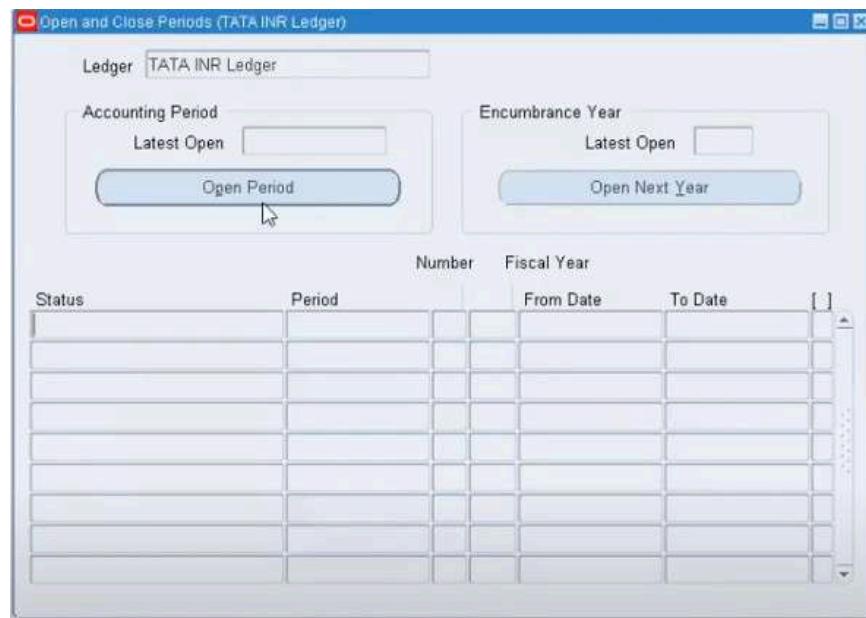
	Entry	Posting
Open	yes	yes
Close	no	no
Never open	no	no
Permanently close	no	no
Future	yes	no



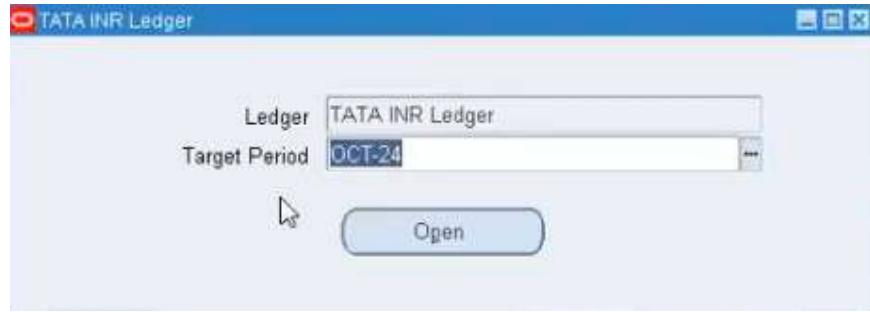
- The ledger name will appear default because the profile name already given , click on **find**.



- The first period will come default as we already given the period in the ledger level. click on **open**. click on **yes** in the pop up.



- Click on the open period and give the target period and click on open and save and close the tab.



- Check whether the period is compiled or not by clicking on the view request.
 - Now we can enter the transactions in the journals.
 - Click on the **journal** and click **enter** and then click **new journal**.

- Enter a descriptive journal name, add relevant details in the description field, and select an appropriate category (such as adjustment, liability, or expenses).
 - The effective date will be taken default as system date and we can change the effective date.
 - Balance types are 3 types ,they are
 1. Actual - live transactions
 2. Budget - future expenditure
 3. Encumbrance - same as budget.

- **Journal** type should be always **standard** and enter the details in the **line** column.

Journals (TATA INR Ledger) - Test Manual Journals 24-OCT-2024 10:14:44

Journal	Test Manual Journals			Conversion	Reverse		
Description				Currency	INR		
Ledger	TATA INR Ledger	Category	Expenditures	Date	24-OCT-2024		
Period	OCT-24	Effective Date	24-OCT-2024	Type	User		
Balance Type	Actual	Budget		Rate	1		
Clearing Company		Tax	Not Required				
Journal Type	Standard	Control Total					
<input type="checkbox"/> <input type="checkbox"/>							
Lines		Other Information					
Line	Account	Debit (INR)	Credit (INR)	UOM	Qty	Description	
1	01.001.0001.000	10,000.00					
2	01.001.0002.000		10,000.00				
		10,000.00	10,000.00				
<input type="button" value="Acc Desc"/> <input type="button" value="TCS.Finance.Rent.exp.Default Value"/>		<input type="button" value="Post"/> <input type="button" value="AutoCopy Batch..."/> <input type="button" value="Approve"/> <input type="button" value="Line Drilldown..."/> <input type="button" value="T Accounts..."/>					

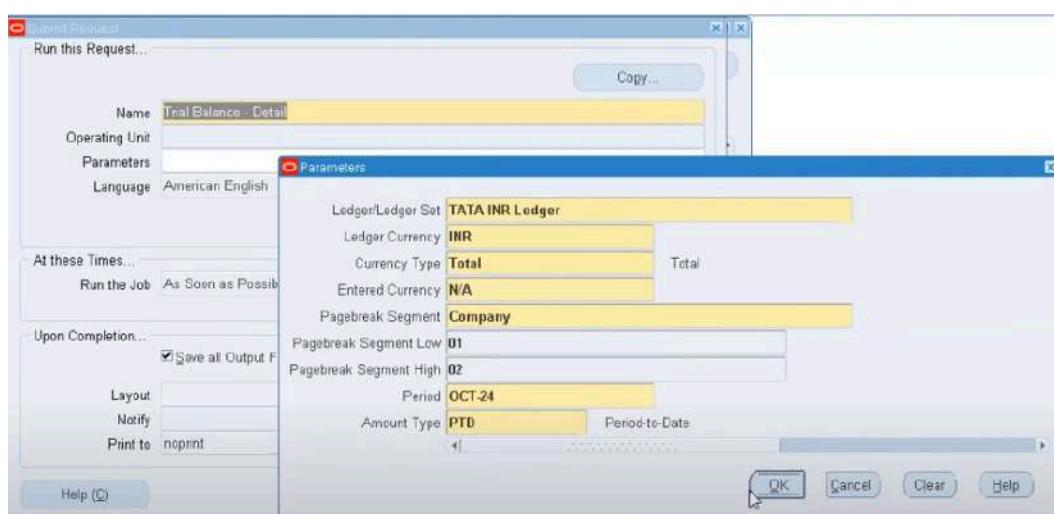
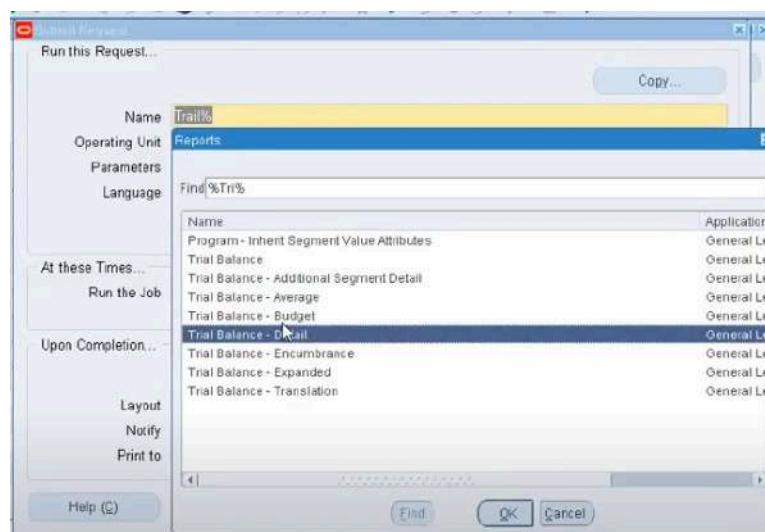
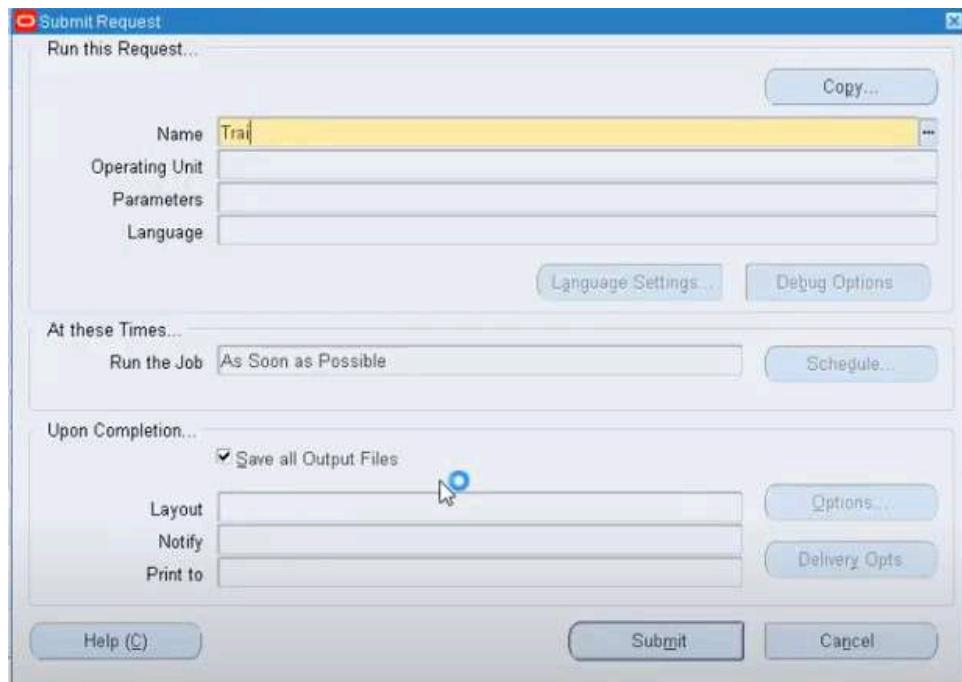
- Click on the post after entering required information and check the status of the request.
 - To check whether the journal is posted or not click on the **journal** ⇒ **enter** ⇒ **find**.

- While we creating the manual journals ,debit should always equal to credit , if there is any un balanced journals , then those journals will not able to be posted. If we add the suspense journals , then the system will automatically add one more line which is un balanced amount.
- To add suspense account , first we have to create suspense account in the accounts segment, **setup ⇒ values ⇒ add value**.
- Open **accounting setup** and find the ledger account and click on **update account** and add **suspense account**.
- Now try adding un equal entries in the new journal an system will automatically add suspense account and review the journal by clicking find in new journal tab and review.

Line	Account	Debit (INR)	Credit (INR)	UOM	Qty	Description
1	01.001.0001.000	5,000.00				
2	01.001.0002.000		7,000.00			
3	01.001.0004.000	2,000.00	0.00			Suspense line added by P
		7,000.00	7,000.00			

4. Reversal journal

- When the journal is reversed the data in the journal will be nullified.
- To check the journal balance output click on **view ⇒ requests ⇒ submit a new request ⇒ new request (ok) ⇒ name as (trial balance - budget) ⇒ (fill the details as shown in image) ⇒ ok ⇒ submit**.

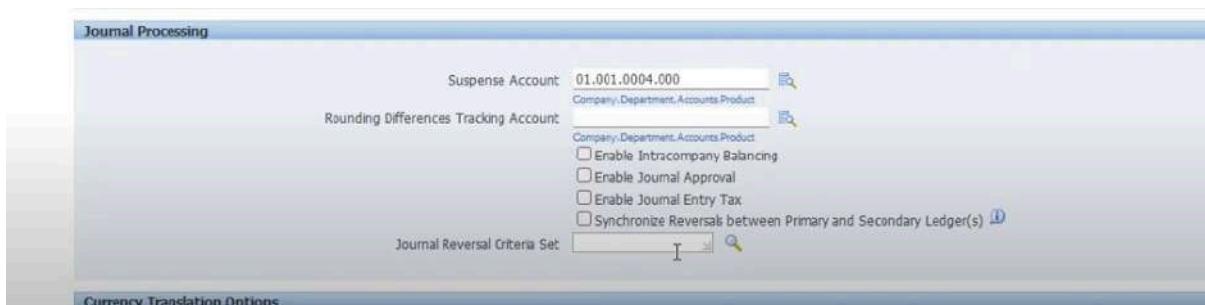


- View the output after the request successful and click on the view output.

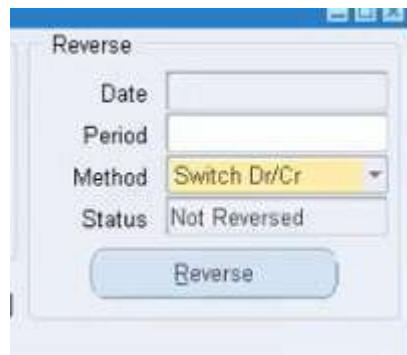
The screenshot shows a browser window with four tabs open. The active tab displays a trial balance report titled 'TATA INR Ledger' with a report date of 25-OCT-2024 at 10:09. The report details the beginning balance, period activity, and ending balance for three accounts: Bank Loan, Rent exp, and Suspence A/c. The currency is INR, and the company range is 01 to 02. The ledger is TATA INR Ledger, and the company is 01 TCS.

Accounts	Description	Account	Beginning Balance	Period Activity	Ending Balance
0001	Bank Loan	01.001.0001.000	0.00	15,000.00	15,000.00
0002	Rent exp	01.001.0002.000	0.00	<17,000.00>	<17,000.00>
0004	Suspence A/c	01.001.0004.000	0.00	2,000.00	2,000.00

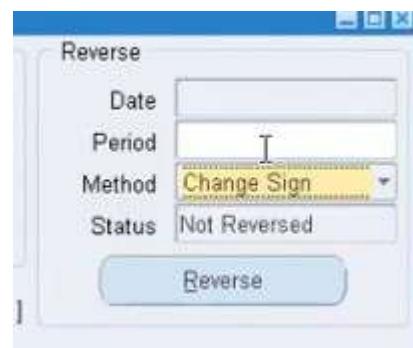
- There are two methods in reversal journal,
 - Change sign
 - Switch Dr/Cr
- Change sign will make the positive entry amount to negative amount.
- Switch dr/cr will nullify the entries in the journal.
- There is a option as **journal reversal criteria set** which will be useful to reverse the journal in a batches.



- To switch the debit to credit and credit to debit , click on the **reverse** option in the journal tab.



- Post the journal after completing the reversal method and check the trial balance details.
- For changing the sign , click on the **switch responsibilities ⇒ profile ⇒ system ⇒ find the responsibility ⇒ profile name (journals reversal method) ⇒ responsibility as yes.**
- Open the posted journal and change the **method** to **change sign** and save and post it and check the trial balance details.



Journals (TATA INR Ledger) - Test 123 24-OCT-2024 10:35:48

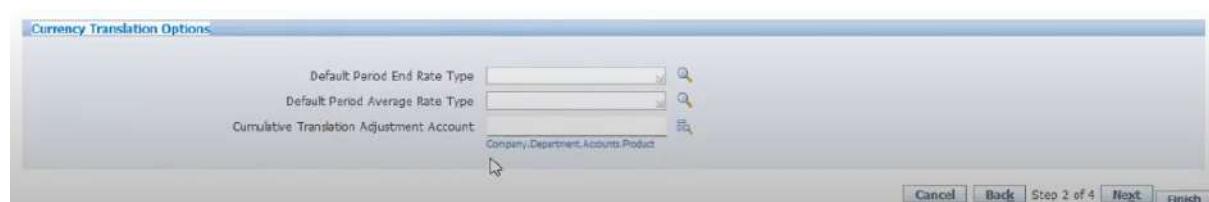
Journal		Conversion		Reverse	
Description		Currency	INR	Date	
Ledger	TATA INR Ledger	Date	24-OCT-2024	Period	
Period	OCT-24	Type	User	Method	Switch Dr/Cr
Balance Type	Actual	Rate	1	Status	Not Reversed
Clearing Company		Reverse			
Journal Type	Standard				
Lines		Other Information			
Line	Account	Debit (INR)	Credit (INR)	UOM	Qty
1	01.001.0001.000	5,000.00			
2	01.001.0002.000		7,000.00		
3	01.001.0004.000	2,000.00	0.00		Suspense line added by P
		7,000.00	7,000.00		

Acct Desc TCS Finance.Bank Loan.Default Value

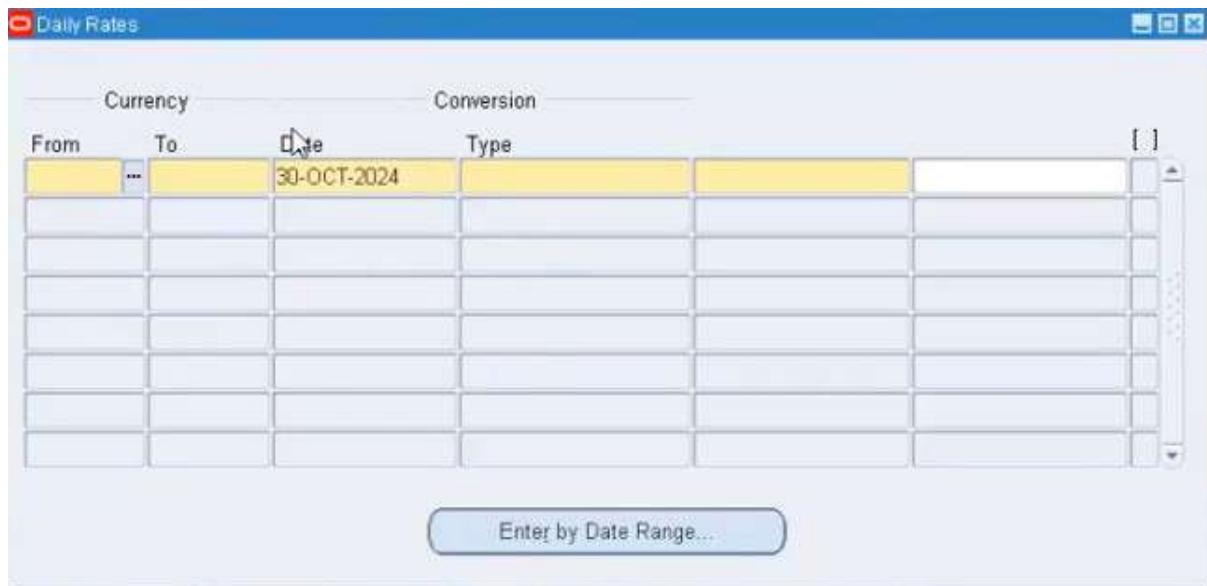
- After reversing the journal, positive values will change to negative values, which are shown in arrow brackets.

5. Currency translation

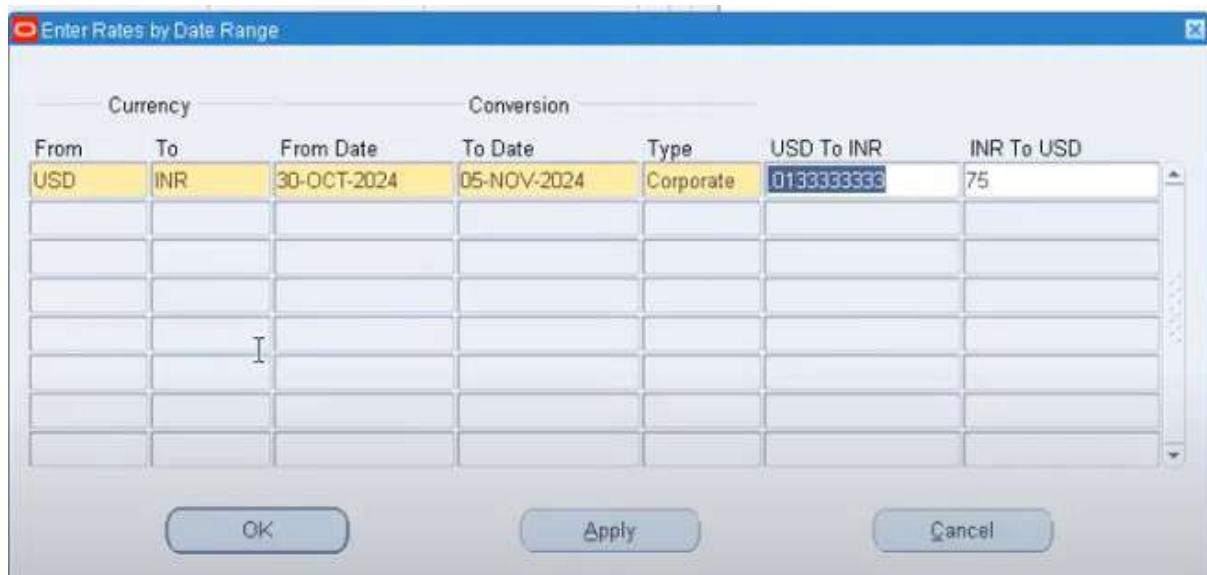
- currency translation is the method to translate the functional currency or local currency to the foreign currency.
- To translate the currency , we need to create a account called cumulative translation adjustment account.
- The account should be assigned in the ledger accounting setups.



- To create the CT account **setup** \Rightarrow **financials** \Rightarrow **flex fields** \Rightarrow **keys** \Rightarrow **values** and add the account.
- Then assign the rates **setup** \Rightarrow **currencies** \Rightarrow **rate** \Rightarrow **daily**.
- In real time we don't have to give the rates , because everyday a file will be uploaded which has the conversion rates data and it will b automatically taken by the system.



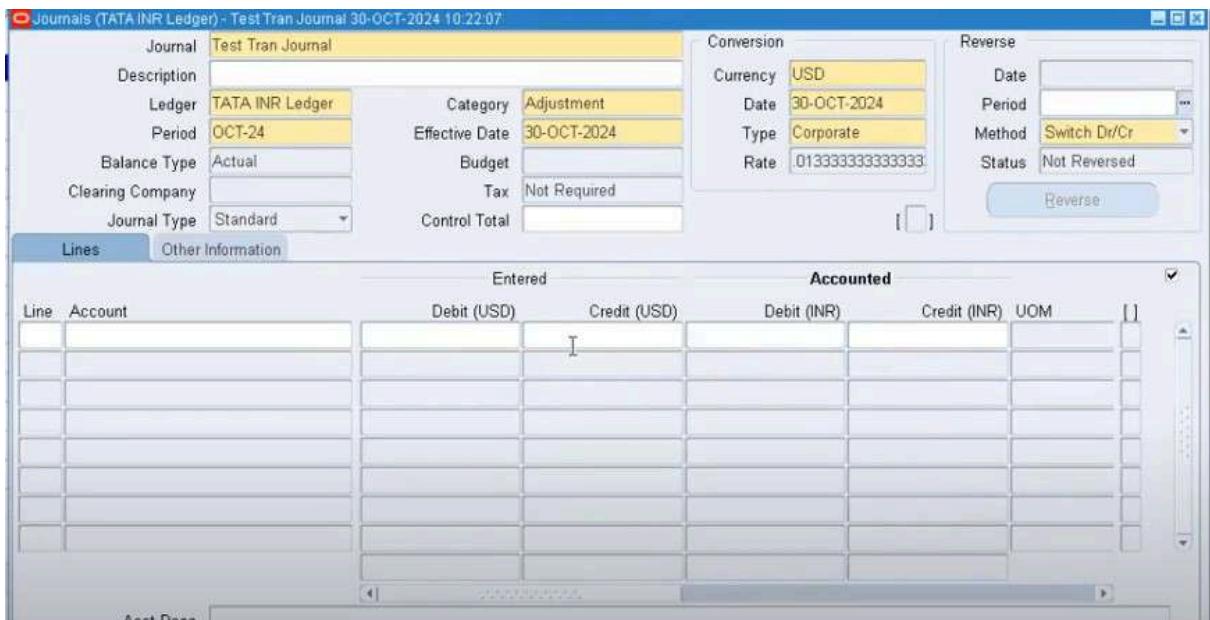
- Click on the **enter by date range** option and fill the required information.
- There are different types of rate types are there , mainly there 3 rate types ,they are
 1. User
 2. Corporate
 3. Spot



- Update the accounting setups by adding ct account .



- Open new journal and we can see a new column will be added as usd.



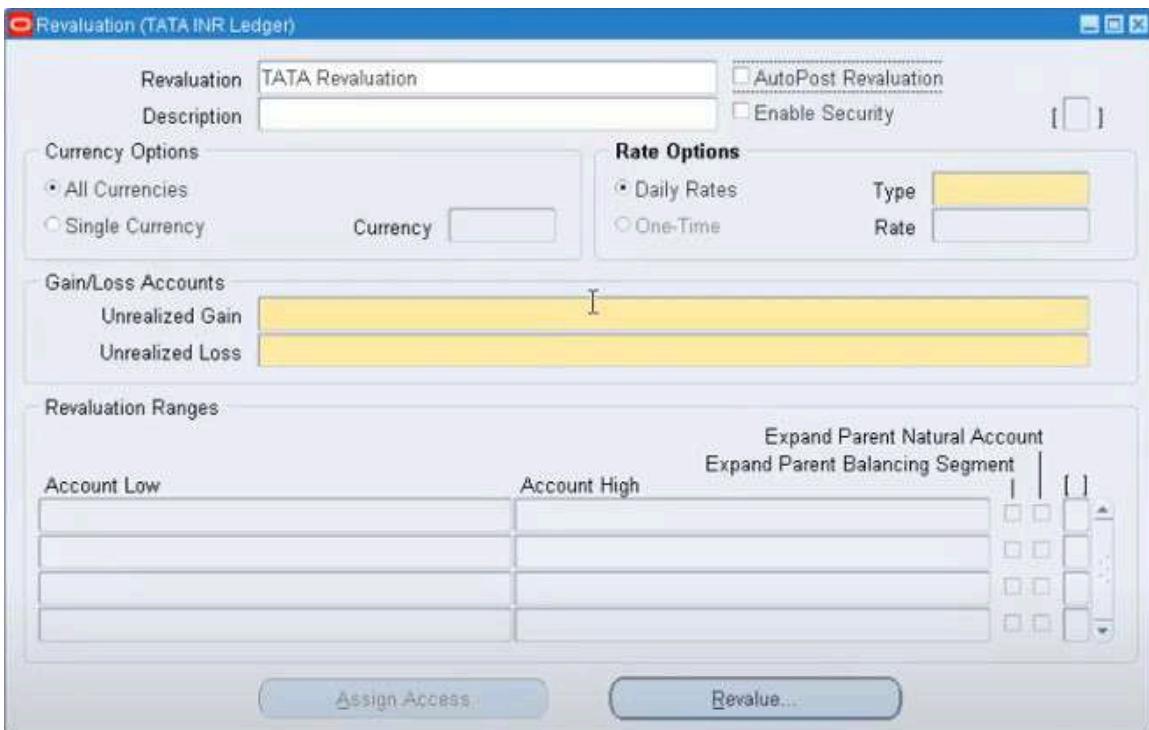
6. Revaluations

- Revaluation journals will be used to identify the gain or loss by verifying the rate of currencies for the transaction amount before and after the journal entry.
- Before creating the revaluation account, first the unrealized gain account and unrealized loss account should be created.
- Navigation is **currency ⇒ revaluation**.

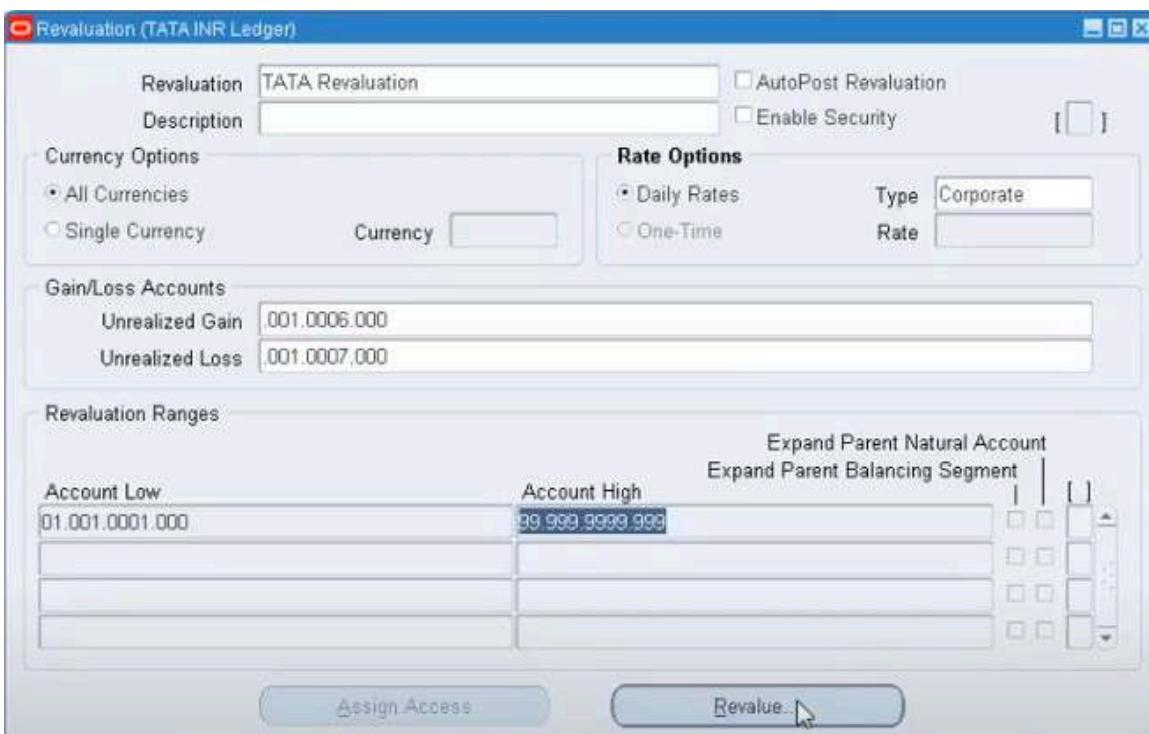
- Create gain account and loss account by navigating to values in flex fields.
 - Initiate the translation , navigation is **currency** ⇒ **translation** and fill the required fields.

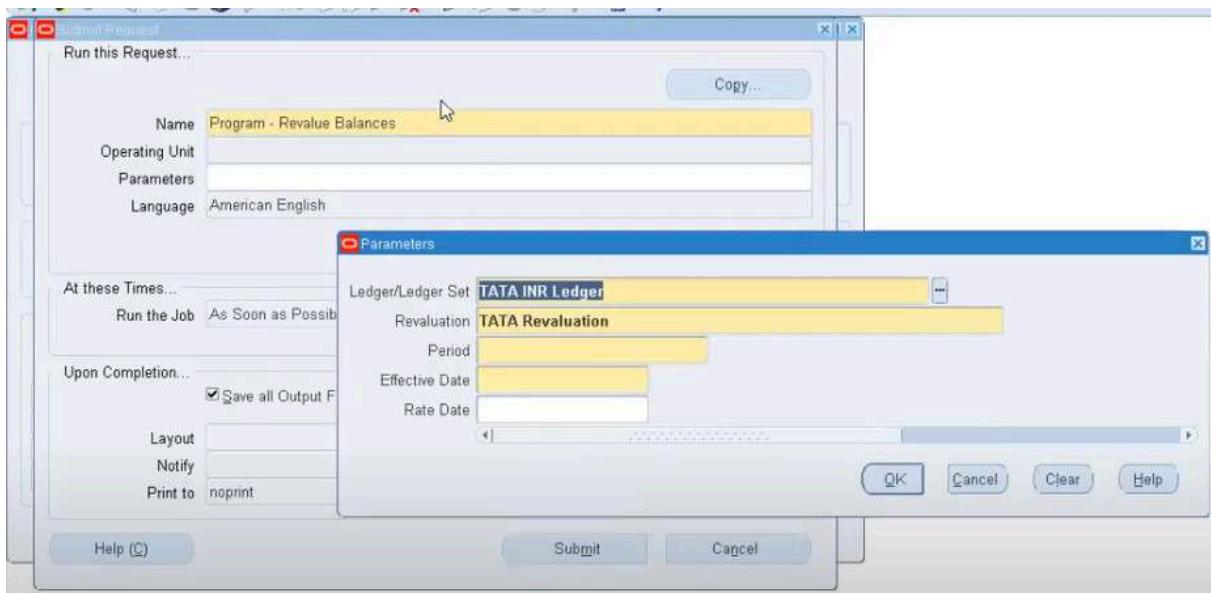
Ledger/Ledger Set	TATA INR Ledger	Usage	Standard
Balancing Segment	<input type="text"/>	Balance Type	Actual
<input checked="" type="radio"/> All	<input type="text"/>	Target Currency	USD
<input type="radio"/> Specific Value	<input type="text"/>	Reporting Currency	TATA INR Ledger (USD)
		Period	<input type="text"/>
Budgets		Budget Rate Types	
Source	<input type="text"/>	Period End	<input type="text"/>
Target	<input type="text"/>	Period Average	<input type="text"/>
<input type="button" value="Translate"/>			

- Do the revaluation after completing the translation.



- **Auto post revaluation** option is used to post all the revaluation journal whenever there are unposted journals and we can assign the time period when the journals should be posted.

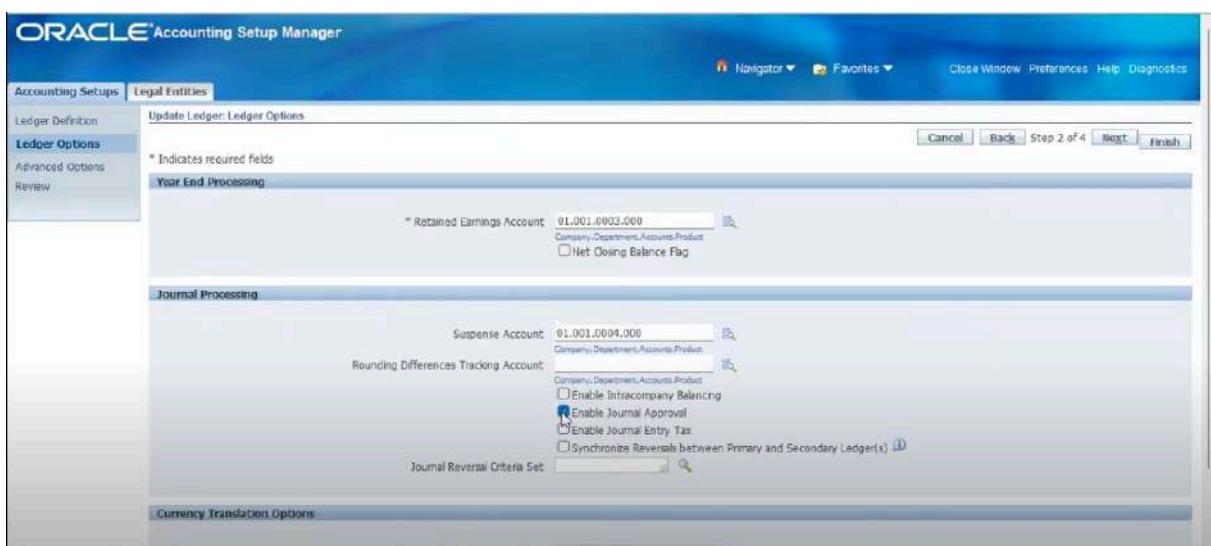




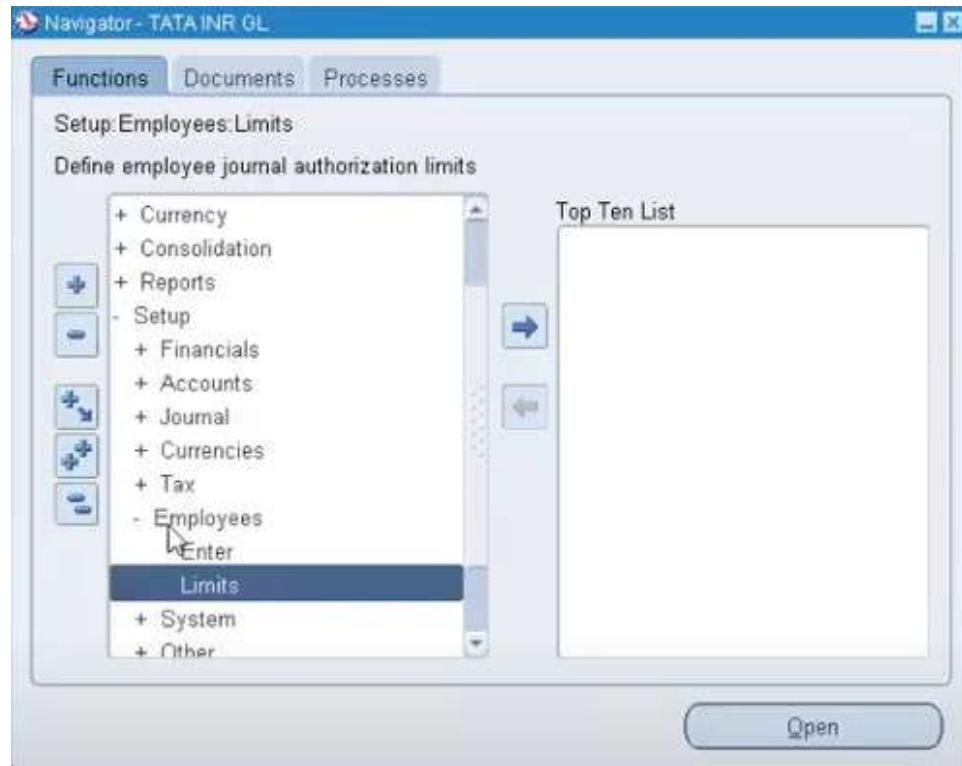
- Fill the date fields and click on ok and and click on submit and check the output by opening the submitted requests.

7. Journal approvals

- Whenever we are posting the journals , if we don't have the access to post then we have to take the approvals for posting.
- In these approvals , there are different process , like GI approvals , po approvals , ap approvals , ar approvals.
- To enable the approvals, open accounting setup and enable the approvals in the ledger options.



- We can give the limit to the different users based on the requirement and how much should that employee can have the access limit amount to post the journal.
- Navigation to set the limit is **set up** ⇒ **employees** ⇒ **limit**.



Ledger	Currency	Employee	Employee ID	Authorization Limit []
TATA INR Ledger	INR	Aaron, Mrs. Scott	29314	50,000.00
TATA INR Ledger	INR	Aaron, Mrs. Jamie	29332	150,000.00

- Assign employee to user from **system administrator** and add employee in the **person** option and save it.

The screenshot shows a software interface for managing user profiles. At the top, there are fields for User Name (CHANDRA), Password, Description, and Status (Active). Below these are options for Password Expiration (Days, Accesses, None) and a date input field. To the right, there are fields for Person (Aaron, Mrs. Scott), Customer, Supplier, E-Mail, and Fax. Under 'Effective Dates', there is a range from 14-OCT-2024 to an empty 'To' field. Below this, tabs for 'Direct Responsibilities', 'Indirect Responsibilities', and 'Securing Attributes' are visible. The 'Direct Responsibilities' tab is selected, displaying a grid of data:

Responsibility	Application	Description	Security Group	Effective Dates	
				From	To
System Administrator	System Administration		Standard	14-OCT-2024	
General Ledger Super User	General Ledger		Standard	14-OCT-2024	
TATA INR GL	General Ledger		Standard	23-OCT-2024	

8. Inter company

- There are 2 different types in inter company, they are
 1. Intra - transactions between 2 different companies in a single legal entity.
 2. Inter - transactions between 2 different legal entities or different companies.
- First we have to create 2 accounts for the inter company transactions
 - 1. Inter company payable accounts**
 - 2. Inter company receivable accounts**
- Enable the intercompany balancing segment in the flex field qualifiers for the company segment.
- Creating legal entity navigation is **setup → financials → accounting setup manager → accounting setups**.
- Click on the **create legal entity** option and fill all the required fields.

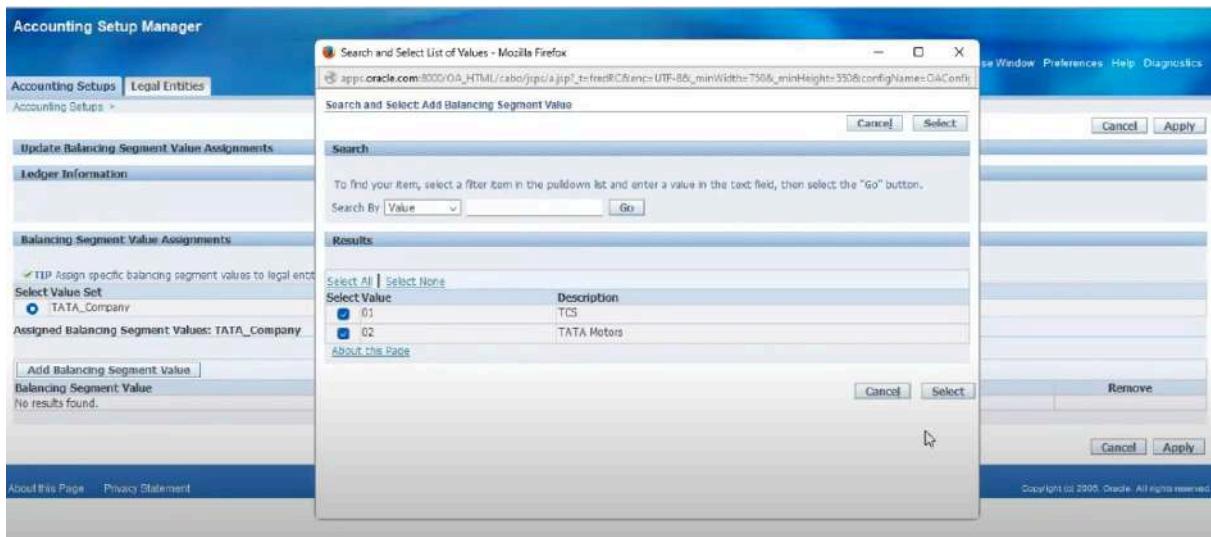
The screenshot shows the Oracle Accounting Setup Manager interface. In the 'Identification Information' section, fields include Territory (India), Legal Entity Name (TATA LE), Organization Name (TATA ORG), Legal Entity Identifier (TATA LE), PAN (9000090989), TIN/ITIN, and Transacting Entity (Yes). In the 'Legal Address' section, a dropdown menu shows 'Hyderabad' and 'Hyderabad1290' under 'Address Format'. Other address fields like Street, Building Name/Village, Post/Office, Area/Locality/Taluk/sub Division, and Town/City/District are also present.

- Click on **apply** option to save the legal entity.
- Open your primary ledger in which the legal entity is should be added.
- Click on add legal entity option to add the legal entity.
- For one ledger we can add n number of legal entities but one ledger is should be associated with only one ledger.

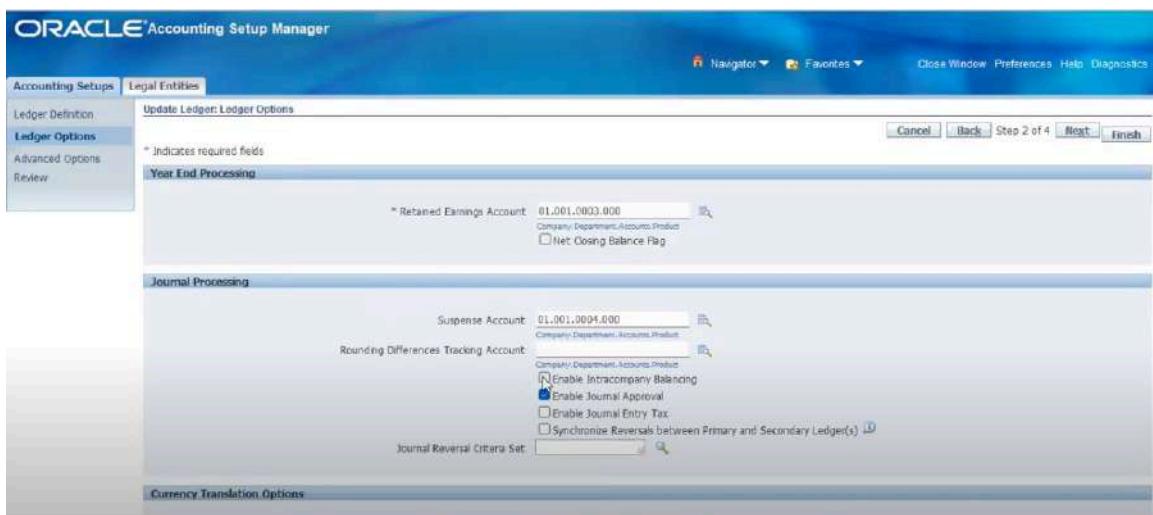
The screenshot shows the 'Legal Entities' list. It includes a table with columns: Legal Entity (TATA LE), Country (IN), Legal Entity Identifier (TATA LE), Balancing Segment Value (None Specified), Update Balancing Segment Values (button), and View Details (button). Below this is a section titled 'Primary Ledger: TATA INR Ledger' containing a table of setup steps:

Setup Step	Description	Last Update Date	Updated By	Status	Update
TATA INR Ledger	Define and update the journal processing options for your ledger.	04-Nov-2024	CHANDRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reporting Currencies	Define reporting currencies and update currency conversion and journal processing options.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Balancing Segment Value Assignments	Assign Primary Ledger Table values to the ledger.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Subledger Accounting Options	Define rules to generate your accounting entries from subledger transactions.	22-Oct-2024	CHANDRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Operating Units	Define and maintain operating units for your primary ledger.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequencing	Define and maintain accounting and reporting sequencing options for ledgers and reporting currencies.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

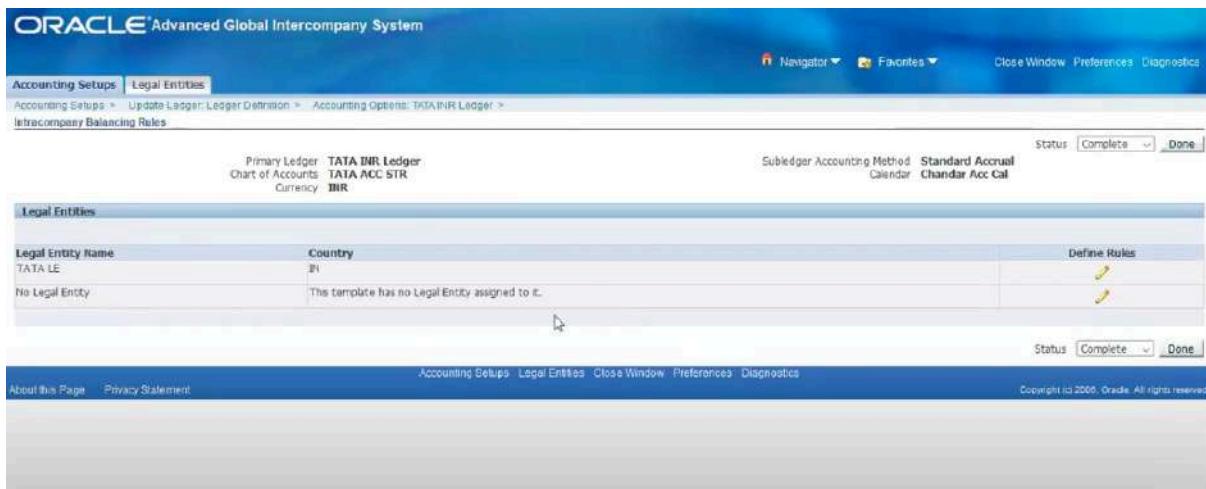
- Update the balancing segment values by adding the companies.



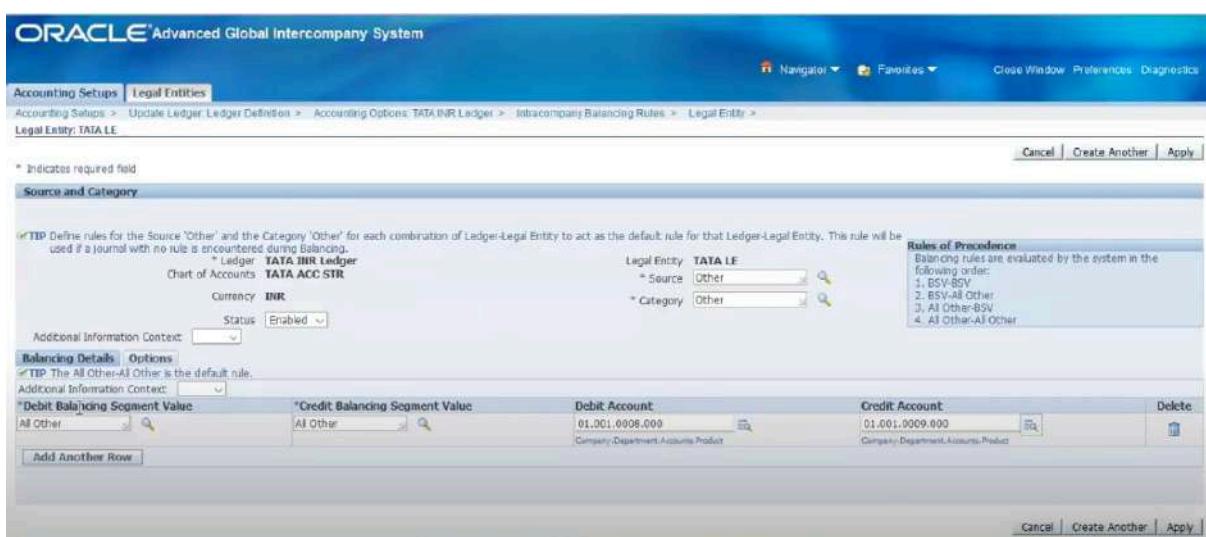
- Create **inter company payable account** (account type :- expense) and **inter company receivable account** (account type :- revenue) in key value segments.
- Go to the ledger options tab in accounting setups and enable the **intra company balancing** option.



- System will automatically add another step in setups which is **intra company** and click on the **update** option.
- Click on **define rules** option and click on the **create rule** option



- Give the **source** as **other** and **category** as also **other** to assign all sources and categories and **debit balancing segment** and **credit balancing segment** as all other and **debit account** as **payable account** and **credit account** as **receivable account** which was created previously in the accounts segment.



- Click on **options** and assign the **level of summarization** to **detail** and **clearing balancing segment values** to **use for many to many journals only** and **default options to default rule**.
- Click on **apply** and click on **done**.

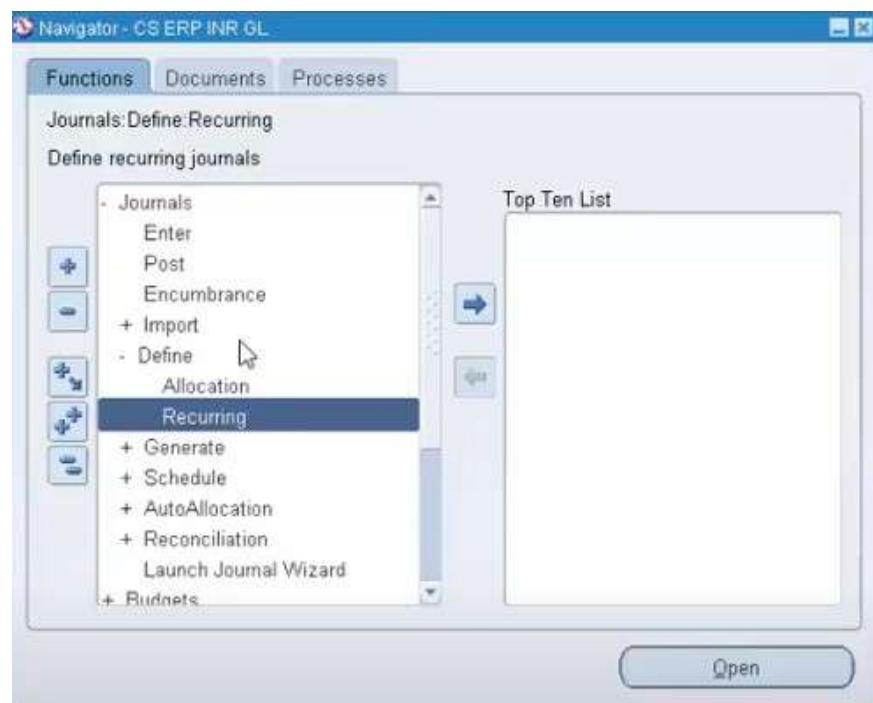


9. Recurring journals

- Journals which are repeating each and every accounting period is called recurring journal.
- There are 3 different types of recurring journals , they are
 1. Standard recurring journal
 2. Skeleton recurring journal
 3. Formula recurring journal

▼ 9.1 Standard recurring journal

- In these journals , we will know the accounting period and amounts ,we can generate each and every month.
- To create standard recurring journal , navigation is **define ⇒ recurring**



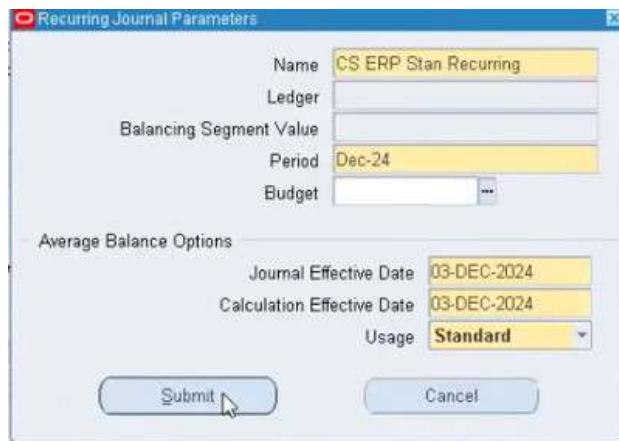
This screenshot shows the 'Define Recurring Journal Formula (CS ERP INR Ledger)' dialog box. The 'Recurring Batch' section contains fields for 'Batch' (set to 'CS ERP Stan Recurring'), 'Description' (set to 'CS ERP Stan Recurring'), 'Recurring Batch Type' (set to 'Single Ledger'), 'Ledger' (set to 'CS ERP INR Ledger'), and a checked 'Enable Security' checkbox. To the right of this section is a 'Last Executed' group with 'Period' and 'Date' fields, and an 'AutoCopy...' button. The 'Journal Entry' section includes fields for 'Journal', 'Ledger', 'Category', 'Currency', 'Conversion Type', and an 'Effective Dates' group with 'From' and 'To' fields. Below these fields is a 'Lines' button. At the bottom of the dialog are 'Assign Access' and 'Generate' buttons.

- Fill the **journal** field as journal name and **ledger** will be taken automatically and **category** is purpose and **currency** is functional currency and click on **lines** after filling all the fields.

- Create the debit line and credit line in which the debit line starts from 1 to 9998 and the credit line is from 9999 to -1 by filling the required details.

- Enter amount only in debit line not in credit line. click on the generate two options will appear submit and schedule.

- If we want to generate in a specific time or period, we can schedule or else click on submit.



- Check the request in the view and check journals.

▼ **9.2 Skeleton journals**

- Skeleton journal entries contain the same accounts each period, but have different amounts.
- In skeleton journals , we will not specify the amounts because the accounts will be same and amounts will changed for each period , after the transaction , we will enter the amount manually.
- setups for the skeleton journal is same as standard journal except specifying the amounts.

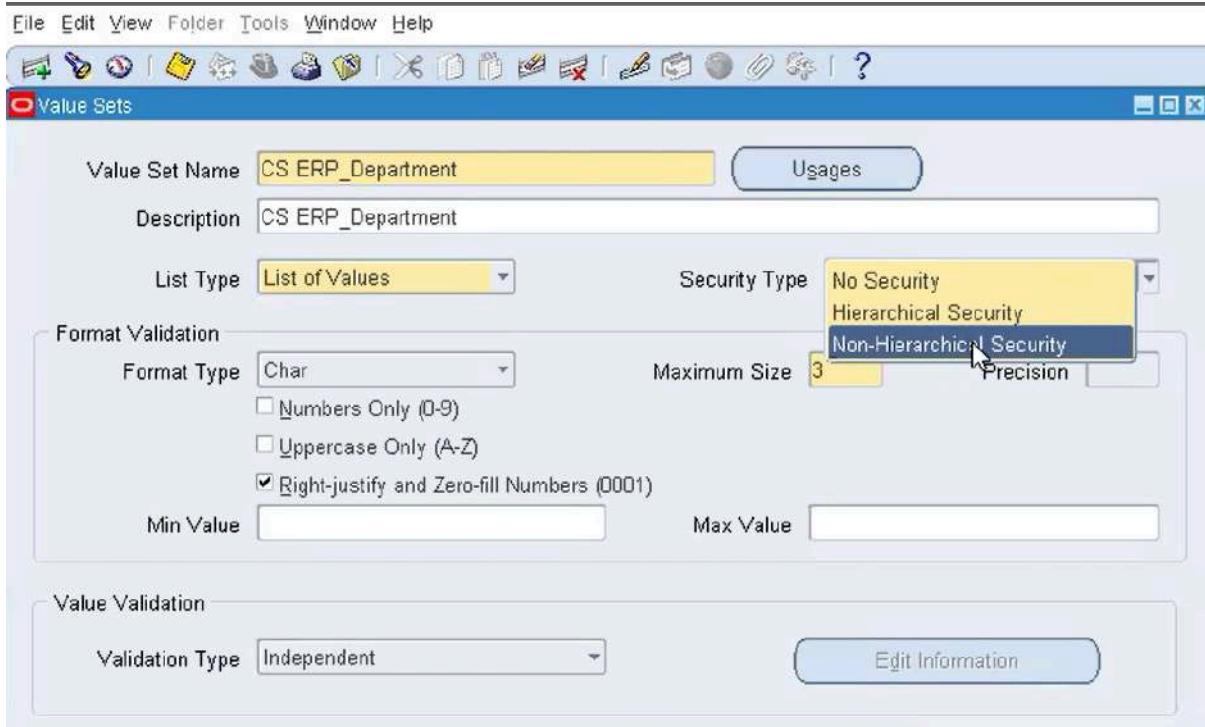
▼ **9.3 Formula journal**

- Formula recurring journal entries contain formulas created using the formula component and allocation wizard in the **Calculation Manager**. These formulas calculate journal amounts that vary from period to period and are based on existing account balances or other criteria.

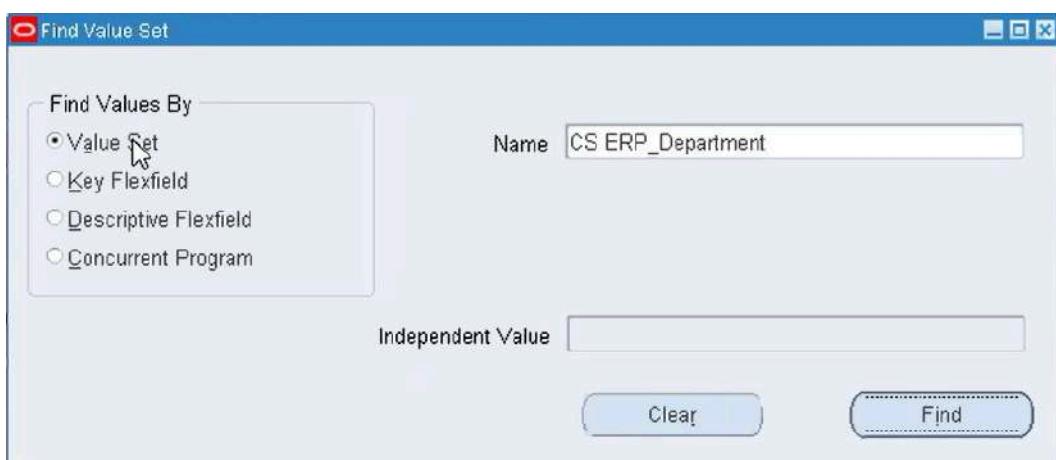
10. Security rules

- Security rules are used to restrict the user from entering segment values. It will work at responsibility level.
- SR is enabled at the responsibility level.
- It will restrict permission for segment values.

- List of values are not displayed for those combination where SR was enabled.
- First the security option should be set to **Non-Hierarchical security**.



- Define security rules , navigation is **setup ⇒ financials ⇒ flex fields ⇒ key ⇒ security ⇒ define**.
- Find the value set name and define rules.



- Define the security rules and restricted departments.

File Edit View Folder Tools Window Help

Define Security Rules

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name	CS ERP_Department	CS ERP_Department
Dependent Value Set		
Independent Value		

Security Rules

Name	Description	Message
RULE1		001 DEPT RIST

Security Rule Elements

Type	From	To
Include	001	003
Exclude	001	001

Assign

- Save and assign the security rules to the responsibility and the navigation is **setup ⇒ financials ⇒ flex fields ⇒ key ⇒ security ⇒ assign.**

Assign Security Rules

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name	CS ERP_Department	CS ERP_Department
Dependent Value Set		
Independent Value		

Security Rules

Application	Responsibility	Name
General Ledger	CS ERP INR GL	RULE1

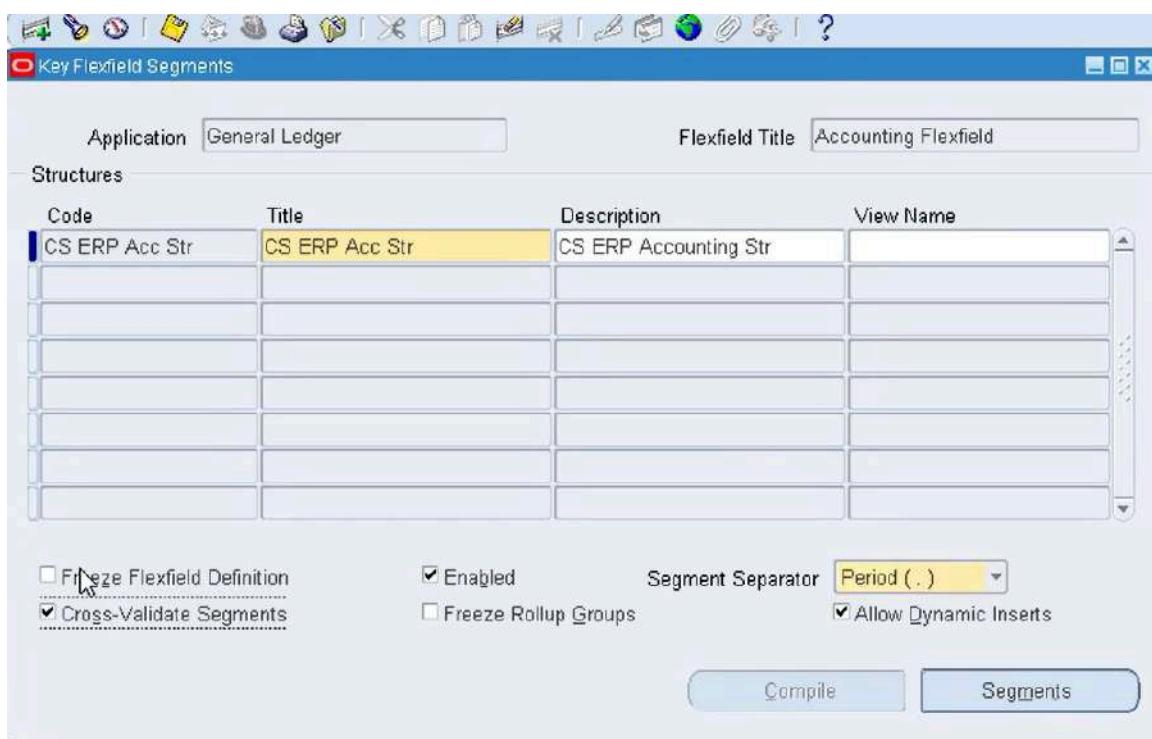
Description:

Message: 001 DEPT RIST

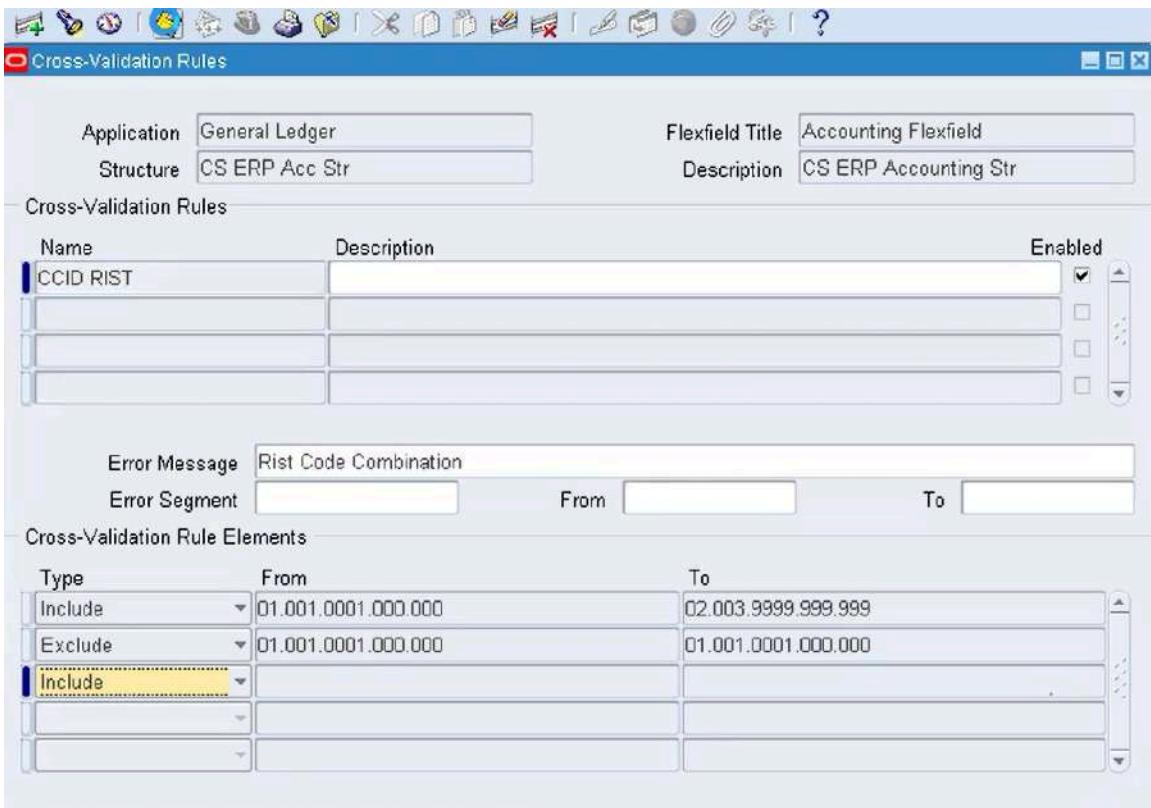
- Enter the journals and while entering the code combination , system will automatically shows the error message if the restricted code entered.

11. Cross validation rules

- It is used to restrict the end users from entering code combinations.
It will work at structure level.
 - CVR enabled at structure & chart of accounts level.
 - All list of values are displayed, but we will get error message for invalid code combination.
 - Enable the **cross validation rule** in segments tab and compile.

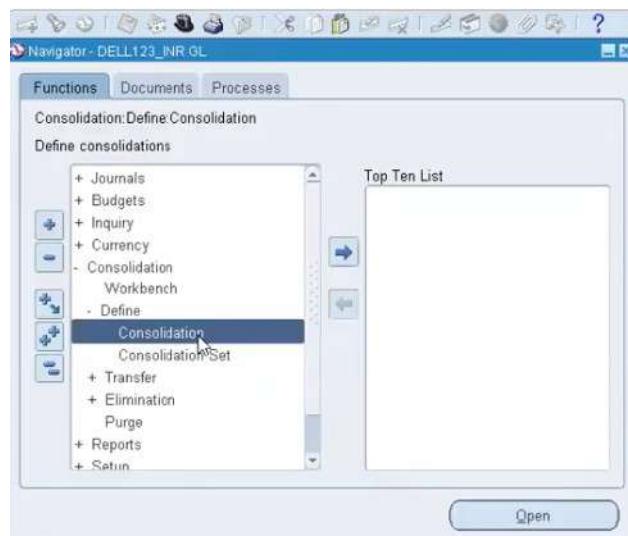


- Define the cross validation rules , navigation is **setup** ⇒ **financials** ⇒ **flex fields** ⇒ **key** ⇒ **rules**.
 - Fill all the required fields with the required information and go to the segments and compile.

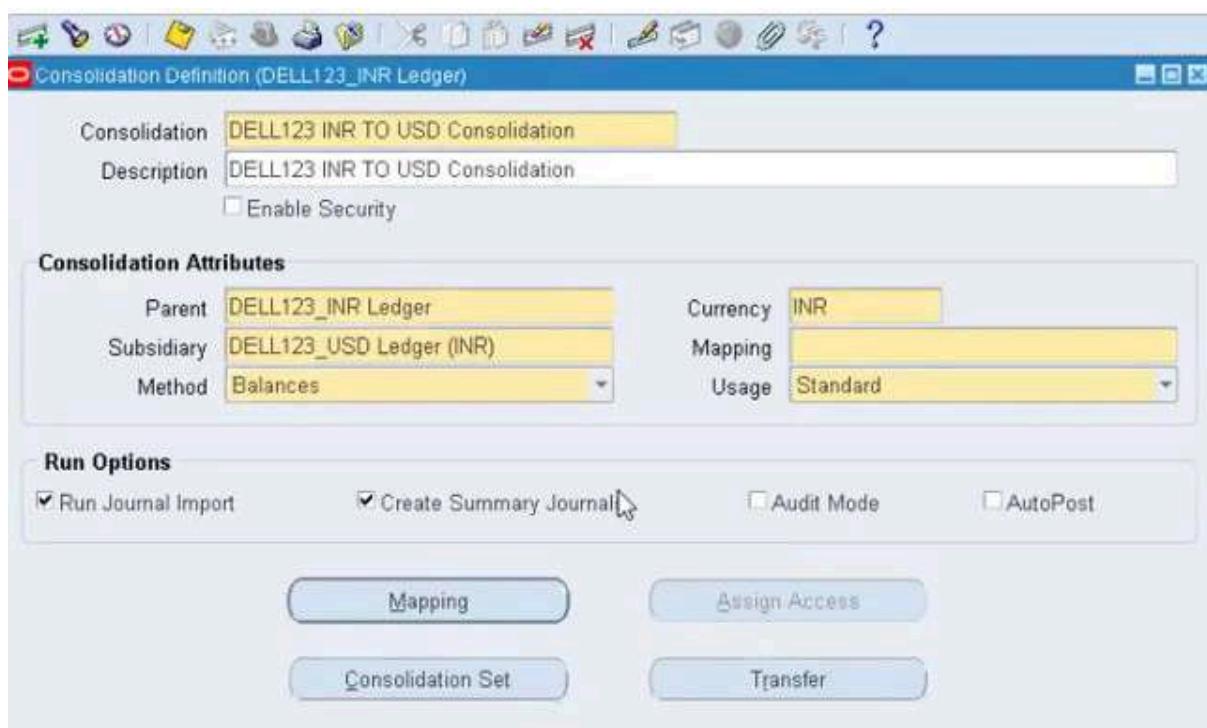


12. Consolidation

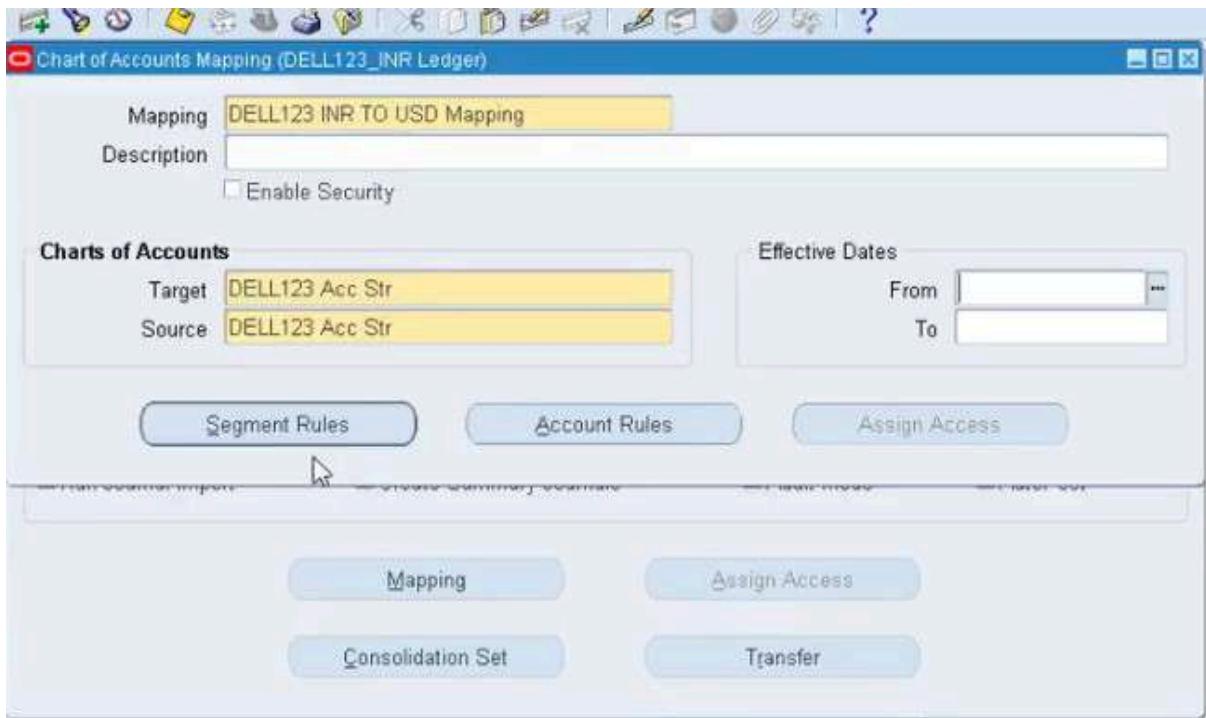
- When the journals are entered in different locations with different currencies , at the end of the month we can convert all those different currency journals to our local currency with the help of consolidations.
- All the multiple ledgers will be consolidated within the single primary ledger.
- Create 2 primary ledgers with different currency and add those responsibilities to the user.
- Enter journals in those 2 ledgers.
- Define the currency translation accounts for the both the ledgers.
- Define currency rates.
- Define consolidation , navigation is **consolidation ⇒ define ⇒ consolidation**



- Give the consolidation name and description and the parent is the ledger in which all the other currency ledger should be converted and the currency is ledger currency in which the ledgers should convert into.
- Subsidiary is the ledger which should be converted.



- Click on mapping and map the accounting structures, assign the target accounting structure and source, if the accounting structure is same then define same and click on the segment rules.



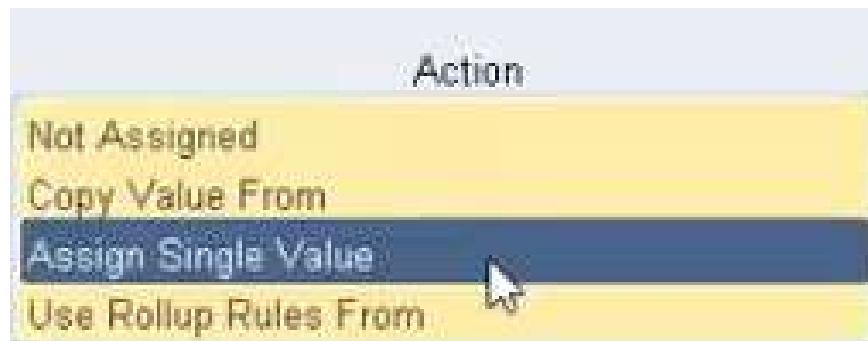
- Map the segment values with the source from target by some action.

Target:	Action	Source:
DELL123 Acc Str	Not Assigned	DELL123 Acc Str
Company	Not Assigned	
Department	Not Assigned	
Accounts	Not Assigned	
Product	Not Assigned	
Furute	Not Assigned	

Rollup Rules	Transfer Level	Using	Source Segment Parent Value
Target Segment Detail Value	Detail	Detail Ranges	

Source Segment Ranges	
Low	High

- There are 4 types of actions are there , they are
 1. Not assigned
 2. Copy value from
 3. Assign single value
 4. Use rollup rules from



- Assign **copy value from** option and map the segments to the source.

Segment Rules (DELL123 INR TO USD Mapping) - DELL123 Acc Str <--

Target:	Action	Source:
DELL123 Acc Str	Copy Value From	DELL123 Acc Str
Company	Copy Value From	Company
Department	Copy Value From	Department
Accounts	Copy Value From	Accounts
Product	Copy Value From	Product
Furure	Copy Value From	Furure

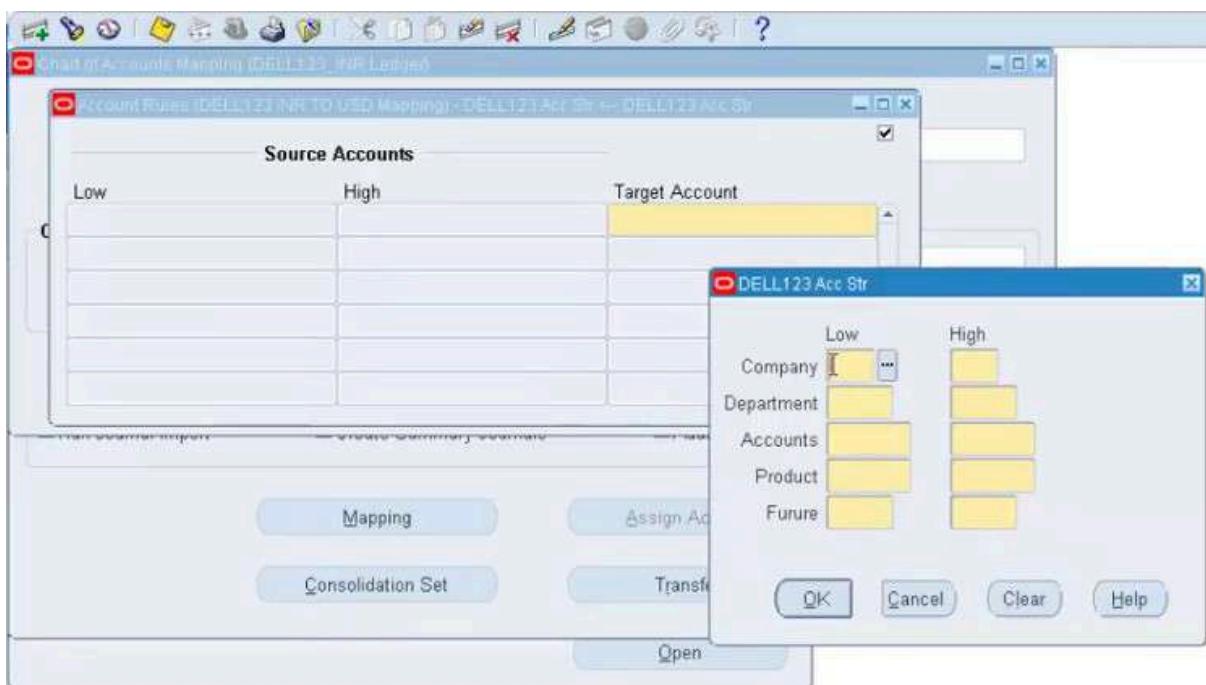
Rollup Rules

Target Segment	Detail Value	Transfer Level	Using	Source Segment
		Detail	Detail Ranges	Parent Value

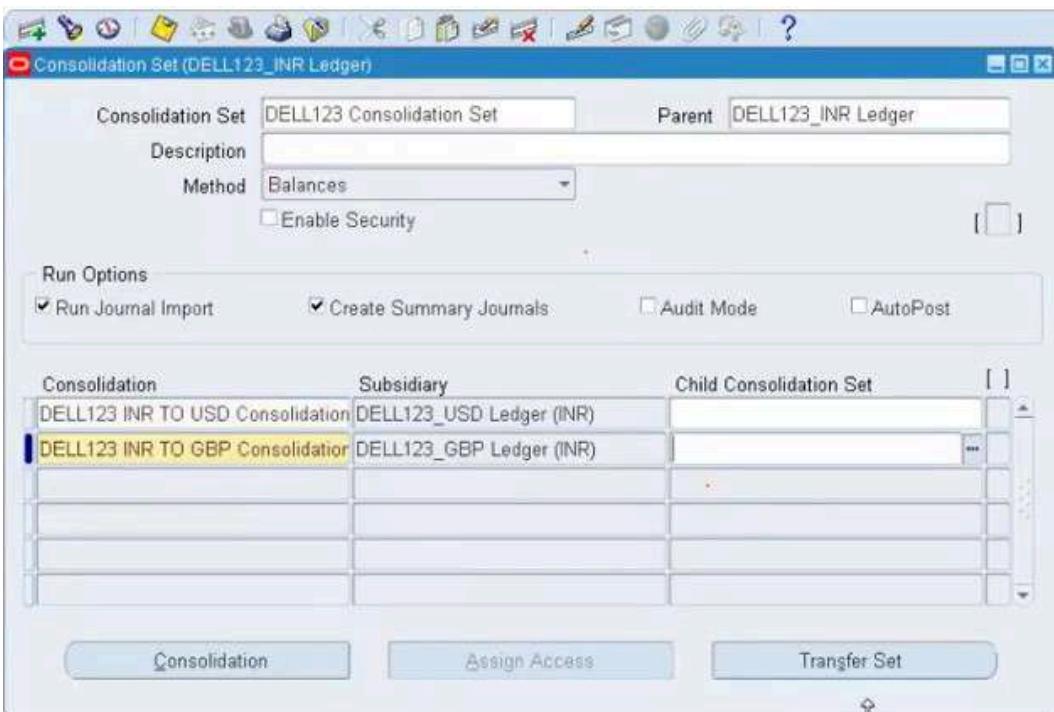
Source Segment Ranges

Low	High

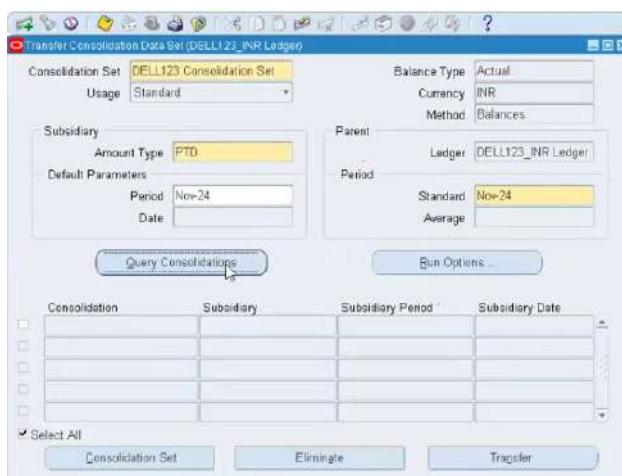
- Click on save and close the tab and click on the account rules and define the low and high values to determine the consolidation process to be done from where to where and give the target account and save it.



- Save and close and the tab and click on the mapping in the consolidation tab and the system will automatically take the mapping and save and define consolidation for another currency ledger and save.
- Define consolidation set , navigation is **consolidation ⇒ define ⇒ consolidation set**.
- Consolidation set means nothing but a group of consolidations, when we run the consolidation set then all the consolidations which are in the set will be transferred in to the primary ledger.



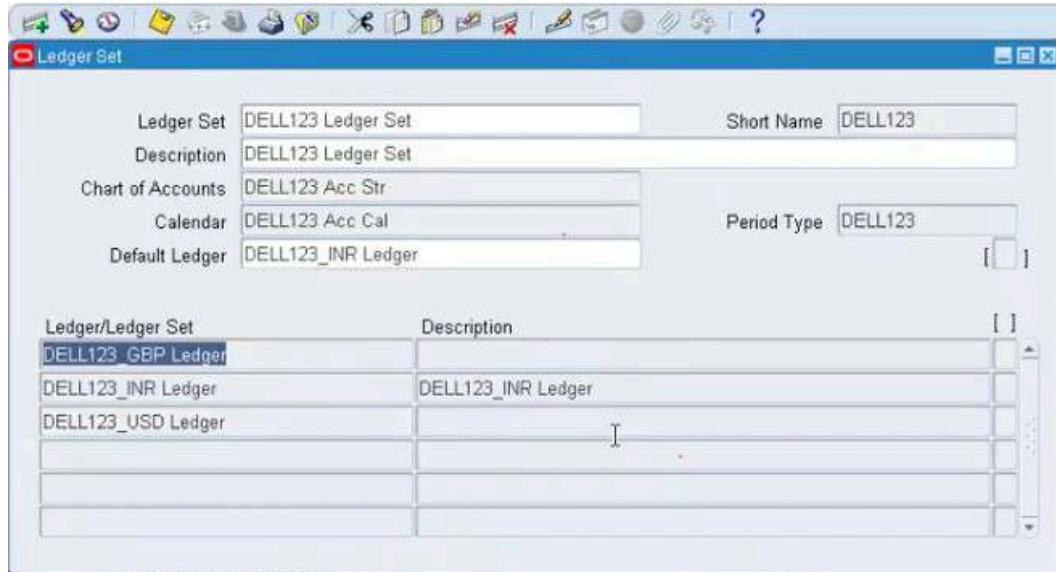
- Save and close the tab and run the translations to the primary currency for both the ledgers.
- Open the primary ledger and follow the navigation **consolidation ⇒ transfer ⇒ data set**.



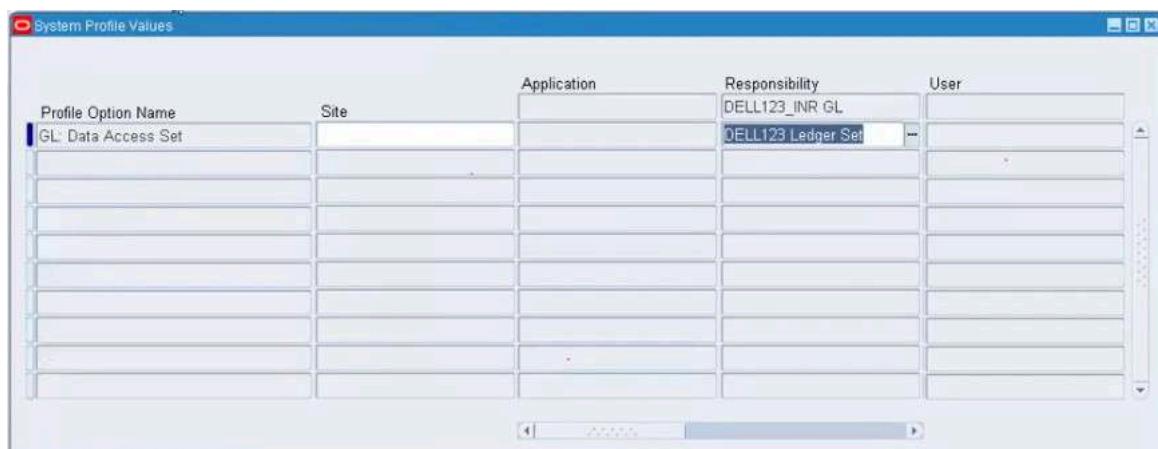
- Give the required information and click on the query consolidations, all the consolidations will automatically assigned to the data set and click on the transfer, then the consolidations will run.
- Check the requests in the view and review the journals.

▼ Ledger set

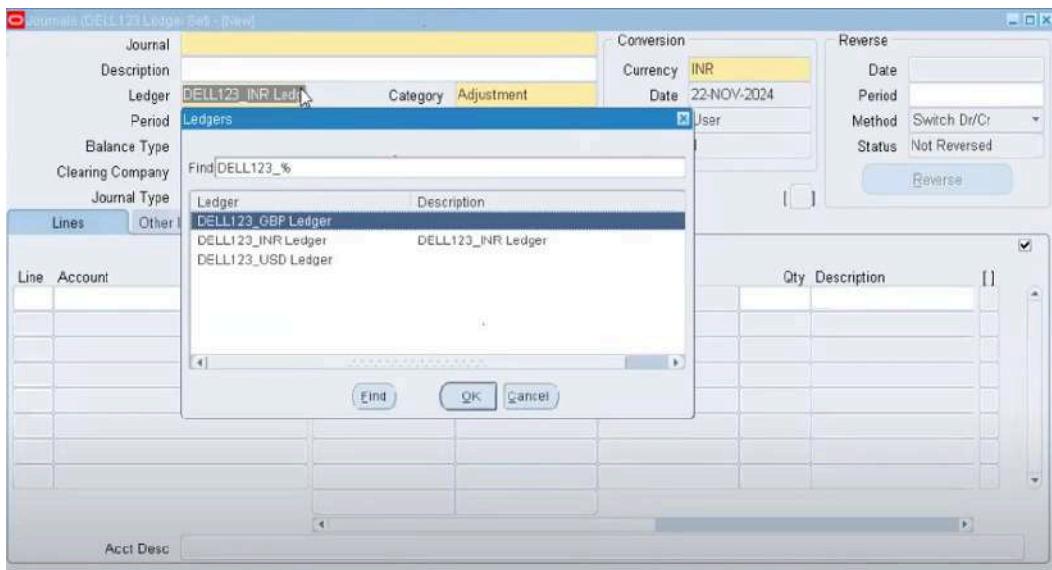
- Ledger set means , one responsibility will have the multiple ledger information.
 - Define ledger set , navigation is **setup** ⇒ **financials** ⇒ **ledger set**.



- Give the required information and save the tab and close it and switch the responsibility to system administrator.
 - open profile option and add the **GI - data access set** to the ledger set.

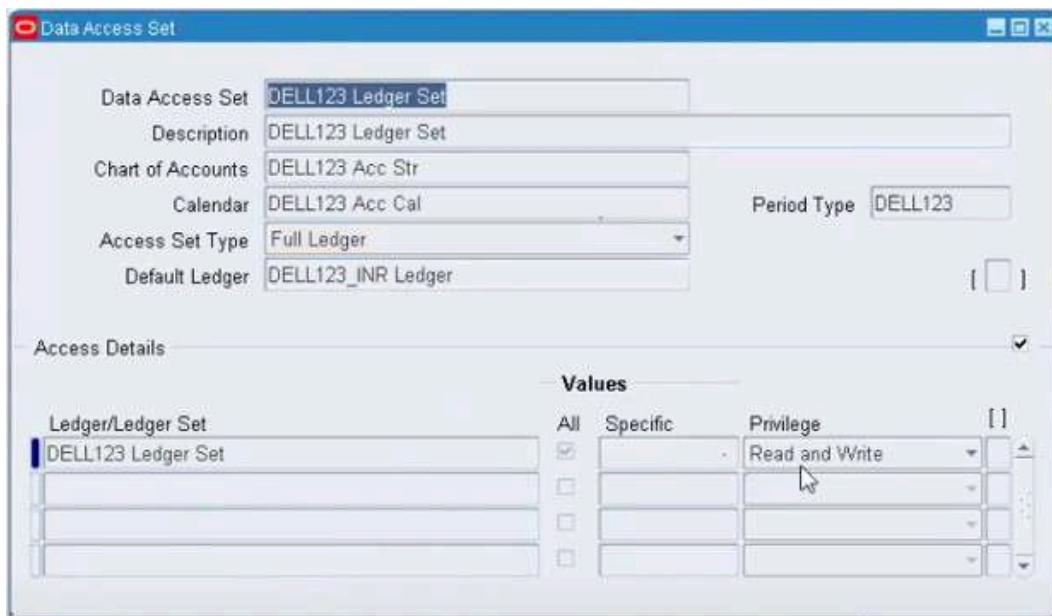


- Open new journal and different ledgers can be selected.



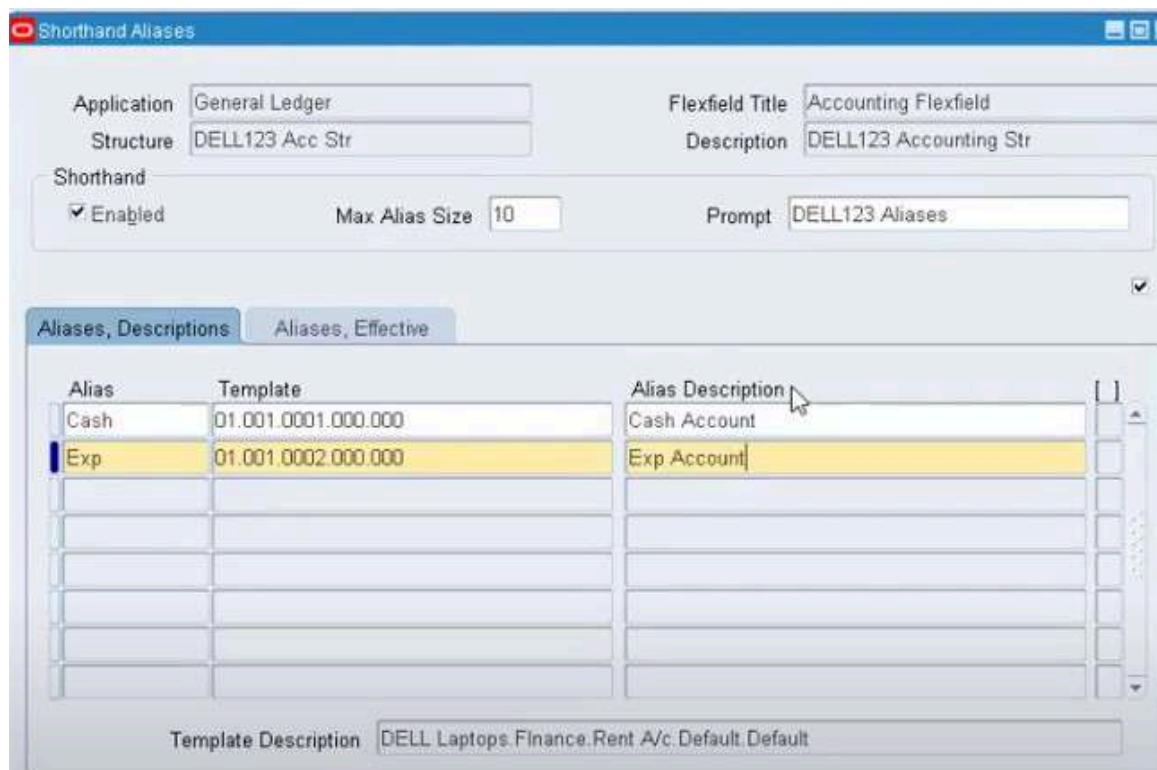
▼ Data access set

- Data access set is used to provide read or write access to full ledger.
- Define data access set by navigating **setup** ⇒ **financials** ⇒ **data access sets**.



▼ Aliases

- The aliases are used to define the short name for the code combination.
- Define aliases by navigating **setup** ⇒ **financials** ⇒ **flex fields** ⇒ **key** ⇒ **aliases**.



- Compile the accounting structure.

13. Mass Allocation

- Mass allocation is used to distribute the amount to the various expensive heads using the formula.

Formula

$$\text{costpoolamount} * \text{usagefactor} / \text{totalusagefactor} = \text{targetamount}$$

- Add **cost pool account** and **usage factor account** in accounts segment.

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name: DELL123_Accounts
 Dependent Value Set:
 Independent Value:

Values (DELL123_Accounts)

Values, Effective			Values, Hierarchy, Qualifiers		
Value	Translated Value	Description	Parent Group	Level	Qualifiers
0007	0007	Cumulative Tran Adj account	<input type="checkbox"/>		Yes, Yes, Expe
0008	0008	Unrelized Gain	<input type="checkbox"/>		Yes, Yes, Reve
0009	0009	Unrealized Loss	<input type="checkbox"/>		Yes, Yes, Expe
0010	0010	Inter Company Payable	<input type="checkbox"/>		Yes, Yes, Expe
0011	0011	Inter Company Rece	<input type="checkbox"/>		Yes, Yes, Reve
0012	0012	Cost Pool A/c	<input type="checkbox"/>		Yes, Yes, Expe
0013	0013	Usage Factor A/c	<input type="checkbox"/>		Yes, Yes, Expe

Define Child Ranges Move Child Ranges View Hierarchies

- Add **parent value** in department segment.

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

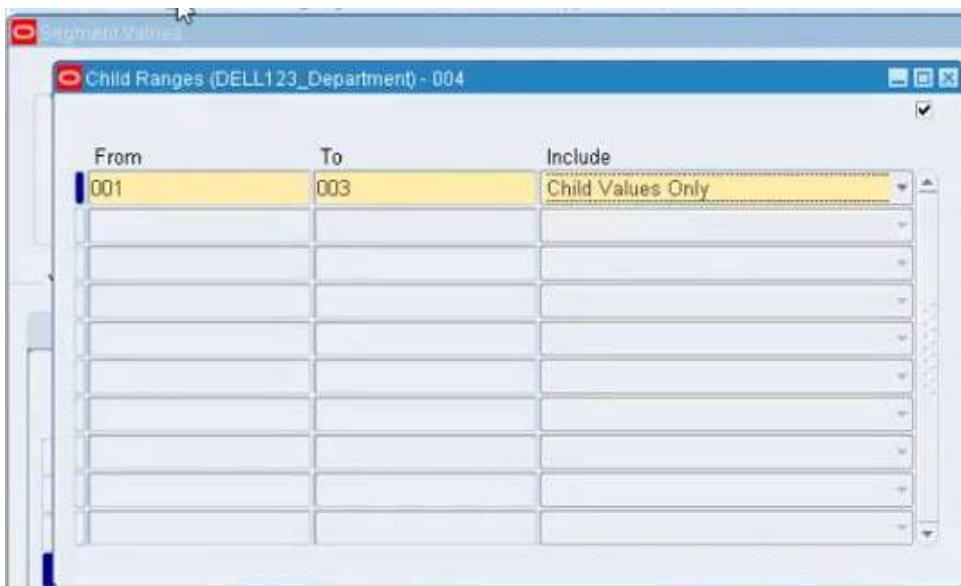
Name: DELL123_Department
 Dependent Value Set:
 Independent Value:

Values (DELL123_Department)

Values, Effective			Values, Hierarchy, Qualifiers		
Value	Translated Value	Description	Parent Group	Level	Qualifiers
001	001	Finance	<input type="checkbox"/>		Yes, Yes,
002	002	Sales	<input type="checkbox"/>		Yes, Yes,
003	003	Payroll	<input type="checkbox"/>		Yes, Yes,
004	004	Parent Value	<input checked="" type="checkbox"/>		Yes, Yes,

Define Child Ranges Move Child Ranges View Hierarchies

- Select the **parent** value and click on the **define child ranges** option.
- Select the child values.



- Enter a new journal with **cost pool account** and save and post the journal.

Line	Account	Debit (INR)	Credit (INR)	UOM	Qty	Description
1	01 001.0001.000.000	30,000.00				
2	01 001.0001.000.000		30,000.00			
		30,000.00	30,000.00			

- Enter another journal with **usage factor journal** and change currency to **STAT**.
- Define the each department amount.

Journals (DELL123 Ledger Set) - Usage Factor Journals 25-NOV-2024 09:55:23

Journal	Usage Factor Journals	Conversion
Description		Currency STAT
Ledger	DELL123_INR Ledger	Date 25-NOV-2024
Period	Nov-24	Type User
Balance Type	Actual	Rate 1
Clearing Company		
Journal Type	Standard	

Lines Other Information

Line	Account	Debit (STAT)	Credit (STAT)	UOM	Qty	Description
1	01.001.0013.000.000	10,000.0000				
2	01.002.0013.000.000		10,000.0000			
3	01.003.0013.000.000		10,000.0000			
			30,000.0000			

Acct Desc DELL Laptops.Finance.Usage Factor A/c.Default.Default

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...

- Click on save and post the journal.
- Define allocation by navigating **journals** ⇒ **define** ⇒ **allocation**.

Define MassAllocation (DELL123 Ledger Set)

Batch	DELL123 Mass Allocation
Balance Type	Actual
Description	
<input type="checkbox"/> Enable Security	
Assign Access	

Validation Details

Status Not Validated	Request ID
----------------------	------------

Buttons

- Formulas
- AutoCopy
- Validate All
- Generate

- Define the **allocation name** and **balance type**.
- Click on the **formulas** option and define the accounts for the formula and save the tab.

Formulas (DELL123 Ledger Set) - DELL123 Mass Allocation

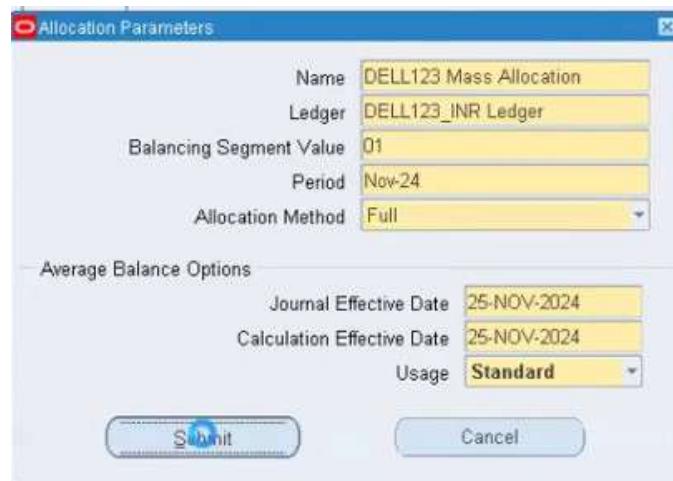
Name	DELL123 Mass Allocation	Category	Expenditures
Description		Status	Not Validated
Entered Currency Allocation			
<input checked="" type="radio"/> Converted Amount <input type="radio"/> Calculated Amount		Currency	INR
		Conversion Type	
<input type="checkbox"/> Full Cost Pool Allocation			
Amount	Account	Ledger Currency	Currency Type
A	DELL123_INR Ledger.01.004.0012.000 C.C.C.C.C	INR	Total
B	DELL123_INR Ledger.01.001.0013.000 C.C.L.C.C.C	INR	Total
C	DELL123_INR Ledger.01.004.0013.000 C.C.L.C.C.C	INR	Total
T:	DELL123_INR Ledger.01.001.0001.000 C.C.C.C.C		
O:	DELL123_INR Ledger.01.001.0003.000 C.C.C.C.C		

- Click on **generate** option.

Define MassAllocation (DELL123 Ledger Set)

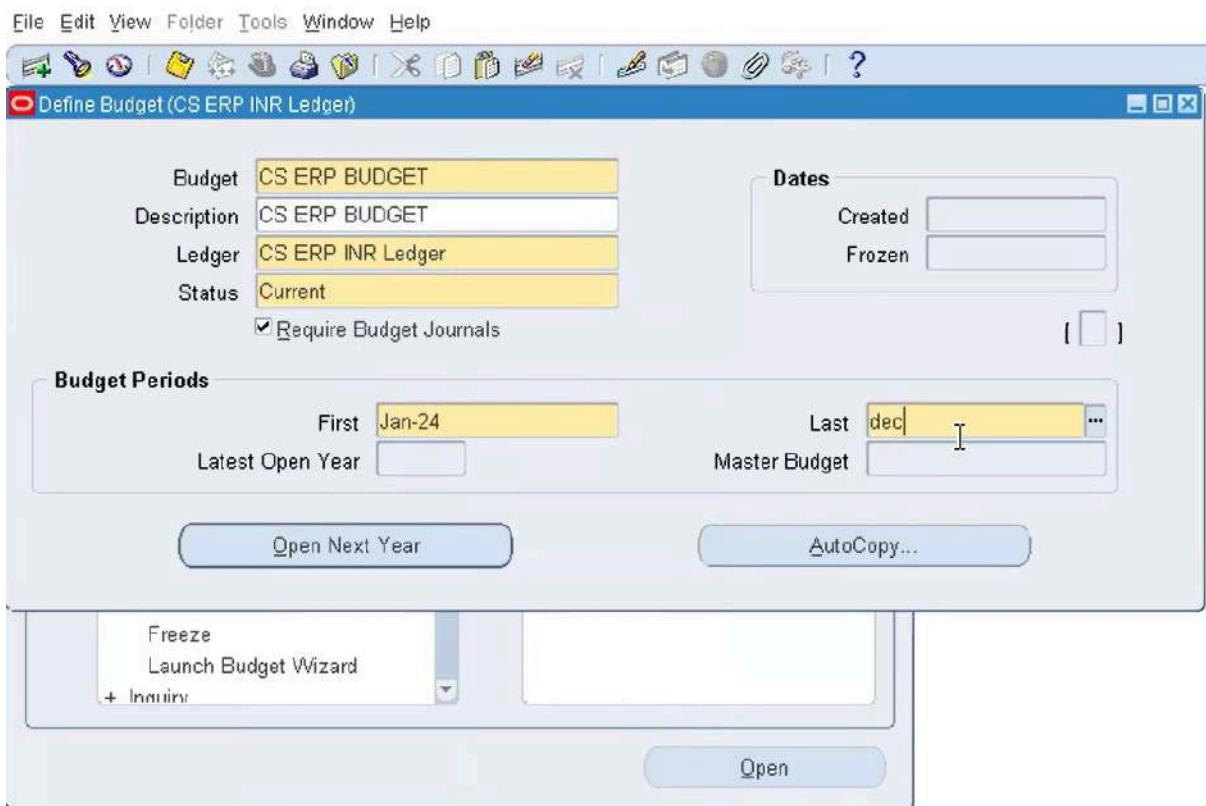
Batch	DELL123 Mass Allocation
Balance Type	Actual
Description	
<input type="checkbox"/> Enable Security	
Assign Access	
Validation Details	
Status	Not Validated
Request ID	
<input type="button" value="Formulas"/> <input type="button" value="AutoCopy"/> <input type="button" value="Validate All"/> <input type="button" value="Generate"/>	

- Define **allocation** method and submit.

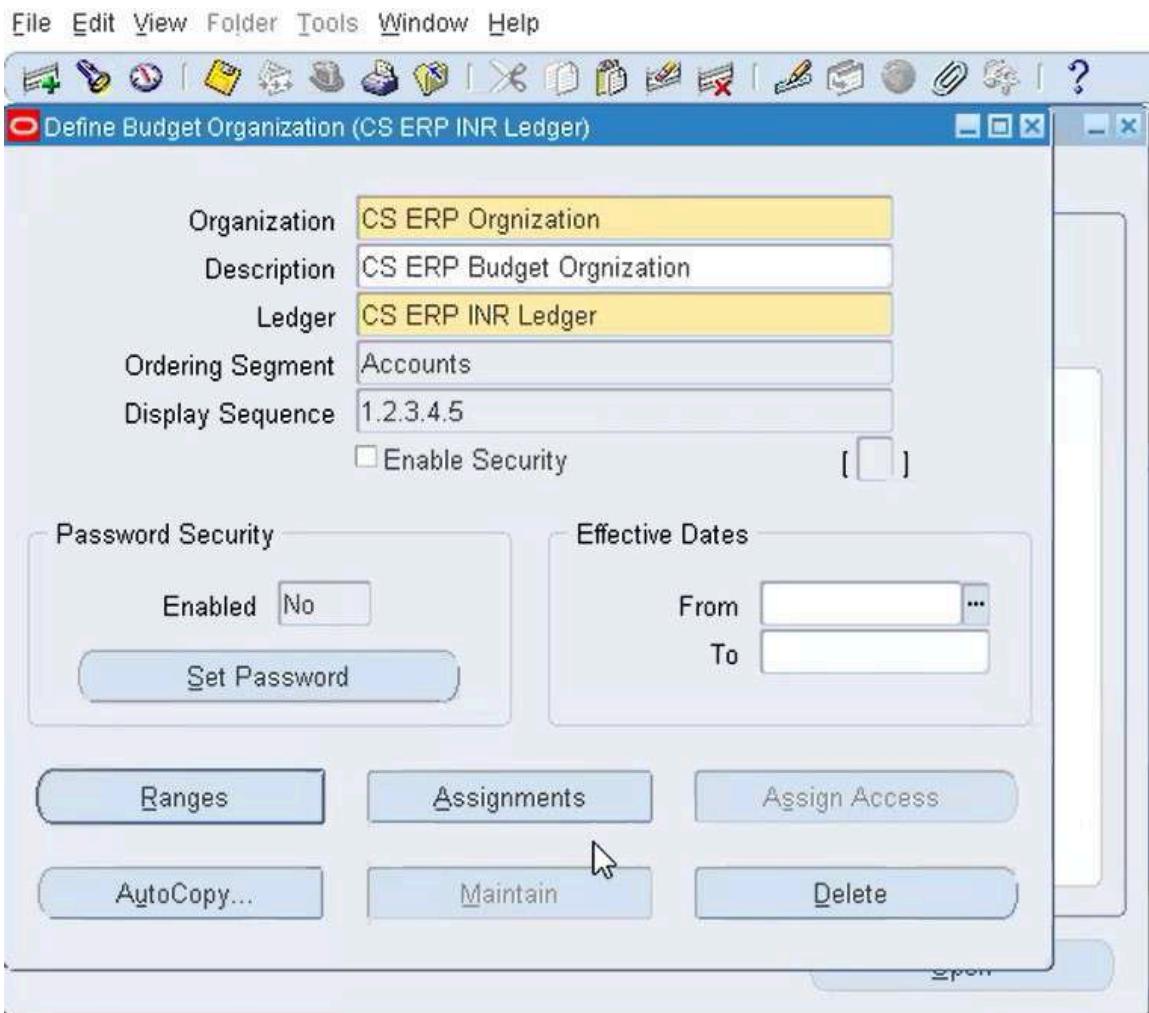


14. Budget

- Planning and controlling of the funds for the future usage is called budget.
 - In oracle, budgets can be defined up to 60 periods.
 - There are 3 types of budgets.
1. **Planning budget (Estimation of Revenue Budget)** - This budget is used only for the planning purpose and system will not be controlling under this budget and we cannot create budget in journals in planning budget.
 2. **Funding budget (Estimation of Expenses(Cash out flow) Budget)** - We can plan and control the expenses in the funding budget and the budget journals will be created.
 3. **Capital budget (Estimation of investment)**
- Navigation to define the budget is **Budget ⇒ define ⇒ budget**.



- Define the **budget name , description , ledger , status and budget periods** and click on the **open next year**.
- Define Organization and the navigation is **budget ⇒ define ⇒ organization**.



- Define the organization name , description , ledger and display sequence (used to define the sequence in which the code combination should by visible).
- Click on the **ranges** and define the range from low to high and click on the **range assignments**.

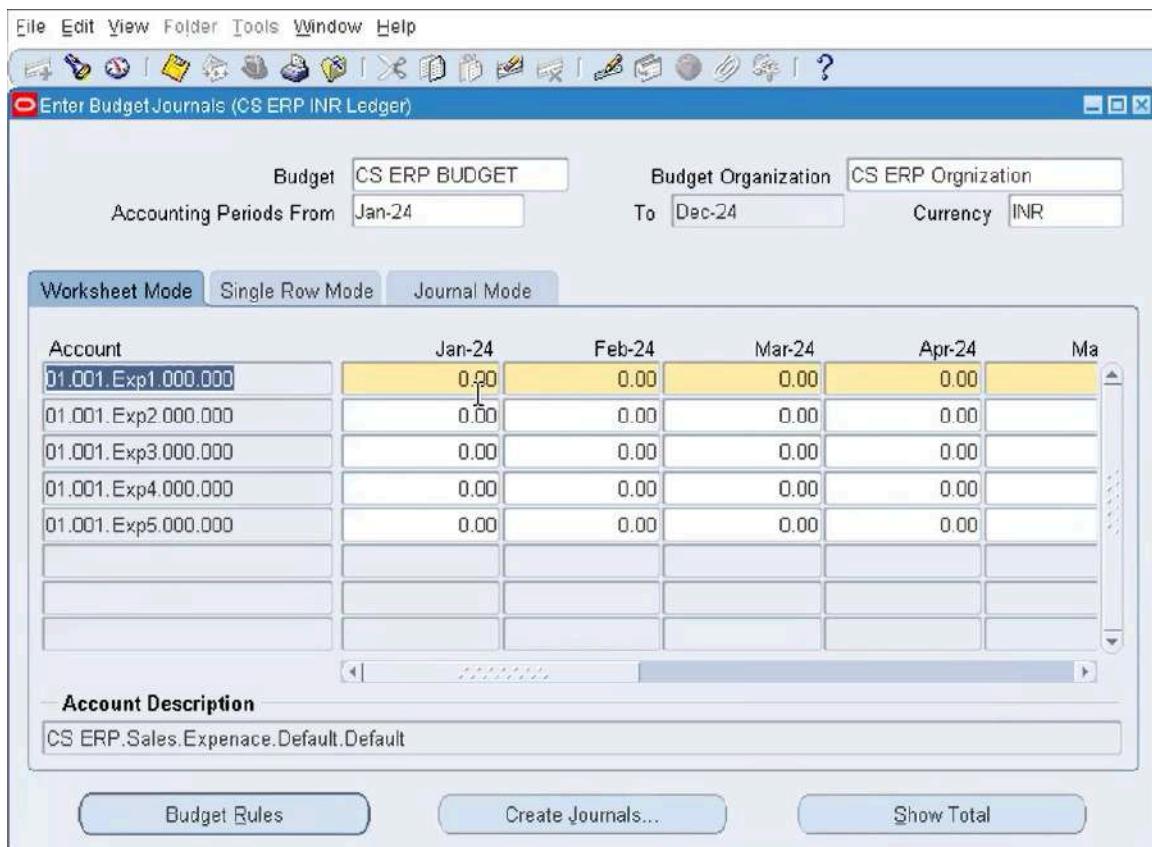
Account Assignments (CS ERP INR Ledger) - CS ERP Organization

Line 1	Account Low Account High	01.001.Exp1.000.000 99.999.Exp5.999.999
Account	Type	Currency
01.001.Exp1.000.000	Entered	INR
01.001.Exp2.000.000	Entered	INR
01.001.Exp3.000.000	Entered	INR
01.001.Exp4.000.000	Entered	INR
01.001.Exp5.000.000	Entered	INR
[]		
Account Description		
Budgetary Control		

- Click on the **budgetary control** option and select the option **advisory** and amount types to **period to date**.

- Click on **save** to save it and close the tab and click on **maintain** option in the define budget organization tab.
 - Enter budget journals and the navigation is **budgets ⇒ enter ⇒ journals**.

- Click on the worksheet option and click on account and search the accounts or click cntrl+f11 then all the define accounts will be appeared.



- Click on the budget rules and define the budget amount and the period , so that it will define automatically same amount for every period. or we can define the budget amount manually for each period.



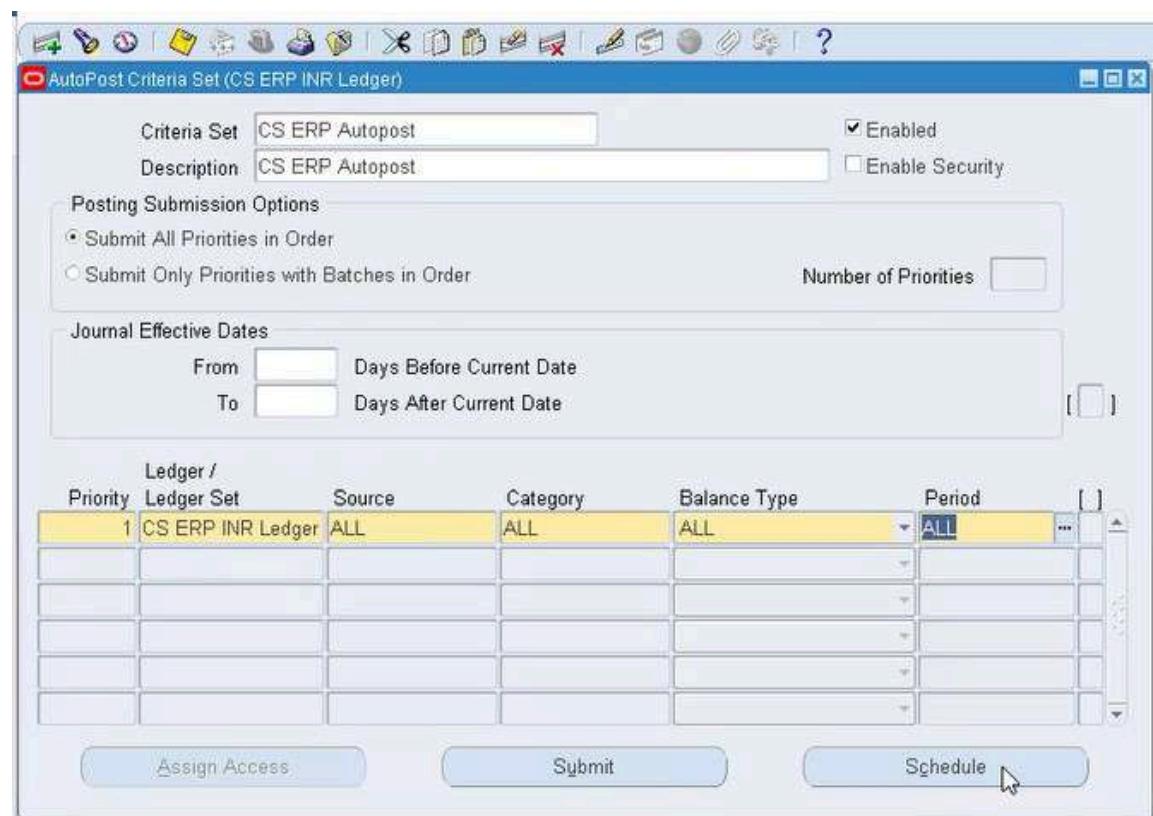
- Click on create journal and define the required info and click on the option check funds.



- Click on the **reserve funds** option and click done so that budget journals will be generated.

15. Auto-posting

- When the journals are created but not posted , then we can use the auto post option to post the multiple journals at a time with respective of their categories.
 - Navigation is **setup ⇒ journal ⇒ auto post**



16. Multi org structure

- It is used to implement or capture the multiple organization information in a single instance.
- Structure of multi org structure is



▼ **16.1 Business group**

- It is the highest level of the multi org structure and it has the human resources information of an organization.
- Single BG contains multiple ledgers.

▼ **16.2 Primary ledger**

- It is the reporting entity of an organization in which all the transactions will be recorded.
- One ledger will contain multiple legal entities but BG must be associated with at least one ledger.

▼ **16.3 Legal entity**

- It is tax authority and contains multiple operating units.
- One LE must be associated with one ledger.

▼ **16.4 Operating unit**

- An operating unit is a major business division.
- OU contains multiple inventories.
- An OU must be associated with single ledger only.

▼ **16.5 Inventory Organization**

- It is a warehouse or a plant where goods are stored.
- One inventory org contains multiple sub-inventory orgs.
- A single inventory must be associated with one OU only.

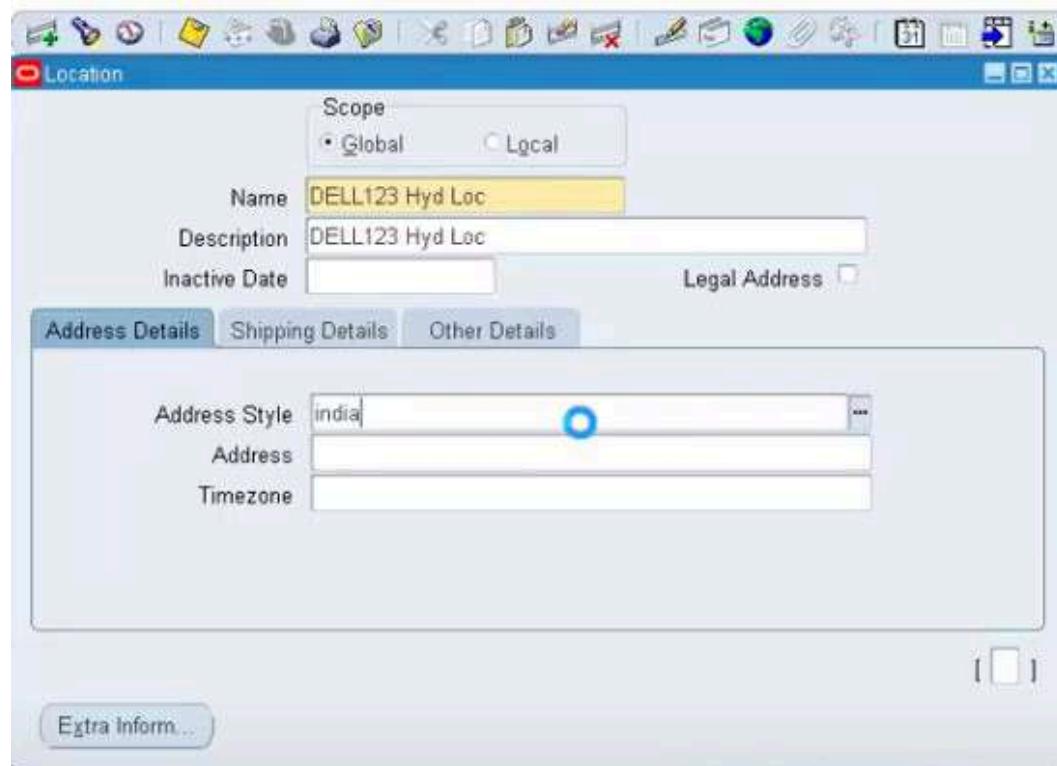
▼ **16.6 Sub-inventory Organization**

- It is a part of the inventory organization.
- Each sub-inventory must be associated with one inventory organization.

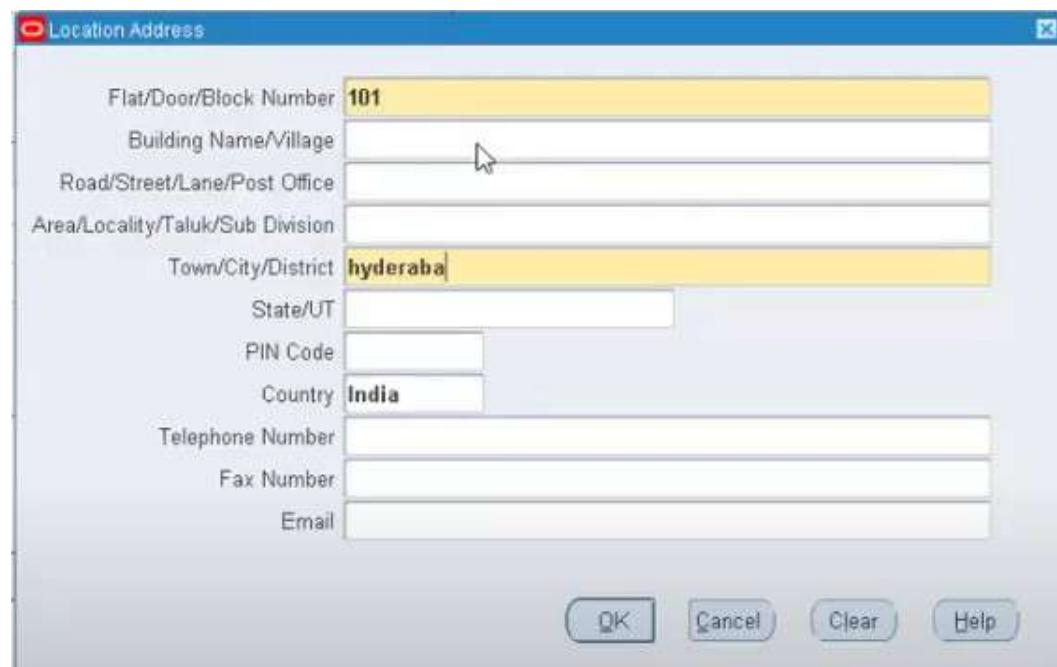
▼ **16.7 Setups**

▼ **Create location**

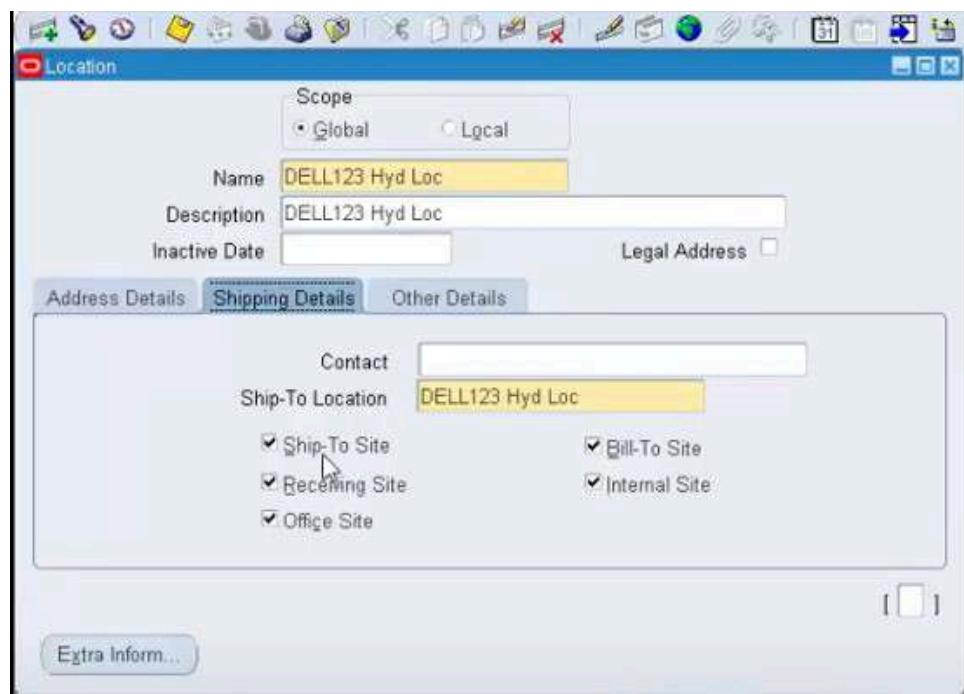
- Assign the **US HRMS manager** responsibility to the user from system administrator.
- Switch to the US HRMS manager responsibility.
- Before creating the BG , we should define the location , and the locations will be defined 2 types , one is global and another one is local.
- Global location will define the BG level and local location will be defined OU level.
- Navigation for defining location is **work structures ⇒ location**.



- Click on the address and another tab will open.



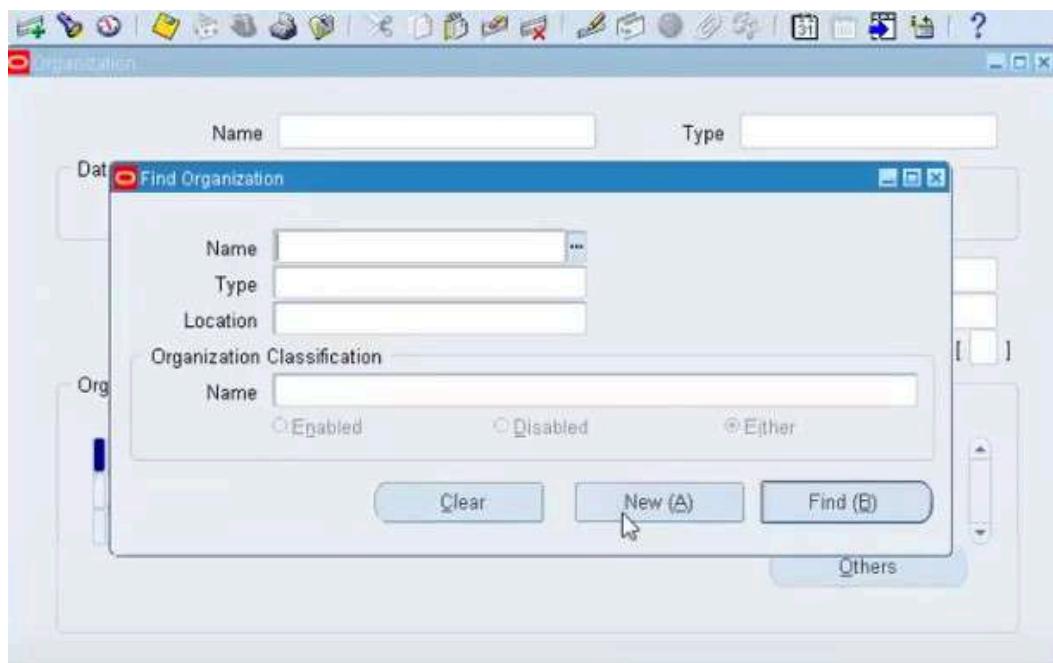
- Click on the shipping details option and tick the options as per the requirement.



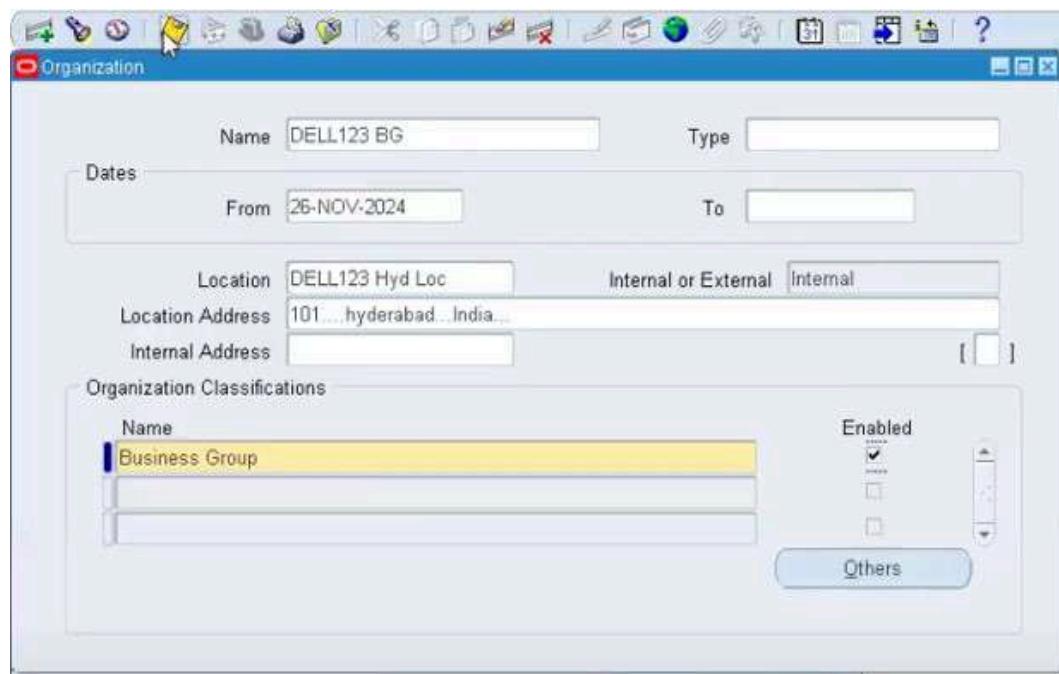
- Save the information and close the tab and define the business group.

▼ Create BG

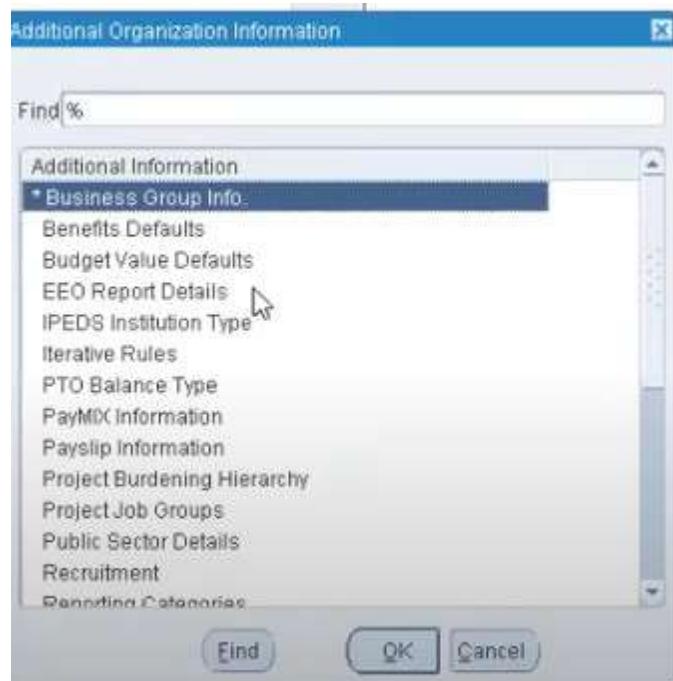
- Navigation is **work structures ⇒ organization ⇒ description**.
- Click on the new option in the tab.



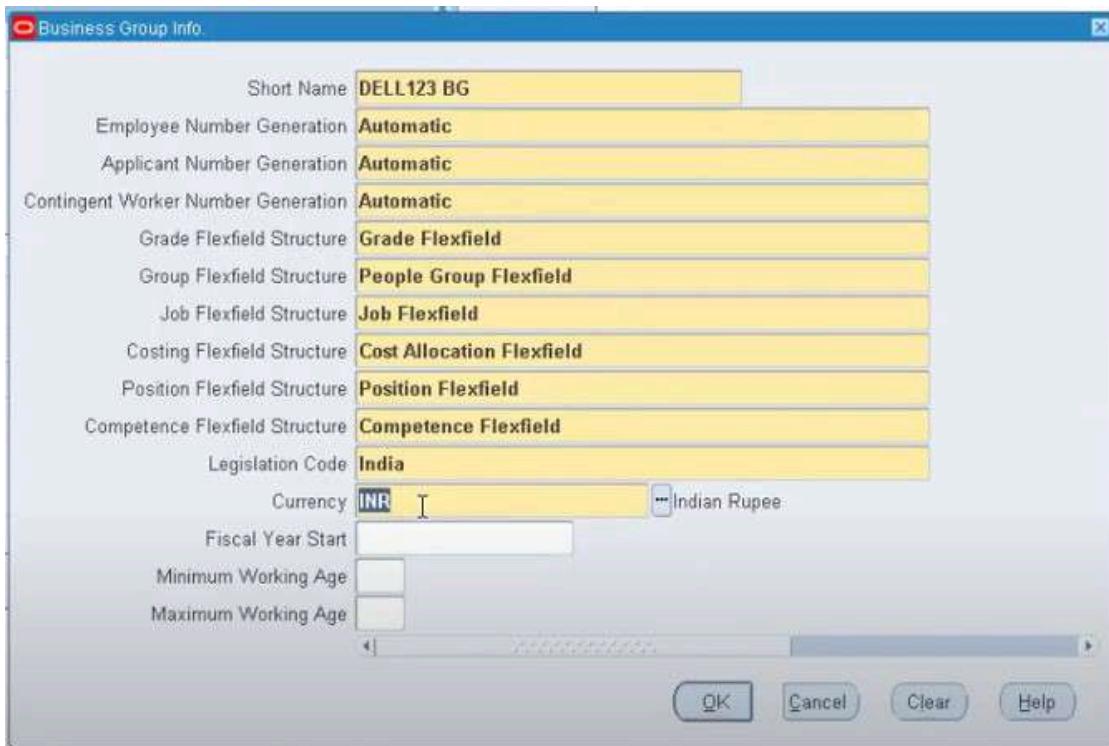
- Fill the required fields and save the information each and every time , otherwise warning popup will appear and click on the others option.



- Search the business group info option and select the option.



- A new tab will open and fill all the required fields and click on ok.



▼ Create ledger and LE

- Create a new ledger by creating the COA and add the operations account for the accounts value segment.
- Operations account will be having pre defined accounts , so that we can use different accounts when required.
- Define the legal entity for the ledger.

▼ Create Inventory responsibility

- Next step is to create inventory. but before creating inventory , we have to define inventory calendar , work day calendar and the inventory responsibility.
- Create responsibility by switching the responsibility to **system administrator** and click on the **define** option under responsibility.

The screenshot shows the Oracle Responsabilities window with the following details:

- Responsibility Name:** DELL123 INR INV
- Application:** Inventory
- Responsibility Key:** DELL123 INR INV
- Description:** (empty)
- Effective Dates:** From 26-NOV-2024, To (empty)
- Data Group:** Name: Standard, Application: Inventory
- Request Group:** Name: All Inclusive GUI, Application: Inventory
- Available From:** Oracle Applications (selected), Oracle Self Service Web Applications, Oracle Mobile Applications
- Menu:** INV_NAVIGATE
- Web Host Name:** (empty)
- Web Agent Name:** (empty)
- Menu Exclusions:** A table with columns Type (Function), Name, and Description. It contains four rows where Type is set to Function.

- Give the required information to create responsibility.

▼ Create own HRMS responsibility

- We can create our own hrms responsibility and we can use it.

The screenshot shows the Oracle Responsabilities window with the following details:

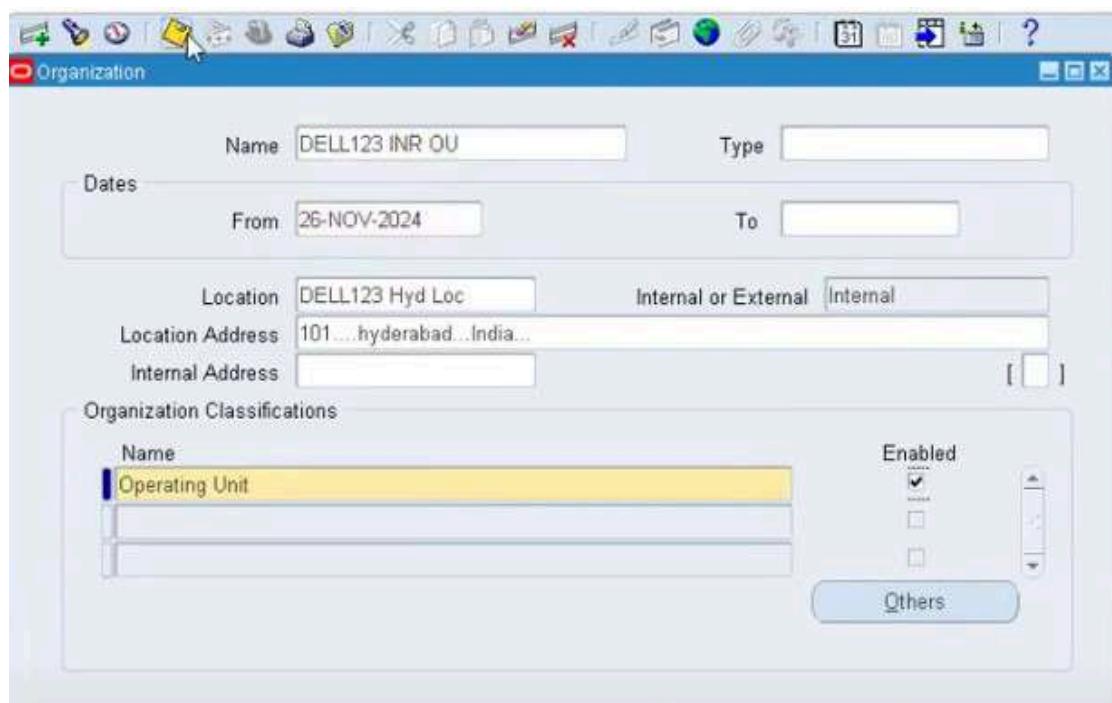
- Responsibility Name:** DELL123 INR HRMS
- Application:** Human Resources
- Responsibility Key:** DELL123 INR HRMS
- Description:** (empty)
- Effective Dates:** From 26-NOV-2024, To (empty)
- Data Group:** Name: Standard, Application: Human Resources
- Request Group:** Name: HR Reports and Processes, Application: Human Resources
- Available From:** Oracle Applications (selected), Oracle Self Service Web Applications, Oracle Mobile Applications
- Menu:** US HRMS Navigator
- Web Host Name:** (empty)
- Web Agent Name:** (empty)
- Menu Exclusions:** A table with columns Type (Function), Name, and Description. It contains four rows where Type is set to Function.

▼ Assign Profile options

- Assign the profile options to the responsibilities.
- For ledger , add ledger name profile option.
- For HRMS add the profile options **GL ledger name, HR:Business group** add the responsibility BG , **HR security profile** add the responsibility BG and **HR user type** which are of 3 types(HR with payroll user , payroll user , HR user) but add **HR user** and **MO operating unit** (add OU to the responsibility).
- For inventory , add the profile options **GL ledger name , HR business group(BG) , security profile (BG) , users (HR user type) , MO operating unit (OU)**.
- Add the responsibilities to the user and switch the responsibility to the inventory responsibilities.

▼ Create OU

- Define operating unit , navigation is switch to **New HRMS ⇒ work structures ⇒ organization ⇒ description**.





- Click on the ok and save the information.
- There is another way of adding operating unit , go to the accounting setups and click on the operating units.

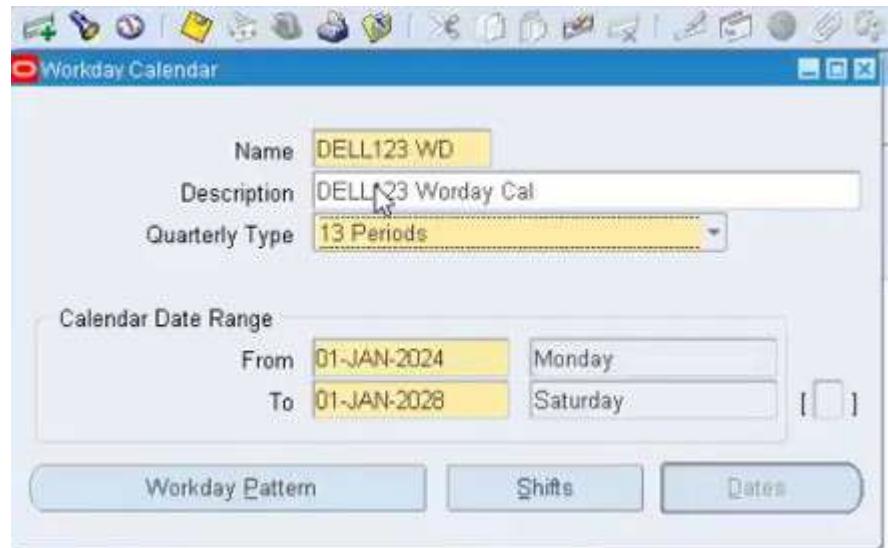
Primary Ledger: DELL123_NEW INR Ledger					
Setup Step	Description	Last Update Date	Updated By	Status	Update
DELL123_NEW_INR_Ledger	Define and update the journal processing options for your ledger.	26-Nov-2024	DELL123		
*Reporting Currencies	Create reporting currencies and update currency conversion and journal processing options.				
Balancing Segment Value Assignments	Assign balancing segment values to the ledger.				
Subledger Accounting Options	Define rules to generate your accounting entries from subledger transactions.	26-Nov-2024	DELL123		
Operating Units	Define and maintain operating units for your primary ledger.				
Sequencing	Define and maintain accounting and reporting sequencing options for ledgers and reporting currencies.				

- Click on the add operating unit and add the operating unit.

The screenshot shows the Oracle Accounting Setup Manager interface. The main title bar says "ORACLE Accounting Setup Manager". Below it, the navigation path is "Accounting Setups > Accounting Options: DELL123_NEW INR Ledger > Operating Units: DELL123_NEW INR Ledger > Add Operating Units: DELL123_NEW INR Ledger". The current tab is "Legal Entities". The main content area is titled "Add Operating Units". It contains fields for "Name" (DELL123 US OU), "Short Code" (DELL123US), "Business Group" (DELL123 BG), and "Default Legal Context" (DELL123 NEW LE). At the bottom right are buttons for "Cancel", "Add Another", and "Apply".

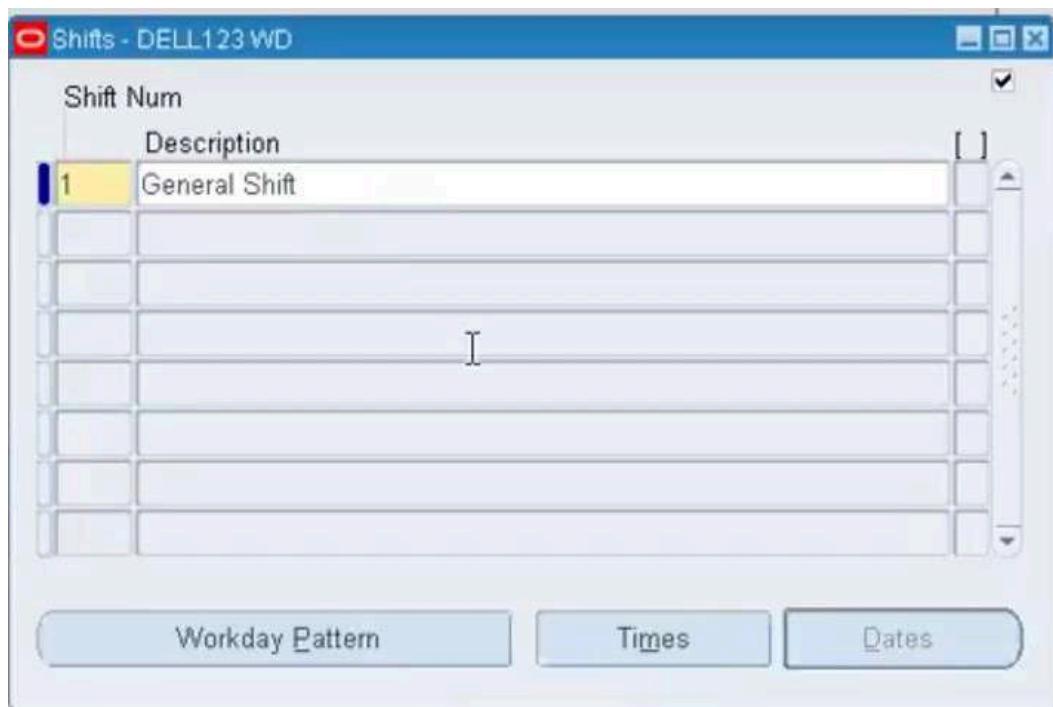
▼ Create Inventory WD calendar

- Create the inventory work day calendar , navigation is **setup ⇒ organization ⇒ calendars**.

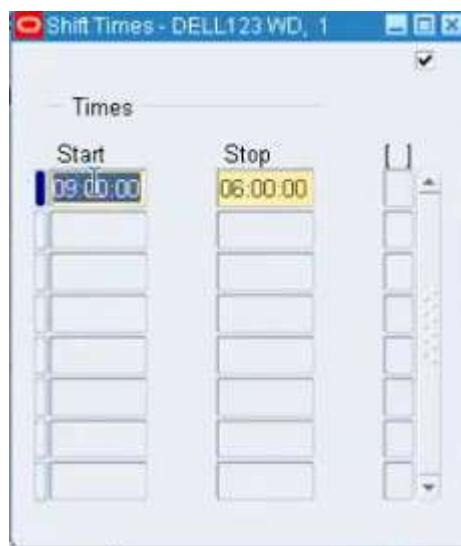


- Save the calendars and click on the **work day pattern** and add the sequence as 5 days working and 2 days off.

- Save and click on the **shift**.



- Save the information and click on the **times** and define the work timings.

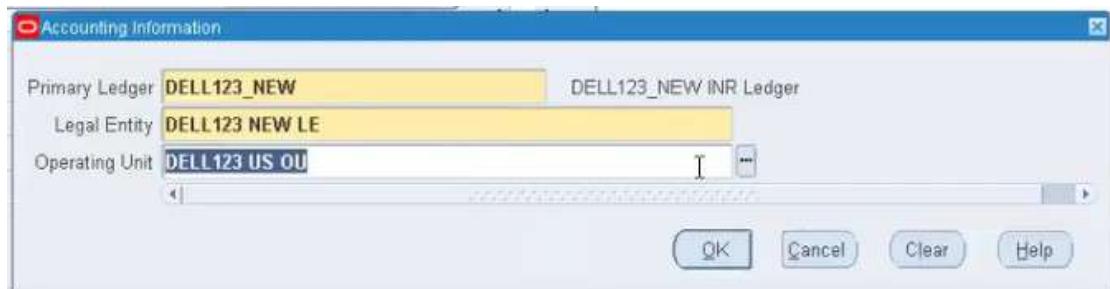


- Save the calendar and click on the **build** in the **tool bar** and the calendar will be created.

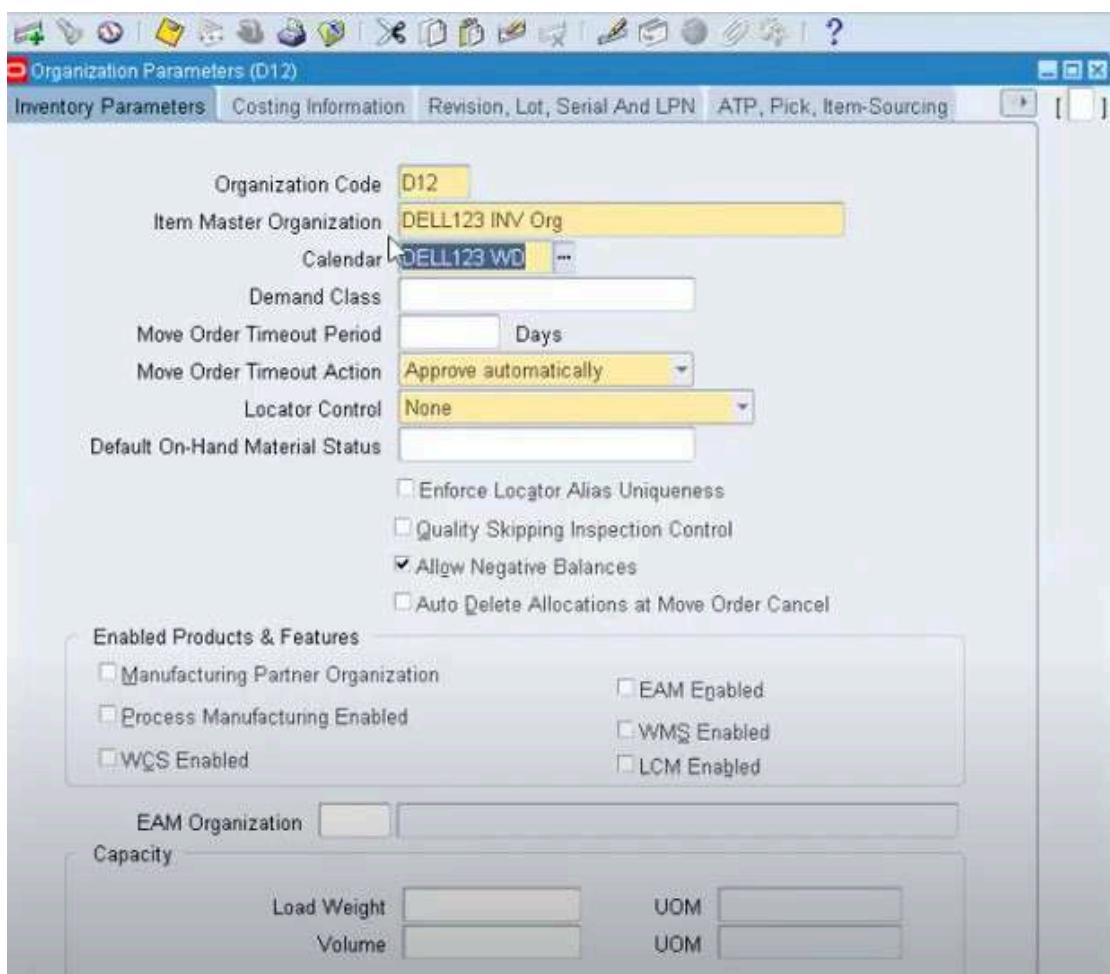
▼ Create inventory

- Switch the responsibility to the new HRMS to create the inventory , navigation is **work structures ⇒ organization ⇒ description**.
- Click on **new** and fill the required field and assign the name as inventory organization and click on **save** and click on **others**.

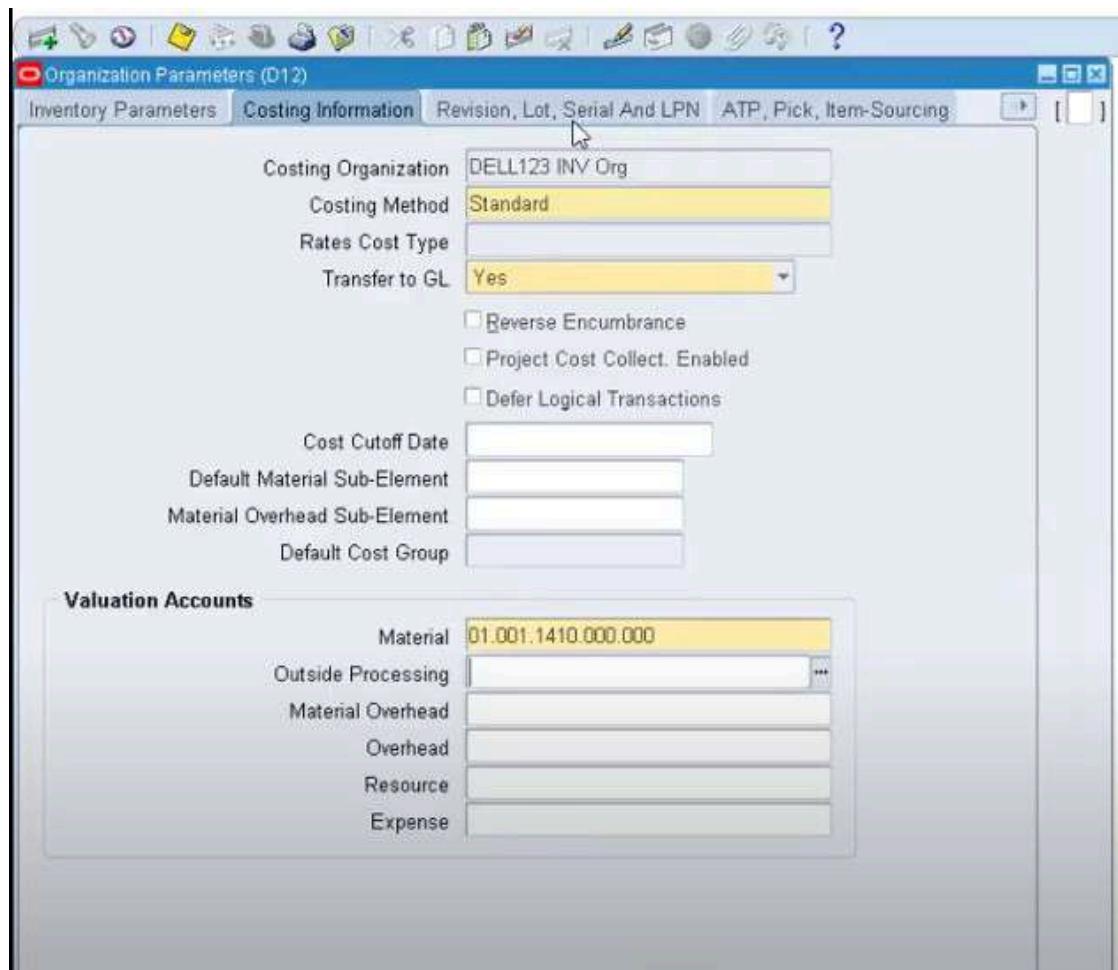
- Click on **accounting information** and place the cursor on the accounting information.



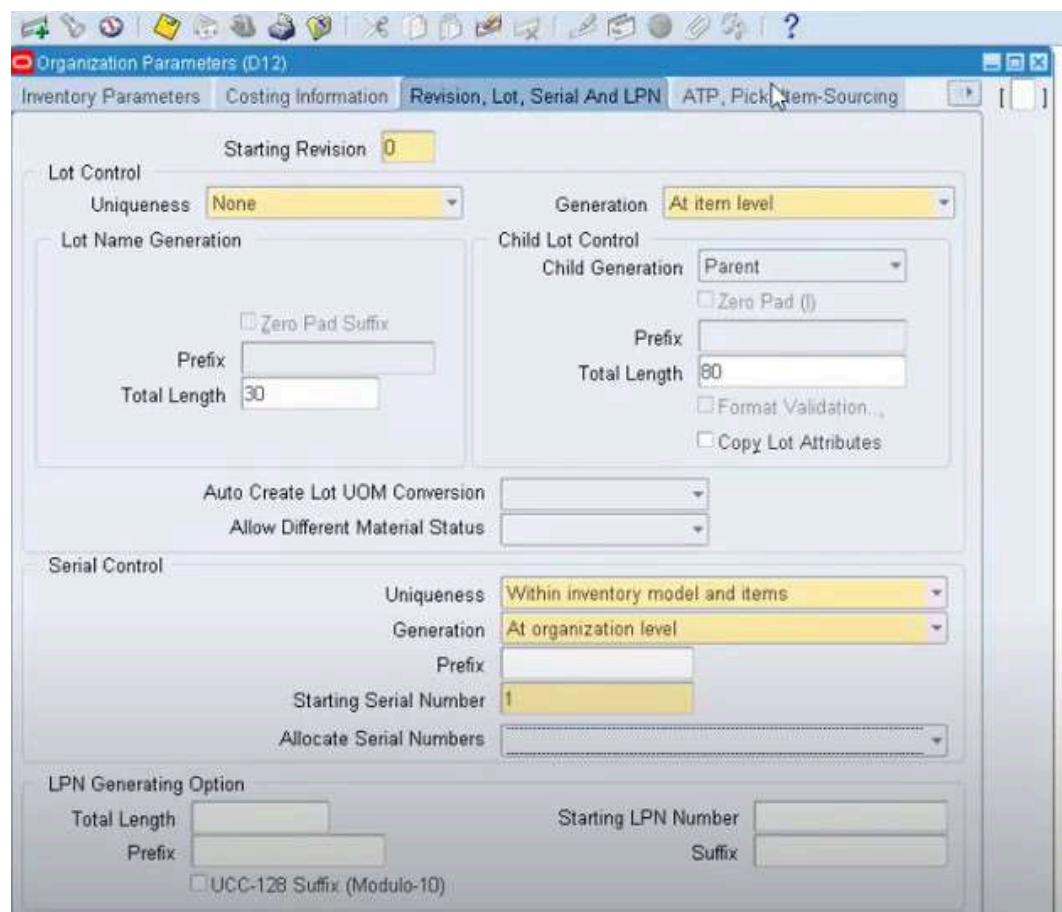
- Click on save and open another option which is inventory information and fill the required information.



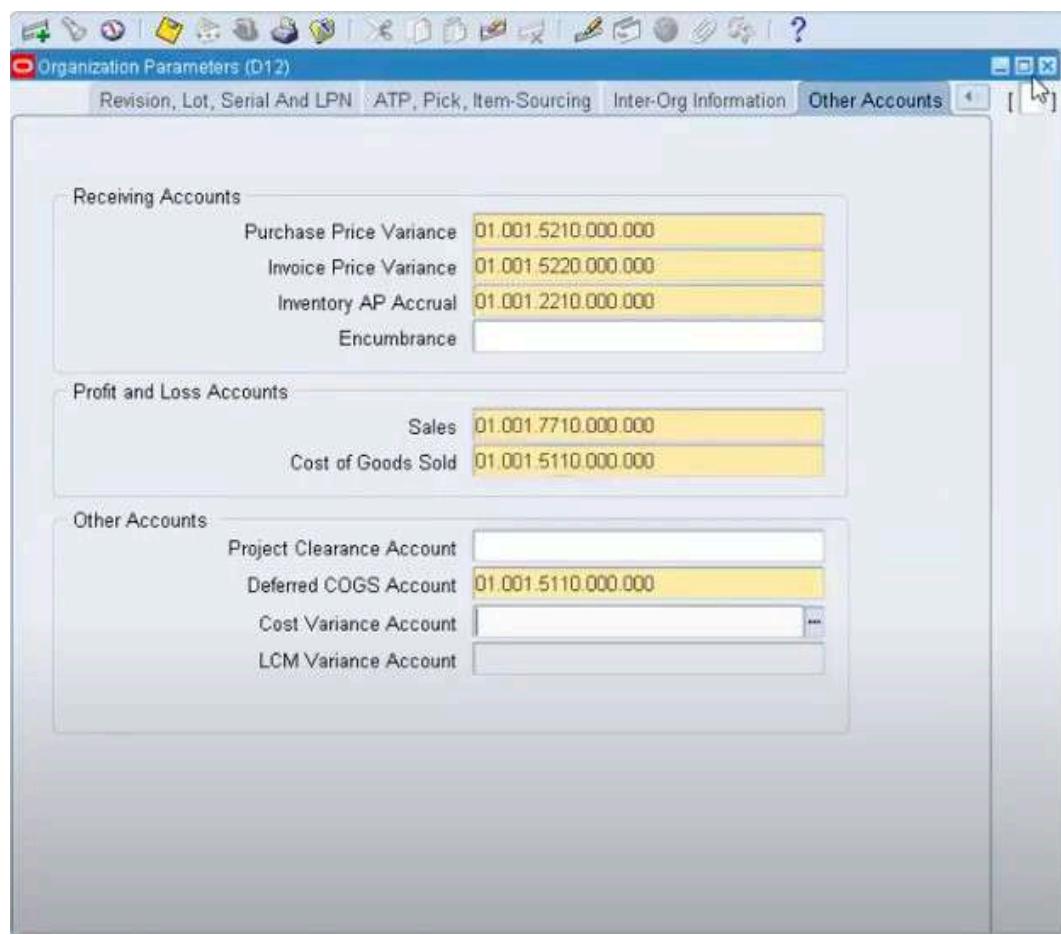
- Click on the costing information option and fill the required fields.



- Click on the revision option and fill the starting serial number as 1.

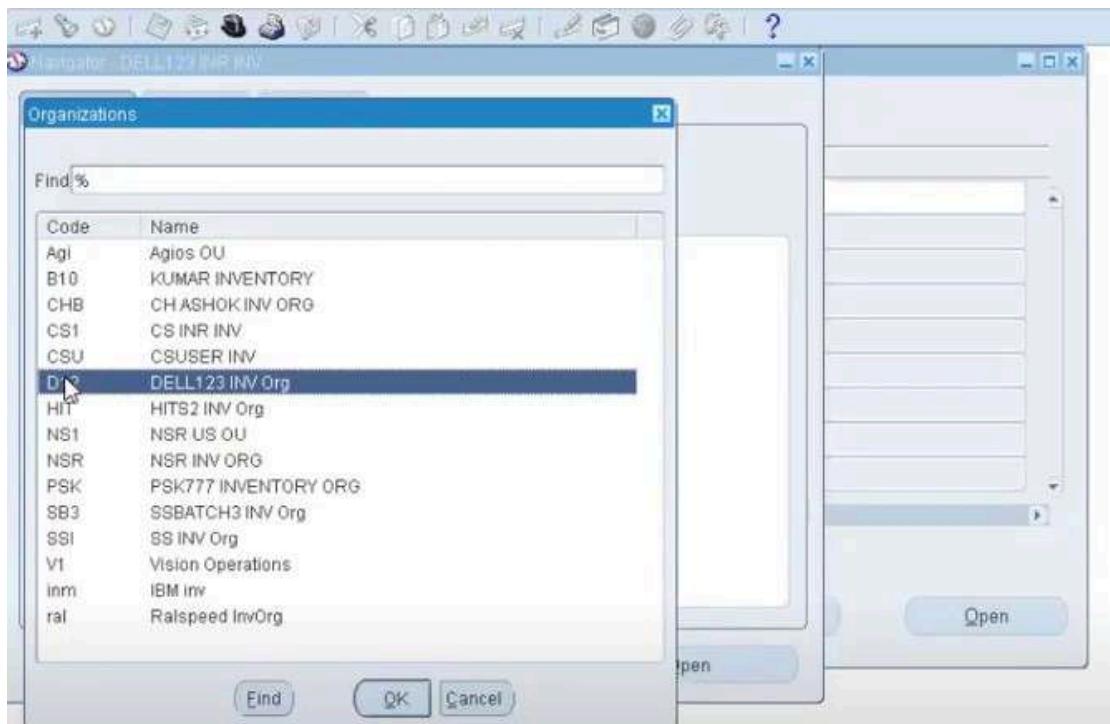


- Click on the other accounts option and fill all the account details.



▼ Create sub-inventories

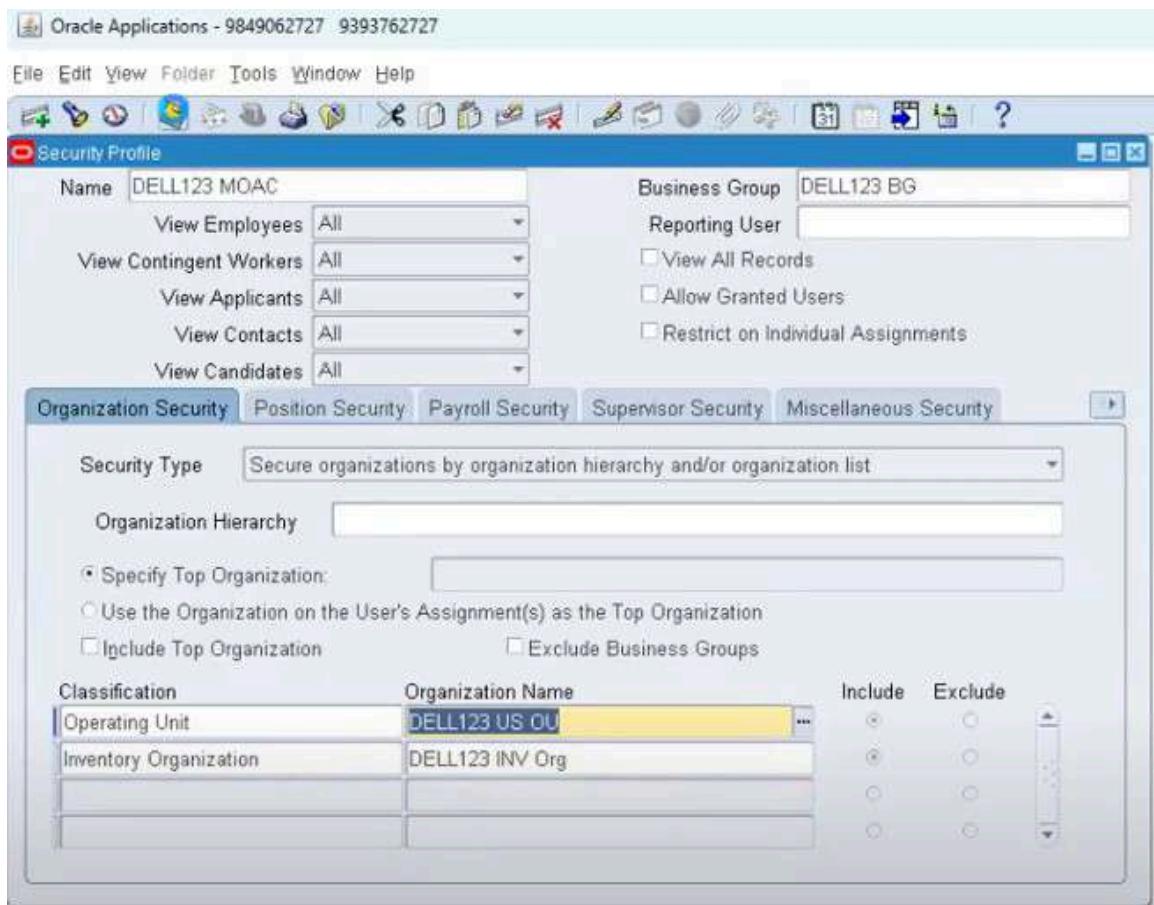
- Switch responsibility to the inventory and define sub-inventories , navigation is **setup** ⇒ **organization** ⇒ **sub-inventories**



- Click on the inventory and fill all the accounts information , outside processing account as inventory outside processing value (1450) , material overhead account and over head account as inventory material value(1410) , resource account as WIP resource value (1474) and save the tab.
- To check the request , switch responsibility to system administrator and go to view requests and enter name as **replicate seed data** and parameters as OU and click on submit.

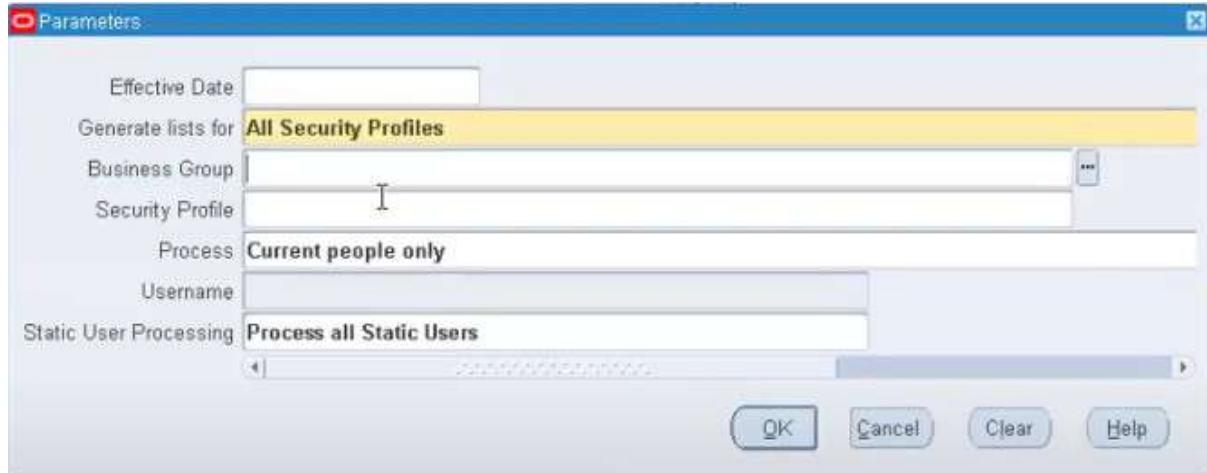
17. MOAC (multi-org access control)

- It is used to get access to multiple OU and inventory organizations.
- Navigation to define MOAC is switch to hrms responsibility and **security ⇒ profile**.



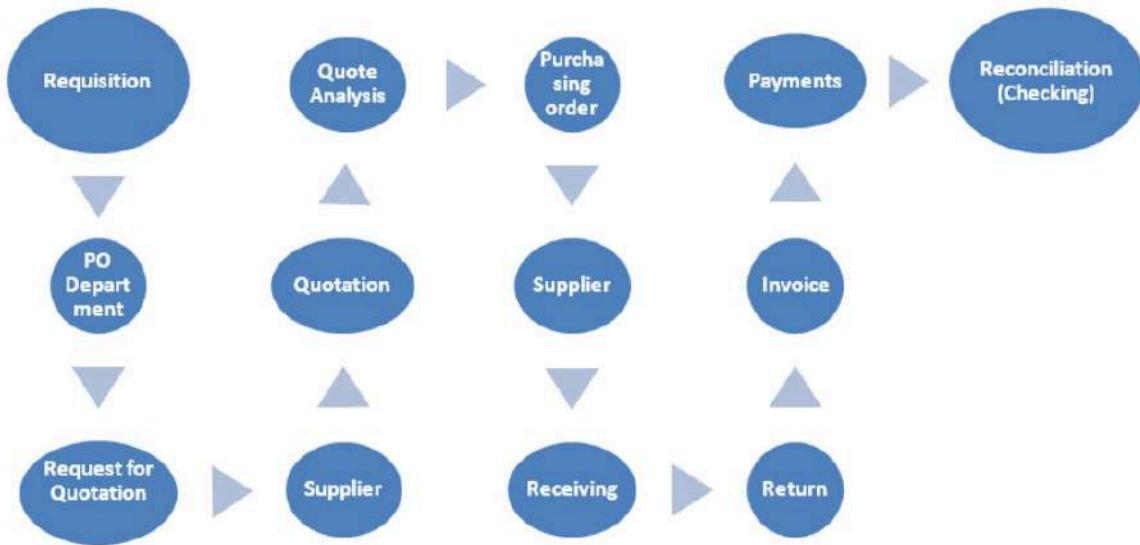
- Fill the OU and inventory organizations information and save.
- To access the MOAC , security list maintenance request and the navigation is click on the **view ⇒ request ⇒ submit new request**.

- Fill the name of the **request as security list maintenance, generate lists for as all security profiles.**
- Click on submit.



18. Procure to Pay cycle (P2P)

- The P2P cycle starts from requisitions and ends with reconciliation.
- Cycle starts with the request by the inventory that some of the goods required to complete the need of the customer, and that requisition is called as internal requisition.
- After that , PO department will request for quotation from the suppliers for the required goods.
- Suppliers will send the quotations for the required goods with the information like price and date of supply etc.
- PO department will analysis the quote and select the best quote and will create the purchasing order and send that PO to the supplier.
- Supplier will supply the goods as per the PO.
- Inventory will receive the goods and inventory will check whether the goods are received as per the PO or not and if there are any damaged goods present.
- The damaged goods will be returned to the supplier and invoice will be created to the received good.
- Payments will be done to the banks and reconciliation will be done after the payments to check whether the payments are done or not.



- To start the P2P cycle , PO should be created.

▼ **P2P accounting entries**

- There will be no accounting entries for the **requisitions and purchase order**.
- The accounting entries will be generated after the goods received from the supplier.

GOODS RECEIVED

Receiving inventory a/c DR
to
AP accrual a/c CR

GOODS DELIVERED

Material inventory a/c DR
to
Receiving inventory a/c CR

AP INVOICE

AP accrual a/c DR
to
Liability a/c CR

PAYMENT

Liability a/c DR

to

Cash a/c CR

- If there is any reconciliation process involved then there will be another 2 entries before the payment.

RECONCILATION

Liability a/c DR

to

Cash clearing a/c CR

Cash clearing a/c DR

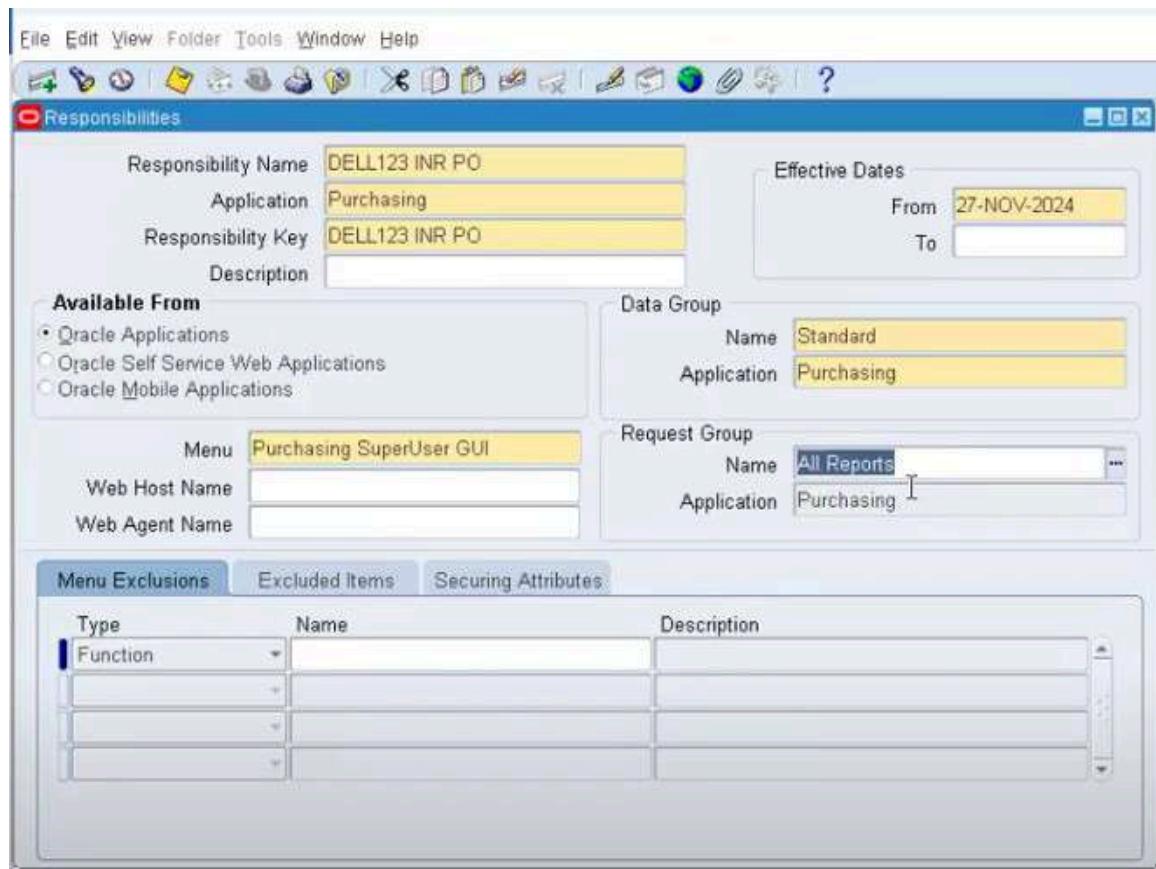
to

Cash a/c CR

- The final entries for the p2p are **Material inventory a/c and cash a/c.**

▼ 18.1 Purchasing order (PO)

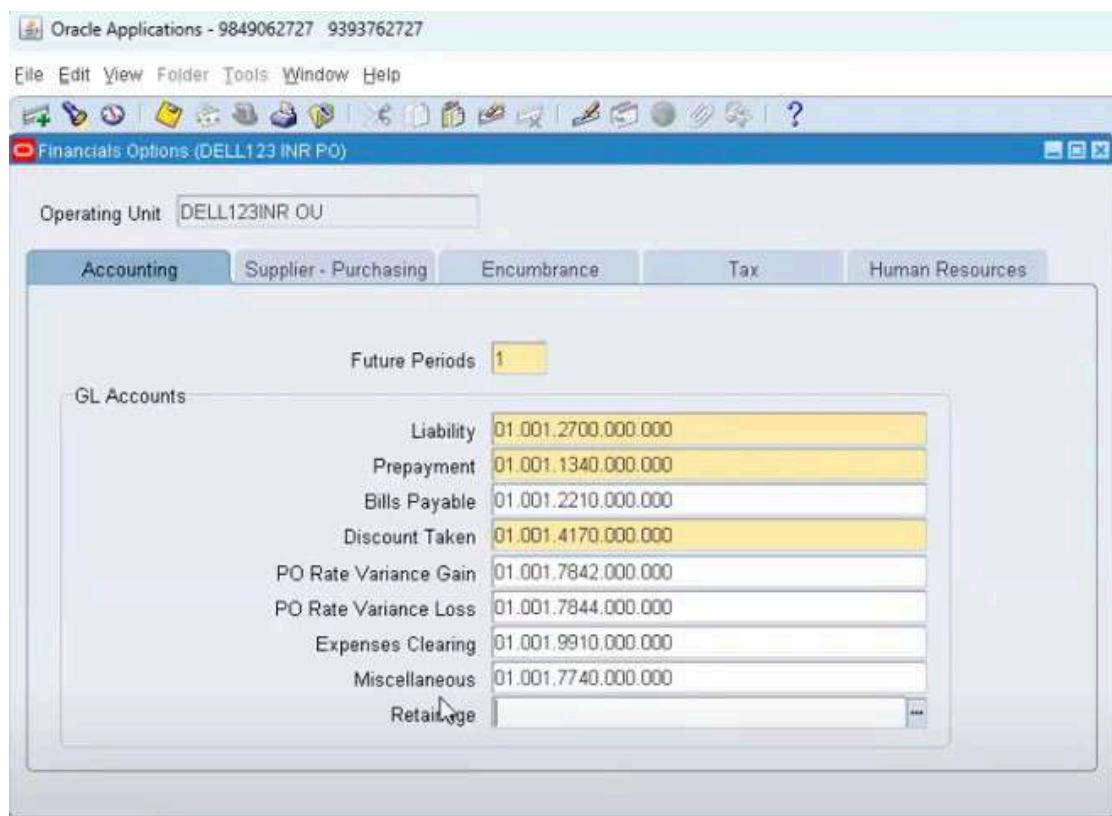
- It is a legal document, that a buyer sends to a seller to request goods or services.
- First PO responsibility should be created.
- Switch to the system administration responsibility and click on **security** ⇒ **responsibility** ⇒ **define**.
- Fill the required fields and save the information.



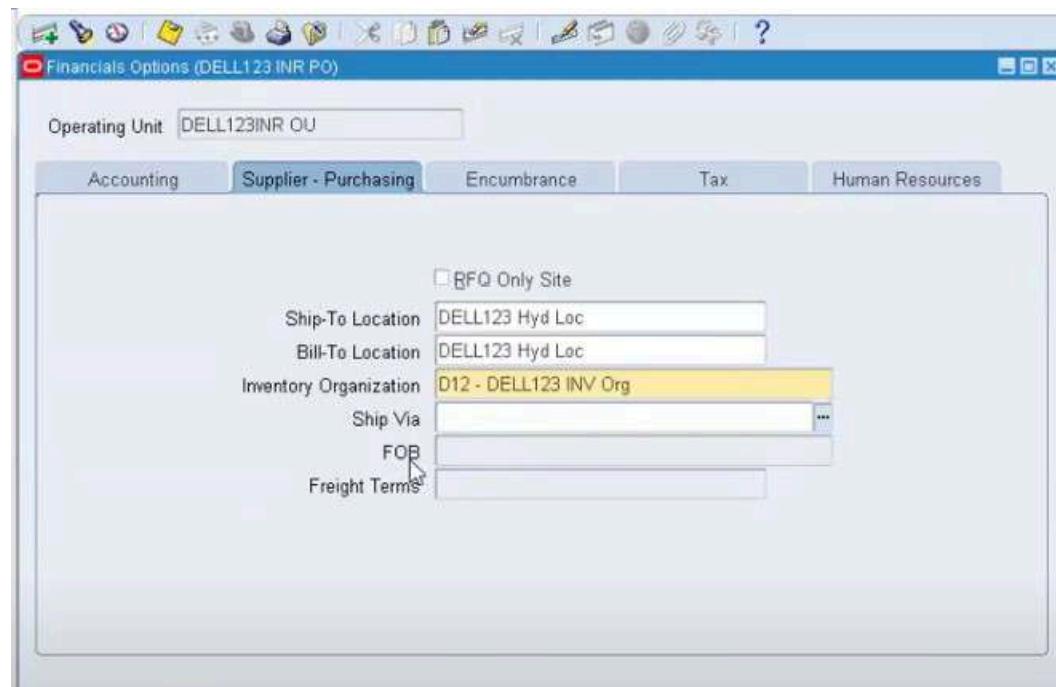
- Assign the profile options, GI ledger name , business group , HR security profile ,MO operating unit , MO security profile (to access multiple operating units) , HR user type.
- Assign the PO responsibility to the user and switch responsibility to the PO responsibility.

▼ 18.1.1 Financial Options :-

- Define financial options and the navigation is **setup ⇒ organizations ⇒ financial options.**
- Select the operating unit and click on new option.
- Define the accounts for the required fields.



- Click on the supplier-purchasing option and fill the required fields.



- Save the information after checking the human resources tab.
- ▼ **18.1.2 Purchasing Options :-**

- Open the purchasing options , navigation is **setup ⇒ organizations ⇒ purchasing options**.
- Click on more option under the operating unit option and select the operating unit.
- Enable the enforce price tolerance when the price tolerance is mandatory and select the match approval level which has 3 types 2way(direct delivery from supplier) , 3way(there will be a third party in between customer and supplier) , 4way(there will be third party and inspection team in between the customer and supplier).

The screenshot shows the Oracle Applications R12 Purchasing Options window. The 'Document Control' section includes fields for Price Tolerance (%), Price Tolerance Amount (INR), Enforce Full Lot Quantity, Receipt Close Point, Cancel Requirements, SB1 Buying Company Identifier, Output Format (PDF), Maximum Attachment Size (in MB), and Email Attachment Filename. The 'Document Defaults' section includes fields for Requisition Import Group-By, Internal Requisition Order Type, Internal Requisition Order Source, Receipt Close Tolerance (%), Invoice Close Tolerance (%), Quote Warning Day, and Acceptance Required Flag. On the right, there is a list of checkboxes for various purchasing options like 'Enforce Price Tolerance (%)', 'Match Approval Level' set to '2 Way', and 'Price Break Type' set to 'Cumulative'.

The screenshot shows the Oracle Applications R12 Receipt Accounting window. It includes sections for Accrue Expense Items (Period End, At Receipt), Accrue Inventory Items (At Receipt), Automatic Offset Method (None), Expense AP Accrual Account (01.001.1958.000.000), and Document Numbering (Entry Type Next Number). The 'Additional Information' section is also visible.

- Save the tab after filling all the required fields.
- The purchasing options and financial options will work at the operating unit level and the receiving options will work at the inventory organization level.

▼ 18.1.3 Receiving Options :-

- Click on the receiving options , navigation is **setup ⇒ organization ⇒ receiving options**.

- Click on the more option under inventory option and select the inventory organization.

The screenshot shows the Oracle Applications R12 Receiving Options page. At the top right, there is a dropdown menu labeled "Inventory Organization" with "DELL123 INV Org" selected. Below this, there are several configuration sections:

- Receiving Options:** Includes fields for "Enforce Ship-To", "ASN Control Action", "Receipt Days Early" (set to 2), "Receipt Days Late" (set to 2), "Receipt Days Exceed Action" (set to None), "Over Receipt Tolerance (%)" (set to 10), "Over Receipt Action" (set to None), "RMA Receipt Routing" (set to Direct Delivery), "Receipt Routing" (set to Direct Delivery), and a checkbox for "Allow Substitute Receipts".
- Receipt Number Generation:** Set to "Automatic" with "Alphanumeric" as the type, and "Next Receipt Number" set to 1. There is also a checkbox for "Validate Lots on RMA Receipts" which is checked.
- Accounting:** Shows "Receiving Inventory Account" (01.001.1400.000.000), "Retrospective Price Adjustment Account" (Company, Department, Accounts, Product, Future), and "Clearing Account" (01.001.1247.000.000).
- Cost Factors:** Contains checkboxes for "Interface to Advanced Pricing" and "Interface to Transportation Execution".

- Define the required fields and click on save option.

▼ 18.2 Payment terms

- Payment terms is nothing but , when making a payment , giving the discount based on the duration of payment , like if the payment is done within 10 days then the discount will be 10% , if the payment is done within 5days then the discount will be 15% and so on.
- Payment terms will be same for PO and AP , if the payment terms are defined for PO the no need to define for AP.
- Navigation is **setup ⇒ organizations ⇒ financials ⇒ payment terms**.

- Define the discounts for the three discount options and save.

▼ 18.3 Job approvals

- Create new employees by switching the responsibility to the hrms responsibility and the navigation is **people** ⇒ **enter and maintain**.
 - Click on the new option and fill the required fields.

The screenshot shows a software interface for managing employee information. The main window title is 'People'. The 'Name' section contains fields for Last (DELL123 User), First, Title (Mr.), Prefix, Suffix, and Middle. To the right, there are dropdowns for 'Gender' (Male) and 'Action', and a field for 'Person Type for Action' (Employee). Below that is a 'Identification' section with 'Employee' and a value '1', and a 'National Identifier' field. A tabbed navigation bar at the top includes 'Personal', 'Office Details', 'Applicant', 'Background', 'Rehire', 'Further Name', 'Medical', 'Other', and 'Benefits'. Under the 'Personal' tab, there are fields for 'Birth Date' (01-JAN-1990), 'Age' (34), 'Place of Birth', 'Region of Birth', 'Country of Birth', 'Status', 'Nationality', and 'Registered Disabled'. At the bottom, there are buttons for 'Address', 'Picture', 'Assignment', 'Special Info', and 'Others...', along with date selection fields for 'From' (27-NOV-2024), 'To', and 'Latest Start Date' (27-NOV-2024).

- Click on the **action** option and select the option **create employment** and also define the **address** and save.
- Create another employee as a manager.
- Open the previously created employee and click on the assignment option and click the supervisor and select the manager and click on update option.

Assignment(Mr.DELL123 User)

Organization	DELL123 BG	Group	
Job		Position	
Grade		Payroll	
Location	DELL123 Hyd Loc	Status	Active Assignment
		Vacancy	
Assignment Number	1	Collective Agreement	
Assignment Category		Employee Category	

Salary Information Supervisor Probation & Notice Period Standard Conditions Statutory Information

Name: Mr. DELL123 Manager
 Worker Number:
 Assignment Number:

Effective Dates
 From: 27-NOV-2024 To: [...]

Salary Entries Tax Info Others...

- Save and define the jobs and the navigation is **work structures ⇒ job ⇒ description**.
- Click on the new option and click on the name option and define the name and save.

File Edit View Folder Tools Window Help

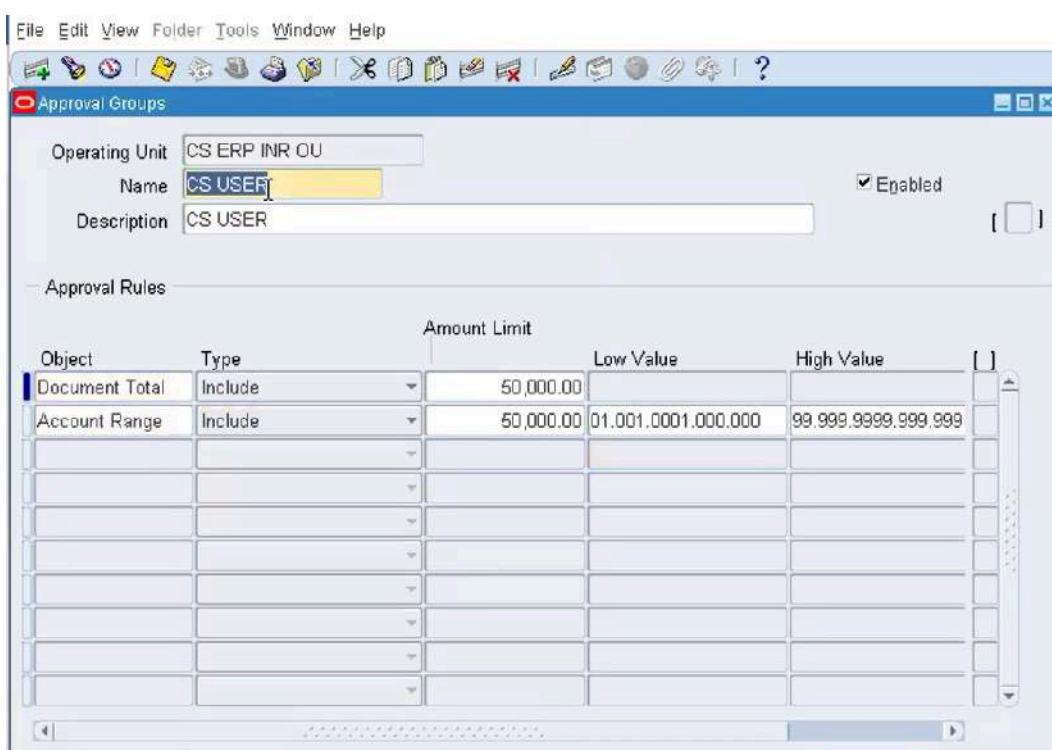
Job

Job Group: HR_8051	Name: <input type="text"/>
Dates: 27-NOV-2024	
Approval Authority:	<input type="checkbox"/> Additional Employment Rights <input type="checkbox"/> Benchmark Job
Benchmark Job Name: <input type="text"/>	Further Information: <input type="text"/>
Evaluation Requirements Valid Gra	Job Flexfield
Work Preferences Extra Information Map Surv	Job Code: DELL12 Job Name: DELL123User
Career Path Names Career Path: <input type="text"/>	OK Cancel Clear Help

Open

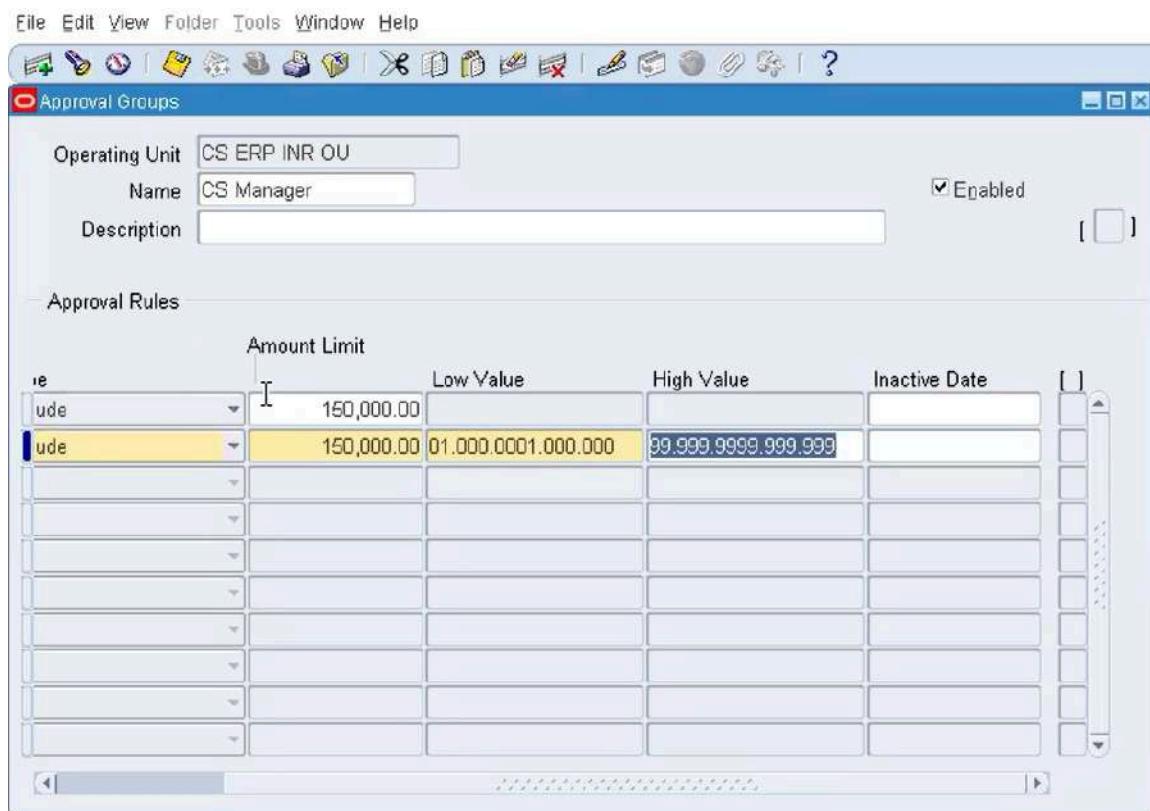
- Create the new job for manager also.

- Open the employee tab by navigating through **people** ⇒ **enter and maintain**.
 - Find the employee which is created before and go to the **assignments** and add the job to the employee and also for the manager and save.
 - Open previously created employee and manager and add both the jobs to the employee and manager and update.
 - Switch responsibility to the system administrator and assign the previously created employee to the user and create new user as manager and add the system administrator responsibility and assign the created manager to the person.
 - Switch the responsibility to the PO responsibility and open the approval groups for user and manager and the navigation is **setup** ⇒ **approvals** ⇒ **approval groups**.



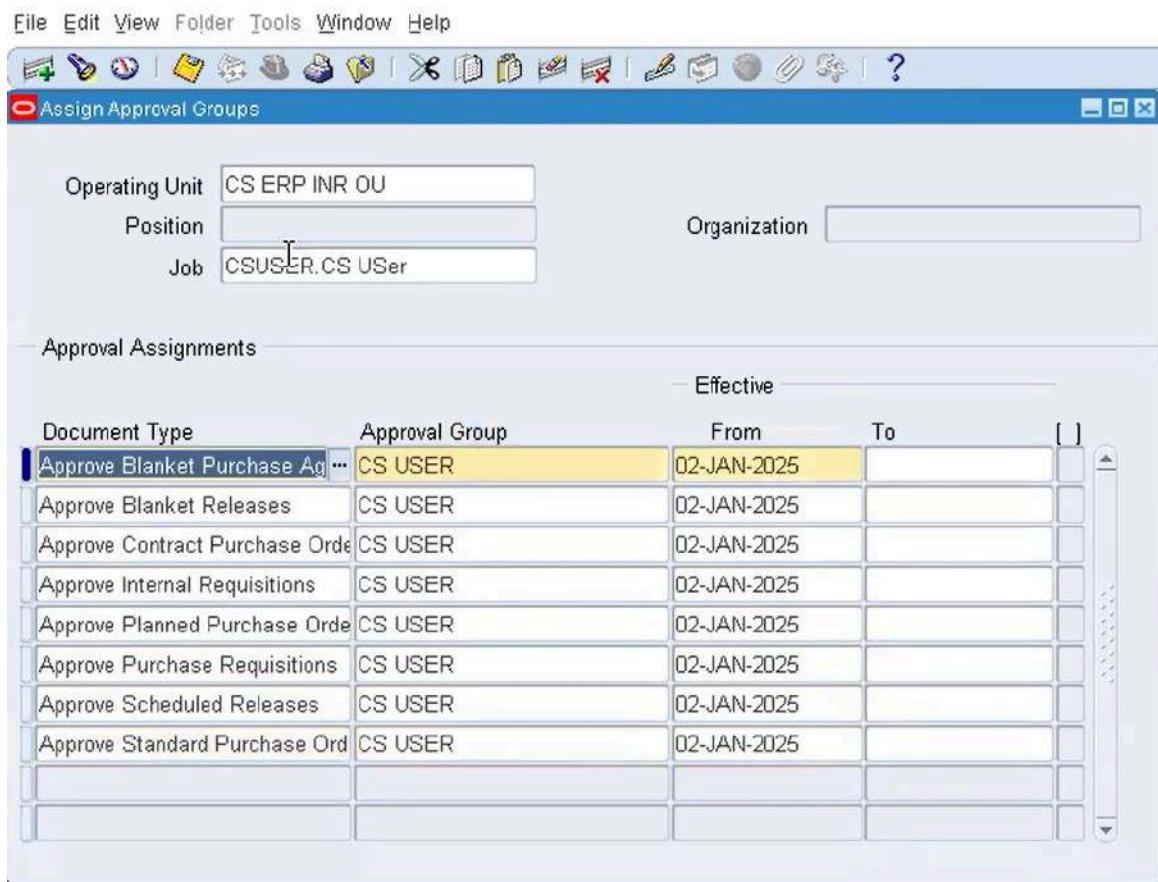
- Select the operating unit by clicking on the operating unit and define the name for the user group.
 - Select the object in the down table which has 4 types of objects.
 - Document total
 - Account Range

- Item Category Range
 - Item Range
 - Location
 - In these 5 objects , 2 are mandatory and those are document total and account range.
 - Select the document total option , type is include and give the limit amount.
 - Select the second row and select the account range option and give the limit amount and assign the low account and high account.
 - Click on new and define the approval groups for manager also.

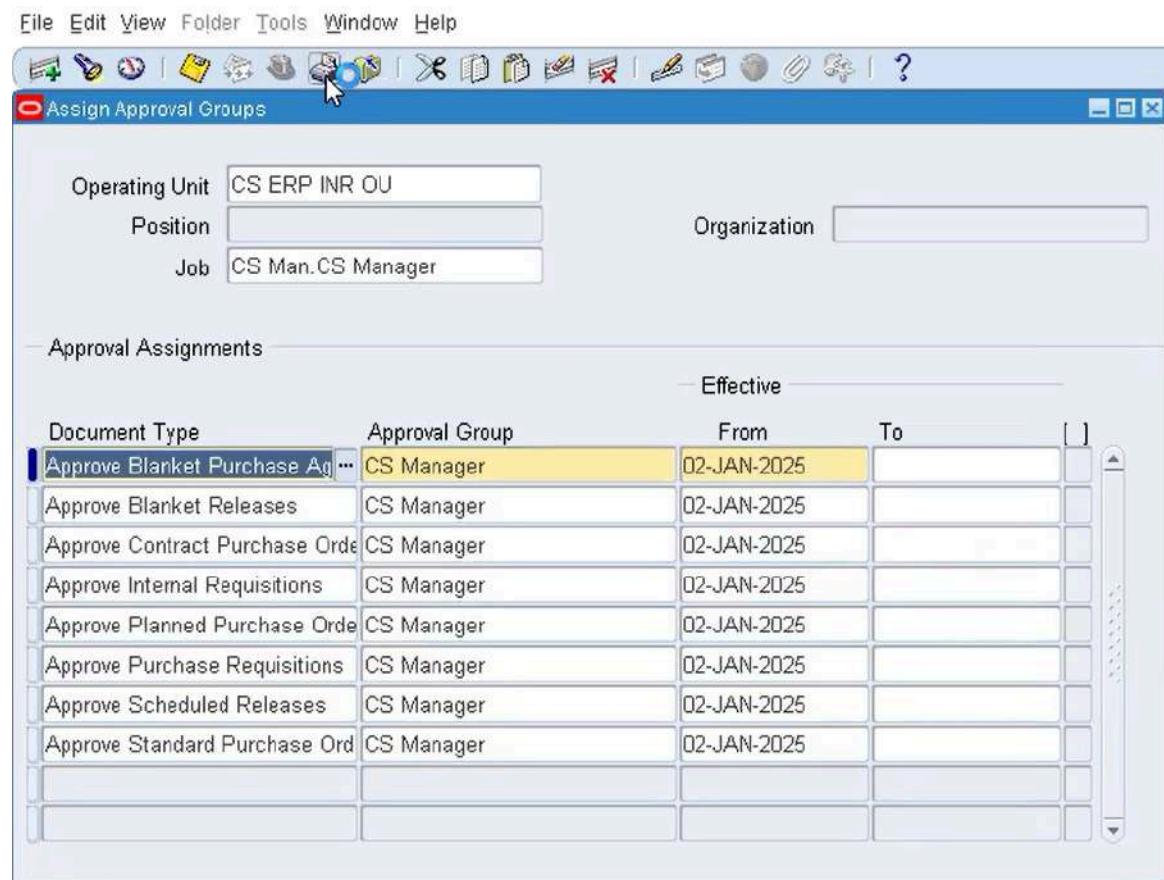


- Click on save and close the tab and click on the approval assignments.
 - Select the OU and automatically the system will take the job but not position because we have enabled only job , select the job.
 - There are 8 different document types and assign the approvals for those documents as per the requirement and if all the documents are required

, then assign all the documents for the approvals and also select the approval group.



- Define the approval assignments for the manager also.



- Assign the **employee** to the **user** and create new user and assign the **manager** to that new user and add **system administrator** responsibility.

▼ **18.4 Add Buyers**

- When we select the requisitions now , we cannot be able to open because we haven't assigned user as buyer.
- So assign the user to buyer , navigation is go to the PO responsibility **setup** ⇒ **personal** ⇒ **buyers**.
- Add manager as buyer by clicking the **add buyer option**.

Buyer	Category	Ship To	Begin Date	End Date
A Bakker	Item: Category.Commodity		21-May-2001	
Aizawa Haruhiko / Aizawa_kanji_Haruhiko_kanj	Item: Category.Commodity		30-Sep-2003	
Albers, Corinna	Item: Category.Commodity		14-Nov-2001	
Alfred, Rose Anne	Item: Category.Commodity	Progress Admin	07-Nov-2002	
Alien, Berle	Item: Category.Commodity	Town Hall PSUK	08-Feb-2001	
Ana Lucia Braga Monteiro, Ana	Item: Category.Commodity		06-Nov-2003	
Anderson, Lena	Item: Category.Commodity	Stockholm SE	01-Jan-1997	
Asada Hika / Asada Hika	Item: Category.Commodity		02-Oct-2003	
Axelsson, Mrs. Karin	Item: Category.Commodity	Stockholm SE	13-Mar-2002	
Nr. CS Manager	Item: Category.Commodity		07-Jan-2025	
Add Buyer				
© Previous 1-10 Next 10 ©				

- Save the information and normally these setups were done by the procurement team.

▼ 18.5 Create Supplier

- Create suppliers , navigation is **supplier base** ⇒ **suppliers**.

The screenshot shows the Oracle Payables application interface. At the top, there is a navigation bar with links for Navigator, Favorites, Close Window, Preferences, Help, and Diagnostics. Below the navigation bar, the Oracle Payables logo is displayed. The main content area has a title bar "Suppliers". On the left, there is a search bar with fields for Supplier Name, Supplier Number, Taxpayer ID, Tax Registration Number, D-U-N-S Number, and Employee Number. Below the search bar are buttons for "Show More Options", "Go", and "Clear". A "Create Supplier" button is located in the top right corner of the search area. To the right of the search area is a "To Do List" panel containing links for various requests: New Supplier Requests (0), Prospective Supplier Registrations (0), Supplier Address Requests (0), Supplier Tax ID Requests (0), Supplier Business Classification Requests (0), Supplier Product and Services Requests (17), and Supplier Bank Account Requests (0). At the bottom of the screen, there is a footer with links for Suppliers, Close Window, Preferences, Help, Diagnostics, About this Page, and Privacy Statement.

- Click on the create supplier option and add organization name and country and click on apply option.

Supplier Type: Standard supplier

* Organization Name:	CS ERP Supplier	Tax Country:	India
	Alias:	<input type="button" value="Search"/>	
Name Pronunciation:			
D-U-N-S Number:			
URL:	Must include http://		
Context Value:	<input type="button" value="Search"/>		
Supplier Home Page:			
<input type="button" value="Cancel"/> <input type="button" value="Apply"/>			

- Click on the **address book** and a new tab will open and click on **create** option.

Suppliers > Update CS ERP Supplier - 10018: Quick Update

* Indicates required field

Supplier Name: CS ERP Supplier
Supplier Number: 10018
Alternate Supplier Name:
Registry ID: 58158
Inactive Date: (example: 23-Dec-2008)
Alias:

Purchase Order Hold: All New Orders
 All Invoices
 Unmatched Invoices
 Unvalidated Invoices

Supplier Sites

Site Name	Operating Unit	Ship To Location	Bill To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary Level	Create Debit Memo from RTS Transaction	Gapless Invoice Numbering	*Selling Company Identifier FOB Terms	Freight	Transportation Arranged	Country of Origin
No results found.													

Key Purchasing Setups **Key Payment Setups**

Create **Cancel** **Save**

- Fill the required fields and tick the checkbox of purchasing and payment for address purpose but not RFQ only because when we tick the RFQ only , we cannot able to select the details in the address book.

Suppliers > Update CS ERP Supplier - 10018: Address Book > Create Address: Confirm Details

* Indicates required field

Supplier Name: CS ERP Supplier Supplier Number: 10018

Address Details

* Country: India
Address Line 1: KPHB
Address Line 2:
Address Line 3:
Address Line 4:
City:
County:
State:
Province:
Postal Code:
* Address Name: KPHB
Addressee:
Language:
Context Value: (dropdown menu)

Contact Details and Purpose

Communication Details: Update to all new sites created for this address
Phone Area Code:
Phone Number:
Fax Area Code:
Fax Number:
Email Address:
Address Purpose: Purchasing
 Payment
 RFQ Only

Cancel **Continue**

- Click on continue in the top and another page will open and select the OU for which the address will be given for the supplier and click on apply.

- Another mandatory information to be given is the tax details for the supplier.
- If the vendor is taxpayer then we have to mention how much tax is should be applied by clicking the tax details option on the right corner tab.
- If the tax details is mentioned then while creating invoice , the tax will be automatically added to the invoice.

▼ Banking Details

- There are 3 different types of bank accounts.
 - Supplier bank a/c
 - Customer bank a/c
 - Internal organization a/c
- If there is no supplier bank a/c , then we have to create bank a/c by clicking the bank details option in the right corner tab.

▼ Terms and control

- In terms and control tab , we can see the liability a/c and pre payment a/c , bills payable and distribution set.
- These accounts will be given in the financial options.

▼ Payment details

- When making the payment to the supplier , in which payment mode the payment is done , that will be defined in the payment details , i.e , cash or electronic or wired etc payments.
- Some times when the making the payments , some invoices will not be processed because of the different payment details.
- So , to process the invoices , first check whether the payment is done as per the given payment mode or not.

The screenshot shows the Oracle Payables software interface. The main title bar says 'ORACLE Payables'. Below it, a navigation bar includes 'Navigator', 'Favorites', 'Close Window', 'Preferences', 'Help', and 'Diagnostics'. On the left, a sidebar titled 'Suppliers' contains several sections: 'Quick Update', 'Company Profile' (with sub-options like Organization, Tax Details, Address Book, Contact Directory, Business Classification, Products & Services, Banking Details, Surveys), 'Terms and Control' (with sub-options like Accounting, Tax and Reporting, Purchasing, Receiving), 'Payment Details' (with sub-options like Relationship, Invoice Management), and 'Details' (with sub-options like Relationship, Invoice Management). The main content area is titled 'Update C5 ERP Supplier - 10018: Payment Details'. It has tabs for 'Payment Methods' (selected), 'Payment Method', 'Payment Attributes', and 'Payment Delivery Attributes', 'Payment Specifications', and 'Separate Remittance Advice Delivery'. The 'Payment Methods' section contains a table with columns 'Payment Method', 'Default', and 'End Date'. The table rows include: Bill Payable (checkbox checked, 'Default' checked), Check (checkbox checked, 'Default' checked), Comcheck Payment method (checkbox checked, 'Default' checked), Electronic (checkbox checked, 'Default' checked), Outsourced Check (checkbox checked, 'Default' checked), and Wire (checkbox checked, 'Default' checked). At the bottom of the table, there are 'Cancel' and 'Save' buttons.

- Select the payment mode and scroll down the page and we can select the payment mode in site level also.
- Scroll down and click on the update payment details and tick the payment mode and save.

The screenshot shows the Oracle Payables interface for payment details. At the top, it says "Supplier: Payment Details > Payment Details: KPHB (CS ERP INR OU)". The main area is titled "Payment Details" and contains fields for "Payee Name" (CS ERP Supplier) and "Payee Site" (KPHB), along with "Internal Organization" (CS ERP INR OU) and "Supplier Site Name" (KPHB). Below this is a section for "Payment Methods" with a table showing various payment types like Bill Payable, Check, Comcheck Payment method, Electronic, Outsourced Check, and Wire, each with a "Default" checkbox. A note says "You can choose one payment method to default on documents for the payee. A default payment method is optional." At the bottom, there are tabs for "Payment Delivery Attributes", "Payment Specifications", and "Separate Remittance Advice Delivery".

▼ Invoice management

- Invoice management will have the details of vendor currency and payment terms mapping.

The screenshot shows the Oracle Payables interface for invoice management. On the left, a sidebar lists various modules under "Supplies": Quick Update, Company Profile, Organization, Tax Details, Address Book, Contact Directory, Business Classification, Products & Services, Banking Details, Surveys, Terms and Control, Accounting, Tax and Reporting, Purchasing, Receiving, Payment Details, Relationship, and Invoice Management. The "Invoice Management" option is selected. The main area is titled "Invoice Management" and includes sections for "Invoice Payment Terms" and "Supplier Sites". In "Invoice Payment Terms", fields include "Invoice Currency" (Indian Rupee), "Invoice Amount Limit", "Invoice Match Option" (Purchase Order), "Hold from Payment" (checkboxes for All invoices, Unmatched invoices, Unvalidated invoices), "Pay Group" (Standard Supplier Pay), and checkboxes for Always Take Discount, Exclude Freight From Discount, and Create Interest Invoice. In "Supplier Sites", fields include "Site Status" (Active), "Site Name", "Operating Unit", "Invoice Amount Limit", "Invoice Tolerance", "Invoice Match Option" (Purchase Order), "Invoice Currency" (Indian Rupee), and "Hold from Payment" (checkboxes for All invoices, Unmatched invoices, Unvalidated invoices). A "Payment Hold Reason" and "Services Tolerance" field are also present. At the bottom right are "Cancel" and "Save" buttons.

- The payment terms are already defined previously , so select the payment terms and also in the site level and click on save.

▼ 18.6 Open periods

- Open periods by navigating **PO responsibility** ⇒ **setup** ⇒ **financials** ⇒ **accounting** ⇒ **control purchasing periods**.
- Select the OU name and click on the option go.

- Open the current month period and click on the save option.
- Open the GL periods also by navigating to the gl responsibility

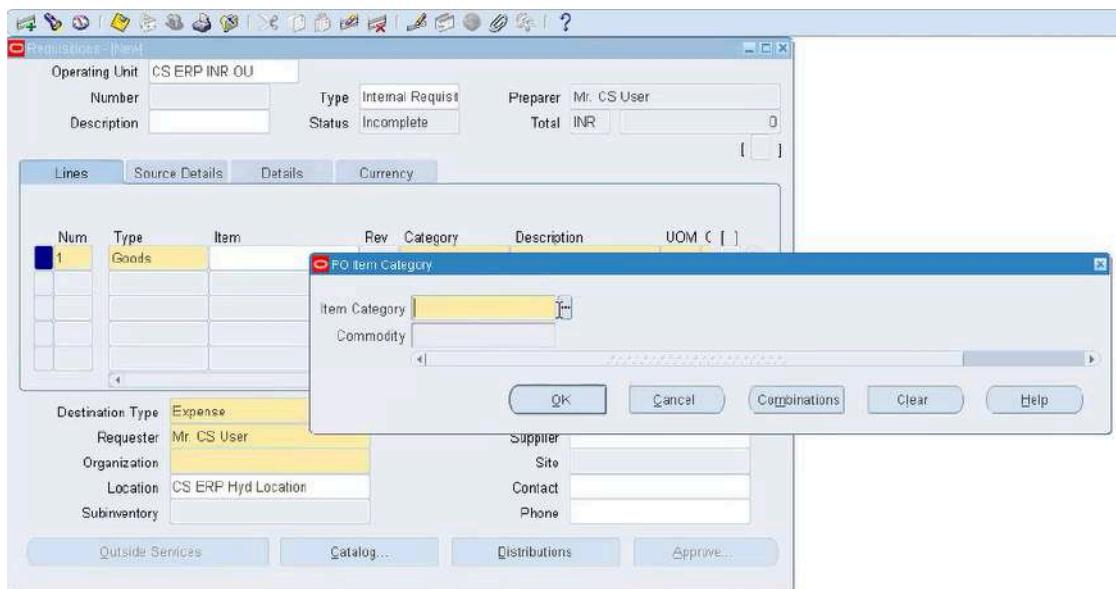
▼ 18.7 Requisitions

- The requisitions are will be 2 types.

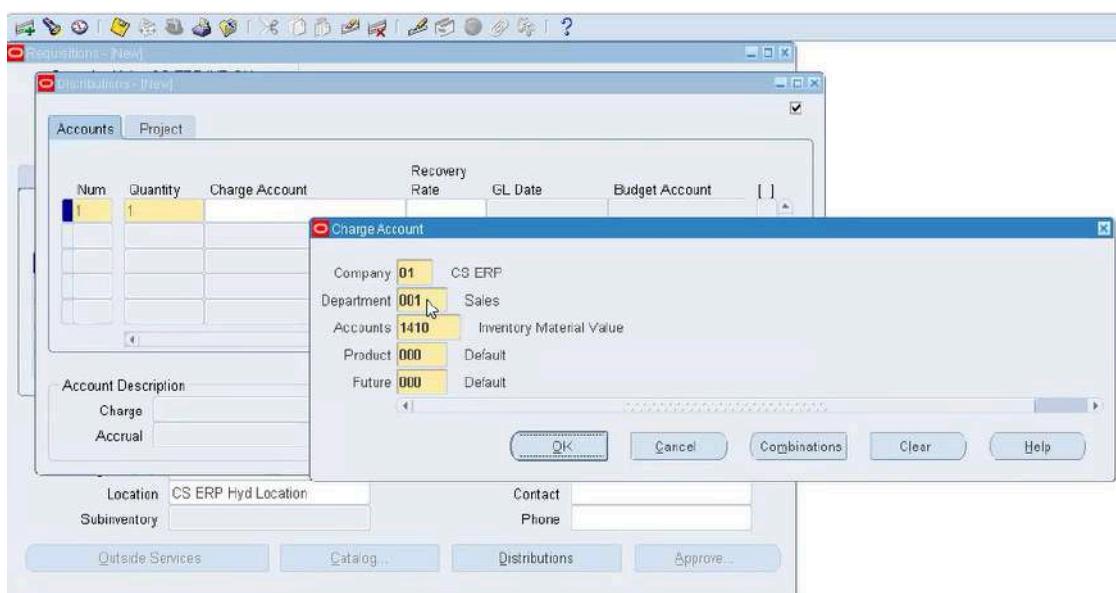
▼ 18.7.1 Internal requisition

- Open the requisitions in PO responsibility by navigating **requisitions** ⇒ **requisitions**.

- Select the OU and the type of the requisitions and in the line section , select the **category** and and define the **item and category**.

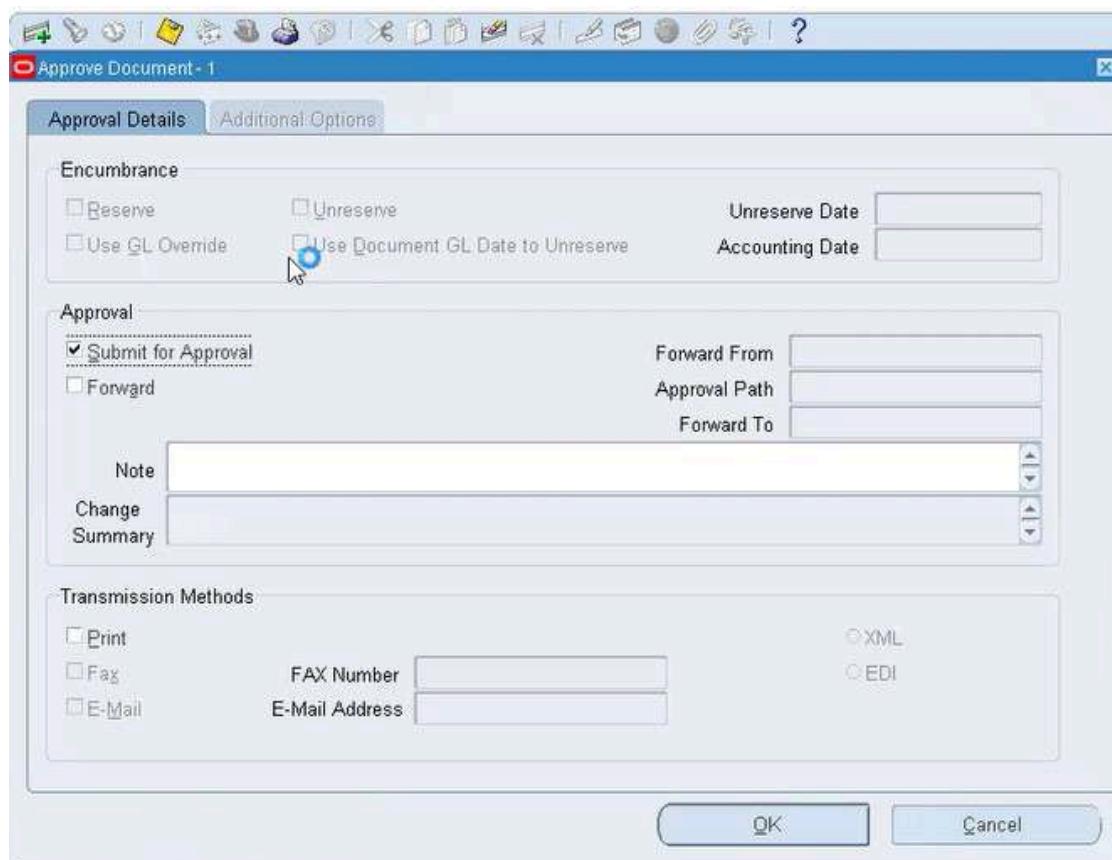


- Define the **description(test)** , **UOM(each)** , **price(1000)** , **quantity(1)** , **need date**.
- Define the organization , location of sub-inventory down below tab and click on the **distributions** option.
- Click on the charge account option and define the code combination.



- Click on the save option and click on approve option and click on submit if the price is below the limit given to the user or tick the

forward option if the amount is above the limit and it will go to the manager for the approval.



- Check whether the PO has been approved or not by navigating **requisitions** ⇒ **requisition summary**.
- Give the **requisition number or OU** and click on find to find the requisition.

	Description	Approval Status	Creation Date	Currency
1		Incomplete	07-JAN-2025 11:41:13	INR
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				
56				
57				
58				
59				
60				
61				
62				
63				
64				
65				
66				
67				
68				
69				
70				
71				
72				
73				
74				
75				
76				
77				
78				
79				
80				
81				
82				
83				
84				
85				
86				
87				
88				
89				
90				
91				
92				
93				
94				
95				
96				
97				
98				
99				
100				
101				
102				
103				
104				
105				
106				
107				
108				
109				
110				
111				
112				
113				
114				
115				
116				
117				
118				
119				
120				
121				
122				
123				
124				
125				
126				
127				
128				
129				
130				
131				
132				
133				
134				
135				
136				
137				
138				
139				
140				
141				
142				
143				
144				
145				
146				
147				
148				
149				
150				
151				
152				
153				
154				
155				
156				
157				
158				
159				
160				
161				
162				
163				
164				
165				
166				
167				
168				
169				
170				
171				
172				
173				
174				
175				
176				
177				
178				
179				
180				
181				
182				
183				
184				
185				
186				
187				
188				
189				
190				
191				
192				
193				
194				
195				
196				
197				
198				
199				
200				
201				
202				
203				
204				
205				
206				
207				
208				
209				
210				
211				
212				
213				
214				
215				
216				
217				
218				
219				
220				
221				
222				
223				
224				
225				
226				
227				
228				
229				
230				
231				
232				
233				
234				
235				
236				
237				
238				
239				
240				
241				
242				
243				
244				
245				
246				
247				
248				
249				
250				
251				
252				
253				
254				
255				
256				
257				
258				
259				
260				
261				
262				
263				
264				
265				
266				
267				
268				
269				
270				
271				
272				
273				
274				
275				
276				
277				
278				
279				
280				
281				
282				
283				
284				
285				
286				
287				
288				
289				
290				
291				
292				
293				
294				
295				
296				
297				
298				
299				
300				
301				
302				
303				
304				
305				
306				
307				
308				
309				
310				
311				
312				
313				
314				
315				
316				
317				
318				
319				
320				
321				
322				
323				
324				
325				
326				
327				
328				
329				
330				
331				
332				
333				
334				
335				
336				
337				
338				
339				
340				
341				
342				
343				
344				
345				
346				
347				
348				
349				
350				
351				
352				
353				
354				
355				
356				
357				
358				
359				
360				
361				
362				
363				
364				
365				
366				
367				
368				
369				
370				
371				
372				
373				
374				
375				
376				
377				
378				
379				
380				
381				
382				
383				
384				
385				
386				
387				
388				
389				
390				
391				

Master Item (CSE)

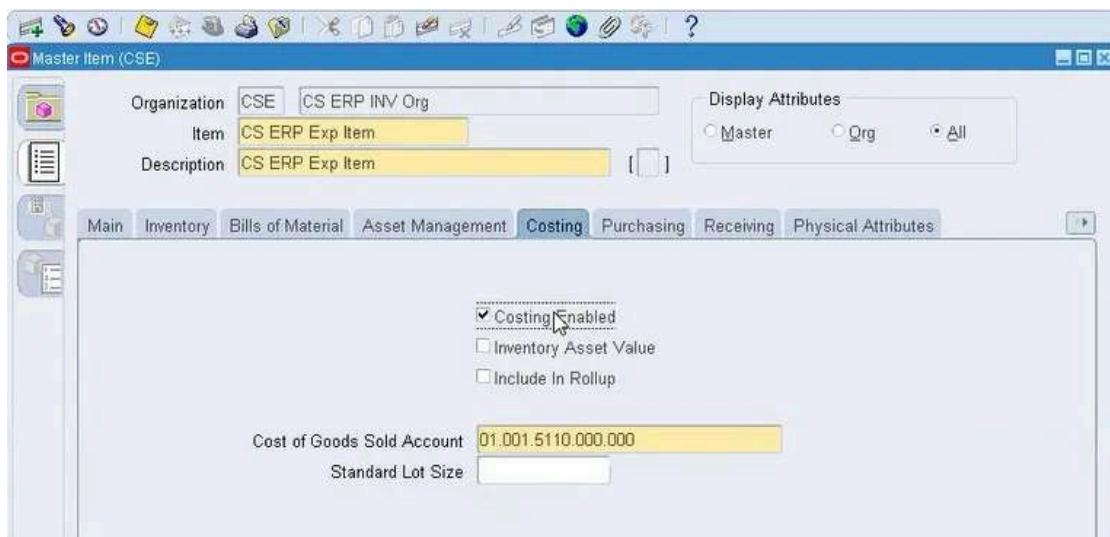
Organization	CSE CS ERP INV Org	Display Attributes																					
Item	CS ERP Exp Item	<input type="radio"/> Master <input type="radio"/> Org <input checked="" type="radio"/> All																					
Description	CS ERP Exp Item	[]																					
<input type="radio"/> Main <input checked="" type="radio"/> Inventory Bills of Material Asset Management Costing Purchasing Receiving Physical Attributes																							
Unit of Measure <table border="1"> <tr> <td>Primary</td> <td>Each</td> <td>Conversions</td> </tr> <tr> <td>Tracking</td> <td>Primary</td> <td><input type="radio"/> Standard</td> </tr> <tr> <td>Pricing</td> <td>Primary</td> <td><input type="radio"/> Item specific</td> </tr> <tr> <td>Secondary</td> <td></td> <td><input checked="" type="radio"/> Both</td> </tr> <tr> <td>Defaulting</td> <td></td> <td></td> </tr> <tr> <td>Deviation Factor +</td> <td>0 %</td> <td></td> </tr> <tr> <td>Deviation Factor -</td> <td>0 %</td> <td></td> </tr> </table>			Primary	Each	Conversions	Tracking	Primary	<input type="radio"/> Standard	Pricing	Primary	<input type="radio"/> Item specific	Secondary		<input checked="" type="radio"/> Both	Defaulting			Deviation Factor +	0 %		Deviation Factor -	0 %	
Primary	Each	Conversions																					
Tracking	Primary	<input type="radio"/> Standard																					
Pricing	Primary	<input type="radio"/> Item specific																					
Secondary		<input checked="" type="radio"/> Both																					
Defaulting																							
Deviation Factor +	0 %																						
Deviation Factor -	0 %																						
Long Description [Large Text Area]																							

- All three items will have different accounting entries.
- If the item is inventable , then tick the **inventory option**.

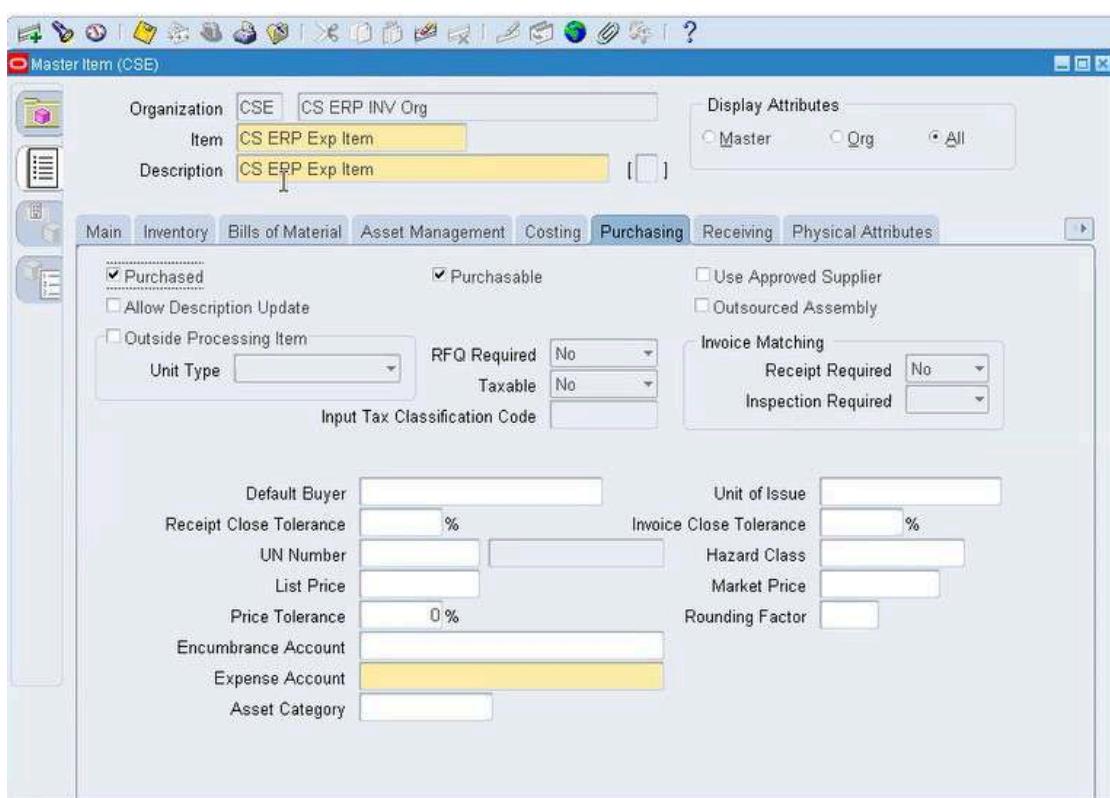
Master Item (CSE)

Organization	CSE CS ERP INV Org	Display Attributes
Item	CS ERP Exp Item	<input type="radio"/> Master <input type="radio"/> Org <input checked="" type="radio"/> All
Description	CS ERP Exp Item	[]
<input checked="" type="checkbox"/> Inventory Item <input checked="" type="checkbox"/> Stockable <input checked="" type="checkbox"/> Transactable <input type="checkbox"/> Revision Control (R) <input checked="" type="checkbox"/> Reservable (G) <input type="checkbox"/> Check Material Shortage Lot Expiration (Shelf Life) Control: No Control Shelf Life Days: 0 Retest Interval: Expiration Action Interval: Expiration Action: Lot Control: No Control Starting Prefix: Starting Number: Maturity Days: Hold Days: Locator Control : No Control <input type="checkbox"/> Restrict Subinventories <input type="checkbox"/> Restrict Locators (J)		
Serial Generation: No Control Starting Prefix: Starting Number: <input type="checkbox"/> Grade Controlled Default Grade:		

- Click on the costing option and tick the **costing option** in the costing tab.

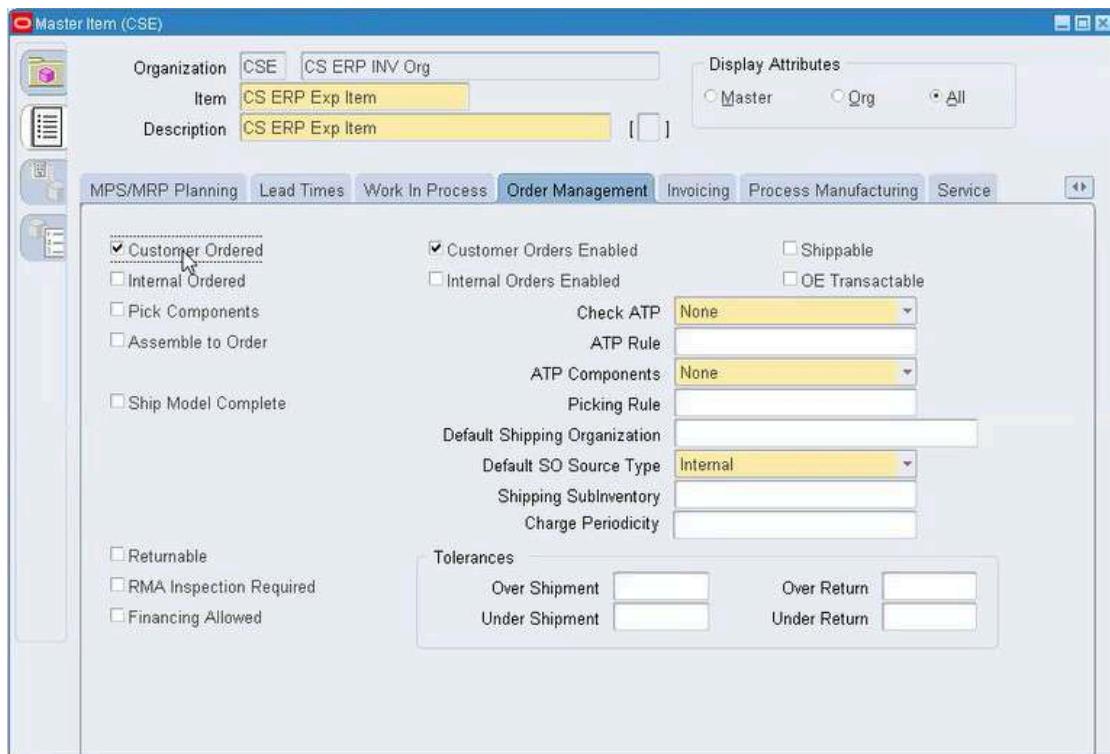


- Click on the purchasing option and tick the **purchased** if the item is purchasable.

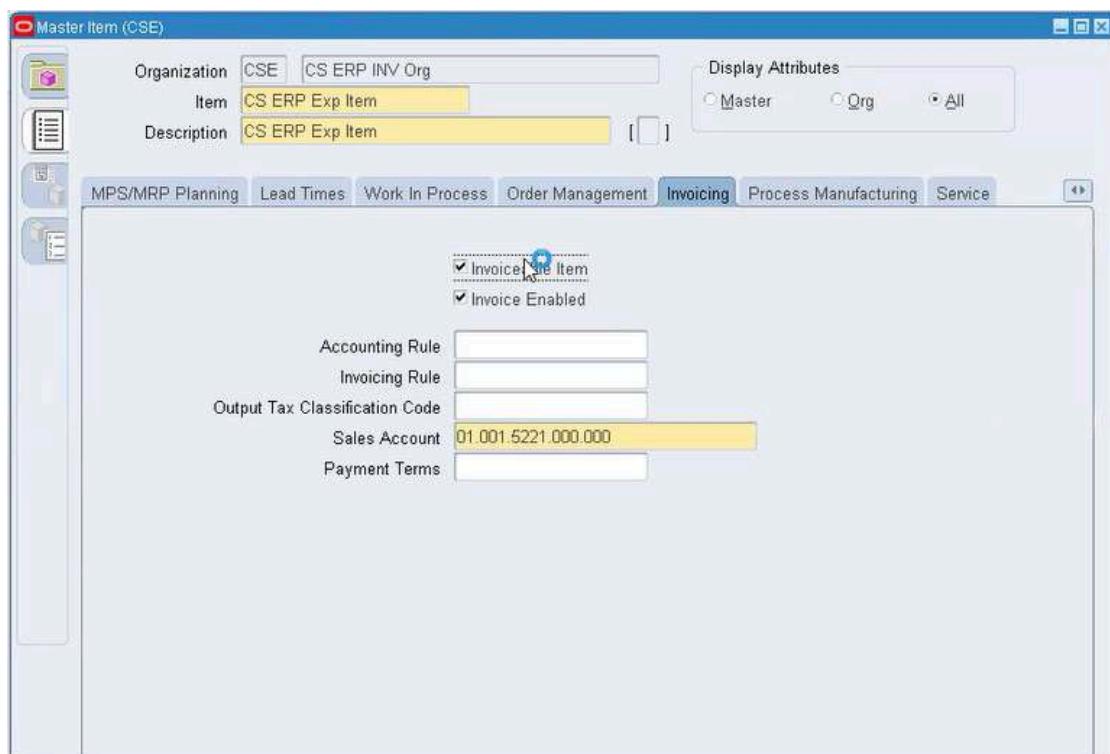


- Define the expense account and the account is **inventory material value account**.

- Another mandatory option is **order management**.
- Tick the **customer ordered** option in the order management options.



- Click on the **invoicing** and tick the **invoicable** option.



- Save the tab.
- If we dont know all the options , then copy the item name and click on the **tools** option and click on the **copy from** option and select the template as **supply item**.



- Click on done option

▼ 18.7.3 Purchase requisition

- Create purchase requisition by navigating **Requisitions ⇒ Requisitions**.
- Select the item which is created previously in the items option and fill all the options which are same as internal requisition.

The screenshot shows the SAP Requisitions - [New] interface. At the top, there are fields for Operating Unit (CS ERP INR OU), Number (2), Type (Purchase Requi), Preparer (Mr. CS User), and Total (INR 10000). Below this is a table with columns: Num, Category, Description, UOM, Quantity, Price, and Need-By. One row is populated with Category MISC.MISC, Description CS ERP Exp Item, UOM Each, Quantity 10, Price 1000, and Need-By empty. Underneath the table, there are sections for Destination Type (Inventory), Requester (Mr. CS User), Organization (CS ERP INV Org), Location (CS ERP Hyd Location), Subinventory (CS ERP Lap), Source (Supplier), Supplier (CS ERP Supplier), Site (KPHB), Contact (empty), and Phone (empty). At the bottom right, there are buttons for Outside Services, Catalog..., Distributions, and Approve... (which has a blue circle over it).

- Click on the approvals and submit the approval and check the approval request.

▼ 18.8 RFQ(request for quotation)

- Create RFQ's after creating requisitions , navigation is **RFQ's and quotations ⇒ RFQ's**.
- There are 3 different types RFQ's are there , they are
 - Standard** - For regular purpose , this type is used.
 - Catalog** - Same as standard catalog RFQ is also used for regular purpose.
 - Bid** - If the requirement is in bulk , then bid RFQ's are used.

RFQs - [New]

Operating Unit	CS ERP INR OU	Type	Catalog RFQ	Created	21-JAN-2025	
Number		Bill-To	CS ERP Hyd Locat	Status	Active	
Ship-To	CS ERP Hyd Local	Reply Via		Close Date		
Due Date		Buyer	Mr. CS User			
Description						
<input type="checkbox"/> Quote Approval Required Quote Effectivity <input type="text"/> - <input type="text"/>						
Currency <input type="text"/> INR <input type="button" value="..."/>						
Items More						
Num	Type	Item	Rev	Category	Description	UOM <input type="button" value="..."/>
1	Goods	CS ERP Exp Item	<input type="button" value="..."/>	MISC.MISC	CS ERP Exp Item	Each
<input type="button" value=" _"/> <input type="button" value=" _"/>						
Item <input type="text"/> CS ERP Exp Item <input type="text"/> CS ERP Exp Item						
<input type="button" value="Currency..."/>		<input type="button" value="Terms"/>		<input type="button" value="Price Breaks"/>		<input type="button" value="Suppliers"/>

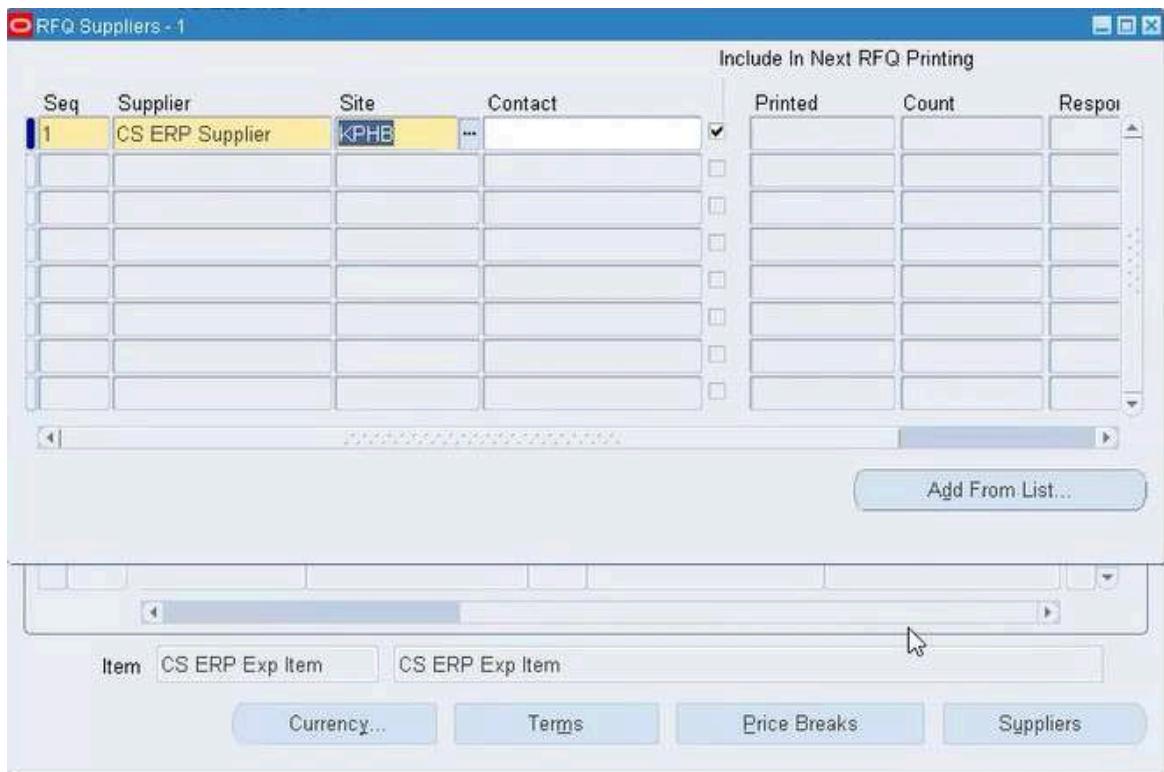
- Fill all the required fields and click on the **terms** option and define the payment terms.

Terms and Conditions	
Payment Terms	CS ERP Net 30
Carrier	
Freight Terms	
FOB	
Note To Supplier	

- Click on the price breaks and define the price break and organization.

- Click on the more option and select match level which has 3 different types.
 - 2 way - direct delivery
 - 3 way - Third party involved
 - 4 way - inspection required

- Close the tab and save the RFQ tab and the RFQ number will be generated.
 - Click on the **suppliers** option and assign the supplier.



- Click on save option and close the tab.
- Same process for the bid and standard RFQ's.

▼ 18.9 Quotations

- Quotations are also 3 types same as RFQ's.
 - Standard
 - Catalog
 - Bid
- Create quotations by navigating , **RFQ's and Quotations ⇒ Quotations.**

- Click on the num column and select the user and the warning delay tab will be appear.
 - Define the warning delay which was previously given in the receiving options.

Payment Terms	CS ERP Net 30	Freight Terms	
Carrier		FOB	
Note From Supplier			
Created	21-JAN-2025	Received Via	
Warning Delay	2		

- Define the remaining options like price.

Quotations - [New]

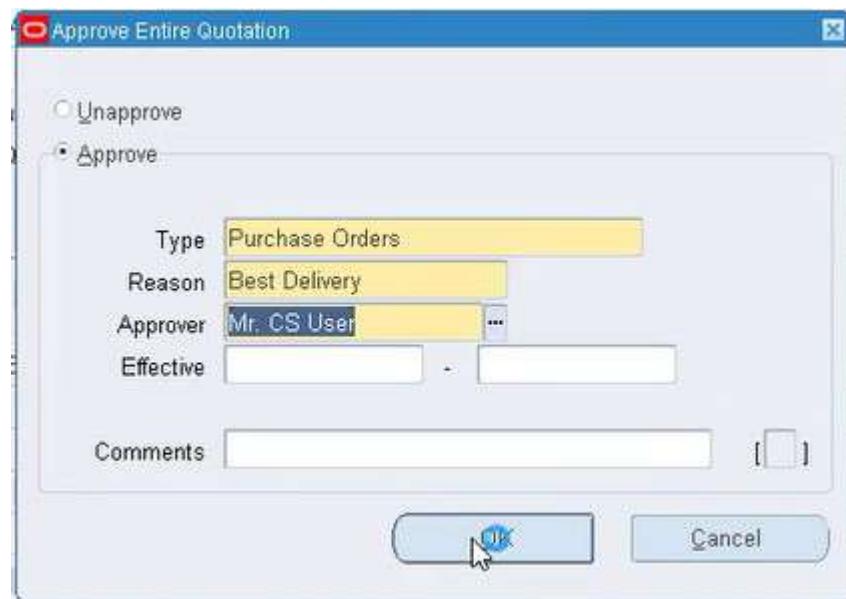
Operating Unit	CS ERP INR OU	Type	Catalog Quotation	Created	21-JAN-2025
Number		Bill-To	CS ERP Hyd Locat	Status	Active
Ship-To	CS ERP Hyd Local	Due Date	21-JAN-2025	Reply Via	
Description				Close Date	
<input type="checkbox"/> Quote Approval Required			Buyer Mr. CS User		
Quote Effectivity			Currency INR		
Items		More			
Num	Category	Description	UOM	Price	Supplier Item
1	MISC.MISC	CS ERP Exp Item	Each	1000	
<input type="button" value="Item: CS ERP Exp Item"/> <input type="button" value="Currency..."/> <input type="button" value="Terms"/> <input type="button" value="Price Breaks"/> <input type="button" value="Approve..."/>					

- Check the **currency** and click on the **terms** option.

Quotation Price Breaks - [New]

Price Break	More																																		
<table border="1"> <thead> <tr> <th>Num</th> <th>UOM</th> <th>Quantity</th> <th>Price</th> <th>Org</th> <th>Ship-To</th> <th>Discount (%)</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Each</td> <td>10</td> <td>900</td> <td>CSE</td> <td>CS ERP Hyd Locat</td> <td>10</td> <td></td> <td></td> </tr> <tr> <td colspan="9"> <input type="button" value="Item: CS ERP Exp Item"/> <input type="button" value="Approve"/> </td> </tr> </tbody> </table>									Num	UOM	Quantity	Price	Org	Ship-To	Discount (%)	From	To	1	Each	10	900	CSE	CS ERP Hyd Locat	10			<input type="button" value="Item: CS ERP Exp Item"/> <input type="button" value="Approve"/>								
Num	UOM	Quantity	Price	Org	Ship-To	Discount (%)	From	To																											
1	Each	10	900	CSE	CS ERP Hyd Locat	10																													
<input type="button" value="Item: CS ERP Exp Item"/> <input type="button" value="Approve"/>																																			

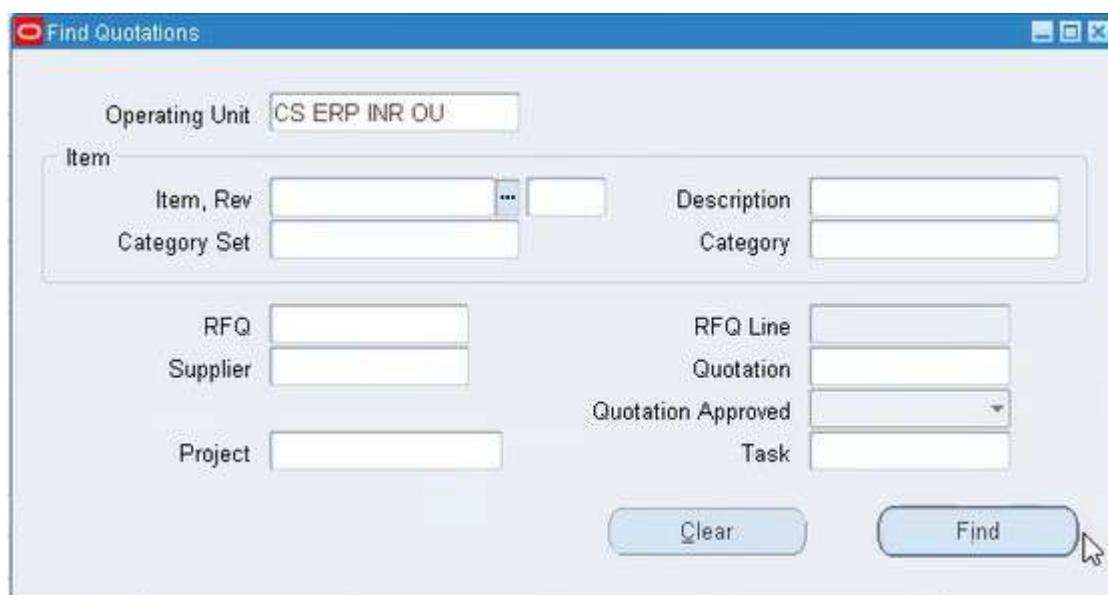
- Define the quantity , price after discount , organization and discount and close the tab and save.
- Click on the approval option and define the **type** and **reason** for the approval.

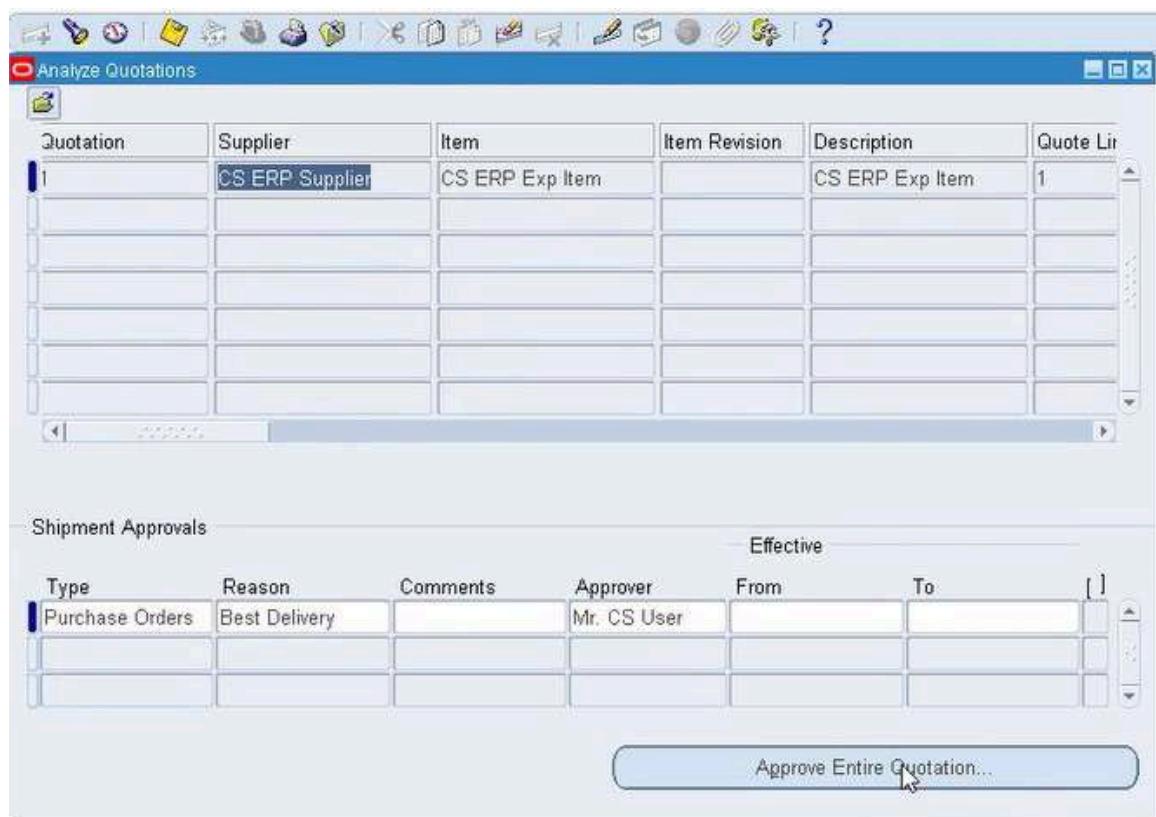


- Click on ok and save.

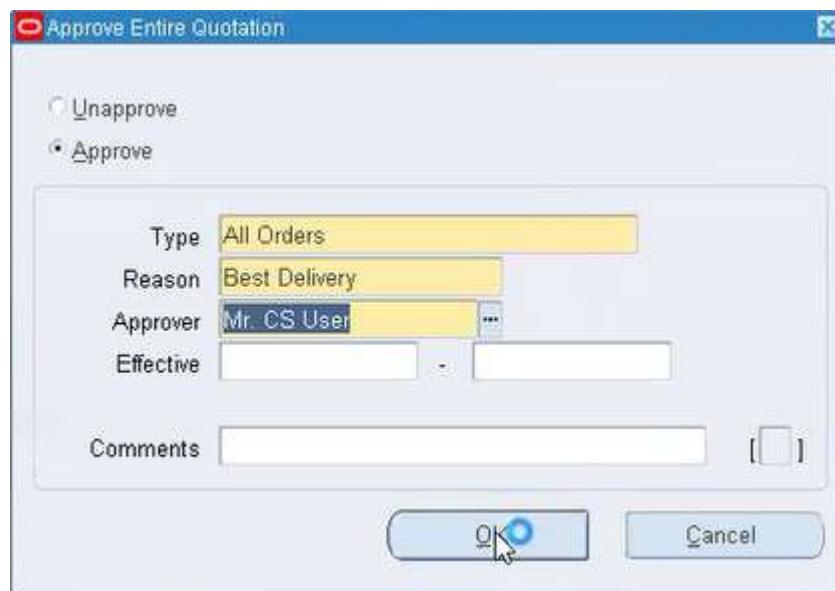
▼ **18.10 Quote analysis**

- Define the quotation analysis by navigating **quotations ⇒ quote analysis**.
- Find the OU and if there are multiple quotations , then there will be list and the best quotation can be selected and approved.





- Define the type and reason and click on ok.



- The quotation will be approved.

▼ 18.11 PO

- Create PO after quotation analysis by navigating , **Purchase orders ⇒ Purchase orders**.

- Purchase orders are of 4 types.
 - **Standard PO** - All the terms and conditions information is available.
 - **Contract PO** - Only agreement amount is available , there will be no line and distribution level information.
 - **Planned PO** - Release options will be available , how much quantity has been released for the day.
 - **Blanket PO** - same as Planned PO.

▼ Standard PO

- Define the supplier and type of the PO and quantity , price.
 - In reference documents , contract agreement can be selected in contract PO.
 - Click on the catalog option and click on the find option.

Search Supplier Item Catalog

Operating Unit	CS ERP INR OU	Requisition Template	
Commodity	MISC.MISC		
Item			
Category Set		Category	
Item, Rev	CS ERP Exp Item	Description	
Job		Line description contains the words in sequence only:	
<input type="text"/> <input type="text"/>			
Supplier <input checked="" type="radio"/>			
Supplier	CS ERP Supplier	Site	KPHB
<input type="checkbox"/> Sourced Suppliers Only		Supplier Item	
Due Date		Ship-To Organization	
Line Type	Goods	<input type="checkbox"/> Show External Locations	
UOM	Each	Ship-To Location	
		Currency	INR
<input type="button" value="Clear"/>		<input type="button" value="Close Catalog"/>	<input type="button" value="Find"/>

- How many supplier quotation has been approved can be seen in the tab and select the approved quotation and click the select option.

Supplier Item Catalog (CS ERP INR OU)

							<input checked="" type="checkbox"/> Select Price Only																																																
Negotiated Sources		Prior Purchases		Sourcing Rules																																																			
<table border="1"> <thead> <tr> <th></th> <th>Supplier Item</th> <th>Unit of Measu</th> <th>Line Price</th> <th>Amount</th> <th>Break Quantity</th> <th>Break Price</th> <th></th> </tr> </thead> <tbody> <tr> <td>1:p Item</td> <td></td> <td>Each</td> <td>1000</td> <td></td> <td>10</td> <td>900</td> <td></td> </tr> <tr> <td>1:p Item</td> <td></td> <td>Each</td> <td>1000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									Supplier Item	Unit of Measu	Line Price	Amount	Break Quantity	Break Price		1:p Item		Each	1000		10	900		1:p Item		Each	1000																												
	Supplier Item	Unit of Measu	Line Price	Amount	Break Quantity	Break Price																																																	
1:p Item		Each	1000		10	900																																																	
1:p Item		Each	1000																																																				
<input type="button" value="Add"/> <input type="button" value="Remove"/>		<input type="button" value="Order Pad"/>		<input type="button" value="Currency"/>			<input type="button" value="Ship-To"/>																																																
UOM	Quantity	Item Description	Supplier	I	Price	Amount	Need-By	Org	Loc																																														
<input type="button" value="Order Total"/> <input type="button" value="Options..."/>				<input type="button" value="Close Catalog"/>			<input type="button" value="Select"/>																																																

- There is another way to select the quotation , click the shipments option in the PO tab

- Click on the **Distributions** option and place the cursor on the **PO charge account** and the account will appear by default.

Distributions - [New]

Destination More Project

Num	Deliver-To	Subinventory	Quantity	PO Charge Account
1			10	

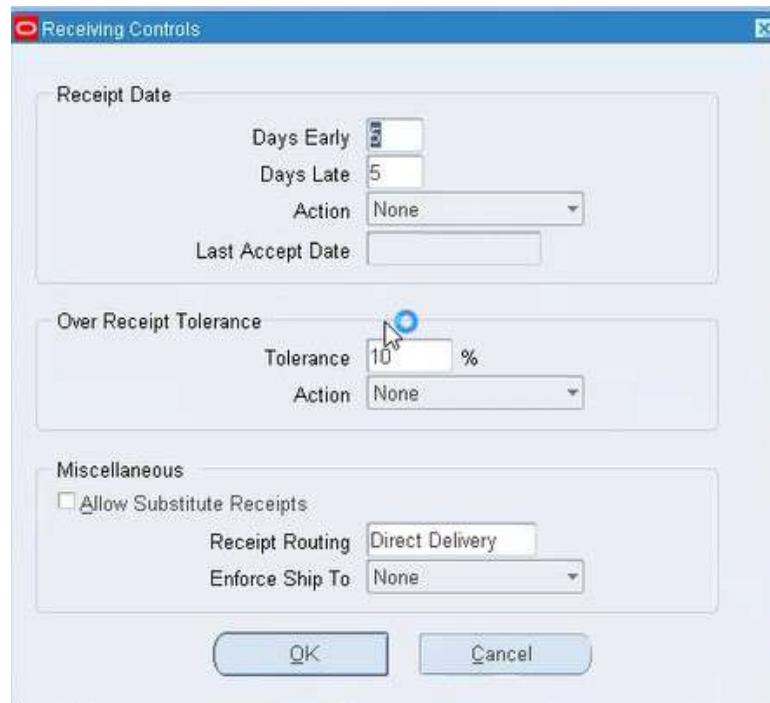
PO Account Descriptions Destination Account Descriptions

Charge	
Accrual	
Budget	
Variance	

Lines And Shipment Details

Line Num	1	Shipment Num	1	Org	CSE	Ship-To	CS ERP Hyd Location
Item	CS ERP Exp Item	CS ERP Exp Item					

- PO charge account will be created in the sub-inventory level.
- If the PO charge account is not defined , then the journal entries will be created but there will be no code combinations , so the PO charge account is mandatory.
- Close the tab and click on the **receiving control** option in the shipments tab.
- Receipt date and all the information will be available in the receiving controls tab.



- Close the tab and save the PO tab and the PO number will be generated and the status will be incomplete.
- Click on the approvals option.

Purchase Orders - 1

Operating Unit PO, Rev Supplier Ship-To Buyer	CS ERP INR OU 1 CS ERP Supplier CS ERP Hyd Location Mr. CS User	Created Type Site Bill-To Status	21-JAN-2025 11:39:42 Standard Purchase Order KPHB CS ERP Hyd Location Incomplete	P-Card Contact Currency Total					
Description	9,000.00								
<input type="button" value="Lines"/> <input type="button" value="Price Reference"/> <input type="button" value="Reference Documents"/> <input type="button" value="More"/> <input type="button" value="Agreement"/> <input type="button" value="Temporary Labor"/>									
Num	Type	Item	Rev	Job	Category	Description	UOM	Quantity	Price
1	Goods	CS ERP Exp Item			MISC.MISC	CS ERP Exp Item	Each	10	900
<input type="button" value="Catalog..."/> <input type="button" value="Currency..."/> <input type="button" value="Terms"/> <input type="button" value="Shipments"/> <input type="button" value="Approve..."/>									
Item		CS ERP Exp Item							

- Click on OK in the next tab and the PO will be approved.

▼ Contract PO

- To create contract PO , the navigation is same **Purchase order ⇒ purchase orders.**
 - Define all the required fields and define the **agreed amount**.
 - The standard invoices will be created and can give reference documents against standard PO so that the contract PO can be utilized.

- There will be no **shipment and catalog** information , so click on the **approve** option.
 - Close the tab and again create PO as standard PO and click on the contract option and assign the previously created standard PO as contract.

Contracts

Find 2%			
From	To	Global	Owning Org
		Y	CS ERP INR OU
<input type="checkbox"/> Agreement <input type="checkbox"/> Temporary Labor			
<input type="checkbox"/> Document <input type="checkbox"/> Line <input type="checkbox"/> Global			
<input type="checkbox"/>			

47:45
ase Order
ocation
er
T

- Click on the **shipments** option and click on the **distributions** option.

C Shipments - [New]

Shipments	More	Status						
Num	Org	Ship-To	UOM	Quantity	Promised Date	Need-By	Original Promise	[]
1	CSE	CS ERP Hyd Loc	Each	10				
<input type="button" value="Add Line"/> <input type="button" value="Delete Line"/> <input type="button" value="Print"/>								
Line Num	1	Item	CS ERP Exp Item	CS ERP Exp Item				
					Receiving Controls	Distributions		

- Click on the PO charged account in the distributions tab.

Distributions - [New]

Destination	More	Project			
Num	Deliver-To	Subinventory	Quantity	PO Charge Account	[]
1			10	01.001.1410.000.000	
<input type="button" value="Add Line"/> <input type="button" value="Delete Line"/> <input type="button" value="Print"/>					
PO Account Descriptions			Destination Account Descriptions		
Charge	CS ERP.Sales.Inventory Material Value.D		Charge		
Accrual	CS ERP.Sales.Inventory Material Value.D		Variance		
Budget					
Variance	CS ERP.Sales.Invoice Price Variance.Def				
Lines And Shipment Details					
Line Num	1	Shipment Num	1	Org	CSE
Item	CS ERP Exp Item	CS ERP Exp Item	Ship-To	CS ERP Hyd Location	
<input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Print"/> <input type="button" value="Outside Services"/>					

- Save the tab and close and save the PO tab and click on approve option and click ok.
- The PO will be approved and verify the PO by navigating **purchase order ⇒ purchase order summary**.

- Click on open and the PO will be open.

Purchase Order Summary to Purchase Orders - 2

Operating Unit	CS ERP INR OU	Created	21-JAN-2025 11:47:07	P-Card					
PO, Rev	2	Type	Contract Purchase Agreement	Contact					
Supplier	CS ERP Supplier	Site	KPHB	Currency	INR				
Ship-To	CS ERP Hyd Location	Bill-To	CS ERP Hyd Location	Amt Agreed	10,000.00				
Buyer	Mr. CS User	Status	Approved	Released	10,000.00				
Description				<input checked="" type="checkbox"/> Global	<input type="checkbox"/> Enable All Sites				
Lines		Price Reference	Reference Documents	More	Agreement	Temporary Labor			
Num	Type	Item	Rev	Job	Category	Description	UOM	Quantity	Price
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									
44									
45									
46									
47									
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
58									
59									
60									
61									
62									
63									
64									
65									
66									
67									
68									
69									
70									
71									
72									
73									
74									
75									
76									
77									
78									
79									
80									
81									
82									
83									
84									
85									
86									
87									
88									
89									
90									
91									
92									
93									
94									
95									
96									
97									
98									
99									
100									
101									
102									
103									
104									
105									
106									
107									
108									
109									
110									
111									
112									
113									
114									
115									
116									
117									
118									
119									
120									
121									
122									
123									
124									
125									
126									
127									
128									
129									
130									
131									
132									
133									
134									
135									
136									
137									
138									
139									
140									
141									
142									
143									
144									
145									
146									
147									
148									
149									
150									
151									
152									
153									
154									
155									
156									
157									
158									
159									
160									
161									
162									
163									
164									
165									
166									
167									
168									
169									
170									
171									
172									
173									
174									
175									
176									
177									
178									
179									
180									
181									
182									
183									
184									
185									
186									
187									
188									
189									
190									
191									
192									
193									
194									
195									
196									
197									
198									
199									
200									
201									
202									
203									
204									
205									
206									
207									
208									
209									
210									
211									
212									
213									
214									
215									
216									
217									
218									
219									
220									
221									
222									
223									
224									
225									
226									
227									
228									
229									
230									
231									
232									
233									
234									
235									
236									
237									
238									
239									
240									
241									
242									
243									
244									
245									
246									

▼ 18.12 Receipt

- The navigation to create receipts is **Receiving** ⇒ **receipts**.
 - Select the **organization** name and select the **OU**.

Find Expected Receipts (CSE)

Supplier and Internal **Customer**

Operating Unit	CS ERP INR OU				
Source Type	All				
Purchase Order		Release			
Line		Shipment			
Requisition		Line		Shipment	
Supplier		Supplier Site			
<input type="checkbox"/> Include Closed POs					
Receiving Location					

Item **Date Ranges** **Shipments** **Destination**

Item, Rev		
Category		
Description		
Supplier Item		

Unordered **Clear** **Find**

- Click on the find option and select the PO.

- Select the PO and assign the sub-inventory.

The screenshot shows the SAP Receipts (CSE) application window. The top menu bar includes icons for file, edit, search, and help. Below the menu is a toolbar with various buttons. The main header has tabs for Lines, Details, Currency, Order Information, Outside Services, and Shipment Information. The 'Lines' tab is selected. The main area contains a grid for entering purchase order lines. The columns in the grid are: Quantity, UOM, Secondary Quantity, Secondary UOM, Requester, Subinventory, Locator, and Category. The 'Requester' field contains 'CS ERP Lap'. The 'Category' field contains 'MISC.MISC'. Below the grid are several input fields: Operating Unit (CS ERP INR OU), Supplier (CS ERP Supplier), Item Description (CS ERP Exp Item), Destination (---), Header Receiver Note, Shipment Receiver Note, Order Type (Standard), Order (1), Due Date, Hazard, UN Number, and Routing (Direct Delivery). At the bottom are buttons for Lot - Serial, Cascade, Express, and Header.

- Click on save and open the **receiving transactions summary** , navigation is **receiving ⇒ receiving transactions summary**.

Find Receiving Transactions (CSE)

Supplier and Internal	Customer			
Operating Unit <input type="text" value="CS ERP INR OU"/>				
Source Type <input type="button" value="All"/>	Receipt <input type="text"/>			
Purchase Order <input type="text"/>	Release <input type="text"/>			
Line <input type="text"/>	Shipment <input type="text"/>			
Requisition <input type="text"/>	Line <input type="checkbox"/>	Shipment <input type="text"/>		
Supplier <input type="text"/>	Supplier Site <input checked="" type="checkbox"/>			
Current Location <input type="text"/>				
Item	Receipt Details	Transaction Details	Shipments	Destination
Item, Rev <input type="text"/>	<input type="text"/>			
Category <input type="text"/>				
Description <input type="text"/>				
Supplier Item <input type="text"/>				
		<input type="button" value="Clear"/>	<input type="button" value="Find"/>	

- Find the PO and open and click on the **transactions** option.

- The receiving and delivery information will be appear.

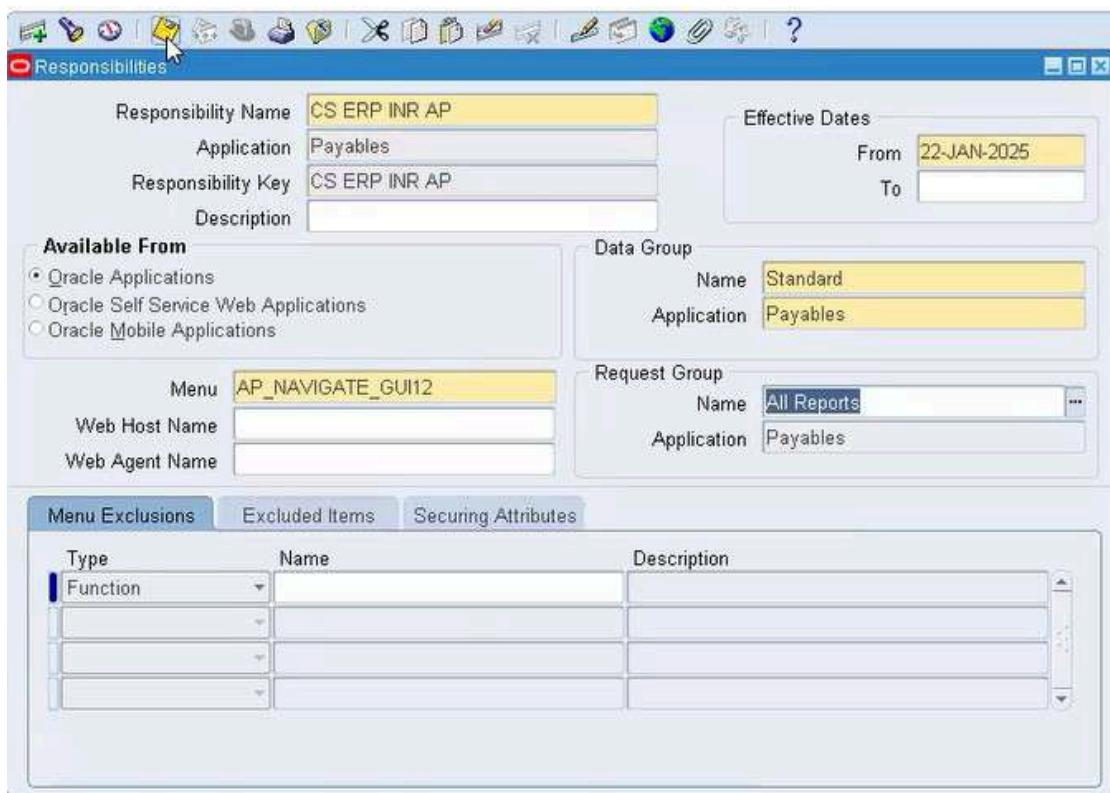
▼ 18.13 Accounts Payable

▼ 18.13.1 Basic setups of AP

- Create AP responsibility.
 - Assign profile options and assign to user.
 - Financial options.
 - Payable options.
 - Payable system setup.
 - Supplier site and bank and payment terms.
 - Distribution set
 - Bank , bank branch , bank account.
 - Open period.
 - Create and Post invoice and validate.
 - Payment process profile.

▼ 18.13.2 Create responsibility and financial options

- Create AP responsibility by navigating **system administrator** ⇒ **security** ⇒ **responsibility** ⇒ **define**.



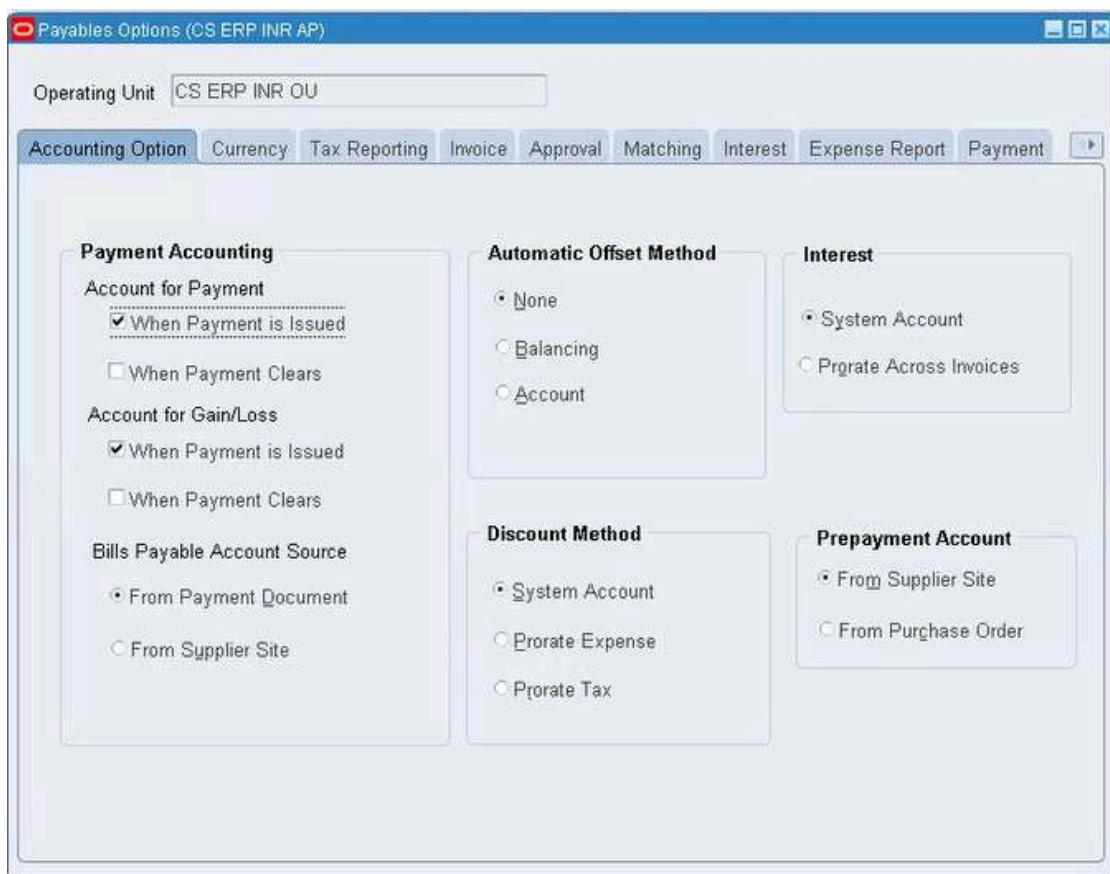
- Assign the profile options **hr : security profile** , **gl ledger name** , **hr : business group** , **hr : user type** , **mo : operating unit** (if it is global responsibility then **mo : security profile** (site level and responsibility moac)).
- Assign the responsibility to the user.
- Switch to that responsibility and define financial options , navigation is **setup** ⇒ **options** ⇒ **financial options**.
- Select the OU and the financial options are already defined , so check whether the options are available or not.

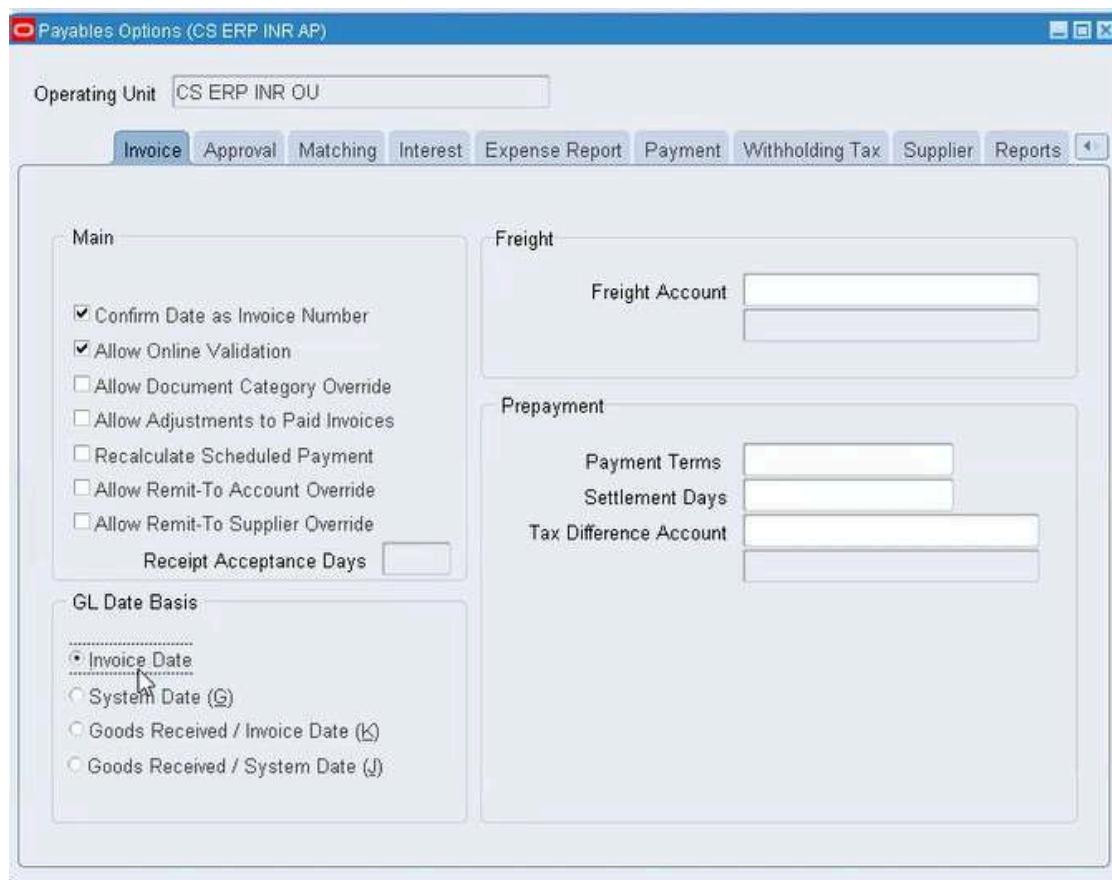
▼ 18.13.3 Payable options

- Define the payable options by navigating **setup** ⇒ **options** ⇒ **payable options**.
- In payable options , we can restrict all the 12 invoices.
- Confirm the **date as invoice number** , so that if we didn't enter the invoice number then the system will automatically take the system

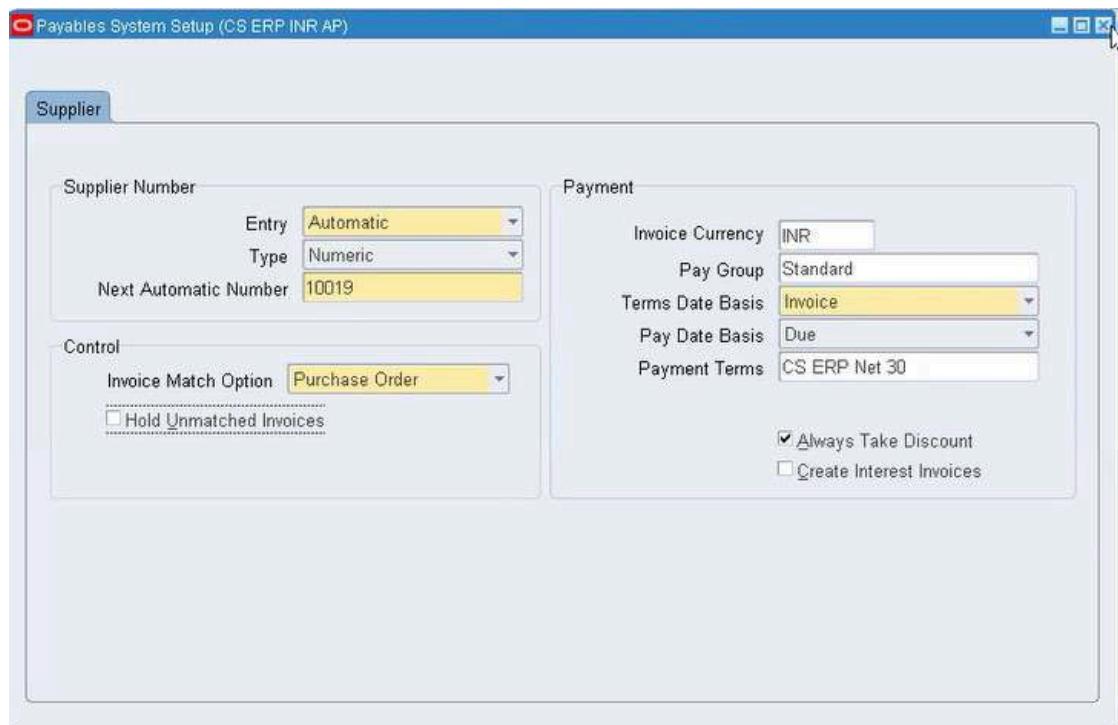
date with time stamp as number.

- **Allow online validation** means if there is any information missing then after entering the invoices , after validation only journal entry can be created and also the payment will be done after validation only.
- **Allow adjustment to paid invoices** option is used to allow the system to change supplier details before payment. If not enable then all the information will be grade out and we cannot able to modify.





- Click on the **supplier** option and select the **term data basis** option as **invoice**.
- Click on save and close the tab and click on the **setup ⇒ options ⇒ payable system setup** and assign the **payment terms** and save the tab.



▼ 18.13.4 Open accounting periods

- Open the accounting periods before creating the invoices by navigating , **accounting ⇒ control payable periods**.

▼ 18.13.5 Invoices

- Invoice will be received from the supplier after the goods delivered.
- There will be 3 levels in generating invoices.
 - Header
 - Lines
 - Distribution
- The invoices are of 12 types based on the requirement.
 - 1. Standard invoice**
 - 2. Credit memo**
 - 3. Debit memo**
 - 4. Prepayment**
 - 5. Expense report**
 - 6. Interest invoice**
 - 7. Recurring invoice**

- 8. Mixed invoice
- 9. Purchase order match
- 10. Transportation invoice
- 11. Retainage release invoice
- 12. Withholding tax invoice

- Invoices can be created in 2 ways
 - Manual
 - Import or Automatic

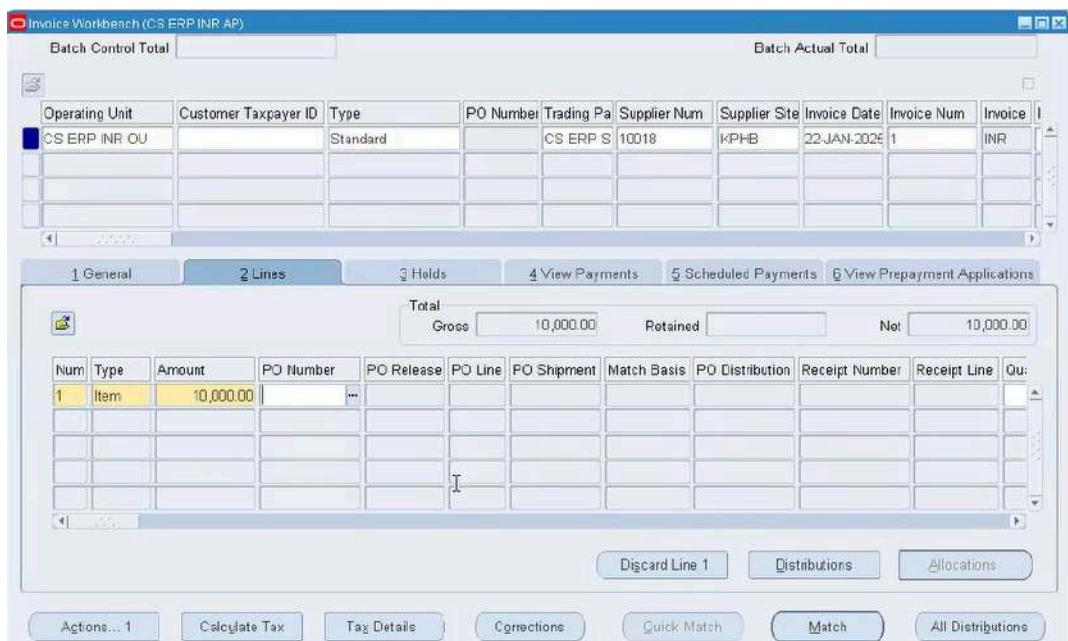
▼ 18.13.6 Create invoices

▼ 1. Standard invoices

- Create invoice by navigating , **invoice ⇒ entry ⇒ invoices**.
- Define the **type** of the invoice , out of 12 invoices , only standard ,credit memo , debit memo , prepayment , mixed invoices can be created and all remaining invoices will be generated by the system and **PO number** , after defining the **PO number** , all the PO details will be automatically appear.

- Click on the **invoice date** tab and the system date will automatically appear as **invoice date** and **invoice number** if the **invoice number** is not defined.

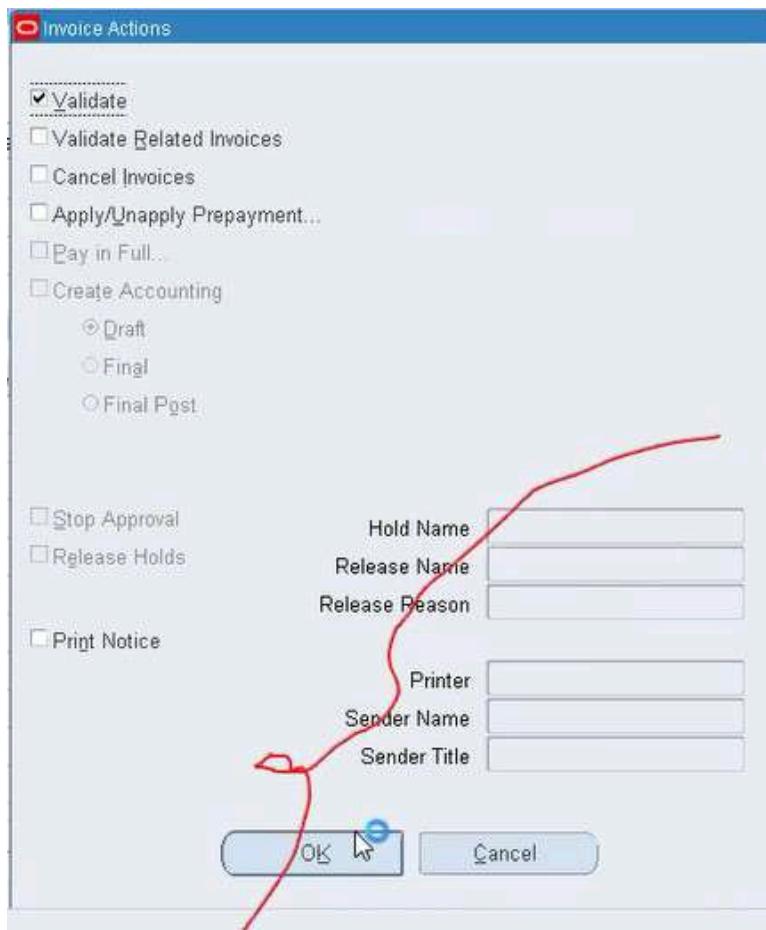
- Define the **invoice number** as 1 and select the **2 lines** option in the line information and define **amount** and click on the **distributions**.



- Distributions tab will have the amount and account information.
- Define the **amount** , so that line amount and distribution amount should be same , if not then the system will automatically holds the invoices.
- Define the **account information** , if the item is **asset item** then the account will be **asset clearing account** and for the **expense item** , **expense clearing account** and for the **inventory , inventory material account**.

- Save the tab and close.
 - Click on the general tab and verify the status which will be in the never validated status and the items amount is specified.

- Click on the **actions** option and select the validate option and click on ok.



- The status will be changed to **validated** and click on the **actions** option and click on the **create accounting** option and click on the **final** and click on the **ok**.
- Click on the **tools** option on top of the tool bar and click on the **view accounting events** option and click on the **view journal entries**.

Detail Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (INR)	Accounted CR (INR)	Supporting References
Show 1	01.001.1410.000.000	Item Expense	INR	10,000.00		10,000.00		oo
Show 2	01.001.2700.000.000	Liability	INR		10,000.00		10,000.00	oo

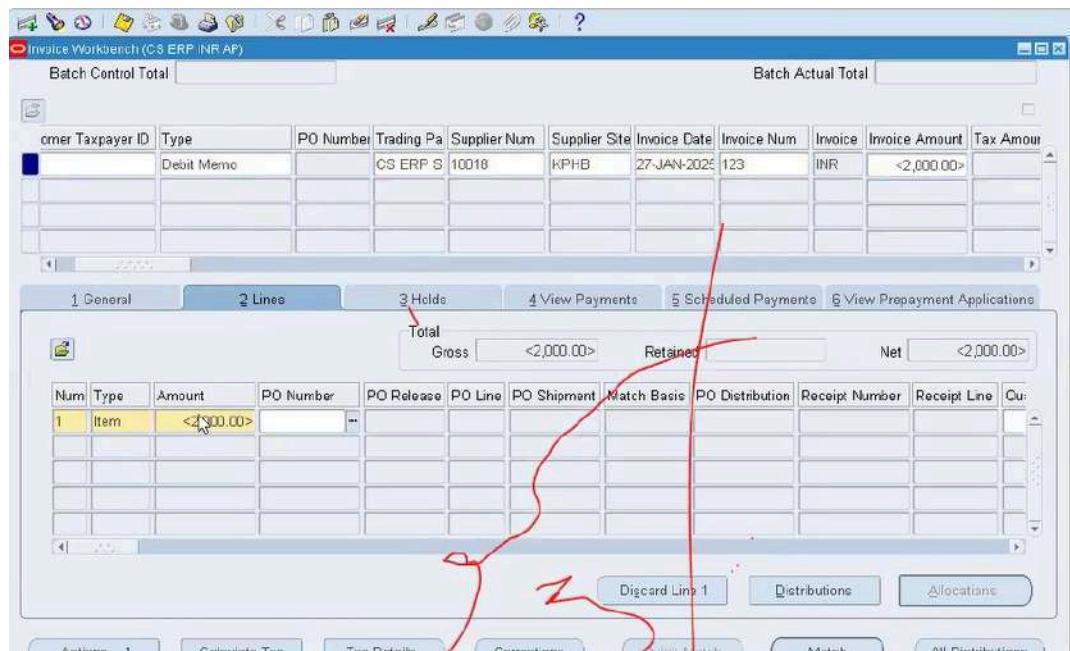
- For any standard invoices , the accounts will be different but the entry will be same item expense dr and liability cr.
- The expense account will be derived from the invoice distribution level where the expense account is defined and the liability account from financial options to supplier site.
- Standard invoice will always be in positive amount.

▼ 2. Debit memo

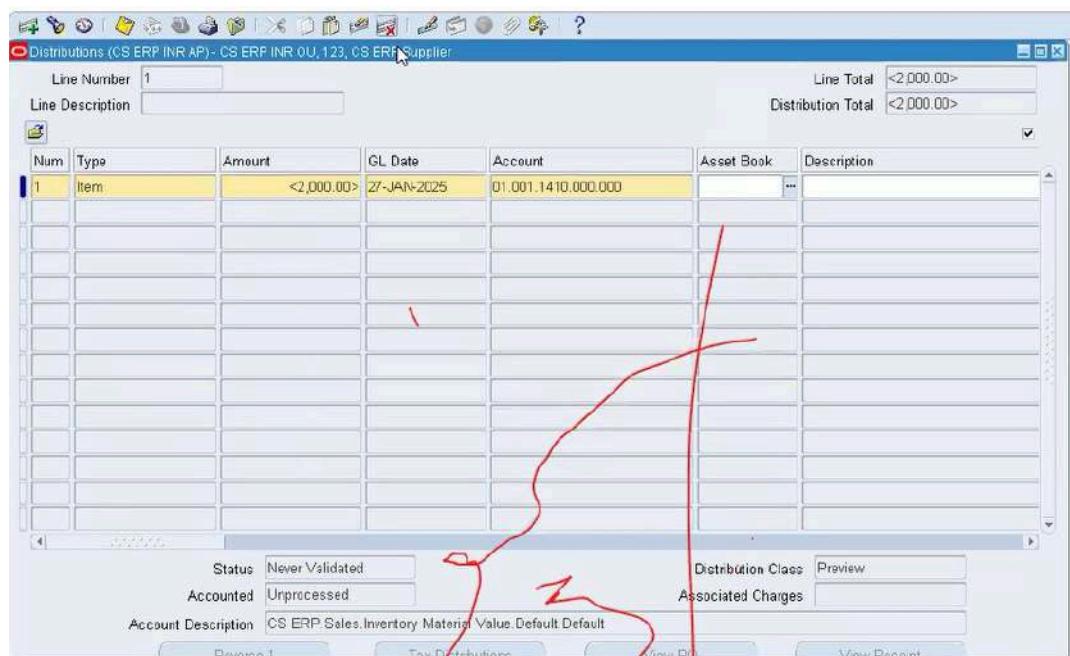
- When there are some goods returned to supplier but the invoice is generated for the total goods and the returned goods amount should be reduced and that amount will be reduced with the help of debit memo and credit memo.
- Both the debit and credit memo will reduce the supplier amount , but debit memo is raised from the organization side and credit memo is raised from supplier side.
- Create invoice by navigating **invoice ⇒ entry ⇒ invoices**.
- Select the **OU** and **type** and **supplier** name and **invoice date** and the **amount** in negative because debit and credit memo amount should be in negatives.

The screenshot shows the 'Invoice Workbench (CS ERP INR AP)' interface. The main table displays a single row for a debit memo. The 'Type' column is highlighted in yellow and contains 'Debit Memo'. The 'Amount' column is also highlighted in yellow and contains '<2,000.00>'. Below the table, a tab bar includes '1 General', '2 Lines' (which is selected), '3 Holds', '4 View Payments', '5 Scheduled Payments', and '6 View Prepayment Applications'. The '2 Lines' tab is active, showing a summary table with various line items like 'Items', 'Retainage', 'Prepayments Applied', etc., and their corresponding amounts. A status section shows fields like 'Status', 'Accounted', 'Approval', and 'Holds'. Red arrows have been drawn to highlight the 'Type' field and the 'Amount Paid' field (which is set to 'INR 0.00').

- Click on lines option and define amount in negative and click on distributions.



- Define negative amount and account for the distributions tab.



- Click on the **general** option and the **status is never validated** and click on **actions** and select the **validate** option and click on **ok**.
- Click on **actions** and click on **create accounting** and select **final** and click on **ok**.
- Click on **view** and select **view accounting events** and click on **view journal entries**.

Ledger CS ERP NEW INR Ledger
Journal Entry Status Final
Balance Type Actual
GL Date 27-Jan-2025

Category Purchase Invoice
Completion Date 27-Jan-2025 09:55:28
Journal Entry Type Standard
Description Debit Memo Validated , Invoice Number: 123 , Invoice Date: 27-JAN-25 , Invoice Description:

Details Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (INR)	Accounted CR (INR)	Supporting References
Show 1	01.001.2700.000.000	Liability	INR	2,000.00		2,000.00		oo
Show 2	01.001.1410.000.000	Item Expense	INR		2,000.00		2,000.00	oo

Accounted Amounts
Accounted DR (INR) 2,000.00
Accounted CR (INR) 2,000.00

- The liability account will be debited and the expense account will be credited.

▼ 3. Credit memo

- Create credit memo invoice with same navigation as debit memo , **invoice ⇒ entry ⇒ invoices**.

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice I
CS ERP INR OU		Credit Memo	CS ERP S	10018	KPHB	27-JAN-2025	121	INR	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary		Amount Paid		Status	
Items	<1,000.00>	INR	0.00	Status	Never Validated
Retainage				Accounted	No
Prepayments Applied				Approval	Not Required
Withholding				Holds	0
Subtotal	<1,000.00>			Scheduled Payment Holds	0
Tax					
Freight					
Miscellaneous					
Total	<1,000.00>				

Actions Calculate Tax Tax Details Corrections Quick Match Match All Distributions

- Define the required fields same as debit memo and click on lines and define amount and account and click actions and validate and click on actions and click on create accounting entries.
- If any invoices are not validated then we can directly validate , click on **view ⇒ submit new request ⇒ name(invoice validation) ⇒ select OU and options (all)**.

▼ 4. Prepayment

- The prepayment invoices are created when the advance amount is paid to supplier and standard invoice is raised when the goods are supplied and then the prepayment invoice information will be given to that standard invoice to reduce the advance amount.
- There are 2 types of prepayment invoices , they are
 - **Temporary**
 - **Permanent**
- When creating prepayment invoices , the permanent invoice will be created , while the time of goods required , the permanent invoice will be adjusted to temporary to utilize the invoice.
- The navigation is **invoice ⇒ entry ⇒ invoices**.
- Select the **OU** and **payment terms** and **type** and **supplier** , **invoice number** and **invoice date**.

The screenshot shows the 'Invoice Workbench (CS ERF INR AP)' application window. The main area displays a grid of invoice details:

Entered Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount
	Prepayment	CS ERP S	10010	KPHB	27-JAN-2025	Pre1	INR	100,000.00		

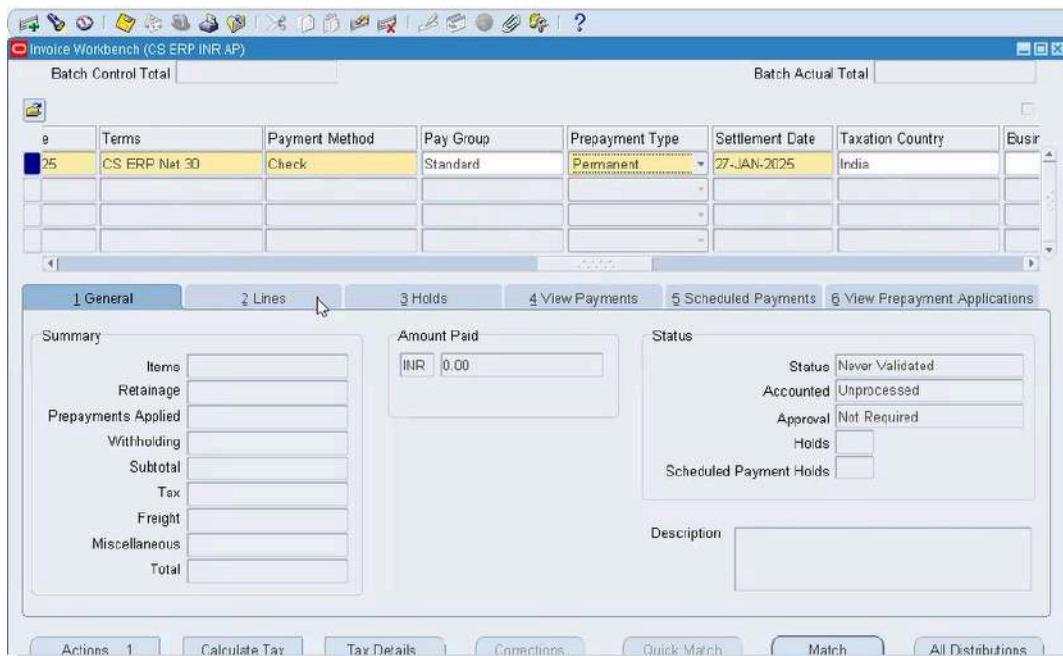
Below the grid, there are several tabs and sections:

- General (selected tab)
- Lines
- Holds
- View Payments
- Scheduled Payments
- View Prepayment Applications

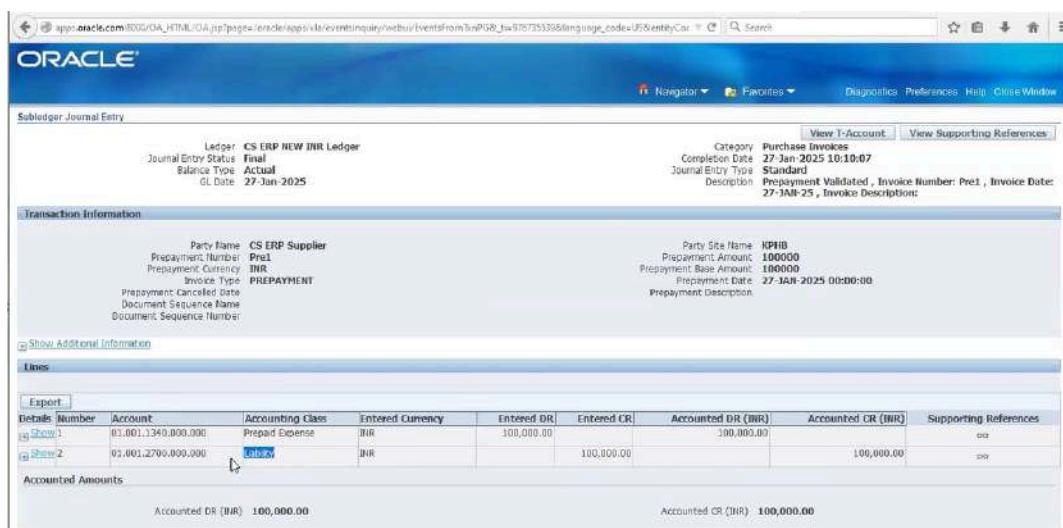
On the left, the 'Summary' section includes fields for Items, Retainage, Prepayments Applied, Withholding, Subtotal, Tax, Freight, Miscellaneous, and Total. On the right, the 'Status' section includes fields for Status (Never Validated), Accounted (Unprocessed), Approval (Not Required), Holds, and Scheduled Payment Holds. A 'Description' field is also present.

At the bottom, there are buttons for Actions, Calculate Tax, Tax Details, Corrections, Quick Match, Match, and All Distributions.

- Select the **prepayment type** to **permanent** while creating prepayment invoices.



- Click on **lines** option and define **amount** and click on the **distributions** option and the amount and account will be defaulted and those distribution account is given in financial options.
- Click on **actions** option and **validate** the invoice , **status** will be changed to unpaid and **create accounting entries** and **view the journal entries**.



- Previous invoices entries are item expenses and now the entry is prepaid expenses debit and liability credit.
- The status is **unpaid** and to pay the amount , bank account should be added.

▼ Bank account

- To add the bank account , the navigation is **setup ⇒ payment ⇒ banks and bank branches.**
- Banks are define in 3 different ways.
 - **Supplier bank**
 - **Customer bank**
 - **Organization bank**
- All the payments will be done supplier payments , customer payments and organization payments , all will be done in the **cash management application.**

Country	Total Accounts
United States	164
United Kingdom	57
Japan	27
Germany	17
Netherlands	14
Belgium	12
Italy	9
Spain	7
France	6
Sweden	6
China	4
Poland	4
Australia	3
Greece	3
Canada	2
Finland	2
Korea, Republic of	2
Others	3

- Click on the **banks** option and click on the **create** option to **create bank account.**

- Create new bank and save the details.

ORACLE® Cash Management

Manage Banks and Branches

Overview | Banks | Bank Branches

Bank Information

Bank Address

Bank Contact

Manage Banks and Branches: Banks > Create Bank: Bank Information

Bank Options: Create new bank Select an existing party and add bank details

* Country: India

* Bank Name: CS ERP Bank

Alternate Bank Name:

Short Bank Name:

Bank Number:

Description:

Taxpayer ID:

Tax Registration Number:

XML Messages Email:

Inactive Date:

Context Value:

Cancel Step 1 of 3 Save and Next Finish

About this Page Privacy Statement Manage Banks and Branches Close Window Preferences Diagnostics Copyright © 2008, Oracle. All rights reserved.

- There will be 3 level of information like **bank address , bank information , bank contact**.
- Click on the **create** option and fill the address details of bank

ORACLE® Cash Management

Manage Banks and Branches

Overview | Banks | Bank Branches

Bank Information

Bank Address

Bank Contact

Manage Banks and Branches: Banks: Bank Information -> Create Bank: Bank Address

Create Bank: Bank Addresses

Bank Name: CS ERP Bank Bank Number:

Addresses:

Address	Country	Identifying	Update	Remove
No results found.				

View Removed | Create |

Cancel Back Step 2 of 3 Save and Next Finish

About this Page Privacy Statement Manage Banks and Branches Close Window Preferences Diagnostics Copyright © 2008, Oracle. All rights reserved.

- Define the address of the bank and click on **apply** option.

ORACLE® Cash Management

Manage Banks and Branches

Overview | Banks | Bank Branches

Bank Address Details

Address

* Country: India

* Address Line 1: KPHB

Address Line 2:

Address Line 3:

Address Line 4:

City:

County:

State:

Province:

Postal Code:

Address:

Status: Active

Identifying Address:

Context Value:

Cancel Apply

About this Page Privacy Statement Manage Banks and Branches Close Window Preferences Diagnostics Copyright © 2008, Oracle. All rights reserved.

Manage Banks and Branches

Bank Name: CS ERP Bank Bank Number:

Address	Country	Identifying	Update	Remove
CS ERP Bank	India		<input type="button" value=""/>	<input type="button" value=""/>

Step 2 of 3 | Save and Next | Finish

- Click on **save and next** and click on the **create contact** option.

Manage Banks and Branches

Bank Name: CS ERP Bank Country: India

Select Name	Phone	Email	Address	Update
No results found.		csrp@gmail.com		<input type="button" value="Create Contact"/>

Step 3 of 3 | Save and Next | Finish

- Define the required information like **prefix** and **email** and click on **apply**.

Organization Contacts

Prefix: Mr. First Name: CS User

Middle Name: Last Name: Suffix: Job Title: Code: Job Title: Code:

Name Initial: Previous Last Name: Alias: Full Name Pronunciation: Contact Number: Department: Department Code: Start Date: 27-Jan-2025 End Date: Comments: The relationship will be removed on the end date.

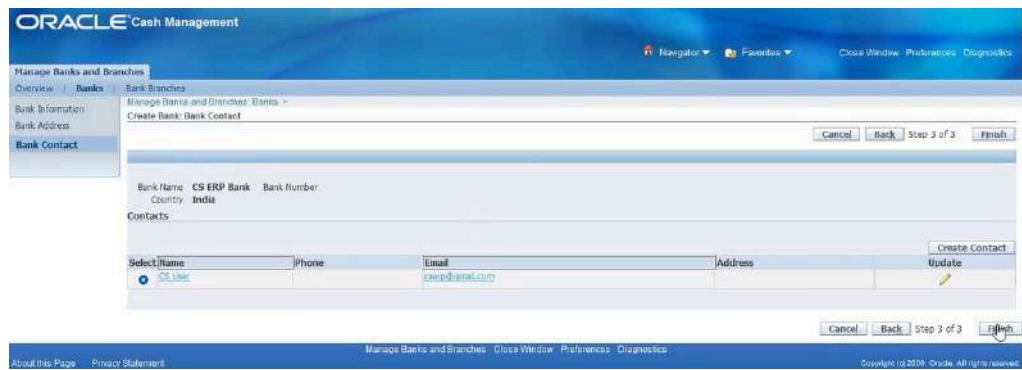
Email

Purpose: Format: Email: csrp@gmail.com Status: Active Primary Email Address: Context Value:

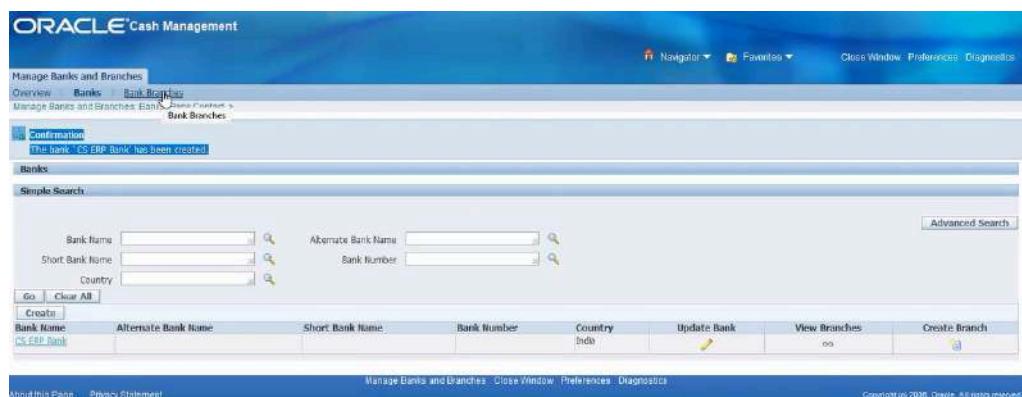
Phone

Purpose: Type: Country: Code: Area: Code: Number: Ext: Status: Time Zone: No results found. Add Another Row

- Email is very important , if there are any errors in payments then there will be one distribution mail and if the payment is done then there will be another distribution mail.
- Select the **email contact** and click on the **finish** option.



- Click the **bank branches** after creating bank.



- Click on **create** option to create bank branches.



- Define the **country** and **bank name** and click on **continue**.
- Define the **branch name** and **branch type** and click on **save and next**.

- Click on **create** option in the branch address tab.

- Click on **apply** and bank contact is not mandatory and click on **save and next** and define **contact** same as bank.
- Click on **apply** and select the **contact** and click on **finish** option.
- Bank account should be created after creating bank branches but to create bank accounts , user should have the access for legal entity.
- The **sysadmin** will have the access for legal entity , organization are also using the same but they change the password.
- There is no access given in the legal entity , so the legal entity will not be available.

- In real time , the approval request will be sent and the approval will be given based on the requirement like view , transfer and modify.
- To give the access to the legal entity , logout from the user and login to **sysadmin** and password is also **sysadmin**.
- Select the **user management ⇒ roles and role inheritance**.

The screenshot shows the Oracle E-Business Suite Home Page. On the left, there's a navigation tree under 'Your Domains' with various modules like Knowledge Base Worker, View Operators, Oracle Payables Manager, Oracle Trade Management User, Payables Manager, Performance Management Designer, Performance Management Security Administrator, Performance Management User, Performance Metrics SWVA, Payables Variables Manager, Payables Agent, View Entitlements, System Administration, System Administrator, Tax Managers, and User Management. The 'User Management' node is highlighted with a yellow circle. On the right, the 'Worklist' section displays a table of errors found in Workflow. The table has columns for 'From Type', 'Subject', 'Sent', and 'Due'. The 'From Type' column lists 'System: Error' repeated multiple times. The 'Subject' column contains error messages such as 'Error in Workflow ETIPSLU0/056534.084-01403: no data found DRA-01403: no data found', 'Error in Workflow ETIPSLU0/056537.084-01403: no data found DRA-01403: no data found', and 'System: Mailer User RORBatchRun:Warning: Notice Report for HRN 4349070'. The 'Sent' and 'Due' columns show dates ranging from 10-Dec-2024 to 25-Feb-2007.

- Define **type** and **category** and **responsibility** and click on **go** option and select the responsibility.

The screenshot shows the Oracle User Management interface. At the top, there are tabs for 'User Management', 'Users', 'Roles & Role Inheritance' (which is selected), 'Role Categories', 'Registration Processes', and 'Security Report'. Below the tabs, there's a search bar with fields for 'Type' (set to 'Roles & Responsibilities'), 'Category' (set to 'Miscellaneous'), 'Name' (set to 'CS ERP%'), 'Code', and 'Application'. A 'Go' button is next to the search bar. Below the search bar is a table titled 'Create Role'. The table has columns for 'Role', 'Code', 'Application', 'Status', 'View In Hierarchy', and 'Update'. The table lists several roles: CS ERP JNR AP, CS ERP JNR GL, CS ERP JNR PO, CS ERP NEW JNR GL, CS ERP NEW JNR HRMS, CS ERP NEW JNR INV, CS ERP SGD GL, CS ERP USD GL, and CS ERP90 JNR GL. Each row shows the application (Payables, General Ledger, Purchasing, General Ledger, Human Resources, Inventory, General Ledger, General Ledger), status (checkmark), and hierarchy and update options.

- Click on the **security wizards** option.

ORACLE User Management

User Management Roles & Role Inheritance

Update Role: CS ERP INR AP

Name: FND_RESP_SQLAP|CS ERP INR AP|STANDARD
Role Code: FND_RESP_SQLAP|CS ERP INR AP|STANDARD
Display Name: CS ERP INR AP
Description:

Permissions

Name	Set	Object	Data Context Type	Access Policy	Last Update	Duplicate	Update	Delete
No results found.								

Application Payables
Active From: 22-Jan-2025
Active To:

Cancel Security Wizards Save Apply

User Management Home Logout Preferences Help Diagnostics

About this Page Privacy Statement Copyright © 2000, Oracle. All rights reserved.

- Click on the **run wizard** option for **CE UMX Security wizard** and click on **add legal entity** option.

ORACLE User Management

User Management Roles & Role Inheritance > Update Role: CS ERP INR AP > Security Wizards

Role Name: CS ERP INR AP Role Code: FND_RESP_SQLAP|CS ERP INR AP|STANDARD

Name	Description	Run Wizard
CE UMX Security wizard	Function for UMX security administration setup wizard	

Return to Update Role: CS ERP INR AP

Home Logout Preferences Help Diagnostics

About this Page Privacy Statement Copyright © 2000, Oracle. All rights reserved.

ORACLE User Management

User Management Roles & Role Inheritance > Update Role: CSERPINRAP > Security Wizards > Bank Account Security Management

Role: CS ERP INR AP

Show Add Legal Entities

Legal Entity	Use	Bank Account Grants	Maintenance	Bank Account Transfers
No results found.				

Quick Tip: Adding a legal entity in this page will give the selected role access to all the bank accounts within this legal entity. After adding a legal entity, choose grants that you want to assign to this role on the bank accounts of this legal entity.

Cancel Apply

Home Logout Preferences Diagnostics

About this Page Privacy Statement Copyright © 2000, Oracle. All rights reserved.

- Select the legal entity and tick the 3 options as per the requirement and click on **apply** and click on **apply** in another page also.

ORACLE User Management

User Management Roles & Role Inheritance > Update Role: CSERPINRAP > Security Wizards > Bank Account Security Management

Role: CS ERP INR AP

Show Add Legal Entities

Legal Entity	Use	Bank Account Grants	Maintenance	Bank Account Transfers
CS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CSB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HEW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INR LE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Quick Tip: Adding a legal entity in this page will give the selected role access to all the bank accounts within this legal entity. After adding a legal entity, choose grants that you want to assign to this role on the bank accounts of this legal entity.

Cancel Apply

Home Logout Preferences Diagnostics

About this Page Privacy Statement Copyright © 2000, Oracle. All rights reserved.

- Logout from sysadmin and login to the user.
- Create bank account by navigating **setups** ⇒ **payment** ⇒ **bank accounts**.

- Click on **create** option and define **country , bank name and branch name.**

The screenshot shows the Oracle Cash Management interface with the title 'Manage Bank Accounts'. Under 'Create Bank Account', there are three required fields: 'Country' set to 'India', 'Bank Name' set to 'CS ERP Bank', and 'Branch Name' set to 'CS ERP KPHB Branch'. The status bar at the bottom indicates 'Step 1 of 5'.

- Click on **continue** and define the **bank account owner as legal entity.**

The screenshot shows the 'Manage Bank Accounts' interface with the title 'Manage Bank Accounts: Create Bank Account: Account Owner and Use'. It shows the same bank account details as the previous screen. Under 'Bank Account Owner', 'CS ERP NEW TIR LE' is selected. Under 'Account Use', 'Payables' is checked, while 'Payroll', 'Receivables', and 'Treasury' are unchecked. The status bar at the bottom indicates 'Step 1 of 5'.

- Define the **use of bank account** and click on the **next** option.

The screenshot shows the 'Manage Bank Accounts' interface with the title 'Manage Bank Accounts: Create Bank Account: Step 2 of 5'. It displays detailed account information: 'Account Name' is 'CS ERP Bank Account', 'Account Number' is '90009988999', 'Currency' is 'INR', and 'IBAN' is empty. Other fields include 'Alternate Account Holder', 'Secondary Account Reference', 'Description', 'Start Date', and 'End Date'. The status bar at the bottom indicates 'Step 2 of 5'.

- Define the **account name** and the **account number** and **currency** and click on the **save and next**.
- When creating the bank account , the **cash account** is mandatory.
- So define the cash account.

The screenshot shows the 'Manage Bank Accounts' screen under 'Account Access'. It includes sections for 'Cash Management Controls' (with fields for Cash, Cash Clearing, Bank Errors, and Agency Location Code), 'Payables Controls' (with checkboxes for Multiple Currency Payments, Pooled Account, Allow Zero Payments, Minimum Payment, Maximum Outlay, and Maximum Payment), 'Receivables Controls' (with a checkbox for Multiple Currency Receipts), and 'Reconciliation Controls' (with dropdowns for Payables Matching Order 1, Payables Matching Order 2, Receivables Matching Order, and float handling). At the bottom, there's a 'Foreign Currency Bank' section.

- Click on **save and next**.
- Define account access , which means it will define in which operating unit level , this bank account can be used.
- Click on the **add organization access** option.

This screenshot shows the 'Create Bank Account: Account Access' step of the wizard. It displays the bank details (Bank Name: CS ERP Bank, Branch Name: CS ERP KPHB Branch, Account Number: 90009988999, Country: India) and a note about granting organization access. Below this, there's a grid for 'Organization' with tabs for 'Details Organization' (No results found), 'Payables', 'Payroll', 'Receivables', 'Treasury', and 'End Date'. A button 'Add Organization Access' is visible. The status bar at the bottom indicates 'Step 4 of 5' and includes 'Cancel', 'Back', 'Save and Next', and 'Finish' buttons.

- Select the OU and click on the continue option.

This screenshot shows the 'Grant Access to Organization' step. It lists the account access options (Payables, Payroll, Receivables, Treasury) and the organization being granted access (CS ERP BML OU). The status bar at the bottom indicates 'Step 4 of 5' and includes 'Cancel', 'Back', 'Save and Next', and 'Finish' buttons.

- Click on the **apply** option in the next tab and the OU will be added.
- Click on **save and next**.

The screenshot shows the Oracle Cash Management interface. The main title is "ORACLE Cash Management". The left sidebar has a tree menu with "Manage Bank Accounts" expanded, and "Account Contact" is selected. The main content area shows "Manage Bank Accounts: Account Access > Create Bank Account: Account Contact". It displays the following details:

Bank Name	CS ERP Bank	Branch Name	CS ERP KPHB Branch
Account Number	90009988999	Country	India

Below this is a section titled "Contacts" with a table:

Select Name	Phone	Email	Address	Update
No results found.				Create Contact

At the bottom, there are navigation links: "Manage Bank Accounts", "Close Window", "Preferences", "Diagnostics", and copyright information: "Copyright © 2008, Oracle. All rights reserved".

- Click on **create contact** option.
- Select the bank account and click on the **manage payment documents** option.
- Click on the **create** option in the next tab.

The screenshot shows the "Create Payment Document" screen. The top navigation bar includes "Navigator", "Favorites", "Close Window", "Preferences", and "Diagnostics". The main content area shows "Manage Bank Accounts: Account Contact > Bank Accounts > Payment Documents > Create Payment Document". It displays the following details:

Bank Name	CS ERP Bank	Account Name	CS ERP Bank Account
Branch Name	CS ERP KPHB Branch	Account Number	90009988999
Country		Currency	Indian Rupee

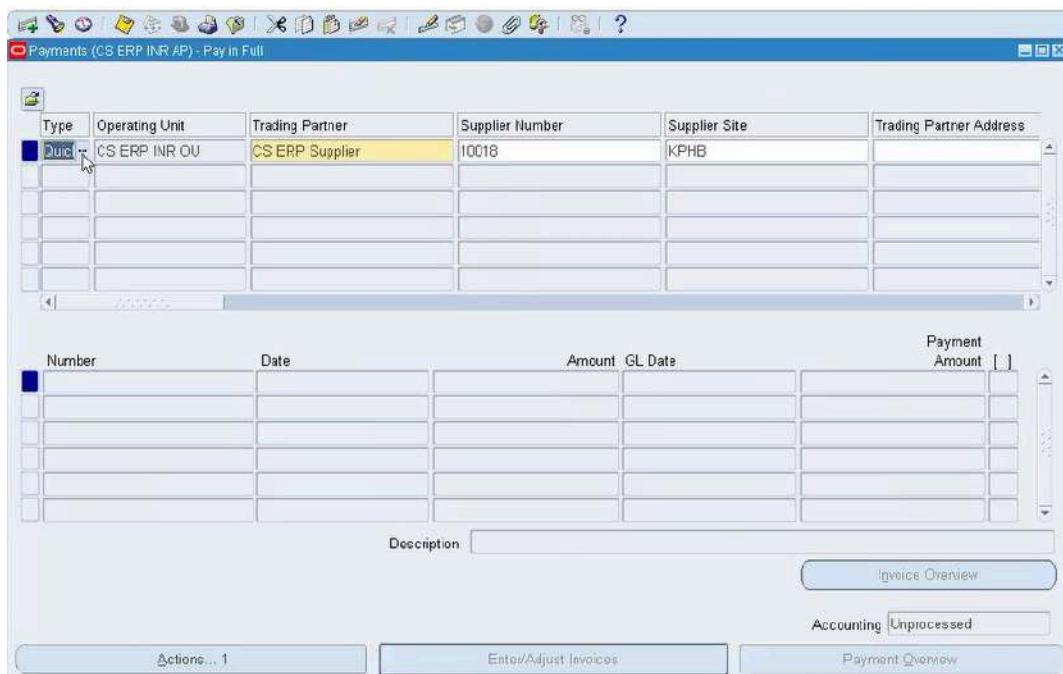
Below this is a "Document Information" section with fields:

* Name	CS ERP Check
* Paper Stock Type	Blank Stock
Number of Lines per Remittance Stub	<input type="checkbox"/> Attached Remittance Stub
Number of Setup Documents	
* Format	Standard Check Format
Payment Document Category	<input type="button" value="Search"/>

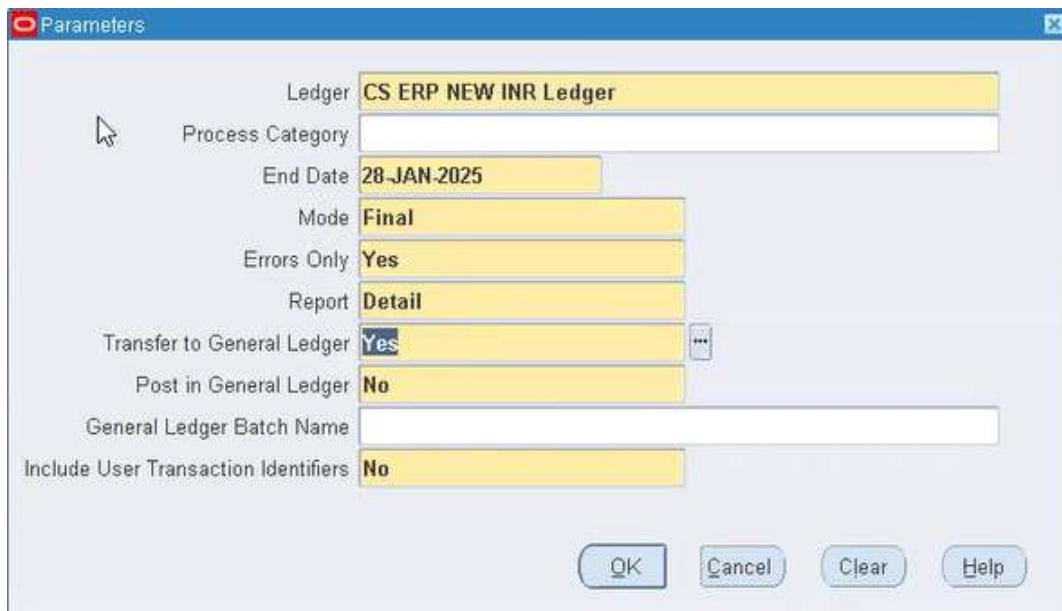
At the bottom is a "Document Numbers" section with fields:

* First Available Document Number	123
Last Available Document Number	999

- Define the required details and click on **apply**.
- Open the prepayment invoice which was created previously and the status of that invoice is unpaid.
- Click on the **actions** and select the **pay in full** option and click on **ok**.



- There are 3 types of payments.
 - **Quick** - It is a single payment in which , the invoices are already created and directly payment can be made
 - **Manual** - Other than oracle application , any outside payments are called manual payments.
 - **Refund** - Already the payment has been done and refund type will define how to refund.
- Select the **payment date** and assign **bank account** and **payment document** and click on **save**.
- Click on the **actions** option and select the **create accounting** option and **final** option and click on **ok**.
- **Submit and view accounting events.**
- If the create accounting is not done then click on view request and submit new request.
- Define the name of the request as **create accounting**.
- Define the required details and click on **ok**.



- Submit the **request**.
- Open the payments by navigating **payments** ⇒ **entry** ⇒ **payments**.
- Click on the **actions** and **create accounting** and select **final** and click on **ok**.
- Click on the **view accounting** option and **view journal entries** option.



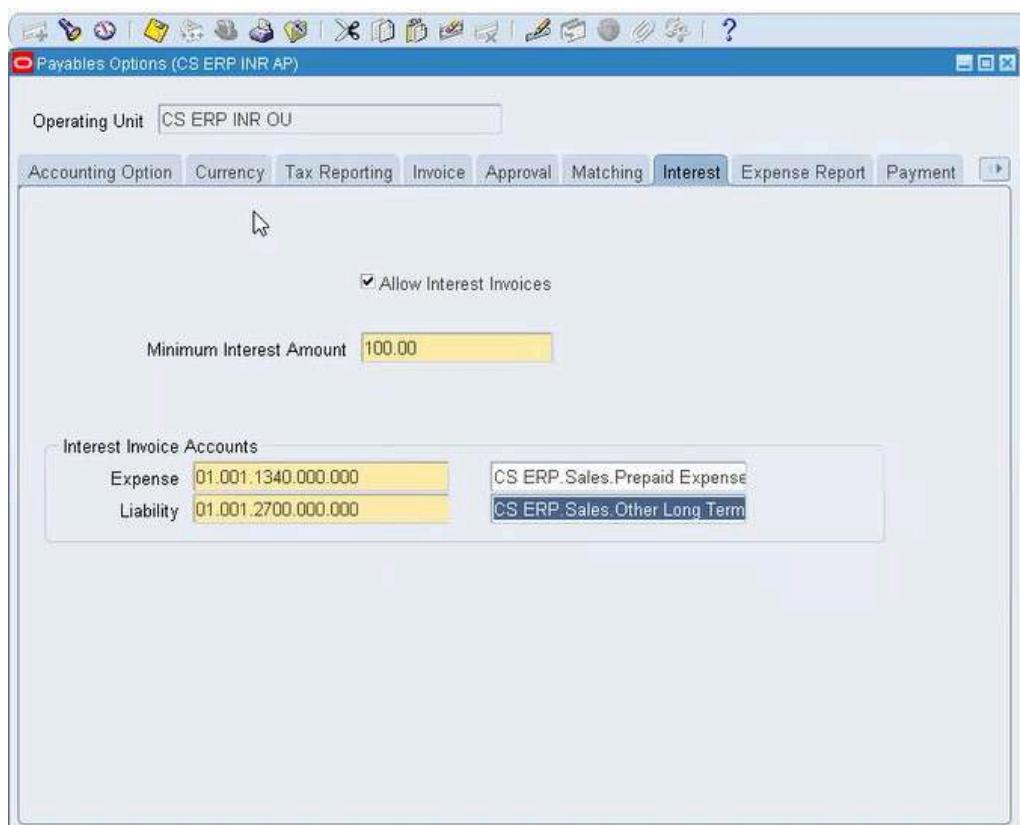
- While creating accounting , we will get warning because we haven't defined any discount account.

▼ 5. Interest invoice

- Manually interest invoices cannot be created , because the system will generate the invoices once the interest rates are defined.

▼ Enable interest invoice at payable option

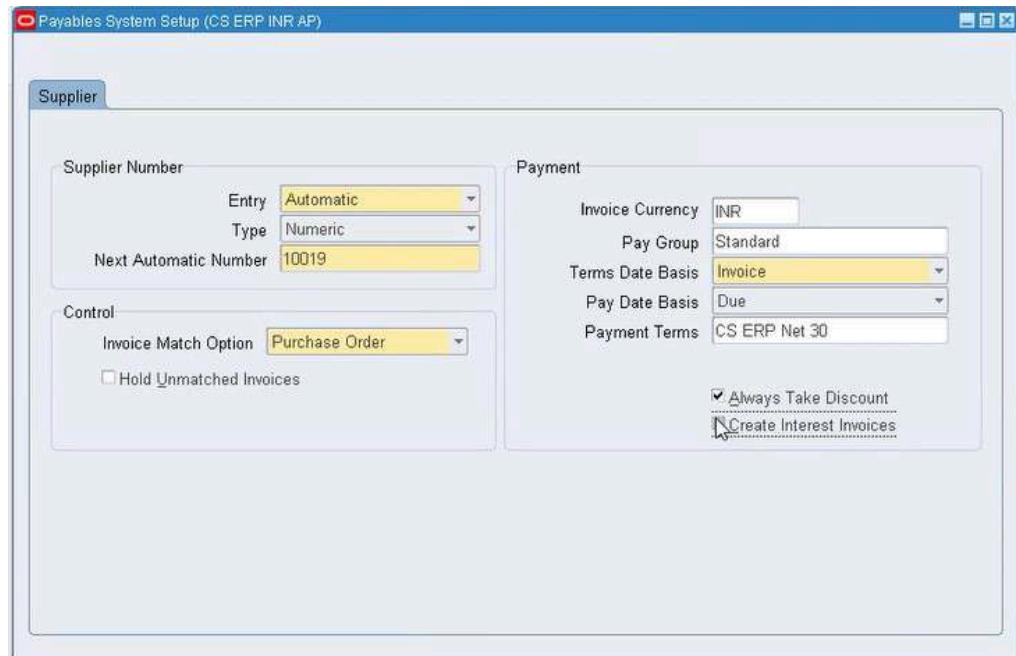
- Enable the interest invoices by navigating **setup ⇒ options ⇒ payable options**.
- Select the OU and click on find option.



- Select the **allow interest invoices** option and define the **minimum interest amount , expense account and liability account**.
- Save the tab and close.

▼ Define payable system setup

- Define the payables system setup by navigating **setup ⇒ options ⇒ payables system setup** and select the **create interest invoices**.



- Click on save.

▼ Define interest rates

- Define interest rates by navigating **setup ⇒ payment ⇒ interest rates**.

Effective Dates		
%	From	To
12	01-JAN-2024	31-DEC-2024
3	01-JUL-2001	30-JUN-2010
10	01-JUL-1990	30-JUN-2001
10	01-JUN-2024	31-MAY-2025
		...

- Click on save.

▼ Enable interest rates at supplier level

- Enable the interest rates at supplier level also by navigating **suppliers ⇒ entry**.
- Find the supplier and click on the **invoice management** and click on the **create interest invoice** and click on **save**.

ORACLE Payables

Suppliers > Update CS ERP Supplier - 10016: Invoice Management

Cancel Save

Invoice Currency	Indian Rupee	Hold from Payment	All Invoices Unmatched Invoices Unvalidated Invoices				
Invoice Amount Limit							
Invoice Match Option	Purchase Order						
Invoice Payment Terms							
Payment Currency	Indian Rupee	Pay Group	Standard Supplier Paya				
Payment Priority	99		<input checked="" type="checkbox"/> Always Take Discount <input type="checkbox"/> Exclude Freight From Discount <input checked="" type="checkbox"/> Create Interest Invoice				
Terms	CS ERP Net 30						
Terms Date Basis	Invoice						
Pay Date Basis	Due						
Supplier Sites							
Site Status	ACTIVE	Site Name	Operating Unit				
60							
Invoicing Payment Terms Supplier Preferences Create							
Site Name	Operating Unit	Invoice Amount Limit	Invoice Tolerance	Invoice Match Option	Invoice Currency	All Invoices	Hold from Payment
KPRB	CS ERP INR OU			Purchase Order	Indian Rupee	<input type="checkbox"/>	All Invoices Unmatched Invoices Unvalidated Invoices
						<input type="checkbox"/>	Payment Hold Reason
						<input type="checkbox"/>	Services Tolerance

Cancel Save

▼ Create invoice

- Create standard invoice with previous invoice date to check the interest invoice.
 - Validate with pay in full option enabled.

- Two invoices will be created , those are standard invoice and interest invoice.
 - Copy the invoice number and search the invoice number in the invoice work bench tab.
 - Create accounting and view journal entries.

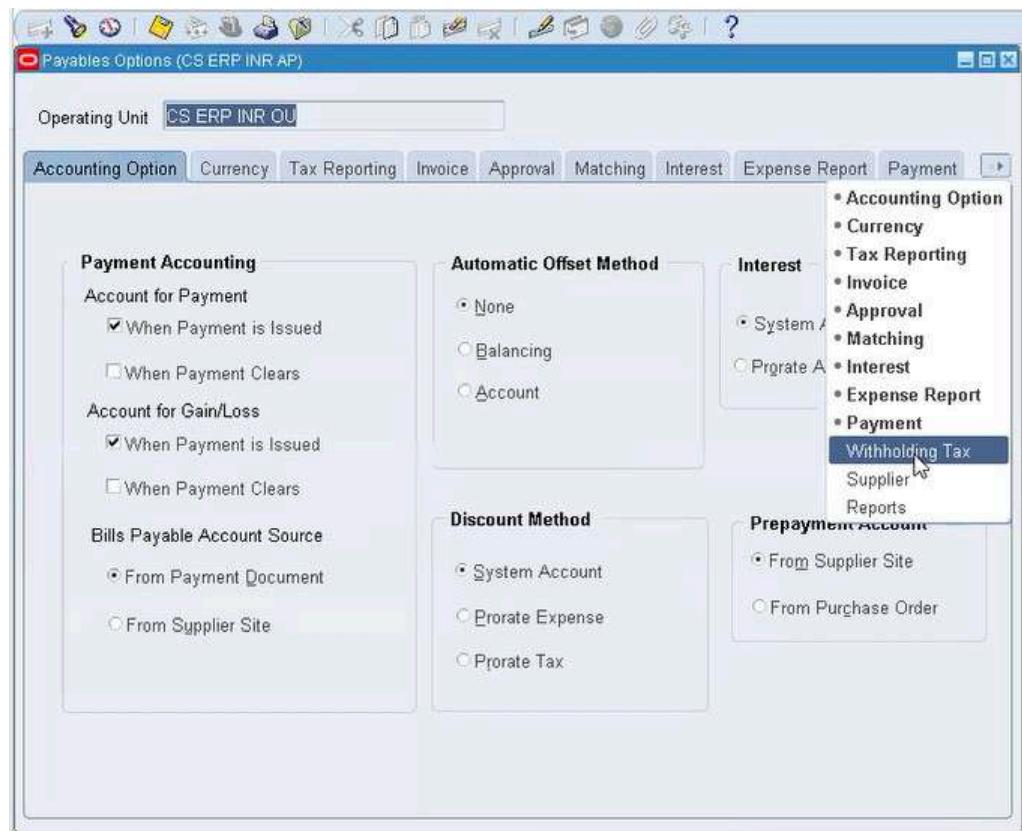


▼ 6. Withholding tax invoice

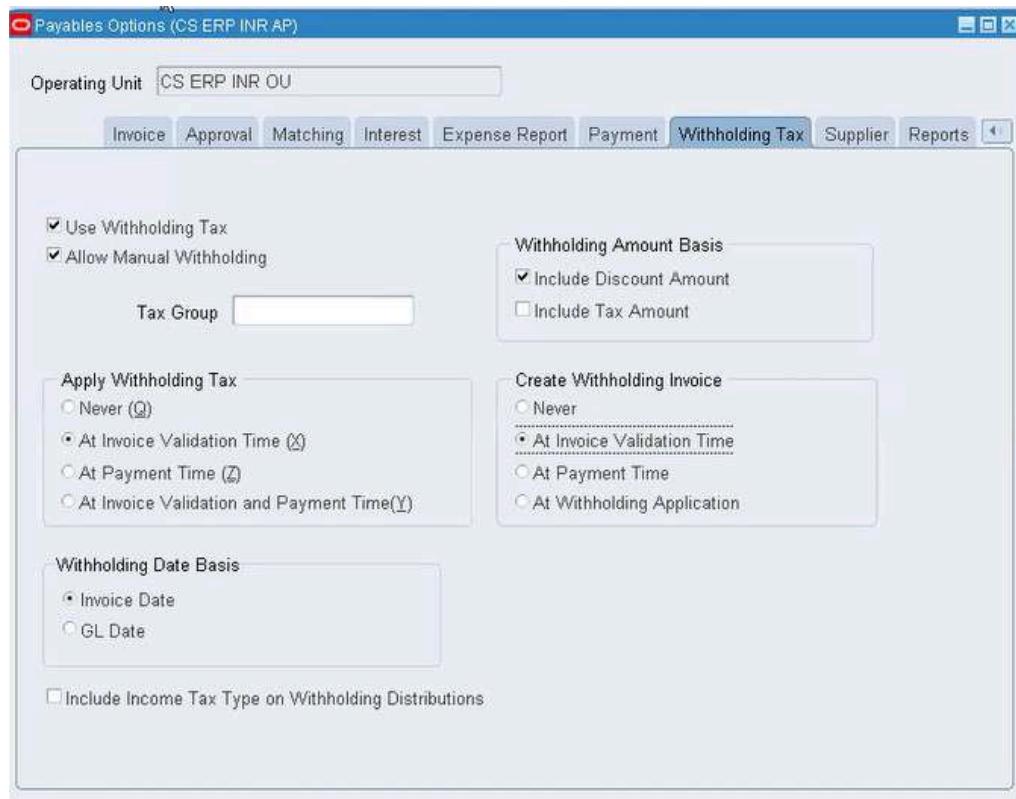
- Withholding tax is the direct tax which means the tax amount will be added to the final payment directly.
- Based on the percentage of tax amount is defined , the system will automatically adds the tax to the standard invoice.

▼ Enable withholding tax at payable options

- To create withholding tax invoice , enable withholding tax at payable options by navigating **setup** ⇒ **options** ⇒ **payables options**.
- Select the OU and find and select the **withholding tax** option at more options.



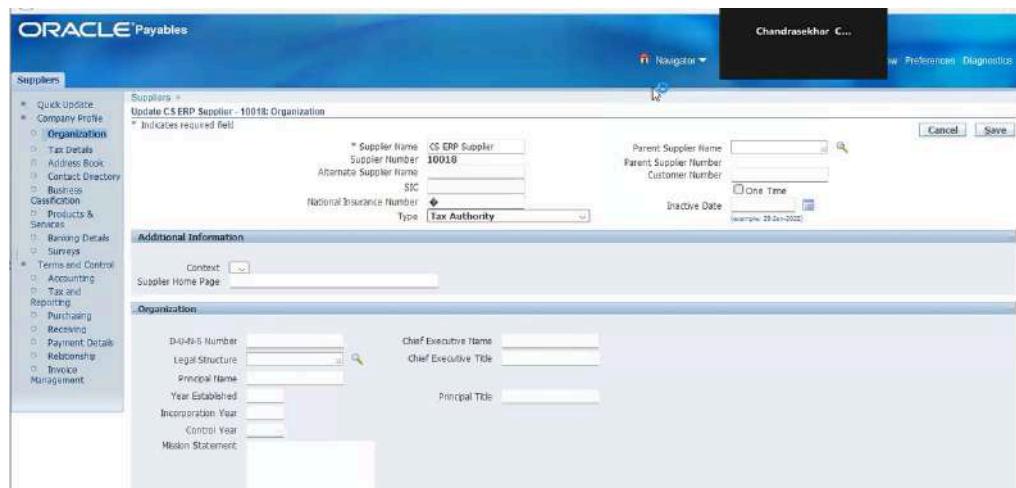
- Allow the **use withholding tax** option so that tax group can be defined and also **allow manual withholding** and select the **apply withholding tax and withholding amount basis at invoice validation time**.



- Save the tab and close it.

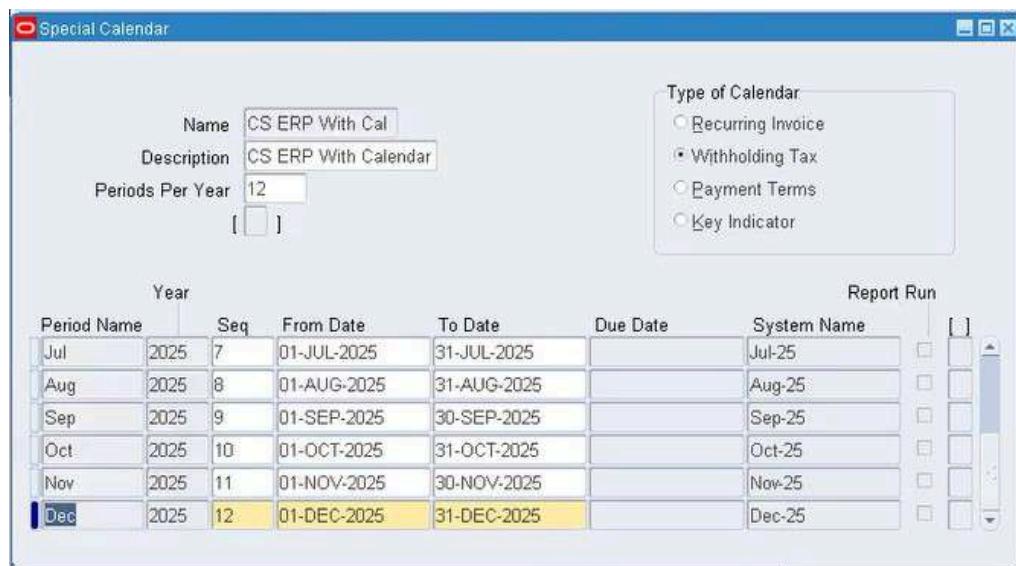
▼ Enable withholding tax at supplier level

- Enable withholding tax at supply level by navigating **suppliers** ⇒ **entry**.
- Search the supplier name and select the **organization** option in the left corner.
- Select the **type as tax authority**, so that the withholding tax groups and codes can be defined.



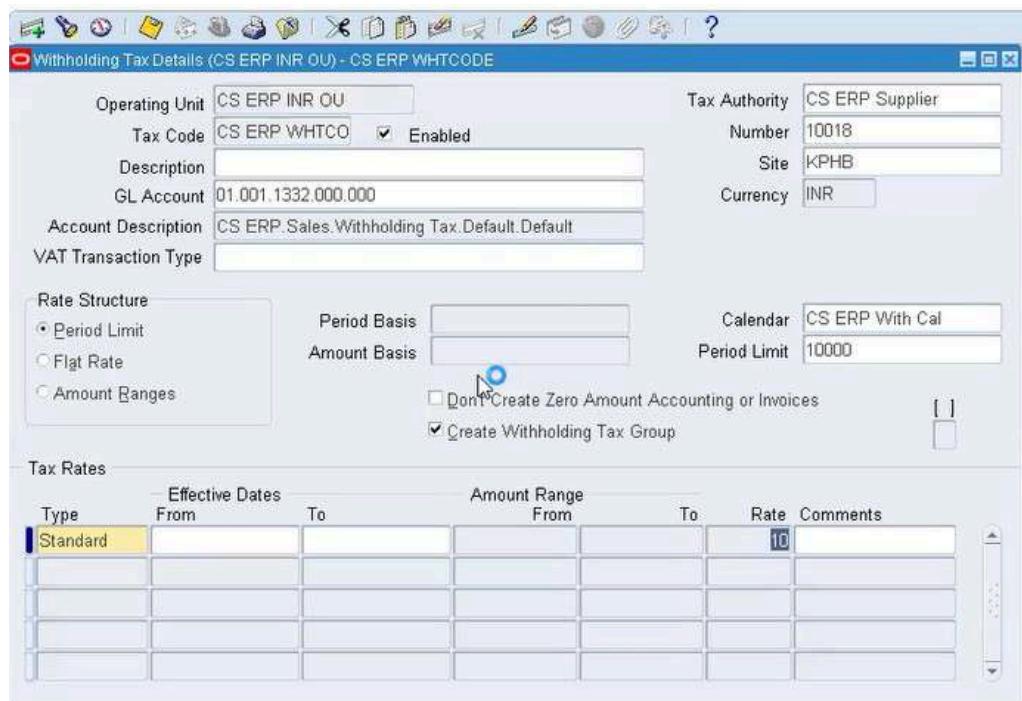
▼ Create Withholding tax special calendar

- Define withholding tax special calendar by navigating **setup ⇒ calendar ⇒ special calendar**.
- Select the **type of calendar** as **withholding tax** and define **name** and **number of periods** and define the periods below and save the tab.



▼ Tax Codes

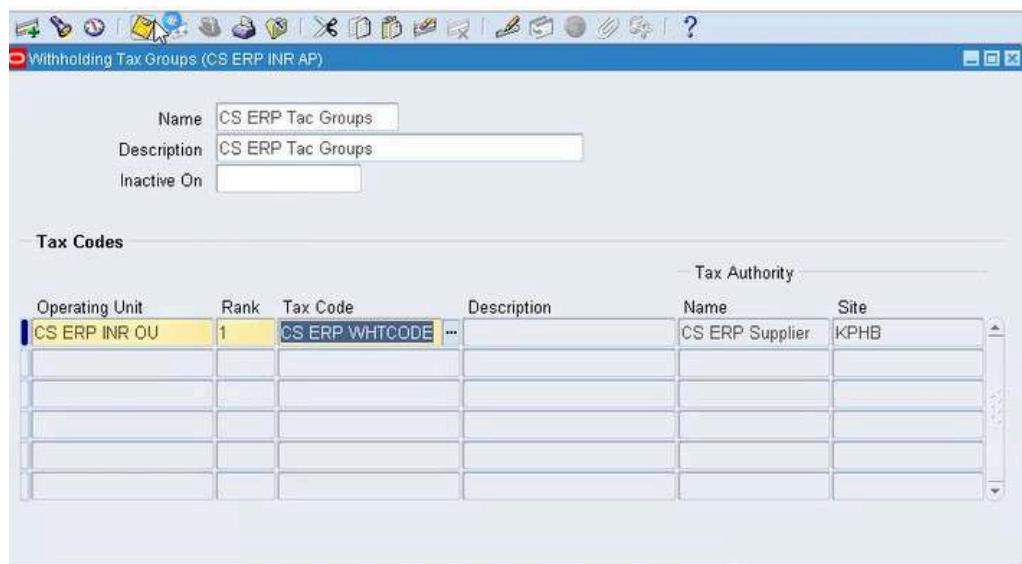
- Define withholding tax codes by navigating **setup ⇒ tax ⇒ withholding tax ⇒ codes**.



- Select the **OU** name and define the **tax code** and select the **tax authority** and define the **GL account** and **calendar** and **period limit**.
- There are 2 types of tax rates , they are **standard** and **penalty** , select the **standard** type and define **rate** as 10% and save the tab.
- If there are different suppliers , then the tax codes should be define for each supplier and then those codes can be assigned to the tax groups.

▼ **Tax groups**

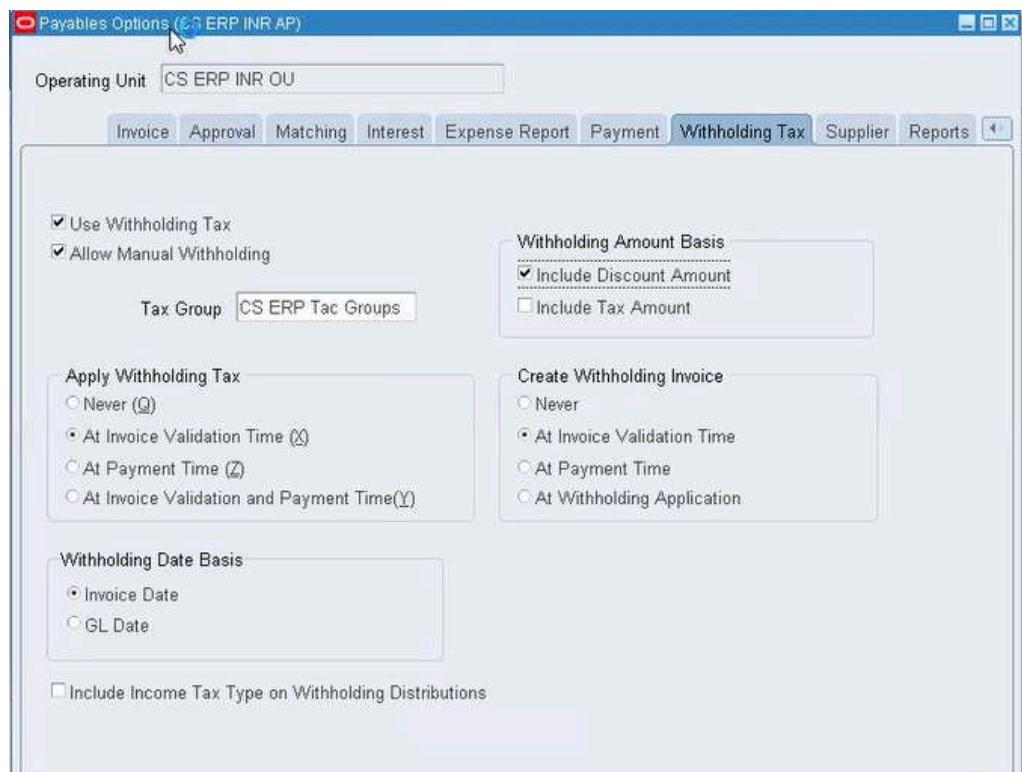
- Define the tax group by navigating **setup** ⇒ **tax** ⇒ **withholding** ⇒ **groups**.
- Define the **tax group name** and the **OU** and **rank** and **tax codes**.



- Save the tab after assigning tax codes to the tax group.

▼ Assign the tax group at payable options

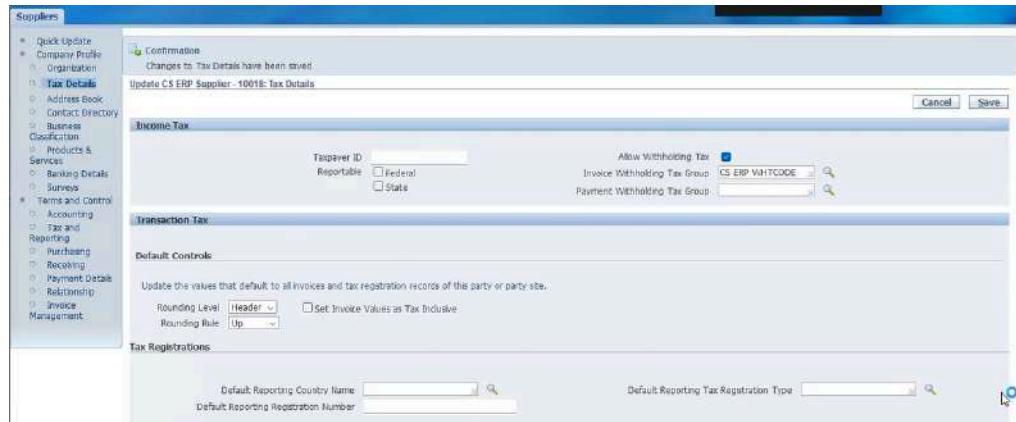
- Assign the tax group at the option level by navigating **setup ⇒ options ⇒ payable options**.
- Select the **OU** and Select the **withholding tax** in the more options and assign the **tax group**.



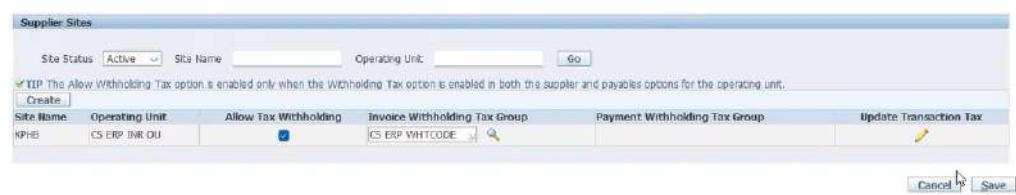
- Save the tab and close.

▼ Assign the tax group at supplier level

- The tax group can be assigned at the supplier level by navigating **suppliers** ⇒ **entry**.
- Search the supplier and select the tax details in the left corner.



- Select the **allow withholding tax** option and define the **invoice withholding tax group** and payment withholding tax group should be given only when select the option to create withholding tax at payment level.
- Define the same at supplier site level by scrolling down and save the tab.



▼ Create invoice

- Create a standard invoice by navigating **invoice** ⇒ **entry** ⇒ **invoices**.
- Always the standard invoices should be created and withholding invoice will be created by system.

- Define the line amount and also the distribution amount and distribution account.

- Validate the invoice and the withholding tax will be automatically calculated.

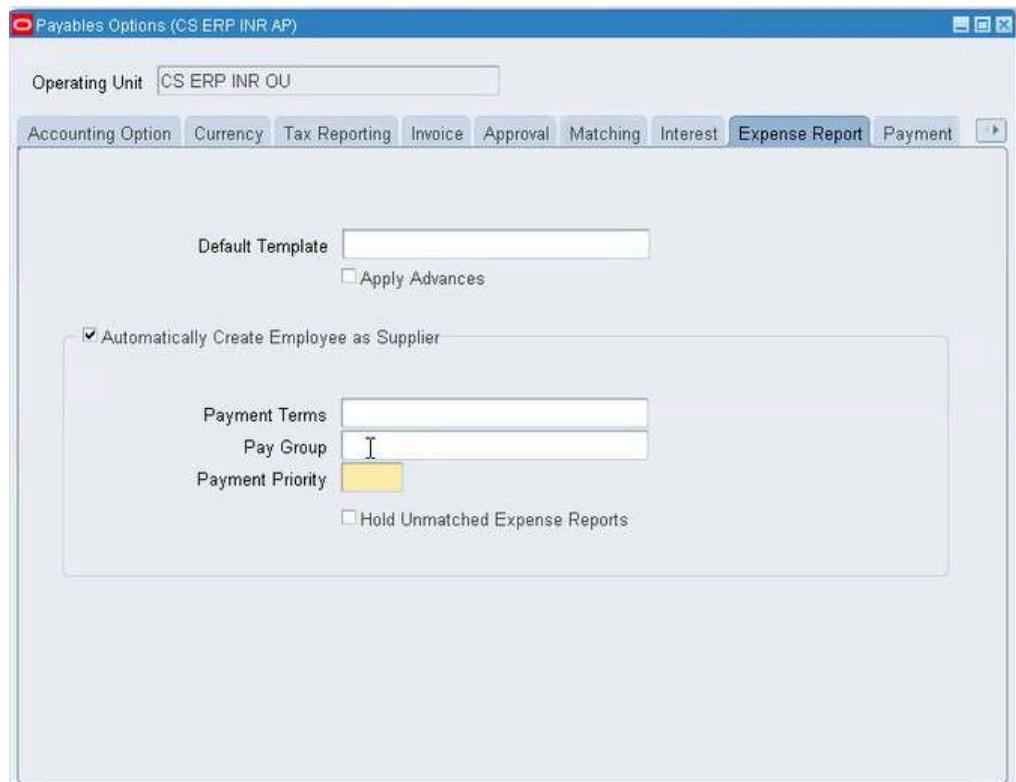
- Create accounting after validation.

▼ 7. Expense Report invoice

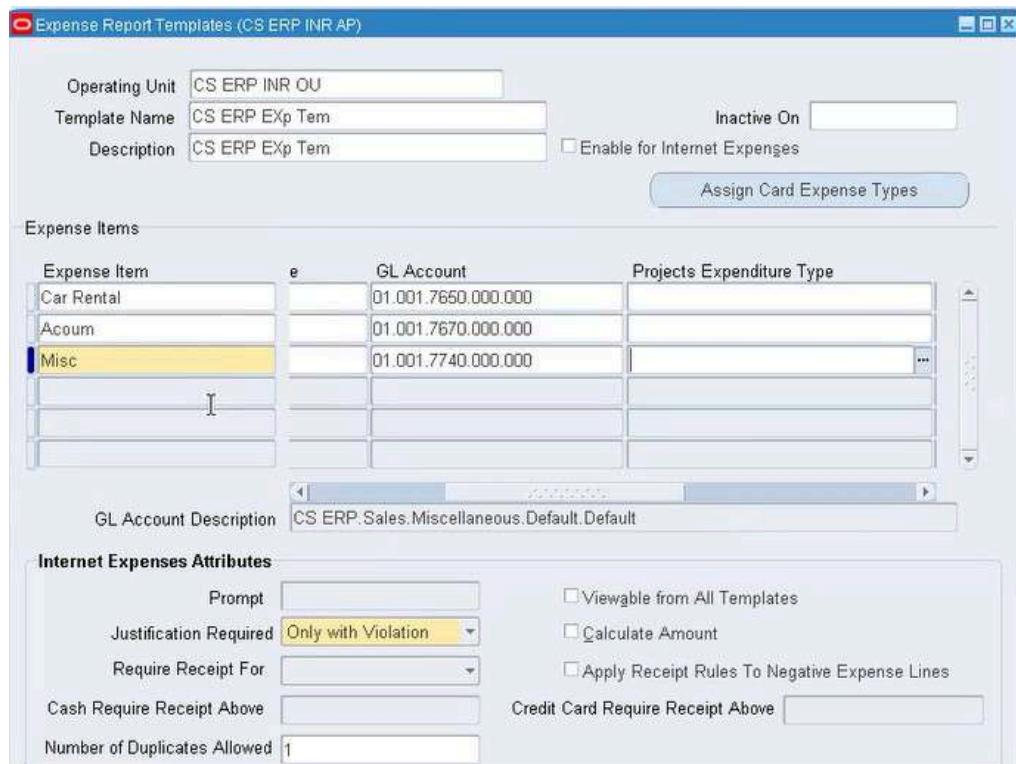
- The expense report invoices are employee related invoices and will be created for the expenses of an employee's accommodation and travel etc. when employee shifted to another location for the organization purpose.

▼ Define Expense Templates

- Define the templates at payable options by navigating **setup** ⇒ **options** ⇒ **payable options**.
- Select the expense report and enable the automatically create employee as supplier option so that invoices can be generated.



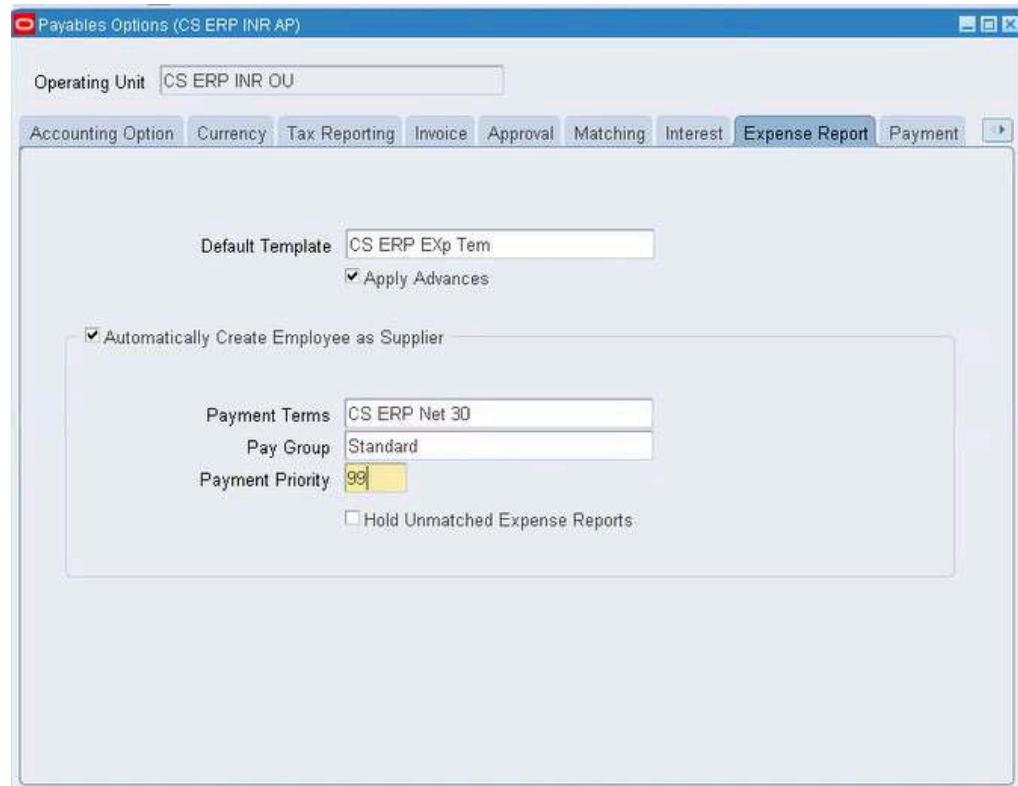
- Define expense report template by navigating **setup ⇒ invoice ⇒ expense report templates.**



- Define the required fields and save the tab.

▼ Assign the expense templates at payable options

- Assign the template to the payable options and also assign **payment terms** and **pay group** and **payment priority**.



▼ Define the expense report invoice

- Define the expense report invoice by navigating **invoice ⇒ entry ⇒ expense reports**.
- Define all the required fields and Click on the **all verified** option.

The screenshot shows the 'Expense Reports (CS ERP INR OU)' window. At the top, there are various icons for file operations like Open, Save, Print, etc. Below the title bar, there are several input fields and dropdowns:

- Operating Unit:** CS ERP INR OU
- Name:** Mr. CS User
- GL Account:** 01.001.2254.000.000
- Description:** CS ERP.Sales.Fee Expense Payable.Default.Default
- Invoice Num:** EXp Inv1
- Currency:** INR
- Number:** 1
- Send to:** Home
- Date:** 29-JAN-2025
- Amount:** 10,000.00
- Lines Total:** 10,000.00
- Hold:** [checkbox]
- Withholding Tax Group:** [checkbox]
- Functional:** [dropdown]
- Currency:** INR
- Type:** [dropdown]
- Date:** [dropdown]
- Rate:** [dropdown]
- Number:** [dropdown]
- Line:** [dropdown]
- Amount:** [dropdown]
- GL Date:** [dropdown]
- Reviewed By:**
 - Payables
 - Management
- Template:** CS ERP EXP Tem

Below these settings, there are tabs for Accounting, Merchant, Receipt, Currency, Expense Audit, and Adjustments. The Accounting tab is selected, showing a grid of expense items:

Item	Amount	GL Account	Tax Code	Withholding Tax Group
Acoun	3,000.00	01.001.7670.000.000	[dropdown]	[checkbox]
Car Rental	3,000.00	01.001.7650.000.000		[checkbox]
Misc	4,000.00	01.001.7740.000.000		[checkbox]

▼ Export expense report invoice

- Export expense report invoice by navigating **view request** ⇒ **submit new request** ⇒ **name(expense report export)** ⇒ **source (payables expense report)**.
- Submit the **request** and check the **view log**.
- The expenses will be fetched but the invoices will not be created , after manager approval only the invoices will be created.

```

+-----+
| Start of log messages from FND_FILE |
+-----+
| Begin Receipts Management - Holds |
| Process Hold Each Scenario |
| Determine whether to place Holds |
| Process Hold All Scenario |
| Determine whether to place Holds |
| Process Hold BothPay Scenario |
| Determine whether to place Holds |
| Process Obsolete Holds |
| Obsolete Holds |
| Obsolete Both Pay Holds |
| Begin Processing Individual expense reports |
| Fetching expense report... |
| Expense Report Number : **EXp Inv1** |
| Transfer Attachments option(Y/N):Y |
| Employee Id 31558 is not found |
| Fetching expense report... |
| Credit Card Expenses Fetched = 0 |
| Credit Card Invoices Created = 0 |
| Call Payables Open Interface |
| Expenses Fetched = 1 |
| Invoices Created = 0 |
+-----+
| End of log messages from FND_FILE |
+-----+



+-----+
| Executing request completion options... |
+-----+
| Output file size: |
| 0 |
+-----+

```

▼ 8. Mixed invoices

- In standard invoice , positives will be entered and in credit and debit , negatives will be entered but mixed invoices will allow to enter both.
- If any third party application is involved , when converting data from third party to oracle applications then the mixed invoice method is used.
- Create invoices by navigating **invoices ⇒ entry ⇒ invoices**.
- Select the type of invoice as **mixed**.
- The amount can be either positive or negative.

▼ 9. PO match invoice

- Create PO match by navigating **invoice ⇒ entry ⇒ invoices**.
- Define the OU and select the PO number , if the PO is not approved then PO number will not be appear.
- Select the PO number and define the required fields.

Invoice Workbench (CS ERP INR AP)

Batch Control Total		Batch Actual Total								
Entered Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount
	Standard	1	CS ERP S	10018	KPHB	31-JAN-2025	190	INR	1,000.00	
<input type="button" value="1 General"/> <input type="button" value="2 Lines"/> <input type="button" value="3 Holds"/> <input type="button" value="4 View Payments"/> <input type="button" value="5 Scheduled Payments"/> <input type="button" value="6 View Prepayment Applications"/>										
Summary Items Retainage Prepayments Applied Withholding Subtotal Tax Freight Miscellaneous Total			Amount Paid INR 0.00			Status Status Never Validated Accounted Unprocessed Approval Not Required Holds Scheduled Payment Holds				
Description										
<input type="button" value="Actions... 1"/> <input type="button" value="Calculate Tax"/> <input type="button" value="Tax Details"/> <input type="button" value="Corrections"/> <input type="button" value="Quick Match"/> <input type="button" value="Match"/> <input type="button" value="All Distributions"/>										

- Click on the **quick match** option and the PO number will be auto selected and the amount to be paid will be generated automatically in the line section.

Invoice Workbench (CS ERP INR AP)

Batch Control Total		Batch Actual Total																																												
Entered Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount																																				
	Standard	1	CS ERP S	10018	KPHB	31-JAN-2025	190	INR	1,000.00																																					
<input type="button" value="1 General"/> <input type="button" value="2 Lines"/> <input type="button" value="3 Holds"/> <input type="button" value="4 View Payments"/> <input type="button" value="5 Scheduled Payments"/> <input type="button" value="6 View Prepayment Applications"/>																																														
Total Gross [] Retained [] Net []																																														
<table border="1"> <thead> <tr> <th>Num</th> <th>Type</th> <th>Amount</th> <th>PO Number</th> <th>PO Release</th> <th>PO Line</th> <th>PO Shipment</th> <th>Match Basis</th> <th>PO Distribution</th> <th>Receipt Number</th> <th>Receipt Line</th> <th>Qu.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Item</td> <td>9,000.00</td> <td>1</td> <td></td> <td>1</td> <td>1</td> <td>Quantity</td> <td></td> <td></td> <td></td> <td>10</td> </tr> <tr> <td colspan="12"> <input type="button" value="Discard Line 1"/> <input type="button" value="Distributions"/> <input type="button" value="Allocations"/> </td> </tr> </tbody> </table>											Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Qu.	1	Item	9,000.00	1		1	1	Quantity				10	<input type="button" value="Discard Line 1"/> <input type="button" value="Distributions"/> <input type="button" value="Allocations"/>											
Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Qu.																																			
1	Item	9,000.00	1		1	1	Quantity				10																																			
<input type="button" value="Discard Line 1"/> <input type="button" value="Distributions"/> <input type="button" value="Allocations"/>																																														
<input type="button" value="Actions... 1"/> <input type="button" value="Calculate Tax"/> <input type="button" value="Tax Details"/> <input type="button" value="Corrections"/> <input type="button" value="Quick Match"/> <input type="button" value="Match"/> <input type="button" value="All Distributions"/>																																														

- Click on the all distributions option and the distribution amount and the distribution account will be generated automatically.
- Click on **actions** and **validate** the invoice and **create accounting**.

The screenshot shows the Oracle Subledger Journal Entry interface. At the top, it displays the Oracle logo and navigation links like Navigator, Favorites, Diagnostics, Preferences, Help, and Close Window. Below the header, the title 'Subledger Journal Entry' is visible. The main content area is divided into several sections:

- Ledger:** CS ERP NEW INR Ledger
- Journal Entry Status:** Final
- Balance Type:** Actual
- GL Date:** 31-Jan-2025
- Category:** Purchase Invoices
- Completion Date:** 31-Jan-2025 09:58:18
- Journal Entry Type:** Standard
- Description:** Invoice Validated , Invoice Number: 190 , Invoice Date: 31-JAN-25 , Invoice Description:

Transaction Information:

Party Name: CS ERP Supplier	Party Site Name: KPHB
Invoice Number: 190	Invoice Amount: 9000
Invoice Currency: INR	Invoice Ledger Amount: 9000
Invoice Type: STANDARD	Invoice Date: 31-JAN-2025 00:00:00
Cancelled Date:	Invoice Description:
Document Sequence Name:	
Document Sequence Number:	

Lines:

Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (INR)	Accounted CR (INR)	Supporting References
1	1	01.001.1410.000.000	Accrual	INR	9,000.00		9,000.00		00
2	2	01.001.2790.000.000	Liability	INR	900.00		900.00		00
3	3	01.001.2790.000.000	Liability	INR		9,000.00		9,000.00	00
4	4	01.001.1332.000.000	Withholding Tax	INR		900.00		900.00	00

Accounted Amounts:

▼ 10. Recurring invoices

- Recurring invoices are used to create repeating invoices.
- There are 2 types of recurring invoices are used.
 - Full distribution set** - The full amount will be distributed to different distribution accounts.
 - Skeleton distribution set** - The partial amount will be different distributed to distribution accounts.

▼ Define Distribution Set

- Define distribution set by navigating **setup ⇒ invoice ⇒ distribution sets**.

The screenshot shows the Oracle Distribution Sets (CS ERP INR AP) window. The top section contains fields for:

- Operating Unit:** CS ERP INR OU
- Name:** CS ERP Full Dis Set
- Type:** Full
- Description:** CS ERP Full Dis Set
- Inactive On:** []

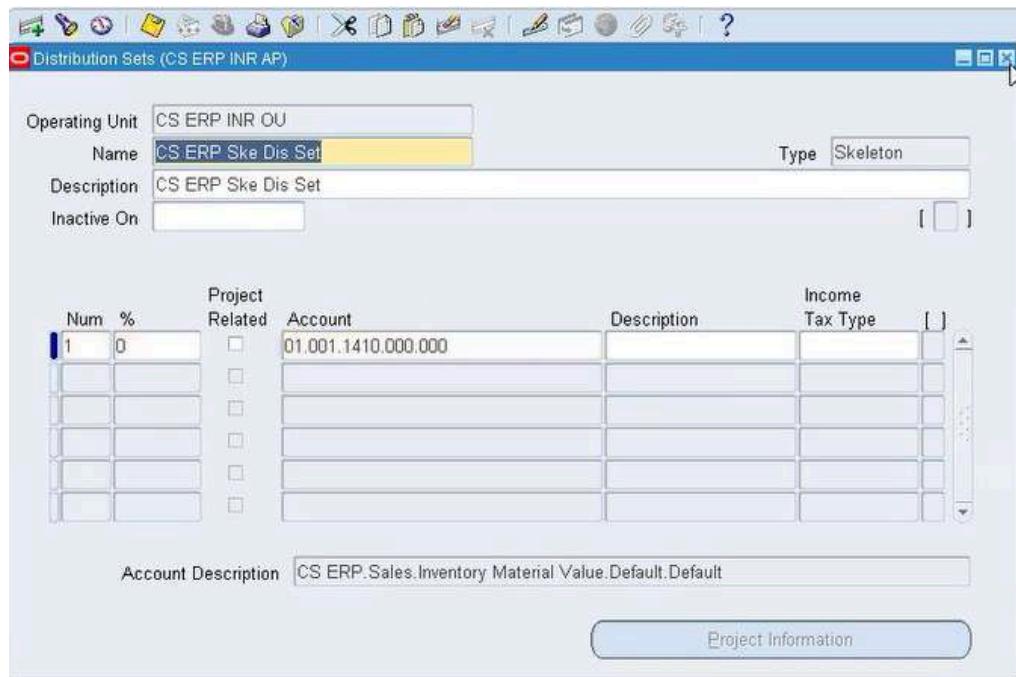
The main area is a grid for defining distribution projects:

Num	%	Project Related	Account	Description	Income Tax Type
1	50	<input type="checkbox"/>	01.001.1410.000.000		
2	50	<input type="checkbox"/>	01.001.1411.000.000		
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Account Description: CS ERP.Sales.FS-Inventory Material Val.Default.Default

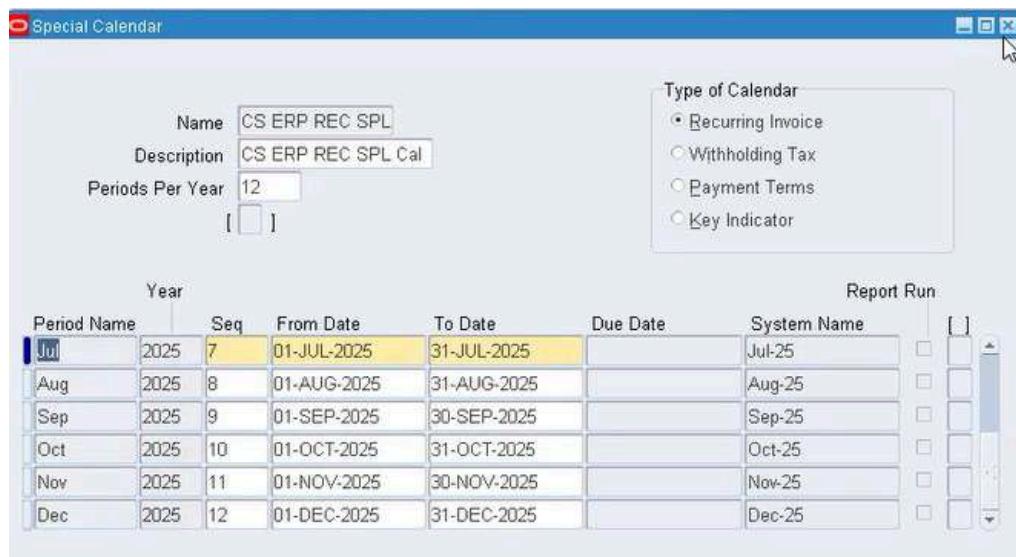
Project Information:

- Define all the required fields and if 100% of amount is used to distribute , then automatically the **type** shows as **full**.
- If the partial percentage of amount is distributed then the **type** shows as **skeleton**.



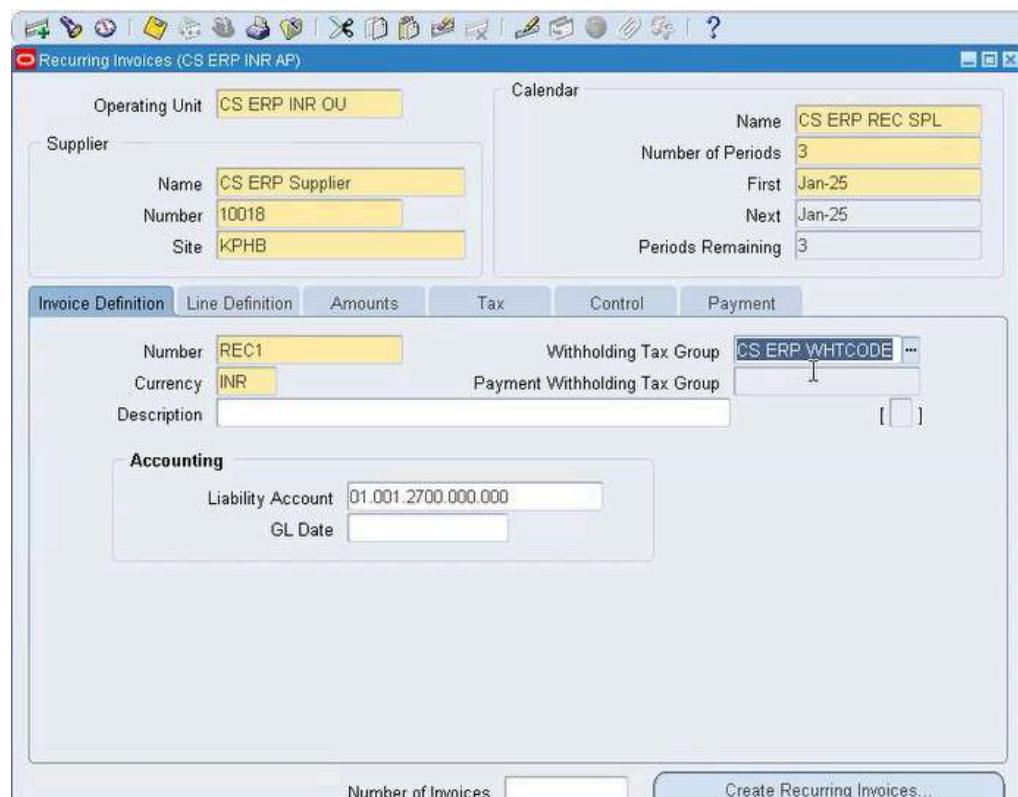
▼ Define the special calendar

- Define the special calendar by navigating **setup** ⇒ **calendar** ⇒ **special calendar**.
- Select the **type** of the invoice as **recurring invoice** and define the **name** and **periods**.



▼ Define Recurring invoice

- Define the recurring invoice by navigating **invoice ⇒ entry ⇒ recurring invoices**.
- Define all the required fields and when defining the periods , system will only allow the number of periods which are defined in the GL accounting calendar.



- Click on the **line definition** option and define the **distribution set**.

Recurring Invoices (CS ERP INR AP)

Operating Unit	CS ERP INR OU	Calendar
Supplier	Name: CS ERP Supplier Number: 10018 Site: KPHB	Name: CS ERP REC SPL Number of Periods: 3 First: Jan-25 Next: Jan-25 Periods Remaining: 3
<input type="button" value="Invoice Definition"/> <input type="button" value="Line Definition"/> <input type="button" value="Amounts"/> <input type="button" value="Tax"/> <input type="button" value="Control"/> <input type="button" value="Payment"/>		
Origin <input checked="" type="radio"/> Distribution Set Name: CS ERP Full Dis Set <input type="radio"/> PO Num: <input type="text"/> <input type="radio"/> Release: <input type="text"/> Line: <input type="text"/> Shipment: <input type="text"/> Item Description: <input type="text"/> Manufacturer: <input type="text"/> Model Number: <input type="text"/>		
Number of Invoices: <input type="text"/> <input type="button" value="Create Recurring Invoices..."/>		

- Click on the amounts and define the amount.

Recurring Invoices (CS ERP INR AP)

Operating Unit	CS ERP INR OU	Calendar
Supplier	Name: CS ERP Supplier Number: 10018 Site: KPHB	Name: CS ERP REC SPL Number of Periods: 3 First: Jan-25 Next: Jan-25 Periods Remaining: 3
<input type="button" value="Invoice Definition"/> <input type="button" value="Line Definition"/> <input type="button" value="Amounts"/> <input type="button" value="Tax"/> <input type="button" value="Control"/> <input type="button" value="Payment"/>		
First Amount: <input type="text" value="10,000.00"/> Next Amount: <input type="text" value="10,000.00"/> Change: <input type="text" value="0 %"/> Number of Regular Invoices: <input type="text" value="3"/> Special Invoice Amount1: <input type="text"/> Special Invoice Amount2: <input type="text"/> Control Total: <input type="text" value="30,000.00"/> Released Total: <input type="text" value="0.00"/> Amount Remaining: <input type="text" value="30,000.00"/>		
Number of Invoices: <input type="text"/> <input type="button" value="Create Recurring Invoices..."/>		

- Click on the payment option and select the payment method.

Recurring Invoices (CS ERP INR AP)

Operating Unit	CS ERP INR OU	Calendar																								
Supplier	Name: CS ERP Supplier Number: 10018 Site: KPHB	Name: CS ERP REC SPL Number of Periods: 3 First: Jan-25 Next: Jan-25 Periods Remaining: 3																								
<ul style="list-style-type: none"> Invoice Definition Line Definition Amounts Tax Control Payment 																										
<table border="1"> <tr> <td>Terms: CS ERP Net 30</td> <td>Payment Reason:</td> </tr> <tr> <td>Pay Group: Standard</td> <td>Payment Reason Comments:</td> </tr> <tr> <td>Payment Method: Check</td> <td>Delivery Channel:</td> </tr> <tr> <td><input type="checkbox"/> Pay Alone</td> <td>Remittance Message 1:</td> </tr> <tr> <td>Bank Charge Bearer:</td> <td>Remittance Message 2:</td> </tr> <tr> <td>Settlement Priority:</td> <td>Remittance Message 3:</td> </tr> <tr> <td>Remit-To Supplier Name:</td> <td>Remit-To Supplier Site:</td> </tr> <tr> <td>Remit-To Bank Account</td> <td></td> </tr> <tr> <td>Name:</td> <td>Number:</td> </tr> <tr> <td>Remit-To Bank</td> <td>Remit-To Bank Branch</td> </tr> <tr> <td>Name:</td> <td>Name:</td> </tr> <tr> <td>Number:</td> <td>Number:</td> </tr> </table>			Terms: CS ERP Net 30	Payment Reason:	Pay Group: Standard	Payment Reason Comments:	Payment Method: Check	Delivery Channel:	<input type="checkbox"/> Pay Alone	Remittance Message 1:	Bank Charge Bearer:	Remittance Message 2:	Settlement Priority:	Remittance Message 3:	Remit-To Supplier Name:	Remit-To Supplier Site:	Remit-To Bank Account		Name:	Number:	Remit-To Bank	Remit-To Bank Branch	Name:	Name:	Number:	Number:
Terms: CS ERP Net 30	Payment Reason:																									
Pay Group: Standard	Payment Reason Comments:																									
Payment Method: Check	Delivery Channel:																									
<input type="checkbox"/> Pay Alone	Remittance Message 1:																									
Bank Charge Bearer:	Remittance Message 2:																									
Settlement Priority:	Remittance Message 3:																									
Remit-To Supplier Name:	Remit-To Supplier Site:																									
Remit-To Bank Account																										
Name:	Number:																									
Remit-To Bank	Remit-To Bank Branch																									
Name:	Name:																									
Number:	Number:																									
<input type="button" value="Number of Invoices"/> <input type="button" value="Create Recurring Invoices..."/>																										

- Save the tab and click on the **create recurring invoices** option to create invoices.

Create Invoices (CS ERP INR AP)

Invoice Number	GL Date	Amount	Batch Name
REC1-Jan-25	01-JAN-2025	10,000.00	

Tax Info

Original Invoice:	Tax:	Gross Amount:
-------------------	------	---------------

Exchange Rate

Type:	Date:	Rate:
-------	-------	-------

Remit-To Bank

Name:
Number:

Remit-To Bank Branch

Name:
Number:

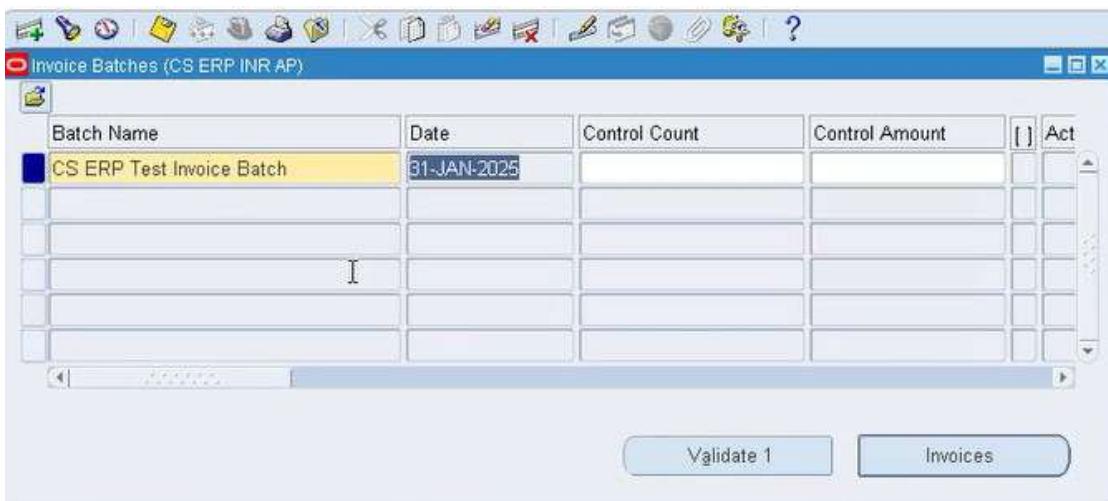
1

- Click on ok and the periods remaining will be reduced and the next invoice will be changed.
- Check the invoice by navigating **invoice** ⇒ **entry** ⇒ **invoices**.
- Search the invoice number to find the recurring invoice created previously and check line and distribution.
- The amount will be distributed to the accounts as defined in the distribution set.
- Validate the invoice and **create accounting**.



▼ 18.13.7 Invoice Batches

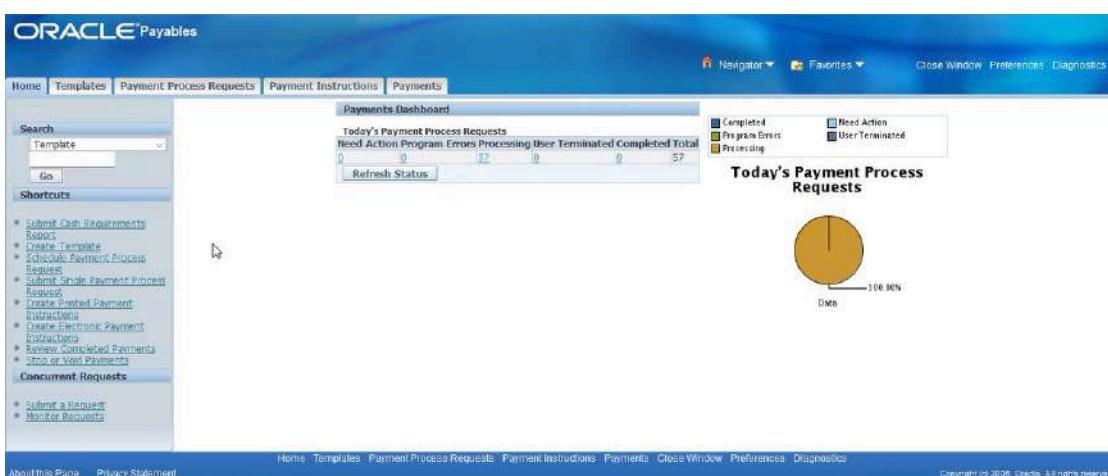
- If invoice batched is enabled then no need to create single invoices.
- To create invoice batches , first assign **AP: Use invoice batch controls** profile option to the AP responsibility.
- At site level no and the responsibility level yes.
- Define invoice batch by navigating **invoices** ⇒ **entry** ⇒ **invoice batches**.



- Click on the **invoices** option after defining the **name** of the batch and **control count** and **control amount** which controls the maximum number of invoices to be created in the batch and maximum amount defined for the invoices for that batch.
 - Create invoices and save and can validate the multiple invoices with validating one time.

▼ 18.13.8 Payment Batches

- There are some configurations in the payment batches.
 - PPP - Payment Process Profile
 - PPT - Payment Process Template
 - PPR - Payment Process Request
 - Define payment batches by navigating **payments** ⇒ **entry** ⇒ **payments manager**.



19. Order to Cash Cycle (O2C)

- The O2C cycle starts with getting the order from the customer.
- There are 4 processes in the O2C cycle.
 1. Book the order.
 2. Pick release.
 3. Ship confirmation.
 4. AR receipt.
 5. Cash.
- The order will be booked by customer and then the inventory will pick the item and ship to the customer and then the customer will confirm the item delivery and AR receipts will be generated and customer will pay the payment.



▼ O2C Accounting Entries

- There will be no entries when the order is booked.
- The accounting entries will start from pick release.

Pick Release

Sub-Inventory a/c DR

to

Sub-Inventory a/c CR

Ship Confirmation

Cost of Goods sold (COGS) a/c DR

to

Sub-Inventory a/c CR

AR Invoice

Receivables a/c DR

to

Revenue a/c CR

AR Receipt

Cash a/c DR

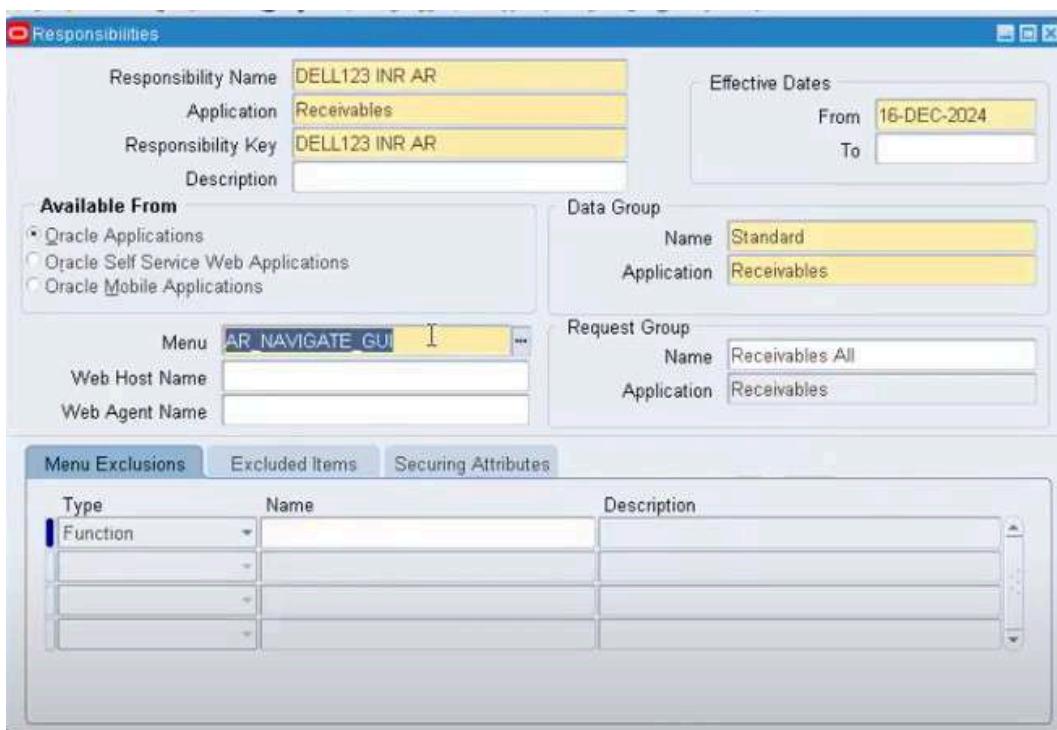
to

Receivable a/c CR

- The final entry for the O2C cycle is **cash a/c DR to Receivable a/c CR.**

▼ **19.1 Create AR(account receivables) responsibility**

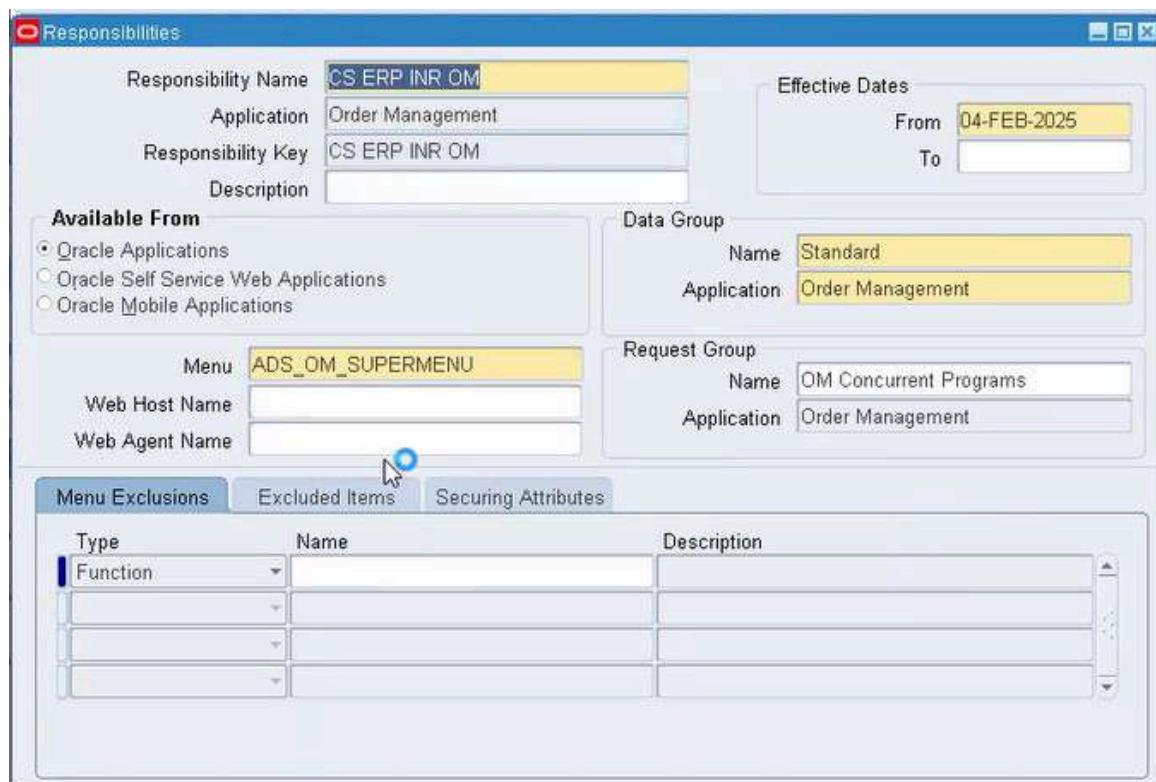
- Create AR responsibility by navigating to **system administrator ⇒ responsibility ⇒ define.**



- Add profile options for the responsibility GL ledger name , HR business group , HR security profile , HR user , MO operating unit , MO security profile.
- Assign the responsibility to the user.

▼ 19.2 Create OM (order management) Responsibility

- Create OM responsibility by navigating **system administrator ⇒ responsibility ⇒ define.**



- Add profile options for the responsibility GL ledger name , HR business group , HR security profile , HR user , MO operating unit , MO security profile.
- Assign the responsibility to the user.

▼ 19.3 Define system options

- Define the system options by navigating **AR responsibility ⇒ setup ⇒ system ⇒ system options.**

System Options (CS ERP INR OU)

- [Accounting](#)
- [Trans and Customers](#)
- [Claims](#)
- [Miscellaneous](#)

Operating Unit **CS ERP INR OU**

Name: **CS ERP NEW INR Ledger**

Realized Gains Account	01.001.7880.000.000
Realized Losses Account	01.001.7880.000.000
Tax Account	01.001.7710.000.000
Unallocated Revenue Account	
Cross Currency Rate Type	Corporate
Cross Currency Rounding Account	
Header Rounding Account	

Create Detailed Distributions
 Automatic Journal Import
 Header Level Rounding

Days per Posting Cycle **35**

Accounting Flexfield Description

- Click on the trans and customers option and define the required details.

System Options (CS ERP INR OU)

- [Accounting](#)
- [Trans and Customers](#)
- [Claims](#)
- [Miscellaneous](#)

Transactions

Allow Change to Printed Transactions
 Allow Payment of Unrelated Transactions

Allow Transaction Deletion
 Show Billing Number

Tax Invoice Printing Options **Total Tax Only**

Document Number Generation Level **When saved**

Late Charges

Assess Late Charges

Average Daily Balance	Interest Invoice Transaction Type
Balance Calculation	Debit Memo Charge Transaction Type
Calculation Period	Interest Charge Activity
	Penalty Charge Activity
	Late Charge Batch Source

AutoInvoice

Purge Interface Tables
 Max Memory (in bytes) **65535**
 Log File Message Level **3**

Tuning Segments

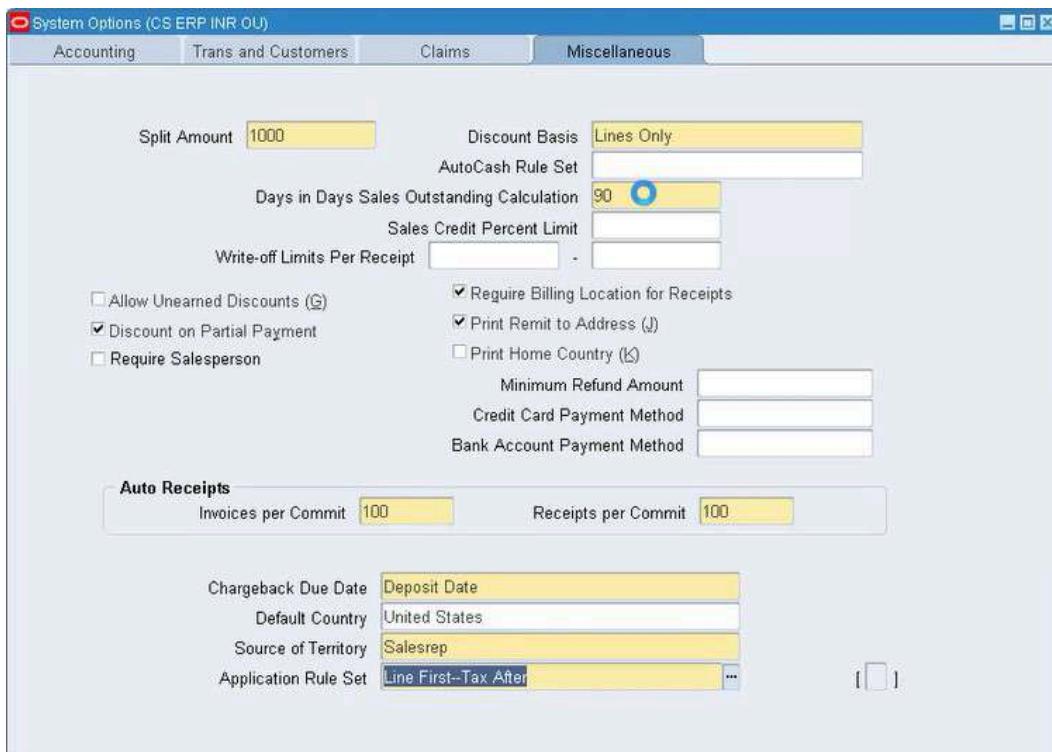
Accounting Flex
System Items
Territory

Customers

Automatic Customer Numbering
 Automatic Site Numbering
 Create Reciprocal Customer

Grouping Rule Name **DEFAULT**

- Click on the miscellaneous option and define the required details.



▼ 19.4 Define Payment terms

- Define the payment terms by navigating **setup ⇒ transaction ⇒ payment terms.**

The screenshot shows the 'Payment Terms (CS ERP INR AR)' window. A new payment term is being created with the following details:

- Name:** CS ERP Pay Term
- Description:** CS ERP Pay Term
- Checkboxes:**
 - Allow Discount on Partial Payments
 - Prepayment
 - Credit Check
- Billing Cycle:** (dropdown menu)
- Base Amount:** 100
- Discount Basis:** Invoice Amount
- Effective Dates:** 06-FEB-2025 - (dropdown menu)
- Print Lead Days:** (dropdown menu)
- Installment Options:** Include tax and freight in first installment
- Payment Schedule:**

Seq	Relative Amount	Due			Months Ahead
		Days	Date	Day of Month	
1	100	30	(dropdown menu)	(dropdown menu)	[]

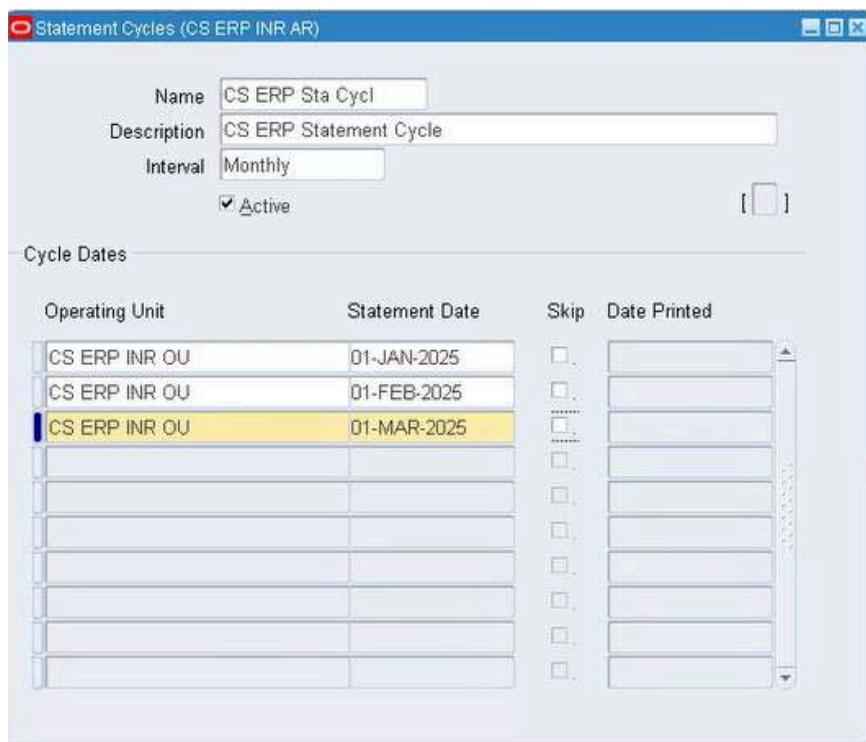
A 'Discounts' button is located at the bottom right of the schedule area.

- Click on the discounts option and define the discounts.



▼ 19.5 Define Statement Cycle

- The purpose of statement cycle is to send statements to the customer for the payment.
 - Define statement cycle by navigating **setup** ⇒ **print** ⇒ **statement cycles**.



- Define the **name** , **description** and **interval** and also define the dates in which the statement is to be generated.

▼ 19.6 Remit- to address

- The remit- to address is used to determine the customer derived address to send the statements of the payment.
- Define by navigating **setup** ⇒ **print** ⇒ **remit- to address**.

The screenshot shows the Oracle Receivables Remit-To Addresses search interface. At the top, there's a search bar with a dropdown for 'Country' set to 'India'. Below the search bar is a table with four columns: 'Select Country', 'Operating Unit', 'Address', and 'Update'. The 'Select Country' column has a note: 'No search conducted.'. Underneath the table is a 'Receipts From' section with a table for 'Country', 'State', 'Postal Code', and 'Address'. The 'Country' table has a note: 'No search conducted.' At the bottom of the page, there are links for 'About this Page', 'Privacy Statement', 'Diagnostics', 'Preferences', and 'Close Window', along with copyright information: 'Copyright © 2000, Oracle. All rights reserved.'

- Search **country** and click on the **Go** option and then click on the **create remit- to address**.

The screenshot shows the Oracle Receivables Address creation interface. The 'Address' section includes fields for 'Country' (set to 'India'), 'Address Line 1' (set to 'KPHB'), 'City', 'State', 'Province', 'Postal Code', and 'Status' (set to 'Active'). There's also a checkbox for 'Identifying Address'. The 'Account Site Details' section includes fields for 'Operating Unit' (set to 'CS ERP INR OU'), 'Category', 'Territory', 'Translation', 'EDI Location', 'Reference', and 'Status' (set to 'Active').

- Define the **country** and **address** and click on **apply**.

- Click on create option to create remit- to address in the site level.

- Click on **apply**.

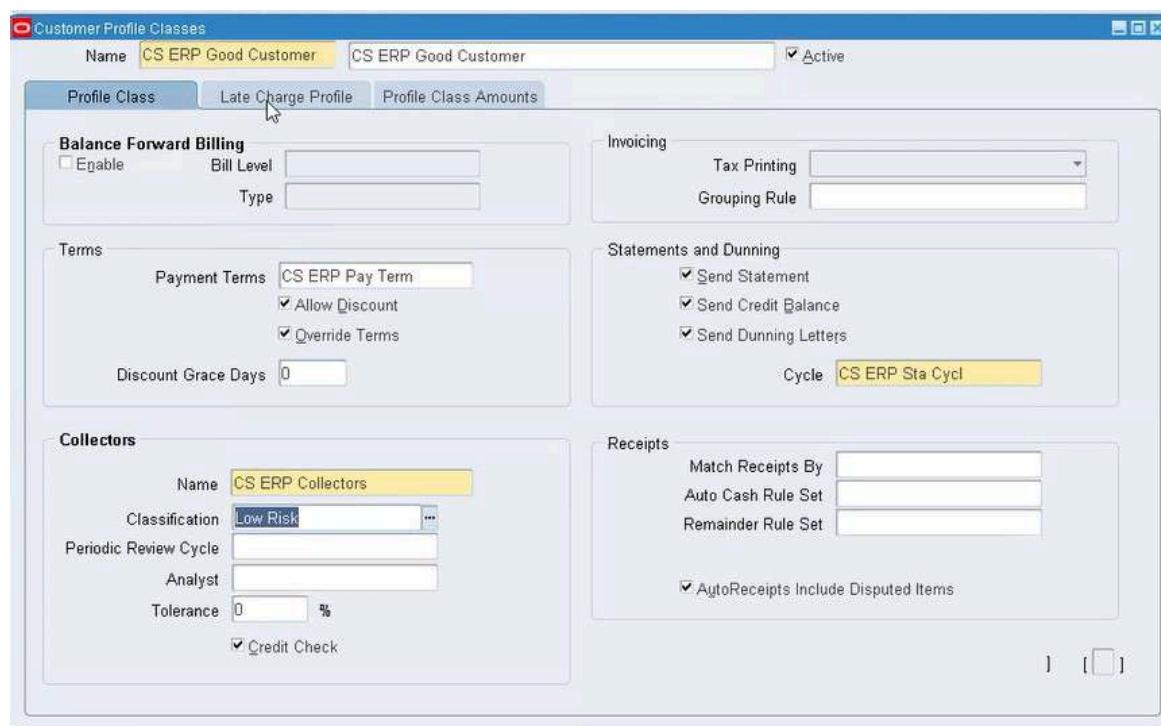
▼ 19.7 Define collectors

- Collectors are the one who are collecting payment from the customers.
- Define collectors by navigating **setup ⇒ collections ⇒ collectors**.

- Save the tab and close.

▼ 19.8 Define customer profile classes

- To identify the risk factor of the customers , customer classes are defined.
- There are 3 types of classes are there.
 1. Good customers
 2. Average customers
 3. Bad customers
- Based on the customer class the high risk , moderate risk and low risk will be identified.
- Define the customer class by navigating **customers → profile classes**.



- Define **profile class** and save and click on **profile class amounts**.

Customer Profile Classes

Name: CS ERP Good Customer | CS ERP Good Customer | Active

Profile Class | Late Charge Profile | **Profile Class Amounts**

Currency INR

Currency Rates and Limits

Credit Limit	100,000.00	Min Receipt Amount	100.00
Order Credit Limit	100,000.00	Min Statement Amount	100.00

Exchange Rate Information

Exchange Rate Type: Corporate

Tolerance

Minimum Customer Balance	Amount:	Value: 100.00
Minimum Invoice Balance	Amount:	Value: 100.00
Minimum Charge Per Invoice	10	Maximum Charge Per Invoice: 100

Interest Charge

Type:	Value:
Charge Schedule:	

Penalty Charge

Type:	Value:
Charge Schedule:	

[] [] []

- Define the required information and save the tab and close.
- If the customer is bad or average customer , then the profile class will be created based on the customer risk factor.

▼ 19.9 Define customers

- Define customers by navigating **customers** ⇒ **customers**.

ORACLE Receivables

Customers

Customer Type: Organization

Search

Simple Search

Name: _____ Registry ID: _____
D-U-N-S Number: _____ Web site: _____
Account Number: _____ Taxpayer ID: _____
Status: Active | Go | Clear | Advanced Search

Create

Select Name	Registry ID	D-U-N-S Number	Address	Country	Primary URL	Status	Match (%)
No search conducted.							

Accounts

Status: Active | Go | Create Account

Account Number	Account Description	Profile Class	Primary Bill-To Address	Status	Details
No results found.					

- Click on **create** option to create customers.

Customer Information

* Organization Name: CS ERP Customers	Alias:
Name Pronunciation:	D-U-N-S Number:
URL:	Context Value: <input type="text"/>

Account Information

Account Number: 9000089999	Profile Class: CS ERP Good Customer	Account Type: External
Cust GL Class:	Tax Loc Code:	Date Established: <input type="text"/>
Tax Calc Code:	Cust Price Cl:	(example: 22-Jan-2025)
Customer Status: Default	Eliminations Dept:	Default Status:

Account Site Address

Country: India

https://oracle.com:8000/OA_HTML/OA.jsp?name=/oracle/applications/custinfo/search/whse/40PrtSrchPG&OAPB=AR_BRAND_FUNC&DAHP=AR_CUS_STD_ROOT&OASE=AR_CUS_SRCH&JH=1142295028&language_code=US&CallFromForm=Y =19#

- Define the **customer name** and **profile class** and also define the **address** at site level.

County:	State:
Province:	Postal Code:
Address Description: <input checked="" type="checkbox"/> Identifying Address	

Context Value:

Account Site Details

Operating Unit: CS ERP INR OU	Category: <input type="text"/>	Reference: <input type="text"/>
Territory: <input type="text"/>	Status: Active	Context Value: <input type="text"/>
Transition: <input type="text"/>	EDI Location: <input type="text"/>	

Business Purposes

Context Value: <input type="text"/>	Location/Bill To Location: <input type="text"/>	Primary: <input type="checkbox"/>	Remove: <input type="button"/>
Purpose: Bill To: <input type="text"/>	Ship To: <input type="text"/>	<input type="button"/>	<input type="button"/>
Add Another Row: <input type="button"/>			

Cancel Save And Add Details Apply

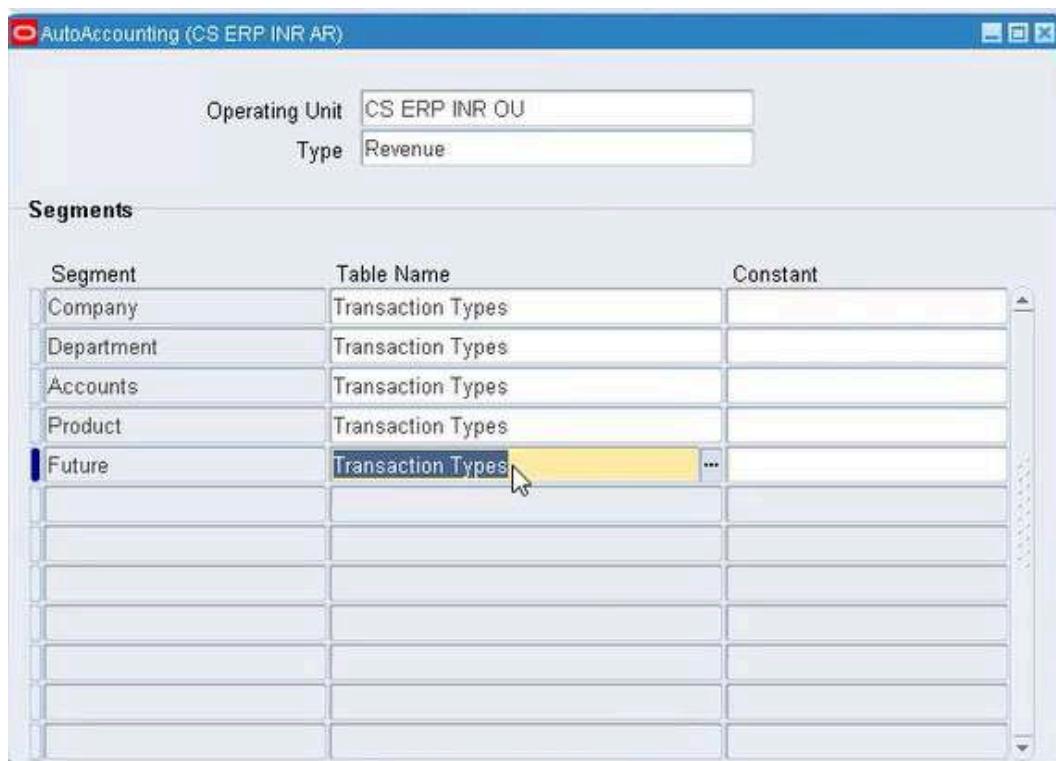
- **Bill to** is mandatory and **ship to** is optional.
- If **bill to** is not enabled then the customer is not able to be selected.
- Click on apply.

The screenshot shows the Oracle Receivables software interface. At the top, it says "ORACLE Receivables". Below that, there's a toolbar with "Navigator", "Favorites", "Close Window", "Preferences", "Help", and "Diagnostics". The main area is titled "Customer: CS ERP Customers". It shows a "Customer Type: Organization". There are tabs for "Customer Information", "Accounts", "Profile", "Communication", "Party Relationships", and "Tax Profile". Under "Customer Information", there are fields for "Organization Name" (CS ERP Customers), "Registration ID" (58165), "Alias", "Name Pronunciation", and "Context Value". Below this, there are tabs for "Accounts", "Profile", "Communication", "Party Relationships", and "Tax Profile". Under "Accounts", there are fields for "Status" (Active), "Go", "Create Account", "Select", "Account Number", "Account Description", "Profile Class", "Primary Bill-To Address Status Details", and a table row with "9000089990" and "CS ERP Good Customer KPHB , INDIA" with status "Active". Under "Sites", there are fields for "Status" (Active), "Operating Unit", "Address Line 2", "State", "Country", "Purpose", "Address Line 1", "City", and a checkbox for "Show related contact sites".

- The customer is created and the registration id is enabled as automatic in the system options , so the system will generate the registration id automatically.
- Click on the details option and the mandatory information like bank account and contact details can be added.
- After adding the additional information , click on **apply**.

▼ **19.10 Auto Accounting**

- The auto accounting is used to default the accounting information for the AR invoices in the distribution window and also can auto account rules for the receivable account , revenue account , freight account and tax account.
- Define the auto accounting by navigating **setup ⇒ transactions ⇒ accounting rules**.



- Create auto accounting for both the **receivable** and **revenue** accounts.

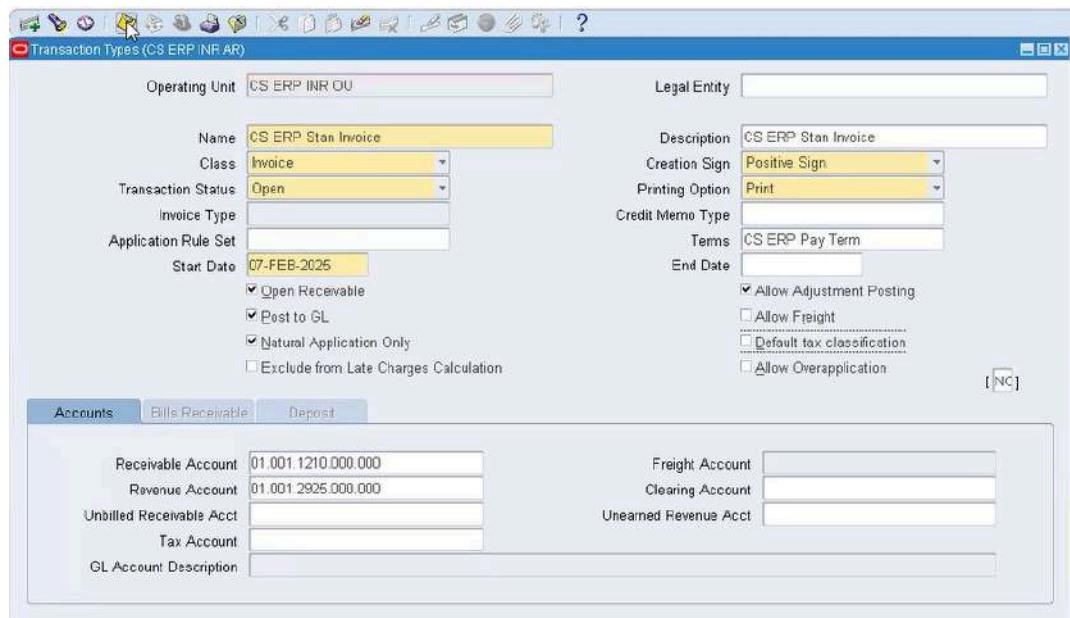
▼ 19.11 Transactions

- The transactions are same as invoices which are created by the organization to send to the customers.
 - There are 7 types of transactions are available.
 1. Invoice
 2. Debit memo
 3. Credit memo
 4. Deposit
 5. Guarantee
 6. Charge back
 7. Bills receivable

▼ Standard transaction type

▼ Transaction type

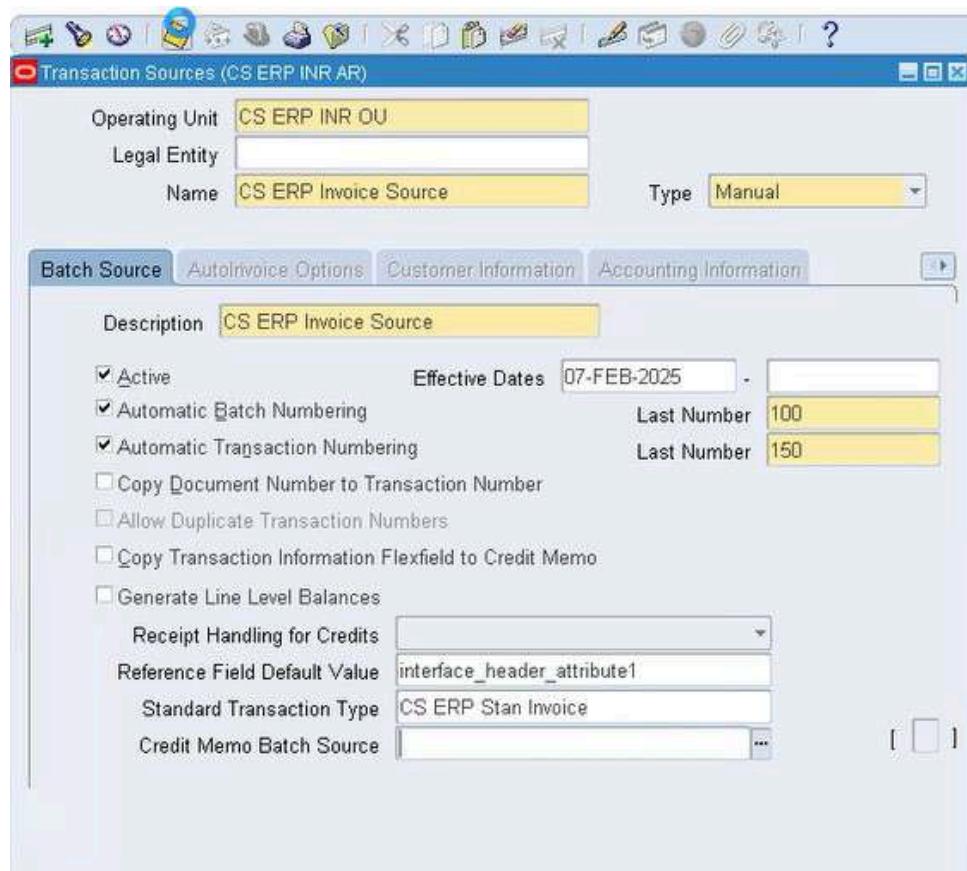
- Define transaction types by navigating **setup** ⇒ **transactions** ⇒ **transaction types**.



- Define all the required information and the **receivable** and **revenue accounts** are not mandatory.

▼ **Transaction source**

- The transaction source is used to determine the transaction type and numbering for the transactions and transaction batches.
- Define the transaction sources by navigating **setup ⇒ transactions ⇒ sources**.
- There are 2 types of sources.
 1. Manual - Invoices which are created are called manual.
 2. Import - invoices which are imported from the third party applications.



▼ Open receivable accounting periods

- Open receivable accounting periods before creating the transactions by navigating **setup** ⇒ **control** ⇒ **accounting** ⇒ **open/close periods**.

OpenClose Accounting Periods (CS ERP NEW 1638(INR))																																																				
Ledger	CS ERP NEW INR Ledger																																																			
Latest Open Period		Open Next Period																																																		
Accounting Periods																																																				
<table border="1"> <thead> <tr> <th>Status</th> <th>Number</th> <th>Fiscal Year</th> <th>Name</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Not Opened</td> <td>3</td> <td>2025</td> <td>Mar-25</td> <td>01-MAR-2025</td> <td>31-MAR-2025</td> </tr> <tr> <td>Open</td> <td>2</td> <td>2025</td> <td>Feb-25</td> <td>01-FEB-2025</td> <td>28-FEB-2025</td> </tr> <tr> <td>Not Opened</td> <td>1</td> <td>2025</td> <td>Jan-25</td> <td>01-JAN-2025</td> <td>31-JAN-2025</td> </tr> <tr> <td>Not Opened</td> <td>12</td> <td>2024</td> <td>Dec-24</td> <td>01-DEC-2024</td> <td>31-DEC-2024</td> </tr> <tr> <td>Not Opened</td> <td>11</td> <td>2024</td> <td>Nov-24</td> <td>01-NOV-2024</td> <td>30-NOV-2024</td> </tr> <tr> <td>Not Opened</td> <td>10</td> <td>2024</td> <td>Oct-24</td> <td>01-OCT-2024</td> <td>31-OCT-2024</td> </tr> <tr> <td>Not Opened</td> <td>9</td> <td>2024</td> <td>Sep-24</td> <td>01-SEP-2024</td> <td>30-SEP-2024</td> </tr> </tbody> </table>					Status	Number	Fiscal Year	Name	Start Date	End Date	Not Opened	3	2025	Mar-25	01-MAR-2025	31-MAR-2025	Open	2	2025	Feb-25	01-FEB-2025	28-FEB-2025	Not Opened	1	2025	Jan-25	01-JAN-2025	31-JAN-2025	Not Opened	12	2024	Dec-24	01-DEC-2024	31-DEC-2024	Not Opened	11	2024	Nov-24	01-NOV-2024	30-NOV-2024	Not Opened	10	2024	Oct-24	01-OCT-2024	31-OCT-2024	Not Opened	9	2024	Sep-24	01-SEP-2024	30-SEP-2024
Status	Number	Fiscal Year	Name	Start Date	End Date																																															
Not Opened	3	2025	Mar-25	01-MAR-2025	31-MAR-2025																																															
Open	2	2025	Feb-25	01-FEB-2025	28-FEB-2025																																															
Not Opened	1	2025	Jan-25	01-JAN-2025	31-JAN-2025																																															
Not Opened	12	2024	Dec-24	01-DEC-2024	31-DEC-2024																																															
Not Opened	11	2024	Nov-24	01-NOV-2024	30-NOV-2024																																															
Not Opened	10	2024	Oct-24	01-OCT-2024	31-OCT-2024																																															
Not Opened	9	2024	Sep-24	01-SEP-2024	30-SEP-2024																																															

- Open the period and **save**.

▼ Create transaction

- Create transaction by navigating **transactions** ⇒ **transactions**.

The screenshot shows the SAP ERP Transaction screen for creating a new invoice. The main transaction details are set as follows:

- Source:** CS ERP Invoice Source
- Date:** 07-FEB-2025
- GL Date:** 07-FEB-2025
- Currency:** INR
- Legal Entity:** CS ERP NEW INR LE

The **Ship To** section lists the customer details:

- Name:** CS ERP Customers
- Number:** 9000089999
- Location:** 14018
- Address:** KPHB
- Contact:** , India

The **Bill To** section lists the customer details:

- Name:** CS ERP Customers
- Number:** 9000089999
- Location:** 14017
- Address:** KPHB
- Contact:** , India

The **Sold To** section lists the customer details:

- Name:** CS ERP Customers
- Number:** 9000089999
- Location:** 14017

The **Paying Customer** section lists the customer details:

- Name:** CS ERP Customers
- Number:** 9000089999
- Location:** 14017

The **Payment Details** section includes:

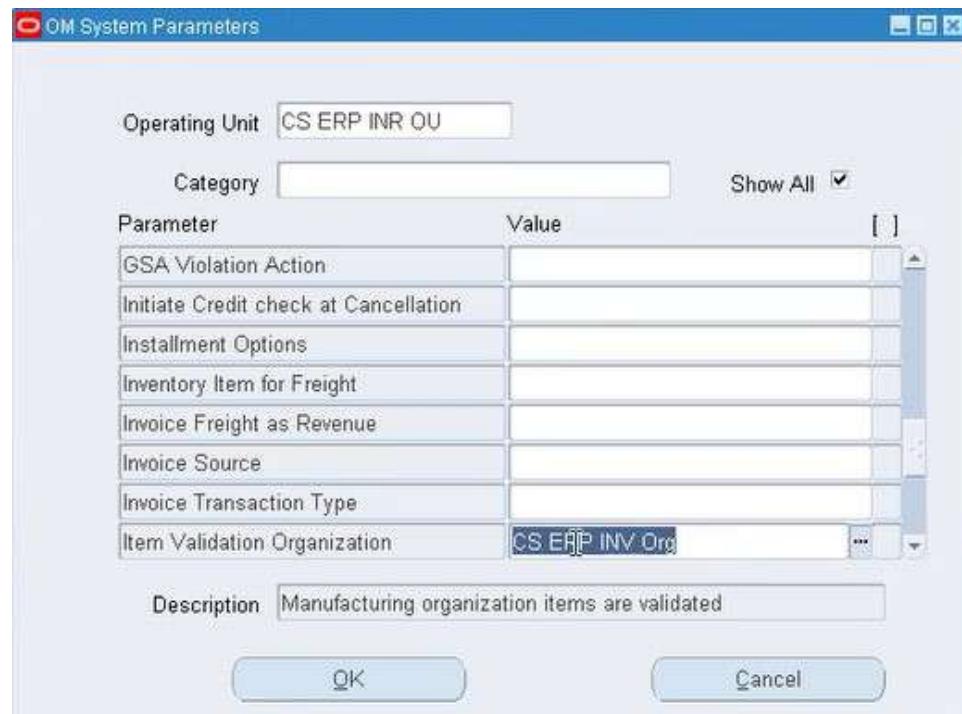
- Receipt Method:** [Field]
- Payment Method:** [Field]
- Instrument Number:** [Field]
- Select Instrument:** [Button]

The **Commitment** section includes:

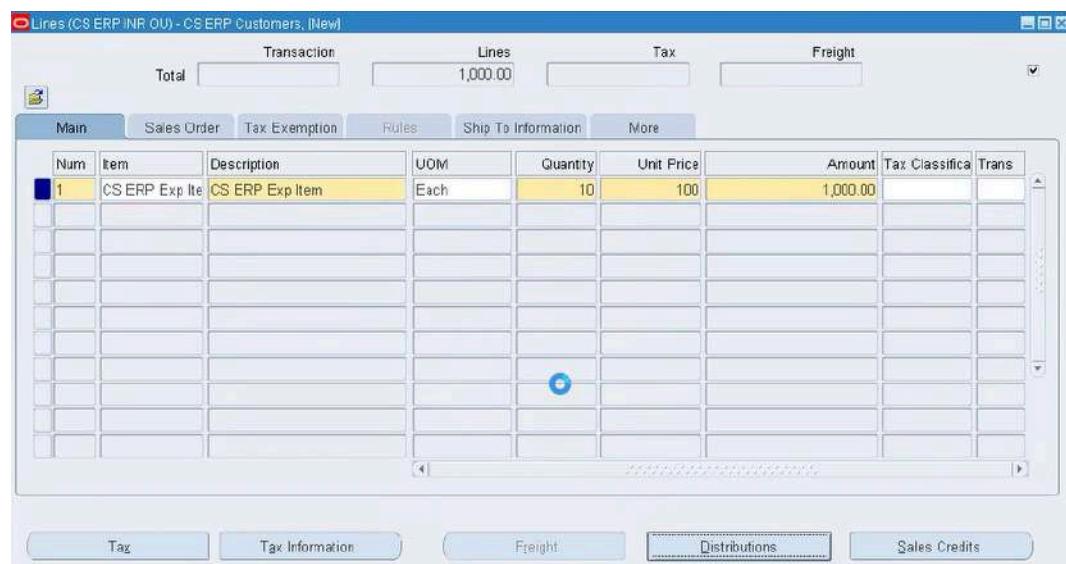
- Payment Term:** CS ERP Pay Term
- Invoicing Rule:** [Field]
- Due Date:** 09-MAR-2025

Below the main transaction area, there are tabs for **Line Items**, **Tax**, **Freight**, **Distributions**, **Sales Credits**, and **Incomplete**.

- Define the **source** and **ship to** and **bill to** information will be defaulted.
- To get items in the line section , inventory organization should be assigned to the **item validation organization** by navigating **OU responsibility** ⇒ **setup** ⇒ **system parameters** ⇒ **values**.
- Select the **OU** and assign the inventory organization.



- Click on the **line items** option.



- Click on the **distributions** option to define the distributions account and select **accounts for all lines** option.

- The **receivable account** and **revenue account** will be defaulted.
 - Click on the **complete** option in the **transactions** tab.
 - Click on the **tools** ⇒ **create accounting** ⇒ **create final accounting** ⇒ **ok**.
 - To check the accounting entry **tools** ⇒ **view accounting** ⇒ **view journal entry**.

Subledger Journal Entry

Ledger: CS ERP NEW INR Ledger
Journal Entry Status: Final
Balance Type: Actual
GL Date: 07-Feb-2025

Category: Sales Invoices
Completed Date: 07-Feb-2025 09:54:51
Journal Entry Type: Standard
Description: Invoice Transaction Type - CS ERP Stan Invoice
 Invoice Transaction Number - 151 Document Sequence Category - Document Number -

[View T-Account](#) [View Supporting References](#)

Transaction Information

Customer Name: CS ERP Customers	Customer Number: 9000000000
Invoice Number: 151	Invoice Document Number: 151
Invoice Date: 07-FEB-2025 00:00:00	Transaction Type: CS ERP Stan Invoice
Batch Source: CS ERP Invoice Source	Document Sequence Name: Document Sequence Number:

[Show Additional Information](#)

Lines

Export								
Details Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (INR)	Accounted CR (INR)	Supporting References
<input checked="" type="checkbox"/> Show 1	01,001,1210,000,000	Receivable	INR	10,000.00		10,000.00		∞
<input checked="" type="checkbox"/> Show 2	01,001,2925,000,000	Revenue	INR		10,000.00		10,000.00	∞

Accounted Amounts

Accounted DR (INR) 10,000.00	Accounted CR (INR) 10,000.00
------------------------------	------------------------------

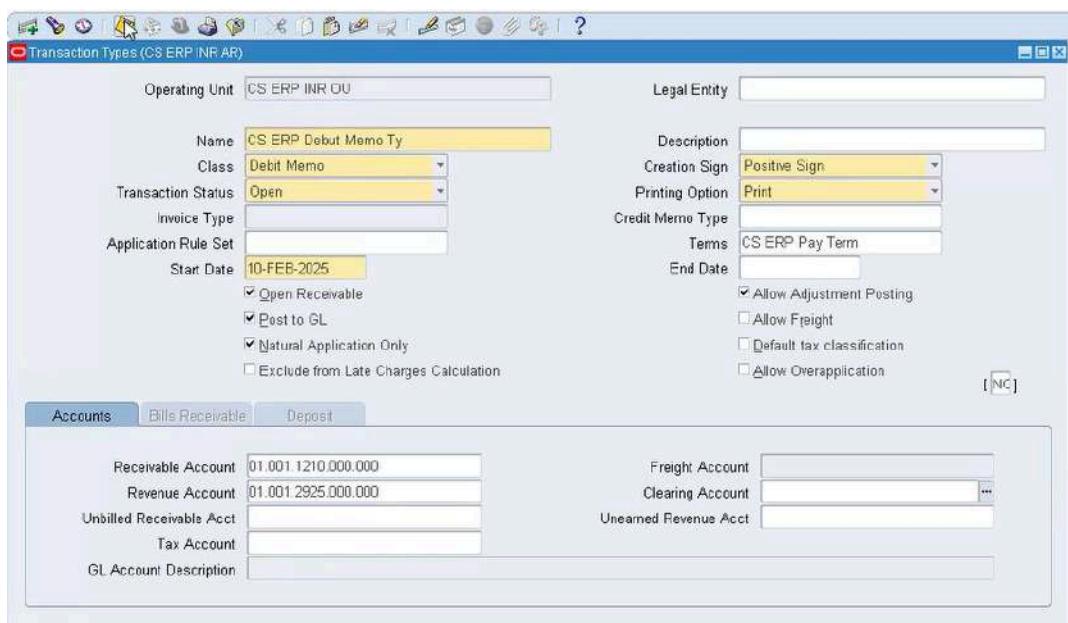
[Return to Subledger Journal Entry List](#)

- The accounting entries will be **receivable accounts DR** and **revenue accounts CR**.

▼ Debit memo transaction type

▼ Transaction type

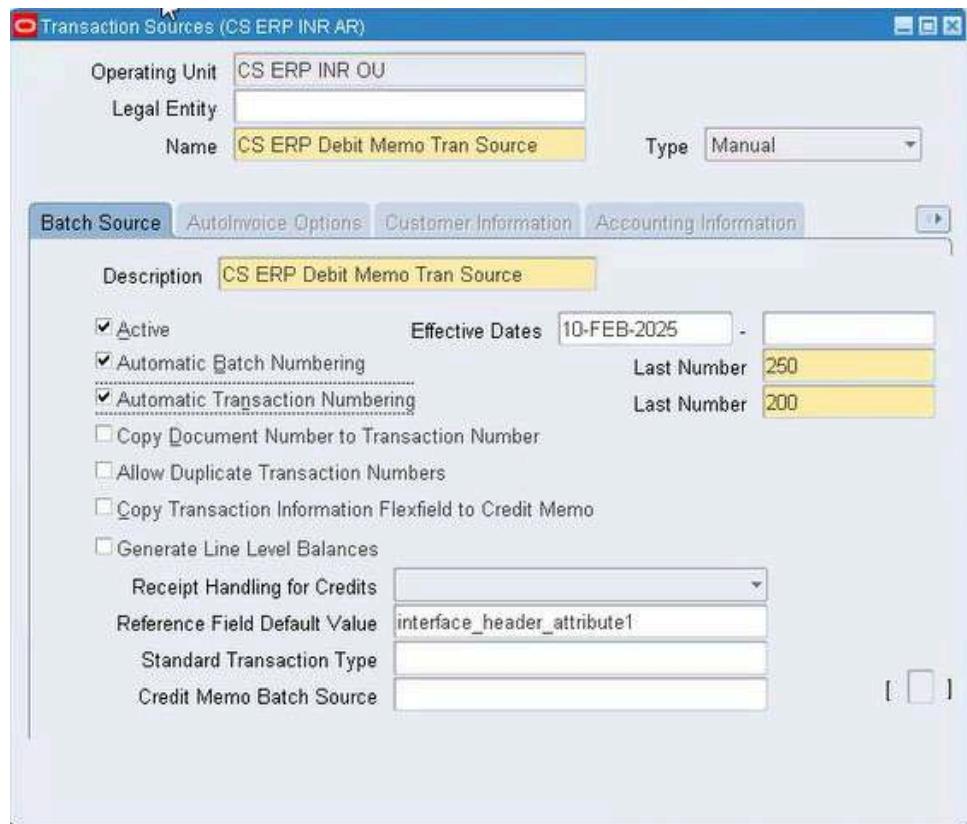
- Define the debit memo transaction type by navigating **setup ⇒ transactions ⇒ transaction types**.



- Define the class as **debit** and **creation sign** is positive because debit transaction type and define the **accounts** and **save** the tab and close.

▼ **Transaction source**

- The transaction source is used to determine the transaction type and numbering for the transactions and transaction batches.
- Define the transaction sources by navigating **setup ⇒ transactions ⇒ sources**.
- There are 2 types of sources.
 1. Manual - Invoices which are created are called manual.
 2. Import - invoices which are imported from the third party applications.



- Save the tab and close.

▼ Open receivable accounting periods

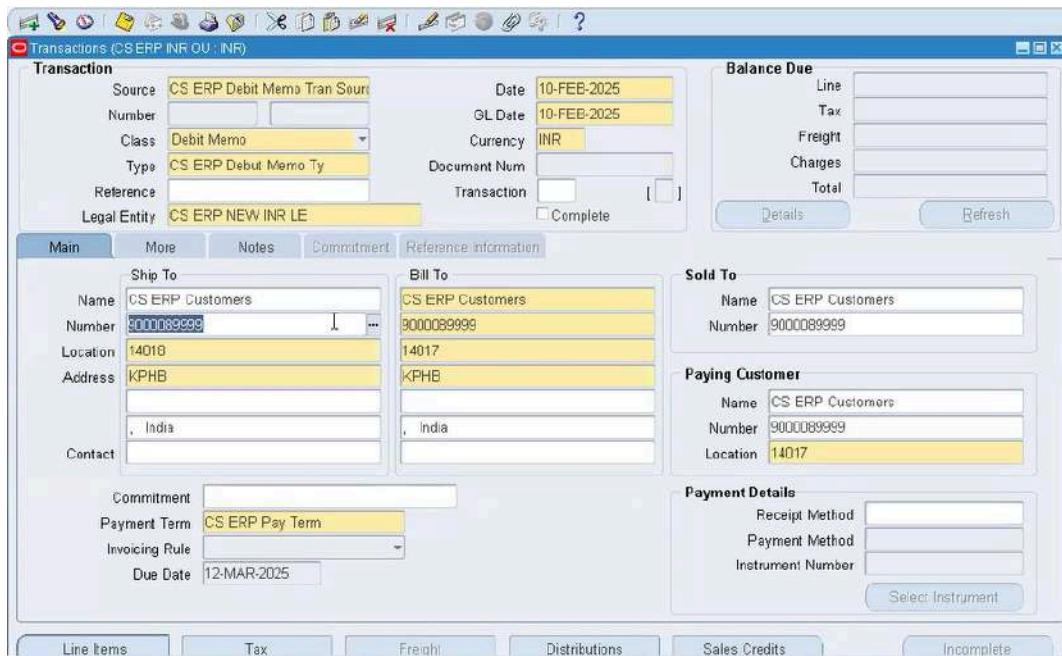
- Open receivable accounting periods before creating the transactions by navigating **setup** ⇒ **control** ⇒ **accounting** ⇒ **open/close periods**.

Open/Close Accounting Periods (CS ERP NEW 1638(INR))					
Ledger	CS ERP NEW/INR Ledger				
		Latest Open Period		Open Next Period	
Accounting Periods					
Status	Number	Fiscal Year	Name	Start Date	End Date
Not Opened	3	2025	Mar-25	01-MAR-2025	31-MAR-2025
Open	2	2025	Feb-25	01-FEB-2025	28-FEB-2025
Not Opened	1	2025	Jan-25	01-JAN-2025	31-JAN-2025
Not Opened	12	2024	Dec-24	01-DEC-2024	31-DEC-2024
Not Opened	11	2024	Nov-24	01-NOV-2024	30-NOV-2024
Not Opened	10	2024	Oct-24	01-OCT-2024	31-OCT-2024
Not Opened	9	2024	Sep-24	01-SEP-2024	30-SEP-2024

- Open the period and save.

▼ Create transaction

- Create transaction by navigating **transactions** ⇒ **transactions**.



- Define the **source** and **ship to** and **bill to** information will be defaulted.
- Click on the line items option if the items are not available then to get items in the line section , inventory organization should be assigned to the **item validation organization** by navigating **OU responsibility** ⇒ **setup** ⇒ **system parameters** ⇒ **values**.
- Select the **OU** and assign the inventory organization.

CM System Parameters

Operating Unit	CS ERP INR OU	
Category	<input type="text"/>	Show All <input checked="" type="checkbox"/>
Parameter	Value	[]
GSA Violation Action		...
Initiate Credit check at Cancellation		...
Installment Options		...
Inventory Item for Freight		...
Invoice Freight as Revenue		...
Invoice Source		...
Invoice Transaction Type		...
Item Validation Organization	CS ERP INV Org	...
Description	Manufacturing organization items are validated	
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>

- Click on the **line items** option.
 - The quantity is should be either positive.

- Click on the **distributions** option to define the distributions account and select **accounts for all lines option**.

- The **receivable account** and **revenue account** will be defaulted.
 - Click on the **complete** option in the **transactions** tab.
 - Click on the **tools** ⇒ **create accounting** ⇒ **create final accounting** ⇒ **ok**.
 - To check the accounting entry **tools** ⇒ **view accounting** ⇒ **view journal entry**.

Subledger Journal Entry

Ledger	CS ERP NEW INR Ledger	Category	Debit Memo Transaction Type - CS ERP Debit Memo Ty
Journal Entry Status	Final	Completion Date	10-Feb-2025 10:08:03
Balance Type	Actual	Journal Entry Type	Standard
GL Date	10-Feb-2025	Description	Memo Transaction Number : 201 Document Sequence
		Category	Document Number -

[View I-Account](#) [View Supporting References](#)

transaction Information

Customer Name	CS ERP Customers	Customer Number	9000089999
Debit Memo Number	201	Debit Memo Document Number	
Debit Memo Date	10-FEB-2025 00:00:00	Transaction Type	CS ERP Debit Memo Ty
Batch Source	CS ERP Debit Memo Tran Sop	Document Sequence Name	
		Document Sequence Number	

[Show Additional Information](#)

Lines

Export	Detail Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (INR)	Accounted CR (INR)	Supporting References
Show_1	01.001.1210.000.000	Receivable	INR	1,000.00			1,000.00		ee
Show_2	01.001.2925.000.000	Revenue	INR		1,000.00			1,000.00	ee

Accounted Amounts

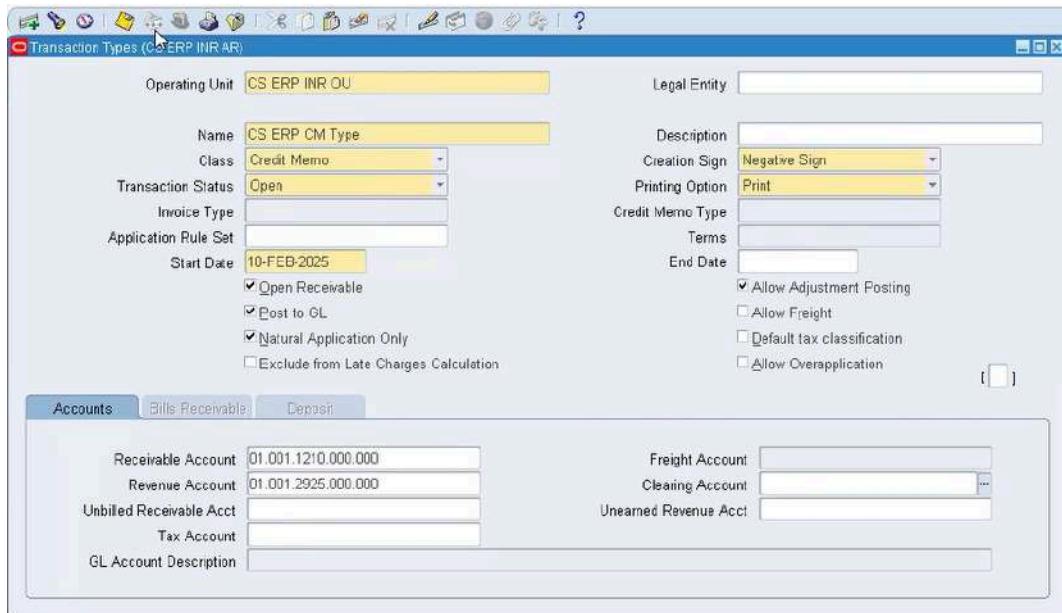
Accounted DR (INR): 1,000.00	Accounted CR (INR): 1,000.00
------------------------------	------------------------------

- The accounting entries will be same as standard transaction type because of positive amount which are **receivable accounts DR** and **revenue accounts CR**.
 - If there is any negative amount then the entries will be reversed.

▼ Credit memo transaction type

▼ Transaction type

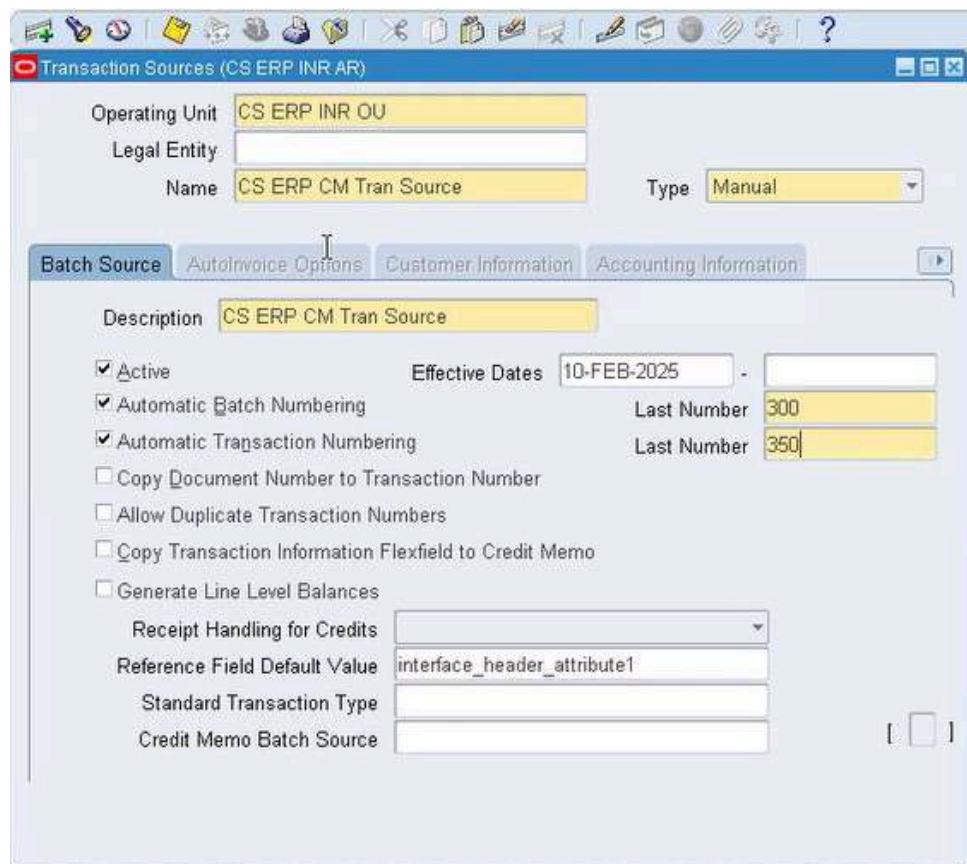
- Define the credit memo transaction type by navigating **setup ⇒ transactions ⇒ transaction types**.



- Define the class as credit and **creation sign** is either positive or negative because transaction type is credit memo transaction type and define the **accounts**.
- The **credit memo type** and **terms** options will be grade out because the credit memo is against the standard type.
- **save** the tab and close.

▼ Transaction source

- The transaction source is used to determine the transaction type and numbering for the transactions and transaction batches.
- Define the transaction sources by navigating **setup ⇒ transactions ⇒ sources**.
- There are 2 types of sources.
 1. Manual - Invoices which are created are called manual.
 2. Import - invoices which are imported from the third party applications.



- **Save** the tab and close.

▼ Open receivable accounting periods

- Open receivable accounting periods before creating the transactions by navigating **setup** ⇒ **control** ⇒ **accounting** ⇒ **open/close periods**.

Open/Close Accounting Periods (CS ERP NEW 1638(INR))										
Ledger	CS ERP NEW INR Ledger									
Latest Open Period										
Accounting Periods										
Status	Number	Fiscal Year	Name	Start Date	End Date					
Not Opened	3	2025	Mar-25	01-MAR-2025	31-MAR-2025					
Open	2	2025	Feb-25	01-FEB-2025	28-FEB-2025					
Not Opened	1	2025	Jan-25	01-JAN-2025	31-JAN-2025					
Not Opened	12	2024	Dec-24	01-DEC-2024	31-DEC-2024					
Not Opened	11	2024	Nov-24	01-NOV-2024	30-NOV-2024					
Not Opened	10	2024	Oct-24	01-OCT-2024	31-OCT-2024					
Not Opened	9	2024	Sep-24	01-SEP-2024	30-SEP-2024					

- Open the **period** and **save**.

▼ Create transaction

- Create transaction by navigating **transactions** ⇒ **transactions**.

The screenshot shows the 'Transactions (CS ERP INR OU INR)' window. The main area is divided into several sections:

- Transaction:** Contains fields for Source (CS ERP CM Tran Source), Date (10-FEB-2025), GL Date (10-FEB-2025), Class (Credit Memo), Type (CS ERP CM Type), Reference, Currency (INR), Document Num, Transaction, and a checkbox for Complete.
- Balance Due:** A grid for entering balance due amounts across various categories like Line, Tax, Freight, Charges, and Total.
- Main Tab:** Shows Ship To information (Name: CS ERP Customers, Number: 9000089999, Location: 14018, Address: KPHB, Contact: India) and Bill To information (Name: CS ERP Customers, Number: 9000089999, Location: 14017, Address: KPHB, Contact: India).
- Reference Information:** Commitment, Payment Term, Invoicing Rule, and Due Date fields.
- Sold To:** Name: CS ERP Customers, Number: 9000089999.
- Paying Customer:** Name: CS ERP Customers, Number: 9000089999, Location: 14017.
- Payment Details:** Receipt Method, Payment Method, Instrument Number, and a 'Select Instrument' button.

At the bottom, there are tabs for Line Items, Tax, Freight, Distributions, Sales Credits, and Incomplete.

- Define the **source** and **ship to** and **bill to** information will be defaulted.
- Click on the line items option if the items are not available then to get items in the line section , inventory organization should be assigned to the **item validation organization** by navigating **OU responsibility** ⇒ **setup** ⇒ **system parameters** ⇒ **values**.
- Select the **OU** and assign the inventory organization.

CM System Parameters

Operating Unit	CS ERP INR OU	
Category	<input type="text"/>	Show All <input checked="" type="checkbox"/>
Parameter	Value	[]
GSA Violation Action		...
Initiate Credit check at Cancellation		...
Installment Options		...
Inventory Item for Freight		...
Invoice Freight as Revenue		...
Invoice Source		...
Invoice Transaction Type		...
Item Validation Organization	CS ERP INV Org	...
Description	Manufacturing organization items are validated	
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>

- Click on the **line items** option.
 - The quantity is should be negative.

- Click on the **distributions** option to define the distributions account and select **accounts for all lines option**.

- The **receivable account** and **revenue account** will be defaulted.
 - Click on the **complete** option in the **transactions** tab.
 - Click on the **tools** ⇒ **create accounting** ⇒ **create final accounting** ⇒ **ok**.
 - To check the accounting entry **tools** ⇒ **view accounting** ⇒ **view journal entry**.

Subledger Journal Entry

Ledger	CS ERP NEW BIR Ledger	Category	Credit Memo																																						
Journal Entry Status	Final	Completion Date	10-Feb-2025 10:13:59																																						
Balance Type	Actual	Journal Entry Type	Standard																																						
GL Date	10-Feb-2025	Description	Transaction Type Name - CS ERP CM Type Credit Memo Number - 351 Document Number -																																						
View T-Account View Supporting References																																									
Transaction Information <table border="1"> <tr> <td>Customer Name</td> <td>CS ERP Customers</td> <td>Customer Number</td> <td>9000088999</td> </tr> <tr> <td>Credit Memo Number</td> <td>351</td> <td>Credit Memo Document Type</td> <td></td> </tr> <tr> <td>Credit Memo Date</td> <td>10-FEB-2025 08:00:00</td> <td>Transaction Type</td> <td>CS ERP CM Type</td> </tr> <tr> <td>Batch Source</td> <td>CS ERP CM Tran Source</td> <td>Document Sequence Name</td> <td></td> </tr> <tr> <td colspan="4">Document Sequence Number:</td> </tr> </table>				Customer Name	CS ERP Customers	Customer Number	9000088999	Credit Memo Number	351	Credit Memo Document Type		Credit Memo Date	10-FEB-2025 08:00:00	Transaction Type	CS ERP CM Type	Batch Source	CS ERP CM Tran Source	Document Sequence Name		Document Sequence Number:																					
Customer Name	CS ERP Customers	Customer Number	9000088999																																						
Credit Memo Number	351	Credit Memo Document Type																																							
Credit Memo Date	10-FEB-2025 08:00:00	Transaction Type	CS ERP CM Type																																						
Batch Source	CS ERP CM Tran Source	Document Sequence Name																																							
Document Sequence Number:																																									
Show Additional Information																																									
Lines <table border="1"> <thead> <tr> <th colspan="2">Export</th> <th colspan="6"></th> </tr> <tr> <th>Details</th> <th>Number</th> <th>Account</th> <th>Accounting Class</th> <th>Entered Currency</th> <th>Entered DR</th> <th>Entered CR</th> <th>Accounted DR (INR)</th> <th>Accounted CR (INR)</th> <th>Supporting References</th> </tr> </thead> <tbody> <tr> <td>Show 1</td> <td></td> <td>01.001.2925.000.000</td> <td>Revenue</td> <td>BIR</td> <td>1,000.00</td> <td></td> <td>1,000.00</td> <td></td> <td>00</td> </tr> <tr> <td>Show 2</td> <td></td> <td>01.001.1210.000.000</td> <td>Receivable</td> <td>BIR</td> <td></td> <td>1,000.00</td> <td></td> <td>1,000.00</td> <td>00</td> </tr> </tbody> </table>				Export								Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (INR)	Accounted CR (INR)	Supporting References	Show 1		01.001.2925.000.000	Revenue	BIR	1,000.00		1,000.00		00	Show 2		01.001.1210.000.000	Receivable	BIR		1,000.00		1,000.00	00
Export																																									
Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (INR)	Accounted CR (INR)	Supporting References																																
Show 1		01.001.2925.000.000	Revenue	BIR	1,000.00		1,000.00		00																																
Show 2		01.001.1210.000.000	Receivable	BIR		1,000.00		1,000.00	00																																
Accounted Amounts																																									
Accounted DR (INR) 1,000.00 Accounted CR (INR) 1,000.00																																									

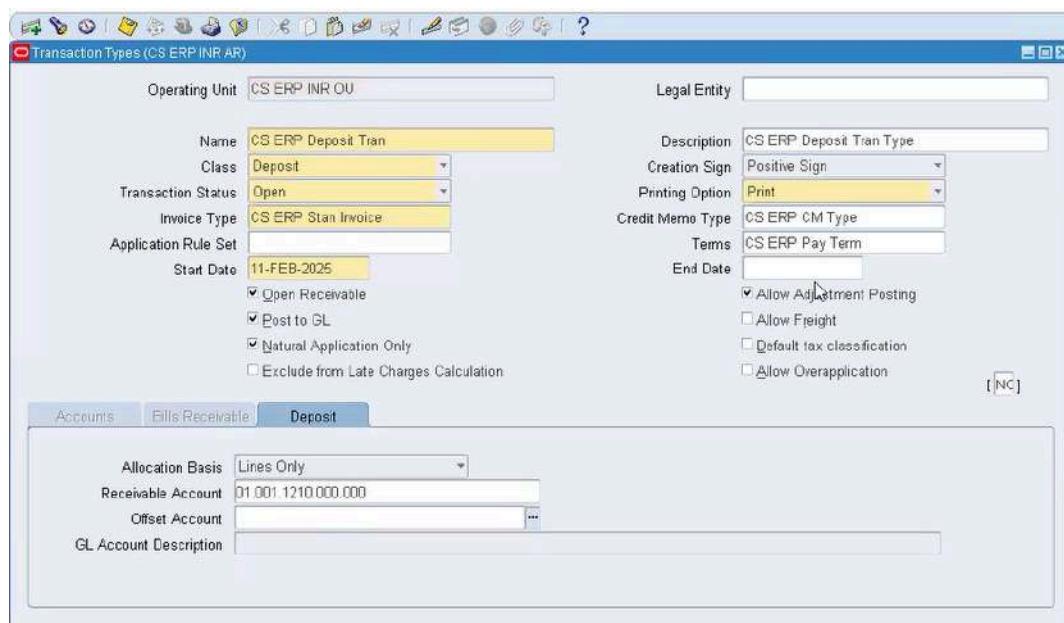
- The accounting entries are **receivable accounts CR** and **revenue accounts DR**.
 - The entries will be reversed with compare to debit transaction type because the amount is negative.

▼ Deposit transaction type

- The deposit transaction type is the transaction which will be made in advance by the customer to the organization and the advance amount will be adjusted at the time of invoice generation in the future.

▼ **Transaction type**

- Define the deposit transaction type by navigating **setup ⇒ transactions ⇒ transaction types**.



- Define the required fields and **class** will be **deposit** and define the **receivable account**.
- save** the tab and close.

▼ **Transaction source**

- The transaction source is used to determine the transaction type and numbering for the transactions and transaction batches.
- Define the transaction sources by navigating **setup ⇒ transactions ⇒ sources**.
- There are 2 types of sources.
 - Manual - Invoices which are created are called manual.
 - Import - invoices which are imported from the third party applications.

Transaction Sources (CS ERP INR AR)

Operating Unit	CS ERP INR OU
Legal Entity	
Name	CS ERP Deposit Tran Source
Type	Manual

Batch Source **AutoInvoice Options** **Customer Information** **Accounting Information**

Description: CS ERP Deposit Tran Source

Active Effective Dates: 11-FEB-2025 -
 Automatic Batch Numbering Last Number: 400
 Automatic Transaction Numbering Last Number: 450
 Copy Document Number to Transaction Number
 Allow Duplicate Transaction Numbers
 Copy Transaction Information Flexfield to Credit Memo
 Generate Line Level Balances

Receipt Handling for Credits:

Reference Field Default Value: interface_header_attribute1

Standard Transaction Type:

Credit Memo Batch Source:

- Save the tab and close.

▼ Create transaction

- Create transaction by navigating **transactions ⇒ transactions**.

Transactions (CS ERP INR OU - INR)

Transaction

Source: CS ERP Deposit Tran Source	Date: 11-FEB-2025	Balance Due
Number: <input type="text"/>	GL Date: 11-FEB-2025	Line: <input type="text"/>
Class: Deposit	Currency: INR	Tax: <input type="text"/>
Type: CS ERP Deposit Tran	Document Num: <input type="text"/>	Freight: <input type="text"/>
Reference: <input type="text"/>	Transaction: <input type="text"/> [<input type="button"/>]	Charges: <input type="text"/>
Legal Entity: CS ERP NEW INR LE	Complete: <input type="checkbox"/>	Total: <input type="text"/>

Main **More** **Notes** **Commitment** **Reference Information**

Ship To:

Name: CS ERP Customers	Bill To: CS ERP Customers	Sold To: CS ERP Customers
Number: 9000089999	9000089999	Name: CS ERP Customers
Location: 14018	14017	Number: 9000089999
Address: KPHB	KPHB	Location: 14017
, India	, India	

Commitment

Payment Term: CS ERP Pay Term	Payment Details
Invoicing Rule: <input type="text"/>	Receipt Method: <input type="text"/>
Due Date: 13-MAR-2025	Payment Method: <input type="text"/>
	Instrument Number: <input type="text"/>
	Select Instrument: <input type="button"/>

More **Notes** **Commitment** **Reference Information** **Lige Items** **Tax** **Freight** **Distributions** **Sales Credits** **Incomplete**

- Define the **source** and **class** and click on the **commitment** option and define the **amount , description**.

Transactions (CS ERP INR OU , INR)

Transaction		Balance Due												
Source	CS ERP Deposit Tran Source	Date	11-FEB-2025	Line										
Number		GL Date	11-FEB-2025	Tax										
Class	Deposit	Currency	INR	Freight										
Type	CS ERP Deposit Tran	Document Num		Charges										
Reference	I	Transaction	<input type="checkbox"/> Complete	Total										
Legal Entity	CS ERP NEW INR LE	<input type="button" value="Details"/> <input type="button" value="Refresh"/>												
Main	More	Notes	Commitment	Reference Information										
<p>Effective Dates: 11-FEB-2025 -</p> <table border="1"> <tr> <td>Amount</td> <td>10,000.00</td> </tr> <tr> <td>Item</td> <td></td> </tr> <tr> <td>Memo Line</td> <td></td> </tr> <tr> <td>Description</td> <td>Gen</td> </tr> <tr> <td>Transaction</td> <td></td> </tr> </table>					Amount	10,000.00	Item		Memo Line		Description	Gen	Transaction	
Amount	10,000.00													
Item														
Memo Line														
Description	Gen													
Transaction														
<input type="button" value="Line Items"/> <input type="button" value="Tax"/> <input type="button" value="Freight"/> <input type="button" value="Distributions"/> <input type="button" value="Sales Credits"/> <input type="button" value="Incomplete"/>														

- The **lines** option will be grade out so , Click on the **distributions** option to define the distributions account and select **accounts for all lines option.**

- The **receivable account** will be defaulted because it was derived in the **transaction type**.
 - Define the **revenue account** and save and close.
 - Click on the **complete** option in the **transactions** tab.

Transactions (CS ERP INR OU : INR)

Transaction	Source: CS ERP Deposit Tran Source Number: 451 Class: Deposit Type: CS ERP Deposit Tran Reference: Legal Entity: CS ERP NEW INR LE	Date: 11-FEB-2025 GL Date: 11-FEB-2025 Currency: INR Document Num: Transaction: <input type="checkbox"/> Complete	Balance Due Line: 10,000.00 Tax: 0.00 Freight: 0.00 Charges: 0.00 Total: 10,000.00
Main		Notes	Commitment
Ship To Name: CS ERP Customers Number: 9000089999 Location: 14018 Address: KPHB , India Contact: <input type="text"/>		Bill To Name: CS ERP Customers Number: 9000089999 Location: 14017 Address: KPHB , India	Sold To Name: CS ERP Customers Number: 9000089999 Location: 14017
Paying Customer Name: CS ERP Customers Number: 9000089999 Location: 14017		Payment Details Receipt Method: <input type="text"/> Payment Method: <input type="text"/> Instrument Number: <input type="text"/> <input type="button" value="Select Instrument"/>	
Commitment Payment Term: CS ERP Pay Term Invoicing Rule: <input type="text"/> Due Date: 13-MAR-2025			
<input type="button" value="Line Items"/> <input type="button" value="Tax"/> <input type="button" value="Freight"/> <input type="button" value="Distributions"/> <input type="button" value="Sales Credits"/> <input type="button" value="Incomplete"/>			

- Click on the **details** option and check the **commitment balance** which represents the deposit amount.

Balances (CS ERP INR OU)

<input checked="" type="radio"/> Entered Currency	<input type="radio"/> Functional Currency	Currency: INR			
Line Number: <input type="text"/>					
	Line	Tax	Freight	Charges	Total
Original	10,000.00	0.00	0.00		10,000.00
Receipts	0.00	0.00	0.00	0.00	0.00
Credits/Refunds	0.00	0.00	0.00		0.00
Adjustments	0.00	0.00	0.00	0.00	0.00
Assignments	0.00	0.00	0.00	0.00	0.00
Discount	0.00	0.00	0.00		0.00
Balance	10,000.00	0.00	0.00	0.00	10,000.00
Commitment Balance:		10,000.00			

- There will be no commitment balance in the standard and debit and credit type transactions.
- The commitment balance will be in the deposit and guarantee transaction type only.
- Generate the receipt for the transaction and open the generated deposit transaction with the help of transaction number and check the details.

Balances (CS ERP INR OU)

	Line	Tax	Freight	Charges	Total
Original	10,000.00	0.00	0.00		10,000.00
Receipts	<9,000.00>	0.00	0.00	0.00	<9,000.00>
Credits/Refunds	0.00	0.00	0.00		0.00
Adjustments	0.00	0.00	0.00	0.00	0.00
Assignments	0.00	0.00	0.00	0.00	0.00
Discount	<1,000.00>	0.00	0.00		<1,000.00>
Balance	0.00	0.00	0.00	0.00	0.00
Commitment Balance		10,000.00			

- Create a standard invoice to add that deposit balance.
- Navigation is **transactions → transactions**.

Transactions (CS ERP INR OU : INR)

Transaction	Date: 11-FEB-2025 GL Date: 11-FEB-2025 Currency: INR	Balance Due																				
Source: CS ERP Invoice Source Number: Class: Invoice Type: CS ERP Stan Invoice Reference: Legal Entity: CS ERP NEW INR LE	Document Num: Transaction: [] <input type="checkbox"/> Complete	Line: Tax: Freight: Charges: Total:																				
<input type="button" value="Details"/> <input type="button" value="Refresh"/>																						
<table border="1"> <tr> <td>Main</td> <td>More</td> <td>Notes</td> <td>Commitment</td> <td>Reference Information</td> </tr> <tr> <td> Ship To Name: CS ERP Customers Number: 9000099999 Location: 14018 Address: KPHB Contact: , India </td> <td> Bill To Name: CS ERP Customers Number: 9000099999 Location: 14017 Address: KPHB Contact: , India </td> <td colspan="3"> Sold To Name: CS ERP Customers Number: 9000099999 </td> </tr> <tr> <td colspan="2"> Paying Customer Name: CS ERP Customers Number: 9000099999 Location: 14017 </td> <td colspan="3"> Payment Details Receipt Method: Payment Method: Instrument Number: <input type="button" value="Select Instrument"/> </td> </tr> <tr> <td colspan="5"> Commitment: 451 Payment Term: CS ERP Pay Term Invoicing Rule: Due Date: 13-MAR-2025 </td> </tr> </table>			Main	More	Notes	Commitment	Reference Information	Ship To Name: CS ERP Customers Number: 9000099999 Location: 14018 Address: KPHB Contact: , India	Bill To Name: CS ERP Customers Number: 9000099999 Location: 14017 Address: KPHB Contact: , India	Sold To Name: CS ERP Customers Number: 9000099999			Paying Customer Name: CS ERP Customers Number: 9000099999 Location: 14017		Payment Details Receipt Method: Payment Method: Instrument Number: <input type="button" value="Select Instrument"/>			Commitment: 451 Payment Term: CS ERP Pay Term Invoicing Rule: Due Date: 13-MAR-2025				
Main	More	Notes	Commitment	Reference Information																		
Ship To Name: CS ERP Customers Number: 9000099999 Location: 14018 Address: KPHB Contact: , India	Bill To Name: CS ERP Customers Number: 9000099999 Location: 14017 Address: KPHB Contact: , India	Sold To Name: CS ERP Customers Number: 9000099999																				
Paying Customer Name: CS ERP Customers Number: 9000099999 Location: 14017		Payment Details Receipt Method: Payment Method: Instrument Number: <input type="button" value="Select Instrument"/>																				
Commitment: 451 Payment Term: CS ERP Pay Term Invoicing Rule: Due Date: 13-MAR-2025																						
<input type="button" value="Line Items"/> <input type="button" value="Tax"/> <input type="button" value="Freight"/> <input type="button" value="Distributions"/> <input type="button" value="Sales Credits"/> <input type="button" value="Incomplete"/>																						

- Define the **commitment** with **deposit transaction number**.
- Click on the lines option and define the line item and the amount.

- Click on the **distributions** option and select the option **accounts for all the lines**.

- Click on **complete** to complete the transaction.
 - Find the existing deposit transaction by transaction number and click on the **details** option and the commitment balance will be nullified because the balance is utilized.

Balances (CS ERP INR OU)					
<input checked="" type="radio"/> Entered Currency		<input type="radio"/> Functional Currency		Currency	INR
		Line Number <input type="text"/>			
Original	Line	Tax	Freight	Charges	Total
Receipts	10,000.00	0.00	0.00	0.00	10,000.00
Credits/Refunds	<9,000.00>	0.00	0.00	0.00	<9,000.00>
Adjustments	0.00	0.00	0.00	0.00	0.00
Assignments	0.00	0.00	0.00	0.00	0.00
Discount	<1,000.00>	0.00	0.00	0.00	<1,000.00>
Balance	0.00	0.00	0.00	0.00	0.00
Commitment Balance:		0.00			

▼ Guarantee transaction type

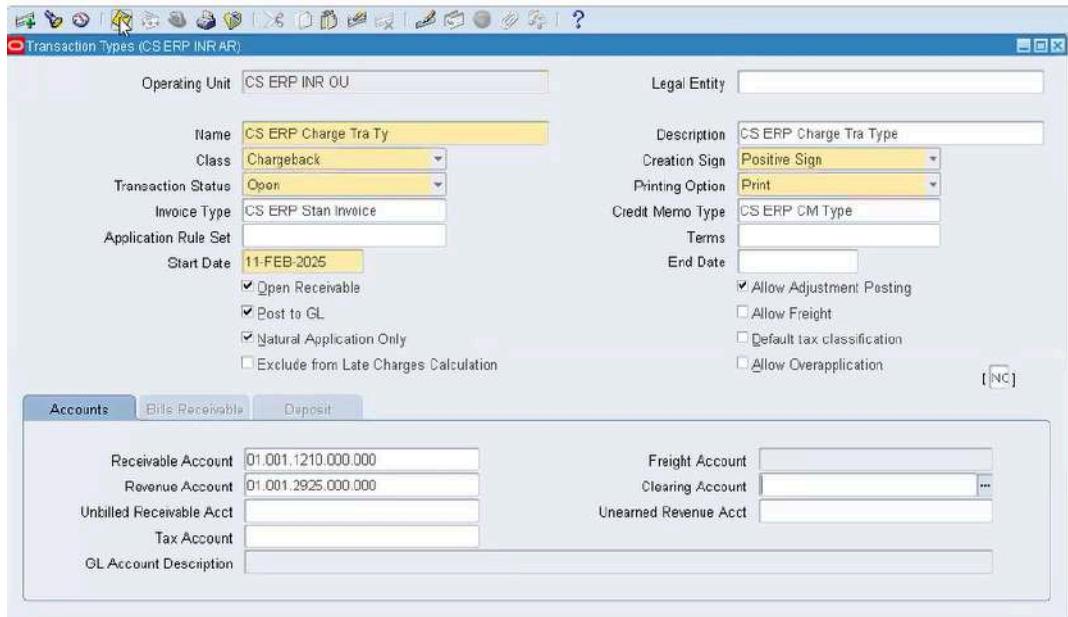
- The guarantee transaction type is the transaction which is not done yet but the customers will give assurance about the payment.
- The guarantee transaction is same as deposit transaction but the only difference is that the receipts will not be generated because the payment is not done.

▼ Charge back transaction type

- The charge back transactions are the invoices which are created newly with remaining amount and new due date by closing the original invoice.

▼ Transaction type

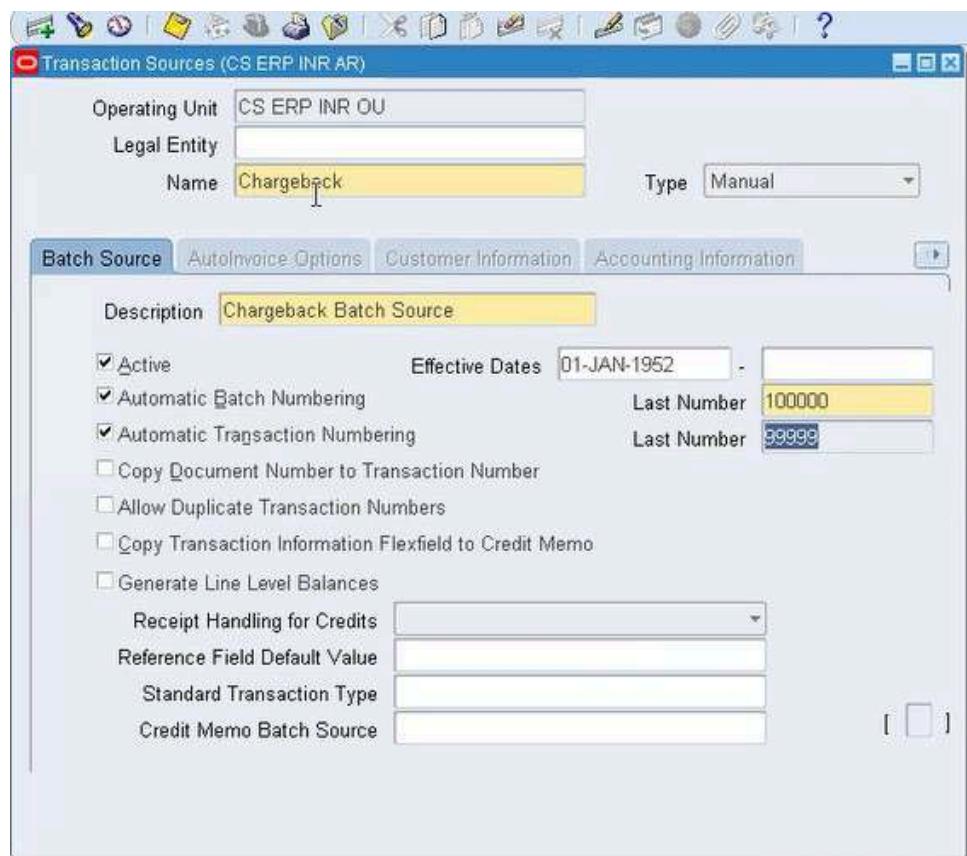
- Define the charge back transaction type by navigating **setup ⇒ transactions ⇒ transaction types**.



- Define the required fields and **class** will be **chargeback**.
- **save** the tab and close.

▼ **Transaction source**

- The transaction source is used to determine the transaction type and numbering for the transactions and transaction batches.
- Define the transaction sources by navigating **setup ⇒ transactions ⇒ sources**.
- There are 2 types of sources.
 1. Manual - Invoices which are created are called manual.
 2. Import - invoices which are imported from the third party applications.



- The chargeback transaction source will not be defined, but by default it will be created, search the OU and the chargeback transaction source will be created.
- **Save** the tab and close.
- Open system options by navigating **setup ⇒ system ⇒ system options**.

System Options (CS ERP INR OU)

- Accounting
- Trans and Customers
- Claims
- Miscellaneous

Split Amount	1000	Discount Basis	Lines Only
AutoCash Rule Set			
Days in Days Sales Outstanding Calculation	90	Sales Credit Percent Limit	
Write-off Limits Per Receipt	-100	-100	
<input type="checkbox"/> Allow Unearned Discounts (G)	<input checked="" type="checkbox"/> Require Billing Location for Receipts		
<input checked="" type="checkbox"/> Discount on Partial Payment	<input checked="" type="checkbox"/> Print Remit to Address (J)		
<input type="checkbox"/> Require Salesperson	<input type="checkbox"/> Print Home Country (K)		
Minimum Refund Amount			
Credit Card Payment Method			
Bank Account Payment Method			
Auto Receipts			
Invoices per Commit	100	Receipts per Commit	100
Chargeback Due Date	Deposit Date		
Default Country	United States		
Source of Territory	Salesrep		
Application Rule Set	Line First--Tax After		
<input type="checkbox"/>			

- Define the **write-off limits per receipt**.
- Save the tab.

▼ Create transaction

- Create transaction by navigating **transactions ⇒ transactions**.

Transactions (CS ERP INR OU :INR)

Transaction	Balance Due
Source: CS ERP Invoice Source	Date: 11-FEB-2025
Number:	GL Date: 11-FEB-2025
Class: Invoice	Currency: INR
Type: CS ERP Stan Invoice	Document Num:
Reference:	Transaction: []
Legal Entity: CS ERP NEW INR LE	<input type="checkbox"/> Complete
Main	
Ship To	Details
Name: CS ERP Customers	Line
Number: 9000089999	Tax
Location: 14018	Freight
Address: KPHB	Charges
Contact: , India	Total
Commitment:	Refresh
Payment Term: CS ERP Pay Term	
Invoicing Rule:	
Due Date: 13-MAR-2025	
More	
Bill To	Sold To
CS ERP Customers	Name: CS ERP Customers
9000089999	Number: 9000089999
14017	
KPHB	
, India	
Notes	
Commitment	
Reference Information	
Sold To	
Paying Customer	
Payment Details	
Line Items	Receipt Method
Tax	Payment Method
Freight	Instrument Number
Distributions	Select Instrument
Sales Credits	
Incomplete	

- Click on the **line items** option and define the **items** and save.

Lines (CS ERP INR 01) - CS ERP Customers, [New]

Total	Transaction	Lines	Tax	Freight				
	10,000.00							
<input checked="" type="checkbox"/> <input type="checkbox"/>								
<input type="button" value="Main"/> <input type="button" value="Sales Order"/> <input type="button" value="Tax Exemption"/> <input type="button" value="Rules"/> <input type="button" value="Ship To Information"/> <input type="button" value="More"/>								
Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans
1	CS ERP Exp Ite	CS ERP Exp Item	Esch	10	1000	10,000.00		
<input type="button" value="Tax"/> <input type="button" value="Tax Information"/> <input type="button" value="Freight"/> <input type="button" value="Distributions"/> <input type="button" value="Sales Credits"/>								

- Click on the distributions option and select the **accounts for all lines** option.

Distributions (CS ERP INR 01)

Accounts For All Lines						
Trans Line	Detail Line	Class	GL Account	GL Date	%	Distribution Amount
		Receivable	01.001.1210.000.000	11-FEB-2025	100.0000	10,000.00
1		Revenue	01.001.2925.000.000	11-FEB-2025	100.0000	10,000.00
<input type="button" value="Transaction Line Amount"/> <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/> <input type="button" value="Print"/> <input type="button" value="Help"/>						
GL Posted Date: <input type="text"/> Description: CS ERP.Sales.Accounts Receivable.Default.Default Tax Account: <input type="text"/> Description: <input type="text"/> Comments: <input type="text"/>						

- Click on the **complete** option in the **transactions** tab.

The screenshot shows the 'Transactions (CS ERP INR OLU:INR)' window. In the 'Transaction' tab, the source is 'CS ERP Invoice Source', number is '155', type is 'CS ERP Stan Invoice', and legal entity is 'CS ERP NEW INR LE'. The date is '11-FEB-2025', GL date is '11-FEB-2025', currency is 'INR', and document num is '1'. The balance due is '10,000.00' with breakdowns for Line (10,000.00), Tax (0.00), Freight (0.00), Charges (0.00), and Total (10,000.00). The 'Commitment' tab shows ship to and bill to details for 'CS ERP Customers' with location '14018' and address 'KPHB'. The 'Payment Details' tab shows paying customer details and payment method selection.

- Create receipt with partial amount.
- To define receipts , pre setups should be completed which are mentioned in the topic **19.12**.

▼ Define Receipts

- Define the receipts by navigating **Receipts → receipts**.
- Define the **receipt method** and **receipt number** and the balances status is in the **unidentified** ,so identify the customer by clicking on the **transaction number** and select the **customer** and the balance status will changes to **unapplied**.

The screenshot shows the 'Receipts (CS ERP INR OLU:INR)' window. In the 'Receipt' tab, the receipt method is 'CS ERP Check', number is '24', amount is 'INR 5,000.00', type is 'Standard', state is 'Cleared', and the receipt date is '11-FEB-2025'. The 'Balances' tab shows the status of the receipt. The 'Main' tab contains details about the transaction (Detail: Trans Number 155, Customer: Name 'CS ERP Customers', Number '900008999', Location '14017'), discounts (Earned Discounts 0.00, Unearned Discounts 0.00), bank charges (Bank Charges 0.00), and comments. The 'Customer Bank' tab shows the remittance bank details.

- Click on **apply** option.

- Click on the adjustments option and define the required fields and save.

▼ 19.12 Receipts

- Receipts is used to record the customer collection details.

▼ Define Receivable activity

- The receivable activity is used to default the accounting information at the time of receipts creation.

- To define the receivable activity , the tax owner which is legal entity should be enabled.
- Add **tax managers** responsibility to the user.

The screenshot shows the Oracle E-Business Tax 'Users' window. At the top, there are fields for User Name (CS ERP), Password, Description, Status (Active), Person (Mr. CS User), Customer, Supplier, E-Mail, Fax, and Effective Dates (From: 25-NOV-2024, To). Below this, there are tabs for 'Direct Responsibilities', 'Indirect Responsibilities', and 'Securing Attributes'. The 'Direct Responsibilities' tab is selected, displaying a grid of responsibilities assigned to the user. One row is highlighted with a yellow background, showing 'Tax Managers' assigned to 'E-Business Tax' with an effective date from 07-FEB-2025.

Responsibility	Application	Description	Security Group	From	To
System Administrator	System Administration		Standard	25-NOV-2024	
General Ledger Super User	General Ledger		Standard	25-NOV-2024	25-NOV-2024
CS ERP INR GL	General Ledger		Standard	29-NOV-2024	29-NOV-2024
Tax Managers	E-Business Tax		Standard	07-FEB-2025	
CS ERP SGD GL	General Ledger		Standard	19-DEC-2024	19-DEC-2024

- Switch to the **tax manager responsibility** ⇒ **parties** ⇒ **party tax profiles**.

The screenshot shows the Oracle E-Business Tax 'Party Tax Profiles' page. The 'Party Type' dropdown is set to 'Operating Unit owning Tax Content'. The 'Party Name' field contains 'CS ERP INR OU'. The 'Party Site Name' field is empty. The 'Go' button is highlighted. Below the search area, there is a table with columns: Party Type, Party Name, Party Site Name, Address, Country Name, View Tax Profile, Create Tax Profile, and Update Tax Profile. A new row is being created with the values: Operating Unit owning Tax Content, CS ERP INR OU, and 101 India. The 'Create Tax Profile' and 'Update Tax Profile' buttons are visible at the bottom of the table.

- Select the **OU** and click on **Go** option and click on **create tax profile** option.
- Click on the **tax reporting codes** option.

- Define the required fields and click on **apply** option.
- Define the receivable activities by navigating **setup ⇒ receipts ⇒ receivable activities**.
- The receivable activities are of 4 types.
 1. Earned
 2. Unearned
 3. Refund
 4. Miscellaneous
- Define the **earned discount** and **unearned discount** which means the discount which is given before is called **earned** and the discount which is given after creation of invoice is called **unearned discount**.

Receivables Activities (CS ERP INR AR)

Operating Unit	CS ERP INR OU
Name	CS ERP Earned Discount
Description	CS ERP Earned Discount
Type	Earned Discount
<input checked="" type="checkbox"/> Active []	
Accounting	
GL Account Source	Activity GL Account
Tax Rate Code Source	None
Activity GL Account	01.001.7825.000.000
Distribution Set	
GL Account Description	CS ERP.Sales.Discounts Taken (Earned).Default.Defs

- Define same for the unearned discount.

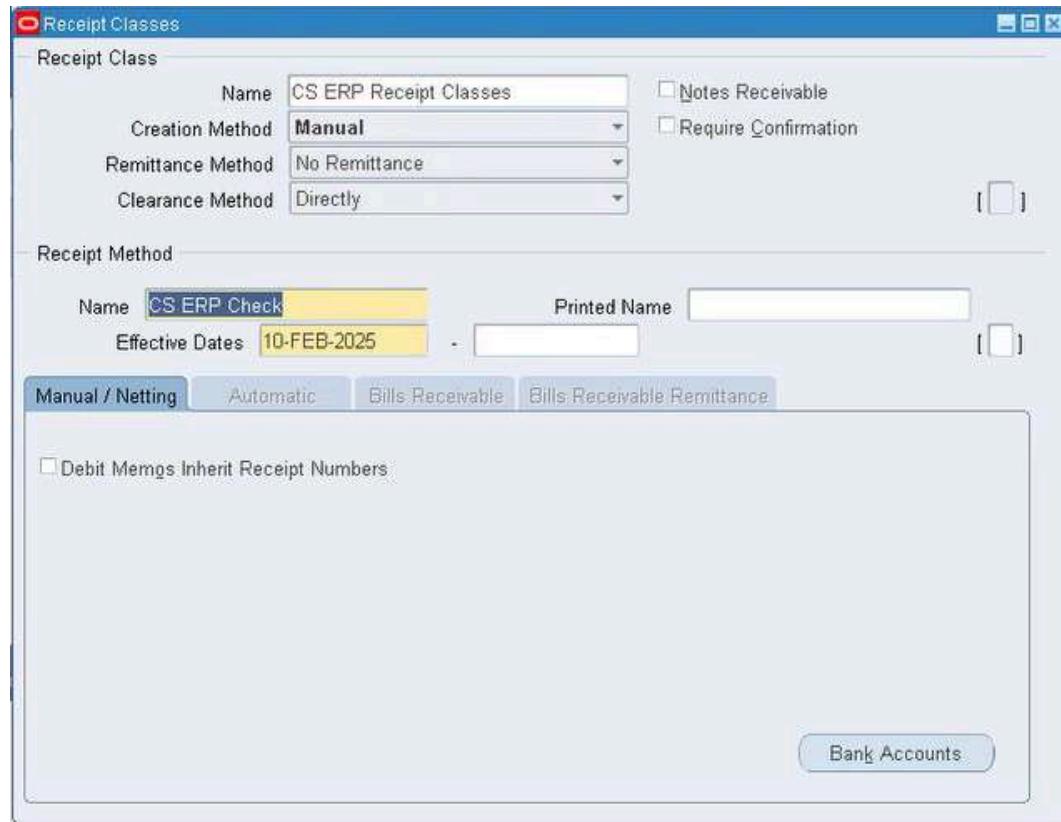
Receivables Activities (CS ERP INR AR)

Operating Unit	CS ERP INR OU
Name	CS ERP UN Earned Discount
Description	CS ERP UN Earned Discount
Type	Unearned Discount
<input checked="" type="checkbox"/> Active []	
Accounting	
GL Account Source	Activity GL Account
Tax Rate Code Source	None
Activity GL Account	01.001.7824.000.000
Distribution Set	
GL Account Description	CS ERP.Sales.Discounts Taken (Unearned.Default.De

- Save the tab and close.

▼ Receipt class

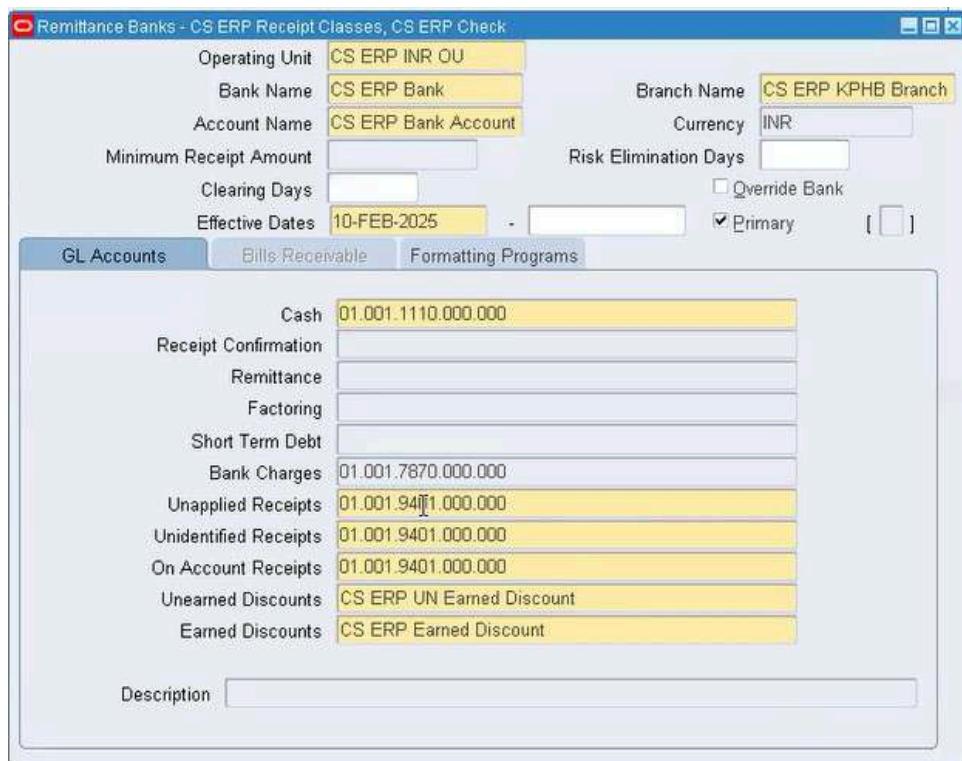
- The receipt class is used to define the receipt creating method and remittance method and clearance and payment and bank accounts for the receipts.
- Define receipt classes by navigating **setup ⇒ receipts ⇒ receipt classes**.



- Define the receipt class by defining the required fields and save.
- Click on the **bank accounts** option.
- Search the **bank account** and click on the **update bank account** option.
- Click on the **account access** and click on the **options** and define the **earned discount** and **unearned discount**.
- Define the **bank charges account** in the receivable options.



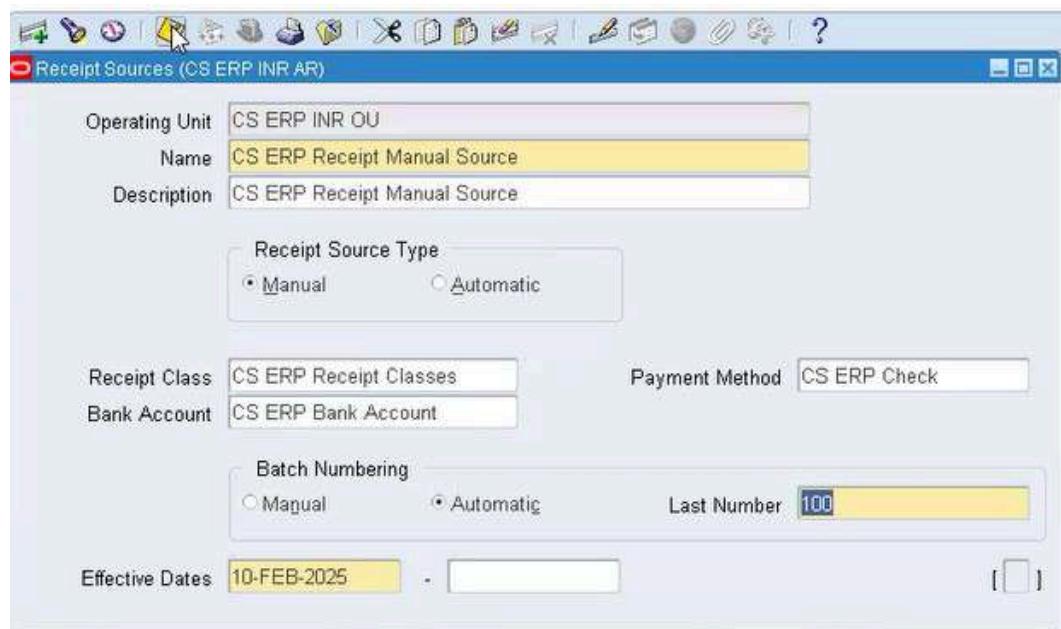
- Click on **apply** option and **finish** option.
- Navigate to the receipt class tab and search the receipt class which was created before and the accounts will be defaulted.



- Save the tab and close.

▼ Receipt sources

- The receipt source is used to determine the receipt class payment method and numbering for batch receipts.
- Define the receipt sources by navigating **setup** ⇒ **receipts** ⇒ **receipts source**.



- Define the required fields and save the tab.

▼ Define Receipts

- Define the receipts by navigating **Receipts** ⇒ **receipts**.
- Define the **receipt method** and **receipt number** and the balances status is in the **unidentified**, so identify the customer by clicking on the **transaction number** and select the **customer** and the balance status will changes to **unapplied**.

Trans Number	Currency	Install	Customer Name	Customer ID
151	INR	1	CS ERP Customers	9000089
153	INR	1	CS ERP Customers	9000089

The screenshot shows the Receipt screen in CS ERP. The 'Receipt' section contains fields for Receipt Method (CS ERP Check), Receipt Number (123), Receipt Amount (INR 10,000.00), Receipt Type (Standard), and State (Cleared). The 'Balances' section shows Unidentified (0.00), Applied (0.00), On Account (0.00), Unapplied (10,000.00), Cash Claims (0.00), and Prepayments (0.00). The 'Detail' section includes Trans Number (151), Customer Name (CS ERP Customers), Number (9000089999), Location (14017), and Taxpayer ID. The 'Customer Bank' section shows Name, Account, and Remittance Bank (Name: CS ERP Bank, Branch: CS ERP KPHB Branch, Account: *****3999). The 'Reference' and 'Comments' sections are also visible. Buttons at the bottom include Confirm..., Reverse..., Receipt History, Search and Apply, and Apply.

- The status states that the customer was identified but the transaction amount was not applied.
- The **search and apply** option is used to select the invoice if there are multiple invoices.
- Click on **apply** option.

The screenshot shows the Applications screen in CS ERP. It displays a table of transactions with columns for Customer Name (CS ERP Customers), Customer Number (9000089999), Location (14017), Receipt Amount (INR 10,000.00), and various balance fields (Unapplied 1,000.00, On Account 0.00, Cash Claims 0.00, Prepayments 0.00, Exchange Gain/Loss 0.00). The 'Applications' section lists multiple transactions, with one row selected (Apply To: 151, Installment: 1, Apply Date: 10-FEB-2025, Amount Applied: 9,000.00, Balance Due: 0.00). Buttons at the bottom include Chargebacks, Adjustments, and Apply in Detail.

- Multiple transactions can be added in a single receipt.

- Click on **save** option and can check the status by navigating to receipts tab.
- Create accounting by navigating to **tools ⇒ create final accounting ⇒ ok.**
- Check the accounting entries by **navigating view ⇒ view accounting.**

The screenshot shows the Oracle ERP Subledger Journal Entry screen. At the top, it displays the ledger as 'CS ERP NEW INR Ledger', journal entry status as 'Final', balance type as 'Actual', and GL date as '10-Feb-2025'. On the right, it shows category 'Receipts', completion date '10-Feb-2025 09:58:20', journal entry type 'Standard', and description 'Receipt Number - 123 Document Number - Receipt Method Name - CS ERP Check Receipt Date - 10-FEB-25 Bank Name - CS ERP Bank Bank Account Name - CS ERP Bank Account'. Below this is the 'Transaction Information' section, which includes customer details (Customer Name: CS ERP Customers, Receipt number: 123, Receipt Date: 10-FEB-2025 00:00:00), payment method (Customer Number: 9000089999, Receipt Document Number: 123, Payment Method: CS ERP Check), and document sequence numbers. The 'Lines' section shows four accounting lines:

Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (INR)	Accounted CR (INR)	Supporting References
Show 1	01.001.111.000.000	Cash	INR	10,000.00		10,000.00		aa
Show 2	01.001.7825.000.000	Cashed Discount	INR	1,000.00		1,000.00		aa
Show 3	01.001.1210.000.000	Receivable	INR		10,000.00		10,000.00	aa
Show 4	01.001.9401.000.000	Unapplied Cash	INR		1,000.00		1,000.00	aa

At the bottom, it shows 'Accounted Amounts' with a total of 'Accounted DR (INR) 11,000.00' and 'Accounted CR (INR) 11,000.00'.

- The journal entry for the receipt is **cash account DR** and **receivable account CR.**

▼ 19.13 AP/AR netting

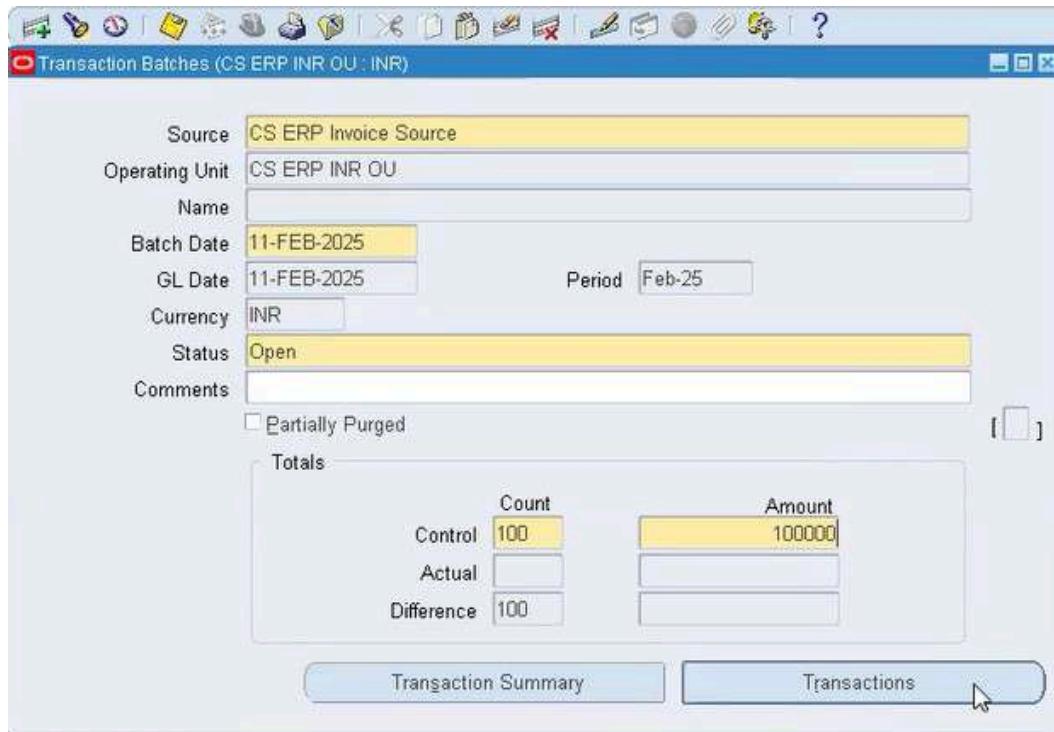
- AP/AR netting is used to net up the balances between AP/AR.
- The customer and supplier is same in AP/AR netting.
- Define netting by navigating **receipts ⇒ netting ⇒ netting agreement.**

The screenshot shows the Oracle Netting Agreement creation screen. At the top, it has tabs for 'Netting Batch' and 'Netting Agreement'. The main area is titled 'Netting Agreements' and contains a 'Search' section with fields for 'Netting Agreement Name' and 'Trading Partner Reference', along with 'Go' and 'Clear' buttons. Below this is a 'Create Agreement' section with fields for 'Netting Agreement Name', 'Operating Unit', 'Trading Partner Reference', 'Start Date', 'End Date', and 'Update'. A note says 'No search conducted.' At the bottom, there are links for 'Netting Batch', 'Netting Agreement', 'Diagnostics', 'Preferences', and 'Close Window', along with copyright information 'Copyright © 2005, Oracle. All rights reserved'.

- Click on the **create agreement** option.

▼ 19.14 Transaction batches

- The transaction batches are used to define n number of transactions. i.e, group of transactions.
- The n number of transactions can be created with in the one transaction batch level.
- Define transaction batches by navigating **transactions** ⇒ **batches**.



- Define **count** which is the number of invoices and the **amount**.
- Click on the **transactions** option and define the **ship to customer** and click on the line **items option**.

Transactions (CS ERP INR OU: INR)

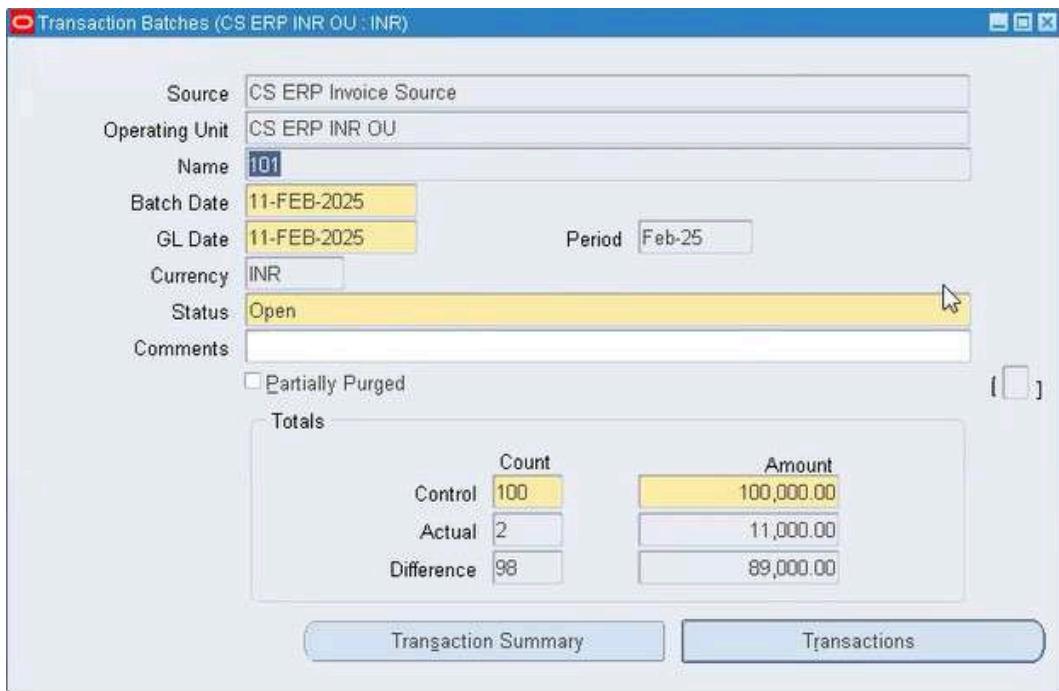
Transaction	Balance Due
Source: CS ERP Invoice Source	Date: 11-FEB-2025
Number:	GL Date: 11-FEB-2025
Class: Invoice	Currency: INR
Type: CS ERP Stan Invoice	Document Num:
Reference:	Transaction: []
Legal Entity: CS ERP NEW INR LE	<input type="checkbox"/> Complete
Main	
Ship To	
Name: CS ERP Customers.	Bill To: CS ERP Customers
Number: 9000089999	9000089999
Location: 14018	14017
Address: KPHB	KPHB
Contact: , India	, India
Commitment	
Payment Term: CS ERP Pay Term	
Invoicing Rule:	
Due Date: 13-MAR-2025	
Sold To	
Name: CS ERP Customers	
Number: 9000089999	
Paying Customer	
Name: CS ERP Customers	
Number: 9000089999	
Location: 14017	
Payment Details	
Receipt Method:	
Payment Method:	
Instrument Number:	
Line Items	
Tax	
Freight	
Distributions	
Sales Credits	
Incomplete	

- Click on the **line items** option and define the **items** and click on the **distributions** option.

Lines (CS ERP INR OU) - CS ERP Customers, 157

Total	Transaction	Lines	Tax	Freight																								
1,000.00																												
<table border="1"> <tr> <td>Main</td> <td>Sales Order</td> <td>Tax Exemption</td> <td>Rules</td> <td>Ship To Information</td> <td>More</td> </tr> <tr> <td>Num: 1</td> <td>Item: CS ERP Exp Ite</td> <td>Description: CS ERP Exp Item</td> <td>UOM: Each</td> <td>Quantity: 10</td> <td>Unit Price: 100</td> </tr> <tr> <td colspan="6">Amount: 1,000.00 Tax Classifica: Trans:</td> </tr> <tr> <td colspan="6"> <input type="button" value="Tax"/> <input type="button" value="Tax Information"/> <input type="button" value="Freight"/> <input type="button" value="Distributions"/> <input type="button" value="Sales Credits"/> </td> </tr> </table>					Main	Sales Order	Tax Exemption	Rules	Ship To Information	More	Num: 1	Item: CS ERP Exp Ite	Description: CS ERP Exp Item	UOM: Each	Quantity: 10	Unit Price: 100	Amount: 1,000.00 Tax Classifica: Trans:						<input type="button" value="Tax"/> <input type="button" value="Tax Information"/> <input type="button" value="Freight"/> <input type="button" value="Distributions"/> <input type="button" value="Sales Credits"/>					
Main	Sales Order	Tax Exemption	Rules	Ship To Information	More																							
Num: 1	Item: CS ERP Exp Ite	Description: CS ERP Exp Item	UOM: Each	Quantity: 10	Unit Price: 100																							
Amount: 1,000.00 Tax Classifica: Trans:																												
<input type="button" value="Tax"/> <input type="button" value="Tax Information"/> <input type="button" value="Freight"/> <input type="button" value="Distributions"/> <input type="button" value="Sales Credits"/>																												

- Same as previous transactions.



- The actual **count** and **amount** will be changed after the transaction entry in the batch.

▼ 19.15 Receipt batches

- The receipt batch is used to create n number of receipts within a single batch.
- The multiple invoices can be create and the payment can be done with in a single batch.
- Define the receipt batch by navigating **receipts** ⇒ **batches**.

Batch Type	Manual-Regular	Batch Source	CS ERP Receipt Manual Source
Batch Number		Currency	INR
Batch Date	11-FEB-2025	Receipt Class	CS ERP Receipt Classes
GL Date	11-FEB-2025	Payment Method	CS ERP Check
Deposit Date	11-FEB-2025	Bank Name	CS ERP Bank
Comments		Bank Account Number	*****8999
Totals		Count	Amount
-	Control	100	100,000.00
-	Actual		
+	Reversed		
	Difference		
		Count	Amount
		Applied	
		Unapplied	
		On Account	
		Cash Claims	
		Prepayments	
		Unidentified	
		Miscellaneous	
		Returned	
Transmission		Status	New <input type="checkbox"/> Partially Purged
Name			
Lockbox		Operating Unit CS ERP INR OU <input type="checkbox"/>	
Batch		Receipts <input type="checkbox"/>	

- Define the **source** and **count** and **amount** and click on the **receipts** option.

- Define the **amount** and **save** and click on **open** option.

Receipt		Balances	
Receipt Method	CS ERP Check	Receipt Date	11-FEB-2025
Receipt Number	199	GL Date	11-FEB-2025
Receipt Amount	INR 1,000.00	Maturity Date	11-FEB-2025
Receipt Type	Standard	Functional Amount	1,000.00
State	Cleared		[]
		Customer Bank	
Detail		Customer Bank	
Identify By		Customer Bank	
Trans Number		Earned Discounts	0.00
156		Unearned Discounts	0.00
		Bank Charges	
Customer			
Name		Customer Bank	
CS ERP Customers		Name	
Number		Account	
9000099999		Remittance Bank	
Location		Name	CS ERP Bank
14017		Branch	CS ERP KPHB Branch
Taxpayer ID		Account	*****8999
Reference		Comments	
Postmark Date			
Confirm 1		Search and Apply	
Reverse 1		Apply	
Receipt History			

- Define the **customer** and define the required fields and click on **apply** option.

- Check the **balances**.

Receipt

Receipt Method: CS ERP Check	Receipt Date: 11-FEB-2025	Balances: Unidentified 0.00
Receipt Number: 199	GL Date: 11-FEB-2025	Applied 1,000.00
Receipt Amount: INR 1,000.00	Maturity Date: 11-FEB-2025	On Account 0.00
Receipt Type: Standard	Functional Amount: 1,000.00	Unapplied 0.00
State: Cleared		Cash Claims 0.00
		Prepayments 0.00

Main More

Detail

Identify By
Trans Number: 156

Earned Discounts: 0.00
Unearned Discounts: 0.00
Bank Charges: []

Customer

Name: CS ERP Customers
Number: 9000089999
Location: 14017
Taxpayer ID: []

Customer Bank

Name: []
Account: []

Remittance Bank

Name: CS ERP Bank
Branch: CS ERP KPHB Branch
Account: *****8999

Reference: []
Comments: []
Postmark Date: []

Buttons: Confirm 1, Reverse 1, Receipt History, Search and Apply, Apply

Receipt Batches

Batch Type: Manual-Regular	Batch Source: CS ERP Receipt Manual Source
Batch Number: 101	Currency: INR
Batch Date: 11-FEB-2025	Receipt Class: CS ERP Receipt Classes
GL Date: 11-FEB-2025	Payment Method: CS ERP Check
Deposit Date: 11-FEB-2025	Bank Name: CS ERP Bank
Comments: []	Bank Account Number: *****8999

Totals

	Count	Amount		Count	Amount
Control	100	100,000.00	Applied	0	0.00
- Actual	1	1,000.00	Unapplied	1	1,000.00
+ Reversed	0	0.00	On Account	0	0.00
Difference	99	99,000.00	Cash Claims	0	0.00

	Count	Amount
Prepayments	0	0.00
Unidentified	0	0.00
Miscellaneous	0	0.00
Returned	0	0.00

Transmission

Name: []
Lockbox: []
Batch: []

Status

Out of Balance Partially Purged
Operating Unit: CS ERP INR OU

Buttons: Receipts

- The actual **count** and **amount** will be changed.

▼ 19.16 Invoice and accounting rules

▼ Invoice rules

- It will determine the accounting period in which receivable amount will be recognized by the system.

- There are 2 types of invoice rules.
 1. **In advance - the receivable amount will be recognized at the start of the project.**
 2. **In arrears - the receivable amount will be recognized at the end of the project.**

▼ Accounting rules

- The accounting rules will determine the accounting period in which revenue amount will be recognized by the system.
- There are 4 types of accounting rules.
 1. Fixed schedule
 2. Variable schedule
 3. Daily revenue rate all periods
 4. Daily revenue rate partial periods
- Define accounting rules by navigating **setup ⇒ transactions ⇒ accounting rules.**

The screenshot shows a software interface for defining accounting rules. The title bar reads "Accounting Rules (CS ERP INR AR)". The main area has two sections: "Name" and "Description" both containing "CS ERP Fixed Sch", "Type" set to "Fixed Schedule", "Period" set to "CS ERP", "Number of Periods" set to "12", and a checked "Active" checkbox. Below this is a "Schedule" section with a table showing six periods, each with a percent value of 8.3333. A "Total" field at the bottom of the table shows the value 100. A caption below the table reads "Fixed schedule".

Period	Percent	Date
1	8.3333	
2	8.3333	
3	8.3333	
4	8.3333	
5	8.3333	
6	8.3333	

Total 100

Fixed schedule

Accounting Rules (CS ERP INR AR)

Name	CS ERP Ver Sch	Description		
Type	Variable Schedule	<input checked="" type="checkbox"/> Active		
Period	CS ERP	Number of Periods		
<input type="checkbox"/> Deferred revenue []				
Schedule				
	Period	Percent	Date	[]
	1	10		
	1	0		
Total	10			

variable schedule

- In variable schedule , **number of periods** column will be grade out and the percent will be defined manually for each period.

▼ 19.17 Balance forward billing cycles (BFBC)

- The BFBC is used to generate the consolidated statements for the customer.
- Define BFBC by navigating **setup ⇒ print ⇒ BFBC**.

Balance Forward Billing Cycles (CS ERP INR AR)

Name	CS ERP BFBC
Description	CS ERP BFBC
Start Date	01-JAN-2025
Frequency	Weekly
Repeat every	1 Week(s)
Day(s) of Week:	<input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday

- Define **frequency** and **repeat** column , so that system will know , for how many days in a week or month or daily should generate the statement.
- Enable the BFBC in the payment terms level by navigating **setup ⇒ transactions ⇒ payment terms**.

Payment Terms (CS ERP INR AR)

Name	CS ERP BFBC Pay				
Description	CS ERP BFBC Payment Terms				
<input type="checkbox"/> Allow Discount on Partial Payments					
<input type="checkbox"/> Prepayment					
<input type="checkbox"/> Credit Check					
Billing Cycle	CS ERP BFBC				
Base Amount	100				
Discount Basis	Invoice Amount				
Effective Dates	12-FEB-2025 -				
Print Lead Days					
Installment Options	Include tax and freight in first installment <input type="checkbox"/>				
Payment Schedule					
Seq	Relative Amount	Days	Due Date	Day of Month	Months Ahead
1	100	30			
<input type="button" value="Up"/> <input type="button" value="Down"/>					
<input type="button" value="Discard"/> <input type="button" value="Save"/>					

- Assign the **billing cycle** to the payment terms and define the **discounts** by clicking on the **discounts**.

- Define customer profile classes by navigating **customers** ⇒ **profile classes**.

Customer Profile Classes	
Name	CS ERP BFBC Cus Pro
CS ERP BFBC Cus Pro	
<input checked="" type="checkbox"/> Active	
<input type="radio"/> Profile Class <input type="radio"/> Late Charge Profile <input type="radio"/> Profile Class Amounts	
Balance Forward Billing <input checked="" type="checkbox"/> Enable Bill Level <input type="radio"/> Site <input type="radio"/> Type <input type="radio"/> Detail	
Invoicing <input type="radio"/> Tax Printing <input type="radio"/> Grouping Rule	
Terms Payment Terms <input type="radio"/> CS ERP BFBC Pay <input checked="" type="checkbox"/> Allow Discount <input checked="" type="checkbox"/> Override Terms Discount Grace Days <input type="radio"/> 0	
Statements and Dunning <input checked="" type="checkbox"/> Send Statement <input checked="" type="checkbox"/> Send Credit Balance <input checked="" type="checkbox"/> Send Dunning Letters Cycle <input type="radio"/> CS ERP Sta Cycl	
Collectors Name <input type="radio"/> CS ERP Collectors Classification <input type="radio"/> Periodic Review Cycle <input type="radio"/> Analyst <input type="radio"/> Tolerance <input type="radio"/> 0 <input type="radio"/> % <input checked="" type="checkbox"/> Credit Check	
Receipts Match Receipts By <input type="radio"/> Auto Cash Rule Set <input type="radio"/> Remainder Rule Set <input type="radio"/> <input checked="" type="checkbox"/> AutoReceipts Include Disputed Items	

- Enable the **BFBC** at **site** level and define all the required fields.
 - Click on the profile class amounts option and define the required fields and save.

Customer Profile Classes

Name	CS ERP BFBC Cus Pro	CS ERP BFBC Cus Pro	<input checked="" type="checkbox"/> Active
Profile Class		Late Charge Profile	Profile Class Amounts
Currency INR			
Currency Rates and Limits			
Credit Limit: 100,000.00 Order Credit Limit: 100,000.00		Min Receipt Amount: <input type="text"/> Min Statement Amount: <input type="text"/>	
Exchange Rate Information Exchange Rate Type: Corporate			
Tolerance			
Minimum Customer Balance Amount: <input type="text"/> Minimum Invoice Balance Amount: <input type="text"/> Minimum Charge Per Invoice: 10		Value: <input type="text"/> 100.00 Value: <input type="text"/> 100.00 Maximum Charge Per Invoice: 100	
Interest Charge			
Type: <input type="text"/> Value: <input type="text"/> Charge Schedule: <input type="text"/>		Penalty Charge Type: <input type="text"/> Value: <input type="text"/> Charge Schedule: <input type="text"/>	
<input type="button"/> <input type="button"/> <input type="button"/>			

- Create customers by navigating **customers** ⇒ **customers**.

Customers >
Create Organization

Customer Type: ORGANIZATION

Customer Information * Organization Name: CS ERP BFBC Customer Alias: <input type="text"/> Name Pronunciation: <input type="text"/> D-U-N-S Number: <input type="text"/> URL: <input type="text"/> Context Value: <input type="text"/>		<input type="button"/> Cancel <input type="button"/> Save And Add Details <input type="button"/> Apply
Account Information Account Number: 9000277888 Account Description: <input type="text"/> Profile Class: CS ERP BFBC Cus Pro		
Account Type: External Reference Date Established: <input type="text"/> <small>(example: 25-Jan-2015)</small>		
Cust GL Class: <input type="text"/> <input type="button"/> Tax Loc Code: <input type="text"/> <input type="button"/> Tax Calc Code: <input type="text"/> <input type="button"/> Cust Price Cs: <input type="text"/> <input type="button"/> Customer Status: Default <input type="text"/> <input type="button"/> Eliminations Dept: <input type="text"/>		

The screenshot shows the 'Account Site Details' screen. At the top, there are fields for County, State, Province, Postal Code, and Address Description, with a note 'Identifying Address'. Below this is a 'Context Value' dropdown. The 'Account Site Details' section includes fields for Operating Unit (set to 'CS ERP INR. OU.'), Category, Territory, Translation, EDI Location, Status (set to 'Active'), and Reference. A 'Context Value' dropdown is also present here. The 'Business Purposes' section contains a table for mapping 'Bill To' and 'Ship To' locations, with columns for Purpose, Location, Bill To Location, Primary, and Remove. Buttons for 'Add Another Row' and 'Remove' are available. At the bottom right are 'Cancel', 'Save And Add Details', and 'Apply' buttons.

- Click on **apply** option.
- Search the newly created customer and click on the profiles option and enable the **BFBC** at site level.

The screenshot shows the 'Account Site Information' screen. It features several tabs: Site Details, Business Purposes, Communication, Payment Details, Profile, Profile Amounts, and Late Charges. The 'Profile' tab is active, showing a 'Profile Class' dropdown set to 'CS ERP BFBC Cus Pro'. The 'Credit and Collection' section contains fields for Collector (set to 'CS ERP Collectors'), Credit Rating, Credit Classification, Review Cycle, Account Status, Risk Code, and Tolerance (%). It also includes sections for Collectible (%), Credit Check, Credit Analyst, Last Credit Review, and Next Credit Review (set to 'January 16-Jan-2025'). The 'Balance Forward Billing' section has a 'Site' dropdown set to 'Detail' and an 'Enable' checkbox checked. The 'Terms' section includes a 'Payment Terms' dropdown set to 'CS ERP BFBC Pay', a 'Discount Grace Days' field (set to 0), and checkboxes for 'Override Terms' and 'Allow Discount'. The 'Receipts' section has fields for Clearing Days, Match Receipts By, and Automatic Cash Rule Set, along with a checkbox for 'Automatic Receipts Include Disputed Items'.

- Click on **apply** option.

▼ Create transaction with new BFBC

- Create transaction by navigating **transaction ⇒ transactions**.

Transactions (CS ERP INR.0U : INR)

Transaction	Balance Due
Source: CS ERP Invoice Source	Date: 12-FEB-2025
Number:	GL Date: 12-FEB-2025
Class: Invoice	Currency: INR
Type: CS ERP Sales Invoice	Document Num:
Reference:	Transaction: []
Legal Entity: CS ERP NEW INR LE	<input type="checkbox"/> Complete
<input type="button" value="Details"/> <input type="button" value="Refresh"/>	
Main More Notes Commitment Reference Information	
Ship To Name: CS ERP BFBC Customers Number: 9000277888 Location: 14022 Address: Road No 1 , India Contact:	
Bill To CS ERP BFBC Customers 9000277888 14021 Road No 1 , India	
Sold To Name: CS ERP BFBC Customers Number: 9000277888	
Paying Customer Name: CS ERP BFBC Customers Number: 9000277888 Location: 14021	
Payment Details Receipt Method: Payment Method: Instrument Number: <input type="button" value="Select Instrument"/>	
<input type="button" value="Line Items"/> <input type="button" value="Tax"/> <input type="button" value="Freight"/> <input type="button" value="Distributions"/> <input type="button" value="Sales Credits"/> <input type="button" value="Incomplete"/>	

- Assign the newly created customer to the transaction and click on **line items** option.

Lines (CS ERP INR.0U) - CS ERP BFBC Customers, [New]

Transaction	Lines	Tax	Freight					
Total:	100,000.00							
<input type="checkbox"/>								
Main Sales Order Tax Exemption Rules Ship To Information More								
Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans
1	CS ERP Exp Itm	CS ERP Exp Item	Each	10	10000	100,000.00		
<input type="button" value="Tax"/> <input type="button" value="Tax Information"/> <input type="button" value="Freight"/> <input type="button" value="Distributions"/> <input type="button" value="Sales Credits"/>								

- Define the **item** and click on the **distributions** option.

- Select the **accounts for all lines** option and save the tab.
 - Click on **complete** option to complete the transaction.
 - Click on **create final accounting** by navigating **tools ⇒ create accounting ⇒ create final accounting** in the tools bar at the top.
 - Submit a new view request with the name **generate the balance forward bills**.

Print Option Print final balance forward bills

Operating Unit

Print Output Yes

Billing Cycle CS ERP BFBC

Billing Date

Currency Code INR Indian Rupee

Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

Bill To Site Low

Bill To Site High

Payment Term

- Define the required fields and click on **ok** option.

- Click on **submit** option.
- Click on the **view request** and select the output to view.

Page 1 of 1

 Your Company Logo

Bill To: CS ERP-BFBC Customers Road No 1/INDIA	Remit To: KPHB/INDIA	Billing Number 7330					
		From					
		To 10-Feb-2025					
	Due Date 12-Mar-2025	Currency INR					
		Account Nbr 9000277888					
Previous Balance	Payments Received	Adjustments	Credits	Current Charges	Tax	Late Fees	Ending Balance
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Date	Type	Description			Subtotal	Tax	Total
No data exists.							
Aging							
Current	1 - 30 Days		31 - 60 Days		61 - 90 Days		Over 180 Days
0.00	0.00		0.00		0.00		0.00

— THE END —