

Receivables Navigation

From the Oracle Navigation screen, select the appropriate Oracle responsibility and navigate to the initial Oracle form.

Function	Navigation
Applied Receipts Register	<i>Control → Requests → Run</i>
Apply Cash Manually	<i>Receipts → Receipts</i>
AR Period Close	<i>Control → Requests → Run</i>
AutoInvoice for Grants / Awards	<i>Interfaces --> Auto Invoice --> Submit a New</i>
Create Accounting in Draft Mode	<i>Control → Requests → Run</i>
Create Accounting in Final Mode	<i>Control → Requests → Run</i>
Create Adjustment	<i>Transactions --> Transactions</i>
Create Credit Memo Against a Transaction	<i>Transactions --> Transactions</i>
Create Customers	<i>Customers --> Customers</i>
Create Customer Site	<i>Customers --> Customers</i>
Create Deposit Invoice	<i>Transactions --> Transactions</i>
Create Invoice Transactions Type	<i>Setup → Transactions → Transaction Types</i>
Create Receivable Activity	<i>Setup → Receipts → Receivables Activity</i>
Create Receipts Class	<i>Setup → Receipts → Receipt Classes</i>
Credit Deposit Invoice	<i>Transactions --> Transactions</i>
End Date a Customer	<i>Customers --> Customers</i>
Interface Health Insurance Arrears	<i>Transactions --> Transactions</i>
Interface Receipts from Inovah Cashiering	<i>Receipts → Receipts</i>
Manually Enter Invoices for Grants	<i>Transactions --> Transactions</i>
Manually Enter Invoices for AR	<i>Transactions --> Transactions</i>

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Function	Navigation
Manually Enter Receipts	<i>Receipts → Receipts</i>
Merge Customers	<i>Customers --> Customers</i>
Overriding Tax when Creating an Invoice	<i>Transactions --> Transactions</i>
Post Batch Receipts	<i>Receipts → Receipts</i>
Print Statements	<i>Print Documents → Statements → Print Statements</i>
Process Miscellaneous Receipts	<i>Receipts → Receipts</i>
Print AR Invoices for Grants	<i>Print Documents → Invoices → Print Invoices</i>
Print AR Invoices for AR	<i>Print Documents → Invoices → Print Invoices</i>
Query Customer and View Existing Customer	<i>Customers --> Customers</i>
Query and Maintain Customer Information	<i>Customers --> Customers</i>
Receipt Refund	<i>Receipts → Receipts</i>
Reverse a Receipt	<i>Receipts → Receipts</i>
Review an Invoice	<i>Transactions --> Transactions</i>
Review Customer Account Details	<i>Customers --> Customers</i>
Review Journal Entries	<i>Transactions --> Transactions</i>
Run Aging Report	<i>Control → Requests → Run</i>
Run Commitment Balance Report	<i>Control → Requests → Run</i>
Run Other Reports	<i>Control → Requests → Run</i>
Run Receivables to Ledger Reconciliation	<i>Control → Requests → Run</i>
Run Reports from Scheduled Processes	<i>Control → Requests → Run</i>
Transfer to GL	<i>Control → Requests → Run</i>
View Invoices in a Balance Forward Bill	<i>Transactions --> Transactions</i>
View Receipt Information	<i>Receipts → Receipts</i>



ORACLE RECEIVABLES

QUICK REFERENCE GUIDE

Receivables

Oracle Receivables provides three integrated workbenches that you can use to perform most of your day-to-day Accounts Receivable operations. You can use the Receipts Workbench to perform most of your receipt-related tasks and the Transactions Workbench to process your invoices, debit memos, credit memos, on-account credits, chargebacks, and adjustments. The Bills Receivable Workbench lets you create, update, remit, and manage your bills receivable.

Each workbench lets you find critical information in a flexible way, see the results in your defined format, and selectively take appropriate action. For example, in the Transactions Workbench, you can query transactions based on the bill-to or ship-to customer, currency, transaction number, or General Ledger date. You can then review financial, application, and installment information, perform adjustments, create a credit memo, or complete the transaction. All of the windows you need are accessible from just one window, so you can query a transaction once, then perform several operations without having to find it again.

Customer Setup Sequence

- > Search for Existing Customer before Creating New Customer
- > Maintain Existing Customer or Create New Customer
- > Add Account Details
- > Add an Account Site
- > Create New Site Address
- > Add Account Site Details

Receivables Processes

Customers

Use the Customers window to create/maintain customers.

Transactions

Use the Transactions window to enter invoices, credit memos, debit memos and commitments.

Receipts

Use the Receipts window to enter new or query existing receipts.

Receivables Glossary

Term	Definition
Auto Invoice	Auto invoice is the process used for importing transactions from feeder modules like project accounting and also from existing applications/systems (i.e. inovah cashing).
Customer Contact	A specific customer employee with whom you communicate. Receivables lets you define as many contacts as you wish for each customer. You can also define contacts for an address and assign previously defined contacts to each purpose.
General Ledger (GL) Date	The date used to determine the correct accounting period for your transactions. The Receivables posting program uses this date when posting transactions to your general ledger.
Miscellaneous Receipts	A feature that lets you record payments that you do not apply to debit items, such as refunds and interest income.
Receipt Batch Source	A name that you use to refer to how the county accounts for receipts. Receipt batch sources relate your receipt batches to both the bank and the accounting information required for recording and posting your receipts.
Receivables Activities	Predefined Receivables activities used to define the GL accounts with which you associate your receivables activities.
Transaction Type	An invoice control feature that lets you specify default values for invoice printing, posting to general ledger, and updating open receivable balances.