

# **11i Implement and Use Accounts Receivable**

**Student Guide**

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# Table of Contents

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<b>Manage Customers .....</b>	<b>1-1</b>
Manage Customers .....	1-2
Agenda .....	1-3
Objectives .....	1-5
Agenda .....	1-6
Using Oracle Applications Help .....	1-7
Using Oracle Applications Help Within a Window .....	1-8
Practice .....	1-9
Managing Customers .....	1-14
What is the New Customer Model? .....	1-15
New Customer Model Components .....	1-16
New Customer Model Features .....	1-17
New Customer Model Benefit .....	1-18
Entities of the New Customer Model .....	1-19
New Customer Model .....	1-20
Organization or Person Customer Registry .....	1-21
Customer Addresses .....	1-22
Organization or Person Customer Relationships .....	1-23
Customer Accounts .....	1-24
Customer Accounts Link with Organization or Person Customer .....	1-25
Upgrade of AR Customer Modules .....	1-26
Specific Features of Customer Management .....	1-27
Customer Form Flow .....	1-29
Integrating Customer Information .....	1-30
Review Question .....	1-31
Agenda .....	1-33
Profile Classes .....	1-34
Customer Profile Class Characteristics .....	1-35
Managing Customer Profiles .....	1-36
Reviewing Profile Class Changes .....	1-38
Review Question .....	1-39
Agenda .....	1-41
Enter Customer Information .....	1-42
Customer Entry Methods .....	1-43
Business Issues .....	1-44
Setting Customer Tax Attributes .....	1-46
Business Purposes .....	1-47
Multiple Sites and Business Purposes: Centralized Example .....	1-48
Multiple Sites and Business Purposes: De-Centralized Example .....	1-49
Order Management Customer Information .....	1-50
Order Management Attributes in Customer Tables .....	1-51
Multiple Business Purposes .....	1-52
Over and Under Shipments .....	1-53
Interface Customer Entry .....	1-54
Review Question .....	1-55
Customer Map .....	1-57
Using Standard and Quick Customer Entry .....	1-58
Practice .....	1-60
Differences between Standard and Quick customer entry .....	1-64
Practice .....	1-65
Agenda .....	1-66
Customer Relationships .....	1-67

Customer Relationship Examples .....	1-69
Practice .....	1-70
Review Question.....	1-71
Agenda.....	1-73
Merge Customers.....	1-74
Merge Overview .....	1-75
Merging Incorrect Data.....	1-76
Merging Site Data.....	1-77
Merging Customer Data.....	1-78
Merging Other Application Transactions .....	1-79
Controlling the Merge Process .....	1-80
Practice .....	1-81
Review Question.....	1-82
Agenda.....	1-84
Reviewing Customer Information.....	1-85
Common Search Scenarios .....	1-86
Agenda.....	1-87
Summary.....	1-88
Case Study .....	1-89
<b>R11i Overview of Customer Invoicing.....</b>	<b>2-1</b>
R11i Overview of Customer Invoicing.....	2-2
Objectives .....	2-3
Agenda.....	2-4
Overview .....	2-5
Oracle Receivables Overview.....	2-6
Transactions Overview .....	2-7
Agenda.....	2-8
Transaction Overview.....	2-9
Using Transaction Windows.....	2-10
Transactions Workbench Windows .....	2-11
Entering Manual Transactions.....	2-12
About AutoInvoice .....	2-13
AutoInvoice Process .....	2-14
Review Question.....	2-15
Answer to Review Question .....	2-16
Transaction Entry.....	2-17
Transaction Classes .....	2-18
Review Question.....	2-20
Answer to Review Question .....	2-21
Demonstration.....	2-22
Required Transaction Information.....	2-23
Transactions Windows.....	2-24
View Accounting and T-Accounts.....	2-25
Enhanced Drilldown from GL .....	2-27
Foreign Currency Invoices.....	2-28
About Header Level Rounding .....	2-30
Header Level Rounding Example.....	2-31
Creating Copies of Invoices.....	2-32
Creating Invoices for Services .....	2-34
Review Question.....	2-35
Answer to Review Question .....	2-36
Creating Invoices with Rules .....	2-37
Customer Commitments .....	2-38
Comparing Commitment Types.....	2-39
Creating Customer Commitments.....	2-40
Review Question.....	2-41

Answer to Review Question .....	2-42
Overview of Correcting Invoices.....	2-43
Transaction Printing Options .....	2-44
Transaction Printing Views .....	2-45
Generating Statements .....	2-47
Agenda.....	2-49
About Transaction Types.....	2-50
Using Transaction Types .....	2-51
Demonstration.....	2-52
AutoAccounting Overview .....	2-53
Using AutoAccounting .....	2-54
Transaction Sources.....	2-57
Demonstration.....	2-58
Calculating Tax on Invoices .....	2-59
Summary.....	2-60
<b>R11i Processing Invoices .....</b>	<b>3-1</b>
Processing Invoices .....	3-2
Help .....	3-3
Using Help.....	3-4
Objectives .....	3-5
Agenda.....	3-6
Oracle Receivables Overview.....	3-8
Transactions Overview .....	3-9
Invoice Entry Methods .....	3-10
Agenda.....	3-11
Transactions Window Buttons.....	3-12
Transactions Window Tabs .....	3-13
Demonstration.....	3-14
Review Question.....	3-15
Agenda.....	3-17
Transactions Workbench Windows .....	3-18
Creating a Standard Invoice.....	3-19
Entering Invoice Dates.....	3-20
Required Transaction Information.....	3-21
Review Question.....	3-22
Transaction Defaults.....	3-24
Demonstration.....	3-25
Review Question.....	3-26
Standard Invoice Line Types .....	3-28
Demonstration.....	3-29
Practice 1- Overview .....	3-30
Practice 1- Instructions .....	3-31
Practice 2- Overview .....	3-32
Practice 2- Instructions .....	3-33
Entering Freight Invoices or Lines .....	3-34
Entering Sales Credits.....	3-35
Review Question.....	3-37
Demonstration.....	3-39
Agenda.....	3-40
Completing Transactions .....	3-41
Agenda.....	3-42
Creating Invoice Batches .....	3-43
Demonstration.....	3-44
Agenda.....	3-45
Printing Transactions .....	3-46
Printing Tax Information .....	3-48

Demonstration.....	3-49
Practice 3 - Overview .....	3-50
Practice 3- Instructions .....	3-51
Transaction Printing Views .....	3-52
Review Question.....	3-54
How Oracle Receivables Uses Statements.....	3-56
Demonstration.....	3-57
Using Consolidated Billing.....	3-58
Consolidated Billing Invoices.....	3-59
Summary.....	3-60
<b>Applying Other Invoice Operations .....</b>	<b>4-1</b>
Applying Other Invoice Operations.....	4-2
Help .....	4-3
Using Help .....	4-4
Objectives .....	4-5
Agenda.....	4-6
Oracle Receivables Overview.....	4-7
Transactions Overview .....	4-8
Overview: Transaction Flow.....	4-9
Agenda.....	4-10
Copying Invoices.....	4-11
Creating Copies of Invoices.....	4-12
Choosing Model Transaction.....	4-13
Determining Transaction Schedule.....	4-14
Using Recurring Rules.....	4-15
Review Question.....	4-16
Numbering Recurring Invoices Automatically .....	4-18
Demonstration.....	4-19
Practice 1- Overview .....	4-20
Practice1- Instructions .....	4-21
Agenda.....	4-23
Creating Invoices for Services.....	4-24
Invoicing Rules and Accounting Rules.....	4-25
Using Invoices with Rules .....	4-26
Review Question.....	4-27
Assigning Invoicing Rules.....	4-29
Defining Accounting Rules .....	4-30
Assigning Accounting Rules To Invoice Lines .....	4-31
Review Question.....	4-32
Example of Billing in Advance .....	4-34
Example of Billing in Arrears.....	4-35
Creating Accounting Entries.....	4-36
Running The Revenue Recognition Program .....	4-37
Review Question.....	4-38
Practice 2- Overview .....	4-40
Practice 2- Instructions .....	4-41
Agenda.....	4-42
View Accounting Distributions .....	4-43
View Accounting Lines .....	4-44
T-Accounts Window.....	4-45
Review Question.....	4-46
Demonstration.....	4-48
Practice 3- Overview .....	4-49
Practice 3- Instructions .....	4-50
Agenda.....	4-51
Foreign Currency Invoices.....	4-52

Profile Options.....	4-53
Exchange Rate Field Reference.....	4-54
Adjusting an Exchange Rate.....	4-55
Header Level Rounding.....	4-56
Demonstration.....	4-58
Summary.....	4-59
<b>Correcting AR Transactions.....</b>	<b>5-1</b>
Correcting Transactions.....	5-2
Help.....	5-3
Using Help.....	5-4
Objectives.....	5-5
Agenda.....	5-6
Overview of Oracle Receivables.....	5-7
Overview of Transactions.....	5-8
Agenda.....	5-9
Invoice Correction Methods.....	5-10
Overview of Corrections.....	5-11
Agenda.....	5-13
Underinvoicing Correction Options.....	5-14
Creating Debit Memos.....	5-15
Demonstration.....	5-16
Practice 1 Overview.....	5-17
Practice Instructions.....	5-18
Updating Invoices.....	5-19
Demonstration.....	5-20
Practice 2 Overview.....	5-21
Practice 2 Instructions.....	5-22
Agenda.....	5-23
Correcting for Overinvoicing.....	5-24
Examples of Overinvoicing.....	5-25
Applying Different Types of Credits.....	5-26
Creating Credit Memos.....	5-27
Credit Memo Options.....	5-28
Demonstration.....	5-29
Practice 3 Overview.....	5-30
Practice 3 Instructions.....	5-31
Reversing Sales Credits.....	5-32
Creating On-Account Credits.....	5-33
On-Account Credit Options.....	5-34
Applying Credits.....	5-35
Demonstration.....	5-36
Practice 4 Overview.....	5-37
Practice 4 Instructions.....	5-38
Practice 5 Overview.....	5-39
Practice 5 Instructions.....	5-40
Processing Refunds.....	5-41
Creating Refunds.....	5-42
Agenda.....	5-43
Voiding Transactions.....	5-44
Voiding Invalid Transactions.....	5-45
Running Reports.....	5-47
Review Question.....	5-48
Answer to Review Question.....	5-49
Summary.....	5-50
<b>Processing Customer Adjustments.....</b>	<b>6-1</b>
Processing Customer Adjustments.....	6-2

Help .....	6-3
Using Help .....	6-4
Objectives .....	6-5
Agenda .....	6-6
Oracle Receivables Overview .....	6-7
Transactions Overview .....	6-8
Invoice Correction Methods .....	6-9
Adjustment, Credit Memo, Debit Memo .....	6-10
Agenda .....	6-11
Adjusting Invoices .....	6-12
Adjustments Overview .....	6-13
Creating Adjustments in Oracle Receivables .....	6-14
Approval Limits .....	6-15
Review Question .....	6-16
Agenda .....	6-18
Prerequisites for Creating Adjustments .....	6-19
Setting Approval Limits .....	6-20
Approval Limits .....	6-21
Demonstration .....	6-22
Review Question .....	6-23
Setting Up Receivables Activities for Adjustments .....	6-25
GL Activity Source Options .....	6-26
Tax Code Source Options .....	6-27
Review Question .....	6-28
Demonstration .....	6-30
Agenda .....	6-31
Adjustment Types .....	6-32
Creating Manual Adjustments .....	6-33
Creating Adjustments .....	6-34
Demonstration .....	6-35
Practice Overview .....	6-36
Practice Instructions .....	6-37
Adjusting Transactions Automatically .....	6-38
Creating Automatic Adjustments .....	6-39
Review Question .....	6-40
Demonstration .....	6-42
Adjustments Register Report .....	6-43
Agenda .....	6-44
Approving Adjustments .....	6-45
Adjustment Statuses .....	6-46
Demonstration .....	6-47
Review Question .....	6-48
Agenda .....	6-50
Accounting Options for Adjustments .....	6-51
Tax Accounting Example .....	6-53
Review Question .....	6-54
Summary .....	6-56
<b>Processing Commitments .....</b>	<b>7-1</b>
Processing Commitments .....	7-2
Help .....	7-3
Using Help .....	7-4
Objectives .....	7-5
Agenda .....	7-6
Overview of Oracle Receivables .....	7-7
Agenda .....	7-8
Overview of Commitments .....	7-9

Comparing Commitment Types.....	7-10
Remaining Balances .....	7-11
Creating Customer Commitments.....	7-12
Agenda.....	7-13
Completing the Deposit Process .....	7-14
Example of Accounting Entries for Deposits .....	7-15
Accounting for Deposits .....	7-16
Agenda.....	7-18
Completing the Guarantee Process.....	7-19
Example of Accounting Entries for Guarantees .....	7-20
Accounting for Guarantees .....	7-21
Review Question.....	7-23
Answer to Review Question .....	7-24
Demonstration.....	7-25
Summary.....	7-26
<b>Processing Invoices Using AutoInvoice.....</b>	<b>8-1</b>
Processing Invoices Using AutoInvoice .....	8-2
Help .....	8-3
Using Help.....	8-4
Objectives .....	8-5
Agenda.....	8-6
Overview of Oracle Receivables .....	8-8
Overview of Transactions.....	8-9
Invoice Entry Methods .....	8-10
Agenda.....	8-11
AutoInvoice Overview.....	8-12
Integration.....	8-13
AutoInvoice Process .....	8-14
Review Question.....	8-15
What Occurs During AutoInvoice .....	8-19
Using AutoInvoice.....	8-20
Grouping Related Transactions.....	8-21
Matching Transaction Attributes .....	8-22
Using Line Ordering Rules.....	8-23
Review Question.....	8-24
AutoInvoice Interface Tables.....	8-26
RA_INTERFACE_LINES Table .....	8-27
RA_INTERFACE_DISTRIBUTIONS Table.....	8-28
RA_INTERFACE_SALESCREDITS Table .....	8-29
Review Question.....	8-30
Using the Interface Tables .....	8-32
RA_INTERFACES_LINES Table .....	8-33
Transaction Flexfields .....	8-34
Using the Link-To or Reference Transaction Flexfield .....	8-35
Types of Transaction Flexfields.....	8-36
Determining GL and Rule Start Dates .....	8-37
Determining Tax Liability .....	8-38
AutoInvoice Validation Checks- Overview.....	8-39
Submitting AutoInvoice.....	8-40
Demonstration.....	8-41
Agenda.....	8-42
AutoInvoice Exception Handling .....	8-43
AutoInvoice Exception Handling Windows .....	8-44
Review Question.....	8-45
Using the Interface Exceptions Window to View Errors.....	8-47
Using the Interface Lines Window to Correct Errors .....	8-48

Using the Line Errors Window to View Error Messages .....	8-49
Demonstration.....	8-50
Review Question.....	8-51
Practice Overview.....	8-53
Practice Instructions.....	8-54
Review Question.....	8-55
Agenda.....	8-57
Setting Up AutoInvoice .....	8-58
Defining Transaction Sources.....	8-59
Demonstration.....	8-61
Setting Up Line Ordering Rules .....	8-62
Setting Up Grouping rules .....	8-63
Grouping Rule Hierarchy.....	8-64
Demonstration.....	8-65
Review Question.....	8-66
Defining Transaction Flexfields .....	8-68
Managing AutoInvoice System Options .....	8-69
Demonstration.....	8-70
Implementation Considerations for AutoInvoice.....	8-71
Agenda.....	8-72
Importing Invoices From Oracle Order Management.....	8-73
Importing Invoices From Oracle Projects.....	8-74
Importing Invoices From Non Oracle Systems.....	8-75
Review Question.....	8-76
Summary.....	8-78
<b>R11i Implementing Customer Invoicing.....</b>	<b>9-1</b>
R11i Implementing Customer Invoicing .....	9-2
Objectives .....	9-3
Agenda.....	9-4
Oracle Receivables Overview.....	9-5
Transactions Overview .....	9-6
Agenda.....	9-7
Required Setup Steps for Transactions .....	9-8
About Transaction Types.....	9-9
Demonstration.....	9-10
Using Transaction Types .....	9-11
Transaction Type Options.....	9-12
Using Natural Application Only .....	9-13
Review Question.....	9-14
Answer to Review Question .....	9-15
AutoAccounting Overview .....	9-16
Demonstration.....	9-17
Using AutoAccounting .....	9-18
Tables Used by AutoAccounting Segment Values .....	9-20
Using AutoAccounting .....	9-21
Payment Terms .....	9-22
Demonstration.....	9-24
Transaction Sources.....	9-25
Options for Imported Sources.....	9-26
Demonstration.....	9-28
Review Question.....	9-29
Answer to Review Question .....	9-30
Remit To Addresses.....	9-31
System Options Relating to Transactions .....	9-32
Demonstration.....	9-34
Review Question.....	9-35

Answer to Review Question .....	9-36
Profile Options.....	9-37
Optional Setup Steps for Transactions.....	9-38
Defining Accounting Rules .....	9-39
Salespeople .....	9-40
Standard Memo Lines.....	9-41
Setting Up Document Sequencing.....	9-42
Setting Up Gapless Transaction Numbering.....	9-43
Setting Up Statements.....	9-44
Setting Up Consolidated Billing .....	9-45
Review Question.....	9-46
Answer to Review Question .....	9-47
Agenda.....	9-48
Entering Transaction Types in Order.....	9-49
Implementation Considerations for Transactions .....	9-50
Implementation Considerations for Document Sequencing Enhancements .....	9-52
Review Question.....	9-53
Answer to Review Question .....	9-54
Function Security.....	9-55
Transaction Information Defaults .....	9-56
Summary.....	9-58
<b>R11i Overview of Managing Receipts and Remittances.....</b>	<b>10-1</b>
R11i Overview of Managing Receipts and Remittances .....	10-2
Objectives .....	10-3
Agenda.....	10-4
Overview of Oracle Receivables .....	10-5
Overview of Receipts .....	10-6
Agenda.....	10-7
Receipt Features.....	10-8
Receipt Types .....	10-9
Receipt Entry Methods .....	10-10
Manual Receipts .....	10-11
Entering Manual Receipts.....	10-12
Review Question.....	10-13
Answer to Review Question .....	10-14
QuickCash Receipts.....	10-15
Entering AutoLockbox Receipts.....	10-16
Automatic Receipts.....	10-17
Processing Automatic Receipts.....	10-18
Review Question.....	10-19
Answer to Review Question .....	10-20
Agenda.....	10-21
Receipt Statuses .....	10-22
Receipt Batch Statuses.....	10-24
Banks .....	10-25
Receipt Classes .....	10-26
Payment Methods .....	10-27
Relationship of Receipt Class, Payment Method, and Bank Account .....	10-28
Demonstration.....	10-29
Agenda.....	10-30
Entering Receipts.....	10-31
Demonstration.....	10-32
Applying Receipts .....	10-33
Demonstration.....	10-34
Mass Apply.....	10-35
Creating Chargebacks.....	10-36

Creating Adjustments .....	10-37
Review Question.....	10-38
Answer to Review Question .....	10-39
Reversing and Reapplying Receipts .....	10-40
Cross Currency Receipts.....	10-41
Applying Cross Currency Receipts.....	10-42
Application Rule Sets .....	10-43
Review Question.....	10-44
Answer to Review Question .....	10-45
Credit Card Receipts.....	10-46
Credit Card Receipt Process .....	10-47
Remittances .....	10-48
Remitting and Clearing Receipts .....	10-49
Summary.....	10-50
<b>R11i Applying Receipts .....</b>	<b>11-1</b>
Applying Receipts .....	11-2
Objectives .....	11-3
Agenda.....	11-4
Oracle Receivables Overview.....	11-5
Receipts Overview.....	11-6
How Receipts Are Part of the Receivables Process.....	11-7
Agenda.....	11-8
Manual Receipt Types .....	11-9
Manual Receipts versus QuickCash Receipts.....	11-10
Applying Receipts to an Invoice.....	11-11
Manual Receipt Entry Process.....	11-12
Review Question.....	11-13
Answer to Review Question .....	11-14
Agenda.....	11-15
Manual Receipt Entry Process.....	11-16
Creating Batches.....	11-17
Validating Receipts in Batches .....	11-18
Batch Statuses.....	11-19
Demonstration.....	11-20
Manual Receipt Entry Process.....	11-21
Entering Receipts.....	11-22
Receipts Window.....	11-23
Cash Receipt Statuses .....	11-24
Demonstration.....	11-25
Manual Receipt Entry Process.....	11-26
Applying Receipts .....	11-27
Applications Window .....	11-29
Demonstration.....	11-30
Mass Applying Receipts .....	11-31
Criteria for Mass Applying Receipts .....	11-32
Demonstration.....	11-33
Review Question.....	11-34
Answer to Review Question .....	11-35
Applying Cross Currency Receipts.....	11-36
Entering Cross Currency Receipts .....	11-37
Demonstration.....	11-38
Entering Discounts.....	11-39
Practice 1 Overview.....	11-40
Practice 1 Instructions.....	11-41
Practice 2 Overview.....	11-43
Practice 2 Instructions.....	11-44

Agenda.....	11-45
Manual Receipt Entry Process.....	11-46
Entering Chargebacks and Adjustments.....	11-47
Chargeback Process.....	11-48
Effects of Creating a Chargeback.....	11-49
Creating an Adjustment.....	11-50
Adjustment Process.....	11-51
Review Question.....	11-52
Answer to Review Question.....	11-53
Agenda.....	11-54
Reversing Receipts.....	11-55
Reversing Methods.....	11-56
Review Question.....	11-57
Answer to Review Question.....	11-58
Practice 3 Overview.....	11-59
Practice 3 Instructions.....	11-60
Reapplying Receipts.....	11-61
Agenda.....	11-62
Applying QuickCash Receipts.....	11-63
Entering QuickCash Receipts.....	11-64
Using the QuickCash Window.....	11-65
Specifying the AutoCash Rule Set.....	11-66
Posting QuickCash Receipts.....	11-68
Demonstration.....	11-69
Practice 4 Overview.....	11-70
Practice 4 Instructions.....	11-71
Summary.....	11-72
<b>R11i Implementing and Using AutoLockbox.....</b>	<b>12-1</b>
Implementing and Using AutoLockbox.....	12-2
Objectives.....	12-3
Agenda.....	12-4
Oracle Receivables Overview.....	12-5
Receipts Overview.....	12-6
How Receipts Are Part of the Receivables Process.....	12-7
Agenda.....	12-8
What is a Lockbox?.....	12-9
Lockbox Cycle.....	12-10
Benefits of AutoLockbox.....	12-11
What Can I Use AutoLockbox For?.....	12-12
Review Question.....	12-13
Answer to Review Question.....	12-14
Prerequisites for AutoLockbox.....	12-15
Agenda.....	12-16
How Banks Transmit Files.....	12-17
Bank Data File Record Formats.....	12-18
How AutoLockbox Translates Bank Files.....	12-19
Example of Bank Transmission Format.....	12-20
Review Question.....	12-21
Answer to Review Question.....	12-22
Importing Data Files Into Receivables.....	12-23
Importing Receipts.....	12-24
Review Question.....	12-25
Answer to Review Question.....	12-26
Validating Receipts.....	12-27
Review Question.....	12-29
Answer to Review Question.....	12-30

Post QuickCash.....	12-31
AutoLockbox Receipts Matching.....	12-32
Results of AutoLockbox Receipt Application.....	12-33
Review Question.....	12-34
Answer to Review Question.....	12-35
Running the Autolockbox Program.....	12-36
Demonstration.....	12-37
Applying Cross Currency Receipts.....	12-38
Importing and Applying Cross Currency Receipts.....	12-39
Cross Currency AutoLockbox Receipt Application Formula.....	12-40
Cross Currency AutoLockbox Requirements.....	12-41
Review Question.....	12-42
Answer to Review Question.....	12-43
Agenda.....	12-44
Maintaining AutoLockbox Transmission History.....	12-45
Correcting Transmission Errors.....	12-46
Resolving Unapplied Receipts.....	12-47
Review Question.....	12-48
Answer to Review Question.....	12-49
Agenda.....	12-50
Setting Up AutoLockboxes.....	12-51
Demonstration.....	12-52
Setting Up AutoLockboxes.....	12-53
Demonstration.....	12-54
Defining AutoCash Rules.....	12-55
Profile Options.....	12-56
Summary.....	12-57
<b>R11i Processing Automatic Receipts.....</b>	<b>13-1</b>
Processing Automatic Receipts.....	13-2
Objectives.....	13-3
Agenda.....	13-4
Oracle Receivables Overview.....	13-5
Receipts Overview.....	13-6
How Receipts Are Part of the Receivables Process.....	13-7
Agenda.....	13-8
Automatic Receipts Overview.....	13-9
Terms and Definitions.....	13-10
Automatic Receipt Process.....	13-12
Review Question.....	13-13
Answer to Review Question.....	13-14
Agenda.....	13-15
Prerequisites for Automatic Receipts.....	13-16
Set Up Considerations.....	13-17
Setting Up Document Sequencing.....	13-18
Demonstration.....	13-19
Flagging Transactions for Automatic Receipts.....	13-20
Demonstration.....	13-21
Review Question.....	13-22
Answer to Review Question.....	13-23
Agenda.....	13-24
Using Automatic Receipts.....	13-25
Setting the Profile Option.....	13-26
Automatic Receipts Batch Process.....	13-27
Specifying Payment Methods.....	13-28
Payment Methods.....	13-29
Specifying Currency Information.....	13-30

Selecting an Action.....	13-31
Formatting Automatic Receipt Batches.....	13-32
Review Question.....	13-33
Answer to Review Question.....	13-34
Confirming Automatic Receipts.....	13-35
Recording Customer Confirmations.....	13-36
Review Question.....	13-37
Answer to Review Question.....	13-38
Demonstration.....	13-39
Updating Automatic Receipts.....	13-40
Agenda.....	13-41
Sending Automatic Remittances.....	13-42
Summary.....	13-43
<b>R11i Processing Credit Card Receipts.....</b>	<b>14-1</b>
Processing Credit Card Receipts.....	14-2
Objectives.....	14-3
Agenda.....	14-4
Oracle Receivables Overview.....	14-5
Receipts Overview.....	14-6
How Receipts Are Part of the Receivables Process.....	14-7
Agenda.....	14-8
Automatic Receipt Process.....	14-9
Credit Card Receipt Process.....	14-10
Benefits of Credit Card Processing.....	14-11
Review Question.....	14-12
Answer to Review Question.....	14-13
Credit Card Receipt Entry Methods.....	14-14
Flagging Manual Invoices for Credit Card Payment.....	14-15
Flagging Imported Receipts for Credit Card Payment.....	14-16
Review Question.....	14-17
Answer to Review Question.....	14-18
Entering Credit Card Orders in Order Management.....	14-19
Entering Credit Card Orders in iStore.....	14-20
Creating and Approving Automatic Receipt Batches.....	14-21
Review Question.....	14-22
Answer to Review Question.....	14-23
Partially Applying Payments.....	14-24
Creation and Approval Process for Credit Card Receipts.....	14-25
Approval Process.....	14-26
Remitting Credit Card Receipts.....	14-27
Review Question.....	14-28
Answer to Review Question.....	14-29
Agenda.....	14-30
Implementation Considerations for Credit Card Processing.....	14-31
Setting Up Credit Card Receipts.....	14-32
Demonstration.....	14-33
Summary.....	14-37
<b>R11i Remitting Customer Receipts.....</b>	<b>15-1</b>
Remitting Customer Receipts.....	15-2
Objectives.....	15-3
Agenda.....	15-4
Oracle Receivables Overview.....	15-5
Receipts Overview.....	15-6
Agenda.....	15-7
What is a Remittance?.....	15-8
Remittance Process.....	15-9

Creating Remittance Batches .....	15-10
Receipt Statuses .....	15-11
Remittance Batch Versus Receipt Batch .....	15-12
Review Question.....	15-13
Answer to Review Question .....	15-14
How to Remit Receipts.....	15-15
Remitting Receipts.....	15-16
Accounting Treatment of Receipts .....	15-17
Agenda.....	15-19
Setting Up Remittances .....	15-20
Defining Receipt Classes.....	15-21
Remittance Methods .....	15-22
Demonstration.....	15-23
Review Question.....	15-24
Answer to Review Question .....	15-25
Agenda.....	15-26
Remittance Process.....	15-27
How to Control the Remittance Process .....	15-28
Creating Remittance Batches.....	15-29
Demonstration.....	15-30
Review Question.....	15-32
Answer to Review Question .....	15-33
Practice 1 Overview.....	15-34
Practice 1 Instructions.....	15-35
Formatting Remittances.....	15-36
Reviewing Remitted Receipts.....	15-37
Summary.....	15-38
<b>R11i Implementing Receipts and Remittances.....</b>	<b>16-1</b>
R11i Implementing Receipts and Remittances .....	16-2
Objectives .....	16-3
Agenda.....	16-4
Overview of Oracle Receivables .....	16-5
Overview of Receipts .....	16-6
Overview of Receipt Setup.....	16-7
Agenda.....	16-8
Receipt Class, Payment Method, and Bank Account Relationship.....	16-9
Defining Banks .....	16-10
Defining Bank Accounts.....	16-11
Multiple Currency Banks.....	16-12
Demonstration.....	16-13
Review Question.....	16-14
Answer to Review Question .....	16-15
Using Receipt Classes.....	16-16
Defining Receipt Classes.....	16-17
Using Payment Methods.....	16-19
Demonstration.....	16-20
Associating a Bank Account with a Payment Method.....	16-21
Demonstration.....	16-22
Review Question.....	16-23
Answer to Review Question .....	16-24
Defining Receipt Sources .....	16-25
Demonstration.....	16-26
Defining Receivables Activities for Miscellaneous Receipts .....	16-27
Defining Receivables Activities for Earned and Unearned Discounts.....	16-28
Receivables Activity Features .....	16-29
Setting Up Receivables Activities .....	16-30

Review Question.....	16-31
Answer to Review Question .....	16-32
Defining AutoCash Rules .....	16-33
AutoCash Rules .....	16-34
Defining Application Rule Sets .....	16-36
Review Question.....	16-37
Answer to Review Question .....	16-38
Setting Up Cross-Currency Receipts .....	16-39
System Options Relating to Receipts.....	16-40
Demonstration.....	16-42
Review Question.....	16-43
Answer to Review Question .....	16-44
Profile Options.....	16-45
Agenda.....	16-47
Implementation Considerations for Receipts .....	16-48
Function Security.....	16-50
Summary.....	16-51
<b>11i Overview of Collections.....</b>	<b>17-1</b>
11i Overview of Collections .....	17-2
Objectives .....	17-3
Agenda.....	17-4
Oracle Receivables Overview.....	17-5
Collection Cycle .....	17-6
Agenda.....	17-7
Collection Scenarios .....	17-8
Collection Process .....	17-9
Overview of Collections Workbenches .....	17-10
Overview of Collections Workbench.....	17-11
Demonstration.....	17-12
Determining What Is Due.....	17-13
Oracle Receivables Reports .....	17-14
Review Question.....	17-15
Communicating with Customers.....	17-17
Customer Calls Window .....	17-18
Demonstration.....	17-19
Customer Calls Window .....	17-20
Correspondence Window.....	17-21
Dunning Letters and Statements .....	17-24
Review Question.....	17-25
Performing Daily Collection Tasks .....	17-27
Reviewing Customer Accounts.....	17-28
Viewing Transactions .....	17-29
Resolving Transactions in Dispute .....	17-30
Placing an Account on Credit Hold .....	17-31
Adjusting Customer Accounts .....	17-32
Agenda.....	17-33
Using iReceivables in Collections .....	17-34
iReceivables.....	17-35
Self-Service Access .....	17-36
Viewing Transactions and Activities .....	17-37
Demonstration.....	17-38
Using Credit Memo Workflow .....	17-39
Credit Memo Workflow.....	17-40
Review Question.....	17-41
Summary.....	17-43
<b>Managing Collections .....</b>	<b>18-1</b>

Managing Collections .....	18-2
Help .....	18-3
Using Help .....	18-4
Objectives .....	18-5
Agenda .....	18-6
Oracle Receivables Overview .....	18-7
Collections Overview .....	18-8
Collection Cycle .....	18-9
Agenda .....	18-10
Identifying Customers With Overdue Accounts .....	18-11
Reviewing Customer Accounts .....	18-12
Account Overview Window .....	18-13
Account Details Window .....	18-14
Aging Window .....	18-15
Using Folders .....	18-16
Demonstration .....	18-17
Review Question .....	18-18
Managing Customers With Overdue Accounts .....	18-20
Identify Calls .....	18-21
Recording Customer Calls .....	18-22
Recording Call Topics .....	18-23
Entering Call Actions .....	18-24
Review Question .....	18-25
Demonstration .....	18-27
Identifying Scheduled Collector Actions .....	18-28
Demonstration .....	18-29
The Correspondence Window .....	18-30
Using The Correspondence Window .....	18-31
Demonstration .....	18-32
Placing a Customer on Credit Hold .....	18-33
Resolving Past-Due and Disputed Items .....	18-34
Resolving Past Due Items .....	18-35
Practice Overview .....	18-36
Practice- Instructions .....	18-37
Agenda .....	18-39
Using Dunning Letters .....	18-40
Dunning at Customer and Site Levels .....	18-41
Dunning Methods .....	18-42
Previewing Customers to Be Dunned .....	18-43
Creating Custom Dunning Letters .....	18-44
Using The Staged Dunning Method .....	18-45
Generating Dunning Letters .....	18-46
Agenda .....	18-47
About Adjustments .....	18-48
Adjustment Status .....	18-49
Validating Adjustments in Oracle Receivables .....	18-50
Approving Adjustments .....	18-51
Creating Adjustments .....	18-52
Creating Manual Adjustments .....	18-53
Demonstration .....	18-54
Review Question .....	18-55
Creating Automatic Adjustments .....	18-57
Demonstration .....	18-58
Summary .....	18-59
<b>Collecting With iReceivables .....</b>	<b>19-1</b>
Collecting With iReceivables .....	19-2

Help .....	19-3
Using Help .....	19-4
Objectives .....	19-5
Agenda .....	19-6
Oracle Receivables Overview .....	19-7
How Collections Are Part of the Receivables process .....	19-8
Agenda .....	19-9
Using Internet Receivables .....	19-10
Internet Receivables .....	19-11
Internet Receivables Features .....	19-12
Business Benefits of Internet Receivables .....	19-13
Review Question .....	19-14
Getting Started .....	19-18
Using the Internet Receivables Toolbar .....	19-19
Contacting The Receivables Department .....	19-20
Review Question .....	19-21
Agenda .....	19-23
External and Internal User .....	19-24
External User and Multi-organization .....	19-26
Using Customer Search .....	19-27
Demonstration .....	19-28
Review Question .....	19-29
Agenda .....	19-33
Viewing Customer Account Information .....	19-34
Simple and Advanced Search .....	19-35
Review Question .....	19-36
Demonstration .....	19-38
Agenda .....	19-39
Viewing Invoices and Associated Activities .....	19-40
Demonstration .....	19-41
Viewing Detailed Transactions .....	19-42
Transaction Details Window .....	19-43
Review Question .....	19-44
Practice Overview .....	19-46
Practice .....	19-47
Agenda .....	19-49
Setting Up Internet Receivables .....	19-50
Configuring Internet Receivables .....	19-52
Summary .....	19-53
<b>Creating Credit Memos with iReceivables .....</b>	<b>20-1</b>
Creating Credit Memos With iReceivables .....	20-2
Help .....	20-3
Using Help .....	20-4
Objectives .....	20-5
Agenda .....	20-6
Oracle Receivables Overview .....	20-7
How Collections Are Part of the Receivables process .....	20-8
Agenda .....	20-9
Credit Memo Workflow .....	20-10
Business Benefits of Using Credit Memo Workflow .....	20-13
Review Question .....	20-14
Disputing a Bill .....	20-16
Reasons to Dispute a Bill .....	20-17
Stages in Disputing a Bill .....	20-18
Initiating a Dispute .....	20-19
Entering Dispute Information .....	20-20

Reviewing Dispute a Bill.....	20-21
Demonstration.....	20-22
Agenda.....	20-23
Approval Process.....	20-24
Using Credit Memo Workflow.....	20-25
Primary and Nonprimary Approver.....	20-26
Approval Paths.....	20-27
Review Question.....	20-28
Agenda.....	20-36
Credit Memo Request Process.....	20-37
Demonstration.....	20-38
Troubleshooting Credit Memo Workflow.....	20-39
Agenda.....	20-40
Viewing Confirmation Page.....	20-41
Viewing Notification.....	20-42
Approving a Notification.....	20-43
Viewing Approvals.....	20-44
Review Question.....	20-45
Demonstration.....	20-47
Practice Overview.....	20-48
Practice.....	20-49
Summary.....	20-51
<b>R11i Implementing Collections.....</b>	<b>21-1</b>
R11i Implementing Collections.....	21-2
Objectives.....	21-3
Agenda.....	21-4
Overview of Oracle Receivables.....	21-5
Collection Cycle.....	21-6
Agenda.....	21-7
Setting Up the Collections Windows.....	21-8
Defining Collectors.....	21-9
Collections.....	21-10
Review Question.....	21-11
Defining Aging Buckets.....	21-13
Aging Buckets.....	21-14
Specifying Aging Buckets.....	21-15
Review Question.....	21-16
Dunning Letters.....	21-18
Types of Dunning.....	21-19
Defining Dunning Letter Sets.....	21-20
Letter Sets.....	21-22
Demonstration.....	21-23
Practice Overview.....	21-24
Practice.....	21-25
Demonstration.....	21-28
Agenda.....	21-30
Flow of Information and Defaults.....	21-31
Using Folders.....	21-32
Demonstration.....	21-33
Implementation Considerations.....	21-34
Identifying User Functions for Collections Function Security.....	21-37
Function Security.....	21-38
Summary.....	21-39
<b>R11i Period Closing Process in Oracle Receivables.....</b>	<b>22-1</b>
Period Closing Process in Oracle Receivables.....	22-2
Objectives.....	22-3

Period Closing Process .....	22-4
Reporting in Oracle Receivables .....	22-5
Balancing Accounts Receivable Transactions .....	22-6
Reconciling Customer Balances .....	22-8
Generating Reconciliation Reports .....	22-9
Demonstration.....	22-12
Review Question.....	22-13
Answer to Review Question .....	22-14
Reconciling Transactions.....	22-15
Reconciling Receipts .....	22-16
Reconciling Journals.....	22-17
Comparing Transaction Categories.....	22-18
Running Revenue Recognition .....	22-19
Transferring Transactions to Oracle General Ledger.....	22-20
Transferring from Interface to GL .....	22-22
Using the Journal Import Program.....	22-23
Running GL Interface .....	22-24
Reconciling the General Ledger Transfer Process.....	22-26
Demonstration.....	22-27
Review Question.....	22-28
Answer to Review Question .....	22-29
Summary.....	22-30
<b>Overview of the Tax Accounting Process .....</b>	<b>23-1</b>
Overview of the Tax Accounting Process.....	23-2
Objectives .....	23-3
Agenda.....	23-4
Overview of Tax in Oracle Applications .....	23-6
Examples of Tax Support in Oracle Applications.....	23-8
Tax Processing on Transactions.....	23-10
Agenda.....	23-11
United States Sales Tax Partner Solutions.....	23-12
Tax Partners .....	23-13
Agenda.....	23-14
Tax Codes and Tax Groups .....	23-15
Agenda.....	23-16
Tax Accounting for Adjustments, Discounts, and Finance Charges.....	23-17
Agenda.....	23-18
Partial and Non-Recoverable Taxes.....	23-19
Agenda.....	23-21
Tax Management with the Tax Reporting Ledger .....	23-22
Summary.....	23-25
<b>R11i Using Oracle Applications with Taxware and Vertex .....</b>	<b>24-1</b>
Using Oracle Applications with Taxware and Vertex .....	24-2
Objectives .....	24-3
Agenda.....	24-4
Tax Partners Overview .....	24-5
Integrated Oracle Features .....	24-7
Tax Partners Functionality.....	24-8
Tax Process Overview .....	24-9
Review Question.....	24-11
Answer to Review Question .....	24-12
Agenda.....	24-13
Creating Customer Addresses.....	24-14
Demonstration.....	24-15
Creating Sales Orders .....	24-16
Running the Sales Order Acknowledgment Report.....	24-17

Importing Sales Orders Using AutoInvoice.....	24-18
Creating Manual Invoices.....	24-19
Crediting Invoices.....	24-20
Demonstration.....	24-21
Adjusting Invoices.....	24-22
Copying (Recurring) Invoices.....	24-23
Applying Exemptions to Invoice Lines.....	24-24
Running Tax Partner Reports.....	24-25
Agenda.....	24-26
Reconciliation/Period Close Steps.....	24-27
Audit Process.....	24-28
Review Question.....	24-29
Answer to Review Question.....	24-30
Report Terminology.....	24-31
Summary.....	24-32
<b>R11i Implementing Taxware and Vertex for US Sales Tax .....</b>	<b>25-1</b>
Implementing Taxware and Vertex for US Sales Tax.....	25-2
Objectives.....	25-3
Agenda.....	25-4
Tax Partners Overview.....	25-5
Tax Partners Functionality.....	25-7
Tax Process Overview.....	25-8
Review Question.....	25-9
Answer to Review Question.....	25-10
Agenda.....	25-11
Prerequisite Steps.....	25-12
Implementing US Sales Tax.....	25-13
Choose a Sales Tax Location Flexfield Structure.....	25-14
Setting Up Tax Engine Controls.....	25-15
Defining Tax Lookups.....	25-16
Demonstration.....	25-17
Determining States in Which You Are Not Required to Collect Tax.....	25-18
Defining Sales Tax Locations and Rates.....	25-19
Assigning Tax Accounts and Defining AutoAccounting.....	25-20
Defining Tax Exemptions.....	25-21
Defining Item Tax Rate Exceptions.....	25-22
Defining Tax Profile Options.....	25-23
Validating Customer Addresses.....	25-24
Agenda.....	25-25
Integration Steps.....	25-26
Providing Grants to the APPS Schema.....	25-27
Removing C Tax Vendor (Optional).....	25-28
Re-creating Synonyms.....	25-29
Re-creating Synonyms - Taxware.....	25-30
Re-creating Synonyms - Vertex.....	25-31
Setting Profile Options.....	25-32
Setting Up Lookup Code ARTAXVDR: Location Qualifier.....	25-33
Demonstration.....	25-34
Setting Up Tax Exemption Reason Lookup Codes.....	25-35
Setting Up Vendor-Specific Tax Codes (Optional).....	25-36
Setting Up System Options.....	25-37
Creating Index on Vertex Audit Table (Vertex Only).....	25-38
Verifying Tax Vendor Implementation.....	25-39
Setting Up Jurisdiction Codes (Optional).....	25-40
Setting Up Optional Fields (Optional).....	25-42
Review Question.....	25-44

Answer to Review Question .....	25-45
Setting Up Taxware STEP .....	25-46
Setting Up Vertex TDM .....	25-47
Customizations .....	25-48
Agenda.....	25-49
Monthly Procedures - Database Storage Requirements.....	25-50
Monthly Procedures - Address Validation Data .....	25-51
Monthly Procedures Diagram.....	25-52
Support Procedures.....	25-53
Requesting Support.....	25-54
Summary.....	25-55
<b>R11i Processing U.S. Sales and Use Taxes.....</b>	<b>26-1</b>
Processing US Sales and Use Taxes .....	26-2
Objectives .....	26-3
Agenda.....	26-4
Oracle e-Business Suite Applications that Process US Sales and Use Taxes .....	26-6
Partner Solutions.....	26-7
Agenda.....	26-8
Overview of US Sales Tax.....	26-9
US Sales Tax .....	26-10
Overview of US Use Tax.....	26-11
US Use Tax.....	26-12
Application of Sales and Use Taxes .....	26-13
Agenda.....	26-14
Oracle Receivables Tax Overview.....	26-15
Calculating US Sales Tax in Oracle Receivables .....	26-16
Processing US Sales Tax in Oracle Receivables .....	26-17
Querying and Changing Transactions in Oracle Receivables.....	26-19
Adjusting Sales Tax when Copying Invoices .....	26-20
Demonstration.....	26-21
Entering and Changing Sales Tax Credit Memo Information in Oracle Receivables.....	26-22
Entering Sales Tax Credit Memo Information in Oracle Receivables.....	26-23
Demonstration.....	26-24
Tax Exemptions in Oracle Receivables .....	26-25
Tax Exceptions in Oracle Receivables .....	26-26
Printing Tax Information .....	26-27
US Sales Tax Adjustments in Oracle Receivables.....	26-28
Reconciling Sales Tax Returns to the General Ledger .....	26-29
US Sales Tax Report.....	26-30
General Ledger Account Analysis Report .....	26-31
Sales Journal by General Ledger Account Report.....	26-32
Adjustments Register.....	26-33
Review Questions .....	26-34
Solutions to Review Questions .....	26-35
Processing Sales Tax in Oracle Order Management.....	26-36
Demonstration.....	26-38
Review Question.....	26-39
Solution to Review Question .....	26-40
Agenda.....	26-41
Oracle Payables Tax Overview.....	26-42
Processing Taxes in Oracle Payables.....	26-43
Setting Up US Sales Tax in Oracle Payables.....	26-44
Setting Up US Use Tax in Oracle Payables.....	26-45
Prerequisites for Processing Taxes in Oracle Payables.....	26-46
Entering Sales or Use Taxes in the Invoice Workbench.....	26-47
Demonstration.....	26-49

Entering Taxes in the Invoice Gateway .....	26-50
Invoice Tax Restrictions .....	26-51
Demonstration.....	26-52
Review Questions .....	26-53
Solutions to Review Questions .....	26-54
Processing US Sales and Use Tax in Oracle Purchasing .....	26-55
Entering Sales or Use Taxes in Purchase Order Shipments.....	26-56
Demonstration.....	26-57
US Use Tax Reports .....	26-58
Review Question.....	26-59
Solution to Review Question .....	26-60
Summary.....	26-61
<b>R11i Implementing US Sales and Use Taxes .....</b>	<b>27-1</b>
Implementing US Sales and Use Taxes .....	27-2
Objectives .....	27-3
Agenda.....	27-4
US Sales Tax Overview.....	27-5
US Use Tax Overview .....	27-6
Agenda.....	27-7
Oracle Receivables Tax Overview.....	27-8
Setting Up Tax in the System Options Window .....	27-9
Demonstration.....	27-10
Defining Location Tax Code .....	27-11
Defining Tax Lookups.....	27-12
Defining Sales Tax Locations and Rates .....	27-13
Using the Sales Tax Rate Interface to Import Sales Tax Information.....	27-14
Review Question.....	27-15
Answer to Review Question .....	27-16
Assigning Tax Accounts and Defining AutoAccounting.....	27-17
Defining Tax Exemptions and Item Tax Rate Exceptions.....	27-18
Enabling Calculation of Sales Tax on Freight .....	27-19
Defining Tax Profile Options .....	27-20
Creating International Customers and Sites.....	27-21
Review Question.....	27-22
Answer to Review Question .....	27-23
(Optional) Entering Tax Authorities .....	27-24
(Optional) Implementing Tax Partners .....	27-25
Oracle Order Management Tax Overview.....	27-26
Defining Profile Options.....	27-27
Other Products .....	27-28
Review Question.....	27-29
Answer to Review Question .....	27-30
Agenda.....	27-31
Oracle Payables Tax Overview.....	27-32
Tax Recovery.....	27-34
Tax Codes.....	27-35
Setting Up for Use Tax .....	27-36
Practice with Solution.....	27-37
Tax Financials Options .....	27-38
Defaulting Tax.....	27-39
Automatic Tax Calculation Overview .....	27-40
Setting Up Options for Automatic Tax Calculation.....	27-41
Setting Up Suppliers and Supplier Sites for Automatic Tax Calculation .....	27-42
Demonstration.....	27-43
Oracle Purchasing Tax Overview .....	27-44
Defaulting Tax.....	27-45

Summary.....	27-46
<b>R11i Implementing Global Taxes (Order to Cash).....</b>	<b>28-1</b>
Implementing Global Taxes (Order to Cash).....	28-2
Objectives.....	28-3
Agenda.....	28-4
Global Taxes Overview.....	28-5
Tax/VAT Overview.....	28-6
Oracle Order Management Global Taxes Overview.....	28-7
Oracle Receivables Global Taxes Overview.....	28-8
Review Question.....	28-9
Answer to Review Question.....	28-10
Agenda.....	28-11
Setup Steps.....	28-12
Choosing Tax Method - Item Method.....	28-13
Choosing Tax Method - Account Method.....	28-14
Defining Tax Codes and Rates.....	28-15
Setting Up Inclusive and Exclusive Tax (Optional).....	28-16
Setting Up Tax Groups (Optional).....	28-17
Tax Groups Overview.....	28-18
Multiple Taxes.....	28-19
Compound Tax Example.....	28-20
Review Question.....	28-21
Answer to Review Question.....	28-22
Defining Condition Sets.....	28-23
Setting Up Tax Groups for Distance Sales.....	28-24
Defining Group Constraints.....	28-25
Demonstration.....	28-26
Setting Up Account Method (Optional).....	28-27
Setting Up Item Method.....	28-28
Choosing a Sales Tax Location Flexfield Structure.....	28-29
Defining Tax Preferences, Defaults, and Rules.....	28-30
Review Question.....	28-31
Answer to Review Question.....	28-32
Defining Tax Exemptions.....	28-33
Demonstration.....	28-34
Defining Transaction Types.....	28-35
Defining AutoAccounting for Tax.....	28-36
Enabling Calculation of Tax on Freight.....	28-37
Defining Tax Profile Options.....	28-38
Agenda.....	28-39
Tax Accounting Overview.....	28-40
Setting Up Tax Accounting for Deferred Tax.....	28-41
Defining Receivables Activities.....	28-42
Setting Up Tax Accounting for Miscellaneous Transactions.....	28-43
Setting Up Tax Accounting for Discounts.....	28-44
Setting Up Tax Accounting for Adjustments and Finance Charges.....	28-45
Specifying Default Receivables Activity for Finance Charges (Optional).....	28-46
Demonstration.....	28-47
Summary.....	28-48
<b>R11i Processing Global Taxes.....</b>	<b>29-1</b>
Processing Global Taxes.....	29-2
Objectives.....	29-3
Agenda.....	29-4
Global Taxes Overview.....	29-5
Tax/VAT Overview.....	29-6
Tax Codes Overview.....	29-7

Tax Recovery.....	29-8
Tax Groups Overview.....	29-9
Agenda.....	29-10
Oracle Purchasing Global Taxes Overview.....	29-11
Entering Tax Information for Purchase Orders.....	29-12
Entering Tax Information for Releases.....	29-13
Entering Tax Information for Requisitions.....	29-14
Viewing Tax information.....	29-15
Practice with Solution.....	29-16
Agenda.....	29-17
Oracle Payables Global Taxes Overview.....	29-18
Oracle Payables Tax Defaulting Overview.....	29-19
Entering Invoices with Tax Groups.....	29-20
Manually Entering Tax Distributions in the Invoice Workbench.....	29-21
Automatic Tax Calculation Overview.....	29-22
Using Automatic Tax Calculation - Header Level.....	29-23
Using Automatic Tax Calculation - Line and Tax Code Level.....	29-24
Previewing Tax Calculation.....	29-25
Demonstration.....	29-26
Offset Taxes Overview.....	29-27
Manually Entering Offset Taxes.....	29-28
Automatically Entering Offset Taxes.....	29-29
Recording Taxes on Expense Reports.....	29-30
Review Question.....	29-31
Answer to Review Question.....	29-32
Agenda.....	29-33
Oracle Order Management Global Taxes Overview.....	29-34
Entering and Viewing Tax Information for Sales Orders.....	29-35
Demonstration.....	29-36
Agenda.....	29-37
Oracle Receivables Global Taxes Overview.....	29-38
Entering and Viewing Tax Information for Transactions.....	29-39
Calculating Multiple and Compound Taxes.....	29-40
Example of Multiple Tax Lines.....	29-41
Example of Compound Tax Lines.....	29-42
Demonstration.....	29-43
Entering and Updating Tax in Credit Memos.....	29-44
Tax in Other Receivables Documents.....	29-45
Entering Tax Information for Miscellaneous Transactions.....	29-46
Review Question.....	29-47
Answer to Review Question.....	29-48
Summary.....	29-49
<b>R11i Reporting Global Taxes.....</b>	<b>30-1</b>
Reporting Global Taxes.....	30-2
Objectives.....	30-3
Agenda.....	30-4
Global Taxes Overview.....	30-5
Tax/VAT Overview.....	30-6
Oracle Purchasing Global Taxes Overview.....	30-7
Oracle Payables Global Taxes Overview.....	30-8
Oracle Order Management Global Taxes Overview.....	30-9
Oracle Receivables Global Taxes Overview.....	30-10
Review Question.....	30-11
Answer to Review Question.....	30-12
Agenda.....	30-13
Overview of Reports for Global Taxes.....	30-14

Defining Report Sets.....	30-15
Submitting Reports and Request Sets.....	30-16
Review Question.....	30-17
Answer to Review Question.....	30-18
Tax Audit Trail Report.....	30-19
Intra-EU VAT Audit Trail Report.....	30-20
Customers with Invoices at 0 VAT and no VAT Registration Number Report.....	30-21
VAT Exception Report.....	30-22
Tax Reconciliation Report.....	30-23
Tax Register Report.....	30-24
Practice.....	30-25
Practice Solution.....	30-26
Demonstration.....	30-27
Country-Specific Reports.....	30-28
Agenda.....	30-29
Tax Reporting Ledger Overview.....	30-30
Tax Extract Overview.....	30-31
Sources of Data.....	30-32
Reports, Concurrent Programs, and Register Types.....	30-33
Financial Tax Register.....	30-34
Multiple Organization Reporting.....	30-35
Cross-Product Reporting.....	30-36
Matrix Reporting.....	30-37
Review Question.....	30-38
Answer to Review Question.....	30-39
RX-Only: Financial Tax Register.....	30-40
Publish RX Reports.....	30-41
Building a Report.....	30-42
Tax Reporting Ledger Columns.....	30-43
Available Column Groups.....	30-44
Demonstration.....	30-45
Summary.....	30-46



# Preface

---

## **Profile**

### **Prerequisites**

- R11i Navigating Oracle Applications

### **How This Course Is Organized**

This course is an instructor-led course featuring lecture and hands-on exercises. Online demonstrations and written practice sessions reinforce the concepts and skills introduced.

## **Related Publications**

### **Oracle Publications**

#### Additional Publications

- System release bulletins
- Installation and user's guides
- read.me files
- Oracle Magazine

# Typographic Conventions

## Typographic Conventions in Text

Convention	Element	Example
Bold italic	Glossary term (if there is a glossary)	The <i><b>algorithm</b></i> inserts the new key.
Caps and lowercase	Buttons, check boxes, triggers, windows	Click the Executable button. Select the Can't Delete Card check box. Assign a When-Validate-Item trigger to the ORD block. Open the Master Schedule window.
Courier new, case sensitive (default is lowercase)	Code output, directory names, filenames, passwords, pathnames, URLs, user input, usernames	Code output: <code>debug.set ('I", 300);</code> Directory: <code>bin (DOS), \$FMHOME (UNIX)</code> Filename: Locate the <code>init.ora</code> file. Password: User <code>tiger</code> as your password. Pathname: Open <code>c:\my_docs\projects</code> URL: Go to <code>http://www.oracle.com</code> User input: Enter <code>300</code> Username: Log on as <code>scott</code>
Initial cap	Graphics labels (unless the term is a proper noun)	Customer address ( <i>but</i> Oracle Payables)
Italic	Emphasized words and phrases, titles of books and courses, variables	Do <i>not</i> save changes to the database. For further information, see <i>Oracle7 Server SQL Language Reference Manual</i> . Enter <code>user_id@us.oracle.com</code> , where <i>user id</i> is the name of the user.
Quotation marks	Interface elements with long names that have only initial caps; lesson and chapter titles in cross-references	Select "Include a reusable module component" and click Finish.  This subject is covered in Unit II, Lesson 3, "Working with Objects."
Uppercase	SQL column names, commands, functions, schemas, table names	Use the SELECT command to view information stored in the LAST_NAME column of the EMP table.

Convention	Element	Example
Arrow	Menu paths	Select File→ Save.

Brackets	Key names	Press [Enter].
Commas	Key sequences	Press and release keys one at a time: [Alternate], [F], [D]
Plus signs	Key combinations	Press and hold these keys simultaneously: [Ctrl]+[Alt]+[Del]

## Typographic Conventions in Code

Convention	Element	Example
Caps and lowercase	Oracle Forms triggers	When-Validate-Item
Lowercase	Column names, table names	SELECT last_name FROM s_emp;
	Passwords	DROP USER scott IDENTIFIED BY tiger;
	PL/SQL objects	OG_ACTIVATE_LAYER (OG_GET_LAYER (`prod_pie_layer`))
Lowercase italic	Syntax variables	CREATE ROLE <i>role</i>
Uppercase	SQL commands and functions	SELECT userid FROM emp;

## Typographic Conventions in Navigation Paths

This course uses simplified navigation paths, such as the following example, to direct you through Oracle Applications.

(N) Invoice > Entry > Invoice Batches Summary (M) Query > Find (B) Approve

This simplified path translates to the following:

1. (N) From the Navigator window, select Invoice > Entry > Invoice Batches Summary.
2. (M) From the menu, select Query > Find.
3. (B) Click the Approve button.

### Notations :

(N) = Navigator

(M) = Menu

(T) = Tab

(I) = Icon

(H) = Hyperlink

(B) = Button

## Typographical Conventions in Help System Paths

This course uses a “navigation path” convention to represent actions you perform to find pertinent information in the Oracle Applications Help System.

The following help navigation path, for example—

(Help) General Ledger > Journals > Enter Journals

—represents the following sequence of actions:

1. In the navigation frame of the help system window, expand the General Ledger entry.
2. Under the General Ledger entry, expand Journals.
3. Under Journals, select Enter Journals.
4. Review the Enter Journals topic that appears in the document frame of the help system window.

## Getting Help

Oracle Applications provides you with a complete online help facility.

Whenever you need assistance, simply choose an item from the Help menu to pinpoint the type of information you want.

### To display help for a current window:

1. Choose Window Help from the Help menu, click the Help button on the toolbar, or hold down the Control key and type 'h'.

A web browser window appears, containing search and navigation frames on the left, and a frame that displays help documents on the right.

The document frame provides information on the window containing the cursor. The navigation frame displays the top-level topics for your responsibility, arranged in a tree control.

2. If the document frame contains a list of topics associated with the window, click on a topic of interest to display more detailed information.

3. You can navigate to other topics of interest in the help system, or choose Close from your web browser's File menu to close help.

### **Searching for Help**

You can perform a search to find the Oracle Applications help information you want. Simply enter your query in the text field located in the top-left frame of the browser window when viewing help, then click the adjacent Find button.

A list of titles, ranked by relevance and linked to the documents in question, is returned from your search in the right-hand document frame. Click on whichever title seems to best answer your needs to display the complete document in this frame. If the document doesn't fully answer your questions, use your browser's Back button to return to the list of titles and try another.

# **Processing Invoices Using AutoInvoice**

## **Chapter 8**

## Processing Invoices Using AutoInvoice

Oracle Receivables 11i

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### Help

**You can use the Help to assist you in Oracle Receivables. Use Help for:**

- **An explanation of the Toolbar icons**
- **An explanation of each region of the Navigator**
- **Detailed information about each Oracle Receivables window**
- **Searches for information by entering your query in the Search field and clicking the Find button**

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### Using Help

**For Help paths in this module, start with:**

**Applications Help Library**

**Oracle Financial Applications**

**Oracle Receivables**

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### Objectives

After this module, you should be able to:

- Describe the AutoInvoice process
- Correct errors by using AutoInvoice Exception Handling
- Set up AutoInvoice
- Describe how to import invoices using different sources

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# Agenda

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## Agenda

- Overview of the transaction process
- AutoInvoice process
- Correcting errors
- Setting up
- Importing invoices with different sources

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# Agenda

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## Agenda

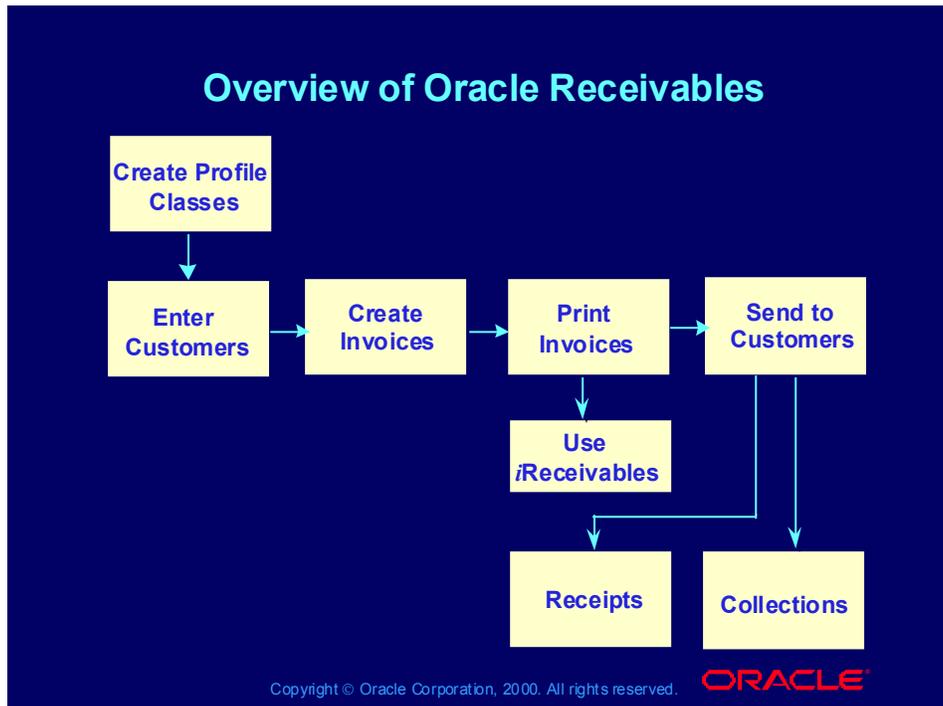
- Overview of the transaction process
- AutoInvoice process
- Correcting errors
- Setting up
- Importing invoices with different sources

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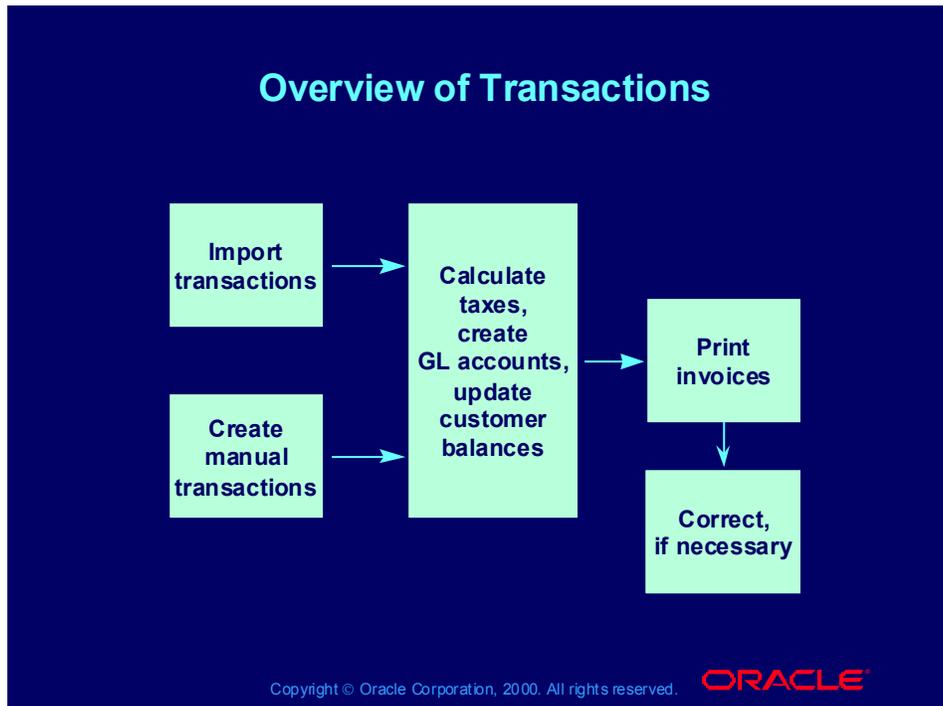
# Overview of Oracle Receivables

---



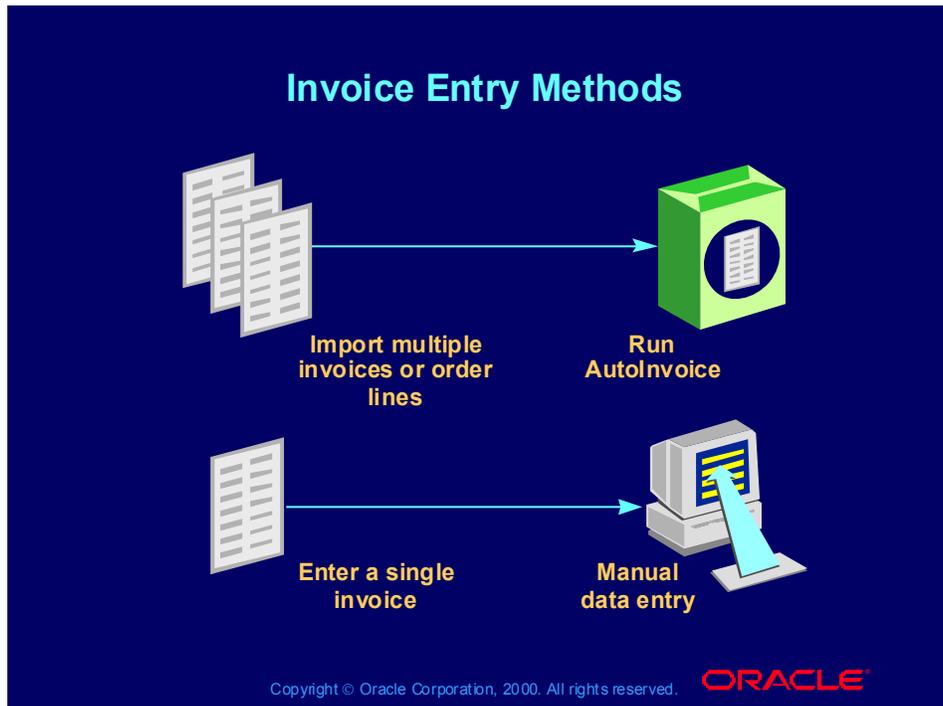
# Overview of Transactions

---



# Invoice Entry Methods

---



# Agenda

---

## Agenda

- Overview of the transaction process
- **AutoInvoice process**
- Correcting errors
- Setting up
- Importing invoices with different sources

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### AutoInvoice Overview

**With AutoInvoice, you can:**

- **Import large numbers of transactions for seamless integration from Oracle or non-Oracle systems**
  - Invoices
  - Debit memos
  - Credit memos
  - On-account credits
- **Calculate taxes for the imported transactions, or pass the tax through the tables**
- **Correct errors easily online**

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Help: Transactions > AutoInvoice > Overview of AutoInvoice

### Integration

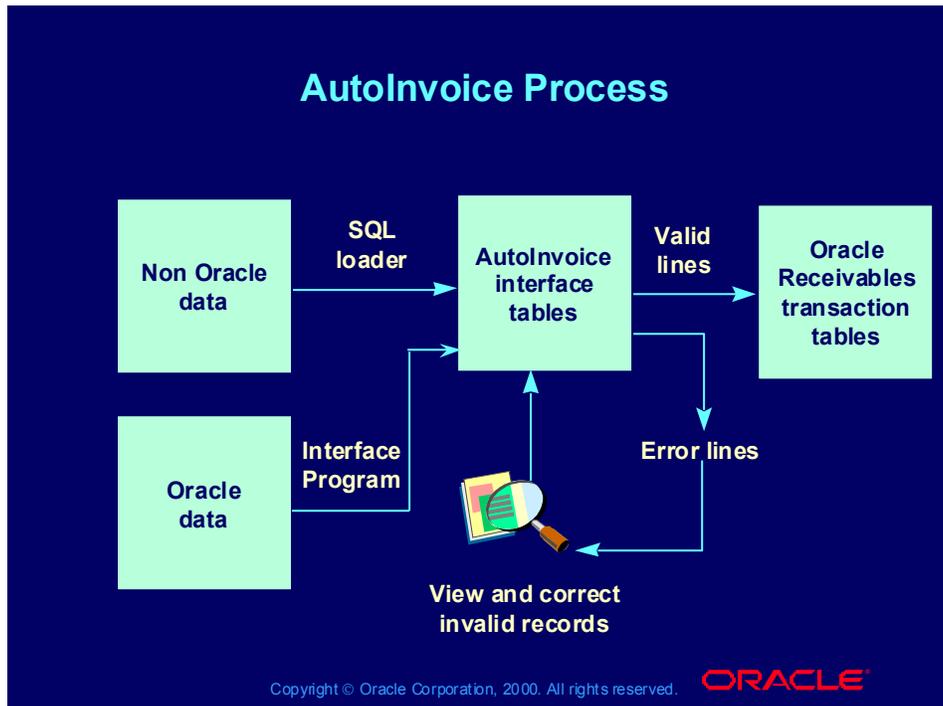
- **Oracle Receivables can create invoices from the following Oracle applications:**
  - **Oracle Order Management**
  - **Oracle Projects**
  - **Oracle Service**
  - **Oracle Property Manager**
- **Oracle Receivables can create invoices from the following non-Oracle applications:**
  - **Legacy system (for transaction history)**
  - **Non-Oracle billing applications**
  - **Non-Oracle order entry applications**

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# AutoInvoice Process

---



## Review Question

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### Review Question

**Invoices can be imported from which Oracle Application?**

- A. iStore**
- B. Payables**
- C. General Ledger**
- D. Projects**

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## Review Question

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### Review Question

**Invoices can be imported from which Oracle Application?**

- A. iStore**
- B. Payables**
- C. General Ledger**
- D. Projects**

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## Review Question

---

### Review Question

**You can import invoices, debit memos, and credit memos but not deposits and guarantees.**

- A. True**
- B. False**

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## Review Question

---

### Review Question

**You can import invoices, debit memos, and credit memos but not deposits and guarantees.**

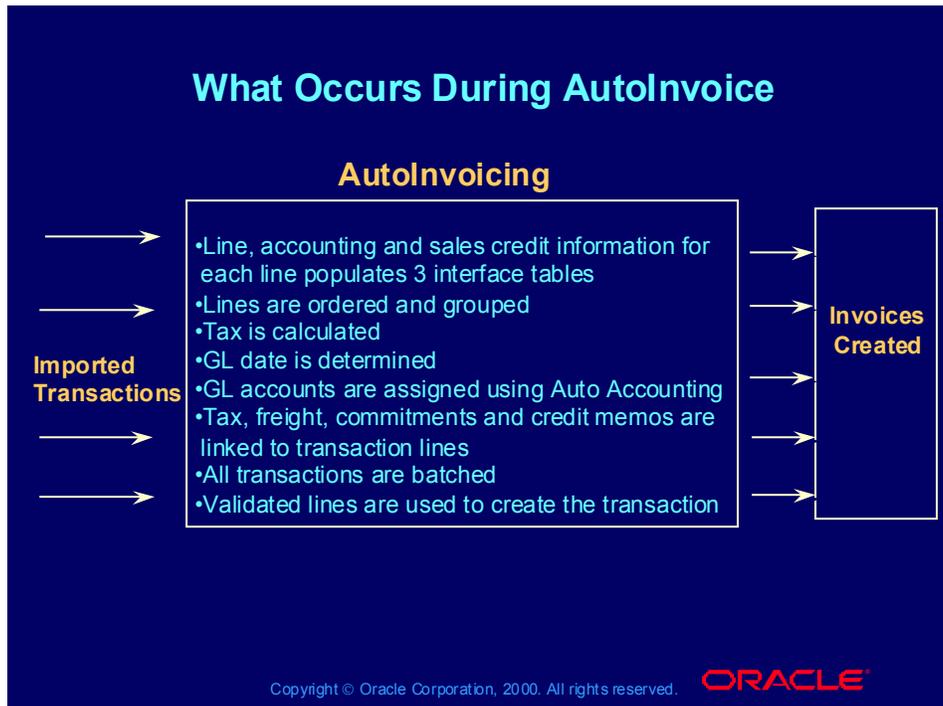
- A. True**
- B. False**

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# What Occurs During AutoInvoice

---



### Using AutoInvoice

- **Grouping rules are mandatory and determine how transaction lines are grouped into transactions**
- **Optionally, you can use line-ordering rules to determine the order in which lines are displayed on a transaction**
- **To uniquely identify imported transactions and link the tax, freight, commitments and credit memos, define the Transaction flexfields**
- **AutoInvoice validates your data by ensuring that the columns in Receivable's Interface tables reference the appropriate values and columns in Receivables.**

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Help: Transactions > AutoInvoice > Importing Transactions Using AutoInvoice

# Grouping Related Transactions

**Grouping Related Transactions**  
**Grouping Rules Example**

AutoInvoice Records			Transaction Flexfields	
Currency	Bill to	Item	Attr (Order #)	Attr2 (Order Type)
USD	ACME	A	5001	Domestic
USD	ACME	B	5002	Domestic
USD	ACME	C	112	No Ship
USD	ACME	D	501	International
USD	ACME	E	502	International

**Grouping Rules**  
All mandatory rules (includes currency and bill to)  
+ optional rule: Transaction flexfield Attribute2



**Invoice 1**  
Item A & B



**Invoice 2**  
Item C



**Invoice 3**  
Item D & E

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## Matching Transaction Attributes

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### Matching Transaction Attributes

Grouping and ordering rules must include required attributes and may include optional attributes.

- **Required attribute examples**
  - **Bill-To Address**
  - **Currency**
  - **GL Date**
  - **Primary salesperson**
- **Optional attribute examples**
  - **Accounting rule**
  - **Sales Order**
  - **Tax Code**

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Help: Transactions > AutoInvoice > Using Grouping Rules to Create Transactions

### Using Line Ordering Rules

- **AutoInvoice uses line ordering rules to order and number the lines grouped into transactions. For example, you might want to use line ordering rules to ensure that the highest invoice line amounts are listed first.**
- **If an ordering rule is not defined, lines will appear on transactions in random order.**
- **You can specify a line ordering rule for each grouping rule.**

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Help: Transactions > AutoInvoice > Using Line Ordering Rules

## Review Question

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### Review Question

**Line Ordering Rules determine how transaction lines are grouped into transactions.**

- A. True**
- B. False**

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## Review Question

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### Review Question

**Line Ordering Rules determine how transaction lines are grouped into transactions.**

- A. True
- B. False

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## AutoInvoice Interface Tables

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### AutoInvoice Interface Tables

Oracle Receivables uses three interface tables for AutoInvoice:

- RA\_INTERFACE\_LINES
- RA\_INTERFACE\_DISTRIBUTIONS
- RA\_INTERFACE\_SALESCREDITS

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Help: Transactions > AutoInvoice > Receivables Tables

## RA\_INTERFACE\_LINES Table

---

### RA\_INTERFACE\_LINES Table

- This table contains information relating to all transactions to be processed by AutoInvoice. Transactions include invoices, debit memos, credit memos, and on-account credits.
- Each record contains line, tax, freight, or finance charges information.
- The Line\_Type field identifies the type of information contained in the record.
- A record can be a parent record: Line, Header Freight, or Charges; or a child record: Tax or line-level Freight.
- A child record is linked to the parent record using the Link-To Transaction flexfield.

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## RA\_INTERFACE\_DISTRIBUTIONS Table

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### RA\_INTERFACE\_DISTRIBUTIONS Table

- This table contains accounting distributions to be used by the transactions defined in RA\_INTERFACE\_LINES.
- Accounts defined in this table override any accounts created using AutoAccounting.
- You can choose to pass some or all account information to AutoInvoice. Any accounts that are not passed will be derived using AutoAccounting.
- Records in this table are linked to records in the RA\_INTERFACE\_LINES table using the Transaction flexfield.
- Not required if AutoAccounting determines GL distributions.

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## RA\_INTERFACE\_SALESCREDITS Table

---

### RA\_INTERFACE\_SALESCREDITS Table

- This table contains all sales credit information for the transactions in the RA\_INTERFACE\_LINES table.
- The two tables are linked using the Transaction flexfield.
- Not required if not tracking sales credit.

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## Review Question

---

### Review Question

Which of the following tables is always used during AutoInvoice?

- A. RA\_INTERFACE\_LINES
- B. RA\_INTERFACE\_SALESCREDITS
- C. RA\_INTERFACE\_DISTRIBUTIONS
- D. GL\_INTERFACE

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## Review Question

---

### Review Question

Which of the following tables is always used during AutoInvoice?

- A. RA\_INTERFACE\_LINES
- B. RA\_INTERFACE\_SALESCREDITS
- C. RA\_INTERFACE\_DISTRIBUTIONS
- D. GL\_INTERFACE

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## Using the Interface Tables

---

### Using the Interface Tables

Consider how the following invoice is represented in the RA\_INTERFACE\_LINES table.

Sample invoice:

Bill-To: ABC Inc

Date: 22-May-94

Freight: \$1,000

Finance Charges: \$55

	Amount	Tax	Total
10 Chairs @ \$200	2,000	160	2,160.00
10 Tables @ \$300	3,000		3,000.00
			-----
			<u>5,160.00</u>

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## RA\_INTERFACES\_LINES Table

---

<b>RA_INTERFACES_LINES Table</b>					
<b>Line_TYPE</b>	<b>Header Info Columns</b>	<b>Line Info Columns</b>	<b>Freight Info Columns</b>	<b>Tax Info Column</b>	<b>Charges Info Column</b>
<b>Line</b>	<b>Bill To Date</b>	<b>Chairs \$2000</b>			
<b>Line</b>	<b>Bill To Date</b>	<b>Tables \$3000</b>			
<b>Freight</b>	<b>Bill To Date</b>		<b>1000</b>		
<b>Tax</b>				<b>160</b>	
<b>Charges</b>	<b>Bill To Date</b>				<b>55</b>

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## Transaction Flexfields

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### Transaction Flexfields

- **Transaction flexfields are descriptive flexfields that AutoInvoice uses to uniquely identify transaction lines.**
- **Because they are unique for each transaction line, they can also be used to reference and link to other lines.**
- **Receivables lets you determine how you want to build your transaction flexfield structure and what information you want to capture.**
- **Define a flexfield for each import source. Specify which one to use during import.**

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Help: Transactions—>AutoInvoice—>Transaction Flexfields

## Using the Link-To or Reference Transaction Flexfield

### Using the Link-To or Reference Transaction Flexfield

Consider an invoice against a commitment. This invoice has two line records, one header freight record, and one tax record. The records are represented in the interface table as follows.

Line Type	Line Flex Context			Line-To Flex Context			Reference Flex Context			Ref ID
		1	2		1	2		1	2	
Line	OE	A	1							3
Line	OE	A	2							3
Freight	OE	A	3							
Tax	OE	A	4	OE	A	1				

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## Types of Transaction Flexfields

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### Types of Transaction Flexfields

- **Invoice Header (optional):** Specifies invoice header information
- **Line (required):** Uniquely identifies invoice lines
- **Link-To (optional):** Link tax and freight to invoice lines
- **Reference (optional):** Links credit memos to transactions

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Help: Transactions > AutoInvoice > Transactions

### Determining GL and Rule Start Dates

- For invoices that do not use rules, the general ledger date can be either passed or derived from the ship or sales-order date.
- For invoices that use rules, the general ledger date is derived from the rule start date.
- Depending on the type of accounting rule, AutoInvoice may derive the rule start date from the accounting rule, ship date, or sales-order date.

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### Determining Tax Liability

- **AutoInvoice gives you the flexibility to handle all your taxing needs for the following tax methods:**
  - VAT
  - Sales Tax
- **Sales tax is calculated by AutoInvoice using the tax rates associated with your shipping address.**
- **AutoInvoice automatically uses the sales tax engine to calculate tax for the invoice lines.**
- **You can import additional manual tax lines through the interface table.**

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## AutoInvoice Validation Checks- Overview

---

### AutoInvoice Validation Checks- Overview

- **Existence:** Ensures that the values for some columns are already defined
- **Batch Sources:** Ensures consistent values for fields in the Transaction Sources window
- **Uniqueness:** Ensures that the invoice number you supply is unique within a given batch source
- **Precision:** Ensures that amount and the accounted amount have the correct precision
- **Cross Validation:** Ensures that column values agree with each other
- **Validates lines for**
  - Accounting rules
  - Accounting periods

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Help: Transactions > AutoInvoice > AutoInvoice Validation

## Submitting AutoInvoice

---

### Submitting AutoInvoice

- **Process specific transactions or a range of transactions by entering report parameters.**
- **Use different selection criteria to submit individual transactions or groups of transactions for processing.**
- **An instance refers to how AutoInvoice groups and processes your transactions. Submitting a greater number of instances lets you import transactions into Receivables more quickly. You can submit a maximum of fifteen instances.**

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Help: Transactions > AutoInvoice > Importing Transactions Using AutoInvoice

## Demonstration

---

### Demonstration

**This demonstration will show how to submit  
AutoInvoice.**

**(N) Interfaces > AutoInvoice**

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# Agenda

---

## Agenda

- Overview of the transaction process
- AutoInvoice process
- **Correcting errors**
- Setting up
- Importing invoices with different sources

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### AutoInvoice Exception Handling

- Records that pass validation are transferred into Receivables transaction tables
- Records that fail validation are called exceptions; these records remain in the AutoInvoice interface tables
- Once you have corrected the errors, you must resubmit AutoInvoice
- Valid lines can not be changed in the AutoInvoice Exception Handling windows, only those lines with errors

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Help: Transactions > AutoInvoice > Correcting AutoInvoice Exceptions

### AutoInvoice Exception Handling Windows

- The **Interface Exceptions** window displays exception messages associated with all invalid records.
- The **Interface Lines** window displays all records in the interface tables that failed validation, provides an error message, and can be used to correct invalid records.
- The **Line Errors** window displays all errors associated with a specific line and can only be opened from the Interface Lines window.

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## Review Question

---

### Review Question

**You can make changes to any data in the AutoInvoice interface table using the AutoInvoice Exception Handling feature, not just incorrect data.**

- A. True**
- B. False**

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## Review Question

---

### Review Question

**You can make changes to any data in the AutoInvoice interface table using the AutoInvoice Exception Handling feature, not just incorrect data.**

- A. True**
- B. False**

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## Using the Interface Exceptions Window to View Errors

---

### Using the Interface Exceptions Window to View Errors

- The Interface Exceptions window displays the interface ID, exception type, error message, and the invalid value associated with each error.
- You cannot edit data in this window, but you can view the error message and easily correct the error by clicking the Details button.
- The error message and column name with erroneous data is displayed in the Message column, and the value that needs to be corrected is displayed in the Invalid Value column.

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## Using the Interface Lines Window to Correct Errors

---

### Using the Interface Lines Window to Correct Errors

- Once you click the Details button, the window opens that is applicable to the error. For example, if the error type is freight, the Interface Freight Lines window opens.
- If the error type is tax, the Interface Tax Lines window opens.
- You can correct errors in these windows.

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## Using the Line Errors Window to View Error Messages

---

### Using the Line Errors Window to View Error Messages

- You can view all errors associated with a single line by clicking the Errors button in the Interface Lines window.
- This window displays the interface ID, the error type, error message, and the invalid value.
- You might use this window when you access the Interface Lines window directly which does not display the error messages.
- The type indicates which button to click in the Interface Lines window.

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### Demonstration

This demonstration will show how to correct  
AutoInvoice errors using the following windows:

- Interface Exceptions window
- Interface Lines window
- Line Errors window

**(N) Control > AutoInvoice > Interface Lines**

**(N) Control > AutoInvoice > Interface Exceptions**

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## Review Question

---

### Review Question

You can correct errors in the:

- A. Interface Lines window
- B. Interface Exceptions window
- C. Submit AutoInvoice window
- D. A and B

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## Review Question

---

### Review Question

You can correct errors in the:

- A. Interface Lines window
- B. Interface Exceptions window
- C. Submit AutoInvoice window
- D. A and B

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### Practice Overview

**This practice covers the following topics:**

- **Using the Interface Exceptions window to locate errors**
- **Using the Interface Lines window to correct errors**

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## Practice Instructions

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### Practice Instructions

In this practice, you will query and correct autoinvoice errors using the new AutoInvoice Exception Handling feature.

1. Query all line type records and view the various errors.
2. Query the interface line ID given to you by your instructor. What is the error message?
3. What are your options for correcting this error?
4. Using the Interface Lines window, correct the error from Step 2.

**Hint:** Depending on the type of error, you may need to add a column by using the Folder feature.

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### Solution

Navigate to the Interface Exceptions window:

(N) Control—>AutoInvoice—>Interface Exceptions

1. Enter a query. In the Type field, select Line. Run the query. View the various errors.
2. Enter a query. In the Interface ID field, type the interface line ID given to you by the instructor. Run the query. View the error message in the Message field.
3. To correct this error, you can click the Details button, or you can open the Interface Lines window, query the record, and correct the error in that window.
4. Navigate to the Interface Lines window.

(N) Control—>AutoInvoice—>Interface Lines

Enter a query. In the Interface Line ID field, type the interface line ID given to you by the instructor. Run the query.

Move your cursor to the LINE\_TYPE field and select Show Field from the Folder menu to select a corresponding field name. In this example, you are correcting the Ship Via, therefore you should select SHIP\_VIA from the list. In the SHIP\_VIA field, select a valid ship via from the list of values. Save your work.

## Review Question

---

### Review Question

Once errors are corrected,:

- A. You must run the Receivables Interface again.
- B. Any lines that had been incorrect will automatically reimport.
- C. You do not need to do anything.
- D. You must rerun the AutoInvoice Program

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## Review Question

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### Review Question

Once errors are corrected,:

- A. You must run the Receivables Interface again.
- B. Any lines that had been incorrect will automatically reimport.
- C. You do not need to do anything.
- D. You must rerun the AutoInvoice Program**

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# Agenda

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## Agenda

- Overview of the transaction process
- AutoInvoice process
- Correcting errors
- **Setting up**
- Importing invoices with different sources

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### Setting Up AutoInvoice

Define the following:

- Transaction Batch Source
- AutoInvoice Line Ordering rules
- AutoInvoice Grouping rules
- Transaction flexfields
- AutoInvoice system options

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## Defining Transaction Sources

---

### Defining Transaction Sources

- **Assign a batch source type of Imported to invoices created by AutoInvoice**
- **The batch source allows you to**
  - **Reject or automatically correct the tax code**
  - **Reject transactions with invalid lines, or create the transactions excluding the invalid lines**
  - **Reject or automatically adjust the GL date if the transaction date falls in a closed period**

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Help: Setting Up-Transaction Batch Sources

### Defining Transaction Sources

- Use the **AutoInvoice Clearing** account to post difference between the passed and calculated revenue amount.
- AutoInvoice calculates the revenue amount by multiplying the quantity and unit selling price.
- If you don't want to use the **AutoInvoice Clearing** account, the passed and calculated revenue amount must be the same.

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## Demonstration

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### Demonstration

**This demonstration will show an example of a transaction source.**

**(N) Setup > Transactions > Sources**

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## Setting Up Line Ordering Rules

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### Setting Up Line Ordering Rules

- Line ordering rules are optional and are assigned to a grouping rule
- Receivables provides transaction attributes that you can use in your line ordering rules from the RA\_INTERFACE\_LINES\_ALL table
- Some examples are amount, sales order, and sales order date

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Help: Setting Up-AutoInvoice Line Ordering Rules

## Setting Up Grouping rules

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### Setting Up Grouping rules

- **Receivables provides two different types of transaction attributes: required and optional.**
- **You cannot add or delete required transaction attributes, but you can always add optional ones.**
- **A default grouping rule is provided with Oracle Receivables which groups lines using required transaction attributes.**
- **Optional transaction attributes are available to create custom grouping rules.**

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Help Path: Setting Up-Grouping Rules

### Grouping Rule Hierarchy

**Assign grouping rules to invoice sources, customer credit profile classes, or system options. AutoInvoice uses the following hierarchy to determine which grouping rule to use:**

- Invoice source
- Customer credit profile class
- System options

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### Demonstration

This demonstration will show examples of:

- Line Ordering Rules
- Grouping Rules

(N) Setup > Transactions > AutoInvoice > Line  
Ordering Rules

(N) Setup > Transactions > AutoInvoice > Grouping  
Rules

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## Review Question

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### Review Question

Which of the following determines the GL date of a transaction?

- A. Transaction flexfield
- B. System options
- C. Transaction batch source
- D. Grouping rules

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## Review Question

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### Review Question

Which of the following determines the GL date of a transaction?

- A. Transaction flexfield
- B. System options
- C. Transaction batch source
- D. Grouping rules

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### Defining Transaction Flexfields

- **Transactions flexfields are descriptive flexfields that AutoInvoice uses to uniquely identify transaction lines.**
- **Define transaction flexfields in the Descriptive Key Segments window**
- **The Line, Link-To, and Reference structures must be identical.**

**(N) System Administration: Profile > System**

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Help: Applied Technology > Oracle Applications Flexfields > Descriptive Flexfields Concepts

### Managing AutoInvoice System Options

- Specify the indices for the **GL\_CODE COMBINATIONS**, **MTL\_SYSTEM\_ITEMS**, and **RA\_TERRITORIES** tables. If these indices do not exist, enter the segment with the most distinct values.
- Use **SQL\*Trace** to tune AutoInvoice.
- Choose to manually or automatically delete records that AutoInvoice has successfully transferred into Oracle Receivables tables.
- Adjust the amount of memory allocated to AutoInvoice for validation.
- Specify the level of detail required in the AutoInvoice log file.

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Help: Setting Up > System Options > Transactions and Customers

## Demonstration

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### Demonstration

**This demonstration will show the System Options window relating to AutoInvoice.**

**(N) Setup > System > System Options**

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### Implementation Considerations for AutoInvoice

- What type of transactions or lines will be imported using AutoInvoice?
- Will you need to modify the transaction flexfield?
- How and when are errors identified (online or by using the report)?
- Who is responsible for correcting the errors and resubmitting the AutoInvoice program?
- Will you need to create grouping rules with optional attributes for customers who have specific invoicing requirements?

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# Agenda

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## Agenda

- Overview of the transaction process
- AutoInvoice process
- Correcting errors
- Setting up
- Importing invoices with different sources

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## Importing Invoices From Oracle Order Management

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### Importing Invoices From Oracle Order Management

- **Create a transaction batch source**
  - **Type of Imported**
  - **Use ID instead of Value**
  - **Automatic numbering**
- **Use the seeded transaction flexfield or modify if you require more detailed information imported.**
- **Create an invoice line ordering rule with the attribute SALES\_ORDER\_LINE to list the items on the invoice in the same order as they appear on the sales order**

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## Importing Invoices From Oracle Projects

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### Importing Invoices From Oracle Projects

- **Create a transaction batch source**
  - **Type of Imported**
  - **Use ID instead of Value**
  - **Manual numbering**
- **Use the seeded transaction flexfield or modify if you require more detailed information imported.**

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Help: Oracle Financial Applications > Oracle Projects-Integration  
with Other Oracle Applications > Oracle Receivables

## Importing Invoices From Non Oracle Systems

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### Importing Invoices From Non Oracle Systems

- **Create a transaction batch source**
  - Type of Imported
  - Use Value instead of ID
  - Manual numbering for importing existing invoices
  - Automatic numbering for creating new invoices
- **Define a transaction flexfield**
- **If you are importing existing invoices, define a grouping rule with optional attributes to group by the invoice number**

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Help: Transactions > AutoInvoice > Importing Data From Your Feeder System

## Review Question

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### Review Question

If you want to create transactions from a legacy system with an existing transaction number, what AutoInvoice feature would you use?

- A. Line ordering rules
- B. System options
- C. Transaction type
- D. Grouping rules

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## Review Question

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### Review Question

If you wanted create transactions from a legacy system with an existing transaction number, what AutoInvoice feature would you use?

- A. Line ordering rules
- B. System options
- C. Transaction type
- D. Grouping rules

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### Summary

**In this module, you should have learned how to:**

- **Describe how AutoInvoicing fits into the invoicing process**
- **Describe the AutoInvoice process**
- **Correct errors by using the AutoInvoice Lines window**
- **Enter AutoInvoice setup information in various windows**
- **Discuss the different import options when using different sources**

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# **R11i Implementing Customer Invoicing**

## **Chapter 9**

## R11i Implementing Customer Invoicing

Oracle Receivables 11i

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### Objectives

**After completing this module, you should be able to:**

- **Enter information relating to customer invoicing**
- **Discuss the major implementation considerations**

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# Agenda

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## Agenda

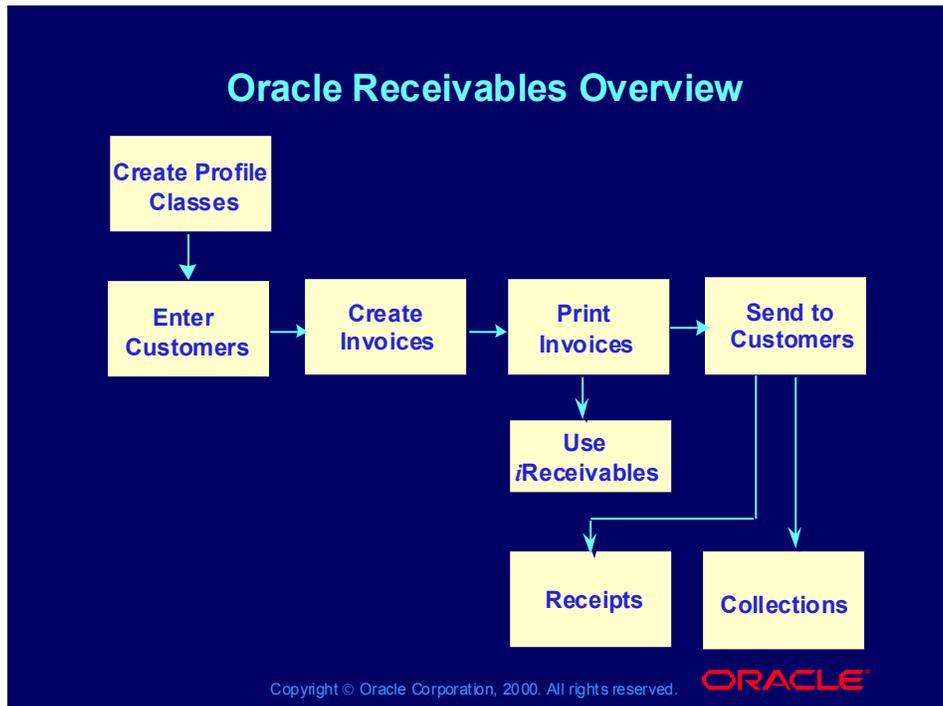
- **Entering invoice setup information**
- **Major implementation considerations**

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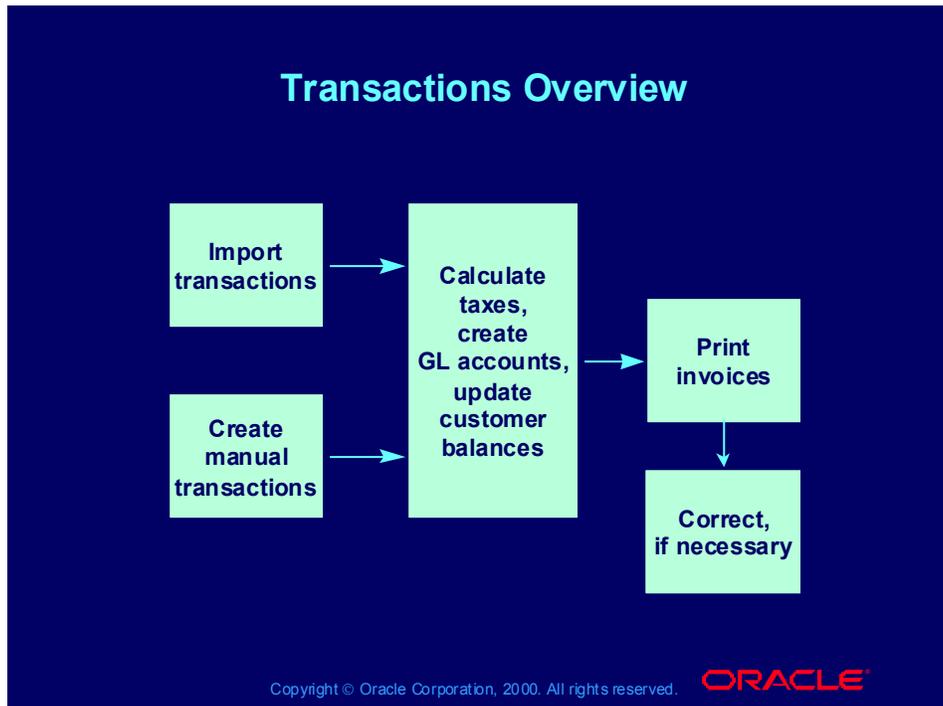
# Oracle Receivables Overview

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# Transactions Overview

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# Agenda

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## Agenda

- **Entering invoice setup information**
- **Major implementation considerations**

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## Required Setup Steps for Transactions

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### Required Setup Steps for Transactions

Before you can use customer invoices, the following must be set up:

- Transaction types
- AutoAccounting
- Payment terms
- Transaction batch sources
- Remit to addresses
- System and profile options

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## About Transaction Types

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### About Transaction Types

- You must set up transaction types before you can enter invoices.
- Transaction types can be used to set defaults and can control certain activities on a transaction.
- For each transaction type, you can select only one of six transaction classes.

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(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Transaction Types

### Demonstration

This demonstration will show a transaction type.

(N) Setup—>Transactions—>Transaction Types

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### Using Transaction Types

**Transaction types determine:**

- **The transaction class**
- **If the transaction can be posted to the GL**
- **If the transaction is an open receivable**
- **If tax can be calculated or freight can be entered**
- **The default credit memo type for an invoice**
- **The default invoice type for a commitment**

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## Transaction Type Options

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### Transaction Type Options

Option Name	Description
Allow Freight	Allow freight amounts to be entered
Tax Calculation	Calculate tax automatically
Creation Sign	Enter Positive, Negative, or Any Sign for the initial sign of the transaction. For guarantees and deposits, the creation sign must be Positive.

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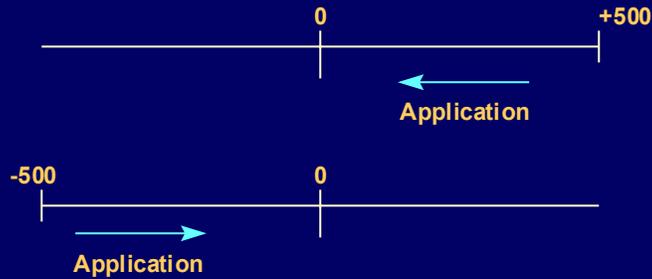
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## Using Natural Application Only

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### Using Natural Application Only

Applications are applied differently depending on the values of the transaction type options Natural Application Only and Allow Overapplication.



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## Review Question

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### Review Question

**Transaction types determine:**

- A. The tax code**
- B. If the transaction can come from Order Management**
- C. The type of receipt that can be applied to this transaction**
- D. If tax can be calculated or freight can be entered**

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### Answer to Review Question

**Transaction types determine:**

- A. The tax code
- B. If the transaction can come from Order Management
- C. The type of receipt that can be applied to this transaction
- D. If tax can be calculated or freight can be entered

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## AutoAccounting Overview

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### AutoAccounting Overview

- Oracle Receivables provides flexible setup for your transaction accounting by using AutoAccounting.
- You set up which value Oracle Receivables uses to build the accounting by selecting a pointer for each segment of your accounting flexfield.

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(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > AutoAccounting

## Demonstration

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### Demonstration

This demonstration will show AutoAccounting setup.

(N) Setup—>Transactions—>AutoAccounting

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### Using AutoAccounting

**Oracle Receivables determines the GL accounts for this invoice by determining a value for each segment of the accounting flexfield.**

**Invoice**

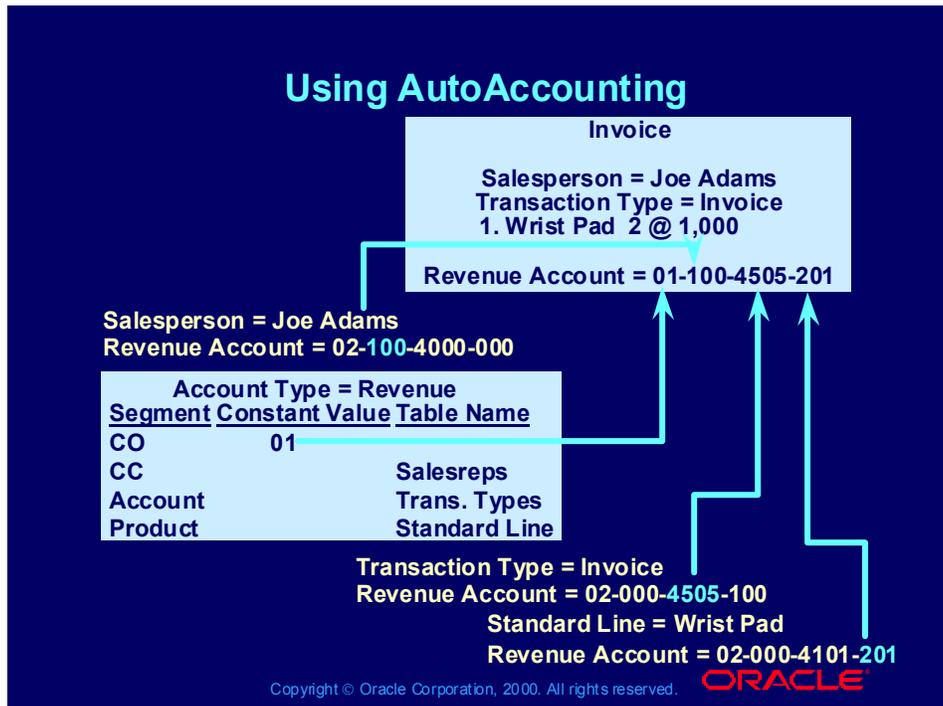
**Salesperson = Joe Adams  
Transaction Type = Invoice  
1. Wrist Pad 2 @ 1,000**

**Revenue Account = 01-100-4505-201**

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# Using AutoAccounting



## Tables Used by AutoAccounting Segment Values

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### Tables Used by AutoAccounting Segment Values

Account	Customer Bill To Site	Salesperson	Transaction Type	Standard Memo Line or Inventory Item	Tax Code
AutoInvoice Clearing	?	Yes (Revenue)	Yes	Yes (Revenue)	No
Freight	Yes	Yes	Yes	Yes (Revenue)	No
Receivable	Yes	Yes	Yes	No	No
Revenue	Yes	Yes	Yes	Yes	No
Tax	Yes	Yes (Revenue)	Yes	Yes (Revenue)	Yes
Unbilled Receivable	Yes	Yes (Receivable)	Yes	Yes (Revenue)	No
Unearned Revenue		Yes (Revenue)		Yes (Revenue)	

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## Using AutoAccounting

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### Using AutoAccounting

When you set up AutoAccounting, you define rules for how Oracle Receivables should derive the value for each segment. This can either be a constant value or a table.

Account Type = Revenue		
Segment	Constant Value	Table Name
CO	01	
CC		Salesreps
Account		Trans. Types
Product		Standard Line

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### Using AutoAccounting

For each account type, define the flexfield segments by selecting a table name or entering a constant value. The tables that can be used for segment values are Transaction Types, Salesperson, Bill To, Items, Tax Code.

## Payment Terms

---

### Payment Terms

- Define standard payment terms to determine payment schedules and percentages of discounts allowed.
- The formula used to determine the amount due is:  
$$\text{Amount Due} = \text{Relative Amount/Base Amount} \times \text{Invoice Amount}$$
- Select the Credit Check check box to trigger Order Management credit check.

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(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Payment Terms

### Payment Terms

- You can enter the number of days before the due date that the invoice should be printed.
- You can allow discounts on partial payments.
- Specify how to allocate tax and freight on invoices with split terms: in the first installment, or pro-rated across all installments.
- If you send your customers consolidated invoices, you can select the Last Day of Month check box or a specific day to send the consolidated bill.

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## Demonstration

---

### Demonstration

**This demonstration will show examples of different payment terms.**

**(N) Setup—>Transactions—>Payment Terms**

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## Transaction Sources

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### Transaction Sources

- **Control transaction batching and numbering and specify default transaction type**
- **Select validation options for imported transactions**
- **Assign batch sources to invoices, debit memos, commitments, credit memos, and on-account credits**
- **When setting up Credit Memo Workflow, assign a Manual source**
- **If you are using gapless numbering for invoices, select the Copy Document Number to Transaction Number check box.**

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(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Transaction Batch Sources

### Options for Imported Sources

- Assign a batch source type of Imported only to invoices created from AutoInvoice.
- If the tax rate does not match the tax rate for the tax code of the imported transaction, you can either correct the tax rate or reject the transaction.
- You can create or reject an invoice, debit memo, or credit memo that does not have valid transaction lines.

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### Options for Imported Sources

- **If there is a difference between the passed and calculated revenue amount, use the AutoInvoice Clearing account. AutoInvoice calculates the revenue amount by multiplying the quantity and unit selling price. If you don't want to use the AutoInvoice Clearing account, the passed and calculated revenue amount must be the same.**
- **If the transaction date is in a closed period, you can adjust the date to the first GL date of the next open or future period or you can reject the transaction.**

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## Demonstration

---

### Demonstration

This demonstration will show an example of a transaction source.

(N) Setup—>Transactions—>Sources

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## Review Question

---

### Review Question

**You can create transaction batch sources that are either manual or imported.**

- A. True**
- B. False**

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## Answer to Review Question

---

### Answer to Review Question

**You can create transaction batch sources that are either manual or imported.**

- A. True**
- B. False**

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## Remit To Addresses

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### Remit To Addresses

- Define remit to addresses to let customers know where to send payment.
- Assign each remit to address to one or more state, country, and postal code combination.
- Oracle Receivables automatically assigns all customers with bill-to addresses in the states and countries defined here to corresponding remit to addresses.

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(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Remit-To Addresses

## System Options Relating to Transactions

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### System Options Relating to Transactions

- Header Level Rounding Account
- Header Level Rounding
- Automatic Journal Import
- Allow Change to Printed Transactions
- Allow Transaction Deletion

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(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > System Options > Accounting

(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Options > Transactions

## System Options Relating to Transactions

---

### System Options Relating to Transactions

- **Require Salesperson**
- **Print Remit to Address**
- **Print Home Country**
- **Source of Territory**

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(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > System Options > Miscellaneous

## Demonstration

---

### Demonstration

**This demonstration will show the system options related to transactions.**

**(N) Setup—>System—>System Options**

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## Review Question

---

### Review Question

**You can control invoice numbering from the System Options window.**

- A. True**
- B. False**

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## Answer to Review Question

---

### Answer to Review Question

**You can control invoice numbering from the System Options window.**

- A. True**
- B. False**

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## Profile Options

---

### Profile Options

- **AR: Allow Update of Existing Sales Credits**
- **AR: Change Customer on Transaction**
- **AR: Default Exchange Rate Type**
- **AR: Document Number Generation Level**
- **AR: Override Adjustment Activity Account Option**
- **AR: Transaction Batch Source**
- **AR: Use Invoice Accounting For Credit Memos**

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(Help) Oracle Financial Applications > Oracle Receivables > Profile Options > Overview of Receivables User Profile Options

## Optional Setup Steps for Transactions

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### Optional Setup Steps for Transactions

The following are optional setup steps for customer invoices:

- Accounting rules
- Salespeople
- Standard memo lines
- Document sequencing
- Gapless transaction numbering
- Statements
- Consolidated billing

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## Defining Accounting Rules

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### Defining Accounting Rules

- **Assign one accounting rule to each invoice line.**
- **Use the Accounting, Fixed Duration type to recognize revenue evenly over a specific number of periods. You must enter the number of periods.**
- **Use the Accounting, Variable Duration type to recognize revenue by a percentage for the first period. The revenue is spread evenly amongst the number of periods you specify after that.**

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(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Accounting Rules

## Salespeople

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### Salespeople

- Define salespeople to allow you to allocate sales credit for transactions.
- Determine the source of the Territory flexfield default for the Transactions window by entering a value in the Source of Territory field in the Miscellaneous region of the Define System Options window.
- Determine whether a salesperson is required when entering transactions by selecting the check box for Require Salesreps in the Miscellaneous region of the System Options window.

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(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Salespersons

## Standard Memo Lines

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### Standard Memo Lines

- **Select one of the following standard line types: Charges, Freight, Line, or Tax.**
- **You can enter a tax code to associate with a standard memo line.**
- **If the price is constant, you can enter a unit price which defaults when this memo line is used.**

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(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Standard Memo Lines

## Setting Up Document Sequencing

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### Setting Up Document Sequencing

1. Enable Sequential Numbering profile option.
2. Define sequences.
3. Assign sequences to categories.

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**(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Document Sequences > Preparing Receivables**

## Setting Up Gapless Transaction Numbering

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### Setting Up Gapless Transaction Numbering

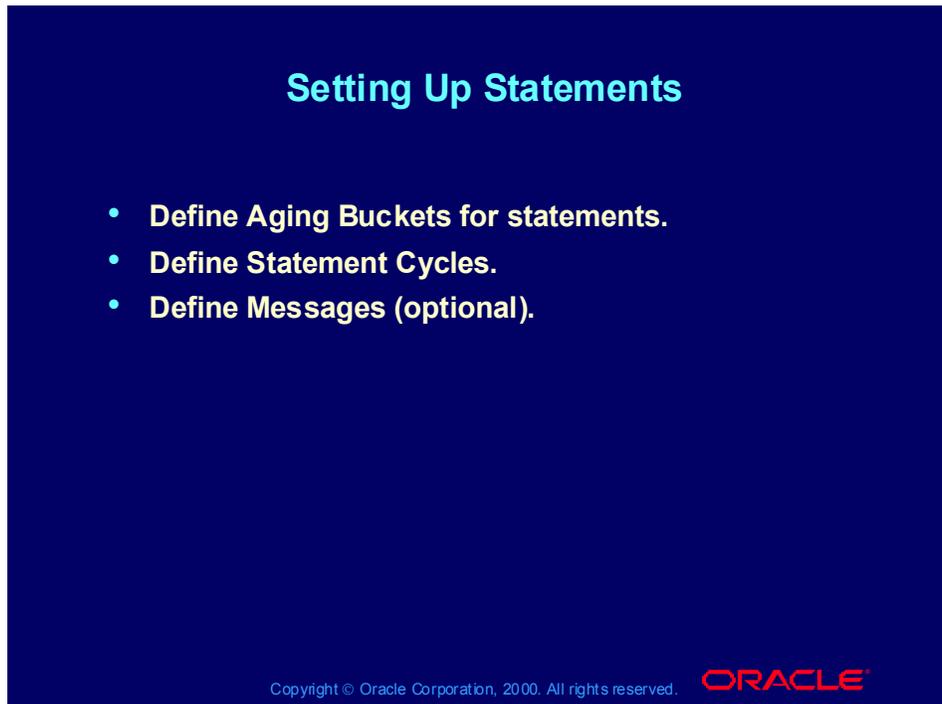
- **Select the Copy Document Number to Transaction Number check box when defining your transaction batch sources.**
- **Set up the AR: Document Number Generation Level profile option.**
- **Do not select the Allow Invoice Deletion check box in the System Options window.**

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## Setting Up Statements

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**Setting Up Statements**

- **Define Aging Buckets for statements.**
- **Define Statement Cycles.**
- **Define Messages (optional).**

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(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Aging Buckets

(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Statement Cycles

(Help) Oracle Financial Applications > Oracle Receivables > Setting Up > Standard Messages

## Setting Up Consolidated Billing

---

### Setting Up Consolidated Billing

- **Define payment terms for consolidated billing.**  
The payment term becomes the selection criteria Oracle Receivables uses to select invoices to be part of the consolidated invoice.
- **Assign these payment terms to customers.**
- **Assign consolidated billing to customers through the profile class.**
- **Set the AR: Show Billing Number profile option to Yes to show the billing number in the various transactions windows.**

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(Help) Oracle Financial Applications > Oracle Receivables > Transactions > Consolidated Billing > Setting Up Consolidated Billing

## Review Question

---

### Review Question

**To use consolidated billing, you must set up specific payment methods.**

- A. True**
- B. False**

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## Answer to Review Question

---

### Answer to Review Question

**To use consolidated billing, you must set up specific payment methods.**

- A. True**
- B. False**

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# Agenda

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## Agenda

- Entering invoice setup information
- Major implementation considerations

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## Entering Transaction Types in Order

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### Entering Transaction Types in Order

Enter transaction types in the following order:

- Credit memo
- Invoice
- Debit memo
- Chargeback
- Deposit
- Guarantee

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### Implementation Considerations for Transactions

- For AutoAccounting, if you decide to use a table as a source of a segment, you must make sure the GL accounts are defined for the source.
- For payment terms, determine whether you are discounting, using consolidated billing, using split payment terms, and allocating tax and freight.
- For Transaction Batch Sources, select Value to import a record into AutoInvoice tables using its actual name (non-Oracle system); select ID to use its internal identifier (Oracle system). If you use an Oracle system, ID is quicker.

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### Implementation Considerations for Transactions

- Define lockbox addresses as remit-to addresses to let customers know where to send payment.
- To catch any missing assignments, set up a remit-to address assigned to the default location. If you enter or import an invoice with an address that does not correspond to any of your assignments, it uses the default remit-to address.

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## Implementation Considerations for Document Sequencing Enhancements

---

### Implementation Considerations for Document Sequencing Enhancements

- **What type of document sequence should be used: Gapless, Automatic, or Manual?**
- **Document sequences and batch source sequences should have different numbering schemes. This is to prevent duplicate numbering before a transaction has a status of complete.**
- **For gapless transaction numbering, do not allow deletion of invoices.**

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## Review Question

---

### Review Question

When importing Oracle Order Management records using AutoInvoice, which type is quickest?

- A. Value
- B. Order number
- C. ID
- D. No validation

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## Answer to Review Question

---

### Answer to Review Question

**When importing Oracle Order Management records using AutoInvoice, which type is quickest?**

- A. Value
- B. Order number
- C. ID
- D. No validation

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## Function Security

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<b>Function Security</b>	
<b>Function Name</b>	<b>Activities That Can Be Restricted</b>
<b>Transactions: Complete</b>	<b>Complete transactions</b>
<b>Transactions: Dispute</b>	<b>Place transactions in dispute</b>
<b>Transactions: Copy</b>	<b>Copy transactions</b>
<b>Transactions: Print</b>	<b>Print transactions</b>
<b>Inv: View</b>	<b>View invoices</b>
<b>Inv: Enter</b>	<b>Enter invoices</b>
<b>Inv: Update</b>	<b>Update invoices</b>
<b>Inv: Delete</b>	<b>Delete invoices</b>

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### Transaction Information Defaults

- **Transaction types can be used to default:**
  - Accounting
  - Payment terms
  - Credit memos for invoices
  - Invoice information for commitments
- **Transaction batch sources can be used to default:**
  - Transaction types
  - Batch source used for credit memos
- **Accounting rules can default from:**
  - An item
  - A standard memo line

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### Transaction Information Defaults

- **Salespeople can:**
  - **Be required**
  - **Default from the customer site or customer**
- **Statement cycles default from the customer profile class**

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## Summary

---

### Summary

In this module, you should have learned how to:

- Set up customer invoices
- Discuss the major implementation considerations

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# **R11i Overview of Managing Receipts and Remittances**

## **Chapter 10**

## R11i Overview of Managing Receipts and Remittances

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### **R11i Overview of Managing Receipts and Remittances**

**Oracle Receivables 11i**

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## Objectives

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### Objectives

After completing this module, you should be able to do the following:

- Describe the receipt entry methods
- Discuss the receipt setup
- Describe the payment application process

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# Agenda

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## Agenda

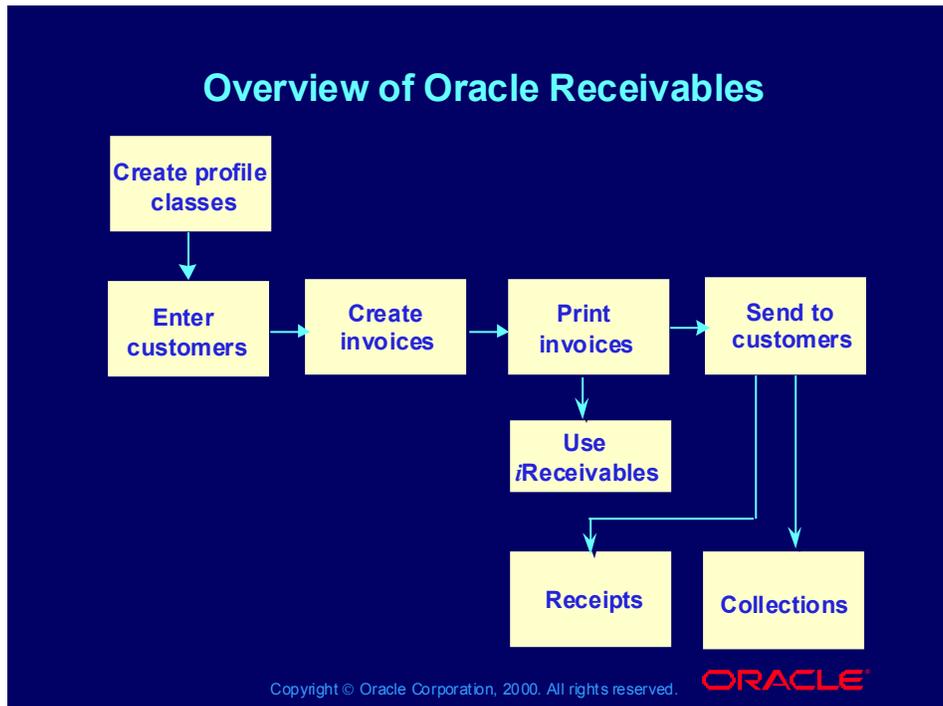
- **Receipt entry methods**
- **Receipt process**
- **Payment application process**

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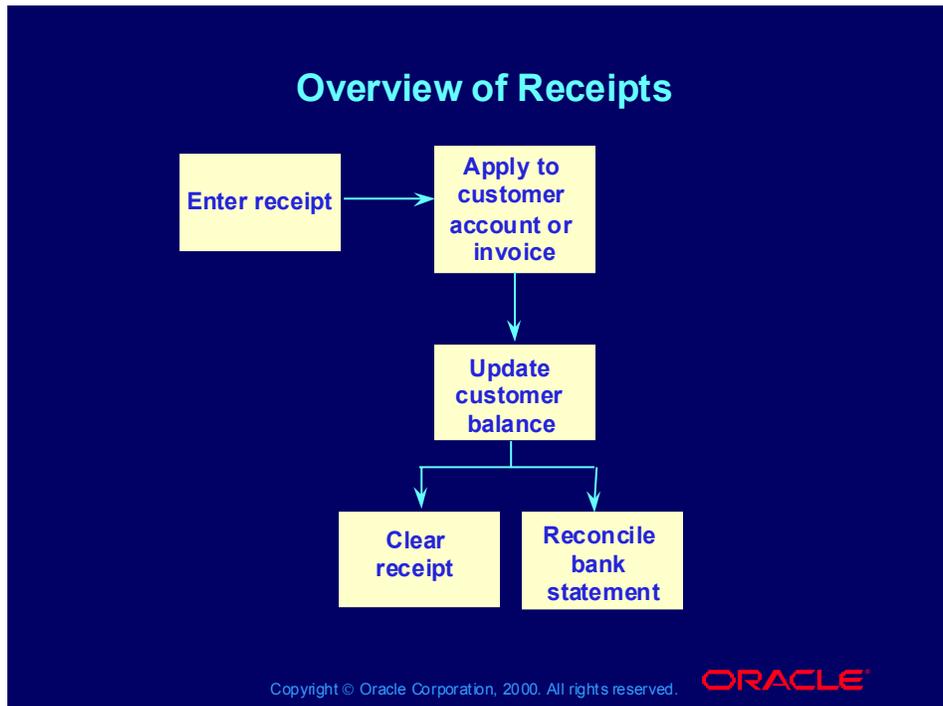
# Overview of Oracle Receivables

---



## Overview of Receipts

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# Agenda

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## Agenda

- **Receipt entry methods**
- **Receipt process**
- **Payment application process**

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### Receipt Features

**With receipts, you can:**

- **Select different receipt entry methods**
- **Enter cross currency receipts**
- **Enter multiple bank accounts**
- **Accept credit cards as payment**
- **Remit receipts as you would a deposit ticket**

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## Receipt Types

---

### Receipt Types

- **Cash receipts record receipts from customers to pay for past or future debit items.**
- **Miscellaneous receipts record receipts not related to the organization's usual transaction activity, such as interest charges or other fees.**

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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Entering Receipts

## Receipt Entry Methods

---

### Receipt Entry Methods

Receipts are entered in one of three ways:

#### Manual receipts

- Cash
- Miscellaneous

#### QuickCash receipts

- Cash
- AutoLockbox

#### Automatic receipts

- Credit card receipts
- Bills of exchange
- Direct debits

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## Manual Receipts

---

### Manual Receipts

- **Manual receipts can be cash or miscellaneous receipts.**
- **Manual receipts can be entered individually or in a batch.**
- **The customer balance is updated when the receipt is saved.**

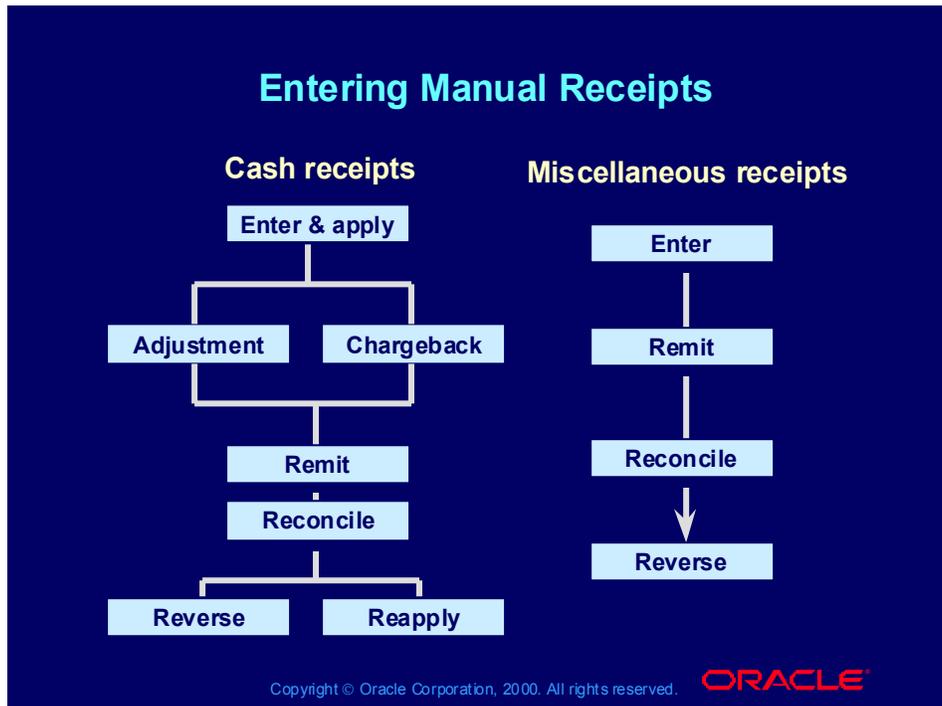
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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Entering Receipts

## Entering Manual Receipts

---



## Review Question

---

### Review Question

The two types of receipts that you can enter in Oracle Receivables are cash and:

- A. Manual
- B. QuickCash
- C. Miscellaneous
- D. Automatic

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## Answer to Review Question

---

### Answer to Review Question

The two types of receipts that you can enter in Oracle Receivables are cash and:

- A. Manual
- B. QuickCash
- C. **Miscellaneous**
- D. Automatic

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## QuickCash Receipts

---

### QuickCash Receipts

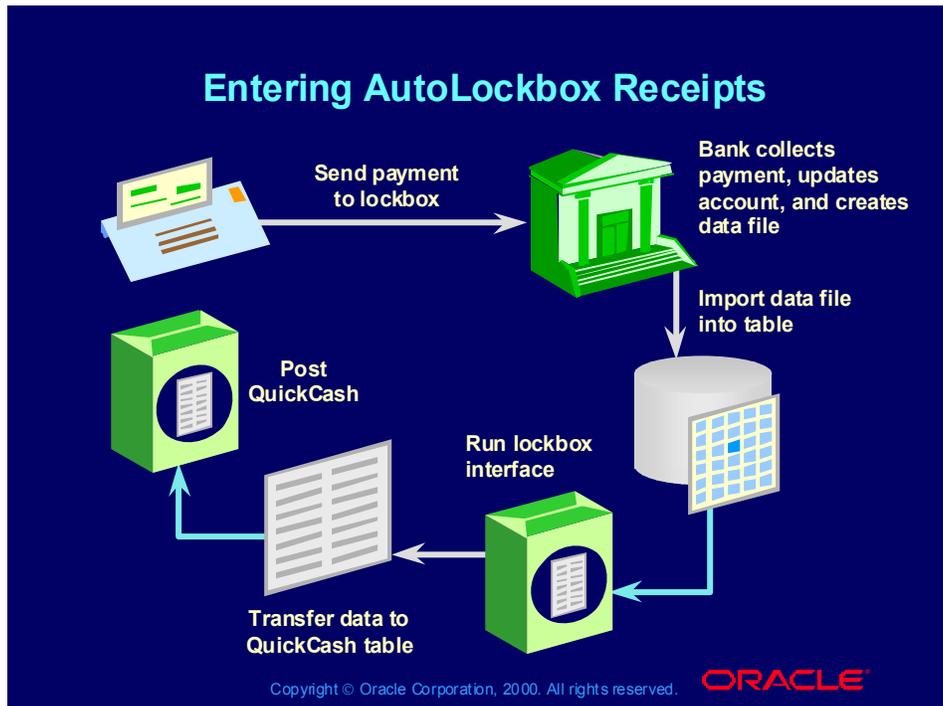
- You can enter receipts manually or using AutoLockbox.
- QuickCash receipts must be entered in a batch.
- The customer balance is updated when the batch is posted.
- You can simplify the receipt application process using AutoCash rule sets.

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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > QuickCash

# Entering AutoLockbox Receipts



## Automatic Receipts

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### Automatic Receipts

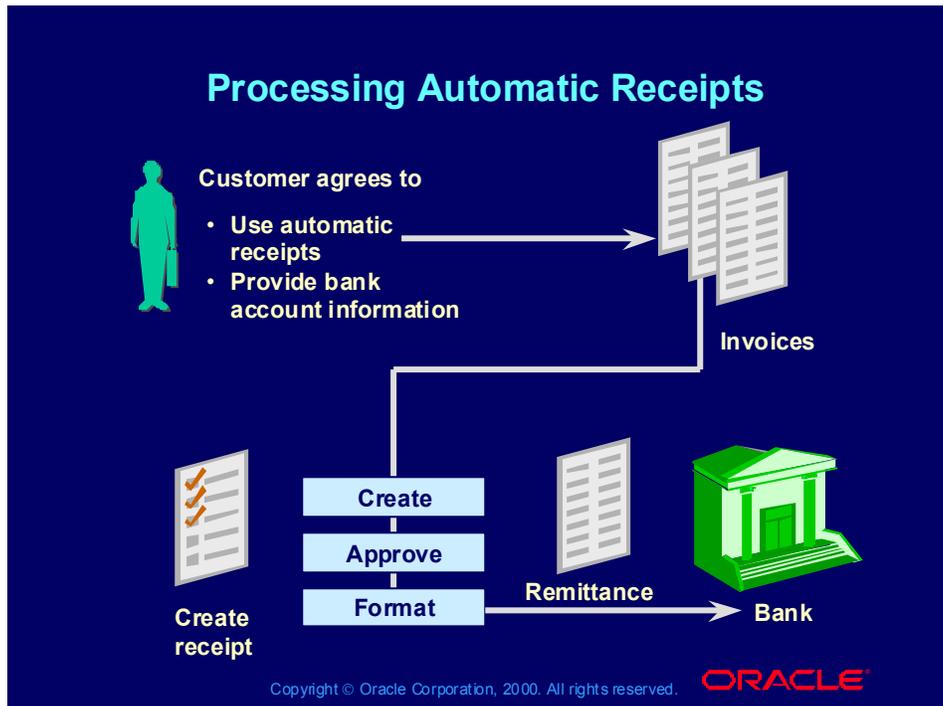
- Automatic receipts can be a bill of exchange (BOE), direct debit, or credit card receipt.
- Automatic receipts must be entered in a batch.
- Automatic receipts are created, approved, and formatted.
- Automatic receipts require customer authorization and customer bank information, and they can require customer confirmation.
- The customer balance is updated during the approval process.

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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Automatic Receipts

# Processing Automatic Receipts



## Review Question

---

### Review Question

Which of the following receipt entry methods does not have to be entered in a batch?

- A. Manual
- B. QuickCash
- C. AutoLockbox
- D. Automatic

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## Answer to Review Question

---

### Answer to Review Question

Which of the following receipt entry methods does not have to be entered in a batch?

- A. Manual
- B. QuickCash
- C. AutoLockbox
- D. Automatic

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# Agenda

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## Agenda

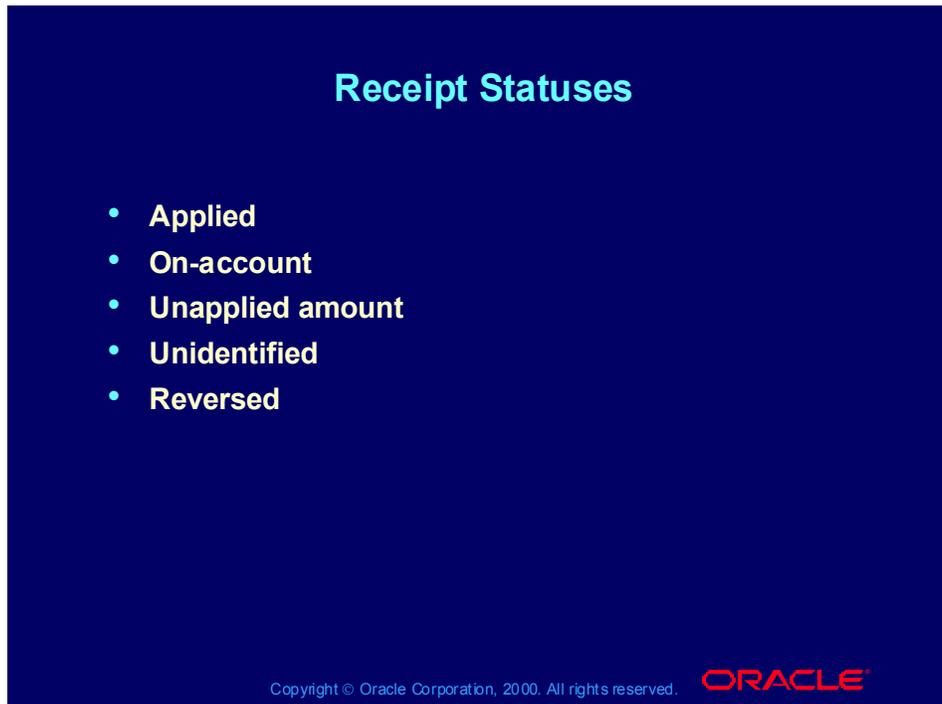
- Receipt entry methods
- Receipt process
- Payment application process

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## Receipt Statuses

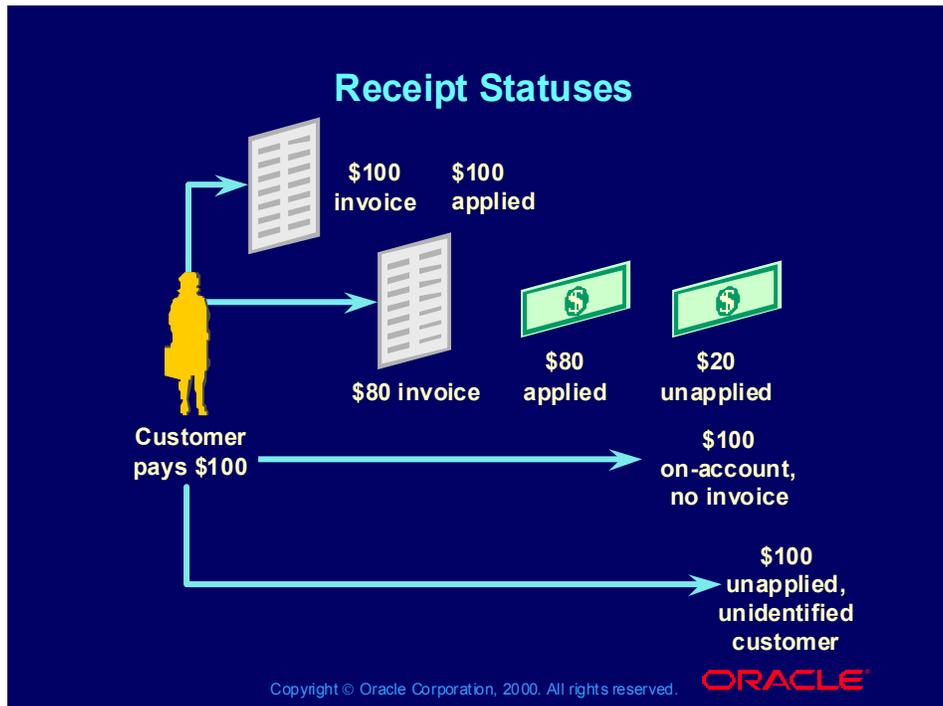
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The screenshot shows a dark blue background with the title "Receipt Statuses" in light blue. Below the title is a bulleted list of five receipt statuses: Applied, On-account, Unapplied amount, Unidentified, and Reversed. At the bottom right of the screenshot is the Oracle logo, and at the bottom left is the copyright notice: "Copyright © Oracle Corporation, 2000. All rights reserved."

(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Entering Receipts

# Receipt Statuses



## Receipt Batch Statuses

---

Status	Description
New	Creating a new batch. The status of the new batch changes to Out of Balance, Open, or Closed when receipts are committed for the first time.
Out of Balance	Actual count and amount of receipts do not match the control count and amount.
Open	Actual count and amount match the control count and amount, but the batch includes unapplied or unidentified receipts.
Closed	Actual count and amount match the control count and amount. All receipts have been identified and applied to invoices or applied on account.

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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Batching Receipts for Easy Entry

## Banks

---

### Banks

- Banks can be used internally (receivables and payables) or externally (customers and vendors).
- If you are using automatic receipts, you must define which banks a customer uses.
- You can define multiple bank accounts for a single bank address.



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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Entering Receipts > Define Receipt Sources > Define Banks

## Receipt Classes

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### Receipt Classes

- **Determine how Oracle Receivables processes receipts:**
  - **Entry method**
  - **Remittance**
  - **Clearing**
- **Define which payment methods to use**

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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Entering Receipts > Define Receipt Classes

## Payment Methods

---

### Payment Methods

- **Payment methods determine the automatic receipt attributes.**
- **Payment methods are associated with a single receipt class.**
- **Payment methods can be associated with more than one bank account.**
- **Each bank account determines the GL accounts for a receipt.**

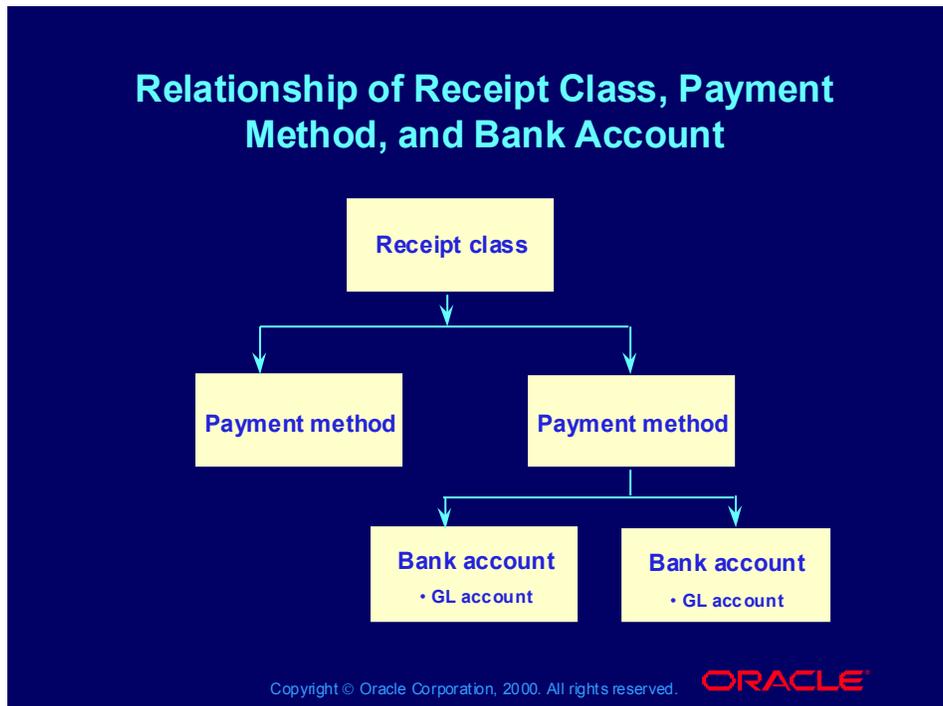
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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Entering Receipts > Define Payment Methods

# Relationship of Receipt Class, Payment Method, and Bank Account

---



### Demonstration

This demonstration will show the relationship between the following:

- Receipt class
- Payment method
- Remittance bank

(N) Setup—>Receipts—>Receipt Class

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# Agenda

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## Agenda

- Receipt entry methods
- Receipt process
- Payment application process

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### Entering Receipts

- You can enter receipts using manual, automatic, or QuickCash methods
- You can record the following:
  - Receipt number
  - Receipt type
  - Receipt date
  - GL date
  - Payment method
  - Customer name

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## Demonstration

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### Demonstration

This demonstration will show an example of a receipt.

(N) Receipts—>Receipts

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## Applying Receipts

---

### Applying Receipts

- Apply the receipt to open debit items to reduce the outstanding balance.
- Use either the **Application** or the **Mass Apply** window to apply receipts.
- Create adjustments or chargebacks to handle short payments.
- Receipts can be applied to invoices in other currencies.
- You can apply earned and unearned discounts to debit items.

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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Applying Receipts

## Demonstration

---

### Demonstration

**This demonstration will show an example of a receipt application.**

**(N) Receipts—>Receipts (B) Applications**

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## Mass Apply

---

### Mass Apply

- Applies one receipt to several invoice items
- Can apply receipts manually or automatically
- Can apply one receipt to several specific invoices or a range of invoices
- Can apply only receipts that are identified with a customer

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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Applying Receipts

## Creating Chargebacks

---

### Creating Chargebacks

- You can create chargebacks only during the application process.
- A chargeback decreases the balance due on a partially paid invoice and creates a new debit item.
- A chargeback reduces the balance of the invoice to zero by creating an automatic adjustment.
- A chargeback creates a new debit item with transaction type Chargeback for the balance of the old debit item.

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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Chargebacks and Adjustments

## Creating Adjustments

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### Creating Adjustments

- You create adjustments in the Applications window.
- You can adjust the balance of the transaction to which the receipt is being applied.
- The adjustment approval process is the same as entering an adjustment in the Transaction Summary window.

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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Chargebacks and Adjustments

## Review Question

---

### Review Question

Which of the following actions can you perform while entering a receipt?

- A. Adjustment
- B. Credit memo
- C. QuickCash
- D. None of the above

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## Answer to Review Question

---

### Answer to Review Question

Which of the following actions can you perform while entering a receipt?

- A. Adjustment
- B. Credit memo
- C. QuickCash
- D. None of the above

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## Reversing and Reapplying Receipts

---

### Reversing and Reapplying Receipts

- You can reverse a receipt if:
  - The customer stops payment
  - The customer account has insufficient funds
  - You want to reenter and reapply the receipt
- You can reapply receipts if:
  - You applied a receipt incorrectly

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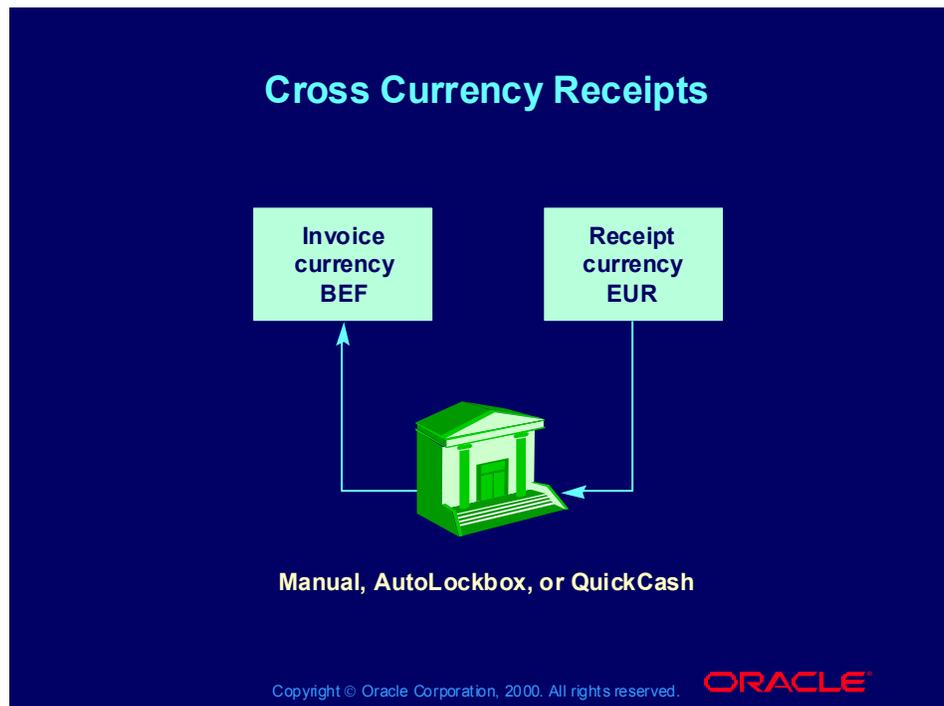
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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Reversing Receipts

(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Reapplying Receipts

## Cross Currency Receipts

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## Applying Cross Currency Receipts

---

### Applying Cross Currency Receipts

- You can apply receipts in one currency to invoice items of different currencies.
- The customer must provide remittance information.
- To enable cross currency receipts, set the **AR: Enable Cross Currency** profile option to **Yes** and define a cross currency rounding account.

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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Applying Cross Currency Receipts

## Application Rule Sets

---

### Application Rule Sets

- **Application rule sets define:**
  - **How to apply partial payments to open invoice items**
  - **How discounts affect open balances**
- **You can define systemwide or transaction-specific rule sets**
- **Receivables comes with predefined rule sets**

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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > Receivables Application Rule Sets

## Review Question

---

### Review Question

**You can enter cross currency receipts using AutoLockbox.**

- A. True**
- B. False**

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## Answer to Review Question

---

### Answer to Review Question

**You can enter cross currency receipts using AutoLockbox.**

- A. True**
- B. False**

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## Credit Card Receipts

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### Credit Card Receipts

- Set up customer credit card numbers as bank accounts.
- Use automatic receipt and remittance programs to process credit card receipts.
- Credit card receipts interface with Oracle *i*Payment.

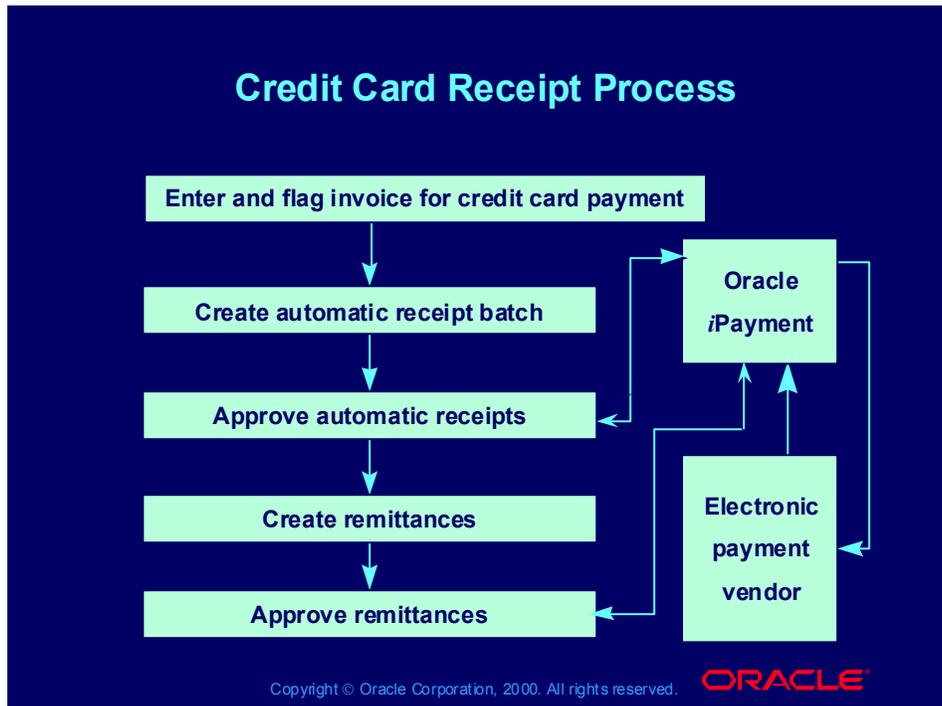
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(Help) Oracle Financial Applications > Oracle Receivables > Transactions > Credit Cards > Entering Credit Card Transactions

## Credit Card Receipt Process

---



## Remittances

---

### Remittances

- **Group the receipts that are remitted to the same bank with the same receipt class.**
- **Remittances are similar to bank deposit tickets.**
- **You can initiate payments from your customers.**

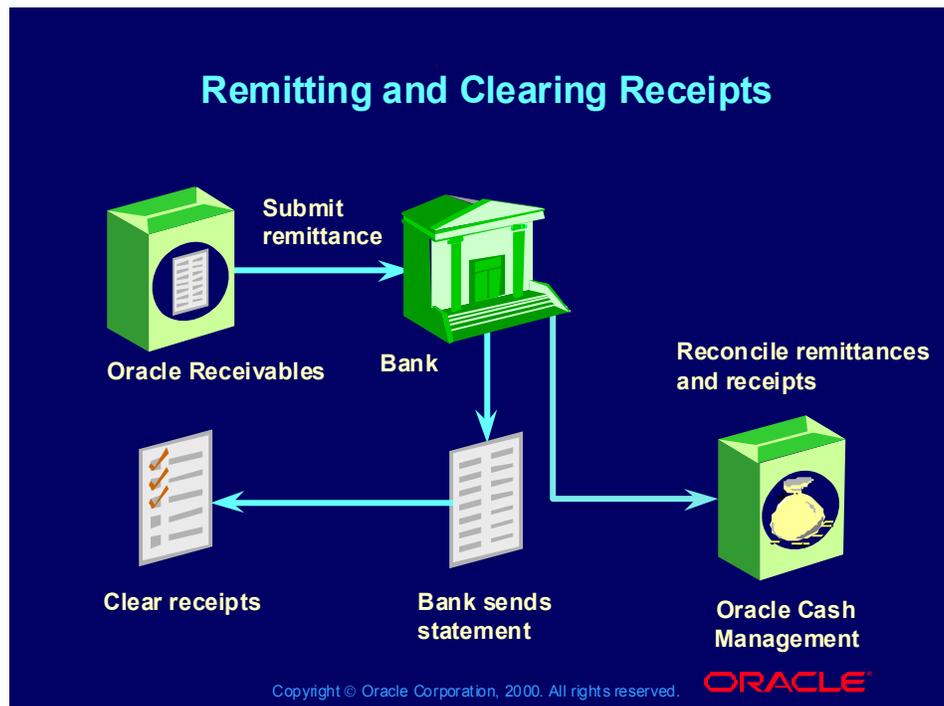
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(Help) Oracle Financial Applications > Oracle Receivables > Receipts > About Remittances

## Remitting and Clearing Receipts

---



### Summary

**In this module, you should have learned how to:**

- **Describe manual, automatic, and QuickCash receipt entry methods**
- **Describe the receipt components**
- **Discuss the different receipt application methods**

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# **R11i Applying Receipts**

## **Chapter 11**

## Applying Receipts

Oracle Receivables 11i

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### Objectives

**After this lesson, you should be able to:**

- **Describe the receipt application process**
- **Apply receipts using different methods**
- **Create chargebacks and adjustments**
- **Reverse and reapply receipts**
- **Apply a receipt using QuickCash**

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# Agenda

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## Agenda

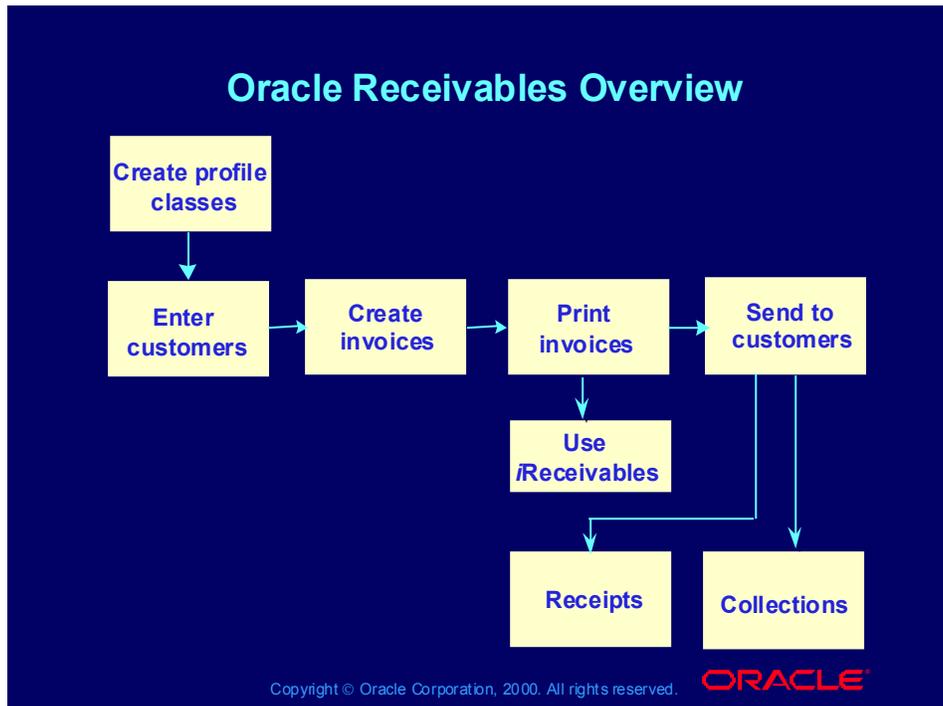
- Receipt application process
- Applying receipts
- Creating chargebacks and adjustments
- Reversing and reapplying receipts
- Applying a receipt using QuickCash

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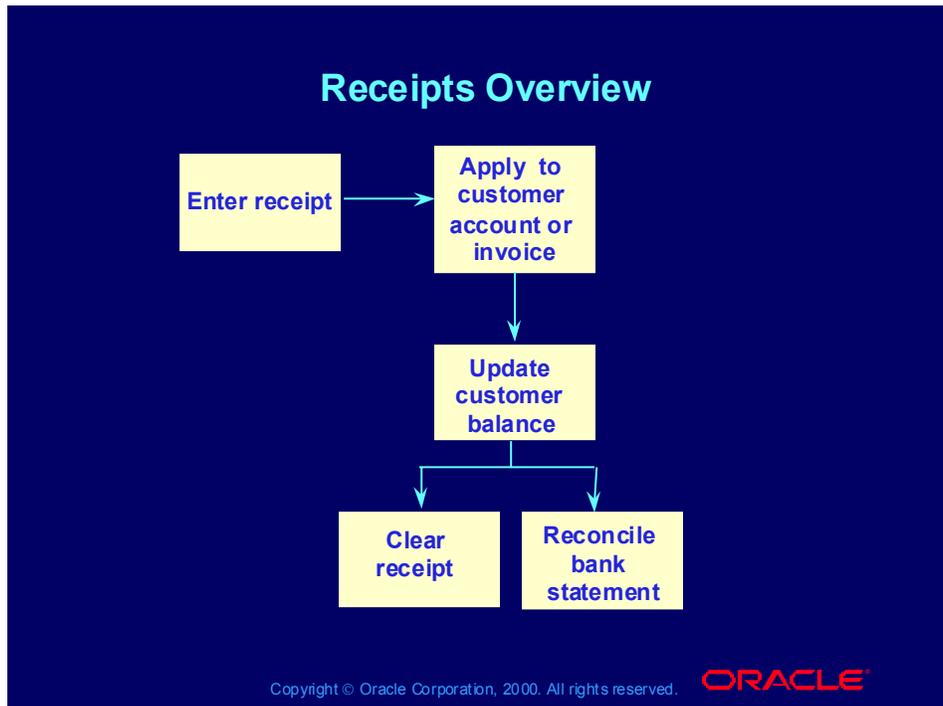
# Oracle Receivables Overview

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# Receipts Overview

---



## How Receipts Are Part of the Receivables Process

---

**How Receipts Are Part  
of the Receivables Process**

Receipts are created in one of three ways:

<p><b>Manual Receipts</b></p> <ul style="list-style-type: none"><li>• Cash</li><li>• Miscellaneous</li></ul>	<p><b>QuickCash Receipts</b></p> <ul style="list-style-type: none"><li>• Manual</li><li>• AutoLockbox</li></ul>	<p><b>Automatic Receipts</b></p> <ul style="list-style-type: none"><li>• Credit card receipts</li><li>• Bills of exchange</li><li>• Direct debits</li></ul>
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# Agenda

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## Agenda

- **Receipt application process**
- **Applying receipts**
- **Creating chargebacks and adjustments**
- **Applying a receipt using QuickCash**
- **Reversing and reapplying receipts**

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## Manual Receipt Types

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### Manual Receipt Types

Receivables provides two ways to enter receipts manually:

#### Manual Receipts

- Cash
- Miscellaneous

#### QuickCash Receipts

- Manual
- AutoLockbox

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## Manual Receipts versus QuickCash Receipts

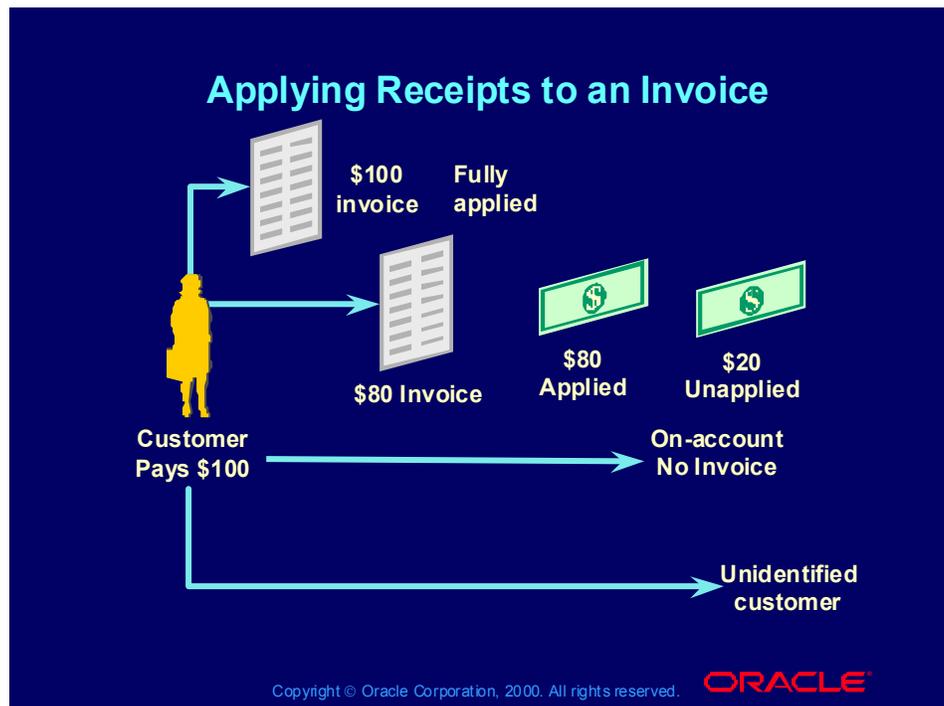
---

<b>Manual Receipts</b>	<b>QuickCash Receipts</b>
<b>Can apply receipts using the Applications or Mass Apply windows</b>	<b>Can only apply receipts using QuickCash or AutoCash Rules window</b>
<b>Can post receipts information after applying receipts</b>	<b>Can only post receipts after running the Post QuickCash program</b>
<b>Can enter GL Date and Deposit Date at batch level and change dates at receipt level</b>	<b>Can enter GL Date and Deposit Date at batch level, but cannot change dates at receipt level</b>
<b>Can create adjustments and chargebacks for debit items with applied receipts</b>	<b>Cannot create adjustments or chargebacks until after receipts are posted</b>

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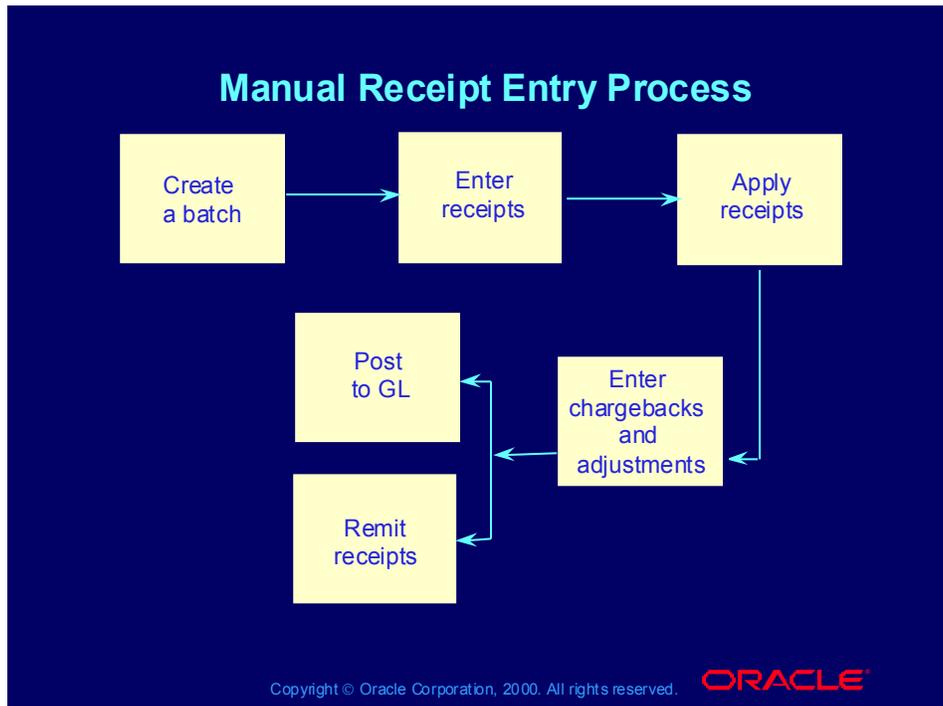
(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Quick Cash

## Applying Receipts to an Invoice



# Manual Receipt Entry Process

---



## Review Question

---

### Review Question

You can change dates at the receipt level with both Manual and QuickCash receipts.

- A. True
- B. False

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## Answer to Review Question

---

### Answer to Review Question

**You can change dates at the receipt level with both Manual and QuickCash receipts.**

- A. True
- B. False**

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**ORACLE<sup>i3</sup>**

# Agenda

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## Agenda

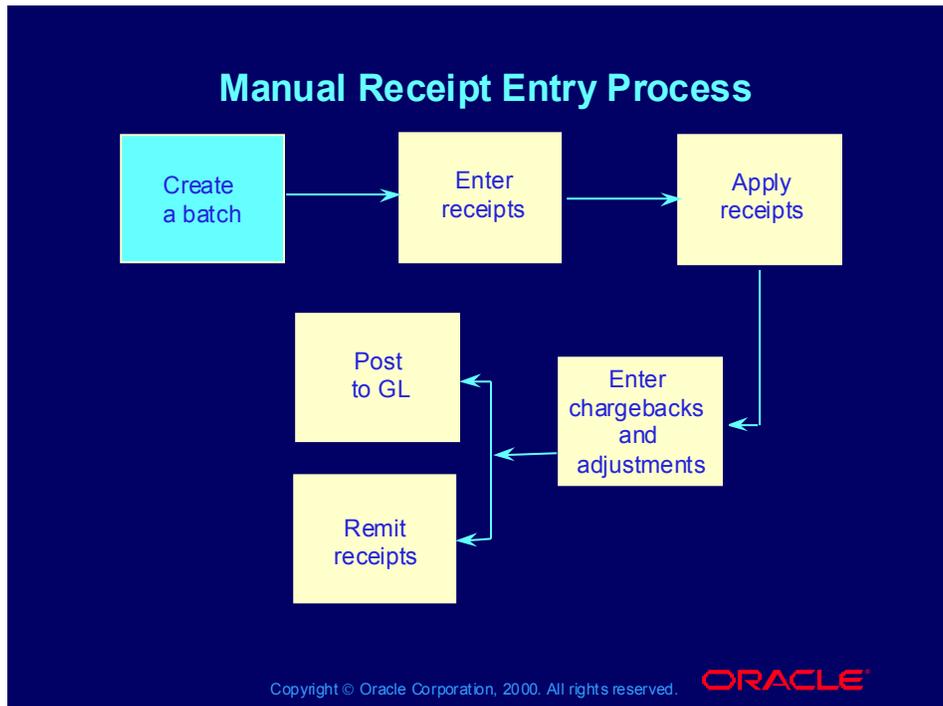
- Receipt application process
- **Applying receipts**
- Creating chargebacks and adjustments
- Applying a receipt using QuickCash
- Reversing and reapplying receipts

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# Manual Receipt Entry Process

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## Creating Batches

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### Creating Batches

- Use batches to define the following default values for a group of receipts:
  - Receipt class
  - Payment method
  - Deposit date
  - GL date
  - Apply date
- You can change default values for specific receipts

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Batching Receipts for Easy Entry

# Validating Receipts in Batches

---

**Validating Receipts in Batches**

 <b>Enter a control count and amount</b>		 <b>Enter receipts</b>
<b>15 Receipts \$10,000</b>		<b>13 Receipts \$10,000</b>

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## Batch Statuses

---

<b>Batch Statuses</b>	
<b>Status</b>	<b>Description</b>
<b>New</b>	<b>Creating a new batch. The status of the batch changes to Out of Balance, Open, or Closed when receipts are committed for the first time.</b>
<b>Out of Balance</b>	<b>Actual count and amount of receipts do not match the control count and amount.</b>
<b>Open</b>	<b>Actual count and amount match the control count and amount, but the batch includes unapplied or unidentified receipts.</b>
<b>Closed</b>	<b>Actual count and amount match the control count and amount. All receipts have been identified and applied to invoices or applied on account.</b>

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Batching Receipts for Easy Entry

## Demonstration

---

### Demonstration

In this demonstration we will show you how to create a receipt batch.

**(N) Receipts > Batches**

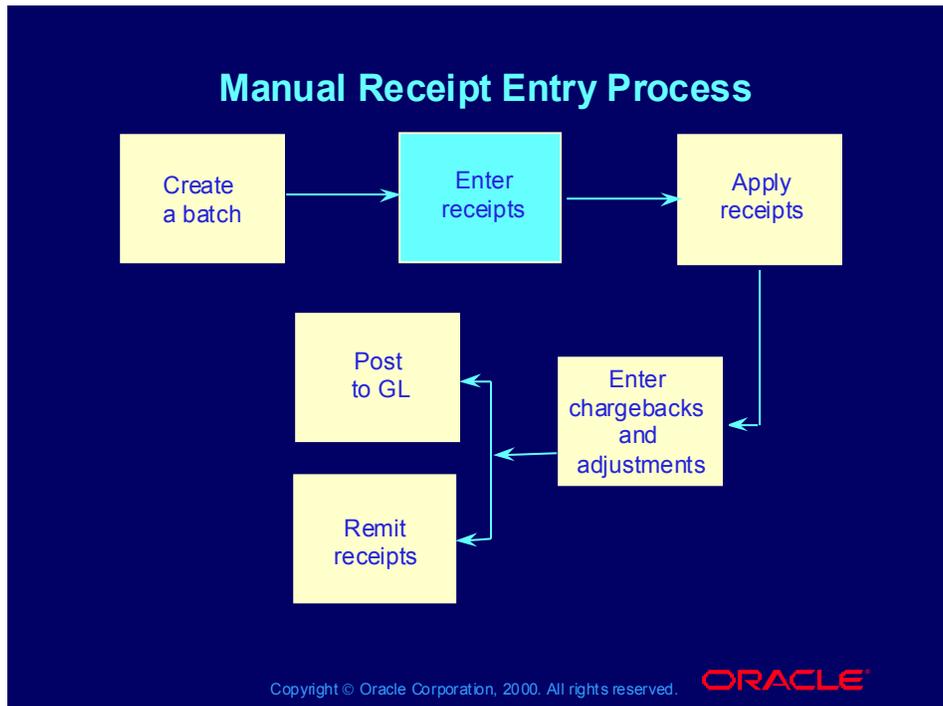
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**(N) Receipts > Batches**

# Manual Receipt Entry Process

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### Entering Receipts

**You can enter two types of receipts in Receivables:**

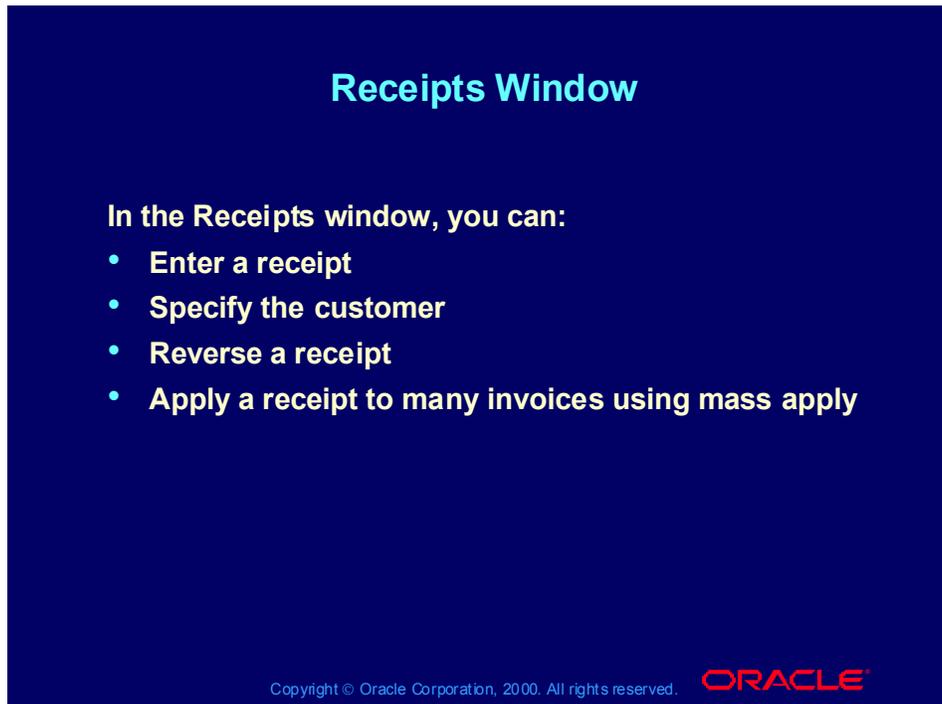
- **Cash receipts: Payment (such as cash or a check) that you receive from your customers for goods or services.**
- **Miscellaneous transactions: Revenue earned from investments, interest, refunds, and stock sales.**

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## Receipts Window

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**Receipts Window**

In the Receipts window, you can:

- Enter a receipt
- Specify the customer
- Reverse a receipt
- Apply a receipt to many invoices using mass apply

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Window References > Receipts Field Reference

## Cash Receipt Statuses

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### Cash Receipt Statuses

Five receipt statuses are available:

- Applied
- On-Account
- Unapplied Amount
- Unidentified
- Reversed

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## Demonstration

---

### Demonstration

In this demonstration we will enter a receipt.

(N) Receipts > Receipts

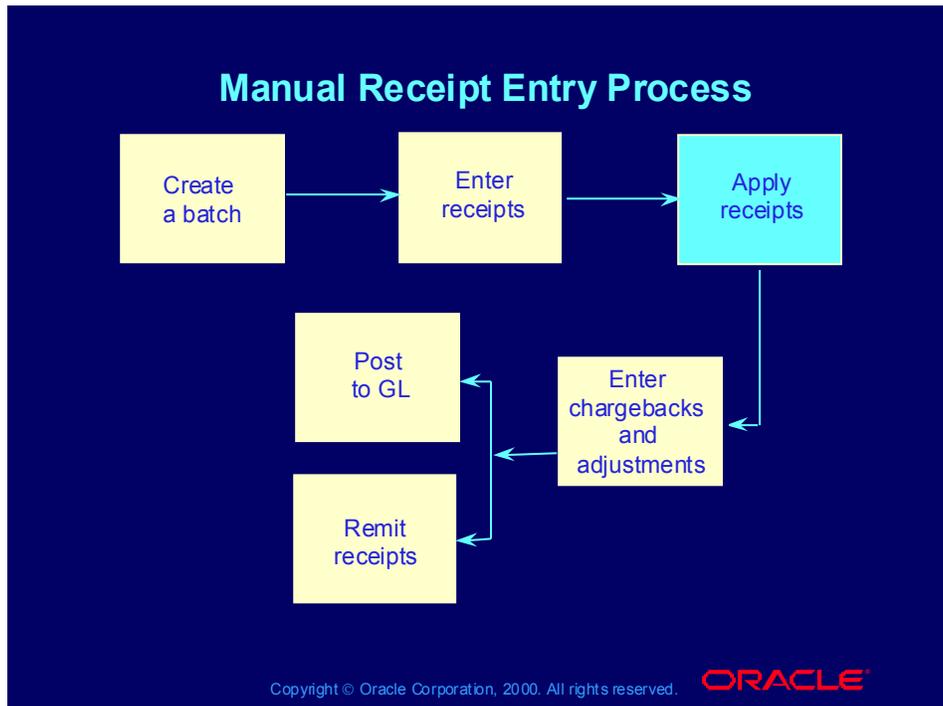
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(N) Receipts > Receipts

# Manual Receipt Entry Process

---



## Applying Receipts

---

### Applying Receipts

- Apply a receipt to open debit items to reduce the outstanding balance
- Use either Application or Mass Apply window to apply receipts
- Control who can create adjustments and chargebacks with the profile option AR: Cash—Allow Actions



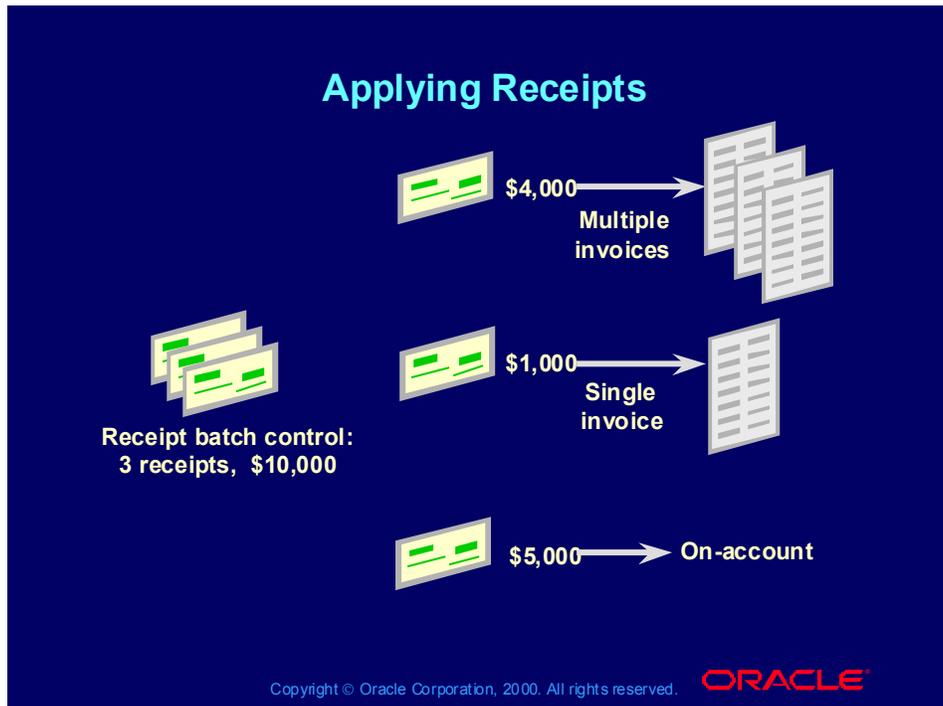
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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Applying Receipts

# Applying Receipts

---



### Applications Window

In the Applications window, you can:

- Apply a receipt to many invoices
- Apply a receipt to an invoice in a different currency
- Create an adjustment to write-off a balance
- Create a chargeback to create a new transaction for the balance of a transaction
- Apply discounts

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Window References > Applications Field Reference

## Demonstration

---

### Demonstration

In this demonstration we will apply a receipt.

**(N) Receipts > Receipts (B) Applications**

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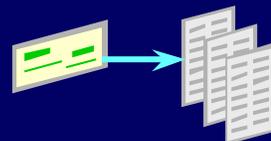
(N) Receipts > Receipts (B) Applications

## Mass Applying Receipts

---

### Mass Applying Receipts

- Apply a receipt to open debit items automatically
- Apply receipts based on the criteria you specify
- You can review receipts before applying them or apply the receipts automatically



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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Applying Receipts

## Criteria for Mass Applying Receipts

---

### Criteria for Mass Applying Receipts

Sort Criterion	Business Need
Balance Due	Apply receipts to transactions based on the balance due. To pay the largest balances first, use descending order.
Due Date	Apply receipts based on due date. To pay the oldest balances first, use ascending order.
Invoice Date	Apply receipts in FIFO or LIFO order by sorting on invoice date and using ascending or descending order, respectively.
Invoice Number	Use invoice numbers, if they follow a meaningful pattern. For example, if invoices are numbered sequentially, sort invoices by number to ensure that the oldest invoice is paid first.

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## Demonstration

---

### Demonstration

In this demonstration we will mass apply a receipt.

**(N) Receipts > Receipts (B) Mass Apply**

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(N) Receipts > Receipts (B) Mass Apply

## Review Question

---

### Review Question

**What are the three ways to apply manual receipts?**

- A. Manual, Mass Apply, On Account**
- B. Manual, QuickCash, Automatic**
- C. Standard, Automatic, On Account**
- D. None of the above**

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## Answer to Review Question

---

### Answer to Review Question

**What are the three ways to apply manual receipts?**

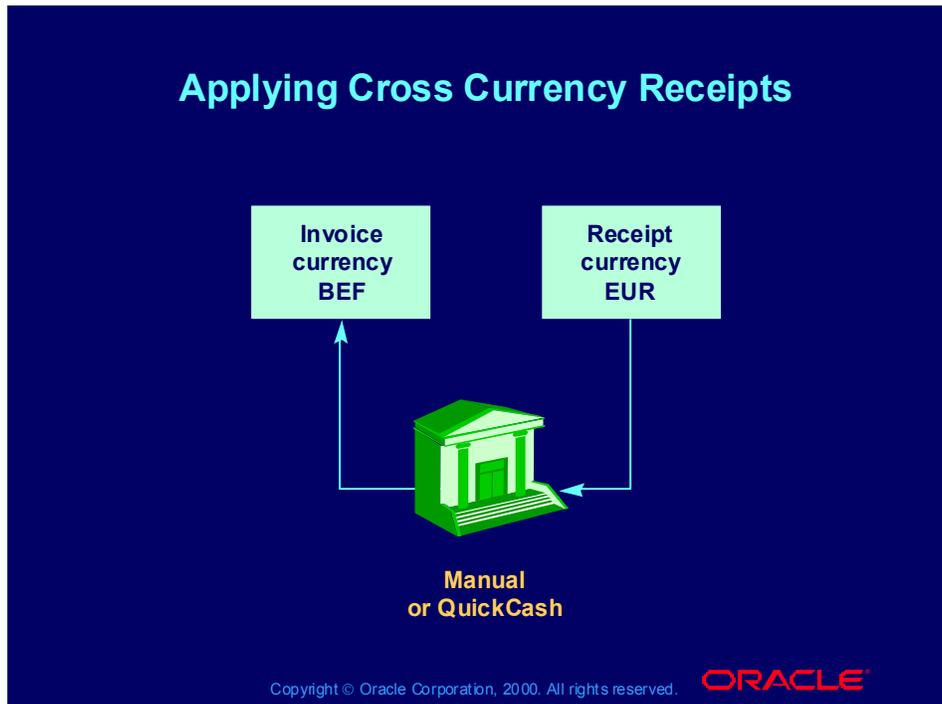
- A. Manual, Mass Apply, On Account**
- B. Manual, QuickCash, Automatic**
- C. Standard, Automatic, On Account**
- D. None of the above**

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## Applying Cross Currency Receipts

---



### Entering Cross Currency Receipts

- **Customers may pay for transactions with a currency that is different from the currency on the transaction.**
- **To enable cross-currency payments, set the profile option AR: Enable Cross Currency to Yes.**
- **This capability is important in the European Monetary Union in preparation for transition to the EURO.**

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## Demonstration

---

### Demonstration

In this demonstration we will apply a cross currency receipt.

**(N) Receipts > Receipts (B) Applications**

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(N) Receipts > Receipts (B) Applications

## Entering Discounts

---

### Entering Discounts

- You can review the earned and unearned discounts on the debit items to which this receipt was applied
  - Earned discounts are automatically calculated according to the payment terms
  - Unearned and partial discounts are entered manually
- Use system options, customer profiles, and payment terms to control discount calculation
- Use the maximum discount column to view the amount of allowable discount

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Discounts

## Practice 1 Overview

---

### Practice 1 Overview

In this practice, you will:

- Enter a regular receipt batch
- Apply cash to open invoices

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## Practice 1 Instructions

---

### Practice 1 Instructions

- **Business World has made two payments: one for \$2,200 and another for \$10,000. Your manager has asked you to create a regular manual batch receipt for these payments.**
- **Use your terminal number as part of the batch name to make the batch name unique.**
- **Assign receipt numbers that include two or more letters, such as your initials, followed by two-digit sequential numbers; for example, ABC01 and ABC02.**
- **When you create the batch, be sure to include sufficient batch control information.**

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## Practice 1 Instructions

---

### Practice 1 Instructions

- Apply these cash receipts to any of the open invoices in the Business World account. Use the Application button when you apply the \$2,200. Use the Mass Apply button for the \$10,000 payment.
- Also, you can apply any open credit amounts that are available to the account.
- Your instructor will tell you which receipt source to use.
- Record the batch number.

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## Practice 2 Overview

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### Practice 2 Overview

In this practice, you will enter a miscellaneous receipt.

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## Practice 2 Instructions

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### Practice 2 Instructions

- **Excess cash is held in an interest-bearing account. Your manager instructs you to process a receipt for \$500 as interest income. Assign Receipt Number XXMISC01 to this transaction.**
- **Hint: This is a Miscellaneous receipt type. You should use the appropriate distribution set to record interest income transactions.**

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### Practice 2 Solution

1. Navigate to the Misc Transaction region of the Receipts window (N)Receipts—>Receipts.
2. Complete the header and transaction information. Be sure to select the Misc. receipt type.
3. In the Misc Transaction alternative region, select the appropriate activity and distribution set.
4. Save your work.
5. To review the GL account distribution for interest income, click the Distributions button.

## Agenda

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### Agenda

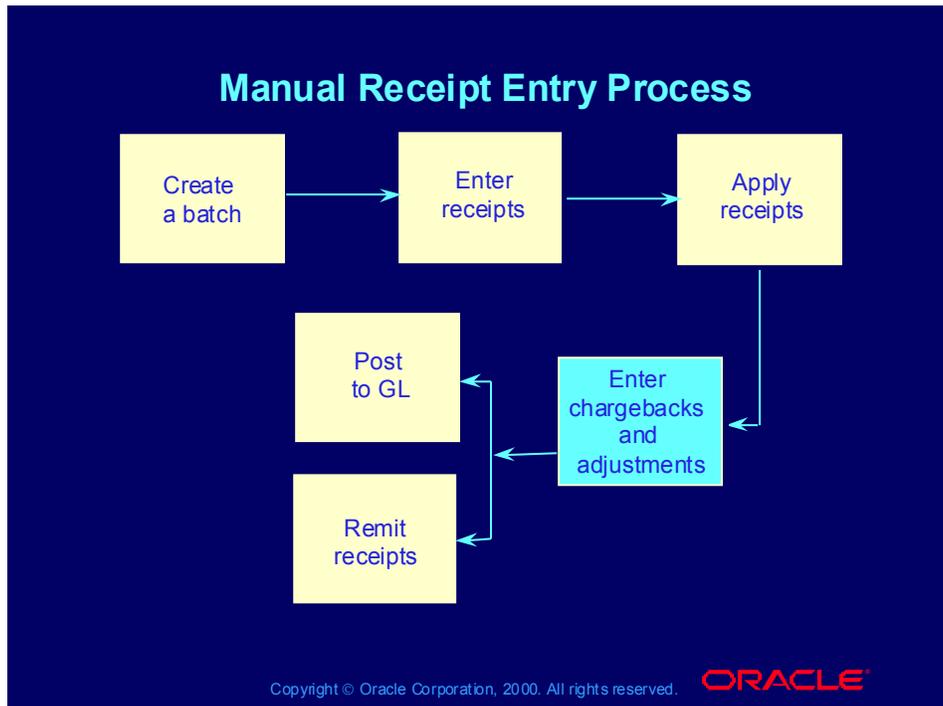
- Receipt application process
- Applying receipts
- **Creating chargebacks and adjustments**
- Reversing and reapplying receipts
- Applying a receipt using QuickCash

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# Manual Receipt Entry Process

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### Entering Chargebacks and Adjustments

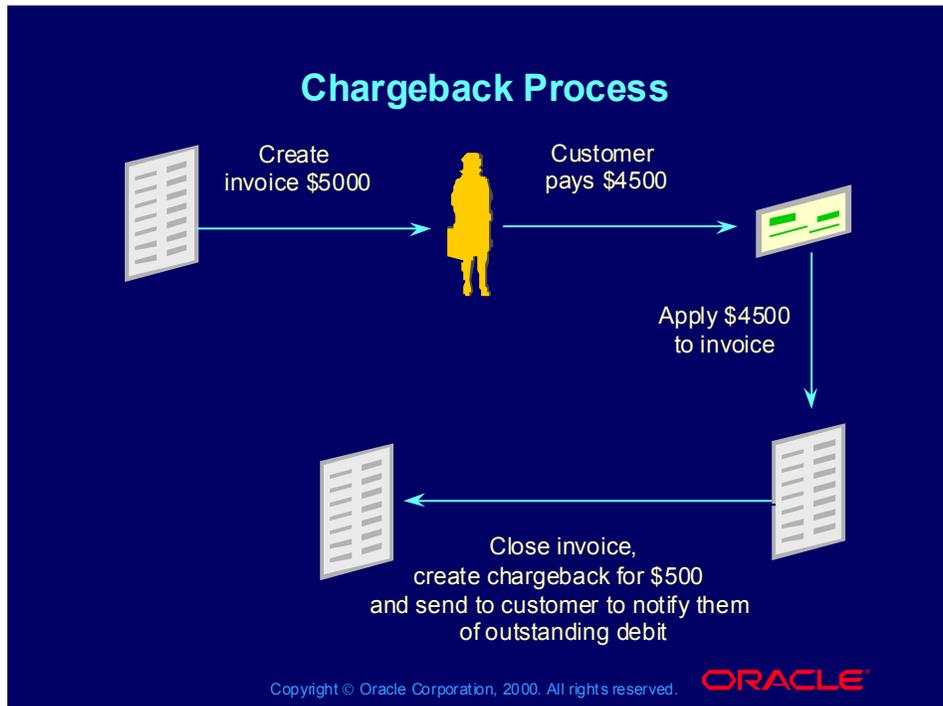
- You can enter adjustments and chargebacks against transactions to which you are applying a receipt.
- You can create multiple chargebacks and adjustments against each transaction, for positive or negative amounts.

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# Chargeback Process

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### Effects of Creating a Chargeback

- Reduces the balance of the invoice to zero and creates an automatic adjustment
- Creates a new debit item for the balance of the old debit item with Chargeback transaction type
- Due date for the chargeback is controlled by the Chargeback:Due Date Controls system option
- Shifting due dates affect the finance charge calculations and the aging of the outstanding amount

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## Creating an Adjustment

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### Creating an Adjustment

- **Increases or decreases the balance due on an invoice**
- **Must set the AR: Cash - Allow Actions profile option to Yes**
- **Uses the transaction type of the debit item to determine if an adjustment can alter the sign of the balance for the debit item**

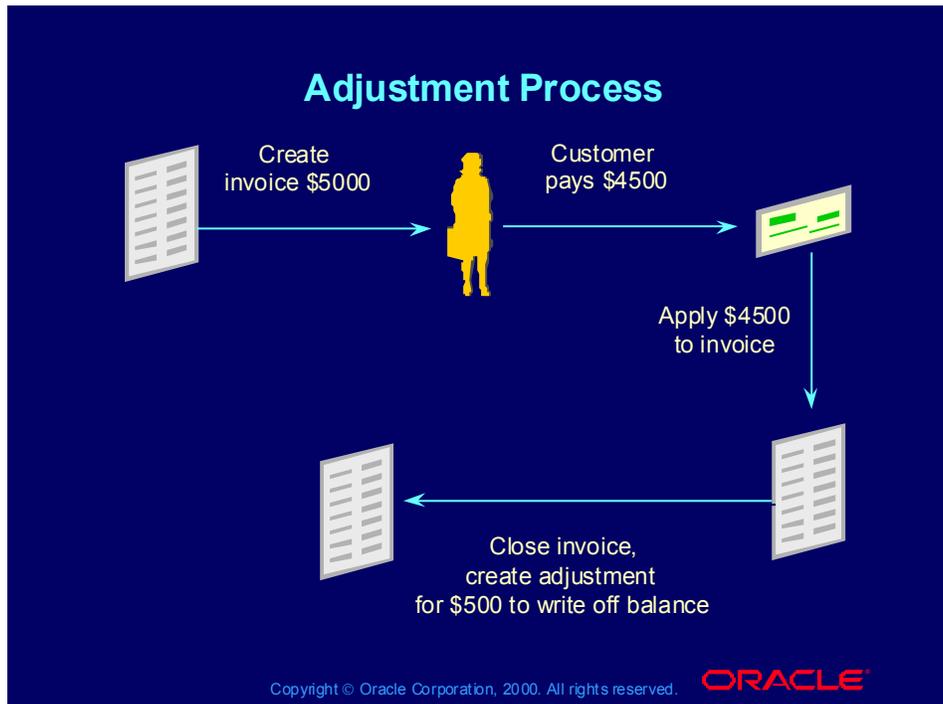
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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Chargebacks and Adjustments

# Adjustment Process

---



## Review Question

---

### Review Question

**Which invoice activity closes the original invoice and creates a new debit item?**

- A. Adjustment**
- B. Chargeback**
- C. Debit Memo Reversal**
- D. Mass Apply**

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## Answer to Review Question

---

### Answer to Review Question

**Which invoice activity closes the original invoice and creates a new debit item?**

- A. Adjustment
- B. Chargeback**
- C. Debit Memo Reversal
- D. Mass Apply

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# Agenda

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## Agenda

- Receipt application process
- Applying receipts
- Creating chargebacks and adjustments
- Reversing and reapplying receipts
- Applying a receipt using QuickCash

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## Reversing Receipts

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### Reversing Receipts

- **Reverse receipts if:**
  - **Customer stops payment**
  - **Nonsufficient funds in customer accounts**
  - **Data-entry errors**
- **You can reverse receipts that have been posted to the General Ledger or that are in a closed period**
- **Use the Reverse window to reverse invoice and noninvoice-related receipts**

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Reversing Receipts

## Reversing Methods

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### Reversing Methods

Oracle Receivables provides two methods that can be used to reverse any receipt:

- **Standard:** all debit and credit items that were closed by the receipt are reopened. You cannot perform a standard reversal if there has been an activity (adjustment or chargeback) against the receipt.
- **Debit memo:** original debit and credit items closed by the receipt are not reopened. A new debit memo is created.

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Reversing Receipts

## Review Question

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### Review Question

Which of the following is a reason to reverse a receipt?

- A. Customer stops payment
- B. Nonsufficient funds
- C. Data-entry error
- D. All of the above

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## Answer to Review Question

---

### Answer to Review Question

**Which of the following is a reason to reverse a receipt?**

- A. Customer stops payment
- B. Nonsufficient funds
- C. Data-entry error
- D. All of the above

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## Practice 3 Overview

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### Practice 3 Overview

In this practice, you reverse a receipt.

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## Practice 3 Instructions

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### Practice 3 Instructions

- The bank has sent you notification that the payment for \$10,000 made by Business World has been returned because sufficient funds are not available in their bank account. Your manager instructs you to reverse the receipt and note that it was reversed as NSF (non-sufficient funds).
- Hint: To view the most important columns in the Receipts or Receipts Summary windows, use the tools available from the Folder menu to sort and resize the columns in these windows.

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### Practice 3 Solution

1. Navigate to the Receipts Summary window (N) Receipts—>Batches—>(M) Query-Find.
2. Enter a query using the batch name to search for the batch that contains the \$10,000 payment.
3. Click the Receipts button.
4. In the Category and Reason fields, use the appropriate field to identify receipts with insufficient funds.
5. Click the Reverse button.

## Reapplying Receipts

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### Reapplying Receipts

- Use the Applications window to correct previous incorrect receipt applications
- Receipts can be reapplied to invoices, debit memos, chargebacks, and on-account credits

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Reapplying Receipts

## Agenda

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### Agenda

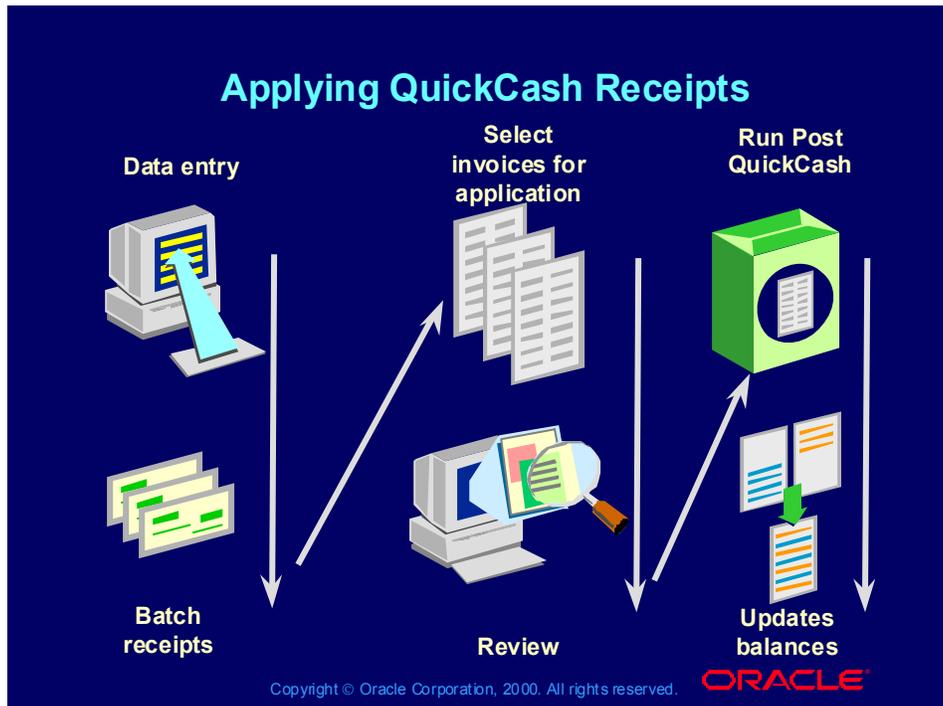
- Manually applying receipts
- Applying receipts
- Creating chargebacks and adjustments
- Reversing applied receipts
- Applying a receipt using QuickCash

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# Applying QuickCash Receipts

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### Entering QuickCash Receipts

- Use the QuickCash window to enter manual receipts with a minimum amount of information
- Quick Receipts do not update account balances until the Post QuickCash program is run
- QuickCash is also used to:
  - Import lockbox receipts
  - Segregate duties regarding cash collection

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### Using the QuickCash Window

- Enter batch-level information which can default to the receipt
- Enter receipt information such as receipt number, receipt date, currency, customer name or number, and amount for each receipt in the batch
- Enter the number of the invoice to which you want to apply the receipt or select one of these application types:
  - AutoCash Rule
  - Multiple
  - On-Account
  - Unapplied
  - Unidentified

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## Specifying the AutoCash Rule Set

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### Specifying the AutoCash Rule Set

- **Determines how a QuickCash receipt is applied to open debit items**
- **Specifies whether discounts, finance charges, and disputed items are included in the calculation of open balances**

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Setting Up > AutoCash Rule Sets

## Specifying the AutoCash Rule Set

---

### Specifying the AutoCash Rule Set

- If a customer profile class has been assigned an AutoCash rule set, that rule set is used; otherwise, the AutoCash rule set defined as a system option is used
- Possible AutoCash rules include: Apply to the Oldest Invoice First, Clear the Account, Match Payment With Invoice, Clear Past Due Invoices, and Match on Payment Terms

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Setting Up > AutoCash Rule Sets

### Posting QuickCash Receipts

- If you fully apply a receipt to an open invoice, Post QuickCash will process the receipt as well as the application.
- If you apply a receipt to an invoice that is closed by another application, Post QuickCash will only process the receipt. The receipt will be marked 'Unapplied'.

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## Demonstration

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### Demonstration

In this demonstration we will:

- Enter a QuickCash batch
- Enter receipts
- Post QuickCash

(N) Receipts > Batches

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(N) Receipts > Batches

## Practice 4 Overview

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### Practice 4 Overview

In this practice, you:

- Enter a QuickCash receipt batch
- Apply cash to open invoices
- Post QuickCash

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## Practice 4 Instructions

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### Practice 4 Instructions

Using QuickCash, apply the following payments:

- Receipt: \$19,250 from Business World to be applied to the first open invoice
- Receipt: \$5,000 from Business World to be applied to the Business World account
- Receipt: \$10,000 from Business World to be applied on-account using the AutoCash Rules
- Receipt: \$3,000 received from an unidentified customer
- Record the batch number

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### Practice 4 Solution

1. Navigate to the Receipt Batches window (N) Receipts—>Batches.
2. Select the Manual-Quick batch type and select the appropriate batch source.
3. Enter the count (4) and amount of the receipts (37250).
4. Click the Receipts button.
5. Enter the receipts.
6. Before entering receipts to be applied to more than one invoice, click the Multiple pop-up list.
7. After you have entered all of the receipts, return to the Receipt Batches window and check that the Control and Actual counts and amounts for the batch are equal. There should be no difference between the receipts and the applications.
8. Click the Post Quick Cash button.

---

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### Summary

**After this module, you should be able to:**

- **Describe the receipt application process**
- **Apply receipts using different methods**
- **Create chargebacks and adjustments**
- **Reverse and reapply receipts**
- **Apply a receipt using QuickCash**

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# **R11i Implementing and Using AutoLockbox**

## **Chapter 12**

## Implementing and Using AutoLockbox

Oracle Receivables 11i

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### Objectives

After this lesson, you should be able to:

- Describe how receipts are imported using AutoLockbox
- Correct AutoLockbox errors and resolve unapplied receipts
- Set up AutoLockbox

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## Agenda

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### Agenda

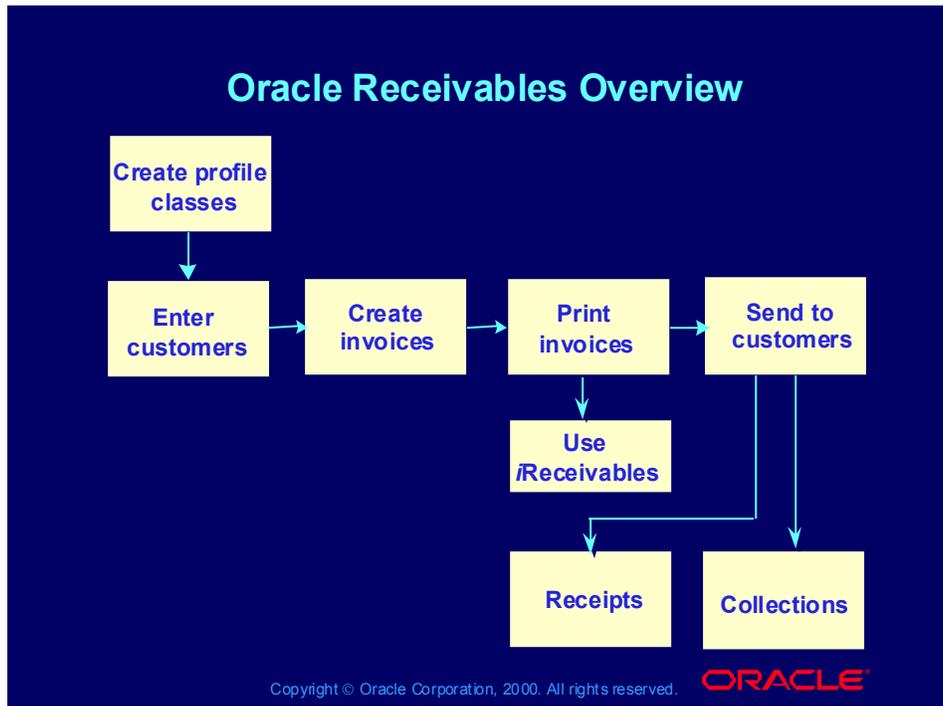
- Overview of AutoLockbox
- Importing receipts using AutoLockbox
- Correcting AutoLockbox errors
- Setting up AutoLockbox

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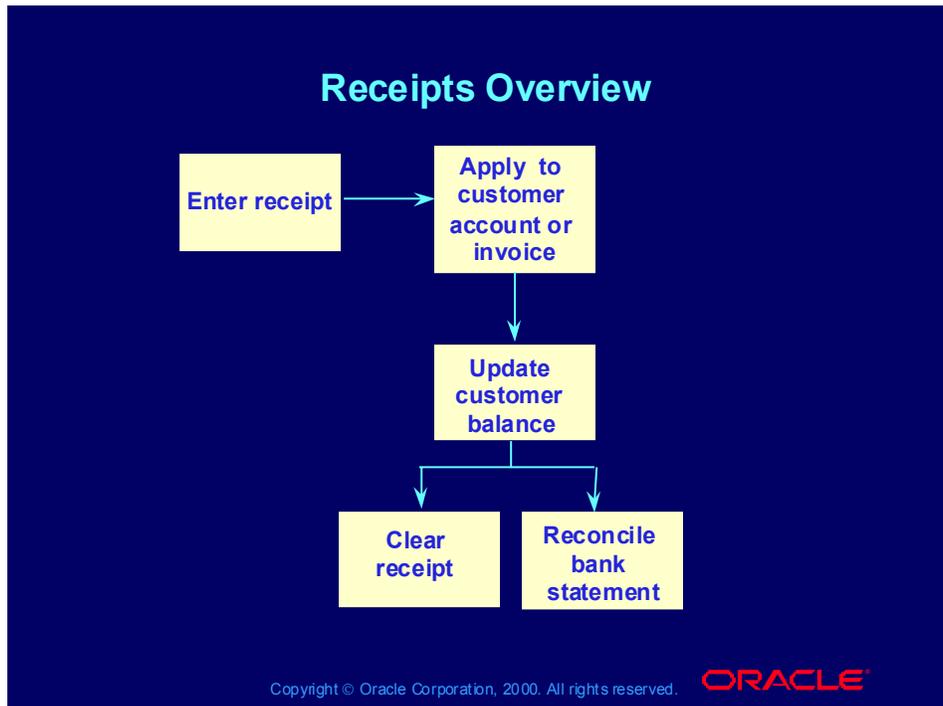
# Oracle Receivables Overview

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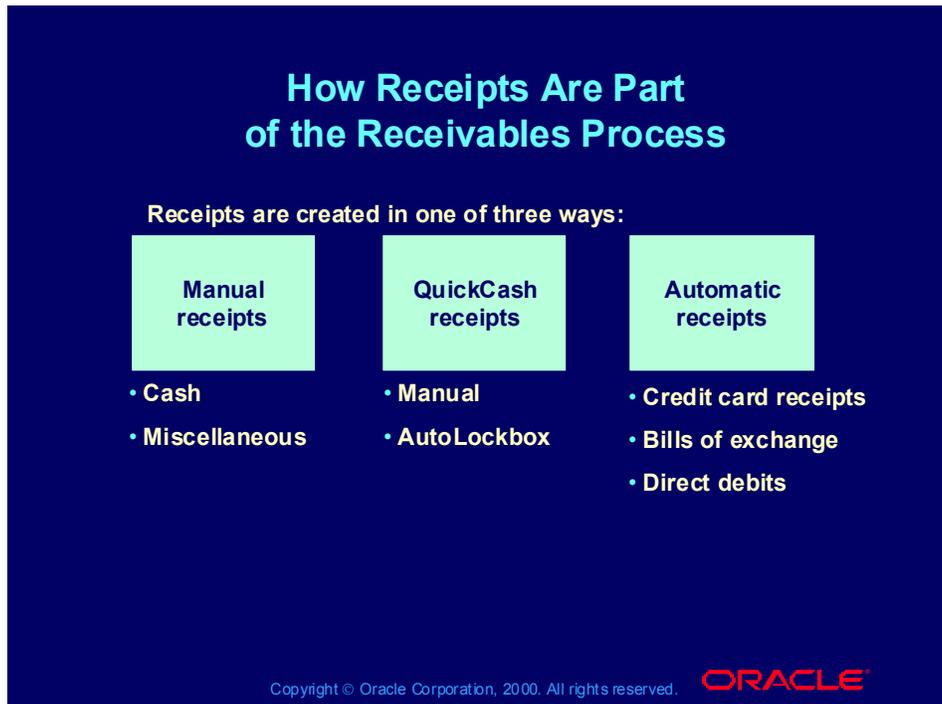
## Receipts Overview

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## How Receipts Are Part of the Receivables Process

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## Agenda

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### Agenda

- **Overview of AutoLockbox**
- **Importing receipts using AutoLockbox**
- **Correcting AutoLockbox errors**
- **Setting up AutoLockbox**

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## What is a Lockbox?

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### What is a Lockbox?

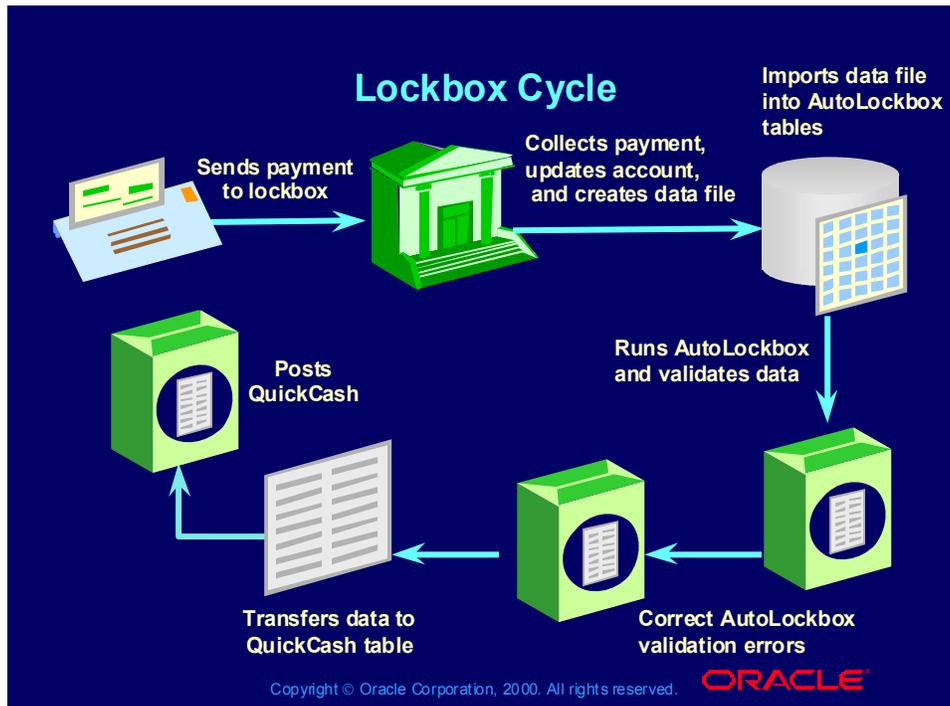
- **Process where customers mail payments to a post office box near your remittance bank and the bank deposits the payments in your account at regular intervals**
- **Bank provides you with computer files detailing about the receipts and their application**
- **Receivables uses AutoLockbox to import details about receipts directly into the system**

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox

# Lockbox Cycle



## Benefits of AutoLockbox

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### Benefits of AutoLockbox

- Eliminates manual data entry
- Streamlines the application of receipts to outstanding transactions
- Effectively manages cash flow by reducing turnover for converting checks into cash

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## What Can I Use AutoLockbox For?

---

### What Can I Use AutoLockbox For?

- **Apply receipts to outstanding invoices**
- **Import historical receipt data**
- **Autolockbox reports, such as the Post Quikcash Execution Report, are a good tool to reconcile autolockbox receipts with the bank transmission reports**

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox

## Review Question

---

### Review Question

Which of the following is a benefit of using AutoLockbox?

- A. Eliminates manual data entry
- B. Applies receipts to outstanding invoices
- C. Effectively manages cash flow by reducing turnover for converting checks into cash
- D. All of the above

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### Answer to Review Question

Which of the following is a benefit of using AutoLockbox?

- A. Eliminates manual data entry
- B. Applies receipts to outstanding invoices
- C. Effectively manages cash flow by reducing turnover for converting checks into cash
- D. All of the above

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## Prerequisites for AutoLockbox

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### Prerequisites for AutoLockbox

- **Set up agreements with banks**
- **Define lockboxes in Oracle Receivables**
- **Define AutoLockbox transmission formats**
- **Define receipt classes and payment methods**
- **Test AutoLockbox transmission with bank**

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox > Running AutoLockbox

## Agenda

---

### Agenda

- Overview of AutoLockbox
- Importing receipts using AutoLockbox
- Correcting AutoLockbox errors
- Setting up AutoLockbox

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### How Banks Transmit Files

- **Different banks may use different formats to transmit the data file**
- **Use the record identifier to identify the type of record as defined in the Transmission format**
- **Record type determines the region in the Lockbox Transmission Data window where you can edit the transmitted data**

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### Bank Data File Record Formats

Data files typically contain the following record types:

- Header contains either batch-level (if receipts are batched) or transmission-level information
- Receipt contains receipt-level information
- Overflow contains information relating to the invoices to which the receipts are applied

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# How AutoLockbox Translates Bank Files

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## How AutoLockbox Translates Bank Files

### Transmitted Bank File

1xxxxxxxx1049xxxx100000xxxx10202000xx148xxxxxxxx  
2xxxxxxxx1058xxxx500000xxxx10202000xx258xxxxxxxx

Autolockbox  
deciphers file

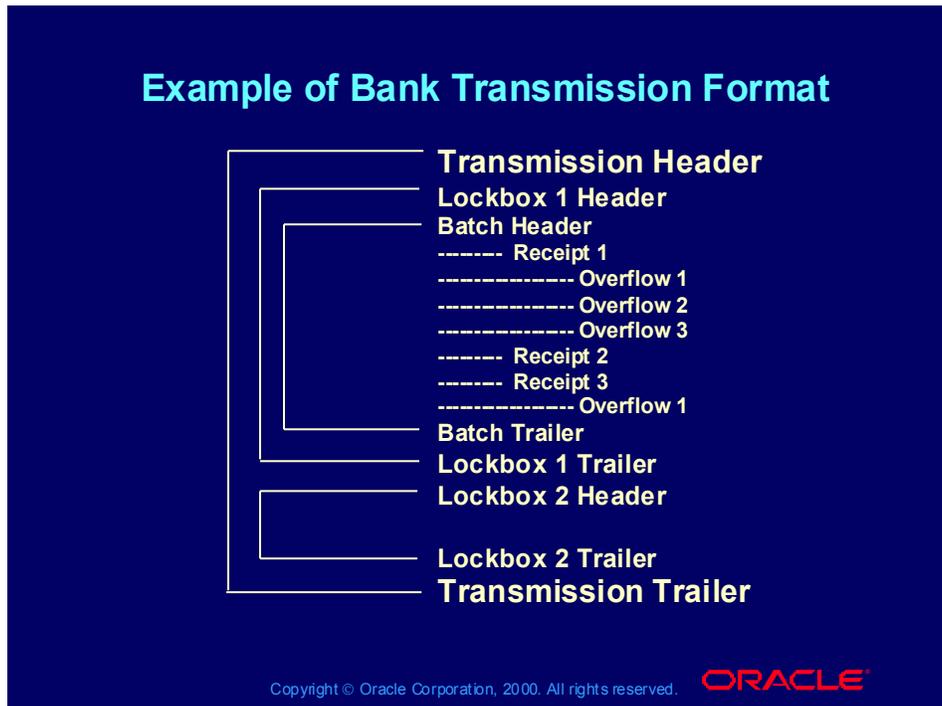
Record No.	Cust. No.	Amount	Date	Check No.
1	1049	10,000	10/20/2000	148
2	1058	500,000	10/20/2000	258

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## Example of Bank Transmission Format

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## Review Question

---

### Review Question

**What determines the region in the Lockbox Transmission Data window where you can edit the data?**

- A. Transmission format**
- B. Record type**
- C. Data type**
- D. Record identifier**

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### Answer to Review Question

**What determines the region in the Lockbox Transmission Data window where you can edit the data?**

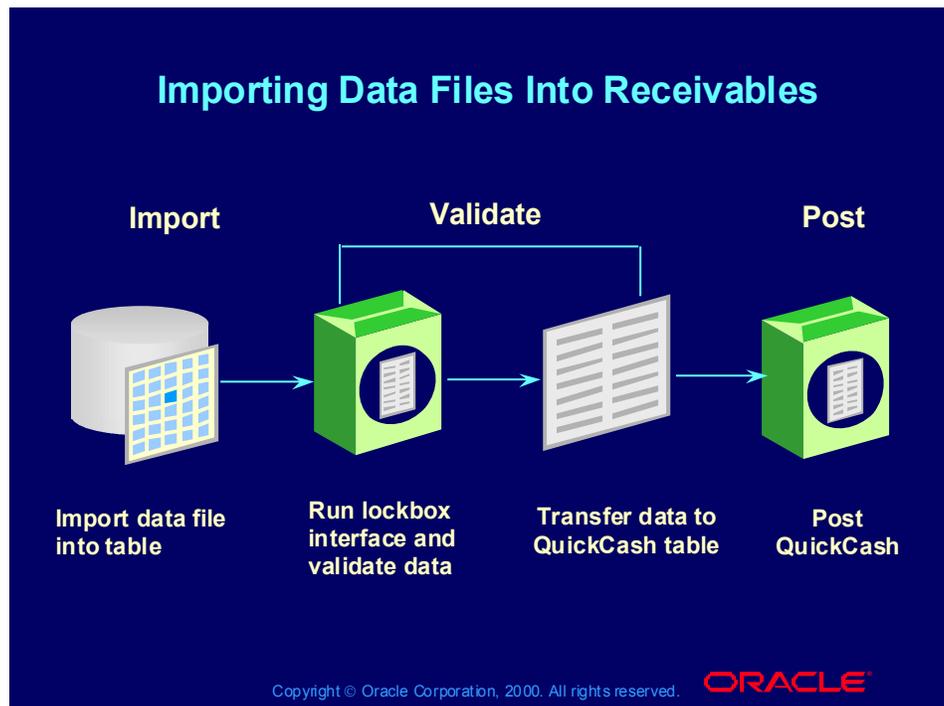
- A. Transmission format
- B. Record type**
- C. Data type
- D. Record identifier

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## Importing Data Files Into Receivables

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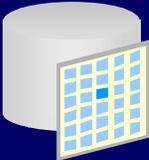
(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox

## Importing Receipts

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**Importing Receipts**

- Data is imported into interface tables
- Imported data does not affect accounts receivables balances
- Import automatically generates the Lockbox Execution Import report
- Use report to check the imported data



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## Review Question

---

### Review Question

What type of receipts would you import into Oracle Receivables?

- A. Cash receipts
- B. Miscellaneous receipts
- C. Historical receipts
- D. None of the above

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## Answer to Review Question

---

### Answer to Review Question

**What type of receipts would you import into Oracle Receivables?**

- A. Cash receipts
- B. Miscellaneous receipts
- C. Historical receipts**
- D. None of the above

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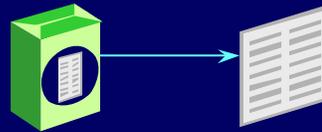
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## Validating Receipts

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### Validating Receipts

- Ensures that each receipt complies with application and customer requirements
- Customer must have a primary billing location
- Bank can provide a MICR or a customer number to identify customer
- Validated data is transferred to QuickCash tables



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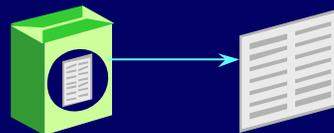
(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox

## Validating Receipts

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### Validating Receipts

- **Transfer does not affect accounts receivables amounts**
- **Receivables can use AutoAssociate or a billing address to identify customer**
- **Use the Lockbox Execution Import report to review the validation**



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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox

## Review Question

---

### Review Question

To validate a receipt a customer must have a primary billing location.

- A. True
- B. False

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## Answer to Review Question

---

### Answer to Review Question

To validate a receipt a customer must have a primary billing location.

- A. True
- B. False

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### Post QuickCash

- Data is transferred from QuickCash tables to Receivables tables
- Posting updates the account balances to reflect the imported receipts
- You can view and update receipts in the Receipts window



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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox

### AutoLockbox Receipts Matching

Receivables applies the receipt using:

- Transaction number
- Sales order number
- Purchase order number
- Consolidated bill number
- User-defined number

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox > How AutoLockbox Applies Receipts

## Results of AutoLockbox Receipt Application

---

### Results of AutoLockbox Receipt Application

When Receivables applies AutoLockbox receipts, it:

- Partially applies receipts with invalid transaction numbers
- Applies unapplied amounts using AutoCash rules

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Setting Up > Lockboxes

(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox > How AutoLockbox Applies Receipts

## Review Question

---

### Review Question

**Oracle Receivables updates customer balances after an AutoLockbox receipt is validated.**

- A. True**
- B. False**

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## Answer to Review Question

---

### Answer to Review Question

**Oracle Receivables updates customer balances after an AutoLockbox receipt is validated.**

- A. True
- B. False**

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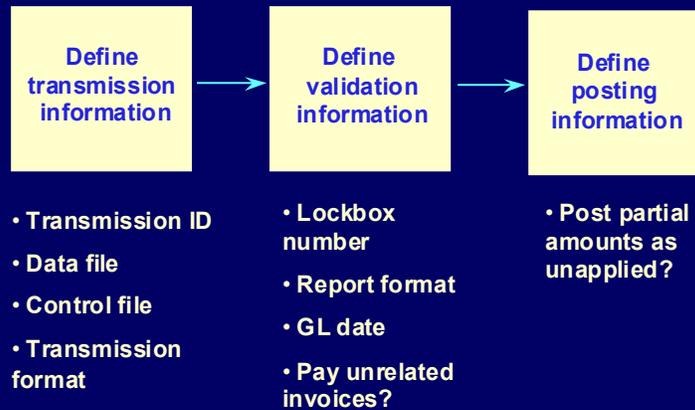
**ORACLE**<sup>34</sup>

## Running the Autolockbox Program

---

### Running the Autolockbox Program

To import and apply receipts using AutoLockbox, you can run each step individually, or you can run them as a group.



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## Demonstration

---

### Demonstration

In this demonstration we will show the Lockbox interface.

(N) Interfaces > Lockbox

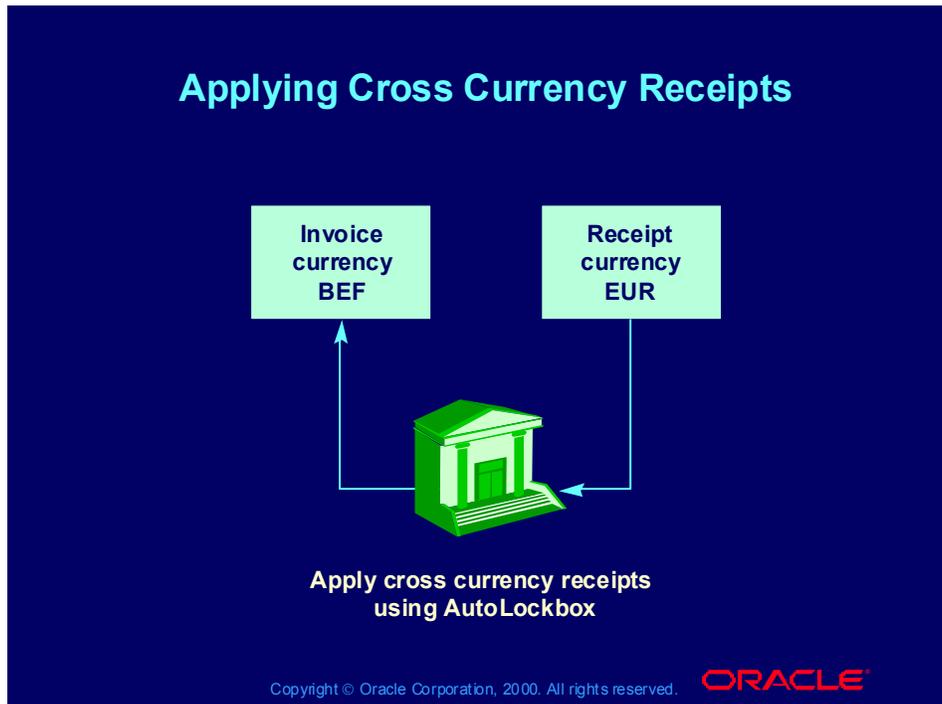
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(N) Interfaces > Lockbox

## Applying Cross Currency Receipts

---



## Importing and Applying Cross Currency Receipts

---

### Importing and Applying Cross Currency Receipts

- Applies receipts when the currencies of the receipt and the transaction are different
- Can apply currencies with either fixed or floating exchange rates
- Imports fixed exchange rates from General Ledger, floating exchange rates must be transmitted with bank data file
- Before importing receipts, AutoLockbox verifies the amounts using the Cross Currency Receipt Application formula. If the amounts are not correct, AutoLockbox rejects the receipt

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox > Importing and Applying Cross Currency Receipts

## Cross Currency AutoLockbox Receipt Application Formula

---

**Cross Currency AutoLockbox  
Receipt Application Formula**

<b>Transaction amount applied x Cross currency rate = Receipt amount applied</b>	<b>Functional</b>
<b>(AMOUNT_APPLIED) x (TRANS_TO_RECEIPT_RATE) = (AMOUNT_APPLIED_FROM)</b>	<b>Technical</b>

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox > Importing and Applying Cross Currency Receipts

## Cross Currency AutoLockbox Requirements

---

### Cross Currency AutoLockbox Requirements

- **Set the AR: Enable Cross Currency profile option to Yes**
- **Define the AR: Cross Currency Rate Type profile option**
- **Define the cross currency rounding account and the realized gain/loss account in the System Options window**
- **Define fixed exchange rate relationships in Oracle General Ledger (conditional)**

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox > Importing and Applying Cross Currency Receipts

## Review Question

---

### Review Question

If you are using fixed exchange rate currency receipts you must import the fixed exchange rates from:

- A. Oracle Cash Management
- B. Oracle Treasury
- C. Oracle General Ledger
- D. Oracle Payables

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## Answer to Review Question

---

### Answer to Review Question

If you are using fixed exchange rate currency receipts you must import the fixed exchange rates from:

- A. Oracle Cash Management
- B. Oracle Treasury
- C. Oracle General Ledger
- D. Oracle Payables

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# Agenda

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## Agenda

- Overview of AutoLockbox
- Importing receipts using AutoLockbox
- **Correcting AutoLockbox errors**
- Setting up AutoLockbox

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## Maintaining AutoLockbox Transmission History

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### Maintaining AutoLockbox Transmission History

You can review and correct transmission information before it is converted into QuickCash batches by:

- Identifying invalid records
- Making appropriate edits
- Resubmitting records for validation

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox > Maintaining AutoLockbox Transmission Data

## Correcting Transmission Errors

---

### Correcting Transmission Errors

- Use the Lockbox Processing report to identify records that must be edited
- Make changes to records as necessary in the Lockbox Transmission Data window
- Run AutoLockbox to resubmit the data file for validation

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox > Maintaining AutoLockbox Transmission Data

## Resolving Unapplied Receipts

---

### Resolving Unapplied Receipts

- To resolve unapplied receipts, use the Applications window
- Ensure that receipt customer has a bill to location specified
- Edit and reapply the receipts as usual

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox > Maintaining AutoLockbox Transmission Data

## Review Question

---

### Review Question

If you correct an AutoLockbox transmission error, you must run AutoLockbox to resubmit the data file for validation.

- A. True
- B. False

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## Answer to Review Question

---

### Answer to Review Question

**If you correct an AutoLockbox transmission error, you must run AutoLockbox to resubmit the data file for validation.**

- A. True**
- B. False**

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# Agenda

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## Agenda

- Overview of AutoLockbox
- Importing receipts using AutoLockbox
- Correcting AutoLockbox errors
- **Setting up AutoLockbox**

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### Setting Up AutoLockboxes

- **Set up bank information**
  - Arrange for lockbox services with bank
  - Notify customer of lockbox address
- **Set up receipts information**
  - Define receipt classes and payment methods
- **Set up lockbox information**
  - Define lockbox number, bank account, and contact information
  - Define attributes of AutoLockbox receipts

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## Demonstration

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### Demonstration

In this demonstration we will set up a lockbox.

**(N) Setup > Lockboxes > LockBoxes**

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**(N) Setup > Lockboxes > LockBoxes**

## Setting Up AutoLockboxes

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### Setting Up AutoLockboxes

To set up AutoLockbox transmission formats, you must translate bank transmission format for Receivables.

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > AutoLockbox > Running AutoLockbox

## Demonstration

---

### Demonstration

In this demonstration we will set up a transmission file.

**(N) Setup > Lockboxes > Transmission Formats**

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**(N) Setup > Lockboxes > Transmission Formats**

## Defining AutoCash Rules

---

### Defining AutoCash Rules

- **AutoCash Rule Sets determine how a QuickCash receipt is applied to open debit items**
- **Enter a sequence for automatically applying receipts**
- **Select one or more AutoCash rules for receipt application from the list of AutoCash Rule options**

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Setting Up > Application Rule Sets

### Profile Options

- **Set the AR: Enable Cross Currency profile option to Yes, to apply receipts to transactions of a different currency**
- **Define the AR: Cross Currency Rate Type profile option, to specify the type of exchange rate you want to use to apply cross currency receipts**
- **Set the AR: Create Bank Charges profile option to Yes, to consider bank charges and a tolerance limit when applying receipts**

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### Summary

**After this lesson, you should be able to describe:**

- **How receipts are imported using Autolockbox**
- **How to correct errors in AutoLockbox**
- **How to resolve unapplied receipts**
- **How to set up Autolockbox**

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# **R11i Processing Automatic Receipts**

## **Chapter 13**

## Processing Automatic Receipts

Oracle Receivables 11i

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### Objectives

After this module, you should be able to:

- Describe the automatic receipt process
- Set up customers for automatic receipts
- Set up invoices for automatic receipts
- Create an automatic receipt

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# Agenda

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## Agenda

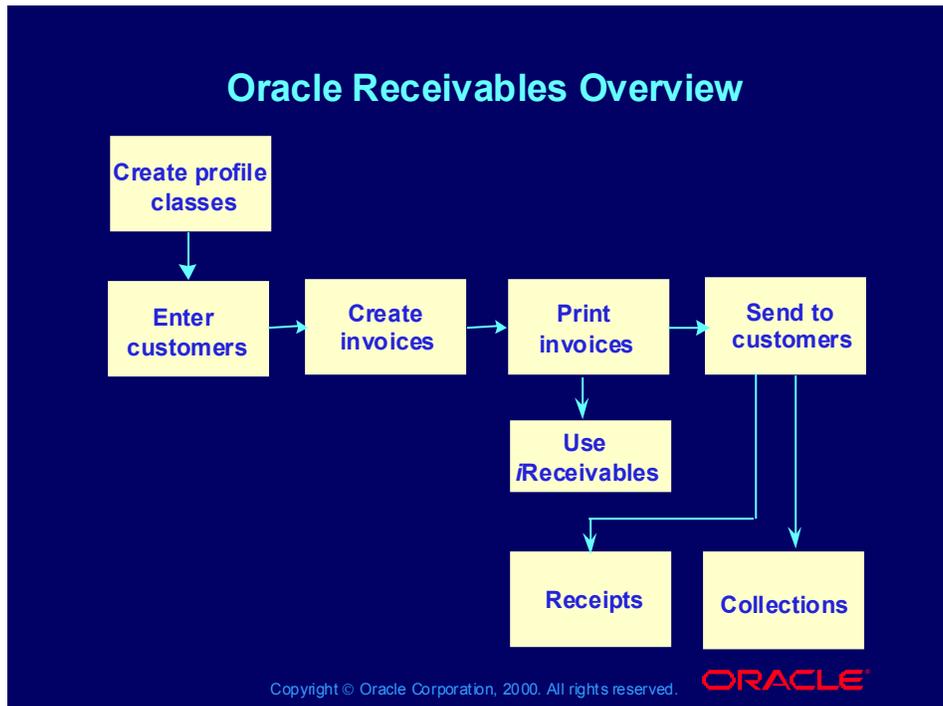
- **Automatic receipt process**
- **Set up automatic receipts**
- **Create and remit automatic receipts**
- **Remit automatic receipts**

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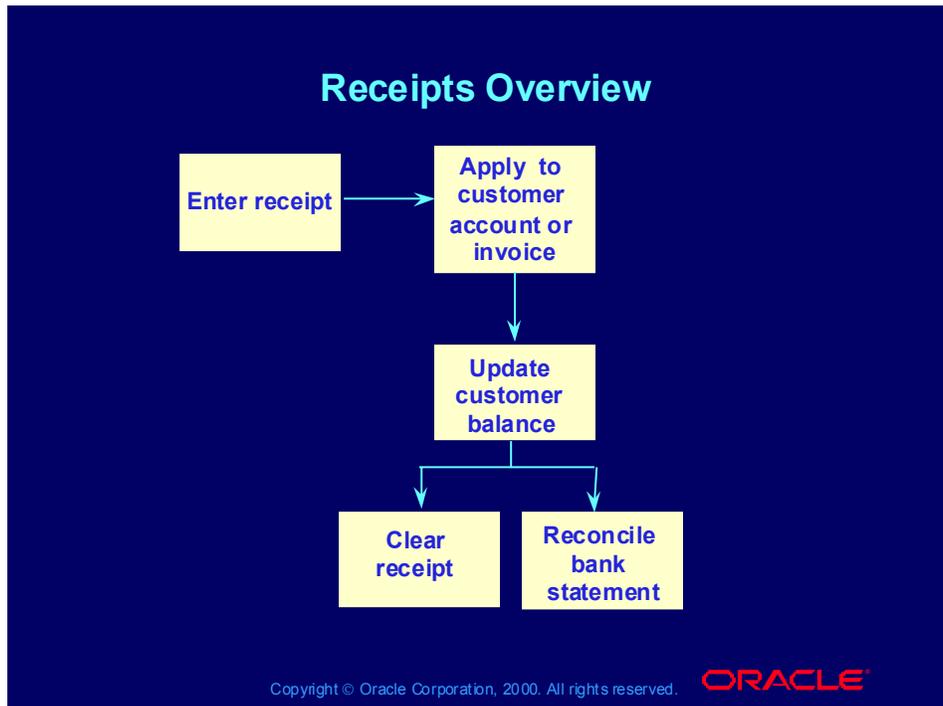
# Oracle Receivables Overview

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## Receipts Overview

---



## How Receipts Are Part of the Receivables Process

---

### How Receipts Are Part of the Receivables Process

Receipts are created in one of three ways:

#### Manual receipts

- Cash
- Miscellaneous

#### QuickCash receipts

- Manual
- AutoLockbox

#### Automatic receipts

- Credit card receipts
- Bills of exchange
- Direct debits

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# Agenda

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## Agenda

- **Automatic receipt process**
- **Set up automatic receipts**
- **Create and remit automatic receipts**
- **Remit automatic receipts**

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## Automatic Receipts Overview

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### Automatic Receipts Overview

- Use automatic receipts to process transactions such as direct debits, factored receivables, and bills of exchange (BOE) through customer's banks
- Payments can be directly transferred from a customer's bank on the due date
- Collections are assured and bad debits are reduced
- Cash flow can be managed more effectively when fund transfers are scheduled in advance

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Automatic Receipts

## Terms and Definitions

---

### Terms and Definitions

Term	Definition
Customer bank	Customer funds are automatically transferred from this bank.
Remittance bank	Payments are automatically transferred to this bank.
Automatic receipt	Agreement that enables the transfer of funds from the customer's bank to your remittance bank.
Factoring	Short-term financing method that uses accounts receivable as collateral. Usually involves an intermediary bank or factor.

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## Terms and Definitions

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### Terms and Definitions

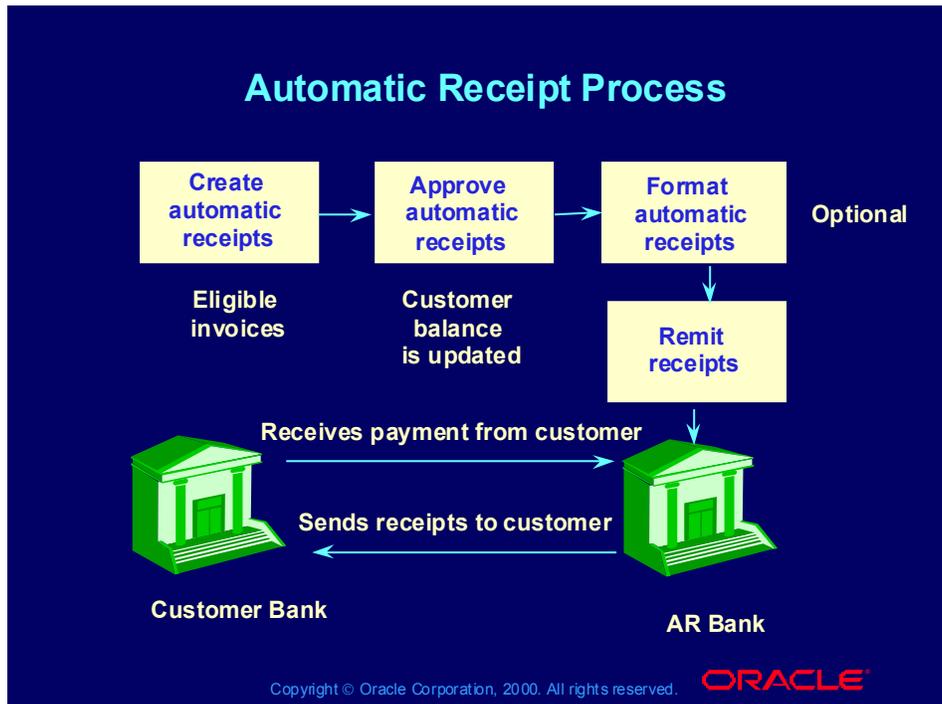
Term	Definition
<b>Short-term debt</b>	<b>When advance payment is received from a bank or factor for a factored receivable, a short-term debt is created.</b>
<b>Risk elimination</b>	<b>After the customer has made payment on the amount receivable, the risk represented by the short-term debt can be eliminated.</b>

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## Automatic Receipt Process

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Automatic Receipts

## Review Question

---

### Review Question

Use automatic receipts to enter the following types of receipts:

- A. Credit card receipts
- B. Bills of exchange
- C. Direct debits
- D. All of the above

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## Answer to Review Question

---

### Answer to Review Question

Use automatic receipts to enter the following types of receipts:

- A. Credit card receipts
- B. Bills of exchange
- C. Direct debits
- D. All of the above

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# Agenda

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## Agenda

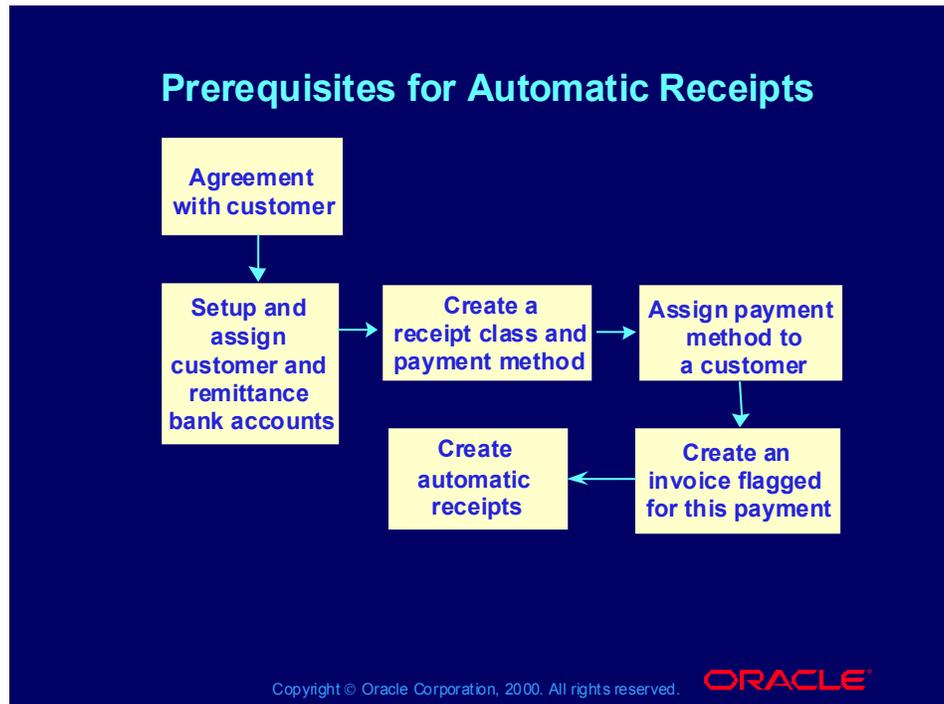
- Automatic receipt process
- Set up automatic receipts
- Create and remit automatic receipts
- Remit automatic receipts

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## Prerequisites for Automatic Receipts

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Automatic Receipts > Manually Entering Automatic Receipts

### Set Up Considerations

- **Create customer bank account**
- **Create automatic receipt class**
- **Set up document sequencing**
- **Assign banks to customers**
- **Assign payment methods to customers**
- **Set up remittance banks**

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## Setting Up Document Sequencing

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### Setting Up Document Sequencing

To set up document sequencing you must:

- Enable the Sequential Numbering profile option
- Define document sequences
- Assign document sequences to document categories

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Setting Up > Document Sequences > Preparing Receivables

## Demonstration

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### Demonstration

In this demonstration we will set up a customer, a bank account, an automatic payment method, an automatic receipt class, and document sequencing.

(N) Setup > Receipts

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(N) Setup > Receipts

## Flagging Transactions for Automatic Receipts

---

### Flagging Transactions for Automatic Receipts

- **To flag a debit item for automatic receipt:**
  - Enter information on paying customer
  - Specify a payment method and receipt class with an Automatic Creation method
- **Customer bank account currency and invoice currency must be the same**
- **If automatic receipts have different currencies, set the banks' "Multiple Currency Receipts" flag to Yes**
- **Automatic Receipts program selects all completed transactions for that customer and creates receipts**

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Automatic Receipts > Flagging Transactions for Automatic Receipts

## Demonstration

---

### Demonstration

In this demonstration we will create an invoice to be flagged for automatic receipts.

(N) Transactions > Transactions

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(N) Transactions > Transactions

## Review Question

---

### Review Question

You can enter cross currency receipts using the automatic receipt entry method.

- A. True
- B. False

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## Answer to Review Question

---

### Answer to Review Question

You can enter cross currency receipts using the automatic receipt entry method.

- A. True
- B. False

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# Agenda

---

## Agenda

- Automatic receipt process
- Set up automatic receipts
- **Create and remit automatic receipts**
- Remit automatic receipts

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### Using Automatic Receipts

- **Automatically generates receipts for customers with whom you have an existing agreement**
- **Defines the entire receipt creation and completion process**
- **Can reverse and reapply automatic receipts**
- **Collects payments on time and manages your customer risk**
- **Controls the amount you remit to your bank accounts**

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Automatic Receipts

## Setting the Profile Option

---

### Setting the Profile Option

Set the AR: Automatic Receipt Creation Authority profile option so your users can Create, Approve, or Format automatic receipts in one or more steps

- **Create (3 steps):** enforces maximum control for the organization
- **Format: (2 steps):** appropriate for companies with non-standard collections procedures
- **Approve (1 step):** fastest and simplest. Used when payments are collected in a recurring, standardized fashion.

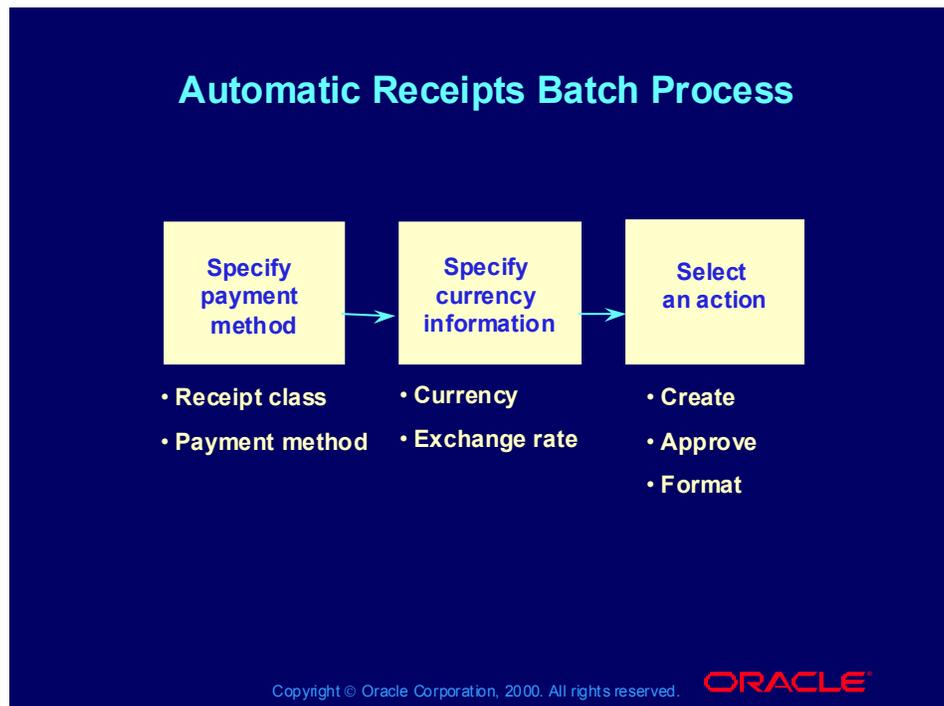
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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Automatic Receipts > Manually Entering Automatic Receipts (L) Define Profile Options

## Automatic Receipts Batch Process

---



## Specifying Payment Methods

---

### Specifying Payment Methods

- **Determines how to account for receipts and receipt applications**
- **Determines how to remit receipts**
- **Use the Receipt Batches window to define payment methods for automatic receipts**
- **Only automatic payment methods can be associated with invoices**

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Automatic Receipts > Manually Entering Automatic Receipts (L) Define Payment Methods

## Payment Methods

---

<b>Payment Methods</b>	
<b>Method</b>	<b>Description</b>
<b>One per customer</b>	<b>Creates one payment per customer.</b>
<b>One per customer and due date</b>	<b>Creates several payments for a customer if a customer's invoice has several due dates.</b>
<b>One per site</b>	<b>Creates one per payment site.</b>
<b>One per invoice</b>	<b>Creates one payment per invoice</b>
<b>One per site and due date</b>	<b>Creates one payment per customer site and due date.</b>

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(Help) Applications Help Library > Oracle Financial Applications > Oracle Receivables > Receipts > Automatic Receipts > Manually Entering Automatic Receipts (L) Define Payment Methods

### Specifying Currency Information

- If you remit receipts in several currencies for a single payment method, you must enter at least one remittance bank per currency
- You must set one remittance bank as the primary remittance bank for each currency

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### Selecting an Action

Depending on your authority level (determined by the AR: Automatic Receipt Creation Authority profile option), select one or more receipt actions

- **Create:** You can select the invoices to include in your automatic receipts.
- **Approve:** You can update, delete, and approve the selected receipts.
- **Format: (Optional step)** You can format automatic receipts for paper or electronic media. You can send the formatted receipts to your customers for notification or confirmation before you remit the receipts to your bank.

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### Formatting Automatic Receipt Batches

- **Format automatic receipt batches if you want to send receipt batches to your customers for notification or confirmation before you remit the receipts to your bank (optional step)**
- **Automatic receipt batches can be formatted an unlimited number of times**
- **Use the Format Automatic Receipts report to view the formatted receipt output**
- **Use the Automatic Print Program field of the Receipt Classes window to select the receipt format**

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## Review Question

---

### Review Question

**Formatting receipts is optional.**

- A. True**
- B. False**

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## Answer to Review Question

---

### Answer to Review Question

**Formatting receipts is optional.**

- A. True**
- B. False**

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### Confirming Automatic Receipts

- When a customer confirms a receipt, the customer indicates that the receipt was reviewed and that the payment information is correct
- If you want a customer to confirm a receipt, you must set the **Require Confirmation** option to **Yes**
- **Bill of Exchange (BOE)** is the only type of receipt that requires confirmation
- When a receipt that requires confirmation is confirmed, **Receivables** automatically closes the invoice for which it was created
- You cannot update a receipt after it has been confirmed
- Use **remittance batches** to initiate the transfer of funds for receipts after confirmation

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### Recording Customer Confirmations

- To flag automatic receipts for confirmation, select the **Require Confirmation** check box for the receipt class that is assigned to the receipt's payment method
- You can record receipt confirmations individually or in batches
- After you record a confirmation, **Receivables** updates the customer balance and invoice balance
- Use the **Automatic Receipts Awaiting Confirmation** report to view a list of the automatic receipts waiting for confirmation

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## Review Question

---

### Review Question

Which of the following receipts typically requires confirmation?

- A. Direct deposit
- B. Credit card
- C. Bill of exchange
- D. All of the above

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## Answer to Review Question

---

### Answer to Review Question

Which of the following receipts typically requires confirmation?

- A. Direct deposit
- B. Credit card
- C. **Bill of exchange**
- D. All of the above

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## Demonstration

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### Demonstration

In this demonstration we will create, approve, and format an automatic receipt.

**(N) Receipts > Receipts**

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**(N) Receipts > Receipts**

### Updating Automatic Receipts

- You can only update receipts with **Approved** status, you cannot update receipts with **Confirmed** status
- You can update the following receipt information:
  - Invoice application amounts
  - Exchange rate
  - Maturity date\*
  - Remittance bank
  - Customer bank information\*
- \* You can change maturity date and bank information up to the time receipts are selected for remittance

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# Agenda

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## Agenda

- Automatic receipt process
- Set up automatic receipts
- Create and remit automatic receipts
- Remit automatic receipts

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## Sending Automatic Remittances

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### Sending Automatic Remittances

- Remitting receipts initiates the transfer of payment from your customers
- Like the automatic receipt creation process, you must create, approve, and format remitted receipts
- If the Receipts Multi-Currency field is set to Yes, you can remit cross currency receipts
- You can remit receipts two ways:
  - Standard Remittances
  - Factored Remittances
- To verify that money was transferred, you must reconcile your bank statements

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## Summary

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### Summary

**After this module you should have learned:**

- **Automatic receipt process**
- **How to set up automatic receipt customers**
- **How to set up automatic receipts**
- **How to create and remit an automatic receipt**

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# **R11i Processing Credit Card Receipts**

## **Chapter 14**

## Processing Credit Card Receipts

Oracle Receivables 11i

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## Objectives

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### Objectives

After this lesson, you should be able to:

- Describe the credit card receipt process
- Set up credit card receipts in Oracle Receivables

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# Agenda

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## Agenda

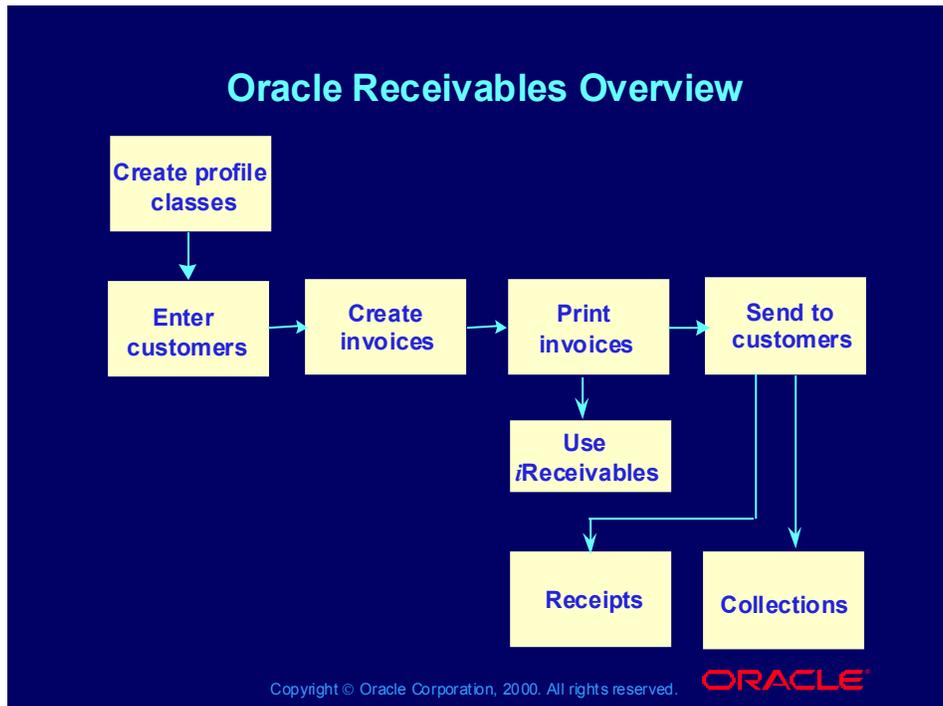
- Overview of the credit card receipt process
- Setting up credit card receipts in Oracle Receivables

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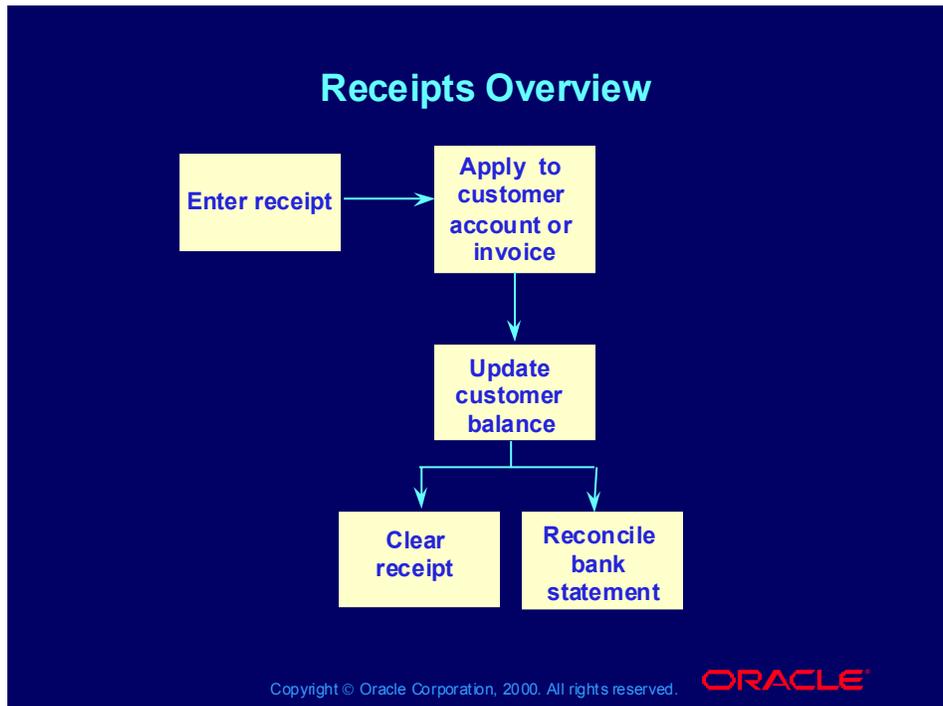
# Oracle Receivables Overview

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## Receipts Overview

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## How Receipts Are Part of the Receivables Process

---

### How Receipts Are Part of the Receivables Process

Receipts are created in one of three ways:

#### Manual receipts

- Cash
- Miscellaneous

#### AutoLockbox receipts

- Cross currency

#### Automatic receipts

- Credit card receipts
- Bills of exchange
- Direct debits

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# Agenda

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## Agenda

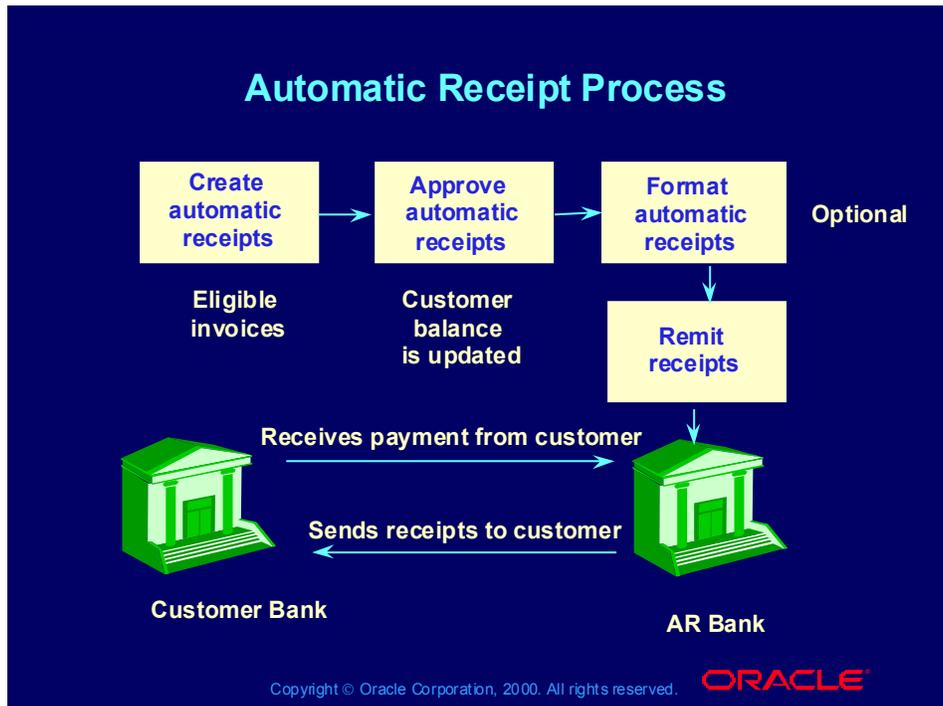
- Overview of the credit card receipt process
- Setting up credit card receipts in Oracle Receivables

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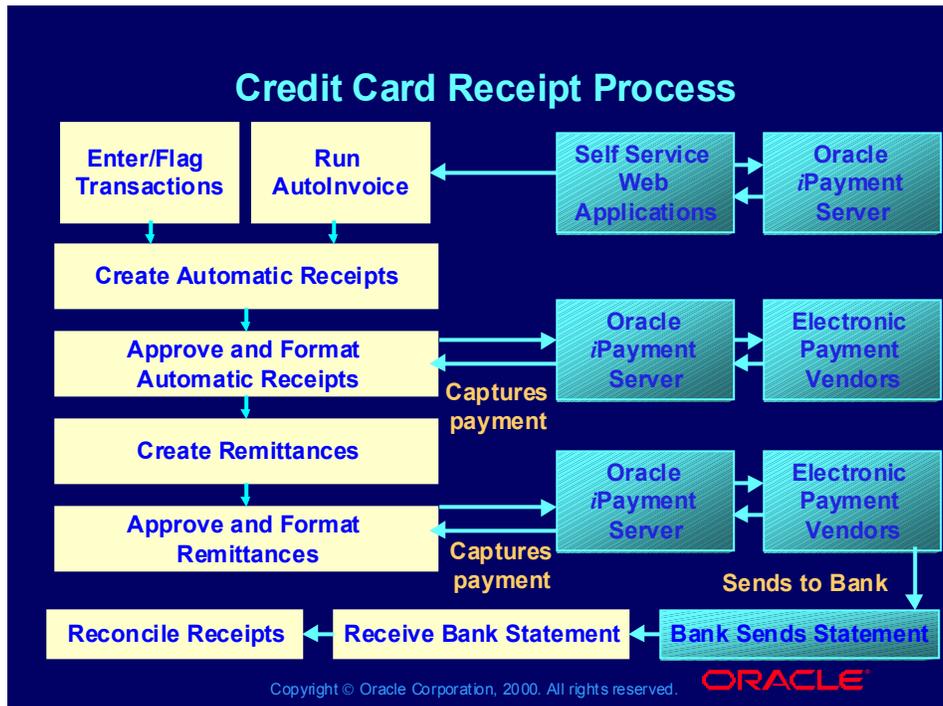
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# Automatic Receipt Process

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# Credit Card Receipt Process



## Benefits of Credit Card Processing

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### Benefits of Credit Card Processing

- Automates receipt process for credit card transactions
- Enables you to decide when, where, and how much you should remit to your bank or credit card processor
- Speeds cash flow and minimizes customer risk
- Increases flexibility of customer payment options
- Does not support automatic refunds

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## Review Question

---

### Review Question

**Oracle Receivables uses Oracle iPayment to authorize credit card receipts.**

- A. True**
- B. False**

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## Answer to Review Question

---

### Answer to Review Question

**Oracle Receivables uses Oracle iPayment to authorize credit card receipts.**

- A. True**
- B. False**

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## Credit Card Receipt Entry Methods

---

### Credit Card Receipt Entry Methods

To enter credit card receipts into Oracle Receivables:

- Manually enter receipts using the Transactions Window
- Automatically import receipts using AutoInvoice

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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Transactions > Credit Cards

## Flagging Manual Invoices for Credit Card Payment

---

### Flagging Manual Invoices for Credit Card Payment

To flag a manual invoice for credit card payment:

- Specify paying customer information
- Select a pre-defined credit card payment method
- Enter a bank name of 'Credit Card'
- Enter the credit card number and expiration date

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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Transactions > Credit Cards

## Flagging Imported Receipts for Credit Card Payment

---

### Flagging Imported Receipts for Credit Card Payment

- Receipts can be imported from Oracle Order Management or Oracle Self Service Web Applications using AutoInvoice
- Imported receipts must have a Credit Card payment type
- You must set the AR: Enable Credit Card Preprocessor profile option to Yes

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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Transactions > Credit Cards

## Review Question

---

### Review Question

Which of the following is a credit card receipt entry method?

- A. Quick Cash
- B. Automatic
- C. AutoLockBox
- D. None of the above

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## Answer to Review Question

---

### Answer to Review Question

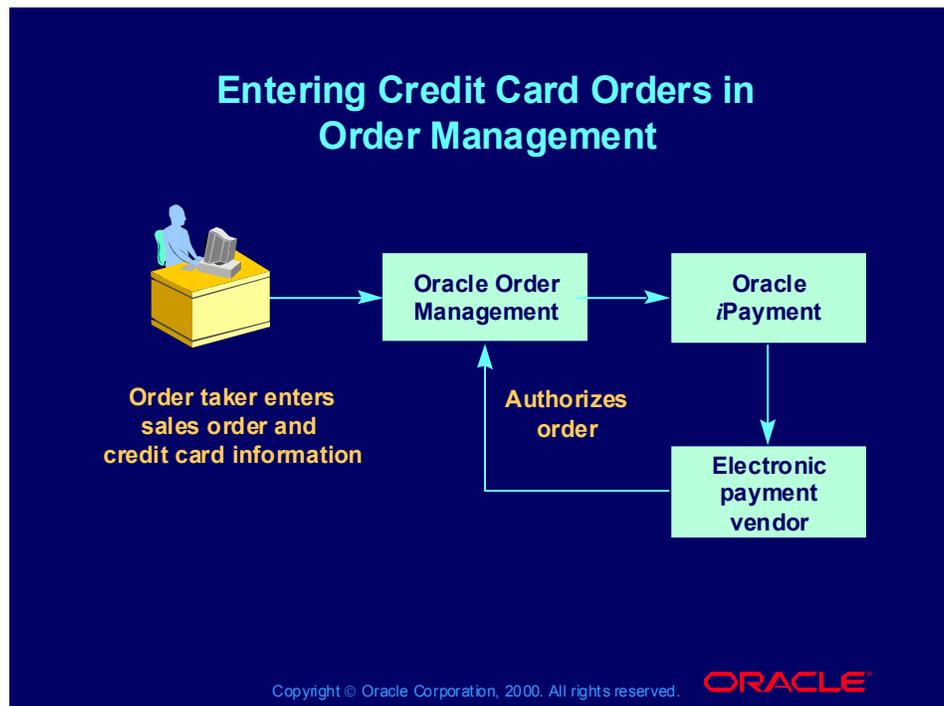
Which of the following is a credit card receipt entry method?

- A. Quick Cash
- B. Automatic**
- C. AutoLockBox
- D. None of the above

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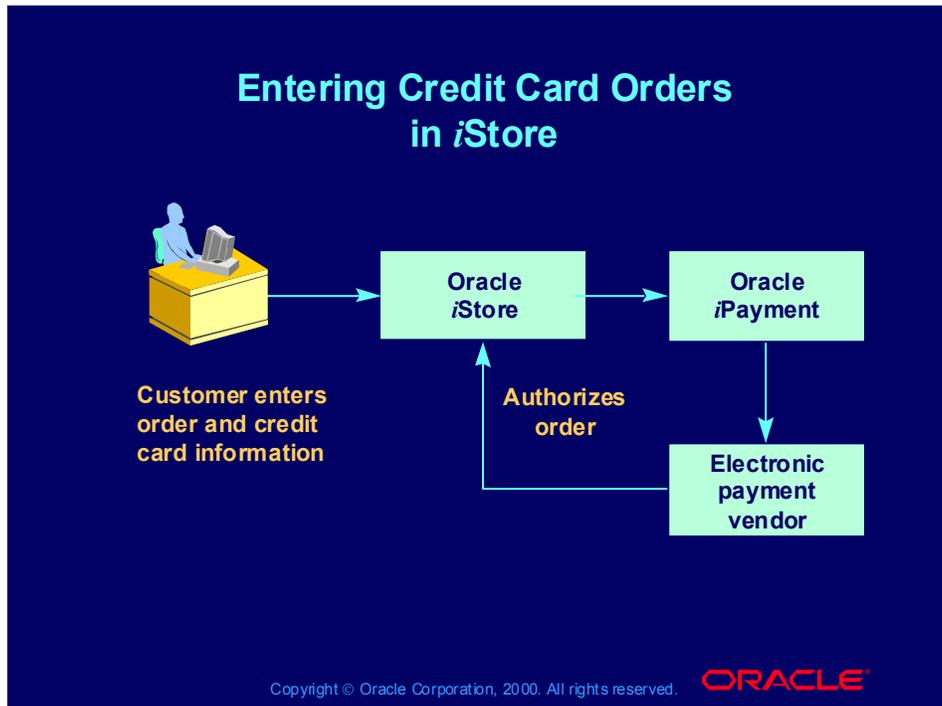
## Entering Credit Card Orders in Order Management



Users should select a payment type of Credit Card and input the credit card number and expiration date in the fields provided. Order Management processes one credit card order, at the header level only. Credit Card authorization occurs at booking or shipping, depending on the setup. You set up the credit card authorization in the same manner as setting up credit check rules. The capture of funds still happens in Receivables.

## Entering Credit Card Orders in iStore

---



## Creating and Approving Automatic Receipt Batches

---

### Creating and Approving Automatic Receipt Batches

#### To create automatic receipt batches:

- Select a credit card receipt class and payment method
- If you want to create a separate batch for each credit card vendor, specify a bank account range

#### To approve automatic receipt batches:

- Set the AR: Automatic Receipt Creation profile option to Approve or Format

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(Help) Oracle Financial Applications > Oracle Financial Applications > Transactions > Credit Cards > Processing Credit Card Transactions

Customers can use Oracle iStore to directly enter, review, and research information that affects them, including credit card information. Oracle iStore includes a link to the Oracle iPayment. Once credit card information is entered, a call is made to the iPayment for authorization.

The order is imported into Oracle Order Management and the credit card number, expiration date, and authorization are interfaced. Oracle Order Management calls the same Setup API if the credit card number needs to be set up as a customer bank account. After Oracle Order Management passes the information to Oracle Receivables, capture takes place during the approval of the remittance batch, just as any other credit card receipt.

## Review Question

---

### Review Question

You can an automatic receipt batch for different credit card vendors.

- A. True
- B. False

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## Answer to Review Question

---

### Answer to Review Question

You can an automatic receipt batch for different credit card vendors.

- A. True
- B. False

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### Partially Applying Payments

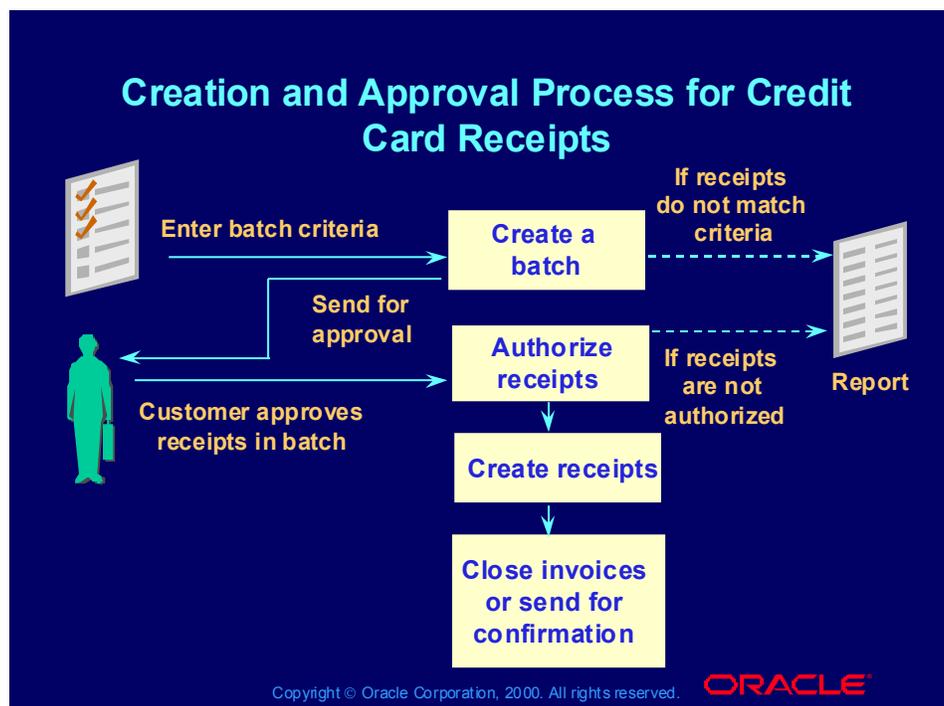
**You can partially apply a payment to an invoice, if the invoice:**

- **Has not been selected by AutoReceipts (once a receipt is selected by AutoReceipts you cannot apply cash manually)**
- **Has been marked to be paid by credit card**
- **Has an automatic payment method**
- **Is created with installments**

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## Creation and Approval Process for Credit Card Receipts



### (N) Receipt > Batches (B) Create

You can select invoices to include in your automatic receipt batch by specifying a credit card receipt class and payment method.

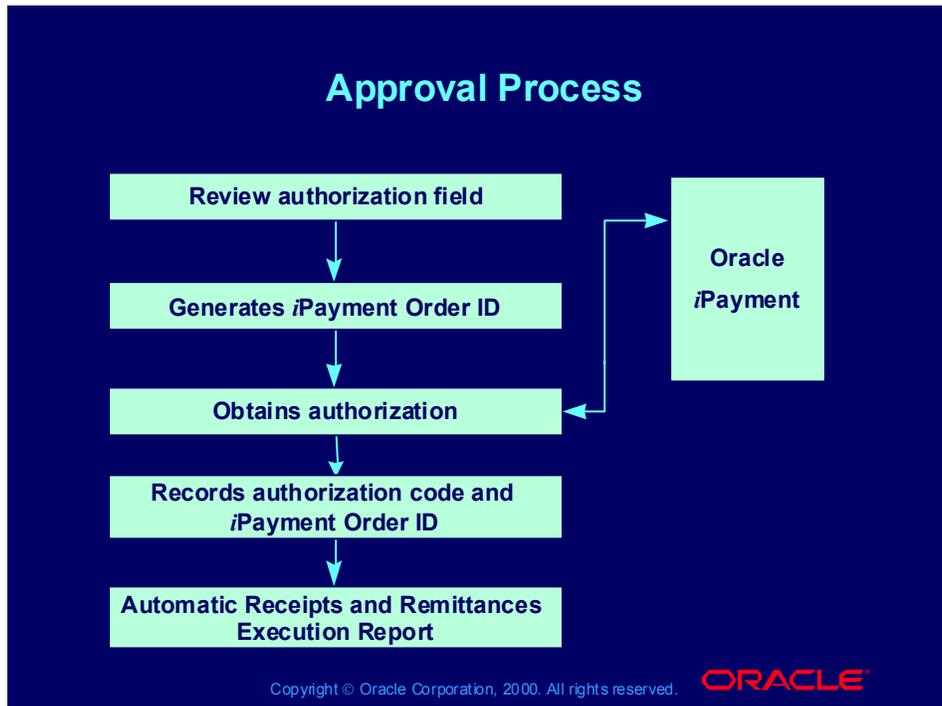
Once the automatic receipts have been created, it is sent for approval. During the approval process, Oracle iPayment is used to contact the credit card company for approval or authorization.

Once the receipt is approved, the transaction has a status of Closed. The receipt has a status of Confirmed, unless confirmation is required. If an invoice has a payment term with installments, authorization occurs when each installment is due.

If the customer does not authorize the transaction or if the receipts do not match the batch criteria, the transaction is stopped and a report is printed.

## Approval Process

---



### Approval Process

- The Automatic Receipt creation process reviews the authorization field in the Receipts window.
- The program generates an *iPayment* Order ID and initiates a call to Oracle *iPayment* to obtain an authorization if the authorization field is blank.
- The Authorization Code and the *iPayment* Order ID are recorded on the transaction header.
- Items not successfully authorized are removed from the batch and reported on the Automatic Receipts and Remittances Execution Report.

The Oracle *iPayment* stores transaction and credit card response information by Payment Server Order ID. This ID must be presented to Oracle *iPayment* when a request for capture is made.

## Remitting Credit Card Receipts

---

### Remitting Credit Card Receipts

- **Create a remittance batch**
- **Receivables marks successfully captured receipts as Remitted**
- **Receipts that fail authorization or capture are removed from the batch and appear in the Exceptions section of the Automatic Receipts and Remittances Execution report**

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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Transactions > Credit Cards > Processing Credit Card  
Transactions

## Review Question

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### Review Question

Which report lists the exceptions for remitted credit card receipts?

- A. Credit Card Receipts report
- B. Exceptions report
- C. Automatic Receipts and Remittances Execution report

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## Answer to Review Question

---

### Answer to Review Question

Which report lists the exceptions for remitted credit card receipts?

- A. Credit Card Receipts report
- B. Exceptions report
- C. Automatic Receipts and Remittances Execution report

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# Agenda

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## Agenda

- Overview of the credit card receipt process
- **Setting up credit card receipts in Oracle Receivables**

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## Implementation Considerations for Credit Card Processing

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### Implementation Considerations for Credit Card Processing

- **Install Oracle iPayment 3i**
- **Create and approve the automatic receipt and remittance batch in a timely manner**
- **Updates to an invoice that changes the amount of an authorized transaction may cause a failure in the automatic receipt process**
- **Credit card fees may affect reconciliation of bank statements since receipts will have fees included**

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## Setting Up Credit Card Receipts

---

### Setting Up Credit Card Receipts

- Define a remittance bank
- Define a receipt class for automatic receipts
- Define a payment method
- Enable document sequencing
- Create a customer bank account (optional)
- Assign customer bank account and payment method to customer record (optional)
- Set the ICX: Oracle Payment Server URL and the AR: Mask Bank Account Number profile options

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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Setting Up > Credit Cards

## Demonstration

---

### Demonstration

In this demonstration we will define a receipt class and payment method.

(N) Setup > Receipts > Receipt Classes

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(N) Setup > Receipts > Receipt Classes

## Demonstration

---

### Demonstration

**In this demonstration we will define document sequencing.**

**(N) Control > Profile Options**

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(N) Control > Profile Options

## Demonstration

---

### Demonstration

In this demonstration we will define a customer bank account.

**(N) Setup > Receipts > Banks**

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**(N) Setup > Receipts > Banks**

## Demonstration

---

### Demonstration

**In this demonstration we will assign customer bank account and payment method to the customer.**

**(N) Customers > Summary**

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(N) Customers > Summary

## Summary

---

### Summary

In this lesson you should have learned how to:

- Describe the credit card receipt process
- Set up credit card receipts in Oracle Receivables

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# **R11i Remitting Customer Receipts**

## **Chapter 15**

## Remitting Customer Receipts

Oracle Receivables 11i

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### Objectives

**After this lesson, you should be able to:**

- **Describe how remittances are used in Oracle Receivables**
- **Discuss set up options for remittances**
- **Remit receipts**

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# Agenda

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## Agenda

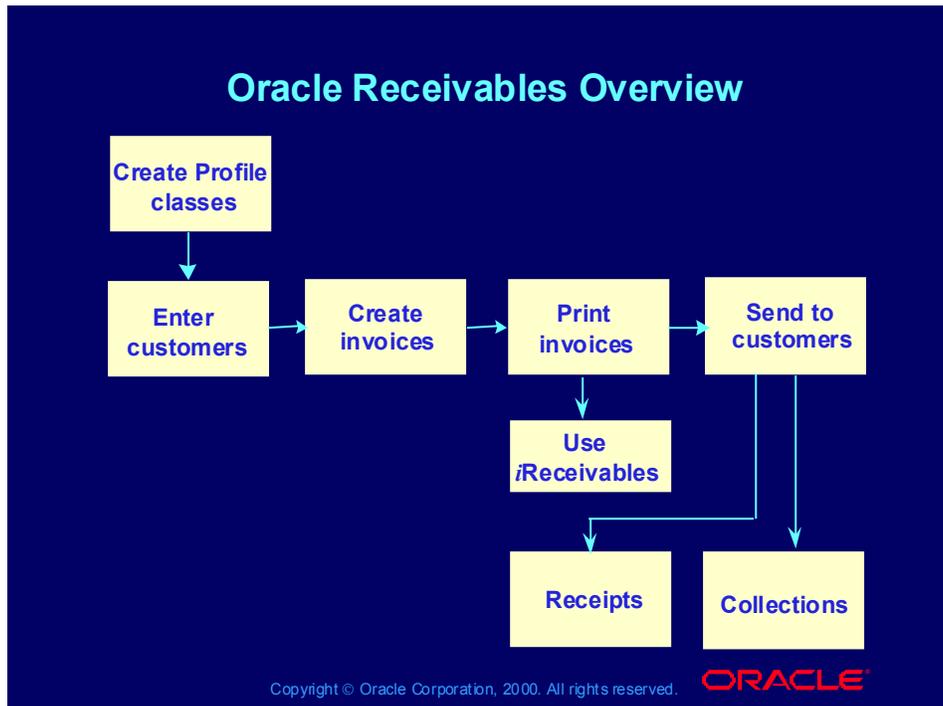
- Overview of Remittances
- Setting Up Remittances
- Remitting Receipts

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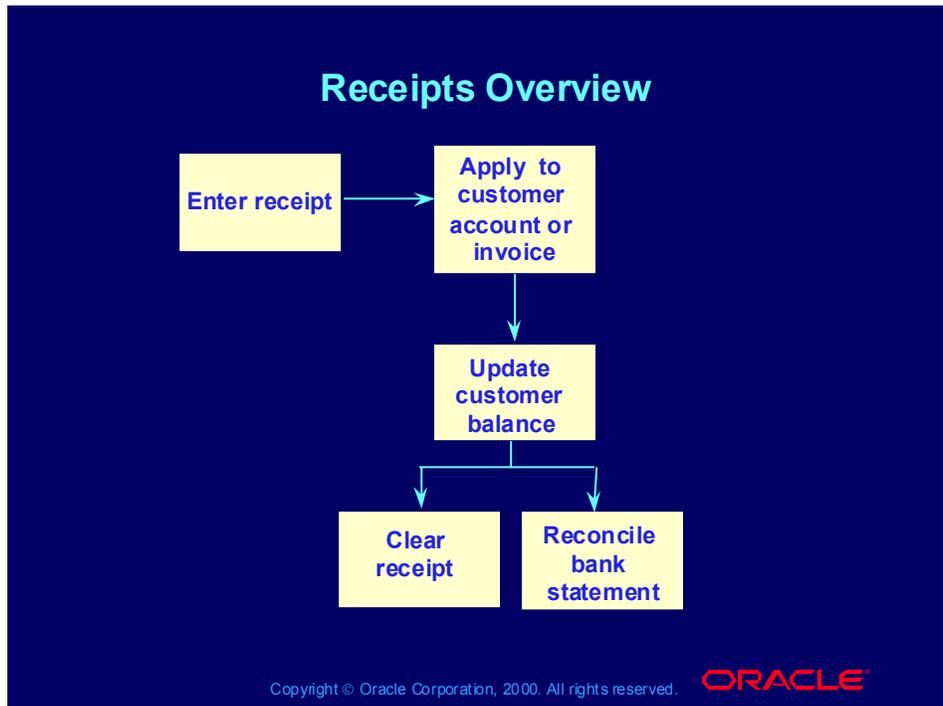
# Oracle Receivables Overview

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## Receipts Overview

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# Agenda

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## Agenda

- Overview of Remittances
- Setting Up Remittances
- Remitting Receipts

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## What is a Remittance?

---

### What is a Remittance?

- **A remittance is a receipt that you want to deposit to the bank. It is similar to a deposit slip.**
- **Use remittances to initiate the transfer of payments from your customers**
- **You can control your remittance process by having different people create, approve, and format your remittances in separate steps, or by having one person remit your receipts in a single step.**
- **You can remit several receipts at the same time by creating a remittance batch.**

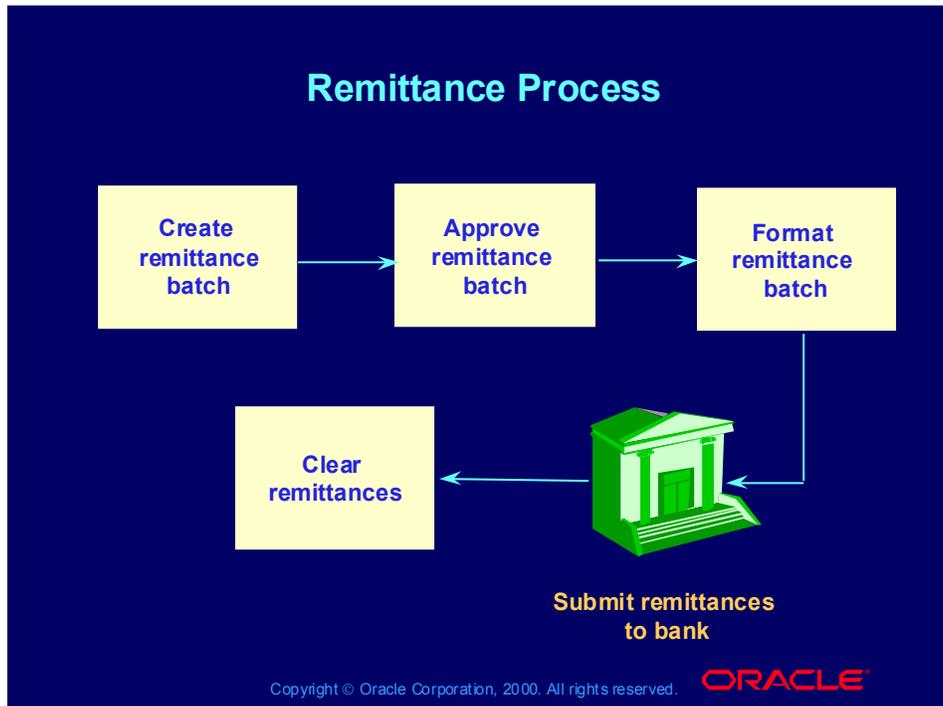
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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Receipts > About Remittances

# Remittance Process

---



## Creating Remittance Batches

---

### Creating Remittance Batches

- Remittance batches group receipts for deposit or transfer of funds
- You can create one batch per bank account or per clearing institution
- Receipts are included in the batch by maturity date, followed by amount
- You can specify an amount range the batch. If the total amount of receipts in the batch does not fall within the specified amount range, then Oracle Receivables will not create the batch.
- Receipts must have a status of either Approved or Confirmed to be included in a remittance batch

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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Receipts > About Remittances > Creating Remittance Batches

## Receipt Statuses

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<b>Receipt Statuses</b>	
<b>Status</b>	<b>Description</b>
<b>Approved</b>	Receipt is approved for automatic receipt creation. Receipt can be remitted.
<b>Confirmed</b>	For manually entered receipts, this receipt requires remittance. For receipts, this receipt is confirmed and requires remittance to clear. Receipt can be remitted.
<b>Remitted</b>	Receipt has been remitted.
<b>Cleared</b>	Payment of receipt has been transferred to your bank account and the bank statement has been reconciled. Receipt cannot be remitted.
<b>Reversed</b>	Receipt has been reversed. Receipt cannot be remitted.

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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Receipts > Entering Receipts

## Remittance Batch Versus Receipt Batch

---

<b>Remittance Batch Versus Receipt Batch</b>	
<b>Remittance Batch</b>	<b>Receipt Batch</b>
<b>Group of receipts remitted to the bank together</b>	<b>Group of receipts entered together</b>
<b>Includes receipts for the same bank account</b>	<b>Can include receipts for different bank accounts</b>

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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Receipts > About Remittances > Creating Remittance Batches

## Review Question

---

### Review Question

**Remittance batches enable you to remit receipts for different bank accounts.**

- A. True**
- B. False**

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## Answer to Review Question

---

### Answer to Review Question

**Remittance batches enable you to remit receipts for different bank accounts.**

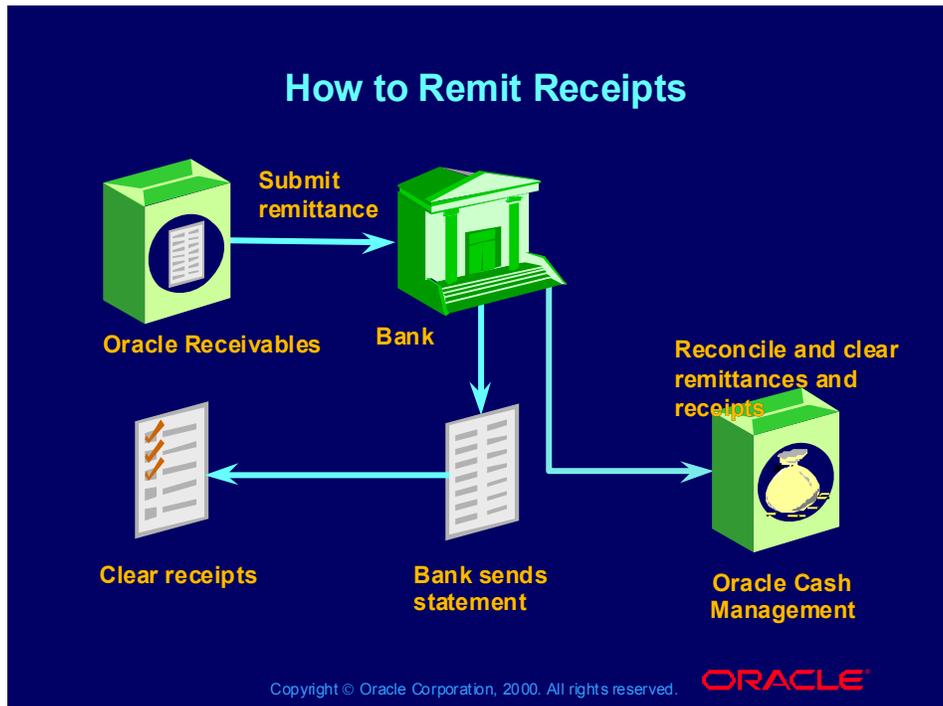
- A. True**
- B. False**

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# How to Remit Receipts

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## Remitting Receipts

---

### Remitting Receipts

Oracle Receivables allows you to remit the following types of receipts:

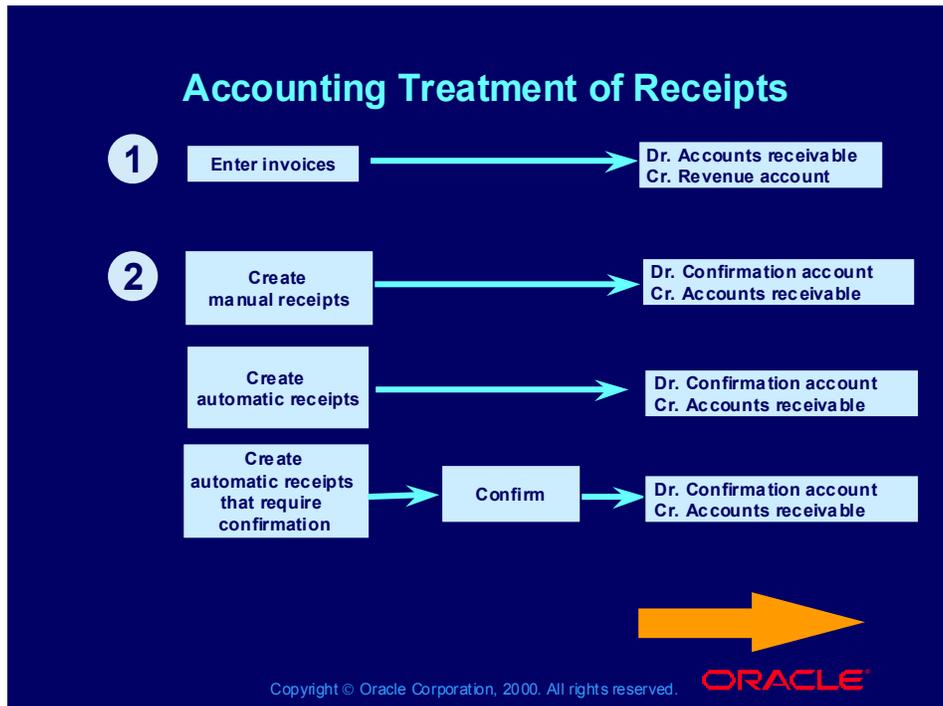
- **Manual Receipts**
- **Automatic Receipts**
- **Automatic Receipts with Confirmation**

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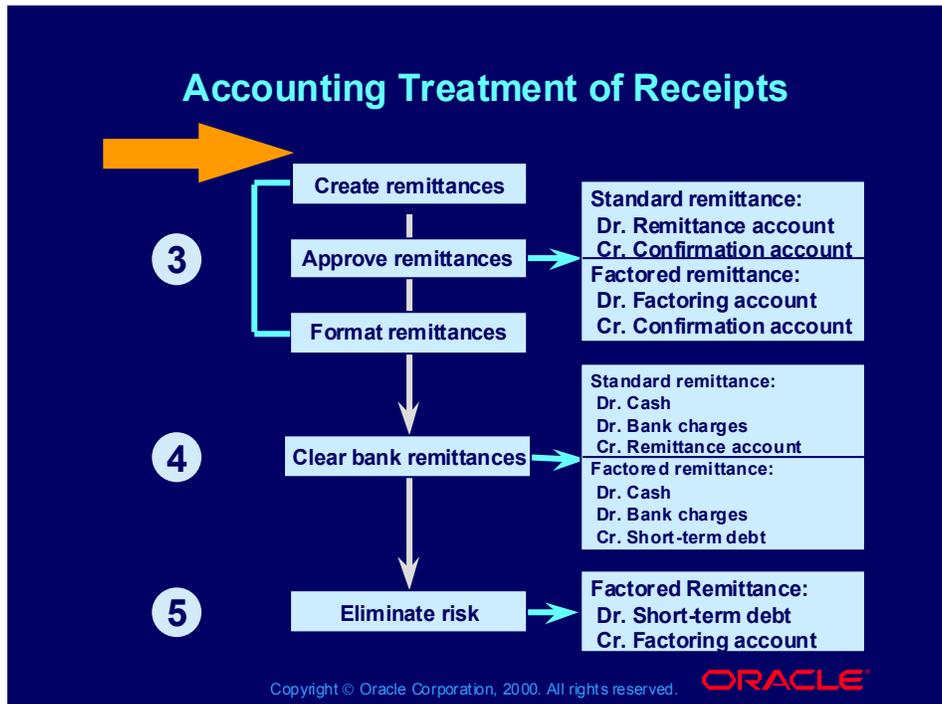
(Help) Oracle Financial Applications > Oracle Financial Applications  
> Receipts > About Remittances > Creating Remittance Batches

# Accounting Treatment of Receipts



Note that this diagram is continued on the following slide.

## Accounting Treatment of Receipts



Note that this diagram begins on the previous slide.

# Agenda

---

## Agenda

- Overview of Remittances
- Setting Up Remittances
- Remitting Receipts

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## Setting Up Remittances

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### Setting Up Remittances

To set up remittances you must do the following:

Define receipt  
class, payment  
method, and  
remittance bank



Create manual  
or automatic  
receipts

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### Defining Receipt Classes

To remit a receipt, you must first create a receipt class and define the following:

- **Creation Method: Automatic or Manual**
- **Remittance Method: Standard, Factored, or Standard and Factored**
- **Clearance Method: By Automatic Clearing or By Matching**

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### Remittance Methods

- **Standard remittances: Bank transfers funds from the customer's account to your account**
  - For automatic receipts, bank transfers funds on the receipt maturity date
  - For manual receipts, bank credits your account when the customer's check clears
- **Factored remittances: Bank lends you money against your future receipts**
  - For automatic receipts, money is lent before the maturity date
  - For manual receipts, money is lent before the customer's check clears

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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Receipts > About Remittances

## Demonstration

---

### Demonstration

In this demonstration we will set up a receipt class with a remittance method.

**(N) Set up > Receipts > Receipt Classes**

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**(N) Set up > Receipts > Receipt Classes**

## Review Question

---

### Review Question

Which type of receipts cannot be remitted?

- A. Standard
- B. Factored
- C. Automatic
- D. QuickCash

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## Answer to Review Question

---

### Answer to Review Question

**Which type of receipts cannot be remitted?**

- A. Standard**
- B. Factored**
- C. Automatic**
- D. QuickCash**

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**ORACLE**<sup>24</sup>

# Agenda

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## Agenda

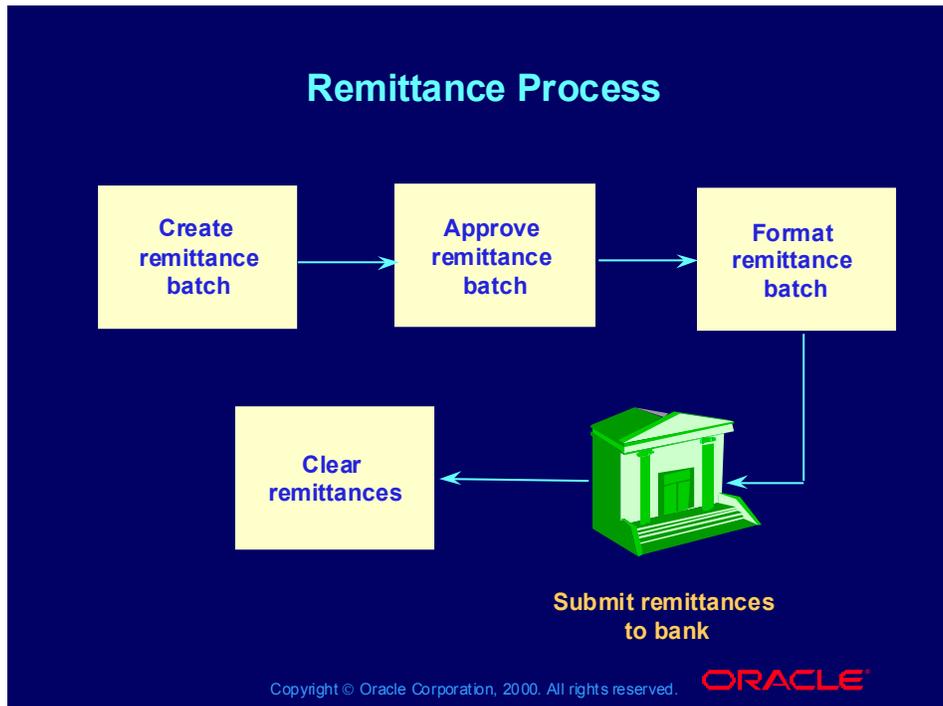
- Overview of Remittances
- Setting Up Remittances
- Remitting Receipts

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# Remittance Process

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### How to Control the Remittance Process

- **Require remittance for receipts**
- **Use function security to control how you want users to remit receipts: in one step or in several steps**
- **Define receipt selection criteria for remittance batches**
- **Require confirmation for automatic receipts**
- **Review receipts before approving them for remittance**
- **Format remittances to print or transfer them to a data file**

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## Creating Remittance Batches

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### Creating Remittance Batches

You can specify the following information for each remittance batch:

- Currency
- Batch and GL dates
- Payment method
- Receipt class
- Remittance bank
- Remittance method
- Remittance bank account
- Receipt selection criteria

Use Maturity Date as an optional selection criteria to reduce risk for factored remittances

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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Receipts > About Remittances > Creating Remittance Batches

## Demonstration

---

### Demonstration

In this demonstration we will show how to remit a receipt.

**(N) Receipts > Remittances**

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**(N) Receipts > Remittances**

## Demonstration

---

### Demonstration

This demonstration will show you how to maintain a remittance batch.

**(N) Receipts > Remittances**

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**(N) Receipts > Remittances**

## Review Question

---

### Review Question

Which of the following is a way to control your remittance process?

- A. Use function security
- B. Define receipt selection criteria for remittance batches
- C. Review receipts before approving the remittance
- D. All of the above

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## Answer to Review Question

---

### Answer to Review Question

Which of the following is a way to control your remittance process?

- A. Use function security
- B. Define receipt selection criteria for remittance batches
- C. Review receipts before approving the remittance
- D. All of the above

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## Practice 1 Overview

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### Practice 1 Overview

In this practice you will remit a receipt.

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## Practice 1 Instructions

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### Practice 1 Instructions

- As part of your daily receipt processing activities, you have to create a remittance to record receipts deposited to your bank.
- Hint: To create your remittance, use the Auto Create feature in the Remittance form.

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### Practice 1 Solution

1. Navigate to the Remittances window. (N) Receipts—>Remittances
2. Complete the header information.
3. Click the Auto Create button.
4. Select OK.

## Formatting Remittances

---

### Formatting Remittances

- Remittance formats are assigned in the payment method for the bank
- Use the Remittance Transmission Program and the Remittance Print Program or your own program to format standard remittances
- Use the Factoring Transmission Program and the Factoring Print Program to format factored remittances
- To initiate the transfer of funds, send the printout or data file to your remittance bank

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(Help) Oracle Financial Applications > Oracle Financial Applications  
> Receipts > About Remittances > Formatting Remittance Batches

### Reviewing Remitted Receipts

- **Printed reports**
  - **Automatic Clearing for Receipts Execution Report**
  - **Automatic Receipts and Remittances Execution report**
- **Online**

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### Summary

**After completing this module, you should be able to:**

- **Describe how remittances are used in Oracle Receivables**
- **Discuss set up options for remittances**
- **Remit receipts**

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