



2024

Account Receivables Admin Guide



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V1

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Guide Usage and Disclosures	3
Guide Information	3
How To Use This Guide	3
Overall Process Flow	4
Glossary of Terms.....	5
Day to Day Operations Guide	6
Managing Customer Account Information	6
Creating A Customer.....	6
Creating A Customer Account.....	11
Creating and Processing Transactions	18
Creating An Invoice.....	18
Reviewing An Invoice	24
Duplicating An Invoice.....	28
Processing Bill Adjustments	33
Crediting A Transaction	33
Creating An On-Account Credit Memo	38
Creating An Adjustment	44
Approving An Adjustment.....	51
Creating and Processing Receipts	55
Creating A Standard Receipt.....	55
Creating A Miscellaneous Receipt	61
Applying A Standard Receipt	67
Unapplying A Standard Receipt	73
Reversing A Receipt.....	77
Writing Off A Receipt.....	82
Creating A Refund	89
Apply An On-Account Credit Memo	95
Creating A Standard Receipt In A Spreadsheet.....	99
Reviewing Customer Account Information	105
Viewing Customer Account Activities.....	105
Manage Collections	108
Processing An Adjustment.....	108
Manage Customer	114

Loading AR Invoices And Credit Memo 123
Running Standard Reports..... 131
Create Customer Statements 137
Send Dunning Letter 143
Opening A New Period 146
Closing An Accounting Period 148
Reviewing The Receivables To General Ledger Reconciliation Report 151
Running the Receivables Data Extraction Program..... 154
Reviewing The Receivables To General Ledger Reconciliation Report 156
Create Accounting For Receivables 160
Customer Account Status Report 175
Aging By Common Currency Report..... 180
Collections Aging By Collector Seven Bucket Report..... 186

Guide Usage and Disclosures

Guide Information

This guide is designed based on Oracle Cloud ERP Module; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact our Training team at learn@camptratech.com.

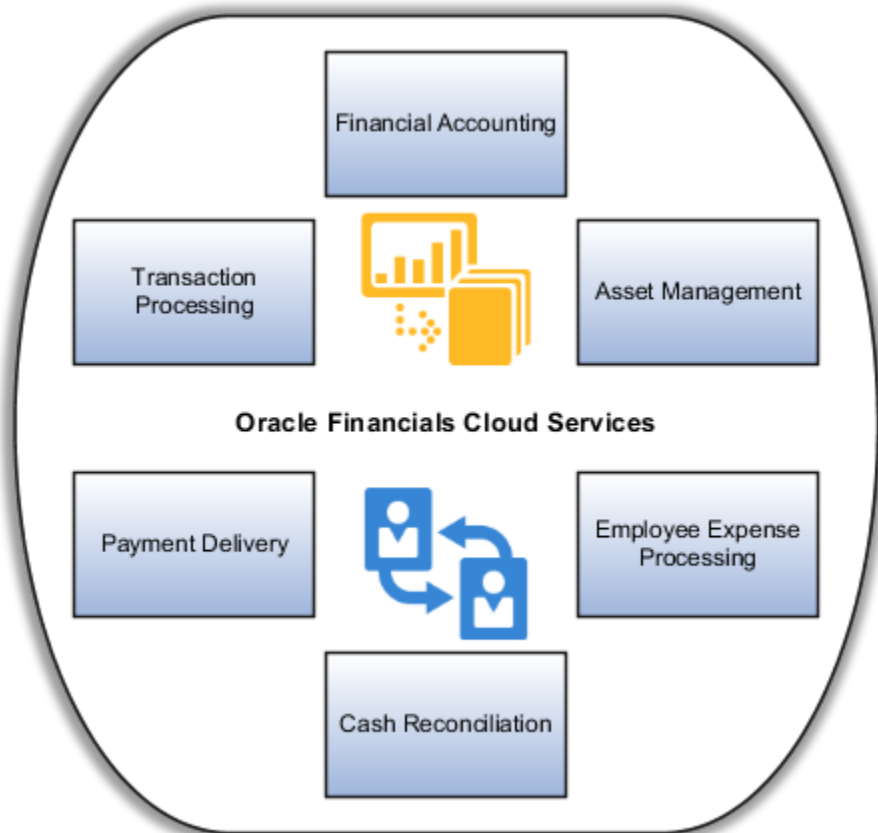
How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

- ✦ Any fields with an asterisk are required fields.
- ✦ Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
- ✦ You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

Overall Process Flow

Before we begin with the training content, It's important to understand the overall process flow of information in Oracle Cloud for the ERP module.



Glossary of Terms

Here we've included common terms associated to the ERP module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

Account Generator

- ❖ A feature that uses Oracle Workflow to provide various Oracle Applications with the ability to construct Accounting Flexfields combinations automatically using custom construction criteria. You define a group of steps that determine how to fill in your Accounting Flexfields segments. You can define additional processes and/or modify the default process(es), depending on the application.

Adjustment

- ❖ A Receivables feature that allows you to increase or decrease the amount due of your invoice, debit memo, chargeback, deposit, or guarantee. Receivables lets you create manual or automatic adjustments.

Aging buckets

- ❖ Time periods you define to age your debit items. Aging buckets are used in the Aging reports to see both current and outstanding debit items. For example, you can define an aging bucket that includes all debit items that are 1 to 30 days past due.

Batch source

- ❖ A source you define in Oracle Receivables to identify where your invoicing activity originates. The batch source also controls invoice defaults and invoice numbering. Also known as transaction batch sources.

Consolidated billing invoice

- ❖ An invoice that you send to a customer to provide a summary of their receivables activity for the month. This invoice includes a beginning balance, the total amount of any payments received since the prior consolidated billing invoice, an itemized list of new charges (for example, invoices, credit memos, and adjustments) in either summary or detail format, a separate reporting of consumption tax, and the total balance due for this customer.

Debit memos

- ❖ Debits that you assign to your customer for additional charges that you want to collect. For example, you may want to charge your customers for unearned discounts taken, additional freight charges, taxes, and finance charges.

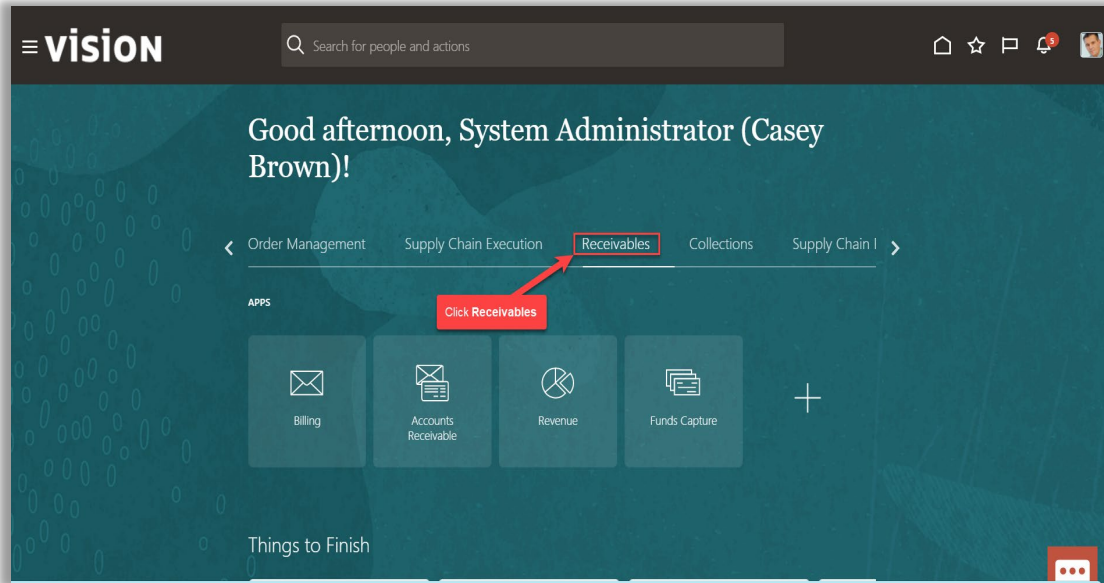
Day to Day Operations Guide

Managing Customer Account Information

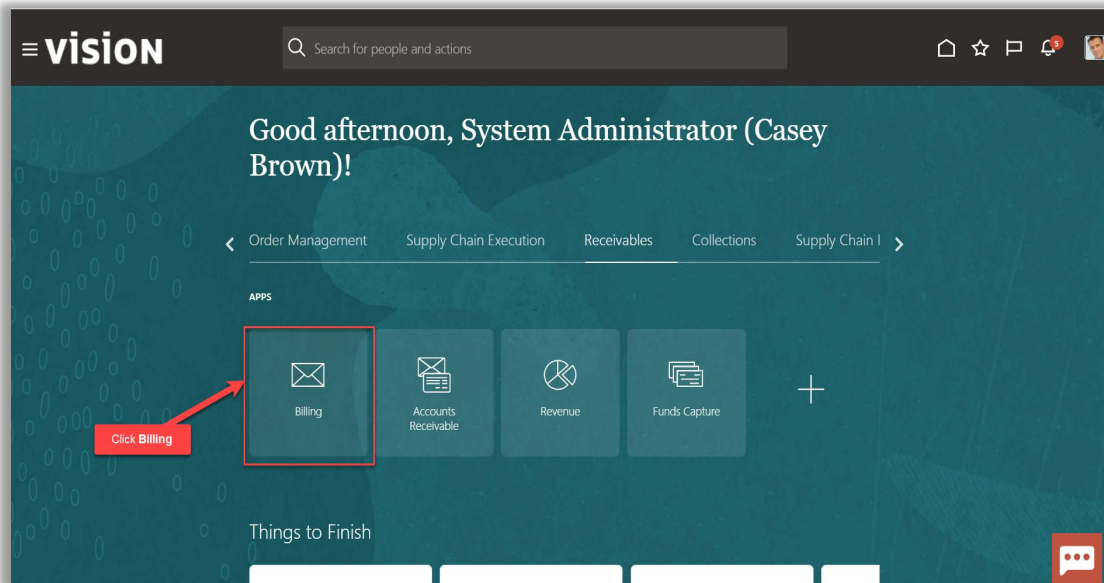
Creating A Customer

Navigation: Receivables>Billing>Tasks>Create Customer>Organization Information>Account Information>Account Address Set>Address>City, State, Postal Code and Country>Purpose, select the value of Bill to>Save and Close>Select Option 1 or Option 2>OK

From home screen, click **Receivables**



Click **Billing**



Click **Tasks**

vision
Billing All business units Review Customer Accounts

View Complete Delete

Transaction Number	Source	Class	Customer	Entered Amount	Date
10003	Manual	Invoice	Easy Solutions	19,075.02 USD	4/29/21
10000	Manual	Invoice	Business World	18,530.00 USD	4/30/22
10008	Manual	Invoice	Owens & Minor	16,163.55 USD	5/17/22
10005	Manual	Invoice	Conifer International	15,877.50 USD	5/23/22
10001	Manual	Invoice	CDS Inc	13,080.02 USD	5/23/22
10009	Manual	Invoice	McNally Products	7,856.27 USD	5/15/22
10006	Manual	Invoice	Pinnacle Technologies	6,843.75 USD	5/10/21
10007	Manual	Invoice	Business World	3,815.02 USD	5/17/22
10002	Manual	Invoice	Dixon Industries	3,788.75 USD	4/30/22
10367	Manual	Invoice	Easy Solutions	1,345.06 USD	5/17/22
12749	Manual	Invoice	Easy Solutions	926.50 USD	5/15/22

Incomplete
0
0-10 Days
11
10+ Days

Approval
0

Research
0

Click Tasks

Click Create Customer

vision
Billing All business units

View Complete Delete

Transaction Number	Source	Class	Customer	Entered Amount	Date
10003	Manual	Invoice	Easy Solutions	19,075.02 USD	4/29/21
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10367	Manual	Invoice	Easy Solutions	1,345.06 USD	5/17/22
12749	Manual	Invoice	Easy Solutions	926.50 USD	5/15/22

Incomplete
0
0-10 Days
11
10+ Days

Approval
0

Research
0

Click Customers

- Transactions
 - Create Transaction
 - Credit Transaction
 - Manage Transactions
 - Manage AutoInvoice Lines
 - Approve Adjustments
 - Manage Recurring Bill Plans
- Customers
 - Create Customer
 - Manage Customers
 - Upload Customers from Spreadsheet
 - Manage Data Import
- Customer Account Balances
 - Review Customer Account Details
- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

Enter Organization Information

vision Create Organization Customer

Customer Type: Organization

Enter Organization Information

Organization Information

* Name D-U-N-S Number
 * Registry ID 907448 Taxpayer Identification Number

Account Information

* Account Number 53116 Account Established Date 10/3/22
 Account Description Account Termination Date
 Account Type
 Customer Class

Account Address

* Account Address Set
 * From Date 10/3/22
 To Date

Enter Account Information

* Name ABC co D-U-N-S Number
 * Registry ID 907448 Taxpayer Identification Number

Enter Account Information

Account Information

* Account Number 53116 Account Established Date 10/3/22
 Account Description Account Termination Date
 Account Type
 Customer Class

Account Address

* Account Address Set
 * From Date 10/3/22
 To Date

Address

Site Number 1210334
 Site Name
 Mail Stop
 Country United States
 Address Line 1

Click dropdown to select **Account Address Set**

* Name D-U-N-S Number

* Registry ID Taxpayer Identification Number

Account Information

* Account Number Account Established Date

Account Description Account Termination Date

Account Type

Customer Class

Account Address

* Account Address Set **Click dropdown to select Account Address Set**

* From Date

To Date

Address

Site Number

Site Name

Mail Stop

Country

Address Line 1

Enter Address details

* Account Address Set

* From Date

To Date

Address

Site Number

Site Name

Mail Stop

Country

Address Line 1 **Enter Address details**

Address Line 2

City

State

Postal Code

County

Sales Tax Geocode

Sales Tax Inside City Limits

Click dropdown to select City, State, Postal Code and Country

* Account Address Set

* From Date

To Date

Address

Site Number 1210334

Site Name

Mail Stop

Country

Address Line 1

Address Line 2

City

State


Postal Code

County

Sales Tax Geocode

Sales Tax Inside City Limits

Account Address Details



Click dropdown to select City, State, Postal Code and Country

Click Add icon under Address Purpose

Country

Address Line 1

Address Line 2

City

State

Postal Code

County

Sales Tax Geocode

Sales Tax Inside City Limits

Account Address Details

Customer Category Code

Site Language




Translated Customer Name

Key Account


Trading Partner Identifier

EDI Location Code

Address Purposes

Actions   

Primary	Site	From Date	Bill-to Site
No data to display			



Click Add Icon under Address Purpose

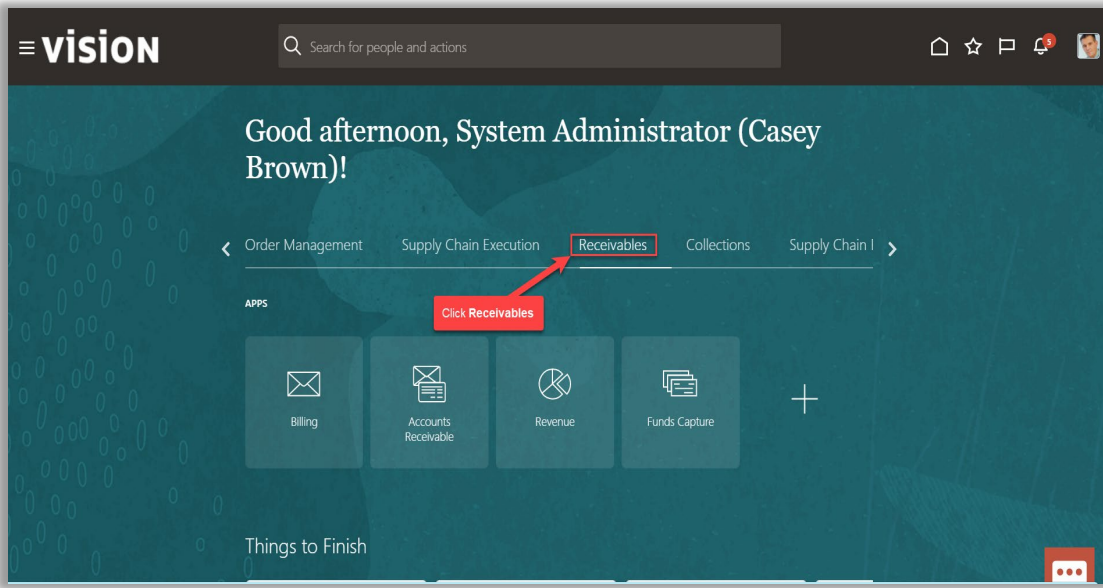
On dropdown list of values for Purpose, select the value of Bill to

Click **Save and Close**

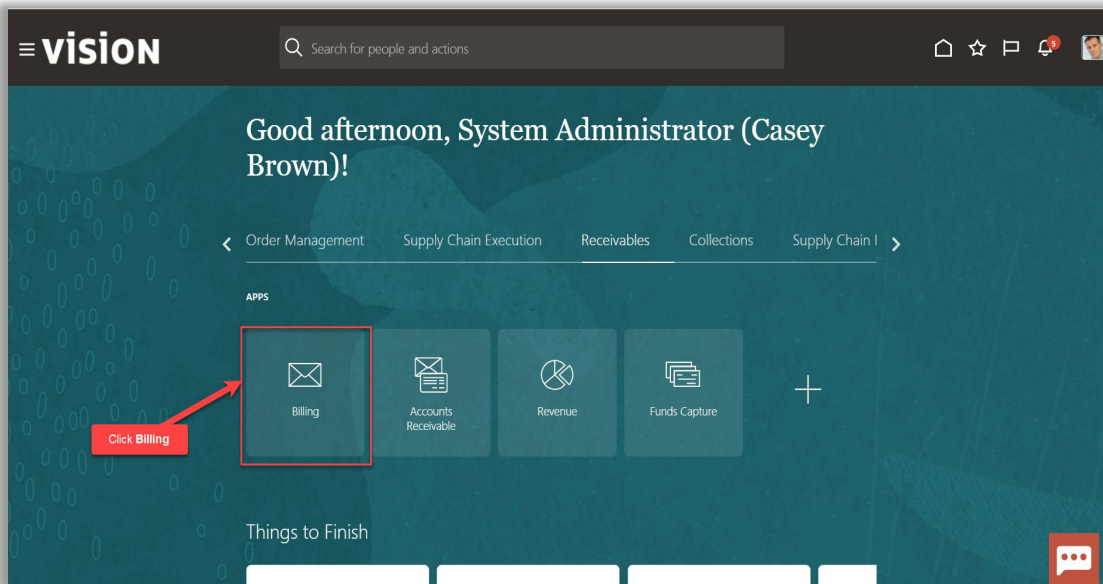
Creating A Customer Account

Navigation: Receivables>Billing>Tasks>Manage Customers>Under Search>Organization Name field>Click Search>Click Create Icon>Account Address Set>Address>City, State, Postal Code and Country>Click Add Icon under Address Purpose>Purpose>Click Save>Close

From home screen, click **Receivables**



Click **Billing**



Click **Tasks**

vision
Billing All business units Review Customer Accounts

Incomplete: 0 (0-10 Days), 11 (10+ Days)
Approval: 0
Research: 0

Transaction Number	Source	Class	Customer	Entered Amount	Date
10003	Manual	Invoice	Easy Solutions	19,075.02 USD	4/29/21
10000	Manual	Invoice	Business World	18,530.00 USD	4/30/22
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10006	Manual	Invoice	Pinnacle Technologies	6,843.75 USD	5/10/21
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10367	Manual	Invoice	Easy Solutions	1,345.06 USD	5/17/22
12749	Manual	Invoice	Easy Solutions	926.50 USD	5/15/22

Click Tasks

Click Manage Customers

vision
Billing All business units

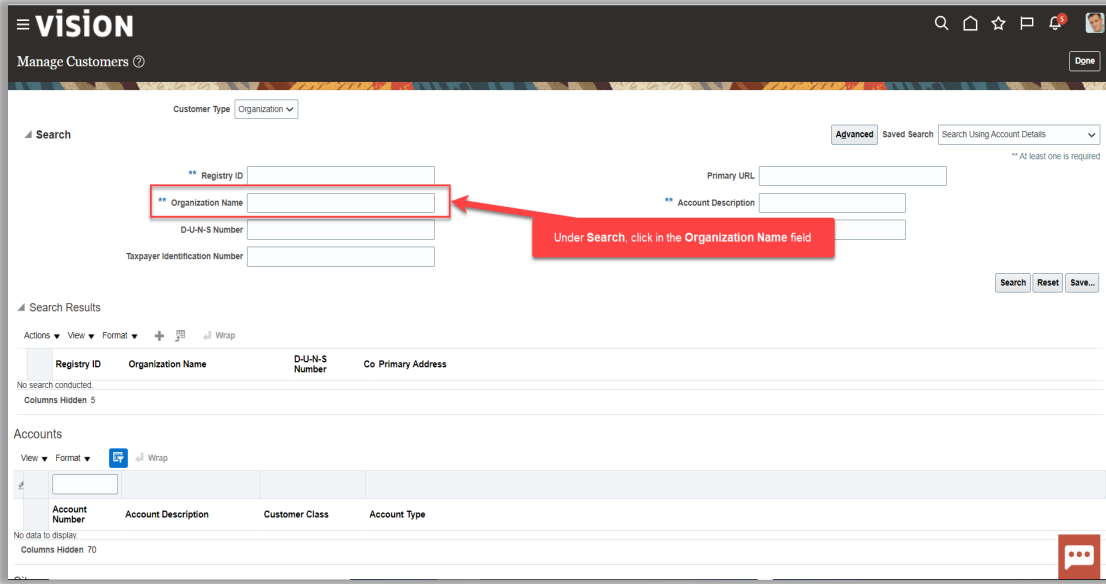
Incomplete: 0 (0-10 Days), 11 (10+ Days)
Approval: 0
Research: 0
Import Exceptions: 6

Transaction Number	Source	Class	Customer
10003	Manual	Invoice	Easy Solutions
10000	Manual	Invoice	Business World
10008	Manual	Invoice	Owens & Minor
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10006	Manual	Invoice	Pinnacle Technologies
10007	Manual	Invoice	Business World
10002	Manual	Invoice	Dixon Industries
10367	Manual	Invoice	Easy Solutions
12749	Manual	Invoice	Easy Solutions

- Transactions
 - Create Transaction
 - Credit Transaction
 - Manage Transactions
 - Manage Autoinvoice Lines
 - Approve Adjustments
 - Manage Recurring Bill Plans
- Customers
 - Create Customer
 - Manage Customers
 - Upload Customers from Spreadsheet
 - Manage Data Import
- Customer Account Balances
 - Review Customer Account Details
- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

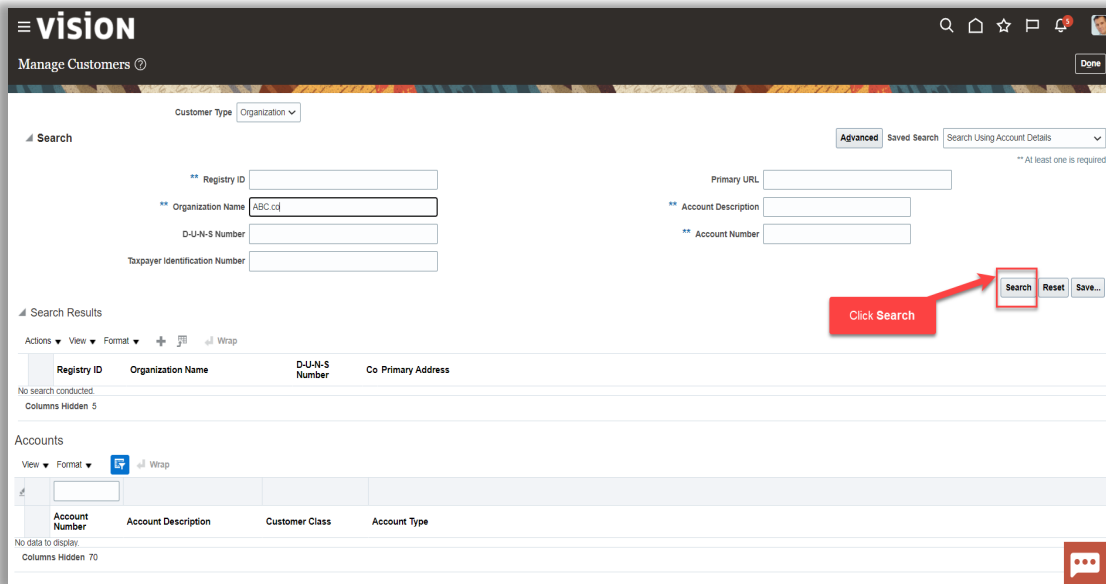
Manage Customers

Under Search, click in the Organization Name field

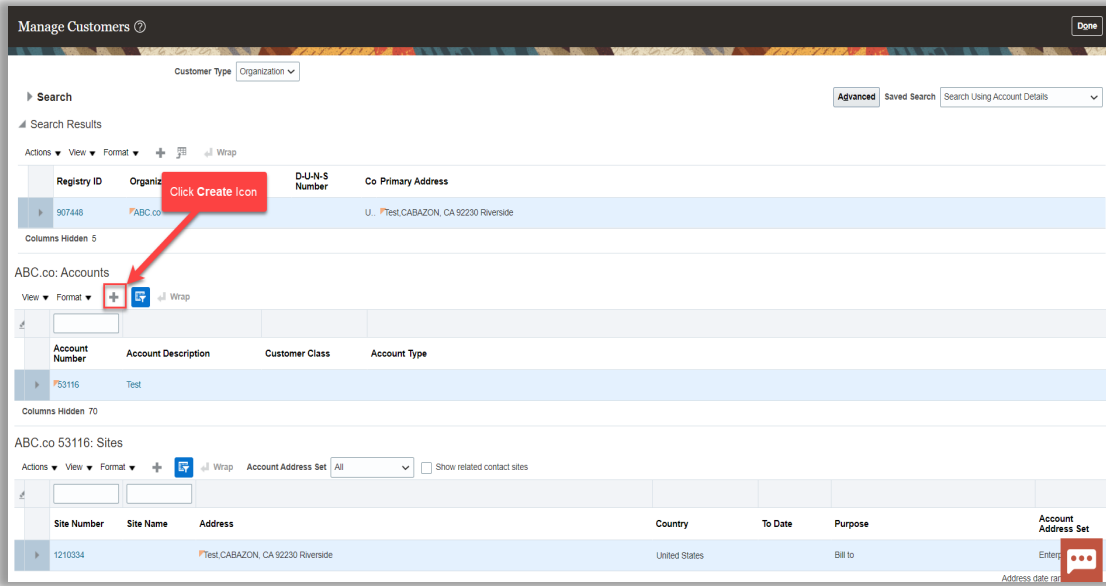


Click Search

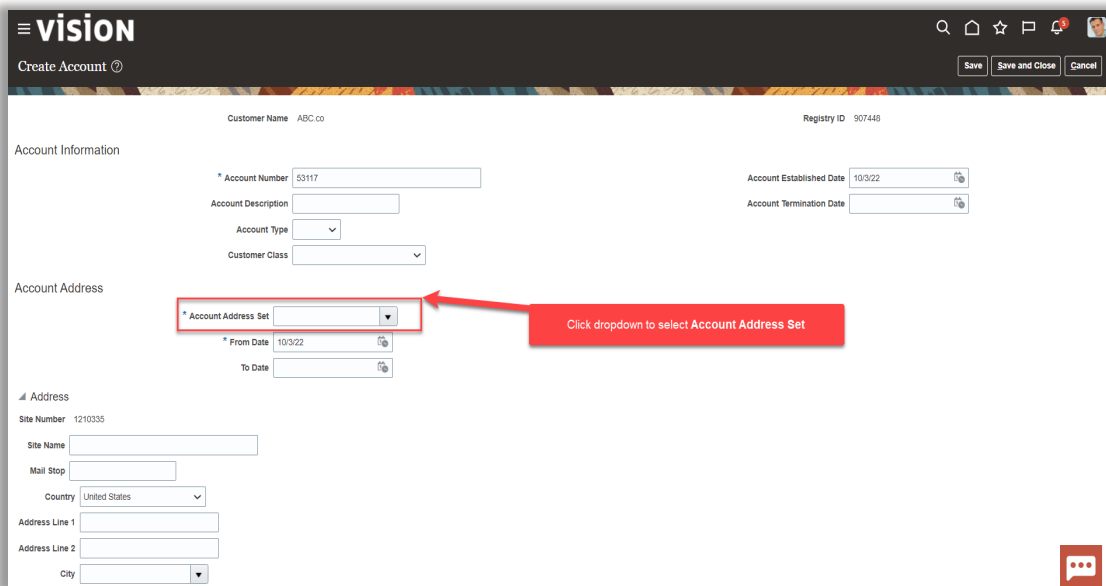
Note: Use the Search Results sections of the Manage Customers page to review and update customer accounts and sites.



Click Create Icon



Click dropdown to Account Address Set



Enter Address details

Create Account ? Save Save and Close Cancel

Address

Site Number 1210335

Site Name

Mail Stop

Country

Address Line 1

Address Line 2

City

State

Postal Code

Country

Sales Tax Geocode

Sales Tax Inside City Limits

Click dropdown to select **City, State, Postal Code and Country**

Create Account ? Save Save and Close Cancel

Address

Site Number 1210335

Site Name

Mail Stop

Country

Address Line 1

Address Line 2

City

State

Postal Code

Country

Sales Tax Geocode

Sales Tax Inside City Limits

Account Address Details

Customer Category Code

Site Language

Translated Customer Name

Trading Partner Identifier

EDI Location Code

Address Purposes

Actions View Format + X ? Wrap

Click **Add Icon** under **Address Purpose**

Create Account Save Save and Close Cancel

Site Name

Mail Stop

Country United States

Address Line 1

Address Line 2

City Cabazon

State CA

Postal Code 92230

County Riverside

Sales Tax Geocode

Sales Tax Inside City Limits

Account Address Details

Customer Category Code

Site Language

Translated Customer Name

Trading Partner Identifier

EDL Location Code

Key Account

Address Purposes

Actions View Format + ✕ Wrap

Primary	Site	From Date	To Date	Purpose	Bill-to Site
No data to display.					

Click Add Icon under Address Purposes

On the dropdown list of values for **Purpose**, select the value of **Bill to**

Create Account Save Save and Close Cancel

Mail Stop

Country United States

Address Line 1

Address Line 2

City Cabazon

State CA

Postal Code 92230

County Riverside

Sales Tax Geocode

Sales Tax Inside City Limits

Account Address Details

Customer Category Code

Site Language

Translated Customer Name

Trading Partner Identifier

on Code

Key Account

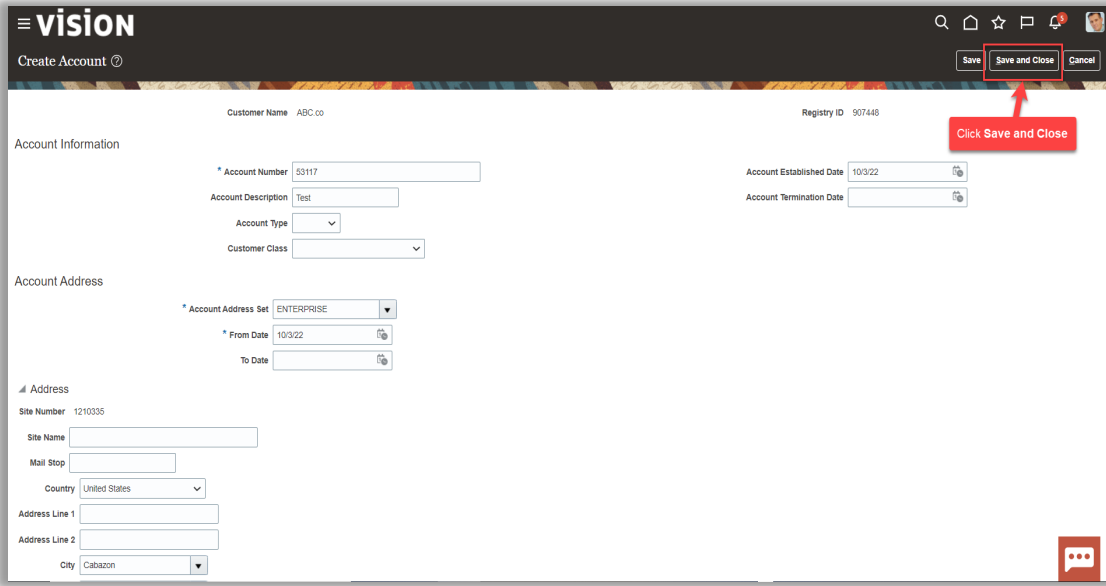
Address Purposes

Actions View Format + ✕ Wrap

Primary	Site	From Date	To Date	Purpose	Bill-to Site
	53225	10/3/22		Bill to	

On the drop down list of values for Purpose, select the value of Bill to

Click **Save and Close**

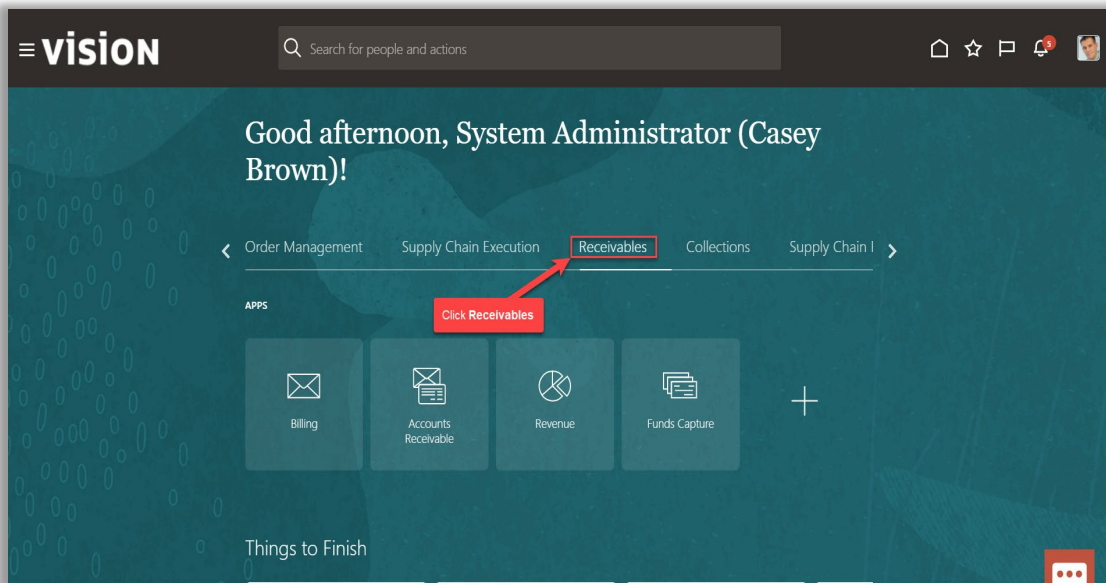


Creating and Processing Transactions

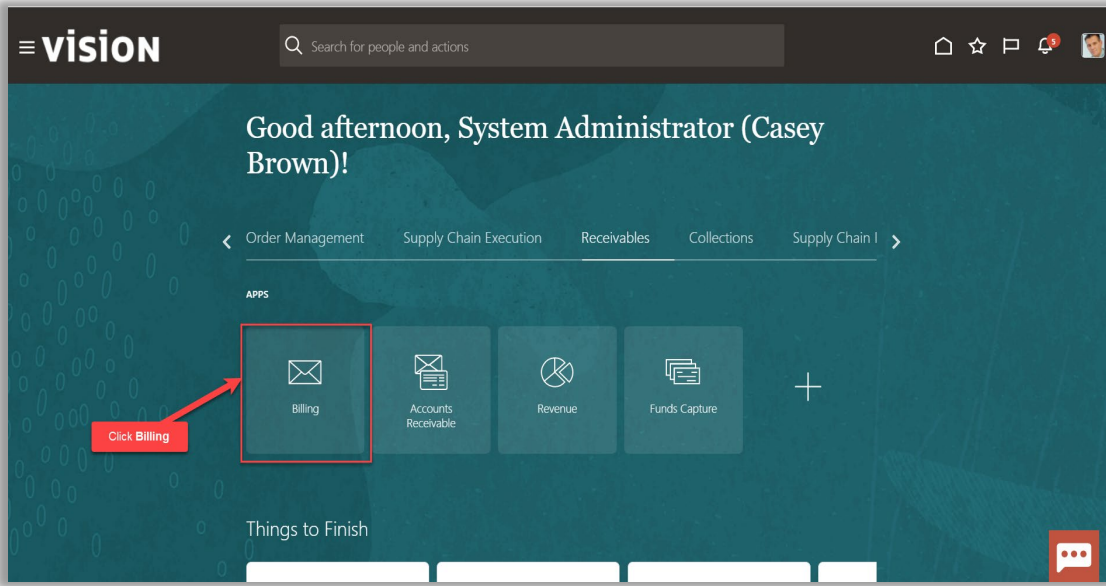
Creating An Invoice

Navigation: Receivables>Billing>Tasks>Create Transactions>Business Unit, Transaction Source, Transaction Type>Search icon for the Bill-to Name under the Customer area>Search>Select Name>OK>Payment Terms> Search icon for the Item>Quantity and Unit Price>Complete and Create Another

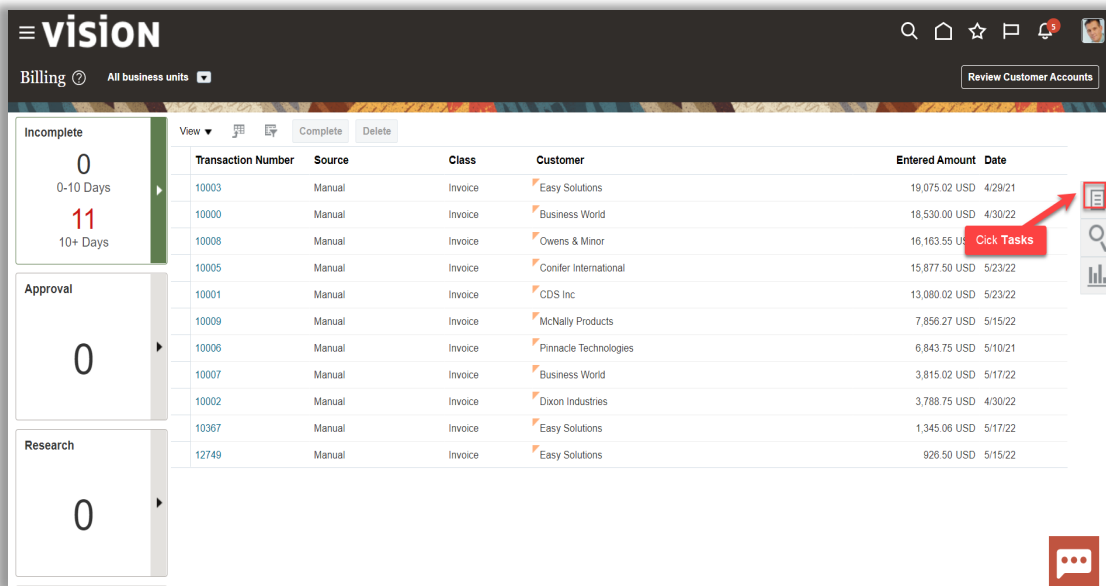
From home screen, click **Receivables**



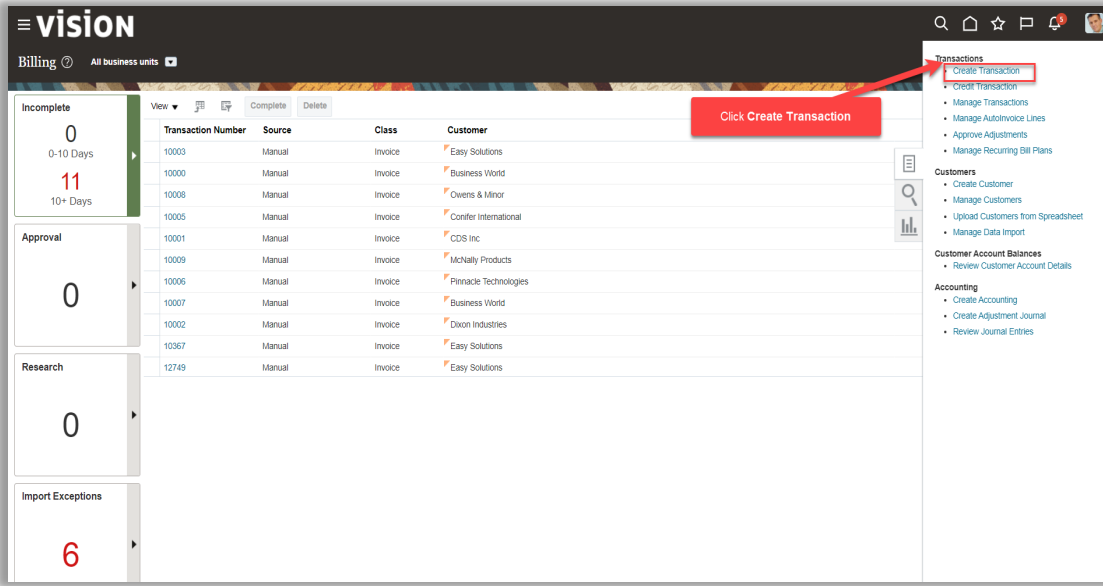
Click **Billing**



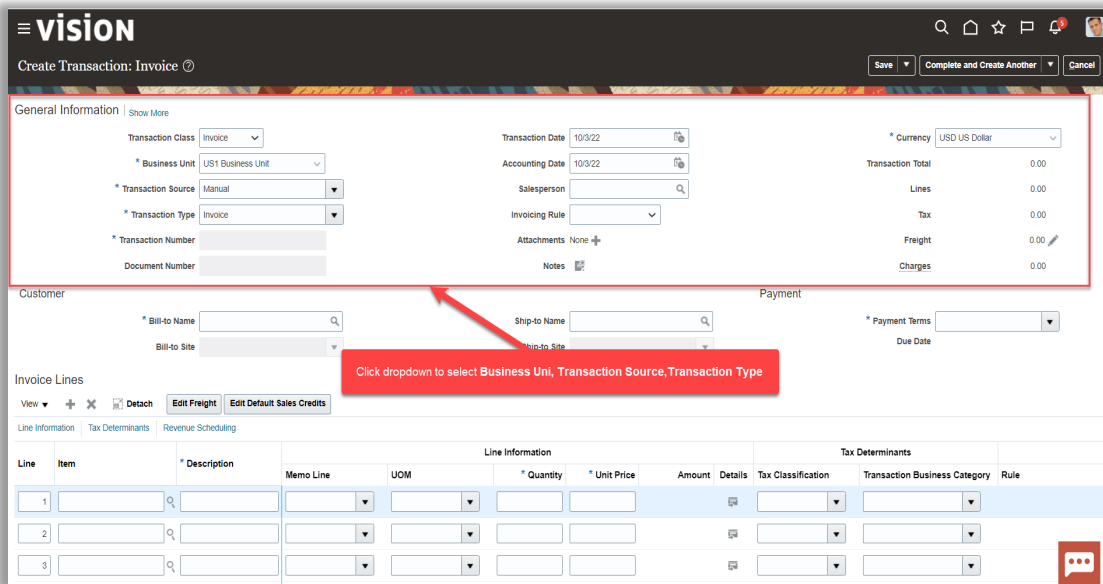
Click Tasks



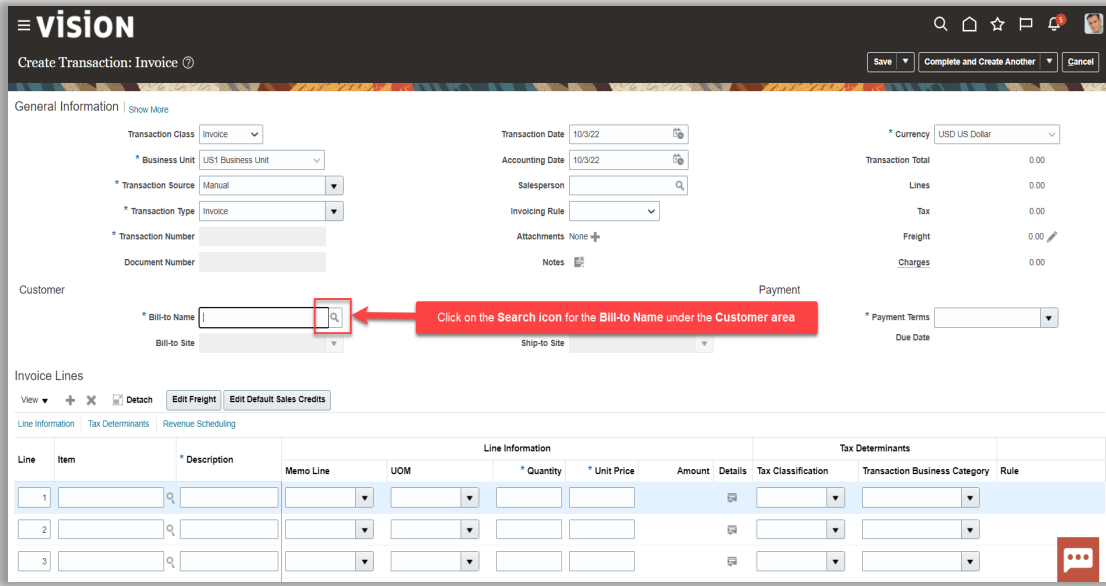
Click Create Transactions



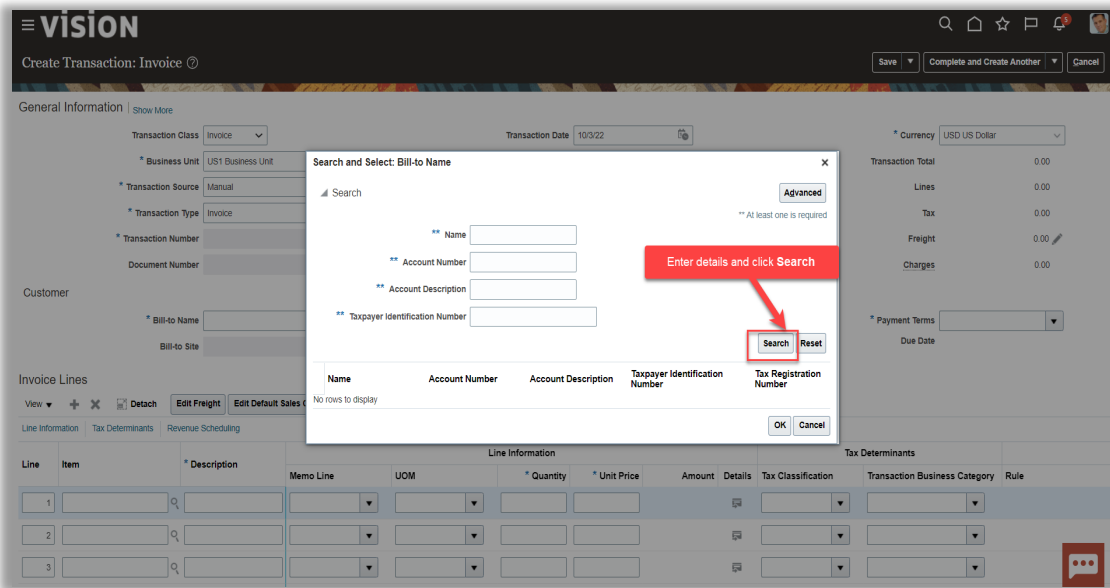
Click dropdown to select **Business Unit**, **Transaction Source**, **Transaction Type**



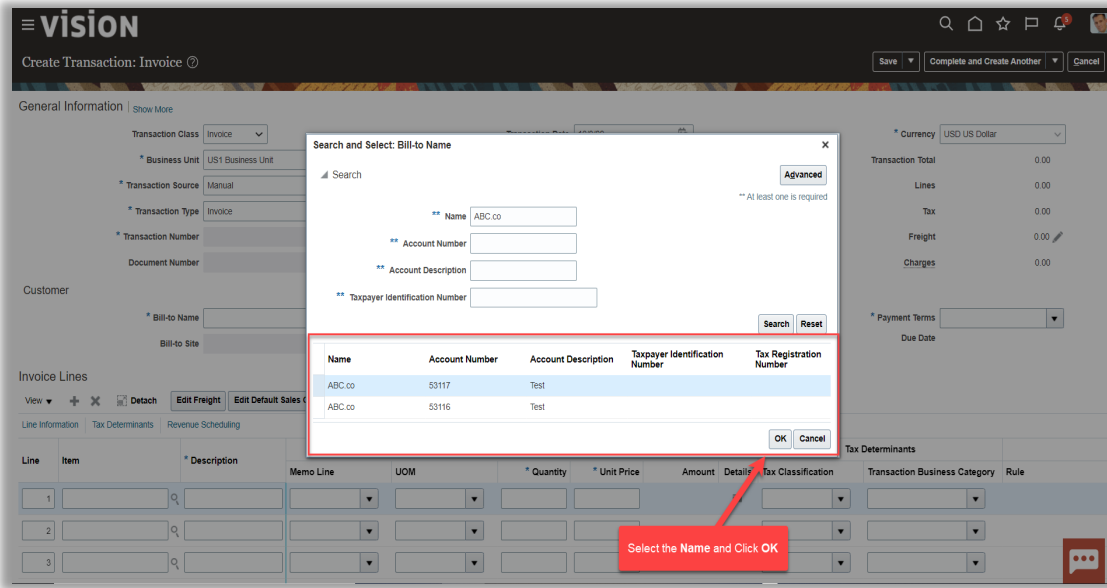
Click on the **Search** icon for the **Bill-to Name** under the **Customer** area



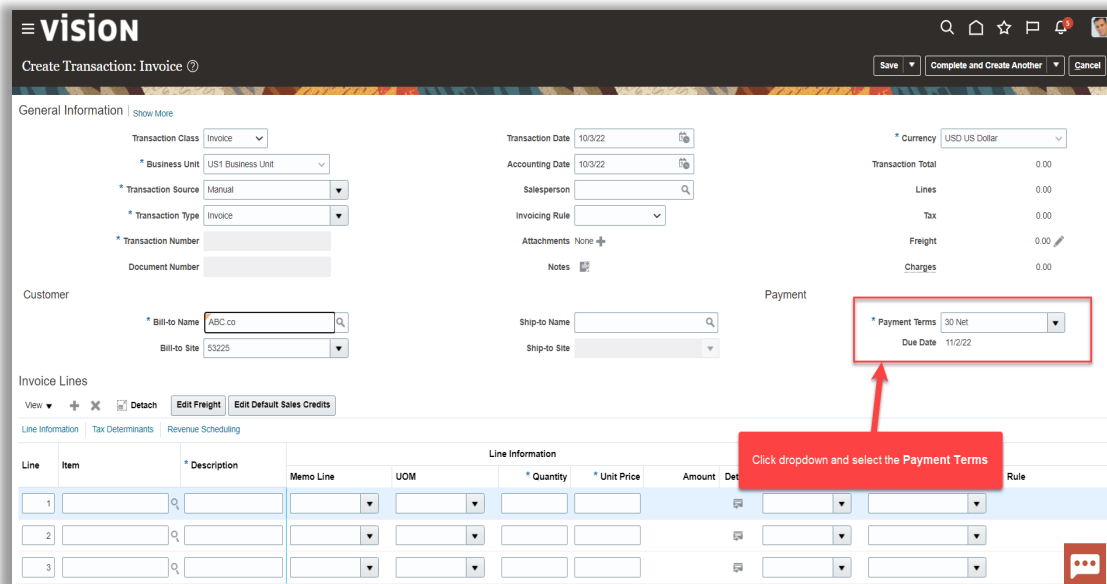
Enter details and click Search



Select Name and Click OK



Click dropdown and select **Payment Terms**



In the **Invoice Lines** section, click on the **Search** icon for the **Item**

Create Transaction: Invoice

Save Complete and Create Another Cancel

Bill-to Name: ABC CO Ship-to Name: Payment Terms: 30 Net
 Bill-to Site: 53225 Ship-to Site: Due Date: 11/2/22

Invoice Lines

View Detach Edit Freight Edit Default Sales Credits

Line Information Tax Determinants Revenue Scheduling

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details	Tax Classification	Transaction Business Category	Rule
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
Total					0		0.00				

In the Invoice Lines section, click on the Search Icon for the Item

Enter Quantity and Unit Price

Create Transaction: Invoice

Save Complete and Create Another Cancel

Transaction Type: Invoice Invoicing Rule: Tax: 0.00
 Transaction Number: Attachments: None Notes: Freight: 0.00
 Document Number: Charges: 0.00

Customer: Bill-to Name: ABC CO Ship-to Name: Payment Terms: 30 Net
 Bill-to Site: 53225 Ship-to Site: Due Date: 11/2/22

Invoice Lines

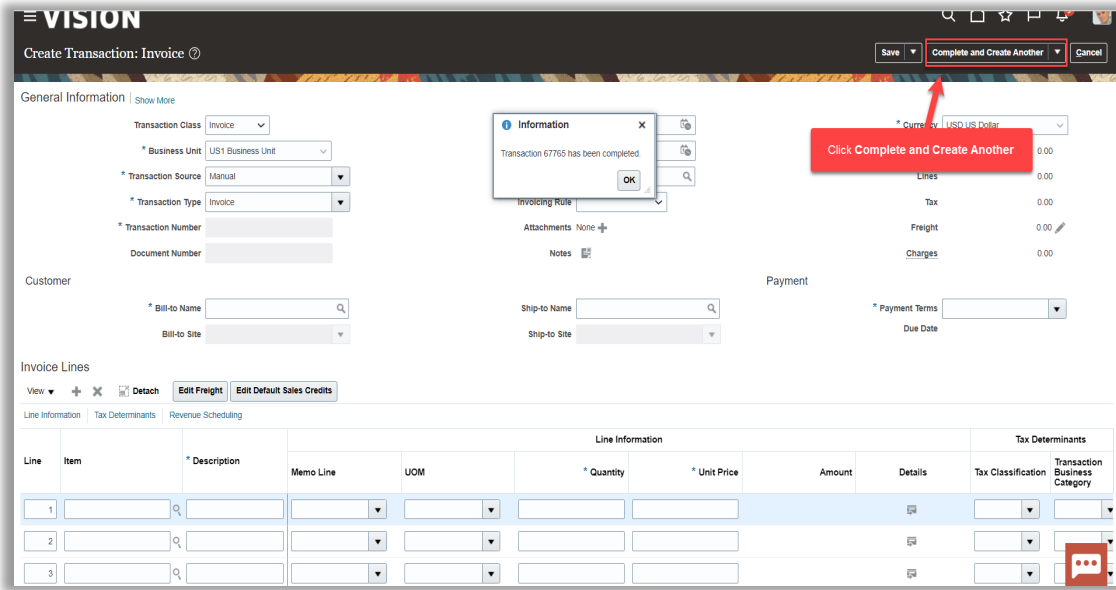
View Detach Edit Freight Edit Default Sales Credits

Line Information Tax Determinants Revenue Scheduling

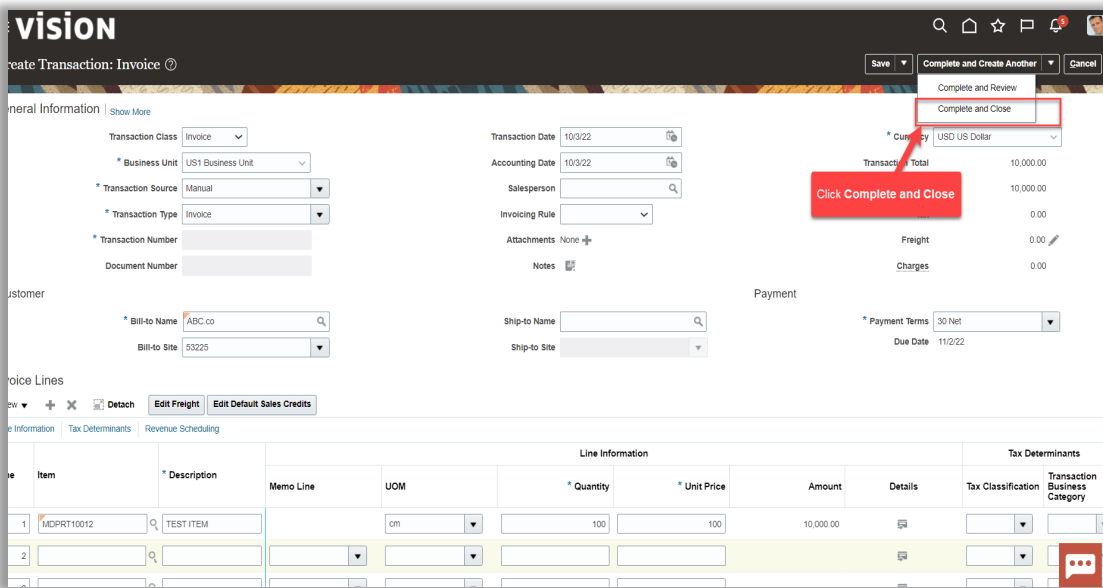
Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details	Tax Classification	Transaction Business Category
1	MDPRT10012	TEST ITEM		cm	100	100	10,000.00			
2										
3										
4										
5										
6										
7										

Enter Quantity and Unit Price

Click Complete and Create Another



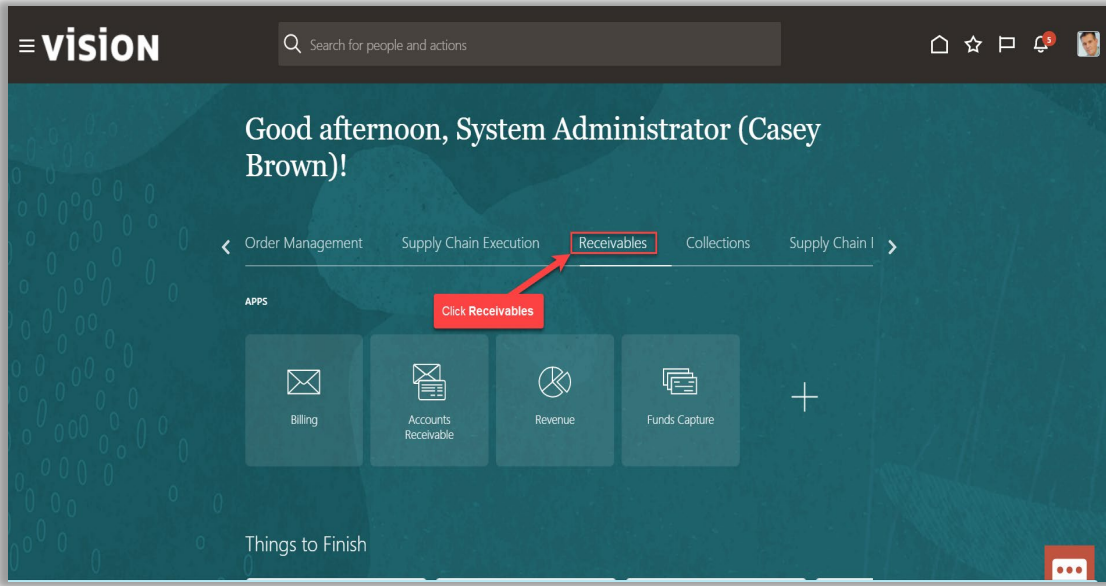
Note : To save the transactions and add another click **Complete and Create Another**, to save and close click the dropdown and select **Complete and Close**



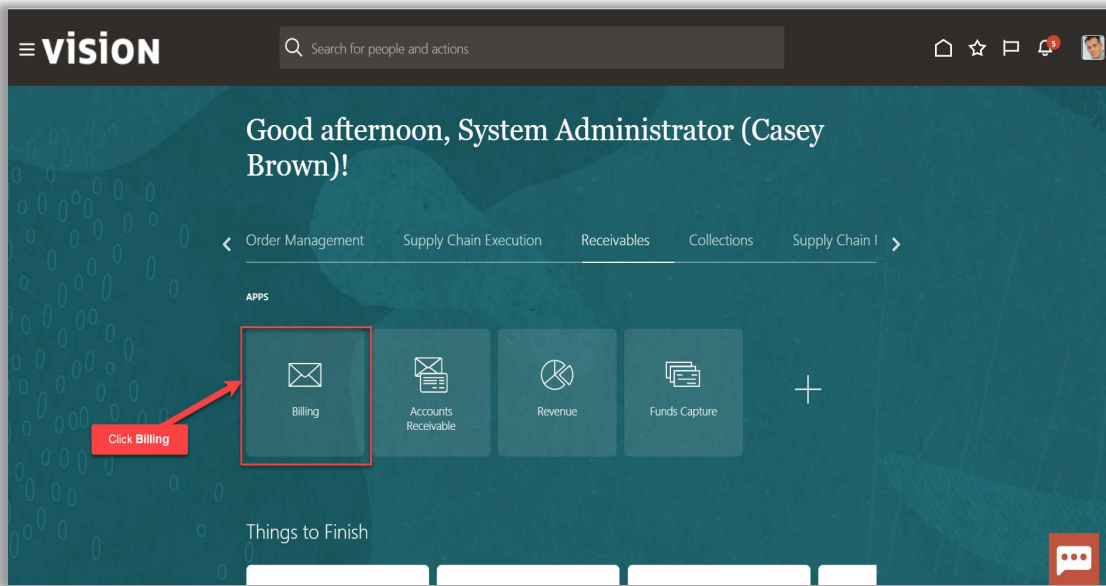
Reviewing An Invoice

Navigation: Receivables>Billing>Tasks>Manage Transaction>Transaction Number>Search>Transaction Number>Search>Review Invoice

From home screen, click **Receivables**



Click **Billing**



Click **Tasks**

vision
Billing All business units Review Customer Accounts

Incomplete: 0 (0-10 Days), 11 (10+ Days)
Approval: 0
Research: 0

Transaction Number	Source	Class	Customer	Entered Amount	Date
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10367	Manual	Invoice	Easy Solutions	1,345.06 USD	5/17/22
12749	Manual	Invoice	Easy Solutions	926.50 USD	5/15/22

Click Tasks

Click Manage Transaction

vision
Billing All business units

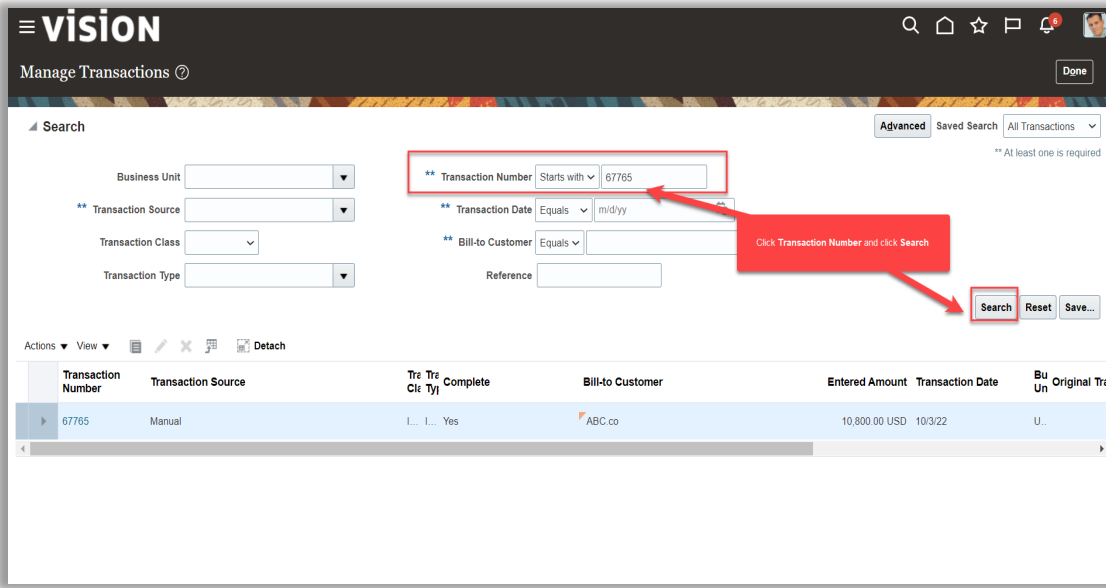
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Transaction Number	Source	Class	Customer	Entered Amount	Date
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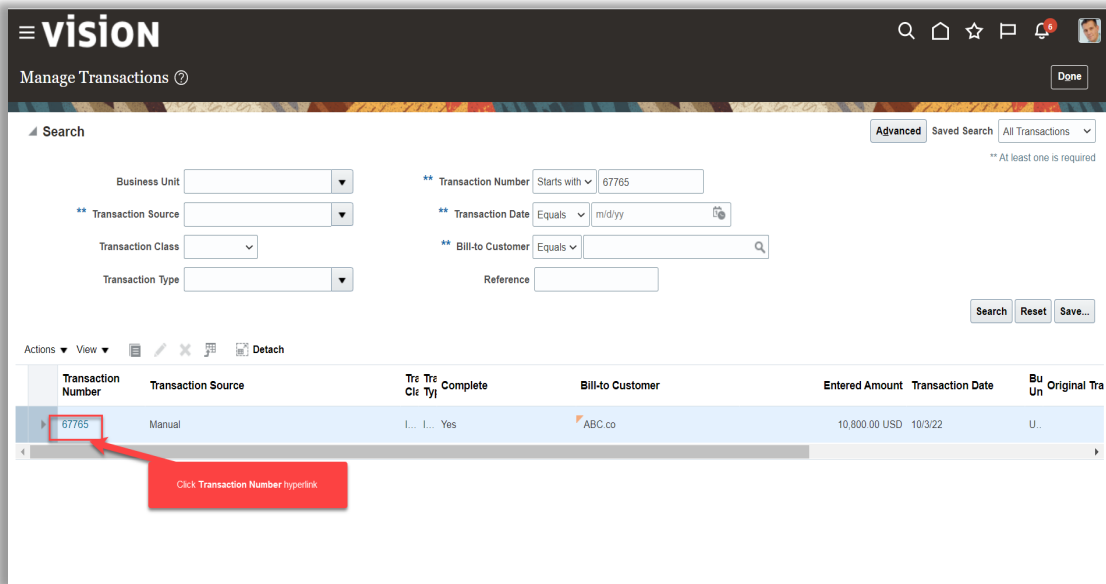
- Transactions
 - Create Transaction
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 - Manage Transactions
 - Manage AutoInvoice Lines
 - Approve Adjustments
 - Manage Recurring Bill Plans
- Customers
 - Create Customer
 - Manage Customers
 - Upload Customers from Spreadsheet
 - Manage Data Import
- Customer Account Balances
 - Review Customer Account Details
- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

Click Manage Transaction

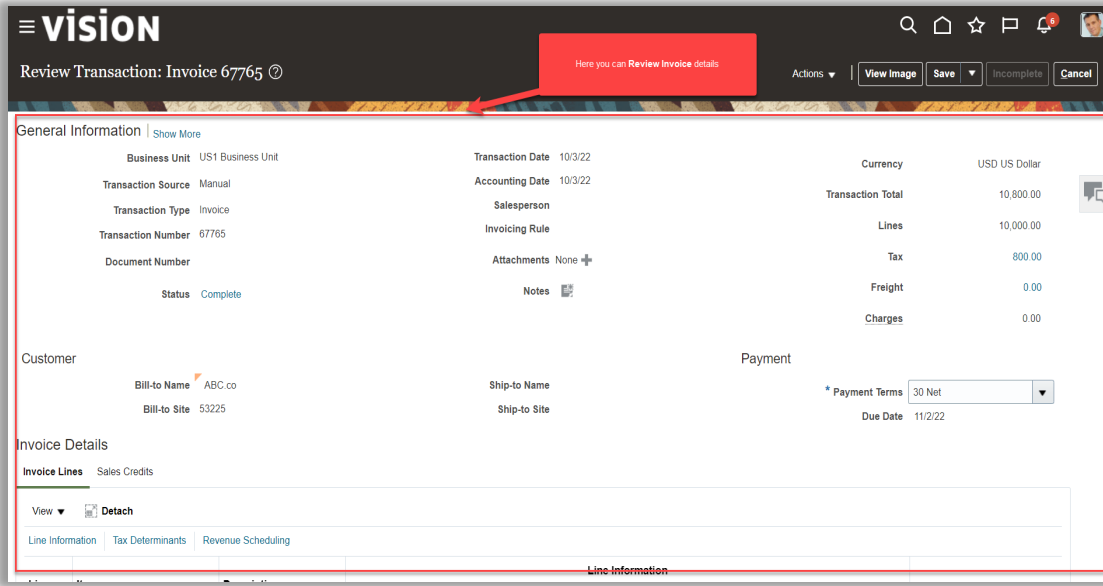
Enter Transaction Number and click Search



Click Transaction Number hyperlink



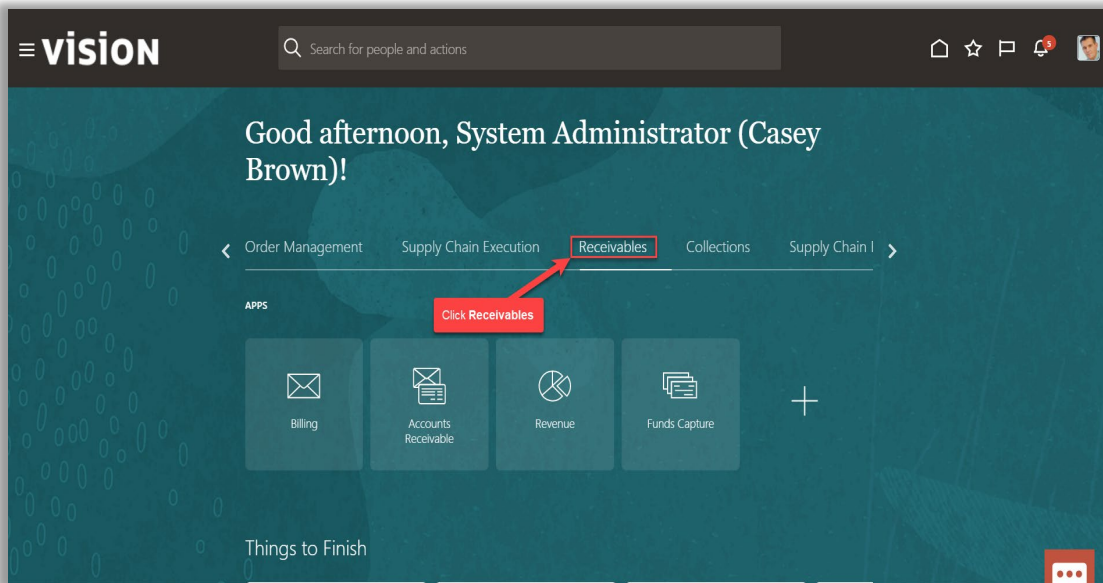
Here you can Review Invoice details



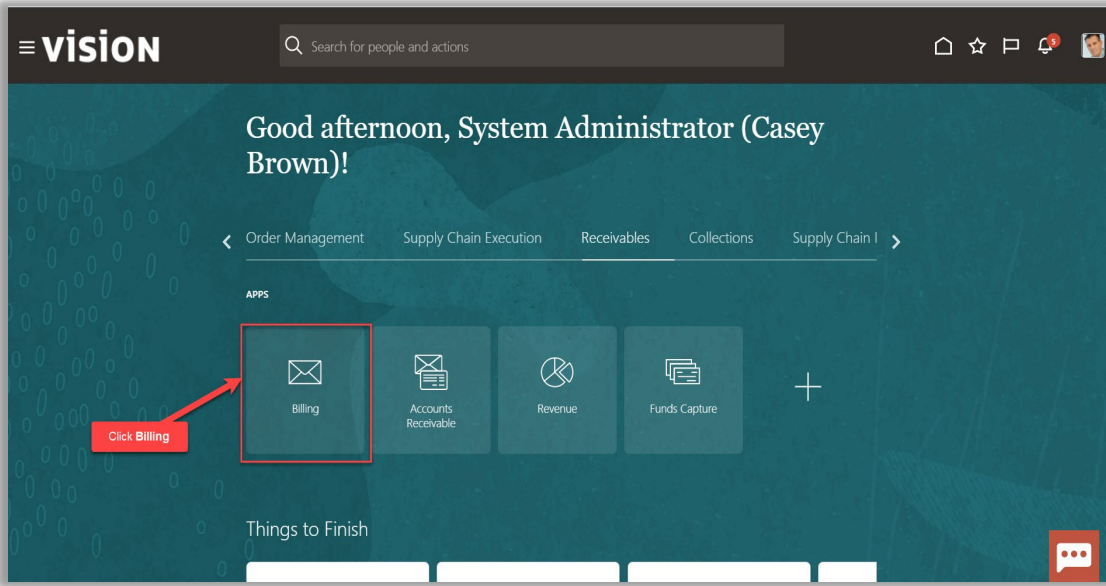
Duplicating An Invoice

Navigation: Receivables>Billing>Tasks>Manage Transaction>Transaction Number and Click Search>Actions and Duplicate>Transaction Source>Quantity field>Complete and Review>Save and Close

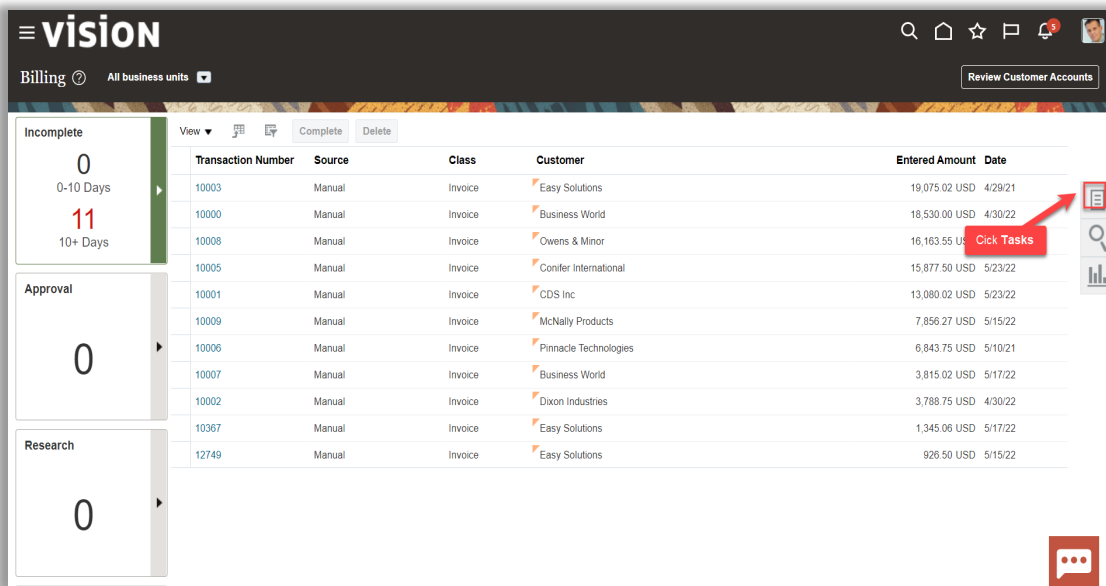
From home screen, click **Receivables**



Click **Billing**



Click Tasks



Click Manage Transaction

vision
Billing All business units

Incomplete: 0 (0-10 Days), 11 (10+ Days)
Approval: 0
Research: 0

Transaction Number	Source	Class	Customer	Entered
10003	Manual	Invoice	Easy Solutions	
10000	Manual	Invoice	Business World	
10008	Manual	Invoice	Owens & Minor	
10005	Manual	Invoice	Conifer International	
10001	Manual	Invoice	CDS Inc	
10009	Manual	Invoice	McNally Products	7.8
10006	Manual	Invoice	Pinnacle Technologies	6.8
10007	Manual	Invoice	Business World	3.8
10002	Manual	Invoice	Dixon Industries	3.7
10367	Manual	Invoice	Easy Solutions	1.3
12749	Manual	Invoice	Easy Solutions	9

- Transactions
 - Create Transaction
 - Credit Transaction
 - Manage Transactions**
 - Manage AutoInvoice Lines
 - Approve Adjustments
 - Manage Recurring Bill Plans
- Customers
 - Create Customer
 - Manage Customers
 - Upload Customers from Spreadst
 - Manage Data Import
- Customer Account Balances
 - Review Customer Account Detail
- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

Enter Transaction Number and Click Search

vision
Manage Transactions Done

Search

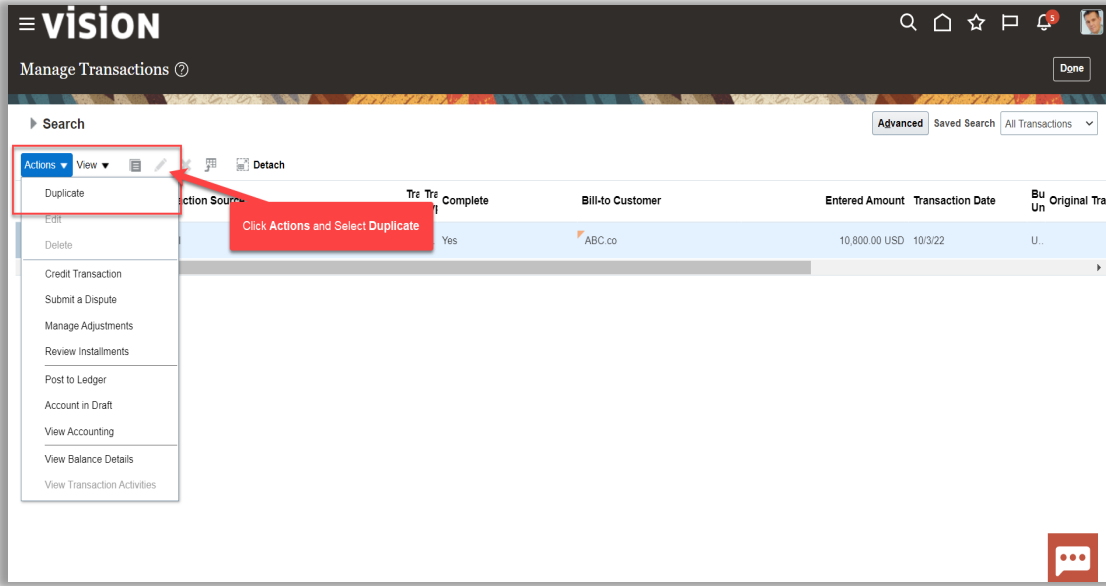
Business Unit: [Dropdown]
 ** Transaction Source: [Dropdown]
 Transaction Class: [Dropdown]
 Transaction Type: [Dropdown]

** Transaction Number: Starts with [Input] **Enter Transaction Number**
 ** Transaction Date: Equals [Dropdown] m/d/yy
 ** Bill-to Customer: Equals [Dropdown] [Search]
 Reference: [Input]

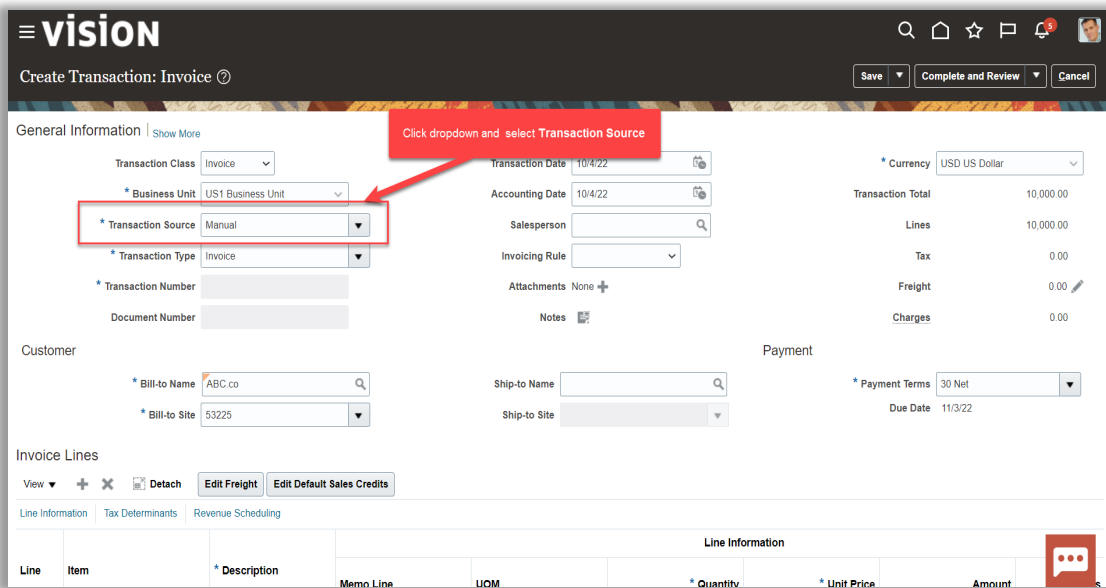
Search Reset Save...

Transaction Number	Transaction Source	Tr Cl	Tr Ty	Complete	Bill-to Customer	Entered Amount	Transaction Date	Bu Un	Original
--------------------	--------------------	-------	-------	----------	------------------	----------------	------------------	-------	----------

Click Actions and Duplicate



Click dropdown and select **Transaction Source**



Enter the appropriate quantity into the **Quantity** field

General Information | [Show More](#)

Transaction Class: Invoice
 * Business Unit: US1 Business Unit
 * Transaction Source: Manual
 * Transaction Type: Invoice
 * Transaction Number:
 Document Number:
 Transaction Date: 10/4/22
 Accounting Date: 10/4/22
 Salesperson:
 Invoicing Rule:
 Attachments: None
 Notes:
 * Currency: USD US Dollar
 Transaction Total: 10,000.00
 Lines: 10,000.00
 Tax: 0.00
 Freight: 0.00
 Charges: 0.00

Customer
 * Bill-to Name: ABC.co
 * Bill-to Site: 53225
 Ship-to Name:
 Ship-to Site:
 Payment
 * Payment Terms: 30 Net
 Due Date: 11/3/22

Invoice Lines
 View + X Detach Edit Freight Edit Default Sales Credits

Line Information Tax Determinants Revenue Scheduling

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details	
1	MDPRT10012	TEST ITEM		cm	100	100	10,000.00		
Total							100	10,000.00	

Enter the appropriate quantity into the Quantity field.

Click Complete and Review

VISION

Create Transaction: Invoice

Save Complete and Review Cancel

General Information | [Show More](#)

Transaction Class: Invoice
 * Business Unit: US1 Business Unit
 * Transaction Source: Manual
 * Transaction Type: Invoice
 * Transaction Number:
 Document Number:
 Transaction Date: 10/4/22
 Accounting Date: 10/4/22
 Salesperson:
 Invoicing Rule:
 Attachments: None
 Notes:
 * Currency: USD US Dollar
 Transaction Total: 8,000.00
 Lines: 8,000.00
 Tax: 0.00
 Freight: 0.00
 Charges: 0.00

Customer
 * Bill-to Name: ABC.co
 * Bill-to Site: 53225
 Ship-to Name:
 Ship-to Site:
 Payment
 * Payment Terms: 30 Net
 Due Date: 11/3/22

Invoice Lines
 View + X Detach Edit Freight Edit Default Sales Credits

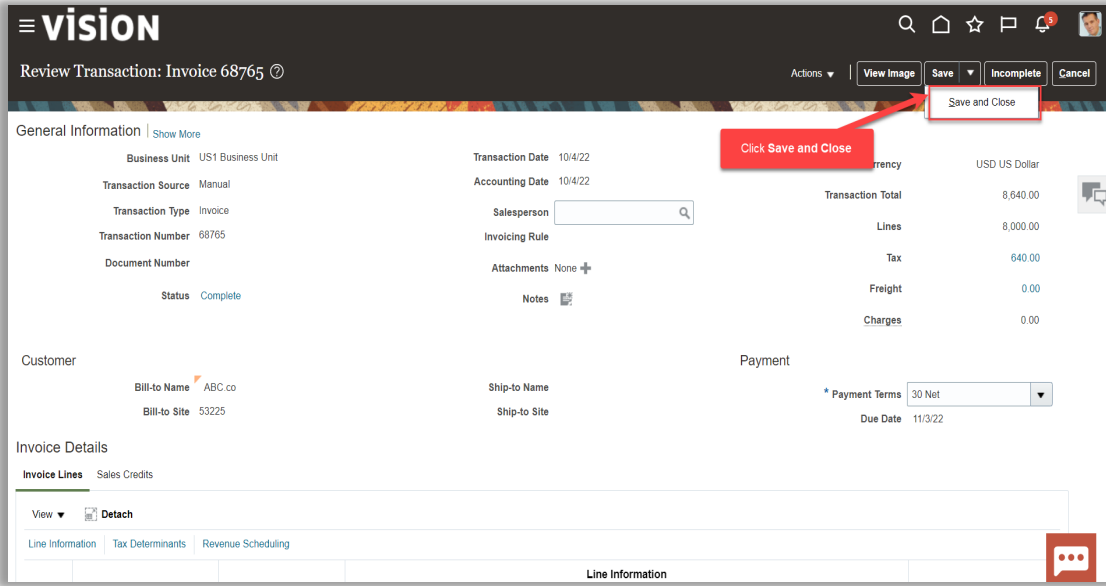
Line Information Tax Determinants Revenue Scheduling

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details
[Empty line information table]								

Click Complete and Review

Note: Use the Review Transactions page to review and update the duplicated transaction

Click Save and Close

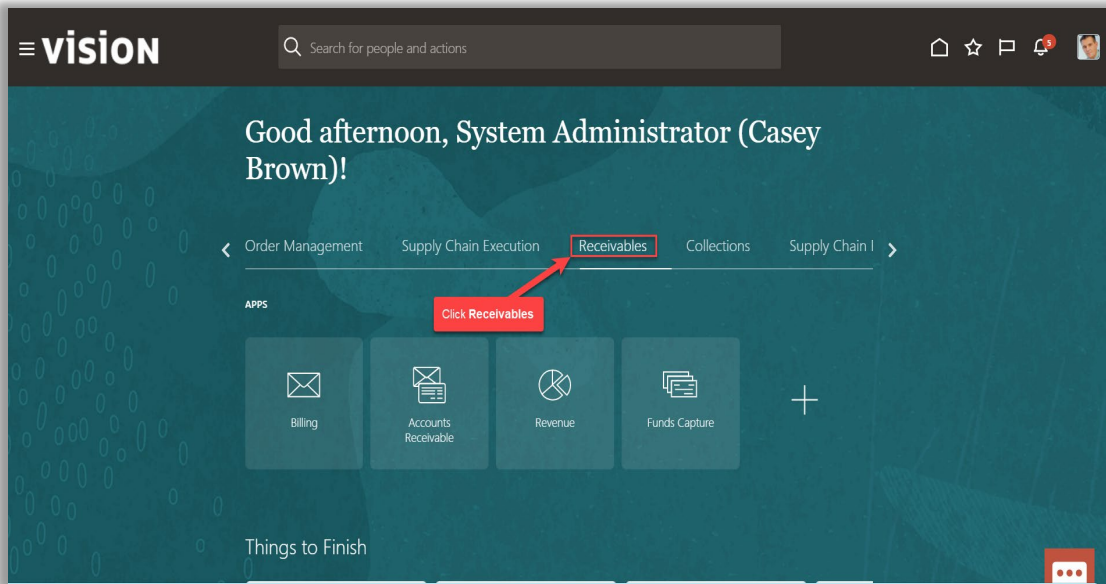


Processing Bill Adjustments

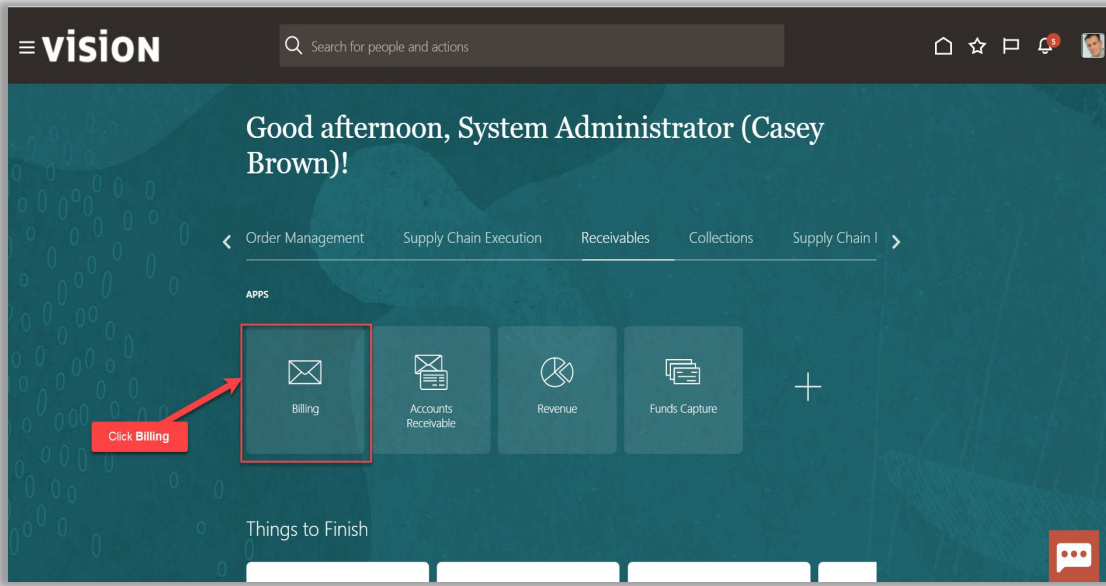
Crediting A Transaction

Navigation: Receivables>Billing>Tasks>Credit Transaction>Search icon next to the Number under the Original Transaction section>Search>OK>Credit Entire Balance>Close and Complete>OK

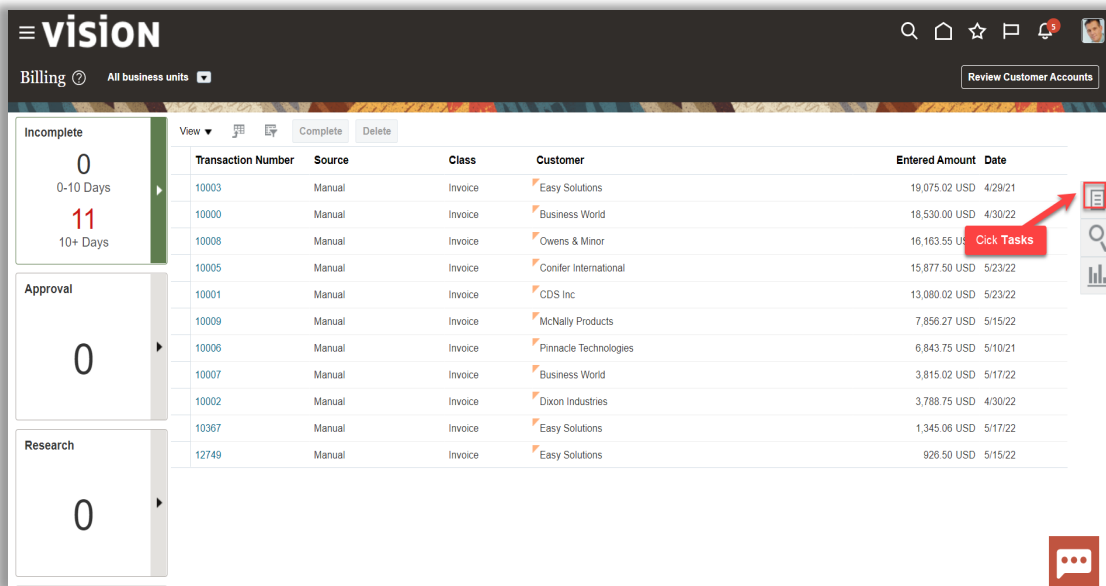
From home screen, click **Receivables**



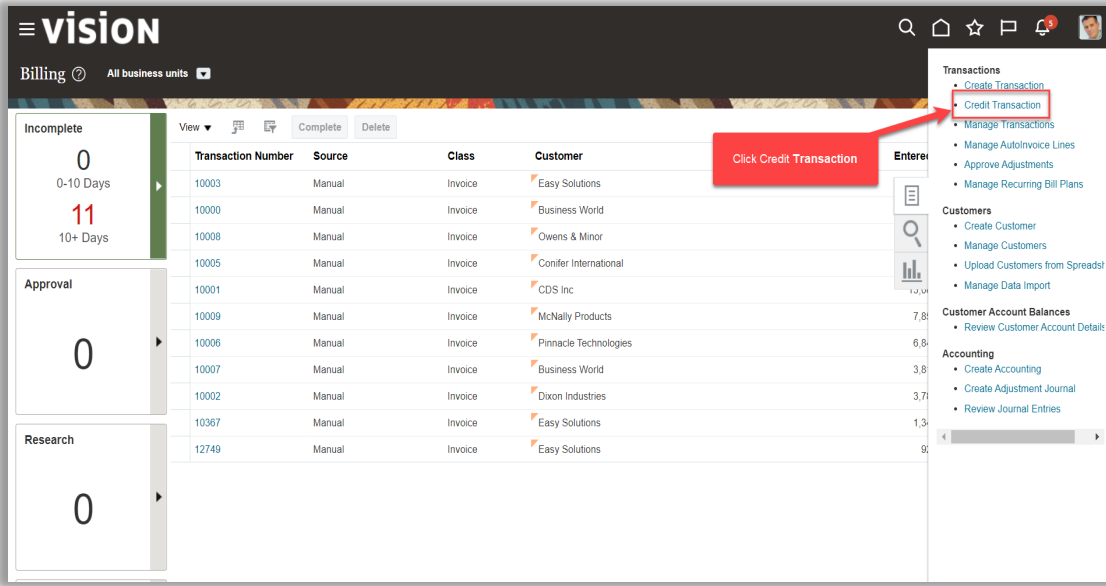
Click **Billing**



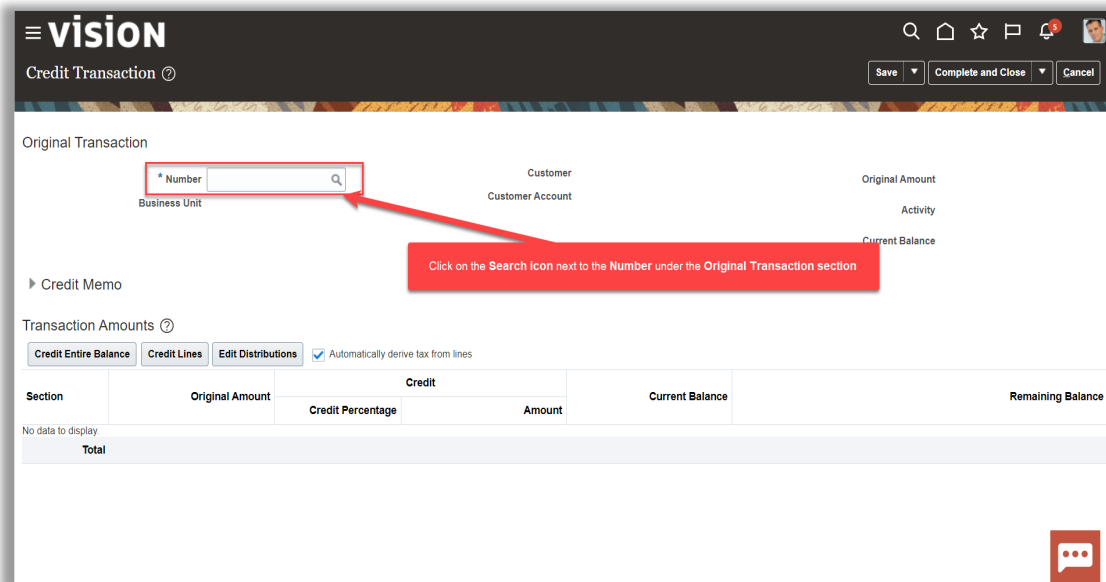
Click Tasks



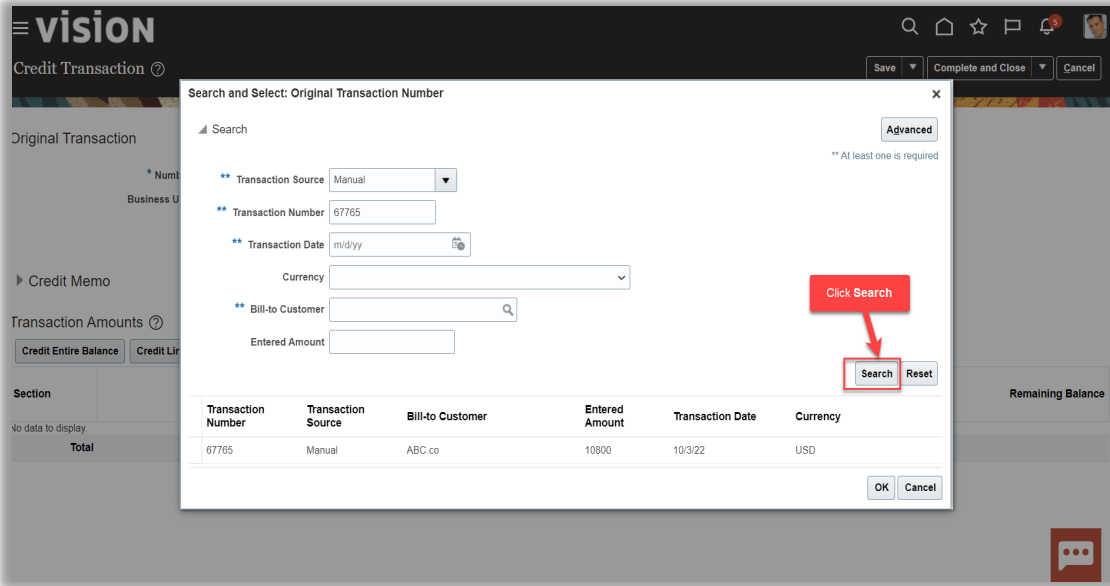
Click Credit Transaction



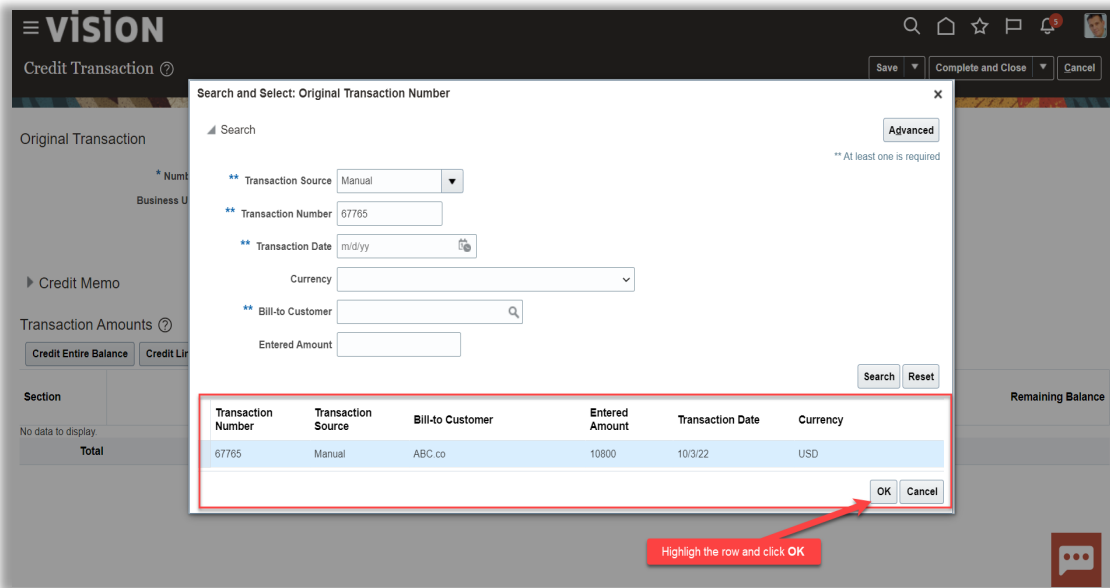
Click on the **Search** icon next to the **Number** under the **Original Transaction** section



Click **Search**



Highlight the row and click **OK**



Click **Credit Entire Balance**

Activity 0.00
Current Balance 10,800.00

Credit Memo

* Transaction Source: Manual
 * Transaction Type: Credit Memo
 Transaction Number:
 Document Number:
 Transaction Date: 10/4/22
 * Accounting Date: 10/4/22
 Credit Reason:

Customer Reference:
 Reference:
 Attachments: None
 Notes:
 Intercompany
 Special Instructions:

Comments:
 Context Value:
 Exclude From Netting:
 Delivery Date for Tax Point Date: m/d/yy
 Regional Information:
 Context Value:

Transaction Amounts

Automatically derive tax from lines

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	10,000.00	100	-10,000.00	10,000.00	0.00
Tax	800.00	100	-800.00	800.00	0.00
Freight	0.00	100	0.00	0.00	
Total	10,800.00	100	-10,800.00	10,800.00	

Click Close and Complete

vision
Credit Transaction

USD - US Dollar

Original Transaction

* Number: 67765
 Business Unit: US1 Business Unit
 Customer: ABC.co
 Customer Account: 53117
 Original Amount: 10,800.00
 Activity: 0.00
 Current Balance: 10,800.00

Credit Memo

* Transaction Source: Manual
 * Transaction Type: Credit Memo
 Transaction Number:
 Document Number:
 Transaction Date: 10/4/22
 * Accounting Date: 10/4/22
 Credit Reason:

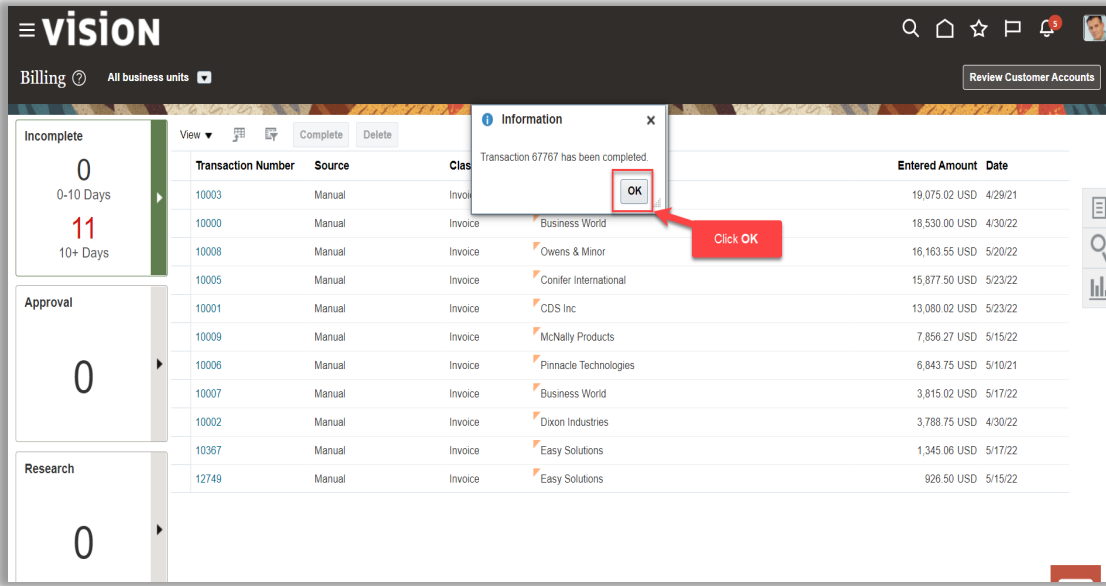
Customer Reference:
 Reference:
 Attachments: None
 Notes:
 Intercompany
 Special Instructions:

Comments:
 Context Value:
 Exclude From Netting:
 Delivery Date for Tax Point Date: m/d/yy
 Regional Information:
 Context Value:

Transaction Amounts

Automatically derive tax from lines

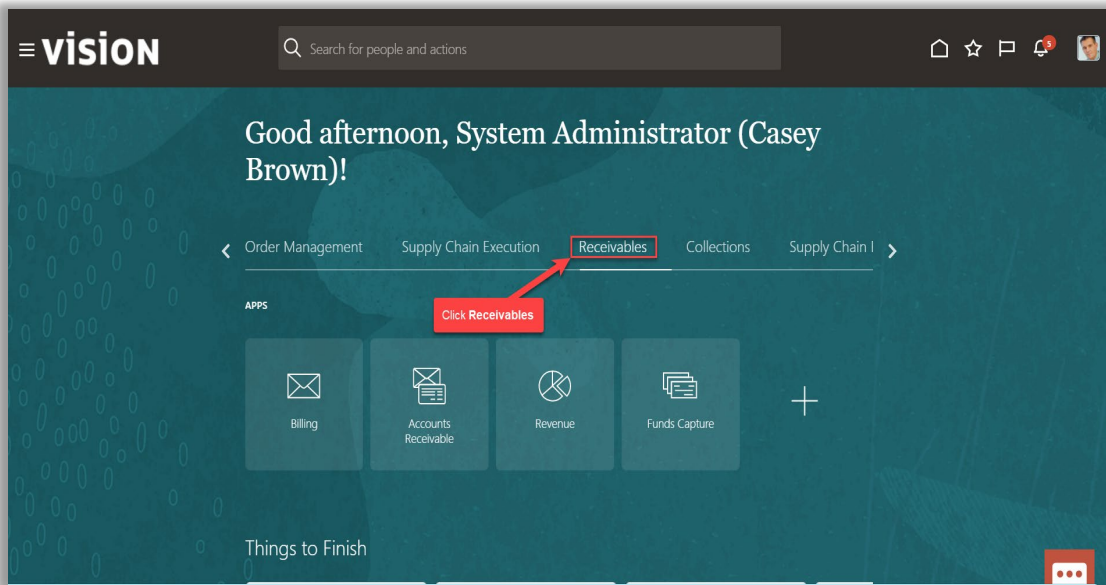
Click OK



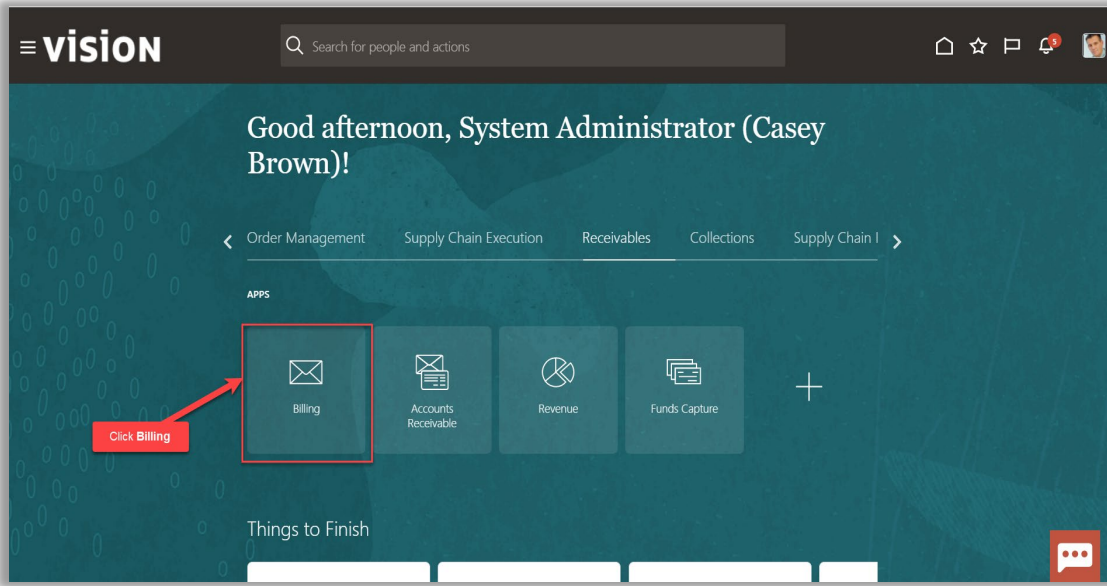
Creating An On-Account Credit Memo

Navigation: Receivables>Billing>Tasks>Create Transactions>Select Business Unit, Transaction Source and Transaction Type>Bill-to Name search button>Search>OK>Memo Line>Enter Quantity and Enter Unit Price>Complete and Review>Save and Close>OK

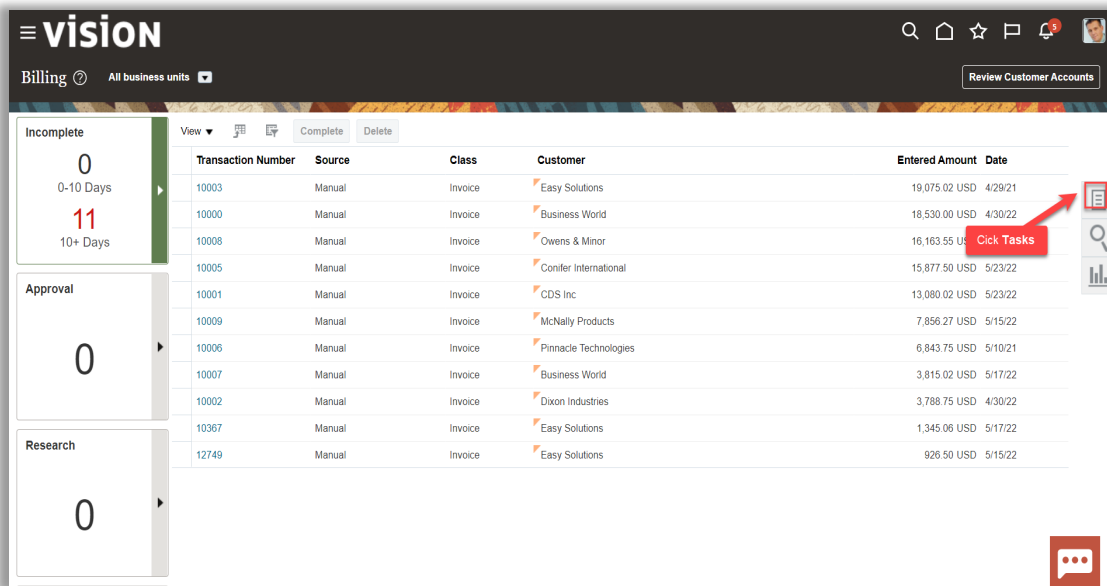
From home screen, click **Receivables**



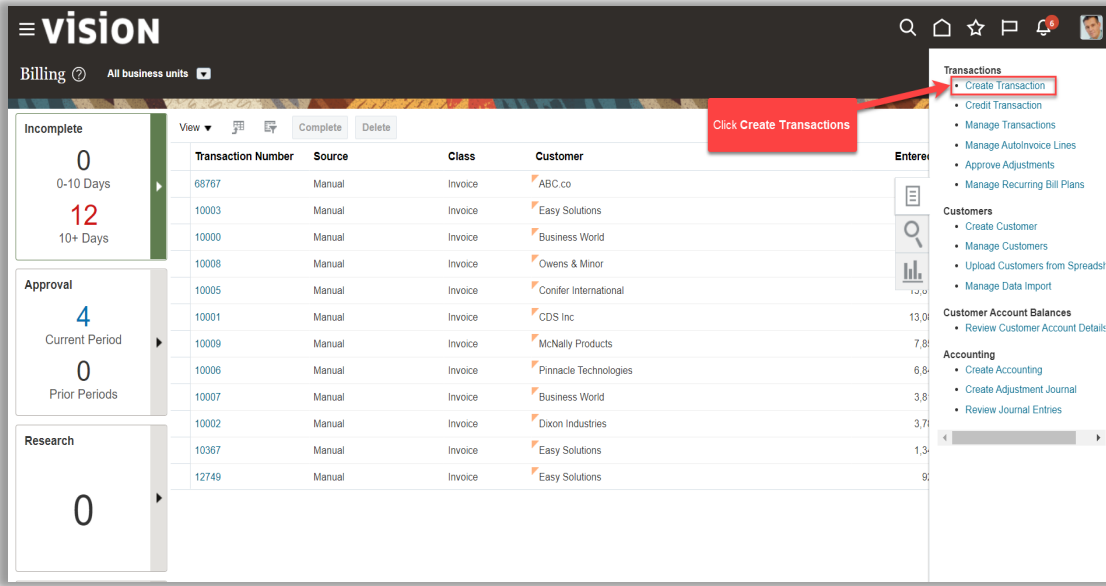
Click **Billing**



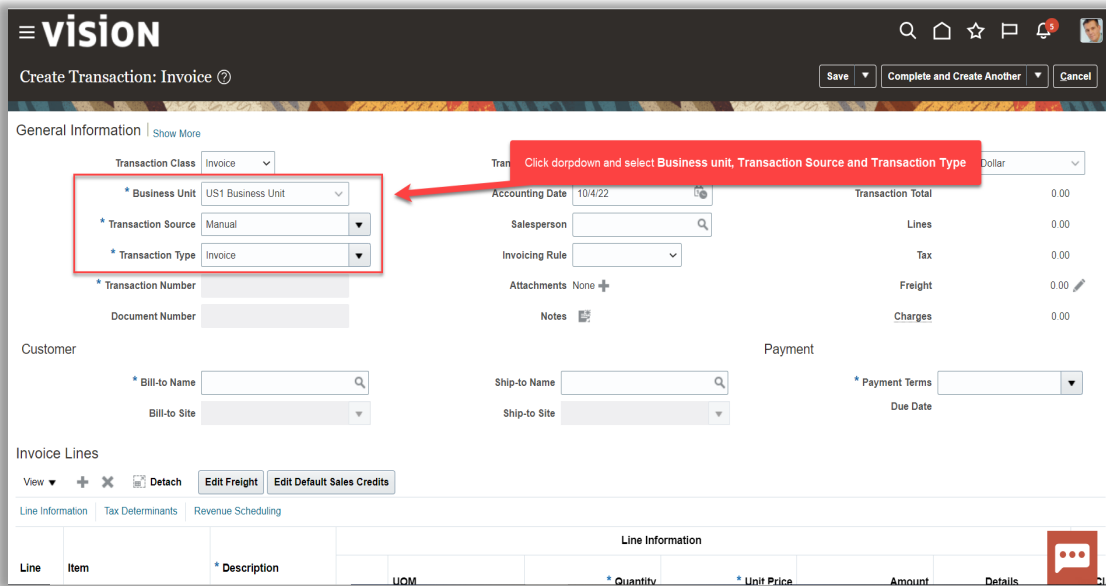
Click Tasks



Click Create Transactions



Click dropdown and select **Business Unit**, **Transaction Source** and **Transaction Type**



Click the **Bill-to Name** search button

VISION
Create Transaction: Invoice

Transaction Class: Invoice
Transaction Date: 10/4/22
* Currency: USD US Dollar

* Business Unit: US1 Business Unit
Accounting Date: 10/4/22
Transaction Total: 0.00

* Transaction Source: Manual
Salesperson: [Search]
Lines: 0.00

* Transaction Type: Invoice
Invoicing Rule: [Dropdown]
Tax: 0.00

* Transaction Number: [Text]
Attachments: None
Freight: 0.00

Document Number: [Text]
Charges: 0.00

Customer
* Bill-to Name: [Search] **Click the Bill-to Name search button**
Ship-to Name: [Search]
Payment
* Payment Terms: [Dropdown]
Bill-to Site: [Dropdown]
Ship-to Site: [Dropdown]
Due Date: [Text]

Invoice Lines
View [Dropdown] [Icons] Detach Edit Freight Edit Default Sales Credits

Line	Item	Description	UOM	Quantity	Unit Price	Amount	Details

Enter details and click Search

VISION
Create Transaction: Invoice

Search and Select: Bill-to Name

Search [Advanced] ** At least one is required

** Name: [Text]
** Account Number: [Text]
** Account Description: Test
** Taxpayer Identification Number: [Text]

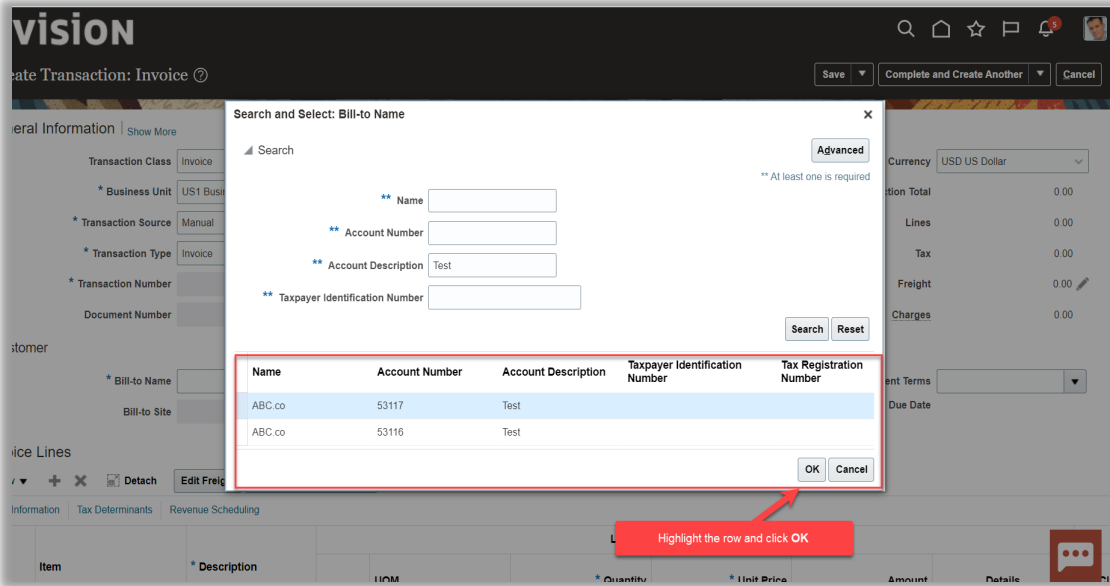
Enter details and click Search

Search [Reset]

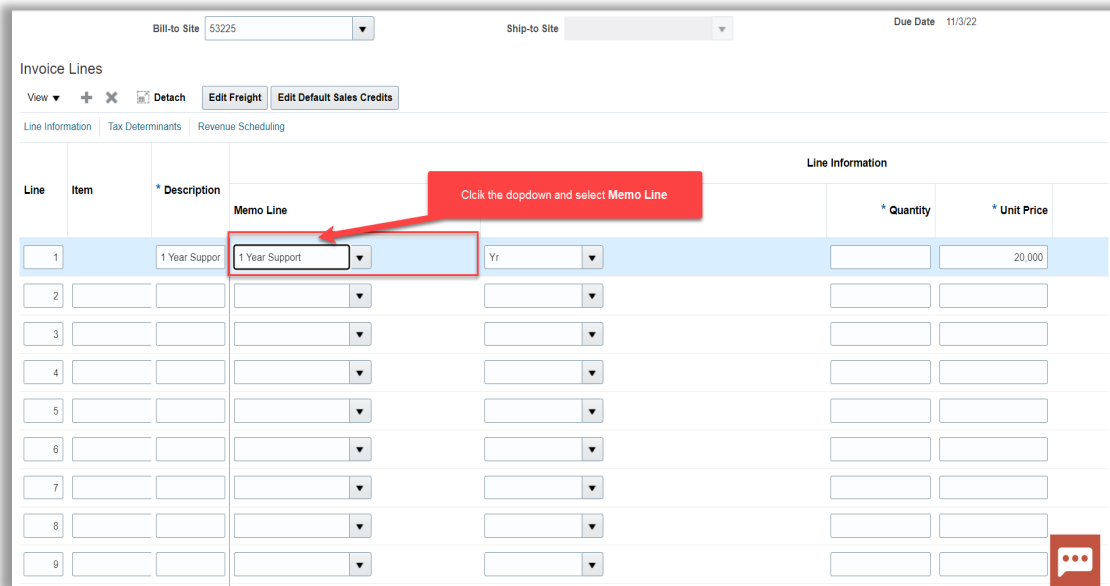
Name	Account Number	Account Description	Taxpayer Identification Number	Tax Registration Number
ABC co	53117	Test		
ABC co	53116	Test		

OK Cancel

Highlight the row and click OK



Click the dropdown and select **Memo Line**



Enter **Quantity** and Enter **Unit Price**

Line Information		Tax Determinants		Revenue Scheduling		Line Information	
Line	Item	* Description	Memo Line	UOM	* Quantity	Unit Price	Amount
1		1 Year Support	1 Year Support	Yr	2000	20,000	40,000,000.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total					2,000		40,000,000.00

Click Complete and Review

vision

Create Transaction: Invoice

General Information Show More

Transaction Class: Invoice

* Business Unit: US1 Business Unit

* Transaction Source: Manual

* Transaction Type: Invoice

* Transaction Number:

Document Number:

Customer

* Bill-to Name: ABC.co

* Bill-to Site: 53225

Transaction Date: 10/4/22

Accounting Date: 10/4/22

Salesperson:

Invoicing Rule:

Attachments: None

Notes:

Payment

Ship-to Name:

Ship-to Site:

* Payment Terms: 30 Net

Due Date: 11/3/22

* Currency: USD US Dollar

Transaction Total: 40,000,000.00

Lines: 40,000,000.00

Tax: 0.00

Freight: 0.00

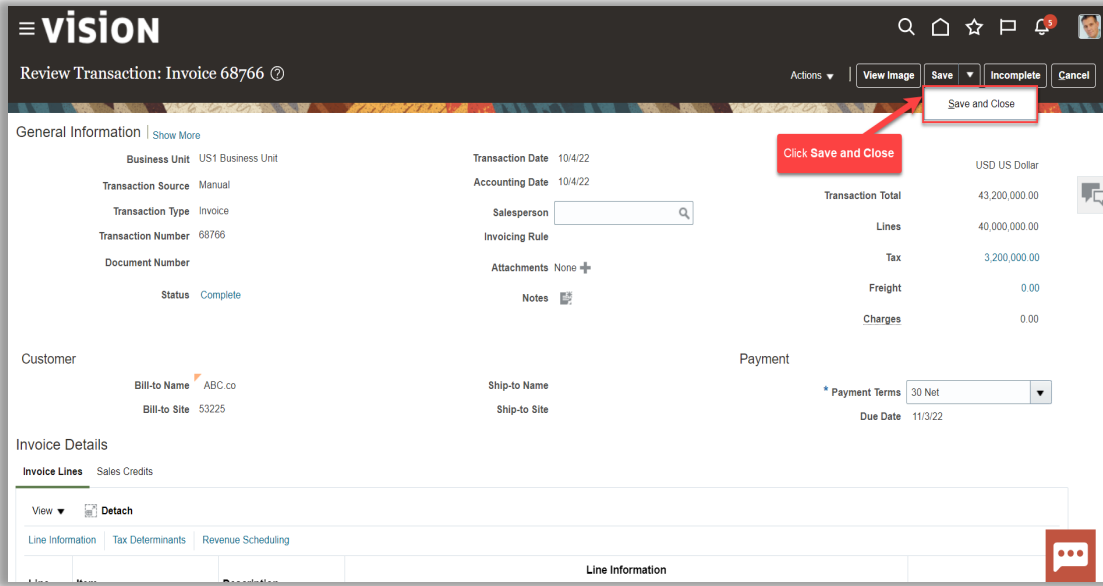
Charges: 0.00

Invoice Lines

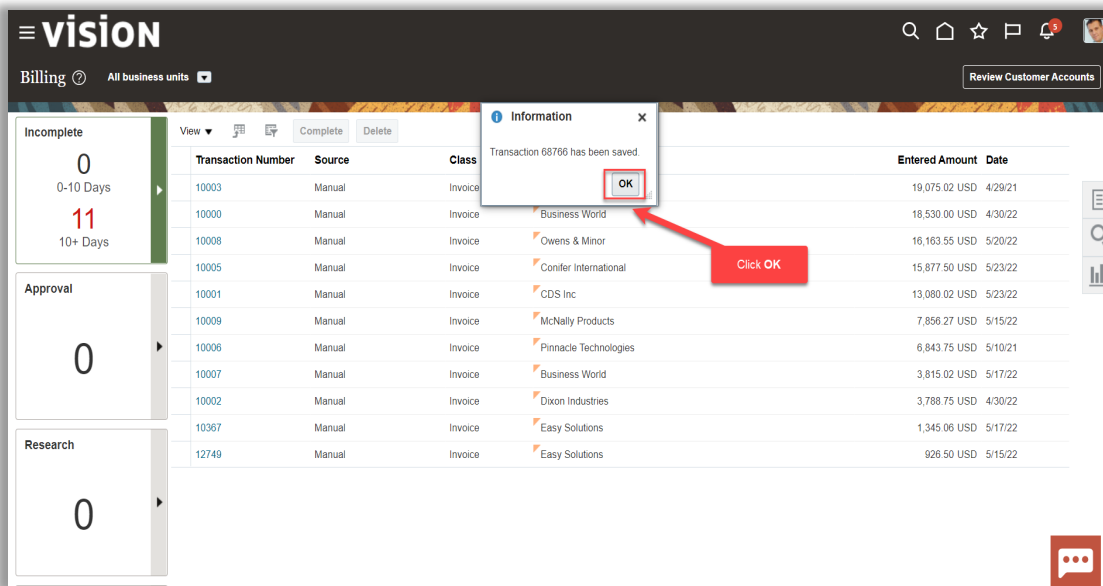
View

Line Information		Tax Determinants		Revenue Scheduling		Line Information	
Line	Item	* Description	Memo Line	UOM	* Quantity	Unit Price	Amount
1		1 Year Support	1 Year Support	Yr	2000	20,000	40,000,000.00

Click Save and Close



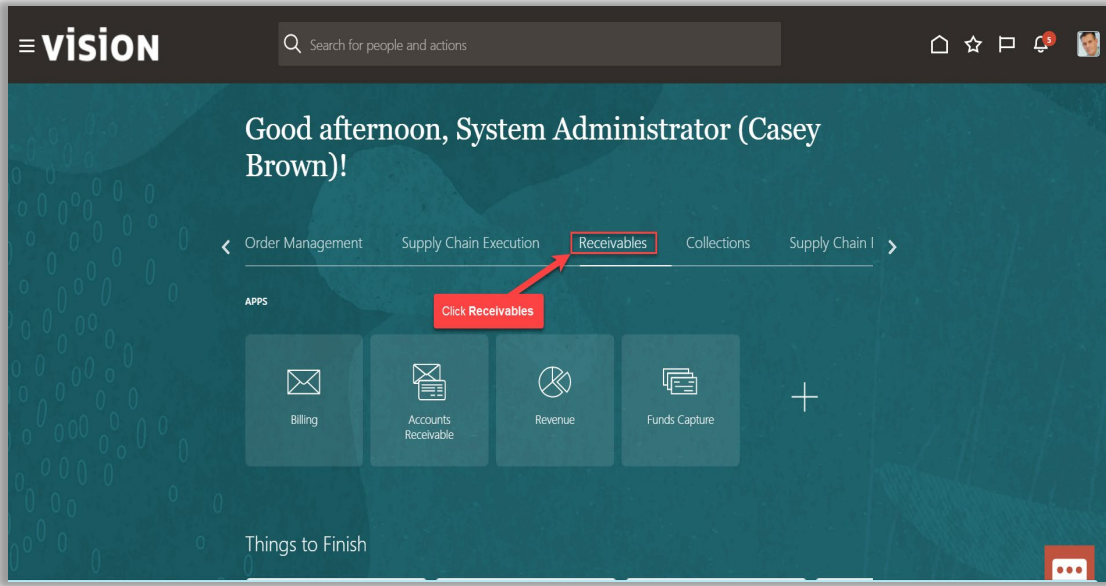
Click OK



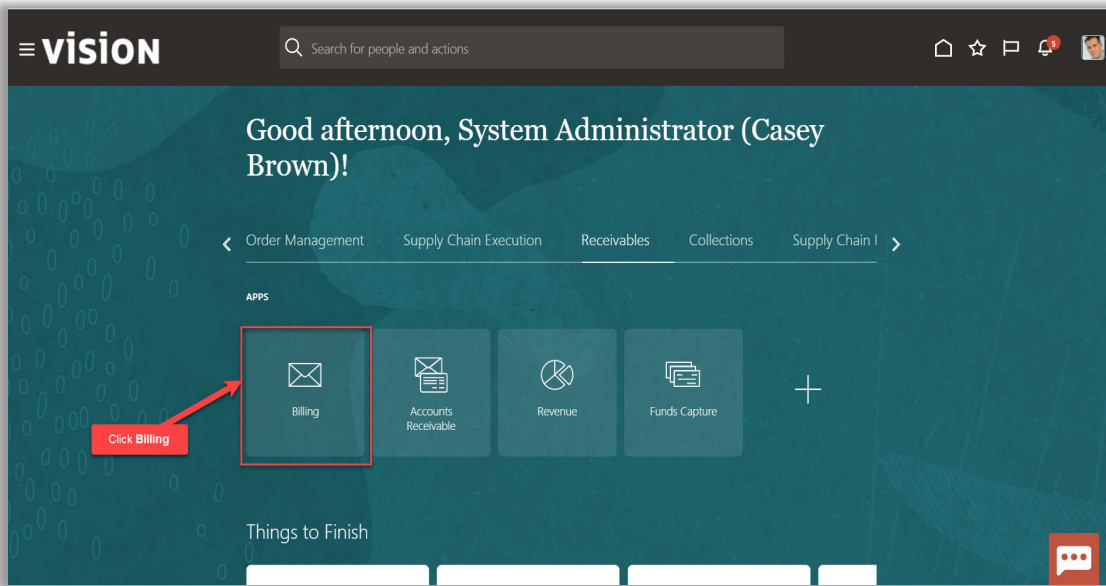
Creating An Adjustment

Navigation: Receivables>Billing>Tasks>Manage Transaction>Transaction Number and click Search>Actions and select Manage Adjustments>Actions and select Create>Receivables Activity>Adjustment Type>Adjustment Amount>Adjustment Reason>Submit>OK

From home screen, click **Receivables**



Click **Billing**



Click **Tasks**

vision
Billing All business units Review Customer Accounts

Incomplete: 0 (0-10 Days), 11 (10+ Days)
Approval: 0
Research: 0

Transaction Number	Source	Class	Customer	Entered Amount	Date
10003	Manual	Invoice	Easy Solutions	19,075.02 USD	4/29/21
10000	Manual	Invoice	Business World	18,530.00 USD	4/30/22
10008	Manual	Invoice	Owens & Minor	16,163.55 USD	
10005	Manual	Invoice	Conifer International	15,877.50 USD	5/23/22
10001	Manual	Invoice	CDS Inc	13,080.02 USD	5/23/22
10009	Manual	Invoice	McNally Products	7,856.27 USD	5/15/22
10006	Manual	Invoice	Pinnacle Technologies	6,843.75 USD	5/10/21
10007	Manual	Invoice	Business World	3,815.02 USD	5/17/22
10002	Manual	Invoice	Dixon Industries	3,788.75 USD	4/30/22
10367	Manual	Invoice	Easy Solutions	1,345.06 USD	5/17/22
12749	Manual	Invoice	Easy Solutions	926.50 USD	5/15/22

Click Tasks

Click Manage Transaction

vision
Billing All business units

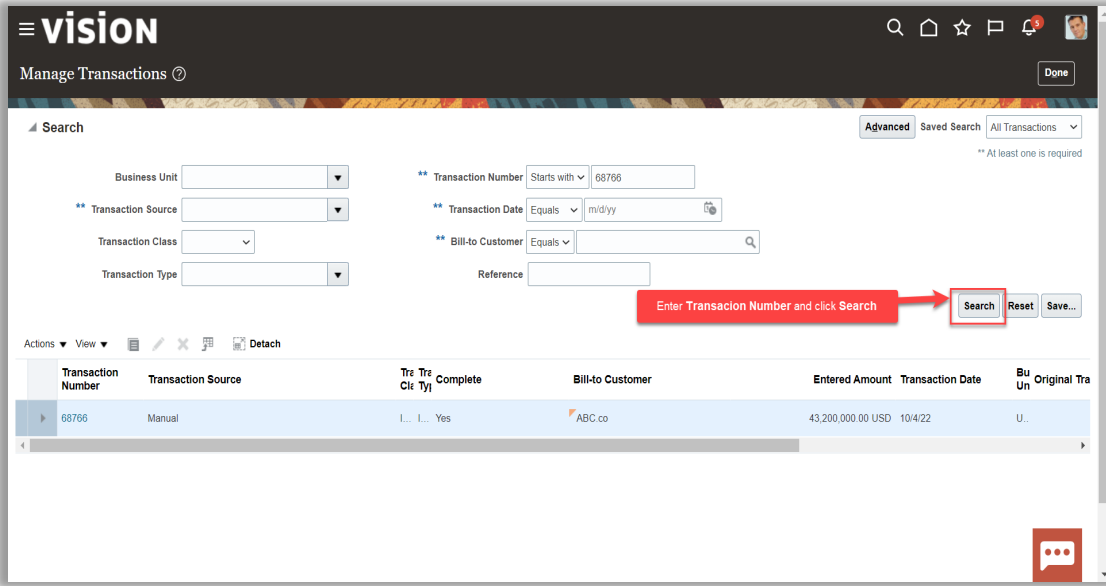
Incomplete: 0 (0-10 Days), 11 (10+ Days)
Approval: 0
Research: 0

Transaction Number	Source	Class	Customer	Entered Amount	Date
10003	Manual	Invoice	Easy Solutions		
10000	Manual	Invoice	Business World		
10008	Manual	Invoice	Owens & Minor		
10005	Manual	Invoice	Conifer International		
10001	Manual	Invoice	CDS Inc		
10009	Manual	Invoice	McNally Products	7,856.27 USD	5/15/22
10006	Manual	Invoice	Pinnacle Technologies	6,843.75 USD	5/10/21
10007	Manual	Invoice	Business World	3,815.02 USD	5/17/22
10002	Manual	Invoice	Dixon Industries	3,788.75 USD	4/30/22
10367	Manual	Invoice	Easy Solutions	1,345.06 USD	5/17/22
12749	Manual	Invoice	Easy Solutions	926.50 USD	5/15/22

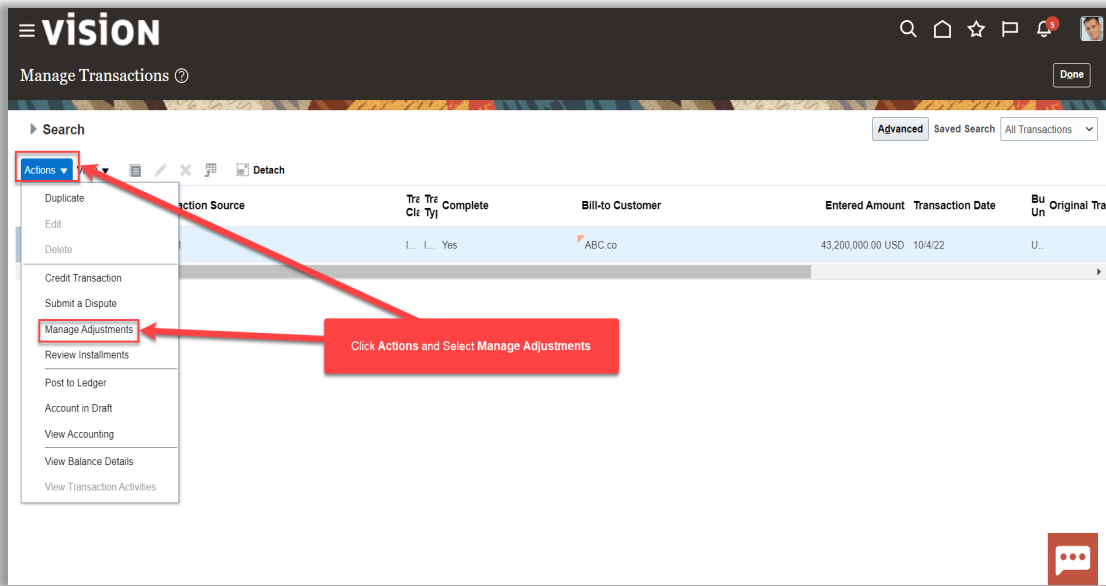
- Transactions
 - Create Transaction
 - Credit Transaction
 - Manage Transactions
 - Manage AutoInvoice Lines
 - Approve Adjustments
 - Manage Recurring Bill Plans
- Customers
 - Create Customer
 - Manage Customers
 - Upload Customers from Spreadst
 - Manage Data Import
- Customer Account Balances
 - Review Customer Account Details
- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

Click Manage Transaction

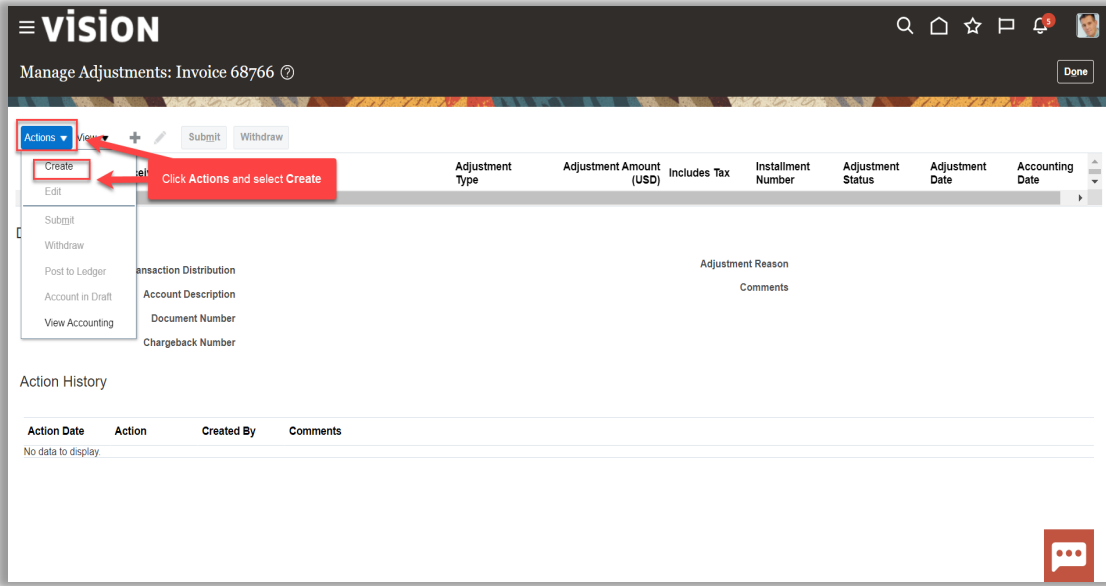
Enter Transaction Number and click Search



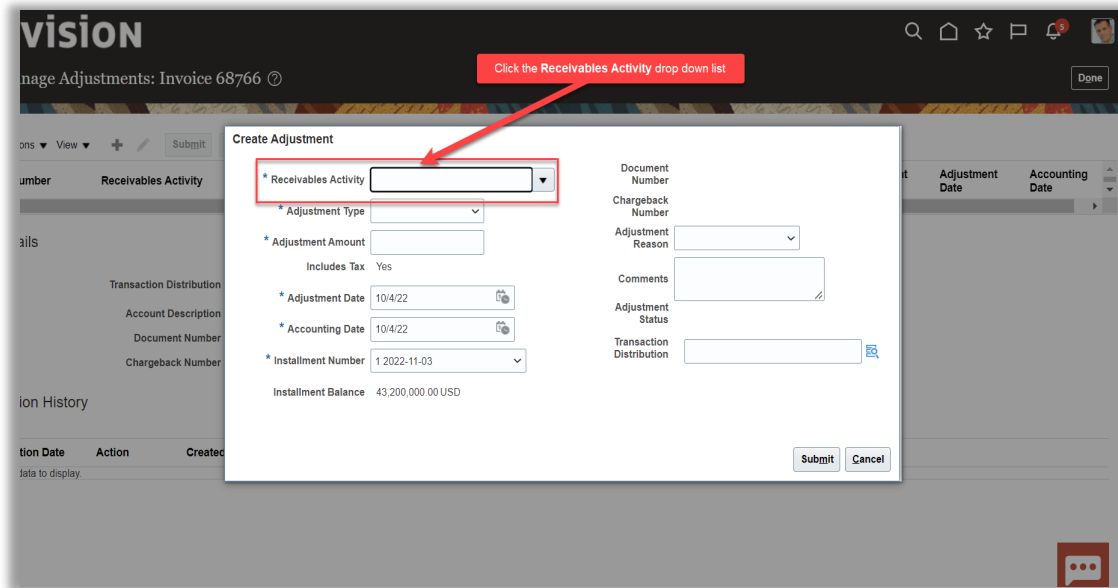
Click **Actions** and select **Manage Adjustments**



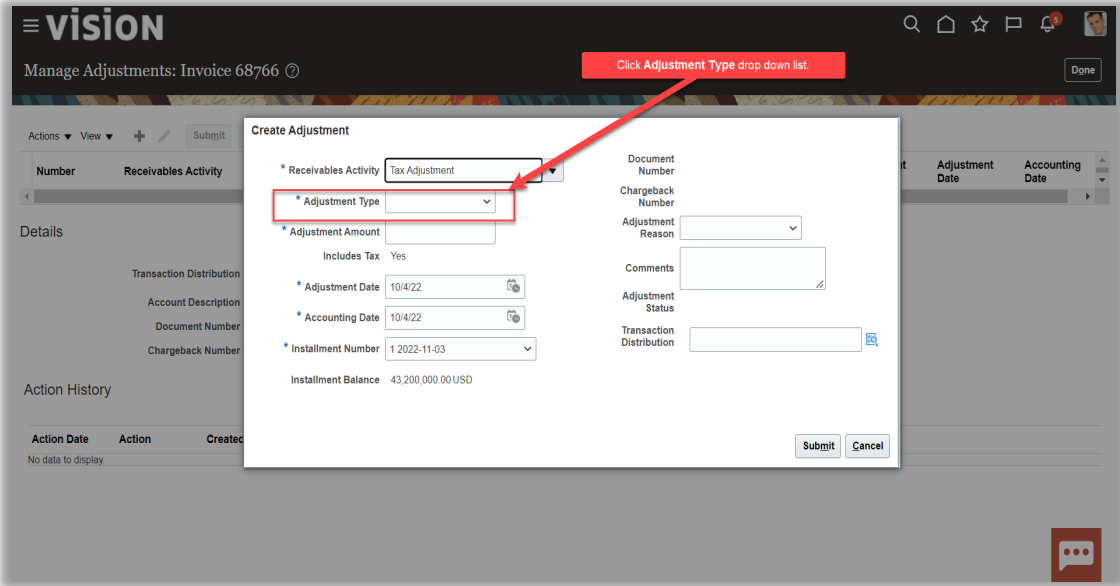
Click **Actions** and select **Create**



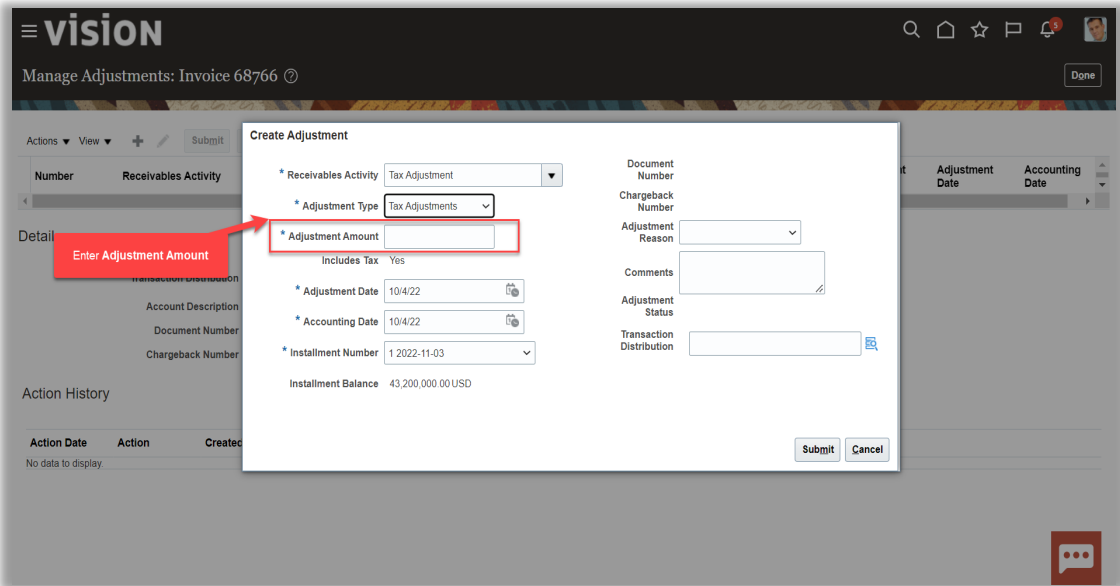
Click the **Receivables Activity** drop down list



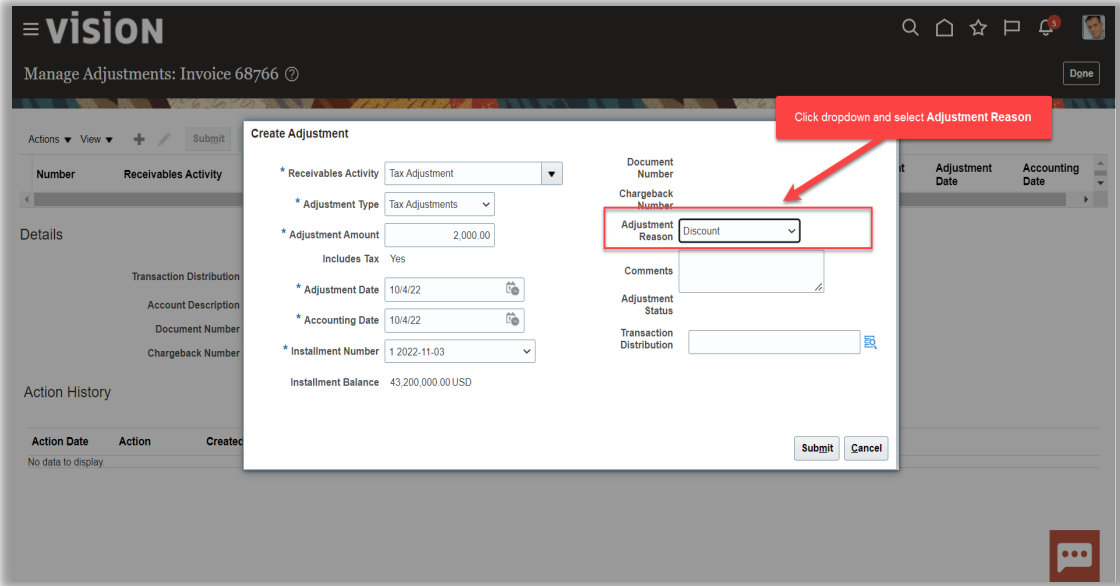
Click **Adjustment Type** drop down list



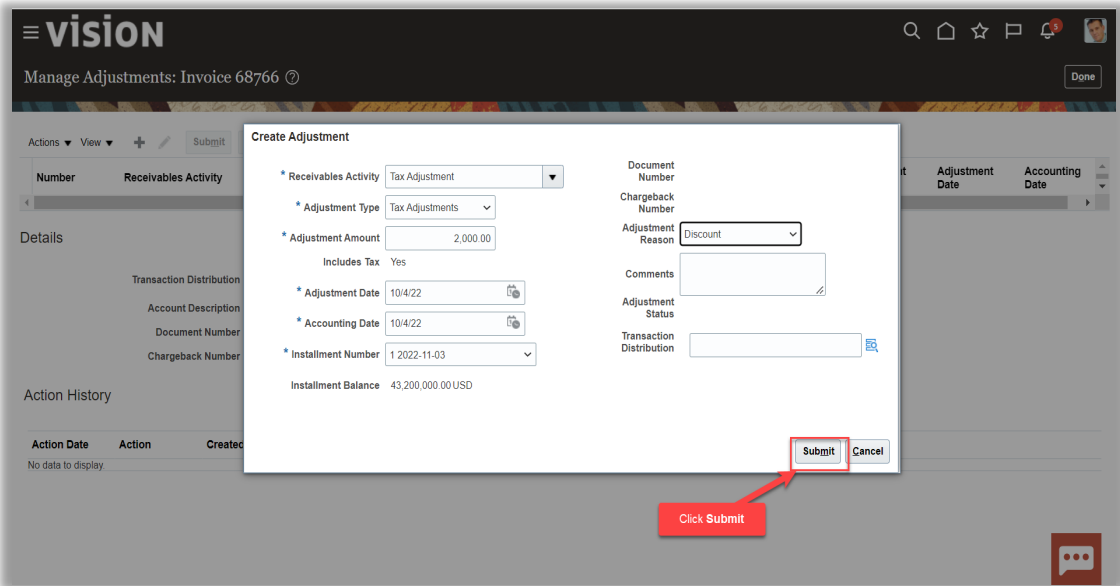
Enter Adjustment Amount



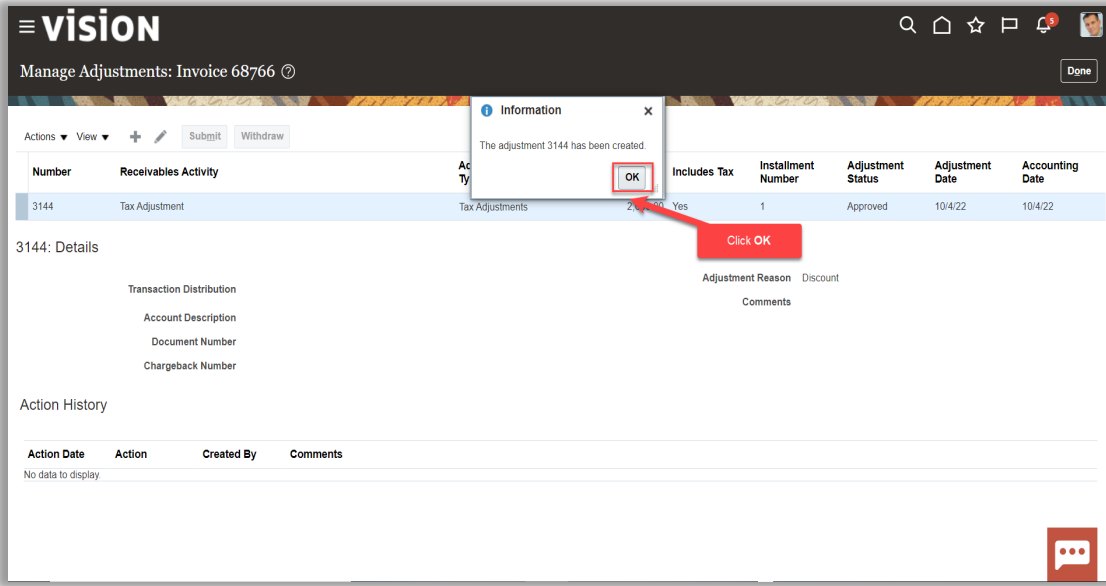
Click dropdown and select **Adjustment Reason**



Click Submit



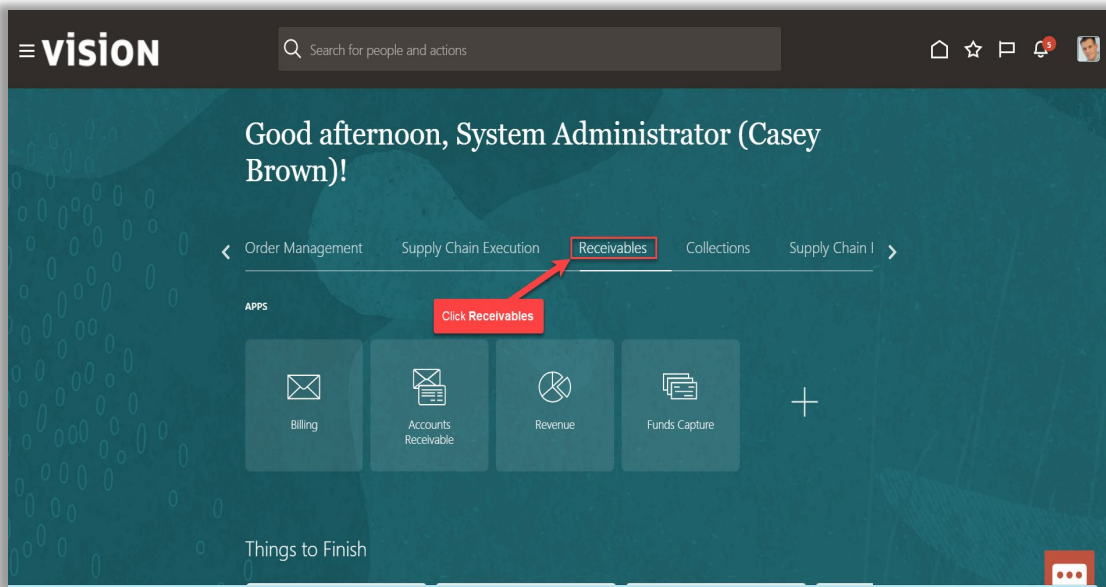
Click OK



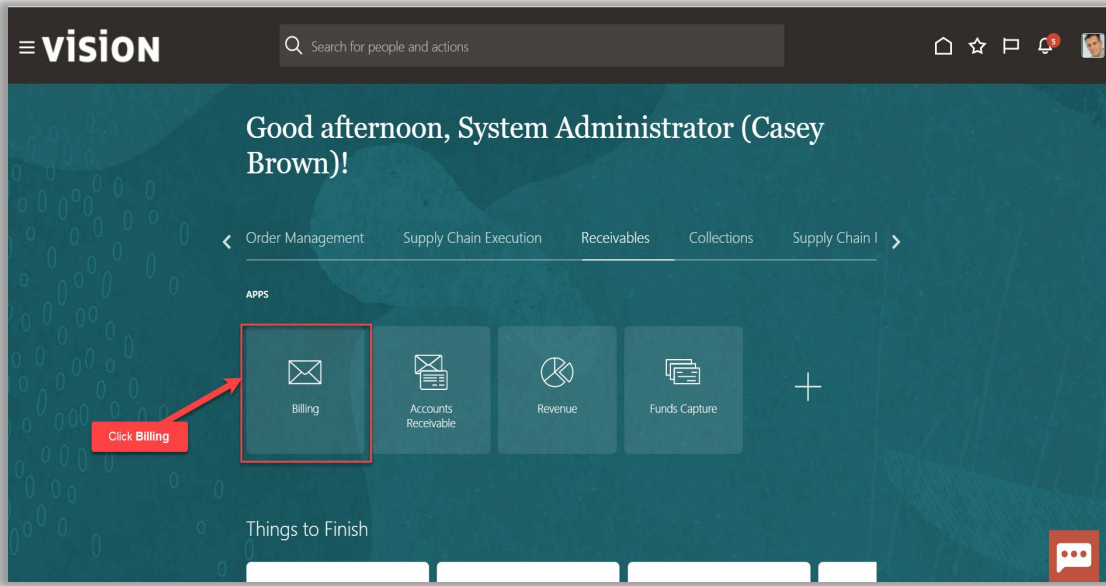
Approving An Adjustment

Navigation: Receivables>Billing>Tasks>Approve Adjustments>Search>Approve>Comments>Submit>OK

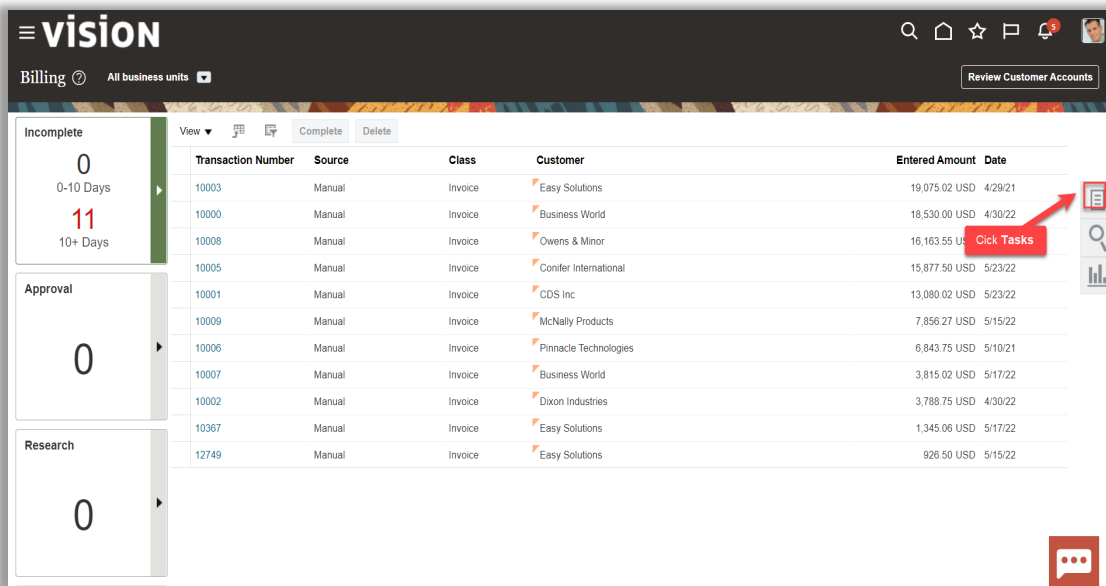
From home screen, click **Receivables**



Click **Billing**



Click Tasks



Click Approve Adjustments

VISION
Billing All business units

Incomplete
0
0-10 Days
11
10+ Days

Approval
0

Research
0

Transaction Number	Source	Class	Customer	Accounted Amount
10003	Manual	Invoice	Easy Solutions	
10000	Manual	Invoice	Business World	
10008	Manual	Invoice	Owens & Minor	
10005	Manual	Invoice	Comfer International	
10001	Manual	Invoice	CDS Inc	
10009	Manual	Invoice	McNally Products	7.8
10006	Manual	Invoice	Pinnacle Technologies	6.8
10007	Manual	Invoice	Business World	3.8
10002	Manual	Invoice	Dixon Industries	3.7
10367	Manual	Invoice	Easy Solutions	1.3
12749	Manual	Invoice	Easy Solutions	9

- Transactions
 - Create Transaction
 - Credit Transaction
 - Manage Transactions
 - Manage AutoInvoice Lines
 - Approve Adjustments
 - Manage Recurring Bill Plans
- Customers
 - Create Customer
 - Manage Customers
 - Upload Customers from Spreadsheets
 - Manage Data Import
- Customer Account Balances
 - Review Customer Account Details
- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

Enter details and click **Search**

VISION
Approve Adjustments Done

Search Saved Search All Pending Approval Adjustments

Business Unit: US1 Business Unit

Adjustment Amount: Equals

Adjustment Number: Equals

Adjustment Status: Pending approval

Adjustment Reason: Equals

Adjustment Type: Equals

Transaction Number: Equals

Transaction Type: Equals

Customer: [Dropdown]

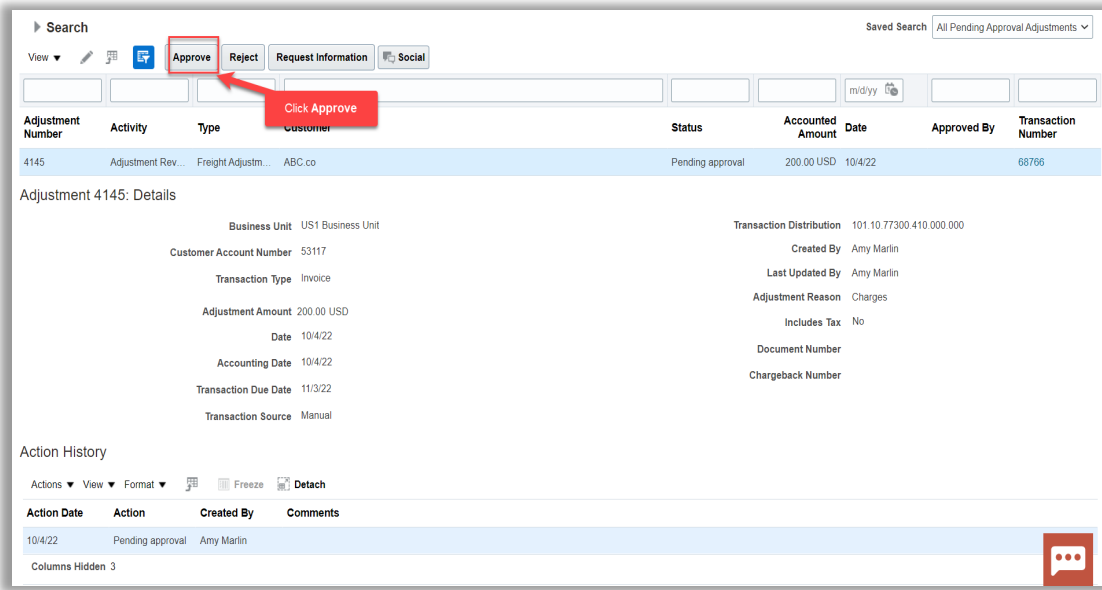
Activity: [Dropdown]

Search Reset Save... Add Fields Reorder

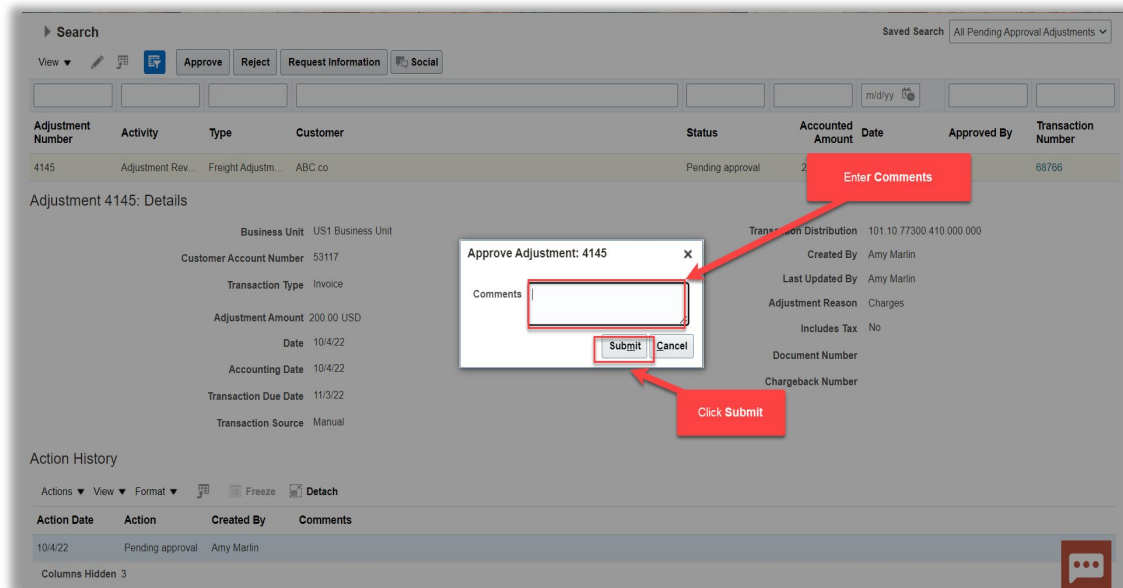
Adjustment : Details

Adjustment Number	Activity	Type	Customer	Status	Accounted Amount	Date	Approved By	Transaction Number
No results found.								

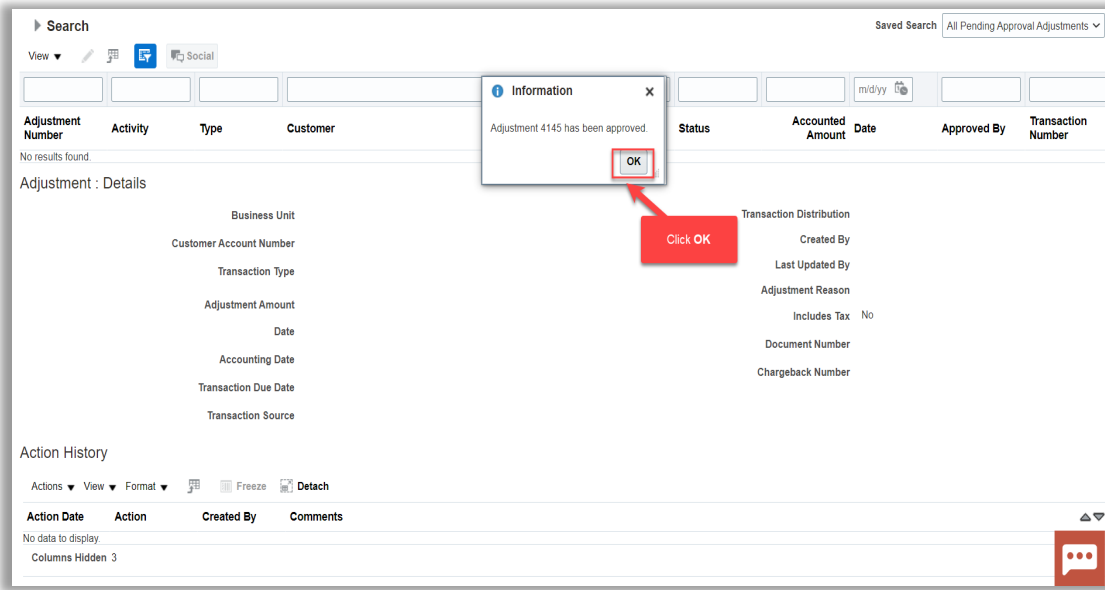
Click **Approve**



Enter Comments and Click Submit



Click OK

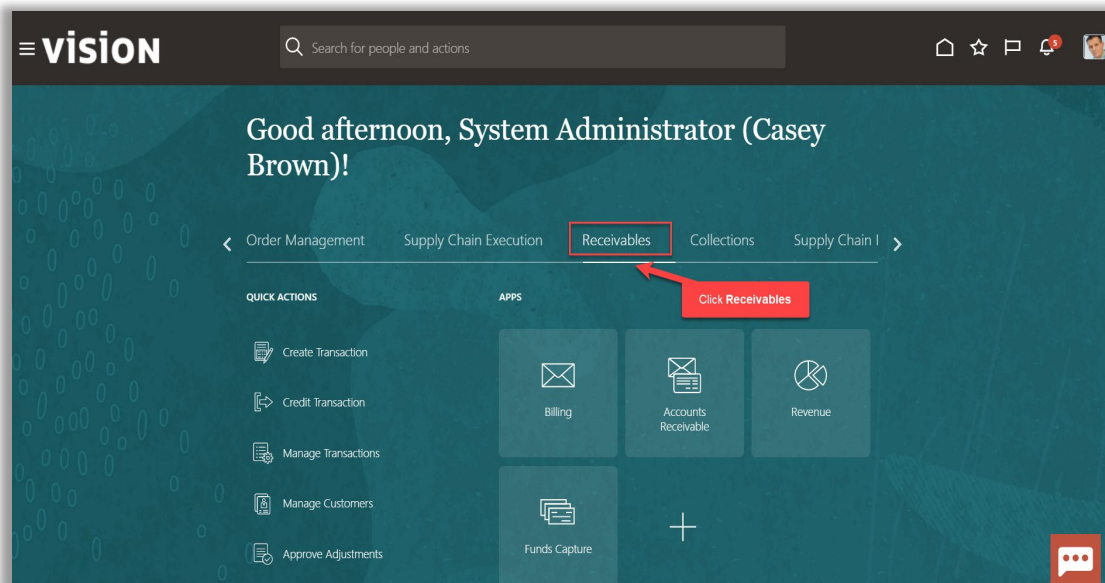


Creating and Processing Receipts

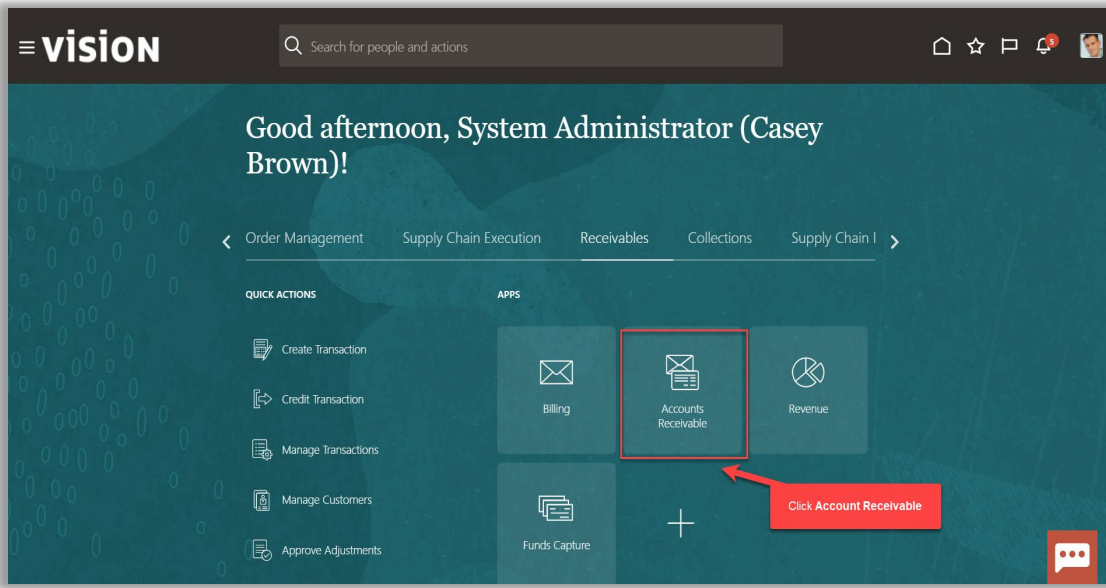
Creating A Standard Receipt

Navigation: Receivables>Accountable Receivables>Tasks> Create Receipt>Business Unit> Receipt Method from dropdown and enter the Receipt Number>Entered Amount>Remittance Bank>Add Row icon under the Remittance Reference Detail region>Transaction Number> Reference Number and Reference Amount>Submit and AutoApply>Save and Close

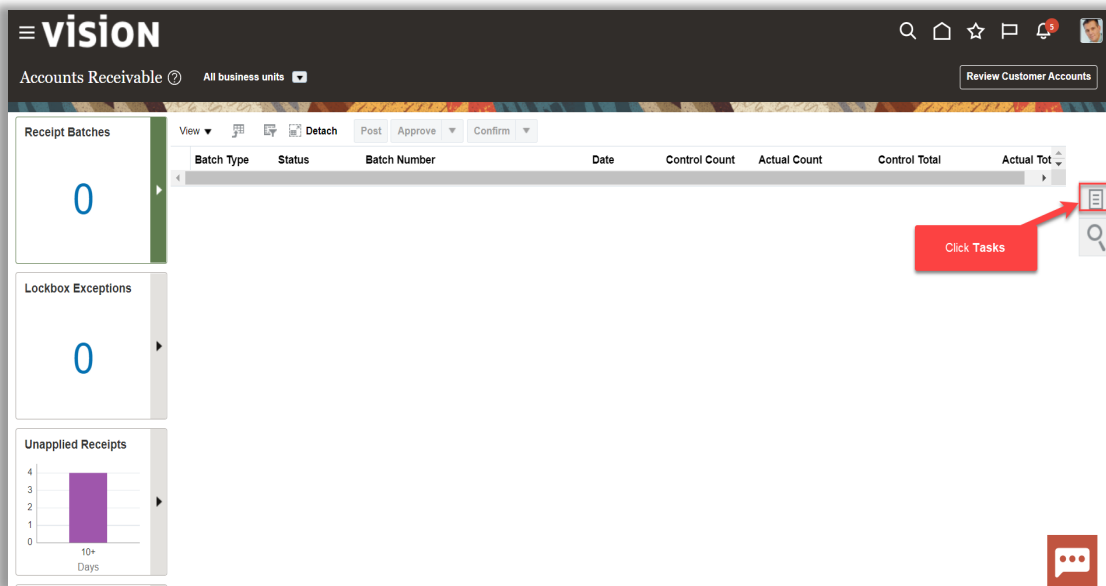
From home screen, click **Receivables**



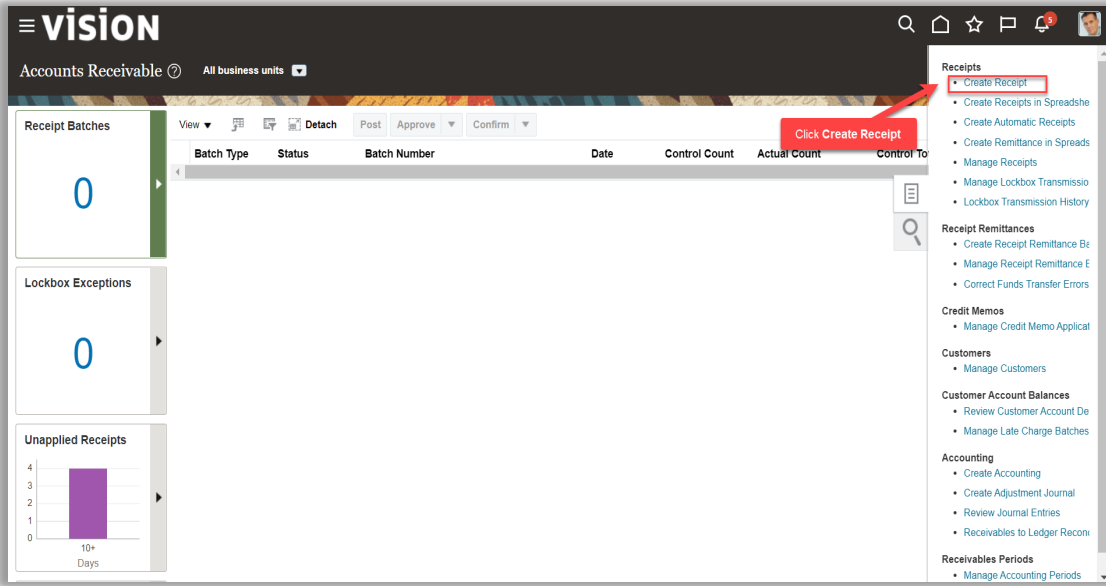
Click **Accountable Receivables**



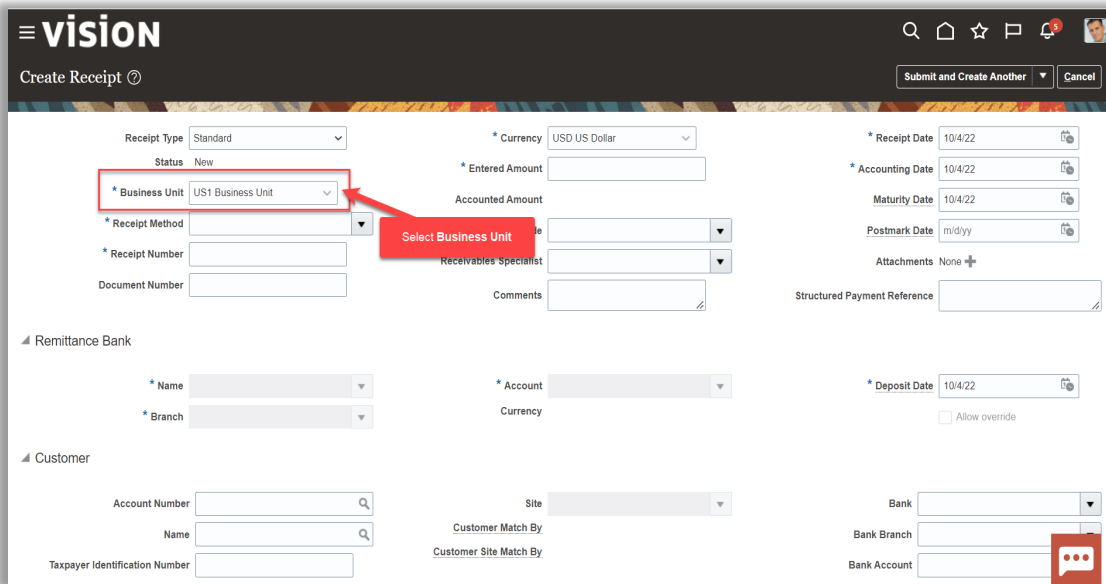
Click Tasks



Click Create Receipt



Select Business Unit



Select the Receipt Method from dropdown and enter the Receipt Number

VISION
Create Receipt

Submit and Create Another | Cancel

Receipt Type: Standard
Status: New
Business Unit: US1 Business Unit
Currency: USD US Dollar
Entered Amount:
Accounted Amount:
Tax Rate Code:
Receivables Specialist:
Comments:
Structured Payment Reference:
Receipt Date: 10/4/22
Accounting Date: 10/4/22
Maturity Date: 10/4/22
Postmark Date: m/d/yy
Attachments: None
Deposit Date: 10/4/22
Allow override:

Remittance Bank
Name:
Branch:
Account:
Currency:

Customer
Account Number:
Name:
Taxpayer Identification Number:
Site:
Customer Match By:
Customer Site Match By:
Bank:
Bank Branch:
Bank Account:

Select the Receipt Method from dropdown and enter Receipt Number

Fill Entered Amount

VISION
Create Receipt

Submit and Create Another | Cancel

Receipt Type: Standard
Status: New
Business Unit: US1 Business Unit
Currency: USD US Dollar
Entered Amount:
Accounted Amount:
Tax Rate Code:
Receivables Specialist:
Comments:
Structured Payment Reference:
Receipt Date: 10/4/22
Accounting Date: 10/4/22
Maturity Date: 10/4/22
Postmark Date: m/d/yy
Attachments: None
Deposit Date: 10/4/22
Allow override:

Remittance Bank
Name: Bank of America
Branch: New York
Account: BofA-2869
Currency: USD

Customer
Account Number:
Name:
Taxpayer Identification Number:
Site:
Customer Match By:
Customer Site Match By:
Bank:
Bank Branch:
Bank Account:

Fill the Entered Amount

Fill Remittance Bank details

Business Unit: US1 Business Unit | Accounted Amount: 200.00 | Maturity Date: 10/4/22

Receipt Method: Check (Directly/No Remit) | Postmark Date: m/d/yy

Receipt Number: 1234567

Fill Remittance Bank details

Comments: [Text Area]

Structured Payment Reference: [Text Area]

Remittance Bank

Name: Bank of America | Account: BofA-2869 | Deposit Date: 10/4/22

Branch: New York | Currency: USD | Allow override:

Customer

Account Number: [Text] | Site: [Dropdown] | Bank: [Dropdown]

Name: [Text] | Customer Match By: [Dropdown] | Bank Branch: [Dropdown]

Taxpayer Identification Number: [Text] | Customer Site Match By: [Dropdown] | Bank Account: [Dropdown]

Additional Information

Remittance Reference Detail

View: [Dropdown] | Add Open Receivables | Detach

Receipt Match By	Reference Number	Reference Amount

Click the **Add Row** icon under the **Remittance Reference Detail** region

Business Unit: US1 Business Unit | Accounted Amount: 200.00 | Maturity Date: 10/4/22

Receipt Method: Check (Directly/No Remit) | Postmark Date: m/d/yy

Receipt Number: 1234567

Tax Rate Code: [Dropdown] | Receivables Specialist: [Dropdown]

Comments: [Text Area]

Structured Payment Reference: [Text Area]

Remittance Bank

Name: Bank of America | Account: BofA-2869 | Deposit Date: 10/4/22

Branch: New York | Currency: USD | Allow override:

Customer

Account Number: [Text] | Site: [Dropdown] | Bank: [Dropdown]

Name: [Text] | Customer Match By: [Dropdown] | Bank Branch: [Dropdown]

Taxpayer Identification Number: [Text] | Customer Site Match By: [Dropdown] | Bank Account: [Dropdown]

Additional Information

Remittance Reference Detail

View: [Dropdown] | **Add Open Receivables** | Detach

Click the Add Row icon under the Remittance Reference Detail region

Receipt Match By	Reference Number	Reference Amount

Click the **Transaction Number** list item

Comments Structured Payment Reference

Remittance Bank

* Name Bank of America * Account BofA-2869 * Deposit Date 10/4/22
 * Branch New York Currency USD Allow override

Customer

Account Number Site
 Name Customer Match By
 Taxpayer Identification Number Customer Site Match By
 Bank
 Bank Branch
 Bank Account

Additional Information

Remittance Reference Detail

View + Add Open Receivables **Click the Transaction Number list item**

Receipt Match By * Reference Number
 Transaction Number

Enter Reference Number and Reference Amount

* Receipt Method Check (Directly/No Remit) Tax Rate Code Postmark Date m/d/yy
 * Receipt Number 123467 Receivables Specialist Attachments None +
 Comments Structured Payment Reference

Remittance Bank

* Name Bank of America * Account BofA-2869 * Deposit Date 10/4/22
 * Branch New York Currency USD Allow override

Customer

Account Number Site
 Name Customer Match By
 Taxpayer Identification Number Customer Site Match By
 Bank
 Bank Branch
 Bank Account

Additional Information

Remittance Reference Detail

View + Add Open Receivables Detach **Enter Reference Number**

Receipt Match By * Reference Number Reference Amount **Enter Reference Amount**
 Transaction Number

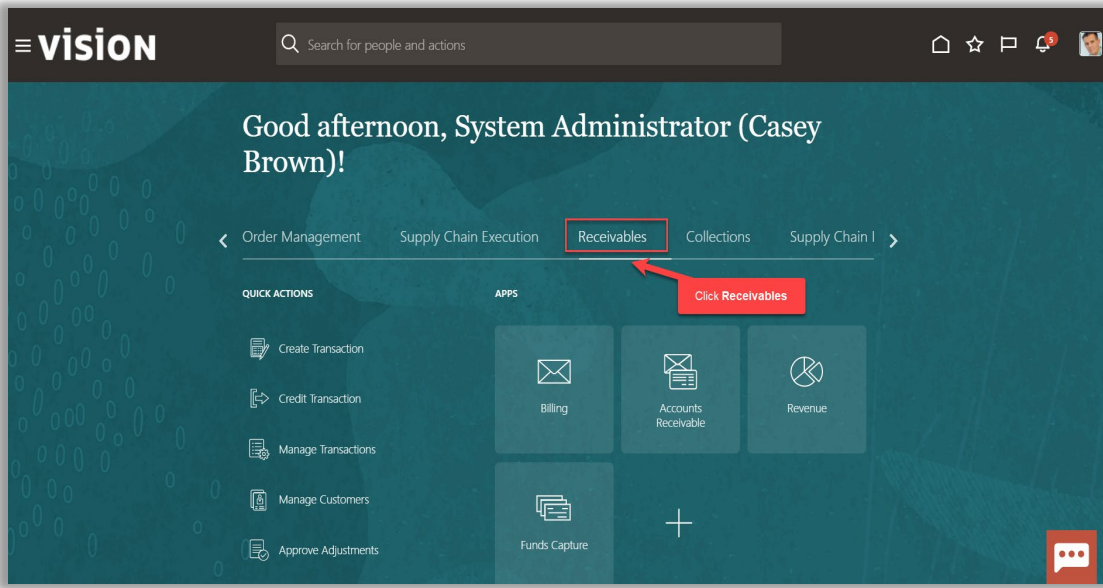
Click Submit and AutoApply Now

Click **Save and Close**

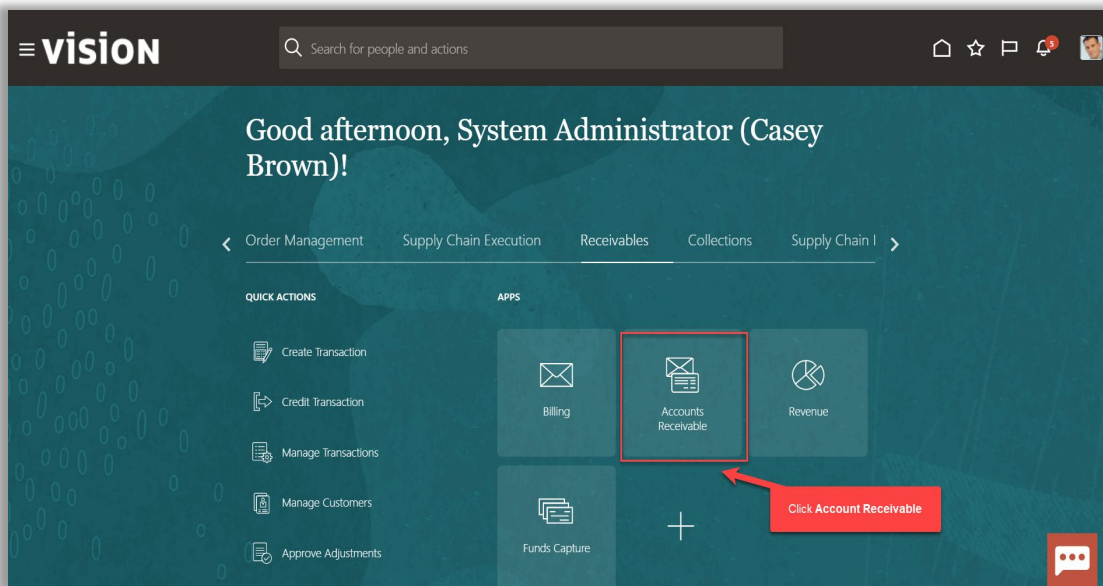
Creating A Miscellaneous Receipt

Navigation: Receivables>Accountable Receivables>Tasks>Create Receipt>Receipt Type as Miscellaneous>Select Receipt Method, and enter Receipt Number Receivables Activity and fill Entered Amount>Comments>Save>OK

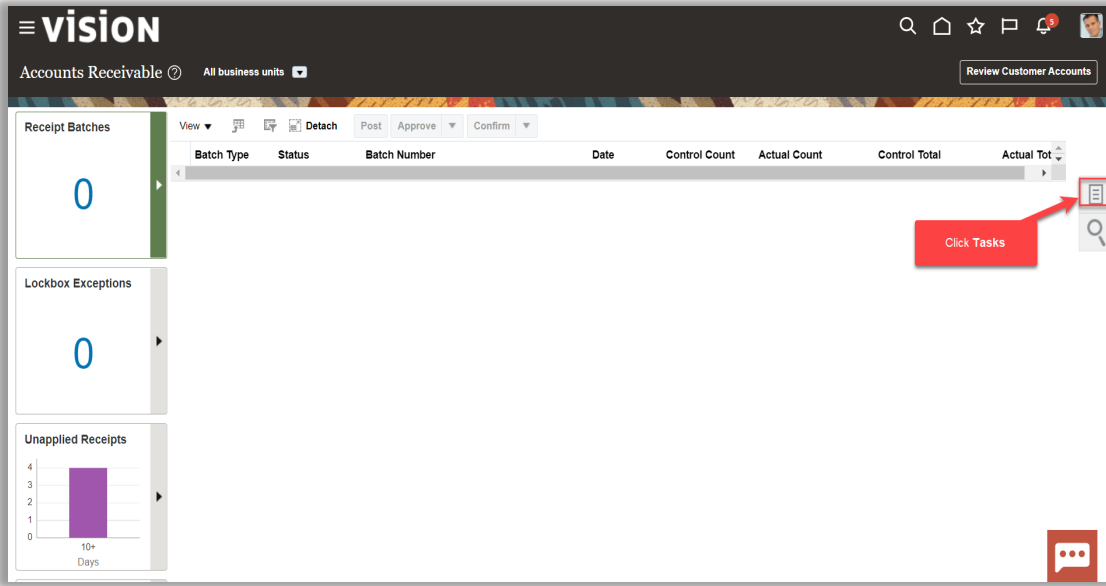
From home screen, click **Receivables**



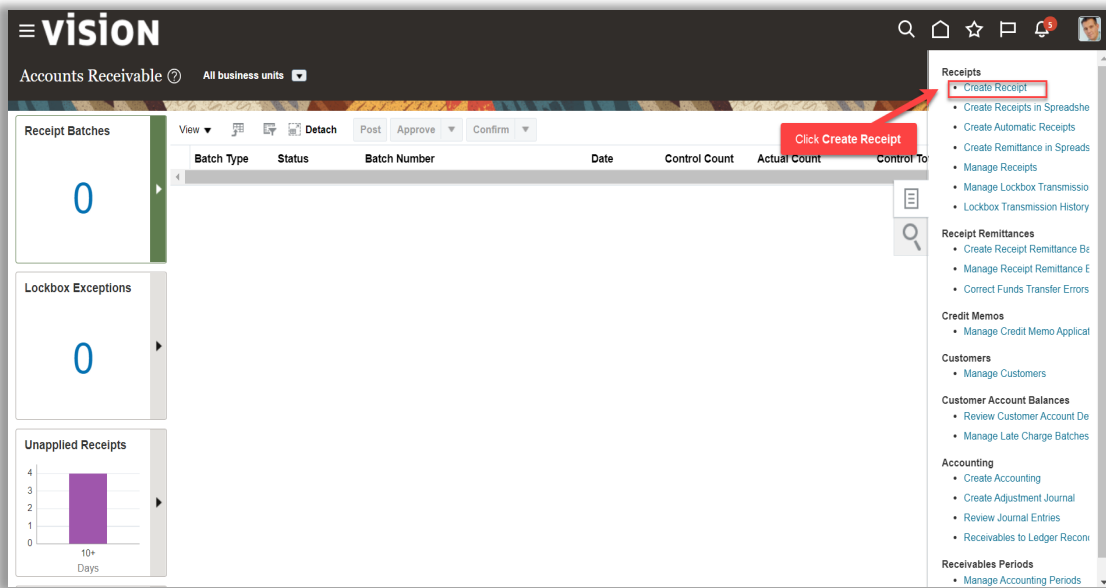
Click Accountable Receivables



Click Tasks



Click Create Receipt



Select Receipt Type as Miscellaneous

VISION
Create Receipt

Select Receipt Type as Miscellaneous

Receipt Type: Miscellaneous
Status: New
Business Unit: US1 Business Unit
Receipt Method: [Dropdown]
Receipt Number: [Text]
Receivables Activity: [Dropdown]
Distribution Set: [Text]
Reference: [Text]

Remittance Bank
Name: [Dropdown]
Branch: [Dropdown]
Account: [Dropdown]
Currency: [Text]

Reference
Type: [Dropdown]
Number: [Text]
Customer Name: [Text]
Customer Account Number: [Text]
Customer Site: [Text]
Taxpayer Identification Number: [Text]

Additional Information

Currency: USD US Dollar
Entered Amount: [Text]
Accounted Amount: [Text]
Tax Rate Code: [Dropdown]
Tax Account: [Text]

Receipt Date: 10/4/22
Accounting Date: 10/4/22
Postmark Date: m/d/yy
Paid By: [Text]
Document Number: [Text]
Attachments: None
Comments: [Text]
Deposit Date: 10/4/22

Click **Business Unit** from dropdown

VISION
Create Receipt

Receipt Type: Miscellaneous
Status: New
Business Unit: US1 Business Unit
Receipt Method: [Dropdown]
Receipt Number: [Text]
Receivables Activity: [Dropdown]
Distribution Set: [Text]
Reference: [Text]

Remittance Bank
Name: [Dropdown]
Branch: [Dropdown]
Account: [Dropdown]
Currency: [Text]

Reference
Type: [Dropdown]
Number: [Text]
Customer Name: [Text]
Customer Account Number: [Text]
Customer Site: [Text]
Taxpayer Identification Number: [Text]

Additional Information

Currency: USD US Dollar
Entered Amount: [Text]
Accounted Amount: [Text]
Tax Rate Code: [Dropdown]
Tax Account: [Text]

Receipt Date: 10/4/22
Accounting Date: 10/4/22
Postmark Date: m/d/yy
Paid By: [Text]
Document Number: [Text]
Attachments: None
Comments: [Text]
Deposit Date: 10/4/22

Click dropdown, select **Receipt Method**, and enter **Receipt Number**

VISION
Create Receipt

Save Save and Close Cancel

Receipt Type: Miscellaneous
Status: New
Business Unit: US1 Business Unit
Receipt Method: [dropdown]
Receipt Number: [text]
Releivables Activity: [dropdown]
Distribution Set: [text]
Reference: [text]

Remittance Bank
Name: [dropdown]
Branch: [dropdown]

Reference
Type: [dropdown]
Number: [text]

Additional Information

* Currency: USD US Dollar
* Entered Amount: [text]
Accounted Amount: [text]
Tax Rate Code: [dropdown]
Tax Account: [text]

* Receipt Date: 10/4/22
* Accounting Date: 10/4/22
Postmark Date: mid/yy
Paid By: [text]
Document Number: [text]
Attachments: None +
Comments: [text]

* Deposit Date: 10/4/22

Customer Name: [text]
Customer Site: [text]
Customer Account Number: [text]
Taxpayer Identification Number: [text]

Callout: Click dropdown, select Receipt Method and enter Receipt Number

Select Releivables Activity and fill Entered Amount

VISION
Create Receipt

Save Save and Close Cancel

Receipt Type: Miscellaneous
Status: New
Business Unit: US1 Business Unit
Receipt Method: Check (Directly/No Remit)
Receipt Number: 1234567
Releivables Activity: [dropdown]
Distribution Set: [text]
Reference: [text]

Remittance Bank
Name: Bank of America
Branch: New York

Reference
Type: [dropdown]
Number: [text]

Additional Information

* Currency: USD US Dollar
* Entered Amount: [text]
Accounted Amount: [text]
Tax Rate Code: [dropdown]
Tax Account: [text]

* Receipt Date: 10/4/22
* Accounting Date: 10/4/22
Postmark Date: mid/yy
Paid By: [text]
Document Number: [text]
Attachments: None +
Comments: [text]

* Deposit Date: 10/4/22

Customer Name: [text]
Customer Site: [text]
Customer Account Number: [text]
Taxpayer Identification Number: [text]

Callout: Fill Entered Amount

Callout: Select Releivables Activity from dropdown

Fill Comments

VISION
Create Receipt

Save Save and Close Cancel

Receipt Type: Miscellaneous
Status: New
* Business Unit: US1 Business Unit
* Receipt Method: Check (Directly/No Remit)
* Receipt Number: 1234567
* Receivables Activity: Miscellaneous Cash
Distribution Set: Reference
Remittance Bank: Name: Bank of America, Branch: New York
Reference: Type: Number
Additional Information

* Currency: USD US Dollar
* Entered Amount: 200.00
Accounted Amount: 200.00
Tax Rate Code
Tax Account
* Account: BoIA-2869
Currency: USD
Customer Name
Customer Account Number

* Receipt Date: 10/4/22
* Accounting Date: 10/4/22
Postmark Date: m/d/yy
Paid By
Attachments: None
Comments
* Deposit Date: 10/4/22
Customer Site
Taxpayer Identification Number

Fill Comments

Click Save and Close

VISION
Create Receipt

Save Save and Close Cancel

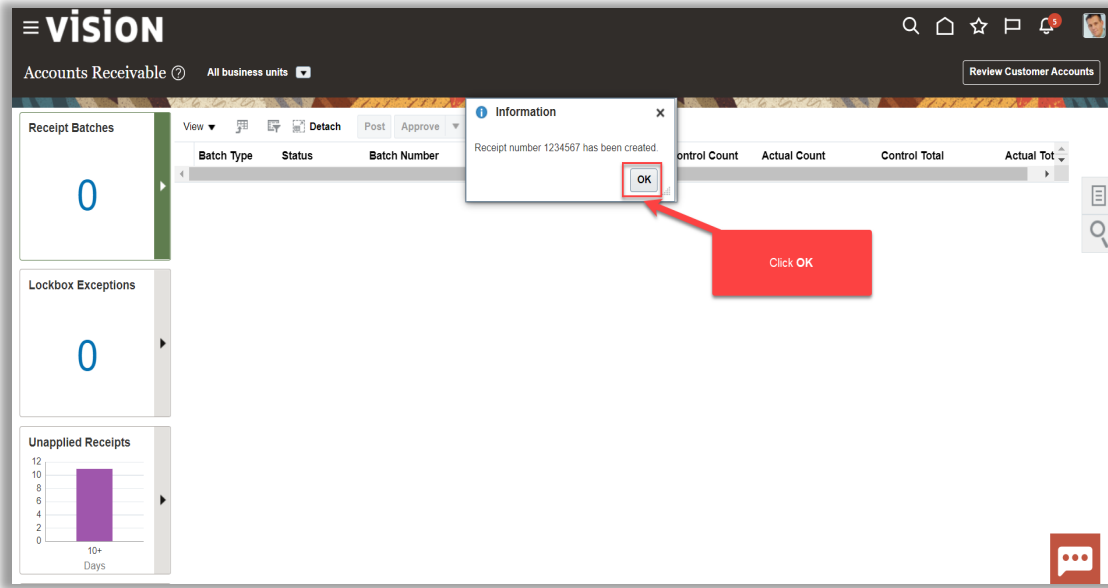
Receipt Type: Miscellaneous
Status: New
* Business Unit: US1 Business Unit
* Receipt Method: Check (Directly/No Remit)
* Receipt Number: 1234567
* Receivables Activity: Miscellaneous Cash
Distribution Set: Reference
Remittance Bank: Name: Bank of America, Branch: New York
Reference: Type: Number
Additional Information

* Currency: USD US Dollar
* Entered Amount: 1,200.00
Accounted Amount: 1,200.00
Tax Rate Code
Tax Account
* Account: BoIA-2869
Currency: USD
Customer Name
Customer Account Number

* Receipt Date: 10/4/22
* Accounting Date: 10/4/22
Postmark Date: m/d/yy
Paid By
Attachments: None
Comments
* Deposit Date: 10/4/22
Customer Site
Taxpayer Identification Number

Click Save and Close

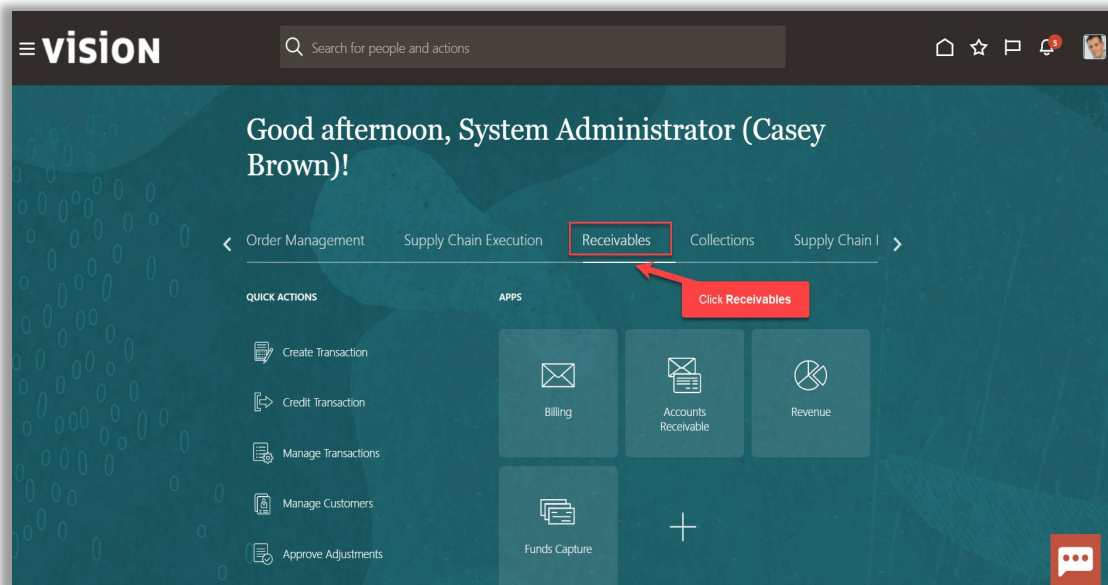
Click OK



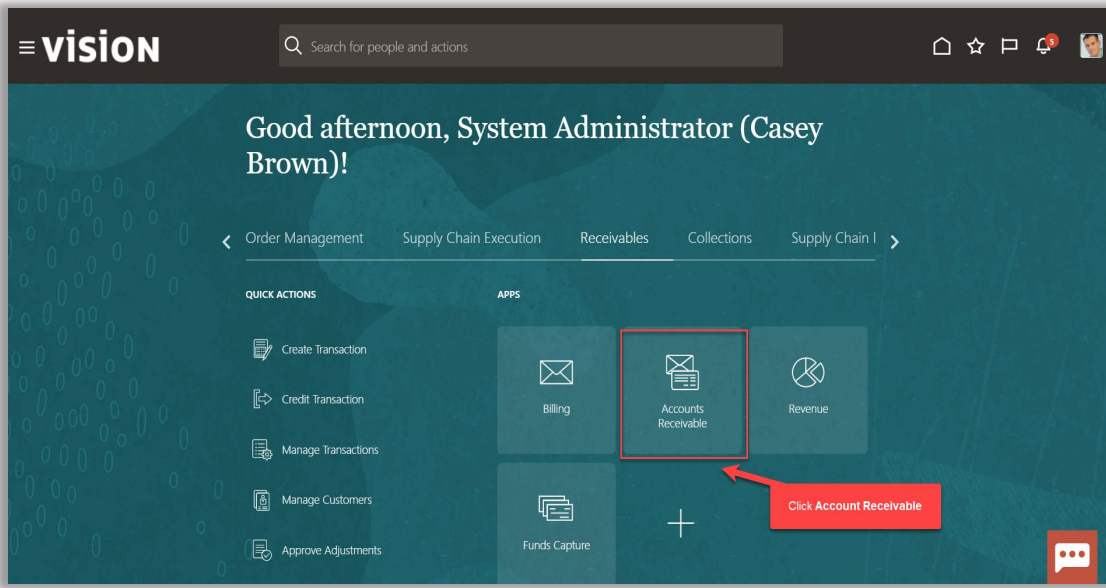
Applying A Standard Receipt

Navigation: Receivables>Accountable Receivables>Tasks>Manage Receipts>Receipt Number>Search>Receipt Number Link>Add Application>Search: Application Reference icon>Transaction Number and Click Search>Applied Amount>Save and Close

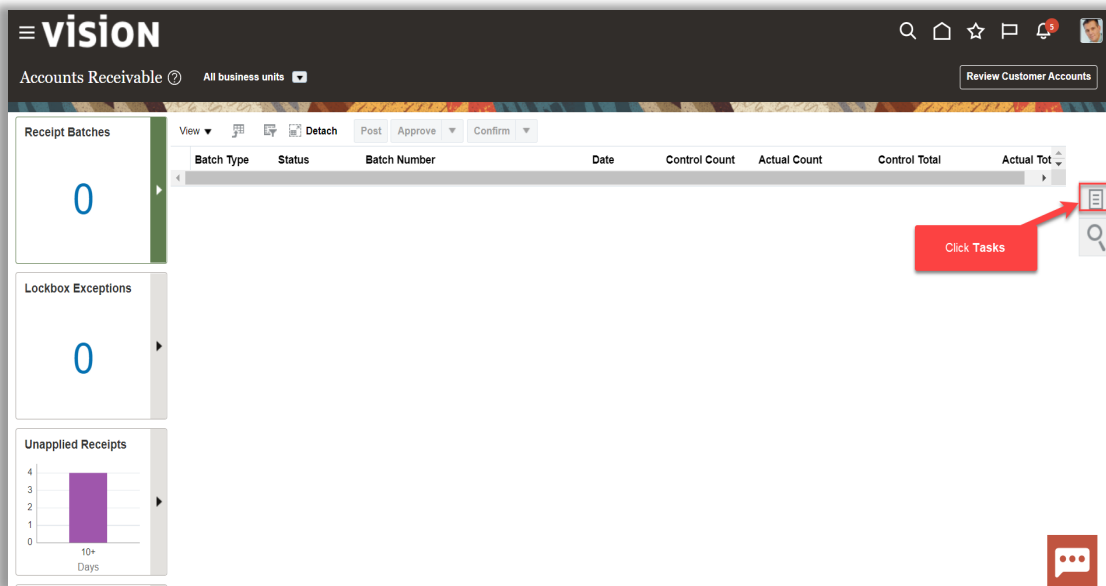
From home screen, click **Receivables**



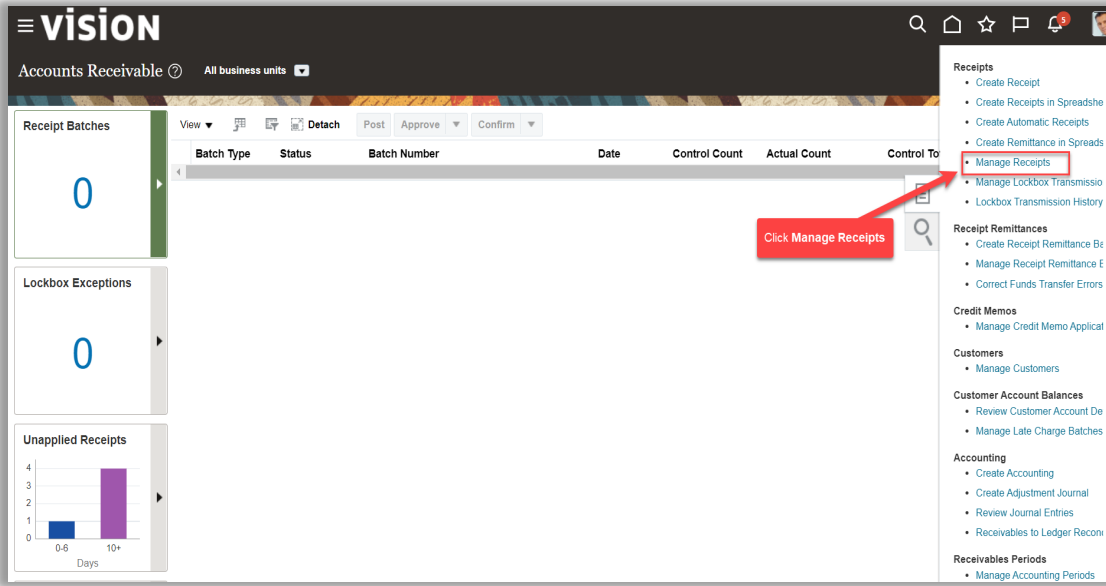
Click **Accountable Receivables**



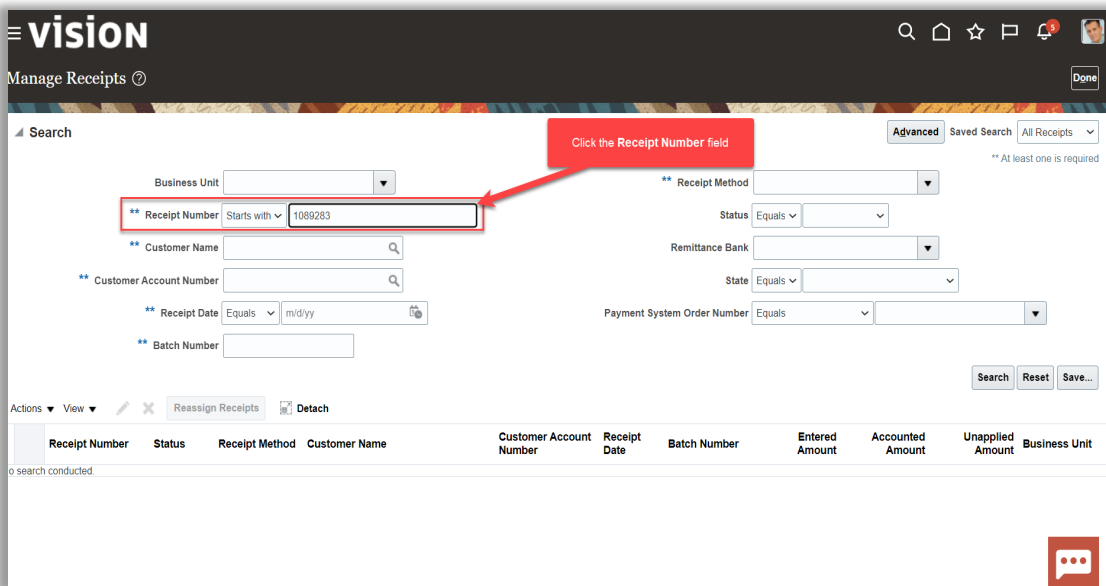
Click Tasks



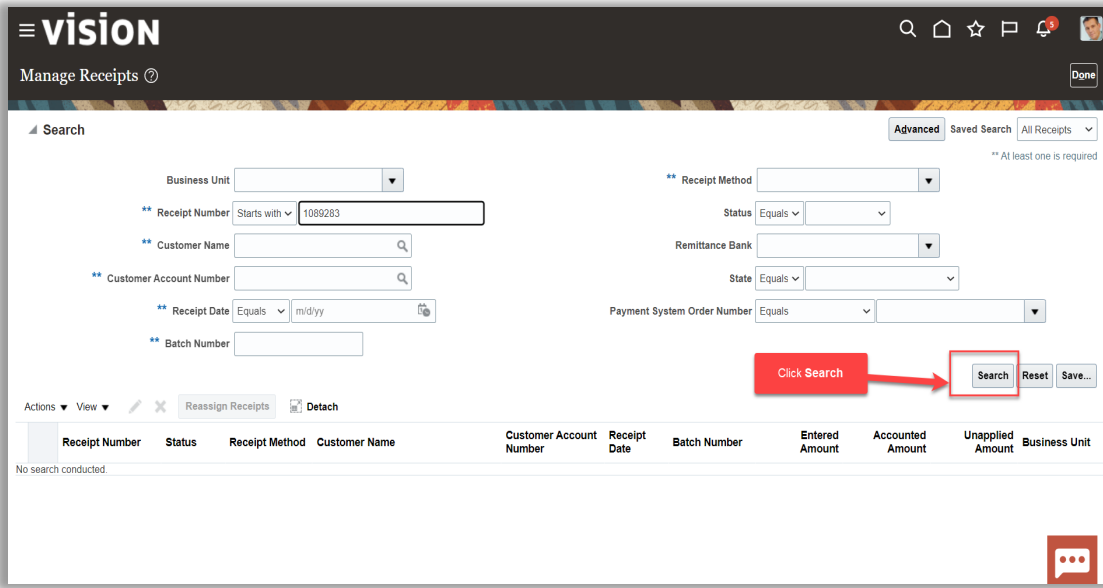
Click Manage Receipts



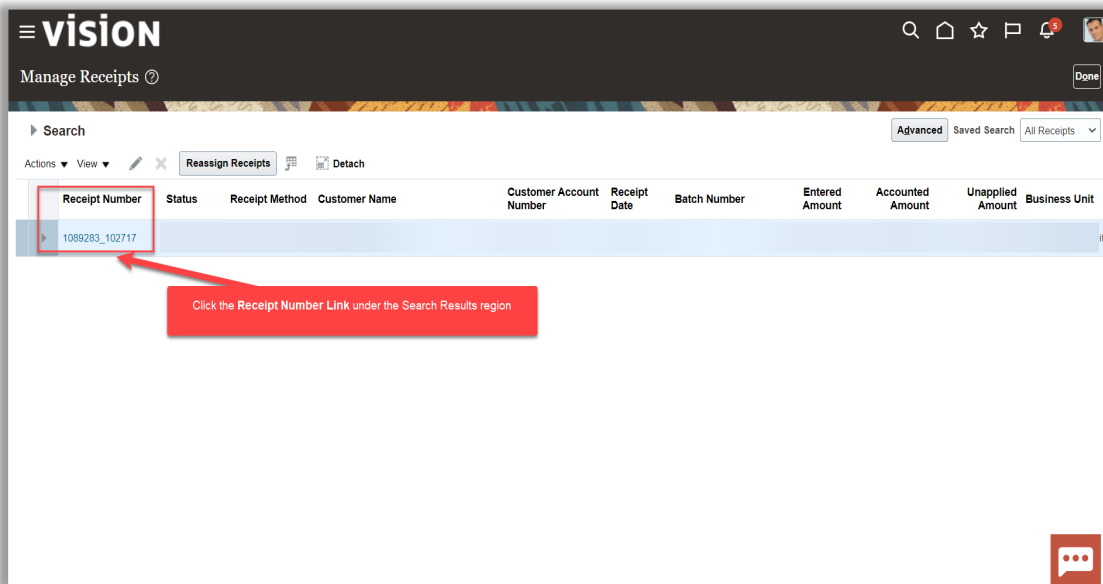
Click the Receipt Number field



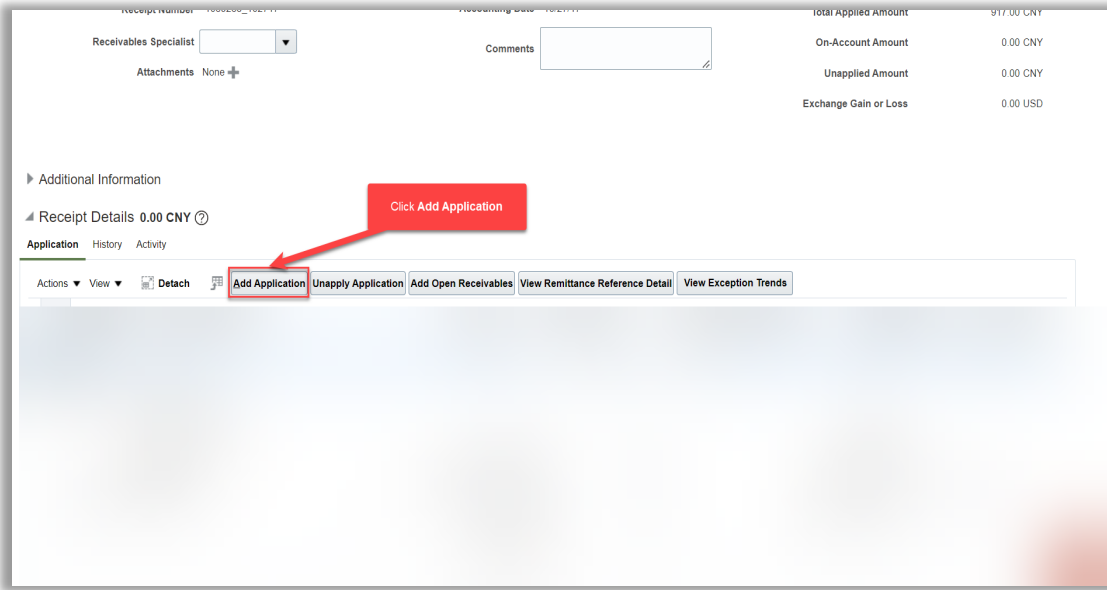
Click Search



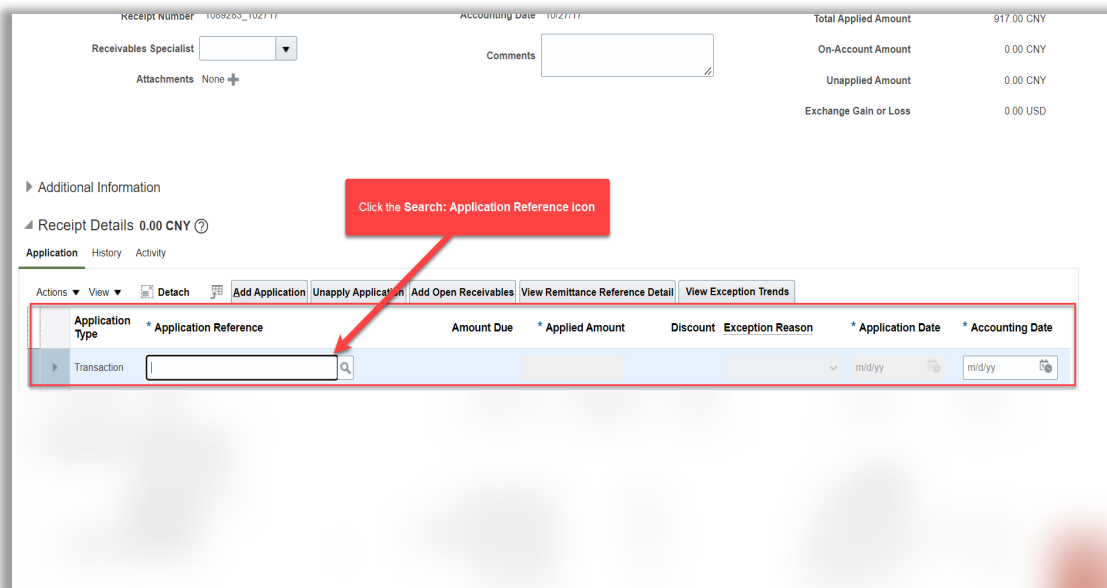
Click the **Receipt Number Link** under the Search Results region



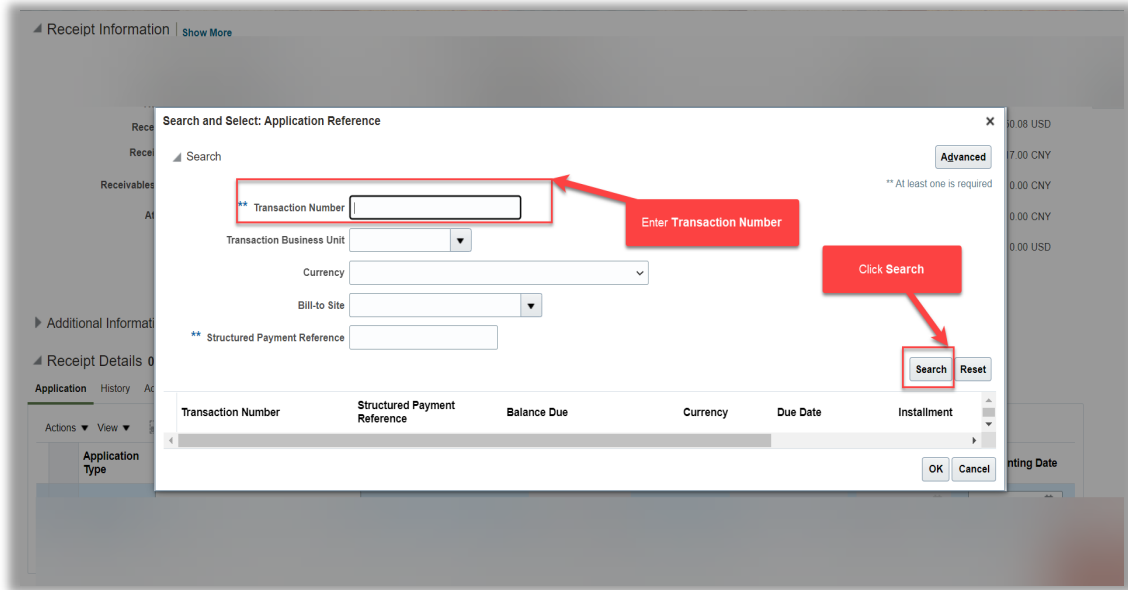
Click **Add Application**



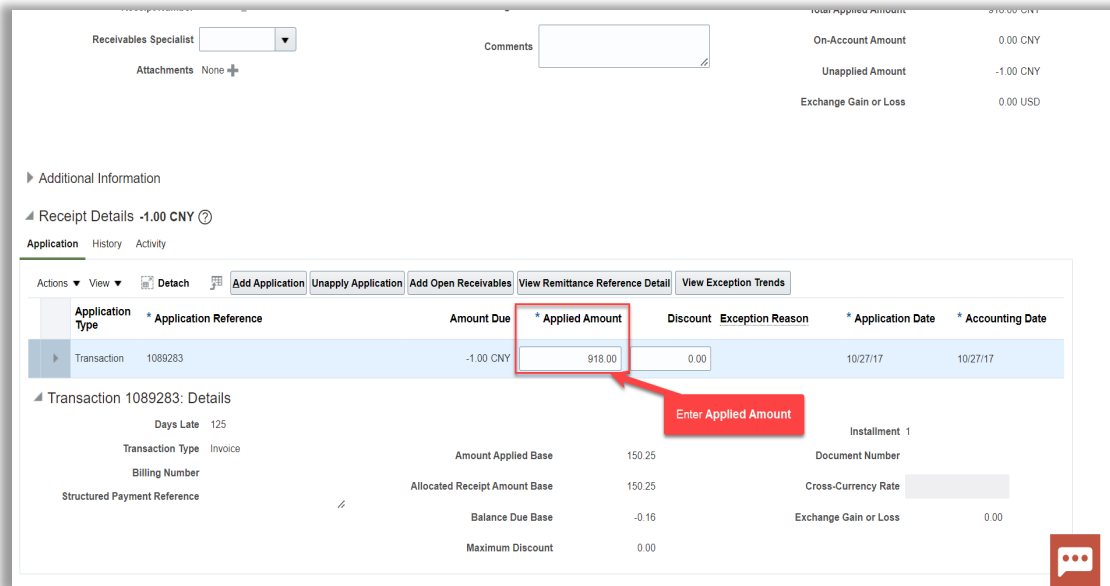
Click the Search: Application Reference icon



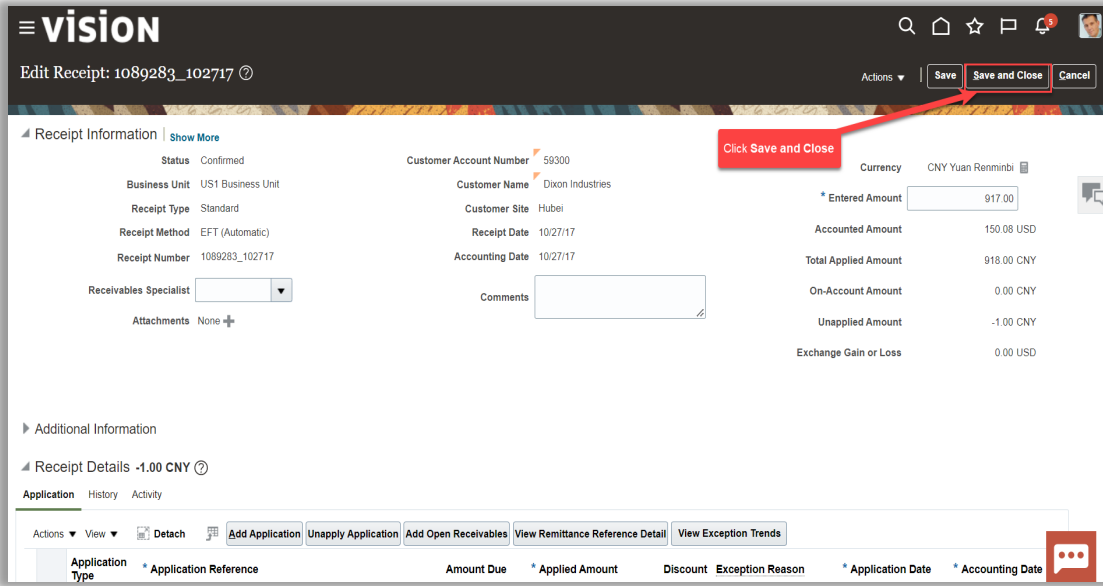
Enter Transaction Number and Click Search



Enter Applied Amount



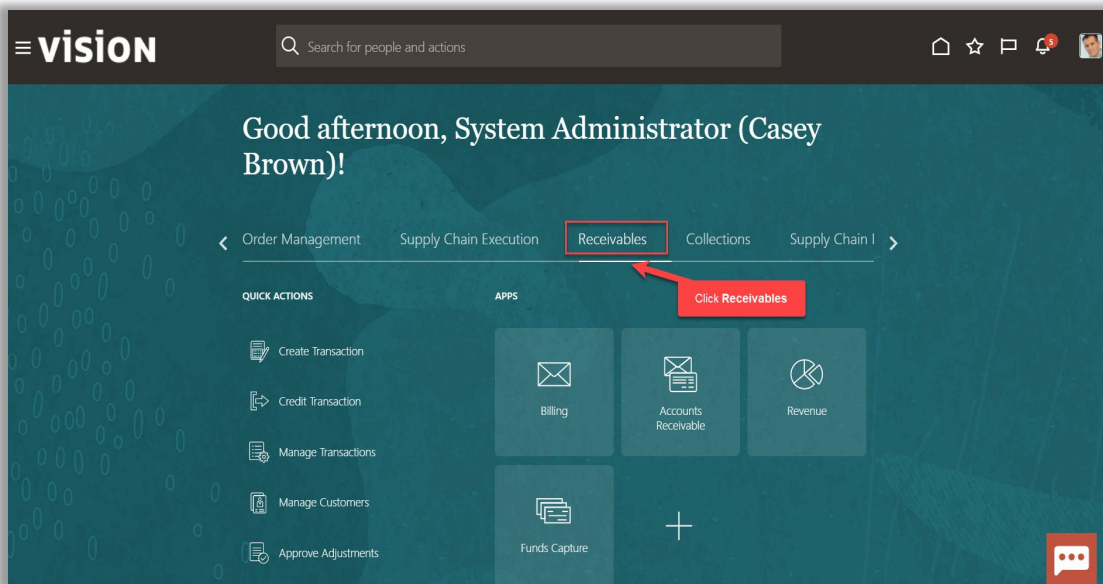
Click Save and Close



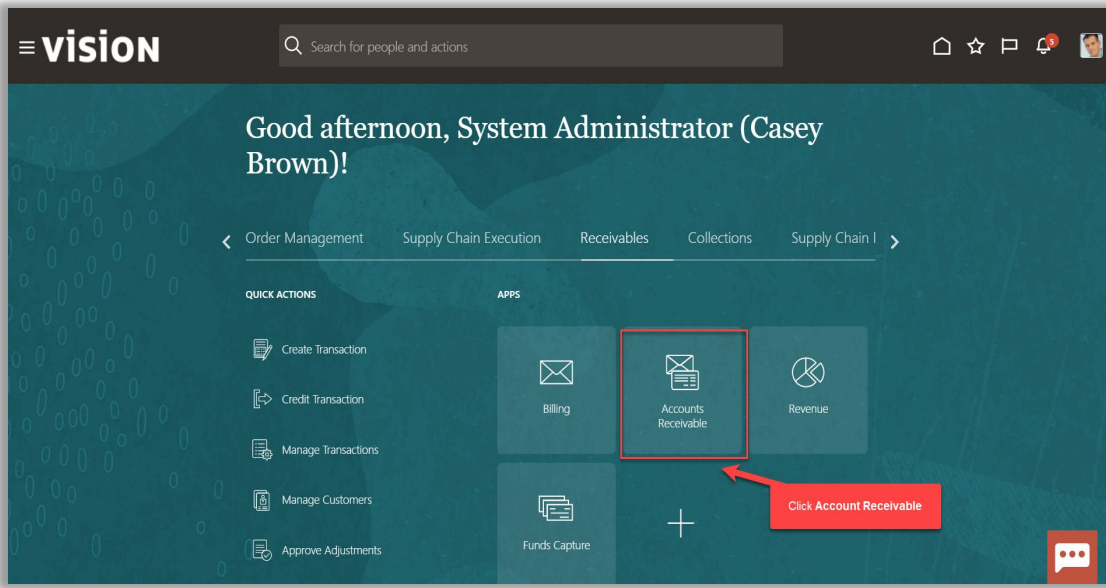
Unapplying A Standard Receipt

Navigation: Receivables>Accountable Receivables>Tasks>Manage Receipts>Receipt Number>Search>Receipt Number Link>Unapply Application>Save and Close

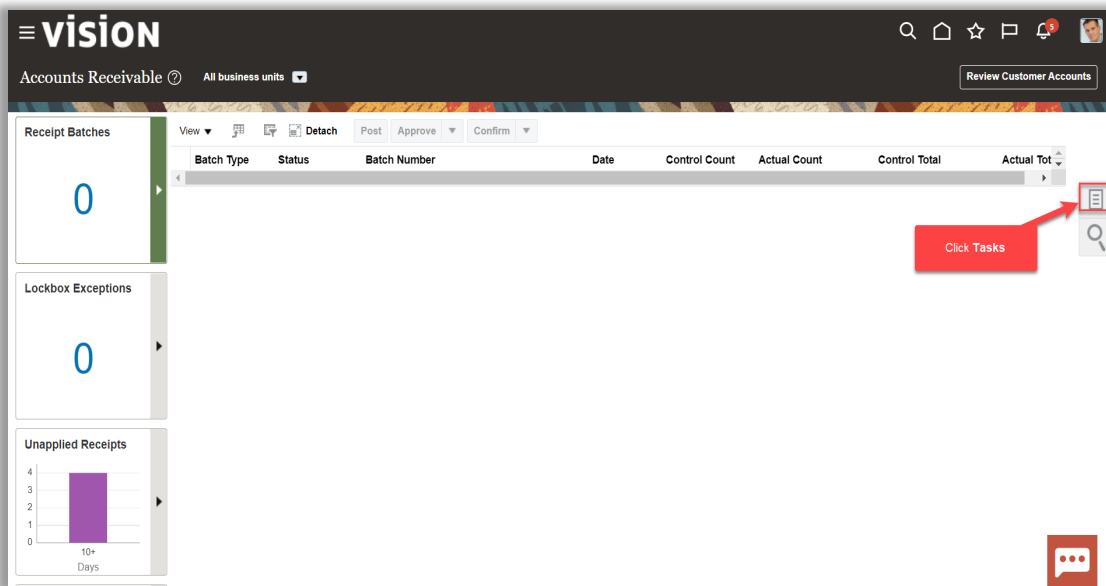
From home screen, click **Receivables**



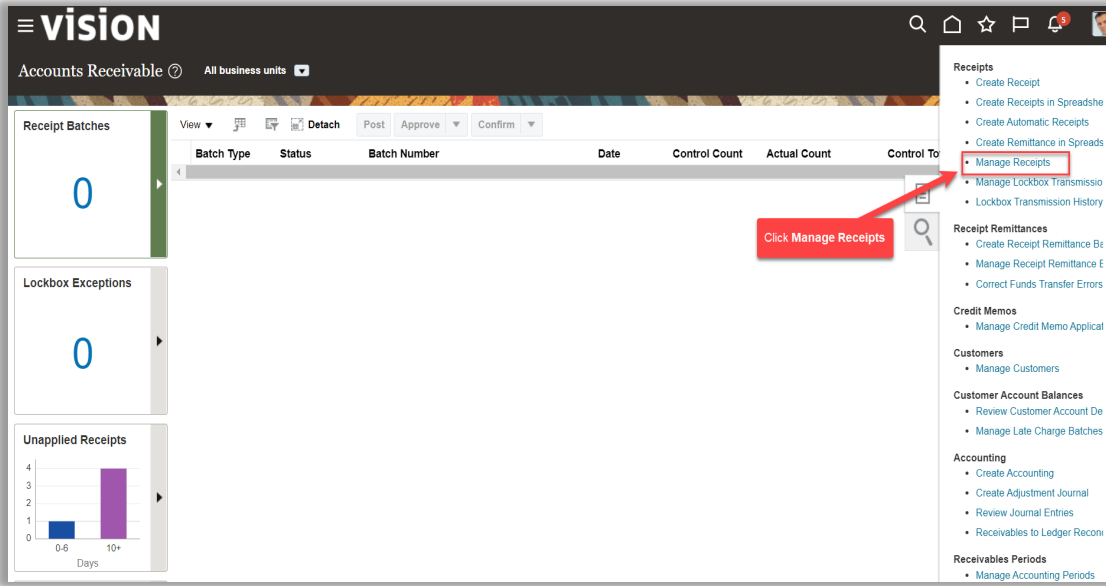
Click **Accountable Receivables**



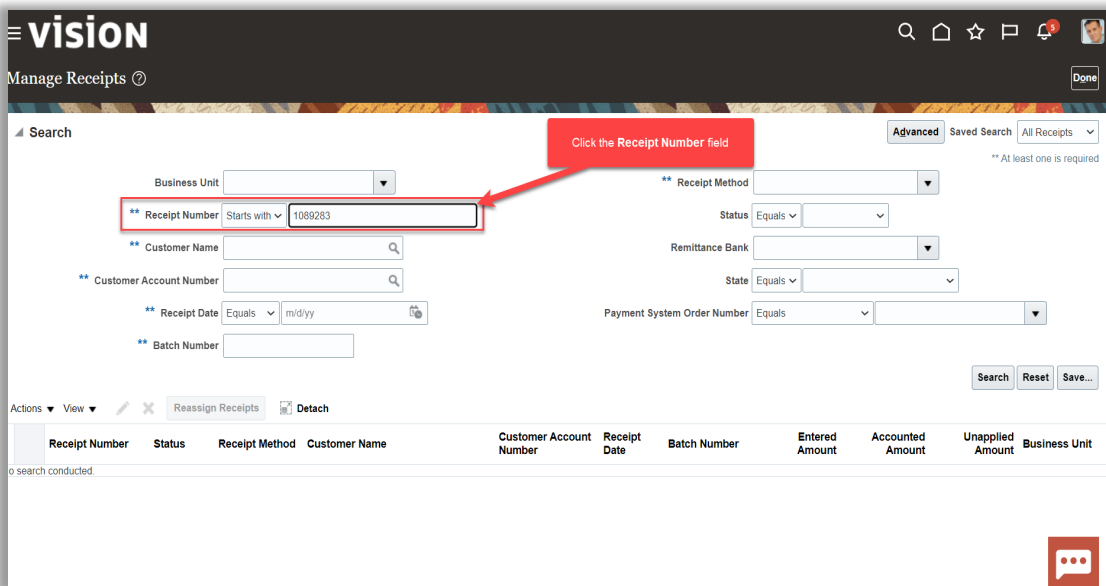
Click Tasks



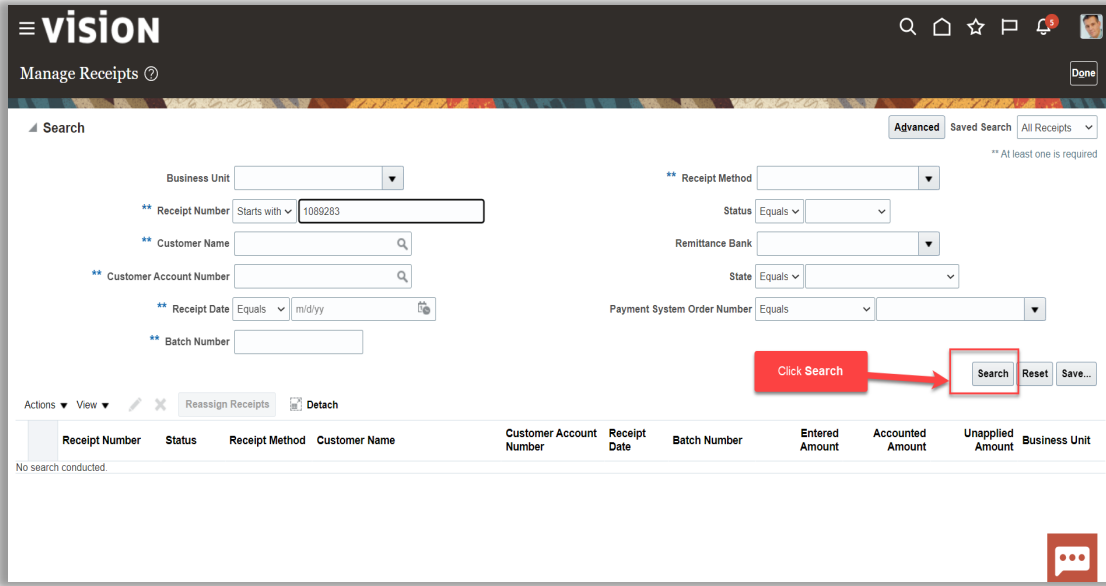
Click Manage Receipts



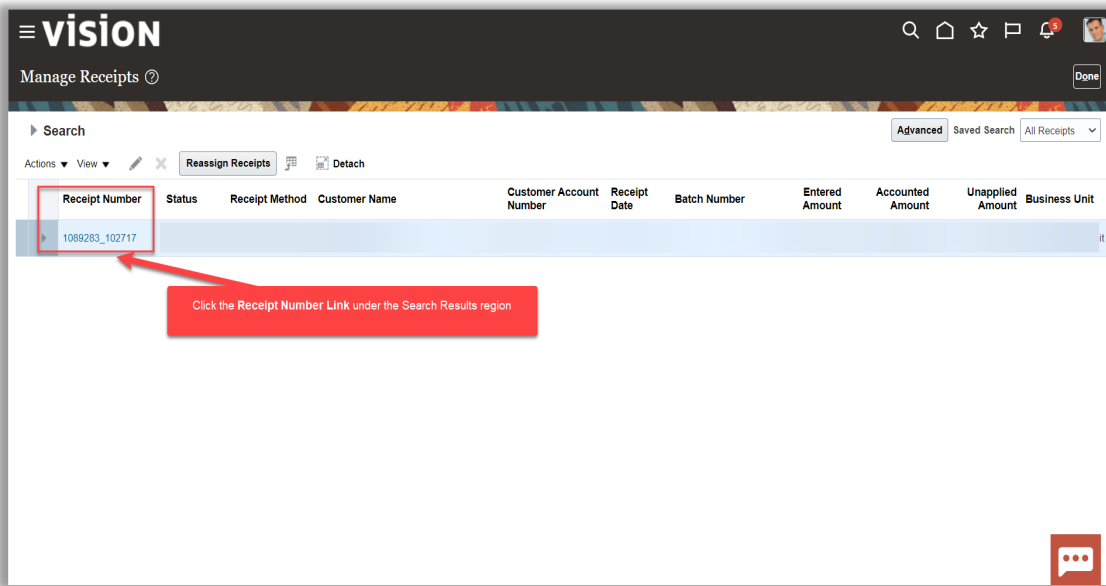
Click the Receipt Number field



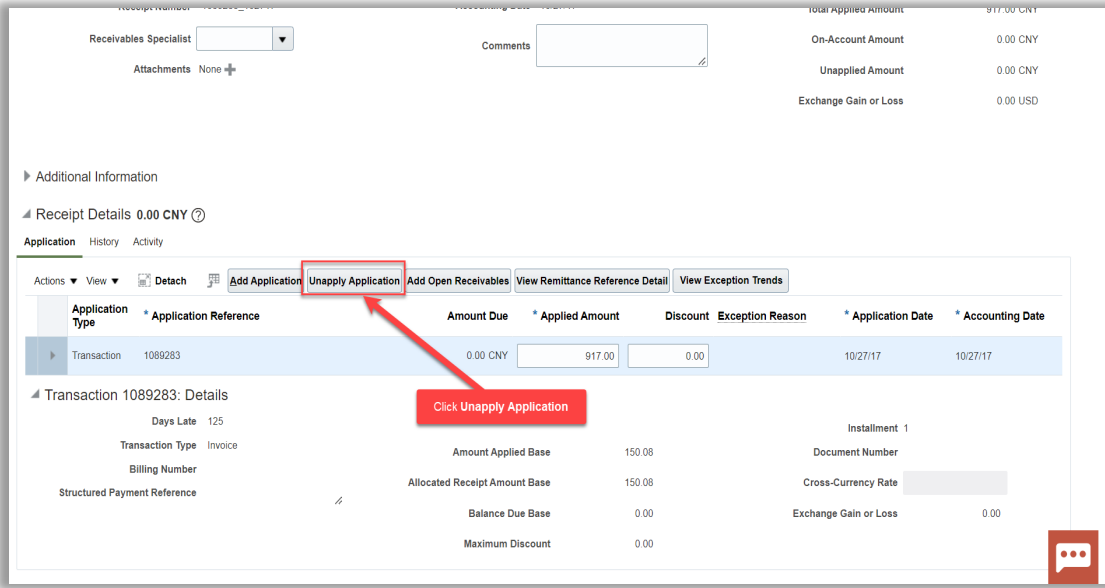
Click Search



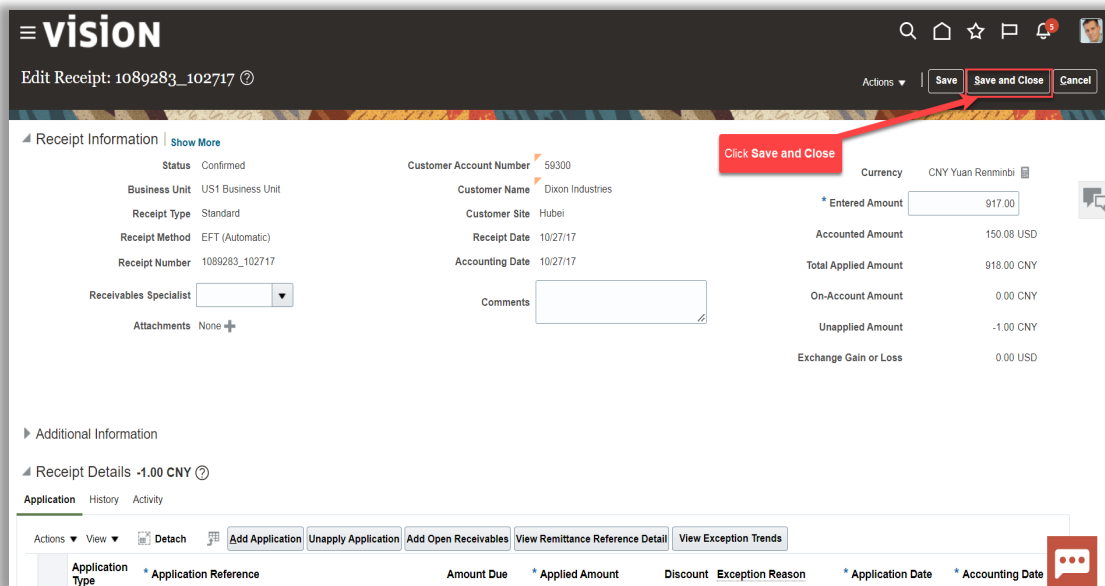
Click the **Receipt Number Link** under the Search Results region



Click **Unapply Application**



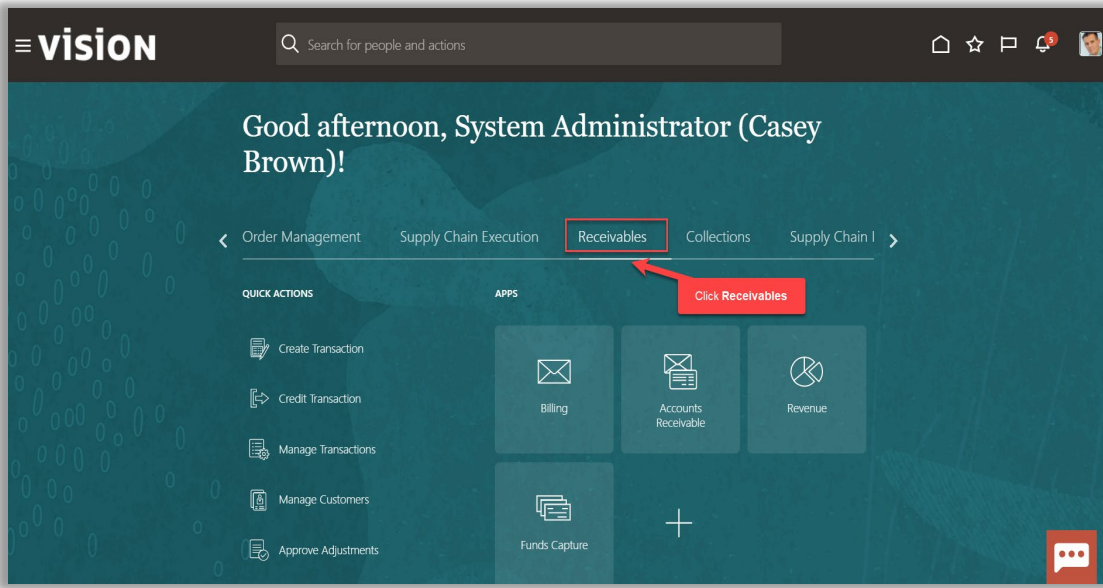
Click Save and Close



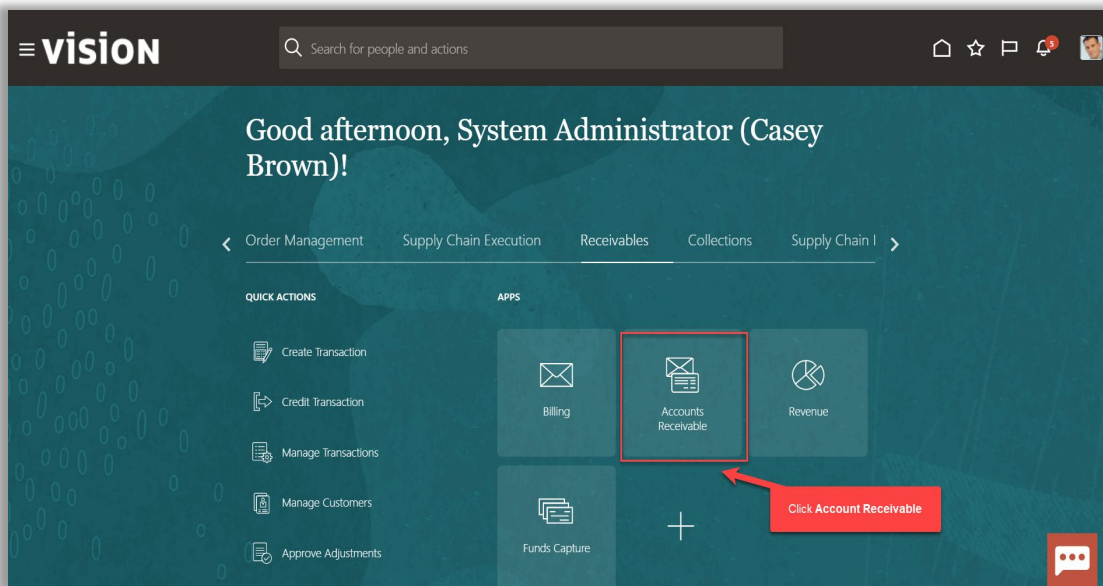
Reversing A Receipt

Navigation: Receivables>Accountable Receivables>Tasks>Manage Receipts>Receipt Number>Search>Receipt Number Link>Click Actions and select Reverse>Click dropdown and select Category and Reason>Reverse

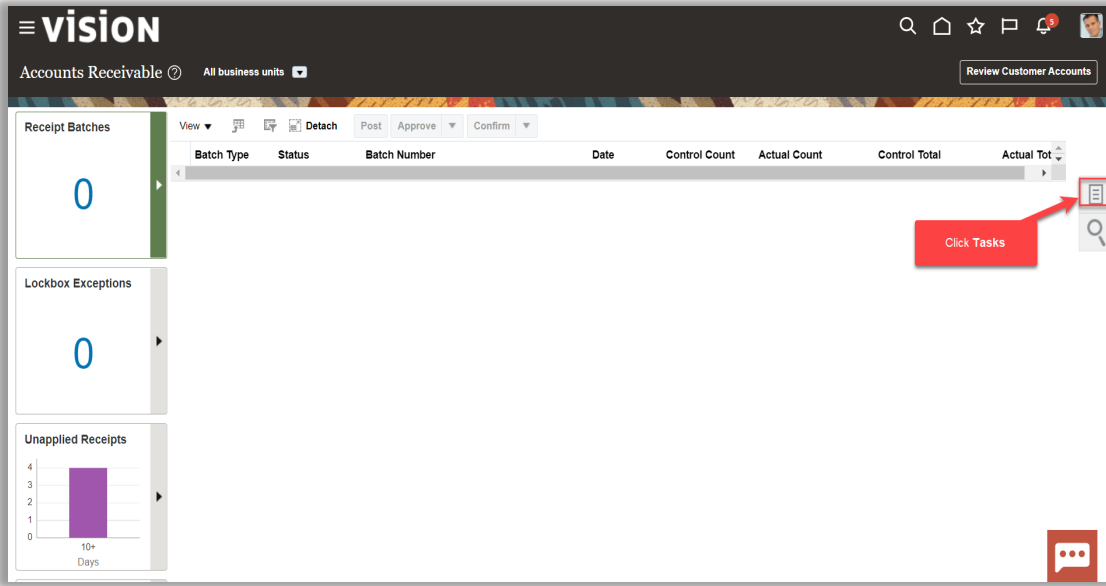
From home screen, click **Receivables**



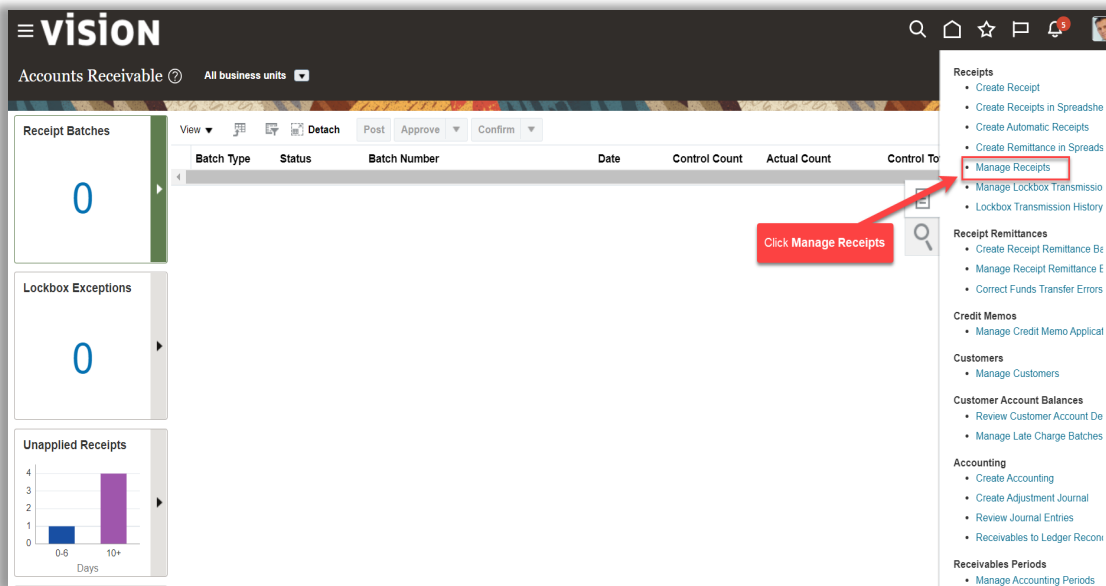
Click Accountable Receivables



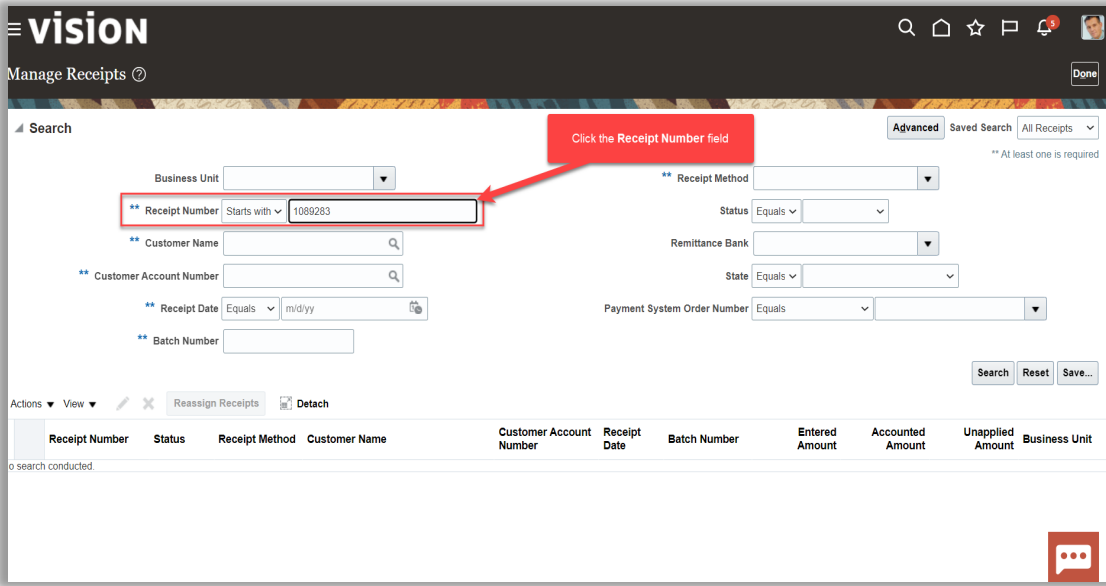
Click Tasks



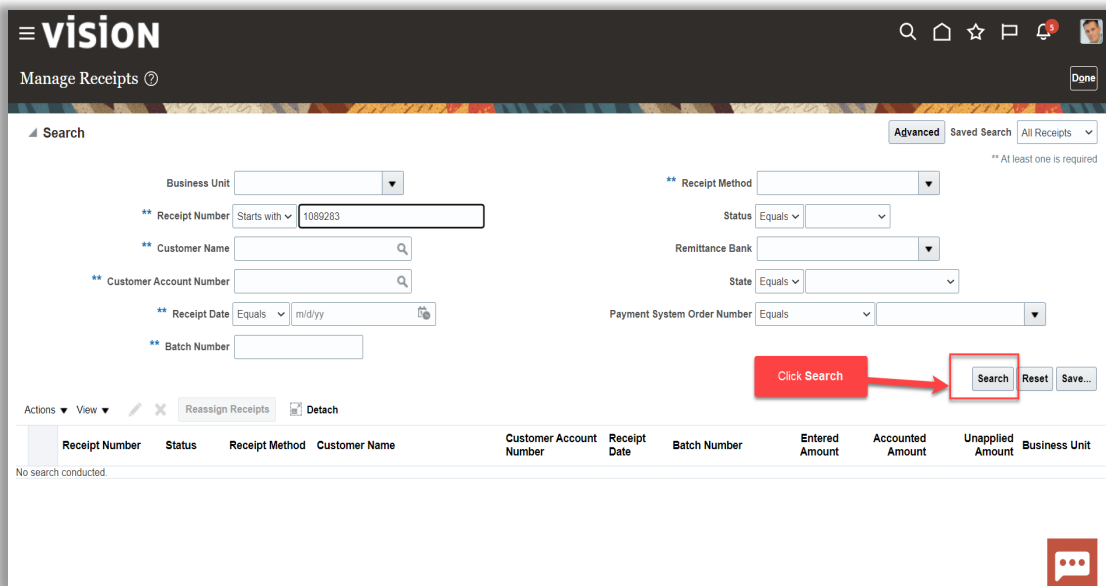
Click Manage Receipts



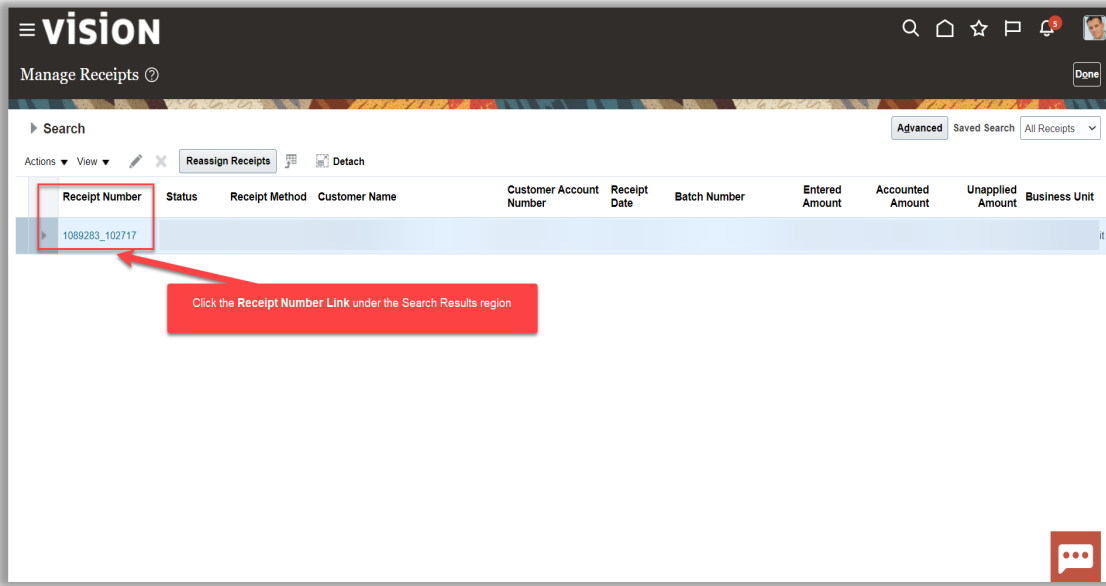
Click the Receipt Number field



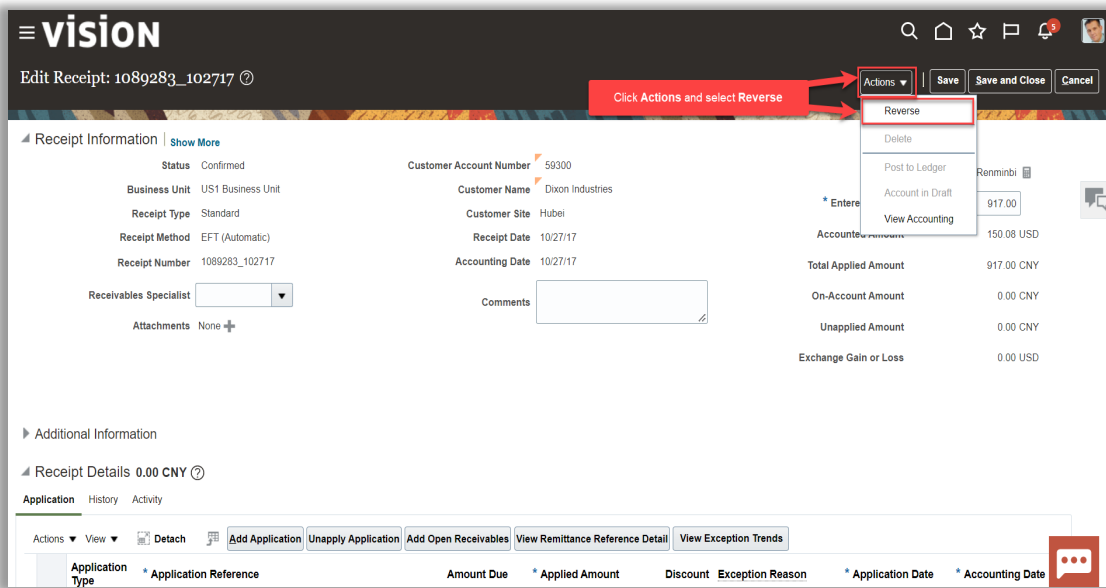
Click Search



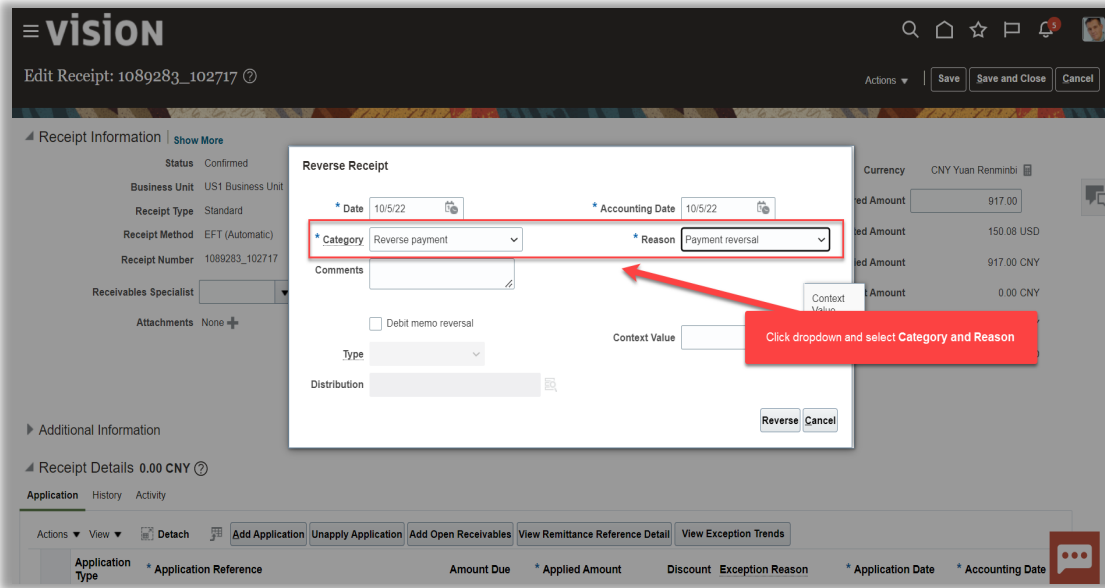
Click the Receipt Number Link under the Search Results region



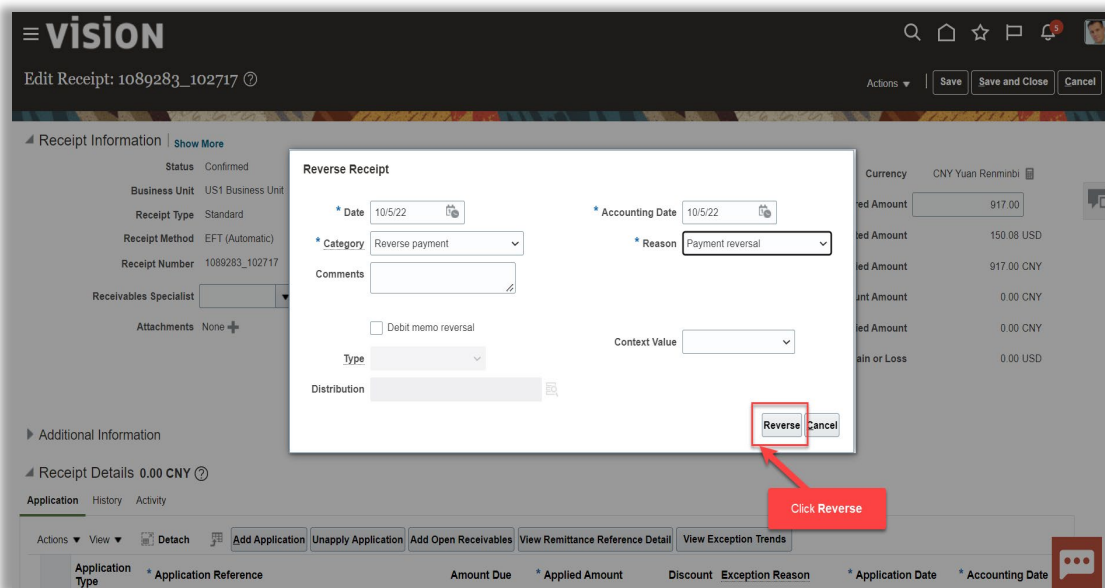
Click Actions and select Reverse



Click dropdown and select Category and Reason



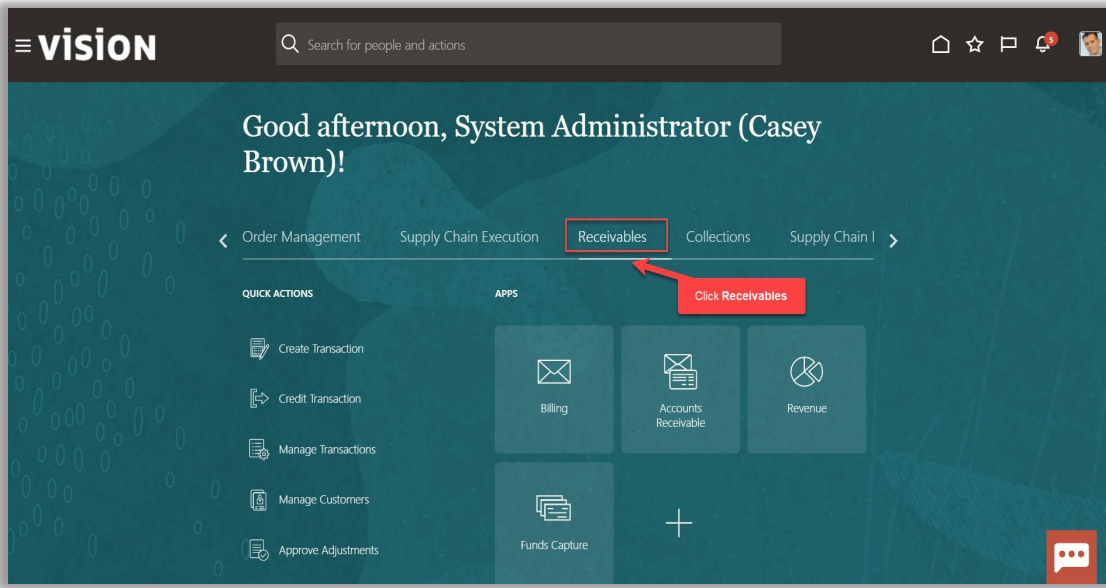
Click Reverse



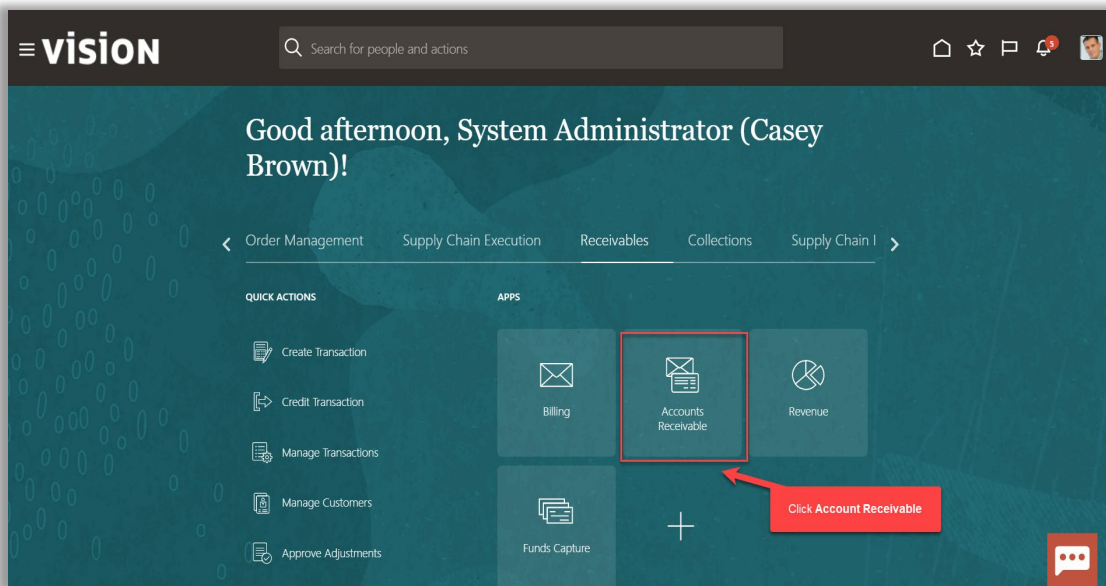
Writing Off A Receipt

Navigation: Receivables>Accountable Receivables>Tasks>Manage Receipts>Receipt Number>Search>Receipt Number Link>Click Actions and select More>Create Write-Off>Write Off - Amount>Receivables Activity>OK>Save

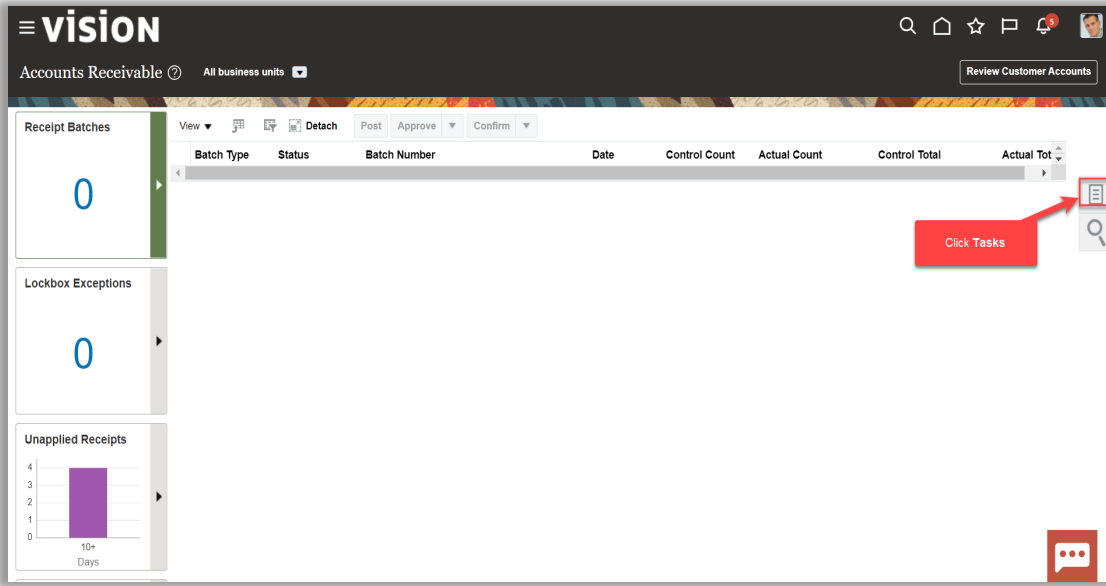
From home screen, click **Receivables**



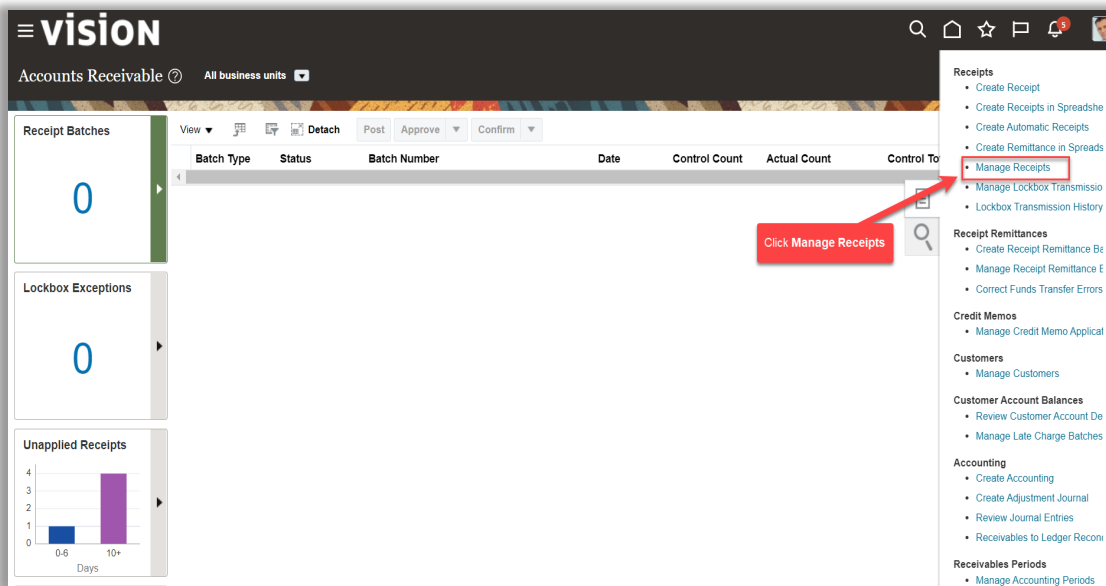
Click Accountable Receivables



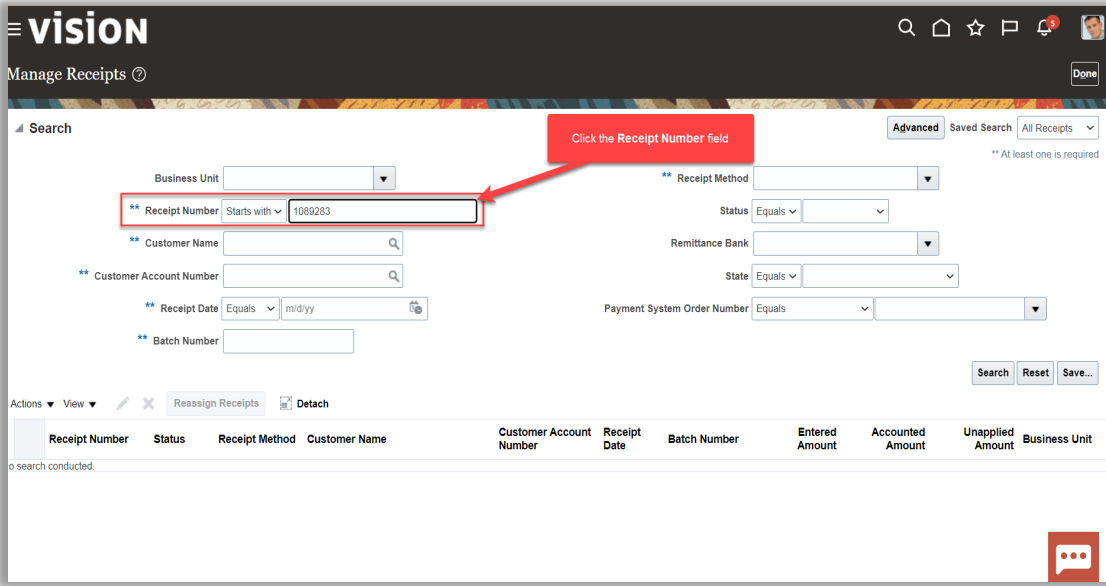
Click Tasks



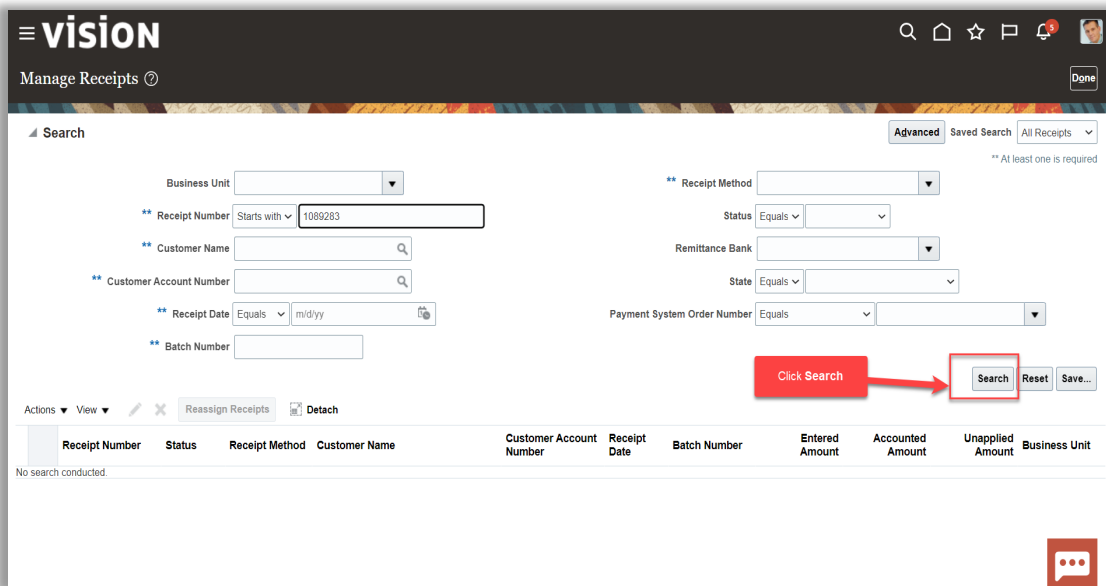
Click Manage Receipts



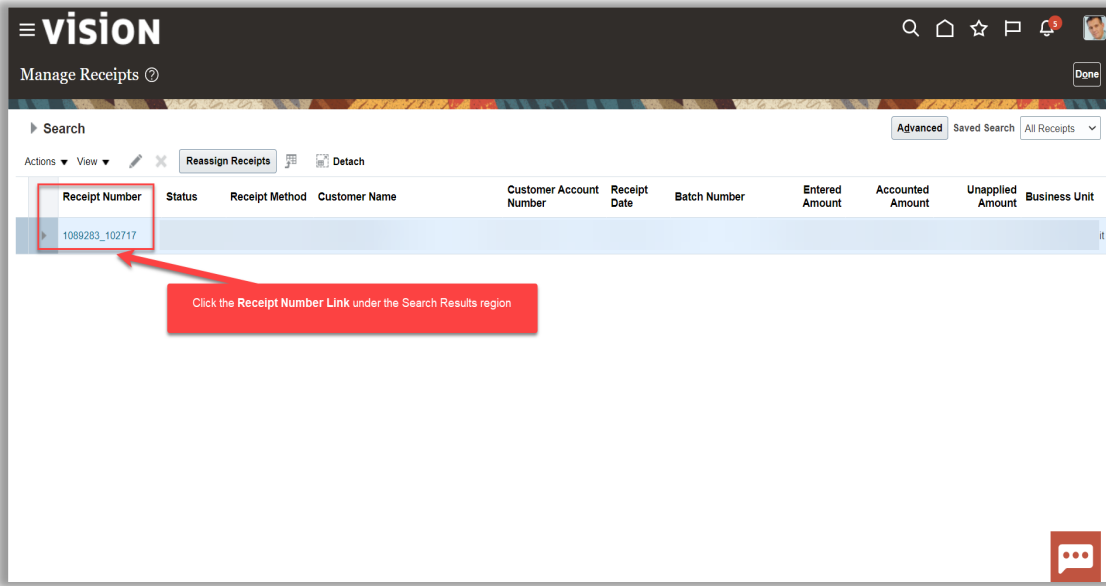
Click the Receipt Number field



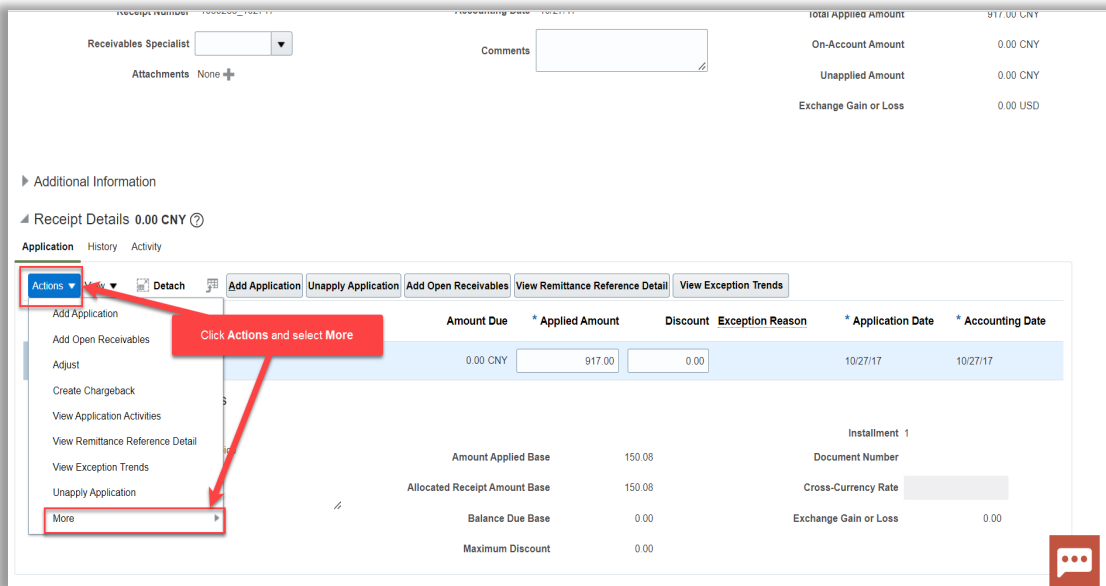
Click Search



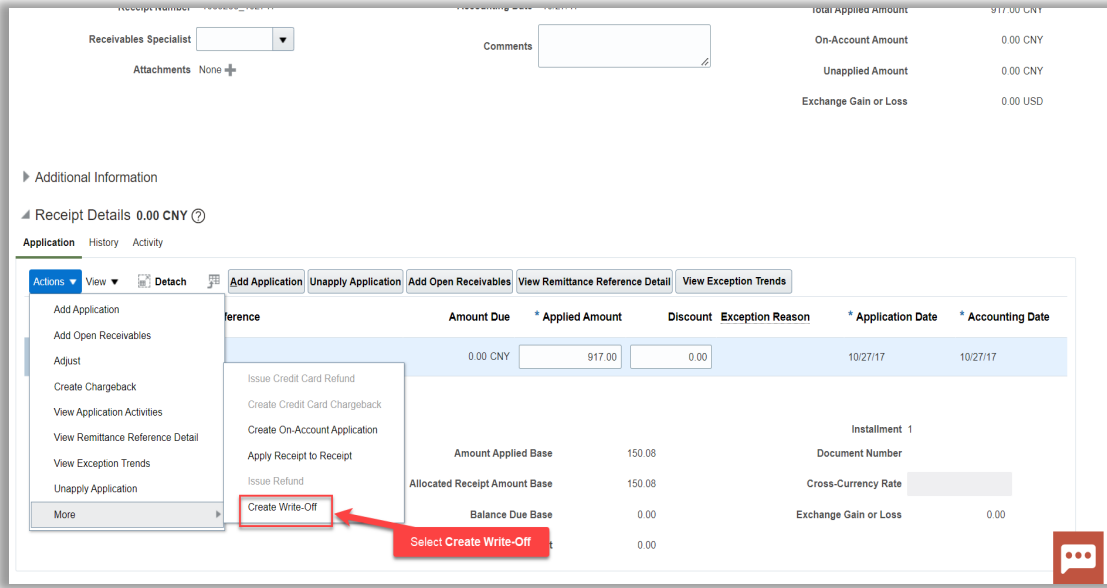
Click the Receipt Number Link under the Search Results region



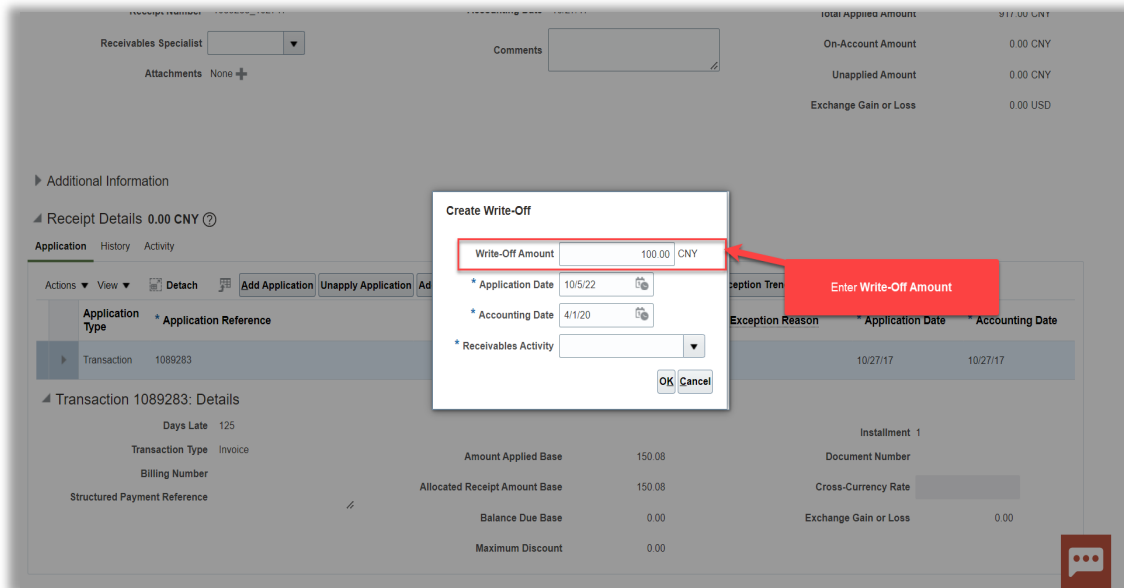
Click Actions and select More



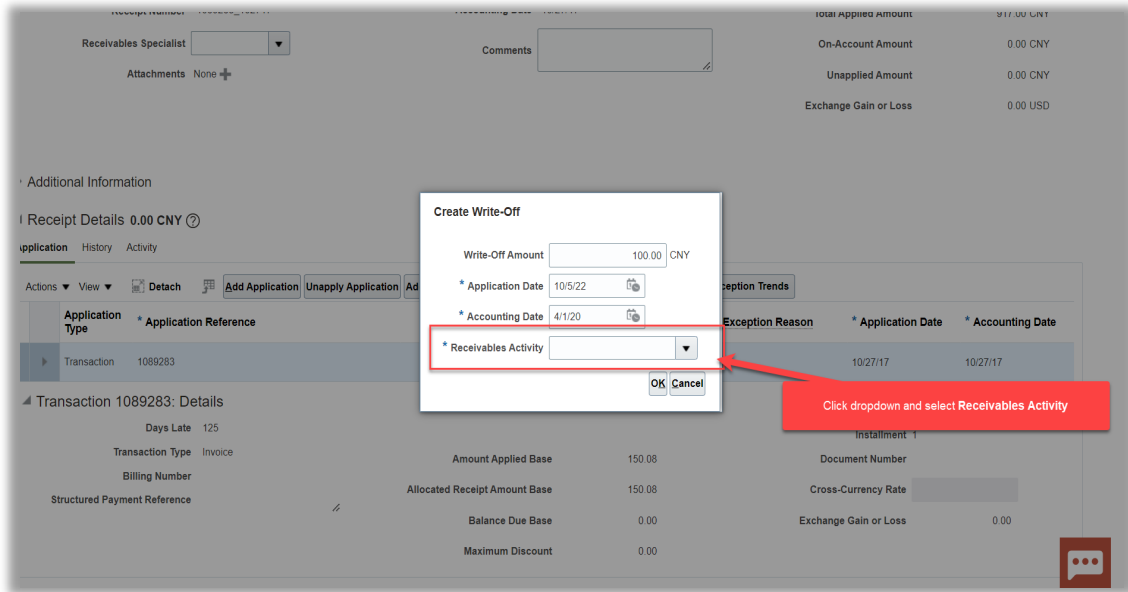
Select Create Write-Off



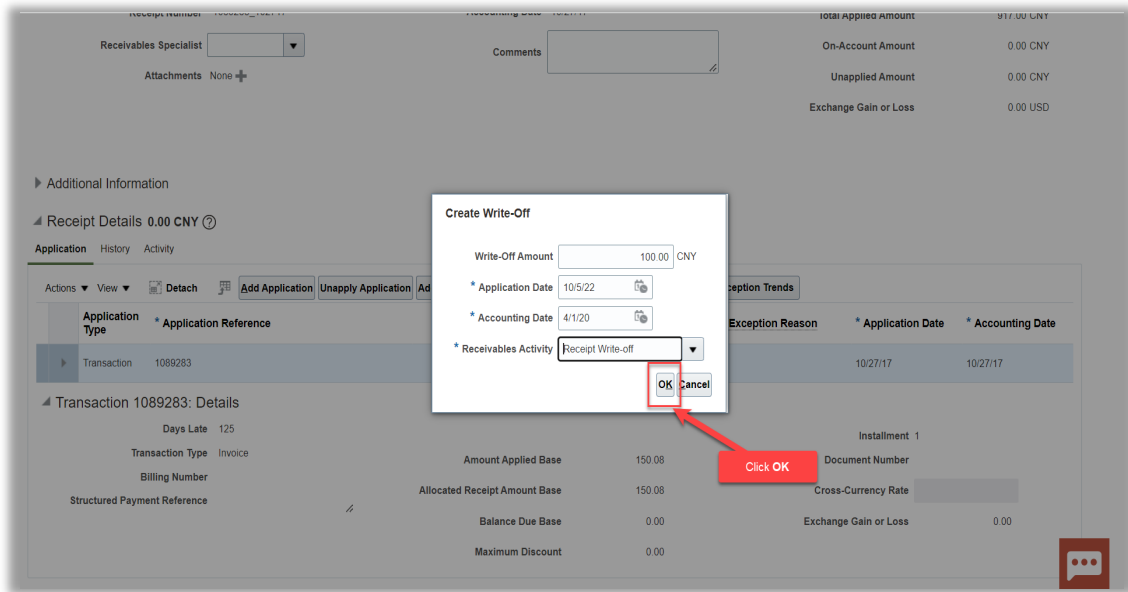
Enter Write Off- Amount



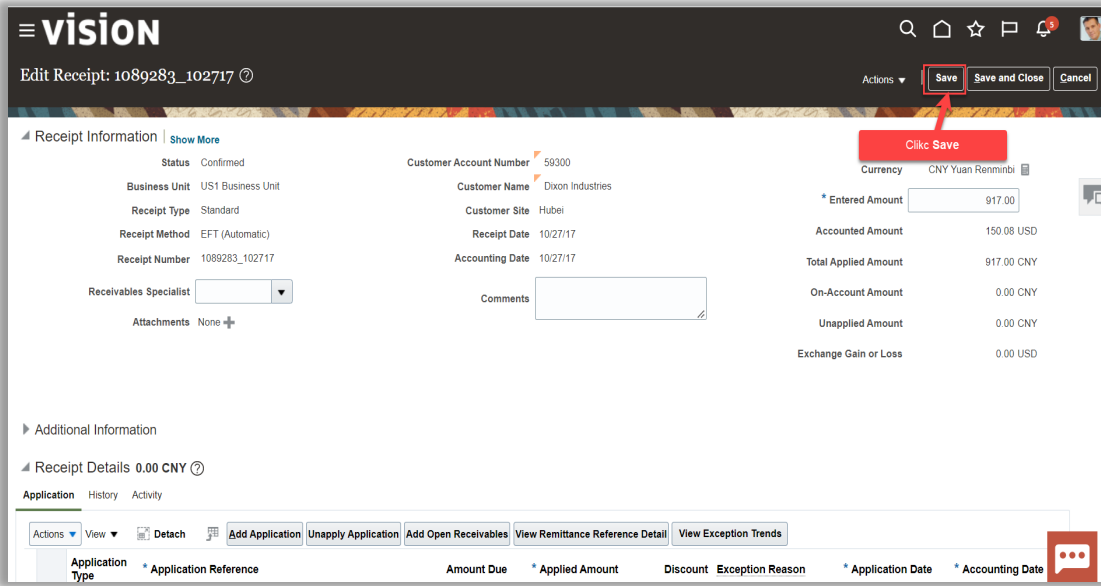
Click dropdown and select Receivables Activity



Click OK



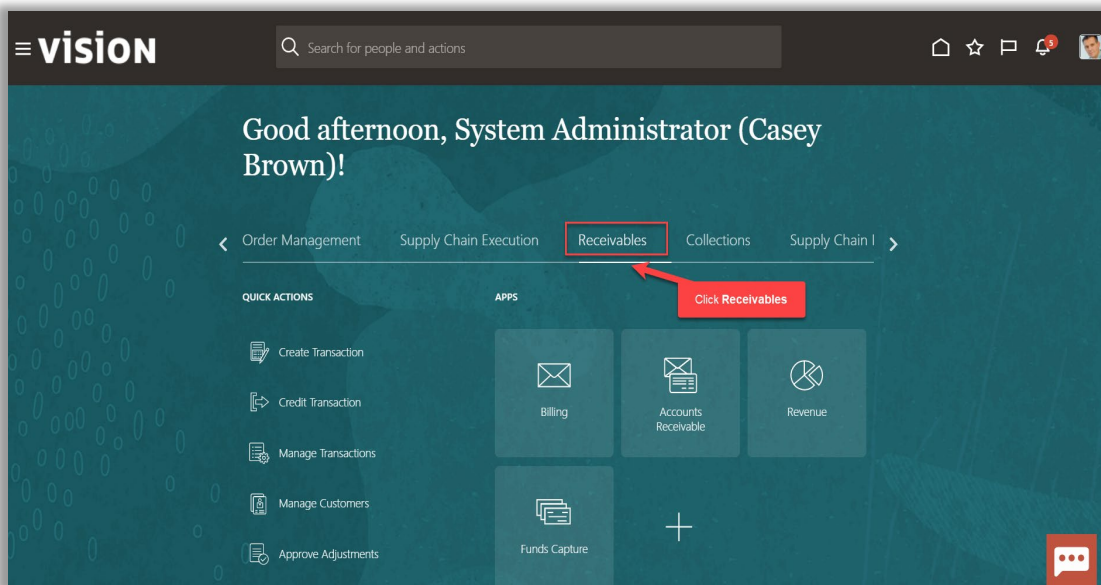
Click Save



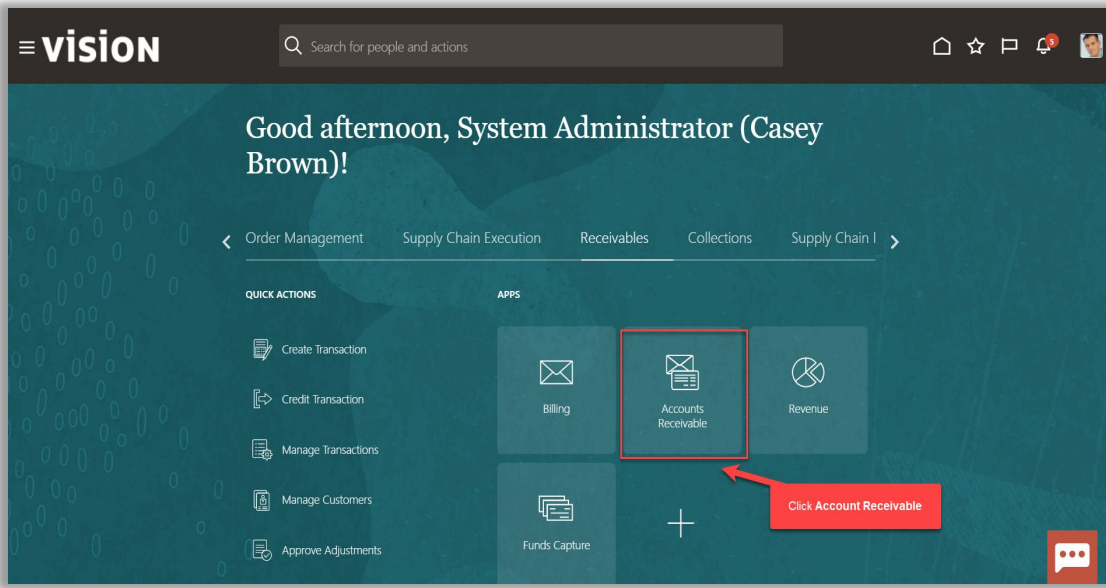
Creating A Refund

Navigation: Receivables>Accountable Receivables>Tasks>Manage Receipts>Receipt Number>Search>Receipt Number Link>Unapply Application>Click Actions and select More>Issue Refund>Refund Payment Method>Check>OK

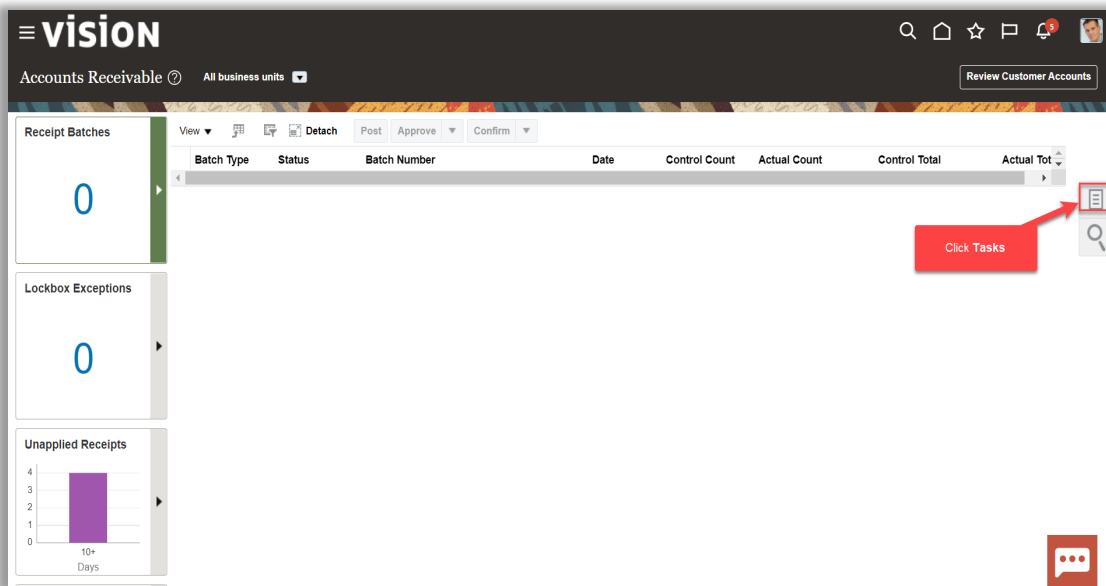
From home screen, click **Receivables**



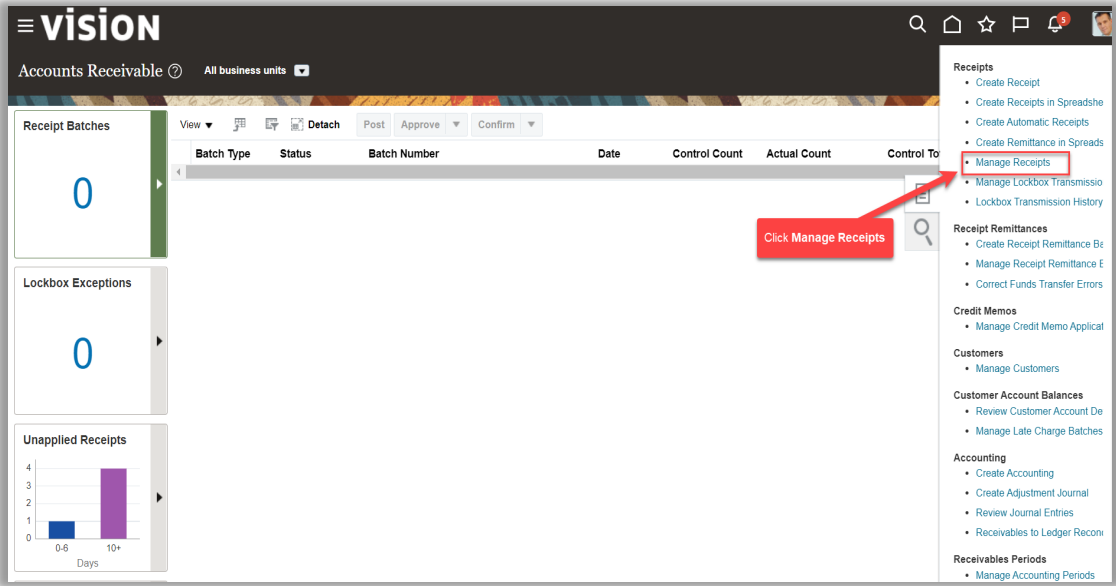
Click **Accountable Receivables**



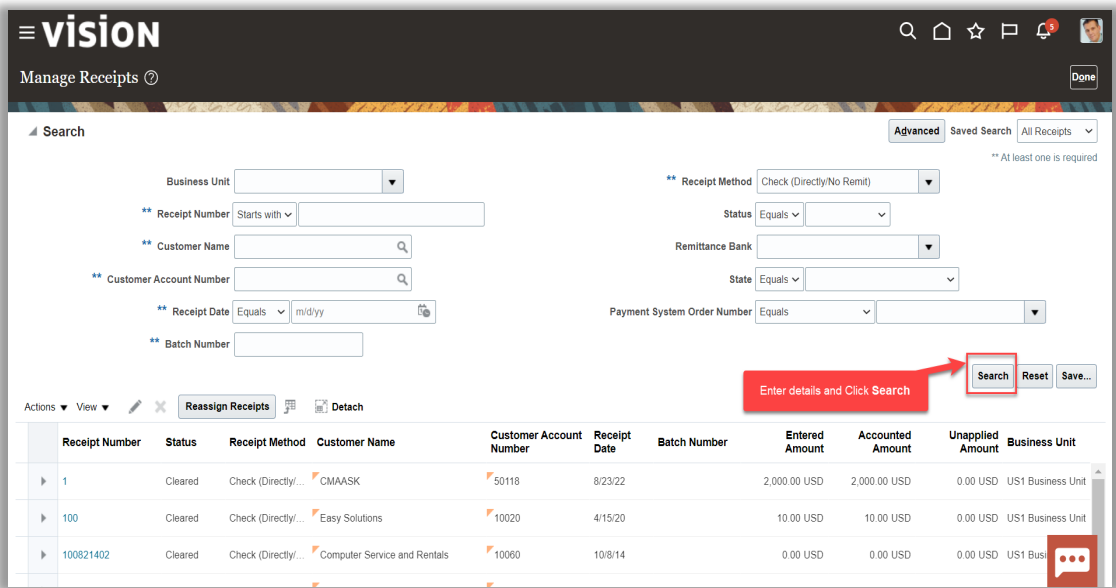
Click Tasks



Click Manage Receipts



Enter details and Click Search



Click Receipt Number Link

vision
Manage Receipts

Search [Advanced] Saved Search All Receipts

Actions View Reassign Receipts Detach

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Accounted Amount	Unapplied Amount	Business Unit
11001										
121231-1	Cleared	Check (Directly...	ABC Application Software	26360	3/5/14		0.00 USD	0.00 USD	0.00 USD	US1 Business Unit
123112-1	Cleared	Check (Directly...	ABC Application Software	26360	12/31/12		0.00 USD	0.00 USD	5,739.54 USD	US1 Business Unit
123112-10	Cleared	Check (Directly...	Easy Solutions	10020	12/31/12		0.00 USD	0.00 USD	0.00 USD	US1 Business Unit
123112-11	Cleared	Check (Directly...	Ellis Cable	70050	12/31/12		0.00 USD	0.00 USD	0.00 USD	US1 Business Unit
123112-12	Cleared	Check (Directly...	J&H Pharmacy	70030	12/31/12		0.00 USD	0.00 USD	0.00 USD	US1 Business Unit
123112-13	Cleared	Check (Directly...	Business World	16080	12/31/12		0.00 USD	0.00 USD	0.00 USD	US1 Business Unit

Click Unapply Application

Receipt Number: 123112-13 Receiving Date: 12/31/12 Total Applied Amount: 917.00 CNY

Receivables Specialist: [Dropdown] Comments: [Text Area]

Attachments: None + On-Account Amount: 0.00 CNY

Unapplied Amount: 0.00 CNY

Exchange Gain or Loss: 0.00 USD

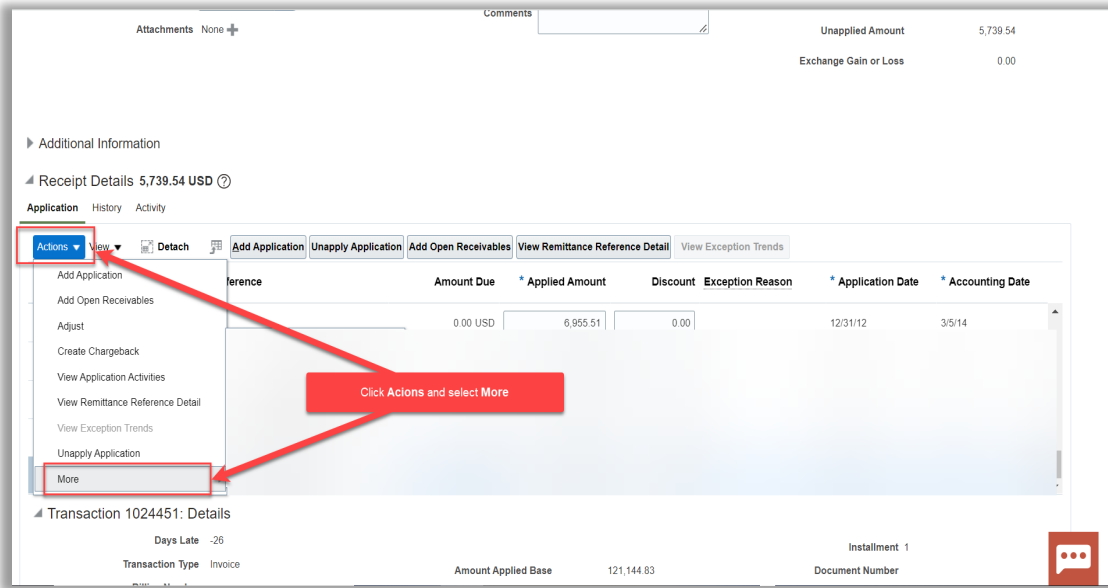
Additional Information

Receipt Details 0.00 CNY

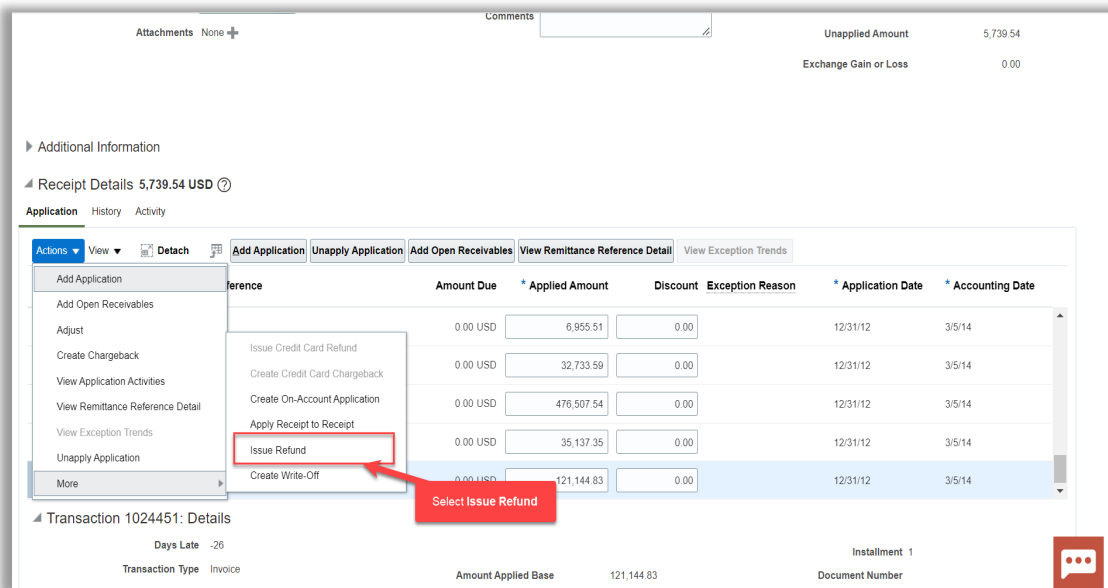
Application History Activity

Actions View Detach Add Application **Unapply Application** Add Open Receivables View Remittance Reference Detail View Exception Trends

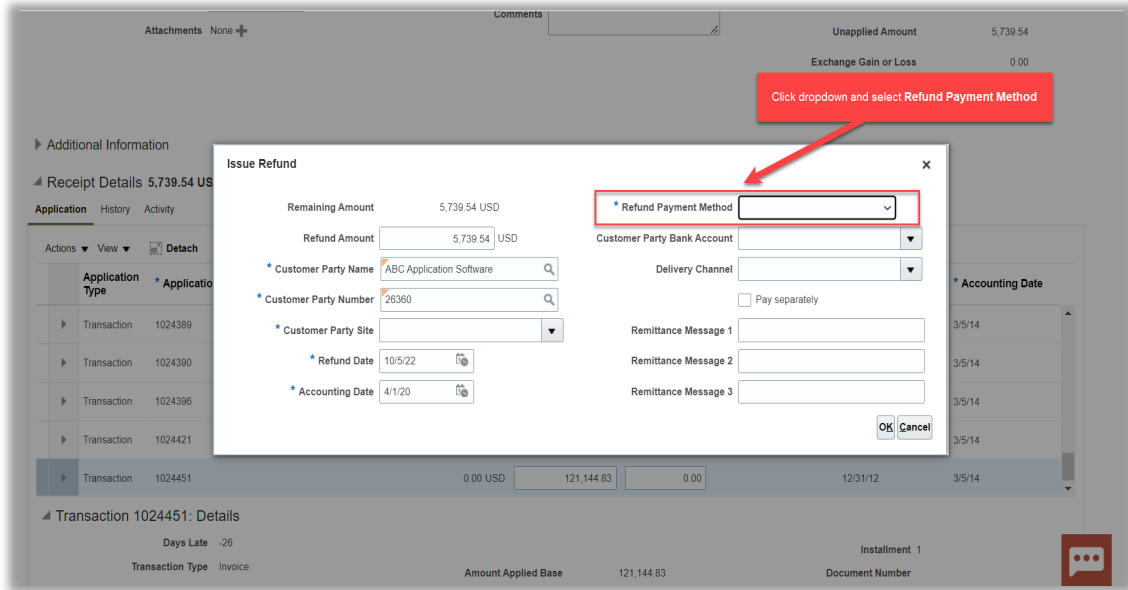
Click Actions and select More



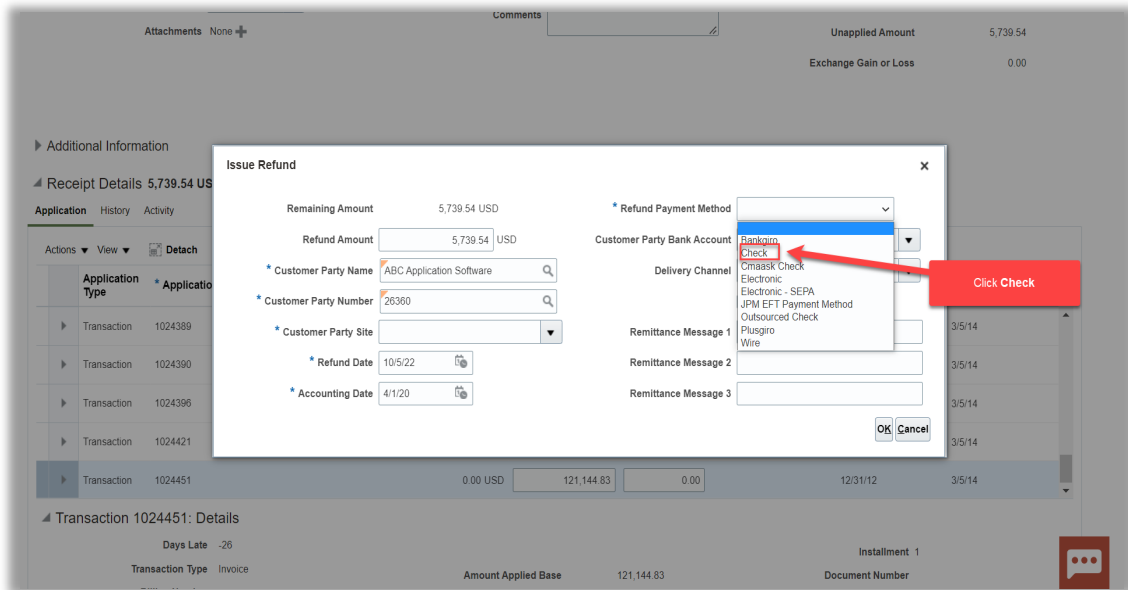
Select Issue Refund



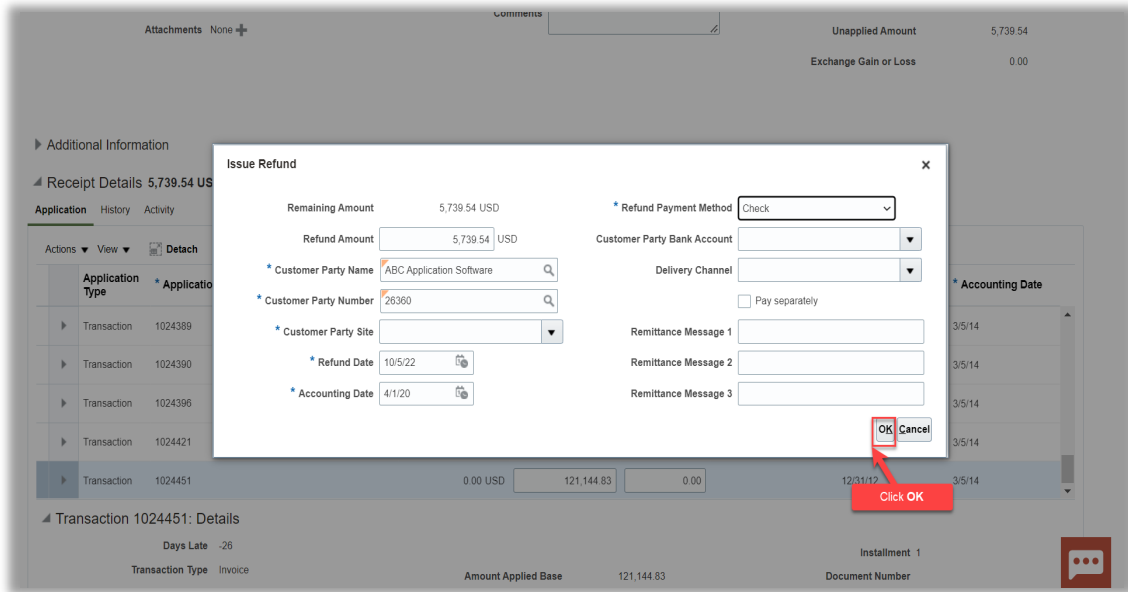
Click dropdown and select **Refund Payment Method**



Click Check



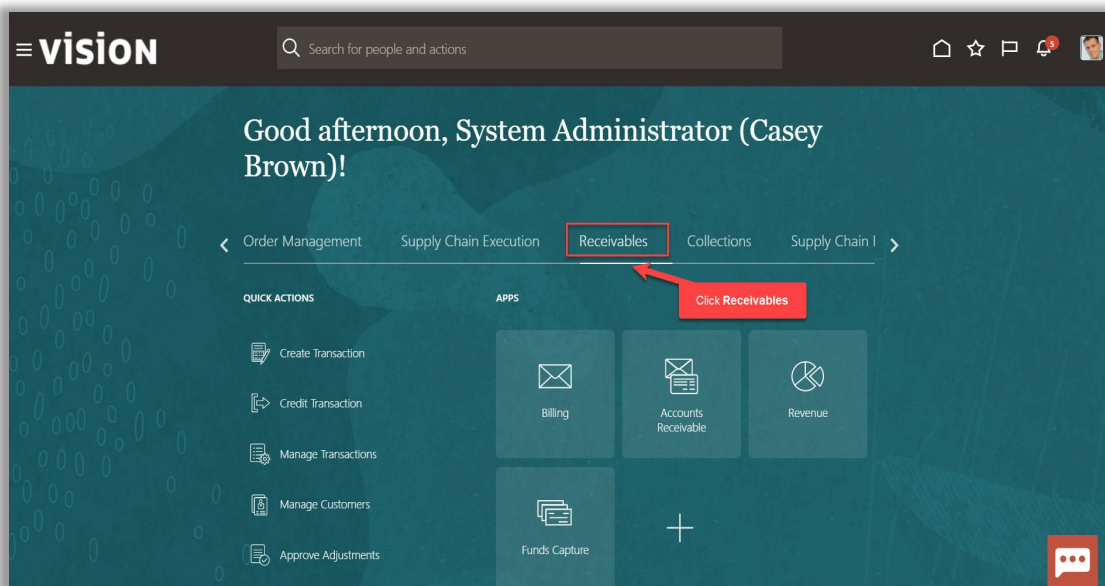
Click OK



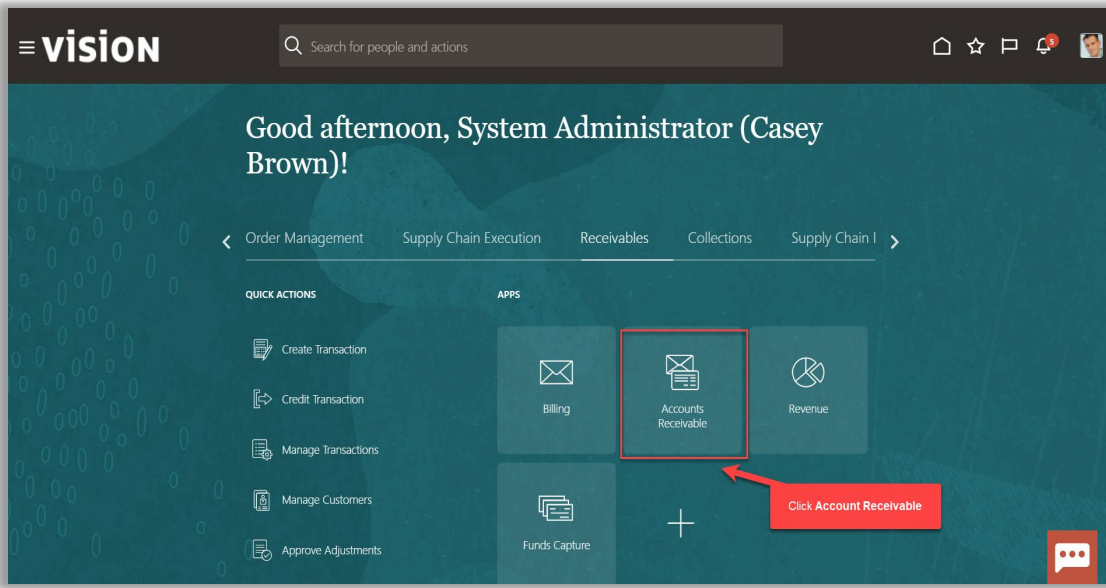
Apply An On-Account Credit Memo

Navigation: Receivables>Accountable Receivables>Unapplied Credits tab>Number link>Actions and select Add Application>Application Reference>Search>OK>Save and Close

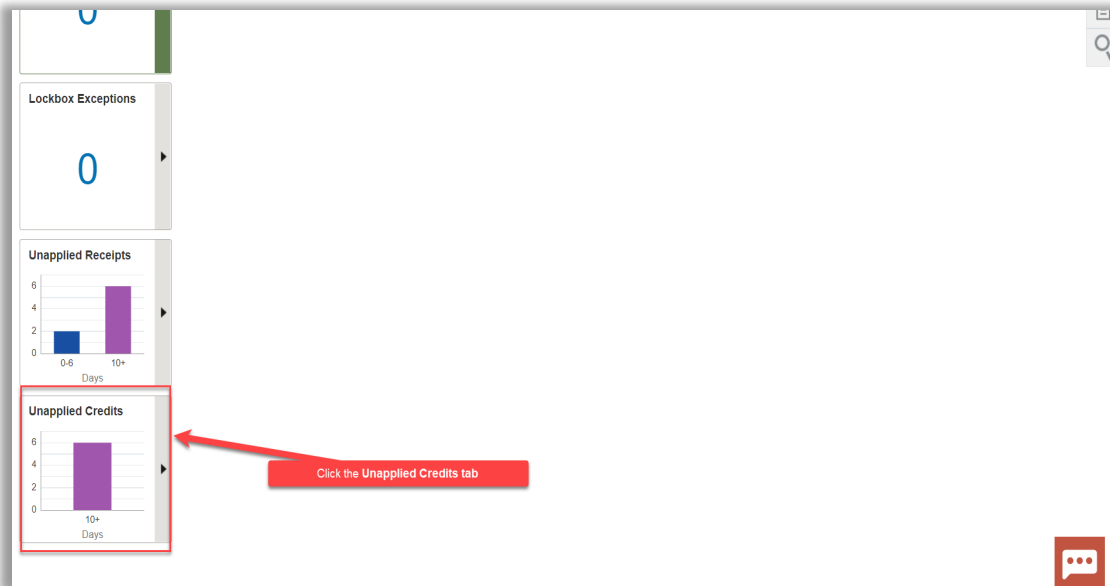
From home screen, click **Receivables**



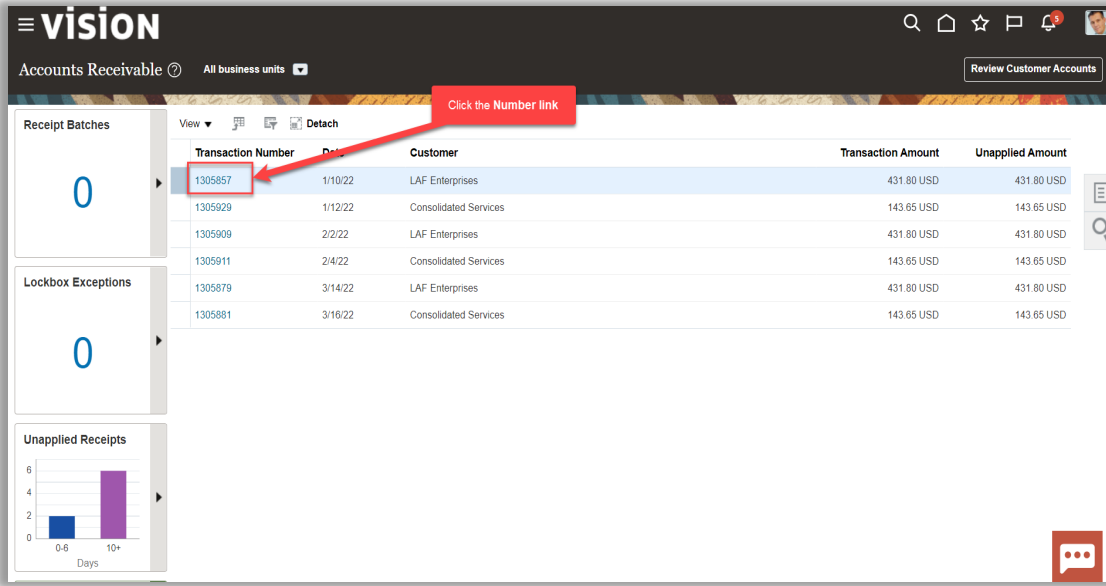
Click **Accountable Receivables**



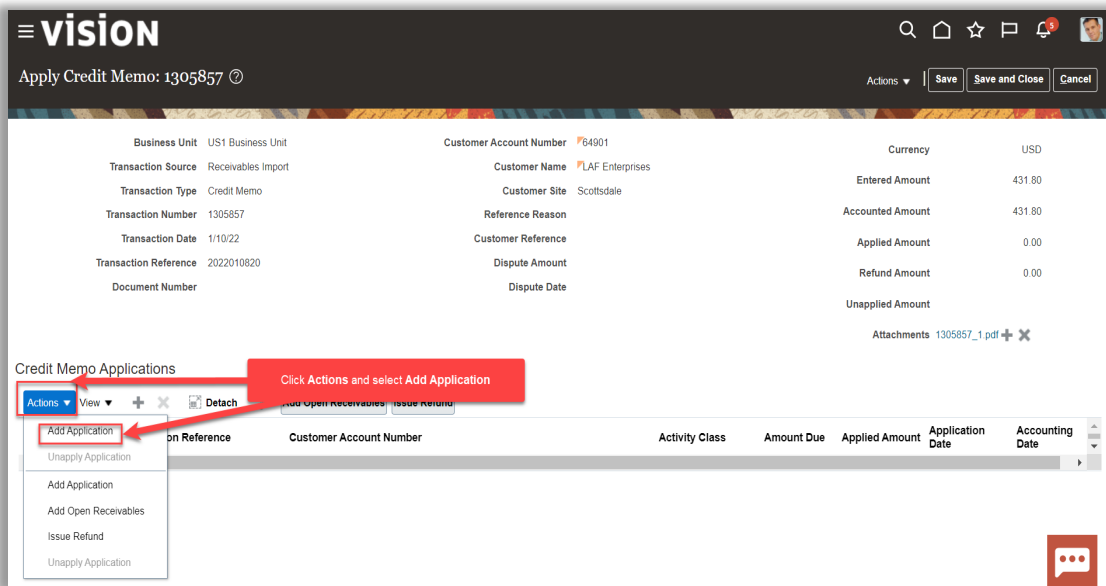
Click the **Unapplied Credits** tab



Click the **Number** link



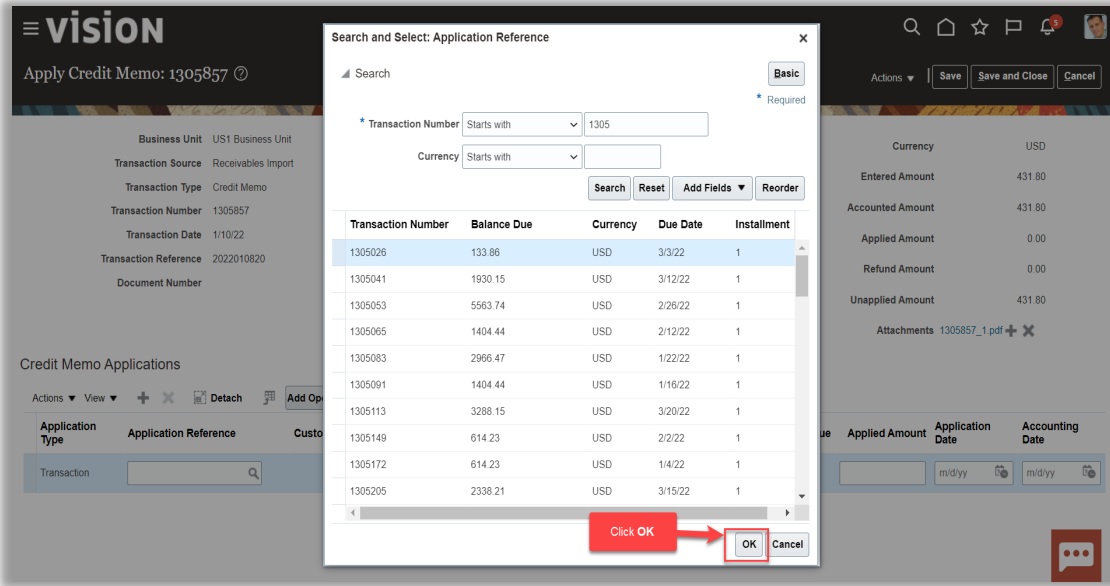
Click Actions and select Add Application



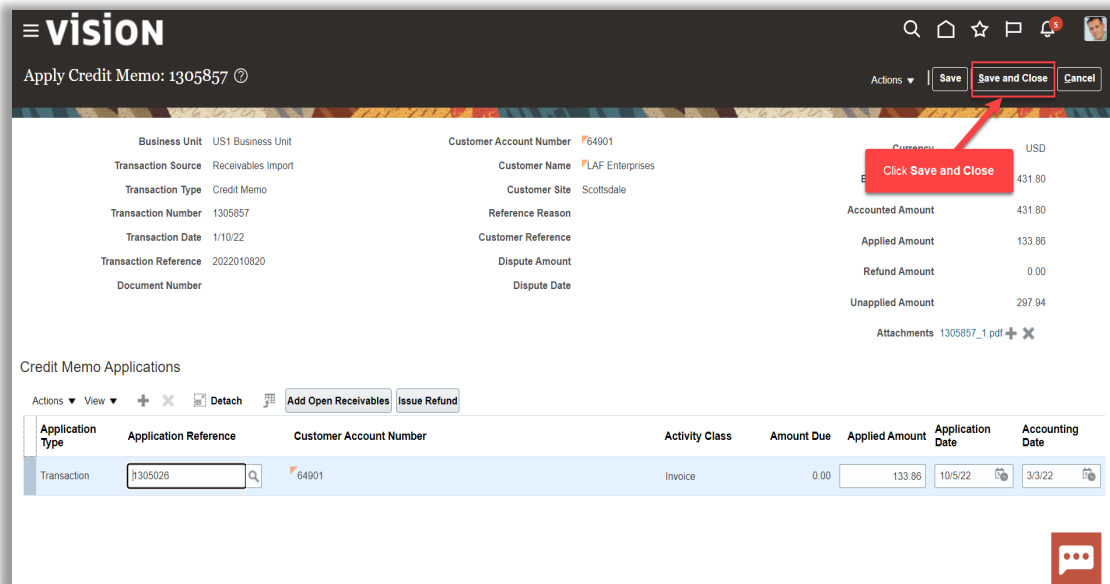
Click the Application Reference

Click Search and click row header

Click OK



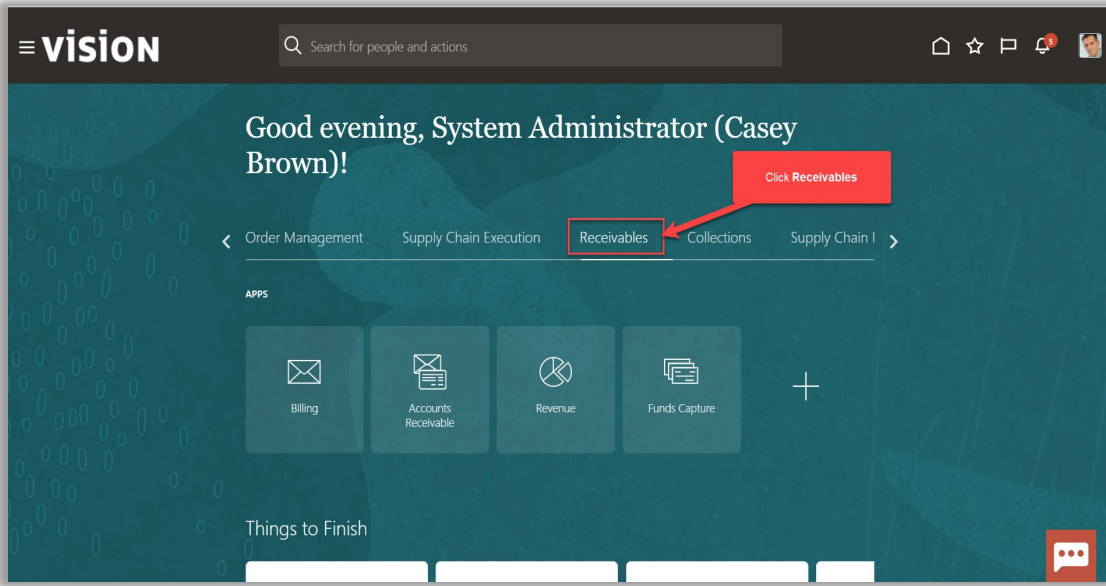
Click Save and Close



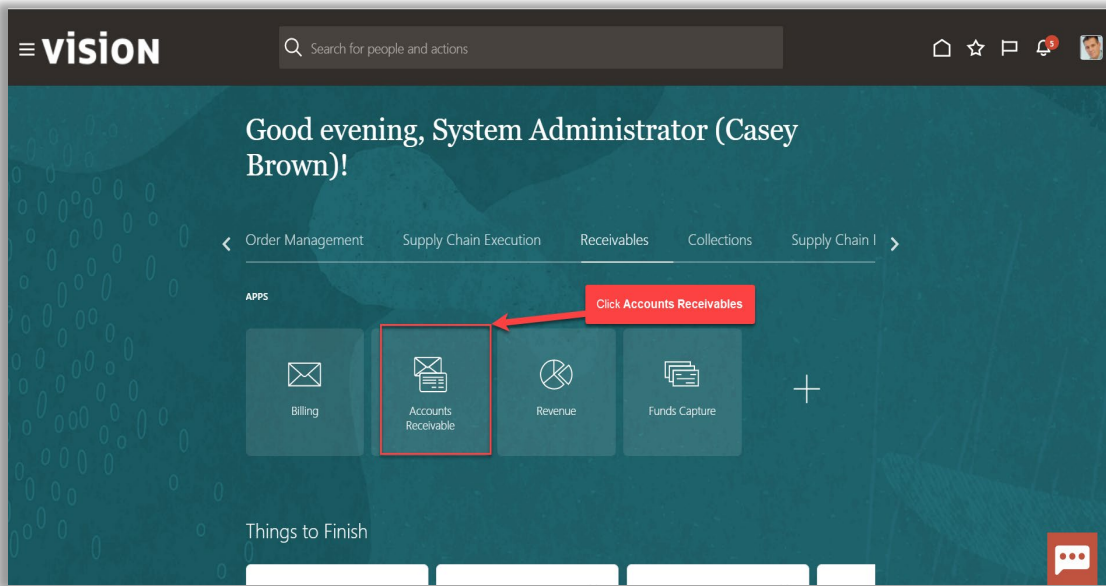
Creating A Standard Receipt In A Spreadsheet

Navigation: Receivables>Account Receivables>Tasks>Create Receipts in a spreadsheet>Enable Editing>Enter user credentials to sign in>Batch Source>Batch Name>Receipt Method and Remittance Bank>Sequence Number, Receipt Number, Receipt Amount and Accounting Date>Customer Information>Upload

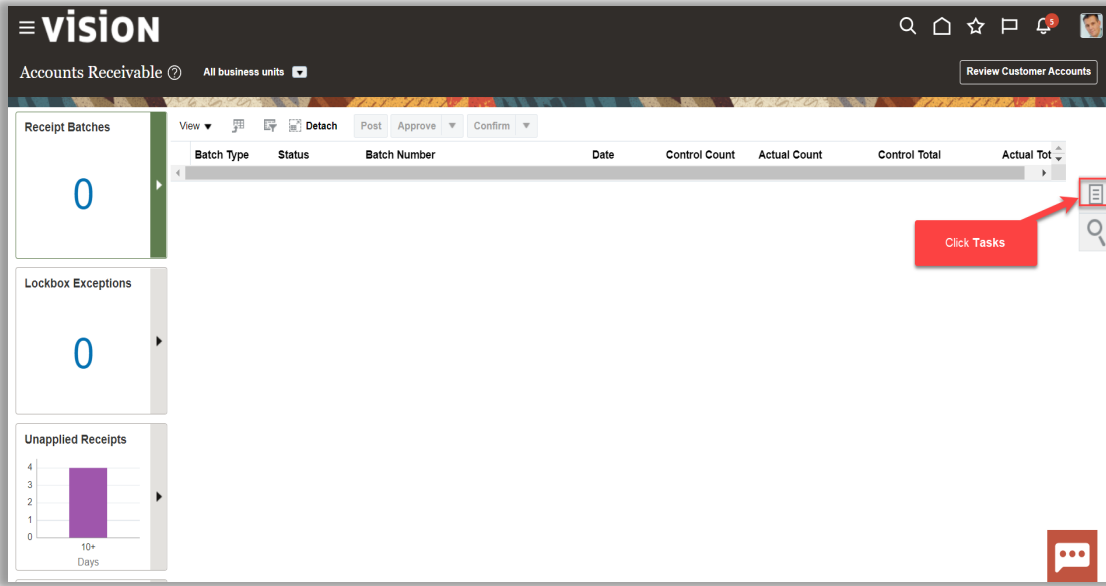
From home screen, click **Receivables**



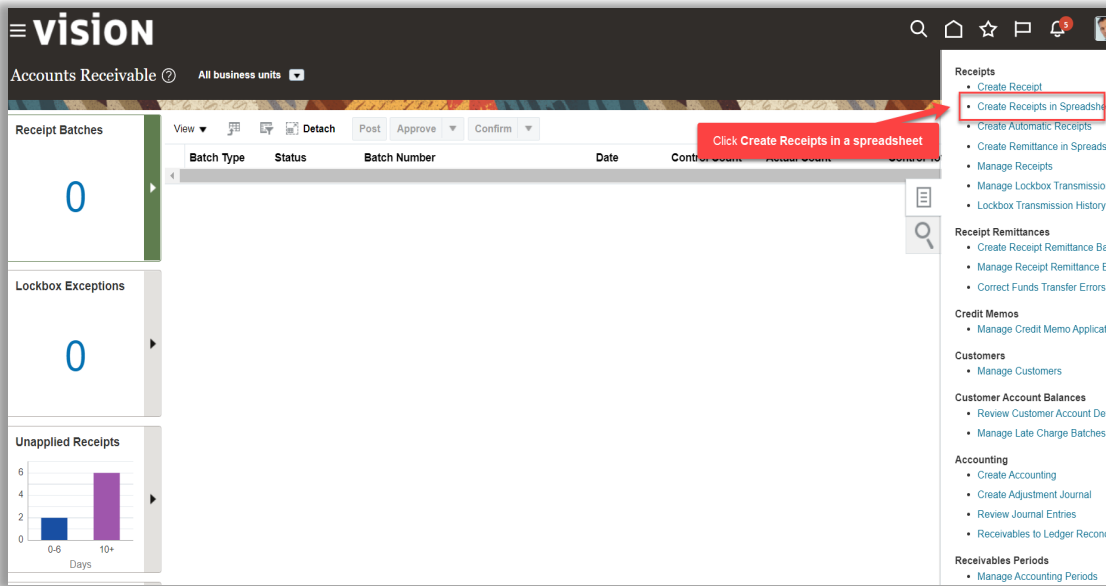
Click Account Receivables



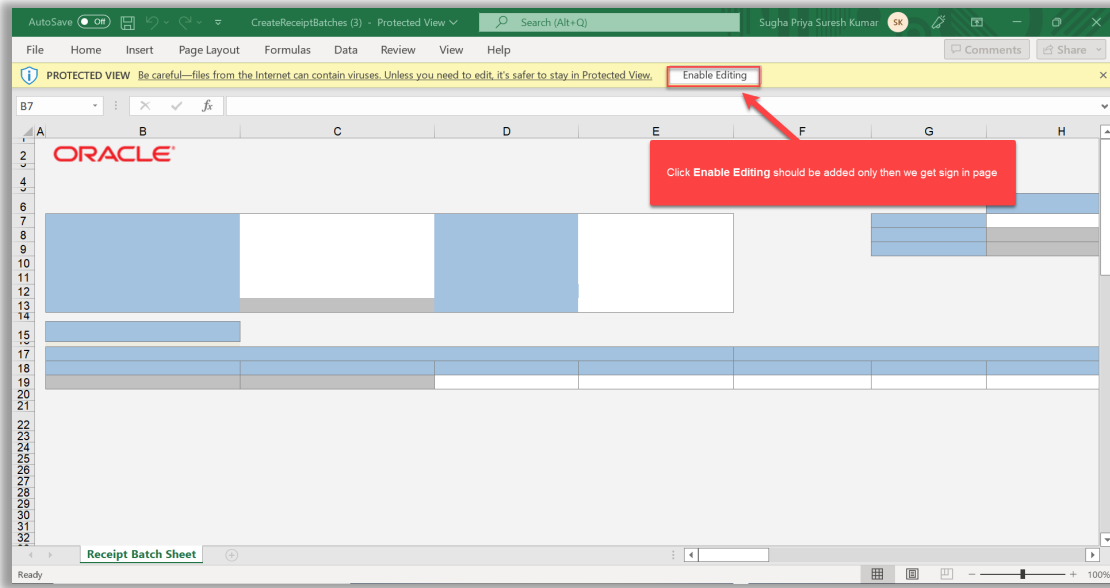
Click Tasks



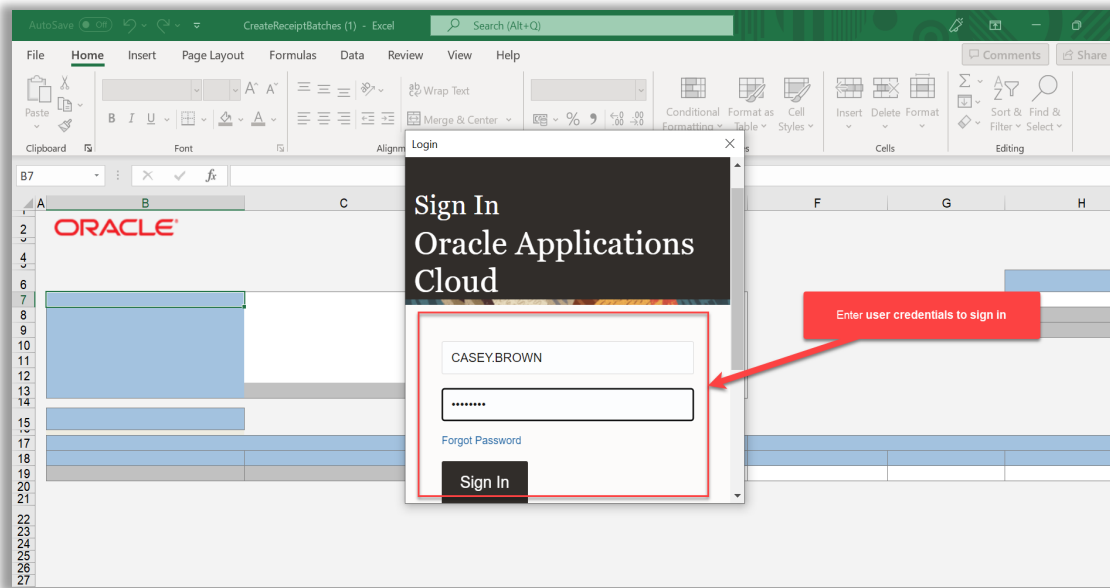
Click Create Receipts in a spreadsheet



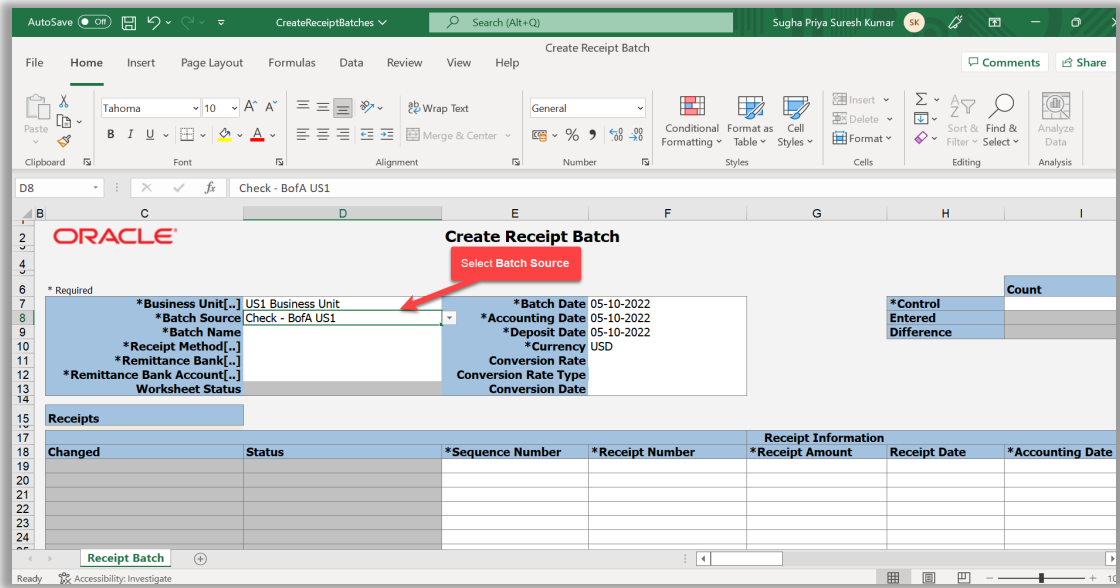
Click Enable Editing



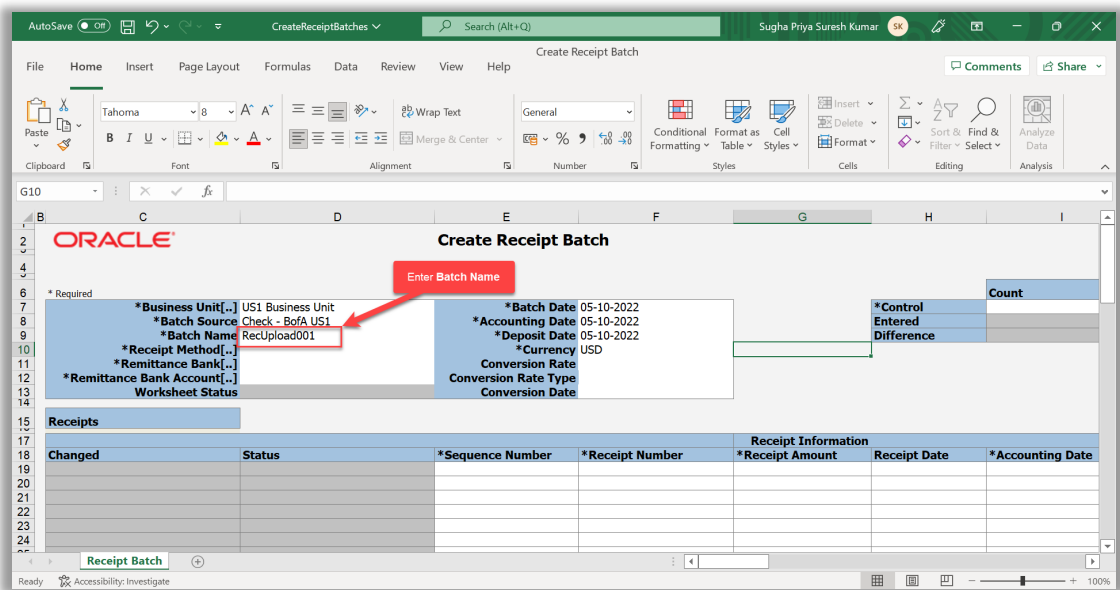
Enter user credentials to sign in



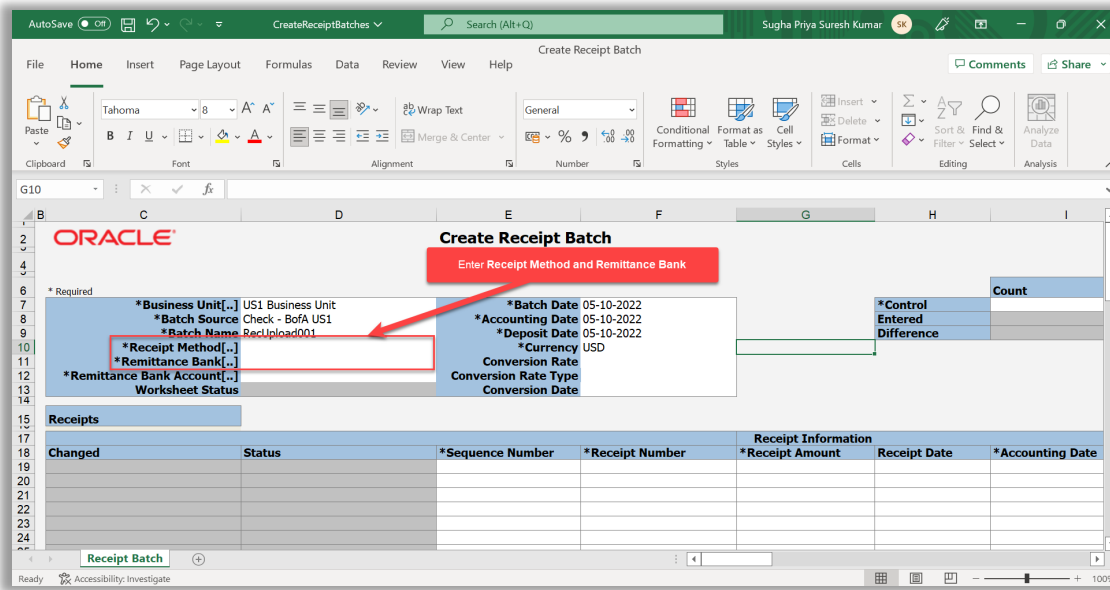
Select Batch Source



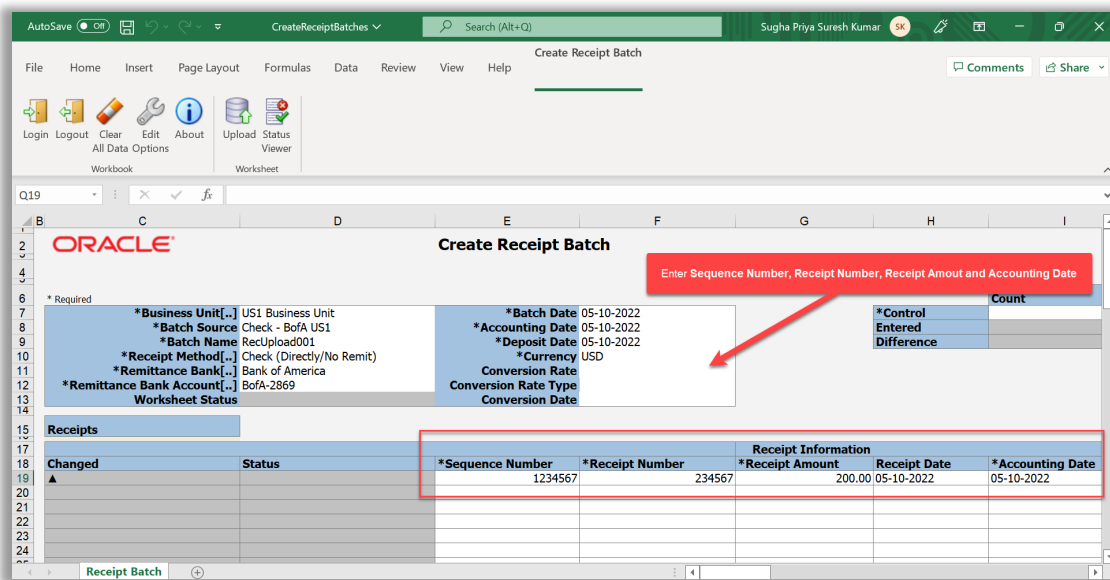
Enter Batch Name



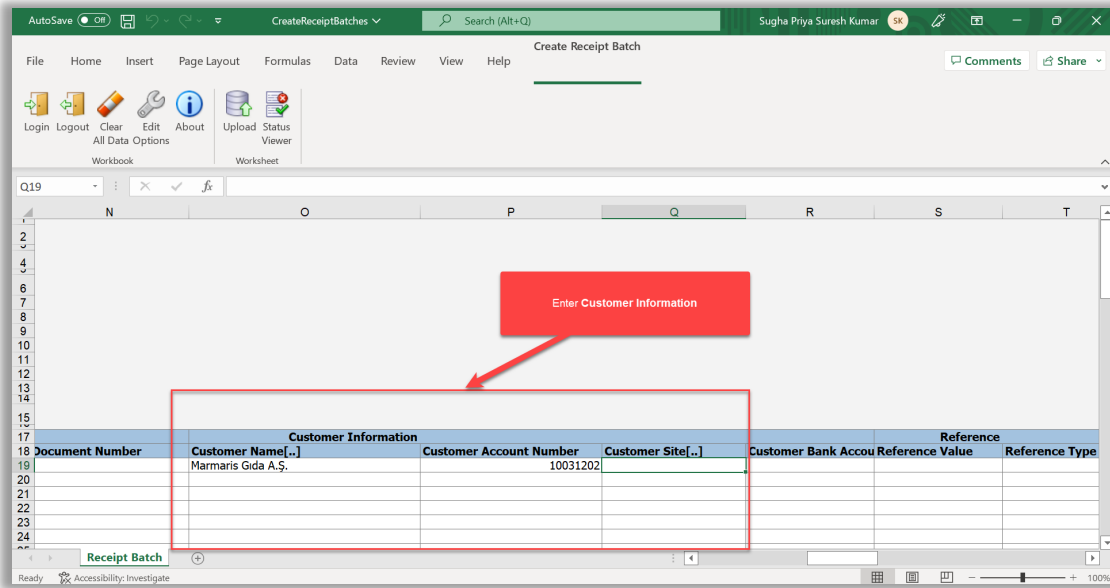
Enter Receipt Method and Remittance Bank



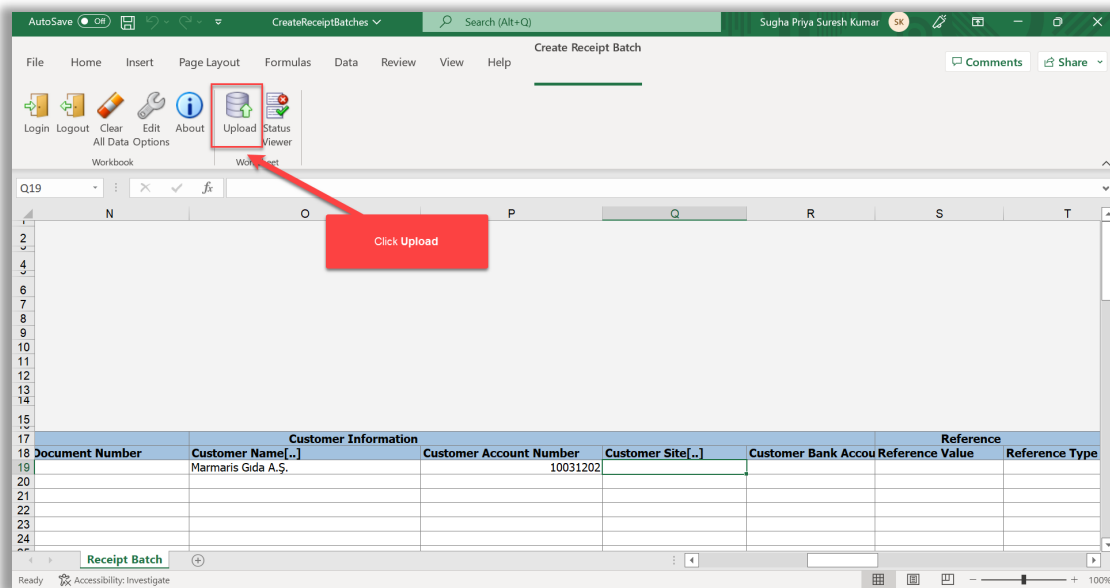
Enter Sequence Number, Receipt Number, Receipt Amount and Accounting Date



Enter Customer Information



Click Upload

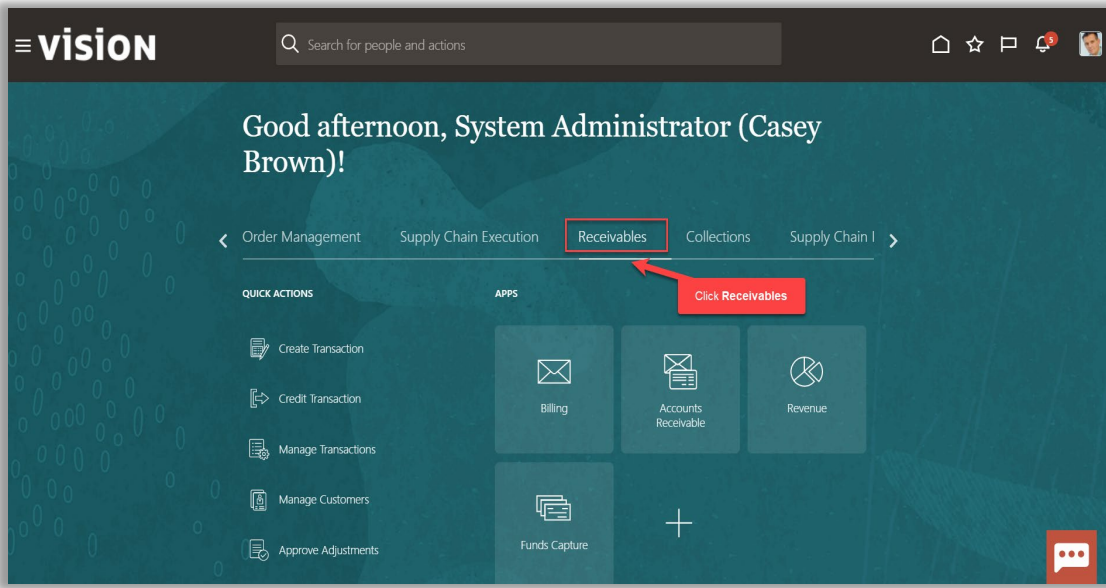


Reviewing Customer Account Information

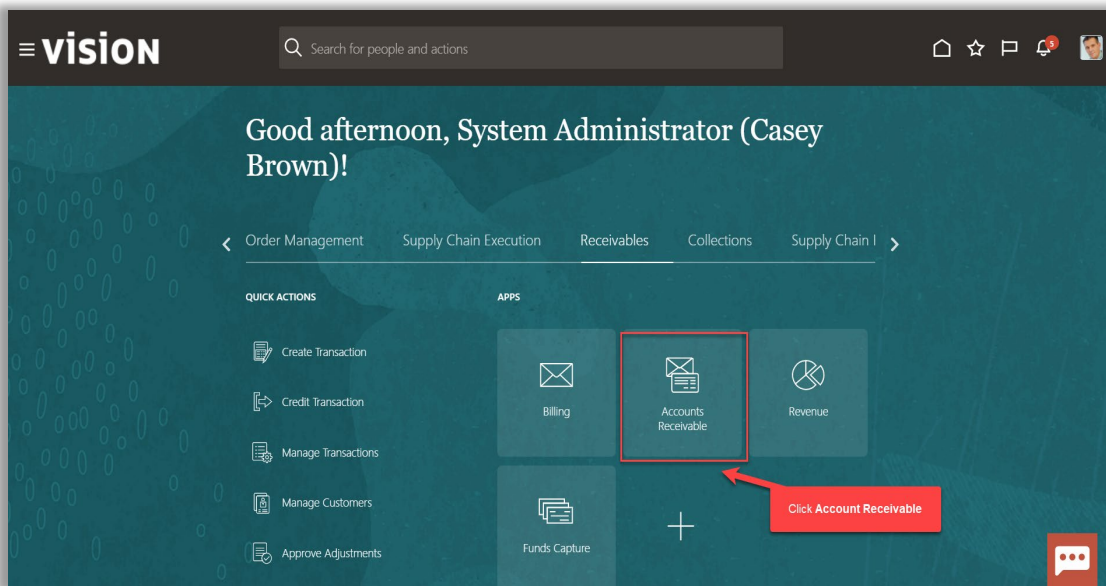
Viewing Customer Account Activities

Navigation: Receivables>Accountable Receivables>Review Customer Accounts>Search>Overview

From home screen, click **Receivables**



Click Accountable Receivables



Click Review Customer Accounts

VISION
Accounts Receivable ? All business units ▼

[Click Review Customer Accounts](#) [Review Customer Accounts](#)

Receipt Batches: 0

Lockbox Exceptions: 0

Unapplied Receipts

Receipt Number	Date	Name	Entered Amount	Unapplied Amount	Receivables Specialist	Recommendations
123112-1	12/31/12	ABC Application Software	0.00 USD	5,739.54 USD		0
R2	5/26/21		7,000.00 USD	7,000.00 USD		0
R3	5/26/21		5,000.00 USD	5,000.00 USD		0
R1	5/26/21		3,000.00 USD	3,000.00 USD		0
4564	5/26/21	Easy Solutions	15.00 USD	15.00 USD		0
11001	10/1/21	Cloud Energy Production Company	107,950.00 EUR	107,950.00 EUR		0
123467	10/4/22		200.00 USD	200.00 USD		0
234567	10/5/22		200.00 USD	200.00 USD		0

Enter details and click **Search**

VISION
Review Customer Account Details ? Account ▼ Done

Search: Accounts Saved Search: Any Customer Account ▼

** Customer Starts with

** Account Number Starts with

** Bill-to Site Starts with

** Business Unit Starts with

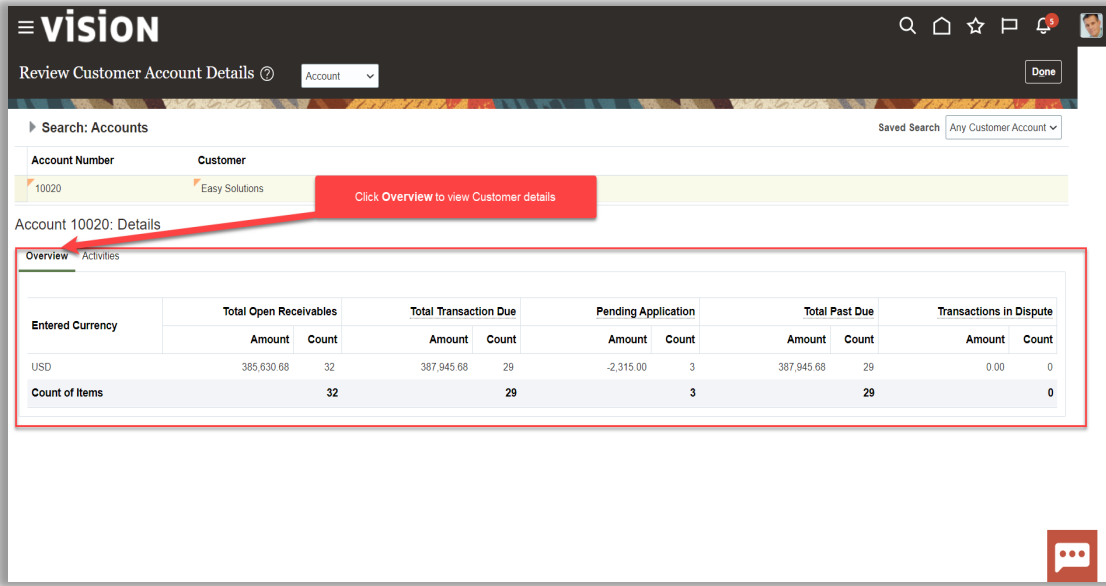
Search Reset Save...

Account Number Customer

No search conducted.

[Enter details and click Search](#)

Click **Overview** to select customer details

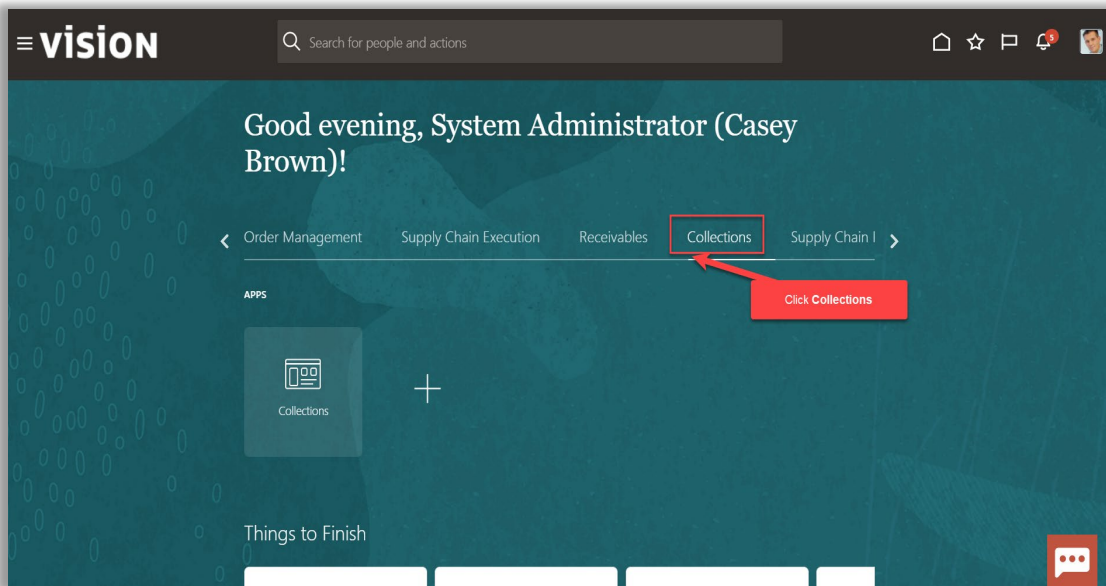


Manage Collections

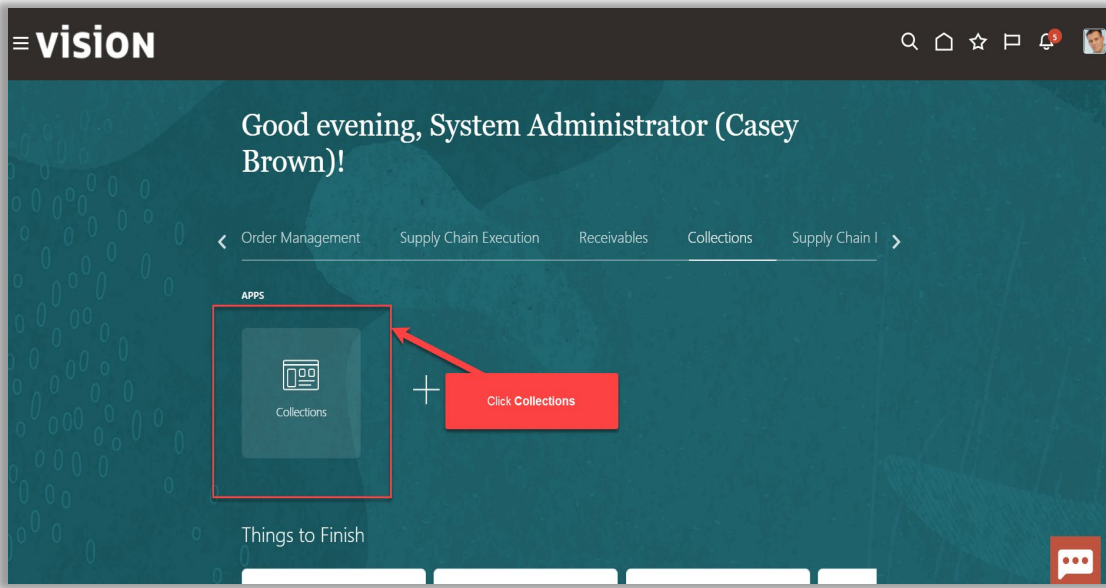
Processing An Adjustment

Navigation: Collections>Collections>Transactions>Number link>Due Date and Business Unit>Adjust>Create>Receivables Activity>Enter Adjustment Type from dropdown and enter Adjustment Amount>Submit>Ok>Done

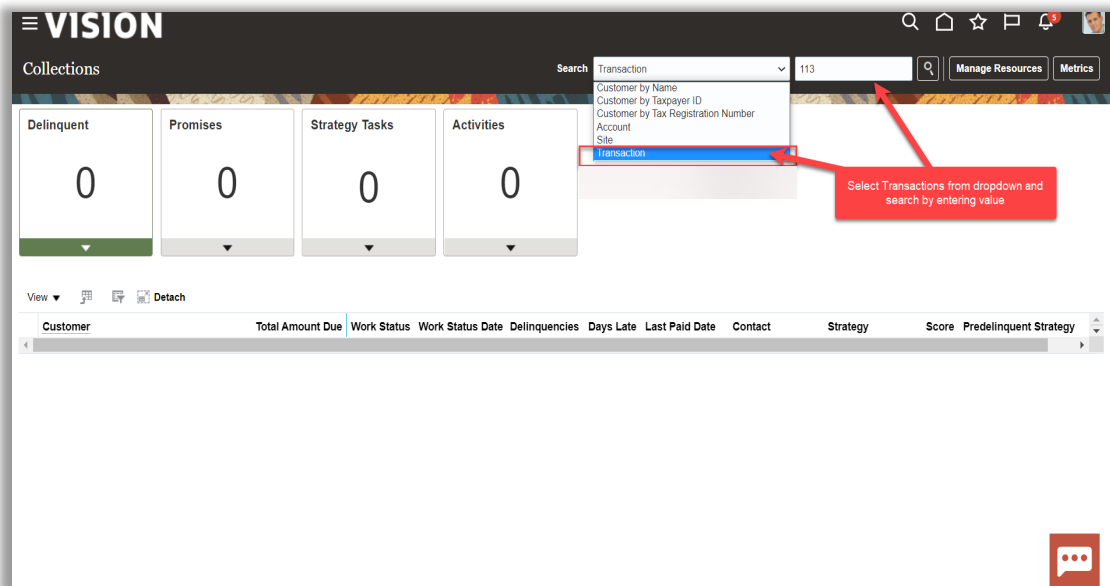
From home screen, click **Collections**



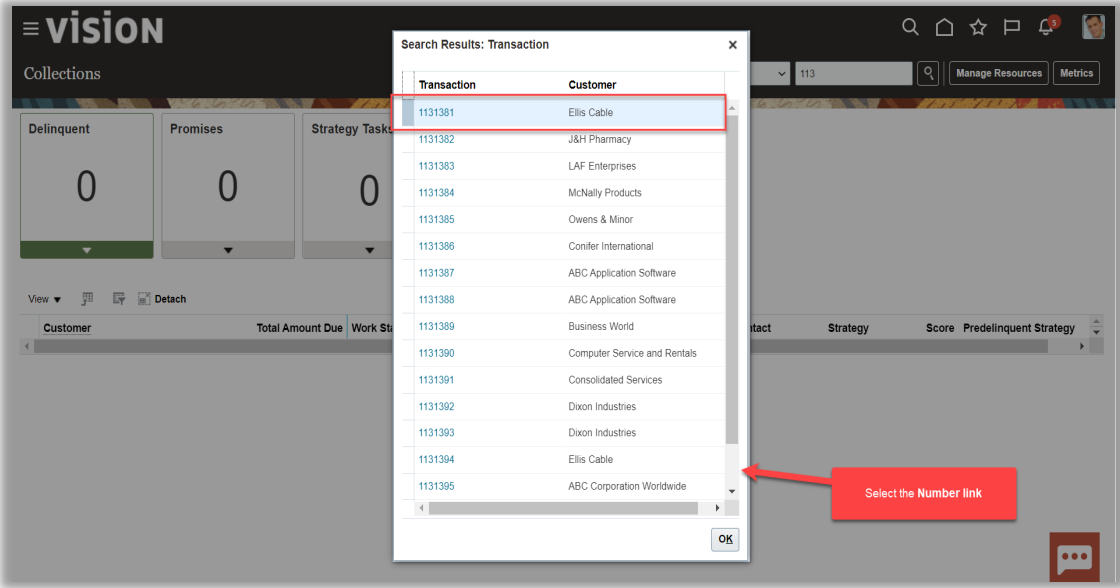
Click **Collections**



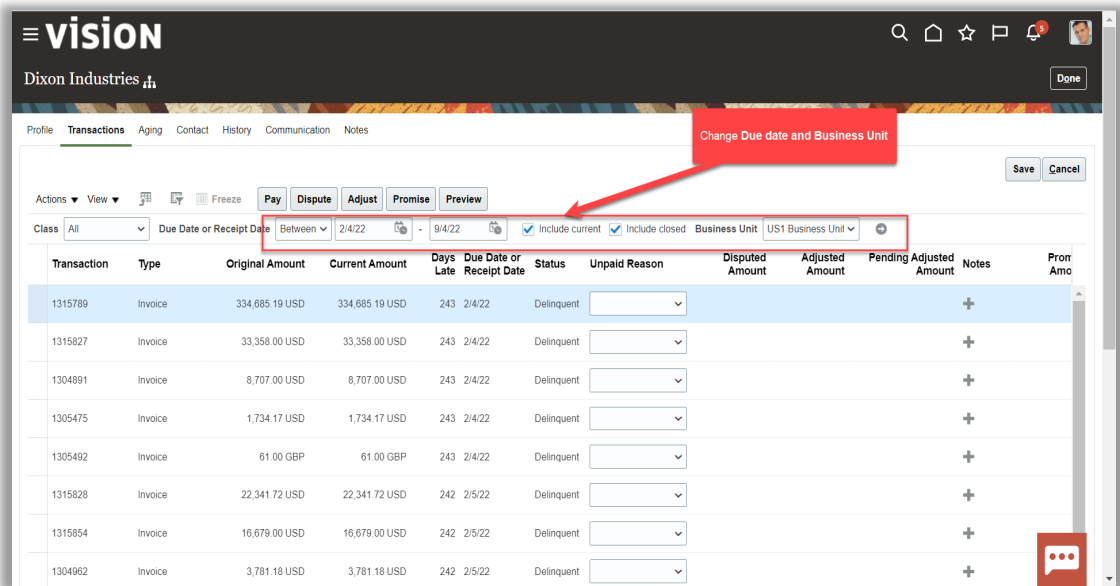
Select **Transactions** from dropdown and search by entering value



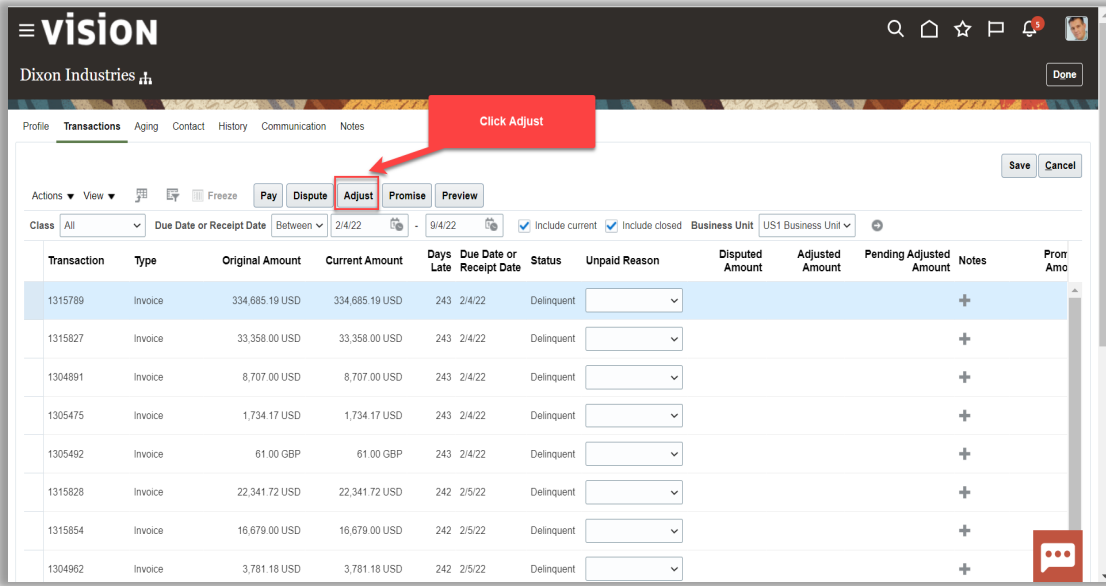
Select **Number** link



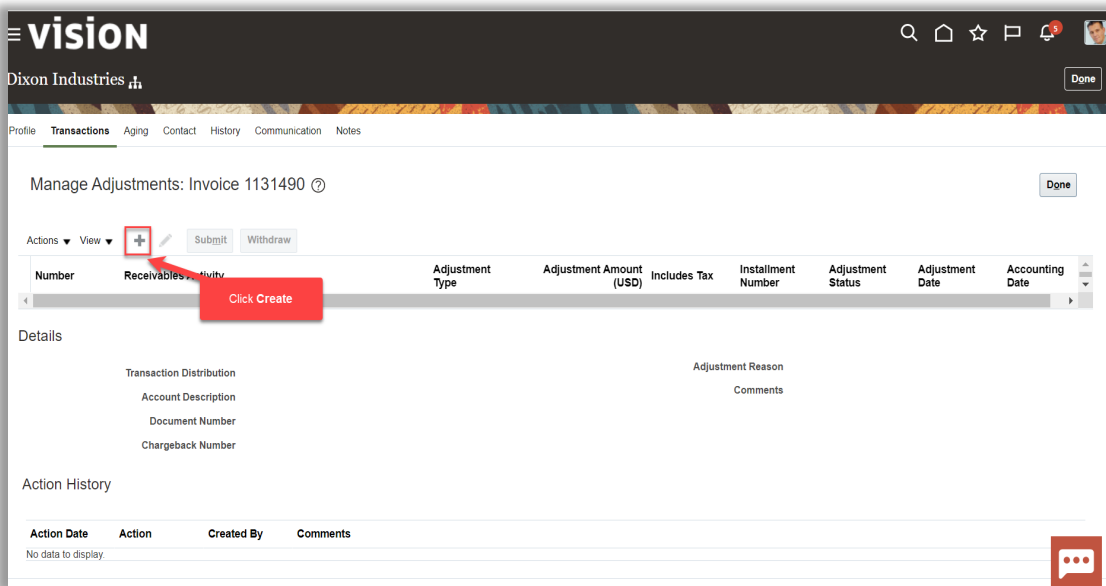
Change Due Date and Business Unit



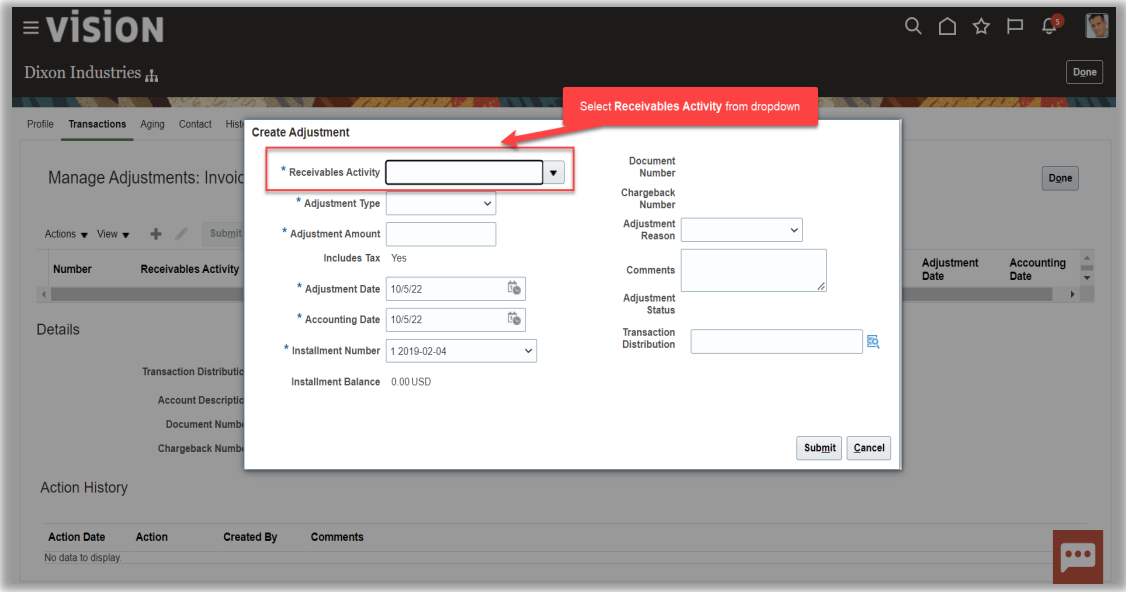
Click Adjust



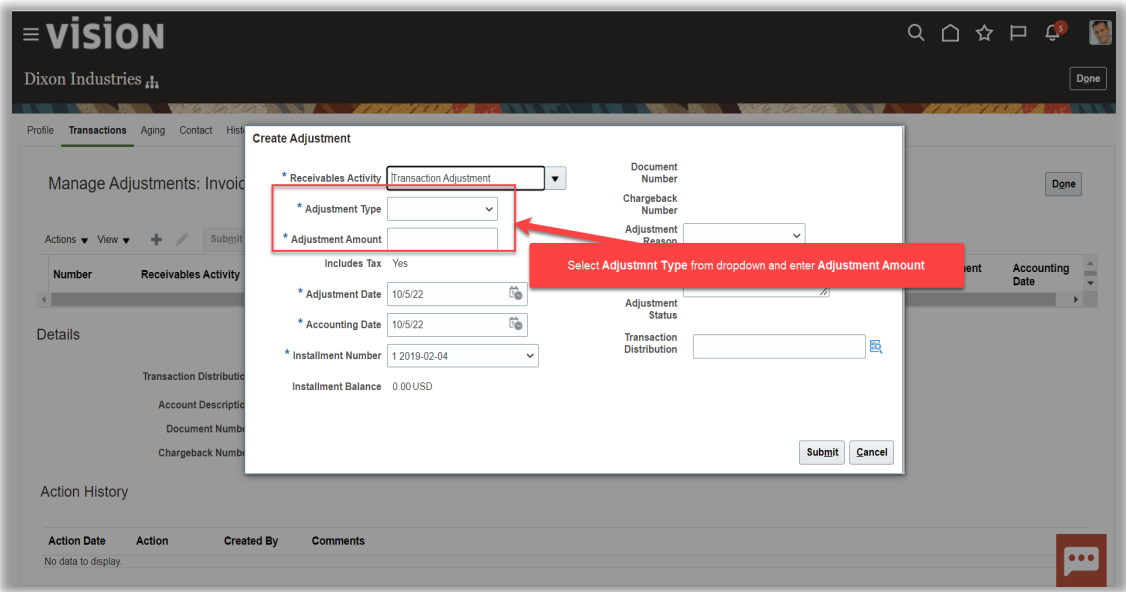
Click Create



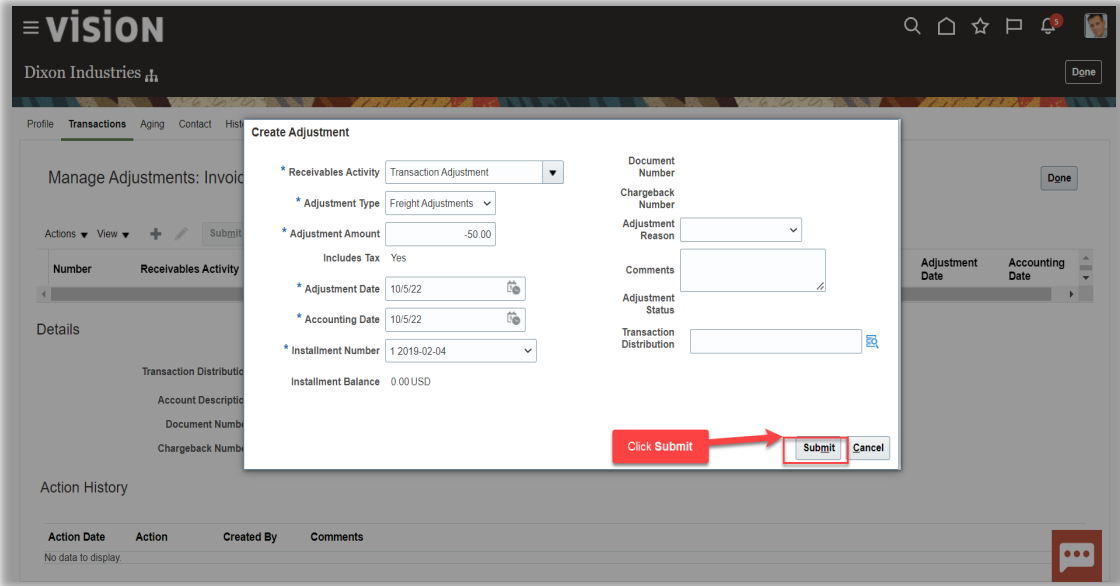
Select Receivables Activity from dropdown



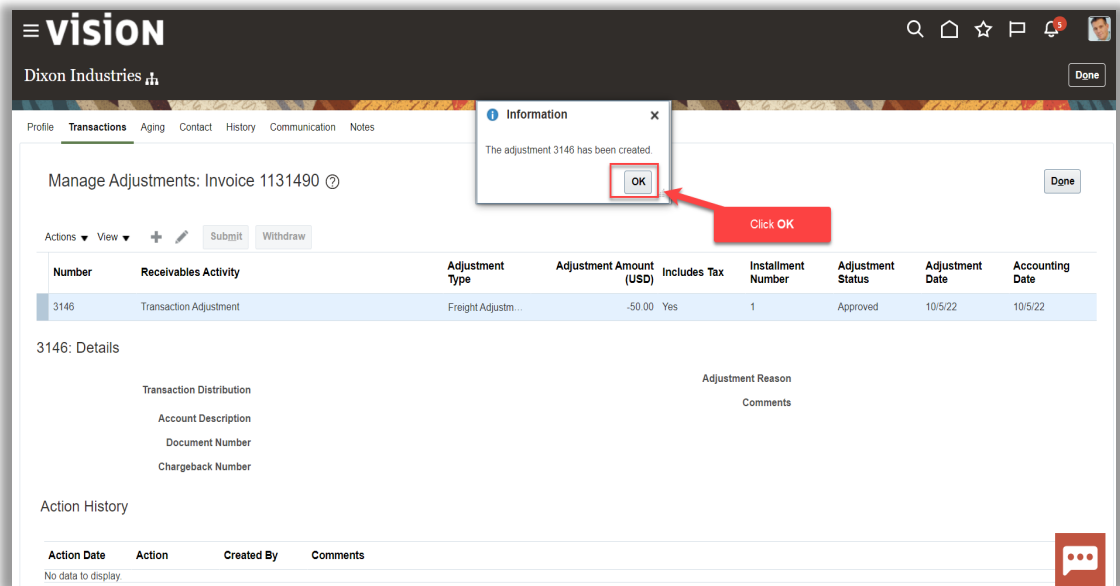
Enter **Adjustment Type** from dropdown and enter **Adjustment Amount**



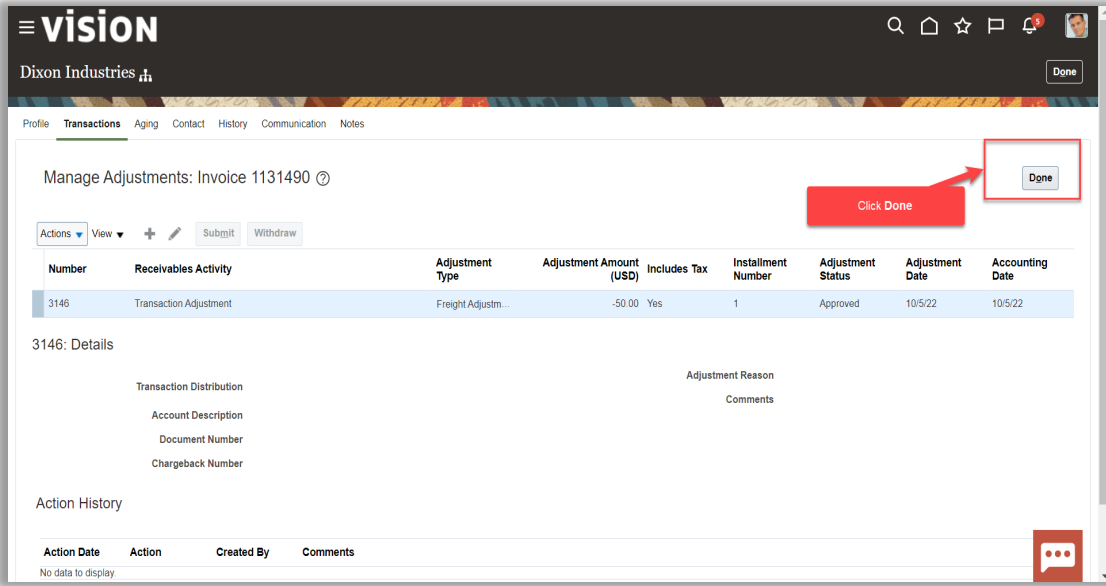
Click **Submit**



Click OK



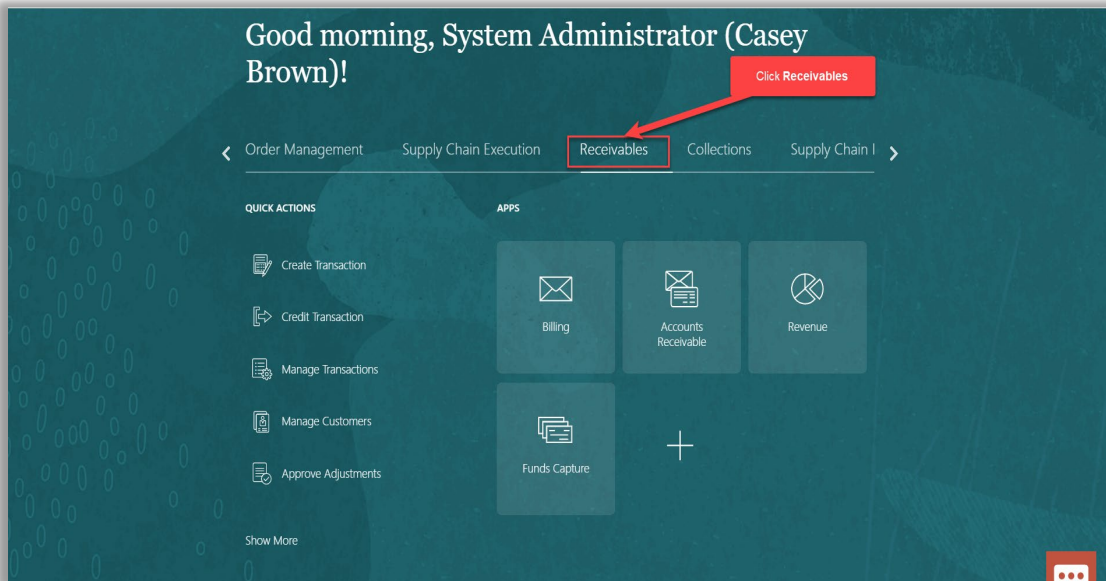
Click Done



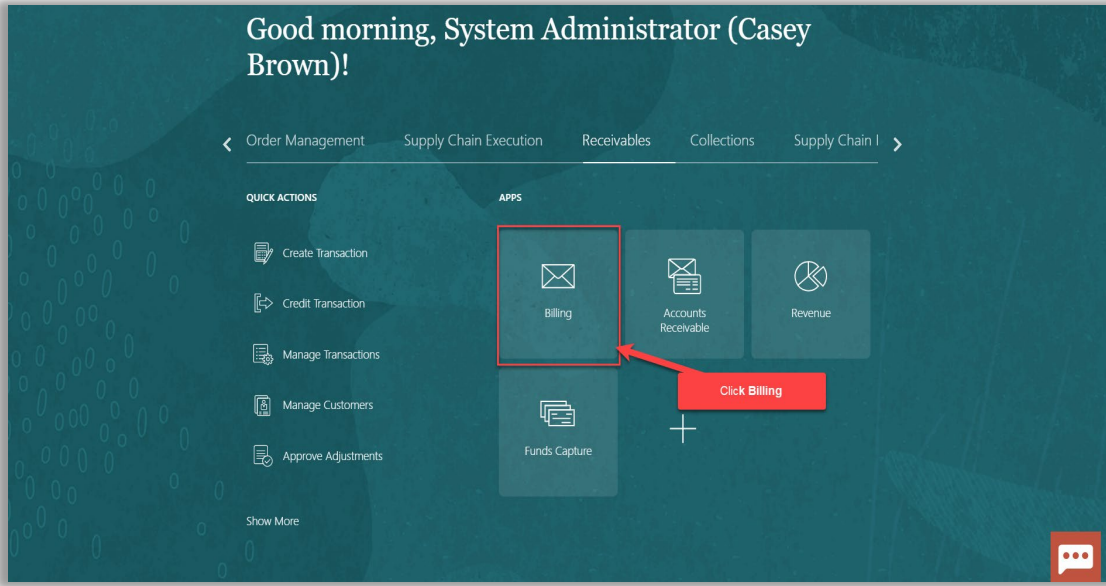
Manage Customer

Navigation: Receivables>Billing>Tasks>Manage Customers>Customer Type>Registry ID and click Search>Registry ID>Create Contact>OK>Save and Close>Account Number>Edit Contacts>Create Contact>First Name, Last Name, Title, Job Title and Job Title code and Role Type and Click OK>Save and Close>Site Number>Address details>Save and Close

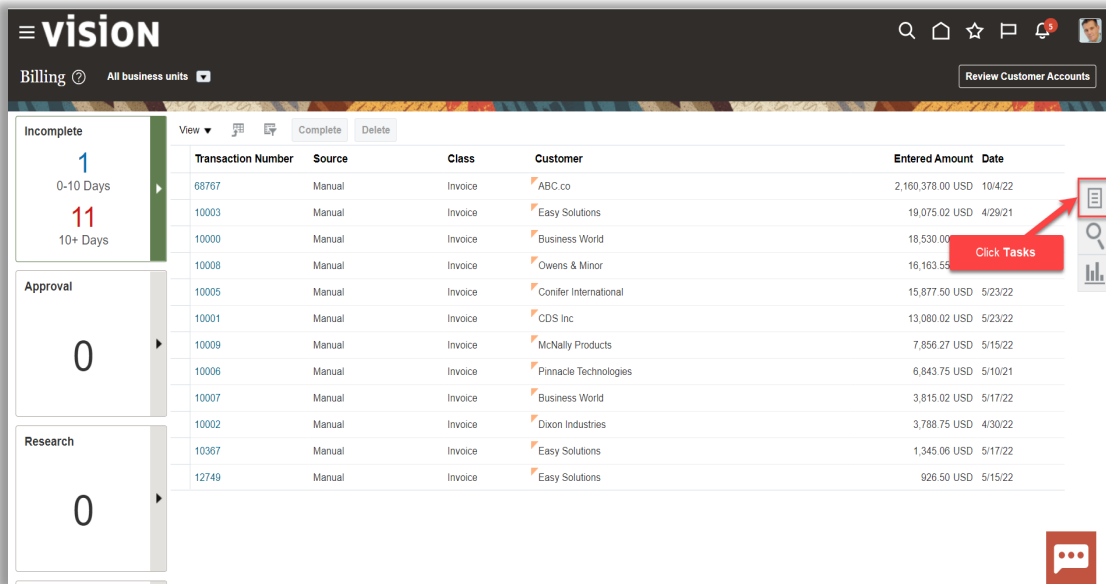
From home screen, click **Receivables**



Click **Billing**



Click Tasks



Click Manage Customers

vision
Billing All business units

Incomplete: 1 (0-10 Days), 11 (10+ Days)
Approval: 0
Research: 0

Transaction Number	Source	Class	Customer	Entered
68767	Manual	Invoice	ABC.co	
10003	Manual	Invoice	Easy Solutions	
10000	Manual	Invoice	Business World	
10008	Manual	Invoice	Owens & Minor	
10005	Manual	Invoice	Conifer International	
10001	Manual	Invoice	CDS Inc	13,000
10009	Manual	Invoice	McNally Products	7,800
10006	Manual	Invoice	Pinnacle Technologies	6,800
10007	Manual	Invoice	Business World	3,800
10002	Manual	Invoice	Dixon Industries	3,700
10367	Manual	Invoice	Easy Solutions	1,300
12749	Manual	Invoice	Easy Solutions	9,000

- Transactions
 - Create Transaction
 - Credit Transaction
 - Manage Transactions
 - Manage AutoInvoice Lines
 - Approve Adjustments
 - Manage Recurring Bill Plans
- Customers
 - Create Customer
 - Manage Customers**
 - Upload Customers from Spreadsheet
 - Manage Data Import
- Customer Account Balances
 - Review Customer Account Details
- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

Click Manage Customers

Select Customer Type

vision
Manage Customers Done

Customer Type: Organization **Select Customer Type**

Search: Advanced | Saved Search | Search Using Account Details

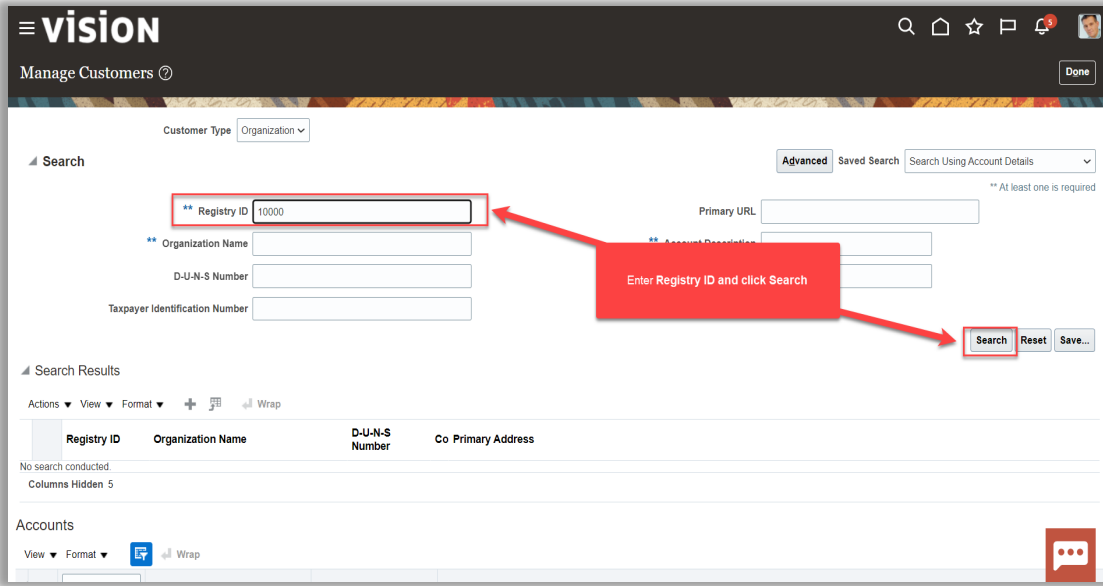
** At least one is required

Registry ID:
 Organization Name:
 D-U-N-S Number:
 Taxpayer Identification Number:
 Primary URL:
 Account Description:
 Account Number:

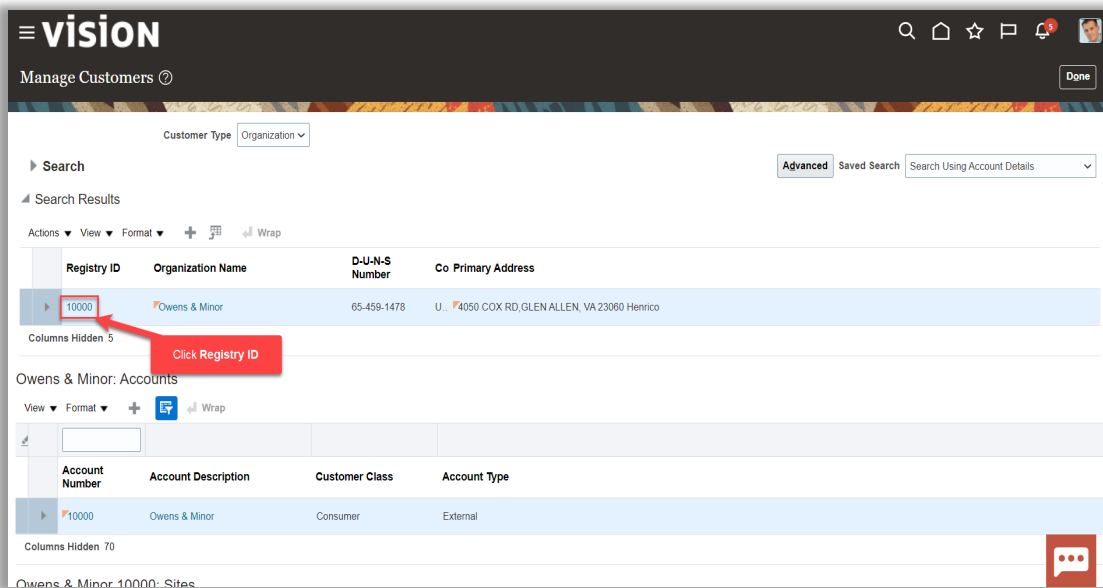
Search Results: No search conducted. Columns Hidden: 5

Accounts:

Enter Registry ID and click Search

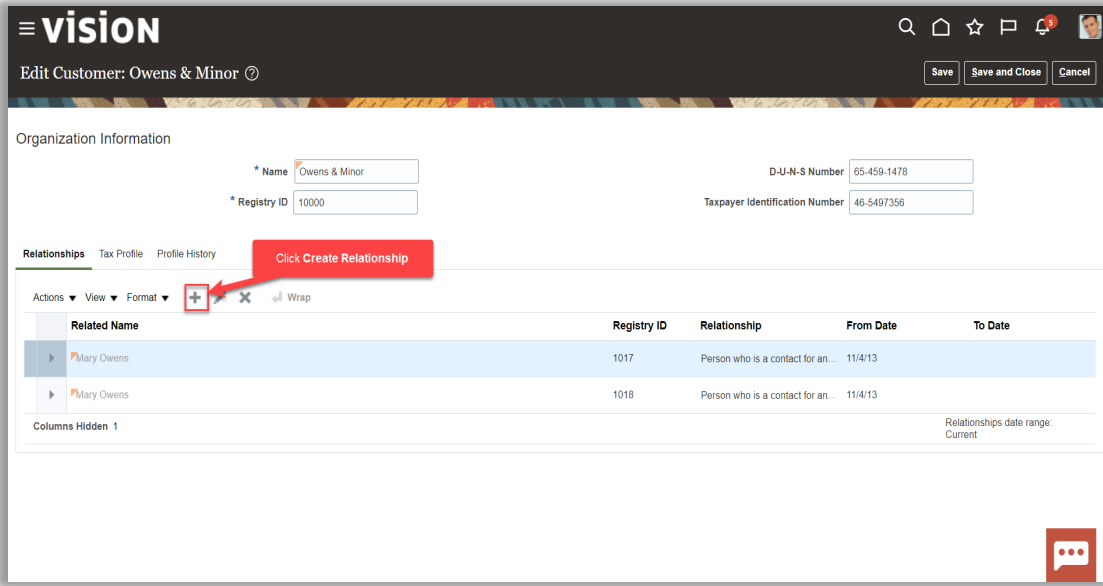


Select Registry ID

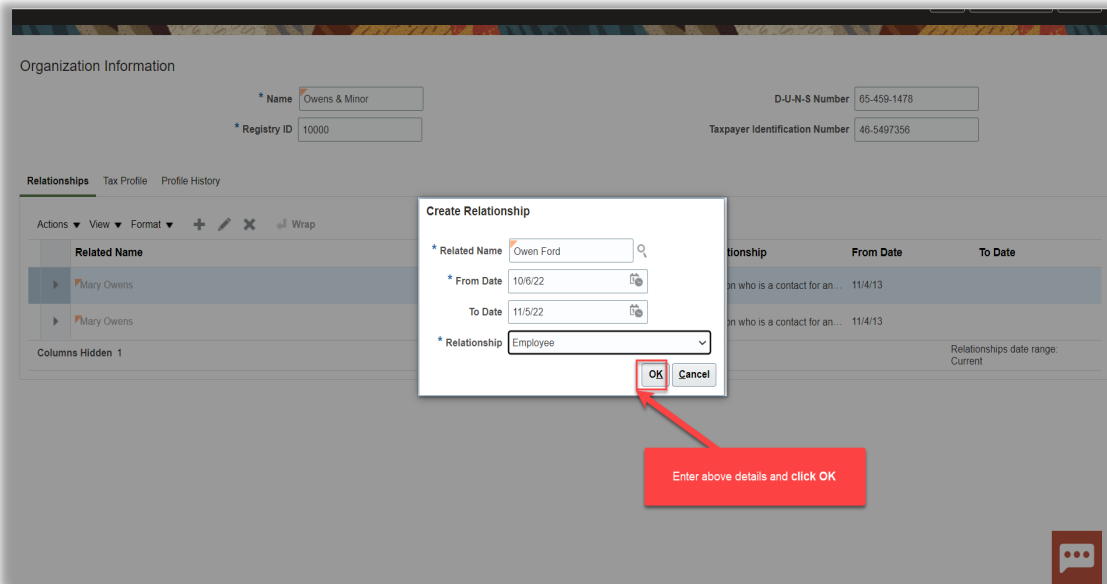


Note: Use the Organization window to change or update Customer Organization level information

Click Create Relationship



Enter above details and click **OK**



Click **Save and Close**

VISION

Edit Customer: Owens & Minor

Save Save and Close Cancel

Organization Information

* Name Owens & Minor

* Registry ID 10000

D-U-N-S Number 65-459-1478

Taxpayer Identification Number 46-5497356

Relationships Tax Profile Profile History

Related Name	Registry ID	Relationship	From Date	To Date
Owen Ford	513129	Employee	10/6/22	
Mary Owens	1017	Person who is a contact for an...	11/4/13	
Mary Owens	1018	Person who is a contact for an...	11/4/13	

Columns Hidden 1

Relationships date range: Current

Click Account Number

Registry ID	Organization Name	D-U-N-S Number	Co Primary Address
10000	Owens & Minor	65-459-1478	U.. 4050 COX RD, GLEN ALLEN, VA 23060 HENRICO

Columns Hidden 5

Owens & Minor: Accounts

Account Number	Account Description	Customer Class	Account Type
10000	Owens & Minor	Consumer	External

Columns Hidden 70

Owens & Minor 10000: Sites

Site Number	Site Name	Address	Country	To Date	Purpose	Account Address Set
1049		4050 COX RD, GLEN ALLEN, VA 23060 HENRICO	United States		Bill to, Ship to	Customer Site Set
1151		Prince Street, BRISTOL, Bristol, BS1 4QF, UNITED KINGDOM	United Kingdom		Bill to, Ship to	Customer Site Set

Address date range: Current

Click Edit Contacts

Organization Information

* Name Owens & Minor
 * Registry ID 10000

D-U-N-S Number 65-450-1478
 Taxpayer Identification Number 46-5497356

Account Information

* Account Number 10000
 Account Description Owens & Minor
 Account Type External
 Customer Class Consumer

Account Established Date 6/10/03
 Account Termination Date

Payment Details **Communication** Relationships Profile History

Account Contacts Click Edit Contacts Edit Contacts

View Format Wrap

Primary Contact	First Name	Last Name	Phone	Contact Address
<input checked="" type="checkbox"/>	Mary	Owens	+1 (804) 674-8122	
<input checked="" type="checkbox"/>	Mary	Owens	+1 (804) 674-8122	

Columns Hidden 5

Click Create Contact

vision

Edit Customer: Test Customer 1 Save Save and Close Cancel

Organization Information

* Name Test Customer 1
 * Registry ID 893451

D-U-N-S Number
 Taxpayer Identification Number

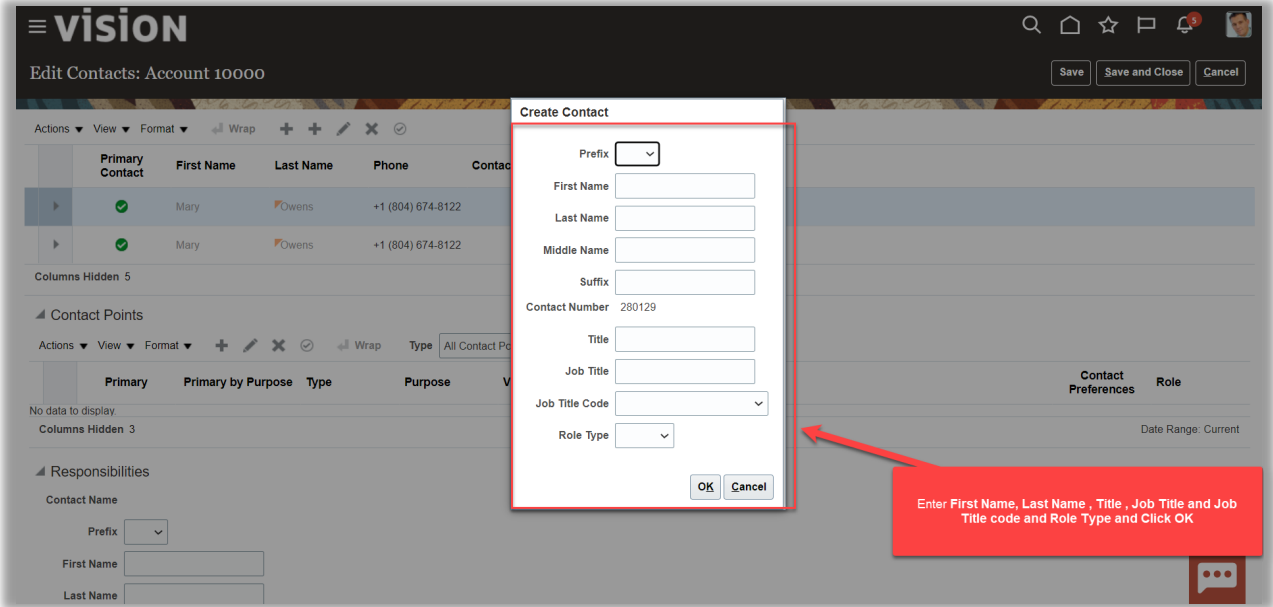
Relationships **Tax Profile** Profile History Click Create Contact

Actions View Format + ✕ Wrap

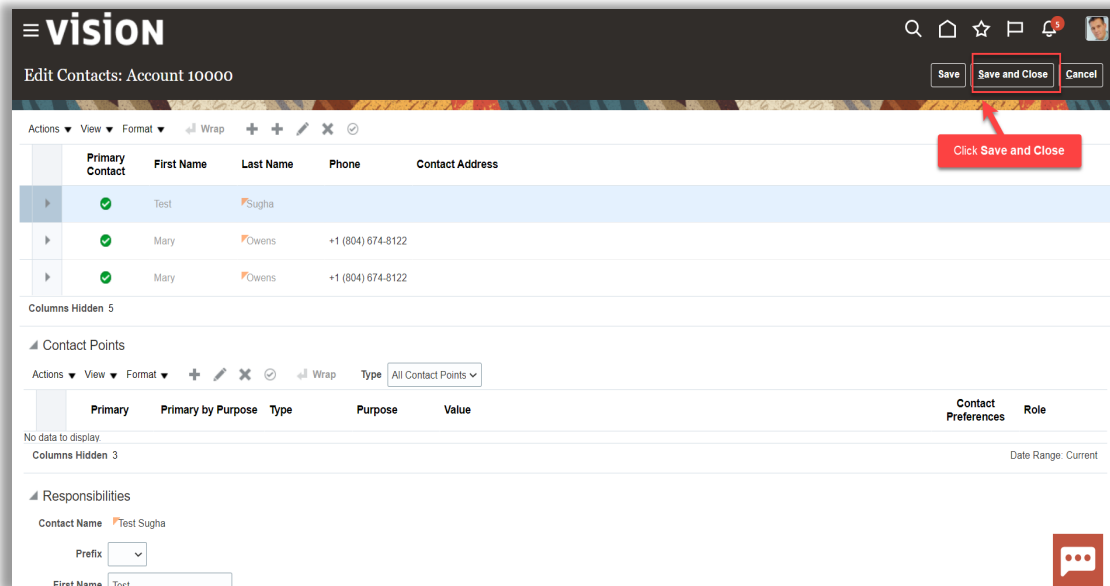
Related Name	Registry ID	Relationship	From Date	To Date
No data to display.				

Columns Hidden 1 Relationships date range: Current

Enter First Name, Last Name, Title, Job Title and Job Title code and Role Type and Click OK



Click Save and Close



Click Site Number

Registry ID	Organization Name	D-U-N-S Number	Co Primary Address
10000	Owens & Minor	65-459-1478	U. 4050 COX RD, GLEN ALLEN, VA 23060 HENRICO

Columns Hidden 5

Owens & Minor: Accounts

Account Number	Account Description	Customer Class	Account Type
10000	Owens & Minor	Consumer	External

Columns Hidden 70

Owens & Minor 10000: Sites

Site Number	Site Name	Address	Country	To Date	Purpose	Account Address Set
1049		4050 COX RD, GLEN ALLEN, VA 23060 HENRICO	United States		Bill to, Ship to	Customer Site Set
1151		Prince Street, BRISTOL, Bristol BS1 4QF, UNITED KINGDOM	United Kingdom		Bill to, Ship to	Customer Site Set

Address date range: Current

Update Address details

From Date: 6/10/03
To Date: 12/31/4712

Address

Site Number: 1049

Site Name:

Mail Stop:

Country: United States

Address Line 1: 4050 COX RD

Address Line 2:

City: Glen Allen

State: VA

Postal Code: 23060

County: HENRICO

Sales Tax Geocode:

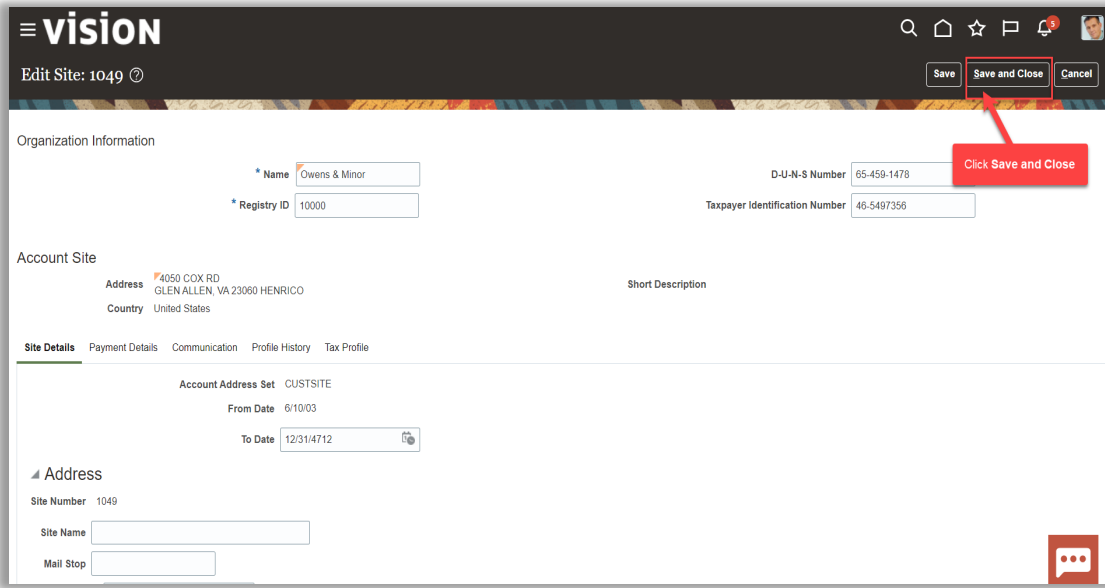
Sales Tax Inside City Limits

Account Address Details

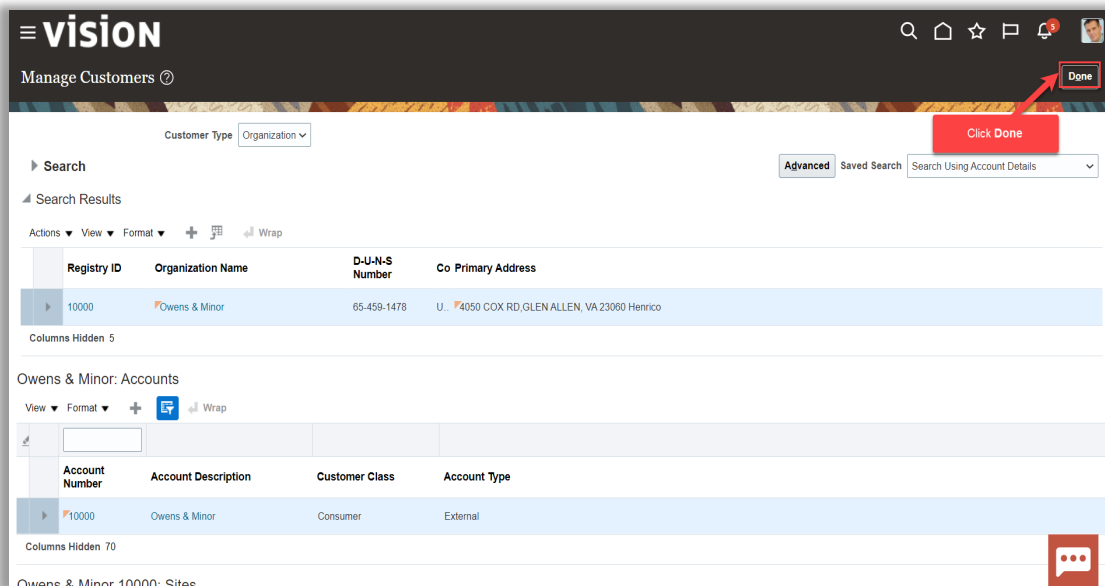
Customer Category Code:

Trading Partner Identifier:

Click Save and Close



Click Done

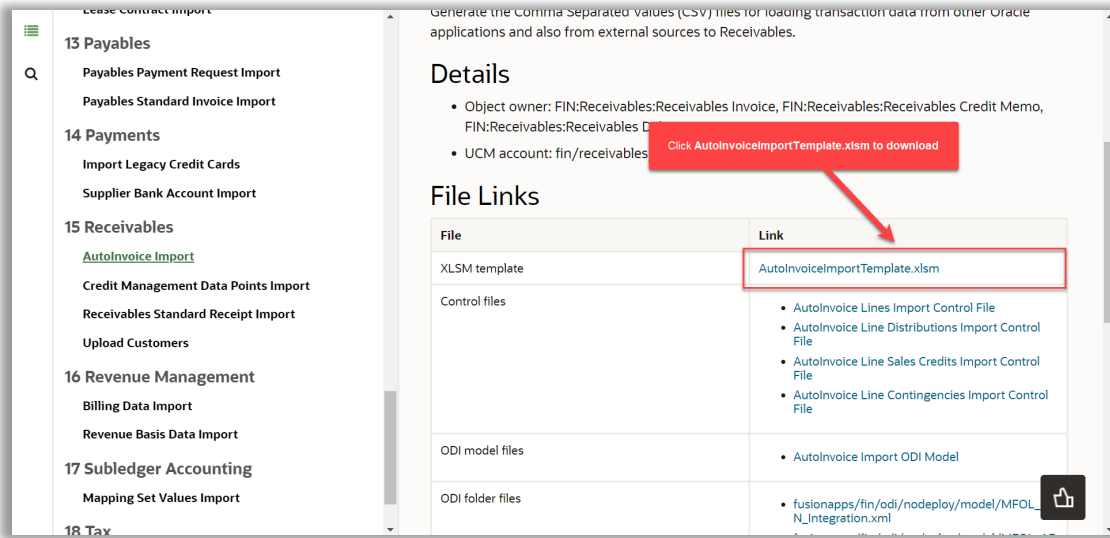


Loading AR Invoices And Credit Memo

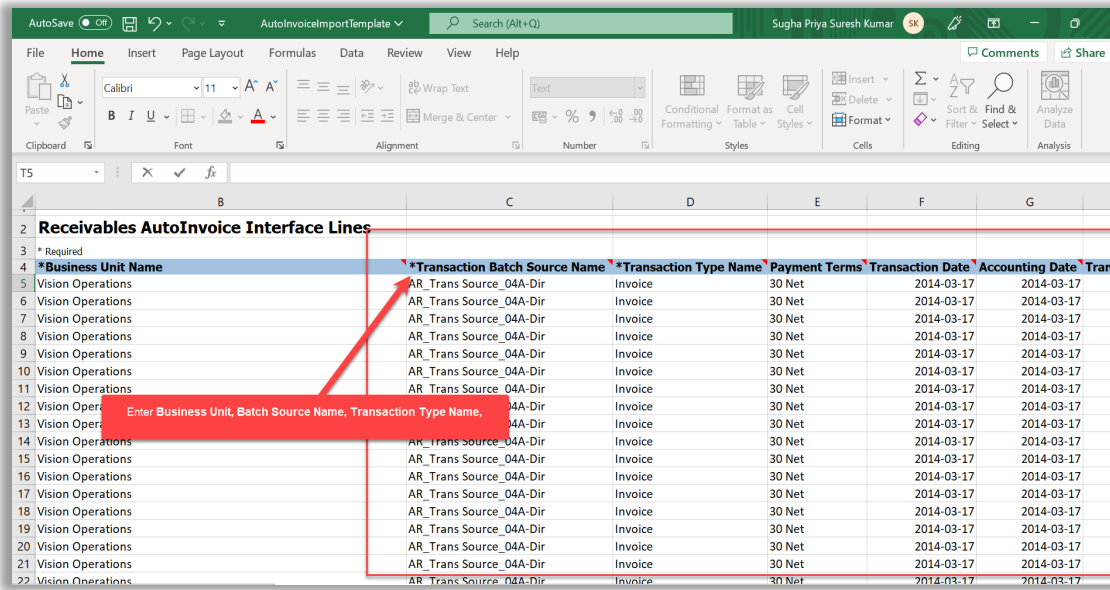
Navigation: AutoInvoiceImportTemplate.xlsxm to download>Business Unit, Batch Source Name, Transaction Type Name>Bill- to Customer Site Number>Tools and select Schedule Process>Schedule New Process>Load interface file to import>OK>Import Process>OK>Submit>OK>Receivables and select Billing>Tasks>Manage Transactions>Search and Select Transaction

Note Enter the Link [File-Based Data Import \(FBDI\) for Financials \(oracle.com\)](https://www.oracle.com/financials/learning-center/financials-fbdm-file-based-data-import-fbdi/)

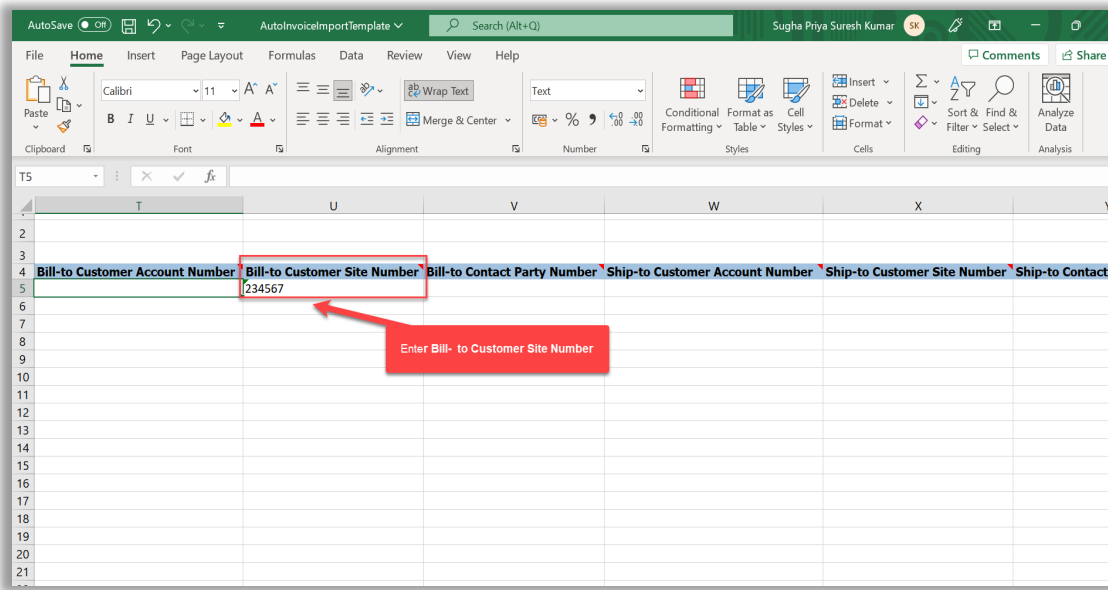
Click the **AutoInvoiceImportTemplate.xlsxm** to download



Note: Enter the RA_INTERFACE_LINES_ALL tab Mandatory fields
 Enter Business Unit, Batch Source Name, Transaction Type Name,



Enter Bill- to Customer Site Number

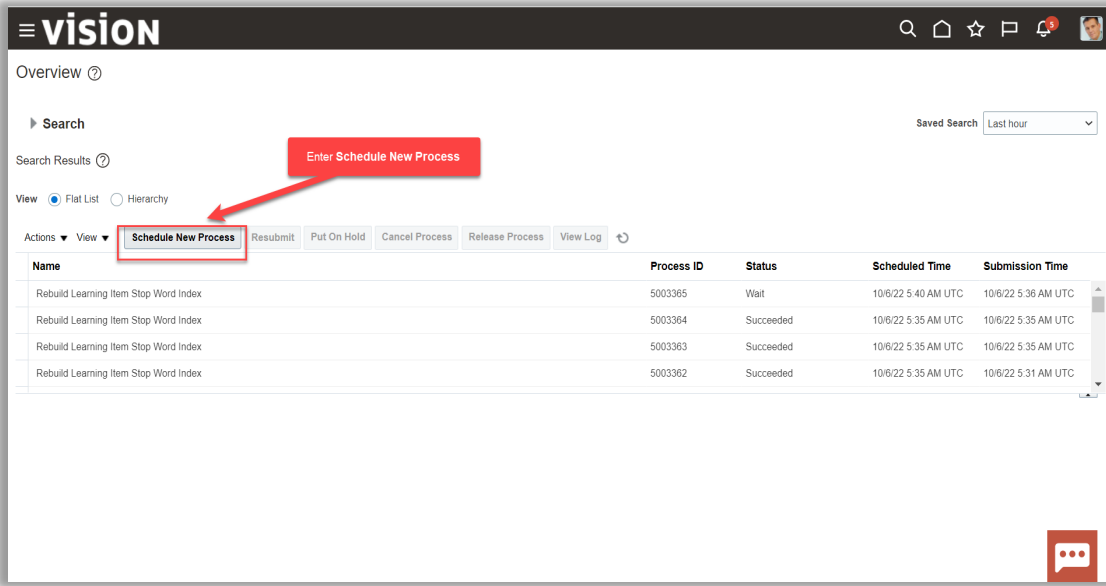


Note: Select Generated CSV File and generate CSV file

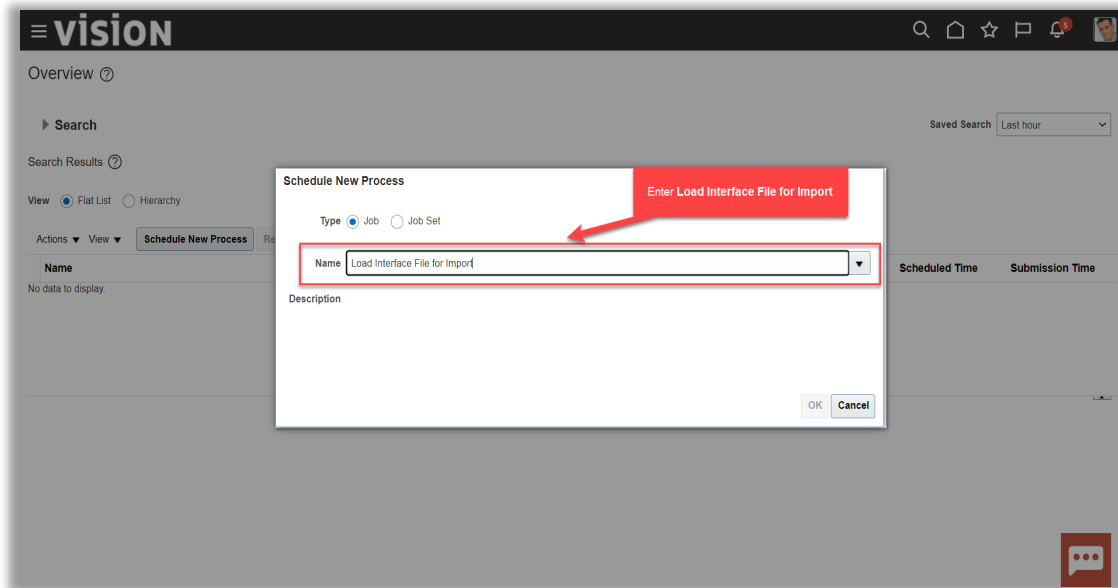
Click Tools and select Schedule Process



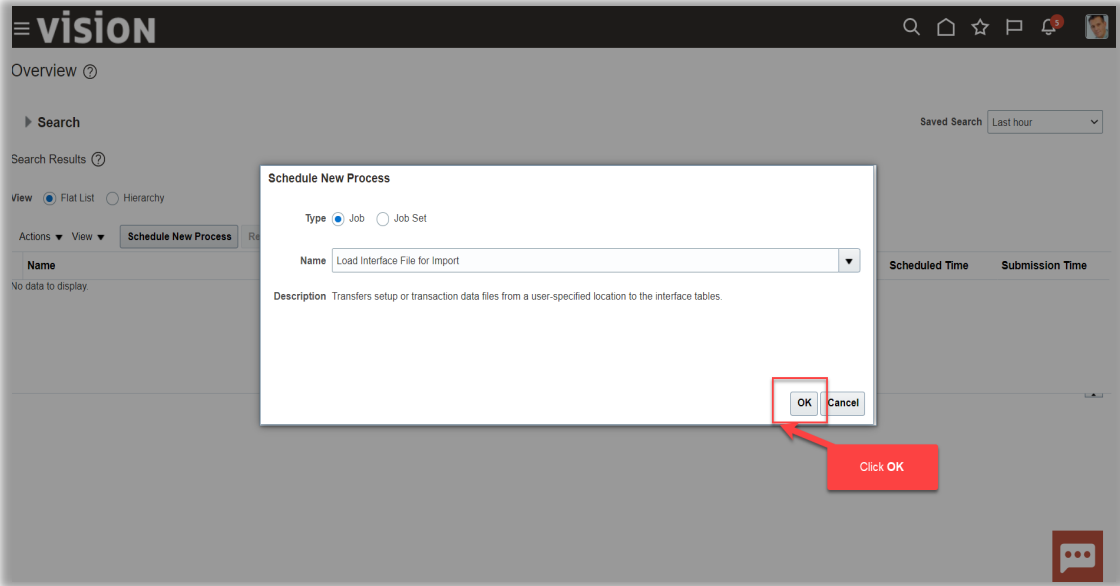
Enter Schedule New Process



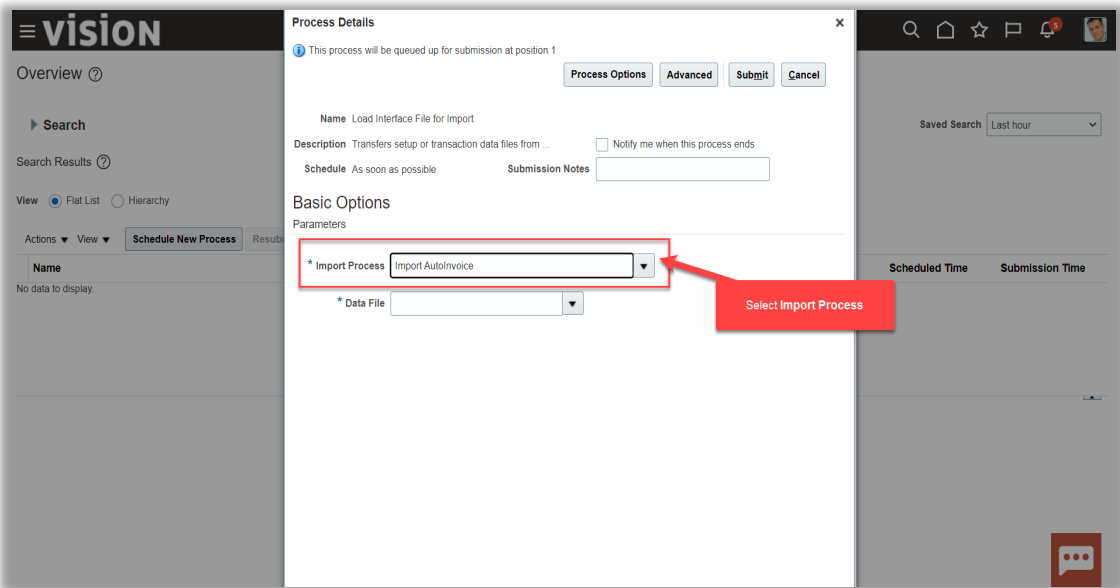
Enter Load interface file to import



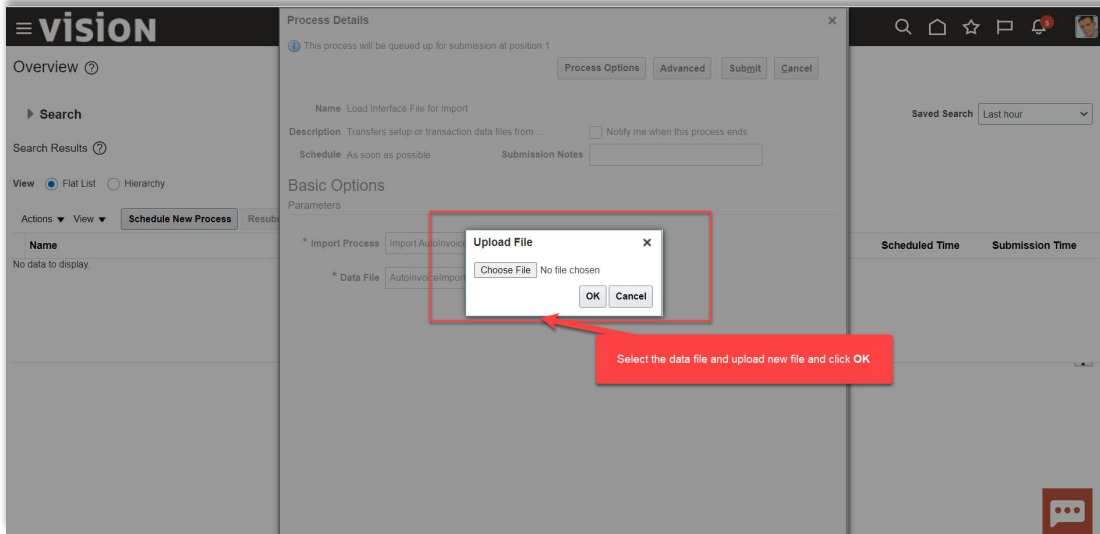
Click OK



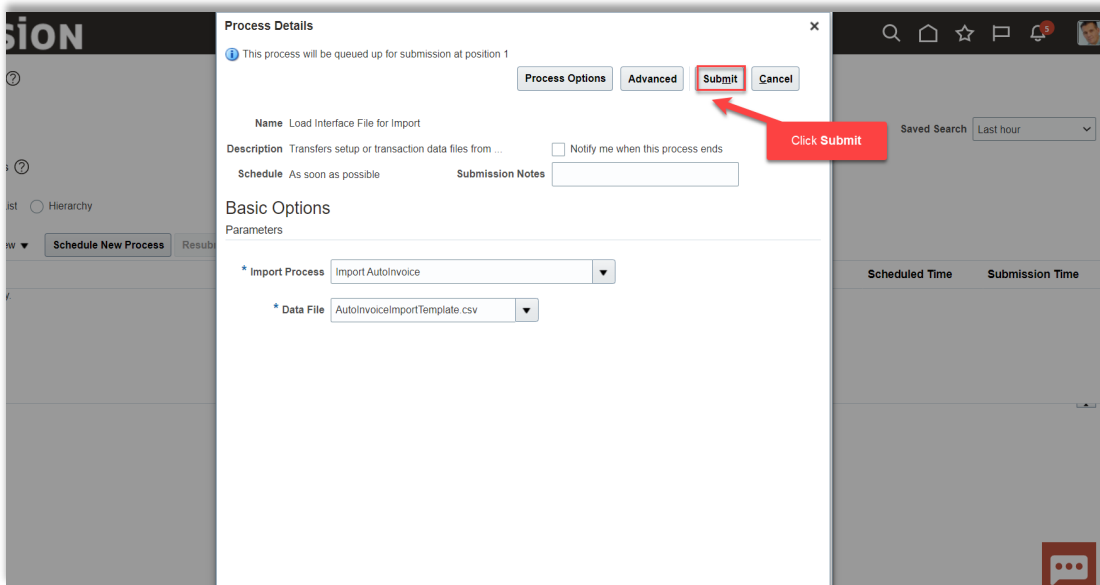
Select Import Process



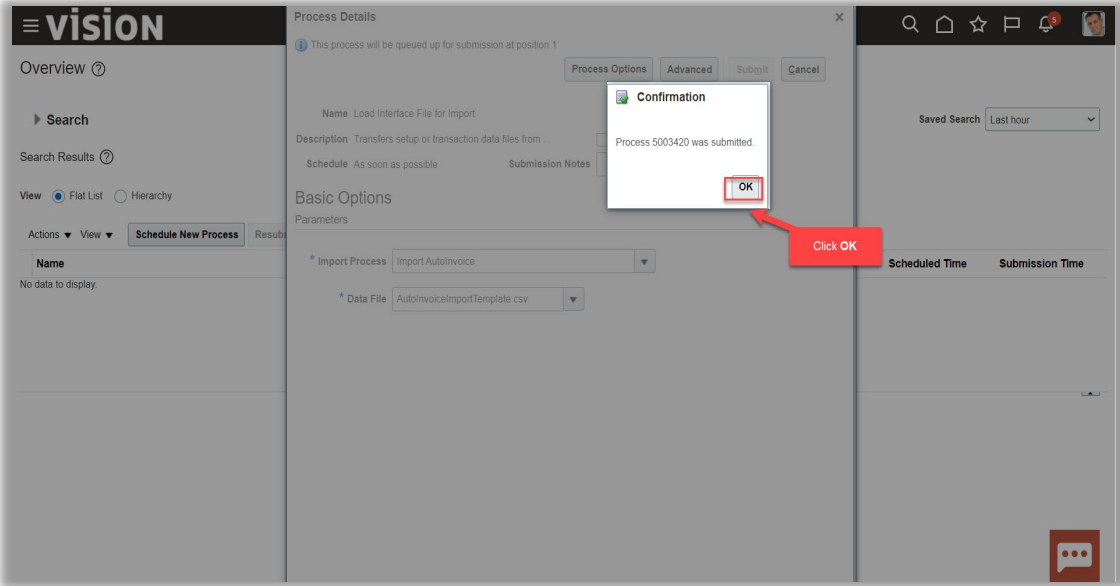
Select the data file and upload new file and click OK



Click **Submit**



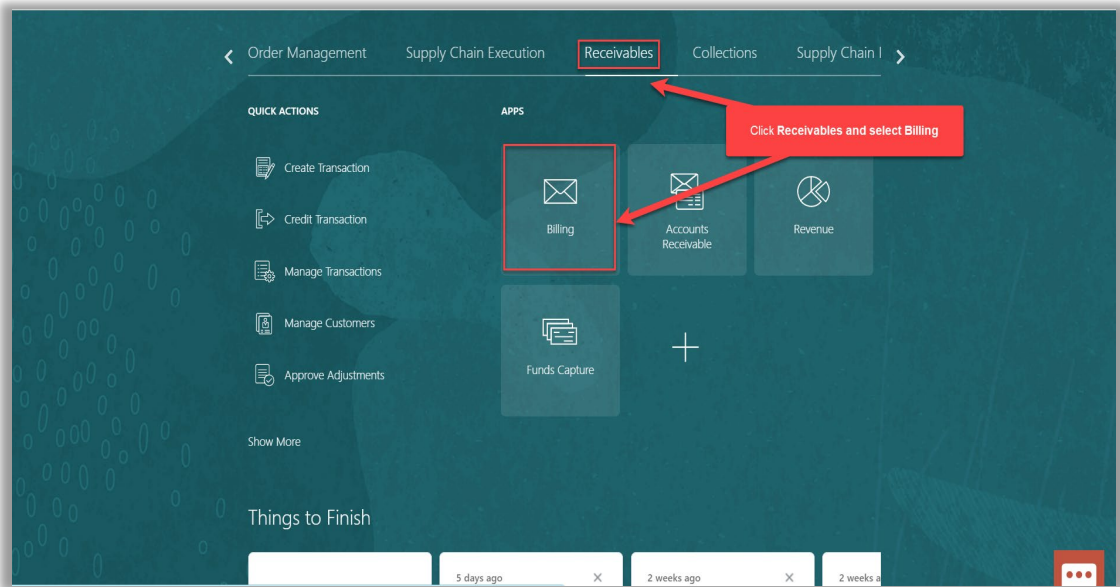
Click **OK**



Note: Schedule Process and run Auto invoice process

Viewing Imported Transaction

Click Receivables and select Billing



Click Tasks

vision
Billing All business units Review Customer Accounts

Incomplete: 0 (0-10 Days), 12 (10+ Days)
Approval: 4 (Current Period), 0 (Prior Periods)
Research: 0

Transaction Number	Source	Class	Customer	Entered Amount	Date
68767	Manual	Invoice	ABC.co	2,160,378.00 USD	10/4/22
10003	Manual	Invoice	Easy Solutions		
10000	Manual	Invoice	Business World		
10008	Manual	Invoice	Owens & Minor	16,163.55 USD	5/20/22
10005	Manual	Invoice	Conifer International	15,877.50 USD	5/23/22
10001	Manual	Invoice	CDS Inc	13,080.02 USD	5/23/22
10009	Manual	Invoice	McNally Products	7,856.27 USD	5/15/22
10006	Manual	Invoice	Pinnacle Technologies	6,843.75 USD	5/10/21
10007	Manual	Invoice	Business World	3,815.02 USD	5/17/22
10002	Manual	Invoice	Dixon Industries	3,788.75 USD	4/30/22
10367	Manual	Invoice	Easy Solutions	1,345.06 USD	5/17/22
12749	Manual	Invoice	Easy Solutions	926.50 USD	5/15/22

Click Tasks

Click Manage Transactions

vision
Billing All business units

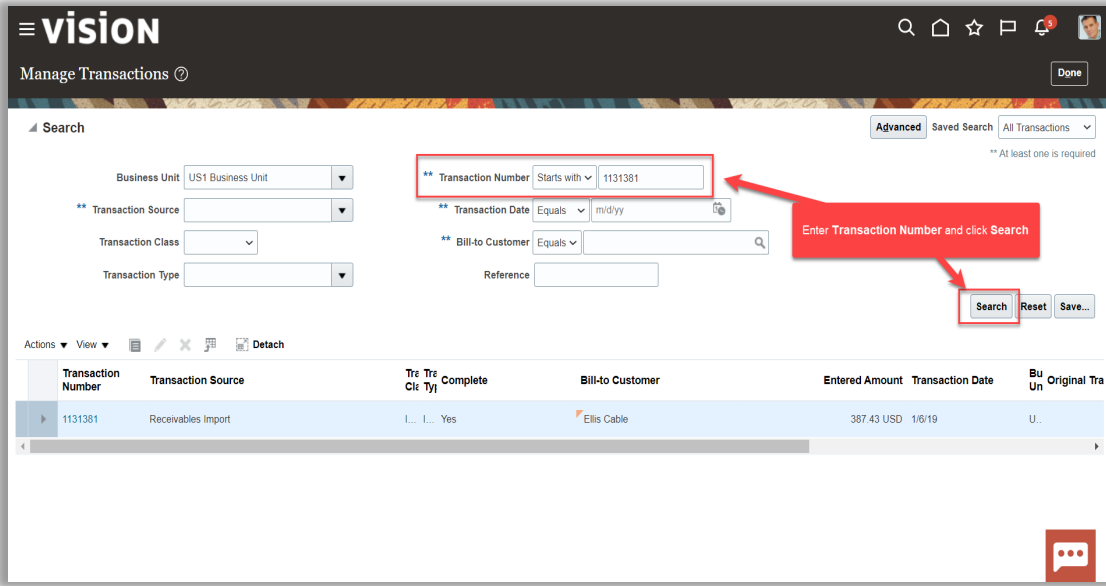
Incomplete: 1 (0-10 Days), 11 (10+ Days)
Approval: 0
Research: 0

Transaction Number	Source	Class	Customer	Entered Amount	Date
68767	Manual	Invoice	ABC.co		
10003	Manual	Invoice	Easy Solutions		
10000	Manual	Invoice	Business World		
10008	Manual	Invoice	Owens & Minor		
10005	Manual	Invoice	Conifer International		
10001	Manual	Invoice	CDS Inc	13,080.02 USD	5/23/22
10009	Manual	Invoice	McNally Products	7,856.27 USD	5/15/22
10006	Manual	Invoice	Pinnacle Technologies	6,843.75 USD	5/10/21
10007	Manual	Invoice	Business World	3,815.02 USD	5/17/22
10002	Manual	Invoice	Dixon Industries	3,788.75 USD	4/30/22
10367	Manual	Invoice	Easy Solutions	1,345.06 USD	5/17/22
12749	Manual	Invoice	Easy Solutions	926.50 USD	5/15/22

Click Manage Transaction

- Transactions
 - Create Transaction
 - Credit Transaction
 - Manage Transactions
 - Manage AutoInvoice Lines
 - Approve Adjustments
 - Manage Recurring Bill Plans
- Customers
 - Create Customer
 - Manage Customers
 - Upload Customers from Spreadsht
 - Manage Data Import
- Customer Account Balances
 - Review Customer Account Details
- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

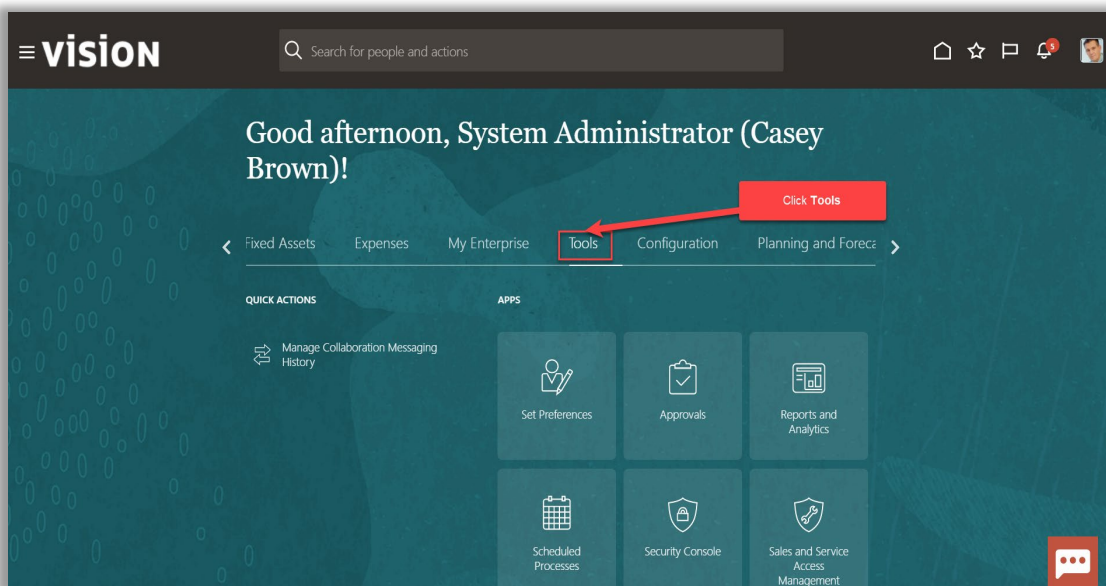
Enter Transaction Number and click Search



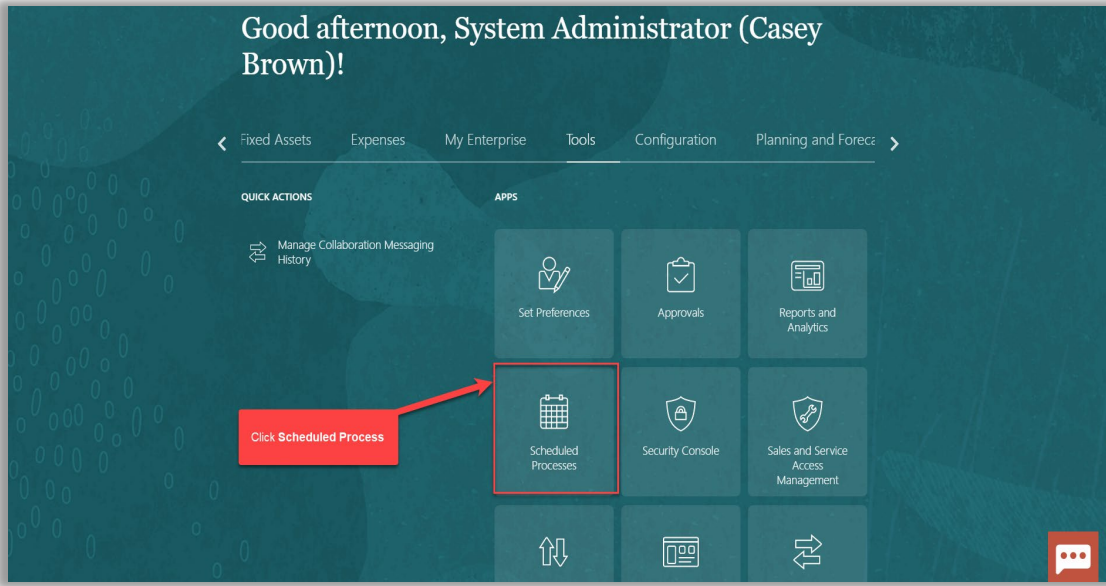
Running Standard Reports

Navigation: Tools>Scheduled Process>Schedule New Process>Schedule New Process Name>OK>Business Unit and Order by clicking dropdown>From Account Status and To Account Status>From Collector and To Collector>From Customer Name and To Customer Name>From Customer Account Number and To Customer Account Number>Submit>OK

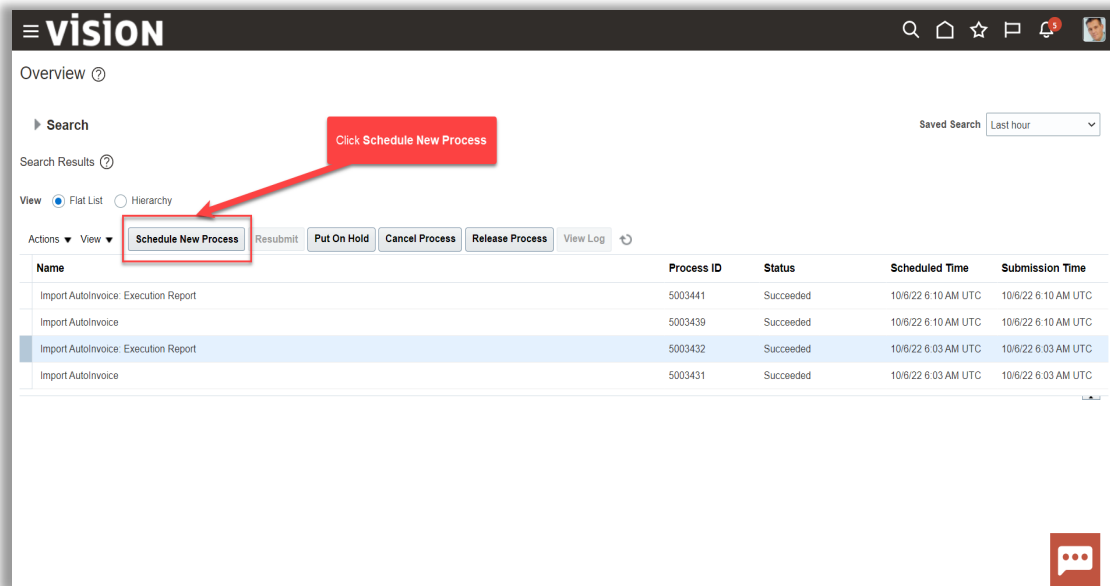
From home screen, Click **Tools**



Click **Scheduled Process**

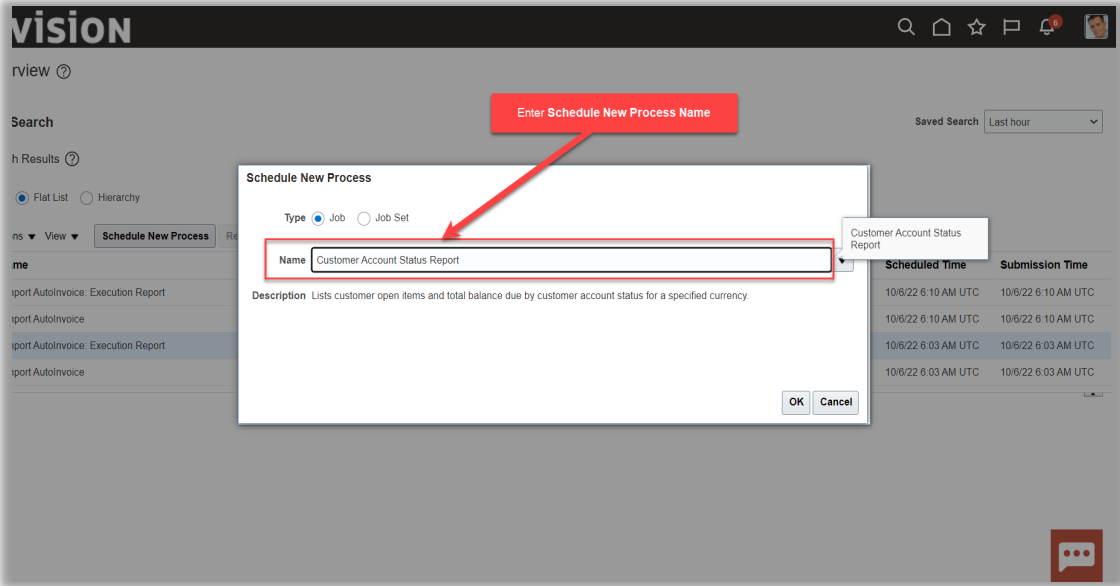


Click Schedule New Process

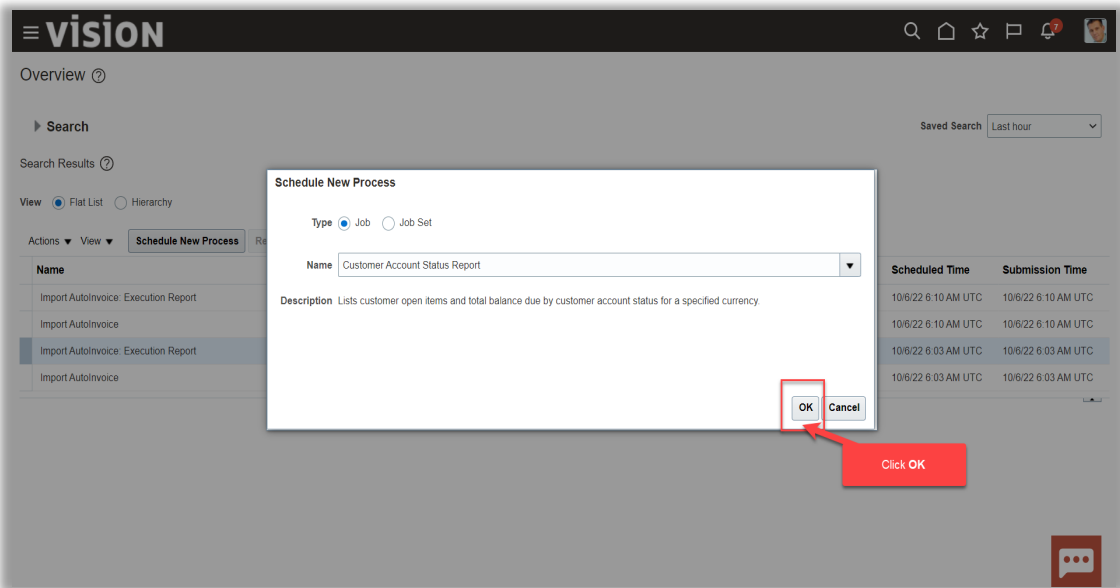


Enter Schedule New Process Name

Note: Select Name as Customer Account Status



Click OK



Select Business Unit and Order by clicking dropdown

Name Customer Account Status Report Print output Notify me when this process ends

Description Lists customer open items and total balance due...

Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

Business Unit US1 Business Unit

*** Order By** Customer

From Account Status

To Account Status

From Collector

To Collector

From Customer Name

To Customer Name

From Customer Account Number

To Customer Account Number

Scheduled Time **Submission Time**

Scheduled Time	Submission Time
10/6/22 9:00 AM UTC	10/6/22 9:00 AM UTC
10/6/22 9:00 AM UTC	10/6/22 8:56 AM UTC

Select Business Unit and Order by clicking dropdown

Select From Account Status and To Account Status

Name Customer Account Status Report Print output Notify me when this process ends

Description Lists customer open items and total balance due...

Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

Business Unit US1 Business Unit

*** Order By** Customer

From Account Status High Volume

To Account Status Low Volume

From Collector

To Collector

From Customer Name

To Customer Name

From Customer Account Number

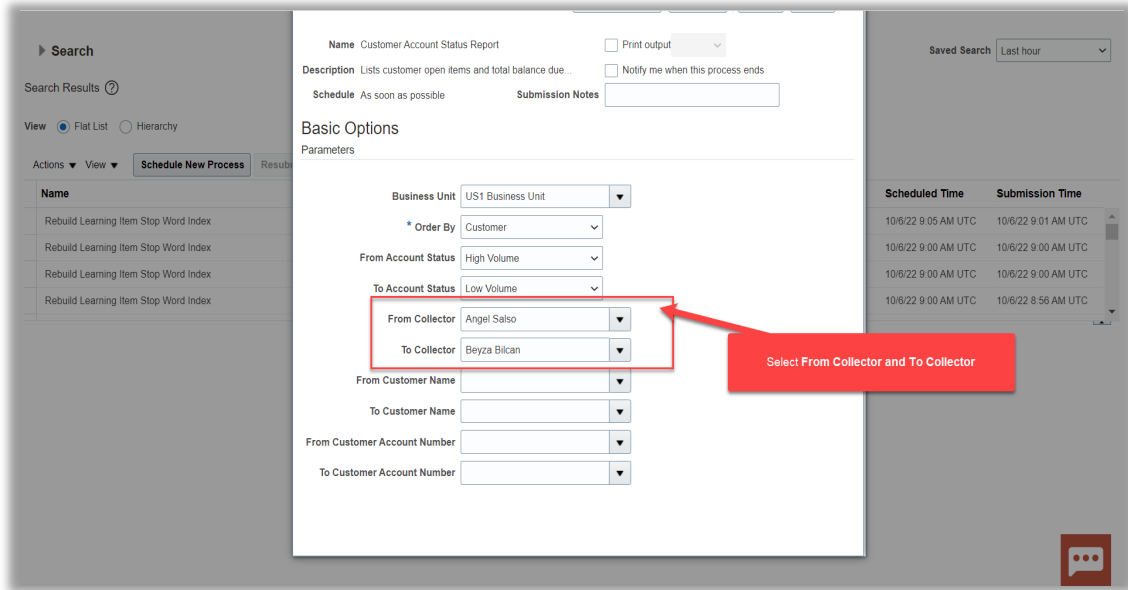
To Customer Account Number

Scheduled Time **Submission Time**

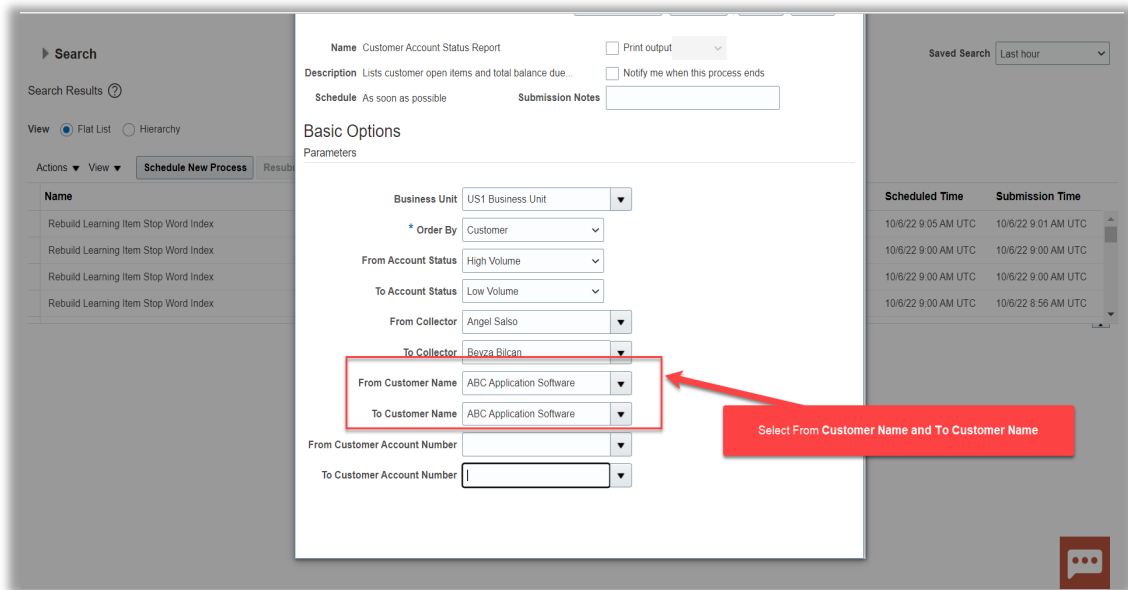
Scheduled Time	Submission Time
10/6/22 9:05 AM UTC	10/6/22 9:01 AM UTC
10/6/22 9:00 AM UTC	10/6/22 9:00 AM UTC
10/6/22 9:00 AM UTC	10/6/22 9:00 AM UTC
10/6/22 9:00 AM UTC	10/6/22 8:56 AM UTC

Select From Account and To Account status

Select From Collector and To Collector



Select From Customer Name and To Customer Name



Select From Customer Account Number and To Customer Account Number

Name Customer Account Status Report Print output

Description Lists customer open items and total balance due... Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

Business Unit US1 Business Unit

* **Order By** Customer

From Account Status High Volume

To Account Status Low Volume

From Collector Angel Salso

To Collector Beyza Bilcan

From Customer Name ABC Application Software

To Customer Name ABC Application Software

From Customer Account Number 09075

To Customer Account Number 10000

Scheduled Time **Submission Time**

10/6/22 9:05 AM UTC	10/6/22 9:01 AM UTC
10/6/22 9:00 AM UTC	10/6/22 9:00 AM UTC
10/6/22 9:00 AM UTC	10/6/22 9:00 AM UTC
10/6/22 9:00 AM UTC	10/6/22 8:56 AM UTC

From Customer Account and To Customer Account

Click Submit

Process Details

This process will be queued up for submission at position 1

Process Options **Advanced** **Submit** **Cancel**

Name Customer Account Status Report Print output

Description Lists customer open items and total balance due... Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

Business Unit US1 Business Unit

* **Order By** Customer

From Account Status High Volume

To Account Status Low Volume

From Collector Angel Salso

To Collector Beyza Bilcan

From Customer Name ABC Application Software

To Customer Name ABC Application Software

From Customer Account Number 09075

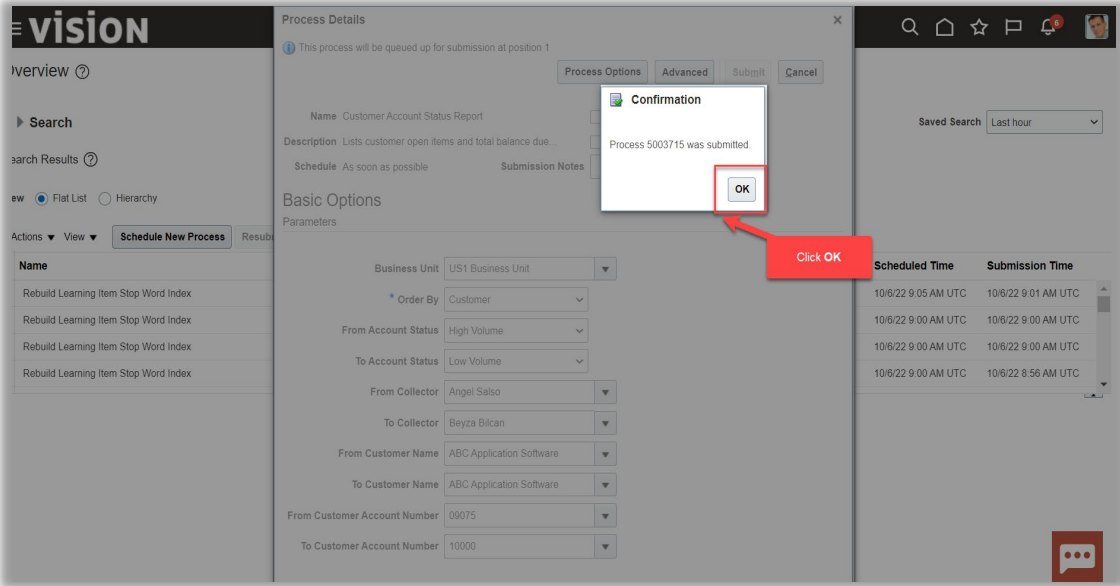
To Customer Account Number 10000

Scheduled Time **Submission Time**

10/6/22 9:05 AM UTC	10/6/22 9:01 AM UTC
10/6/22 9:00 AM UTC	10/6/22 9:00 AM UTC
10/6/22 9:00 AM UTC	10/6/22 9:00 AM UTC
10/6/22 9:00 AM UTC	10/6/22 8:56 AM UTC

Click Submit

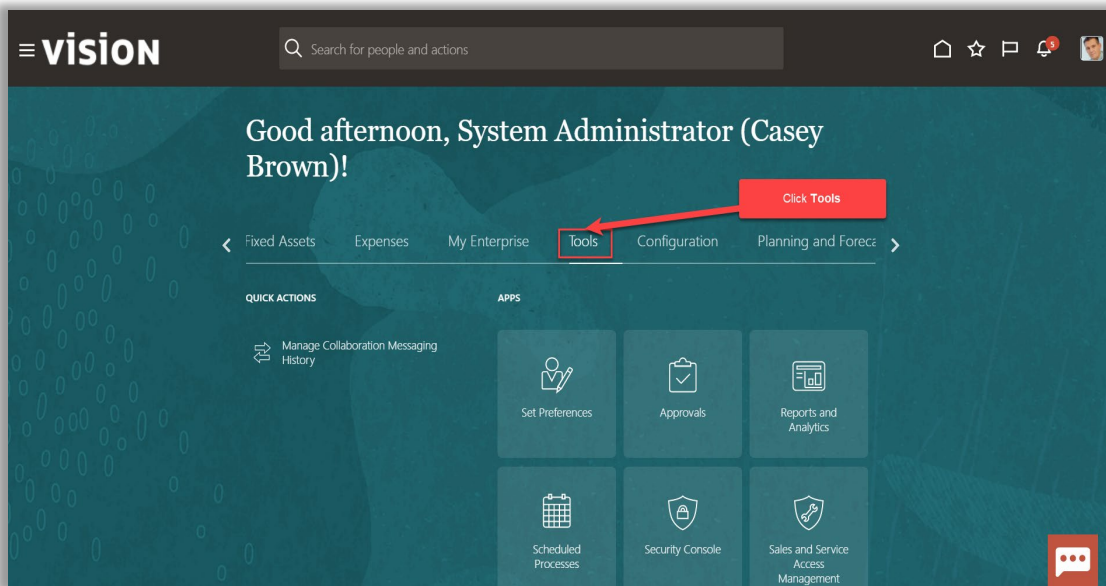
Click OK



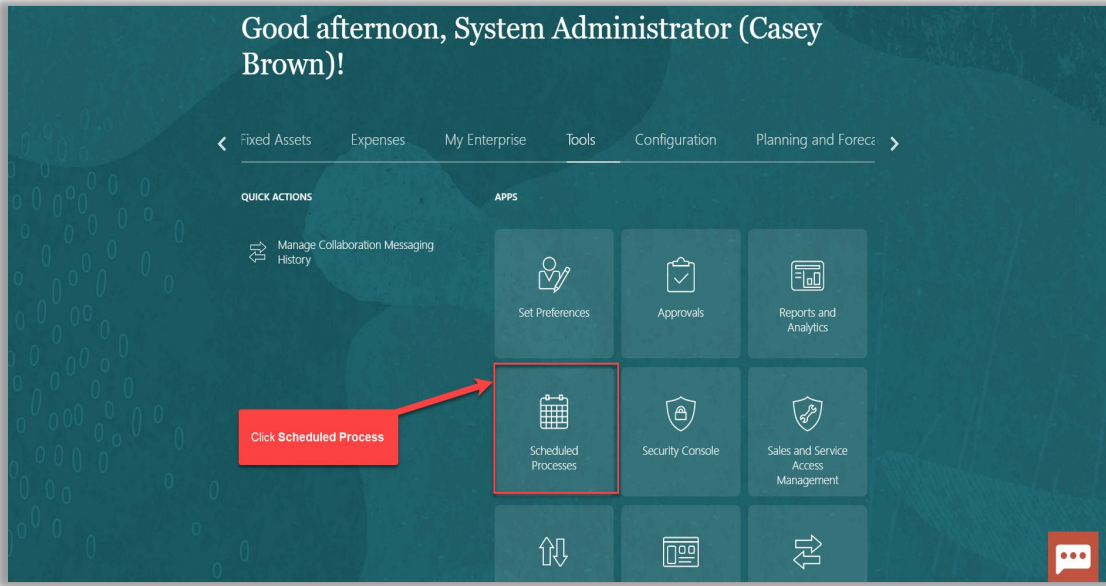
Create Customer Statements

Navigation: Tools>Scheduled Process>Schedule New Process>Schedule New Process Name>OK>Transaction Business Unit and Generate Bill>Bucket>From Customer and To Customer>Site, Cycle and Statement Date and enter As of Date>Message 1 to Message 7>Submit>OK

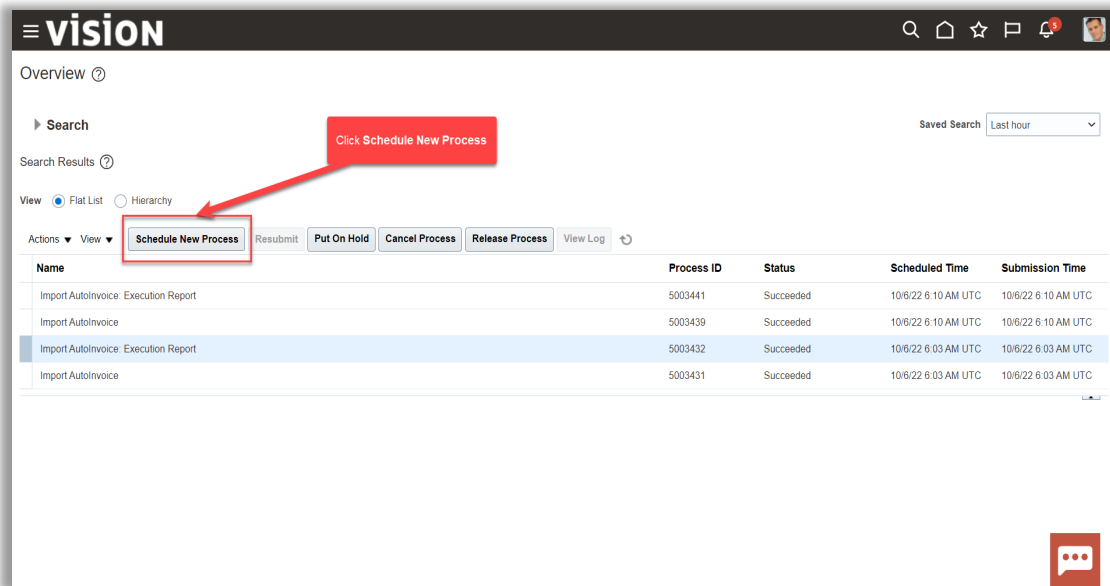
From home screen, Click **Tools**



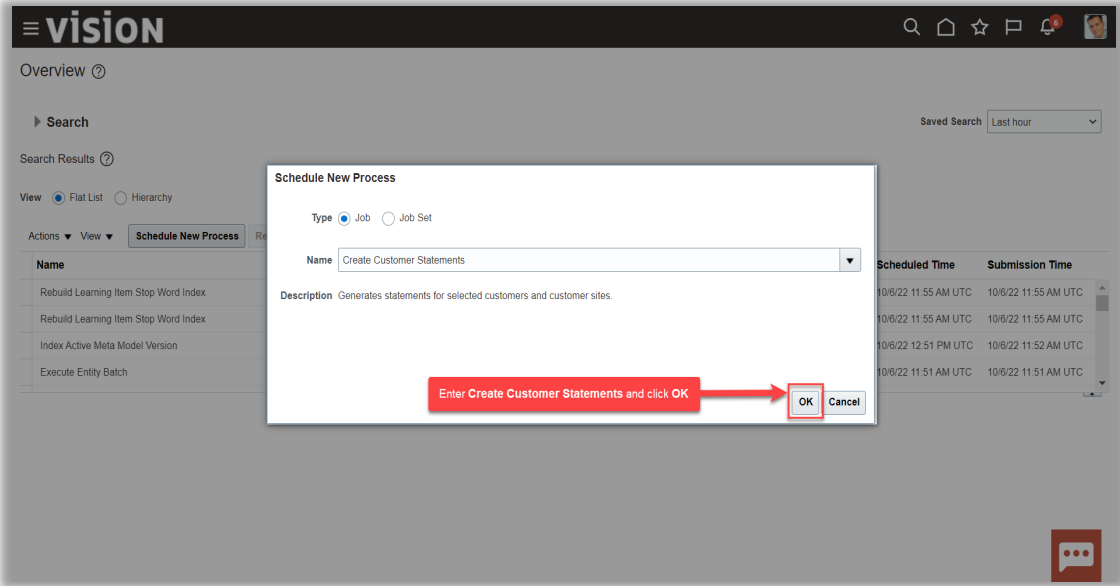
Click **Scheduled Process**



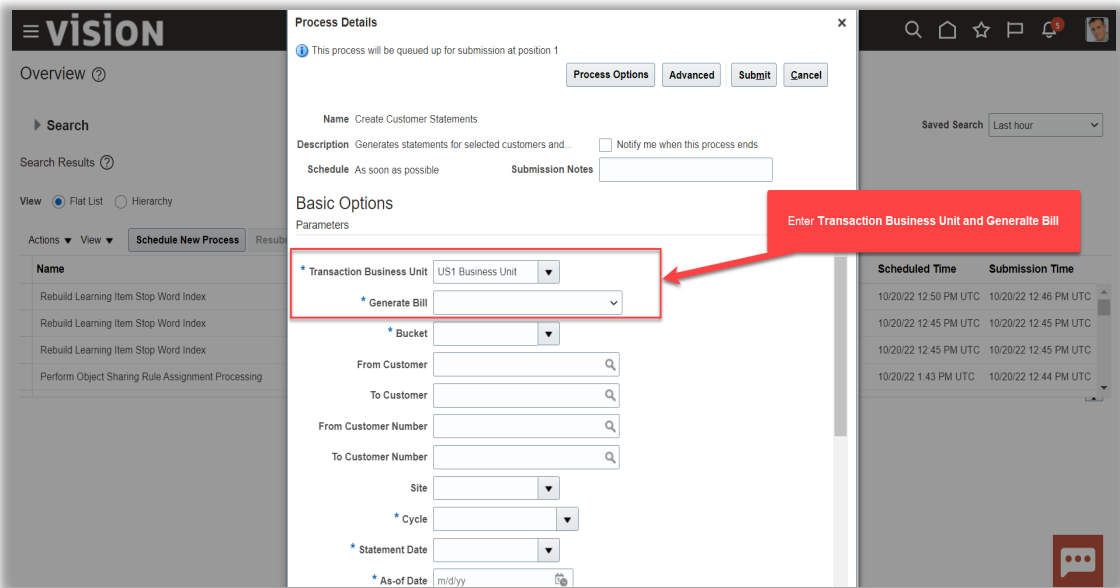
Click Schedule New Process



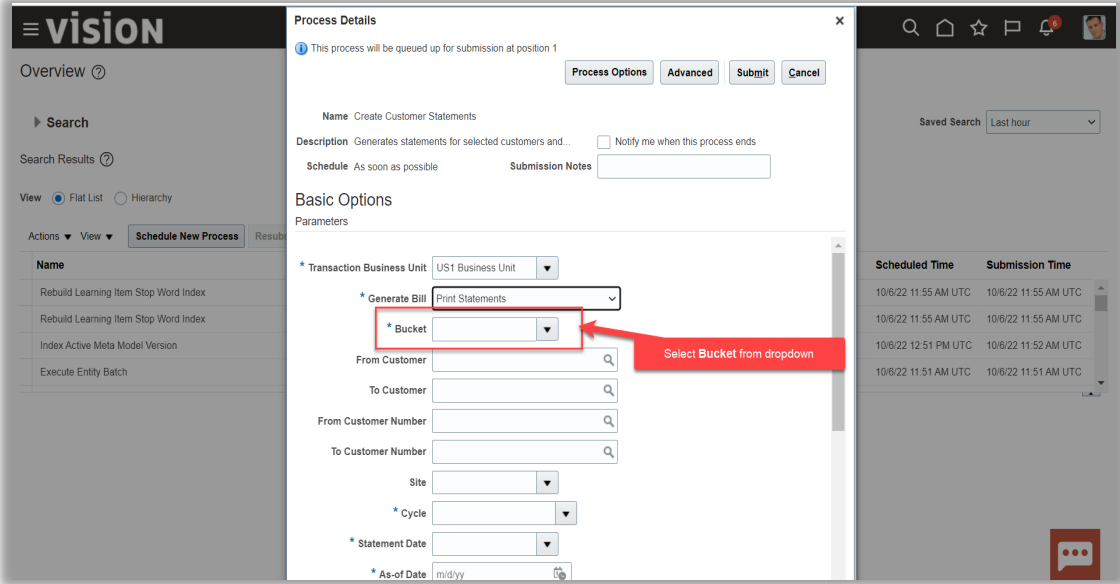
Enter Create Customer Statements and click OK



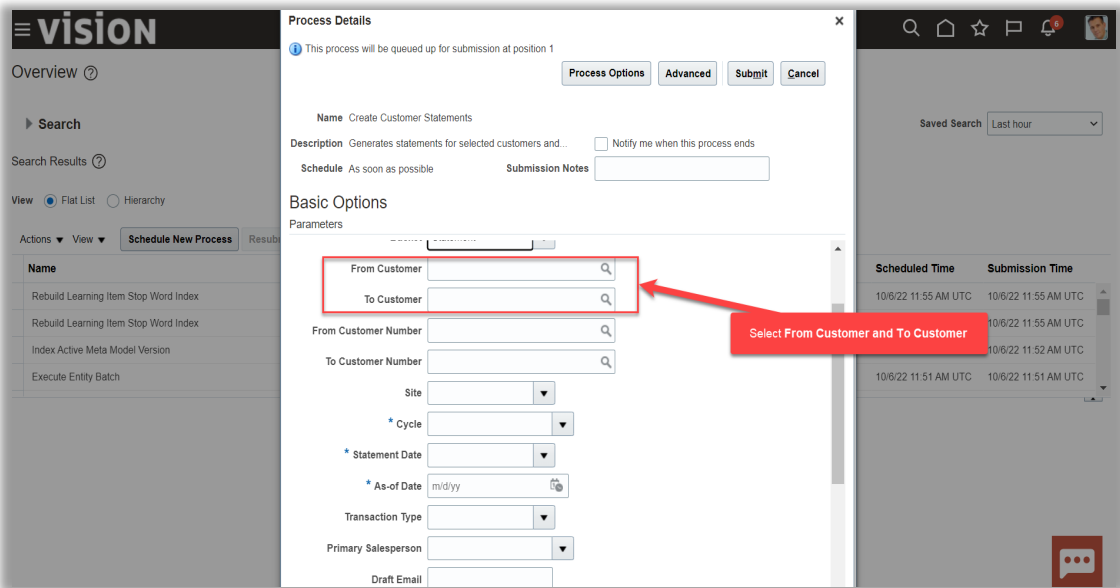
Enter Transaction Business Unit and Generate Bill



Select **Bucket** from dropdown



Select From Customer and To Customer



Click dropdown and select **Site**, **Cycle** and **Statement Date** and enter **As of Date**

VISION

Overview ?

Search

Search Results ?

View Flat List Hierarchy

Actions View Schedule New Process Results

Name

- Rebuild Learning Item Stop Word Index
- Rebuild Learning Item Stop Word Index
- Index Active Meta Model Version
- Execute Entity Batch

Process Details

This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

Name Create Customer Statements

Description Generates statements for selected customers and... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

To Customer Number 53117

Site

* Cycle

* Statement Date

* As-of Date m/d/yy

Transaction Type

Primary Salesperson

Draft Email

Message 1

Message 2

Message 3

Saved Search Last hour

10/6/22 11:55 AM UTC 10/6/22 11:55 AM UTC

10/6/22 12:51 PM UTC 10/6/22 11:52 AM UTC

10/6/22 11:51 AM UTC 10/6/22 11:51 AM UTC

Click dropdown and select Site, Cycle and Statement Date and enter As of Date

VISION

Overview ?

Search

Search Results ?

View Flat List Hierarchy

Actions View Schedule New Process Results

Name

- Rebuild Learning Item Stop Word Index
- Rebuild Learning Item Stop Word Index
- Index Active Meta Model Version
- Execute Entity Batch

Process Details

This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

Name Create Customer Statements

Description Generates statements for selected customers and... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Statement Date 2018-12-25

* As-of Date 10/6/22

Transaction Type Intercompany

Primary Salesperson Helena Sprague

Draft Email

Message 1

Message 2

Message 3

Message 4

Message 5

Message 6

Saved Search Last hour

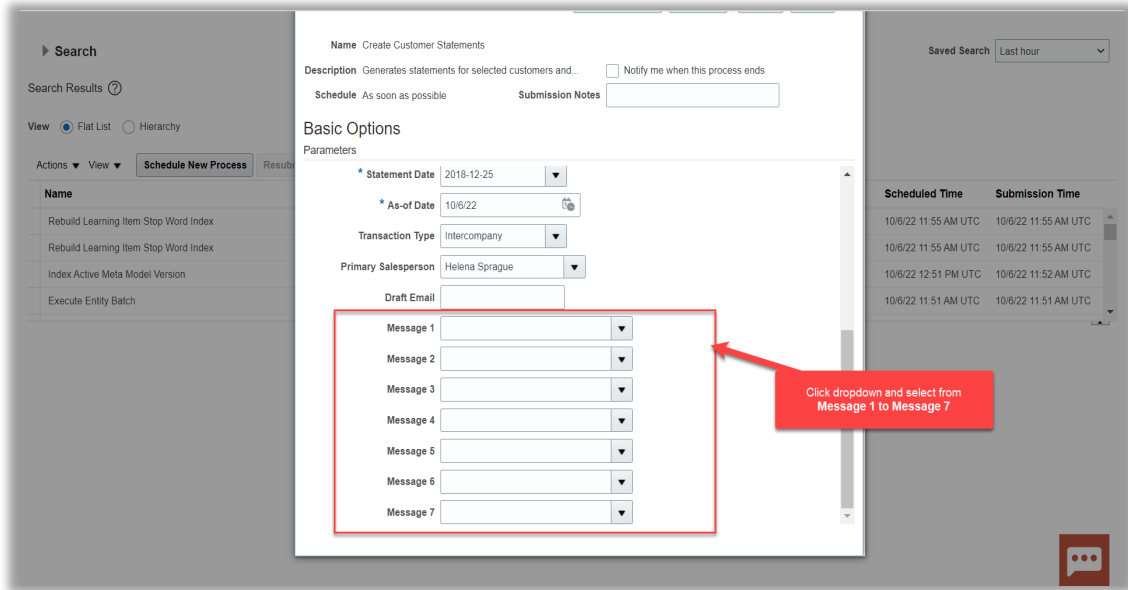
Scheduled Time Submission Time

10/6/22 11:55 AM UTC 10/6/22 11:55 AM UTC

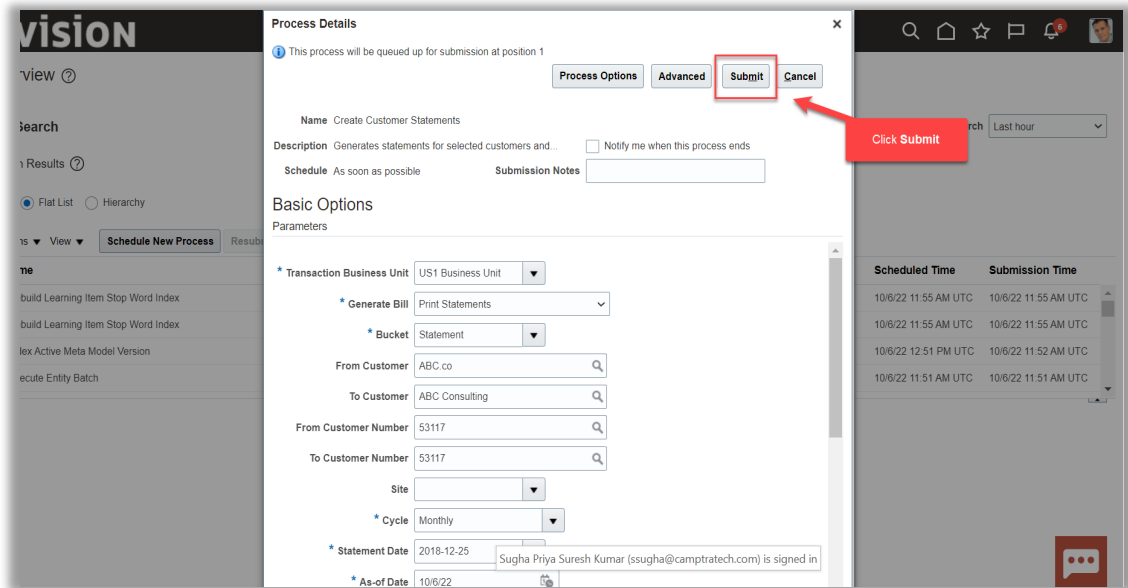
10/6/22 11:55 AM UTC 10/6/22 11:55 AM UTC

Click dropdown and select Transaction Type and Primary Salesperson

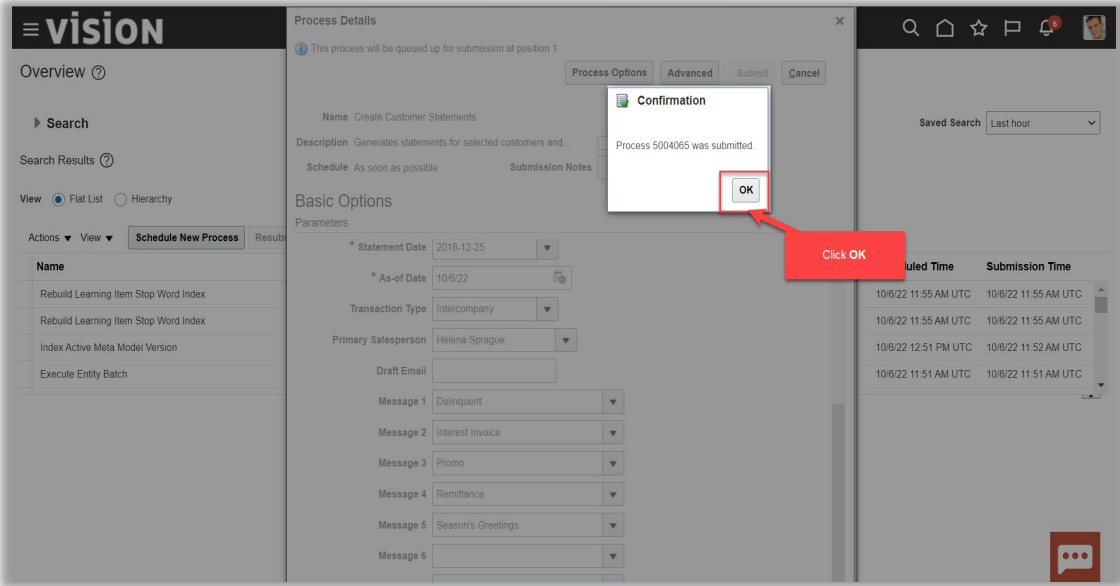
Click dropdown and select **Message 1 to Message 7**



Click Submit



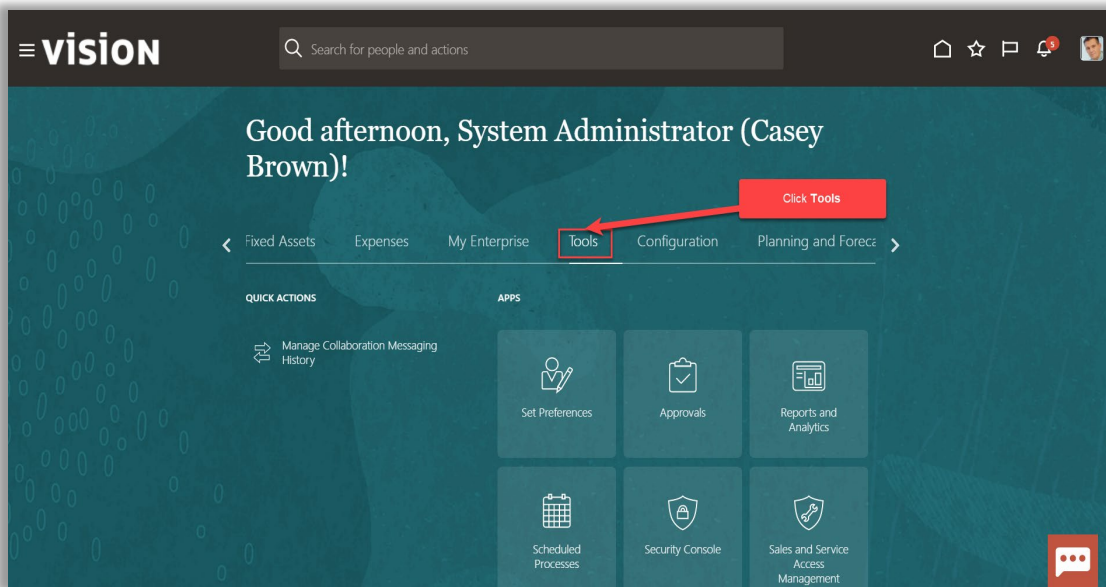
Click OK



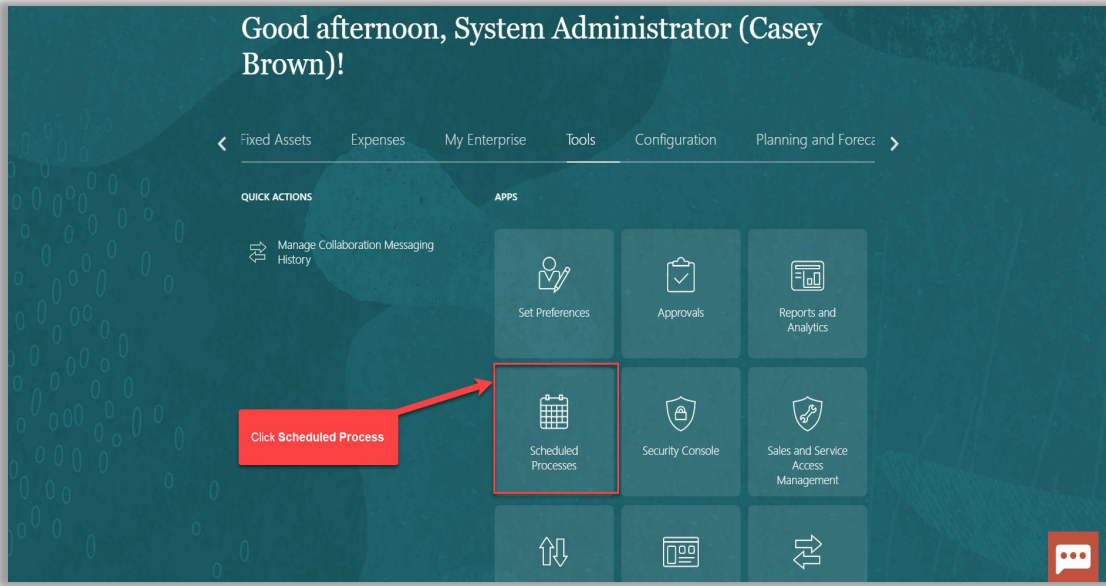
Send Dunning Letter

Navigation: Tools>Scheduled Process>Schedule New Process Send Dunning Letter and click OK>Submit>OK

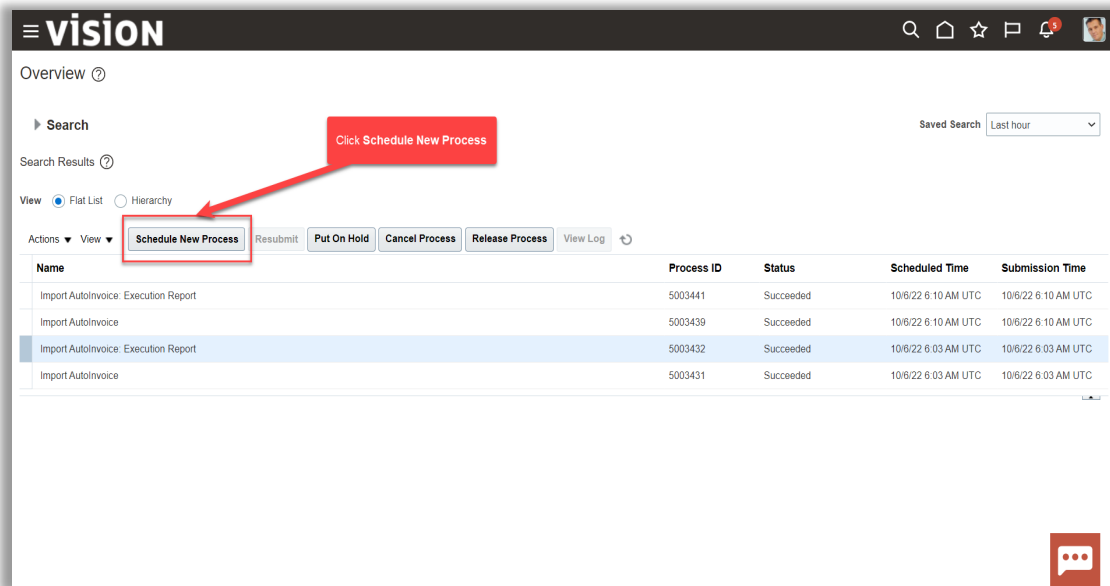
From home screen, Click **Tools**



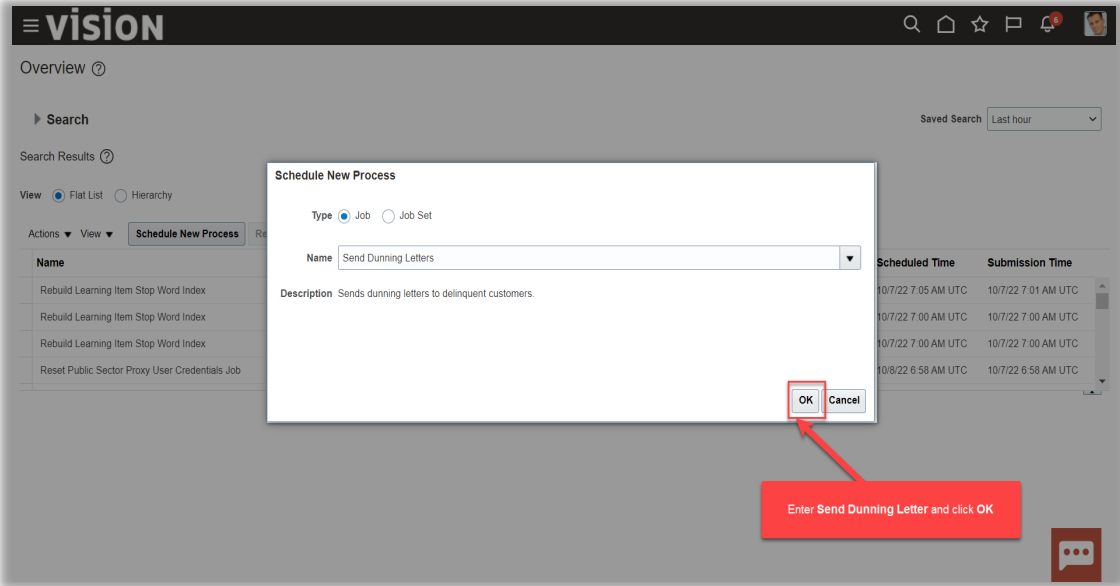
Click **Scheduled Process**



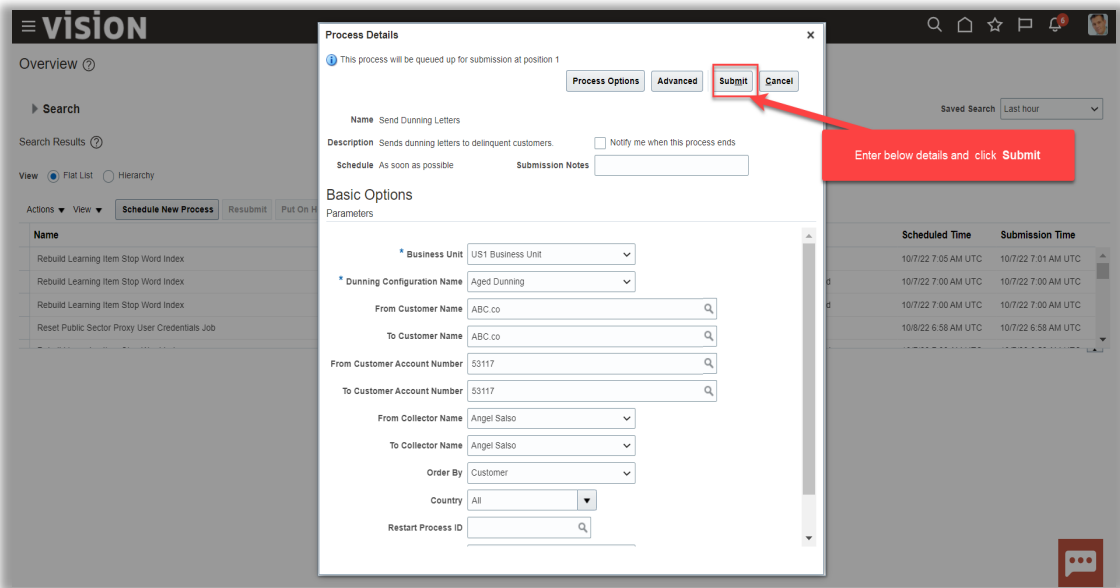
Click Schedule New Process



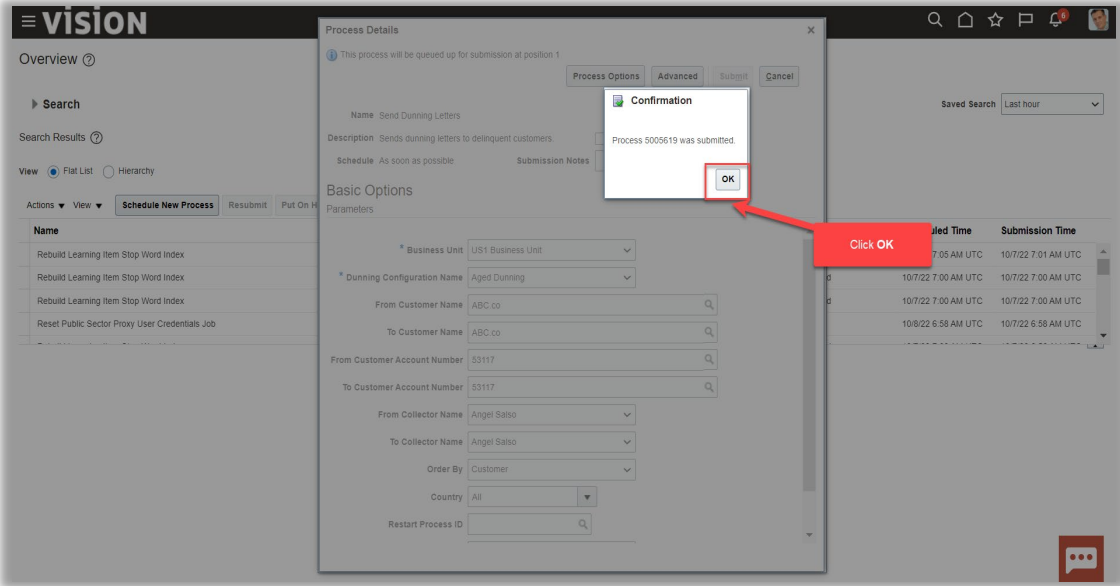
Enter Send Dunning Letter and click OK



Enter below details and click **Submit**



Click **OK**



Opening A New Period

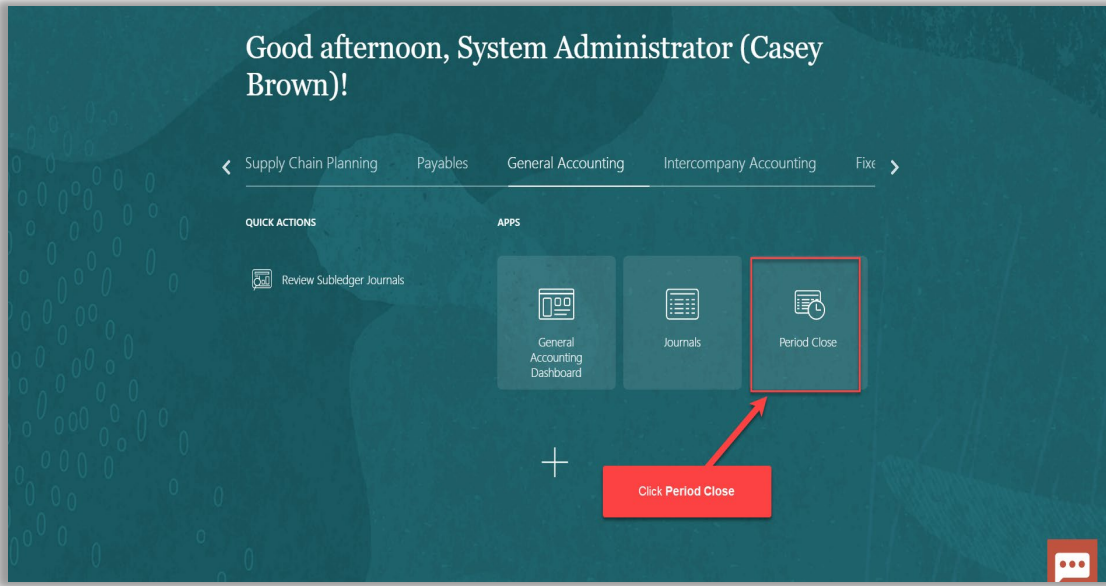
Navigation: General Accounting>Period Close>Receivables (Open)>Click on the row for the period you would like to open>Open Period

From home screen, click **General Accounting**

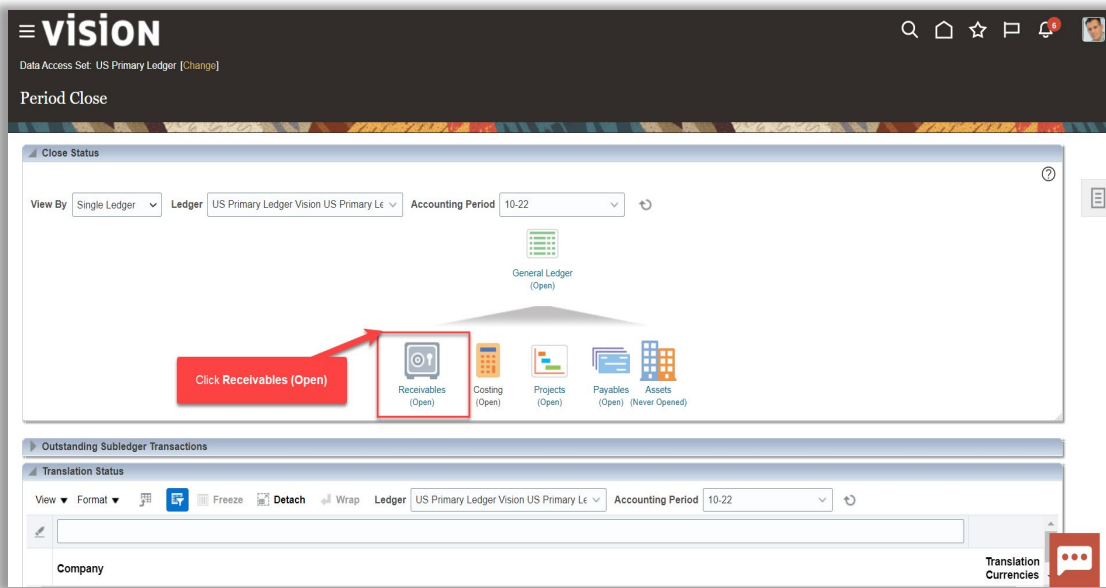


Click **Period Close**

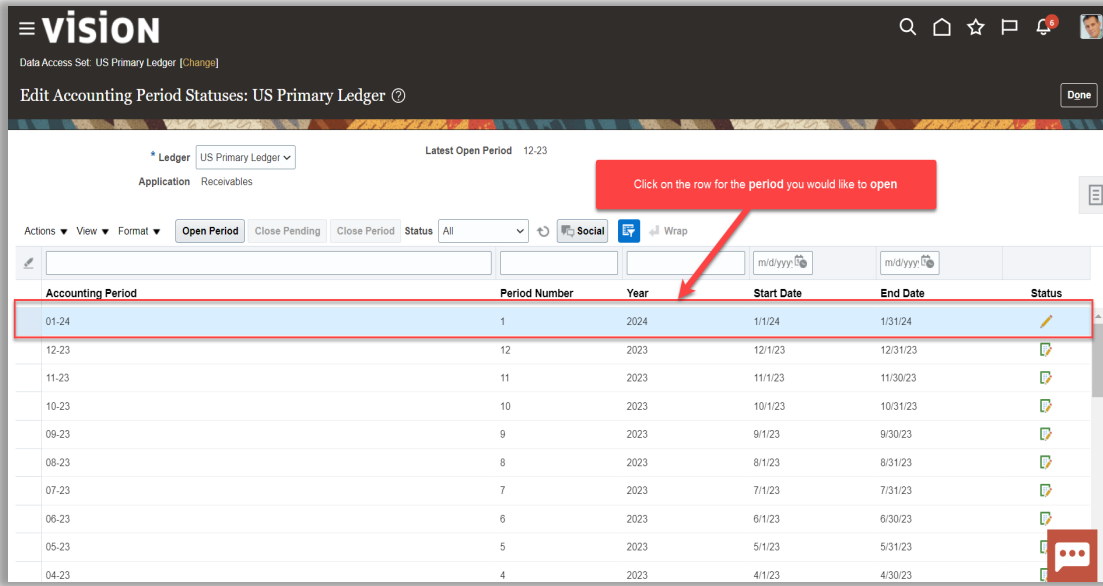
Note: Use the Period Close work area to manage accounting period statuses, currency processes, and other balance closing journals across one or more ledgers simultaneously



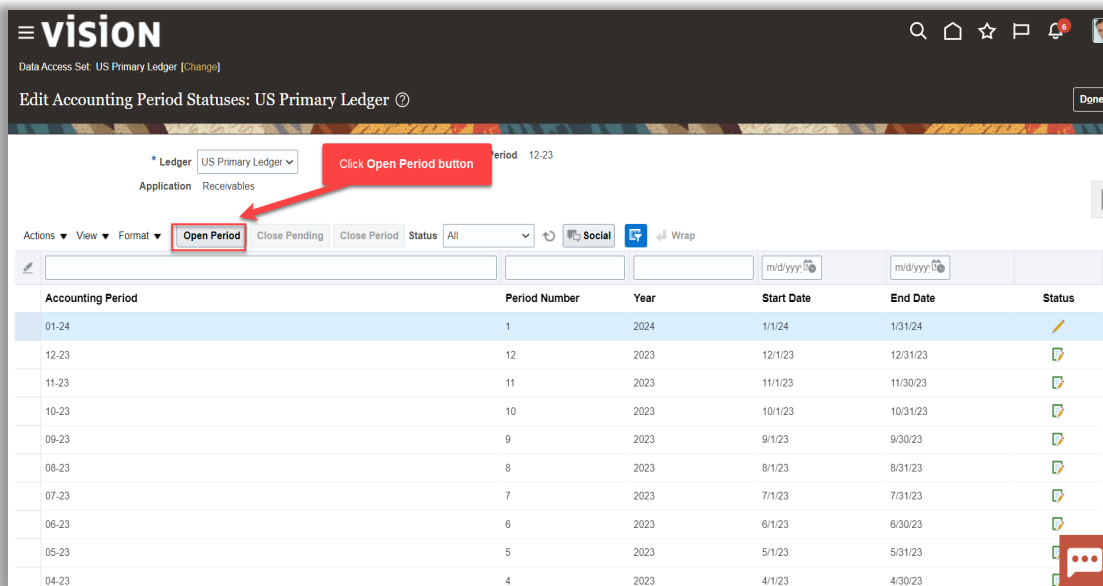
Click Receivables (Open)



Click on the row for the **period** you would like to **open**



Click Open Period

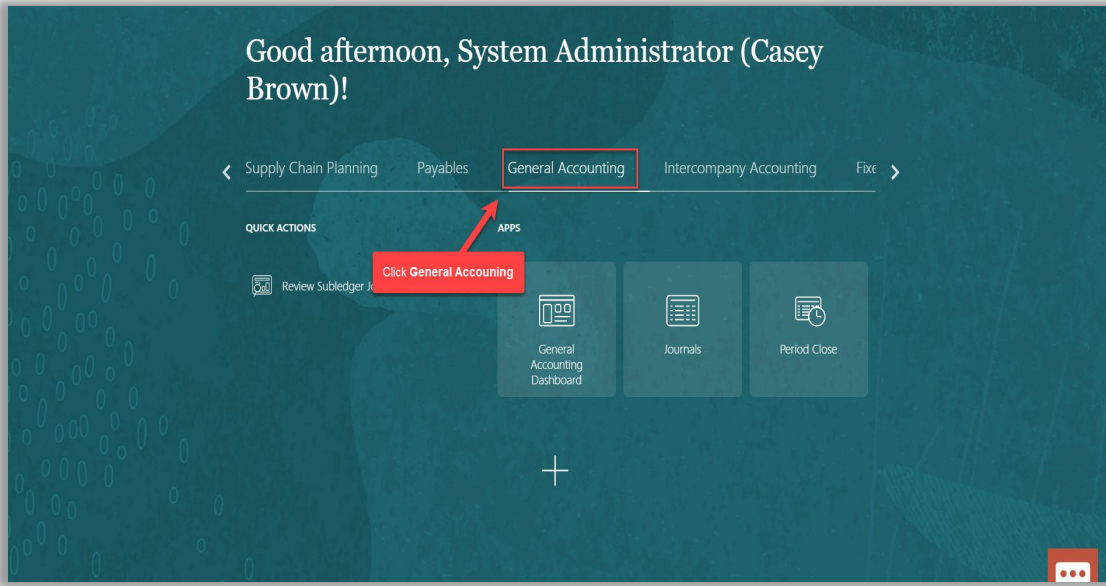


Note: After click of Open Period click OK and refresh button to change the icon as open

Closing An Accounting Period

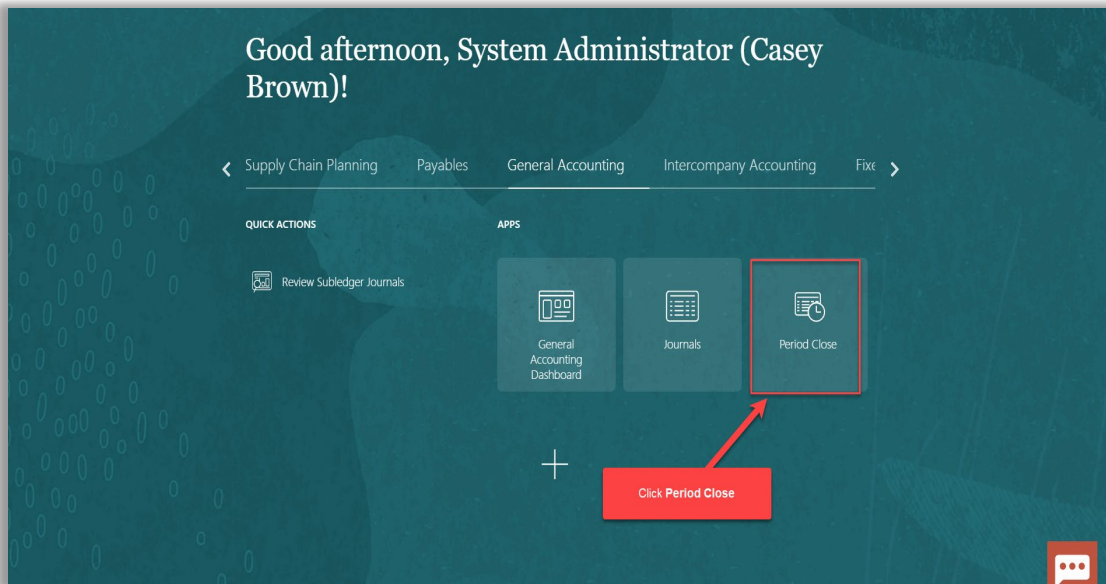
Navigation: General Accounting>Period Close>Receivables (Open)>Click on the row for the period you would like to Close>Close Period

From home screen, click **General Accounting**

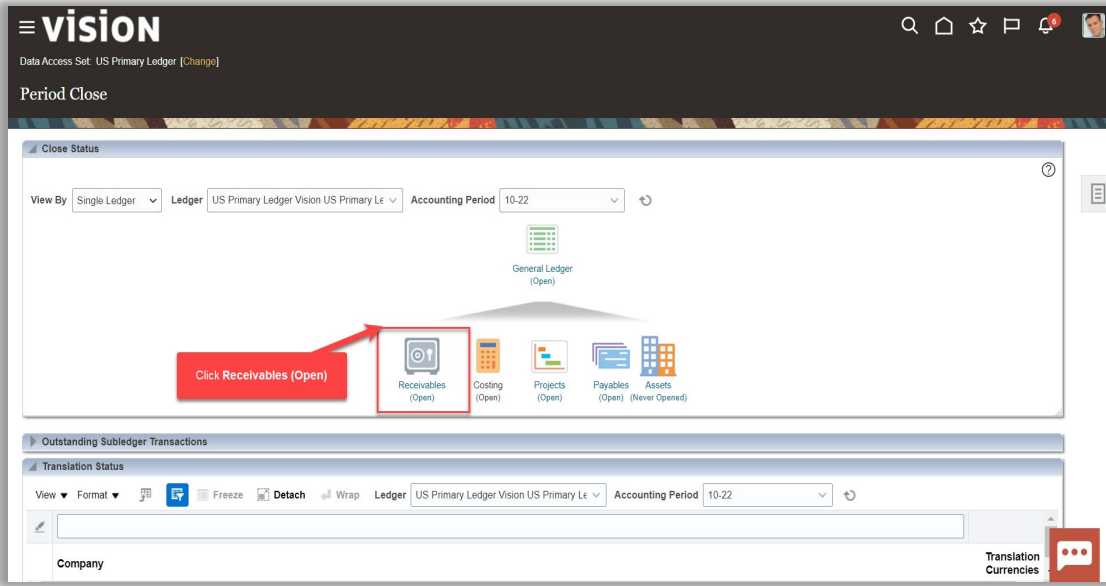


Click **Period Close**

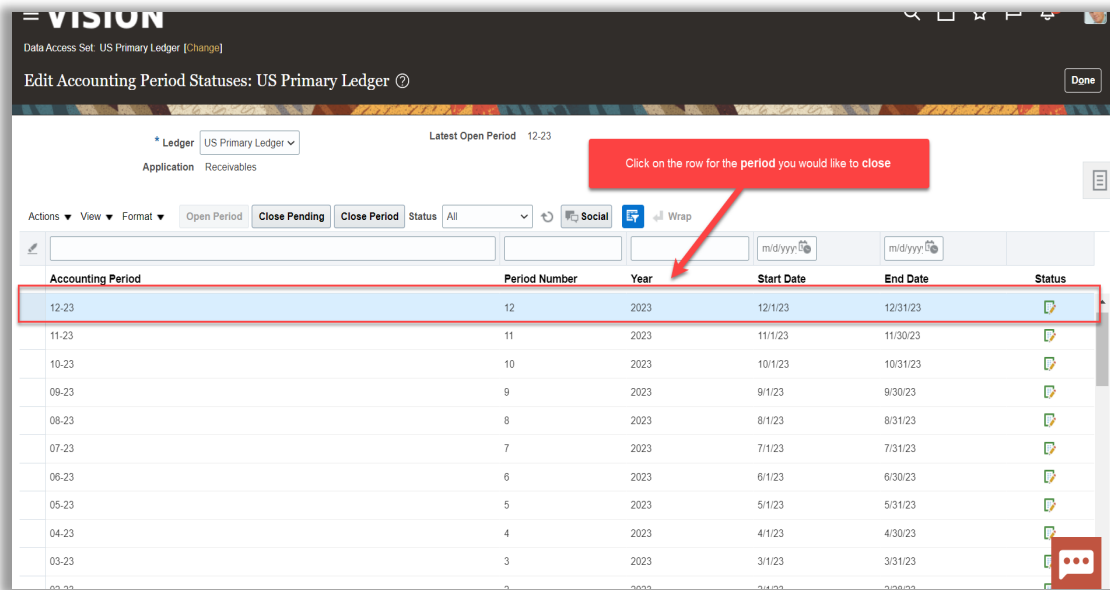
Note: Use the Period Close work area to manage accounting period statuses, currency processes, and other balance closing journals across one or more ledgers simultaneously



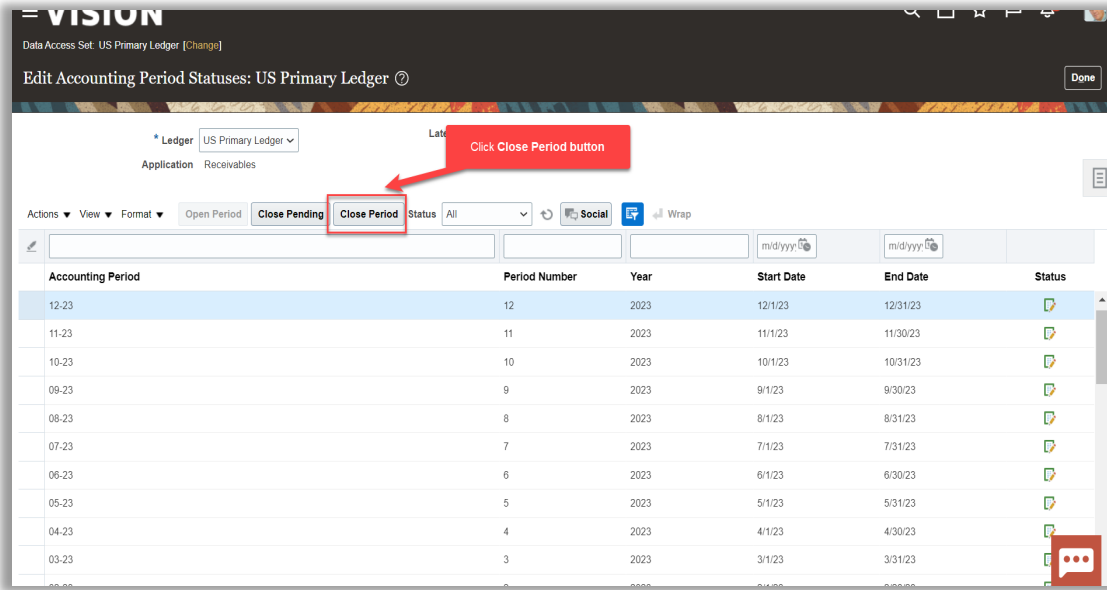
Click **Receivables (Open)**



Click on the row for the **period** you would like to close



Click **Close Period** button

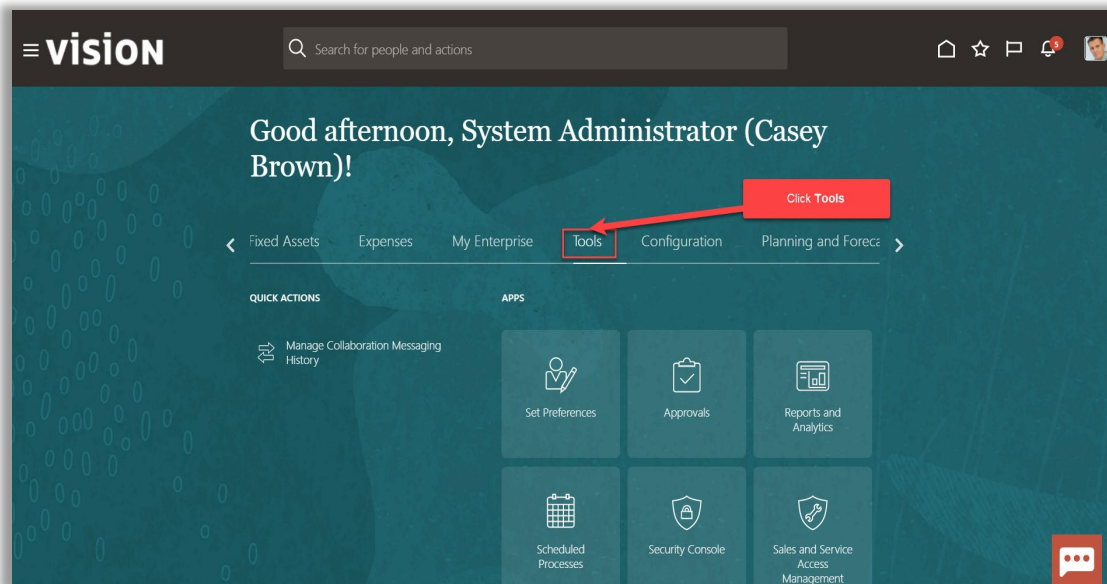


Note: After clicking Close Period click OK and refresh to change the status icon changed to indicate that the accounting period is closed

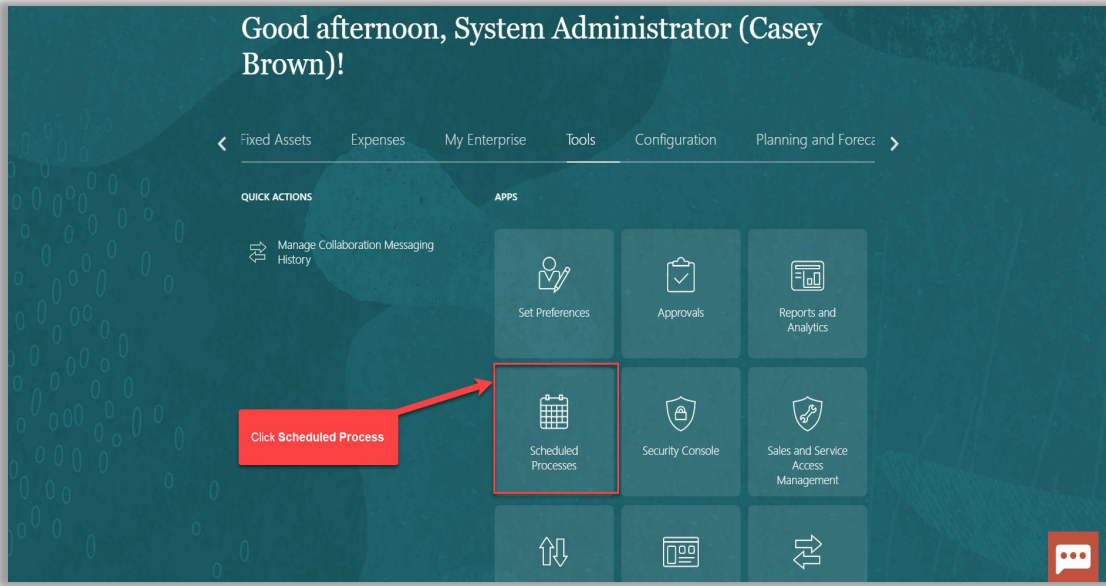
Reviewing The Receivables To General Ledger Reconciliation Report

Navigation: Tools>Scheduled Process>Schedule New Process>Prepare Receivables to General Ledger Reconciliation and click OK>Enter Request Name, Ledger, Business Unit and Accounting Period>Submit>OK

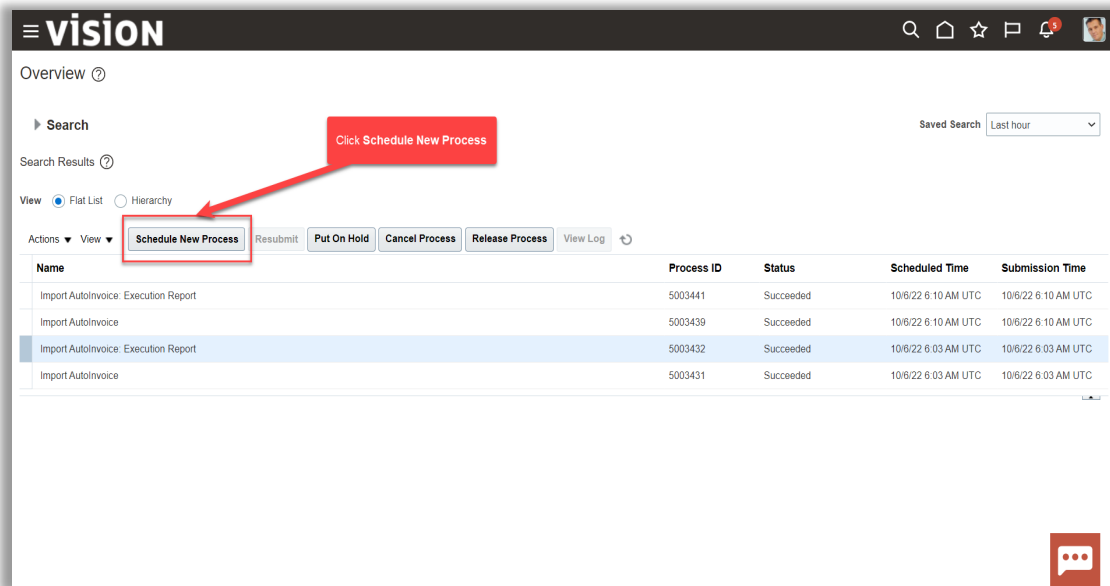
From home screen, Click **Tools**



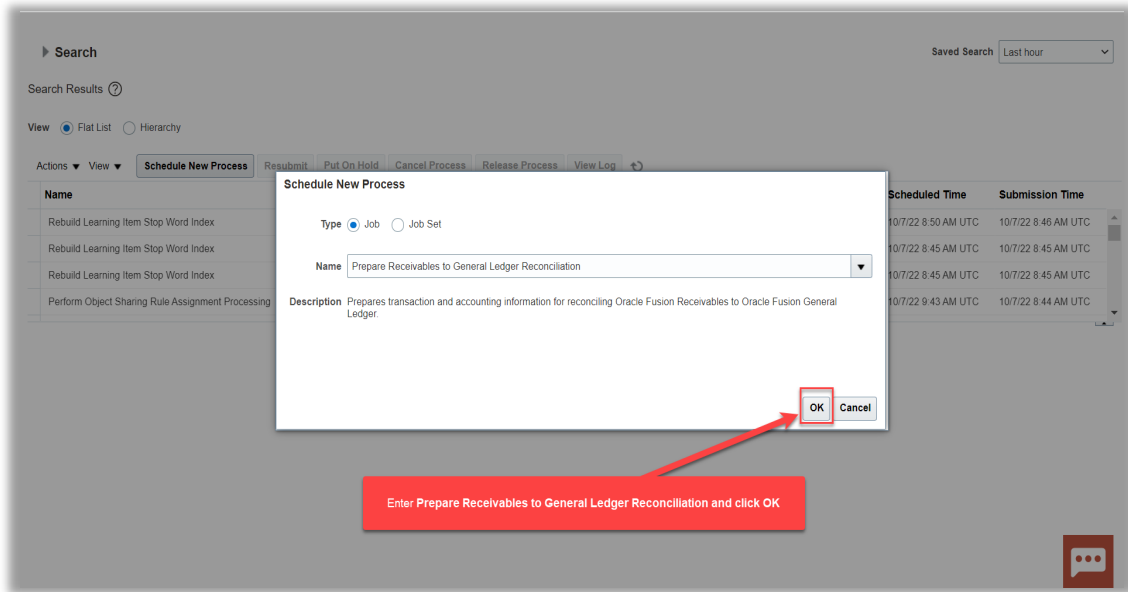
Click **Scheduled Process**



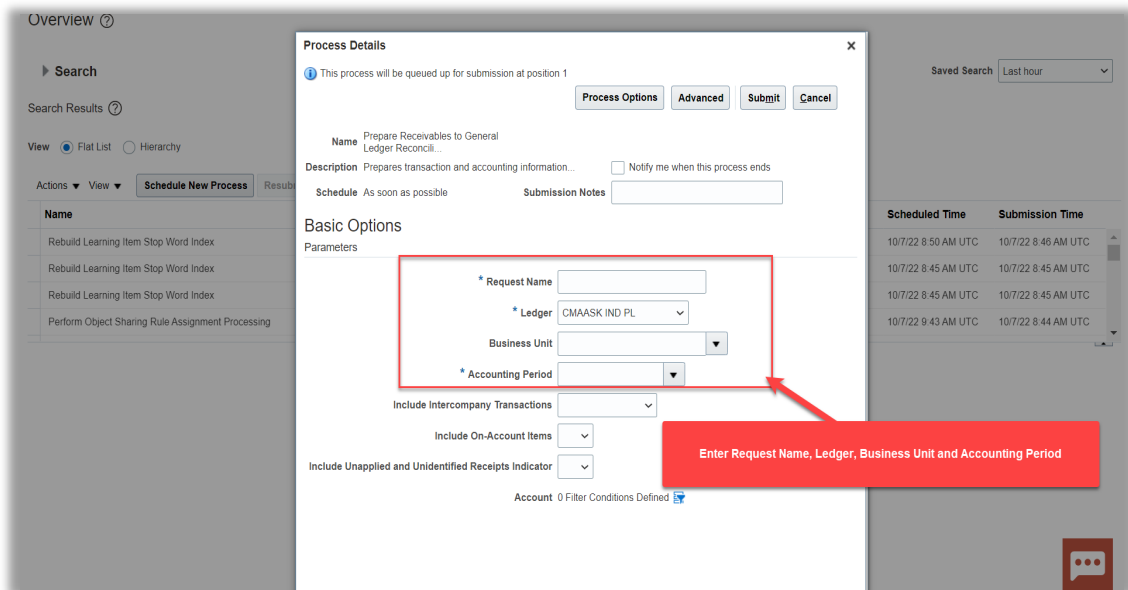
Click Schedule New Process



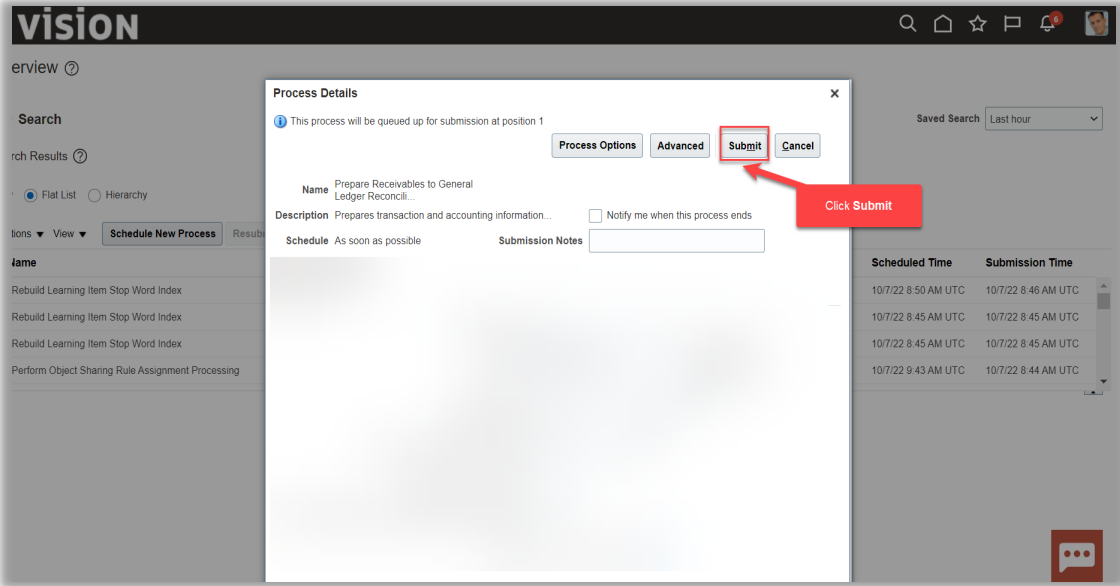
Enter Prepare Receivables to General Ledger Reconciliation and click OK



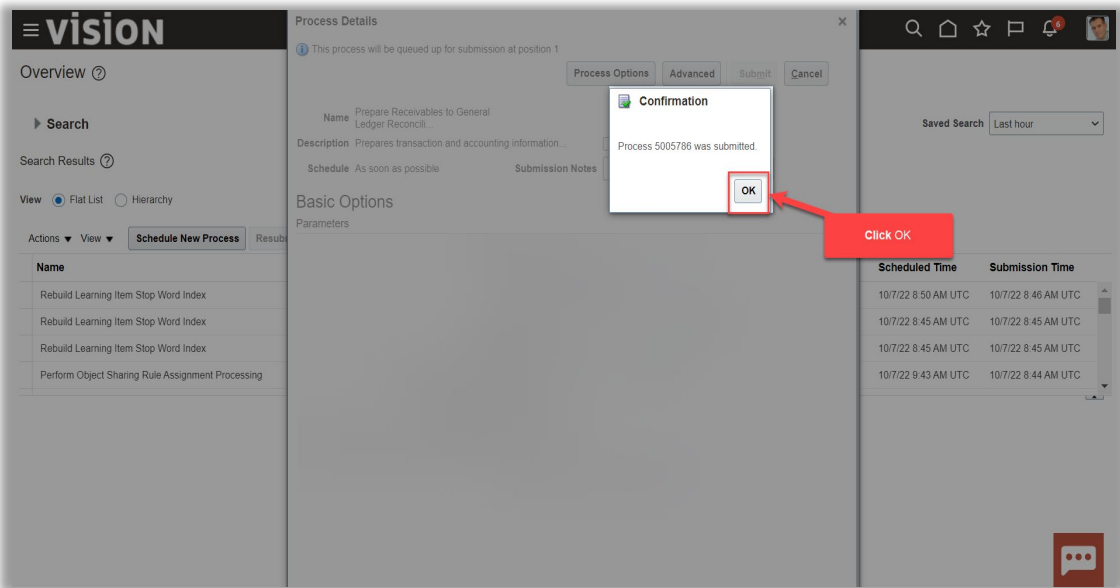
Enter Request Name, Ledger, Business Unit and Accounting Period



Click Submit



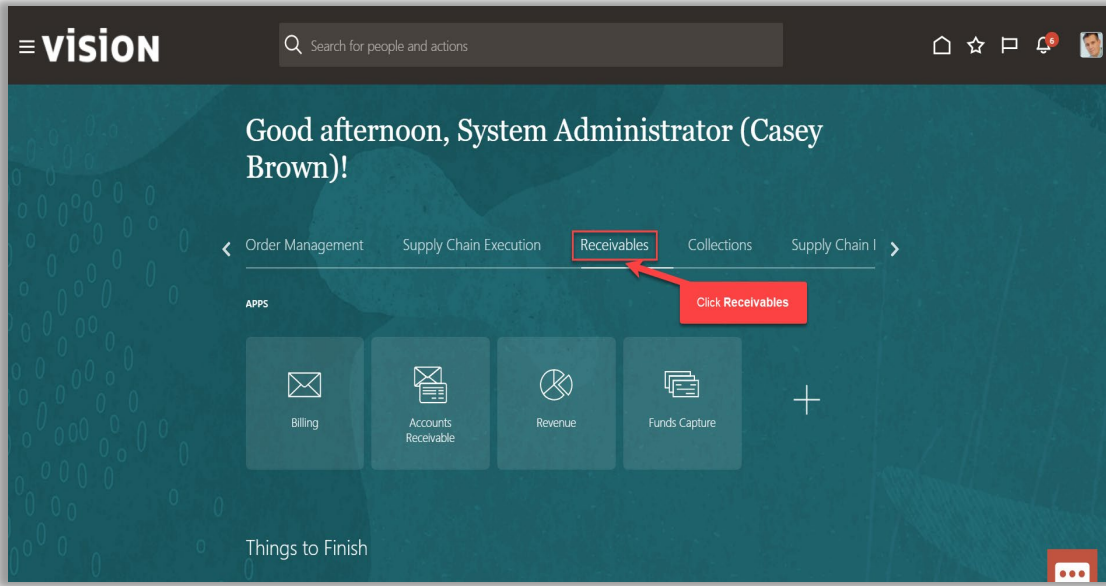
Click OK



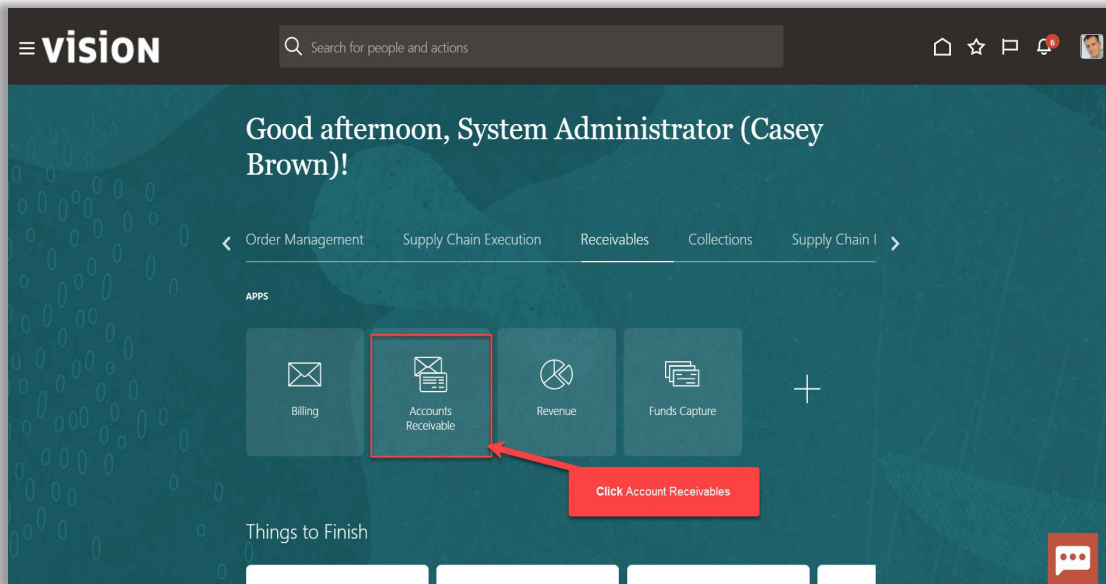
Running the Receivables Data Extraction Program

Navigation: Receivables>Account Receivables>Tasks>Receivables to Ledger Reconciliation

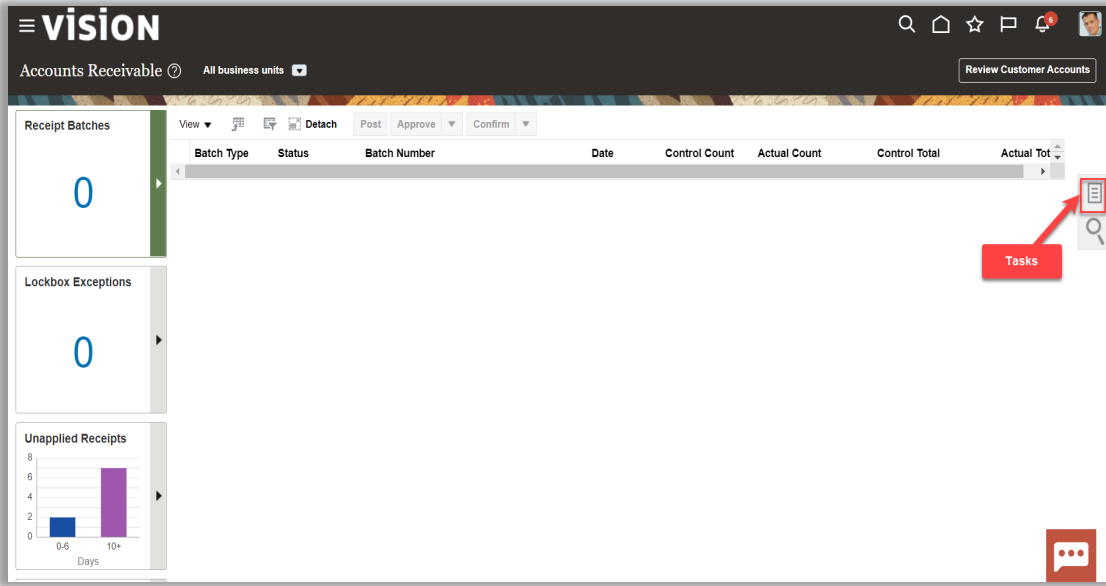
From home screen, click **Receivables**



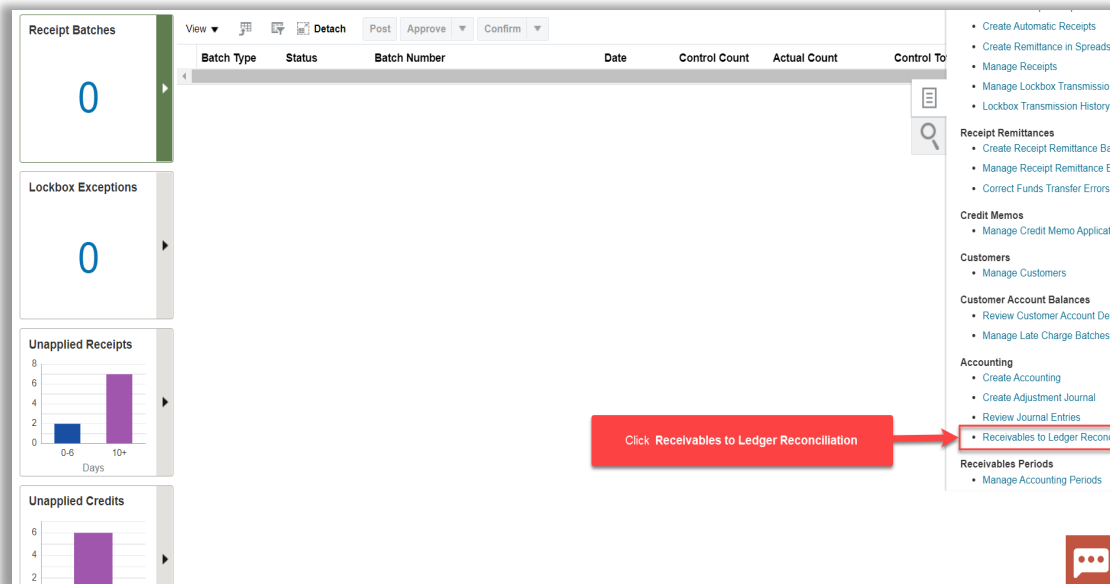
Click Account Receivables



Click Tasks



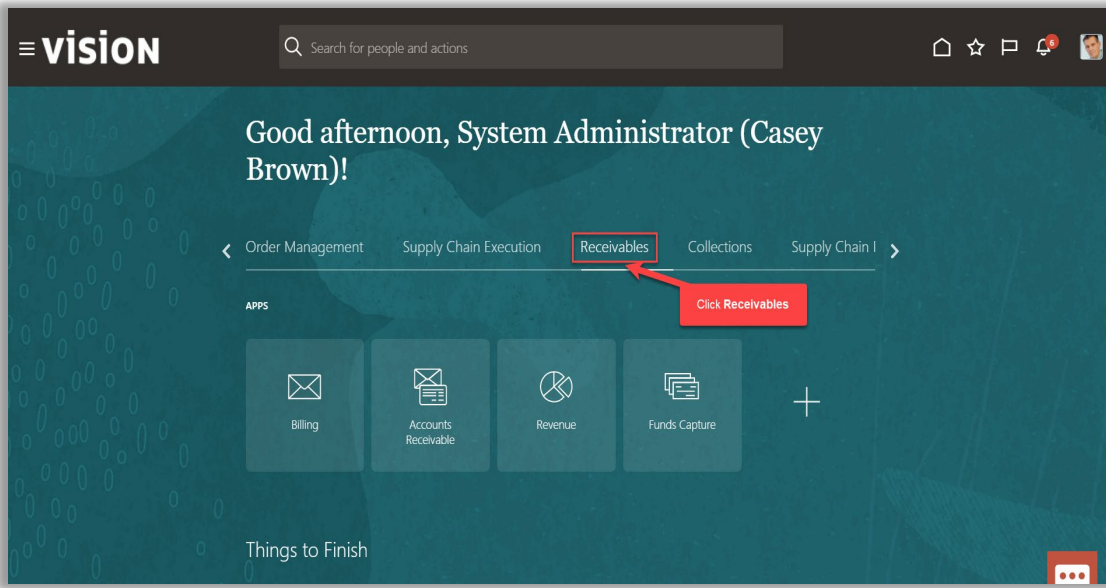
Click **Receivables to Ledger Reconciliation**



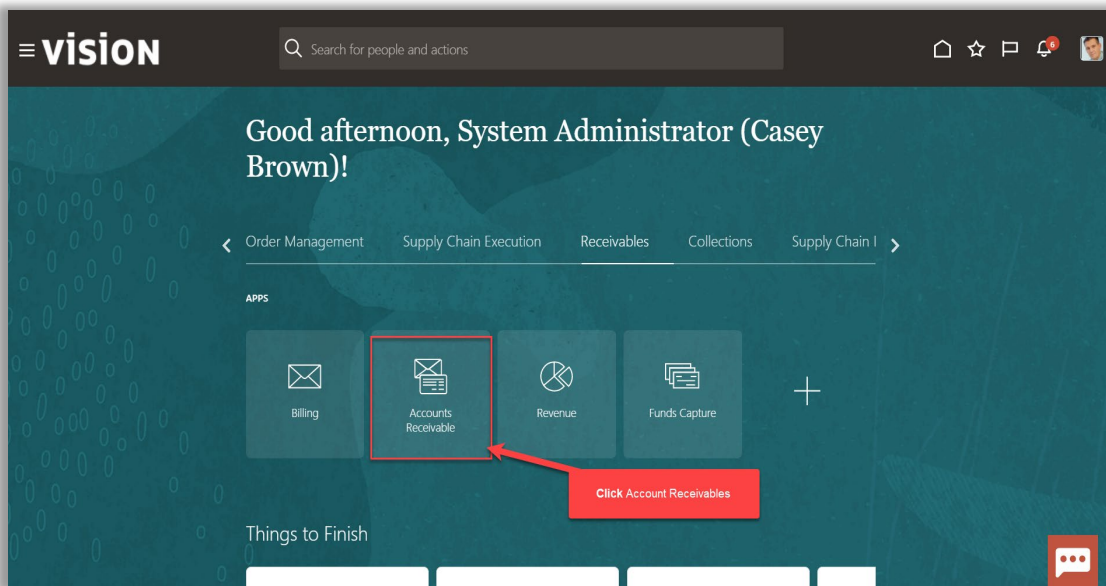
Reviewing The Receivables To General Ledger Reconciliation Report

Navigation: Receivables>Account Receivables>Tasks>Receivables to Ledger Reconciliation> Ledger list>Request Name list>Apply

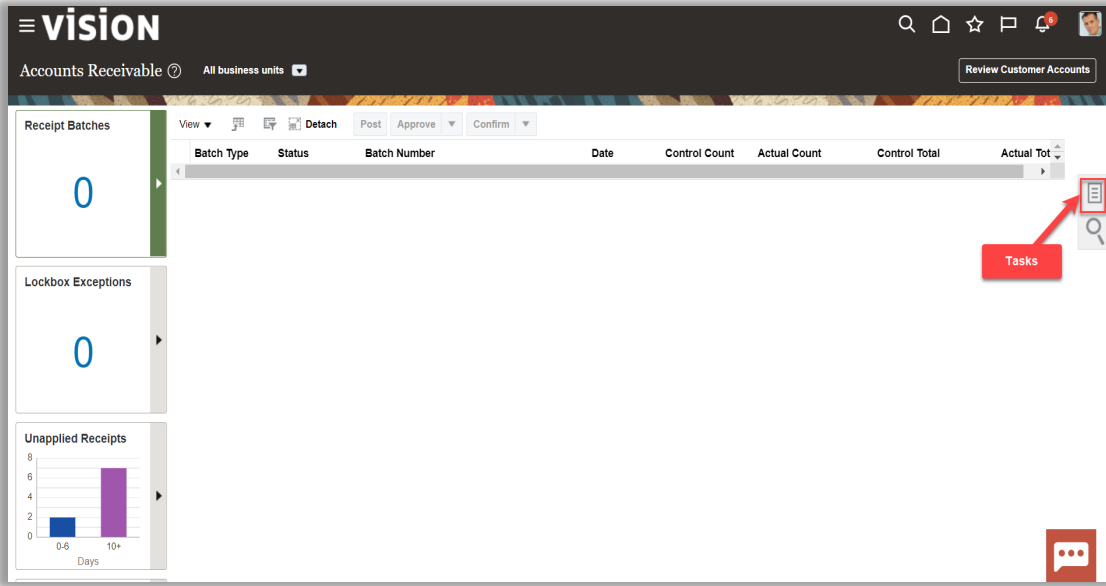
From home screen, click **Receivables**



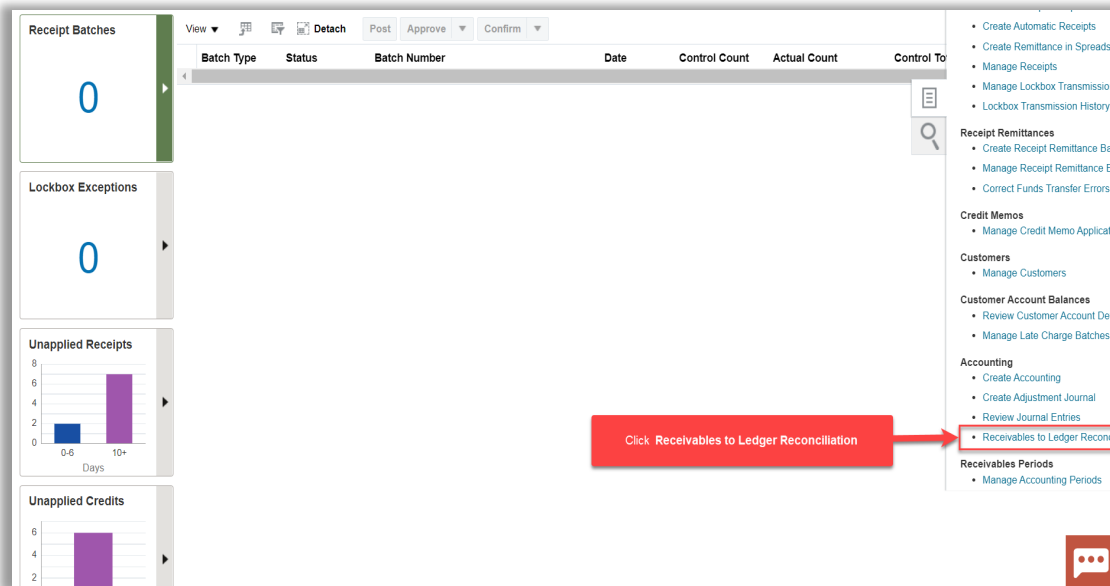
Click Account Receivables



Click Tasks



Click Receivables to Ledger Reconciliation



Click the Ledger list

vision Reconcilable to Ledger Reconciliation Done

* Ledger: CMAASK IND PL
 Request Name: Test
 Apply Reset

Data Preparation Attributes

Extraction Date	Request Name	Ledger	Accounting Period	Include Intercompany Transactions	Include On Account Items	Include Unapplied and Unidentified Receipts	Business Unit
10/7/22 9:17 AM	Test	CMAASK IND PL	Mar-23	Yes	Yes	Yes	CMAASK Gachibowli BU

Refresh - Print - Export - Add to Briefing Book

Reconcilable to Ledger Reconciliation Summary

	Receivables Amount (INR)	Accounting Amount (INR)	Difference (INR)
Accounting Begin Balance		0.00	
(Non-Receivables Begin Balance)		(1,200.00)	
Receivables Begin Balance	1,200.00	1,200.00	
Invoices	0.00	0.00	0.00
Adjustments	0.00	0.00	0.00

Click in the Request Name list

vision Reconcilable to Ledger Reconciliation Done

* Ledger: CMAASK IND PL
 Request Name: Test
 Apply Reset

Data Preparation Attributes

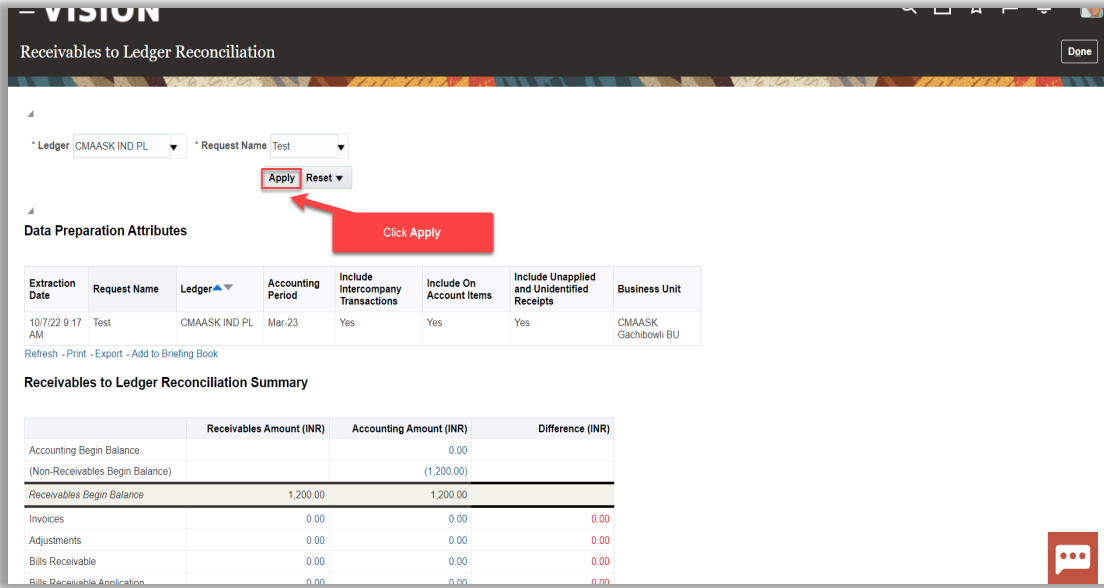
Extraction Date	Request Name	Ledger	Accounting Period	Include Intercompany Transactions	Include On Account Items	Include Unapplied and Unidentified Receipts	Business Unit
10/7/22 9:17 AM	Test	CMAASK IND PL	Mar-23	Yes	Yes	Yes	CMAASK Gachibowli BU

Refresh - Print - Export - Add to Briefing Book

Reconcilable to Ledger Reconciliation Summary

	Receivables Amount (INR)	Accounting Amount (INR)	Difference (INR)
Accounting Begin Balance		0.00	
(Non-Receivables Begin Balance)		(1,200.00)	
Receivables Begin Balance	1,200.00	1,200.00	
Invoices	0.00	0.00	0.00
Adjustments	0.00	0.00	0.00

Click Apply

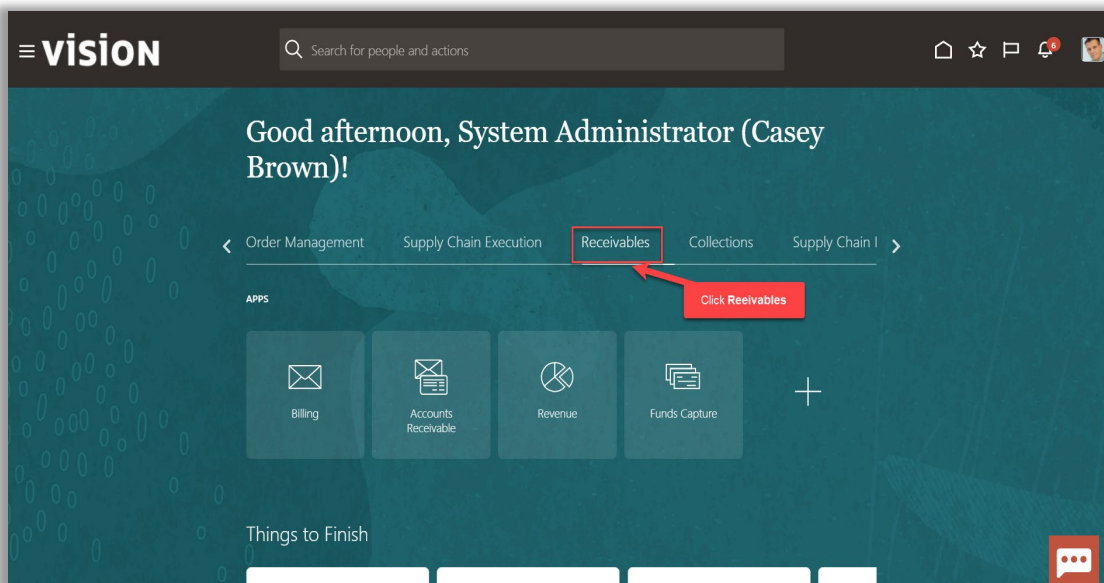


Note: Use the Receivables to Ledger Reconciliation Summary to view Receivables and accounting beginning and ending balances as well as summarized accounts Receivables activity and its corresponding accounting. In this example, you drill down on the Other Accounting amount. Click the Return link.

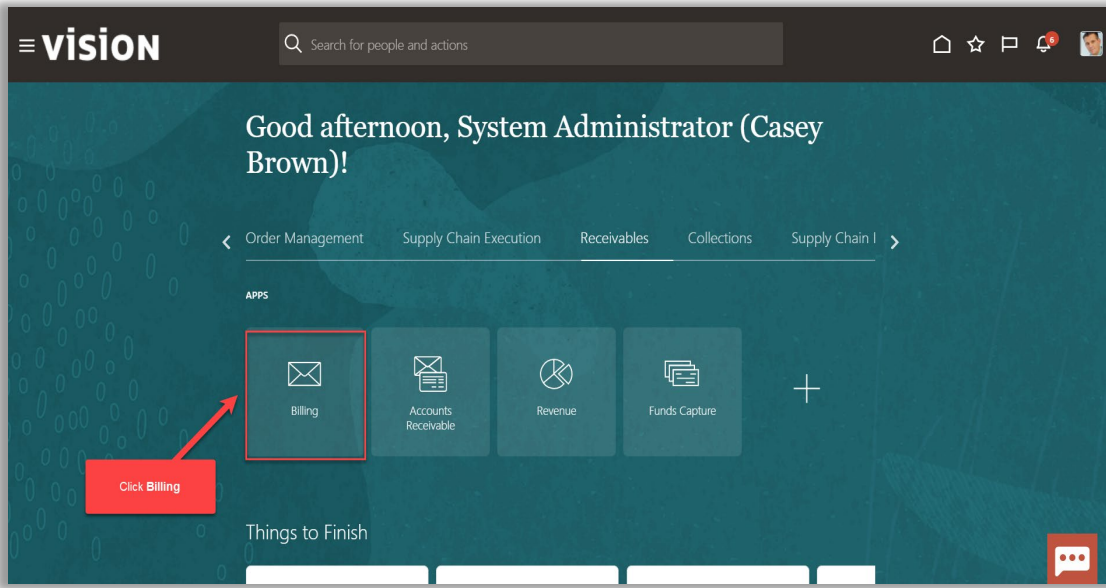
Create Accounting For Receivables

Navigation: Receivables>Billing>Tasks>Create Accounting>Print Format>Ledger>End Date>Create Accounting>Accounting Mode>Accounting Mode>Process Error only>Accounting Report Level>Transfer to General Ledger>Post in General Ledger>Submit

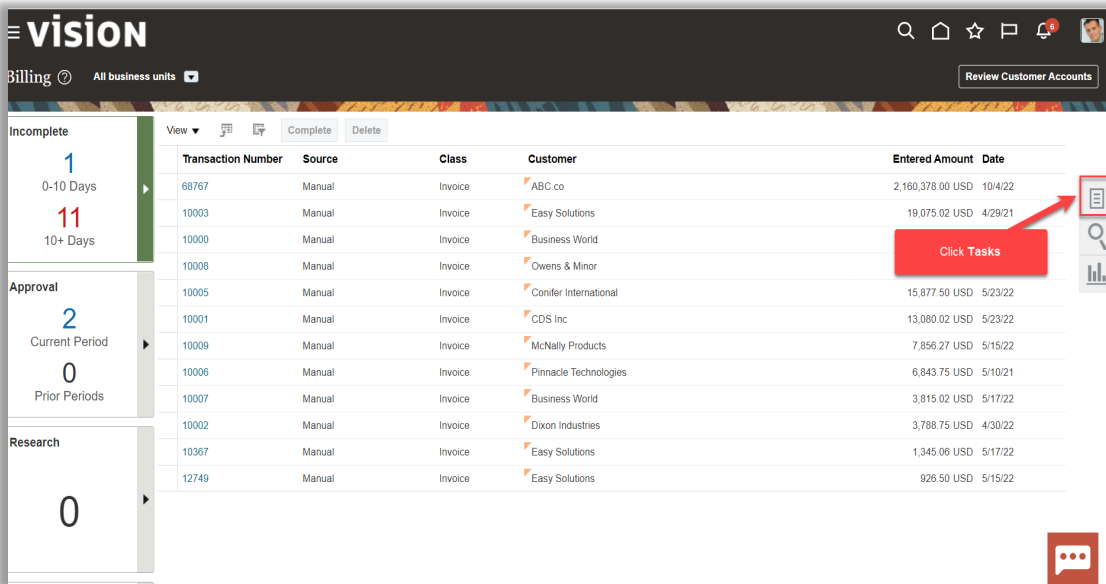
From home screen, click **Receivables**



Click **Billing**



Click Tasks



Click Create Accounting

vision
Billing All business units

Incomplete: 1 (0-10 Days), 11 (10+ Days)
Approval: 2 (Current Period), 0 (Prior Periods)
Research: 0

Transaction Number	Source	Class	Customer	Entered
68767	Manual	Invoice	ABC.co	
10003	Manual	Invoice	Easy Solutions	
10000	Manual	Invoice	Business World	
10008	Manual	Invoice	Owens & Minor	
10005	Manual	Invoice	Conifer International	
10001	Manual	Invoice	GDS Inc	13,0
10009	Manual	Invoice	McNally Products	7,8
10006	Manual	Invoice	Pinnacle Technologies	6,5
10007	Manual	Invoice	Business World	3,8
10002	Manual	Invoice	Dixon Industries	3,7
10367	Manual	Invoice	Easy Solutions	1,3
12749	Manual	Invoice	Easy Solutions	9,

- Transactions
 - Create Transaction
 - Credit Transaction
 - Manage Transactions
 - Manage AutoInvoice Lines
 - Approve Adjustments
 - Manage Recurring Bill Plans
- Customers
 - Create Customer
 - Manage Customers
 - Upload Customers from Spreadst
 - Manage Data Import
- Customer Account Balances
 - Review Customer Account Details
- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

Click Create Accounting

Select the appropriate **Print Format** from the list of values

Name: Create Receivables Accounting
Description: Generates revenue recognition schedules and cre...
Schedule: As soon as possible
Submission Notes:

Basic Options
Parameters

* Print Format: Summary

Maximum Number of Workers per Business Unit: 1
* Ledger: AU Council Primary Ledger
Process Category:
* End Date: 10/31/22
* Create Accounting: Yes
* Accounting Mode: Final
* Process Errors Only: No
* Accounting Report Level: Summary
* Transfer to General Ledger: Yes
* Post in General Ledger: Yes
General Ledger Batch Name:
Include User Transaction Identifiers: No

Select the appropriate Print Format from the list of values

Select the **Ledger** from the list of values

Process Options **Advanced** **Submit** **Cancel**

Name Create Receivables Accounting

Description Generates revenue recognition schedules and cre... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options
Parameters

* Print Format Summary

Maximum Number of Workers per Business Unit 1

* Ledger AU Council Primary Ledger

Process Category

* End Date 10/31/22

* Create Accounting Yes

* Accounting Mode Final

* Process Errors Only No

* Accounting Report Level Summary

* Transfer to General Ledger Yes

* Post in General Ledger Yes

General Ledger Batch Name

Include User Transaction Identifiers No

Select the Ledger from the list of values

Select the End Date

Process Options **Advanced** **Submit** **Cancel**

Name Create Receivables Accounting

Description Generates revenue recognition schedules and cre... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options
Parameters

* Print Format Summary

Maximum Number of Workers per Business Unit 1

* Ledger AU Council Primary Ledger

Process Category

* End Date 10/31/22

* Create Accounting Yes

* Accounting Mode Final

* Process Errors Only No

* Accounting Report Level Summary

* Transfer to General Ledger Yes

* Post in General Ledger Yes

General Ledger Batch Name

Include User Transaction Identifiers No

Select the End Date

Select Create Accounting


Name Create Receivables Accounting
 Description Generates revenue recognition schedules and cre...
 Schedule As soon as possible
 Submission Notes

Notify me when this process ends

Basic Options

Parameters

* Print Format Summary
 Maximum Number of Workers per Business Unit 1
 * Ledger AU Council Primary Ledger
 Process Category
 * End Date 10/31/22
 * Create Accounting Yes
 * Accounting Mode Final
 * Process Errors Only No
 * Accounting Report Level Summary
 * Transfer to General Ledger Yes
 * Post in General Ledger Yes
 General Ledger Batch Name
 Include User Transaction Identifiers No



Select Create Accounting

Select Accounting Mode


Name Create Receivables Accounting
 Description Generates revenue recognition schedules and cre...
 Schedule As soon as possible
 Submission Notes

Notify me when this process ends

Basic Options

Parameters

* Print Format Summary
 Maximum Number of Workers per Business Unit 1
 * Ledger AU Council Primary Ledger
 Process Category
 * End Date 10/31/22
 * Create Accounting Yes
 * Accounting Mode Final
 * Process Errors Only No
 * Accounting Report Level Summary
 * Transfer to General Ledger Yes
 * Post in General Ledger Yes
 General Ledger Batch Name
 Include User Transaction Identifiers No



Select Accounting Mode

Select Process Error only

Name Create Receivables Accounting

Description Generates revenue recognition schedules and cre... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Print Format Summary

Maximum Number of Workers per Business Unit 1


* Ledger AU Council Primary Ledger


Process Category

* End Date 10/31/22

* Create Accounting Yes

* Accounting Mode Final

* Process Errors Only No 



* Accounting Report Level Summary 

* Transfer to General Ledger Yes

* Post in General Ledger Yes

General Ledger Batch Name

Include User Transaction Identifiers No

Select Accounting Report Level

Name Create Receivables Accounting

Description Generates revenue recognition schedules and cre... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Print Format Summary

Maximum Number of Workers per Business Unit 1

* Ledger AU Council Primary Ledger


Process Category

* End Date 10/31/22

* Create Accounting Yes

* Accounting Mode Final

* Process Errors Only No



* Accounting Report Level Summary 

* Transfer to General Ledger Yes

* Post in General Ledger Yes

General Ledger Batch Name

Include User Transaction Identifiers No

Select Transfer to General Ledger

Name Create Receivables Accounting

Description Generates revenue recognition schedules and cre... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Print Format Summary

Maximum Number of Workers per Business Unit 1

* Ledger AU Council Primary Ledger

Process Category

* End Date 10/31/22

* Create Accounting Yes

* Accounting Mode Final

* Process Errors Only No

* Accounting Report Level Summary

Transfer to General Ledger Yes

* Post in General Ledger Yes

General Ledger Batch Name

Include User Transaction Identifiers No

Select Transfer to General Ledger

Select Post in General Ledger

Name Create Receivables Accounting

Description Generates revenue recognition schedules and cre... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Print Format Summary

Maximum Number of Workers per Business Unit 1

* Ledger AU Council Primary Ledger

Process Category

* End Date 10/31/22

* Create Accounting Yes

* Accounting Mode Final

* Process Errors Only No

* Accounting Report Level Summary

* Transfer to General Ledger Yes

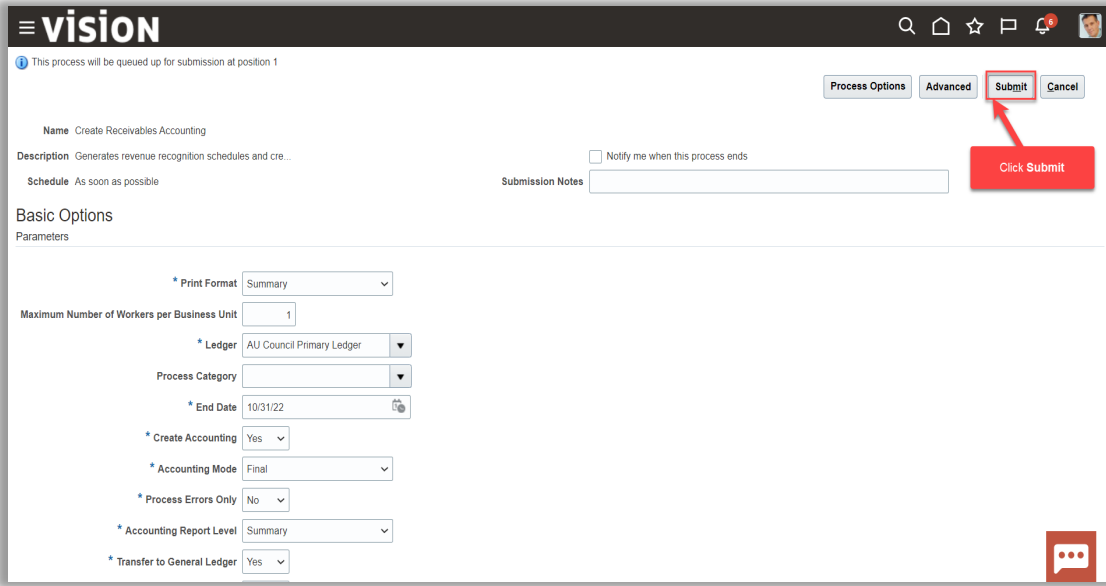
*** Post in General Ledger Yes**

General Ledger Batch Name

Include User Transaction Identifiers No

Select Post in General Ledger

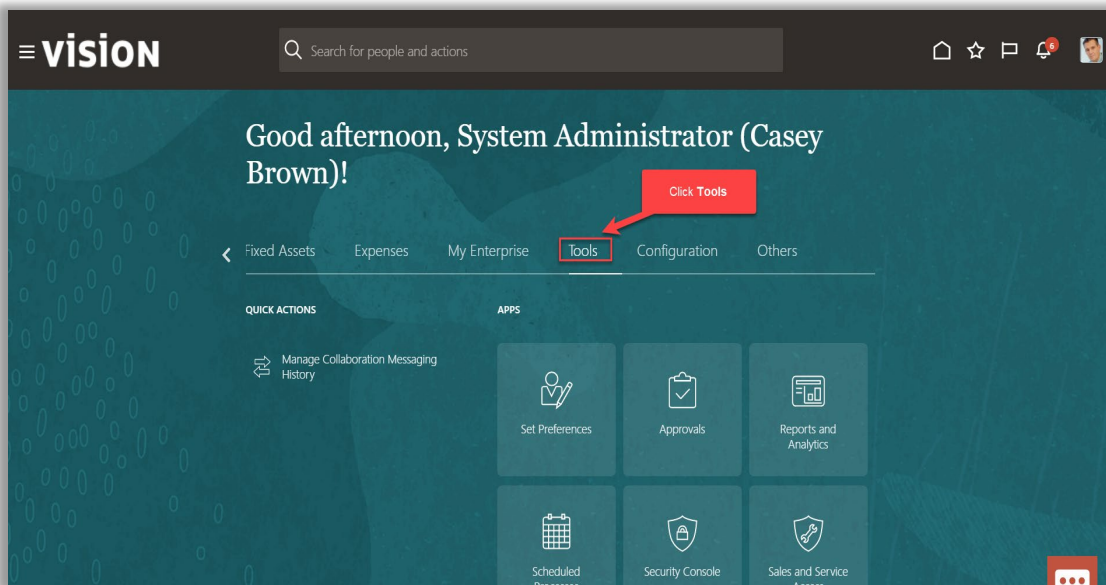
Click Submit



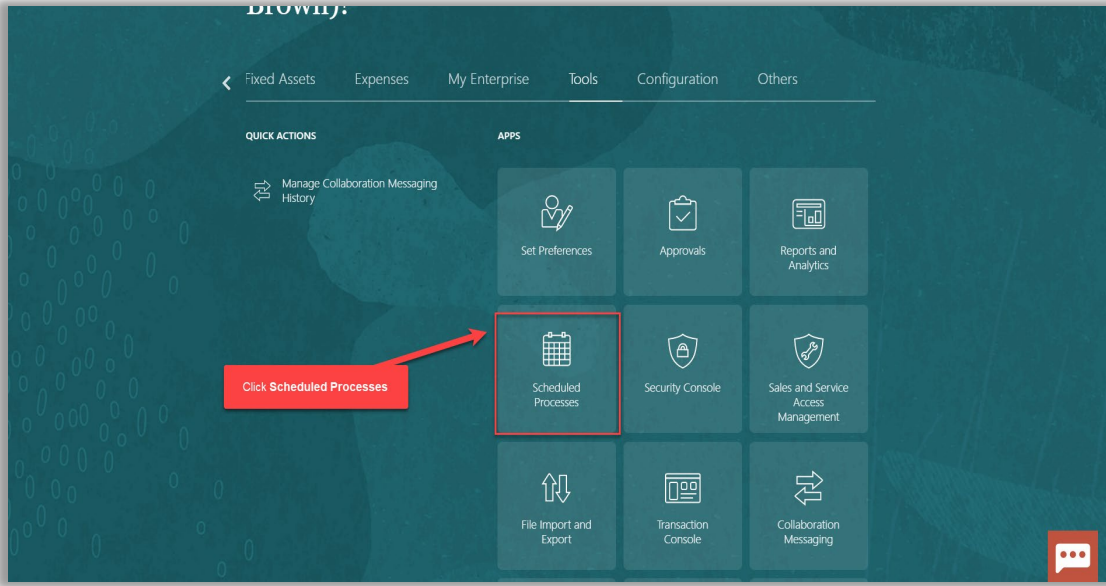
Refresh Receivables Transactions for Customer Account Summaries

Navigation: Tools>Scheduled Processes>Scheduled New Process>Refresh Receivables Transactions for Customer Account Summaries and click OK>Submit>OK>Receivables>Account Receivables>Tasks>Review Customer Account Details>Account>Search>Row header> Overview>View Activities>Done

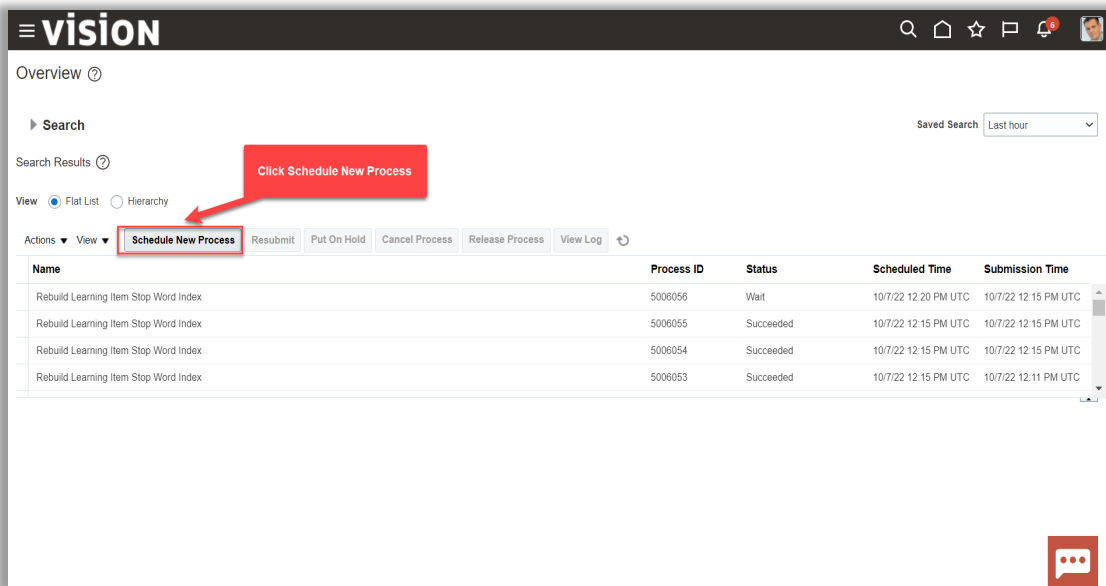
From home screen, click **Tools**



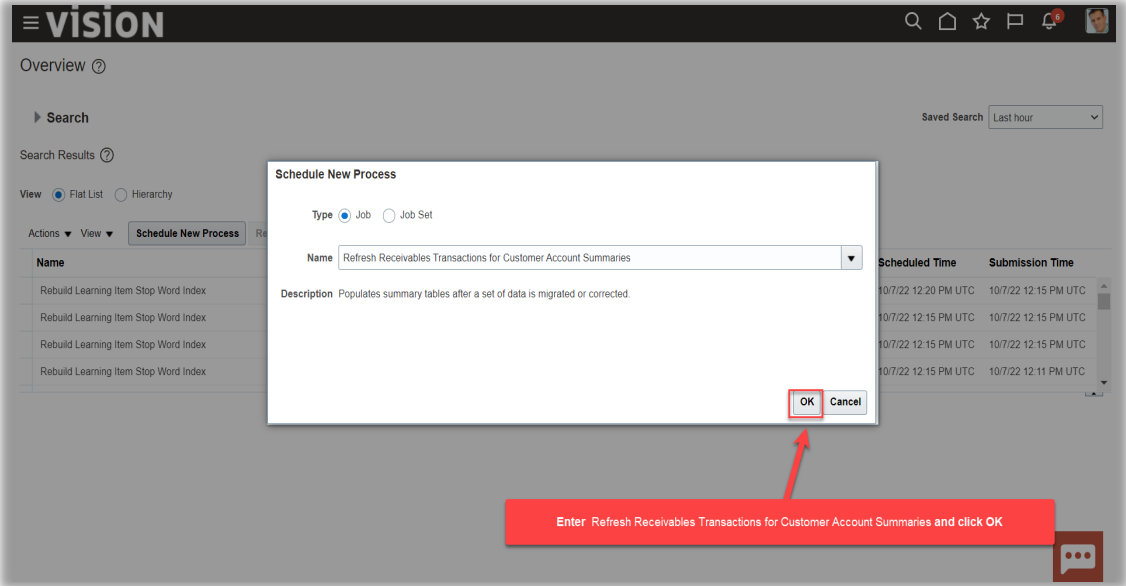
Click **Scheduled Processes**



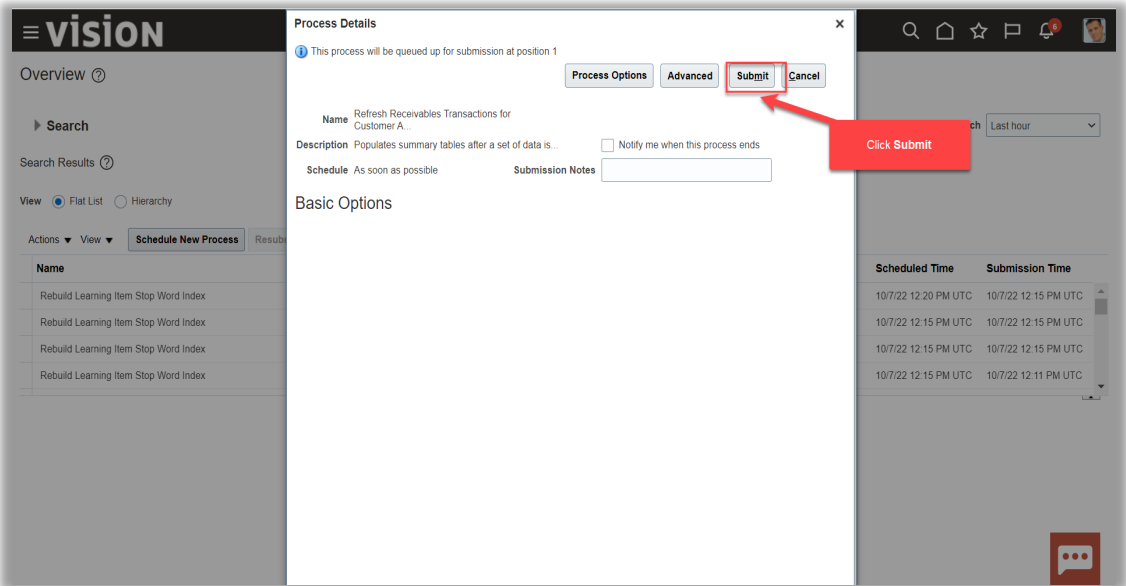
Click Scheduled New Process



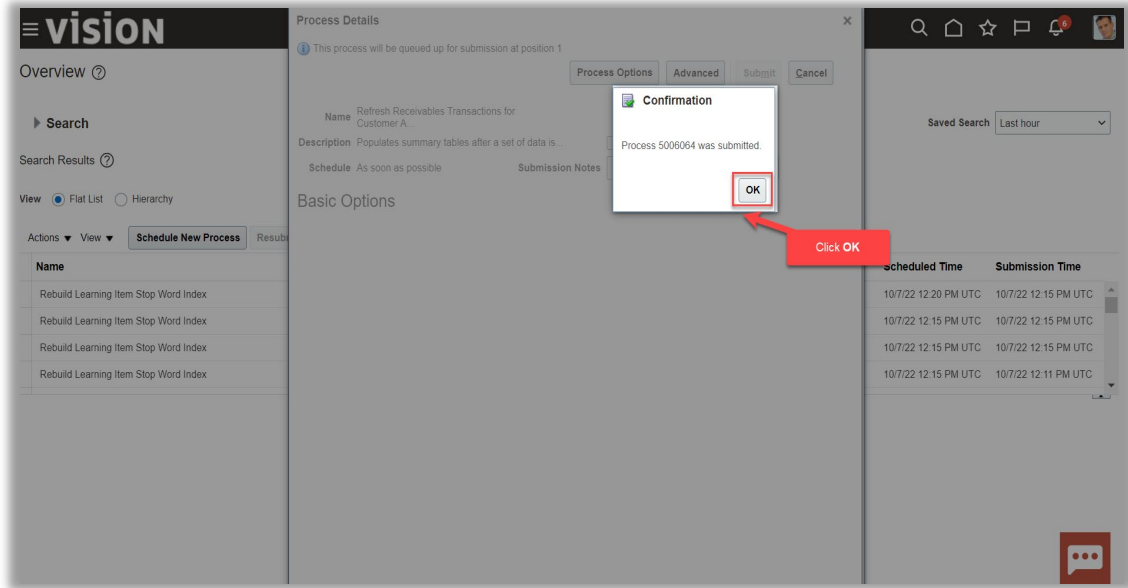
Enter Refresh Receivables Transactions for Customer Account Summaries and click OK



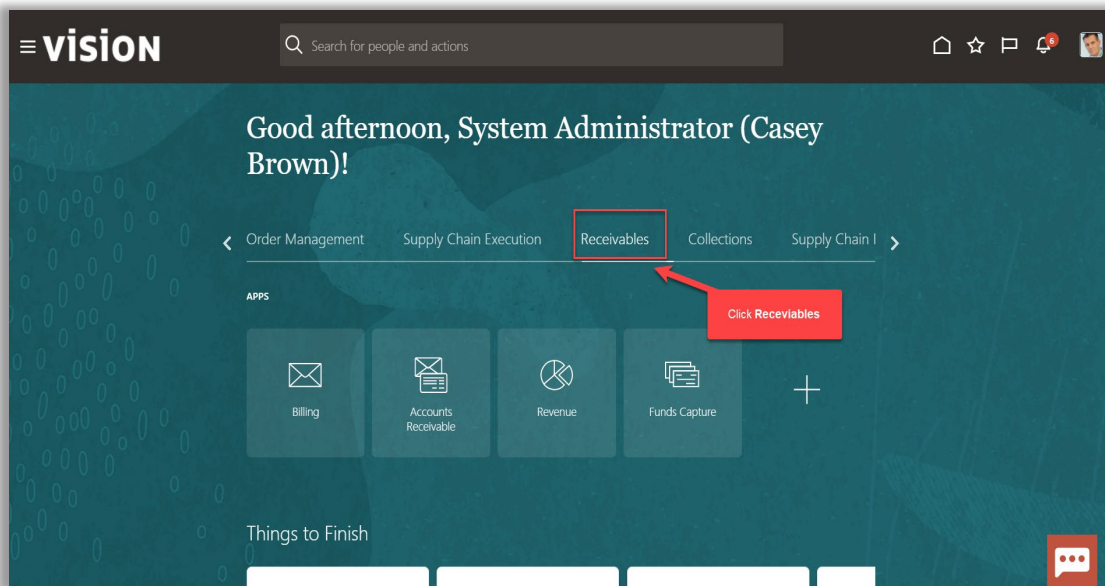
Click Submit



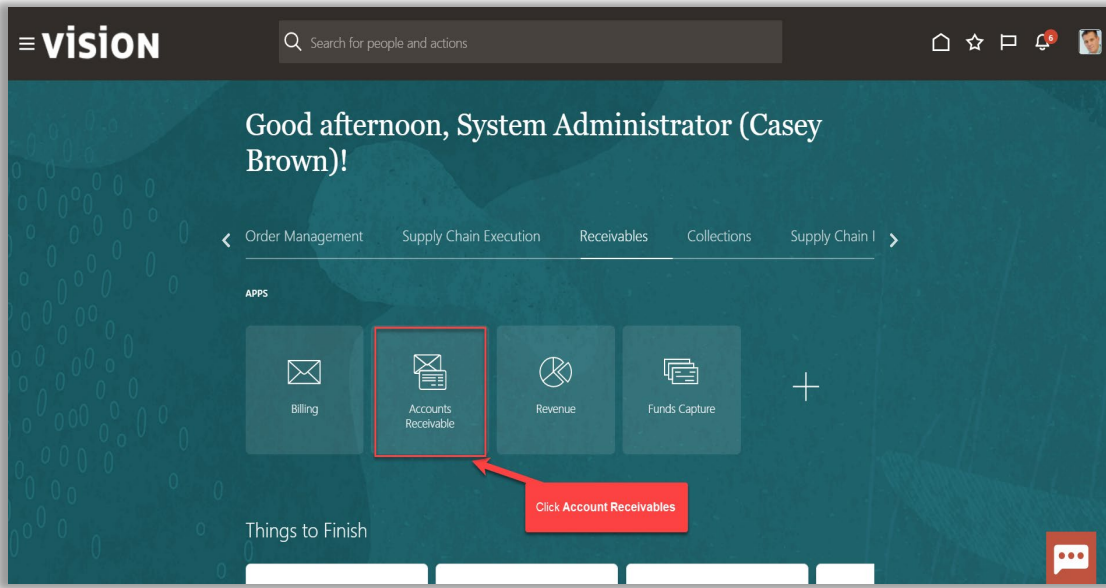
Click OK



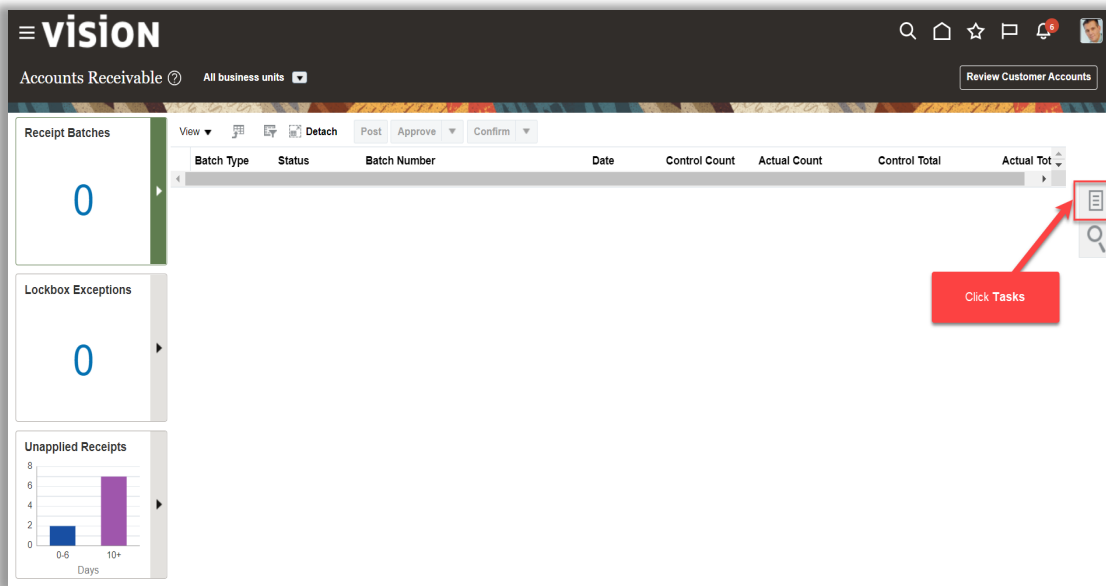
Click Receivables



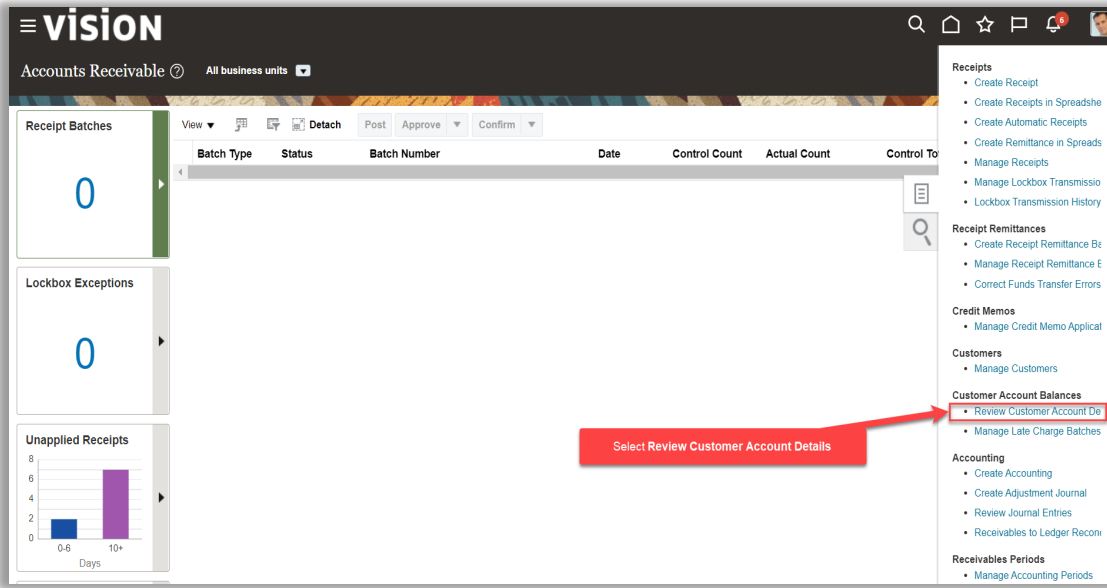
Click Account Receivables



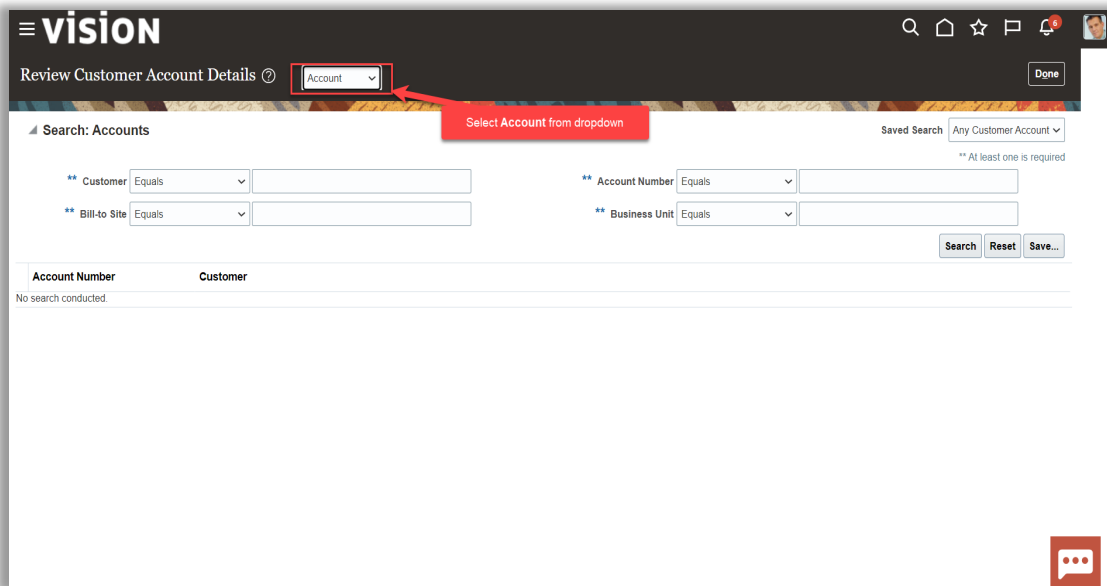
Click Tasks



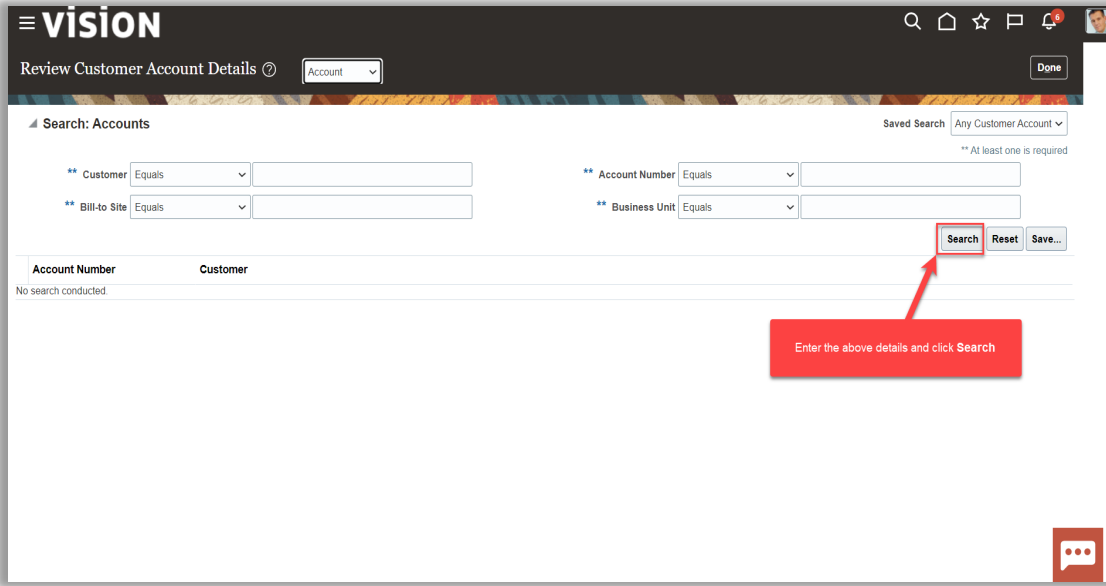
Select Review Customer Account Details



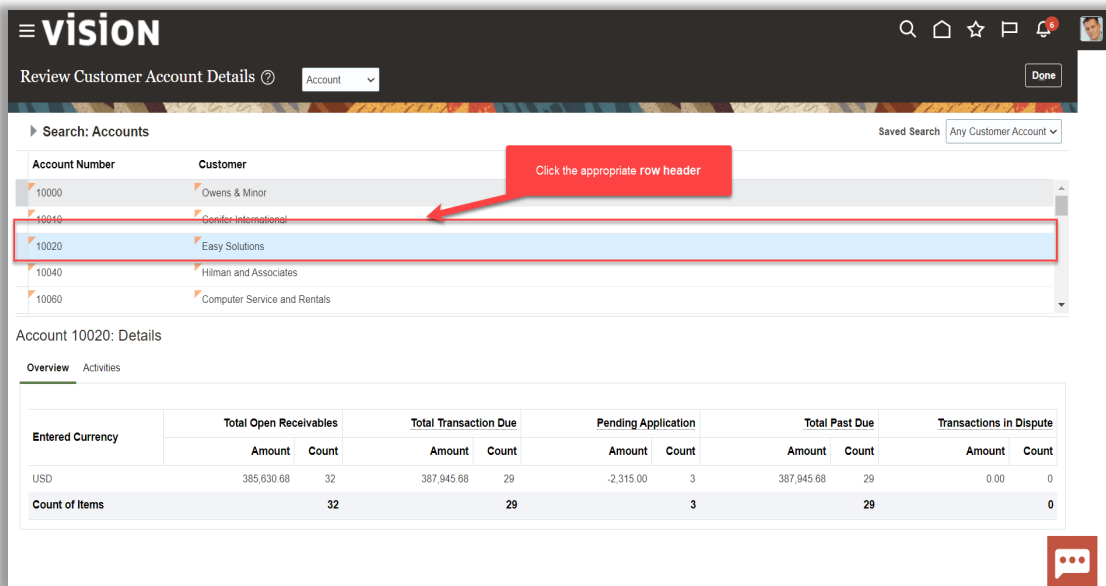
Select Account from dropdown



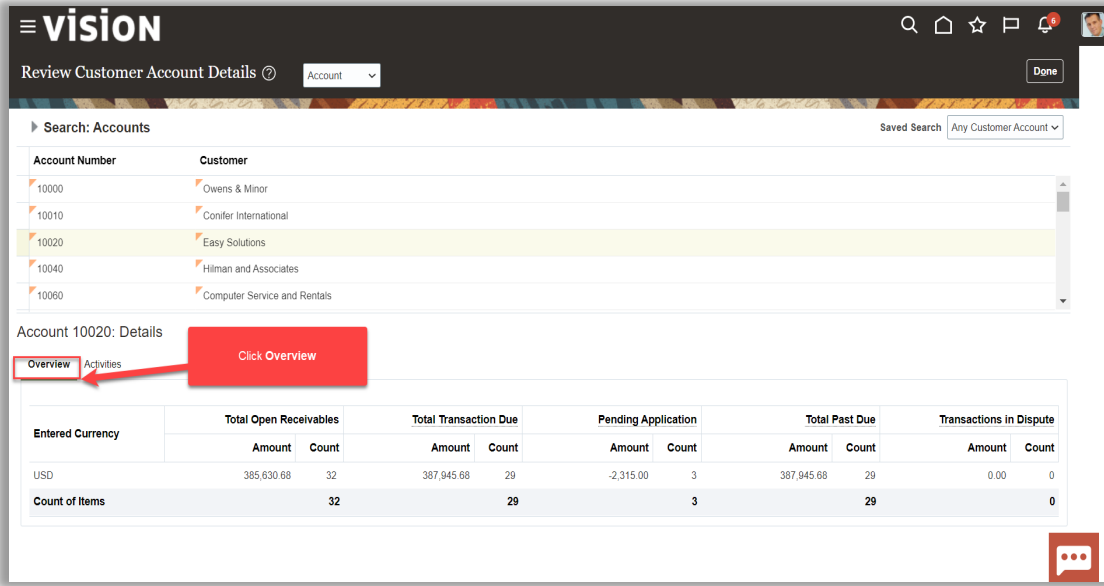
Enter the above details and click **Search**



Click the appropriate row header

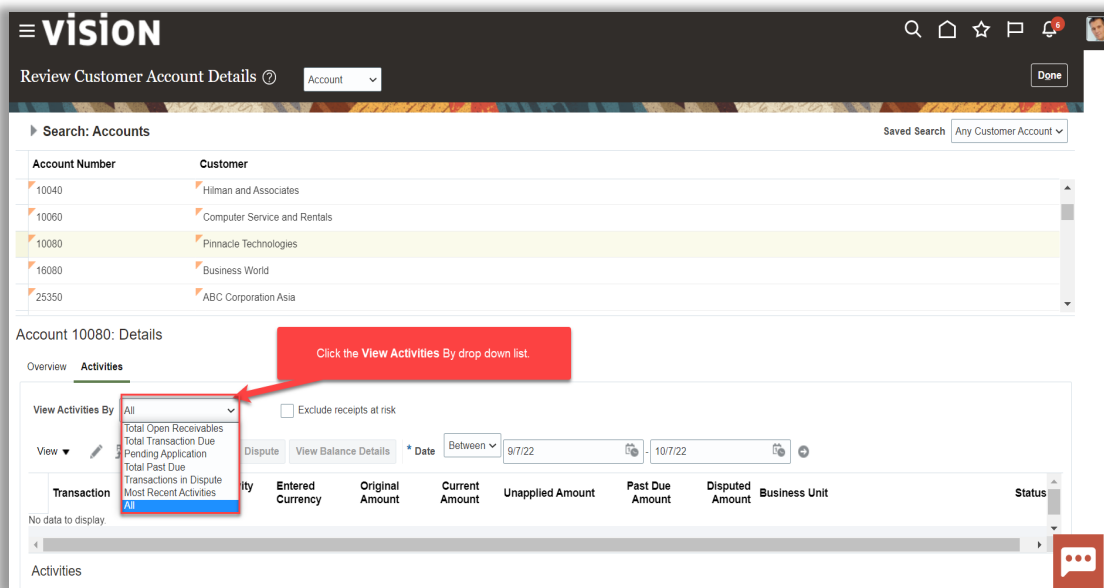


Click Overview



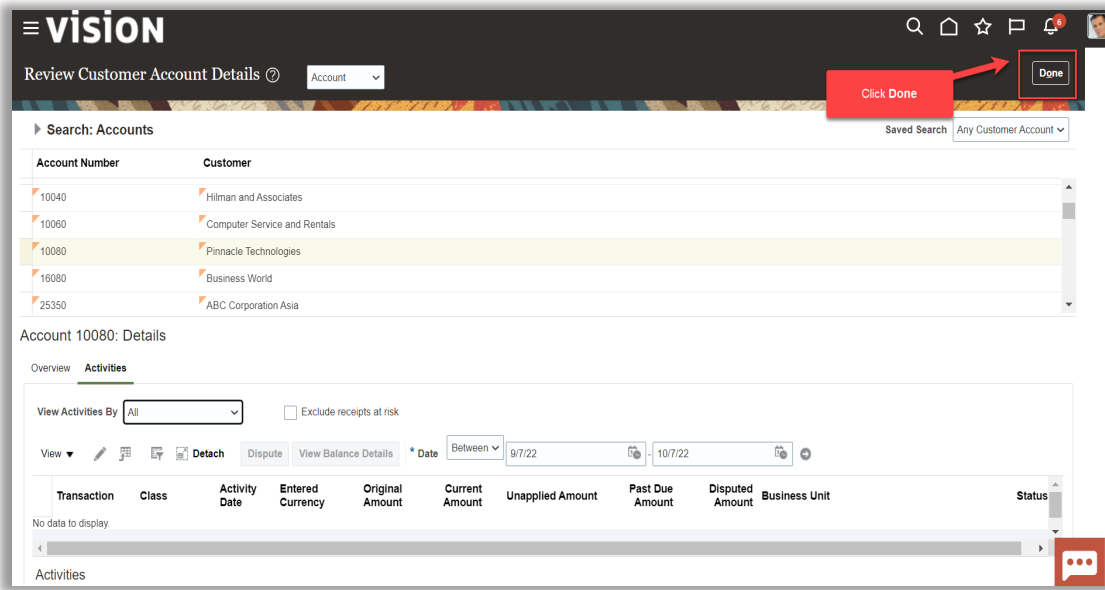
Note: Use the Overview table to view information that summarizes the current activity of the customer account. Use the Most Recent Activities region to view details of the last transaction and the last receipt that were created for the selected customer account

Click the **View Activities By** drop down list



Note: Use the Activities region to view detailed information about customer account activities

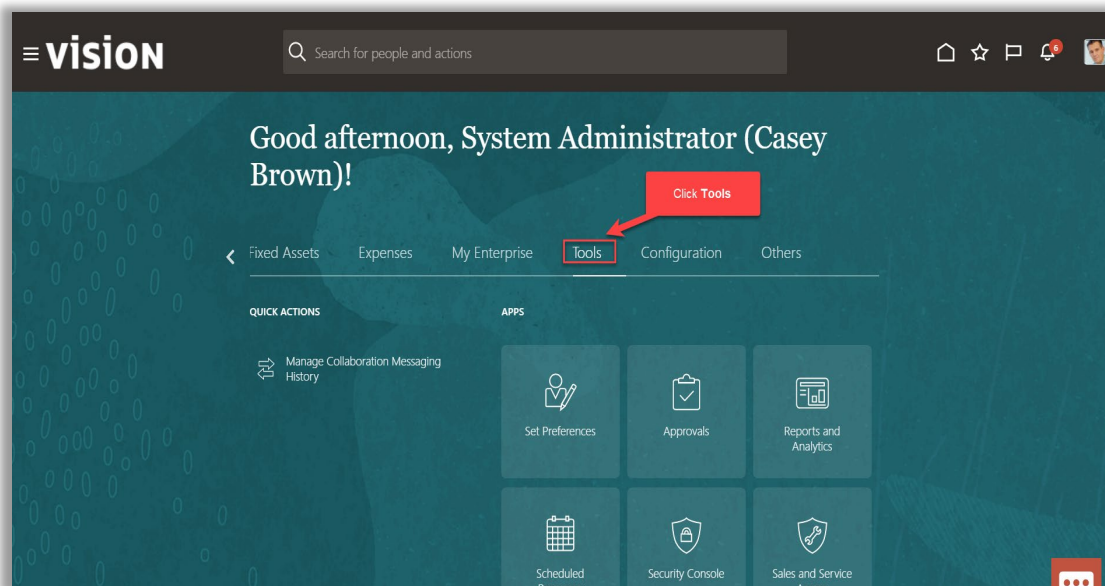
Click **Done**



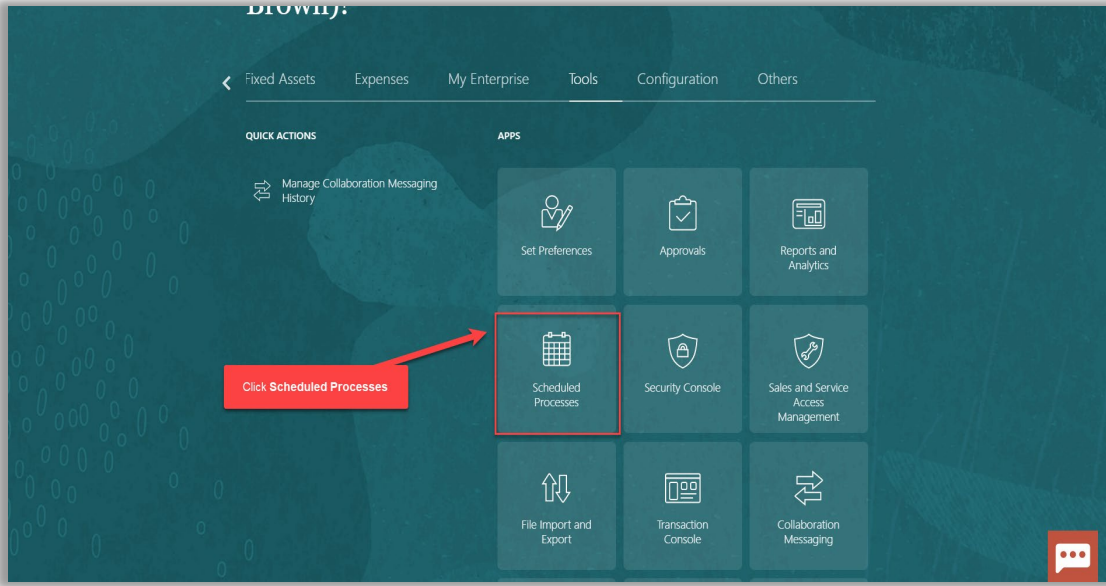
Customer Account Status Report

Navigation: Tools>Scheduled Processes>Scheduled New Process>Customer Account Status Report and click OK>Business Unit>Order By, From Account Status, To Account Status>From Collector and To Collector, From Customer Name to Customer Name>Customer Account Number and To Customer Account Number>Submit

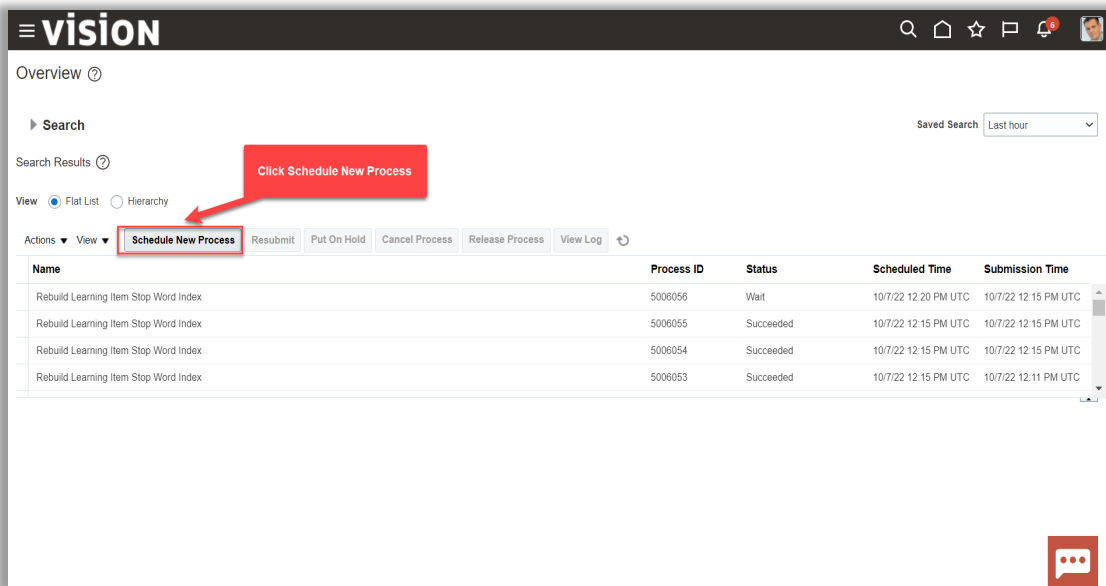
From home screen, click **Tools**



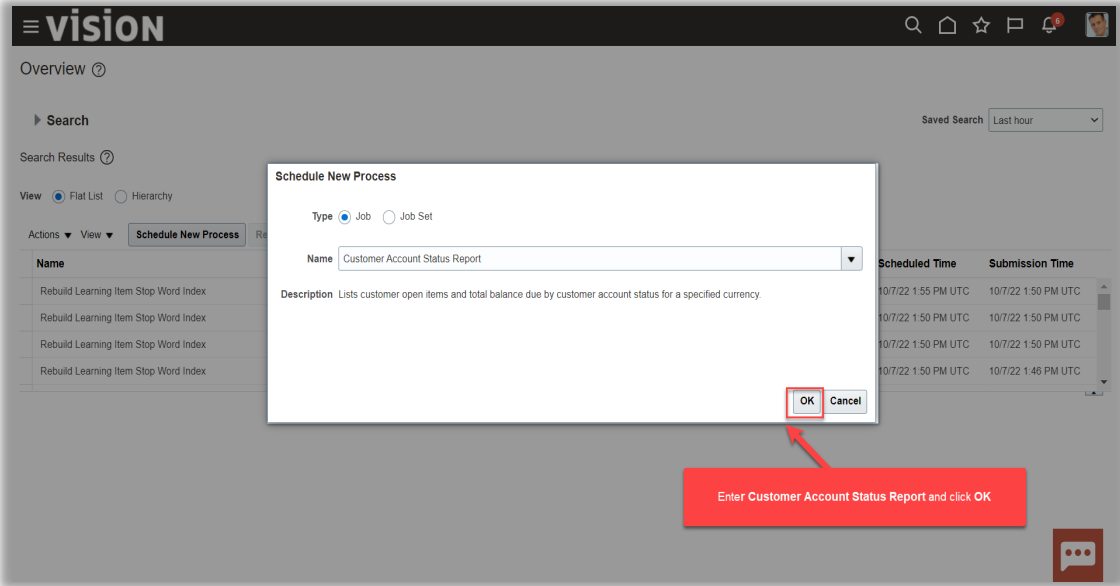
Click **Scheduled Processes**



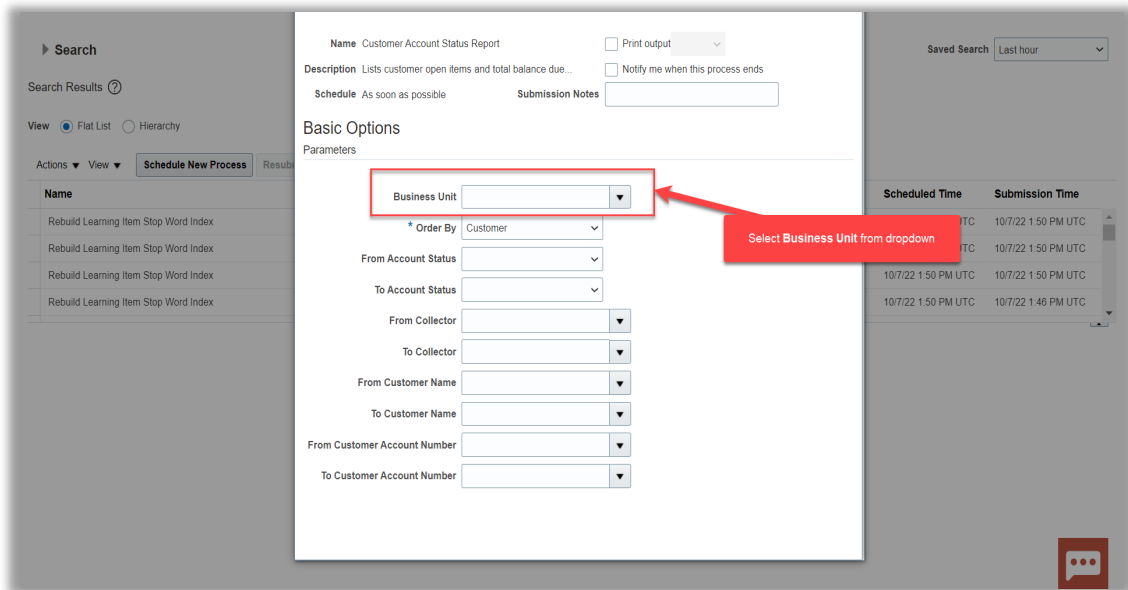
Click Scheduled New Process



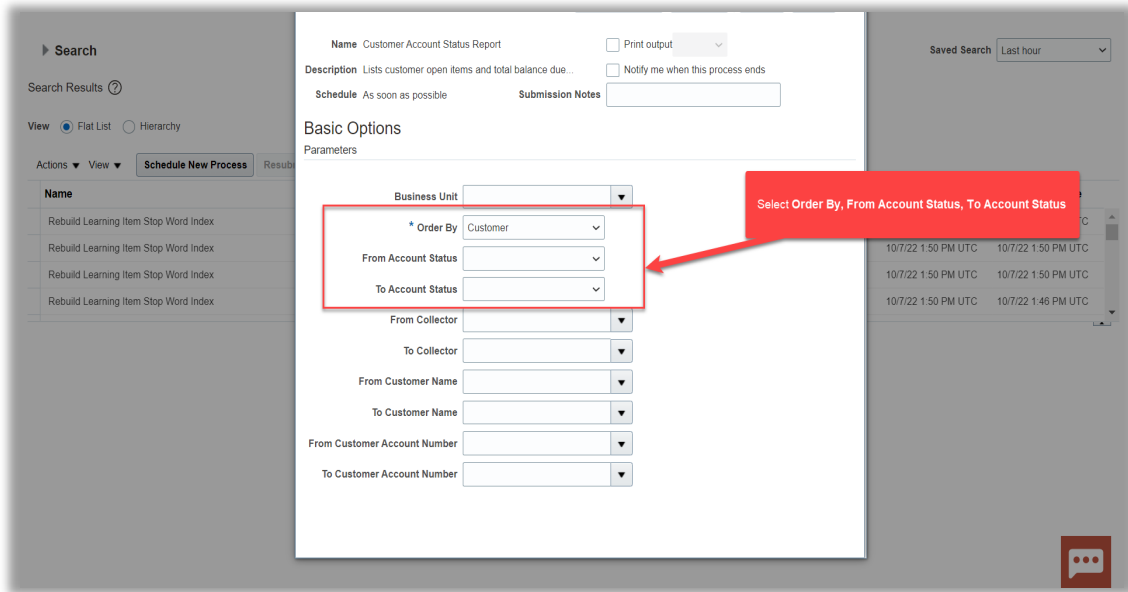
Enter Customer Account Status Report and click OK



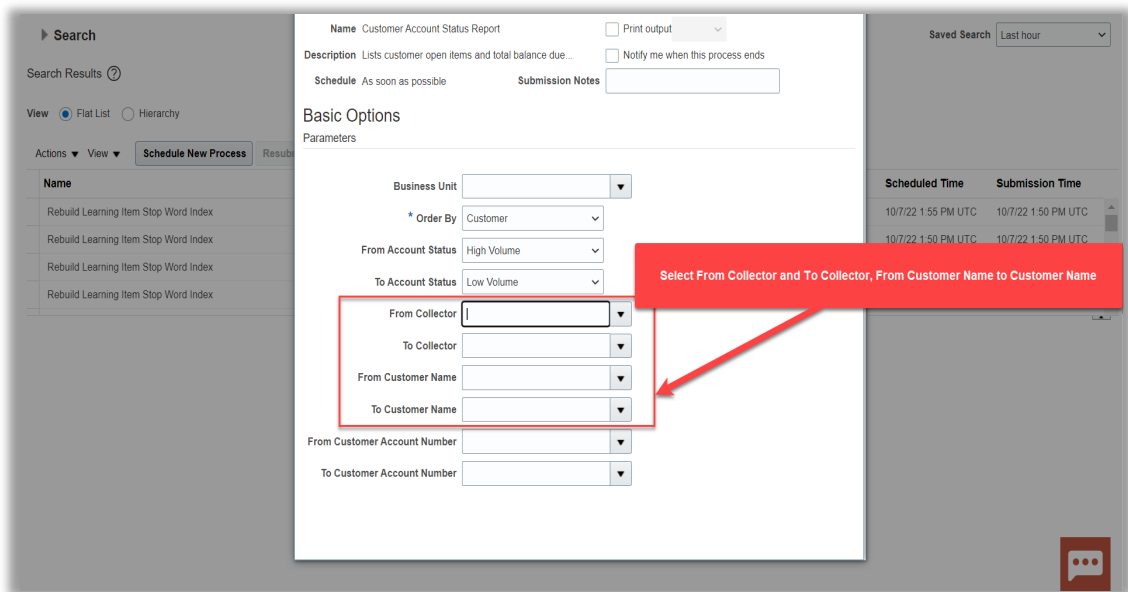
Select the **Business Unit** from dropdown



Select **Order By**, **From Account Status**, **To Account Status**



Select From Collector and To Collector, From Customer Name to Customer Name



Select from Customer Account Number and To Customer Account Number

Name Customer Account Status Report Print output

Description Lists customer open items and total balance due... Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

Business Unit US2 Business Unit

* **Order By** Customer

From Account Status High Volume

To Account Status Low Volume

From Collector Angel Salso

To Collector Angel Salso

From Customer Name ABC Application Software

To Customer Name ABC Application Software

From Customer Account Number

To Customer Account Number

Select from Customer Account Number and To Customer Account Number

Scheduled Time	Submission Time
10/7/22 1:55 PM UTC	10/7/22 1:50 PM UTC
10/7/22 1:50 PM UTC	10/7/22 1:50 PM UTC
10/7/22 1:50 PM UTC	10/7/22 1:50 PM UTC
10/7/22 1:50 PM UTC	10/7/22 1:46 PM UTC

Click Submit

Process Details

This process will be queued up for submission at position 1

Process Options **Advanced** **Submit** **Cancel**

Name Customer Account Status Report Print output

Description Lists customer open items and total balance due... Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

Business Unit US2 Business Unit

* **Order By** Customer

From Account Status High Volume

To Account Status Low Volume

From Collector Angel Salso

To Collector Angel Salso

From Customer Name ABC Application Software

To Customer Name ABC Application Software

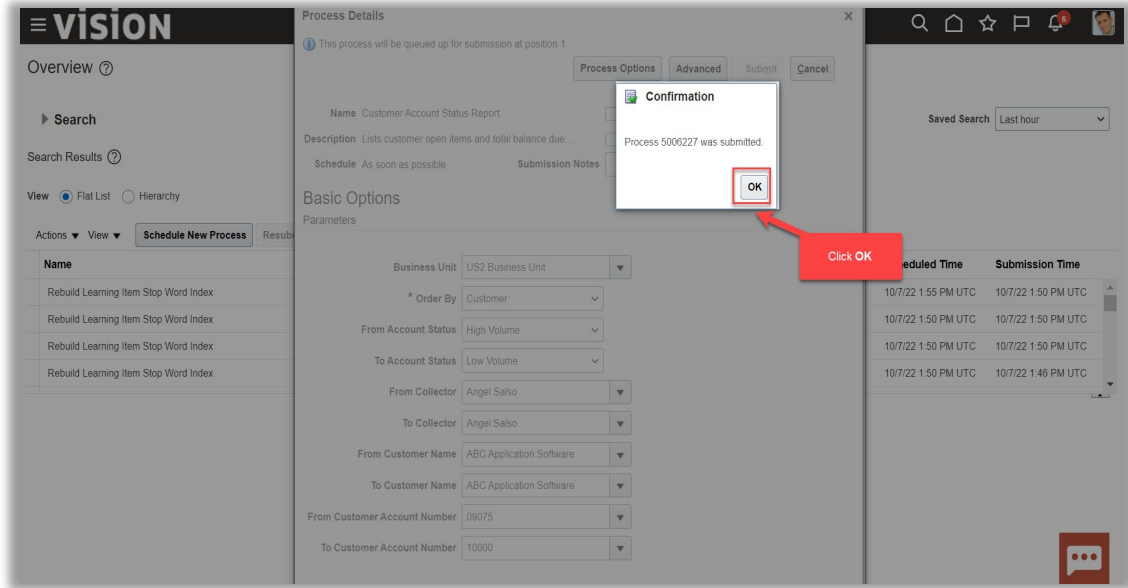
From Customer Account Number 09075

To Customer Account Number 00000

Click Submit

Scheduled Time	Submission Time
10/7/22 1:55 PM UTC	10/7/22 1:50 PM UTC
10/7/22 1:50 PM UTC	10/7/22 1:50 PM UTC
10/7/22 1:50 PM UTC	10/7/22 1:50 PM UTC
10/7/22 1:50 PM UTC	10/7/22 1:46 PM UTC

Click OK

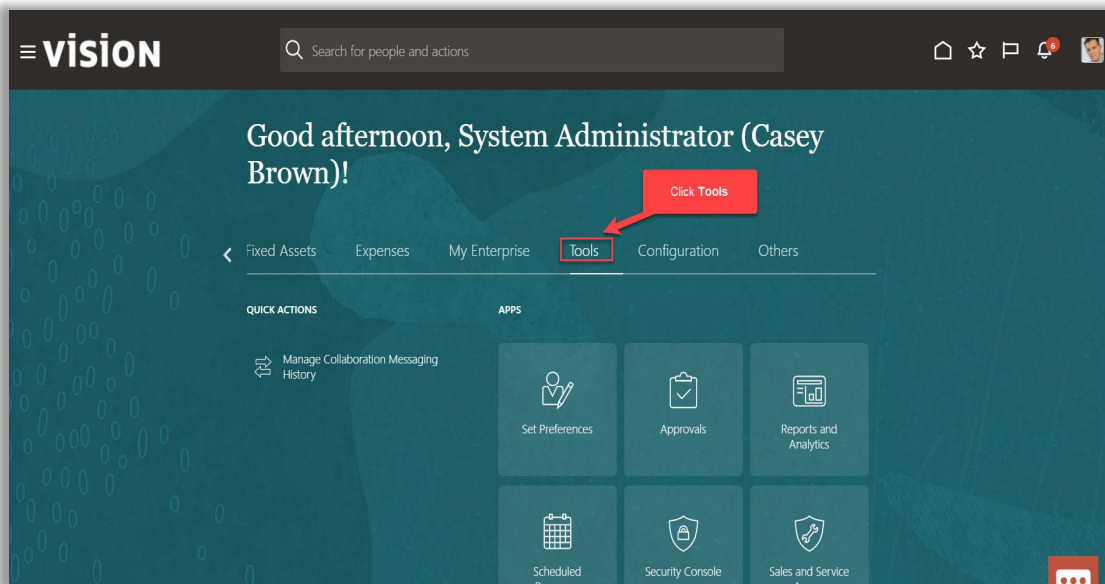


Note: This process needs to be run post completion of Create Accounting

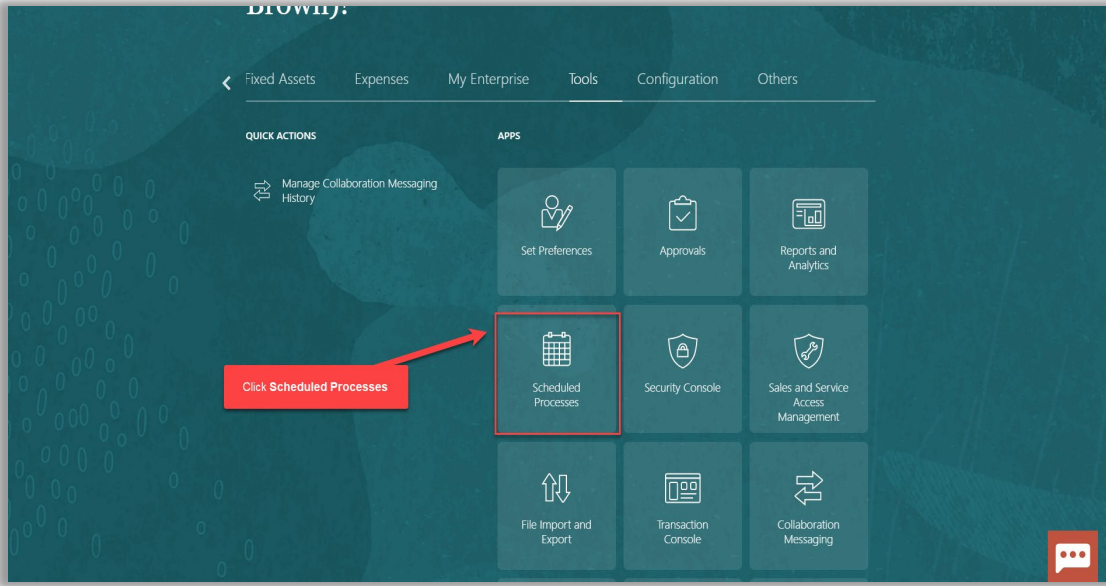
Aging By Common Currency Report

Navigation: Tools>Scheduled Processes>Scheduled New Process>Aging by Common Currency Report and click OK>Currency Conversion Type>Targeted Currency>Aging Bucket Method>Submit>OK>Refresh>Republish>Settings icon and click PDF>Here you can view your report details

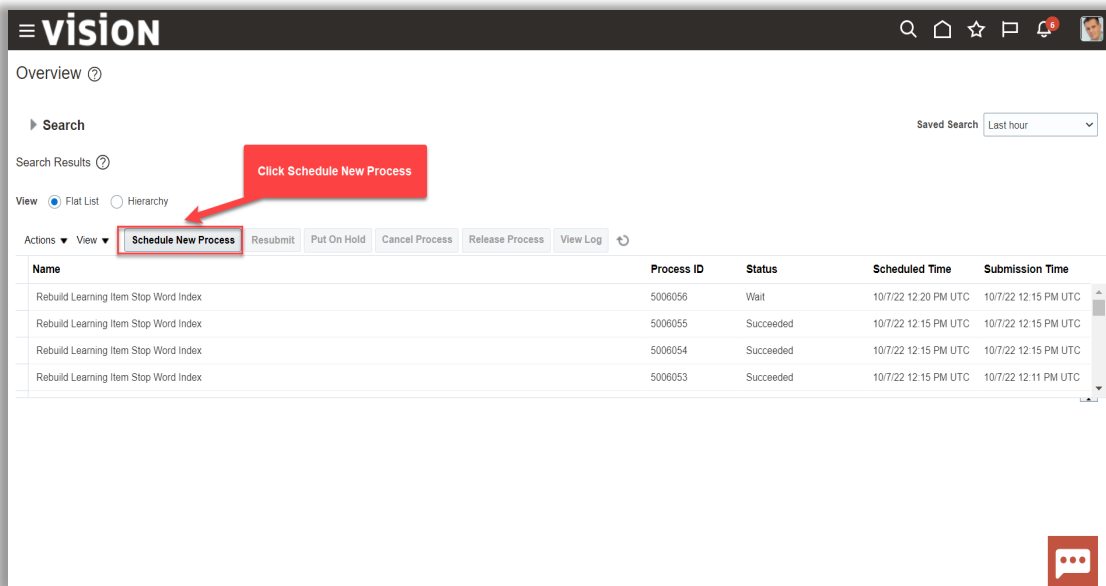
From home screen, click **Tools**



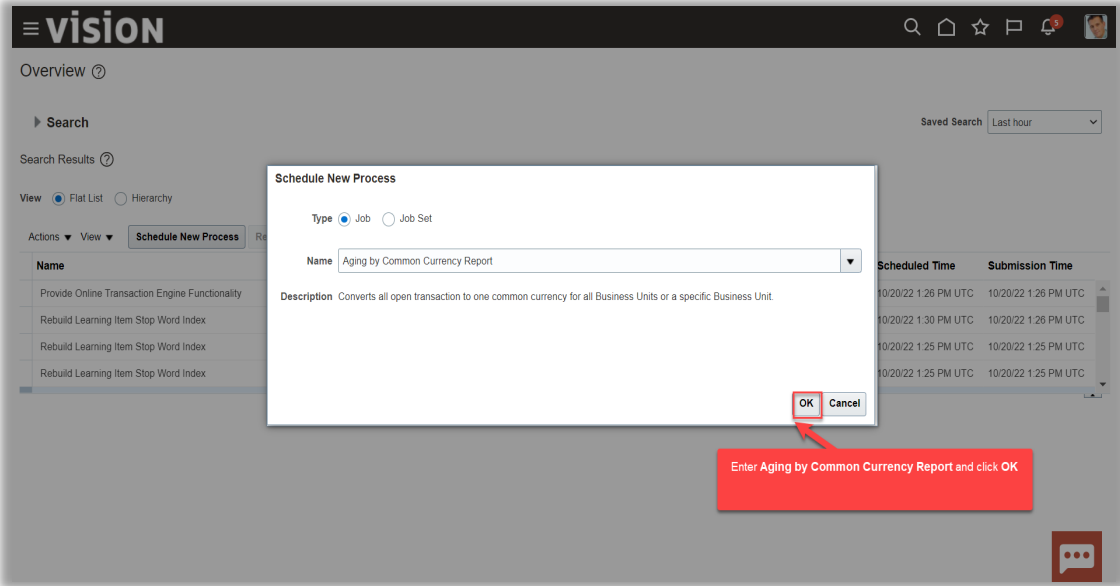
Click **Scheduled Processes**



Click Scheduled New Process

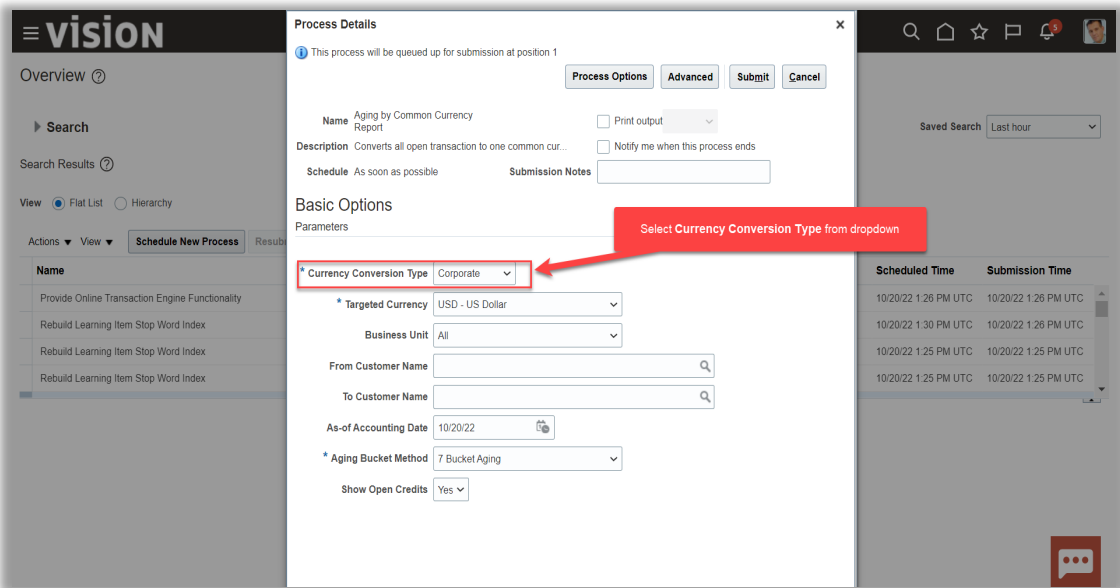


Enter Aging by Common Currency Report and click OK

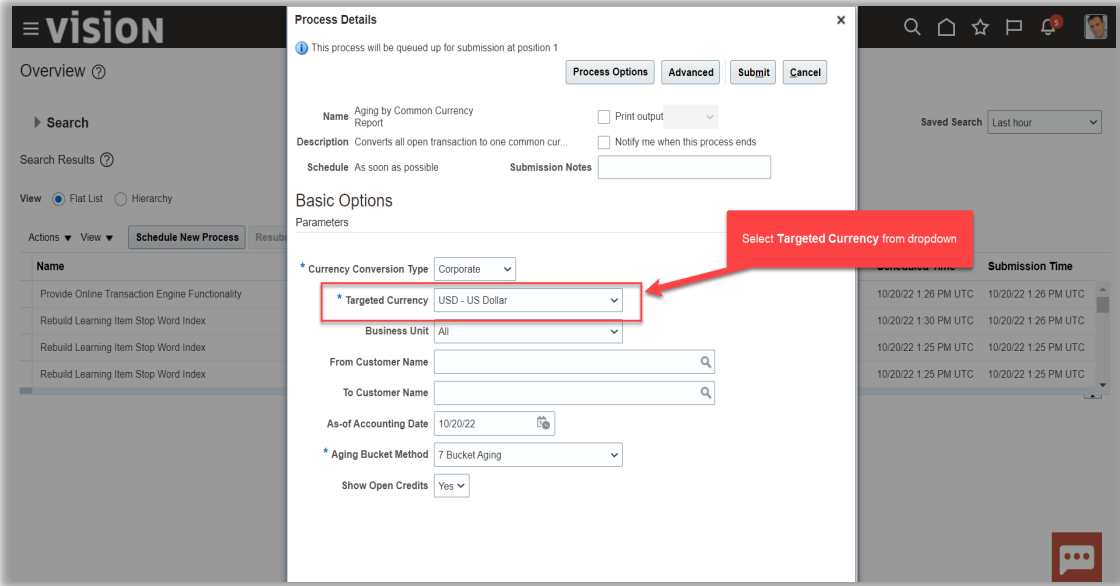


Note: Other format can be downloaded after clicking settings icon

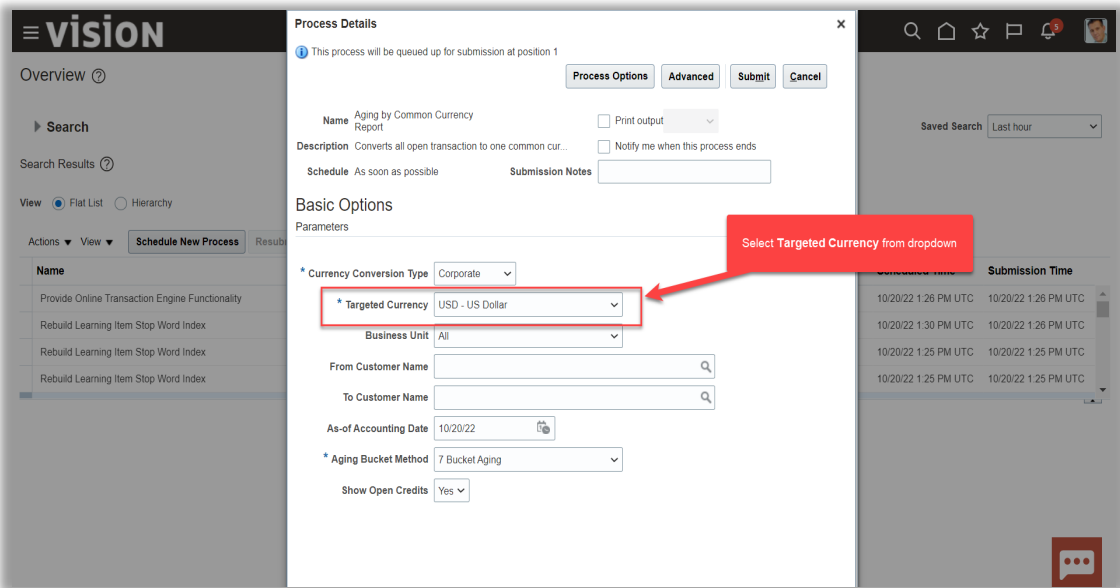
Select **Currency Conversion Type** from dropdown



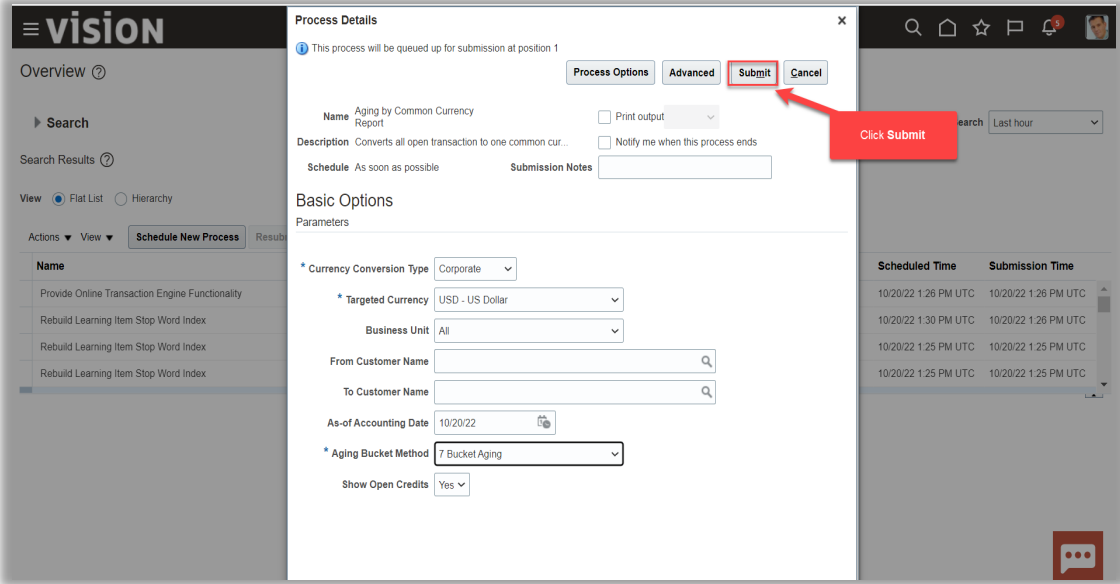
Select **Targeted Currency** from dropdown



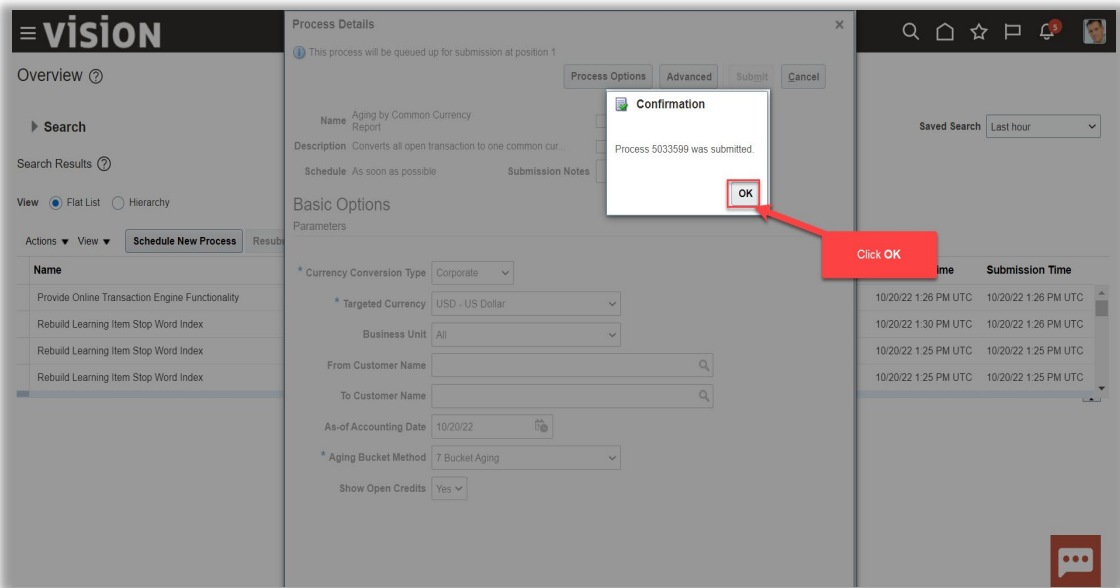
Select Aging Bucket Method from dropdown



Click Submit



Click OK



Click Refresh

VISION

Overview

Search

Search Results

View: Flat List Hierarchy

Actions: Schedule New Process, Resubmit, Put On Hold, Cancel Process, Release Process, View Log

Name	Process ID	Status	Scheduled Time	Submission Time
Provide Online Transaction Engine Functionality	5033357	Running	10/20/22 1:26 PM UTC	10/20/22 1:26 PM UTC
Rebuild Learning Item Stop Word Index	5033356	Wait	10/20/22 1:30 PM UTC	10/20/22 1:26 PM UTC
Rebuild Learning Item Stop Word Index	5033355	Succeeded	10/20/22 1:25 PM UTC	10/20/22 1:25 PM UTC
Rebuild Learning Item Stop Word Index	5033354	Succeeded	10/20/22 1:25 PM UTC	10/20/22 1:25 PM UTC

Click Refresh

Click Republish

Process Details Status Details

Aging by Common Currency Report, 5033599

Status: Succeeded | Schedule Start: 10/20/22 4:04 PM UTC | Parent ID: | External Job Type: BIP Job | External Job Status: NA

Log

Attachment: ESS_I_5033599

Output

Output & Delivery

XML Data: [Download](#) **Republish**

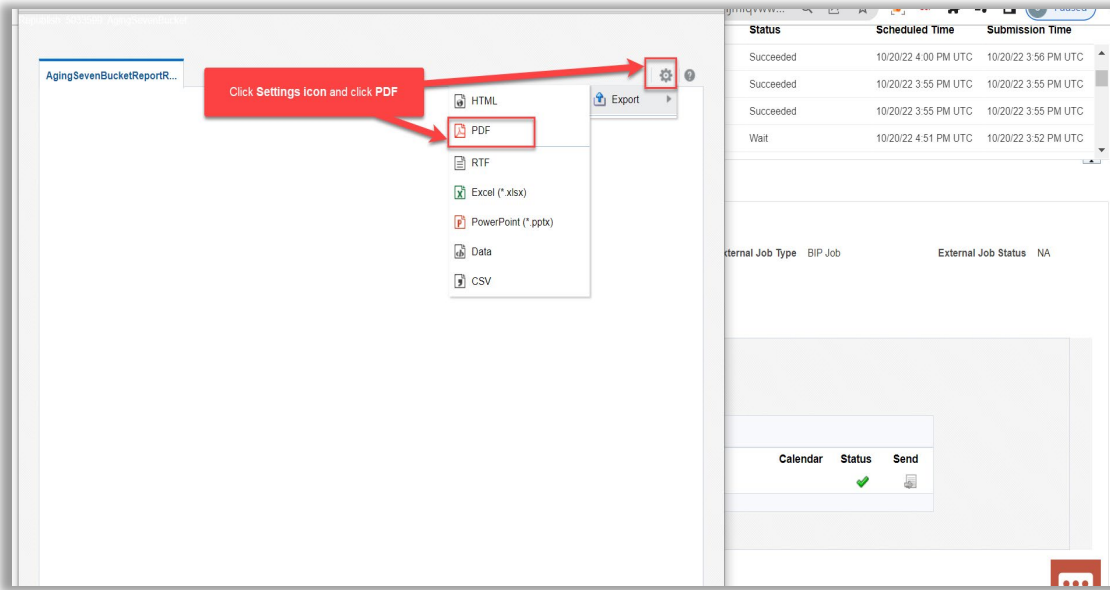
Status: All

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Default Document	AgingSevenBucketRepor...	HTML	English (United States)	UTC		✓	

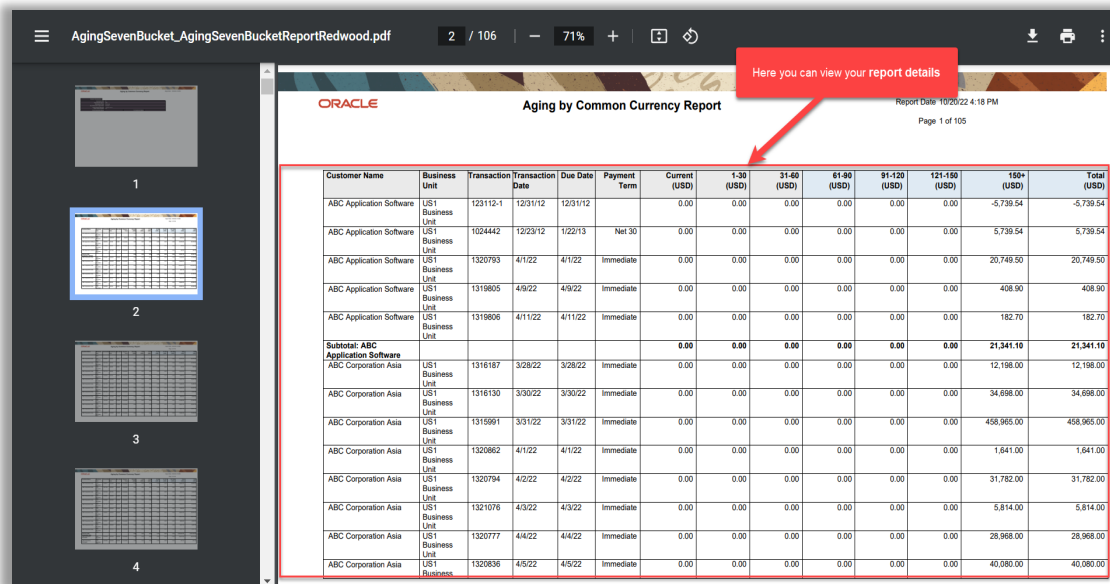
Parameters

Click Republish

Click Settings icon and click PDF



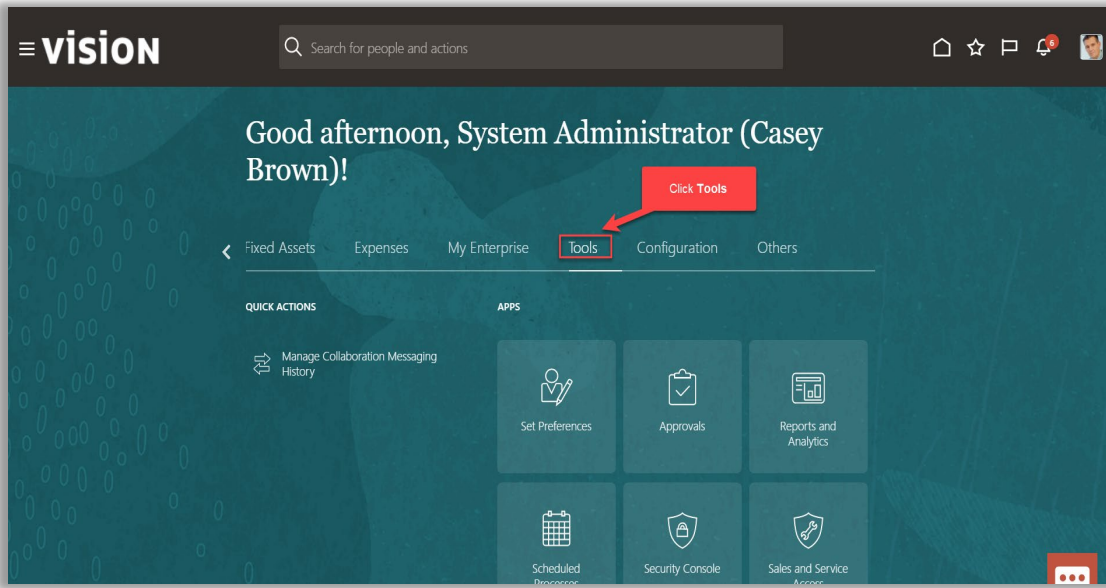
Here you can view your report details



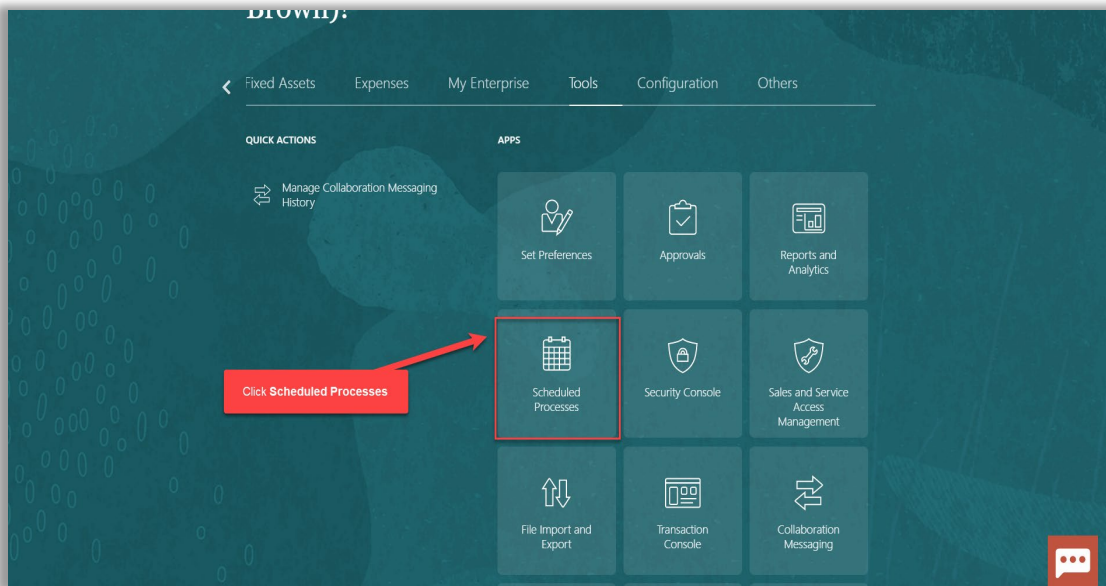
Collections Aging By Collector Seven Bucket Report

Navigation: Tools>Scheduled Processes>Scheduled New Process>Enter Collections Aging by Collector 7 Bucket Report and click OK>Business Unit>Order By and Report Summary>Aging Bucket Method and Report Form>Show Receipts at Risk>Submit>OK>Refresh>Republish>Settings icon and click PDF>Here you can view your report details

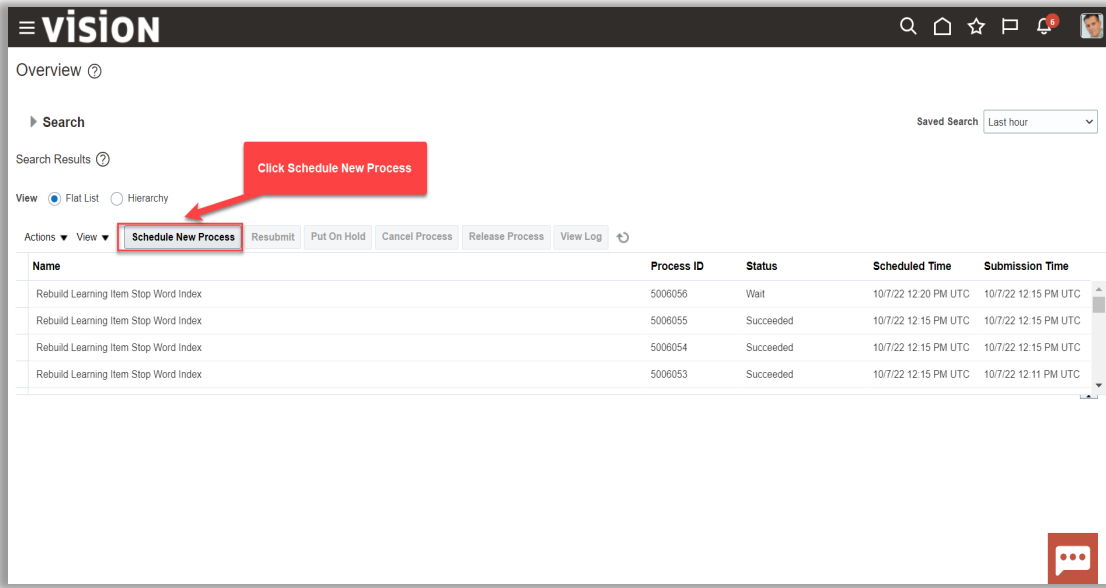
From home screen, click **Tools**



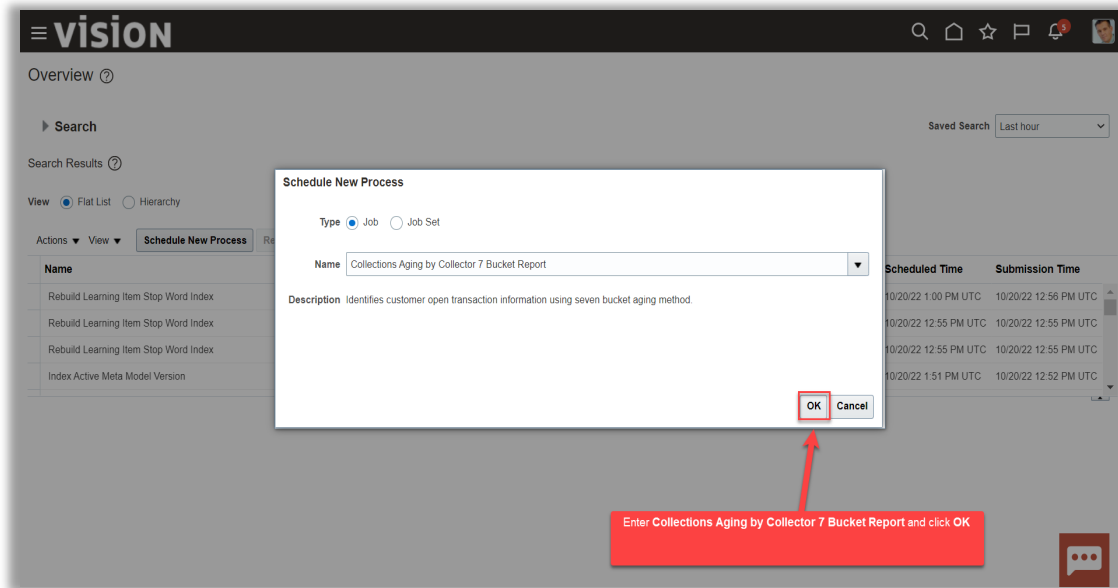
Click Scheduled Processes



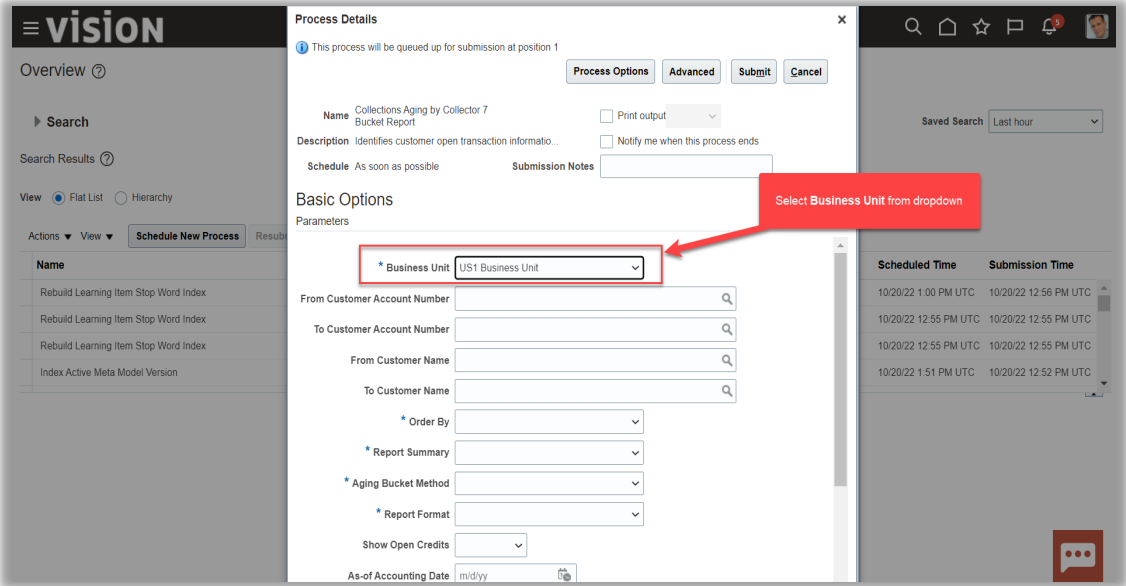
Click Scheduled New Process



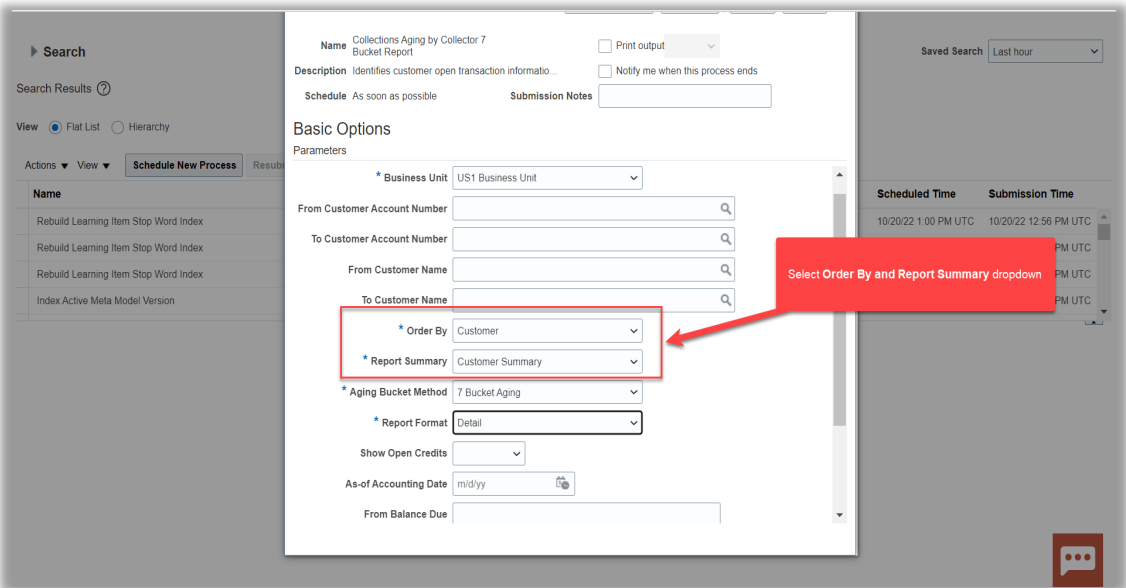
Enter Collections Aging by Collector 7 Bucket Report and click OK



Select Business Unit from dropdown



Select **Order By** and **Report Summary** from dropdown



Select **Aging Bucket Method** and **Report Format** from dropdown

Name Collections Aging by Collector 7 Bucket Report

Description Identifies customer open transaction informatio...

Schedule As soon as possible

Submission Notes

Basic Options

Parameters

- * Business Unit: US1 Business Unit
- From Customer Account Number: [input]
- To Customer Account Number: [input]
- From Customer Name: [input]
- To Customer Name: [input]
- * Order By: Customer
- * Report Summary: Customer Summary
- * Aging Bucket Method: 7 Bucket Aging
- * Report Format: Detail
- Show Open Credits: [input]
- As-of Accounting Date: m/d/yy
- From Balance Due: [input]

Scheduled Time | **Submission Time**

10/20/22 1:00 PM UTC	10/20/22 12:56 PM UTC
10/20/22 12:55 PM UTC	10/20/22 12:55 PM UTC
10/20/22 12:55 PM UTC	10/20/22 12:55 PM UTC
10/20/22 12:55 PM UTC	10/20/22 12:55 PM UTC
10/20/22 1:51 PM UTC	10/20/22 12:52 PM UTC

Select Aging Bucket Method and Report Format from dropdown

Select Show Receipts at Risk from dropdown

Name Collections Aging by Collector 7 Bucket Report

Description Identifies customer open transaction informatio...

Schedule As soon as possible

Submission Notes

Basic Options

Parameters

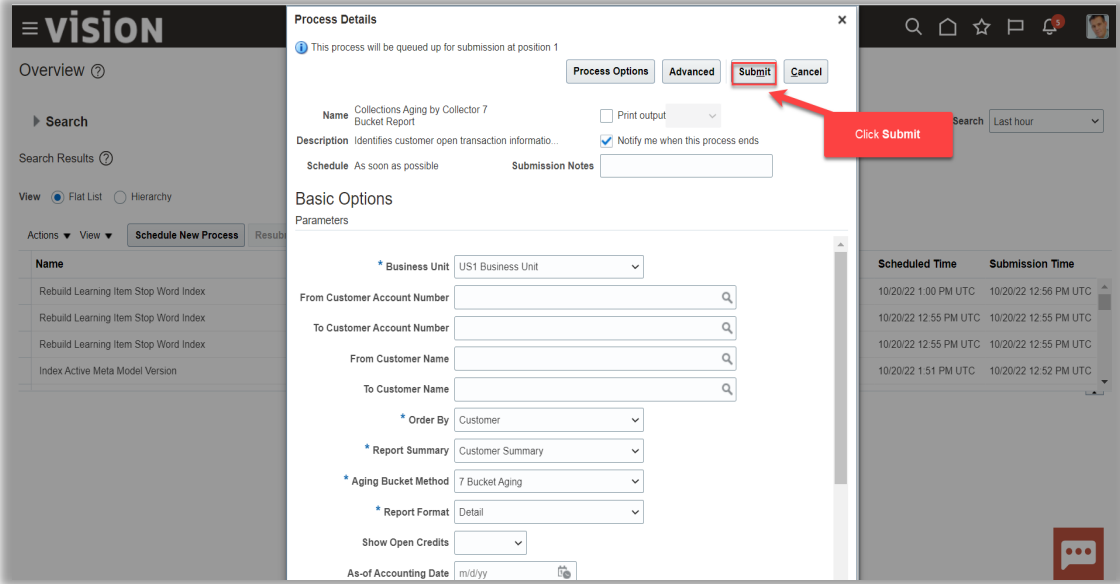
- To Customer Name: [input]
- * Order By: Customer
- * Report Summary: Customer Summary
- * Aging Bucket Method: 7 Bucket Aging
- * Report Format: Detail
- Show Open Credits: [input]
- As-of Accounting Date: m/d/yy
- From Balance Due: [input]
- To Balance Due: [input]
- * Show Receipts at Risk: Do not show
- From Collector Name: [input]
- To Collector Name: [input]

Scheduled Time | **Submission Time**

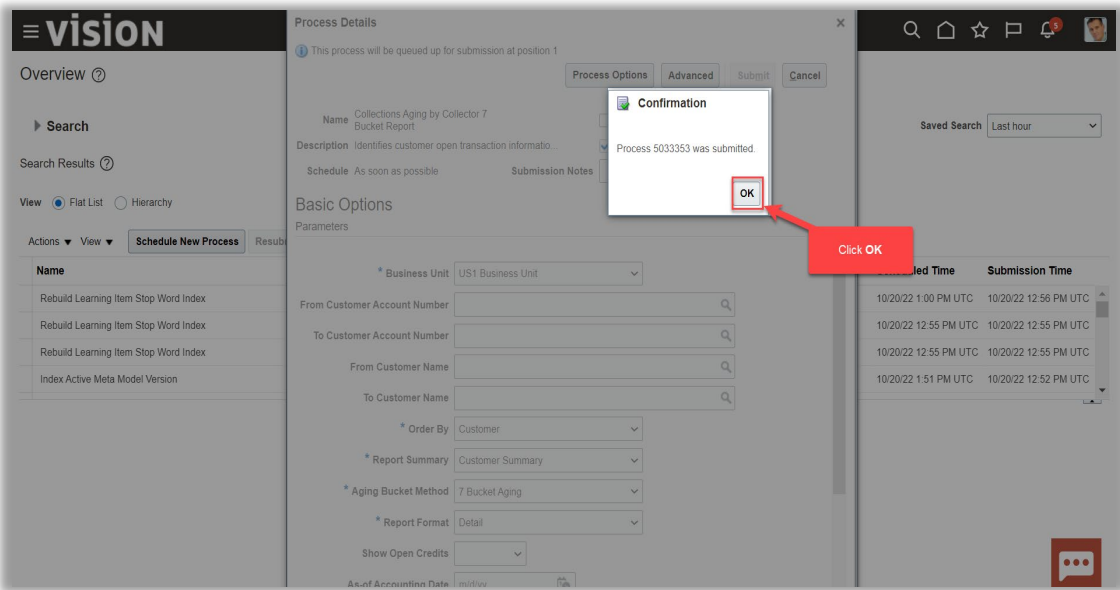
10/20/22 1:00 PM UTC	10/20/22 12:56 PM UTC
10/20/22 12:55 PM UTC	10/20/22 12:55 PM UTC
10/20/22 12:55 PM UTC	10/20/22 12:55 PM UTC
10/20/22 12:55 PM UTC	10/20/22 12:55 PM UTC
10/20/22 1:51 PM UTC	10/20/22 12:52 PM UTC

Select Show Receipts at Risk from dropdown

Click Submit



Click OK



Click Refresh


VISION

Overview

Search

Search Results

View: Flat List Hierarchy

Actions: **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log 

Click Refresh

Name	Process ID	Status	Scheduled Time	Submission Time
Rebuild Learning Item Stop Word Index	5033333	Wait	10/20/22 1:00 PM UTC	10/20/22 12:56 PM UTC
Rebuild Learning Item Stop Word Index	5033332	Succeeded	10/20/22 12:55 PM UTC	10/20/22 12:55 PM UTC
Rebuild Learning Item Stop Word Index	5033331	Succeeded	10/20/22 12:55 PM UTC	10/20/22 12:55 PM UTC
Index Active Meta Model Version	5033330	Wait	10/20/22 1:51 PM UTC	10/20/22 12:52 PM UTC

Click Republish

Process Details Status Details


Collections Aging by Collector 7 Bucket Report, 5033353

Status: Succeeded Schedule Start: 10/20/22 1:23 PM UTC Parent ID: External Job Type: BIP_Job External Job Status: NA


Log Attachment: ESS_L_5033353

Output

Output & Delivery

XML Data **Republish** 

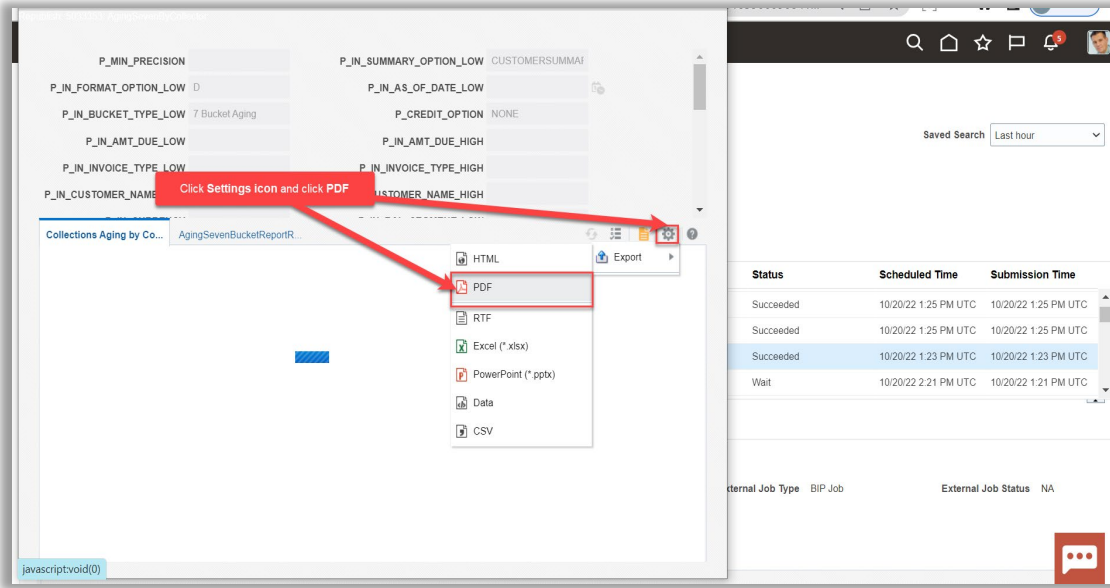
Status: All

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Default Document	AgingSevenBucketRepor...	HTML	English (United States)	UTC		✓	

Parameters

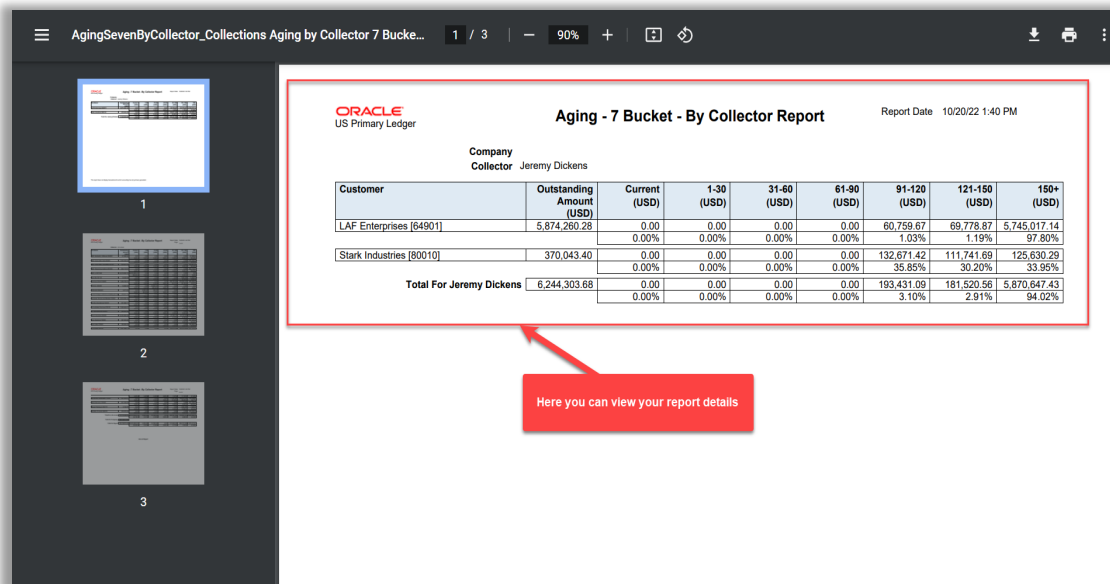
Click Republish

Click Settings icon and click PDF



Note: Other format can be downloaded after clicking settings icon

Here you can view your report details



Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at learn@camptratech.com

Version History	Revision Date	Author	Changes
Version 1.0		SughaPriya	Initial Version

