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# Oracle Receivables Release 11

Volume 2 • Student Guide

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14015GC10

Production 1.0

April 1998

M06486

**ORACLE®**

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## **Preface**

- Introduction iii
- Related Publications iv
- Typographic Conventions v

## **Lesson 1: Course Introduction**

- Course Objectives 1-2
- Course Agenda 1-3
- Product Overview 1-4
- Release 11 Enhancements 1-5
- The Euro and Multiple Reporting Currencies 1-6
- Course Overview 1-7
- Managing Customers 1-8
- Entering and Processing Transactions 1-9
- Setting Up Transaction Information 1-10
- Entering and Applying Receipts 1-11
- Setting Up Receipt Information 1-12
- Collecting Accounts Receivable 1-13
- Defining Collection Methods 1-14
- Oracle Applications Transaction Flow 1-15
- Accounts Receivable Transaction Flow 1-16
- Integrating with Oracle General Ledger 1-17
- Oracle Cash Management Integration 1-18
- Overview of System Options 1-20
- Overview of Profile Options 1-21
- Overview of Standard Reports 1-22

---

## **Unit I: Customers**

### **Lesson 2: Unit Introduction**

- Unit Objectives 2-2
- Unit Overview: Managing Customers 2-3
- Customer Entry Methods 2-4

Integrating Customer Information 2-5

### **Lesson 3: Defining Customer Profile Classes**

Objectives 3-2  
 Overview 3-3  
 Creating Customer Profile Classes 3-4  
 Profile Class Example 3-5  
 Entering Limits by Currency 3-7  
 Maintaining Existing Profile Classes 3-8  
 Reviewing Profile Class Changes 3-9  
 Creating and Maintaining Customer Profiles 3-10  
 Maintaining Customer Profiles 3-11  
 Practice 3-1 Overview 3-12  
 Summary 3-13

### **Lesson 4: Entering Customer Information**

Objectives 4-2  
 Overview 4-3  
 Customer Entry Methods 4-4  
 Levels of Customer Information 4-5  
 Entering Customer Information 4-6  
 Standard Customers Window 4-7  
 Determining Customer Tax Attributes 4-8  
 Entering Customer Telephone Numbers 4-9  
 Entering Contact Information 4-10  
 Assigning Payment Methods 4-11  
 Entering Customer Banks 4-12  
 Relationship to Oracle Order Entry 4-13  
 Using Address Styles 4-14  
 Entering Address Level Information 4-15  
 Assigning Business Purposes to Addresses 4-16  
 Creating Multiple Sites with Multiple Purposes 4-17  
 Setting Up Multiple Business Purposes 4-18  
 Multiple Sites and Business Purposes 4-19

Practice 4-1 Overview 4-22  
 Entering Summary Customer Information 4-23  
 Using Quick Customer Entry 4-24  
 Entering Quick Customer Information 4-25  
 Practice 4-2 Overview 4-26  
 Using the Customer Interface 4-27  
 Customer Interface Tables 4-28  
 Creating Customer Relationships 4-29  
 Allowing Payment of Unrelated Invoices 4-31  
 Defining Customer Relationships 4-32  
 Storing Customer Relationships 4-33  
 Customer Relationship Examples 4-34  
 Practice 4-3 Overview 4-35  
 Summary 4-36

**Lesson 5: Merging Customer Information**

Objectives 5-2  
 Overview 5-3  
 Merging Incorrect Data 5-4  
 Merging Site Data 5-5  
 Merging Customer Data 5-6  
 Merging Other Application Transactions 5-7  
 Merge Customers Window 5-8  
 Controlling the Merge Process 5-9  
 Summary 5-10

**Lesson 6: Reviewing Customer Information**

Objectives 6-2  
 Overview 6-3  
 Using Oracle Receivables Workbenches 6-4  
 Finding Customers 6-5  
 Common Attributes 6-6  
 Reviewing Customer Information Reports 6-7  
 Summary 6-8

## **Lesson 7: Setup Considerations**

- Setting Up Customers in Receivables 7-2
- Selecting Customer System Options 7-3
- Defining Customer QuickCodes 7-4
- Using the Customer Tables 7-5
- Implementing Customers Function Security 7-6
- Setting Customers Function Security 7-7
- Reviewing Customers Function Security 7-8
- Summary 7-9

## **Lesson 8: Unit Summary**

- Unit Summary 8-2

---

## **Unit II: Transactions**

### **Lesson 9: Unit Introduction**

- Unit Objectives 9-2
- Overview: Transaction Flow 9-3
- Transactions Workbench Windows 9-4
- Transaction Processing Cycle 9-5
- Classes of Transactions 9-6

### **Lesson 10: Entering Standard Invoices**

- Objectives 10-2
- Overview 10-3
- Standard Invoice Requirements 10-4
- Creating Invoice Batches 10-5
- Creating a Standard Invoice 10-6
- Entering Batch and Invoice Dates 10-7
- Entering Invoice Header Information 10-8
- Entering Invoice Lines 10-10
- Standard Invoice Line Types 10-11
- Practice 10-1 Overview 10-12

Practice 10-2 Overview 10-13  
 Using AutoAccounting for General Ledger Accounts 10-14  
 Entering Freight Lines 10-15  
 Entering Tax Lines 10-16  
 Entering Sales Credits 10-17  
 Summary 10-18

**Lesson 11: Entering Invoices with Rules**

Objectives 11-2  
 Overview 11-3  
 Creating Invoices for Services 11-4  
 Assigning Invoicing and Accounting Rules 11-5  
 Creating Accounting Entries 11-6  
 Running the Revenue Recognition Program 11-7  
 Entry Methods for Invoices with Rules 11-8  
 Example of Billing in Advance 11-9  
 Example of Billing in Arrears 11-10  
 Practice 11-1 Overview 11-11  
 Completing Invoices 11-12  
 Practice 11-2 Overview 11-13  
 Copying Invoices 11-14  
 Creating Copies of Invoices 11-15  
 Copying Transactions 11-16  
 Using Recurring Rules 11-17  
 Numbering Recurring Invoices Automatically 11-18  
 Summary 11-19

**Lesson 12: Correcting Transactions**

Objectives 12-2  
 Overview of Correcting Invoices 12-3  
 Overview of Corrections 12-4  
 Correcting for Underinvoicing 12-6  
 Creating Debit Memos 12-7  
 Practice 12-1 Overview 12-8

Updating Invoices 12-9  
 Practice 12-2 Overview 12-10  
 Adjusting Invoices 12-11  
 Adjusting Invoices Manually 12-12  
 Practice 12-3 Overview 12-13  
 Validating Adjustments in Oracle Receivables 12-14  
 Setting Adjustment Limits 12-15  
 Approving Adjustments 12-16  
 Creating Accounting Entries for Adjustments 12-17  
 Adjusting Invoices Automatically 12-18  
 Correcting for Overinvoicing 12-19  
 Responding to Overinvoicing 12-20  
 Examples of Overinvoicing 12-21  
 Applying Different Types of Credits 12-22  
 Creating Credit Memos 12-23  
 Practice 12-4 Overview 12-24  
 Invoice-Level Versus Line-Level Credits 12-25  
 Reversing Sales Credits 12-26  
 Accounting Entries for a Credit Memo Against an Invoice 12-27  
 Comparing Different Types of Credit Methods 12-28  
 Crediting Invoices with Rules 12-29  
 Credit Invoices with Split Payment Terms 12-30  
 Creating On-Account Credits 12-31  
 Credit Memos Versus On-Account Credits 12-32  
 Practice 12-5 Overview 12-34  
 Applying Credits 12-35  
 Practice 12-6 Overview 12-38  
 Handling Refunds 12-39  
 Voiding Transactions 12-40  
 Summary 12-41

**Lesson 13: Entering Commitments**

Objectives 13-2



Overview 13-3  
 Comparing Commitment Types 13-4  
 About Remaining Balances 13-5  
 Creating Customer Commitments 13-6  
 Completing the Deposit Process 13-7  
 Accounting for Deposits 13-8  
 Completing the Guarantee Process 13-10  
 Accounting for Guarantees 13-11  
 Creating Commitments 13-13  
 Practice 13-1 Overview 13-14  
 Practice 13-2 Overview 13-15  
 Summary 13-16

**Lesson 14: AutoInvoicing**

Objectives 14-2  
 Managing Transaction Entry Volume 14-3  
 Invoice Entry Methods 14-4  
 Running AutoInvoice 14-5  
 Running AutoInvoice for Oracle Projects 14-6  
 Using AutoInvoice Features 14-7  
 AutoInvoice Interface Tables 14-8  
 Using the Interface Tables 14-9  
 Using the Link-To or Reference Transaction Flexfield 14-10  
 Interfacing Credit Memos 14-11  
 Interfacing On-Account Credits 14-12  
 Interfacing Debit Memos 14-13  
 Determining GL and Rule Start Dates 14-14  
 Determining Tax Liability 14-15  
 Submitting the AutoInvoice Program 14-16  
 Comparing Methods of Transaction Entry 14-17  
 Summary 14-18

**Lesson 15: Tax Processing**

Objectives 15-2

---

Selecting a Tax Method	15-3
Determining the Tax Rate or Amount	15-4
Selecting Sales Tax as Your Tax Method	15-5
Selecting Value-Added Tax as Your Tax Method	15-6
Selecting Tax Calculation Options	15-7
Items Affecting Tax Calculation	15-8
Preparing Oracle Receivables for Tax Calculation	15-9
Implementing the Tax Vendor Extension	15-10
Calculating Tax from Customer Addresses	15-11
Calculating Tax from Tax Codes	15-12
Updating Taxes and Adding Tax Lines to Invoices	15-13
Assigning Multiple Tax Lines	15-14
Calculating Compound Tax	15-15
Using Tax Groups	15-16
Setting Up Sales Tax	15-17
Setting Up Value-Added Tax	15-18
Defining a Sales Tax Location Flexfield Structure	15-19
Choosing Tax-Related System Options	15-21
Selecting an Address Validation Option	15-22
Defining Sales Tax Locations and Rates	15-23
Entering Multiple Tax Rates for a Specific Location	15-24
Using the Sales Tax Interface to Import Sales Tax Information	15-25
Options Available to Submit the Interface Program	15-26
Entering Tax Authorities	15-27
Reviewing Sales Tax Rates	15-28
Defining Tax Codes and Rates	15-29
Defining Codes for VAT	15-30
Tax Inclusive Line Items	15-31
Defaulting Tax from Revenue Account	15-32
Defining Item Tax Rate Exceptions	15-33
Defining Tax Exemptions	15-34
Updating Tax Exemption Statuses	15-35
Setting the Profile Options	15-36

Defining Transaction Type Tax Options 15-37

Summary 15-38

## **Lesson 16: Completing the Transaction Process**

Objectives 16-2

Overview 16-3

Transaction Printing Options 16-4

Generating Documents 16-5

Printing Tax Information 16-6

Practice 16-1 Overview 16-7

How Oracle Receivables Uses Statements 16-8

Defining Statement Cycles 16-9

Setting Up Statement Cycles 16-10

Generating Statements 16-11

Entering Statement Sites 16-13

Generating Consolidated Statements 16-14

Generating Statements by Address 16-15

What Are Consolidated Billing Invoices? 16-16

Consolidated Versus Address-Level Statement Generation 16-17

Preparing Statements 16-18

Submitting the Print Statements Program 16-19

Calculating Finance Charges 16-20

Controlling Finance Charge Calculation 16-21

Generating Statements for Inactive Business Purposes 16-22

How Oracle Receivables Displays Receipts on Statements 16-23

Statement Printing Options 16-24

Using Transaction Reports 16-25

Reviewing Transactions 16-26

Summary 16-27

## **Lesson 17: Setup Considerations**

Entering Transaction Types in Order 17-2

Defining Transaction Types 17-3

Transaction Type Options 17-4

Using Natural Application Only 17-5

Entering Transaction Type Account Information 17-6

Defining Invoice Sources 17-7

Selecting AutoInvoice Processing Options 17-8

Specifying Calculation and Validation Options 17-9

Defining AutoAccounting 17-10

Setting Up AutoAccounting 17-11

Entering AutoAccounting Segment Values 17-12

Defining Payment Terms 17-13

Defining Payment Schedules 17-14

Defining Discounts 17-15

Defining Accounting Rules 17-16

Reviewing Predefined Invoicing Rules 17-17

Tax Setup Overview 17-18

Defining the Territory Flexfield (Optional) 17-19

Defining Territories 17-20

Defining Salespeople 17-21

Defining Remit-To Addresses 17-22

Defining Adjustment Limits 17-23

Defining the Item Flexfield 17-24

Defining Unit of Measure Classes 17-25

Defining Units of Measure 17-26

Defining Memo Lines 17-27

Setting Up AutoInvoice 17-28

Defining AutoInvoice Grouping Rules 17-29

Required Transaction Attributes 17-30

Optional Transaction Attributes 17-31

Defining AutoInvoice Line Ordering Rules 17-32

Matching Transaction Attributes 17-33

Defining Transaction Flexfields 17-34

Managing AutoInvoice System Options 17-35

Setting Transaction Function Security 17-36

Reviewing Transaction Function Security 17-37

Summary 17-38

**Lesson 18: Unit Summary**

Unit Summary 18-2

---

**Unit III: Receipts**

**Lesson 19: Unit Introduction**

Unit Objectives 19-2

Unit Overview 19-3

Entering Standard and Miscellaneous Receipts Manually 19-4

Entering Receipts Using QuickCash 19-5

Processing Automatic Receipts 19-6

Receipt Types 19-7

Receipt Statuses 19-8

Integrating Receipts Information 19-9

**Lesson 20: Entering Manual Receipts**

Objectives 20-2

Overview 20-3

Entering Manual Receipts 20-4

Entering Manual Receipts with QuickCash 20-5

Using the Receipts Window 20-6

Entering Batch-Level Information 20-7

Batch Statuses 20-8

Entering Receipt-Level Information 20-9

Entering Receipt Information 20-10

Applying Receipts 20-11

Entering Discount Information 20-12

Specifying Discount Basis 20-13

Overview of Applying Receipts 20-14

Examples of Receipts Application and Chargeback 20-15

Using the Applications Window 20-16

Applying Different Currencies 20-17  
 Using Mass Apply 20-18  
 Applying Receipts to Multiple Debit Items 20-20  
 Practice 20-1 Overview 20-21  
 Entering Adjustments 20-22  
 Example: Creating an Adjustment 20-24  
 Creating Chargebacks 20-25  
 Entering Quick Receipts 20-26  
 Using QuickCash 20-27  
 Specifying the AutoCash Rule Set 20-28  
 Defining Application Rule Sets 20-29  
 Posting QuickCash Receipts 20-30  
 Practice 20-2 Overview 20-31  
 Entering Miscellaneous Transactions 20-32  
 Practice 20-3 Overview 20-33  
 Reversing Receipts 20-34  
 Reversing Methods 20-35  
 Reversing a Receipt 20-36  
 Practice 20-4 Overview 20-38  
 Reapplying Receipts 20-39  
 Reapplying a Receipt 20-40  
 Practice 20-5 Overview 20-42  
 Practice 20-6 Overview 20-43  
 Using Receipts Summary 20-44  
 Creating and Tracking Notes Receivable 20-45  
 Summary 20-46

**Lesson 21: Using Automatic Receipts**

Objectives 21-2  
 Overview 21-3  
 Terms and Definitions 21-4  
 Automatic Receipts Process 21-5  
 Flagging Invoices for Automatic Receipt 21-6

Using Automatic Receipts 21-7  
 Setting the Profile Option 21-8  
 Controlling the Automatic Receipt Creation Process 21-9  
 Creating Automatic Receipts Batch 21-10  
 Maintaining Automatic Receipt Batches 21-11  
 Approving Automatic Receipts 21-12  
 Formatting Automatic Receipt Batches 21-13  
 Confirming Automatic Receipts 21-14  
 Sending Automatic Remittances to the Bank 21-16  
 Summary 21-17

**Lesson 22: Entering Lockbox Receipts**

Objectives 22-2  
 What Is a Lockbox? 22-3  
 Lockbox Cycle 22-4  
 Implementing Lockboxes 22-5  
 Understanding Bank Transmission Formats 22-6  
 Example of Bank Transmission Format 22-7  
 Importing Lockbox Data 22-8  
 Matching with AutoLockbox 22-9  
 Lockbox Processing 22-10  
 Running the Lockbox Program 22-11  
 Maintaining Lockbox Transmission Data 22-12  
 Example: Record Setup 22-13  
 Editing Lockbox Records 22-14  
 Updating Account Balances 22-15  
 Summary 22-16

**Lesson 23: Reporting Receipts**

Objectives 23-2  
 Overview of Remitting Automatic Receipts 23-3  
 Overview of Remitting Manual Receipts 23-4  
 Preparing Remittances 23-5  
 Factoring Automatic Receipts 23-6

Controlling the Remittance Process 23-7  
 Maintaining Remittance Receipts Batches 23-8  
 Remitting Receipts 23-9  
 Practice 23-1 Overview 23-10  
 Formatting Remittances 23-11  
 Clearing Receipts 23-12  
 Running Automatic Clearing 23-13  
 Eliminating Risk with Factored Receipts 23-14  
 Accounting Treatment of Receipts 23-15  
 Reviewing Receipts Online 23-17  
 Reviewing Receipt Data 23-18  
 Summary 23-19

**Lesson 24: Setup Considerations**

Receipt Setup Overview 24-2  
 Receipt Setup 24-3  
 Setup Steps Effect on Transactions 24-4  
 Defining Remittance Banks 24-5  
 Defining Bank Accounts 24-6  
 Defining Receipt Classes and Associated Payment Methods 24-7  
 Defining Payment Methods 24-9  
 Associating Bank Accounts to Receipt Classes 24-10  
 Entering Bank Account Information 24-11  
 Defining Receipt Sources 24-13  
 Defining Distribution Sets 24-14  
 Defining Receivables Activities 24-15  
 Defining Activity Names for Different Types of Activities 24-16  
 Defining AutoCash Rule Sets 24-17  
 Defining AutoCash Rules 24-18  
 Setting Up Lockbox 24-19  
 Enabling Application Rule Sets 24-20  
 Defining Lockboxes 24-21  
 Defining Transmission Formats 24-22



Identifying, Selecting, and Describing Different Types of Records 24-23  
 Specifying Transmission Fields 24-24  
 Entering Transmission Field Information 24-25  
 Transmission Field Types 24-26  
 Excluding Receipts Functions 24-27

**Lesson 25: Unit Summary**

Unit Summary 25-2

---

**Unit IV: Collection**

**Lesson 26: Unit Introduction**

Unit Objectives 26-2  
 Collection Scenarios 26-3  
 Collection Cycle 26-4  
 Collection Tasks 26-5  
 Overview of the Collections Workbench 26-6  
 Monitoring Customer Activity 26-8  
 Reviewing Customer Account Details 26-9  
 Resolving Past-Due and Disputed Items 26-10  
 Adjusting Customer Accounts 26-11  
 Summary 26-12

**Lesson 27: Reviewing Collection Information**

Objectives 27-2  
 Using Oracle Receivables Reports 27-3  
 Monitoring Collection Activities 27-4  
 Using the Collections Workbench 27-5  
 Using Collection Windows 27-6  
 Viewing Customer Account Information 27-7  
 Using the Customer Account Summary Window 27-8  
 Viewing Customer Accounts 27-9  
 Using Account Overview Windows: Transactions 27-10

Using Account Overview Window: Key Indicators 27-11  
 Finding Account Details 27-12  
 Reviewing Account Details 27-13  
 Reviewing Customer Information 27-14  
 Viewing Account Activities 27-15  
 Viewing Other Information 27-16  
 Summary 27-17

**Lesson 28: Dunning**

Objectives 28-2  
 Previewing Customers to Be Dunned 28-3  
 Using the Staged Dunning Method 28-4  
 Using Dunning Letters 28-5  
 Creating Custom Dunning Letters 28-6  
 Generating Dunning Letters 28-7  
 Identifying Scheduled Collector Actions 28-8  
 Using the Correspondence Window 28-9  
 Finding Additional Customer Information 28-10  
 Recording Customer Calls 28-11  
 Recording Call Topics 28-12  
 Entering Call Actions 28-13  
 Practice 28-1 Overview 28-14  
 Summary 28-15

**Lesson 29: Collections Setup**

Defining Collectors 29-2  
 Defining Aging Buckets 29-3  
 Defining Dunning Letter Sets 29-5  
 Specifying Letters and Sequence 29-6  
 Identifying User Functions for Collections Function Security 29-7  
 Summary 29-8

**Lesson 30: Unit Summary**

Unit Summary 30-2

---

## **Unit V: Reconciling, Reporting, and Completing**

### **Lesson 31: Unit Introduction**

- Unit Objectives 31-2
- Running GL Interface 31-3
- Reviewing Receivables Detail 31-4
- Reconciling Receipts 31-5
- Posting Execution Report 31-6

### **Lesson 32: Reconciling Receipts**

- Objectives 32-2
- Overview 32-3
- Reconciliation Features 32-4
- Overview of Oracle Cash Management 32-5
- How Oracle Stores Bank Statement Information 32-7
- Summary 32-8

### **Lesson 33: Reporting**

- Objectives 33-2
- Categories of Reports 33-3
- Accounting Report Examples 33-4
- Collection Report Examples 33-5
- Invoice and Execution Report Examples 33-6
- Listings, Tax, and Other Report Example 33-7
- Reports Menu 33-8
- Running Standard Reports and Listings 33-9
- Print Invoices Window 33-10
- Summary 33-11

### **Lesson 34: Completing the AR Cycle**

- Objectives 34-2
- Overview 34-3
- Balancing Accounts Receivable Transactions 34-4
- Reconciling Customer Balances 34-5

Reconciling Transactions 34-6  
 Reconciling Receipts 34-7  
 Reconciling Journal Entries 34-8  
 Transferring Transactions to Oracle General Ledger 34-9  
 Comparing Transaction Categories 34-11  
 Calculating Gains and Losses 34-12  
 Running Revenue Recognition 34-13  
 Using the GL Transfer Program 34-14  
 Running GL Interface 34-15  
 Posting in Detail or Summary Format 34-16  
 Cash Basis Versus Accrual 34-17  
 Archive and Purge Process 34-18  
 Selecting the Archive Level 34-19  
 Summary 34-20

**Lesson 35: Unit Summary**

Unit Summary 35-2

**Lesson 36: Setup Considerations**

Setting Up Oracle Receivables 36-2  
 Notes on Setup Steps 36-4

**Lesson 37: Course Summary**

Course Summary 37-2

**Appendix A: System and Profile Options**

Overview of System Options A-2  
 Overview of Profile Options A-3  
 Accounting System Options A-4  
 Tax System Options A-5  
 Invoice System Options A-6  
 Miscellaneous System Options A-7  
 User Profile Options A-8  
 User Profile Options (continued) A-9  
 User Profile Options (continued) A-10

QuickCode Types A-11  
QuickCode Types (continued) A-12

**Appendix B: Standard Reports**

Overview of Standard Reports B-2

**Appendix C: Practices and Solutions**

Practice 3-1 C-2  
Practice 3-1 Solution C-3  
Practice 4-1 C-6  
Practice 4-1 Solution C-7  
Practice 4-2 C-11  
Practice 4-2 Solution C-12  
Practice 4-3 C-14  
Practice 4-3 Solution C-15  
Practice 10-1 C-17  
Practice 10-1 Solution C-19  
Practice 10-2 C-20  
Practice 10-2 Solution C-21  
Practice 11-1 C-23  
Practice 11-1 Solution C-24  
Practice 11-2 C-27  
Practice 11-2 Solution C-28  
Practice 12-1 C-30  
Practice 12-1 Solution C-31  
Practice 12-2 C-33  
Practice 12-2 Solution C-34  
Practice 12-3 C-35  
Practice 12-3 Solution C-36  
Practice 12-4 C-38  
Practice 12-4 Solution C-39  
Practice 12-5 C-41  
Practice 12-5 Solution C-42  
Practice 12-6 C-45

Practice 12-6 Solution	C-46
Practice 13-1	C-48
Practice 13-1 Solution	C-49
Practice 13-2	C-50
Practice 13-2 Solution	C-51
Practice 16-1	C-53
Practice 16-1 Solution	C-54
Practice 20-1	C-54
Practice 20-1 Solution	C-56
Practice 20-2	C-59
Practice 20-2 Solution	C-60
Practice 20-3	C-64
Practice 20-3 Solution	C-65
Practice 20-4	C-67
Practice 20-4 Solution	C-68
Practice 20-5	C-70
Practice 20-5 Solution	C-71
Practice 20-6	C-73
Practice 20-6 Solution	C-74
Practice 23-1	C-75
Practice 23-1 Solution	C-76
Practice 28-1	C-78
Practice 28-1 Solution	C-79

**Appendix D: Transaction Attributes**

Transaction Attributes Used by AutoInvoice	D-2
Required Transaction Attributes	D-3
Optional Transaction Attributes	D-5

---

## **Unit III**

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## **Receipts**





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19

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## **Unit Introduction**

## Unit Objectives

### Unit Objectives

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

- Manually enter receipts
- Reverse and reapply receipts
- Remit and reconcile receipts
- Review receipts online and in reports
- Create automatic receipts to collect payments from customers' bank accounts
- Import receipts using the lockbox interface

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## Unit Overview

### Unit Overview

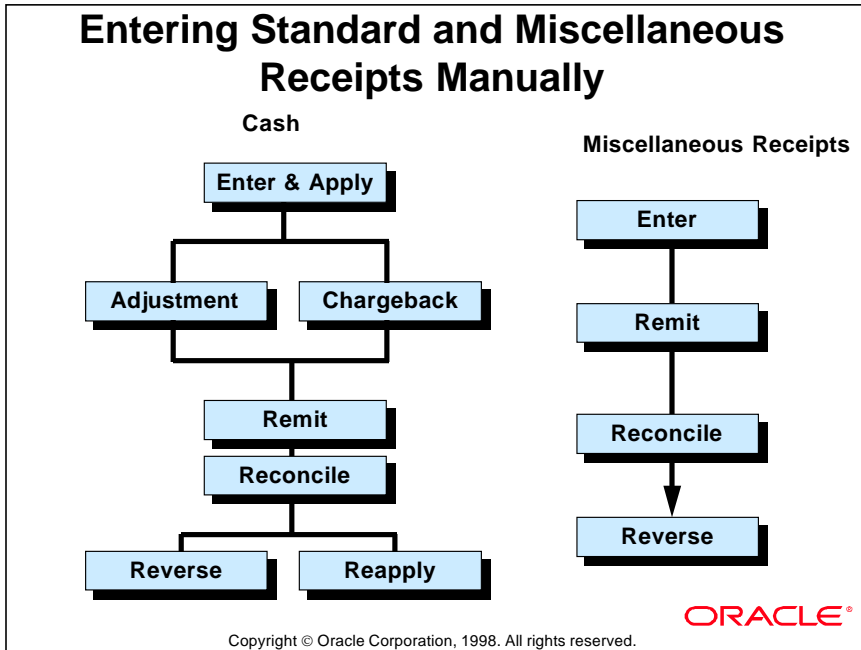
**Receipt entry methods:**

- **Entering receipts manually**
- **Importing receipts using lockboxes**
- **Processing automatic receipts**

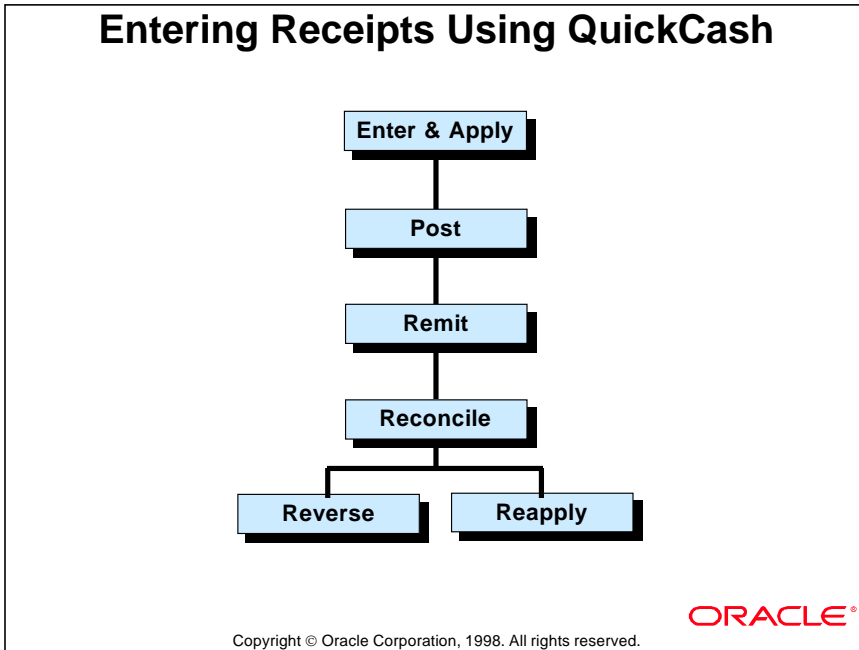
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## Entering Standard and Miscellaneous Receipts Manually



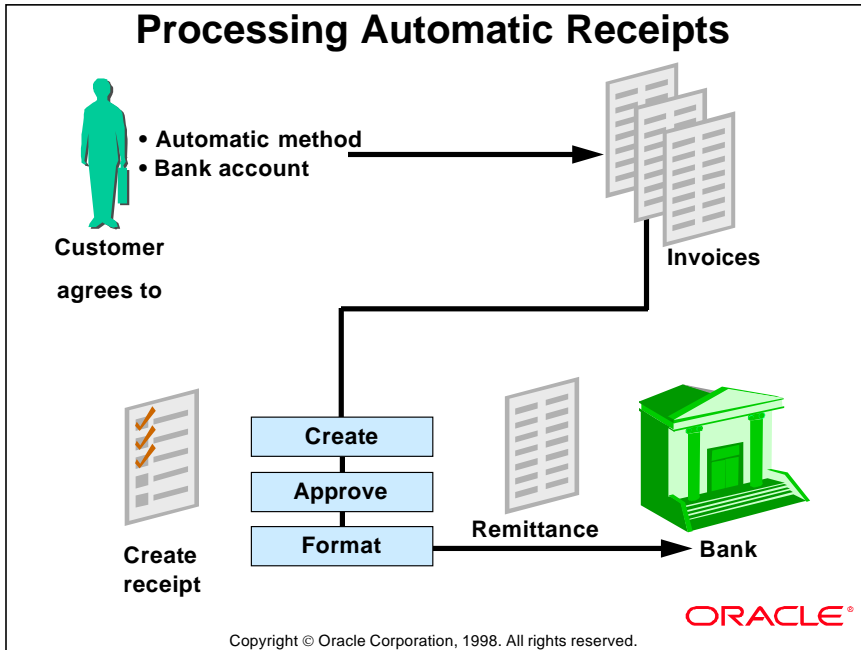
## Entering Receipts Using QuickCash



### Batching Receipts Before Posting

With the QuickCash method, you can enter and apply batches of receipts. These receipts are not immediately posted to customers' accounts. After QuickCash batches have been entered, either manually or through automatic processes, they can be reviewed for accuracy before they are posted to customer accounts.

## Processing Automatic Receipts



## Receipt Types

### Receipt Types

There are two types of receipts:

- Use cash receipts to record receipts from customers to pay for past or future debit items.
- Use miscellaneous receipts to record receipts not related to the organization's usual transaction activity.

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## Receipt Statuses

### Receipt Statuses

Five receipt statuses are available:

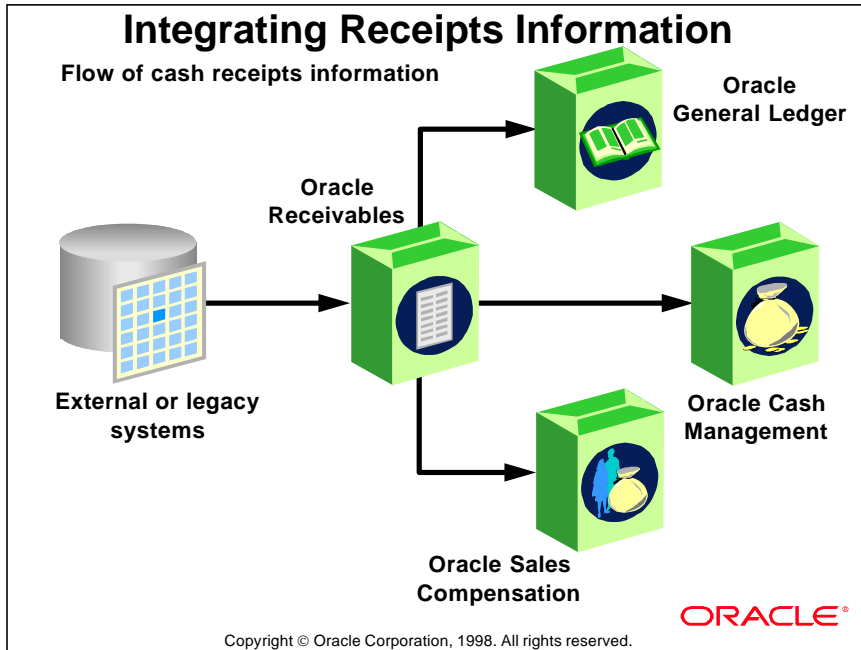
- Applied
- On-Account
- Unapplied Amount
- Unidentified
- Reversed

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## Integrating Receipts Information





## **Entering Manual Receipts**

## Objectives

### Objectives

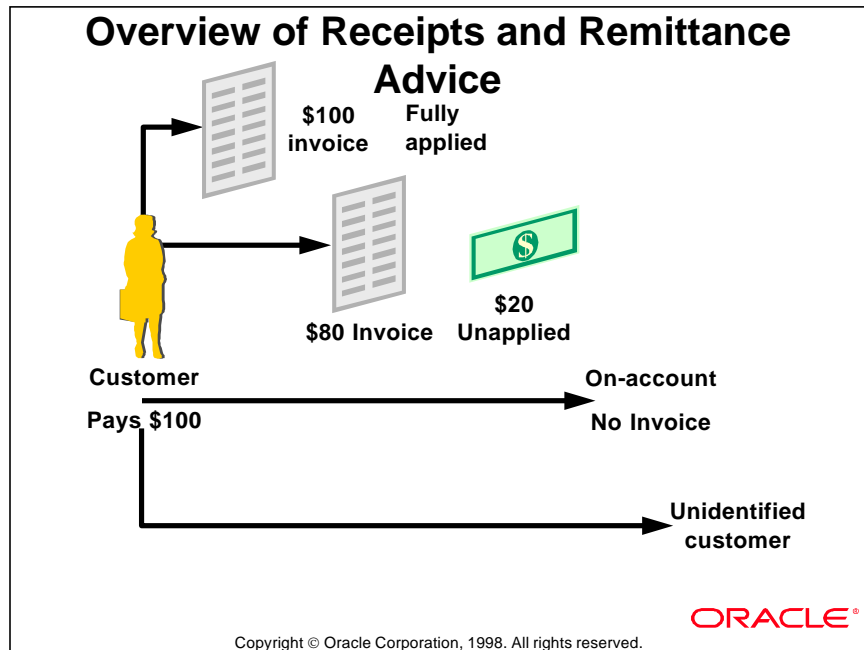
After completing this lesson, you should be able to do the following:

- Enter manual receipts
- Reverse and reapply receipts

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## Overview



### Receipt Handling Alternatives

You can handle a receipt from a customer in several ways, depending on the amount of the receipt and the amount owed by the customer. A customer may pay the full amount due for a specific invoice; make a partial payment on a specified invoice; or make a payment on the remaining balance in an account. If the customer does not provide clear and sufficient information, you may not be able to accurately identify the customer and properly apply the receipt.

## Entering Manual Receipts

The screenshot shows the 'Receipts (Vision Operations)' window with the following data entered:

- Receipt Number: 0032652
- Receipt Type: Cash
- Currency: JPY
- Receipt Amount: 15,250,000
- Receipt Date: 10-MAY-1996
- GL Date: 10-MAY-1996
- Payment Method: Check - BofA
- Document Num: (empty)
- State: Cleared
- Functional Amount: 122,000.00
- Trans Number: (empty)
- Customer Name: Hilman and Associates
- Customer Number: 1004
- Taxpayer ID: 78-45654786
- Location: Tulsa
- Reference: (empty)
- Comments: (empty)
- Customer Bank: (empty)
- Confirmation: (empty)

Buttons at the bottom include: Confirm... 1, Reverse... 1, Mass Apply, and Applications.

### Receipts

(N) Receipts—>Receipts

The normal receipt entry method provides more control over the application of individual receipts to specific items. When using QuickCash, receipts are posted only after the Post QuickCash program has been run, rather than when the information about each receipt is saved.

Receipts Window	QuickCash Window
Enter GL Date and Deposit Date at batch level. Change at receipt level.	Enter GL Date and Deposit Date at batch level. Cannot be changed at receipt level.
Use Mass Apply window to apply to many items. Use application windows for specific debits.	Apply receipts against specific debit items or use AutoCash Rule.
Create adjustments and chargebacks for debit items with applied receipts.	No adjustments or chargebacks are permitted until posting.

## Entering Manual Receipts with QuickCash

**Receipt Batches (Vision Operations)**

Action Edit Query Go Folder Special Help

Batch Type: **Manual-Quick** Batch Source: **Hand Deposit - BofA**  
 Batch Name: [ ] Currency: **USD**  
 Receipt Class: **Manual Receipts - BofA**  
 Payment Method: **Check - BofA**  
 Bank Name: **Bank of America**  
 Bank Account Number: **10271-17621-619**

**Dates**

Batch: **10-APR-1998**  
 GL: **10-APR-1998**  
 Deposit: **10-APR-1998**

**Totals**

	Count	Amount		Count	Amount
Control	5	123745.45	Applied		
- Actual			Unapplied		
+ Reversed			On Account		
Difference			Unidentified		
			Miscellaneous		
			Returned		

**Transmission**

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

Comments: [ ]  
 Status: **New**  
 Partially Purged

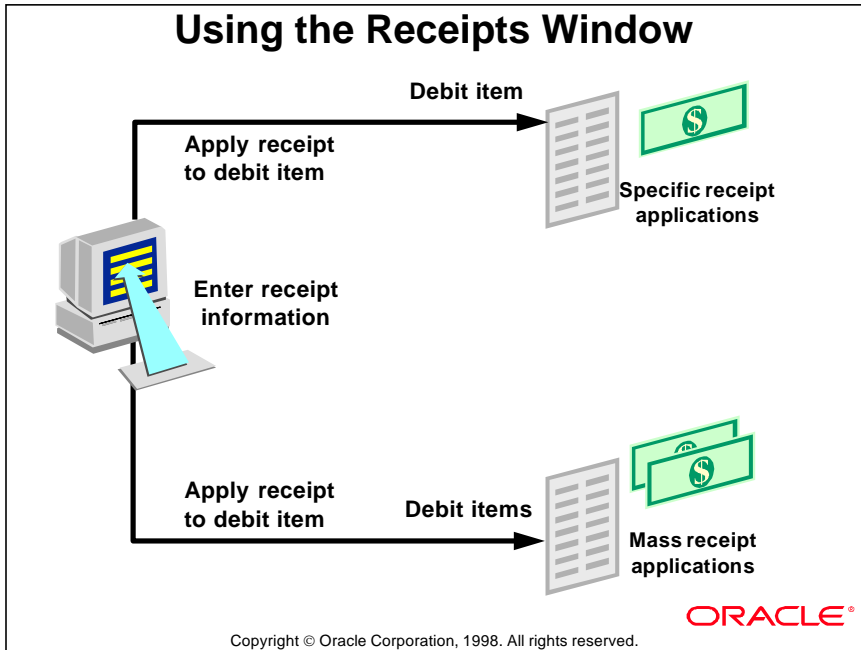
**Post QuickCash** **Receipts**

### Receipt Batches: Manual-Quick Region

(N) Receipts—>Batches—>Manual-Quick

Receipts Window	QuickCash Window
Account balances are updated as soon as receipts are saved.	Account balances are updated only after Post QuickCash has run.
Review previously entered receipts.	Review receipts in the Receipts window once Post QuickCash has run.
Batching is optional.	Batching is required.

## Using the Receipts Window





## Entering Batch-Level Information

**Receipt Batches (Vision Operations)**

Action Edit Query Go Folder Special Help

Batch Type: **Manual-Regular**  
 Batch Name: **900001**

Batch Source: **Hand Deposit - BofA**  
 Currency: **USD**  
 Receipt Class: **Manual Receipts - BofA**  
 Payment Method: **Check - BofA**  
 Bank Name: **Bank of America**  
 Bank Account Number: **10271-17621-619**

**Dates**

Batch: **10-APR-1998**  
 GL: **10-APR-1998**  
 Deposit: **10-APR-1998**

**Totals**

	Count	Amount		Count	Amount
Control	5	123456.12	Applied	0	0.00
- Actual	2	111044.40	Unapplied	0	0.00
+ Reversed	0	0.00	On Account	0	0.00
Difference	3	12411.72	Unidentified	2	111044.40
			Miscellaneous	0	0.00
			Returned	0	0.00

**Transmission**

Name: \_\_\_\_\_  
 Lockbox: \_\_\_\_\_  
 Batch: \_\_\_\_\_

Comments: \_\_\_\_\_  
 Status: **Out of Balance**  
 Partially Purged

**Receipts**

### Receipt Batches

(N) Receipts—>Batches

Eliminate repetitive data entry by creating default batch-level information.

### Using Batch Information for Default Values

- Enter payment method, deposit date, GL date, and apply date at the batch header level. These default for each receipt in the batch. Select a batch source to default this information.
- If necessary, change default values.
- Receipt class determines whether your receipts are remitted or reconciled.
- Payment method provides accounting flexfield and bank account.

### Determining Accuracy of Data Entered

- Enter the receipt count and the total receipt amount for the batch.
- The actual count and amount is updated as each receipt is entered.
- Differences between control count and amount and actual count and amount indicate potential data-entry errors.

## Batch Statuses

<b>Batch Statuses</b>	
<b>Status</b>	<b>Description</b>
<b>New</b>	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.
<b>Out of Balance</b>	Actual count and amount of receipts do not match the control count and amount.
<b>Open</b>	Actual count and amount match the control count and amount, but the batch includes unapplied or unidentified receipts.
<b>Closed</b>	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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## Entering Receipt-Level Information

The screenshot shows the 'Receipt Batches (Vision Operations)' window. At the top, there are fields for Batch Type (Manual-Regular), Batch Name (900001), Batch Source (Hand Deposit - BofA), Currency (USD), and Receipt Class (Manual Receipts - BofA). Below these are date fields for Batch, GL, and Deposit, all set to 10-APR-19. A 'Totals' section shows counts for Control (5), Actual (2), Reversed (0), and Difference (3). A 'Transmission' section has fields for Name, Lockbox, and Batch. The main area is a table with columns: Receipt Number, Type, Receipt Amount, Currency, and Recd. The table contains two rows: 'test01' with amount 45,612.30 and 'test02' with amount 65,432.10, both in USD and type 'Cash'.

Receipt Number	Type	Receipt Amount	Currency	Recd
test01	Cash	45,612.30	USD	10-A
test02	Cash	65,432.10	USD	10-A

### Receipt Batches

(N) Receipts—>Receipts

Enter receipt-level information.

### Entering Receipt Type

- Specify a cash receipt or a miscellaneous receipt.
- Only buttons that are applicable to the chosen receipt type appear.

### Entering Currency Information

- Receipts in a batch can have different currencies.
- If the currency of a receipt is different from the functional currency, Oracle Receivables prompts the user to enter exchange-rate information.
- Currency information entered at the receipt level overrides currency information entered at the batch level.

## Entering Receipt Information

### Entering Receipt Information

- **Specify the payment method.**
- **Enter the customer check number as the receipt number.**
- **Enter the receipt currency and amount.**
- **Optionally, specify a transaction number to identify the customer.**

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### Specifying a Payment Method

- Override the default payment method from the batch level for any individual receipt in the batch.
- The payment method determines the accounting and remittance bank information for the receipt.

### Specifying a Transaction Number

- Identify the customer by using any open invoice number. Oracle Receivables displays the customer name and number associated with the invoice and enters the customer in the Applications window by default.
- Oracle Receivables does not automatically apply the receipt to this invoice.

## Applying Receipts

### Applying Receipts

- **Apply the receipt to open debit item(s) to reduce the outstanding balance.**
- **Use either Application or Mass Apply window to apply receipts.**
- **Create adjustments or chargebacks to handle short payments.**
- **Control who can create adjustments and chargebacks with the profile option AR: Cash—Allow Actions.**

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## Entering Discount Information

### Entering Discount Information

- Review the earned and unearned discounts on the debit items to which this receipt was applied.
- Oracle Receivables differentiates between earned and unearned discounts.
- Use system options, customer profiles, and payment terms to control discount calculation.
- An earned discount is automatically calculated according to the payment terms.
- Unearned and partial discounts are entered manually.
- Use the maximum discount column to view the amount of allowable discount.

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## Specifying Discount Basis

**System Options (Vision Operations)**

Action Edit Query Go Folder Special Help

Accounting

Accounting Method **Accrual** Name **Vision Operations (USA)**

Accrue Interest  Allow Unearned Discounts

Discount On Partial Payment

Discount Basis **Lines Only**

AutoCash Rule Set **Standard**

Realized Gains Account **01.740.7830.0000.000**

Realized Losses Account **01.740.7840.0000.000**

Tax Account **01.000.2520.0000.000**

Unallocated Revenue Account

Rounding Error Account

Automatic Journal Import Days per Posting Cycle **40**

**Accounting Flexfield Description**

Gain **Operations-Corporate Finance-Currency Gains-No Sub Account-No Product**

Loss **Operations-Corporate Finance-Currency Losses-No Sub Account-No Product**

Tax **Operations-Balance Sheet-State Sales and Use Tax P-No Sub Account-No Product**

Revenue

Rounding

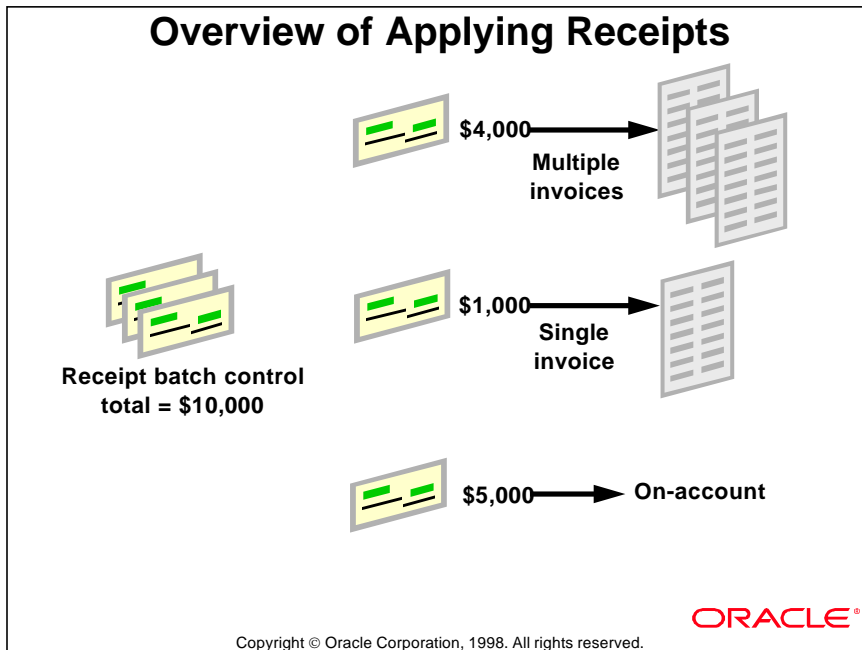
### System Options: Accounting rRgion

(N) Set Up—>System—>System Options—>Accounting

With the Discount Basis field in the Define System Options and Payment Terms windows, you can select the method Oracle Receivables uses when calculating discounts for your invoices. You can select one of the following discount methods:

- **Invoice Amount:** Select this option to calculate the discount amount based on the sum of the tax, freight charges, and line amounts on your invoices.
- **Lines Only:** Select this option to calculate the discount amount based on only the line amounts on your invoices.
- **Lines, Freight Items and Tax:** Select this option to calculate the discount amount based on the amount of line items, freight, and tax of your invoices, but not freight and other charges at the invoice header level.
- **Lines and Tax, not Freight Items and Tax:** Select this option to calculate the discount amount based on the line items and their tax amounts, but not the freight items and their tax lines, on your invoices.


## Overview of Applying Receipts





## Examples of Receipts Application and Chargeback

**Example of Receipts Application and Chargeback**

 \$5,000

<b>Applications</b>		
Invoice	Apply	Remaining Balance
1001	3,000	0
1002	2,000	1,000
AutoAdjustment		(1,000)
		-----
	Remaining Balance	0
		-----
Chargeback 100026		1,000

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### Receipt Application and Chargeback

In this example, a customer made a \$5,000 payment.

The first invoice, number 1001, is fully paid when \$3,000 of the payment is applied to it. The remaining \$2,000 of the payment is applied to invoice 1002, leaving a remaining balance of \$1,000.

A chargeback for \$1,000 is issued. Because the due date of chargebacks can be specified, you can use this method to move amounts from one aging bucket to another. Apply chargebacks if a customer disputes and short pays the invoice.

## Using the Applications Window

Applications (Vision Operations) - 0032652

Action Edit Query Go Folder Special Help

Customer Name **Hilman and Associates** Receipt Amount **JPY** **15,250,000**

Customer Number **1004** Unapplied **0**

Location **Tulsa** On Account **0**

Exchange Gain/Loss **<4,033.06>**

Applications

Apply	Saved	Transaction Number	Installment	Amount Applied	Discount	Balance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10000305	1	15,250,000	0	
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

Chargebacks Adjustments

### Applications

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

Use the Applications window to apply receipts to specific debit items or to put cash on account.

### Specific Receipt Application Method

- Apply the receipt to specific open transactions.
- If payment of unrelated customers' invoices is permitted, enter a different customer in the Applications region.
- Open transactions associated with the entered customer appear in the list of values.
- Select the debit item against which to apply the receipt, or put the amount on account.

## Applying Different Currencies

Applications (Vision Operations) - 0032652

Action Edit Query Go Folder Special Help

Customer Name **Hilman and Associates** Receipt Amount **JPY** **15,250,000**

Customer Number **1004** Unapplied **0**

Location **Tulsa** On Account **0**

Exchange Gain/Loss **<4,033.06>**

Applications

**Cross Currency Application**

Apply	Trans #	Amt Applied	Amt Applied Func	Trx Curr	Cross Rate	FX Gain/Loss	Balan
<input checked="" type="checkbox"/>	10000305	15,250,000	126,033.06	JPY		<4,033.06>	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Chargebacks Adjustments

### Applications

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

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.

### Applying Cross Currency Receipts to Transactions

After selecting the transaction, enter the Amount Applied. This is the amount of the transaction or balance that will be relieved. This amount will be converted to the functional currency and displayed in the Amount Applied Base field. In a fixed exchange rate environment, take one of the following actions:

- Enter the cross currency rate. The receipt amount applied to this transaction will automatically be calculated. No cross currency rate is necessary for fixed exchange rate currencies in the European Monetary Union.
- Enter the amount of the receipt to be applied to this transaction. The cross currency rate will be calculated.

Continue applying receipts or select a blank row to apply the remaining amount of the receipt to the account. Foreign currency gains and losses calculate automatically.

## Using Mass Apply

**Mass Apply (Vision Operations) - 0032652**

Action Edit Query Go Folder Special Help

**Customer**

Name  Number   
Location

**Transaction**

Types  -   
Numbers  -   
Due Dates  -   
Dates  -   
Balances  -

**Primary Sort Criteria**

Ascending  Descending

**Secondary Sort Criteria**

Ascending  Descending

**Include**

Invoices  Deposits  Debit Memos  
 Chargebacks  Credit Memos  Disputed Transactions

Apply Date

### Mass Apply

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

You can select the transactions to which a receipt is applied by using the Mass Apply window.

### Defining Selection Criteria

- Provide selection criteria to compile a list of transactions to which the receipt can be applied.
- Limit the selection of transactions by specifying ranges for transaction type, due date, invoice date, balance due, and invoice number.
- Specify the transaction classes to be included in the list. Possible classes are Invoices, Credit Memos, Debit Memos, Chargebacks, and Deposits.

### Specifying Sort Criteria

Specify the sort criteria to order the transactions in the list. Sort transactions can be based on balance due, due date, invoice date, or the invoice number.

**Mass Apply (Vision Operations) - 0032652**

Action Edit Query Go Folder Special Help

**Customer**

Name:  Number:

Location:

**Transaction**

Types:  -

Numbers:  -

Due Dates:  -

Dates:  -

Balances:  -

**Primary Sort Criteria**

▾

Ascending  Descending

**Secondary Sort Criteria**

▾

Ascending  Descending

**Include**

Invoices  Deposits  Debit Memos

Chargebacks  Credit Memos  Disputed Transactions

Apply Date:

### Selecting Transactions to Be Closed by the Receipt

- Select the actual transactions to be used in the application of the receipt.
- If all the transactions are to be automatically marked for payment, click the Apply button in the Mass Apply window. Oracle Receivables selects the items in order of sort criteria until the unapplied balance reaches zero.
- Click the Preview button in the Mass Apply window to manually select the transactions. Choose a particular transaction by selecting the Apply check box.
- Marked transactions are paid in full after taking into account any discounts.

## Applying Receipts to Multiple Debit Items

### Applying Receipts to Multiple Debit Items

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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## Practice 20-1 Overview

### Practice 20-1 Overview

In this practice, you:

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

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## Entering Adjustments

Adjustments [Vision Operations] - ORDER ENTRY, 10000305

Action Edit Query Go Folder Special Help

**Installment**

Original	Line		Total
		15,250,000	15,250,000
Balance		0	0

Adjustments 0 Pending Adjustments 9,876

**Adjustments**

Main

Number	Activity Name	Type	Amount	GL Date	Adjustment Date
	Write-off	Line	9876	10-APR-1998	10-APR-1998

Description Operations-Balance Sheet-Allowance for Bad Debt-No Sub Account-No Product

### Adjustments: Main region

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

- Create adjustments and chargebacks in the Receipts workbench.
- Adjust the balance of the transaction to which a receipt is being applied.

### Adjusting Invoice Balance

- In the Personal Profile Values window, (N) Control—>Profile Options, set the profile option AR: Cash:Allow Actions to Yes to permit adjustments through the Adjustments window.
- Navigate to the Adjustments window to increase or decrease the balance of the transaction.
- The effect of the adjustment is checked to determine if the adjustment would cause the sign of a transaction to change from positive to negative or from negative to positive. The Allow Over Application check box in the Transaction Types window, (N) Set Up—>Transactions—>Transaction Types, controls whether overapplication is allowed for that transaction type. If this check box is selected, a transaction can be adjusted to reverse its sign. For example, an adjustment would be allowed that causes an invoice to become negative.



**Adjusting Invoice Balance (continued)**

- The status of an adjustment is set to Pending Approval or Approved, depending on the user's approval limits. Adjustments outside of an individual's assigned adjustment limits can be approved by someone with higher adjustment limits in the Approve Adjustments window, (N) Control—>Adjustments—>Approve Adjustments.

## Example: Creating an Adjustment

### Example: Creating an Adjustment

An adjustment increases or decreases the balance due on an invoice.

**Example:**

You have a past due invoice for \$5,000 due from ABC Inc. After several calls and letters, ABC Inc. sends a check for \$4,500 with a letter stating no further payments can be made. Your manager decides to close the customer's account and write off the balance of the invoice as a bad debt.

1. Enter a receipt for \$4,500 from ABC Inc.
2. Apply the receipt to the outstanding invoice.
3. Create an adjustment to write off the balance of \$500.

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### Example of an Adjustment

When the invoice is created:

Dr. Receivable	5,000	
Cr. Revenue		5,000

Upon receipt of check:

Dr. Cash	4,500	
Cr. Receivable		4,500

Upon creation of an adjustment to write off balance:

Dr. Bad Debt	500	
Cr. Receivable		500

## Creating Chargebacks

### Creating Chargebacks

A chargeback decreases the balance due on a partially paid invoice and creates a new debit item.

Effects of a chargeback:

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

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### Accounting Entries for Chargebacks

When the invoice is created:

Dr. Accounts Receivable (Invoice)	5,000	
Cr. Revenue		5,000

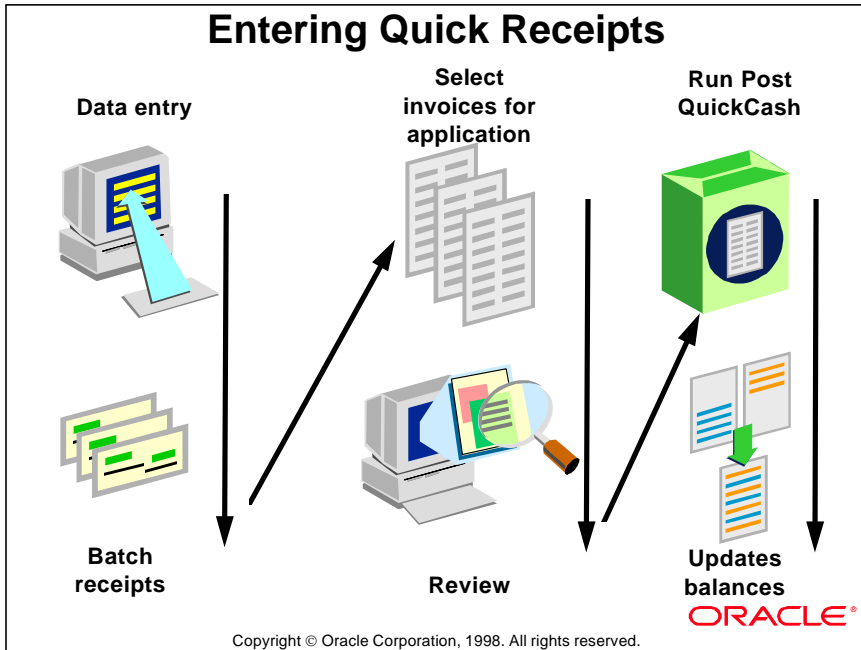
Upon receipt of check:

Dr. Cash	4,500	
Cr. Accounts Receivable (Invoice)		4,500

Upon creation of a chargeback:

Dr. Accounts Receivable (Chargeback)	500	
Cr. Accounts Receivable (Invoice)		500

## Entering Quick Receipts



### Using Quick Receipts Method

Use the QuickCash window to enter manual receipts quickly. 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.

## Using QuickCash

Receipt Number	Receipt Date	GL Date	Currency	Amount	Application Type
123456	10-APR-1998	10-APR-1998	USD	4,321.12	Multiple

Buttons: Post QuickCash, Multiple

### QuickCash

(N) Receipts—>Batches—>(M) Manual-Quick—>(B) Receipts

Use the QuickCash window to enter receipts quickly.

### Entering Receipt Information

- Enter batch-level information.
- Enter receipt information such as receipt number, receipt date, currency, customer name or number, and amount for each receipt in the batch.

### Applying the Receipt

Enter the number of the invoice to which to apply the receipt or select one of these options: AutoCash Rule, Multiple, On-Account, Unapplied, or Unidentified.

## Specifying the AutoCash Rule Set

### Specifying the AutoCash Rule Set

- Determines how a receipt is applied to open debit items.
- Receipts are applied using a predefined 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 rules include: Apply to the Oldest Invoice First, Clear the Account, Match Payment With Invoice, Clear Past Due Invoices, and Match on Payment Terms.
- Specifies whether discounts, finance charges, and disputed items are included in the calculation of open balances.

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### Selecting Multiple Methods

- Apply a receipt to more than one open debit item.
- Pay invoices with split terms. Invoices with split terms are displayed as different records in the list of values.

### Selecting On-Account, Unapplied, or Unidentified

In the Applications window:

- Specify On-Account or Unapplied if the receipt is not to be applied to an open debit item.
- Specify Unidentified if the customer associated with the receipt is unknown.
- Select a single invoice.
- Select AutoCash rule sets.

## Defining Application Rule Sets

The screenshot shows the 'Application Rule Sets' window with the following configuration:

- Application Rule Set:** Line First-Tax Prorate
- Freeze:**
- Description:** Lines of type Line, prorate associated tax

**Application Rules Table:**

Seq	Rule	
1	Line	<input type="checkbox"/>
2	Freight	<input type="checkbox"/>
3	Charges	<input type="checkbox"/>
4	Overapplication Rule	<input type="checkbox"/>

**Rule Details Table:**

Type	Tax Treatment	Rounding Correction
Line	Prorate	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

### Application Rule Sets

(N) Setup—>System—>Applications Rule Sets

Create application rule sets to specify how receipts are applied against line types (line, tax, freight, and charges).

Receipts can be applied in sequence or pro-rated to lines, freight, and charges. An application rule set is assigned to each transaction type or defaults to the set specified in the Miscellaneous region of the System Options window. Within an application rule set, application rules are defined in sequence.

The rule details specify how taxes are treated for each application rule. You must check Rounding Correction for one, and only one, of the application rules at the line level in the Rule Details region.

An application rule set can not be updated or deleted after the Freeze check box has been selected, which triggers the validation of the application rule set.

### Tax Treatment

- Taxes at the line level can be calculated before or after the line amount is calculated, or prorated with the line amount.
- Tax treatment of freight and charges default to None because tax can not be charged on these items.

## Posting QuickCash Receipts

**Receipt Batches (Vision Operations)**

Action Edit Query Go Folder Special Help

Batch Type: **Manual-Regular**  
 Batch Name: **900001**

**Dates**

Batch: **10-APR-1998**  
 GL: **10-APR-1998**  
 Deposit: **10-APR-1998**

Batch Source: **Hand Deposit - BofA**  
 Currency: **USD**  
 Receipt Class: **Manual Receipts - BofA**  
 Payment Method: **Check - BofA**  
 Bank Name: **Bank of America**  
 Bank Account Number: **10271-17621-619**

**Totals**

	Count	Amount		Count	Amount
Control	5	123456.12	Applied	0	0.00
- Actual	2	111044.40	Unapplied	0	0.00
+ Reversed	0	0.00	On Account	0	0.00
Difference	3	12411.72	Unidentified	2	111044.40
			Miscellaneous	0	0.00
			Returned	0	0.00

**Transmission**

Name: \_\_\_\_\_  
 Lockbox: \_\_\_\_\_  
 Batch: \_\_\_\_\_

Comments: \_\_\_\_\_  
 Status: **Out of Balance**  
 Partially Purged

**Receipts**

### Receipt Batches

(N) Receipts—>Batches

Run the Post QuickCash program to update account balances by clicking the Post QuickCash button in the Receipts Batches Summary window, the Receipt Batches window, or the QuickCash window.

### Running Post QuickCash

- Select a batch of receipts for processing. Place the cursor in the desired row of the Receipt Batches Summary window to select the batch.
- Submit batches for processing regardless of their status.
- Use the Receipts window to review or update posted batches.
- A batch with control totals equal to actual totals, and that has no unidentified or unapplied receipts, has a status of Closed once Post QuickCash has run.



## Practice 20-2 Overview

### Practice 20-2 Overview

In this practice, you:

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

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## Entering Miscellaneous Transactions

The screenshot shows the Oracle Receipts (Vision Operations) window. The form is titled "Misc Transaction" and contains the following fields and values:

Receipt Number	987654	Receipt Type	Misc
Currency	USD	Receipt Amount	1,234.56
Receipt Date	11-APR-1998	GL Date	11-APR-1998
Payment Method	Check - BofA	Document Num	
State	Cleared	Functional Amount	1,234.56

Below the "Misc Transaction" header, there are several fields for transaction details:

Activity	Interest Income
Distribution Set	Interest Income
Paid From	
Tax Code	
Bank Account	10271-17621-619
Deposit Date	11-APR-1998
Reference Type	Receipt
Reference Num	
Comments	

At the bottom of the window, there are four buttons: "Confirm... 1", "Reverse... 1", "Mass Apply", and "Distributions".

### Receipts: Misc Transaction Region

(N) Receipts—>Receipts

Select Receipt Type of Misc. Enter noninvoice-related receipts such as investment income and interest. Use the Receipts workbench and select Receipt Type Misc.

### Batching and Entering Miscellaneous Transactions

- Batch transactions to provide default values to all transactions in the batch.
- Batch transactions to check accuracy by comparing control and actual totals.
- It is possible to mix customer and miscellaneous receipts in the same batch.
- Enter receipts and other miscellaneous transactions such as bank charges.
- Enter tax on miscellaneous transactions by using the appropriate tax code.
- Select a receivables activity: Define receivables activities in the Receivables Activities window, (N) Set Up—>Receipts—> Receivable Activities. Assign types to an activity. Types are Adjustment, Bank Error, Finance Charge, and Miscellaneous Cash.
- If necessary, override the default distribution set from the receivable activity that specifies how income is allocated across different accounts.

## Practice 20-3 Overview

### Practice 20-3 Overview

In this practice, you enter a miscellaneous receipt.

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## Reversing Receipts

### Reversing Receipts

- Reverse receipts because of stopped payment by the customer, nonsufficient funds in the customer's accounts, or data-entry errors.
- Oracle Receivables permits reversal of receipts posted to Oracle General Ledger and receipts in a closed period.
- Use the Reverse window to reverse invoice and noninvoice-related receipts.

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## Reversing Methods

**Reversing Methods**

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

- Standard
- Debit memo

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### Selecting Standard Reversal

- Reversing journal entries are created, and all debit and credit items that were closed by the receipt are reopened.
- Adjustments and chargebacks that were created through the Applications window are automatically reversed.
- You can do a standard reversal if there is no activity against the chargeback.

### Selecting Debit Memo Reversal

- The original debit and credit items closed by the receipt are not reopened.
- A new debit memo is created to reflect the outstanding balance due. The debit memo amount is equal to the receipt amount.
- Oracle Receivables creates a line on your debit memo that displays the original receipt number associated with the debit memo.
- Oracle Receivables requires debit memo reversals when reversing receipts for which a chargeback has been created, and there is activity against the chargeback.

## Reversing a Receipt

The screenshot shows a 'Reverse' dialog box with the following fields and values:

Date	11-APR-1998	GL Date	11-APR-1998
Category	Non-sufficient Funds		
Reason	NSF	Insufficient funds in bank	
Comment	redeposit per SRA		
<input type="checkbox"/> Debit Memo Reversal			
Type		Document Num	
Account			[ ]

Buttons: Cancel, Reverse

### Reverse

(N) Receipts—>Receipts—>(B) Reverse

### Retrieving Receipt to Be Reversed

- Use the receipt number, currency, amount, date, customer, batch name, bank, and payment method to retrieve the receipt to be reversed.
- Click the Applications button in the Receipts window to view transactions to which the receipt has been applied.
- For noninvoice-related receipts, click Distributions in the Receipts window to display the name of the distribution set and the amounts allocated to the different accounts in the distribution set.

The screenshot shows a 'Reverse' dialog box with the following fields and values:

- Date: 11-APR-1998
- GL Date: 11-APR-1998
- Category: Non-sufficient Funds
- Reason: NSF
- Comment: redeposit per SRA
- Debit Memo Reversal:
- Type: [Empty]
- Account: [Empty]
- Document Num: [Empty]

Buttons: Cancel, Reverse

### Entering Reversal Details

- Specify whether to use standard reversal or debit memo reversal.
- For debit memo reversals, specify the transaction type for the debit memo to be created. You can only enter a debit memo transaction type if its Tax Calculation check box is not selected in the Transaction Types window.
- Specify the category of receipt reversal for data-entry errors. Other valid categories are Non-Sufficient Funds, Reverse Payment, and Stop Payment.
- Specify the reason for the reversal. Typical reasons are Account Closed, Wrong Amount, and Wrong Customer. Additional reasons can be defined as QuickCodes of type Reverse Payment Reason.
- Categories Stop Payment and NSF update the status of the batch to Returned.
- Click the Reverse button.

## Practice 20-4 Overview

### Practice 20-4 Overview

In this practice, you reverse a receipt.

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## Reapplying Receipts

### Reapplying Receipts

- Receipts can be applied to invoices, debit memos, chargebacks, and on-account credits.
- Use the Applications window to apply unidentified, unapplied, or on-account receipts.
- Use the Applications window to correct previous incorrect applications.
  - Clear the Apply check box on the line you want to unapply.
  - Select the Apply check box on the line to which you want to apply this receipt.
  - Save your work.

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## Reapplying a Receipt

### Applications

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

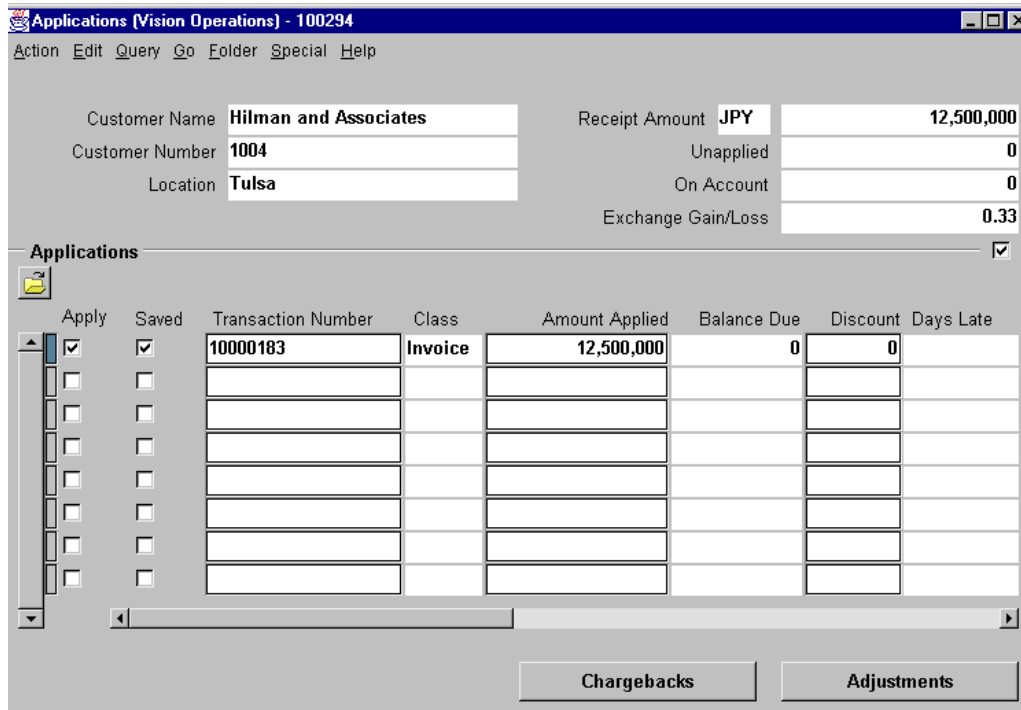
Reapply unidentified, applied, unapplied, or on-account receipts.

### Querying the Receipt to Be Reapplied

- Navigate to the Receipts Summary window. Retrieve the receipt to be reapplied by specifying some or all of the following values: Receipt Number, Customer, Receipt Date, Location, GL Date, Category, Amount, Status, and Batch Name.
- Oracle Receivables displays all receipts that meet the query criteria and their applied, unapplied, and on-account amounts.

### Identifying the Customer

- If the receipt status is Unidentified, enter the customer name or number to identify the receipt.
- Oracle Receivables changes the status of the receipt from Unidentified to Unapplied.



### Unapplying the Previous Applications

- Unapply previous applications in the Applications window.
- On reversal of an application, reversal journal entries are created. If an application is reversed, the debit items that were closed by this receipt are reopened.

### Reapplying the Receipt

- If the Allow Payment of Unrelated Invoices check box is selected in the Transactions and Customers alternative region of the System Options window, select the invoice to which the receipt is to be applied.
- If the system option Allow Payment of Unrelated is set to No, select the invoice to which the receipt is to be applied. If customer relationships have been defined, Oracle Receivables permits selection of transactions for related customers.

## Practice 20-5 Overview

### Practice 20-5 Overview

In this practice, you reapply a receipt.

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## Practice 20-6 Overview

### Practice 20-6 Overview

In this practice, you reapply a receipt to a different customer.

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## Using Receipts Summary

Receipt Number	Type	Receipt Amount	Currency	Customer Name	State
1000322	Cash	9,186,500.00	USD	AT&T Universal Card	Cleared
100034	Cash	11,000,000.00	USD	AT&T Universal Card	Cleared
100096	Cash	21,600,000	JPY	Hilman and Associates	Cleared
1001	Cash	10,000.00	USD	AT&T Universal Card	Cleared
100294	Cash	12,500,000	JPY	Hilman and Associates	Cleared
102222	Cash	6,500.00	DEM	Business World	Cleared
103196	Misc	9,778.16	USD		Cleared
103196-1	Misc	967.85	USD		Cleared
111545	Cash	17,443,600.00	USD	General Technologies	Cleared
11232	Cash	5,673,507.00	USD	AT&T Universal Card	Cleared

### Receipts Summary

(N) Receipts—>Receipts Summary

#### Selecting More Than One Receipt

The Receipts Summary window provides basic information about receipts. From this window you can select and review several receipts.

## Creating and Tracking Notes Receivable

### Creating Notes Receivable

- Define banks and bank accounts.
- Define receipt classes.
- Assign payment methods and remittance banks.

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### Promissory Notes and Future Dated Checks

- Create a Notes Receivable receipt class.
- In the Receipts window enter the information for the note.
- In the Note Issuer alternative region enter the information about the issuer and the issuer's bank.
- In the Remittance alternative region enter the note Deposit Date and Maturity Date.

### Possible Note Status

- Open: Assigned when a note is created.
- Return: Note returned to issuer on or before maturity date
- Delinquent: Funds not available after maturity date. Reversed with debit memo.
- Repurchase: Funds were not paid by customer to bank or factor after maturity date.
- Exchange: New note applied to debit memo created to reverse a delinquent, returned, or repurchased note.
- Mature: Note has matured. Can be remitted or factored.

## Summary

### Summary

- Enter invoice-specific and other receipts in the Receipts window.
- Enter receipts quickly by creating a QuickCash batch and then entering the receipts in the QuickCash window.
- Receipt statuses include Applied, Unidentified, Unapplied, On-Account, and Reversed.
- Receipts and transactions are closed when a receipt is applied to a specific open transaction.
- Receipts that can be reversed include those previously entered or posted to Oracle General Ledger in an open or closed accounting period.
- Receipts can be reversed using standard reversal or debit memo reversal methods.
- Unidentified and unapplied receipts can be reapplied in the Applications window.

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## Using Automatic Receipts

## Objectives

### Objectives

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

- **Set up customers for automatic receipts**
- **Identify invoices for automatic payment method**
- **Request customer approval for payment**
- **Send automatic remittance to customer's bank for collection**

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## Overview

### Overview

**Use automatic receipts to process transactions such as factored receivables and bills of exchange through customers' banks.**

- **Payments can be directly transferred from a customer's bank on the due date.**
- **Collections are assured. Bad debts are reduced.**
- **Cash flow can be managed more effectively when fund transfers are scheduled in advance.**

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## Terms and Definitions

### Terms and Definitions

**Terms**

- **Customer bank**
- **Remittance bank**
- **Automatic receipt**
- **Factoring**
- **Short-term debt**
- **Risk elimination**

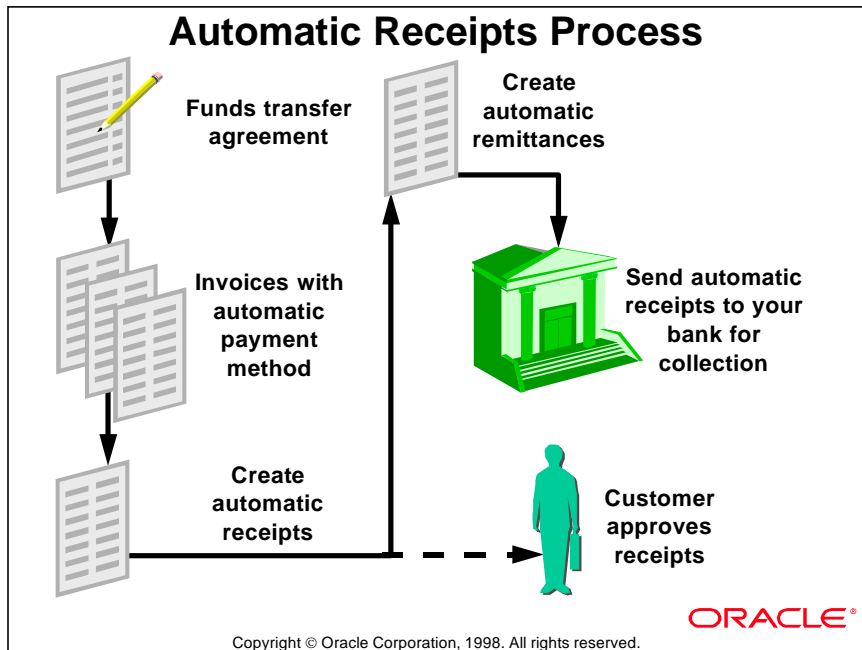
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### Definitions

<b>Term</b>	<b>Definition</b>
Customer bank	Customer funds are automatically transferred from this bank.
Remittance bank	Payments are automatically transferred to this bank.
Automatic receipts	Agreement with a customer to enabling 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.
Short-term debt	When advance payment is received from a bank or factor for a factored receivable, a short-term debt is created for the receipt amount. Until payment is received from the customer for the amount receivable, this debt represents the risk of default.
Risk elimination	After the customer has made payment on the amount receivable, the risk represented by the short-term debt can be eliminated.

## Automatic Receipts Process



### Collecting Automatic Receipts

#### Funds Transfer Agreement

Before setting up automatic payment methods, a customer agrees to a payment method and makes arrangements with its bank for payment. Or the supplier may have to make arrangements with its bank or factoring firm.

#### Invoices with Automatic Payment Method

Automatic payment methods and customer bank accounts are assigned to transactions to be paid using an automatic payment method.

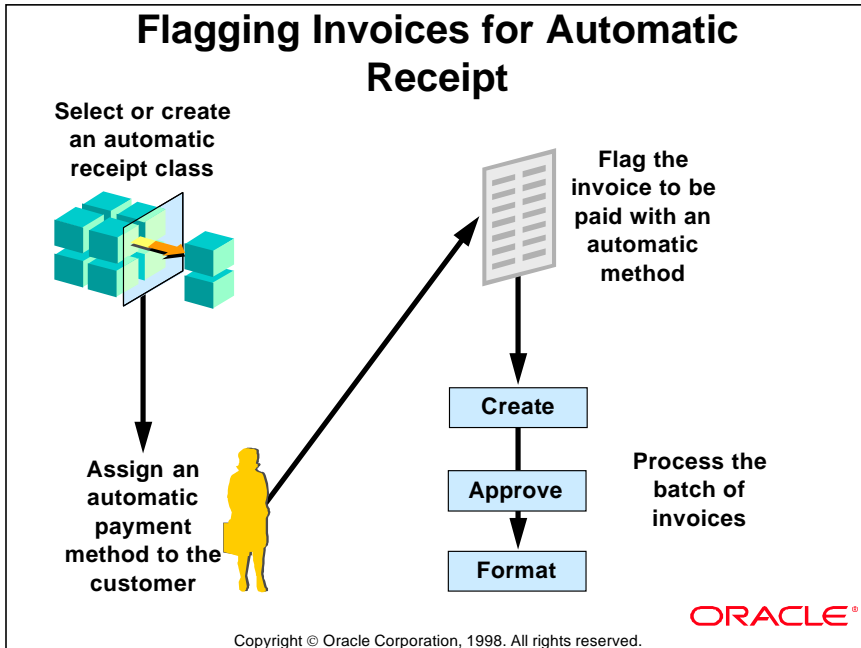
#### Creating Automatic Receipts and Remittances

Transactions to be paid by automatic receipt are batched by customer and payment method. Minimum receipt amounts can be specified in the customer profile class. Depending on the type of agreement, the customer may have to approve receipts before they can be submitted for payment.

#### Sending Automatic Remittances to Your Bank for Collection

For standard remittances, your bank will transfer funds from the customer's bank. For factored remittances, your bank or factor will provide a secured loan.

## Flagging Invoices for Automatic Receipt



### Invoice Requires Automatic Payment Method for Automatic Receipts

Only invoices that have automatic payment methods associated with them are eligible for the creation of automatic receipts.

### Creating Invoice for Automatic Receipt Selection

- Flag the invoice as one that will be closed by an automatic receipt, by assigning an automatic payment method to it. Oracle Receivables ensures that the remittance bank account associated with the payment method is either in the same currency as the invoice, or in the functional currency with its Multiple Currency Receipts check box selected.
- Oracle Receivables ensures that the customer bank account currency and the invoice currency are the same.

## Using Automatic Receipts

### Using Automatic Receipts

- **Automatically select the invoices to be included in batches of automatic receipts.**
- **If necessary, deselect invoices from the batch and update exchange rate information for the batch.**
- **Approve the batch of automatic receipts.**
- **Send automatic receipts to customers for approval or as notification.**

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### **Sending Automatic Receipt to Customer**

Create automatic receipts and send them to customers, either for confirmation or as notification that funds will be transferred from their banks to the remittance bank.

Document sequential numbering must be set to Fully, Partially, or Not Used when creating automatic receipts.

## Setting the Profile Option

**Setting the Profile Option**

The profile option **AR: Automatic Receipt Creation Authority** controls the receipt creation processes users can perform:

- Create
- Approve
- Format

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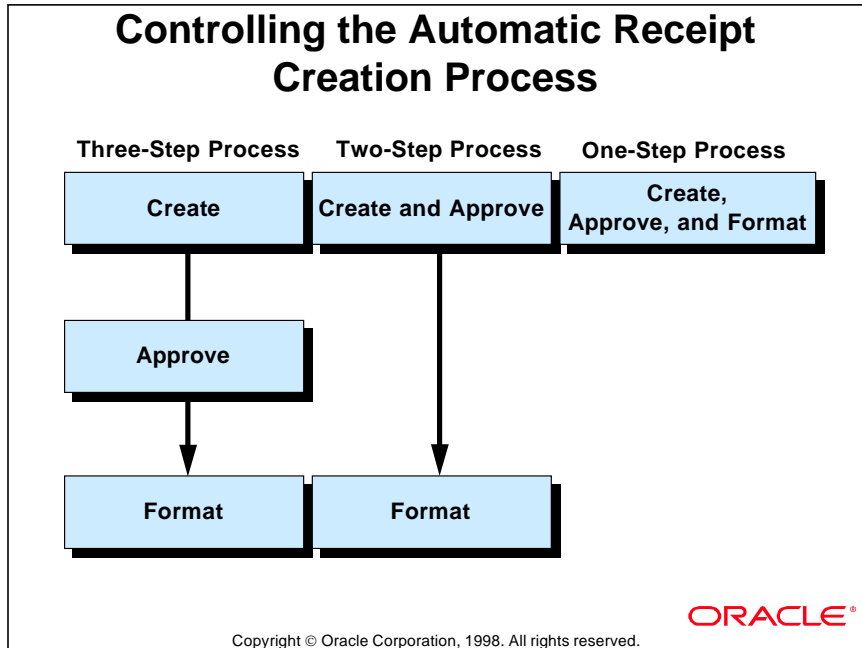
### Control Receipt Creation with Profile Option

(N) Control—>Profile Options

<b>Profile Option: AR: Automatic Receipt Creation Authority</b>	<b>Automatic Receipt Creation Process</b>
Create	Must be a three-step process. Submit Create, Approve, and Format in the Receipt Batches or Receipt Batches Summary window.
Approve	Can be a two-step process. Submit Create and Approve as one step in the Receipts Batch or Receipts Batches Summary window by selecting Approve as the action. Submit Format in the Receipt Batches or Receipt Batches Summary window.
Format	Can be a one-step process. Submit Create, Approve, and Format as a single process in the Receipt Batches or Receipt Batches Summary window by selecting Format as the action.



## Controlling the Automatic Receipt Creation Process



### Receipt Creation Control Methods

Administer individual access to the automatic receipt creation process based on control requirements of the organization.

### Advantages of the Three-Step Process

- Separating the creation process into two or more steps enforces better controls. Data entry personnel might only create receipts. Managers could approve receipts. Another person or group might have the capability to format receipts.
- The two- or three-step process is appropriate for companies that do not have standardized collection procedures. Amounts and customers can vary during each cycle, which would require more control.

### Advantages of the One-Step Process

- Combining the creation, approval, and the formatting of automatic receipts into one step makes the process fast and simple.
- The one-step process is effective when payments must be collected in a recurring, standardized fashion.

## Creating Automatic Receipts Batch

The screenshot shows a software window titled "Receipt Batches (Vision Operations)". The window has a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The main area contains several input fields and a "Create" button. The "Batch Type" dropdown is set to "Automatic". The "Batch Name" field is empty. The "Currency" field is set to "USD". The "Dates" section has "Batch" set to "11-APR-1998" and "GL" is empty. The "Receipt Class" is "Direct Debits", "Payment Method" is "BOE-Debits", and "Media Reference" is empty. "Comments", "Process Status", and "Request ID" are also empty. A "Create" button is located at the bottom center.

### Receipt Batches

(N) Receipts—>Batches

#### Specifying Payment Method

- Enter receipt class with the creation method set to Automatic.
- Invoices selected for automatic receipts must have payment method specified.
- Payment method determines the remittance bank accounts and accounting information for the automatic receipts created by this batch.

#### Specifying Currency Information

- Enter the currency to be assigned to this batch of automatic receipts. Oracle Receivables selects only invoices that are in the specified currency.
- Enter the exchange rate for converting into foreign or functional currency.

#### Selecting Action

Depending on the value of the profile option AR: Automatic Receipt Creation Authority, select a check box to create, approve, or format the automatic receipts.

## Maintaining Automatic Receipt Batches

Batch Type	Batch Source	Batch Name	Batch Date	GL Date
Automatic			11-APR-1998	11-APR-1998

Buttons: Create, New, Open

### Receipt Batches Summary

(N) Receipts—>Batches Summary

Review and approve the selected invoice batches.

## Approving Automatic Receipts

### Approving Automatic Receipts

- Query the batch of automatic receipts to be approved, formatted, or both.
- If necessary, update currency exchange rate information.
- Deselect any invoices that are not to be included in this batch.
- Review and update customer bank information for each invoice included in this automatic receipt batch.
- For automatic receipts that do not require confirmation, the following journal entry is created when the receipt is approved:

Dr.	Confirmation Account	10,000	
Cr.	Accounts Receivable		10,000

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## Formatting Automatic Receipt Batches

### Formatting Automatic Receipt Batches

- **Format a batch of automatic receipts by clicking the Format button in the Receipts Batches Summary window, the Receipt Batches window, or the Maintain Automatic Receipts Batch window.**
- **Print the automatic receipts using the Automatic Print Program, defined in the Payment Method region of the Receipt Classes window.**
- **Send bill of exchange receipts to customers for confirmation and send other automatic receipts as notification.**

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## Confirming Automatic Receipts

The screenshot shows the Oracle Receipts (Vision Operations) window. The title bar reads "Receipts (Vision Operations)". The menu bar includes "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The main area is divided into two columns of input fields. The left column contains: "Receipt Number" (empty), "Currency" (USD), "Receipt Date" (11-APR-1998), "Payment Method" (Notes Receivable), and "State" (Confirmed). The right column contains: "Receipt Type" (Cash), "Receipt Amount" (321,654.21), "GL Date" (11-APR-1998), "Document Num" (empty), and "Functional Amount" (321,654.21). Below these fields is a dropdown menu currently set to "Notes Receivable". A second section of fields includes: "Issuer Name" (Business World), "Issue Date" (12-JAN-1998), "Issuer Bank Name" (Bank of America), and "Issuer Bank Branch" (New York). At the bottom, there are four buttons: "Confirm... 1" (highlighted with a thick border), "Reverse... 1", "Mass Apply", and "Applications".

### Receipts

(N) Receipts—>Receipts (B) Confirm

Get confirmation from the customer for unconfirmed automatic receipts.

### Recording Customer Confirmation

- Flag an automatic receipt that requires confirmation by selecting the Require Confirmation check box for the receipt class assigned to the payment method of this receipt.
- Record the customer confirmation. Once confirmed, Oracle Receivables updates the customer and invoice balances to reflect the impact of the receipt.
- Confirmation is normally only required for a bill of exchange.

The screenshot shows the Oracle Receipts (Vision Operations) window. The title bar reads 'Receipts (Vision Operations)'. The menu bar includes 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. The main area contains several input fields and dropdown menus:

- Receipt Number: [Empty text box]
- Currency: **USD**
- Receipt Date: **11-APR-1998**
- Payment Method: **Notes Receivable**
- State: **Confirmed**
- Receipt Type: **Cash** (dropdown)
- Receipt Amount: **321,654.21**
- GL Date: **11-APR-1998**
- Document Num: [Empty text box]
- Functional Amount: **321,654.21**

Below these fields is a dropdown menu currently set to 'Notes Receivable'. Further down, there are fields for issuer information:

- Issuer Name: **Business World**
- Issue Date: **12-JAN-1998**
- Issuer Bank Name: **Bank of America**
- Issuer Bank Branch: **New York**

At the bottom of the window, there are four buttons: 'Confirm... 1' (highlighted with a thick border), 'Reverse... 1', 'Mass Apply', and 'Applications'.

### Confirming Automatic Receipts

- Click the Confirm button to confirm the receipt.
- Oracle Receivables verifies that the confirmed amount is greater than the minimum receipt amount that the remittance bank requires.
- On confirmation, the following journal entry is created:
 

Dr. Confirmation Account	10,000	
Cr. Accounts Receivable		10,000
- A receipt can be unconfirmed until it has been selected for a remittance batch.
- Receipts with a payment method that does not require confirmation cannot be unconfirmed. They are automatically confirmed at the time of approval.

### Updating Automatic Receipts

- Changes can be made to invoice application amounts, maturity date, remittance and customer bank, and exchange rate until the receipt has been confirmed.
- Maturity date and bank information can be changed until the invoice is selected for remittance.

## **Sending Automatic Remittances to the Bank**

### **Sending Automatic Remittances to the Bank**

- **Create, approve, and format automatic remittances to send to the remittance bank.**
- **An automatic remittance lists the receipts that are to be collected.**
- **Based on the automatic remittance, the remittance bank transfers money from the customer's bank account to the remittance bank account.**
- **Make sure that the money has been transferred by reconciling bank statements.**

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## Summary

### Summary

**Create automatic receipts:**

- **Examples of automatic receipts include: Direct Debits, Bills of Exchange, Letras Aceptadas (Spain), Tratte Accettate (Italy), and Lettres de Change Releve and Credit Prelevement Automatique (France).**
- **The automatic receipt process includes creating, formatting, and approving automatic receipts and getting confirmation, if necessary, from customers before funds are transferred.**

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## **Entering Lockbox Receipts**

## Objectives

### Objectives

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

- Set up lockboxes with your banks
- Specify lockbox transmission formats
- Import lockbox data
- Match lockbox data to Oracle Receivables transactions

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## What Is a Lockbox?

**What Is a Lockbox?**

- **Lockbox refers to a process in which customers mail payments to a post office box near your remittance bank.**
- **The bank collects checks from the lockbox at regular intervals and deposits them in your account.**

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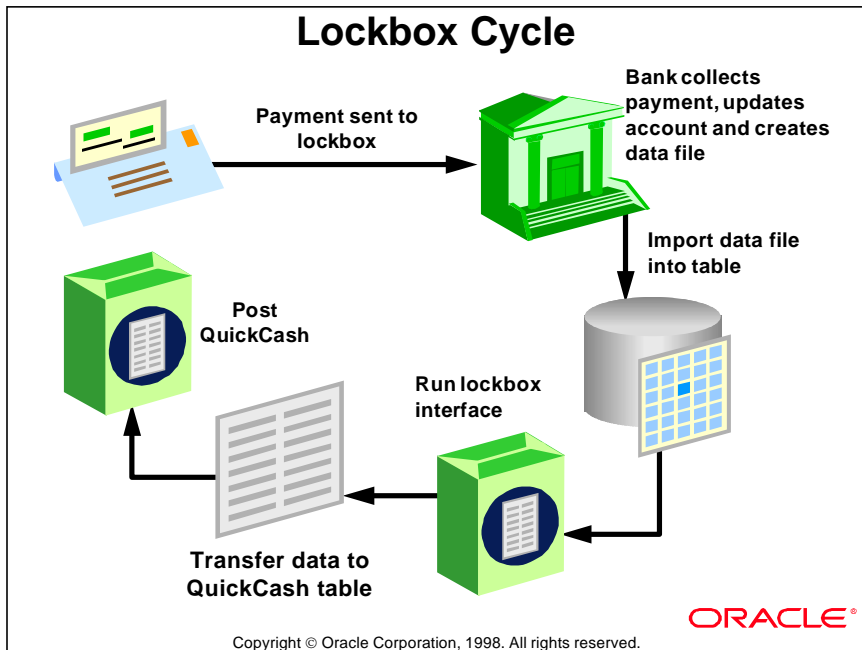
### How Oracle Receivables Uses the Lockbox

- Your bank provides computer files containing details about receipts and their application.
- Oracle Receivables imports the details about the receipts directly into the system.

### Why Create a Lockbox?

- To eliminate manual data entry by importing receipt and application information directly from the bank's transmission files.
- To streamline the collection process.
- To effectively manage cash flow by reducing the turnover time of converting checks into cash.

## Lockbox Cycle



---

## Implementing Lockboxes

**Implementing Lockboxes**

- **Set up agreements with bank.**
- **Define lockboxes in the system.**
- **Define transmission formats.**
- **Define receipt classes.**
- **Define payment methods.**

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### **Setting Up Agreements with Bank and Customers**

- Arrange bank lockbox services that will be provided. Determine data format to be used by the bank to transmit deposit and application information.
- Notify customers of lockbox addresses where they should send payments.

### **Defining Lockboxes in the System**

- Define lockbox details such as the lockbox number, bank account information, and bank contact information.
- Define attributes for receipts created through the lockbox. Attributes are Batch Source, Payment Method, Source of GL Date, and Exchange Rate Type.

### **Defining Transmission Formats**

- Each bank can use its own transmission file format.
- Define the transmission format so that Oracle Receivables can read the data file transmitted by the bank to accurately import the details of the deposit.

## Understanding Bank Transmission Formats

### Understanding Bank Transmission Formats

- The bank collects customer checks, deposits them, and creates a data file containing details of the receipts and applications.
- Each format is unique and may or may not contain all the information specified in the following table.
- Use the record identifier to identify the type of record, as defined in the Transmission format.
- The record type determines the region in the Lockbox Transmission Data window where edits can be made.

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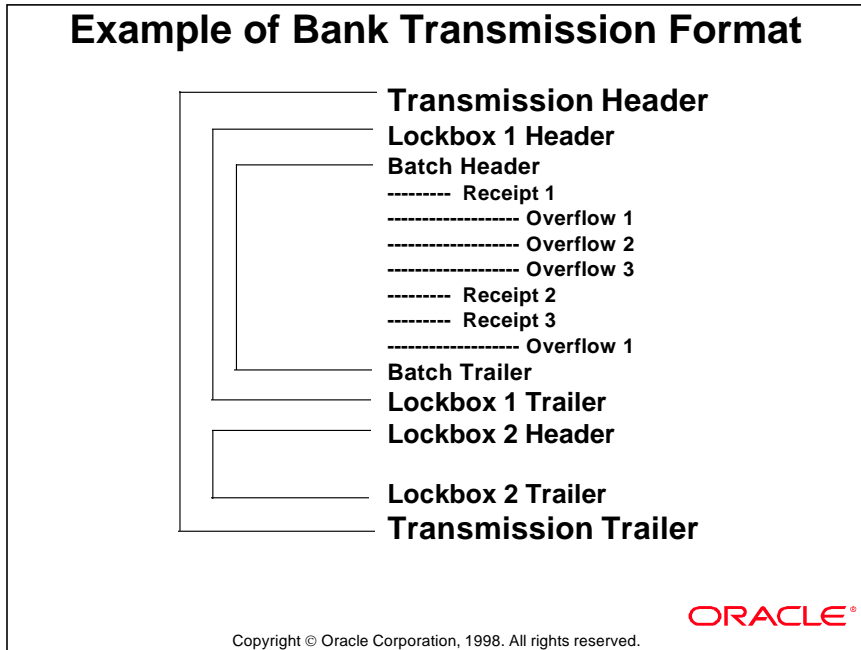
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### Typical Record Types

Record Type	Description
Header	Contains either batch-level information, if the receipts are batched, or transmission-level information.
Receipt	Contains receipt-level information.
Overflow	Typically contains information relating to invoices to which the receipts are applied.



## Example of Bank Transmission Format



## Importing Lockbox Data

### Importing Lockbox Data

**Transfer receipt and application information from the bank files into Oracle Receivables in three steps:**

- **Import data into Oracle Receivables**
- **Validate data**
- **Run Post QuickCash**

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### Importing Data

- Import data into the interface tables. No effect on accounts receivable balances.
- A Lockbox Execution-Import Report is generated to check the imported data.

### Validating Data

- Oracle Receivables validates the data to ensure that each receipt complies with currency, application, and customer requirements.
- The currency must match on the invoice, receipt, and bank account.
- The customer must have a primary billing location. The bank can provide a MICR or customer number to identify the customer.
- Valid data is transferred to the QuickCash tables. No effect on accounts yet.
- A Lockbox Execution-Validation Report is generated to review the validation.

### Running Post QuickCash

- Transfers data from the temporary QuickCash tables to regular Oracle Receivables tables.
- Account balances are updated to reflect the imported receipts.
- View and update receipts in the Receipts window.

---

## Matching with AutoLockbox

### Matching with AutoLockbox

- **Match receipt to:**
  - Transaction number
  - Sales order number
  - Purchase order number
  - Consolidated bill number
  - User-defined number
- **Partial application of receipt with invalid transaction number**
- **Unapplied amounts applied using AutoCash rules**

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### Sequence of Lockbox Application

AutoLockbox attempts to match receipts to available items in a specific sequence by number, transaction, sales order, purchase order, consolidated bill, or a user-defined number.

If some items are not matched when the receipt is applied, the unmatched items can be matched manually. Or the entire receipt can be automatically rejected.

Remaining unapplied amounts will be applied using the AutoCash Rules.

## Lockbox Processing

### Lockbox Processing

The three steps in lockbox processing can be submitted separately or together.

Submit as separate steps to exercise greater control:

- Import data into Oracle Receivables.
- Examine the data and approve it for validation. On validation, Oracle Receivables creates QuickCash batches.
- Run Post QuickCash to update account balances.

Submit as one or two steps:

- Submit the three steps together to save time and increase efficiency.
- Submit the Import and Validation steps together and then run Post QuickCash as a separate step.

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## Running the Lockbox Program

### Submit Lockbox Processing

(N) Interfaces—>Lockbox

#### Specifying Submission Parameters

- Define the data file from the bank, containing receipt data, to be imported.
- Specify the name and path of the transmission format used to read the data file.
- Specify the lockbox number for the process.
- Specify whether to allow payment of unrelated invoices in the receipt batch.
- Specify the name and path of the file containing SQL\*Loader import program.

#### Defining the Number of Steps

- Three steps: Select Submit Import check box. Clear Submit Validation and Submit Post QuickCash check boxes.
- Two steps: Select Submit Import and Submit Validation. Clear Submit Post QuickCash.
- One Step: Select all three check boxes to import and validate data, and update account balances.

## Maintaining Lockbox Transmission Data

Transmission Name	Creation Date	Lockbox Number	Batch Name	Item Number	Receipt Number	Ov

Comment

Control

### Lockbox Transmission Data

(N) Receipts—>Lockbox—>Maintain Transmission Data

Review and correct lockbox transmission information before conversion to QuickCash batches. Identify invalid records, make appropriate edits, and resubmit the records for validation.

## Example: Record Setup

**Example: Record Setup**

- Assume that the transmission format contains batch names that identify receipt batches; receipt numbers that identify individual receipts; and overflow records that contain receipt applications.
- Use Oracle Receivables delivered formats, or create a customized format.

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## Record Transmission

Batch Name	Item Number	Receipt Overflow Number	Overflow Sequence	Description
A	1	R01		Receipt R01 of Batch A Record
A	2	R02		Receipt R02 of Batch A Record
A	2	R02	1	Invoice 1 record (Receipt R02 is applied to Invoice 1)
A	2	R02	2	Invoice 2 record (Receipt R02 is applied to Invoice 2)
B	3	R01		Receipt R01 of Batch B Record

## Editing Lockbox Records

### Editing Lockbox Records

- Use the Lockbox Processing Report to identify records that must be edited.
- Make changes in the Lockbox Transmission Data window.
- Use the Transmission Records region to locate the record to be edited.
- Use the Status field to determine why the record failed validation.
- Depending on whether the record contains batch, receipt, or applications information, navigate to the appropriate window to review and edit the data.

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## Maintaining Lockbox Transmission Data Windows

Record Type	Window
Header Records	Lockbox Control window
Receipt Records	Lockbox Receipts window
Overflow Records	Lockbox Applications window

## Resubmitting Records for Validation

- Once all records have been edited, resubmit the data file for validation.
- Review the Lockbox Processing Report to ensure that all data is valid.



## Updating Account Balances

### Updating Account Balances

If **Submit Post QuickCash** was not selected while importing data, run **Post QuickCash** to update account balances.

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## Summary

### Summary

**Lockboxes make collection and deposit outstanding receivables more efficient.**

- **Customers send checks to a lockbox administered by your bank.**
- **Your bank retrieves payment checks, gathers invoice or remittance information, deposits funds, updates bank account balances, and provides the receipt information in the form of data files.**
- **Import the bank data files into Oracle Receivables, and then update customer accounts receivable.**

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## Reporting Receipts

## Objectives

### Objectives

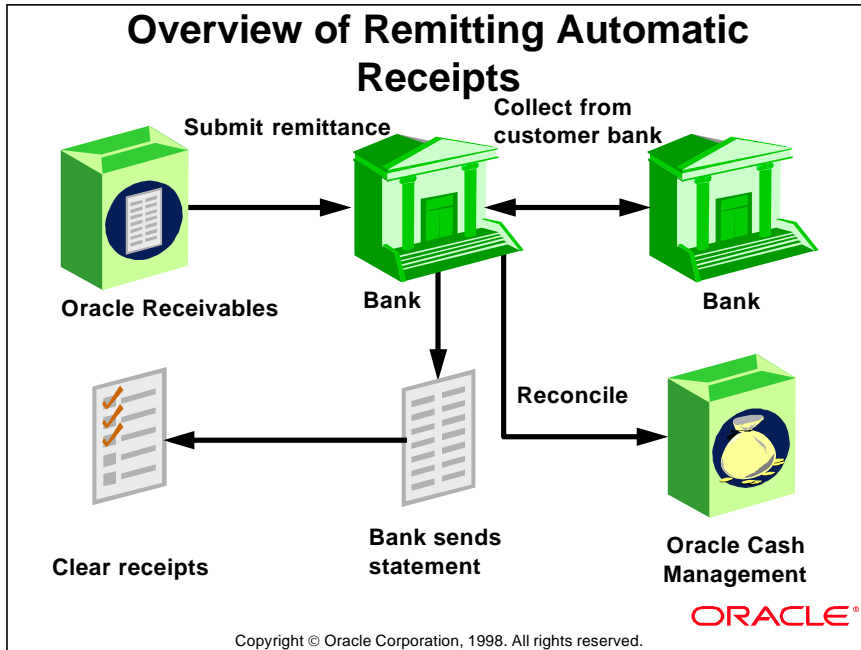
After completing this lesson, you should be able to do the following:

- Remit and reconcile receipts
- Review receipts online and in reports

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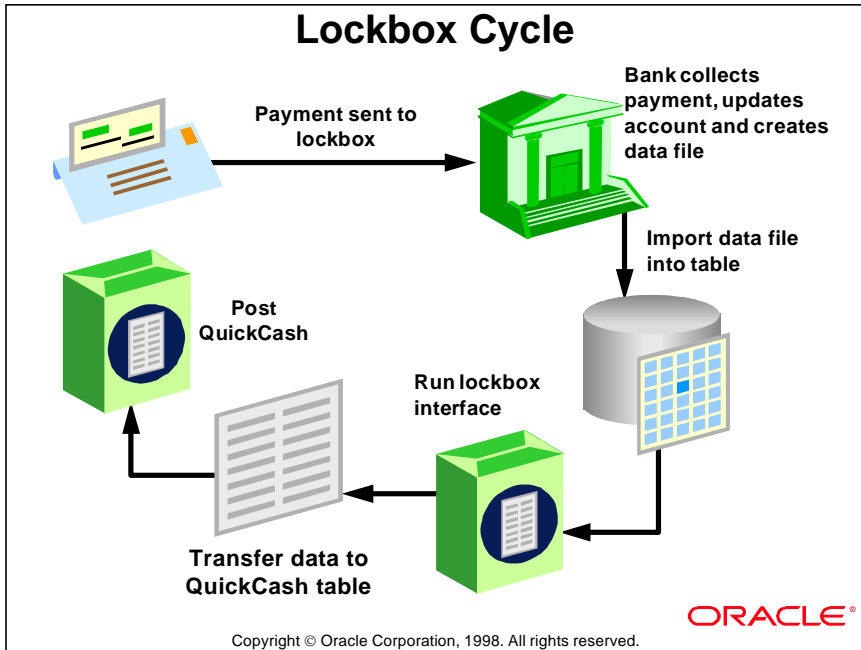
## Overview of Remitting Automatic Receipts



### Flow of Automatic Receipts Process

Remit and reconcile both manual and automatic receipts. Reconcile with the bank statement to ensure that receipts have been cleared.

## Overview of Remitting Manual Receipts



## Preparing Remittances

### Preparing Remittances

Prepare remittances for each currency to send receipts to your bank for collection.

For standard manual receipts:

- Enter manual receipts through the Receipts, Lockbox, and QuickCash windows.
- Create automatic remittances to batch all the checks to be sent to your remittance bank for deposit.

For factored automatic receipts:

- Create automatic receipts based on the due dates of the invoices. At this point, no money has been transferred.
- Create automatic remittances to instruct your remittance bank to initiate the transfer of funds from the customer bank.

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## Factoring Automatic Receipts

### Factoring Automatic Receipts

- **Factor an invoice to provide collateral for a short-term loan against future payment for that invoice. The bank or factor charges a small fee or interest. For example, Customer A owes \$1,000 in three months. By factoring this future-dated receipt, you receive \$950 now. The bank collects the full \$1,000 from Customer A in three months.**
- **The receipt class of the receipt determines whether it can be factored.**
- **When a factored receipt is cleared, Oracle Receivables creates a short-term debt for the receipt amount. The debt represents the risk of customer default until the receipt maturity date.**
- **To eliminate the short-term debt after the receipt maturity date, use the Automatic Clearing program and set the parameter Eliminate Bank Risk to Yes.**

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## Controlling the Remittance Process

### Controlling the Remittance Process

- Select the Required check box in the Remittance region of the receipt class assigned to the payment method of the receipt.
- The profile option AR: Automatic Remittance Creation Authority controls access to features of the process.
- Specify selection criteria for receipts to be remitted. Automatic receipts requiring confirmation must be confirmed before remittances can be created.
- Review receipts in the remittance batch, and then approve the remittance.
- Format remittances before printing or transferring them to a data file.

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## Maintaining Remittance Receipts Batches

### Maintain Remittance Receipts Batch

(N) Receipts—>Remittances—>(B) Receipts

Specify the selection criteria for the receipts in the remittance batch.

### Providing Creation and Receipt Selection Criteria

- To be included in a remittance batch, a receipt must have the same payment method, remittance bank, currency, and remittance method specified in the creation criteria. The receipt must also fall within the ranges specified in the receipt selection criteria.
- The Remittance method determines whether the batch of receipts contains factored or standard receipts.
- Receipt selection criteria include Maturity Dates and Payment Methods.

## Remitting Receipts

The screenshot shows the 'Remittances [Vision Operations]' window with the following fields and values:

- Batch Type: Remittance
- Batch Name: 1002
- Currency: USD
- Dates:
  - Batch: 11-APR-1998
  - GL: 11-APR-1998
- Remittance Method: Standard
- Receipt Class: Manual with Clearance
- Payment Method: Manual with Clearance
- Media Reference: (empty)
- Remittance Section:
  - Bank: Bank of America
  - Branch: New York
  - Account Number: 10271-17621-619
  - Deposit Number: 123456
  - Currency: USD
  - Count: (empty)
  - Amount: (empty)
- Comments: (empty)
- Process Status: Creation Completed
- Request ID: (empty)

Buttons at the bottom: Approve, Format, Receipts.

### Remittances

(N) Receipts—>Remittances

Use the Remittances window to create, review and approve the receipts selected for remittance. After approval, format the batches.

### Remitting Receipts

- Create a remittance batch, or query an existing batch of automatic remittances to be approved, formatted, or both.
- Review the receipts in the remittance batch.
- Add receipts to the remittance batch.

## Practice 23-1 Overview

### Practice 23-1 Overview

In this practice you, remit receipts.

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## Formatting Remittances

### Formatting Remittances

- **Formats are defined in the payment method for the bank.**
- **The Remittance Transmission Program and the Remittance Print Program format standard remittances.**
- **The Factoring Transmission Program and the Factoring Print Program format factored remittances.**
- **To initiate the transfer of funds, send the printout or data file to your remittance bank.**

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## Clearing Receipts

### Clearing Receipts

- Use Oracle Cash Management to clear receipts automatically or manually.
- Use the Run Automatic Clearing window in Oracle Receivables to clear receipts automatically.
- Use one method or the other, but not both.

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## Running Automatic Clearing

Parameter	Value
Clear Remitted Receipts	Yes
Clear Discounted Receipts	Yes
Eliminate Bank Risk	Yes
Clear Date	13-APR-1998
GL Date	13-APR-1998
Remittance Bank Account	Barclay's - SNG
Payment Method	BOE-Debits
Exchange Rate Type	Corporate
Receipt Number From	
Receipt Number To	
Customer Name From	
Customer Name To	
Customer Number From	

### Parameters

(N) Receipts—>Clear/Risk Eliminate

Use the Run Automatic Clearing window to automatically clear receipts.

### Automatic Clearing of Receipts

- Use the Run Automatic Clearing program to automatically clear receipts. All receipts that meet the report parameters are cleared.
- Automatic receipts are cleared on the maturity date, plus the number of days specified in the Lead Days field in the Payment Method region of the Receipt Classes window.
- Factored receipts are cleared immediately.

## Eliminating Risk with Factored Receipts

### Eliminating Risk with Factored Receipts

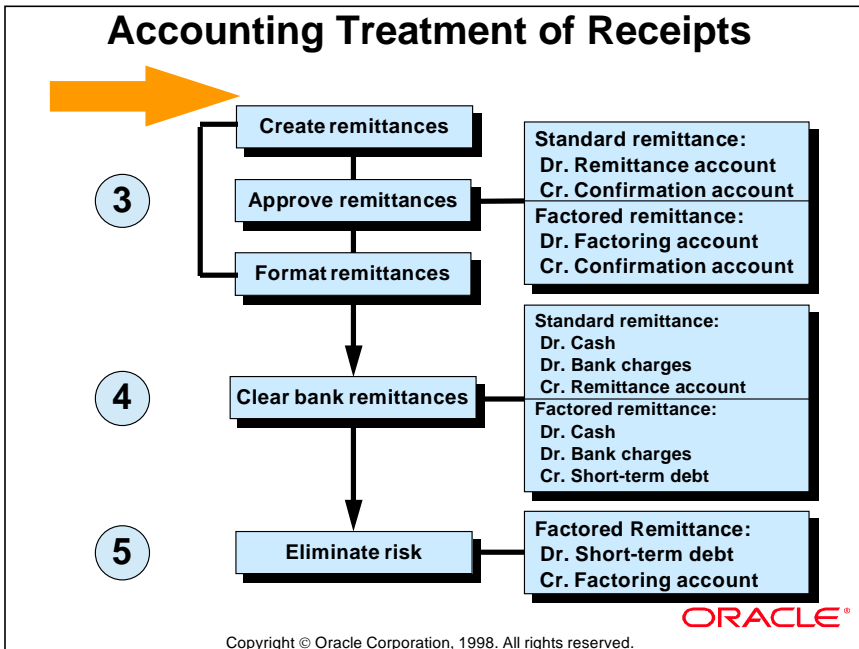
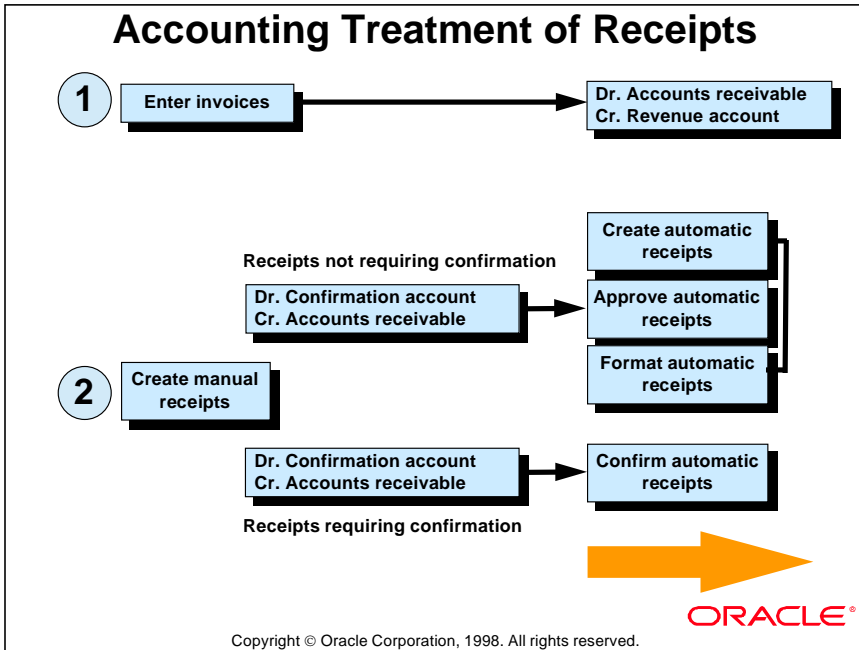
- Run the Automatic Clearing for Receipts program in the Submit Request window. Set the Eliminate Bank Risk field in the Parameters window to Yes.
- Risk elimination removes the short-term debt created when factored receipts are cleared.
- Receipts are risk-eliminated on the maturity date plus the number of days in the Lead Days field of the Payment Method region of the Receipt Classes window.
- To eliminate risk, the following journal entry is created:  
Dr. Short Term Debt                      10,000  
Cr. Factoring Account    10,000

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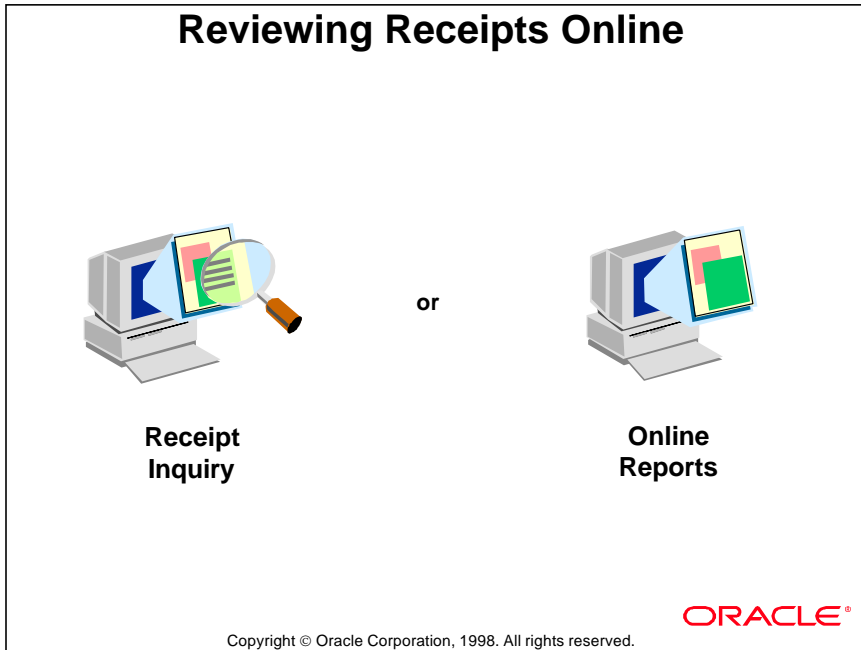
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## Accounting Treatment of Receipts



## Reviewing Receipts Online



### Receipt Inquiry Window

<b>Business Scenario</b>	<b>Inquiry Window</b>
Determine which receipt batches are out of balance.	Use Batches Summary window to query for all Out of Balance batches. A difference between actual and control totals indicates out of balance.
Obtain information about particular receipt or batch status.	Use the Receipts Summary window to query, using the batch number as a parameter.
Locate a payment of \$500 made by Customer A.	Use the Batches Summary window to query Customer with a receipt amount of \$500.
Find imported, but not validated, lockbox transmissions.	Use Transmission History window to review transmissions and check records that have validated count less than control count.
Research unidentified receipt of more than \$100 to apply it to outstanding debit items.	Use Receipts Summary window to review receipts with unapplied or unidentified amounts. Enter \$100 in Unapplied or Unidentified field.

## Reviewing Receipt Data

**Reviewing Receipt Data**

To review receipt data, you can run several reports from the Print Accounting Reports window:

- **Receipt Register**
- **Applied Receipts Register**
- **Unapplied Receipts Register**
- **Receipt Analysis - Days Late**
- **Intercompany Report**
- **Receipt Journal Report**
- **Automatic Receipt Batch Management Report**
- **Miscellaneous Transactions**

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### Receipt Reports

Name	Description
Receipt Register	Review receipts from a specified period. Details include number, date, customer, status, and on-account amount.
Applied Receipts Register	Review how receipts are applied to invoices or debit memos and whether the application is for a related customer.
Unapplied Receipts Register	Calculate what a customer owes after reviewing customer's on-account receipts. Helps match unidentified receipts.
Receipt Analysis - Days Late	View a customer's receipt history including receipts for a period, receipt numbers, amounts, and days late.
Intercompany Report	Identify intercompany transactions and review receipts sent by one company applied to another company.
Receipt Journal	Review details of receipts appearing in Journal Entry report.
Automatic Receipt	Review receipts status during the automatic receipt process.
Misc. Transactions	Review noninvoice-related receipt activity.

## Summary

### Summary

**To remit and reconcile receipts:**

- **Send automatic receipts to the bank for collection. For manual receipts, send checks to be cashed to the bank.**
- **Use Oracle Cash Management to clear receipts manually, or clear them automatically with Clear/Risk Eliminate program.**
- **Reconcile the receipts against bank statements to ensure that there were no defaults.**
- **Eliminate factored receipts risk on their maturity dates.**

**To review receipts:**

- **Generate reports through the Print Accounting Reports, Print Other Reports, and Print Collection Reports windows.**
- **Review details in printed reports.**
- **Review details in online screens.**

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24

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**Setup  
Considerations**

## Receipt Setup Overview

### Receipt Setup Overview

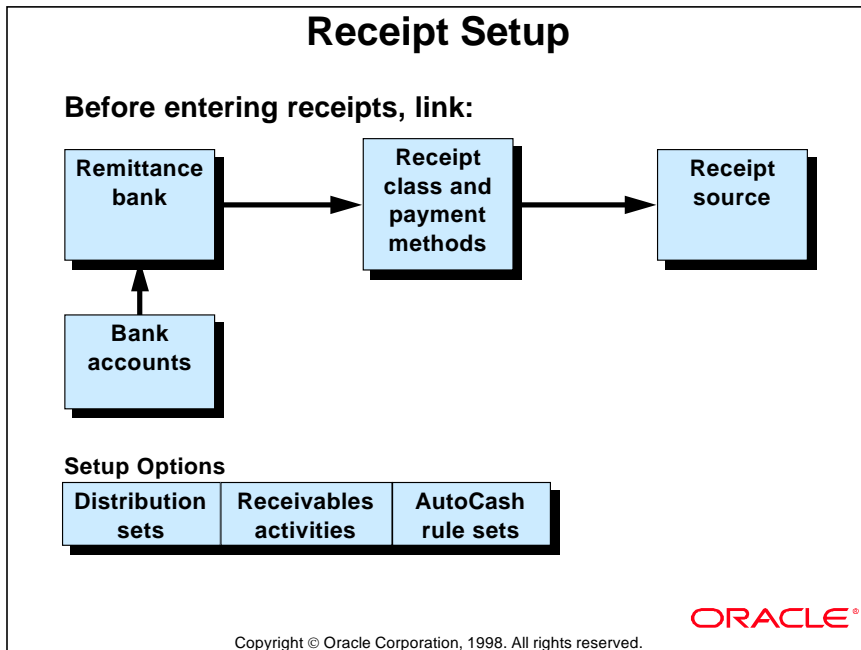
Define the following elements related to receipts:

- Remittance banks
- Receipt classes
- Payment methods
- Receipt sources
- Receipt programs

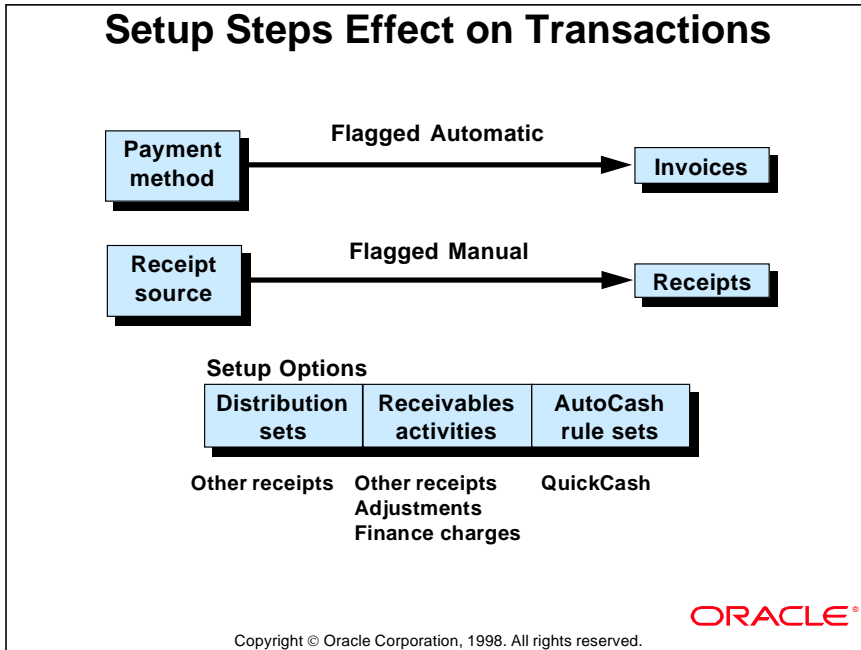
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## Receipt Setup



## Setup Steps Effect on Transactions





## Defining Remittance Banks

The screenshot shows a software window titled "Banks [Vision Operations]" with a menu bar (Action, Edit, Query, Go, Folder, Special, Help). The main area contains a form with the following fields:

- Bank Section:**
  - Bank Name:
  - Alternate Name:
  - Number:
- Bank Branch Section:**
  - Bank Branch Name:
  - Alternate Name:
  - Number:
  - Type:
- Institution Section:**
  - Institution:
  - Description:
  - Inactive After:
- Address Section:**
  - Country:
  - Address:
  - City:
  - Province:
- Other Fields:**
  - EDI ID Number:
  - EDI Location:
  - State:
  - County:
  - Postal Code:
  - Alternate Address:

At the bottom of the form, there are two buttons: "Related Banks" and "Bank Accounts".

### Banks

(N) Setup—>Receipts—>Banks

Enter the bank and branch information for your remittance banks. Information includes address, contact person, institution type, and transmission and printing programs. The remittance bank table is shared with Oracle Payables.

## Defining Bank Accounts

**Bank Accounts (Vision Operations)**

Action Edit Query Go Folder Special Help

Bank Name **Barclay's Bank** Branch Name **London**

**Bank Accounts**

Name **Baclay's - BRL** Alternate Name

Number **145795-455464** Account Type **Corporate**

Account Use **Internal** Check Digits

Currency **BRL** Inactive Date

Description  ( )

**GL Accounts**

	GL Account	Description
Cash	01-000-1110-0000-000	Operations-Balance Sheet-Cash-
Cash Clearing	01-000-1110-0000-000	Operations-Balance Sheet-Cash-
Bank Charges	01-740-7870-0000-000	Operations-Corporate Finance-B
Bank Errors	01-740-7870-0000-000	Operations-Corporate Finance-B
Confirmed Receipts		

**Payables Documents** **Bank Codes**

### Bank Accounts

(N) Setup—>Receipts—>Banks—>(B) Bank Accounts

Enter information about contacts and accounts for a specific remittance bank branch, and enter accounting information for each bank account.

### Defining Bank Account

- Enter a separate bank account for each currency used with the bank branch.
- Enter a cash account to debit for receipts that are remitted to this account.
- Enter information about the contact person specified for this remittance bank account.

### Selecting Multiple Currency

- Select the Multiple Currency Receipts check box in the AR Options region to allow deposits in currencies other than the currency of the bank account.
- The Multiple Currency Receipts check box can be selected only if the bank account is in the functional currency.

## Defining Receipt Classes and Associated Payment Methods

The screenshot shows the 'Receipt Classes [Vision Operations]' window. It is divided into several sections:

- Receipt Class:**
  - Name: Direct Debits
  - Creation Method: Automatic
  - Remittance Method: Standard and Factoring
  - Clearance Method: By Matching
  - Notes Receivable:
  - Require Confirmation:
- Payment Method:**
  - Name: BOE-Debits
  - Printed Name: BOE-Debits
- Automatic Receipts:**
  - Number of Receipts Rule: One per Invoice Due
  - Receipt Maturity Date Rule: Earliest
  - Automatic Print Program: Print Receipts Program
  - Lead Days: 7
- Effective Dates:** 01-NOV-1992 - [ ]
- Bank Accounts:** [ ]

### Receipt Classes

(N) Setup—>Receipts—>Receipt Classes

### Manual Receipt Class

- Set Creation Method to Manual for standard, quick, and lockbox receipts.
- The Require Confirmation check box is the default. You cannot change this value for Manual Receipt classes.
- The Required check box in the remittance region can be selected or cleared.

The screenshot shows the 'Receipt Classes (Vision Operations)' window. It is divided into several sections:

- Receipt Class:**
  - Name: Direct Debits
  - Creation Method: Automatic
  - Remittance Method: Standard and Factoring
  - Clearance Method: By Matching
  - Notes Receivable:
  - Require Confirmation:
- Payment Method:**
  - Name: BOE-Debits
  - Printed Name: BOE-Debits
- Automatic Receipts:**
  - Number of Receipts Rule: One per Invoice Due
  - Receipt Maturity Date Rule: Earliest
  - Automatic Print Program: Print Receipts Program
  - Lead Days: 7
- Effective Dates:** 01-NOV-1992 - [ ]
- Bank Accounts:** [ ]

### Receipt Classes (continued)

Define receipt classes and associated payment methods. Payment methods must be defined in the context of receipt classes.

### Automatic Receipt Classes for Direct Debits and Bills of Exchange

- Set the Creation Method for this receipt class to Automatic.
- Select the Require Confirmation check box for automatic receipts that require confirmation.
- The Remittance Required check box must be selected.
- Select one of the following values for the Remittance Method: Standard, Factoring, or Standard and Factoring.
- The Require Bank Clearance check box must be selected.
- If no bank clearance is required for receipts in this class, set Require Bank Clearance to Directly.

## Defining Payment Methods

**Receipt Class**

Name: Direct Debits

Creation Method: Automatic

Remittance Method: Standard and Factoring

Clearance Method: By Matching

Notes Receivable

Require Confirmation

**Payment Method**

Name: BOE-Debits

Printed Name: BOE-Debits

**Automatic Receipts**

Number of Receipts Rule: One per Invoice Due Date

Receipt Maturity Date Rule: Earliest

Automatic Print Program: Print Receipts Program

Lead Days: 7

Effective Dates: 01-NOV-1992

Bank Accounts

### Receipt Classes

(N) Setup—>Receipts—>Receipt Class

Oracle Receivables uses the payment methods specified here to account for receipt entries and applications.

### Defining Payment Method for Receipt Class

Define at least one payment method for each receipt class defined.

### Setting Creation Parameters for Automatic Receipts

- Select Number of Receipts Rule to create receipts: One per Customer, One per Customer Due Date, One per Site, One per Invoice, or One per Site Due Date.
- Specify the number of lead days before the invoice due date, the date an invoice becomes eligible for selection by the Automatic Receipts process.
- Select a Receipt Maturity Date Rule to apply a single receipt to invoices that have different due dates. Selections include Earliest and Latest.
- Select an Automatic Print Program to print the automatic receipts sent to the customer as notification or for confirmation.

## Associating Bank Accounts to Receipt Classes

The screenshot displays a software window titled "Remittance Banks (Vision Operations) - Direct Debits, BOE-Debits". The window contains several input fields and checkboxes. The "Bank Name" is "Barclay's Bank", "Branch Name" is "London", "Account Name" is "Barclay's - UK", and "Currency" is "GBP". The "Minimum Receipt Amount" is ".01". There are checkboxes for "Override Bank" (unchecked) and "Primary" (checked). A dropdown menu labeled "Formatting Programs" is open, showing four rows of data:

RemittanceTransmission	Transmit Bank Remittances Program
Remittance Print	Print Bank Remittances Program
FactoringTransmission	Transmit Bank Remittances Program
Factoring Print	Print Bank Remittances Program

### Remittance Banks: Formatting Programs Region

(N) Setup—>Receipts—>Receipt Class—>(B) Bank Accounts

Associate bank account information for each receipt class and payment method combination. You can assign more than one remittance bank to a receipt class and payment method combination.

### Defining Remittance Banks

- Specify the bank name, branch, account, and currency for your remittance bank.
- Specify the minimum automatic receipt amount that must be met before automatic receipts are created for remittance to this bank.
- Define the Remittance Transmission and Remittance Print programs to format remittances into data files or paper.
- If the receipts are to be factored, specify the Factoring Transmission and Factoring Print programs.

## Entering Bank Account Information

Remittance Banks [Vision Operations] - Direct Debits, BOE-Debits

Action Edit Query Go Folder Special Help

Bank Name  Branch Name

Account Name  Currency

Minimum Receipt Amount  Risk Elimination Days

Clearing Days   Override Bank

Effective Dates  -   Primary

GL Accounts

Cash	<input type="text" value="01-000-1110-0000-000"/>
Receipt Confirmation	<input type="text" value="01-000-1245-0000-000"/>
Remittance	<input type="text" value="01-000-1245-0000-000"/>
Factoring	<input type="text" value="01-000-1245-0000-000"/>
Short Term Debt	<input type="text" value="01-000-1212-0000-000"/>
Bank Charges	<input type="text" value="01-740-7870-0000-000"/>
Unapplied Receipts	<input type="text" value="01-000-1240-0000-000"/>
Unidentified Receipts	<input type="text" value="01-000-1240-0000-000"/>
On Account Receipts	<input type="text" value="01-000-1240-0000-000"/>
Unearned Discounts	<input type="text" value="01-410-4170-0000-000"/>
Earned Discounts	<input type="text" value="01-410-4170-0000-000"/>

Description  [ ]

### Remittance Banks: GL Accounts Region

(N) Setup—>Receipts—>Receipt Classes—>(B) Bank Accounts

Enter bank account information for each remittance bank associated with the payment method. Specify the accounts to be used in each of the following cases.

Account Name	Description
Cash	Account affected at the last stage of receipts cycle. The last stage may be Creation, Confirmation, Remittance, or Clearance, depending on the receipt class.
Receipt Confirmation	Account affected when the receipts requiring remittance are created. In the case of automatic receipts requiring confirmation, the Receipt Confirmation account is affected when the receipt is confirmed by the customer.
Remittance	Account affected when receipts requiring remittance are sent for remittance.
Factoring	Account affected when the receipts are factored.
Short-Term Debt	Account affected when a factored receipt is cleared.

Lesson 24: Setup Considerations

Remittance Banks (Vision Operations) - Direct Debits, BOE-Debits

Action Edit Query Go Folder Special Help

Bank Name **Barclay's Bank** Branch Name **London**

Account Name **Barclay's - UK** Currency **GBP**

Minimum Receipt Amount **.01** Risk Elimination Days

Clearing Days   Override Bank

Effective Dates **01-NOV-1992** -   Primary

**GL Accounts**

Cash	01-000-1110-0000-000
Receipt Confirmation	01-000-1245-0000-000
Remittance	01-000-1245-0000-000
Factoring	01-000-1245-0000-000
Short Term Debt	01-000-1212-0000-000
Bank Charges	01-740-7870-0000-000
Unapplied Receipts	01-000-1240-0000-000
Unidentified Receipts	01-000-1240-0000-000
On Account Receipts	01-000-1240-0000-000
Unearned Discounts	01-410-4170-0000-000
Earned Discounts	01-410-4170-0000-000

Description **Operations-Balance Sheet-Cash-No Sub Account-No Product** [ ]

**Remittance Banks: GL Accounts Region (continued)**

Account Name	Description
Bank Charges	Account to record fees charged by banks to factor receipts.
Unapplied Receipts	Account to record unapplied receipt amounts.
Unidentified Receipts	Account to record unidentified receipt amounts.
On-Account Receipts	Account to record receipt amounts placed on account.
Unearned Discounts	Account to record unearned discounts taken.



## Defining Receipt Sources

**Receipt Sources**

Action Edit Query Go Folder Special Help

Name

Description

**Receipt Source Type**

Manual  Automatic

Receipt Class  Payment Method

Bank Account

**Batch Numbering**

Manual  Automatic Last Number

Effective Dates  -

### Receipt Sources

(N) Setup—>Receipts—>Receipt Sources

Assign receipt class, payment method, and remittance bank account to a receipt source.

### Entering Receipt Source Information

- Oracle Receivables provides one receipt source for automatic receipts. This source is used for all automatic receipts.
- Additional receipt sources can be defined for manual receipts only.
- Specify a receipt class to determine processing steps for receipts in this source.
- If a receipt class was specified, enter a payment method to determine the accounting method for receipts in this source.
- Enter bank account to which to remit receipts created using this receipt source.
- Specify whether to number receipt sources automatically or manually.

## Defining Distribution Sets

**Distribution Sets**

Action Edit Query Go Folder Special Help

Name:

Description:

Active

**Distribution Set Lines**

	%	Account	Description
▲	50	01-740-7810-0000-000	Interest Income
	50	01-720-7810-0000-000	Interest Income
▼			

Total

### Distribution Sets

(N) Setup—>Receipts—>Distribution Sets

Create distribution sets for noninvoice-related receipts such as refunds, revenue from the sale of stock, interest income, and investment income.

### Defining a Distribution Set

- Allocate miscellaneous transaction amounts across different accounts.
- Depending on how the Accounting flexfield is set up, the distribution set could be used to allocate miscellaneous transaction amounts across several cost centers for the same account, across several accounts for the same cost center, or across several products for the same cost center and account.

### Defining Distribution Set Lines

Create an unlimited number of distribution set lines for each distribution set, as long as the sum of their percents equals 100.

## Defining Receivables Activities

The screenshot shows a window titled "Receivables Activities (Vision Operations)" with a menu bar containing "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The main area contains the following fields and options:

- Name:** On Account Cash
- Description:** On Account Cash
- Type:** A group box containing four radio buttons:
  - Adjustment
  - Finance Charge
  - Bank Error
  - Miscellaneous Cash
- Accounting Distribution Set:** (Empty field)
- GL Account:** 01-000-1240-0000-000
- Active:**  Active
- GL Account Description:** Operations-Balance Sheet-Unapplied Cash-No Sub Account-No Product

### Receivables Activities

(N) Setup—>Receipts—>Receivable Activities

Define receivables activities to default accounting information for other receipts, finance charges, and adjustments and bank errors.

## Defining Activity Names for Different Types of Activities

### Defining Activity Names for Different Types of Activities

- The receivables activities are displayed as part of a list-of-values in several windows, depending on the type of transaction.
- The accounting distribution set determines how cash from miscellaneous receipts is distributed across various accounts.

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### Types of Receivables Activities

Receivables Activities	Transactions in Which They Appear	Accounting Distribution Set	Accounting Flexfield
Adjustments	Adjustments to invoices, chargebacks, and reversing applications to chargebacks.		√
Finance Charges	Assess finance charges in statements and dunning letters.		√
Miscellaneous	Enter miscellaneous transactions.	√	√
Bank Error	Enter miscellaneous transactions.	√	√

## Defining AutoCash Rule Sets

**AutoCash Rule Sets**

Action Edit Query Go Folder Special Help

Name:

Description:   Active

**Open Balance Calculation**

Discounts:   Items In Dispute  
 Finance Charges

**Automatic Matching Rule**

Remaining Remittance Amount:   Apply Partial Receipts

**AutoCash Rules**

Seq	AutoCash Rule
1	Clear the Account
2	Clear Past Due Invoices
3	Match Payment with Invoice
4	Apply to the Oldest Invoice First

### AutoCash Rule Sets

(N) Setup—>Receipts—>AutoCash Rule Sets

Determine the sequence of AutoCash rules used when manually or automatically applying receipts to open debit and credit items.

### Describing the AutoCash Rule Set

- Select the type of discounts to be included while calculating the open balances for outstanding debit items: Earned Only, Earned and Unearned, or None.
- Specify whether to include or exclude items in dispute in the outstanding balance calculation.
- Specify whether to include or exclude accrued finance charges when calculating the customer's outstanding balance.
- Select where to put the remaining receipt amount: Unapplied or On-Account.
- Specify whether to automatically apply partial receipts when using the Apply Oldest Invoice First AutoCash rule for this set.

## Defining AutoCash Rules

**Defining AutoCash Rules**

- Enter a sequence to specify the order in which to automatically apply receipts for this set.
- Enter one or more rules for receipt application from the options described in the following table.

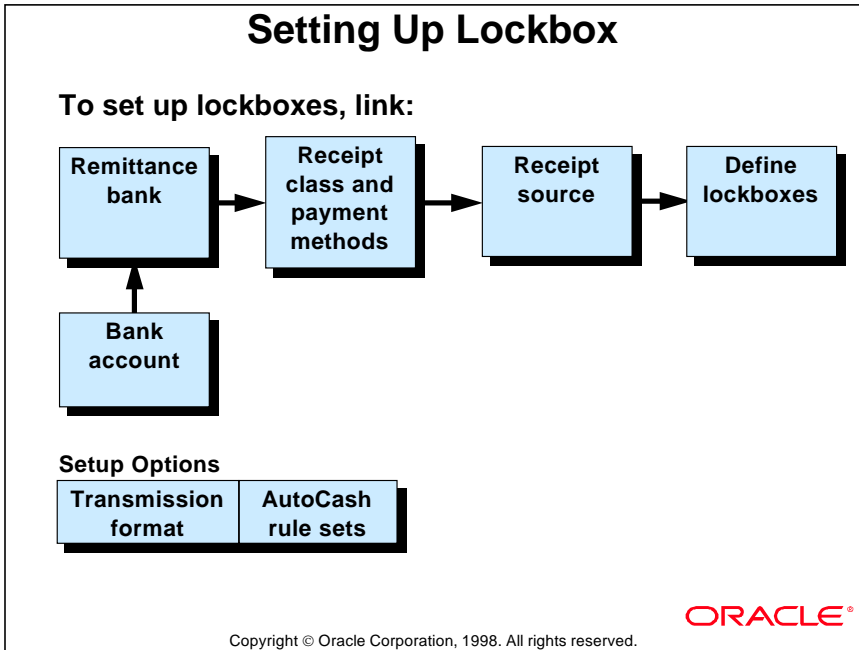
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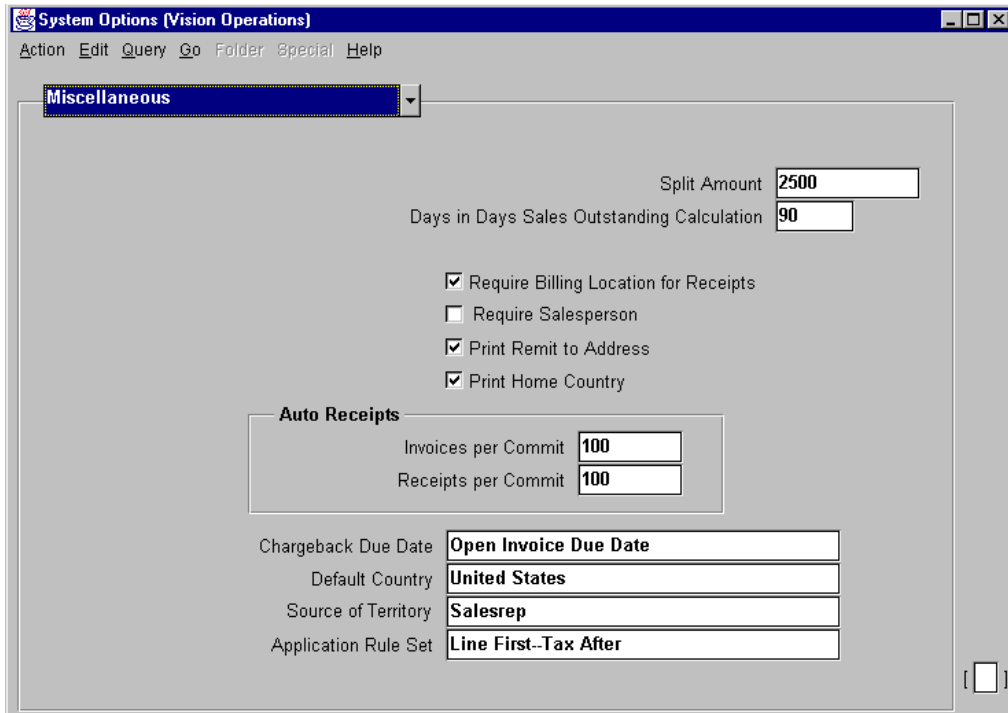
### Receipt Application Rules

<b>AutoCash Rule</b>	<b>Description</b>
Apply Oldest Invoice First	Match receipts to customer debit items, starting with oldest debit item. Oracle Receivables uses values that are defined for the Open Balance Calculations for this AutoCash rule set to determine the oldest outstanding debit item.
Clear Account	Apply receipt to the customer's calculated account balance when it exactly matches the receipt amount.
Clear Past Due Invoices	Close all past due debit and credit items when the calculated past due balance exactly matches the receipt amount.
Match Payment with Invoice	Apply receipt to a single invoice, debit memo, or chargeback when the remaining amount due matches the receipt amount.
Clear Past Due on Payment Terms	Similar to Clear Past Due Invoices except that invoices are first grouped by payment terms before receipt is applied.

## Setting Up Lockbox



## Enabling Application Rule Sets



**System Options (Vision Operations)**

Action Edit Query Go Folder Special Help

Miscellaneous

Split Amount

Days in Days Sales Outstanding Calculation

Require Billing Location for Receipts

Require Salesperson

Print Remit to Address

Print Home Country

**Auto Receipts**

Invoices per Commit

Receipts per Commit

Chargeback Due Date

Default Country

Source of Territory

Application Rule Set

### System Options: Miscellaneous region

(N) Setup—>System—>System Options—>Miscellaneous

The default application rule set, created in the Application Rule Sets window in System Options, is assigned in the Miscellaneous alternative region.



## Defining Lockboxes

The screenshot shows the Oracle Lockboxes window with the following fields and values:

- Number: 44332
- Batch Source: Lockbox Receipts - BofA
- Bank Account: 10271-17621-619
- Bank Name: Bank of America
- Bank: (Dropdown menu)
- Address: 6788 Wall Street
- City: New York
- State: New
- Zip: 05443
- Contact: Wanda Jacobson
- Telephone: 212 897-0934
- Bank Origination Number: 287
- Accounting Flexfield: 01-000-1110-0000-000
- Accounting Flexfield Description: Operations-Balance Sheet-Cash-No Sub Account-No Product

### Lockboxes: Bank Region

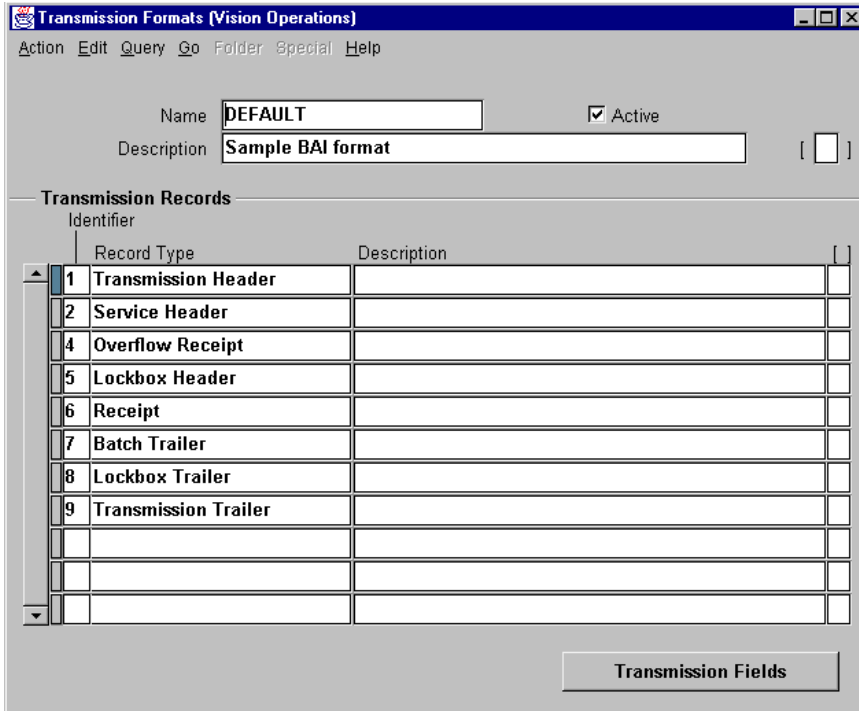
(N) Setup—>Receipts—>Lockboxes—>Lockboxes

Define lockboxes to import receipt and application information from banks.

### Defining Lockboxes

- Enter the lockbox number provided by the remittance bank.
- Enter the batch source for this lockbox.
- Oracle Receivables displays the account number, name, and address assigned to the bank for the receipt batch source.
- Enter number that identifies the bank branch sending the lockbox transmission.
- Enter the number of receipts that the Lockbox Validation Program should assign to each batch.
- Select the source of the GL Date for the receipts in the lockbox: constant date defined when the lockbox interface is submitted, deposit date, or import date.
- Select the Auto Associate check box if Oracle Receivables should use the invoice or debit memo to determine the customer with which the receipt should be associated if there is no customer or MICR number.

## Defining Transmission Formats



### Transmission Formats

(N) Setup—>Receipts—>Lockboxes—>Transmission Formats

Define transmission formats to specify how data in the lockbox bank file is organized.

## Identifying, Selecting, and Describing Different Types of Records

### Identifying, Selecting, and Describing Different Types of Records

- Enter a unique identifier for each record type in a transmission format. The bank defines this value and uniquely identifies each type of record in the bank file.
- Enter the type of record associated with the identifier entered.

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### Lockbox Record Types

Record Type	Description
Transmission Header or Trailer	Marks the beginning or end of a specific data file.
Lockbox Header or Trailer	Marks the beginning or end of a specific lockbox.
Batch Header or Trailer	Marks the beginning or end of a specific batch.
Receipt	Contains information such as MICR number, batch number, item number, check number, and remittance amount.
Overflow Receipt	Contains invoice information for a specific receipt when all the information cannot fit on the receipt record.
Service Header	Contains general information about the transmission.



## Entering Transmission Field Information

### Entering Transmission Field Information

- Enter a starting and ending position for the field type.
- Enter the type of information to assign to the start and end positions.

#### Transmission File Format Options:

- Read transmission field data from the left or right.
- Fill character the bank uses for extra spaces.
- Date and time formats used by the bank.
- Format of the amount fields.
- Value of the overflow indicator which indicates whether there are additional overflow records for the transmission record.

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## Transmission Field Types

Field Type	Description
Record Identifier	Number that identifies the kind of transmission record
Transit Routing	Number that uniquely identifies the customer's bank
Transmission Amount	Amount of receipts for a bank file
Total Record Count	Number of transmission records in a bank file
Lockbox Number	Lockbox identification number
Lockbox Amount	Receipt amount in a specific lockbox
Lockbox Batch Count	Number of bank batches in a specific lockbox
Lockbox Record Count	Number of receipt records in lockbox excluding overflow payments, headers, or trailers
Origination	Bank number from which the lockbox originated
Batch Name	Name of the batch for a specific bank batch
Batch Amount	Receipt batch amount for a specific bank batch
Batch Record Count	Number of payment records in a specific bank batch
Customer Number	Identification number assigned to your customer
Billing Location	Billing location of the receipt
Account	Customer's bank account
Receipt Type	Type of receipt
Receipt Number	Identification number of a receipt
Receipt Date	Date of the receipt
Payment Method	Payment method associated with this lockbox
Remittance Amount	Amount of a receipt
Currency Code	Currency of the receipt
Deposit Date	Date the bank received and deposited the receipt
Deposit Time	Time the bank received and deposited the receipt
Destination Amount	Business bank account
Overflow Indicator	Indicates additional overflow records for this receipt
Overflow Sequence	Sequence number that the bank assigns to each overflow receipt
Invoice 1 to 8	Receipts applied to invoices, debit memos, and chargebacks
Invoice Installment 1 to 8	Installment number of invoices, debit memos, and chargebacks
Amount Applied 1 to 8	The amount applied to each invoice, debit memo, or chargeback

## Excluding Receipts Functions

The screenshot shows the 'Receipts (Vision Operations)' window with the following data:

Receipt Number	0032652	Receipt Type	Cash
Currency	JPY	Receipt Amount	15,250,000
Receipt Date	10-MAY-1996	GL Date	10-MAY-1996
Payment Method	Check - BofA	Document Num	
State	Cleared	Functional Amount	122,000.00
Remittance			
Deposit Date	10-MAY-1996	Maturity Date	25-MAR-1997
Bank Name	Bank of America	Branch	New York
Account Number	10271-17621-619	Bank Currency	USD
		Override Bank Account	Allow
Batch			

Buttons at the bottom: Confirm... 1, Reverse... 1, Mass Apply, Applications

### Excluding Functions from User Access

Function security enables you to exclude the following functions from the Receipts window. Your applications system administrator excludes functions in the System Administrator responsibility.

#### Cash

View, enter, update, and delete cash receipts.

#### Misc.

View, enter, update, and delete miscellaneous transactions.

#### QuickCash

View, enter, manual, and lockbox: update (lockbox import) QuickCash receipts.

#### QuickCash: Post

Post QuickCash.

The screenshot shows the Oracle Receipts (Vision Operations) window. The title bar reads "Receipts (Vision Operations)". The menu bar includes "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The form is divided into two main sections. The top section contains fields for Receipt Number (0032652), Receipt Type (Cash), Currency (JPY), Receipt Amount (15,250,000), Receipt Date (10-MAY-1996), GL Date (10-MAY-1996), Payment Method (Check - BofA), Document Num, State (Cleared), and Functional Amount (122,000.00). A "Remittance" dropdown menu is highlighted in blue. The bottom section contains fields for Deposit Date (10-MAY-1996), Maturity Date (25-MAR-1997), Bank Name (Bank of America), Branch (New York), Account Number (10271-17621-619), Bank Currency (USD), and Override Bank Account (Allow). A "Batch" field is also present. At the bottom of the window, there are four buttons: "Confirm... 1", "Reverse... 1", "Mass Apply", and "Applications".

### Excluding Functions from User Access (continued)

#### Remit

View, create, maintain, approve, and format automatic remittances.

If you exclude access to this function, the Remittance window is removed from the menu. There are no buttons that access this form in other Oracle Receivables windows.

#### Auto

View, create, maintain, approve, format, confirm, and unconfirm automatic receipts.

#### Reverse

Std or DM allows standard reversal or debit memo reversal.

#### Exchange Rate Adj

Create exchange rate adjustments.



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25

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## **Unit Summary**

## Unit Summary

### Unit Summary

- **Import or manually enter receipts.**
- **Apply receipts automatically using sets of rules or manually.**
- **Set up lockboxes to collect receipt data transmitted from your bank lockboxes.**
- **Use automatic payment methods to submit remittances directly to customers' banks.**
- **Remit payment receipts from customers to your banks for collection from customers' banks.**

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# Unit IV

.....

# Collection



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26

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## **Unit Introduction**

## Unit Objectives

### Unit Objectives

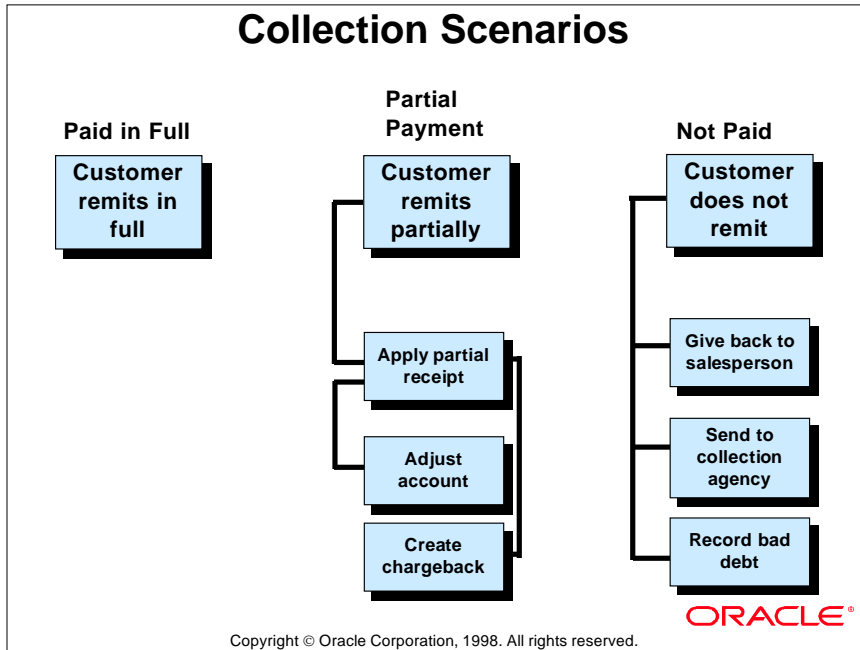
After completing this unit, you should be able to do the following:

- Review customer account status
- Identify past due accounts
- Generate dunning letters
- Track collections correspondence and calls

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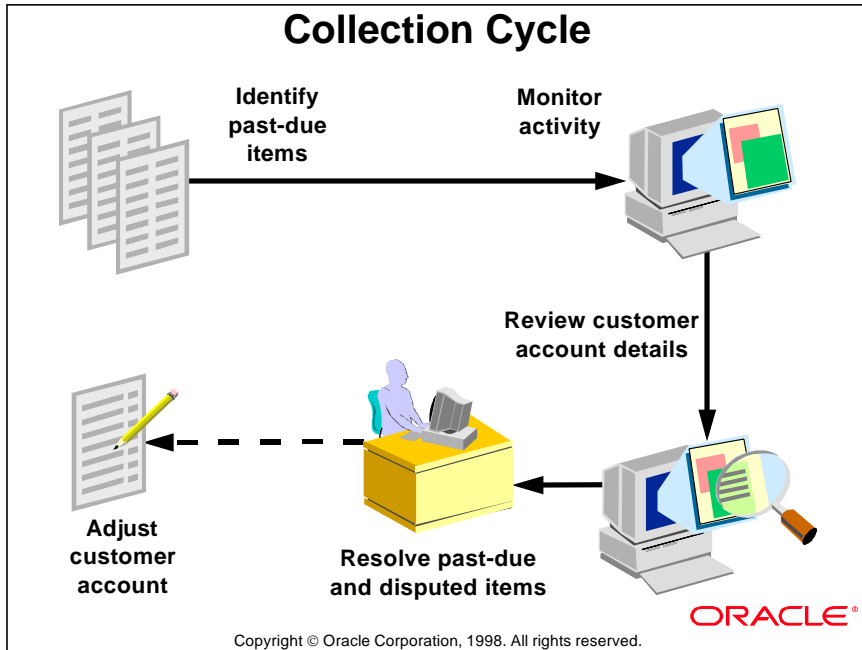
## Collection Scenarios



### Full, Partial, or Unpaid

When customers make payments in full to settle debit items, collection is not a significant issue. When customers do not pay in full or make late payments the collections process becomes more important. The methods used to dun customers for past due amounts must be carefully managed to ensure that customers are informed of past due transactions on a timely basis.

## Collection Cycle





## Collection Tasks

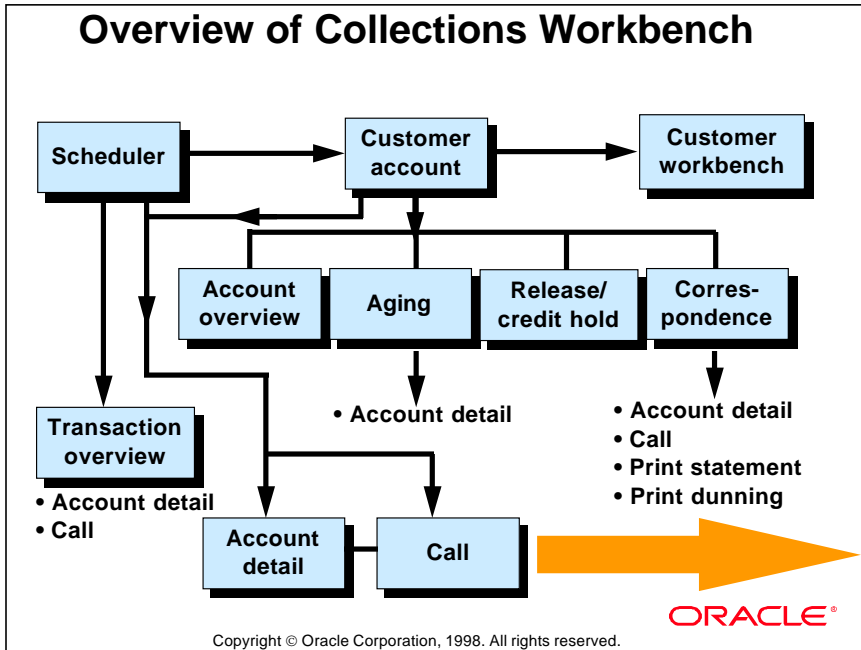
### Collection Tasks

- **Print a collection report.**
- **Review collector actions.**
- **Review customer accounts.**
- **View transactions.**
- **Resolve transactions in dispute.**
- **Print statements and dunning letters.**
- **Record results of a collection call.**
- **Place an account on credit hold.**

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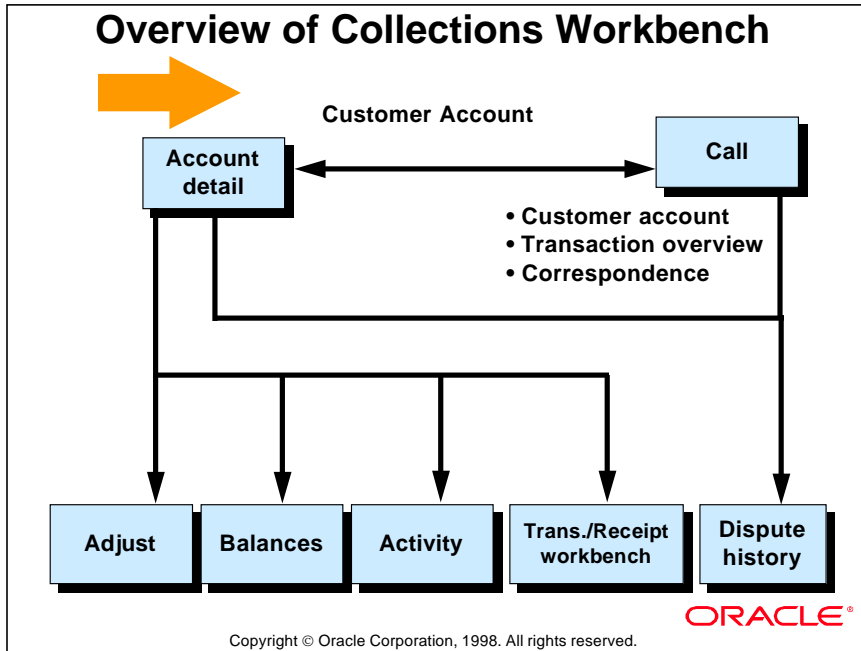
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## Overview of the Collections Workbench



### Using the Collections Workbench

Use the Collections Workbench windows to review invoices, receipts, call history, customer correspondence, and account balances.



## Monitoring Customer Activity

### Monitoring Customer Activity

- **Current customer account balances appear in your functional currency, using the most recent exchange rate.**
- **View the amount overdue for a customer or customers in the Customer Account window.**
- **View transactions that are past-due for a customer in the Account Details window.**

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## Reviewing Customer Account Details

### Reviewing Customer Account Details

- **View the number and amount of transactions entered, accrued finance charges, and discounts for a customer during a period of time.**
- **Use online aging to group transactions into buckets based on the number of days past-due and then drill down to account details.**

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### Viewing Customer Account Balances by Aging Bucket

Aging buckets are time periods in which you age and can review your debit items. You can define your own aging buckets, or you can customize the aging buckets that Oracle Receivables provides. For example, you can define an aging bucket that includes debit items that are 1 to 30 days past-due.

When you view customer balances by aging bucket, Oracle Receivables displays the total outstanding amount and credits for unapplied cash, on-account cash, and on-account credits that have not been aged. You can view balances by specifying an aging bucket or by choosing to age or to summarize open credits.

## Resolving Past-Due and Disputed Items

### Resolving Past-Due and Disputed Items

- **Generate the following reports to identify past-due and disputed items.**
  - Aging report
  - Disputed Invoice report
  - Past-Due Invoice report
- **Request these reports from the Print Collections Reports window.**

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### Reviewing Past-Due Items

- Aging reports: Open items for specified aging periods by amount or by salesperson. Information includes current and past-due invoices and debit memos.
- Disputed Invoice report: Disputed invoices, debit memos, and chargebacks, including collector name and comments.
- Past-Due Invoice report: A customer's past-due invoices, debit memos, deposits, chargebacks, and guarantees. Used to identify problem customers and determine future collection actions.

## Adjusting Customer Accounts

### Adjusting Customer Accounts

- **Make adjustments to invoices, debit memos, chargebacks, on-account credits, deposits, and guarantees.**
- **Approve adjustments within your approval limits.**
- **Assign pending status to adjustments outside your approval limits.**
- **Automatically write off debit items that match your selection criteria and are within your approval limits.**

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### Using Adjustment Statuses

The status of an adjustment indicates whether it is complete. Available statuses in the collections windows are:

- **Approved:** Since the adjustment has been approved, Oracle Receivables updates the debit or credit item amount and status to reflect the adjustment.
- **More Research:** This adjustment is on hold because you are either researching the debit or credit item, or you are requesting additional information about the adjustment.
- **Rejected:** The adjustment has been rejected. Adjustments with this status do not update the balance of the credit or debit item.
- **Waiting Approval:** The adjustment amount is outside the approval limits of the user who entered the adjustment. Adjustments with this status can only be approved by a user with the appropriate user approval limits.

## Summary

### Summary

- **During the collection process a transaction can be paid in full, partially paid, or not paid by a customer.**
- **Several reports and the Collections workbench are available to determine the status of customer accounts and specific transactions.**
- **Past-due items can be resolved with adjustments or pursued using dunning letters and scheduled calls to customers.**

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## **Reviewing Collection Information**

## Objectives

### Objectives

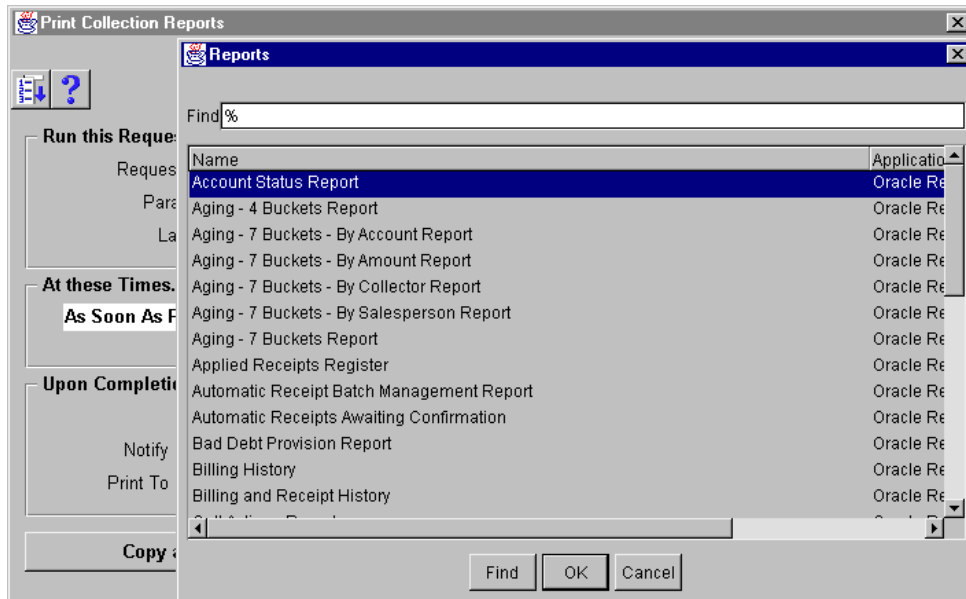
**After completing this lesson, you should be able to do the following:**

- **Identify past-due and disputed transactions**
- **Review customer accounts to determine whether dunning letters and scheduled calls to customers are required**

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## Using Oracle Receivables Reports

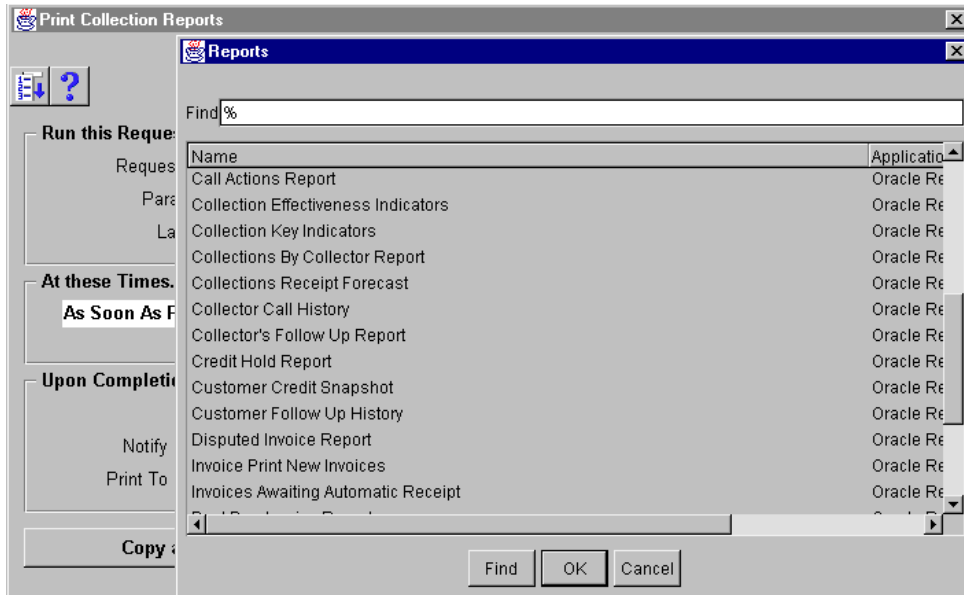


### Reports

(N) Reports—>Collections—>Single Request

- **Account Status Report:** Review customer accounts sorted by account status, including all open debit and credit items and total balance due in the functional currency.
- **Bad Debt Provision Report:** Review bad debt exposure using a specified percent collectable value.
- **Billing History:** Review a summarized history of transactions that affect a customer's invoices, debit memos, and chargebacks.
- **Billing and Receipt History:** Review a detailed history of transactions that affect a customer's invoices, debit memos, and chargebacks.
- **Credit Hold Report:** Review customer accounts that have been placed on credit hold in the Customer Profiles window.
- **Customer Credit Snapshot:** Review a customer's aging, account history, credit summary, and last transaction summary.

## Monitoring Collection Activities



### Reports

(N) Reports—>Collections—>Single Request

Report	To review
Call Actions Report	Actions entered by collectors in the Customer Calls window to determine future action.
Collection Effectiveness Indicators Report	Overall payment patterns and debit information by split amount at the end of each period.
Collection Key Indicators Report	Call topics, responses, and outcomes for each collector within a specified date range.
Collections by Collector	Payment applications for invoices, debit memos, and chargebacks for each collector.
Collections Receipt Forecast	Collectors' estimates of how much cash they expect to receive, as entered in the Customer Calls window.
Collector Call History	Collector call information for a specified date range.
Collector's Follow-Up	A list of items requiring collector follow-up.
Customer Follow-Up History	A history of collection calls for each customer to see what further action to take as a result of a previous call.
Receipt Promises Report	Collector call information for invoices, debit memos, and chargebacks with promise dates and amounts.

## Using the Collections Workbench

### Using the Collections Workbench

Use the Collections workbench to perform all the functions related to collecting accounts. The information displayed in a window depends on the navigation path taken to retrieve it.

- Review follow-up actions for each collector.
- Review customer account information at various levels of detail.
- Record information about collection calls to customers.
- Review details about correspondence with customers, including dunning letters, statements, and calls.
- Place invoices in dispute.

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## Using Collection Windows

### Using Collection Windows

**Available collection windows include:**

- **Customer Accounts**
- **Account Overview**
- **Account Details**
- **Aging**
- **Transaction Overview**
- **Scheduler**
- **Correspondence**
- **Customer Calls**

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### Available Collection Windows

- **Customer Accounts:** Query for specific accounts using selected parameters. Drill down to view detailed information about a customer and correspondence with that customer. Place a customer on order hold. Shipped orders can still be invoiced.
- **Account Overview:** View summary transaction and statistical information for selected time periods.
- **Account Details:** View detailed transaction information for a customer account.
- **Aging:** View customer account information aged by selected buckets. Drill down to view detailed account information.
- **Transaction Overview:** View details of a transaction, including customer address, line items, and reference information, such as salesperson and document status.
- **Scheduler:** Review follow-up actions sorted by date. Drill down to view call details, transaction overview, customer account overview and account details.
- **Correspondence:** View details about customer calls, dunning letters, and statements. Print statements or dunning letters. Drill down to account details.
- **Customer Calls:** Record detailed information about customer calls; topics discussed and actions taken. Drill down to view customer account summary.

## Viewing Customer Account Information

**Viewing Customer Account Information**

**Available windows:**

- **Customer Accounts**
- **Customer**
- **Account Overview: Transaction Region**
- **Account Overview: Key Indicators Region**
- **Account Detail**
- **Aging**

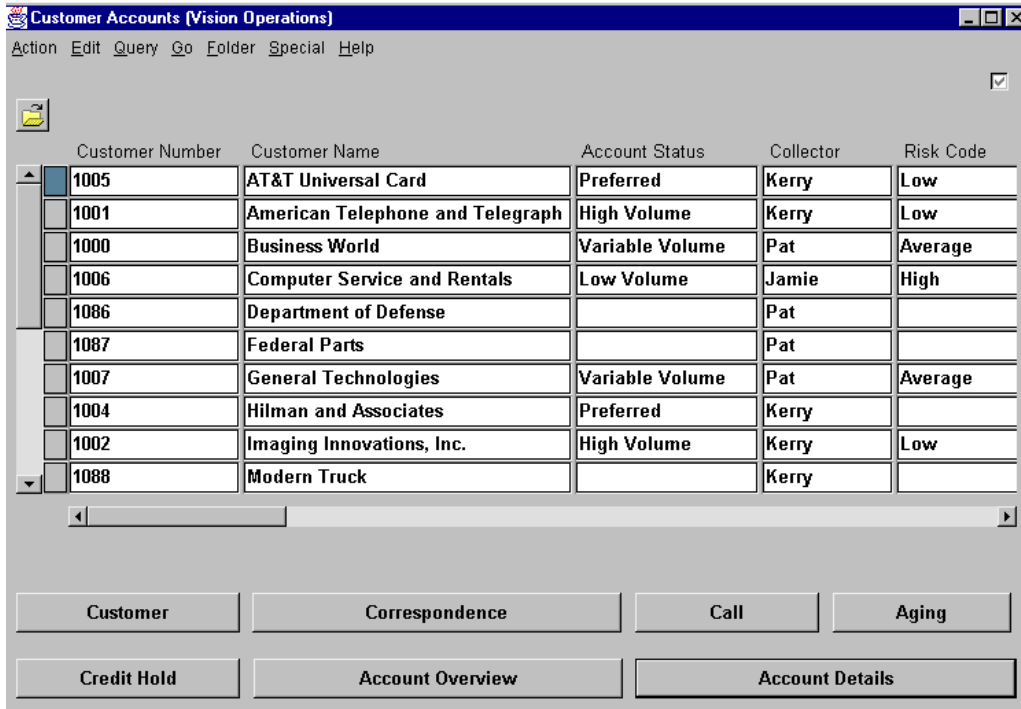
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### Customer Account Windows

Customer Accounts	Summary list of customer accounts meeting specified search criteria. Displays customer and number, balance, and credit limits.
Customer	Review credit and dunning information. Access to Customer workbench to facilitate decision making by collector.
Account Overview: Transactions	Customer account summary for a period or a range of periods. Displays the sum of all invoices, debit memos, chargebacks, deposits, guarantees, receipts, and credit memos.
Account Overview: Key Indicators	Summary statistical information for a period or a range of periods. Displays on-time payments, late payments, NSF, adjustments, finance charges, earned and unearned discounts.
Aging	Customer's outstanding balance, open credits, adjusted balance, and amount in dispute by specified aging bucket. In addition, review the total amount of all unapplied and on-account receipts.

## Using the Customer Account Summary Window



### Customer Accounts

(N) Collections—>Customer Accounts

Navigate to the Customer Accounts summary and select the desired customer. Navigate from this window to view detailed information about the selected customer.



## Viewing Customer Accounts

Customer Number	Customer Name	Account Status	Collector	Risk Code
1005	AT&T Universal Card	Preferred	Kerry	Low
1001	American Telephone and Telegraph	High Volume	Kerry	Low
1000	Business World	Variable Volume	Pat	Average
1006	Computer Service and Rentals	Low Volume	Jamie	High
1086	Department of Defense		Pat	
1087	Federal Parts		Pat	
1007	General Technologies	Variable Volume	Pat	Average
1004	Hilman and Associates	Preferred	Kerry	
1002	Imaging Innovations, Inc.	High Volume	Kerry	Low
1088	Modern Truck		Kerry	

### Customer Accounts

(N) Collections—>Customer Accounts

View customer accounts online to identify past-due and disputed items. Use a wide range of search criteria to review summary information on customers.

### Entering Search Criteria

- View customer accounts for a specific collector, or restrict the search to customers with certain criteria, including outstanding balance range, credit limit, days past due, account status, and risk code.
- Review summary information for a specific customer by name or number.
- Select the Display Locations check box to view one record for each customer location.
- Select the Display Currency check box to view one record for each customer currency.

## Using Account Overview Windows: Transactions

The screenshot shows the 'Account Overview (Vision Operations)' window. It includes a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. The main area contains several input fields: 'Customer Name' (Business World), 'Customer Number' (1000), 'Location', and 'Trans Currency'. To the right, there is a 'Periods' section with a checked box and a list of months: May-97, Apr-97, Mar-97, and Feb-97. Below these fields is a 'Transactions' dropdown menu. The main data area is a table with three columns: 'Count', 'Entered Amount', and 'Functional Amount'. The table lists various transaction types and their corresponding counts and amounts.

	Count	Entered Amount	Functional Amount
Invoices	25		5,022,300.41
Debit Memos	0		0.00
Chargebacks	1		0.00
Deposits	1		50,000.00
Guarantees	0		0.00
Receipts	5		0.00
Credit Memos	0		0.00
Total		0.00	5,072,300.41

### Account Overview: Transactions Region

(N) Collections—>Customer Accounts—>(B) Account Overview

The Transactions region of the Account Overview window provides the counts and amounts of transactions processed for this customer during a specific period. This information can be used to evaluate the level of business activity generated by this customer over time.

## Using Account Overview Window: Key Indicators

The screenshot shows the 'Account Overview (Vision Operations)' window. At the top, there is a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu bar, there are input fields for 'Customer Name' (Business World), 'Customer Number' (1000), 'Location', and 'Trans Currency'. To the right, there is a 'Periods' section with a checked box and a list of months: May-97, Apr-97, Mar-97, and Feb-97. Below this, there is a 'Key Indicator' dropdown menu. The main area contains a table with three columns: 'Count', 'Entered Amount', and 'Functional Amount'. The table lists various indicators such as 'On Time', 'Late', 'NSF/Stop', 'Adjustments', 'Finance Charges', 'Earned Discount', and 'Unearned Discount' with their respective values.

	Count	Entered Amount	Functional Amount
On Time	1		925,800.00
Late	8		19,170,600.00
NSF/Stop	0		0.00
Adjustments	3		<695,500.00>
Finance Charges	0		0.00
Earned Discount	0		0.00
Unearned Discount	0		0.00

### Account Overview: Key Indicator region

(N) Collections—>Customer Accounts—>(B)Account Overview

The Key Indicator region of the Account Overview window provides the count and amounts of activities related to a customer's receivables for a specific period. This information can be used to evaluate the general quality of a customer's receivables over time.

## Finding Account Details

**Find Account Details (Vision Operations)**

Action Edit Query Go Folder Special Help

Trans Num  Sequence   
Source  Class   
Due Date  -   
Days Late  -   
Currency  Status **Closed**  
Sales Order  Purchase Order

**Bill To Customer**

Name  Number   
Location

**Amounts**

Original  -   
Balance Due  -

Clear Find

### Find Account Details

(N) Collections—>Account Details

Review details of the status of a customer’s account, including transactions and account balances.

### Entering Customer Search Criteria

- Enter the criteria to query the customer account or accounts you want to view.
- Click the Find button.

## Reviewing Account Details

The screenshot shows a window titled "Account Details (Vision Operations) - Business World". It features a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". Below the menu is a table with the following columns: Number, Seq, Class, Days Late, Due Date, Currency, and Original. The table contains several rows of transaction data. Below the table is a horizontal scrollbar. At the bottom of the window, there are two rows of summary fields: "Cumulative Balance" and "Total Balance", each with "Entered" and "Functional" sub-fields. The "Functional" field for "Total Balance" shows "0.00". At the very bottom, there are two rows of buttons: "Dunning History", "Call", "Transaction Overview", "Details" in the first row, and "Dispute History", "Adjust", "Balances", "Activities" in the second row.

Number	Seq	Class	Days Late	Due Date	Currency	Original
10321	1	Credit Memo		15-JUL-1997	USD	<20,000.00>
10000000	1	Invoice		10-APR-1997	USD	5.97
10000044	1	Invoice		03-FEB-1996	USD	1,634,500.00
10000043	1	Invoice		03-FEB-1996	USD	1,011,000.00
10000042	1	Invoice		03-FEB-1996	USD	2,157,500.00
10000069	1	Invoice		03-FEB-1996	USD	1,354,750.00
10000068	1	Invoice		03-FEB-1996	USD	1,342,250.00

Cumulative Balance	Entered	Functional
Total Balance		0.00

### Account Details

(N) Collections—>Account Details

After you query in the Find Account Details window for the account you want to review, click the Details button to review and query detailed account items in the Transactions or Receipt workbench.

## Reviewing Customer Information

Window	Description
Accounts Details	Review all open and closed transactions associated with this customer, including invoices, debit memos, credit memos, chargebacks, deposits, on-account credits, and receipts.
Transaction Overview	If not reviewing a receipt, Oracle Receivables displays additional information about the transaction, including salesperson, payment terms, and line-item amounts.
Activities	Activities against the selected item are displayed, including credit memos, payments, adjustments, and chargebacks.

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### Activities in Customer Accounts

Review customers who satisfy the entered search criteria and navigate to the window corresponding to the desired customer information.



## Viewing Other Information

### Viewing Other Information

**Access other information relating to your customer's account.**

Window	Description
Dispute History	Review the details of a dispute against the selected item.
Transaction	View detailed information about the selected overview transaction, including customer information, line-item details, currency, due date, GL date, and salespeople.
Adjustments	View adjustments against this item, or enter new adjustments.

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### Other Customer Account Information

Navigate to other windows from the Account Details window. Oracle Receivables transfers the appropriate information into the new window.



## Summary

### Summary

- **Identify customers with disputed items or past due accounts using reports from the Print Collections window.**
- **Review customer account information online in summary or in detail.**
- **Review transaction history online, or use the Billing History Report.**

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28

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**Dunning**

## Objectives

### Objectives

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

- **Generate dunning letters to notify customers of past-due transactions**
- **Schedule and track calls by collectors to customers**

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## Previewing Customers to Be Dunned

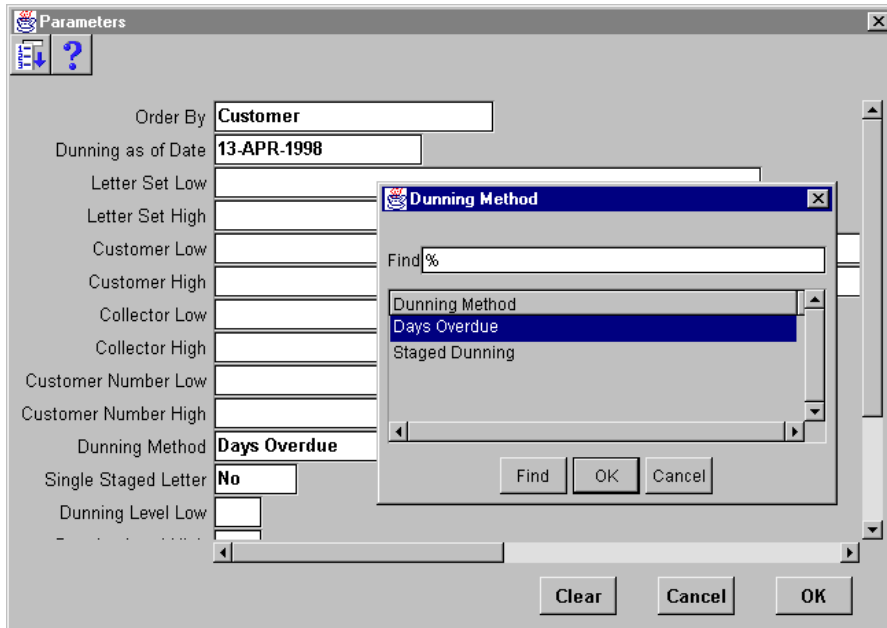
### Previewing Customers to Be Dunned

- **Run the Dunning Letter-Preliminary report to review details of invoices, debit memos, and chargebacks to be dunned. Request this report in the Submit Requests window.**
- **Use the Customer Profile Classes window to determine whether to send dunning letters to these customers.**
- **Exclude a customer from dunning by entering Exclude from Dunning as a call action in the Customer Calls window.**

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## Using the Staged Dunning Method



### Parameters: Dunning Method

(N)Print Documents—>Dunning Letters—>Single Request—>Dunning Letter Generate—>Dunning Method

Use the Staged Dunning method to assign a dunning-level range to each dunning letter. Dunning levels indicate the number of times a debit transaction has appeared in a dunning letter. The dunning level of a past-due debit transaction is incremented by 1 if the transaction is selected for dunning when you run the Dunning Letter Generate program.

For each dunning letter, you specify a minimum number of days that must pass before Oracle Receivables increments the dunning level for a past-due debit transaction. You can also print all open debit transactions on a single dunning letter by setting the Single Staged Letter option in the Print Dunning Letters form to Yes.

## Using Dunning Letters

### Using Dunning Letters

Use the dunning letters provided with Oracle Receivables or create custom dunning letters to notify customers of overdue invoices, debit memos, chargebacks, and deposits.

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### Dunning at Customer and Site Levels

- Specify whether to dun a customer or a customer site.
- Select the dunning letter set to be used.
- Designate minimum dunning amounts and invoices for each past-due transaction currency.

### Defining Dunning Letter Sets

- Assign a dunning method by selecting either Days Overdue or Staged Dunning.
- Include grace days in determining which customers and sites to dun.
- Include on-account and unapplied receipts, assess finance charges (even on disputed transactions), include transactions not yet due, and print copies of transactions past-due.
- Assign different dunning letter sets to customers and customer sites.

### Excluding Transactions from Dunning

- Oracle Receivables automatically excludes automatic receipts from dunning.
- Manually exclude a debit transactions from dunning when recording a collections call for this transactions.

## Creating Custom Dunning Letters

Number	Message Text
10	Dear &F_customer_name:
20	Our records indicate that the following items are currently past due:
30	'&INVOICE'
40	Please submit payment as soon as possible. If you have any questions, please call
50	Thank you for your attention,
60	&Fcollector_name
70	&F_collector_telephone

### Dunning Letters

(N) Setup—>Print—>Dunning Letters

Ten standard dunning letters are available as part of Oracle Receivables. The files containing these letters can be edited using a text editor.

To create custom dunning letters use the Dunning Letters window.

- Enter the text for each paragraph as a separate row. Text will be automatically wrapped at the end of lines when the letter is printed.
- Information about the invoices to be included in the dunning letter can be included by entering '&invoice' as the text of a row.
- Headers and footers can be added in the first and last rows.
- These custom dunning letters can be edited at any time.



## Generating Dunning Letters

### Generating Dunning Letters

- **Print dunning letters from the Print Dunning Letters window.**
- **Select Print Dunning Letters in the Submit Requests window, or select Print Dunning in the Dunning Letters alternate region of the Correspondence window.**
- **Specify sorting by customer or by postal code.**
- **Specify the Letter Set, Customer, and Collector Range parameters.**

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## Identifying Scheduled Collector Actions

Follow-Up Action	Customer Name	Follow-Up Complete	Follow-Up Date
Verify that a check has been received	United Parcel Service	<input checked="" type="checkbox"/>	30-AUG-1996
Call the customer again	American Telephone and	<input checked="" type="checkbox"/>	15-SEP-1996
Contact Sales Dept	United Parcel Service	<input checked="" type="checkbox"/>	11-OCT-1996
Contact Sales Dept	AT&T Universal Card	<input checked="" type="checkbox"/>	03-DEC-1996
Call the customer again	United Parcel Service	<input checked="" type="checkbox"/>	25-MAR-1997
Call the customer again	Hilman and Associates	<input checked="" type="checkbox"/>	15-MAY-1997
Contact Sales Dept	Imaging Innovations, Inc.	<input checked="" type="checkbox"/>	15-MAY-1997
Research Invoice	American Telephone and	<input checked="" type="checkbox"/>	30-MAY-1997

Notes: Verify check gets posted in August

Call    Trans Overview    Customer Account    Account Details

### Scheduler

(N) Collections—>Scheduler

Use the Scheduler to review follow-up actions. Data retrieved depends on the selection criteria used in the Find Scheduler window.

### Entering Selected Search Criteria

- Retrieve data based on any combination of criteria displayed in the Find Scheduler window.
- Navigate to other windows to review more detailed information about the selected item.

## Using the Correspondence Window

Collector	Date	Status	Contact	Response
Pat	07-MAY-1997	OPEN	George Manning	
Pat	07-MAY-1997	OPEN	Jolene Smith-Kelly	
Pat	07-MAY-1997	OPEN	Lisa Pickford	WILL CALL BACK
Pat	20-DEC-1996	OPEN	Jolene Smith-Kelly	
Pat	30-OCT-1996	OPEN	Jolene Smith-Kelly	
Pat	01-SEP-1996	OPEN	Kirk Jensen	
Pat	30-MAY-1996	OPEN	Jolene Smith-Kelly	
Pat	01-MAY-1996	OPEN	Lisa Pickford	
Pat	10-MAR-1996	OPEN	Andre Beaulie	CHECK IN MAIL

Notes: \_\_\_\_\_

Customer Name:  Location:

Customer Number:

### Correspondence

(N) Collections—>Correspondence

In the Correspondence window, review contacts with a customer.

### Querying Customer Correspondence Information

- Query for correspondence information using any combination of parameters in the Find Correspondence window:
  - Collector Name
  - Customer
  - Transaction Number
  - Date Range
  - Call Status
  - Statement Cycle
  - Dunning Letter or Letter Set
- The information displayed depends on the selected parameters.
- Click a button to view details in the Calls or the Account Details windows.

## Finding Additional Customer Information

### Finding Additional Customer Information

Window	Description
Call	Review detailed information about a selected call, or record information about a new call. Drill down from here to view or record actions taken and topics discussed and to access detailed account information for the selected customer.
Account Details	Drill down from here to view detailed transaction information, view dispute history (if any) for the selected item, view the account overview, and record adjustments.



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## Recording Customer Calls

Customer Calls (Vision Operations)

Action Edit Query Go Folder Special Help

Call ID: 1164 Collector: Kerry  
 Date: 07-MAY-1997 Time: 15:08:27  
 Status: Open

**Customer**

Name: Imaging Innovations, Inc. Address: Broad Quay House  
 Number: 1002 Prince Street  
 Location: Bristol Bristol, , United Kingdom

**Contact**

First Name: Humphrey Last Name: Humbert  
 Job Title: Treasurer  
 Area Code: 334 Number: 8765434 Extension:  
 Phone: FAX:

Customer Account Actions Topics

### Customer Calls

(N) Collections—>Customer Calls

Record information about customer calls.

### Specifying Customer and Contact Information

- Record customer name, number, and address.
- Navigate to the Customer Account window to review summary information about the customer account.
- Review additional customer and account information in the Customer, Account Overview, Account Details, and Aging windows, which are accessed from the Customer Account window.
- Enter the name and phone number of the customer contact person. Oracle Receivables transfers this information to the Customers - Standard window.

## Recording Call Topics

Call Topics (Vision Operations) - 1164

Action Edit Query Go Folder Special Help

Transaction: Main

Follow Up: \_\_\_\_\_

Number	Due Date	Outcome	Response	Action	Date	Complete
10000781	16-MAR-1997	Escalation	DISPUTE AMO	Contact Sales	15-MAY-1997	<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Buttons: Dispute History, Activities, Trans Overview, Correspondence, Account Details, Actions

### Call Topics: Main Region

(N) Collections—>Customer Calls—> (B) Topics

### Recording Call Topic and Outcome

- If the customer call relates to a transaction or a receipt, record the information about the entire transaction or a specific transaction line.
- Several transactions can be associated with one call.
- Record customer responses to the call, including follow-up and forecast information.

## Entering Call Actions

Date	Action	Amount	Notes	Notify	Complete
13-APR-1998	Notify Mgmt	123,456.78	Potential legal action	BLEWIS	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

### Call Actions

(N) Collections—>Customer Calls—>(B) Actions

### Entering Call Actions

- Predefined call actions are: Collection action, Notify management that this account is becoming a problem, Call customer for further information, Credit memo this invoice, Collection follow-up action, and Exclude from dunning.
- Define additional call actions in the Receivables QuickCodes window (Collector actions).
- Enter an action, an amount, additional comments, and a person to notify.
- Generate the Call Actions Report from the Print Collection Reports window to review all call actions, or use the Scheduler window to review specific items.

## Practice 28-1 Overview

### Practice 28-1 Overview

In this practice, you administer collection activities.

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## Summary

### Summary

- **Create customer dunning letters or use the standard dunning letter set.**
- **Run the Dunning Letter-Preliminary report to review transactions to be dunned.**
- **Schedule collection activities by individual collector in the Scheduler window.**
- **Record calls to customers, customers' responses, and future actions in the Customer Calls window.**

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29

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**Collections  
Setup**



## Defining Aging Buckets

Sequence Number	Type	Days From	Days To	Column Headings	
				First	Second
0	Current	9999	0	Current	
1	Past Due	1	30	1-30 Days	Past Due
2	Past Due	31	60	31-60 Days	Past Due
3	Past Due	61	90	61-90 Days	Past Due
4	Past Due	91	180	91-180 Days	Past Due
5	Past Due	181	360	181-360 Days	Past Due
6	Past Due	361	9999999	361+ Days	Past Due

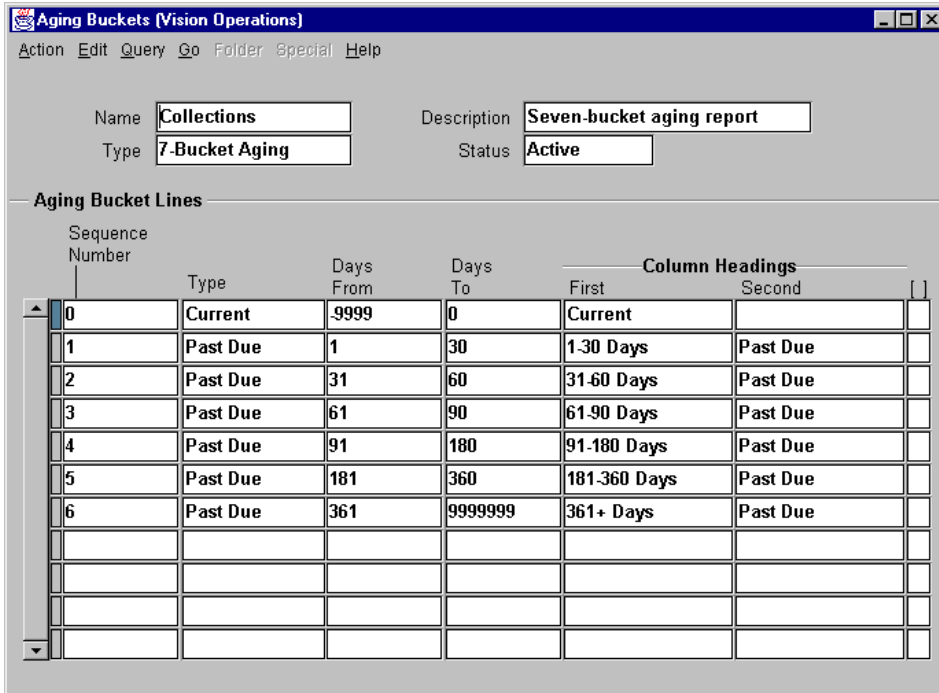
### Aging Buckets

(N) Setup—>Collections—>Aging Buckets

Specify the time periods used to review customers' aged receivables online and in reports. Aging buckets can include transactions that are past due, not past due, current, due in the future, in dispute, and have pending adjustments.

### Specifying Aging Bucket Type

- Four-bucket aging is used in the Aged Trial Balance-4 Buckets report.
- Seven-bucket aging is used in the Aged Trial Balance-7 Buckets, the Aged Trial Balance-7 Buckets by Amount, and the Aged Trial Balance-7 Buckets by Salesperson reports.
- Credit snapshot aging uses seven buckets and is displayed in the Customer Credit Snapshot report.
- Statement aging uses five buckets and is displayed on statements.



**Specifying Aging Bucket Line Type (continued)**

- Current prints information about invoices, debit memos, and chargebacks not yet due.
- Dispute and Pending Adjustments prints information about invoices, debit memos, and chargebacks that are in dispute with a customer, and about adjustments that are pending.
- Dispute Only prints information about invoices, debit memos, and chargebacks that are in dispute with a customer.
- Pending Adjustment Only prints information about adjustments that are pending.
- Future prints information about invoices, debit memos, and chargebacks that will be due in the future.

## Defining Dunning Letter Sets

Letter Name	From	To	Include Current	Invoice Copies	
STANDARD1	10	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDARD2	21	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDARD3	51	9999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Dunning Letter Sets

(N) Setup—>Print—>Dunning Letter Sets

Group dunning letters into sets. Dunning letter sets are assigned to credit profile classes and individual customer credit profiles.

### Select or Clear Dunning Letter Set Option Check Boxes

- Active: Status of the dunning letter set.
- Resend Last Letter: To resend the last dunning letter sent from this set.
- Grace Days: To extend due date when selecting customers for dunning.
- Dun Disputed Items: To dun for items currently in dispute.
- Finance Charges: To calculate and include in dunning letters.
- Include Unapplied Receipts: To show unapplied amounts on dunning letters in a set.
- Finance Charges on Disputed Items: To charge on disputed items.
- Send Letters in Sequence: To require that all preceding letters in a set have already been sent.

## Specifying Letters and Sequence

### Specifying Letters and Sequence

- **Select letters to include in the dunning letter set.**
- **Specify the order in which the letters are sent.**
- **Designate the days-past-due range for each letter in the set.**
- **Specify whether to include debit items that are not past due in the dunning letter (Current check box selected).**
- **Select the Invoice Copies check box to include copies of items referenced in a dunning letter.**

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## Identifying User Functions for Collections Function Security

Function	User	Function Name	Type	Description
AR_ARXCWMAI_DUN		Dunning: Subfunction	SUBFUNCT	
AR_ARXCWMAI_ECC		Customer Calls	FORM	
AR_ARXCWMAI_ECC_V		Customer Calls View	FORM	Query Only
AR_ARXCWMAI_MAI		Customer Accounts	FORM	
AR_ARXCWMAI_QIL		Transaction Overview	FORM	
AR_ARXCWMAI_QIT		Account Details	FORM	
AR_ARXCWMAI_SCH		Scheduler	FORM	
AR_ARXCWMAI_SCHED		Scheduler: Subfunction	SUBFUNCT	
AR_ARXCWMAI_SCH_V		Scheduler View	FORM	Query Only
AR_ARXCWMAI_STATE		Statements: Subfunction	SUBFUNCT	

### Restricting User Access to Functions

In the Systems Administration window:

(N) Application—>Function

Function Name	Restrict Access To
Scheduler*	Scheduler window
Call*	Calls window
Customer Account *	Customer Account window
Account Details*	Account Details window
Aging*	Aging window
Correspondence*	Correspondence window
Account Overview*	Account Overview window
Transaction Overview*	Transaction Overview window
Credit Hold	Place or release a customer credit hold
Customer Workbench	From Collections workbench
Dunning*	Print dunning letters
Statements*	Print statements

\* Functionality can be accessed via a button or directly from the menu. Excluding the function disables button access. Menu access must be removed when defining menu structures.

## Summary

### Summary

**Define collectors:**

- Enter the alias and status for each collector.
- Assign each collector to customers through credit profile classes.

**Define aging buckets:**

- Specify time periods used to categorize customer's aged receivables.
- Include items that are past due, not past due, current, due in the future, in dispute, and pending adjustments.

**Define dunning letters and sets:**

- Dunning letters inform customers of past-due invoices, debit memos, and chargebacks.
- Group dunning letters into sets. Specify dunning letter sets when defining standard credit profile classes and modifying individual customer credit profiles.

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30

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## **Unit Summary**

## Unit Summary

### Unit Summary

- Review Oracle Receivables aging and collection reports.
- Review past-due customer accounts and transactions to determine appropriate collection action.
- Generate custom and standard dunning letters.
- Schedule follow-up activities by collectors and customer responses in the Scheduler window.

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## **Unit V**

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# **Reconciling, Reporting, and Completing**



## **Unit Introduction**

## Unit Objectives

### Unit Objectives

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

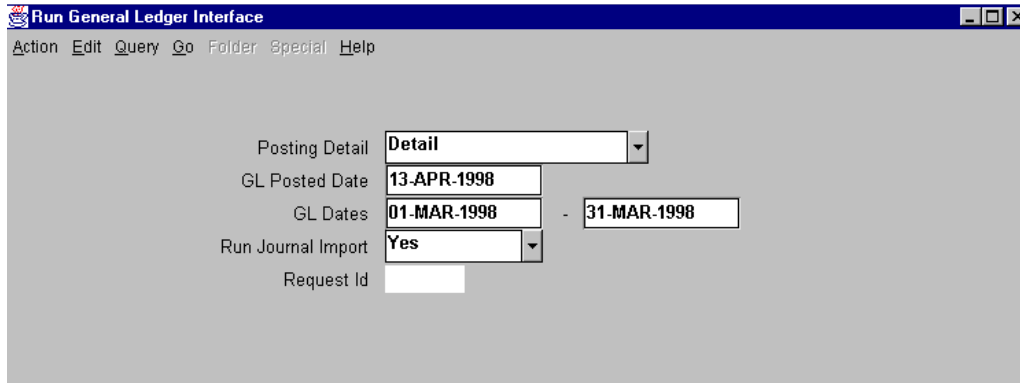
- Produce reports
- Use online inquiry windows
- Reconcile receipts and accounts
- Transfer transactions to Oracle General Ledger
- Complete the receivables cycle

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## Running GL Interface



### Run General Ledger Interface

(N) Interfaces—>General Ledger

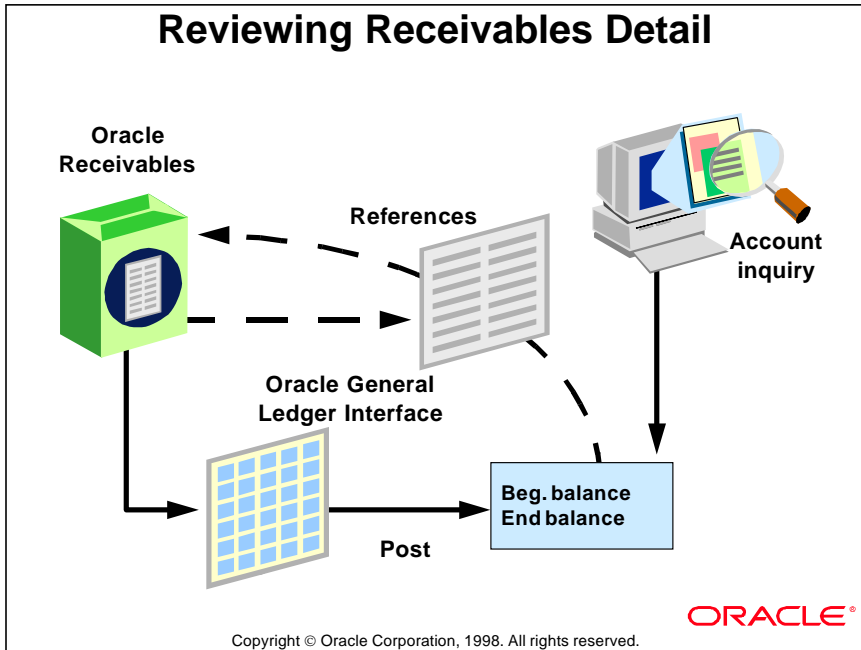
Run the GL Interface program to create detailed or summarized journal batches and transfer receivables transactions to your general ledger. You can determine which transactions to transfer by specifying an Oracle General Ledger date range. You can transfer transactions to your general ledger as often as you like within an accounting period.

Oracle Receivables creates journal batches when you transfer your receivables transactions using the Run Oracle General Ledger Interface window and open the Oracle General Ledger Journal Import program. You must post these batches in your general ledger before your general ledger accounts are updated.

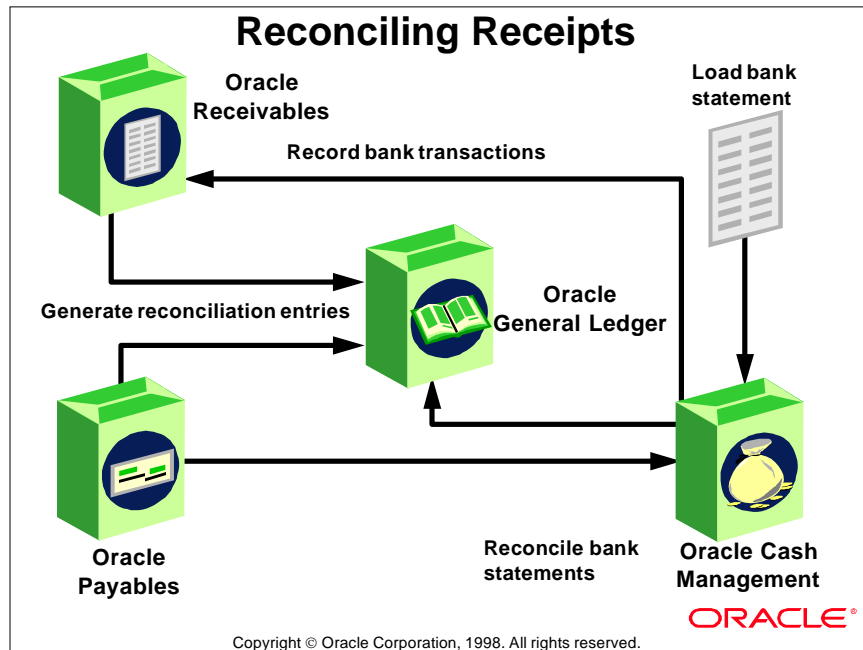
If you have Oracle General Ledger installed, you can run Journal Import to create journal entries to post to your general ledger. If you don't have Oracle General Ledger installed, you can use your feeder system to import data from the GL\_INTERFACE table.

When you run GL Interface, Oracle Receivables transfers transaction data into the GL\_INTERFACE table and generates the Posting Execution Report.

## Reviewing Receivables Detail



## Reconciling Receipts



### Reports for Reconciliation

Oracle Receivables provides two reports that help reconcile receipts: the Receipt Journal and the Receipt Register reports.

Other standard Oracle Receivables reports that can be used to reconcile receivables activity include:

- Transaction Register
- Sales Journal by GL Account
- Sales Journal by Customer
- Journal Entries

## Posting Execution Report

### Posting Execution Report

#### Selected headings

- **Accounted Debits and Credits:**  
Debited and credited transaction amounts in your functional currency.
- **Entered Debits and Credits:**  
Total debit and credit transaction amounts in a general ledger entry category transferred to your general ledger in the transaction currency.

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### Contents of the Posting Execution Report

This report provides a summary of transactions by category and currency in the entries to your general ledger. The sum of the entries in the Oracle General Ledger Journal Report equals the sum of the categories of transactions included in your Posting Execution Report for the same period.

If there are unposted items in the specified general ledger date range that are out of balance, Oracle Receivables prints the Receivables Unposted Items Report and does not transfer these items to your general ledger. Oracle Receivables prints the Unposted Items Report if you have items that you could not successfully transfer to your general ledger that are in the general ledger date range you specify.

## Reconciling Receipts

## Objectives

### Objectives

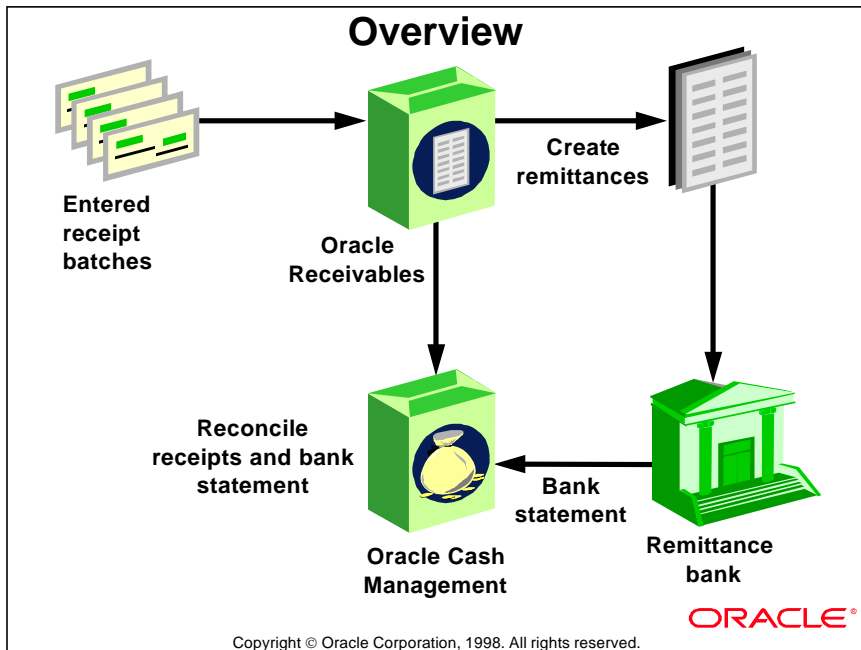
After completing this lesson, you should be able to do the following:

- Reconcile outstanding customer balances
- Reconcile transactions and receipts
- Reconcile Transaction and Receipt Accounting flexfield balances
- Use Oracle Cash Management to reconcile receipts

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## Overview



## Reconciliation Features

### Reconciliation Features

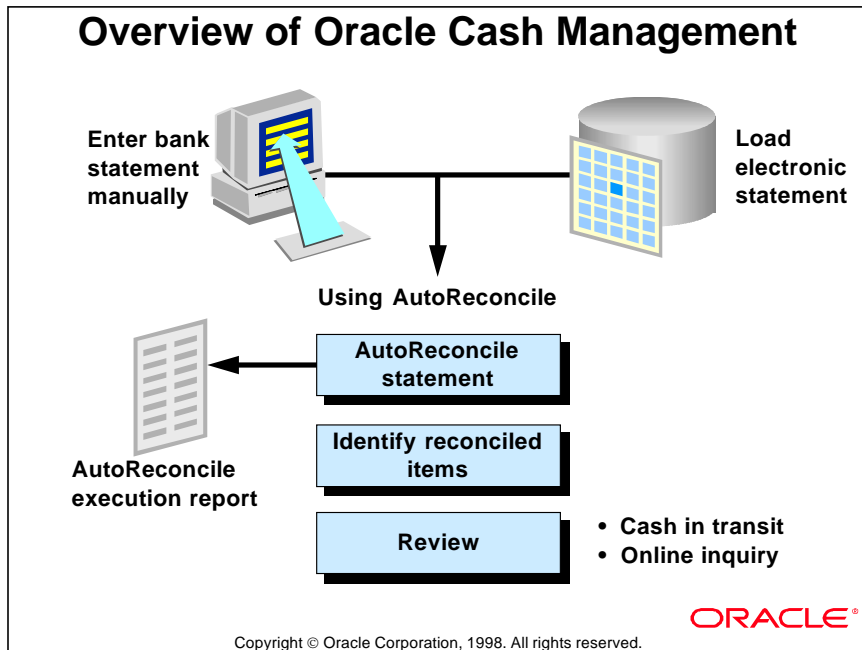
- Oracle Cash Management can be used to reconcile bank statements to Oracle Payables and Oracle Receivables.
- Application information received through lockboxes is available during the reconciliation process.

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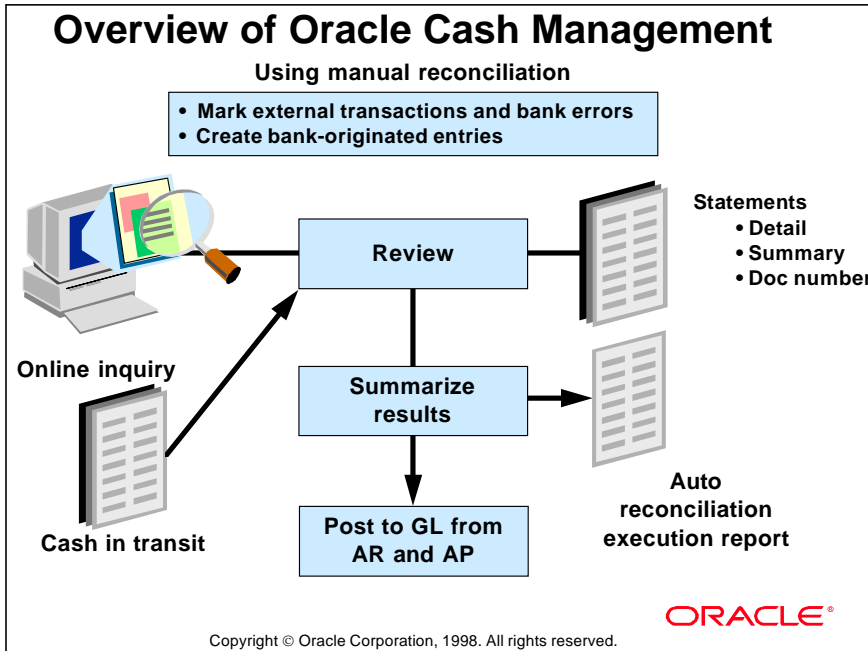
## Overview of Oracle Cash Management



### Oracle Cash Management Process Overview

The reconciliation process consists of two major steps:

- Load bank statements. Enter detailed information from each bank statement, including bank account information, deposits received by the bank, and checks cleared. You can enter bank statements manually or load electronic statements received from your bank.
- Reconcile bank statements. After you enter detailed bank statement information into Oracle Cash Management, you reconcile that information with your accounting transactions. Oracle Cash Management has two reconciliation methods available:
  - AutoReconcile: Bank statement details are automatically matched and reconciled with accounting transactions. This method is ideally suited to bank accounts with a high volume of transactions.
  - Manual: You manually match bank statement details with accounting transactions. This method is ideal for bank accounts with a small volume of monthly transactions. You can also use the manual reconciliation method to reconcile bank statement details that couldn't be reconciled automatically. You can also manually create miscellaneous Oracle Receivables receipts and Oracle Payables payments.



### Reviewing and Summarizing Results

Once you complete the reconciliation process, review your reconciliation results by reviewing the reports printed automatically from the AutoReconciliation program. You can also print various other standard summary and reconciliation reports.

### Posting to Oracle General Ledger

Once you are satisfied that your reconciliation was completed correctly, you can to post any accounting transactions that were created during the reconciliation process. Reconciliation accounting entries are posted from Oracle Receivables and Oracle Payables to Oracle General Ledger.

## How Oracle Stores Bank Statement Information

### How Oracle Stores Bank Statement Information

Each bank statement consists of:

- One bank statement header
- Multiple bank statement lines

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### How Oracle Uses Bank Statements

You can use the Oracle Cash Management Bank Statement Open Interface to load bank statement information supplied by your bank, or you can enter and update bank statements manually. The system retains all bank statement information for audit and reference purposes until you purge it.

Each Oracle Cash Management “bank statement” consists of one bank statement header and multiple bank statement lines. The bank statement header identifies the statement number, bank account number, and statement date. It also contains optional information, including the bank and branch names, bank account currency, and control amounts.

**Note:** If a bank provides information about several accounts on a single statement, you must enter separate bank statements for each bank account for the specific statement date.

## Summary

### Summary

- Use standard reports to reconcile receivables accounts in Oracle Receivables and Oracle General Ledger.
- Import bank statement data to reconcile bank accounts in Oracle Cash Management.
- Review reconciling entries posted to Oracle General Ledger by Oracle Receivables and Oracle Cash Management.

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33

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**Reporting**

## Objectives

### Objectives

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

- Identify standard report categories
- Generate standard reports and listings
- Print individual documents

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## Categories of Reports

**Categories of Reports**

**Oracle Receivables provides more than 100 standard reports related to:**

- **Accounting**
- **Collections**
- **Process execution**
- **Invoice printing**
- **Listings**
- **Taxes**

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### Information in Standard Reports

Standard reports provide a range of information about customers and transactions. The following information is frequently included on reports and listings:

- **As of Date:** Specified by you to select items to be included.
- **Currency:** Defaults to functional currency, but you can select items by a specific currency.
- **Collector:** The collector assigned to the account or transaction.
- **Days Late:** You can select items based on low and high range of days.
- **Order By:** You can sort items by Customer Name, Range of Dates, Transaction Type and so on.

## Accounting Report Examples

**Accounting Report Examples**

- Aging Reports
- Applied Receipts Register
- Bad Debt Provision Report
- Remittance Batch Management Report
- Transaction Register

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### Report Descriptions

#### Aging Reports

Show open items in “buckets” defined as a range of days past due.

#### Applied Receipts Register

Shows how all receipts were applied to or reversed from customers’ invoices and debit memos. You can specify a range of dates that you want to review.

#### Bad Debt Provision Report

In the Customer Profile Classes window you can assign a percentage indicating the amount of all receivables that you expect to collect from that profile class. This report applies that percentage to each customer’s open items.

#### Remittance Batch Management Report

This report provides information on the status of remittance batches.

#### Transaction Register

Provides information on all postable items. Used to balance to Sales Journal.



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## Collection Report Examples

**Collection Report Examples**

- **Account Status Report**
- **Call Actions Report**
- **Collection Effectiveness Indicators**
- **Collections Receipt Forecast**
- **Credit Hold Report**

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### Report Descriptions

#### Account Status Report

All open debit items, credit items, and the total balance in functional currency is printed for each customer. Includes subtotals by location.

#### Call Actions Report

Detailed listing by customer of actions entered by collectors.

#### Collection Effectiveness Indicators

Comprehensive information about customers' payment patterns; Days Sales Outstanding, Net Receivables, Open Receipts, and so on. Runs at period close.

#### Collections Receipt Forecast

Forecast based on collectors' estimates of the timing of customer payments. Can be used as input to the cash forecasting process in Oracle Cash Management.

#### Credit Hold Report

Lists customers on credit hold and the amounts past due.

## Invoice and Execution Report Examples

### Invoice and Execution Report Examples

- **AutoInvoice Report**
- **Lockbox Execution Report**
- **Invoice Print Preview Report**
- **Invoices Posted to Suspense Report**
- **Invoice Print Batch of Invoices**

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### Report Descriptions

#### AutoInvoice Execution Report

Produced every time AutoInvoice runs. Reports on the number and amounts of transactions selected, accepted, and rejected.

#### Lockbox Execution Report

Produced every time AutoLockbox runs. Reports on the number of records successfully imported into the interface tables and validated.

#### Invoice Print Preview Report

Prints preview version of selected transactions (not only invoices).

#### Invoices Posted to Suspense

Lists all transactions that caused revenue to be posted to suspense accounts.

#### Invoice Print Batch of Invoices

Prints a specified batch of invoices.

## Listings, Tax, and Other Report Example

### Listings, Taxes, and Other Reports

- **Customer Listing: Detail or Summary**
- **Sales Tax Listing**
- **Spanish BOE Remittance Format**
- **Standard Memo Lines Listing**

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### Report Descriptions

#### Customer Listing: Summary or Detail

Provides customer information such as name, address, and site information for customers. Details such as contacts, bank information, and payment methods can also be printed.

#### Sales Tax Listing

Shows all home country locations, postal codes, and rates ever used.

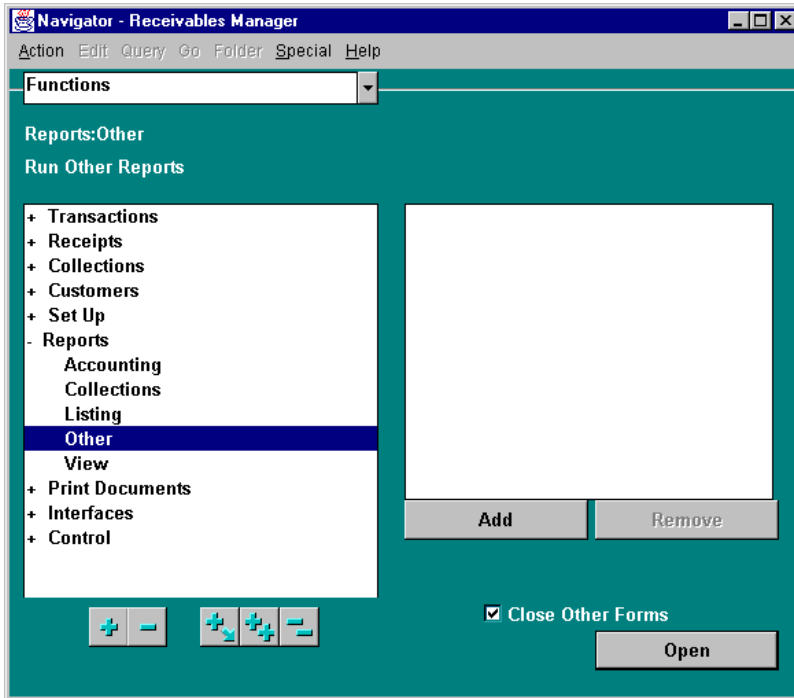
#### Spanish BOE Remittance Format

Provides format used for automatic receipts to remit bills of exchange to banks in Spain.

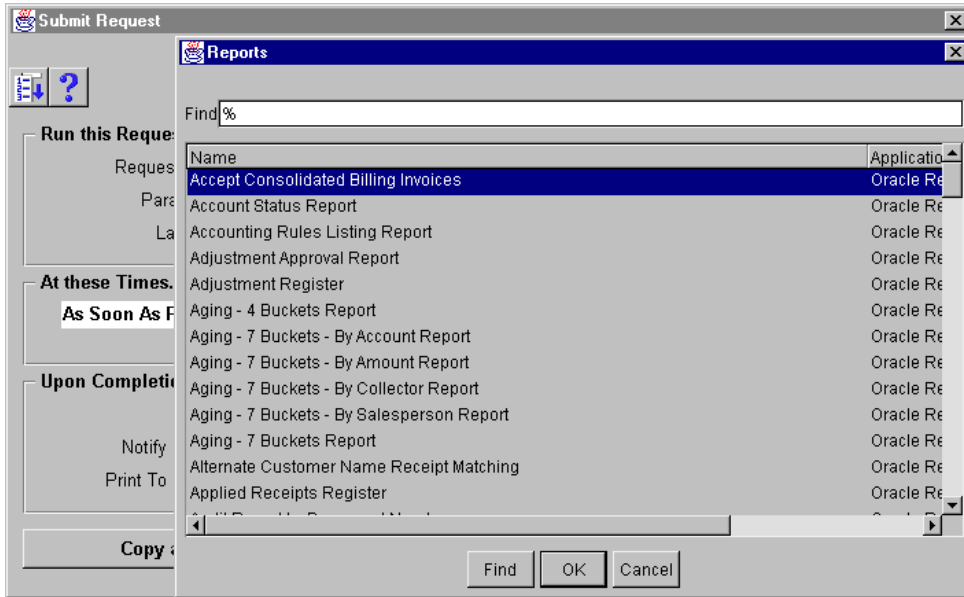
#### Standard Memo Lines Listing

Lists all standard memo lines entered in the Standard Memo Lines window.

## Reports Menu



## Running Standard Reports and Listings



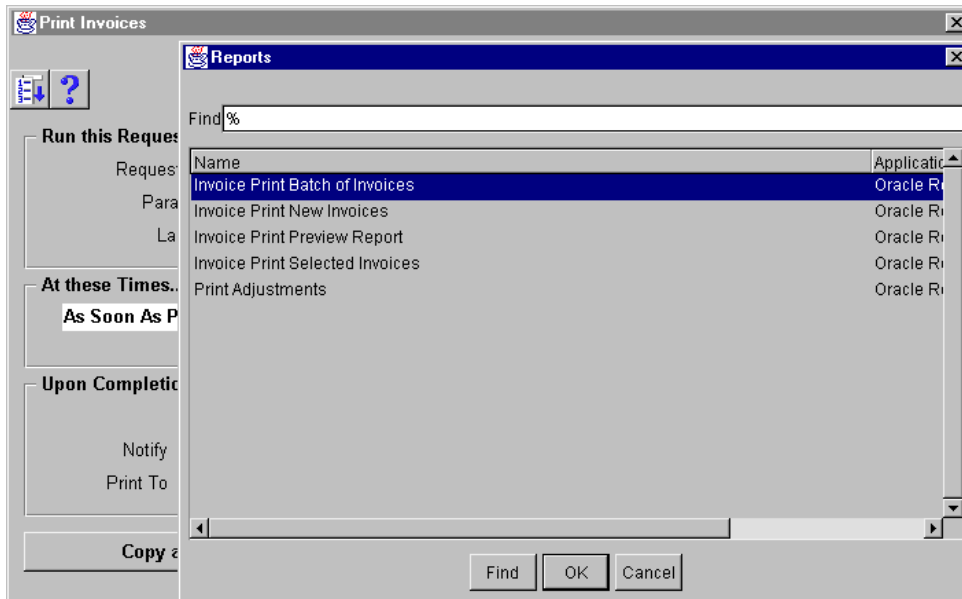
### Reports

(N) Control—>Requests—>Run

Use Oracle Receivables standard reports and listings to analyze and track your accounts receivables information. To run a standard report, listing, or request set, follow these steps:

- 1 Navigate to the Submit Requests window.
- 2 Specify whether to run a single request or a request set.
- 3 Enter the name of the report or listing to run, or select it from the list of values.
- 4 Enter parameters for running this report or listing.
- 5 To run this report more than once, select Run Options.

## Print Invoices Window



### Reports

(N) Print Documents—>Invoices

In addition to the Standard Request Submission windows, Oracle Receivables provides report-specific windows to submit certain reports and programs. These windows automatically run a report or a program as a concurrent process when you choose a specific button or save your work in the window. The Print Invoices window is an example of a window that submits the specific concurrent program to print customer invoices when you click the Submit button.

Standard request submission is a feature that works with concurrent processing to provide a common interface for running your Oracle Applications reports and programs. SRS also provides a window for running reports and programs and a window for creating groups of reports and programs to run together. With these windows, you have control over the submission and output of your reports and programs.

## Summary

### Summary

**Use standard reports and listings to review information about:**

- **Customer accounts**
- **Transactions: debit and credit items**
- **Receipts and remittances**
- **Receivables quality**
- **Collection activities**

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## **Completing the AR Cycle**

## Objectives

### Objectives

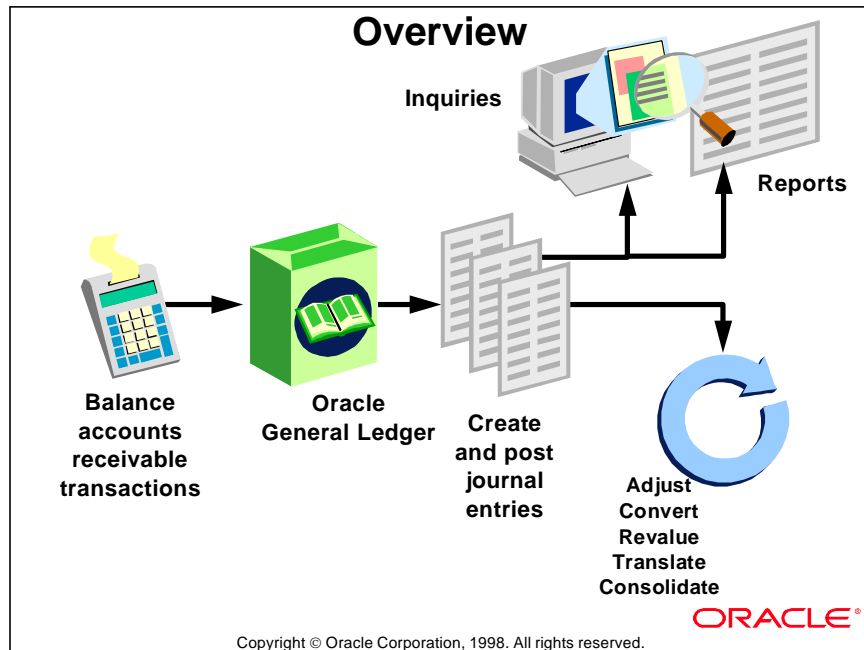
After completing this lesson, you should be able to do the following:

- Run the transaction reports needed for the reconciliation of outstanding transactions, receipts, and accounting balances
- Administer the integration of Oracle Receivables with the general ledger and the creation journal entries to the general ledger
- Archive and purge records to reduce the size of your database and improve performance

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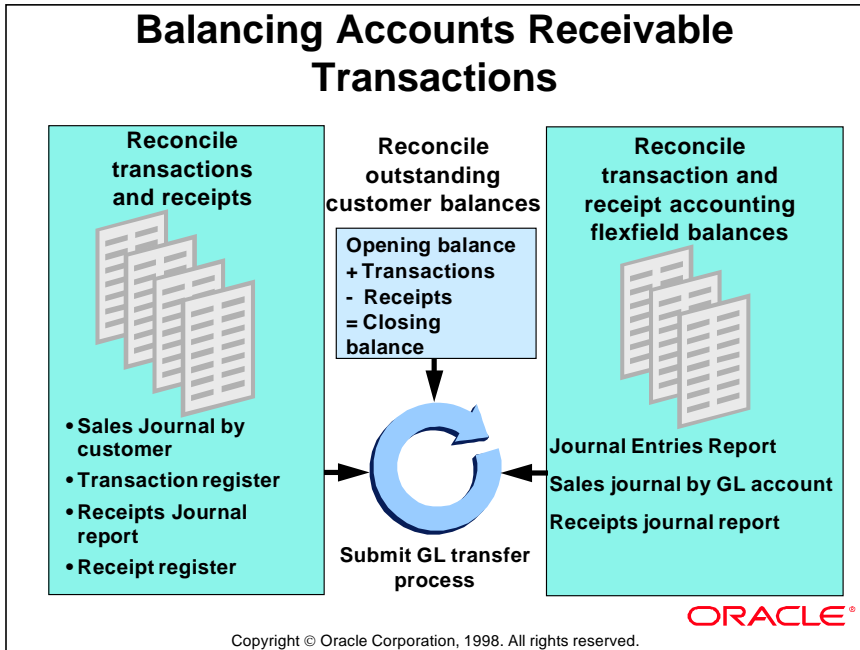
## Overview



### Overview of the Receivables Cycle

Oracle General Ledger is the central repository of accounting information, receiving transactions from financial and manufacturing subledgers, including Oracle Receivables. Once in the general ledger, accounting information can be inquired and reported upon, as well as adjusted, converted, revalued, translated, and consolidated.

## Balancing Accounts Receivable Transactions



### Balance Receivables Before Transfer to GL

Before initiating transfer to the general ledger, balance transactions using standard reports.

## Reconciling Customer Balances

**Reconciling Customer Balances**

**Month-end balance =  
Outstanding balance at beginning of month  
+ transactions - receipts**

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### Generating Reconciliation Reports

- Run Reports from the Print Accounting Reports window or run as concurrent processes from the Submit Requests window.
- Use the Aging Report as of the first date of the month to get the outstanding opening balance.
- Use the Transaction Register to identify invoices, debit memos, credit memos, deposits, guarantees, and chargebacks that increase the outstanding opening balance.
- Use the Adjustment Register to identify any adjustments that affect the transactions for the month.
- Use the Invoice Exceptions report to reduce the outstanding transaction amount for transactions where Open Receivables is set to No. These transactions appear in the Transaction Register, but not on the Aging reports.
- Use the Unapplied Receipt and Applied Receipt registers to identify the payments received from customers. These reduce the outstanding customer balances.
- Generate the Aging Report as of the last day of the month to get the month-end balance.

## Reconciling Transactions

### Reconciling Transactions

- **Generate the Transaction Register and the Sales Journal by Customer for the period under consideration.**
- **The Sales Journal balance should match the total of the transactions in the Transaction Register plus *twice* the Credit Memo totals.**

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## Reconciling Receipts

### Reconciling Receipts

- **Generate the Receipt Register and the Receipt Journal in transaction mode for the period under consideration.**
- **The balance in the Receipt Journal should match the balance in the Receipt Register.**

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## Reconciling Journal Entries

### Reconciling Journal Entries

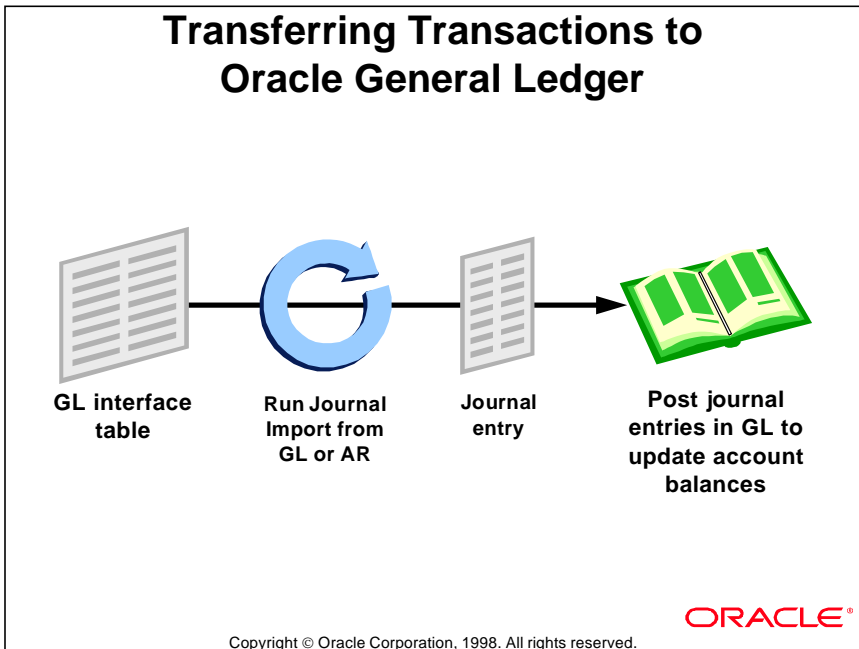
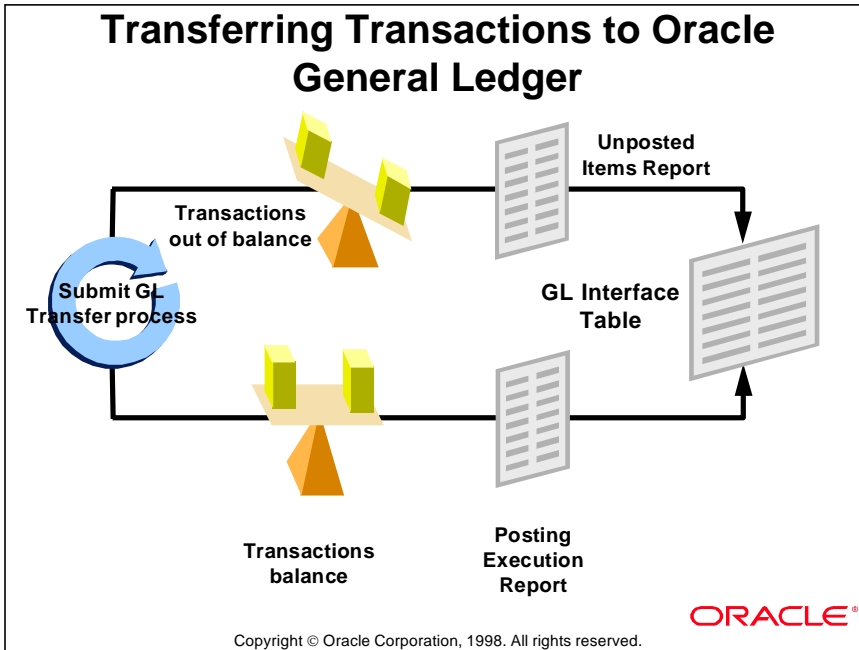
- **Generate the Journal Entries Report-Summary by Account.**
- **The totals for each Accounting flexfield in the Sales Journal and the Receipt Journal should match the corresponding totals in the Journal Entries Report.**

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## Transferring Transactions to Oracle General Ledger



## Comparing Transaction Categories

<b>Oracle Receivables Transactions</b>	
<b>Transaction Type</b>	<b>Category in General Ledger</b>
Debit Memos	Debit Memos
Credit Memos	Credit Memos and Credit Memo Applications
On-Account Credits	Credit Memos
Invoices	Sales Invoices
Chargebacks	Chargebacks
Receipts	Trade Receipts
Adjustments	Adjustments
Guarantees	Sales Invoices
Miscellaneous Transactions	Miscellaneous Receipts
Deposits	Sales Invoices

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## Calculating Gains and Losses

### Calculating Gains and Losses

**Specify foreign currency exchange rates:**

- Specify User rate type when entering a transaction.
- Specify Spot or Corporate rate type when entering a transaction. The rate defaults to the rate defined in the Daily Rates and Period Rates windows.

**Assign foreign currency gain or loss account:**

- Set up Realized Gains and Realized Losses accounts in the System Options window.
- Differences in the functional currency between the invoiced and receipt amounts is transferred to one of these accounts.

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### Foreign Exchange Gains and Losses

Oracle Receivables calculates the gain or loss due to foreign exchange fluctuations between the invoice date and the receipt date when the GL transfer process is submitted.

## Running Revenue Recognition

### Running Revenue Recognition

Recognize revenue for invoices with rules:

- Create invoices and credit memos with accounting and invoicing rules to defer revenue recognition.
- To ensure revenue recognition, the revenue recognition program runs prior to the GL transfer process.
- Alternatively, run the revenue recognition program manually using the Run Revenue Recognition window.
- The revenue recognition program creates accounting distributions for transactions:
  - That use rules to recognize deferred revenue
  - Whose revenue recognition schedule occurs within the GL transfer period or a specified GL date range

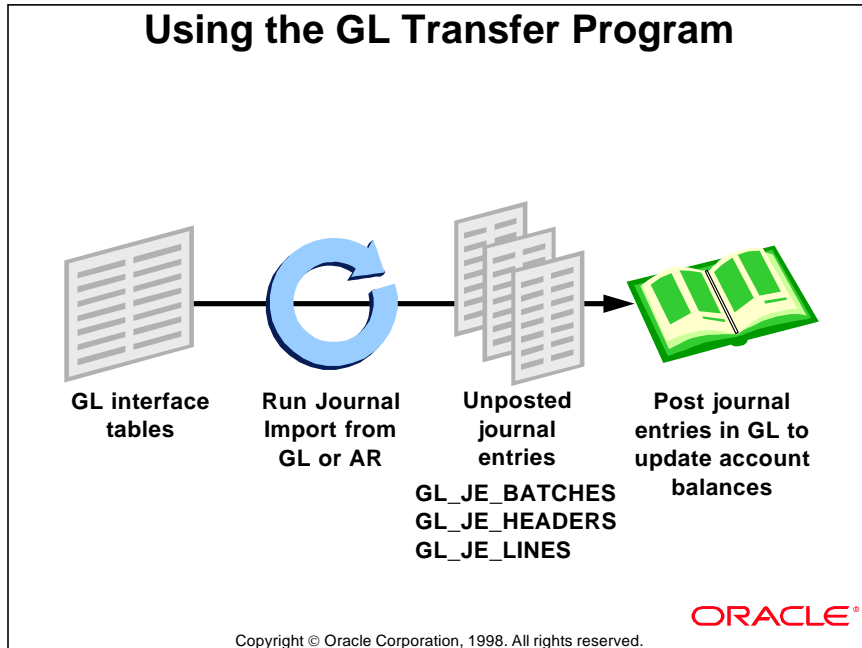
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### Recognizing Revenue

Oracle Receivables automatically runs the Revenue Recognition program when the GL transfer process is submitted.

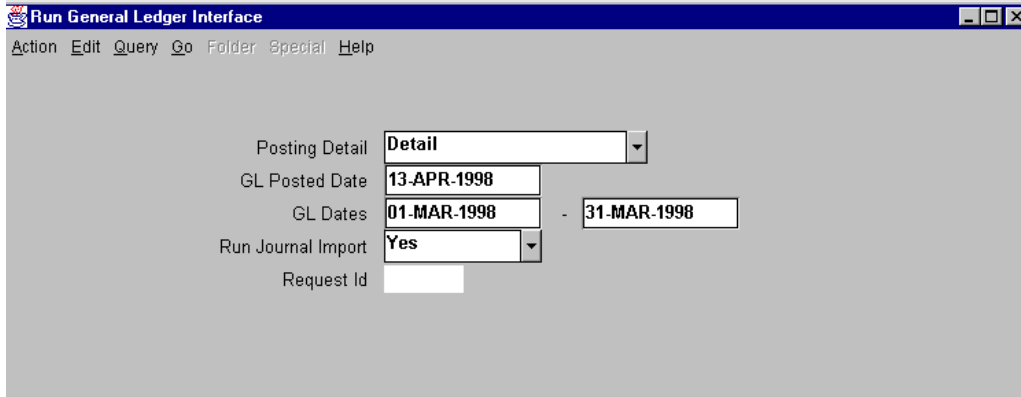
## Using the GL Transfer Program



### Transfer from Interface to GL

The transfer process populates the `GL_INTERFACE` tables with Oracle Receivables transaction data. Journal Import must be run to create unposted journal entries in Oracle General Ledger. Post these entries in Oracle General Ledger to update account balances.

## Running GL Interface



### Run General Ledger Interface

(N) Interfaces—>General Ledger

Initiate the concurrent process to transfer transaction information from Oracle Receivables to Oracle General Ledger.

### Transferring in Detail or Summary

- In a category, all transactions are transferred in detail or summary.
- Select Detail to transfer journal entry lines items for each accounting flexfield in a category. Select Summary to transfer transaction totals.

### Specifying GL Start and End Dates

Dates in an open receivables period and an open or future enterable Oracle General Ledger period. Transactions within this range are transferred to the GL.

Select Yes to import journal batches to Oracle General Ledger from GL\_INTERFACE tables transferred from Oracle Receivables. Selecting No only populates the GL\_INTERFACE tables until Run Journal Import runs at a later time.

## Posting in Detail or Summary Format

### Posting in Detail or Summary Format

Post transactions in detail or summary:

- Detail transfer provides journal entry lines for transactions against each Accounting flexfield in a category.
- Summary transfer shows only transaction totals for each Accounting flexfield in a category.

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### Example: Transfer in Detail

Invoices

Dr. Receivables (Invoice #1)	5,000	
Dr. Receivables (Invoice #2)	4,000	
Cr. Revenue		9,000

Receipts

Dr. Cash	10,000	
Cr. Receivables (Receipt #8)		7,000
Cr. Receivables (Receipt #9)		3,000

### Example: Transfer in Summary

Invoices

Dr. Receivables	9,000	
Cr. Revenue		9,000

Receipts

Dr. Cash	10,000	
Cr. Receivables		10,000

## Cash Basis Versus Accrual

**Cash Basis Versus Accrual**

- **Cash basis accounting recognizes revenue when payment is received, not when an invoice is created. Expenses are recognized as they are paid.**
- **Using accrual accounting, revenue is recognized when it is earned (invoiced). Expenses are recognized when they are incurred.**
- **Set the accounting method System Option to Accrual or Cash.**

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### Comparing Cash Versus Accrual Features

<b>Accrual Accounting</b>	<b>Cash Basis Accounting</b>
Creating transactions such as invoices, debit memos, deposits, and chargebacks affect the account balances immediately.	There is no effect on the account balances until payment is received to close the transactions.
Accounting rules are used to recognize revenue across different periods.	Revenue recognized when payment is received. Accounting rules not available.
Negative adjustments such as bad debts or write offs, discounts, and credit memos affect account balances.	These transactions have no effect on account balances because cash is not affected.
Receipts can be reversed using Standard Reversal or Debit Memo Reversal.	Receipts can only be reversed using Standard Reversal.
Automatic receipts such as direct debits and bills of exchange affect cash balances only when receipts are cleared.	Automatic receipts affect the cash balance on the maturity date or the GL date, whichever is later.



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## Archive and Purge Process

### Archive and Purge Process

A typical archive and purge process includes the following steps:

1. Verify transaction interfaces are empty.
2. Change responsibility to AR Archive Purge User.
3. Run Archive-Preview program.
4. Review Archive report for any transactions.
5. Purge database tables.
6. Move archive data to storage media.
7. Clear archive tables.
8. Reorganize the database.



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### How to Archive and Purge Transactions

- 1 AutoInvoice, Lockbox, and QuickCash tables must be empty. If they are not, run the appropriate process. Check to make sure all tax reports requiring historical data have been run. If you are using Oracle Sales Compensation, run the interface process to capture transaction information required to calculate compensation.
- 2 Access to the archive and purge processes should be restricted.
- 3 The parameters you enter determine the transactions to be archived and purged.
- 4 The count and amount of transactions on this report should equal zero.
- 5 No users can use Oracle Receivables during the purge process.
- 6 Be sure to move the archive file out of the default output directory.
- 7 Clear the archive tables in preparation for the next archive and purge cycle.
- 8 Tell your database administrator that you have run an archive and purge process so that the DBA can reorganize the affected tables and indexes.

## Selecting the Archive Level

### Selecting the Archive Level

- **Transaction information can be archived at three levels of detail:**
  - Headers
  - Headers and lines
  - Headers, lines, and distribution
- **The level of detail archived does not affect the purge process. All transaction information is purged.**

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### Detail Archived

Level	Storage Table	Number of Records Archived
Headers	AR_ARCHIVE_HEADER	1 record for each transaction, receipt, and adjustment.
	AR_ARCHIVE_DETAIL	1 record for each credit memo, receipt application, and last AR_CASH_RECEIPT_HISTORY record.
Headers and lines	AR_ARCHIVE_DETAIL	1 record for each transaction and adjustment line, plus header level records.
Headers, lines, and distribution	AR_ARCHIVE_DETAIL	1 record for each transaction and miscellaneous cash distribution.  Additional accounting-related columns archived on above line records, plus the header and line-level records.

## Summary

### Summary

- Use standard reports to reconcile outstanding customer balances and flexfield balances.
- Transactions can be transferred in detail or summary to populate the GL\_INTERFACE tables.
- Run Journal Import automatically at the time of transfer or manually from Oracle General Ledger to create unposted journal entries.
- Out-of-balance transactions can be transferred if option AR:GL Transfer Balance Test is set to No.
- Archive old transactions and then purge them to reduce database size and improve performance.

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35

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## Unit Summary

## Unit Summary

### Unit Summary

- **Reconcile Oracle Receivables and Oracle General Ledger accounts.**
- **Use Oracle Cash Management to reconcile bank statements.**
- **Generate standard reports from the Submit Requests window.**
- **Archive and purge transactions to reduce online storage requirements.**

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## **Setup Considerations**

## Setting Up Oracle Receivables

Follow Oracle Receivables setup steps in specified order and with the aid of the *Oracle Receivables Users' Guide*, which contains detailed information about each step. Additional setup, described in the users' guide, may be required to implement your specific tax calculation and reporting requirements.

### Setup Checklist

After you log on to your Oracle Receivables application, define the following items, in the order shown, for your implementation of Oracle Receivables:

- Step 1: Set of Books (Required)
- Step 2: Account Generator (Required)
- Step 3: System Items Flexfield Structure (Required)
- Step 4: Organizations (Required)
- Step 5: Territory Flexfield (Optional)
- Step 6: Sales Tax Location Flexfield Structure (Required with Defaults)
- Step 7: Flexible Address Formats (Optional)
- Step 8: Countries and Territories (Optional)
- Step 9: Transaction Flexfield Structure (Optional)
- Step 10: AutoCash Rule Sets (Optional)
- Step 11: QuickCodes (Optional)
- Step 12: AutoInvoice Line Ordering Rules (Optional)
- Step 13: AutoInvoice Grouping Rules (Optional)
- Step 14: System Options (Required)
- Step 15: Payment Terms (Required with Defaults)
- Step 16: Accounting Rules (Optional)
- Step 17: Open Accounting Periods (Required)
- Step 18: AutoAccounting (Required)
- Step 19: Cash Basis Accounting (Optional)
- Step 20: Transaction Types (Required with Defaults)
- Step 21: Transaction Sources (Required with Defaults)
- Step 22: Collectors (Required with Defaults)
- Step 23: Adjustment Approval Limits (Required)



- Step 24: Remittance Banks (Required)
- Step 25: Distribution Sets (Optional)
- Step 26: Receivables Types (Required)
- Step 27: Receipt Classes (Required)
- Step 28: Payment Methods (Required)
- Step 29: Receipt Sources (Required)
- Step 30: Aging Buckets
- Step 31: Statement Cycles (Optional)
- Step 32: Statement Messages (Optional)
- Step 33: Dunning Letters (Optional)
- Step 34: Dunning Letter Sets (Optional)
- Step 35: Territories (Optional)
- Step 36: Salespeople (Required with Defaults)
- Step 37: Profile Options (Required)
- Step 38: Tax Codes and Rates (Required)
- Step 39: Customer Profile Classes (Required with Defaults)
- Step 40: Customers (Required)
- Step 41: Remit-To Addresses (Required)
- Step 42: Customer Relationships (Optional)
- Step 43: Customer Banks (Optional)
- Step 44: Lockboxes (Optional)
- Step 45: Transmission Format (Optional)
- Step 46: Receipt Programs (Optional)
- Step 47: Unit of Measure Classes (Optional)
- Step 48: Unit of Measure (Required with Defaults)
- Step 49: Standard Memo Lines (Optional)
- Step 50: Item Tax Rate Exceptions (Optional)
- Step 51: Tax Exemptions (Optional)
- Step 52: Document Sequences (Optional)

## Notes on Setup Steps

### Step 1: Define Your Set of Books (Required)

(N) Setup—>Financials—>Books

You must define at least one set of books before you can use Receivables. A set of books includes an accounting calendar, a functional currency, and an accounting flexfield structure.

If you defined your set of books while setting up a different Oracle Applications product, proceed to the next step. If you have not defined your set of books, see “Defining Sets of Books” in the *Oracle Receivables User’s Guide* to define the following:

- Accounting Flexfield
- Calendar Period Types
- Calendar Periods
- Currencies
- Accounting Flexfield Combinations (Optional)
- Set of Books
- Set of Books Assigned to a Responsibility
- Daily Conversion Rate Types
- Rates (Optional)

### Step 2: Customize Account Generator (Required)

(N) Setup—>Financials—>Flexfields—>Flexbuilder—>Define  
and

(N) Setup—>Financials—>Flexfields—>Flexbuilder—>Assign

The Account Generator ensures that Receivables substitutes the correct balancing segment values when you generate finance charges or post exchange rate gains and losses to your general ledger. You must review the default process that Receivables uses to see if it meets your accounting requirements. Optionally, you can customize the Account Generator for each set of books that you have defined.

### Step 3: Define Your System Items Flexfield Structure (Required)

(N) Setup—>Financials—>Flexfields—>Key—>Segments

Proceed to the next step if you defined your System Items flexfield while setting up another Oracle Applications product. If you have not installed Oracle Inventory or Oracle Order Entry and you want to record and report your item information, you must define the System Items flexfield.

All Oracle products that reference items share the System Items Flexfield and support multiple segment implementation. The system provides a seeded System Items flexfield for you (Code = 'MSTK'). You must define a structure for this flexfield rather than creating a new flexfield.

Once you have defined your System Items flexfield structure, you must specify your Item Flexfield profile options. Set the OE: Item Flexfield profile at the site level to specify the System Items flexfield structure you want to use. Set OE: Item flexfield to System Items, which is the System Items flexfield structure you have just defined.

Next, set your AR:Item Flexfield Mode profile option to choose your preferred method of entry for this flexfield within Receivables. This default value is concatenated segment entry. Refer to Step 37 for details on how to set up profile options.

#### **Step 4: Define Your Organizations (Required)**

(N) Setup—>System—>Organization

Proceed to sub-step 3, “Specify your Item Validation Organization”, if you have previously defined your organizations while setting up another Oracle Applications product.

##### **1 Define Organization**

You must define at least one organization to use Receivables. This organization lets you use the inventory forms in Receivables if you do not have Oracle Inventory installed.

##### **2 Define Organization Parameters**

You must define the control options and account defaults for your organization before you can define items or perform any transactions. Assign a unique short code to your organization and use this code to identify the organization with which you want to work.

##### **3 Specify your Item Validation Organization**

Set the OE: Item Validation Organization profile option to the organization of the Inventory Organization whose item master you want to use. If you defined your organization in step 1, then set the profile option to this organization. Otherwise, select an organization from the list of values.

Refer to Step 37 for details on how to set up profile options.

#### 4 Define Items

Once you set up your Item Flexfield and choose your Item Validation Organization, you can optionally define your items in the Items window. Proceed to the next step if you have previously defined your items while setting up another Oracle Applications product.

#### **Step 5: Define Your Territory Flexfield (Optional)**

(N) Setup—>Financials—>Flexfields—>Key—>Segments

Proceed to the next step if you do not want to define Territory Flexfields. You can use Territory Flexfields for reporting purposes. Oracle Receivables provides a default structure for your Territory Flexfield. You can associate Territory Flexfields with salespeople, invoices, commitments, and customer business purposes.

#### **Step 6: Define Sales Tax Location Flexfield Structure (Required, Default)**

(N) Setup—>Financials—>Flexfields—>Key—>Segments

Receivables uses the customer shipping address to determine the sales tax rate on transactions for all customers in the country you define in the System Options window as your home country. Proceed to the next step if you are not charging your customers tax based on their shipping address. The seeded Sales Tax Location Flexfield structures are as follows:

- Country
- State and City
- Province and City
- City
- Province
- State, County, and City

Proceed to sub-step 4 if you are planning to use one of the seeded structures, otherwise begin with sub-step 1.

Attention: If you use a Sales Tax Location Flexfield that contains a segment other than country and wish to set up a flexible address format for your home Country, every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country.

Sub-step 1 through sub-step 3 briefly describes how you can create a customized Sales Tax Location flexfield structure if none of the seeded structures meet your taxing requirements.

---

## 1 Define Value Sets

Receivables provides several value sets which are used with the seeded Sales Tax Location flexfield structures. You will either use these for your customized structure or create your own.

## 2 Define Key Flexfield Structure

Query Sales Tax Location Flexfield in the Title field of the Key Flexfield zone. Receivables provides six seeded Sales Tax Location Flexfield structures. Create a new customized structure if you do not wish to use any of the seeded structures. Do not simply modify a seeded structure.

## 3 Define Descriptive Flexfield Context

After defining your customized Sales Tax Location Flexfield structure, define customized contexts for the following descriptive flexfields in the Descriptive Flexfield Segments window:

- Tax Rates flexfield: This flexfield appears in the Review Sales Tax Rates window.
- Item Exception Rate Assignment flexfield: This flexfield pops up in the Tax Rate field of the Item Tax Rate Exceptions window.
- Item Exception Rate Location flexfield: This flexfield pops up in the Location field of the Item Tax Rate Exceptions window.
- Exempt Regions flexfield: This flexfield pops up in the Location field of the Tax Exemptions window.
- Override Sales Tax Rates flexfield: This field pops up in the Override field of the Tax Locations and Rates window.

## 4 Define Key Flexfield Segment Qualifiers

Verify that the Tax Account and Exemption qualifiers are set at the correct level for your needs. The Tax Account qualifier determines at which level of your location flexfield you will assign tax accounts. The Exemption qualifier determines at which level the Receivables tax engine will create automatic exemptions.

## 5 Define Tax Locations and Rates

Enter and maintain locations for each segment of your Sales Tax Location Flexfield structure and assign tax rates to each location. Receivables uses tax locations to validate your customers' shipping address and to determine the proper tax amount. You can either use the sales Tax Rate Interface program to load locations and tax rates or manually enter them in the Tax Locations and Rates window

### **Step 7: Set Up Flexible Address Formats (Optional)**

(N) Set Up—>System—>Countries

If the standard address format (Country, Address Line 1-4, City, State, Postal Code, Province and County) suits your business needs, you do not need to use the flexible address formats feature.

Alternatively, you can associate address styles with countries to enable you to enter addresses in country-specific formats throughout Receivables. This lets you enter addresses in the style most appropriate to the country in which you or your customers conduct business. Receivables also offers the functionality to perform country specific validation upon entry of addresses.

To implement flexible address formats, you must assign an address style to a country in the Maintain Countries and Territories window. Receivables provides the following address styles:

- Japanese
- Northern European
- Southern European
- South American
- United Kingdom/Asia/Australasia

You may also create your own address styles and validation rules by defining alternative descriptive flexfield structures. Proceed to the next step if you are planning to use one of the seeded address styles.

### **Step 8: Maintain Countries and Territories (Optional)**

(N) Set Up—>System—>Countries

You can view all countries and territories within your system in the Maintain Countries and Territories window. Use the Address Style field to assign address styles to countries if you want to use the Flexible Address Formats feature.

---

You can identify which countries are part of the European Union (EU) by entering a VAT member state code against these countries. The Receivables European Sales Listing report uses this information to produce a listing of all sales to customers in European Community member states other than your own.

### **Step 9: Define Your Transaction Flexfield Structure (Optional)**

(N) Setup—>Financials—>Flexfields—>Descriptive—>Segments

Proceed to the next step if you are not using AutoInvoice.

If you are using AutoInvoice, you must define your Transaction Flexfields to uniquely identify imported transactions. Because Transaction Flexfields are unique, you can also use them to link and to refer other transaction lines.

If you are using AutoInvoice, the Line and Invoice Transaction Flexfield are mandatory. When you define your Invoice Transaction Flexfield, you must use the same structure that you used for your Line Transaction Flexfield, but only include those segments that refer to header-level information.

The Link-to and Reference Transaction Flexfield refer to the structure you define for your Invoice Transaction Flexfield, but can be optionally defined if you want to create a customized form that displays your Link-to and Reference Transaction Flexfield.

Define the structure, segments, and values for your Transaction Flexfield in the Descriptive Flexfield Segments window. Execute a query on the Title field. You can define your Line Transaction Flexfield, Link-to Transaction Flexfield, Reference Transaction Flexfield and Invoice Transaction Flexfield here.

**Suggestion:** If you want to query your Transaction Flexfield, you may want to update the Transaction Flexfield information for previously entered transactions.

We advise that you create indexes on your Transaction Flexfield columns if you want to query Transaction Flexfield information in your invoice headers and lines. Additionally, without the indexes the validation portions of the AutoInvoice program could be slow.

### **Step 10: Define Your AutoCash Rule Sets (Optional)**

(N) Setup—>Receipts—>AutoCash Rule Sets

If you are using AutoCash, you must define your AutoCash rule set before defining your system parameters or customer profiles classes. AutoCash rules determine the sequence of application methods Receivables uses when automatically applying receipts to open debit and credit items.

### **Step 11: Define Your QuickCodes (Optional)**

(N) Setup—>System—>QuickCodes—>Receivables

Receivables provides several default QuickCodes. These are used throughout Receivables to provide validated default values and list of values choices. You can add or update these to customize your list of values and speed data entry. For example, you can define additional freight carriers that are used by your business.

### **Step 12: Define Your AutoInvoice Line Ordering Rules (Optional)**

(N) Setup—>Transactions—>AutoInvoice—>LineOrdering

If you are using AutoInvoice, specify how you want to order and number your transaction lines after they are grouped into invoices, debit memos, and credit memos. Receivables provides many attributes that you can use to define your line ordering rules.

### **Step 13: Define Your AutoInvoice Grouping Rules (Optional)**

(N) Setup—>Transactions—>AutoInvoice—>Grouping Rules

If you are using AutoInvoice, you must specify how you want to group transaction lines. In order for transaction lines to be part of one transaction, certain attributes must be identical. Receivables provides many attributes that you can use to define your grouping rules.

### **Step 14: Define Your System Options (Required)**

(N) Setup—>System—>System Options

You must assign accounting, discount, tax and invoice system option values to Receivables. System options control how Receivables works. For example, you can determine whether to charge your customers sales or Value Added Tax. If you choose to use Sales Tax, Receivables supports location based Sales Tax for your home country only. You also define your home Country in the System Options window.

You can update the country in this window at install time, provided you have not entered any customer addresses.

You can also specify a default Application Rule Set in the System Options window. An Application Rule Set determines how Receivables reduces the balance due for debit items and their associated charges when you apply payments in the Applications window or by using Post QuickCash. Receivables only uses this rule set if None is assigned to the debit item's transaction type.



**Attention:** If you will be using flexible address formats to enter and validate your customer address information, we recommend that you implement the seeded Sales Tax Location Flexfield structure, Country - No Validation. Alternatively, if you use a Sales Tax Location Flexfield that contains a segment other than Country and wish to set up a flexible address format for your home country, every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country.

Below is a list of optional system options. All others are required. No default values are provided.

- AutoCash Rule Set
- Tax Registration Number
- Accounting Flex Tuning Segment
- System Items Tuning Segment
- Territory Tuning Segment
- SQL Trace
- Purge Interface Tables
- Inoculated Revenue Account\*

\* Required if Accounting Method = CashBasis

### **Step 15: Define Your Payment Terms (Required, Default)**

(N) Setup—>Transactions—>Payment Terms

You must specify the payment terms to associate with your invoices, debit memos and commitments to determine your customer's payment schedule. You can also include tiered discounts for early payment. Receivables provides a predefined payment term, '30 NET'.

### **Step 16: Define Your Accounting Rules (Optional)**

(N) Setup—>Transactions—>Rules

If you want to recognize revenue over multiple accounting periods, you must define your accounting rules. Receivables lets you define as many accounting rules as you want. If you use an accounting rule, you must associate it with an invoicing rule. Invoicing rules determine when to book your receivables. Receivables provides two invoicing rules: Bill in Advance and Bill in Arrears.

When you use accounting rules, you must also define the appropriate periods to which your rule refers. You enter these periods in the Calendar window and they must refer to the same period type as your accounting rule. For example, if you are

using an accounting rule that recognizes revenue monthly from Jan-98 through Jun-98, you must define periods from Jan-98 through Jun-98 where the period type is month. These periods must be defined in the same calendar as your accounting periods.

**Attention:** If you have an accounting period type that is not 'Month' and you use AutoInvoice with Oracle Order Entry, you should update the Period field for the seeded IMMEDIATE accounting rule to the same period as your accounting period type.

### **Step 17: Open Your Accounting Periods (Required)**

(N) Control—>Accounting—>Open/Close Periods

Maintain the accounting periods to control transaction entry, receipt application and posting. Receivables provides the following period statuses: Not Opened, Future, Open, Close Pending, and Closed.

### **Step 18: Define Your AutoAccounting (Required)**

(N) Setup—>Transactions—>AutoAccounting

Define all of your AutoAccounting account structures that Receivables uses. Receivables creates default revenue, receivables, freight, tax, suspense, unbilled revenue and unearned revenue accounts based on the information you enter for your AutoAccounting structures.

### **Step 19: Set Up Cash Basis Accounting (Optional)**

(N) Setup—>System—>System Options

If you are not using the Cash Basis accounting method, you can skip this step.

If you are using the Cash Basis method of accounting, you must perform various steps in addition to setting your Accounting Method system option to Cash Basis in the Accounting alternative region of the System Options window. One of the steps to set up Cash Basis Accounting requires that you define transaction types.

Transaction types are discussed in more detail in the next step.

### **Step 20: Define Your Transaction Types (Required, Default)**

(N) Setup—>Transactions—>Transaction Types

Define the transaction types that you assign to your invoices, debit memos, commitments, chargebacks, credit memos, and on-account credits. Receivables uses transaction types to default payment term, account, tax, freight, creation sign, posting, and receivables information. Receivables provides two predefined transaction types: Invoice and Credit Memo.

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**Step 21: Define Your Transaction Sources (Required, Default)**

(N) Setup—>Transactions—>Sources

Define the transaction sources you assign to your invoices, debit memos, commitments, credit memos, and on-account credits. Receivables uses transaction sources to control your transaction and transaction batch numbering to specify your default transaction type, and to select validation options for imported transactions. Before you can define your transaction source for your invoices, first define your transaction sources for your credit memos. Receivables provides the following predefined transaction sources:

- Manual-Other
- DM Reversal
- Chargeback

**Step 22: Define Your Collectors (Required, Default)**

(N) Setup—>Collections—>Collectors

Define collectors you assign to your customers through credit profile class assignments. You can use the customer account review windows and collection reports to alert your collectors of their customer's past due items. Receivables provides a single Collector called DEFAULT.

**Step 23: Define Your Adjustment Approval Limits (Required)**

(N) Setup—>Transactions—>Adjustment Limits

Assign adjustment approval limits to each user to control adjustments made to invoices, debit memo, and chargebacks. Receivables lets you assign approval limits by currency. These limits are used in the Adjustments, Approve Adjustments, and Receipts windows.

**Step 24: Define Your Remittance Banks (Required)**

(N) Setup—>Receipts—>Banks

Proceed to the next step if you have already defined your remittance banks in your Oracle Payables application.

Define all of the banks and bank accounts you use to remit your receipts. You can define as many banks and bank accounts as you want, but each bank account must refer to one currency. Receivables requires that you enter a cash account for each bank account.

### **Step 25: Define Your Distribution Sets (Optional)**

(N) Setup—>Receipts—>Distribution Sets

Define distribution sets if you have non-invoice related transactions and you want to use a predefined revenue distribution set. To speed data entry, revenue distribution sets can also be assigned to receivables activities with a type of Miscellaneous Cash.

### **Step 26: Define Your Receivables Types (Required)**

(N) Setup—>Receipts—>Receivable Activity

Define receivables activities to link accounting information to your adjustments, finance charges, and miscellaneous cash.

### **Step 27: Define Your Receipt Classes (Required)**

(N) Setup—>Receipts—>Receipts Class

Define receipt classes to specify whether receipts are created manually or automatically. For manual receipts, you can specify whether to automatically remit it to the bank and/or clear your accounts. For automatic receipts, you can specify a remittance and clearance method, and whether receipts using this class require confirmation.

### **Step 28: Define Your Payment Methods (Required)**

(N) Setup—>Receipts—>Receipts Class

Define the payment methods you assign to receipt classes. When you define your payment methods, you must enter a receipt class, remittance bank information, and the accounts associated with your payment receivables type. You can also specify accounts for confirmation, remittance, factoring, bank charges, and short-term debt.

### **Step 29: Define Your Receipt Sources (Required)**

(N) Setup—>Receipts—>Receipt Sources

Define receipt sources that you assign to receipts. When you define your receipt source, you can enter a default receipt class and payment method.

### **Step 30: Define Your Aging Buckets (Optional)**

(N) Setup—>Collections—>Aging Buckets

You can define additional aging buckets to use when aging your receivables. Aging buckets are used by the Account Review window, statements, and the Credit Snapshot and Aging reports. Aging buckets can include pending adjustments, items that are past due, not past due, current, due in the future, and in dispute.

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**Step 31: Define Your Statement Cycles (Optional)**

(N) Setup—>Print—>Statement Cycles

If you want to send your customers statements, you must define statement cycles and statement dates. The dates you associate with each statement cycle are the dates for which you plan to generate statements for your customers. You can then assign statement cycles to your customers in the Customer Profile Classes window.

**Step 32: Define Your Statement Messages (Optional)**

(N) Setup—>Print—> Standard Messages

If you want to customize your statements with personal messages, you can define statement messages. These messages automatically print on the bottom of your statements. Use the Print Statements window to assign statement messages and submit statements for printing.

**Step 33: Define Your Dunning Letters (Optional)**

(N) Setup—>Print—>Letters

If you want to send your customers dunning letters to inform them of past due items and finance charges, you must define your dunning letters. You can customize each dunning letter by printing variables that are specific to each customer. These variables can be included in the text of the letter. Dunning letters must also be grouped into dunning letter sets (see Step 34).

**Step 34: Define Your Dunning Letter Sets (Optional)**

(N) Setup—>Print—>Dunning Letter Sets

If you want to send your customers dunning letters, you must define dunning letter sets. By creating dunning letter sets, you can combine a sequence of dunning letters into one group, and increase the severity of each letter you send. You can assign dunning letter sets to your customers in the Customer Profile Classes window.

**Step 35: Define Your Territories (Optional)**

(N) Setup—>Transactions—>Territories

If you have defined your Territory Flexfield and want to create customized reports, you can define your Territory Flexfield combinations. Receivables lets you assign Territory Flexfields to salespeople, invoices, and customer business purposes.

**Step 36: Define Your Salespeople (Required, Default)**

(N) Setup—>Transactions—>Salespersons

Define the salespeople you assign to your invoices, debit memos, and commitments to allocate sales credits. If you do not want to assign sales credits, use the predefined value provided by Receivables, No Sales Credit.

### **Step 37: Define Your Profile Options (Required)**

(N) Control—>Profile Options

For each Receivables application, specify values for your personal profile options. Your system administrator determines which profile options you can choose.

Receivables users use the Update Personal Profile Options window to set profile options only at the user level. System administrators use the Update System Profile Options window to set profile options at the site, application, responsibility, and user levels. Receivables defaults all profile options at the site level.

### **Step 38: Define Your Tax Codes and Rates (Required)**

(N) Setup—>Tax—>Codes

If your tax method in the System Options window is set to VAT, enter the tax codes and tax rates you want Receivables to use when calculating tax for your transactions. Tax codes can be assigned to customers, customer site uses, and standard memo lines.

If your Tax Method in the System Options window is set to Sales Tax, define at least one tax code with a type of Location in the Tax Codes and Rates window.

Receivables will use this tax code to calculate your location-based tax. Enter a name for your location tax code, enter a type of 'Location,' and a tax account. This account cannot be updated once you have committed your change. You can, however, enter additional Location tax codes for different date ranges.

For either Tax Method, you may wish to set up an International, zero-rated tax code to assign to foreign addresses.

### **Step 39: Define Your Customer Profile Classes (Required, Default)**

(N) Customers—>Profile Class

Define customer profile classes to categorize your customers based on credit, payment terms, statement cycles, automatic receipt, finance charge, dunning, and invoicing information. When you initially set up your customers, you assign each customer to a profile class. If you want to customize the profile class for a specific customer, use the Customer Profile Classes window to update specific information. Receivables provides a DEFAULT customer profile class.

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**Step 40: Define Your Customers (Required)**

(N) Customers—>Standard

Proceed to the next step if you have already defined your customers while setting up another Oracle Applications product. You must define your customers and customer site uses to enter transactions and receipts in Receivables. When you enter a new customer, enter the customer's name, profile class and number (if Automatic Customer Numbering is set to No).

You can enter addresses, contacts, site uses and telephone numbers for your customers. You will be required to enter all the components of your chosen Sales Tax Location Flexfield when entering customer addresses in your home country. You defined your Sales Tax Location Flexfield and home country in the Define System Options window.

**Step 41: Define Your Remit -To Addresses (Required)**

(N) Setup—>Print—>Remit To Addresses

Define remit-to addresses to inform your customers where to send their payments. Associate each remit-to address with one or more state, country and postal code combinations. For example, if you want your customers in California and Nevada to send their payments to a specific address, enter the remit-to address and associate the states CA and NV with this address. Remit-to addresses are assigned based on the bill-to address on the transaction.

If you do not wish to set up a remit-to address for each location, you can set up one remit-to address with a default assignment. This address will be used for all locations or for any locations that do not have specific location assignments.

To set up a Default remit-to address, enter the remit-to address, and then navigate to the Receipts From zone. In the Country field, select the country name from the available list of values. Move to the State field and select a state from the available list of values. Then save your record.

**Suggestion:** Set up a Default remit-to address, even if you have other remit-to addresses defined, because Oracle Receivables can use this address if the bill-to location on the transaction is not covered by any other remit-to address assignment. This may happen when you use new customers.

### **Step 42: Define Your Customer Relationships (Optional)**

(N) Customers—>Summary—>(B)Relationship

If you want to restrict receipt application to related customers only, you must define relationships between your customers and set the system option Allow Payment of Unrelated Invoices to No. When you create relationships, customers can also apply invoices to related customer commitments. Your Oracle Receivables application lets you define one-way and reciprocal relationships between your customers.

### **Step 43: Define Your Customer Banks (Optional)**

(N) Setup—>Receipts—>Bank

If you want to create automatic receipts you must define your customers' banks and bank accounts. With automatic receipts your Oracle Receivables application transfers funds from your customer banks to your remittance banks.

### **Step 44: Define Your Lockboxes (Optional)**

(N) Setup—>Receipts—>LockBox—>LockBox

If you use the AutoLockbox program to automatically record receipts from your banks you must define your lockboxes. For each lockbox, you must enter the lockbox number, bank name, batch source, bank account, bank origination number and cash account.

### **Step 45: Define Your Transmission Format (Optional)**

(N) Setup—>Receipts—>LockBox—>Transmission

If you use the AutoLockbox program you must define your transmission file format to successfully import receipt information from your bank. Your Oracle Receivables application provides you with two standard transmission formats that you can modify, default and convert.

### **Step 46: Define Your Receipt Programs (Optional)**

(N) Setup—>Receipts—>Receipt Programs

If you use the Automatic Receipts feature you need to define the receipt programs you will use to send paper and electronic documents to your customers and remittance banks.



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**Step 47: Define Your Unit of Measure Classes (Optional)**

(N) Setup—&gt;System—&gt;UOM—&gt;Class

Proceed to the next step if you have already defined your units of measure classes while setting up another Oracle Applications product. Use the Units of Measure Classes window to define and update groups of units of measure with similar characteristics (for example, volume or length). A class consists of a base unit of measure and other assigned units of measure. Use this window to define the base unit of measure for each class.

**Step 48: Define Your Unit of Measure Required, Default**

(N) Setup—&gt;System—&gt;UOM—&gt;UOM

Proceed to the next step if you have already defined your units of measure while setting up another Oracle Applications product. Use the Units of Measure window to define one or more units of measure. Each item that you define in Receivables must have a primary unit of measure that you will have defined in this window. The number of units of measure that you define in this window depends on the variety of physical characteristics of your organization's inventory.

**Step 49: Define Your Standard Memo Lines (Optional)**

(N) Setup—&gt;Transactions—&gt;Memo Lines

If you want to enter predefined lines for debit memos, on-account credits, and invoices you can enter standard memo lines. When you define your standard memo lines you can specify whether it is for charges, freight, line or tax. Your Oracle Receivables application also lets you define one chargeback and one debit memo reversal line.

**Step 50: Define Your Item Tax Rate Exceptions (Optional)**

(N) Setup—&gt;Tax—&gt;Exceptions

If you want to assign special tax rates to items shipped to specific addresses you can define your item exceptions for specific Location Flexfields. In order for your Oracle Receivables application to use these exception rates, you must not assign tax codes to your customers or their site uses.

**Step 51: Define Your Tax Exemptions (Optional)**

(N) Setup—&gt;Tax—&gt;Exemptions

If you want to partially or fully exempt your customers or items from specific tax rates, you can define customer and item tax exemptions.

## **Step 52: Define Your Document Sequences (Optional)**

Responsibility: System Administrator

(N) Application—>Document—>Define

By assigning unique numbers to documents, you can account for each transaction you enter and the document that accompanies it.

To enable sequential numbering you need to set the Sequential Numbering profile option to either *Always* or *Partially Used*. You must then define and assign categories and sequences for each transaction type, payment method and adjustment and finance charge activity you use.

## **Course Summary**

## Course Summary

### Course Summary

In this course, you have been shown how to manage customers by:

- Defining customer profile classes
- Entering customers
- Merging customers
- Querying customer information

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### Course Summary

In this course, you have been shown how to enter and process transactions by:

- Entering basic invoices
- Entering invoices with rules
- Entering transaction adjustments
- Entering other transaction types
- Using AutoInvoicing
- Using Oracle's tax engine
- Printing transactions and generating statements

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## Course Summary

In this course, you have been shown how to enter and apply receipts by:

- Entering manual receipts
- Generating automatic receipts
- Entering lockbox receipts
- Reporting on receipts

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## Course Summary

In this course, you have learned how to:

- Collect accounts receivable by:
  - Setting up collection default structures
  - Recording call information
  - Processing adjustments
- Report and perform reconciliation and audit by:
  - Reconciling receipts with cash management
  - Reviewing detail and summary customer accounts
  - Transferring information to Oracle General Ledger

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## **System and Profile Options**

## Overview of System Options

Accounting Flexfield Description	
Gain	Operations-Corporate Finance-Currency Gains-No Sub Account-No Product
Loss	Operations-Corporate Finance-Currency Losses-No Sub Account-No Product
Tax	Operations-Balance Sheet-State Sales and Use Tax P-No Sub Account-No Product
Revenue	
Rounding	Operations-Balance Sheet-N/A-No Sub Account-No Product

### System Options

(N) Setup—>System—>System Options

Many of the system options available in Oracle Receivables are explained throughout this course. These options appear in the alternative regions of the System Options window. Some of the options in these regions are:

**Accounting region:** Accrual or cash basis accounting method, early payment discount treatment, Oracle General Ledger account numbers for selected accounts, foreign exchange gain and loss account numbers, and so on.

**Tax region—**Method used to calculate transaction based taxes (sales tax and value-added taxes), location structures, rounding of tax amounts, and so on

**Tax Default and Rules region:** Default tax codes, exemption and exception handling, and so on

**Transactions and Customers region:** Automatic site and customer numbering, printing of transactions, permitting the deletion of transactions, and so on

**Miscellaneous region:** Printing of remit-to addresses on transactions, number of invoices processed per commit, default receipt application rules, and so on



## Overview of Profile Options

Profile Name	Default Value	User Value
AR: GL Transfer Balance Test	Yes	
AR: Invoices with Unconfirmed	None	
AR: Item Flexfield Mode	Concatenated Segment E	
AR: Override Adjustment Activi	Yes	
AR: Receipt Batch Source		
AR: Show Billing Number	No	
AR: Sort Customer Reports by A	Yes	
AR: Transaction Batch Source		
AR: Transaction Flexfield Quick	interface_header_attribut	
AR: Update Due Date		
AR: Use Invoice Accounting For	Yes	
AR: Zengin Character Set		

### Personal Profile Values

(N) Control—>Profile Options

Thirty profile options are available to control an individual’s capability to access and change data or options in Oracle Receivables. Because some of these options have a broad impact on the data maintained by Oracle Receivables, these options should be carefully controlled as part of the implementation process or when adding new users. The ability to set profile options is often restricted to application system administrators.

## Accounting System Options

<b>Option</b>	<b>Description</b>
Accounting Method	Select accrual or cash basis accounting method.
Name	Enter the set of books name.
Accrue Interest	Specify whether to accrue interest charges for customers and include those charges in customer account balances.
Allow Unearned Discounts	Specify whether to allow customer discounts after the discount period passes.
Calculate Discount on Lines	Specify whether to allow discounts to be calculated using only invoice line amounts.
Allow Partial Discounts	Specify whether to allow discounts for partial payments of invoices.
AutoCash Rule Set	Specify an AutoCash Rule Set to help determine the sequence of receipt rules used when automatically applying receipts to a customer's open debit items.
Realized Gains/Losses Account	If using accrual accounting, designate Realized Gains and Realized Losses Accounts. These Accounting flexfields receive gains and losses due to changes in exchange rates between functional and foreign currencies.
Tax Account	Enter the tax account to use for tax rate assignments.
Unallocated Revenue Account	If using cash basis accounting, designate a revenue account to use when you apply a cash receipt with a balance other than zero to an invoice with a zero balance.
Automatic Journal Import	Decide whether to run Journal Import automatically when transferring transactions to create unposted journal entries in the general ledger.
Days per Posting Cycle	Enter the number of days to include in each cycle of transactions to be transferred to general ledger.
Enable Cross Currency	Select this option to permit the application of receipts to invoices in a different currency. (New in Release 11)

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## Tax System Options

<b>Option</b>	<b>Description</b>
Tax Method	Select Sales Tax or VAT to specify the tax method used.
Location Flexfield Structure	Enter the sales tax Location Flexfield Structure used to validate customer shipping addresses and to calculate sales tax based on shipping addresses.
Postal Code Range: From/To	Specify the postal code range to use when entering sales tax rate assignments.
Address Validation	Specify whether to validate address in the home country by designating one of three validation methods: Error, No Validation, or Warning.
Compound Taxes	Specify whether to calculate taxes based on other taxes.
Invoice Printing	Enter a method for printing tax amounts on invoices: European Tax Format, Itemize and Summarize, Itemize by Line, Summarize by Tax Code, or Total Tax Only.
Tax Cache Size	Allocate memory to use to store sales tax and VAT rates.
Tax Registration Number	Enter the tax registration number to print on customer invoices.
Use Tax Code for Customer Site	Specify whether to use the tax rate defined for the customer's business purpose.
Use Tax Code for Customer	Specify whether to use the tax rate defined for the customer.
Use Item Tax Rate Exceptions	Specify whether to use the tax rate defined for specific products based on the customers Ship-To address.
Use Tax Code for Product	Specify whether to use the tax rate defined for specific products.

## Invoice System Options

Option	Description
Allow Change to Printed Invoices	Specify whether to allow changes to transactions that have already been printed.
Allow Invoice Deletion	Specify whether to allow deletion of incomplete invoices.
Allow Payment of Unrelated Invoice	Specify whether to allow receipt applications to debit items of unrelated customers.
Accounting Flex Tuning Segment	Enter the Accounting flexfield segment most often selected by AutoInvoice.
System Items Tuning Segment	Enter the System Item Flexfield segment most often selected by AutoInvoice.
Territory Tuning Segment	Enter the Territory Flexfield segment most often selected by AutoInvoice.
SQL Trace	Specify whether to activate SQL trace for AutoInvoice.
Max Memory (in bytes)	Allocate memory to AutoInvoice for validation.
Purge Interface Tables	Specify whether to purge records that have successfully transferred from AutoInvoice Interface tables to permanent Oracle Receivables tables.
Log File Message Level	Enter a number to represent the amount of detail to display in the AutoInvoice log file.
Automatic Customer Numbering	Specify whether to allow Oracle Receivables to automatically assign unique numbers to customers.
Create Reciprocal Customer	Specify whether to enter reciprocal customer relationships in the Define Customer Relationships window by default.
Grouping Rule Nam	Enter the default grouping rule that AutoInvoice uses to group revenue and credit transactions into invoices, debit memos, allow and credit memos.
Automatic Site Numbering	Specify whether to allow Oracle Receivables to automatically assign numbers to customer's business purposes.

## Miscellaneous System Options

Option	Description
Split Amount	Enter the split amount used in the Collection Effectiveness Indicators Report to determine the number of invoices over and under this limit.
Number of Days in DSO Calculation	Enter the number of days to use in calculating conventional day sales outstanding for the Collection Effectiveness Report and the Account Overview window.
Print Remit-To Address	Specify whether to print Remit-To addresses on customer statements.
Require Billing Location for Receipt	Specify whether to require a business purpose to be associated with each cash receipt.
Require Salesreps	Specify whether to make the Salesperson field required when transactions are entered.
Auto Receipts Invoices/Receipts per Commit	Enter the number of receipts/invoices for the Automatic Receipt program to process before saving.
Chargeback Due Date	Enter a default chargeback due date from the following choices: Open Invoice Due Date, Receipt Date, Current Date, or Deposit Date.
Country	Enter your home country for addresses, tax calculation, and flexible address formatting. The default country profile overrides this value.
Print Home Country	Specify whether to print the home country on invoices and statements referring to addresses in the home country.
Source of Territory	Enter the source of the Territory flexfield to use in the Transactions window: Bill To Site, None, Salesrep, or Ship-To site.

## User Profile Options

Option	Description
Tax: Allow Ad Hoc Tax Changes	Select the Ad Hoc check box to update rates and amounts assigned to tax codes in the Transactions window, if the tax code was defined in the Tax Codes and Rates window.
Tax: Allow Manual Tax Lines	Allow manual tax lines in the Transactions window.
Tax: Allow Override of Customer Exemptions	Prevents users from entering unapproved exemptions. Use this profile option to control whether you allow sales tax systems to automatically create unapproved sales tax exemptions during invoice entry.
Tax: Allow Override of Tax Code	Allow override of default tax code during order or invoice entry.
AR: Allow Update Of Existing Sales Credits	Specify whether existing sales credits can be directly updated or if additional sales credit records need to be created to maintain an audit trail.
AR: Automatic Contact Numbering	Automatically generate contact numbers when entering new customers.
AR: Automatic Receipt Creation Authority	Specify whether the user can approve and format automatic receipts by determining which options are available in the Action field of the Automatic Receipts windows.
AR: Automatic Remittance Creation Authority	Specify whether the user can approve and format automatic remittances by determining which options are available in the Action field of the Automatic Remittance windows.
AR: Cash—Allow Actions	Create adjustments and chargebacks while entering and applying receipts in the Receipts window.
AR: Cash—Default Amount Applied	Determine default amount for Amount Applied field of the Applications windows when entering an application debit item.
AR: Change Customer on Transaction	Update customer names in the Transactions and Credit Memo windows.
AR: Change Customer Name	Update customer names in the Standard and Quick Customer windows.
AR: Close Periods—Run Collections Effectiveness	Automatically submit the Collections Effectiveness Report when a period is closed.
AR: Customer Merge Commit Size	Control how many customers to include in a commit cycle during customer merge.

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## User Profile Options (continued)

Option	Description
AR: Default Exchange Rate Type	Contains the default value for the exchange rate type used by the exchange rate window. Valid values are Corporate Exchange Rate, Spot Exchange Rate, and User Specified Rate.
AR: Override Adjustment Activity	Override the default adjustment account before transferring Account transactions to the general ledger.
AR: Receipt Batch Source	Specify the default receipt source for the Source field in the Receipts window.
AR: Transaction Batch Source	Specify the default source for the Source fields in the Transactions and Credit Memos windows.
AR: Transaction Flexfield QuickCodes Attribute	Specify the invoice-level Transaction flexfield list-of-values attribute that appears in invoice list of values throughout Oracle Receivables.
Default Country	Specify the default value for the country field whenever a new address is created. If this profile is not set, the system option country is used.
AR: Update Due Date	Update due dates of debit items in the Transactions window.
AR: Use Invoice Accounting For Credit Memos	Assign credit memos to the same accounts assigned to the invoice being credited.
Tax: Use Tax Vendor	Allows your system administrator to control which users can call an installed third-party application for tax calculations. This is required in multiple-organization installations in which one set of executables is shared across many different tax compliance requirements. The default value is Yes, which means that a user can call a third-party application to calculate tax.

## User Profile Options (continued)

Option	Description
Tax: Calculate Tax on Credit Memos	Allows Oracle Receivables to automatically calculate tax on credit memos imported using AutoInvoice. By default, Oracle Receivables uses the payment applications and the line, tax, and freight amounts to calculate tax. If this profile option is Yes, tax for each credit memo is calculated without taking into account the outstanding balances. This flexibility is required for installations that support partial payments and is useful for implementations that integrate third-party tax ledgers using the Tax Vendor Extension.
AR: Customer-Enter Alternate Fields	Select this option to enter information in the Sort field in the Enter Customer Information form and the Phonetic field in the Address zone of the Enter Customer Information form. Use these fields to enter alternate information for a customer name and address.
AR: Sort Customer Reports by Alternate Fields	Select this option to order information in some Oracle Receivables reports Alternate Fields by the value of the Sort field in the Enter Customer Information form.
AR: Zengin Character Set	Contains the character set used in the bank file. Valid values are SJIS and EBCDIC.
AR: GL Transfer Balance Test	Check that debit and credit balances are equal before transferring transactions to the general ledger.
AR: Invoices with Unconfirmed Receipts	Adjust or credit invoices selected for automatic receipt.
AR: Item Flexfield Mode	Select a format for entering flexfield information for line items in the Transactions and Define Item Tax Rate Exceptions windows.



## QuickCode Types

### (N) System—>QuickCodes

Type	Code	Where Used
Account Status	ACCOUNT_STATUS	Assigned to a customer profile.
Address Entry Style for Flexible Address Formats	ADDRESS_STYLE	Lists the valid address styles that you can assign in the Countries and Territories window.
Adjustment Reason	ADJUST_REASON	Assigned to a manual adjustment.
Approval Type?	APPROVAL_TYPE	Status of approvals, such as Approved, Pending Approval, and Rejected.
Business Purposes for a Customer Address	SITE_USE_CODE	Used to name a business purpose usage when entering customers.
Collector Actions	ACTION	Possible collector actions for customer calls.
Collector Follow Up Action	FOLLOW_UP	Follow-up action in response to a customer call.
Credit Memo Reason	CREDIT_MEMO_REASON	Assigned to a credit memo.
Credit Rating for Customers	CREDIT_RATING	Assigned to a customer profile.
Customer Class	CUSTOMER_CLASS	Assigned to a customer.
Customer Relationship Type	RELATIONSHIP_TYPE	Used in the Relationships region of the Customers window.
Customer Response Reason?	CUSTOMER_RESPONSE_REASON	Reason given by a customer in response to a call.
Customer Credit Risk	RISK_CODE	Assigned to a customer profile.
Freight on Board?	FOB?	Used to specify FOB point during transaction entry.
Invoice Reason	INVOICING_REASON	Assigned to an invoice.
Titles for Contact Persons at Customer Sites	CONTACT_TITLE?	Used in the Contact alternative regions of the Customers window.
Mandatory Field Prompt for Message Dictionary	MANDATORY_FIELD_PROMPT	Used in the Receipts and QuickCash windows to generate a message that the field must be entered.
Possible Outcomes of a Customer Call	CALL_OUTCOME	Used for customer calls.

## QuickCode Types (continued)

Type	Code	Where Used
Responsibilities for the Primary Customer Contact	RESPONSIBILITY	The type of job for the primary contacts job title on a customer call.
Reverse Payment Reason	REVERSE_PAYMENT_REASON	Reason for reversing a receipt.
Sales and Marketing Categories for Customers	CUSTOMER_CATEGORY	Assigned to a customer.
Type of Standard Text Usage	STANDARD_TEXT	Used for printing statements.
Types of Communication Used in Contacting Customers	COMMUNICATION_TYPE	Used for customer entry in the Contacts: Telephone alternative region of the Customer window.
Tax Exemption Reason	TAX_REASON	Assigned to a tax exemption when entered manually or during transaction entry.
Tax Rate Exception Reason	TAX_EXCEPTION_REASON	Assigned to a tax rate exception.
Type of Messages	STANDARD_MSG_TYPES	Used for printing statements.

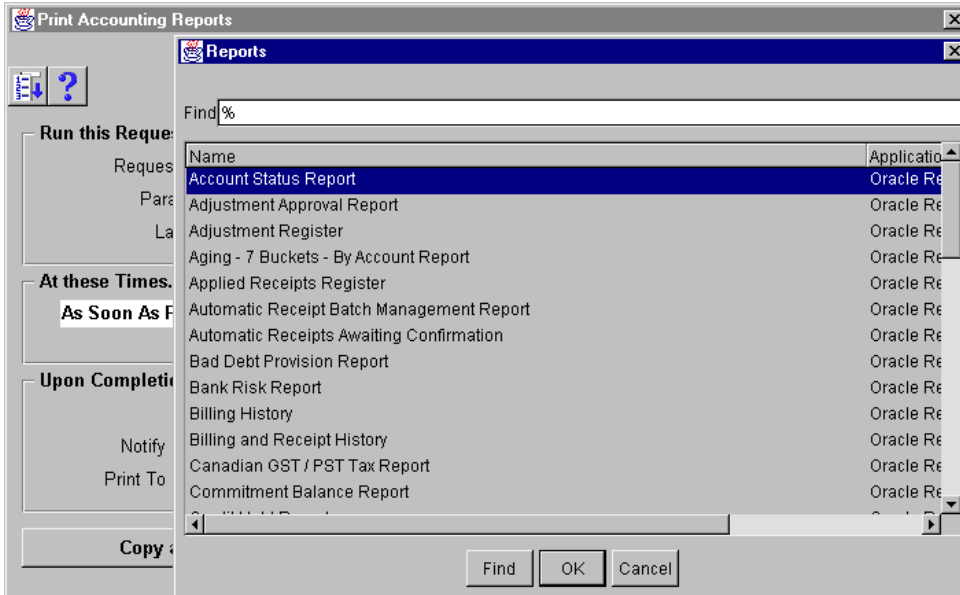
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**B**

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## **Standard Reports**

## Overview of Standard Reports



### Reports

(N) Reports—>Accounting (or Collections, Listing, Other, and View)

More than 100 standard reports are available from Oracle Receivables. Reports can be generated individually or as part of a report set.

### **Account Status Report**

Use this report to review your customer accounts. For each customer in your Account Status report, Receivables prints all open debit items, credit items, and total balance due in your functional currency.

### **Accounting Rules Listing Report**

Use the Accounting Rules Listing Report to review all accounting rules you entered in the Invoice and Accounting Rules window. Receivables prints all information you entered for each accounting rule and about the two invoicing rules that it provides, ADVANCE INVOICE and ARREARS INVOICE.

### **Adjustment Approval Report**

Use the Adjustment Approval Report to see your transaction adjustments with information about their status, creator, reasons, GL date and amount. Adjustments include manual adjustments, AutoAdjustments, invoices applied to commitments, and credit memos applied to invoices that are against commitments.

### **Adjustment Register**

Use the Adjustment Register to review approved adjustments. Adjustments include manual adjustments, automatic adjustments, invoices applied to commitments, and credit memos applied to invoices that are against commitments.

### **Aging - 4 and 7 Bucket Reports**

Use the Receivables Aging - 4 Bucket and the Aging - 7 Bucket reports to review information about your open items within either four or seven aging buckets. These reports can print both detail and summary information about your customer's current and past due invoices, debit memos, and chargebacks. Receivables also gives you the option to see credit memos, on-account credits, unidentified payments, and on-account and unapplied cash amounts.

Aging reports show detail and summary information about open items. The aging reports will be sorted by company with each item allocated to a company.

Aging can show open credits in either summarized or aged format. Both these formats will only report open credits for the company to which they were entered.

Note that if you have created overlapping aging buckets, transactions might be included in more than one bucket and bucket total. However, Receivables will correctly include such transactions only once when calculating the total outstanding amount.

## **Aging Reports**

Use Aging reports to review information about your open items. These reports can print both detail and summary information about your customer's current and past due invoices, debit memos, and chargebacks. Receivables also gives you the option to see on-account credits, and on-account and unapplied cash amounts.

Receivables lets you review information about your open items by providing the following aging reports:

- Aging - By Account
- Aging - By Amount
- Aging - By Collector
- Aging - By Salesperson

## **Alternate Customer Name Receipt Matching Report**

This report lets you see which alternate customer names and receipts were successfully imported into the AR Payment Interface table when you use AutoLockbox to import Japanese Zengin format bank files into Receivables.

## **Applied Receipts Register**

Use this report to review all activity of a receipt. You can review how your customers' receipts were applied to invoices and debit memos or reversed from invoices and debit memos. Receivables lets you specify the application date range so you can see the exact information you require. The Applied Receipts Register prints all applications within the date range that you specify regardless of check date.

## **Archive Summary/Detail Reports**

Receivables creates these reports automatically when you run the Archive and Purge, Archive-Preview, or Archive Restart program. Use these reports to review summary information for your Archive and Purge submission.

The Archive-Summary Report includes the amount and count of transactions selected for purge based on the AR\_ARCHIVE\_CONTROL

\_DETAIL table. The Archive Detail Report includes the amount and count of transactions selected for purge, as well as a breakdown of the summary information by customer. This report is based on the AR\_ARCHIVE\_HEADER and the AR\_ARCHIVE\_DETAIL tables. The Archive Detail report is generated automatically if you set the Summary Report Only parameter to No.

If you run Archive-Preview, the report lists purge candidates. If you run either of the other two programs, the report provides details of the actual transactions purged.

You can submit this report for previous archive runs to review summary information for what was previously purged. To help you identify the correct archive run, the Archive ID parameter is displayed in a date format, which indicates the exact date and time the program was run.

**Note:** Miscellaneous transactions will not be purged unless you run Archive and Purge for all customers because miscellaneous transactions are not related to specific customers. Therefore, if you run Archive and Purge for a specific customer, miscellaneous transactions will not be displayed in this report.

### **Audit Report by Document Number**

Use this report to identify missing document sequence numbers. Document sequence numbers are unique numbers that you can assign to transactions you create in Receivables. Assigning unique numbers to transactions lets you account for every transaction you enter.

This report identifies missing numbers in a given sequence. If you are using manual or partial automatic numbering, Receivables only validates that the numbers are unique, not that they are sequential.

If you set the Enable Sequential Numbering profile option to Always Used, you can still have missing sequence numbers. For example, a roll back of your database can cause missing sequence numbers. When you roll back a transaction after a document number has been assigned to it, the document number is removed. When you resume entering your transaction, a new sequence number is assigned.

### **Automatic Receipt Batch Management Report**

Use this report to review the status of your Automatic Receipt Batches.

Receivables sorts the batches by currency and by status within each currency. This report also provides a total for each status within each currency and a total of all statuses for each currency.

Receivables does not display automatic receipt batches that are formatted or approved for automatic receipt with a receipt class of Require Confirmation set to No in this report.

Occasionally, you will start an automatic receipt creation, approval, or formatting process and it will not complete. This could be, for example, because your system went down while the process was running. To help you manage such batches, Receivables also displays automatic receipt batches that started but did not complete the creation, approval, or formatting process.

### **AutoAdjustment Reports**

Use the AutoAdjustment Preview or AutoAdjustment Execution report to review the total value of automatic adjustments, the number of debit items adjusted, supporting detail on pending and approved adjustments, and final debit item balances.

You can run the AutoAdjustment Preview report prior to creating AutoAdjustments to preview the effect of your adjustments. Receivables generates this report when you select the Generate Report Only option in the Create Autoadjustments window.

Receivables automatically generates the AutoAdjustment Execution report when you select the Create Adjustments option in the Create Autoadjustments window.

### **AutoCash Rules Report**

Use this listing to review the sequence of AutoCash rules assigned to each AutoCash rule set that you entered in the AutoCash Rule Sets window. You can also see how each AutoCash rule set determines open balance calculations and handles partial payments and unremitted amounts.

### **AutoInvoice Reports**

Use the AutoInvoice Execution report to review the results of your AutoInvoice request. This report lists summary information telling you how many revenue and credit transactions are selected, accepted, and rejected for each currency. The AutoInvoice Execution report also shows the total invoice amount for each transaction type for all transactions processed. AutoInvoice automatically produces this report each time you run AutoInvoice.

Use this report to match Receivables revenue and credit transaction counts to those from your other financial systems. You can also use the AutoInvoice Execution report to reconcile with other Receivables reports, such as the Transaction Register.

Use the AutoInvoice Validation report to review lines that have failed different phases of validation and the error messages associated with these lines. Receivables only generates this report when you run AutoInvoice and have lines that fail validation. To review records that were successfully imported, use the AutoInvoice Processing report.

### **Automatic Clearing for Receipts Execution Report**

Use this report to review the results of your Automatic Clearing program. Receivables creates this report each time you run Automatic Clearing.



### **Automatic Receipts Awaiting Confirmation Report**

Use this report to review all automatic receipts awaiting confirmation. Before a receipt can be included in this report it must be formatted and have been assigned a payment method with a receipt class of Require Confirmation set to Yes. Receipts that have been confirmed, do not require confirmation, or have been approved but not formatted are not displayed in this report.

### **Automatic Receipts and Remittances Execution Report**

Use this report to review the number and amount of automatic receipts and remittances you have created, approved, or formatted. Receivables automatically generates this report when you submit a batch of automatic receipts or remittances to be created, approved, or formatted.

### **Bad Debt Provision Report**

Use this report to review your bad debt exposure. Receivables uses the percent collectable value you specify for your customer to calculate your bad debt provision. For each customer in your report, Receivables prints all open debit items, unapplied receipts, and on-account credits, and the provision for bad debt based on the percent collectable. You specify the percent collectable for your customer in the Customer Profile Classes window.

Receivables automatically sorts your report information by account status, but you can sort the information within each account status by customer name or customer number. Receivables does not include customers that do not have an assigned percent collectable in this report.

### **Bank Charges Reports**

If you do business in Japan, contact your local Oracle representative for information on the Bank Charges feature, the Bank Charges Accounting Upon Notification Report, and the Bank Charges Accounting on Payment Report.

### **Bank Risk Report**

Use this report to see the receipts that are currently at risk with your remittance bank. A receipt is deemed to be at risk if you have factored it with a bank or a clearing house, but are still liable for the amount on the receipt until its maturity date (for example, receipts that have been factored but not risk eliminated).

When you request this report, you must enter the Remittance Bank/Branch for which you want to print remittances.

If you do not specify a Bank Account, data will be selected for all accounts for the specified Remittance Bank.

### **Billing and Receipt History**

Use this report to review a detailed list of transactions for the date range that you specify. You can also see all the activities against each transaction. This report prints one line for each activity against the transaction.

### **Billing History Report**

Use this report to review a summarized history of transactions that affect your customer's invoices, commitments, debit memos, chargebacks, and on-account credits. This report includes the original transaction amount, the current balance due, the sum of all payments applied to this debit item, total credit memo amounts that affect this item, and total adjustment amounts for this item. Receivables prints one line for each item and summarizes all of the activity associated with each item for you.

Use the Billing and Receipt History report to review a list of transactions that affect each item.

### **Call Actions Report**

Use this report to see a detailed list of actions that were entered by your collectors in the Customer Calls window. You can review the transactions that require further action as a result of your calls.

### **Canadian GST/PST Tax Report**

Use the Canadian GST/PST Tax Report to prepare the legislative portion of your periodic GST/PST returns. This report lists the taxable and tax amounts (by general ledger account) of all your Receivables transactions for a given period to help you identify and review your tax liability for various tax codes. The report parameters Tax Account Low and Tax Account High let you select only tax liability accounts from your general ledger.

Only the taxable and tax amounts of a given transaction associated with a particular tax code and general ledger account will be reported within that account. These amounts will be in your functional currency.

### **Collection Effectiveness Indicators**

Use this report to monitor your customers' overall payment patterns and see debit item information categorized by the split amount you entered in the Miscellaneous region

of the System Options window. Receivables automatically runs this report when you close an accounting period.

If you calculate collections effectiveness for a closed period, and the value you specify for the Report Date option for this report is either on or after the end date of this period, Receivables stores the results. You can display these results the next time you run the report.

Receivables converts all foreign currency receipt and debit items into your functional currency for this report.

Receivables stores the information it generates for this report, and then displays it in the subsequent period's report as prior period information.

### **Collection Key Indicators Report**

Use this report to review and manage your collectors productivity. Receivables gives you a percentage breakdown of call topics and responses for each of your collectors within the date range that you specify.

This report contains three sections. The first section of this report contains information about the number of customer calls made by each collector. The second section contains information about your customer responses. The third section contains information about the outcome of your collectors calls.

### **Collections by Collector Report**

Use this report to review payment applications that each collector helped to collect. You also use this report to see which debit items are fully paid to determine how effective your collectors are at collecting customer payments. Receivables automatically sorts your information by collector and prints a line for each payment received within the cash collection date range that you specify.

### **Collections Receipt Forecast Report**

Use this report to review your collector's estimates of how much cash they expect to receive as entered in the Customer Calls window. Receivables prints forecasting information for your invoices, debit memos, and chargebacks, along with any notes your collectors record during the call. This report is printed by currency and provides currency totals.

### **Collector Call History Report**

This report gives you collector call information for the call date range that you specify. You can also specify a range of invoice numbers, collectors, and customers to include in your report. Leave a field blank if you do not want to limit the content of your report

(for example, to include information for all customers, leave the Customer Name parameter blank).

### **Collector's Follow-Up Report**

Use this report to review a list of items that require your collectors to perform collection follow-up actions. You can use this report as a follow-up to-do list. This report enables you to quickly follow-up on open issues regarding debit memos, invoices, and chargebacks. You enter follow-up dates and actions in the Customer Calls window.

### **Commitment Balance Report**

Use this report to review summary information for your customer commitments. Receivables prints each commitment displaying information about the commitment, customer, primary salesperson, and other commitment information. Receivables also automatically prints all invoices and credit memos against the initial commitment, and displays the remaining balance of the commitment.

### **Consolidated Billing Invoices**

Use the Print Consolidated Billing Invoices window to:

- Print new (final) consolidated billing invoices
- Print draft consolidated billing invoices and accept or reject them
- Reprint draft or final consolidated billing invoices

When reprinting consolidated billing invoices, you can select either summary or detail format, regardless of how the customer's profile class is set up.

### **Credit Hold Report**

Use this report to review your customer accounts that are on credit hold. You can place customers on credit hold in the Customers or the Customer Accounts window.

### **Cross Currency Exchange Gain/Loss Report**

Use this report to review detailed information about your cross currency settlements.

### **Customer Balance Revaluation Report**

Use this report to identify customers with credit (negative) balances. In many countries you are required to enter a manual journal entry to adjust the general ledger balance for such customers.

Use the result of this report to determine the amount you need to manually adjust your general ledger balance to reflect the difference between the original balance and

revaluated balance. You would then reverse this entry at the beginning of the following period to resynchronize your receivables with general ledger accounts.

### **Customer Credit Snapshot Report**

Use this report to see an overview of your customer's credit history. This report provides aging, customer credit history, and a brief look at the last transactions Receivables recorded for this customer.

### **Customer Follow-Up History Report**

Use this report to review a history of collection calls for each customer and see what further action to take as a result of a previous call. You can view the call topics, promise dates, and collector comments for follow-up calls for the date range you specify. Use the Payment Promises report to see what your customers promised in more detail.

### **Customer Interface Transfer Report**

Receivables generates the Customer Interface Transfer report each time you run Customer Interface. This report lists the number of records imported into each table and records specific error messages describing any problems. If a record in the interface tables has several problems, the Customer Interface Transfer report displays multiple error messages to help you fix all of the problems in one step. You can then interface the records successfully the next time you run Customer Interface.

### **Customer Listing Detail and Summary Reports**

Use the Customer Listing Detail report to review detail customer information entered for each customer.

Use the Customer Listing Summary report to review summary information about your customers. You can view customer name, customer number, status, and any addresses and site uses you entered for your customers.

### **Customer Merge Execution Report**

Use the Customer Merge Execution report to review the customers and site uses involved in the merge process. Receivables automatically generates this report when you initiate the Customer Merge program.

The report heading displays the request ID for your concurrent process. The report body displays Inactive or Delete in the Status column to indicate the status of your old customer or site use. It displays an error message if the Customer Merge program failed.

You can also review details of past merges online using the Merge Customers window.

### **Customer Profiles Report**

Use this report to review customer profile information assigned to each customer or customer site. You can also review any changes made to your existing customer profiles in the Customer Profile Classes window.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables sorts information using the value of the Alternate Name field in the Customers window.

### **Customer Relationships Listing**

This report lets you review all customer relationships that are defined. It includes the name and number of the primary and related customers, whether the relationship is reciprocal, and any comments. The report lists all active relationships, followed by the inactive ones.

### **Deposited Cash Report: Applied Detail/Open Detail Reports**

Use these reports to view your daily cash activity and reconcile Receivables with your bank statement. The Applied Detail report lists all applied amounts, unapplied amounts, and applied miscellaneous cash. The Open Detail report lists the total applied, unapplied, NSF, and on-account amount for each deposit date. Receivables prints information based on the deposit date you enter in the QuickCash and Receipts windows.

### **Discount Projection Report**

Use this report to review your exposure to discounts. You can specify a date on which all of your customers pay for their outstanding debit items for this report. Receivables then calculates your projected discount based on this date. You can also specify whether to calculate your discount exposure for earned discounts, unearned discounts, or both earned and unearned discounts.

If you set the Allow Unearned Discounts field to No in the QuickCash window, this report does not display any unearned discounts. In this case, you cannot submit this report if you want to review only your unearned discount exposure.

### **Disputed Invoice Report**

Use this report to review all disputed invoices, debit memos, and chargebacks. Receivables prints information for each disputed debit item and displays totals in the entered currency. You can also review the collector name and any comments included

with each debit item. You can place items in dispute or remove dispute status in the Customer Calls and Transaction windows.

### **Dunning History Report**

Use the Dunning History report to review the complete dunning history of your overdue items. This report prints the details of each dunning correspondence that included these items.

Use the Submit Requests window to run the Dunning History report.

### **Dunning Letter Generate**

Use Dunning Letter Print to print your dunning letters. Receivables provides a default dunning letter set named STANDARD which includes dunning letters STANDARD 1 - 3. Use the Dunning Letters - Preliminary report to see a list of customers that will be included in your next dunning cycle.

### **Dunning Letters: Preliminary Report**

Use the Dunning Letter - Preliminary report to print a report of customers that you are including in your next dunning.

This report lets you view the details of all invoices, debit memos, and chargebacks you are dunning, such as customer name, bill-to address, debit item number, transaction type, purchase order, creation date, due date, days past due, amount, and balance due. This report associates the payment transactions with the customer's locations. Run this report from the Submit Request window by entering Dunning Letters - Preliminary in the Request Name field.

### **Duplicate Customer Report**

Use the Duplicate Customer Report to highlight possible duplicate customers. The Duplicate Customer Report lists the company or agency name, address, location, city, state, postal code, and country. Receivables groups possible duplicate customer information together for you to review. Use this information to consolidate duplicated customer information.

### **European Sales Listing**

Use this listing to produce a detail or summary listing of all sales to customers in European Union (EU) member states other than your own. You can run this report from the Submit Requests window in either Detail or Summary mode. The report is sorted by member state, with a second sort by VAT number. Sales are totalled by member state.

### **Format Automatic Receipts Report**

Use this report to review the standard format of an automatic receipt. Receivables provides a standard format that you specify in the Automatic Print Program field of the Receipt Classes window. If you require a different format for your receipt print program, you must copy the standard program provided, and then modify it accordingly. These receipts are sent to the customer either as notification or for confirmation.

### **Format Automatic Remittances Report**

Use this report to review the standard format of your automatic and manual remittances. Receivables provides a standard format that you specify in the Automatic Print Program field of the Receipt Classes window. If you require a different format for your receipt print program, you must copy the standard program provided, then modify it accordingly. This remittance report is sent to the bank to initiate the transfer of funds.

### **Incomplete Invoices Report**

Use this report to review all of your incomplete invoices, debit memos, credit memos, and on-account credits. Incomplete invoices do not update your open receivables balance nor do they display on your agings. Use the Transactions window to complete your invoice or debit memo once you update them. For credit memos and on-account credits, use the Credit Memos window.

### **Inter-Company Invoice Report**

Before you transfer transactions to your general ledger, use the Inter-Company Invoice report to see a list of all transactions whose receivables and revenue accounts have different company segments.

### **Inter-Company Receipts Report**

Use this report to review payments that were sent from one company and applied to another company, but have not yet posted. Before you post these receipts, review this report, then correct any errors in the transactions.

The totals for companies with inter-company transactions are inflated or deflated by the total amount of the inter-company transactions.

Each payment appears in two company reports: As a credit item in the company that received the cash payment, and as a debit item in the company that owns the invoice.



### **Invoice Exception Report**

Use this report to help you match your revenue accounts to your accounts receivable. Receivables lists all transactions where Open Receivables is set to No. These transactions appear on your Transaction Register, but do not display in your agings. The report will be sorted by company with each invoice allocated to a company via its receivables account. An invoice is associated to a receivables account by its transaction type.

### **Invoice Print Preview Report**

Use this report to review the invoices, debit memos, chargebacks, deposits, guarantees, credit memos, and on-account credits that will print if you specify these report parameters. You can submit this report from either the Print Invoices or the Submit Requests window.

### **Invoices Awaiting Automatic Receipt**

Use this report to review a list of transactions that have been designated for automatic receipt application (for example, that have been assigned an automatic payment method). You can review all transactions that are in different stages of the creation process. These stages include creating, approving, and formatting. Receivables does not display transactions that have been confirmed, or approved for automatic receipt with a receipt class of Require Confirmation set to No, in this report.

### **Invoices Posted to Suspense**

Use this report to view a list of all transactions that have revenue amounts posted to suspense accounts. Revenue amounts may be posted to a suspense account if you are importing invoices through AutoInvoice and the amount you specified for an invoice line does not match the price multiplied by quantity. Receivables groups and prints revenue amounts by company, postable status, and currency.

### **Journal Entries Report**

This report, in conjunction with the Account Analysis report in Oracle General Ledger, provides information needed to reconcile your accounts receivable sub-ledger with the Oracle General Ledger. Using this report you can review the details that make up your general ledger journal entries.

### **Journal with GL Details Report**

Use this report to identify the Oracle General Ledger journal entries imported from particular transactions in Receivables. Transactions that have not been transferred to Oracle General Ledger are marked with an indicator. You can list your transactions

either sorted and grouped by Document Sequence Number or the GL Date of the transactions.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

### **Key Indicators: Daily Summary and Summary Reports**

Use the Key Indicators - Daily Summary report to compare current invoice and credit memo activity to a prior period. You can review the current period totals, prior period totals, and the percent change from prior period to current period. When you enter the current period and prior period range, Receivables prints the count and amount of invoices entered through AutoInvoice, invoices entered manually, standard credit memos, and on-account credit memos entered.

### **Lockbox Execution Report**

Receivables automatically generates the Lockbox Execution report each time you run AutoLockbox.

Receivables generates the Import section when you submit the import step of AutoLockbox. Receivables prints a line at the end of the Import section informing you of any rejected or discarded files.

Receivables generates the Validation section when you submit the validation step of AutoLockbox. Use this section of the Lockbox Processing Report to see the number of records that pass or fail validation. You can also see the total amount and number of receipts in each lockbox transmission.

Receivables displays the lockbox record information for each record processed. The lockbox information includes the number of receipts in the lockbox that met the criteria for each category.

Lockbox automatically transfers all receipt records that have a Success status to the QuickCash tables. If you set the Allow Partial Applications check box to Yes in the Submit Lockbox Processing window,

Lockbox also transfers records that do not have a Success status, but will not be able to apply them. Receivables lists all errors and their definitions by error number to help you identify the reason a record failed validation.

### **Miscellaneous Transactions Report**

Use this report to review your miscellaneous receipts activity. You enter your non-invoice related receipts such as investment income, interest income, refunds, and revenue from stock sales as miscellaneous transactions in the Transactions window. Receivables prints deposit date, batch information, receipt information, code combination, and the percent allocated to each account for each receipt.

### **Notes Receivable Report**

The Notes Receivable Report lets you view general information about your notes receivable.

The Notes Receivable report does not include notes that have a status of Returned, Delinquent, or Repurchased.

### **Open Items Revaluation Report**

Use this report to reevaluate your open items, for example, invoices, commitments, and credit and debit memos that are not fully paid. This report takes into account the changes of the value due to changes in the foreign currency rates. Use the result of this report to determine the amount you need to manually adjust your general ledger balance to reflect the difference between the original balance and revaluated balance.

### **Ordering and Grouping Rules Listing**

Use this report to review the Ordering and Grouping rules you created in the Grouping Rules and the Invoice Line Ordering Rules windows. AutoInvoice uses these rules for ordering lines and grouping transactions when creating transactions.

### **Other Applications Report**

Use this report to review all invoices against guarantees, invoices against deposits, and credit memos against invoices, guarantees, and deposits.

### **Past Due Invoice Report**

Use this report to view information about your customer's past due invoices, debit memos, deposits, chargebacks, and guarantees.

### **Payment Terms Listing**

Use this listing to review all standard and negotiated payment terms you entered in the Payment Terms window.

### **Post QuickCash Execution Report**

Receivables automatically generates this report each time you submit Post QuickCash or AutoLockbox. The report is printed in two sections. The first section contains detailed payment information for each receipt. The second section contains summary information for the receipt batch.

### **Posting Execution Report**

Use this report to view a summary of all transactions by category and currency that make up your entries to your general ledger. The sum of the entries in the General Ledger Journal Report is equal to the sum of all of the categories of transactions that your Posting Execution Report includes for the same period.

If there are unposted items within the general ledger date range that you specify that are out of balance, Receivables prints the Receivables Unposted Items Report, and does not transfer these items to your general ledger.

### **Projected Gains and Losses Report**

Use this report to review open foreign currency invoices, debit memos, and chargebacks revalued according to the revaluation rate that you specify. Receivables compares the revalued amount of each debit item with the entered amount and prints the unrealized gain or loss. Receivables automatically sorts report information by customer name and then by invoice type for each customer.

Receivables prints the total debit item foreign currency amount for each invoice type, by currency. Additionally, Receivables prints the unrealized gain or loss for each transaction type and subtotals for each transaction type and customer. This report includes a Currency Totals section so you can review your unrealized gain and loss totals by currency.

### **Receipt Analysis - Days Late Report**

Use this report to review your customer receipts. You can easily see which customers are constantly past due with their receipts. This report provides details of each receipt by customer, including the receipt number, amount paid, and days late. Receivables also calculates the weighted average days late for each customer so you can see how costly the late receipts are to your company.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables sorts information in this report using the value of the Alternate Name field in the Customers window.

### **Receipt Journal Report**

Use this report to review details of receipts that appear in your Journal Entries report. The Journal Entries report shows the receipt numbers that contribute to a particular GL account. Use the receipt number to view the detailed information on the Receipt Journal report.

### **Receipt Promises Report**

Use this report to review collector call information for invoices, debit memos, and chargebacks with promise dates and promise amounts entered through the Customer Calls window. You can easily see what commitments your customers made and decide what follow-up action to take.

You can submit this report from either the Print Collection Reports or the Submit Request windows.

### **Receipts Awaiting Bank Clearance**

Use this report to review a list of receipts that are waiting to be cleared by your remittance bank. This includes automatic and manual receipts that have been remitted but not cleared and have bank clearance as a step for the receipt class. Also, automatic and manual receipts that have been confirmed and require bank clearance, but do not require remittance as a step for the receipt class will be included in this report.

### **Receipts Awaiting Remittance Report**

Use this report to review a list of manual and automatic receipts that are awaiting remittance to your bank. Before an automatic receipt can be included in this report, it must be confirmed or created as confirmed, and the receipt class assigned to it must have Require Remittance set to Yes. Before a manual receipt can be included in this report, the receipt class assigned to it must have Require Remittance set to Yes. You can review all receipts waiting to be sent to your remittance bank or receipts that are in different stages of the remittance process.

Once a receipt has been approved for remittance it will no longer be displayed in this report.

Receipts that have started, but not yet completed, the creation or approval process also appear in this report.

### **Receipt Register**

Use this report to review a list of receipts for the date range that you specify.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables will sort information using the value of the Alternate Name field in the Customers window.

### **Receipts Without Sites Report**

Use this report to review all receipts that do not have an address assigned to them. The address is required to determine on which bill-to site's statement the receipt should appear.

### **Receivables Key Indicators: Daily and Summary Reports**

Use the Receivables Key Indicators - Daily report to view summary information for a specific accounting period and compare it to another period. You can compare your current period to any prior period.

Receivables summarizes all of your transactions for the two periods so you can spot, track, and take action on developing trends.

These reports let you view changes in your receivables activity or measure your employees performance and productivity.

### **Remittance Batch Management Report**

Use this report to review the status of your remittance batches and a total for the remittance batches in each currency within a status. Receivables automatically sorts the batches by status, but you can order the information within each status by batch name or remittance account.

This report also displays remittance batches that have started, but not completed, the creation, approval, or formatting process.

### **Remittance Format for Bills of Exchange Report**

Use this report to review the format of an automatic remittance for Bills of Exchange for Spanish Globalizations. You specify this format in the Remittance Print Program and Factoring Print Program fields in the Remittance Bank region of the Payment Methods window. This report is sent to the bank to initiate the transfer of funds.

### **Remittance Format for Bills of Exchange Report**

Use this report to review the format of an automatic remittance for Bills of Exchange for Spanish Globalizations. You specify this format in the Remittance Print Program and Factoring Print Program fields in the Remittance Bank region of the Payment Methods window. This report is sent to the bank to initiate the transfer of funds.

### **Revenue Recognition Program Execution Report**

Use the Revenue Recognition Execution report to review all revenue distributions created for the specified period for invoices that use invoice and accounting rules.

Receivables automatically creates the Revenue Recognition Execution report when you run the Revenue Recognition program and when you run the GL Transfer Program.

### **Reversed Notes Receivable Report**

The Reversed Notes Receivable report lets you view information about your reversed notes receivable.

### **Reversed Receipts Report**

Use this report to review receipt reversals. You reverse receipts when your customer stops the payment or when your payment comes from an account with non-sufficient funds.

The first section of the report contains receipts you reversed by reopening the items. The second section contains receipts you reversed by creating a debit memo.

### **Sales Journal by Customer**

Use this report to review all transactions. The summary totals for the sales journal are by posting status, company, and transaction currency.

### **Sales Journal by GL Account**

Use the Sales Journal by GL Account to reconcile with your Transaction Register. You also use the Sales Journal by GL Account when you balance your accounts receivable aging to your general ledger.

To match both foreign and functional currency amounts to your general ledger, run your Sales Journal by currency. If you want to preview your post to see if your debits match your credits, run the Sales Journal with a posting status of Unposted.

### **Sales Tax Listing**

Use this report to review all home country locations that were ever used and the sales tax rates for these locations. The report lists each location, the postal code range covered by the location, the tax rates, the period for which the rates are valid, and the accounting flexfield associated with the sales tax.

### **Sample Dunning Letter Print**

Use the Sample Dunning Letter Print to review a copy of your dunning letters. You can print one of the STANDARD or USER dunning letters that Receivables provides, or your custom dunning letters.

### **Standard Memo Lines Listing**

Use this listing to review all standard memo lines you entered in the Standard Memo Lines window. You can enter standard memo lines for charges, freight, line, and tax. Receivables displays all information you entered for each standard memo line.

### **Supplier Customer Netting Report**

This report displays the net balance in Oracle Payables and Oracle Receivables for any vendors and customers who have the same name, NIF code, or VAT registration.

The Supplier Customer Netting report shows a transaction listing and total balance for Receivables and Payables where the transactions are in the selected currency and for the selected range of customers or vendors. The report calculates a net amount owed where a customer and vendor exist with exactly the same name. This amount is calculated as receivables minus payables.

### **Tax Code Listing**

Use this report to review the tax codes that you have defined. For each tax code, Receivables lists the tax rate, tax type (VAT or sales tax), whether ad hoc tax is allowed, and the date range that the tax code is active.

### **Tax Exceptions Listing**

Use this report to review a list of all item tax exceptions you defined in the Item Tax Rate Exceptions window. Item tax exceptions are tax rates that you assign to an inventory item that is shipped to a specific shipping address. Receivables displays tax rates that were originally assigned to the Location flexfield as well as the tax exception rates.

### **Tax Exempt Customer Report**

Use this report to review customers with a tax exemption. Full tax exemptions are assigned in the Tax Exemptions window. For each exemption, Receivables lists the customer name, customer number, location code, site, tax code, the percentage of the customers debt that is exempt, reason code for the exemption, the date range when it is active, and the exemption status.

### **Tax Interface Report**

The Tax Interface report provides information on the tax data you have loaded into Receivables or are reviewing for an upload. The report displays each senior location on a separate page. The Tax Interface report is automatically generated when you run the Sales Tax Rate Interface program.

### **Tax Received Report**

Use this report to review the amount of taxes you received for each taxable debit item. The Tax Received report automatically sorts by tax code and lets you see how much tax you received for the GL date range that you specify or for a specific tax code.

**Note:** This report displays the Amount Received in the currency of the transaction.



### **Tax-only: Open Invoices Report**

Use this report to review invoices where all amounts have been paid or credited except the tax amount. These are invoices where the tax amount may be in dispute. Use this report to highlight potential problems.

### **Transaction Batch Sources Listing**

Use this listing to review all batch sources that you defined in the Transaction Sources window.

### **Transaction Detail Report**

Use this report to review all of the information you entered for your invoices, credit memos, debit memos, chargebacks, guarantees, and deposits.

### **Transaction Reconciliation Report**

Use this report to identify the General Ledger journal entry lines imported from specific transactions in Receivables. Transactions that have not been transferred to General Ledger are marked with an indicator.

This report totals the debits and credits for each transaction, customer, and customer site.

### **Transaction Register**

Use the Transaction Register to check that all postable items are reflected in your Sales Journal. Use the following formula to ensure that the Transaction Register matches your Sales Journal:

Transaction Register (postable items) + 2 (credit memo total) = Sales Journal (debits + credits)

You must adjust the Transaction Register total for any credits because they are negative in the Transaction Register and positive in the Sales Journal. Receivables groups and prints transactions by company, currency, and postable status.

You also use the Transaction Register when you balance your revenue accounts to your accounts receivable aging. Use the following formula to ensure that your revenue accounts match your accounts receivable:

This month's aging = Last month's aging + Transaction Register - Adjustment Register total - Invoice Exception Report total - Payments

You must use the Invoice Exception Report to adjust the Transaction Register for any transactions that do not show up on your agings. You also must use the Adjustment Register to adjust for amounts applied to commitments because the Transaction

Register displays both the commitment amount and the applied amount and the agings only show the commitment amount.

### **Transaction Types Listing**

Use this report to review the standard transaction types you entered in the Transaction Types window.

### **US Sales Tax Report**

Use this report to review your tax liability to the various tax authorities around the US. The US Sales Tax report includes all invoices, credit memos, and adjustments broken down by ship-to state, county, and city and lists taxable, exempt, and tax amounts. This report is used as the basis for the periodic Sales Tax Returns required by each state. This report provides all of the transaction detail from your Receivables subledger to let you to reconcile these returns against your general ledger balances. In addition, a summary is provided of the total amount exempt for each reason. The US Sales Tax report supports only accrual basis reporting and is only used for United States sales tax.

### **Unapplied Receipts Register**

Use the Unapplied Receipts Register to review detailed information about your customers on-account and unapplied payments for the date range that you specify. You can use this report to determine how much your customer owes after taking into account all on-account and unapplied amounts. Receivables displays information about your on-account or unapplied payment such as GL date, batch source, batch name, payment method, payment number, payment date, on-account amount, and unapplied amount.

### **Unposted Items Report**

Receivables prints the Unposted Items Report for all items that are not posted for the specified GL date range. The General Ledger Interface Program automatically generates this report if there are items that you attempt to transfer to your general ledger that are out of balance.

In this case, Receivables prints a reminder on the Posting Execution Report to check your log file for out of balance items.

### **Update Customer Profiles Report**

Receivables automatically generates this report when you select either Update All Profiles or Update All Uncustomized Profiles when saving changes in the Customer

Profile Classes window. Receivables does not generate this report if you select Do Not Update Existing Profiles.

### **Customers with Invoices at 0 VAT and no VAT Registration Number**

Use this report as part of the VAT Reconciliation Report Set to display all customers within the European Community that have not paid VAT, but have not provided you with a VAT Registration Number to exempt them from VAT.

### **VAT Exception Report**

Use the VAT Exception Report as part of your VAT reconciliation to review any Receivables subledger transactions that meet one or more of the following VAT exception criteria:

- The transaction has item lines with no accompanying tax lines.
- The transaction has item lines that reference general ledger tax accounts.
- The transaction is a discount, adjustment, or miscellaneous receipt that references general ledger tax accounts.
- The transaction is a miscellaneous receipt that has no tax code.
- The transaction is an adjustment of type Tax.

You should correct every transaction on this error report or manually calculate the impact to your return before completing your VAT reconciliation.

### **VAT Reconciliation Report**

To ensure the collection of value-added tax (VAT), each country requires periodic VAT returns detailing the taxable and tax amounts for every tax code with point of supply within your VAT registration. These returns must be supported by reports that include all transactions for which VAT should have been charged.

Use the VAT Reconciliation Report to prepare the Output VAT portion of your periodic VAT returns. This report lists the taxable and tax amounts, by tax account, of all your Receivables transactions for a given period to enable you to identify and review your VAT liability for various tax codes.

**Note:** Receivables lets you assign a unique general ledger account or sub-account for each tax code using the Tax Codes and Rates window. Additionally, the VAT Reconciliation Report provides all transaction detail from the Receivables subledger to enable you to reconcile the Output VAT portion of your VAT returns to the general ledger.

**Caution:** This report will only be accurate and allow you to reconcile transactions to your general ledger if you have not created any adjustments of type Line, Invoice, or

Freight. The VAT Reconciliation Report only includes adjustments of types Invoice and Charges when you set the Include Adjustments parameter to Yes.

**VAT Register Report**

Use this report to review your tax liability when you use Receivables for value-added tax only.

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## Practices and Solutions

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## Practice 3-1

### Instructions

Your manager has requested that you set up a customer profile class for customers with good credit ratings. The profile class will be used to assign payment terms, send statements or dunning letters, assess finance charges, and establish currency processing limits.

Your company's standard for naming profile classes includes your two-digit terminal number and a brief descriptive name for the profile class (for example, XX-Good).

Assign a collector from the available list of values. Because these customers have a good credit rating, their credit does not have to be checked before orders are entered.

Transaction numbers are used when matching receipts to invoices in AutoLockbox. The standard Auto Cash Rule Set for cash receipt application will be used for payments from these customers. When posting receipts with QuickCash, any leftover receipt remainder should default as an unapplied amount, so no rule set is required.

Customers will receive monthly statements or credit balances and, if necessary, the standard dunning letter set. No consolidated billing invoices are sent to these customers.

Payments must be received within thirty days of the invoice date. No cash discounts are provided to these customers. However, in special cases these terms may be overridden.

No finance charges will be required from customers in this profile class.

Customers with good credit ratings have a general credit limit of US\$90,000 and a limit of US\$15,000 on any single order. Set all other currency rates and limits in the Profile Class Amounts alternative region of the Customer Profile Classes window to US\$100.

For all other fields accept the default values.

Record your profile class name: \_\_\_\_\_

## Practice 3-1 Solution

Navigate to the Customer Profile Classes window:

- 1 (N) Customers—>Profile Classes

The screenshot shows the 'Customer Profile Classes' window with the following settings:

- Name:** XX-Good
- Customers with Good credit ratings**
- Active
- Profile Class:** (Dropdown menu)
- Credit:**
  - Collector: Kerry
  - Tolerance: 0
  - Credit Check
- Receipts:**
  - Match Receipts By: Transaction Number
  - Auto Cash Rule Set: Standard
  - Remainder Rule Set: (Blank)
  - AutoReceipts Include Disputed Items
- Statements:**
  - Send Statement
  - Send Credit Balance
  - Cycle: Monthly
- Consolidated Billing Invoice:**
  - Send
  - Format: (Dropdown menu)
- Terms:**
  - Payment Terms: 30 Net
  - Override Terms
  - Allow Discount
  - Discount Grace Days: (Blank)
  - Receipt Grace Days: 0
- Finance Charges:**
  - Charge Interest
  - Compound Interest
  - Days In Period: (Blank)
- Invoicing:**
  - Tax Printing: Total Tax Only
  - Grouping Rule: DEFAULT
- Dunning:**
  - Send Letters
  - Letter Set: STANDARD

- 2 Enter data and clear or select items:

**Name:** Enter XX-Good and a longer descriptive name if desired. Replace XX with your terminal number.

**Collector:** Select one from the available list of values.

**Tolerance:** Set tolerance to zero.

**Credit Check:** Clear the check box.

**Match Receipts By:** Select Transaction Number from the list of values.

**Auto Cash Rule Set:** Select Standard from the available list of values.

**Remainder Rule Set:** This field should be blank. Delete any text.

**AutoReceipts Include Disputed Items:** Can be selected or clear.

**Send Statement:** Select the check box.

**Send Credit Balance:** Select the check box.

**Cycle:** Select Monthly from the available list of values.

Consolidated Billing Invoice: Clear the Send check box.

Format: This field should be blank. Delete any text.

Payment Terms: Select the net 30 days option from the available list of values.

Override Terms: Select the check box.

Allow Discount: Clear the check box.

Discount Grace Days: This field should be blank. Delete any numbers.

Receipt Grace Days: Enter zero.

Charge Interest: Clear the check box.

Compound Interest: Clear the check box.

Days in Period: This field should be blank. Delete any numbers.

Tax Printing: Select Total Tax Only from the available list of values.

Grouping Rule: Select DEFAULT from the available list of values.

Send Letters: Select the check box.

Letter Set: Select STANDARD from the available list of values.



**3** Select the Profile Class Amounts alternative region.

**Customer Profile Classes**

Action Edit Query Go Folder Special Help

Name:    Active

**Profile Class Amounts**

Currency:

Currency Rates and Limits	
Finance Charges Interest Rate	<input type="text"/> %
Max Interest Per Invoice	100.00
Min Customer Balance For Finance Charges	100.00
Min Invoice Balance For Finance Charges	100.00
Min Receipt Amount	100.00
Min Statement Amount	100.00
Min Dunning Amount	100.00
Min Dunning Invoice Amount	100.00
Credit Limit	90,000.00
Order Credit Limit	15,000.00

[ ] [ ]

- 4** Select the Currency field, and then select the USD currency from the available list of values.
- 5** Enter the values as shown in the Currency Rates and Limits region.
- 6** Save and proceed.

## Practice 4-1

### Instructions

Your company has just acquired a new customer named XX-Mega Marts and your manager wants you to enter all of the information relating to this customer using the Standard Customer Entry method.

Your manager has determined that XX-Mega Marts should have a good credit rating.

XX-Mega Marts will have a primary bill-to address and two ship-to addresses. One of the ship-to addresses will be a secondary address. Your instructor will provide the bill-to and the ship-to addresses information which, is necessary for tax calculation.

Add one contact, with a telephone number, per address.

**Hint:** Telephone numbers can be saved for an address as well as for individual contacts at that address.

## Practice 4-1 Solution

Navigate to the Customer window:

- 1 (N) Customers—>Standard

The screenshot shows the 'Customers - Standard' window. The 'Customer Name' field is populated with 'XX-Mega Marts'. The 'Profile Class' field is set to 'XX-Good'. The 'Type' field is set to 'External'. The 'Active' checkbox is checked. The 'Classification' dropdown is set to 'Customer'. Other fields like 'Number', 'Taxpayer ID', 'Reference', 'Category', 'SIC Code', 'Tax Calculation', 'Ship Partial', 'Carrier', 'Order Type', 'Freight Terms', and 'Sales Channel' are empty.

- 2 Enter XX-Mega Marts in the Customer Name field.
- 3 In the Profile Class field select the profile class appropriate for customers with good credit ratings.
- 4 Navigate to the Addresses alternative region.
- 5 Select the New button.

Customer Addresses - Mega Marts. [New]

Action Edit Query Go Folder Special Help

Country **United States** EDI Location

Address **Accounts Payable Department**  
**100 Central Street**

Alternate Name  City **Chicago** State **IL**

Postal Code **00000** Province  County **Cook**

Reference  Language   Active

Category  [ ]

**Business Purposes**

Usage	Location	Bill To Location	Primary	Active	[ ]
<b>Bill To</b>	<b>Headquarters</b>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[ ]
			<input type="checkbox"/>	<input type="checkbox"/>	[ ]
			<input type="checkbox"/>	<input type="checkbox"/>	[ ]
			<input type="checkbox"/>	<input type="checkbox"/>	[ ]
			<input type="checkbox"/>	<input type="checkbox"/>	[ ]
			<input type="checkbox"/>	<input type="checkbox"/>	[ ]

New Open

- 6 Enter the street address for the bill-to location.
- 7 Enter the city. The state and county default values should appear.
- 8 Select the appropriate postal code from the list of values.
- 9 Navigate to the Business Purposes region.
- 10 In the Usage field, select Bill-To from the list of values.
- 11 Manually enter “Headquarters” in the Location field.
- 12 Select the Primary and Active check boxes.
- 13 Navigate to the Contacts: Roles alternative region.

Customer Addresses - Mega Marts, [New]

Action Edit Query Folder Special Help

Country **United States** EDI Location

Address **Accounts Payable Department**  
**100 Central Street**

Alternate Name  City **Chicago** State **IL**

Postal Code **00000** Province  County **Cook**

Reference  Language   Active

Category  [ ]

**Contacts : Roles**

Contact Name							Active	[ ]
Last	First	Title	Job	Mail Stop	Reference			
<b>Smith</b>	<b>Jane</b>	<b>Ms.</b>	<b>Dept. Mgr.</b>			<input checked="" type="checkbox"/>	<input type="text"/>	
						<input type="checkbox"/>	<input type="text"/>	
						<input type="checkbox"/>	<input type="text"/>	

**Roles**

Description	Primary	[ ]
<b>Bill To</b>	<input checked="" type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="text"/>

- 14 Enter data in the Contacts: Roles alternative region. Note that lists of values are available for the Contact Name title and the Roles description.
- 15 Select the Primary check box.
- 16 Navigate to the Contacts: Telephones alternative region to enter telephone numbers for the contact you have created. When entering contact telephones information, select the General type from the list of values.
- 17 Save and then navigate back to the Customers - Standard window to enter the other addresses and contacts for this customer.

The screenshot shows the 'Customers - Standard' form in Oracle. The form has a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu bar, there are several input fields: 'Customer Name' with the value 'XX-Mega Marts', 'Number' with the value '1109', 'Alternate Name', 'Taxpayer ID', and 'Tax Registration Num'. There is also a checked 'Active' checkbox. Below these fields is a section titled 'Addresses' with a dropdown arrow. Underneath, there is a list of addresses with a vertical scrollbar on the left. The list contains three entries: 'Accounts Payable Department, 100 Central Street, Chicago, Cook, IL, 00000, United States', 'XX-Mega Marts Factory, 2000 Industry Street, Chicago, Cook, IL, 00000, United States', and 'XX-Mega Marts Warehouse, 567 Boundary Road, Chicago, Cook, IL, 00000, United States'. At the bottom right of the form, there are two buttons: 'New' and 'Open'.

18 Save and proceed after you enter all addresses for a customer.

## **Practice 4-2**

### **Instructions**

Your company has acquired a customer named XX-Giant Distributors. Your manager has determined that XX-Giant Distributors should have a good credit rating. XX-Giant Distributors will have one bill-to address and one ship-to address. Your instructor will provide you with the Bill-To and the Ship-To addresses. Add one contact, with a telephone number, per address.

## Practice 4-2 Solution

Navigate to the Customers window for Quick Entry:

- 1 (N) Customers—>Quick

- 2 Enter the customer name.
- 3 Select the New button.



- 4 Enter the address information, including the city name. The state and county default values should appear.
- 5 Select the appropriate postal code from the list of values.
- 6 Clear the Ship To and Market check boxes in the Business Purposes alternative region.
- 7 Navigate to the Contacts: Telephones alternative region.

**Customer Addresses - XX-Giant Distributors, [New]**

Action Edit Query Go Folder Special Help

Country:  EDI Location:

Address:

Alternate Name:

City:  State:   
 Postal Code:  Province:  County:   
 Reference:  Language:   Active

Category:

**Contacts : Telephones**

Contact Name							Active	
Last	First	Title	Job	Mail Stop	Reference			
Williamson	John	Mr.	AP Mgr.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	

**Contact Telephones**

Area Code	Telephone Number	Extension	Type	Primary	Active	
321	456-9876		General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 8 Enter the customer data. When entering contact telephones information, select the General Type from the list of values.
- 9 Save, and then enter the other address.
- 10 When all data is entered for the customer, save and proceed.

## **Practice 4-3**

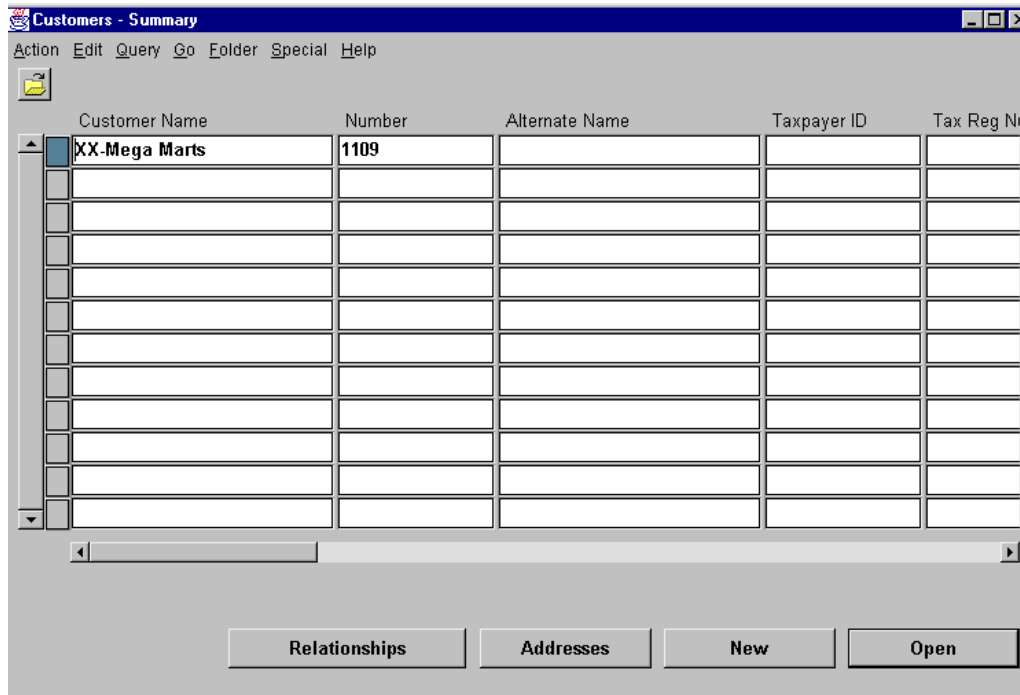
### **Instructions**

Your manager tells you that because XX-Giant Distributors is a subsidiary of XX-Mega Marts, the two customers should be set up so that they can pay bills for each other and share contractual commitments.

## Practice 4-3 Solution

Navigate to the Customer Summary window:

- 1 (N) Customers—>Summary



- 2 Query for the parent customer.
- 3 Select the Relationships button.

Customer Name **XX-Mega Marts** Number **1109**

Alternate Name \_\_\_\_\_ Taxpayer ID \_\_\_\_\_

Tax Registration Num \_\_\_\_\_  Active [ ]

**Relationships**

**Related Customer**

Name	Number	Active	Reciprocal	Type	Comment
XX-Giant Distributors	1110	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reciprocal	Giant subsidiary of Mega
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

- 4 In the Name field, query for the customer that will be part of the relationship.
- 5 Select the Active and Reciprocal check boxes.
- 6 In the Type field, select Reciprocal from the list of values.
- 7 Save and proceed.

## Practice 10-1

### Instructions

Your manager has asked you to create an invoice for consulting services as a result of a project completed for one of your customers.

The project required five days of work performed by a senior consultant. A network technician worked on the same project for ten days. Customers are charged \$1,750 per day for the services of a senior consultant and \$1,500 per day for a network technician.

Record the invoice number: \_\_\_\_\_

## Practice 10-1 Solution

Navigate to the Transactions window:

- 1 (N) Transactions—>Transactions—>Main

The screenshot shows the Oracle Transactions (Vision Operations) window. The window title is "Transactions (Vision Operations)". The menu bar includes "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The form contains the following fields and values:

- Number: (empty)
- Reference: (empty)
- Source: Manual
- Type: Invoice
- Date: 13-APR-1998
- Complete:
- Currency: USD
- Transaction: (empty)
- Class: Invoice
- GL Date: 13-APR-1998

The "Main" tab is selected. The "Ship To" and "Bill To" sections are populated with the following information:

Field	Ship To	Bill To
Name	XX-Mega Marts	XX-Mega Marts
Number	1109	1109
Location	Factory	Headquarters
Address	XX-Mega Marts Factory 2000 Industry Street Chicago, IL 00000 United States	Accounts Payable Department 100 Central Street Chicago, IL 00000 United States
Contact	(empty)	(empty)
Terms	30 Net	(empty)
Due Date	13-MAY-1998	(empty)
Commitment	(empty)	(empty)
Salesperson	(empty)	(empty)

At the bottom of the window, there are several buttons: Tax, Accounting, Sales Credits, Balances, Incomplete, Freight, Credit Installments, and Line Items.

- 2 Complete the transaction header information:

Source: Select Manual.

Class: Select Invoice.

Type: Defaults as Invoice.

- 3 Enter the transaction data:

Bill-To and Ship-To addresses: Select appropriate addresses for your first customer. Query for the Bill-To address first, using the Name field. Then select the Ship-To address from the available list of values.

- 4 Select the Line Items button.

Lines (Vision Operations) - Manual, 10379

Action Edit Query Go Folder Special Help

Total Transaction: 25,946.88 Lines: 23,750.00 Tax: 2,196.88 Freight: 0.00

Main

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Code
1		Senior Consultant	Day	5	1750	8,750.00	Location
2		Network Tech.	Day	10	1500	15,000.00	Location

Accounting Sales Credits Freight Tax

In the Main alternative region, enter the information about the items Senior Consultant and Network Technician. Select the item from the available list of values. If these items have not already been set up, enter them in the Description field.

The UOM (unit of measure) is available as a list of values.

After the list price is entered, Oracle Receivables will calculate the extended amount.

Use the Location tax code from the list of values.

- 5 Save your work.
- 6 Click on the Complete button.

## Practice 10-2

### Instructions

Your company charges new customers a one time start-up fee of \$200 plus \$1,200 in advance for one year of technical support. These two services are entered using the transaction type of Invoice Service.

**Hint:** Use a standard memo line to enter the technical support contract and a free-form line for the start-up fee.



## Practice 10-2 Solution

1 (N) Transactions—>Transactions—>Main

2 Complete the transaction information:

Source: Select Manual.

Class: Select Invoice.

Type: Invoice-Service.

Ship-To and Bill-To addresses: Select appropriate addresses for your second customer.

The screenshot shows the Oracle Transactions (Vision Operations) window. The window title is "Transactions (Vision Operations)". The menu bar includes "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help".

Transaction details:

- Number: [Empty]
- Reference: [Empty]
- Source: Manual
- Type: Invoice-Service
- Date: 13-APR-1998
- Currency: USD
- Class: Invoice
- GL Date: 13-APR-1998
- Complete:
- Transaction: [Empty]

Customer selection: Main

Ship To and Bill To information:

Field	Ship To	Bill To
Name	XX-Giant Distributors	XX-Giant Distributors
Number	1110	1110
Location	1309	1308
Address	XX-Giant Warehouse 951 Corral Road New York, NY 00000 United States	Accounts Payable Department 900 Plain Street New York, NY 00000 United States
Contact	[Empty]	[Empty]

Terms: 30 Net

Due Date: 13-MAY-1998

Commitment: [Empty]

Salesperson: [Empty]

Buttons: Tax, Accounting, Sales Credits, Balances, Incomplete, Freight, Credit Installments, Line Items

3 Select the Line Items button. In the Main alternative region, enter the information about the start-up fee and select the 1 year support agreement from the list of values.

Lines (Vision Operations) - Manual, 10380

Action Edit Query Go Folder Special Help

Transaction      Lines      Tax      Freight

Total      1,400.00      1,400.00      0.00      0.00     

Main

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Code
1		Start-up Fee	Each	1	200	200.00	
2		1 Year Support Agr	Year	1	1200	1,200.00	

Accounting      Sales Credits      Freight      Tax

- 4 Save your work.
- 5 Click on the Complete button.

## **Practice 11-1**

### **Instructions**

The customer who used the services of a network technician in a prior practice has decided to proceed with a project that requires one year of consulting service from a network technician. The customer will not be invoiced until the project has been completed. The total amount to be invoiced to the customer when the project is completed will be \$150,000.

Record the invoice number: \_\_\_\_\_

## Practice 11-1 Solution

Navigate to the Transactions window:

- 1 (N) Transactions—>Transactions
- 2 Enter the header information as shown below.

The screenshot shows the Oracle Transactions (Vision Operations) window. The window title is "Transactions (Vision Operations)". The menu bar includes "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help".

Header information fields:

- Number: [Empty]
- Reference: [Empty]
- Source: Manual
- Type: Invoice
- Date: 14-APR-1998
- Complete:
- Currency: USD
- Transaction:
- Class: Invoice
- GL Date: 14-APR-1998

Main menu: Main

Ship To and Bill To information:

Field	Ship To	Bill To
Name	XX-Mega Marts	XX-Mega Marts
Number	1109	1109
Location	Factory	Headquarters
Address	XX-Mega Marts Factory 2000 Industry Street Chicago, IL 00000 United States	Accounts Payable Department 100 Central Street Chicago, IL 00000 United States
Contact	[Empty]	[Empty]

Terms: 30 Net

Due Date: 14-MAY-1998

Commitment: [Empty]

Salesperson: [Empty]

Buttons: Tax, Accounting, Sales Credits, Balances, Incomplete, Freight, Credit Installments, Line Items

- 3 Enter the transaction information as shown above.

- In the Invoicing Rule field of the More alternative region, select the In Arrears option.

The screenshot shows the Oracle Transactions (Vision Operations) window. The 'More' alternative region is expanded, showing the following fields and values:

Invoicing Rule	In Arrears	Document Number	
Print Option	Print	Print Date	
Default Tax	Standard	PO Number	
Status	Open	PO Revision	
Finance Charges	If Appropriate	PO Date	
Cross Reference		Dispute Date	
Original Transaction			
Agreement			
Dispute Amount			
Special Instructions			
Comments			

At the bottom of the window, there are several buttons: Tax, Accounting, Sales Credits, Balances, Incomplete, Freight, Credit Installments, and Line Items. The 'Line Items' button is highlighted.

- Select the Line Items button.
- In the Main alternative region of the Lines window, enter the data for the project. Enter a free-form description of the project. Select a year as the UOM from the list of values. When you enter the unit price, the Amount field will be calculated by Oracle Receivables.
- Navigate to the Rules alternative region of the Lines window. In the Accounting field, select Monthly, 1 Year from the list of values. Oracle Receivables will determine the appropriate invoice date.

The screenshot shows a software window titled "Lines (Vision Operations) - Manual, 10382". At the top, there is a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". Below the menu bar is a summary table:

Total	Transaction	Lines	Tax	Freight
	163,875.00	150,000.00	13,875.00	0.00

Below the summary table is a "Rules" dropdown menu. Underneath is a table with the following columns: Num, Item, Description, Accounting, Duration, First Date, Last Date, and La. The first row is populated with the following data:

Num	Item	Description	Accounting	Duration	First Date	Last Date	La
1		Project Net Tech	Month, 1 Year	12	14-APR-1998		

At the bottom of the window, there are four buttons: "Accounting", "Sales Credits", "Freight", and "Tax".

- 8 To check that the proper unbilled receivables account will be used to offset the revenue recognized during the project, click the Accounting button.
- 9 Save your work.
- 10 Click on the Complete button.

## Practice 11-2

### Instructions

The customer who contracted for one year of service following a one-time start-up fee has entered into a one-year software license agreement with a total cost of \$120,000 for the year. The customer has requested invoicing on a monthly basis during the life of the agreement. Your manager has asked you to prepare the invoices that will be sent to the customer for the license period.

**Hint:** After you create the first invoice, use it as the model for the rest of the invoices.

Record your concurrent request number: \_\_\_\_\_

Record the invoice numbers: \_\_\_\_\_

## Practice 11-2 Solution

Navigate to the Transactions window:

- 1 (N) Transactions—>Transactions
- 2 Create an initial invoice to XX-Giant Distributors for \$10,000. Enter the line items using a monthly UOM and quantity of 1.

Transaction	Line	Tax	Freight
Total 10,825.00	10,000.00	825.00	0.00

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Code
1		Software License	Mont	1	10000	10,000.00	Location

- 3 Complete and save the invoice you have created and note the invoice number.
- 4 (N) Transactions—>Copy Transactions
- 5 In the Trans Number field, query for the model invoice you created. After the query returns the invoice information, note that in the Model Transaction block of the Copy Transactions window the Transaction Amount includes the appropriate taxes.
- 6 In the Rule field of the Schedule block, select the Monthly rule from the pop-up list. In the Number of Times field, enter 11.



**Copy Transactions (Vision Operations)**

Action Edit Query Go Folder Special Help

---

**Model Transaction**

Source **Manual** Trans Number **10383**  
 Currency **USD** Reference  
 Bill To **XX-Giant Distributors** Number **1110**  
 Terms **30 Net** Type **Invoice**  
 Date **14-APR-1998** Transaction Amount **10,825.00**  
 Due Date **14-MAY-1998** Transaction GL Date **14-APR-1998**

---

**Schedule**

Rule **Monthly** Number Of Times **11**  
 Number Of Days First Transaction Date **14-MAY-1998**  
 First GL Date **14-MAY-1998** Request ID **203778**

---

**New Transactions**

Transaction Number	Document Number	Trans Date	GL Date	Due Date	Amount
10384		14-MAY-1998	14-MAY-1998	13-JUN-1998	10,825.00
10385		14-JUN-1998	14-JUN-1998	13-JUL-1998	10,825.00
10386		14-JUL-1998	14-JUL-1998	13-AUG-1998	10,825.00
10387		14-AUG-1998	14-AUG-1998	13-SEP-1998	10,825.00
10388		14-SEP-1998	14-SEP-1998	13-OCT-1998	10,825.00

7 After Oracle Receivables generates the copies of the model invoice, save your work. Oracle Receivables will assign transaction numbers to invoice copies.

## Practice 12-1

### Instructions

You have discovered that one of your customers was not invoiced for freight on some training materials previously shipped. The customer agreed to accept the charges and requested a debit memo to document the charge. The freight cost was \$100, which is not taxable to your customer. Because the only amount to be invoiced is freight, your normal procedure is to enter freight at the header level. For this practice you can assign any salesperson to this customer.

Record the debit memo number: \_\_\_\_\_

## Practice 12-1 Solution

Navigate to the Transactions window:

- 1 (N) Transactions—>Transactions
- 2 Enter the required header and transaction information. In the Class field, select Debit Memo from the list of values.
- 3 Click the Line Items button.
- 4 Enter a free-form description of the reason for the debit memo. Select Each from the UOM list of values, enter a quantity of 1, and enter a unit price of 0.

Transaction	Line	Tax	Freight
100.00	0.00	0.00	100.00

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Code
1		Freight Correction	Each	1	0	0.00	Location

Buttons: Accounting, Sales Credits, Freight, Tax

- 5 Click the Freight button.

- 6 Select a carrier from the list of values. Enter any reference information. Enter 100 in the Amount field. Oracle Receivables will provide the default freight account.
- 7 Save this transaction.

Record the transaction number: \_\_\_\_\_

## Practice 12-2

### Instructions

The software licensing fee agreed to by your customer in practice 11 - 2 will be changed in the sixth month of the agreement. The licensing fee for the remaining six months of the agreement will be increased to \$72,000.

**Hints:** Only the existing invoice for the sixth month of the license period should be changed at this time.

You must change the “Complete” status of the invoice. All changes are immediately updated to the customer’s account.

## Practice 12-2 Solution

### Transactions Window

- 1 (N) Transactions—>Transactions
- 2 In the Number field of the Transactions window, enter a query for the sixth monthly invoice created for the software license.
- 3 Click the Incomplete button
- 4 Click the Line Items button.
- 5 Enter 12000 in the Amount field.

The screenshot shows the Oracle Lines (Vision Operations) - Manual, 10388 window. At the top, there is a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu bar, there are input fields for 'Transaction', 'Lines', 'Tax', and 'Freight', along with a 'Total' label and a checked checkbox. A dropdown menu is set to 'Main'. The main area contains a table with the following columns: Num, Item, Description, UOM, Quantity, Unit Price, Amount, and Tax Code. The first row of the table is populated with the following data: Num: 1, Description: Software License, UOM: Mont, Quantity: 1, Unit Price: 12000, Amount: 12,000.00, Tax Code: Location. Below the table, there are four buttons: Accounting, Sales Credits, Freight, and Tax.

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Code
1		Software License	Mont	1	12000	12,000.00	Location

- 6 Save your change.

## Practice 12-3

### Instructions

Your trucking company has notified you that it made an error on the freight charge you debited to your customer earlier. To correct this error, your trucking company has issued a credit memo to your company for \$100. You will pass on this credit to your customer in the form of an adjustment to the debit memo created earlier. Your manager has instructed you to handle this kind of activity as a write-off.

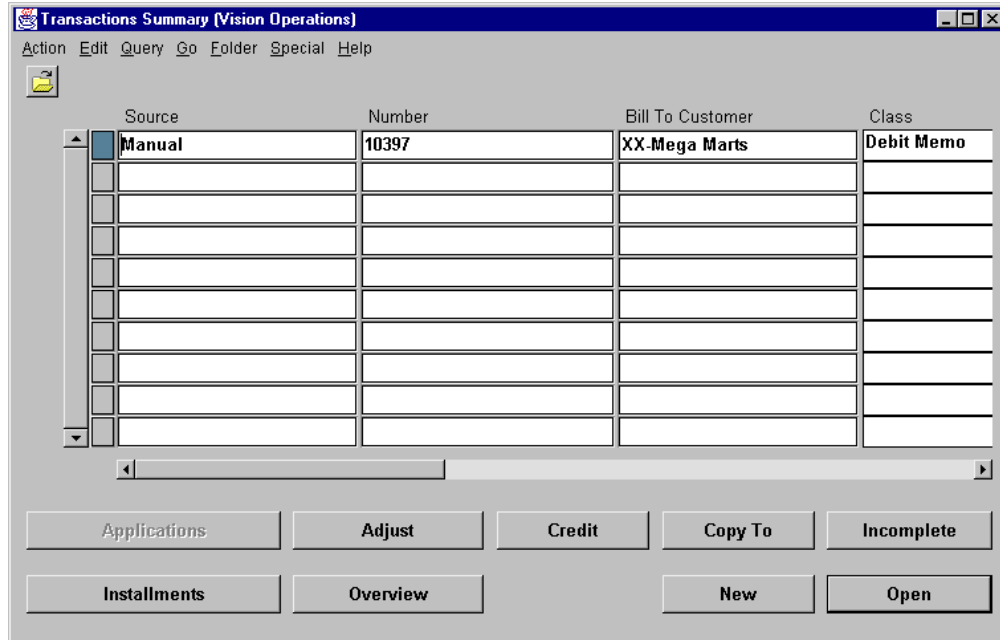
Your manager has also asked you to adjust the final invoice of the software licensing fee created earlier.

**Hint:** In Practice 12-1 you should have recorded the debit memo number. Use this number in the Transactions Number field to locate the debit memo. Your instructor will provide the specific amount of the adjustment.

## Practice 12-3 Solution

Navigate to the Transactions Summary window:

- 1 (N) Transactions—>Transactions Summary—>Find—>(B) Adjust



- 2 Initiate a query using the debit memo number. Select Adjust.
- 3 Select Write-off in the Activity Name field of the Adjustments window. Enter the amount of the adjustment as a negative number.



**Adjustments (Vision Operations) - Manual, 10397**

Action Edit Query Go Folder Special Help

**Installment**

	Line	Tax	Freight	Charges	Total
Original	0.00	0.00	100.00		100.00
Balance	0.00	0.00	100.00	0.00	100.00

Adjustments  Pending Adjustments

**Adjustments**

Main

Number	Activity Name	Type	Amount	GL Date	Adjustment Date	[ ]
	Write-off	Freight		15-APR-1998	15-APR-1998	

Description

**Note:** With either this adjustment or the second adjustment you should receive a warning that you will not be able to approve a transaction because it exceeds your approval limit. The total transaction amount will be shown in the Pending Adjustments field.

## **Practice 12-4**

### **Instructions**

Due to difficulties in fulfilling a contract for Network Technician services, your manager has asked you to issue a credit memo for the third month of the contract.

## Practice 12-4 Solution

Navigate to the Credit Memo window:

- 1 (N)Transactions—>Credit Transactions
- 2 In the Number field in the Credited Transactions block, enter the number of the invoice to receive the credit.
- 3 In the Credit Memo block of the Translation Amounts alternative region, enter 100 in the Line and Tax% fields.

**Credited Transaction**  
 Number: 10385      Source: Manual

**Credit Memo**  
 Batch: None      Batch Name:      Date: 14 JUN-1998      Complete:   
 Source: Manual      Reference:      Trans:   
 Number: 10398      Type: Credit Memo  
 Reason:      Rules Method:      Split Term Method:   
 GL Date: 14 JUN-1998  
 Currency: USD

**Transaction Amounts**

Credit Memo			Credited Transaction		
	%	Amount	Original	Balance Due	
Line	100.0000	<10,000.00>	10,000.00	0.00	
Tax	100.0000	<825.00>	825.00	0.00	
Freight				0.00	
Total	100.0000%	<10,825.00>	10,825.00	0.00	

Buttons: Complete      Credit Balance      Credit Lines

- 4 Click on the Complete button then, click the Credit Lines button to review the effect on the invoice.

Lines (Vision Operations) - Manual, 10398

Action Edit Query Go Folder Special Help

Total Transaction: <10,825.00> Lines: <10,000.00> Tax: <825.00> Freight: 0.00

Main

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Code
1		Software License	Month	1	10000	<10,000.00>	Location

Credited Transaction Line

Num 1 UOM Month Qty 1 Desc Software License

Price 10000 Original 10,000.00 Uncredited 0.00

Accounting Sales Credits Freight Tax

- 5 Close this window to return to the Credit Memo window. Click the Credit Balance button. Record the credit memo transaction number.
- 6 Save your work.

## **Practice 12-5**

### **Instructions**

As part of a marketing rebate campaign, your company is providing a \$500 credit to all customers who have purchased a software license. Because this credit is not related to any specific invoice, your manager has asked you to issue an on-account credit memo.

## Practice 12-5 Solution

Navigate to the Transactions window:

- 1 (N)Transactions—>Transactions
- 2 In the header section, select the Manual source, Credit Memo class, and On-Account Credit type. Each of these should be available from the list of values for the fields. The transaction number of the initial invoice for the software license can be entered into the Reference field, but this is not required to complete the transaction.

- 3 Query for the bill-to and ship-to addresses of the customer that purchased the software license.
- 4 Click the Line Items button.



**7** Review the GL Account field.



## **Practice 12-6**

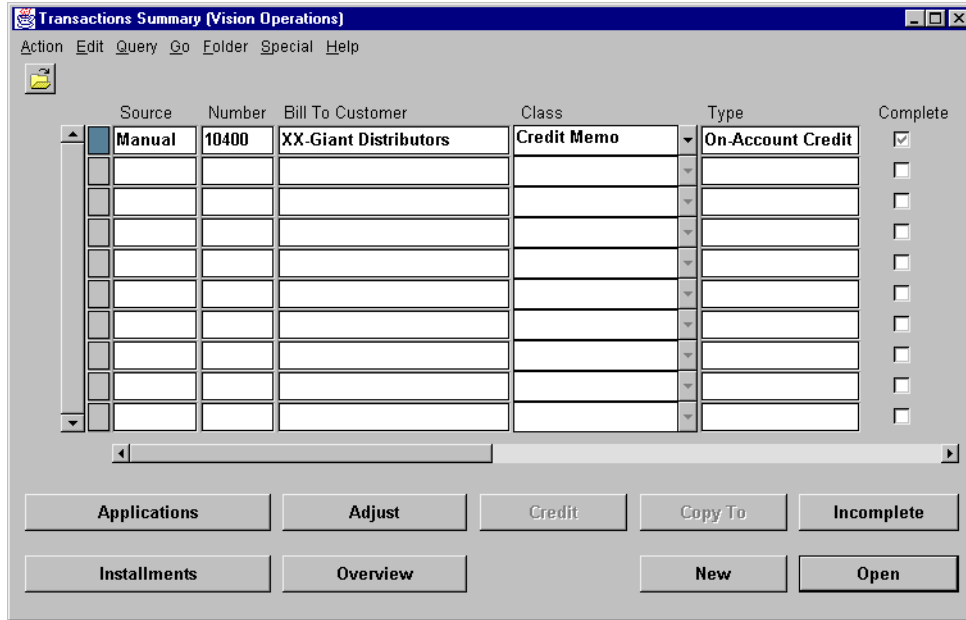
### **Instructions**

The customer that received the on-account credit has asked you to apply \$200 to any outstanding invoice. The balance of the credit will be used on the next invoice.

## Practice 12-6 Solution

Navigate to the Transactions Summary window:

- 1 (N) Transactions—>Transaction Summary—>Applications
- 2 Query for the customer or transaction. Remember that columns can be moved and resized using the folder tools.



- 3 Select the credit memo to be applied. Click the Applications button.

4 Apply 200 to the proper invoice identified in the Transaction Number field.

The screenshot shows the Oracle Applications (Vision Operations) - 10400 interface. At the top, there is a menu bar with options: Action, Edit, Query, Go, Folder, Special, Help. Below the menu bar, there are several input fields for customer information:

- Customer Name: **XX-Giant Distributors**
- Customer Number: **1110**
- Location: **1308**
- Amount: **USD** <500.00>
- Unapplied: <300.00>
- Exchange Gain/Loss: (empty field)

Below the input fields, there is a section titled "Applications" with a checkmark icon. Underneath, there is a table with the following columns: Apply, Saved, Transaction Number, Amount Applied, Balance Due, Type, and GL Date.

Apply	Saved	Transaction Number	Amount Applied	Balance Due	Type	GL Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10380	200.00	1,200.00	Invoice-Service	15-APR-1998
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

## **Practice 13-1**

### **Instructions**

A customer has agreed to make a deposit for up to ten days of services of a senior consultant at a rate of \$1,750 per day. Your manager has asked you to record this deposit commitment. Because this deposit is only related to consulting services, specify that the deposit is for Item 123789.

## Practice 13-1 Solution

Navigate to the Transactions window:

- 1 (N)Transactions—>Transactions
- 2 Enter the required header information. Select the Manual source and the Deposit class.
- 3 Navigate to the Commitment Alternative region.
- 4 Enter the effective dates of the commitment, the amount of the commitment, and a description of the commitment.
- 5 Save your work and click on the Complete button.

The screenshot shows the Oracle Transactions (Vision Operations) window. The window title is "Transactions (Vision Operations)". The menu bar includes "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The form contains the following fields and values:

Number	10402	Date	15-APR-1998	<input checked="" type="checkbox"/> Complete
Reference		Currency	USD	Transaction <input type="checkbox"/>
Source	Manual	Class	Deposit	
Type	Deposit	GL Date	15-APR-1998	[ ]

Below the form is a "Commitment" section with a dropdown arrow. The fields in this section are:

Effective Dates	15-APR-1998	-	15-APR-1999
Amount	17,500.00		
Item			
Description	Sr. Consultant		
Transaction			

At the bottom of the window, there are two rows of buttons:

Tax	Accounting	Sales Credits	Balances
Incomplete	Freight	Credit Installments	Line Items

## Practice 13-2

### Instructions

A senior consultant has spent three days working for the customer that committed to a deposit in the previous practice. Enter a standard invoice for the three days of consulting. After you enter the invoice, check the remaining balance on the deposit.

Record the invoice number: \_\_\_\_\_

## Practice 13-2 Solution

Navigate to the Transactions window:

- 1 (N)Transactions—>Transactions
- 2 Enter the required header and transaction information.
- 3 In the Commitment field of the Main alternative region, enter the transaction number of the commitment created in the prior practice.

The screenshot shows the Oracle Transactions (Vision Operations) window. The form is titled "Transactions (Vision Operations)" and has a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The form contains several input fields and buttons. The "Date" field is set to "15-APR-1998", "Currency" is "USD", "Class" is "Invoice", and "GL Date" is "15-APR-1998". The "Source" is "Manual" and "Type" is "Invoice". The "Main" alternative region is selected. The "Ship To" and "Bill To" sections are both populated with "XX-Mega Marts" information. The "Commitment" field is set to "10402". The "Line Items" button is highlighted.

Number		Date	15-APR-1998	<input type="checkbox"/> Complete
Reference		Currency	USD	Transaction
Source	Manual	Class	Invoice	
Type	Invoice	GL Date	15-APR-1998	[ ]

Main	
Name	XX-Mega Marts
Number	1109
Location	Factory
Address	XX-Mega Marts Factory 2000 Industry Street Chicago, IL 00000 United States
Contact	
Terms	30 Net
Due Date	15-MAY-1998
Commitment	10402
Salesperson	

Buttons: Tax, Accounting, Sales Credits, Balances, Incomplete, Freight, Credit Installments, Line Items

- 4 Click the Line Items button.

Lines (Vision Operations) - Manual, 10404

Action Edit Query Go Folder Special Help

Total Transaction: 5,735.63    Line: 5,250.00    Tax: 485.63    Freight: 0.00   

Main

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Code
1		Sr. Consultant	Day	3	1750	5,250.00	Location

Accounting    Sales Credits    Freight    Tax

- 5 Enter the information about the transaction in the Lines window.
- 6 Save your work and click on the Complete button.



## **Practice 16-1**

### **Instructions**

Your manager has asked to see a copy of the invoice you created in the previous practice that was applied to the deposit commitment. Do not attempt to print the invoice, simply view it online.

## Practice 16-1 Solution

Navigate to the Print Invoices window:

- 1 (N) Print Documents—>Invoices
- 2 In the Request Name field of the Print Invoices window, select Invoice Print Selected Invoices from the list of values.
- 3 Set the number of copies to be printed to zero.
- 4 In the Transaction Number Low field of the Parameters window, enter the transaction number of the invoice you want to review. Click the OK button.

The screenshot shows two overlapping windows. The background window is titled 'Print Invoices' and has a 'Request Name' dropdown menu. The foreground window is titled 'Parameters' and contains the following fields:

- Order By: Transaction Number
- Transaction Class: [Empty]
- Transaction Type: [Empty]
- Transaction Number Low: 10404
- Transaction Number High: [Empty]
- Print Date Low: [Empty]
- Print Date High: [Empty]
- Customer Class: [Empty]
- Customer: [Empty]
- Installment Number: [Empty]
- Open Invoices Only: Yes

Buttons at the bottom of the 'Parameters' window include 'Clear', 'Cancel', and 'OK'. The 'Print Invoices' window has a 'Copy a Prior' button at the bottom.

## Practice 20-1

### Instructions

XX-Giant Distributors 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.

Be sure to 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. Apply these cash receipts to any of the open invoices in the XX-Giant Distributors 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 \_\_\_\_\_

## Practice 20-1 Solution

Navigate to the Receipts window:

- 1 (N)Receipts—>Receipts
- 2 Enter the required header information. Assign a receipt number XXGD01 with a receipt type of Cash and a net receipt amount of 12200. For the payment method, select a basic manual method from the list of values.
- 3 Enter the customer name and location. Note that if you have not assigned a location name, Oracle Receivables will assign a location number.

The screenshot shows the Oracle Receipts (Vision Operations) window. The form is titled "Cash Receipt" and contains the following fields and values:

Receipt Number	XXGD01	Receipt Type	Cash
Currency	USD	Receipt Amount	12,200.00
Receipt Date	15-APR-1998	GL Date	15-APR-1998
Payment Method	Check - BofA	Document Num	
State	Cleared	Functional Amount	12,200.00

Below the header information, there are sections for "Customer Bank" and "Confirmation".

Trans Number		Customer Number	1110
Customer Name	XX-Giant Distributors	Location	1308
Taxpayer ID			
Reference			
Comments			

The "Customer Bank" section contains:

Bank Name	
Account Num	

The "Confirmation" section contains:

Date	
GL Date	

At the bottom of the window, there are four buttons: "Confirm... 1", "Reverse... 1", "Mass Apply", and "Applications".

- 4 Click the Applications button.

The screenshot shows the Oracle Applications (Vision Operations) window for user XXGD01. The window title is "Applications (Vision Operations) - XXGD01". The menu bar includes Action, Edit, Query, Go, Folder, Special, and Help.

Customer Information:

- Customer Name: **XX-Giant Distributors**
- Customer Number: **1110**
- Location: **1308**

Receipt Information:

- Receipt Amount: **USD 12,200.00**
- Unapplied: **10,000.00**
- On Account: **0.00**
- Exchange Gain/Loss: **0.00**

Applications Section:

The "Applications" section is checked. It contains a table with the following columns: Apply, Saved, Apply Date, Transaction Number, Amount Applied, Balance Due, and Class.

Apply	Saved	Apply Date	Transaction Number	Amount Applied	Balance Due	Class
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15-APR-1998	10383	2,200.00	8,625.00	Invoice
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

Buttons at the bottom: Chargebacks, Adjustments

- 5 Query for the appropriate transaction in the Transaction Number field.
- 6 Apply the \$2,200 to the transaction.
- 7 Save your work.
- 8 Click the Mass Apply button.

9 Apply the balance of the receipt (\$10,000) to an open invoice.

Apply	Saved	Apply Date	Transaction Number	Amount Applied	Balance Due	Class
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15-APR-1998	10379	10,000.00	15,946.88	Invoice
<input type="checkbox"/>	<input type="checkbox"/>	15-APR-1998	10380		1,200.00	Invoice
<input type="checkbox"/>	<input type="checkbox"/>	15-APR-1998	10382		163,875.00	Invoice
<input type="checkbox"/>	<input type="checkbox"/>	15-APR-1998	10383		8,625.00	Invoice
<input type="checkbox"/>	<input type="checkbox"/>	15-APR-1998	10384		10,825.00	Invoice
<input type="checkbox"/>	<input type="checkbox"/>	15-APR-1998	10386		10,825.00	Invoice
<input type="checkbox"/>	<input type="checkbox"/>	15-APR-1998	10387		10,825.00	Invoice
<input type="checkbox"/>	<input type="checkbox"/>	15-APR-1998	10389		10,825.00	Invoice

## Practice 20-2

### Instructions

Using the QuickCash method, apply the following payments:

Receipt: \$19,250 from XX-Mega Marts to be applied to the first open invoice

Receipt: \$5,000 from XX-Mega Marts to be applied to the XX-Mega Marts account

Receipt: \$20,000 from XX-Giant Distributors to be applied against two invoices for software licensing

Receipt: \$10,000 from XX-Giant Distributors to be applied on-account using the AutoCash Rules

Receipt: \$3,000 received from an unidentified customer

Record the batch number: \_\_\_\_\_

## Practice 20-2 Solution

Navigate to the Receipt Batches window:

- 1 (N)Receipts—>Batches
- 2 Select the Manual-Quick batch type and select the appropriate batch source.
- 3 Enter the count and amount of the receipts.

**Receipt Batches (Vision Operations)**

Action Edit Query Go Folder Special Help

Batch Type: **Manual-Quick**

Batch Name:

Batch Source: **Hand Deposit - BofA**

Currency: **USD**

Receipt Class: **Manual Receipts - BofA**

Payment Method: **Check - BofA**

Bank Name: **Bank of America**

Bank Account Number: **10271-17621-619**

**Dates**

Batch: **15-APR-1998**

GL: **15-APR-1998**

Deposit: **15-APR-1998**

**Totals**

	Count	Amount		Count	Amount
Control	5	57250	Applied		
- Actual			Unapplied		
+ Reversed			On Account		
Difference			Unidentified		
			Miscellaneous		
			Returned		

**Transmission**

Name:

Lockbox:

Batch:

Comments:

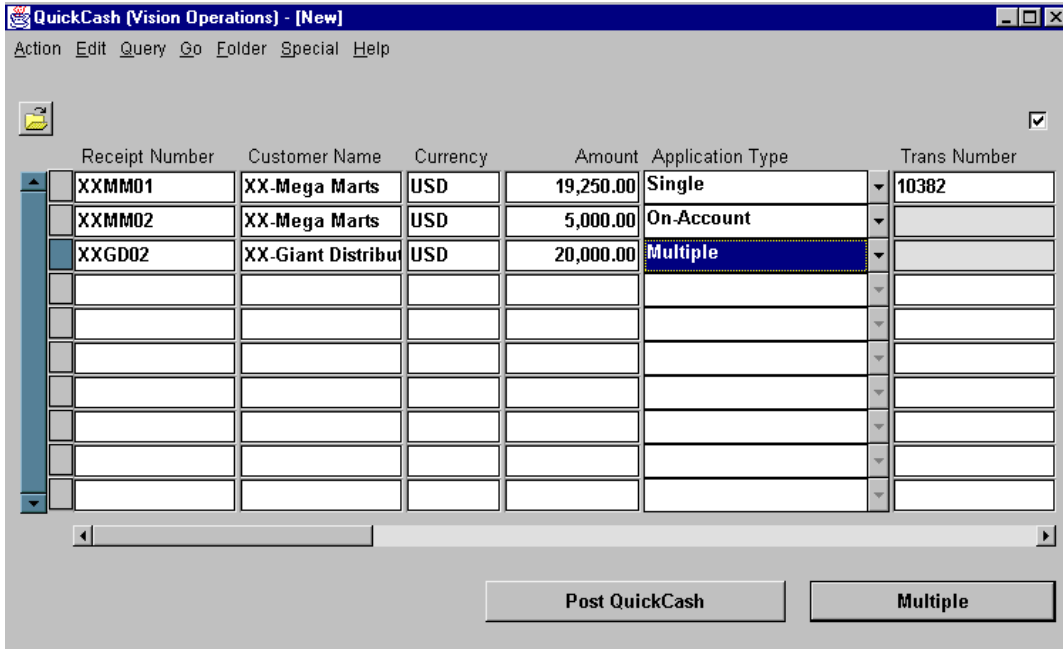
Status: **New**

Partially Purged

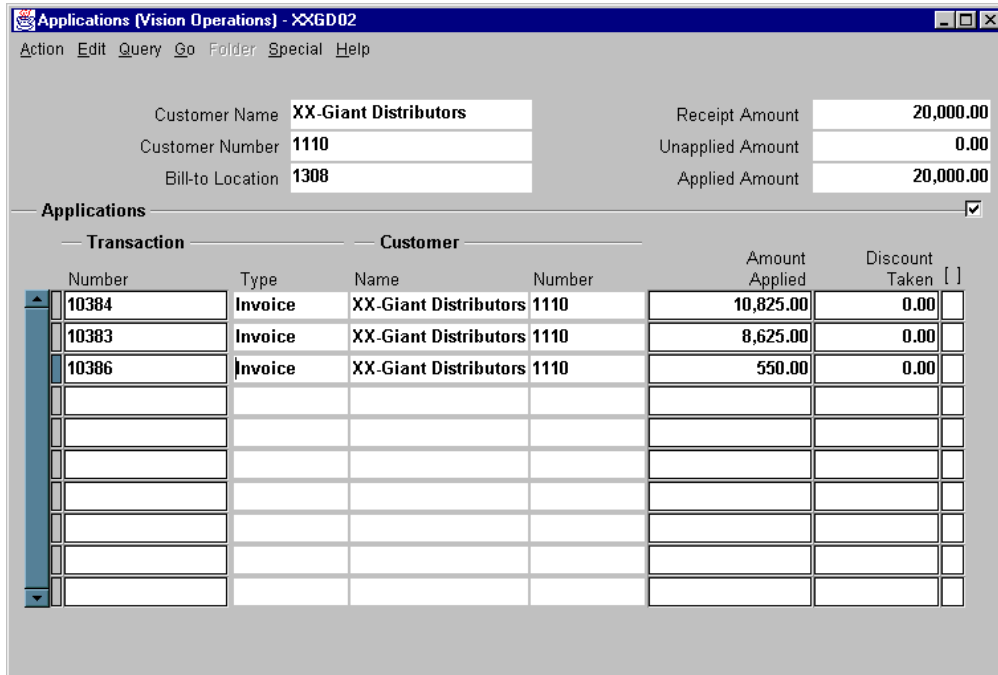
**Post QuickCash**      **Receipts**

- 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.



Receipt Number	Customer Name	Currency	Amount	Application Type	Trans Number
XXMM01	XX-Mega Marts	USD	19,250.00	Single	10382
XXMM02	XX-Mega Marts	USD	5,000.00	On-Account	
XXGD02	XX-Giant Distributors	USD	20,000.00	Multiple	
XXGD03	XX-Giant Distributors	USD	10,000.00	Auto Cash Rule	
XXUNK1		USD	3,000.00	Unidentified	

**Post QuickCash**

7 After you have entered all of the receipts, check that the counts and amounts for both the Control and Actual fields are equal, leaving no difference between the receipts and the applications.

Batch Type: **Manual-Quick**  
 Batch Name: 900002  
 Batch Source: Hand Deposit - BofA  
 Currency: USD  
 Receipt Class: Manual Receipts - BofA  
 Payment Method: Check - BofA  
 Bank Name: Bank of America  
 Bank Account Number: 10271-17621-619

**Dates**  
 Batch: 15-APR-1998  
 GL: 15-APR-1998  
 Deposit: 15-APR-1998

Control		Actual		Applied		Unapplied		On Account		Unidentified		Miscellaneous		Returned	
Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
5	57250.00	5	57250.00	3	49250.00	0	0.00	1	5000.00	1	3000.00	0	0.00	0	0.00
-															
+ Reversed	0	0.00													
Difference	0	0.00													

**Transmission**  
 Name: \_\_\_\_\_  
 Lockbox: \_\_\_\_\_  
 Batch: \_\_\_\_\_

Comments: \_\_\_\_\_  
 Status: **Open**  
 Partially Purged

**Post QuickCash**      **Receipts**

- 8 Click the Post Quick Cash button.

## Practice 20-3

### 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.

**Hints:** This is a Miscellaneous receipt type.

You should use the appropriate distribution set to record interest income transactions.

## Practice 20-3 Solution

Navigate to the Misc Transaction region of the Receipts window:

- 1 (N)Receipts—>Receipts
- 2 Complete the header and transaction information. Be sure to select the Miscellaneous receipt type.
- 3 In the Misc Transaction alternative region, select the appropriate activity and distribution set.

The screenshot shows the 'Receipts (Vision Operations)' window with the following data:

Receipt Number	XXMISC01	Receipt Type	Misc
Currency	USD	Receipt Amount	500.00
Receipt Date	15-APR-1998	GL Date	15-APR-1998
Payment Method	Check - BofA	Document Num	
State	Cleared	Functional Amount	500.00

Below the header information, a dropdown menu is set to 'Misc Transaction'. The transaction details are as follows:

Activity	Interest Income
Distribution Set	Interest Income
Paid From	
Tax Code	
Bank Account	10271-17621-619
Deposit Date	15-APR-1998
Reference Type	
Reference Num	
Comments	

At the bottom of the window, there are four buttons: 'Confirm... 1', 'Reverse... 1', 'Mass Apply', and 'Distributions'.

- 4 To review the GL account distribution for interest income, click the Distributions button.

**Distribution (Vision Operations) - MISC01**

Receipt Amount  Activity   
 Currency  Distribution Set

**Distribution**

	⌘	Amount	GL Account	Comment	[ ]
▲	50.000	250.00	01-740-7810-0000-000		
	50.000	250.00	01-720-7810-0000-000		
▼					

Total

**Additional Information**

Description   
 Posted Date

5 Save your work.

## Practice 20-4

### Instructions

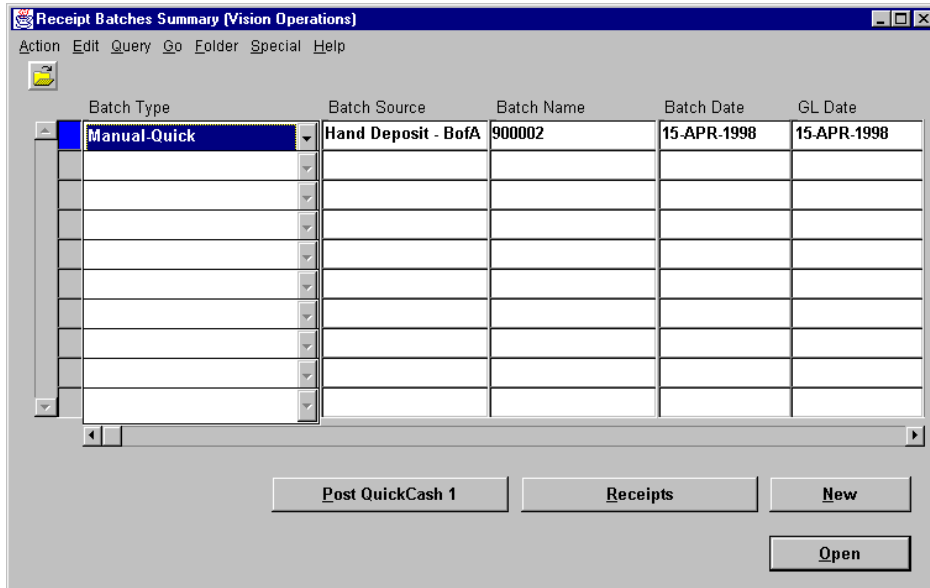
The bank has sent you notification that the payment for \$10,000 made by XX-Giant Distributors has been returned because sufficient funds are not available in their bank account. Your manager instructs you to reverse the receipt and note that it was reversed as NSF (non-sufficient funds).

**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.

## Practice 20-4 Solution

Navigate to the Receipts Summary window:

- 1 (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.



**Receipts (Vision Operations)**

Action Edit Query Go Folder Special Help

Receipt Number:  Receipt Type:   
 Currency:  Net Receipt Amount:   
 Receipt Date:  GL Date:   
 Payment Method:  Document Num:   
 State:  Functional Amount:

---

**Reversal** Reverse

Date:  GL Date:   
 Category:   
 Reason:    
 Comment:

Debit Memo Reversal

Type:   
 Account:  Document Num:

- 4 In the Category and Reason fields, use the appropriate to identify receipts with insufficient funds.
- 5 Click the Reverse button.

**Receipts (Vision Operations)**

Action Edit Query Go Folder Special Help

Receipt Number:  Receipt Type:   
 Currency:  Net Receipt Amount:   
 Receipt Date:  GL Date:   
 Payment Method:  Document Num:   
 State:  Functional Amount:

---

Reversal

Date:  GL Date:   
 Category:   
 Reason:    
 Comments:

Debit Memo Reversal

Type:   
 Account:  Document Number:   
 Number:

## Practice 20-5

### Instructions

After doing some research, you discover that the unidentified payment for \$3,000 was made by a company affiliated with XX-Giant Distributors. Your manager instructs you to apply this receipt on-account for XX-Giant Distributors.

**Hint:** You can search for the receipt in either the Receipts or Receipt Summary window.

## Practice 20-5 Solution

Navigate to the Receipts Summary window:

- 1 (N) Receipts—>Receipts Summary (or Receipts)

**Receipts [Vision Operations]**

Action Edit Query Go Folder Special Help

Receipt Number	XXUNK1	Receipt Type	Cash
Currency	USD	Net Receipt Amount	3,000.00
Receipt Date	15-APR-1998	GL Date	15-APR-1998
Payment Method	Check - BofA	Document Num	
State	Cleared	Functional Amount	3,000.00

Application Summary

Applied	0.00	Discounts Earned	0.00
On Account	0.00	Discounts Unearned	0.00
Unapplied	0.00	Unidentified	3,000.00
Posted Date		Bank Charges	
		Tolerance Limit	
		Bank Charges Setup	
		Receipt Amount	3,000.00

Confirm... 1    Reverse... 1    Mass Apply    Distributions

- 2 Select (or query for) the unidentified receipt
- 3 Select the Cash Receipts alternative region.
- 4 Query for the customer name XX-Giant Distributors.
- 5 Click the Applications button.

The screenshot shows a software window titled "Receipts (Vision Operations)". The window contains a form for entering receipt details. The form is divided into several sections:

- Header Section:** Includes fields for Receipt Number (XXUNK1), Currency (USD), Receipt Date (15-APR-1998), Payment Method (Check - BofA), State (Cleared), Receipt Type (Cash), Net Receipt Amount (3,000.00), GL Date (15-APR-1998), Document Num, and Functional Amount (3,000.00).
- Transaction Section:** Includes a dropdown menu set to "Cash Receipt", Trans Number, Customer Name (XX-Giant Distributors), Customer Number (1548), Taxpayer ID, Reference, and Comments.
- Customer Bank Section:** Includes fields for Bank Name and Account Num.
- Confirmation Section:** Includes fields for Date and GL Date.
- Buttons:** At the bottom, there are buttons for "Confirm... 1", "Reverse... 1", "Mass Apply", and "Applications".

- 6 In the Transaction number field select the list of values.
- 7 Select On Account.
- 8 In the Amount Applied field enter \$3,000.
- 9 Save and proceed.

## Practice 20-6

### Instructions

XX-Mega Marts contacts you to tell you that receipt ABC04 for \$5,000 should be applied to the account of XX-Giant Distributors.

Since you applied this amount to the XX-Mega Marts account, you have to reverse the receipt and reapply it to the XX-Giant Distributors account.

**Hint:** Since XX-Mega Marts and XX-Giant Distributors are related customers, you can use the Applications window to reapply this receipt.

## Practice 20-6 Solution

### 1 (N) Receipts—>Batches Summary

The screenshot shows the Oracle Receipts (Vision Operations) window. The form is titled "Receipts (Vision Operations)". It contains the following fields and values:

- Receipt Number: cba7
- Currency: USD
- Receipt Date: 01-APR-1998
- Payment Method: Check - BofA
- State: Cleared
- Receipt Type: Cash
- Net Receipt Amount: 3,000.00
- GL Date: 01-APR-1998
- Document Num: (empty)
- Functional Amount: 3,000.00

Below these fields is a dropdown menu set to "Cash Receipt".

The form also includes a section for customer information:

- Trans Number: (empty)
- Customer Name: XX-Giant Distributors
- Customer Number: 1548
- Taxpayer ID: (empty)
- Location: (empty)
- Reference: (empty)
- Comments: (empty)

There are two sub-sections at the bottom:

- Customer Bank:** Bank Name (empty), Account Num (empty)
- Confirmation:** Date (empty), GL Date (empty)

At the bottom of the window are four buttons: "Confirm... 1", "Reverse... 1", "Mass Apply", and "Applications".

- 2 Enter a query using the batch name to search for the batch that contains the \$5,000 payment from Mega-Marts.
- 3 Click the receipts button.
- 4 Apply the \$5,000 receipt on-account to XX-Giant Distributors.
- 5 Post Quick Cash.

## Practice 23-1

### 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.

## Practice 23-1 Solution

### 1 (N) Receipts—>Remittances

Remittances [Vision Operations]

Batch Type: Remittance

Batch Name:

Currency: USD

**Dates**

Batch: 06-APR-1998

GL: 06-APR-1998

Remittance Method: Standard

Receipt Class: Manual with Clearance

Payment Method: Manual with Clearance

Media Reference:

**Remittance**

Bank: Bank of America

Branch: New York

Account Number: 10271-17621-619

Deposit Number:

Currency: USD

Count:

Amount:

Comments:

Process Status:

Request ID: [ ]

Auto Create Manual Create

### 2 Complete the header information.



3 Click the Auto Create button.

The screenshot shows the Oracle Remittances (Vision Operations) window. The form contains the following fields and values:

- Batch Type: Remittance
- Batch Name: 1009
- Currency: USD
- Dates:
  - Batch: 06-APR-1998
  - GL: 06-APR-1998
- Remittance Method: Standard
- Receipt Class: Manual with Clearance
- Payment Method: Manual with Clearance
- Media Reference: (empty)
- Remittance:
  - Bank: Bank of America
  - Branch: New York
  - Account Number: 10271-17621-619
  - Deposit Number: (empty)
  - Currency: USD
  - Count: (empty)
  - Amount: (empty)
- Comments: (empty)
- Process Status: Started Creation
- Request ID: 199243

At the bottom of the window, there are two buttons: **Auto Create** and **Manual Create**.

---

## Practice 28-1

### Instructions

Your manager has asked you to take over collection activities related to a customer called XX-Mega Marts.

- 1 Enter yourself as a collector for the profile class assigned to XX-Mega Marts.
- 2 Review the current status of you customer's account. As part of your review:
  - a. Check the customer account information for the collector's name.
  - b. Review the history of any correspondence.
  - c. Calculate the aging for the customer's account.
  - d. Review the customer's transaction overview and key indicators.
  - e. Create a call record with a topic, customer response, outcome, and planned follow-up.
- 3 Use the collections Scheduler to review scheduled customer calls.

## Practice 28-1 Solution

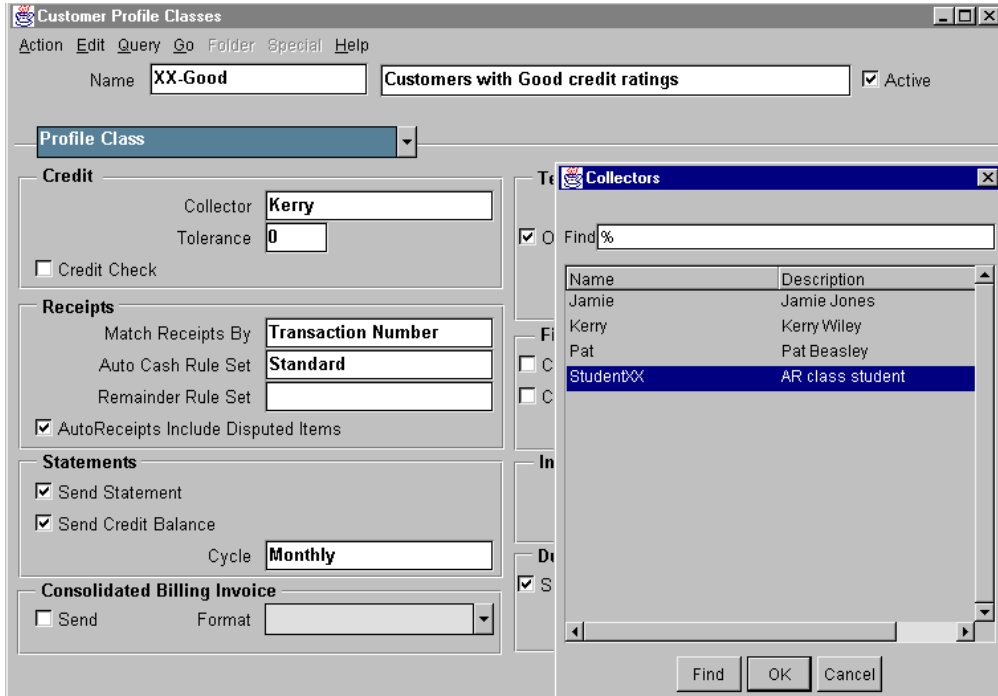
### Step 1: Entering yourself as a collector for the profile class assigned to XX-Mega Marts.

- 1 (N) Setup—>Collections—>Collectors
- 2 Enter information for yourself. Use a unique name, StudentXX, where XX is your terminal number.

Name	Description	Correspondence Name	Telephone Number	Active
DEFAULT C	Default collector for c			<input type="checkbox"/>
Jamie	Jamie Jones	John Doe	212-227-1234	<input checked="" type="checkbox"/>
Kerry	Kerry Wiley	Pat Word	212-227-9087	<input checked="" type="checkbox"/>
Pat	Pat Beasley	Betty Smith	212-227-2345	<input checked="" type="checkbox"/>
StudentXX	AR class student	Jim Thompson	123-456-9876	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

- 3 Save your work.

- 4 (N)Customers—>Profile Classes
- 5 Query in the Credit region for collector names using the list of values.
- 6 Select your name, StudentXX, and then select OK.



**Note:** Because you are changing a profile class you will have to indicate if you want to update the profile class for all existing customers or only for new customers. Select all existing customers

### Step 2a: Check the Customer Account Information for the Collector's Name

- 1 (N)Collection—>Customer Accounts
- 2 Query for XX-Mega Marts in the Find Customer Accounts window.
- 3 Select Find.

Find Customer Accounts (Vision Operations)

Action Edit Query Go Folder Special Help

Collector

Customer Names  -

Customer Num

Display Locations

Locations

Status

Display Currency

Currency

Balances  -

Open Credits  -

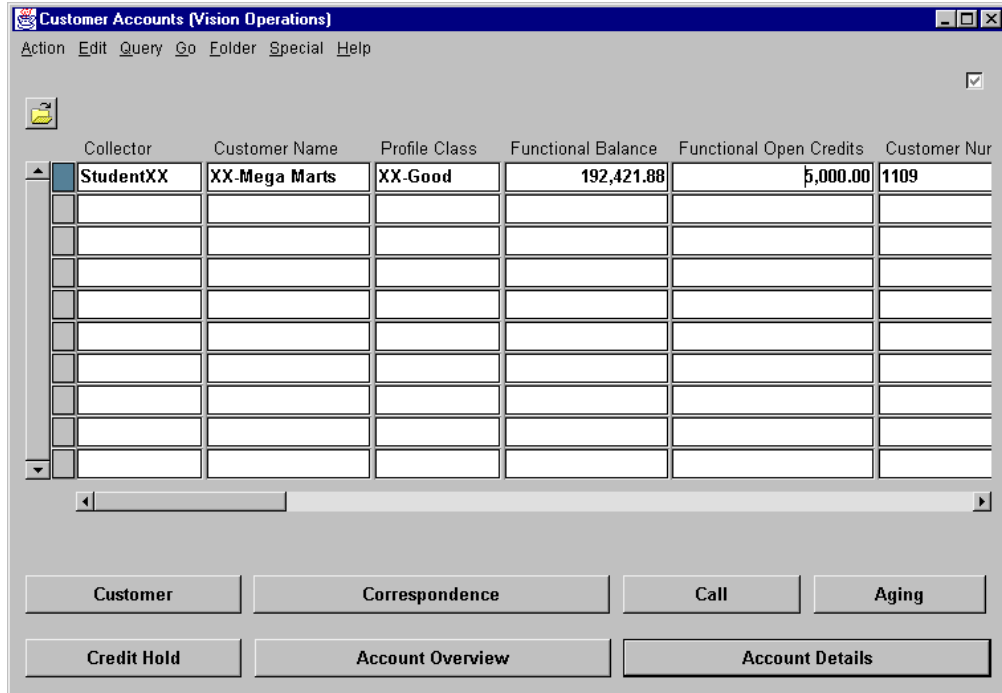
Credit Limits  -

Exceeded Credits  -

Amounts Past Due  -

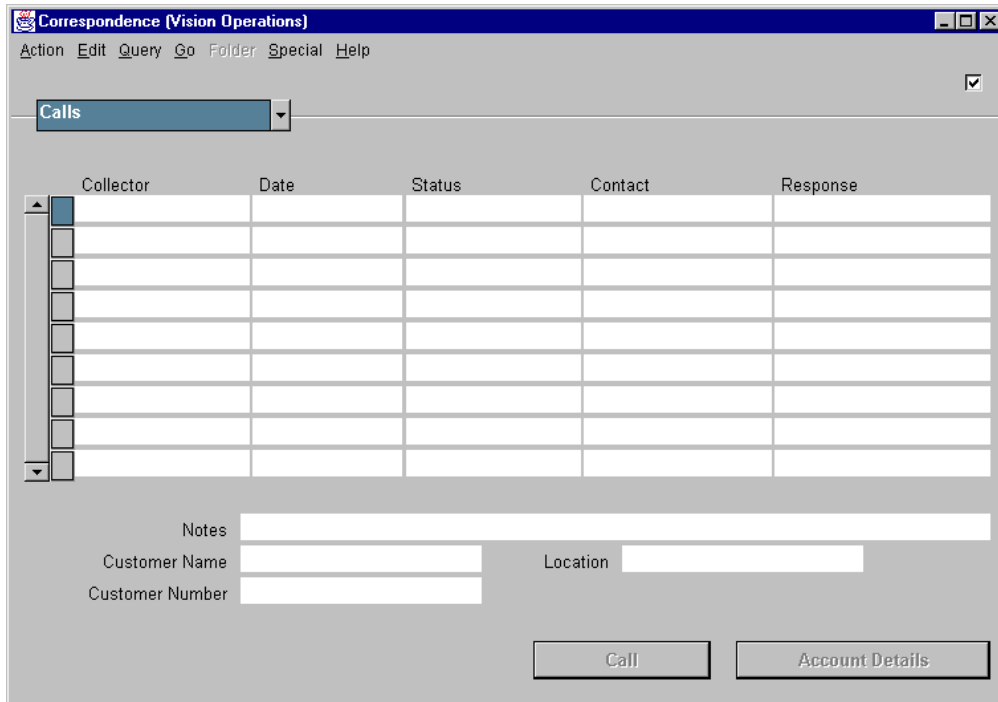
Transactions Past Due  -

- 4 In the Customer Accounts window, check for the collector name that you entered earlier.



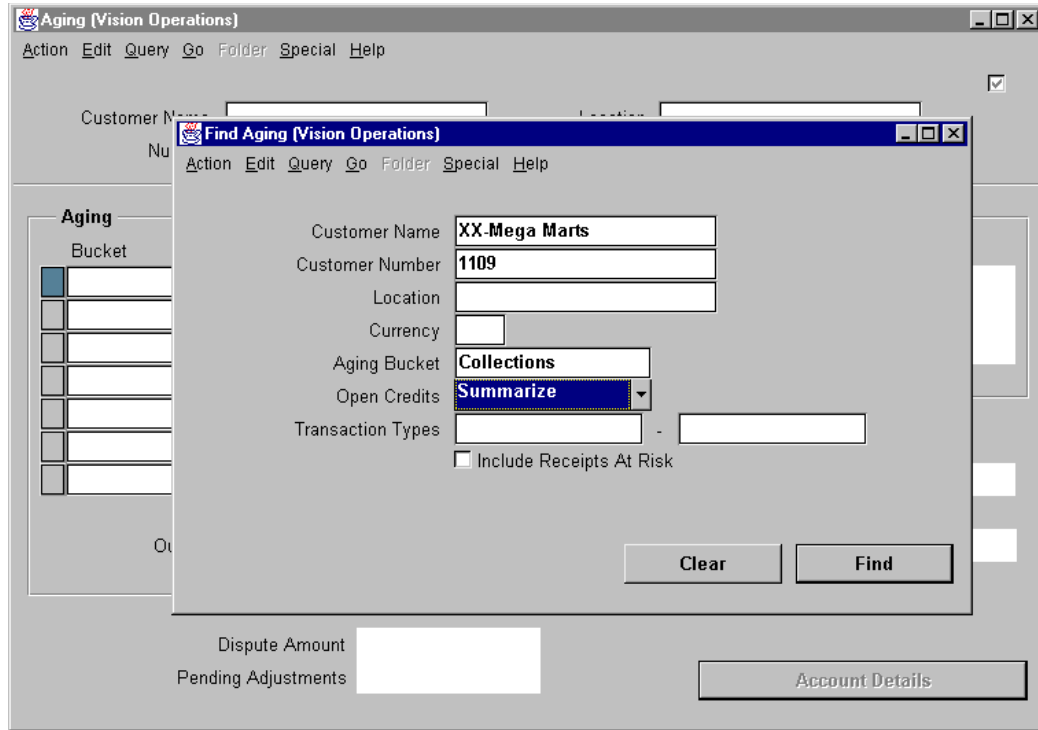
### Step 2b: Reviewing the History of any Correspondence

- 1 (N) Collections—>Correspondence—>Find Correspondence—>(B) Find  
Because this is a new account and a new collector no correspondence should be on file yet.
- 2 Enter the customer's name (XX-Mega Marts) in the appropriate field.
- 3 Click on the Find button.



**Step 2c: Calculating the Aging for the Customer's Account**

- 1 (N) Collections—>Aging—>Find Aging—>(B) Find
- 2 Enter XX-Mega Marts in the Customer Name field.
- 3 Select the Collections aging bucket from the list of values.





4 Click the Find button.

**Aging (Vision Operations)** [Window Title Bar]

Action Edit Query Go Folder Special Help [Menu Bar]

Customer Name: **XX-Mega Marts** Location: [Text Field]

Number: **1109** Currency: [Text Field]

---

**Aging**

Bucket	Amount
Current	33,546.88
1-30 Days Past Due	0.00
31-60 Days Past Due	0.00
61-90 Days Past Due	0.00
91-180 Days Past Due	0.00
181-360 Days Past Due	0.00
361+ Days Past Due	0.00

Outstanding Amount: **33,546.88**

**Credits Not Aged**

Unapplied Cash: **0.00**

On Account Cash: **<5,000.00>**

On Account Credits: **0.00**

Receipts At Risk: [Text Field]

Customer Balance: **28,546.88**

Dispute Amount: **0.00**

Pending Adjustments: **0.00**

**Account Details** [Button]

---

## Step 2d: Reviewing the Customer's Transaction Overview and Key Indicators

- 1 (N) Collections—>Find Account Overview—>(B) Find

Find Account Overview (Vision Operations)

Action Edit Query Go Folder Special Help

Customer Name

Customer Number

Location

Periods  -

Currency

Status

Amount Type

Clear Find

- 2 Enter XX-Mega Marts in the Customer Name field of the Find Account Overview window.
- 3 Select appropriate period

- 4 After reviewing the Transactions alternative region, select the Key Indicators alternative region.

The screenshot shows the 'Account Overview (Vision Operations)' window. At the top, there is a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu bar, there are input fields for 'Customer Name' (XX-Mega Marts), 'Customer Number' (1109), 'Location', and 'Trans Currency'. To the right, there is a 'Periods' section with a checked box and a list of months: Apr-98, Mar-98, Feb-98, and Jan-98. Below these fields is a dropdown menu currently set to 'Transactions'. The main area contains a table with three columns: 'Count', 'Entered Amount', and 'Functional Amount'. The table lists various transaction types and their corresponding values.

	Count	Entered Amount	Functional Amount
Invoices	1		25,946.88
Debit Memos	1		100.00
Chargebacks	0		0.00
Deposits	1		17,500.00
Guarantees	0		0.00
Receipts	1		<5,000.00>
Credit Memos	0		0.00
Total		0.00	38,546.88

**Step 2e: Creating a Call Record with a Topic, Customer Response, Outcome, and Planned Follow-up**

- 1 (N) Collections—>Customer Calls
- 2 Query for XX-Mega Marts as the customer.
- 3 Click the Topics button.

The screenshot shows the 'Customer Calls (Vision Operations)' application window. The menu bar includes Action, Edit, Query, Go, Folder, Special, and Help. The form contains the following fields and values:

- Call ID: [Empty]
- Date: 16-APR-1998
- Status: Open (dropdown menu)
- Collector: StudentXX
- Time: 10:26:17
- Trans Num: [Empty]

The 'Customer' section includes:

- Name: XX-Mega Marts
- Number: 1109
- Location: [Empty]
- Address: [Empty]

The 'Contact' section (selected in a dropdown) includes:

- First Name: Jane
- Last Name: Smith
- Job Title: [Empty]
- Area Code: [Empty]
- Number: [Empty]
- Extension: [Empty]
- Phone: [Empty]
- FAX: [Empty]

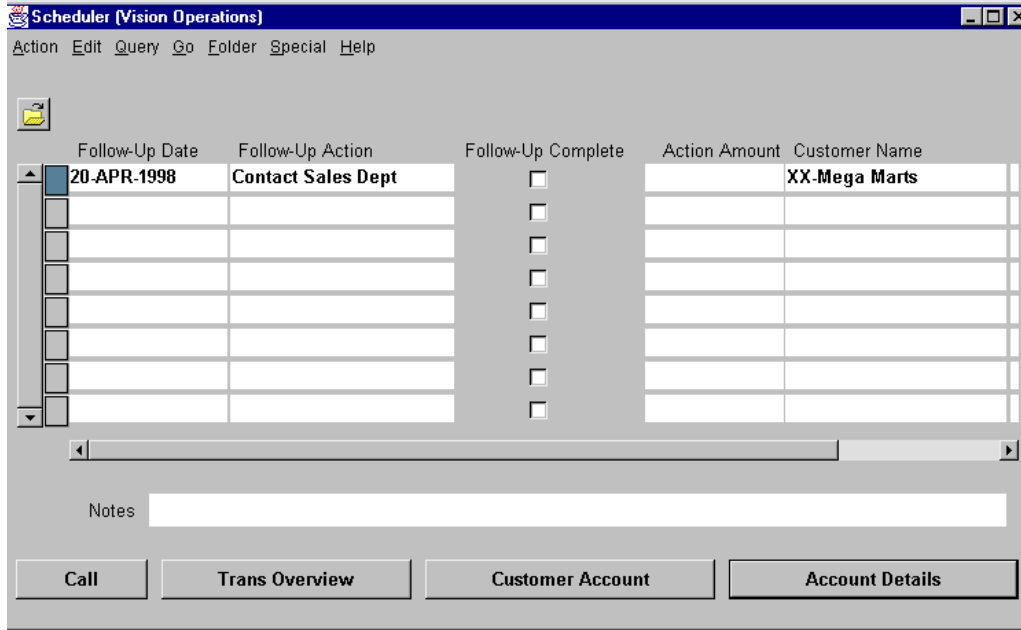
At the bottom, there are three buttons: Customer Account, Actions, and Topics.

- 4 In the Number field under the Transaction heading you can select a transaction from the available list of values and enter a call topic using available list of values.

Number	Due Date	Outcome	Response	Action	Date	Complete
10382	16-MAR-1999	Left Voicemail	DISPUTE AMO	Contact Sales	20-APR-1998	<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

### Step 3: Using the Collections Scheduler to Review Scheduled Customer Calls

- 1 (N) Collections—>Scheduler
- 2 Query for the customer XX-Mega Marts



---

D

---

## Transaction Attributes

## Transaction Attributes Used by AutoInvoice

### Transaction Attributes Used by AutoInvoice

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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### Grouping and Ordering Transaction Lines

When transaction data is imported into Oracle Receivables, the AutoInvoicing process uses transaction attributes to group transaction lines into a transaction and then to order the lines on the transaction. Transaction lines are not grouped into a transaction unless the required attributes of the transaction lines match each other.



## Required Transaction Attributes

Agreement  
Bill-To Address, Bill-To Contact, Bill-To Customer  
Comments  
Commitment Document's ID  
Conversion Date  
Conversion Rate  
Conversion Rate Type  
Credit Method for Accounting Rule  
Credit Method for Installments  
Credited Documents ID  
Currency  
Customer Bank Account  
Document Number  
Document Number Sequence ID  
GL Date  
Internal Notes  
Invoice Date  
Invoice Level Descriptive Attribute #1-15  
Invoice Level Descriptive Category  
Invoicing Rule  
Memo Reason  
Payment Terms  
Primary Salesperson  
Primary Agent  
Printing Option  
Purchase Order, Purchase Order Date, Purchase Order Revision  
Receipt Method  
Related Document  
Sales Territory  
Territory  
Set of Books ID

Appendix D: Transaction Attributes

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Ship-To Address, Ship-To Contact, Ship-To Customer

Transaction Number

Transaction Type

## **Optional Transaction Attributes**

Accounting Rule

Accounting Rule Duration

Inventory Item

Line Level Descriptive Attribute Category

Line Level Descriptive Attribute #1-15

Reference Line ID

Rule Start Date

Sales Order

Order

Sales Order Date

Order Date

Sales Order Line

Order Line

Sales Order Revision

Order Revision

Sales Order Source

Order Source

Tax Code

Tax Rate

Transaction Flexfield Attribute #1-15

