

# **LABUAN SHIPYARD & ENGINEERING SDN BHD Oracle Financial Cloud**

## **User Manual Receivables**

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## 1 GETTING STARTED

This section provides start-up instructions for using the Oracle applications.

### 1.1 Sign-On to Cloud applications

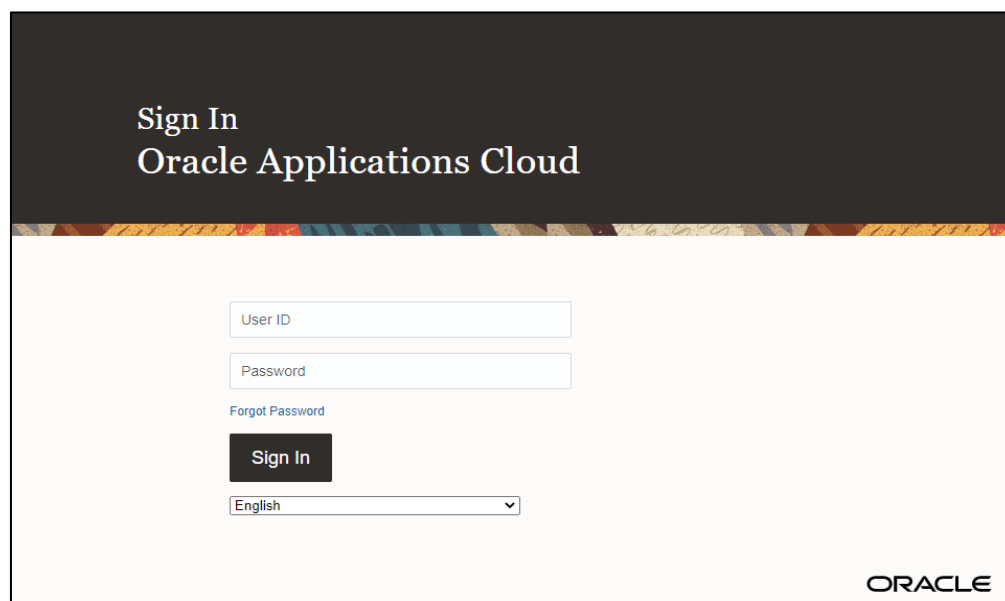
To log into the application:

1. Open internet browser window.
2. Enter the below URL:

No.	URL Type	URL Link
1.	UAT	<a href="https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com">https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com</a>
2.	PROD	<a href="https://fa-etei-saasfaprod1.fa.ocs.oraclecloud.com">https://fa-etei-saasfaprod1.fa.ocs.oraclecloud.com</a>

**Table 1: Direct Login URL**

3. The Sign In page appears. Enter your **User ID** and **Password**.



**Figure 1: Oracle Cloud Sign-In Page**

4. Your user ID and password are case sensitive. Passwords always appear as asterisks in the display as you enter them.
5. Tab to or click the **Sign In** button to sign in.
6. Personal Homepage dashboard screen appears with CLOUD privilege access.

## 1.2 Navigating from Personal Home Page to Applications

After you log in to Oracle Applications, your Oracle Financial Cloud Home page is displayed. All the functionality within the Oracle Cloud applications revolves around homepage which you can personalize. From here you can:

1. Get a quick glance at your work-related conversations and announcements.
2. Use the Application Link icons to navigate to pages and dashboards to perform your day-to-day activities.
3. Access the Navigator to access any additional applications that are not available in the application section on the home page
4. Favourited list of quick actions to quickly perform some key tasks.

Note: The exact appearance of your windows may vary depending on your personalization and roles that is assign to you.

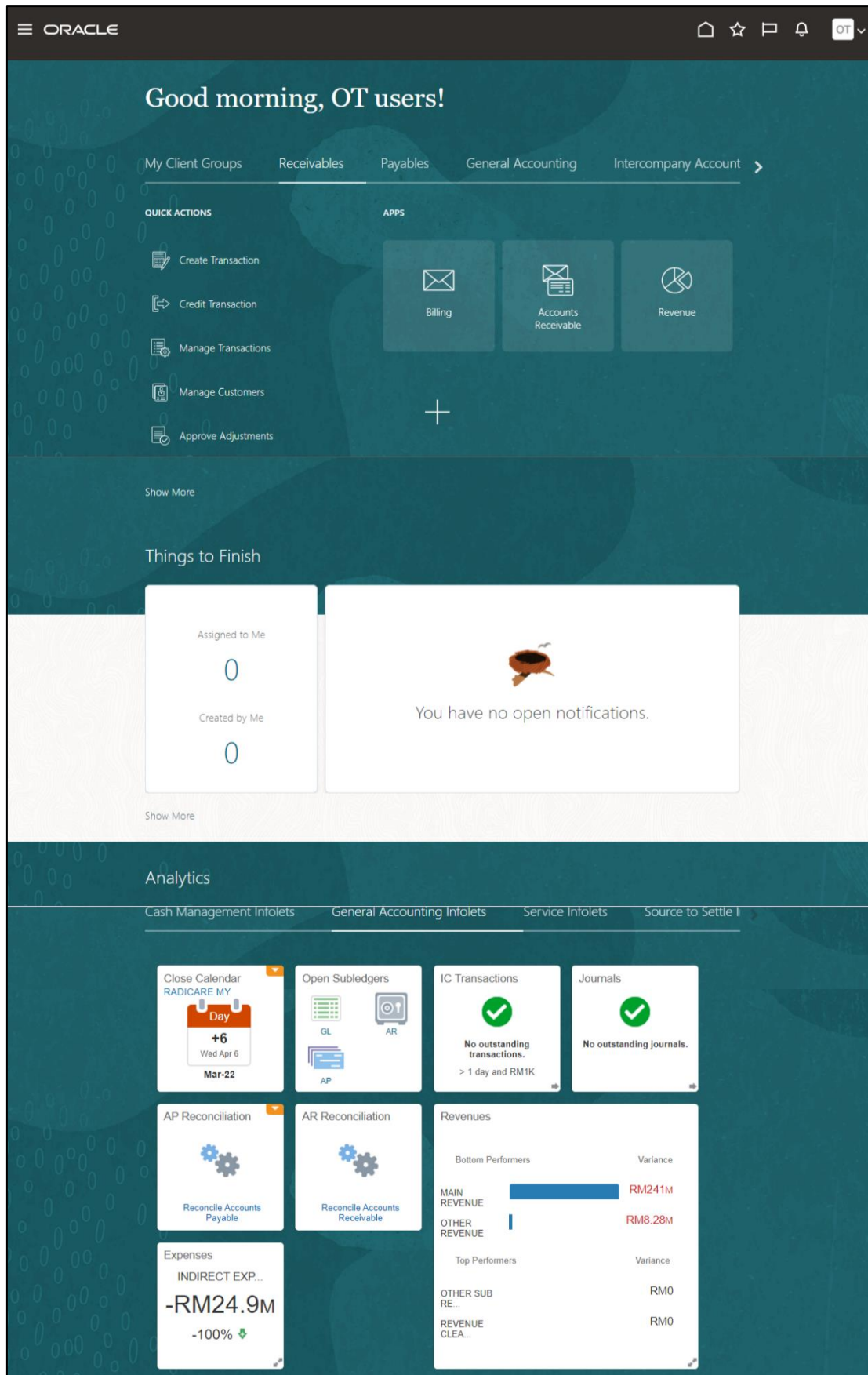


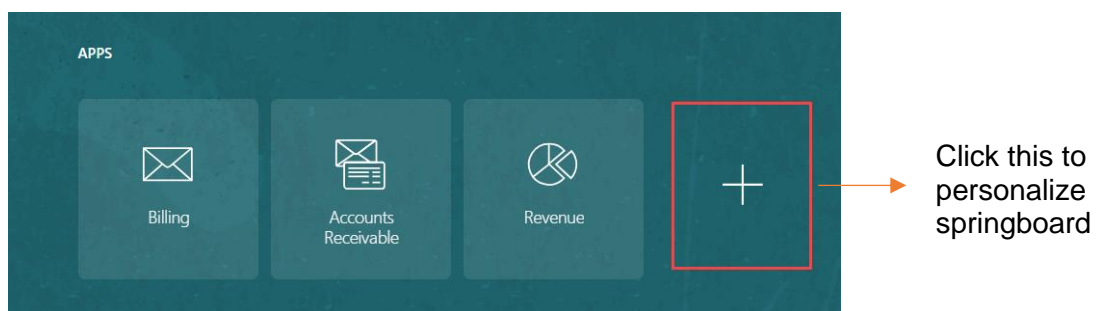
Figure 2: Personal Home Page



**Figure 3: Navigation tools in the global area of the home page**

Once you have set your homepage as the Newsfeed Home Page, then it will come with different sections.

### 1. Apps Section.



**Figure 4: Apps section**

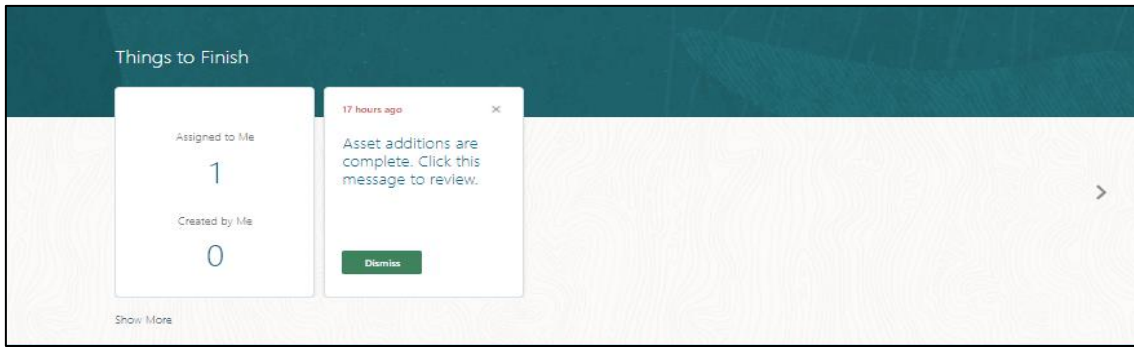
Within the Apps section, you have various icons that can be used to start navigating into the different work areas of an application. For example, if you would like to navigate to the Invoices work area within Payables, you will select your application as Payables. And you will choose Invoices in the Apps section. When you select Invoices, the system takes you to the Invoices work area, where you can perform various activities, such as recording invoices, managing invoices, generating accounting for your invoices, etc. Once your work has been completed, you can go back to the home page by using the home icon.

You can also access the apps via the Navigator.



Here, the access is granted to various work areas based on the roles that have been given to your user account. You have the flexibility to personalize the App section. You can decide what you want to show within these springboard icons and what you want to hide. If you are an order regular visitor to the Payment work area, you mostly work with Payable's dashboard invoices, you can hide the payments by clicking on this icon. So, it will not be shown in the application icon but only accessible through the Navigator.

**2. Things to Finish section.**



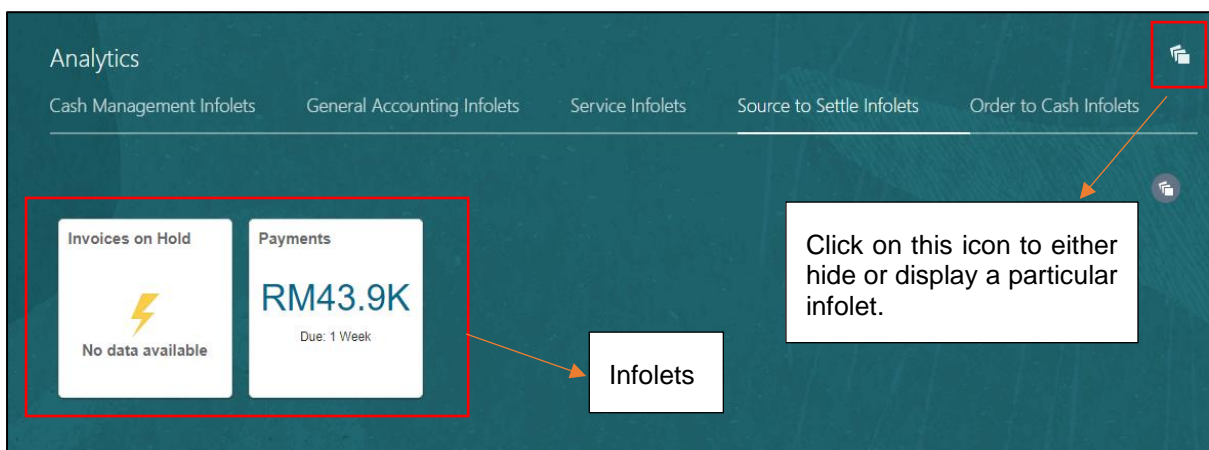
**Figure 5: Things to Finish section**

The Things to Finish section provides you with a count of any pending notifications that are assigned to you and may require an action from you. Account Link name created by me lists the approval requests that you have created. You can click the link to navigate to a full list of notifications pertaining to that account. Then the items listed in the Things to Finish section are same as the notifications that are listed in the global header.

The same information is available when you click on notifications icon. You can access the same number of notifications from here, as well as from the Things to Finish section. The list displays the latest notification first and allows you to scroll horizontally to view more notifications.

You can clear a notification from the list by clicking the Close icon. When you clear a notification, the count does not change, since no action is taken on that notification. If you click on you will get a listing of all the notifications that are either FYI or the notifications that require an action from you. When you click on the link it opens the notification, and you can get the details of the notification. If you are satisfied, you can either approve it or you can either reject it. Once the notification is read then the count will change.

**3. Analytics section**



**Figure 6: Analytics section**

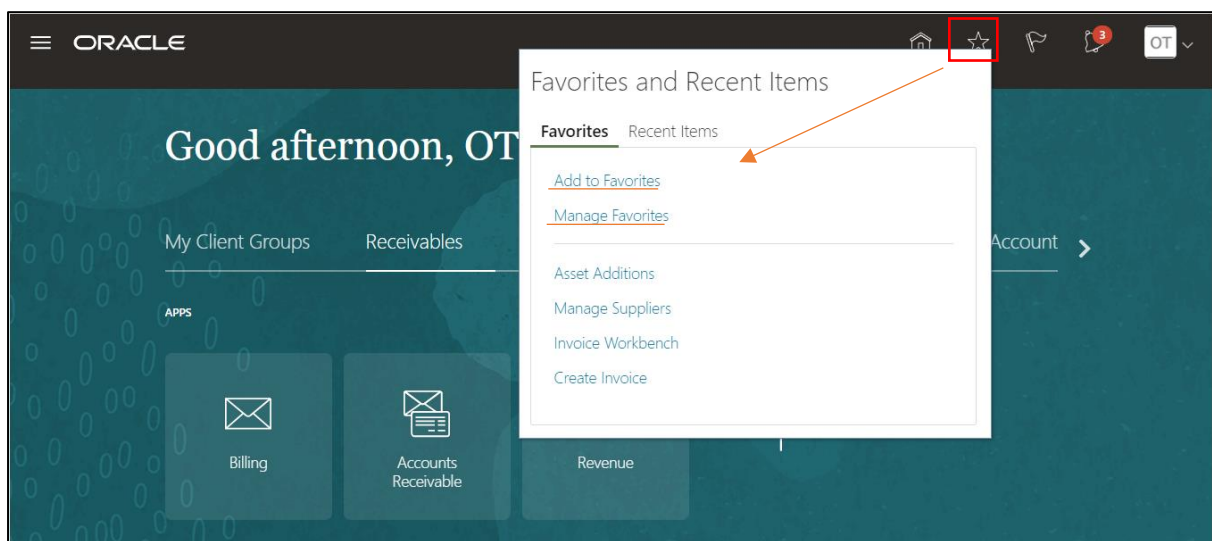
As far as financials is concerned, there are currently 5 choices of analytics display. And they are cash management infolet, general accounting infolet, source to settle

infolet, service infolet, and order to cash infolets. You can personalize the Analytics section and decide which infolet should be visible, which should not be visible.

### 1.3 Creating Favorites and Setting Preferences

#### Creating Favorites

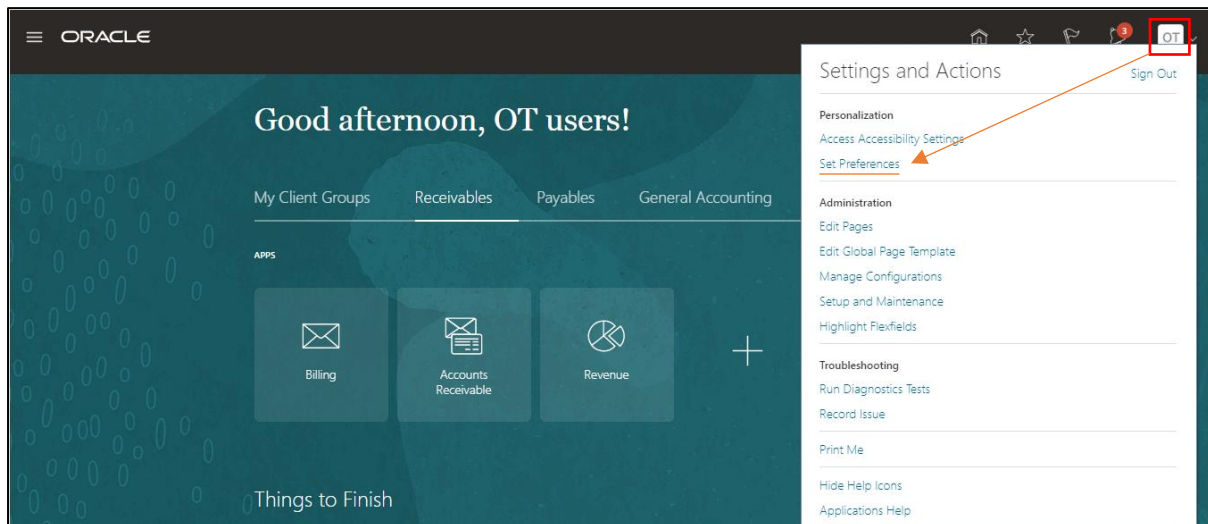
Each user has their own favorites and adding favorites is easy in cloud: just go to your favorite work area or task page. Click on the favorite icon and click Add to Favorites. By this you get to your favorite pages directly and easily when you click the favorite icon. You can remove unwanted pages by clicking Manage Favorites.



**Figure 7: Creating and Managing Favorites**

#### Set Preferences

Select Preferences to set personal options such as regional, language, accessibility setting, watchlist, etc as shown in the list in Figure 8. You can also reset your password from the Preferences page. To get into set preferences, click on setting and action dropdown menu click on Set Preferences.



**Figure 8: Setting Preferences**

## 1.4 Overview of Using Work Areas to Streamline Business Processes

Use work areas to gain instant insight into your business and identify potential problems with processing transactions.

Work areas can include the following:

- Infotiles
- Content area
- Action toolbar
- Tasks panel tab
- Search panel tab
- Reports and Analytics panel tab

## 1.5 Scheduled process

Scheduled processes do tasks that are too complex or time-consuming to do manually, for example importing data or updating many records. You can run scheduled processes on a recurring schedule and send notifications based on how the process ends. Some scheduled processes give you printable output. Those processes might have Report in their name.

### **Jobs**

Each scheduled process that you run is based on a job. The job is the executable that controls what the process can do and what parameters and other options you have for the process. A job set contains multiple jobs.

Job definitions can be set on Oracle Business Intelligence Publisher reports so that people can run the reports as scheduled processes.

## Process Sets

A process set is a scheduled process that is based on a job set. So, when you submit a process set, you are running more than one job.

Note: When you submit certain scheduled processes, the job logic causes other processes to automatically run. But in this case, you are not submitting a process set that includes those other processes.

## Submission

When you submit a scheduled process, you can use its parameters to control which records are processed and how. Some scheduled processes do not have parameters.

As part of the submission, you can also set up a schedule for the process, for example to run once a week for two months. Every time a process runs, there is a unique process ID.

## Output

Some scheduled processes provide output in PDF, HTML, and other formats. For example, a process can import records and produce output with details about those records. There are many types of output, for example a tax document or a list of transactions.

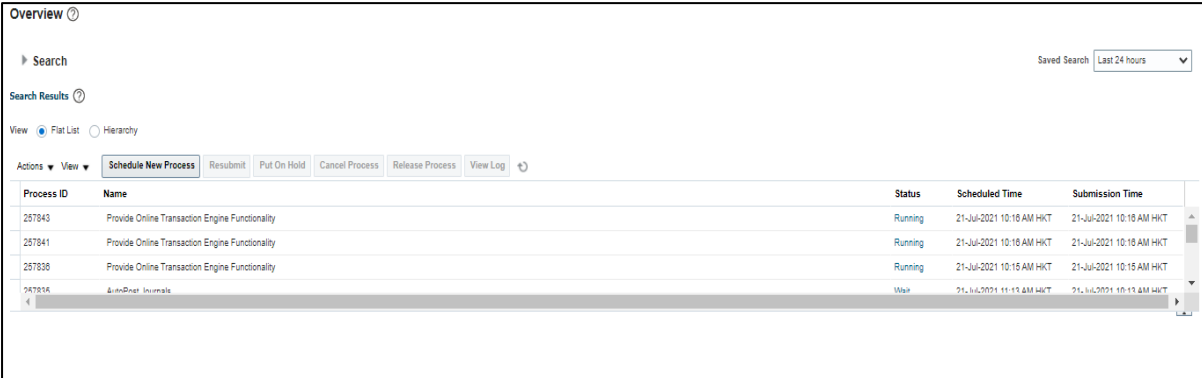
## Process Sets

A process set is a type of scheduled process based on a job set and contains at least two processes. So, you can run many processes in one go, for a specific purpose. These processes run in a certain order, in serial or parallel, or by some other logic.

Process sets can have any number of individual scheduled processes and even other process sets.

## To Submit Scheduled Processes

Click **Navigator > Tools > Scheduled Processes**.



Process ID	Name	Status	Scheduled Time	Submission Time
257843	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:18 AM HKT	21-Jul-2021 10:18 AM HKT
257841	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:18 AM HKT	21-Jul-2021 10:18 AM HKT
257838	Provide Online Transaction Engine Functionality	Running	21-Jul-2021 10:15 AM HKT	21-Jul-2021 10:15 AM HKT
247816	SendOver Journals	Wait	21-Jul-2021 11:15 AM HKT	21-Jul-2021 10:15 AM HKT

1. On the **Scheduled Processes Overview** page, click **Schedule New Process**.
2. Leave the type as **Job**, enter the process that you want to submit, and click **OK**.
3. In the **Process Details dialog box**, enter at least the required parameters, if any. ‘

Some processes have no parameters at all. Some parameters depend on other parameters. For example, date range parameters might appear only after you select By Date for another parameter.

4. Click the **Advanced button** if you want to define the schedule, notifications, or output. Continue to the next steps. Or just skip to the steps for
5. Click **Submit**, to run the process once as soon as possible with the default output.

### Define the Schedule

Set up a schedule to run the process on a recurring basis or at a specific time. Use the Process Details dialog box in Advanced mode.

1. Open the Schedule tab and select Using a schedule for the Run option.
2. Select a frequency.
3. Select **User-Defined** if you want to enter the exact dates and times to run the process.
4. You can select Use a Saved Schedule to use an existing schedule if there are any.
5. Depending on the frequency, define when the process should run.

### Define the Output

You can choose the layout, format, and destination for your output. Use the Process Details dialog box in Advanced mode.

1. Open the Output tab, if available.
2. Click **Add Output Document**.
3. Change the name if you want. The name identifies this output document when you go to view output later.
4. Select a layout if you have more than one to choose from.
5. Select a format, for example one of these:

**PDF:** Is the best option if you want to print the output.

**Excel:** Supports embedded images, such as charts and logos, but can be opened only in Excel 2003 or higher.

**Data:** Gives you report data in an XML file, which is used mainly for editing the report layout.

6. Click **Add Destination** to send the output somewhere, for example to a printer or email address. You can add many destinations and send the output to all of them at the same time.

Tip: You can also print the output as part of the steps for finishing the submission, instead of adding a printer destination here.

To add more output documents, repeat steps 2 to 6.

### Set Up Notifications

You can have notifications sent out depending on how the process ends. Use the Process Details dialog box in Advanced mode to set that up.

1. Open the **Notification** tab.
2. Click **Create Notification**.
3. In the Recipient field, enter the **user ID** of the person you want to send the notification to.
4. In the Condition list, select when to send the notification, for example when the process ends in error.
5. Click **OK**.

To send notifications to more people, repeat steps 2 to 5.

### Finish the Submission

Follow these steps in the Process Details dialog box:

1. Click the **Process Options** button if you want to define settings that affect the data to be processed.
2. If the process gives you output and you want to print it, select the **Print output** check box and a printer.
3. Select the **Notify me when this process ends** check box if you want to get an email notification.
4. Enter submission notes to capture any information you want to associate with this submission. You can use your notes to find this submission later.
5. Click **Submit**.
6. Click **OK** to confirm.

Tip: Note down the process ID for your submission so you can easily find it later. For example, let's say you set the process to run once a week. If you later want to cancel all runs on this schedule, you need to cancel this original submission with this process ID.

### To Submit Process Sets

To submit a process set from the Scheduled Processes Overview page:

1. Proceed with the steps that you would follow to submit any scheduled process, but select Job Set for the Type option.
2. In the Process details dialog box, set parameters for individual processes in the set. A process set itself does not have parameters.
  - a. Select a process on the Processes tab.
  - b. Enter parameters for that process, if any.
  - c. Repeat for other processes in the set.

3. Define the schedule, output, and notifications for the process set, as you would do for any scheduled process.
4. Set any other options and click **Submit**.

### **To Check Status**

1. Click **Navigator > Tools > Scheduled Processes**.

The Search Results table shows processes that match the default saved search, **Last 24 hours**.

- The table might be blank if nothing was submitted.
  - If submission notes were entered when submitting the process, you can use the **Submission Notes** column to help identify the process.
2. If you don't see the process, click the **Refresh** icon or use the Search section.
  3. Do any of these tasks to check on the progress of the process:
    - For more details about the status, click the status link. For example, if a process is in the Ready status, you can click the **Ready** link in the **Status** column to see where the process is in the submission queue.
    - Check the **Start Time** column to see if the process has started running yet.
    - In the Search Results table, find the **This Job's Items Processed / Errors / Total** column. For some scheduled processes, this column shows what's getting processed and how things are going.
    - Click the **View Log** button, especially if your process has a blank **This Job's Items Processed / Errors / Total** column. The type of information in the log varies, depending on the process. You can open the log from here only if the process is currently running. When the process is done, you might want to also look at the final log, if any, from the Details section.

### **To view output from scheduled process**

1. Click **Navigator > Tools > Scheduled Process**.
2. Find your scheduled process and, if you need to, refresh the search results to see the latest status.
3. Select the scheduled process.
4. Go to the Output subsection in the Details section.
5. Click the link in the **Output Name** column to view or download the output, which you can then print.
6. To view or export the output in a different format:
  - a. Click the **Republish** button.
  - b. Click the **Actions** icon.
  - c. Select **Export**, and then select a format.

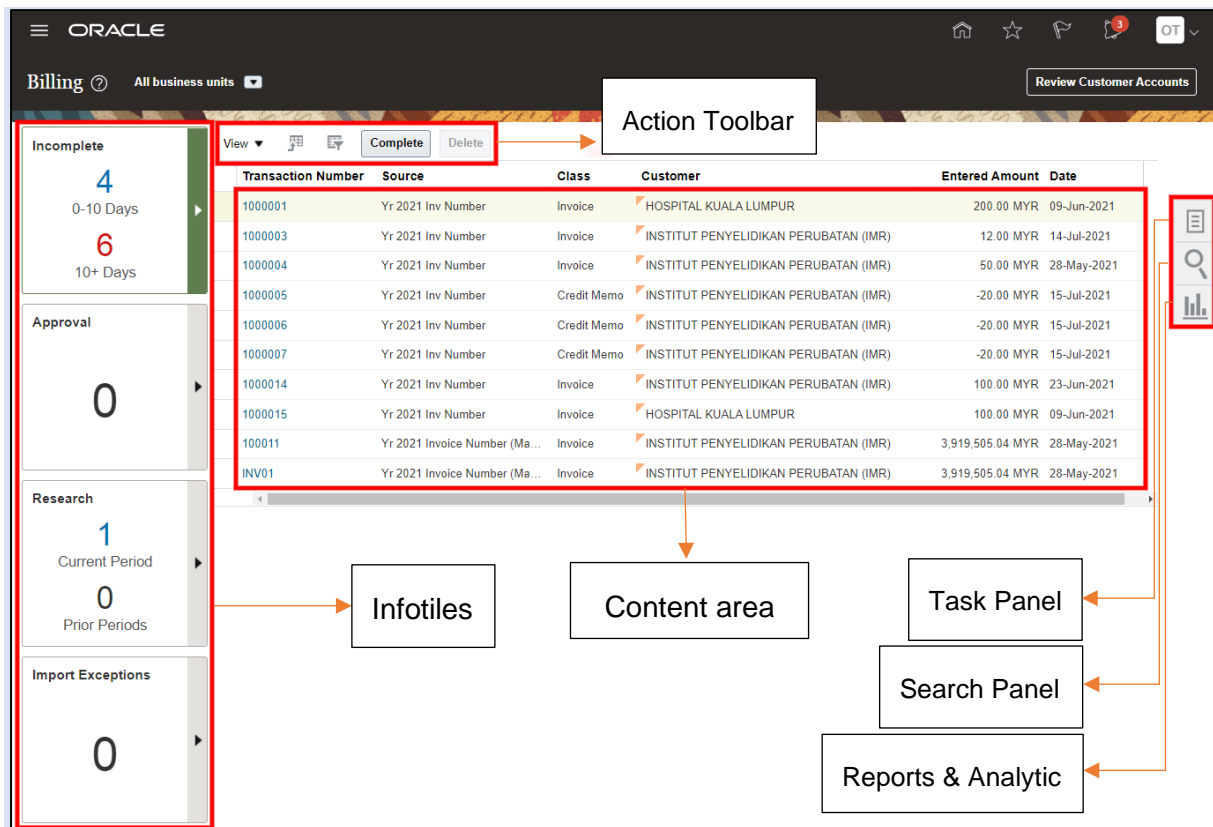


Figure 9: Billing Work Area

**Infotiles**

Summarize a high volume of transactional information. You can quickly identify potential problems and prioritize your daily activities by scanning the infotiles and accessing transaction details.

For example, select an infotiles to display corresponding transactional information in the content area. You can also click links in the infotiles to filter the records in greater detail in the content area.

**Content Area**

The content area displays transactional information related to the infotiles you select. You can review the detailed information and take the necessary action.

For example, click the item link in the table to drill down to transaction-level information. You can perform multiple actions on the transaction, such as editing, approving, or rejecting the transaction, and posting the transaction to the ledger.

**Actions Toolbar**

Use the actions toolbar to perform a range of activities on one or more rows you select in the content area.

For example, select a transaction row and use the View menu to view the transaction in more detail. You can export the data to an Excel worksheet, detach the pane, approve, or reject one or more transactions, as well as apply additional filters.

**Tasks Panel Tab**

The Tasks panel includes tasks that are related to the work area and that you have access to perform.

For example, create an invoice, review journal entries, create mass additions, and manage accounting periods within a task panel.

**Search Panel Tab**

Search enables you to find a specific transaction using search criteria related to the work area.

For example, search on the transaction number or customers in the Billing and Account Receivables work area to find a specific transaction.

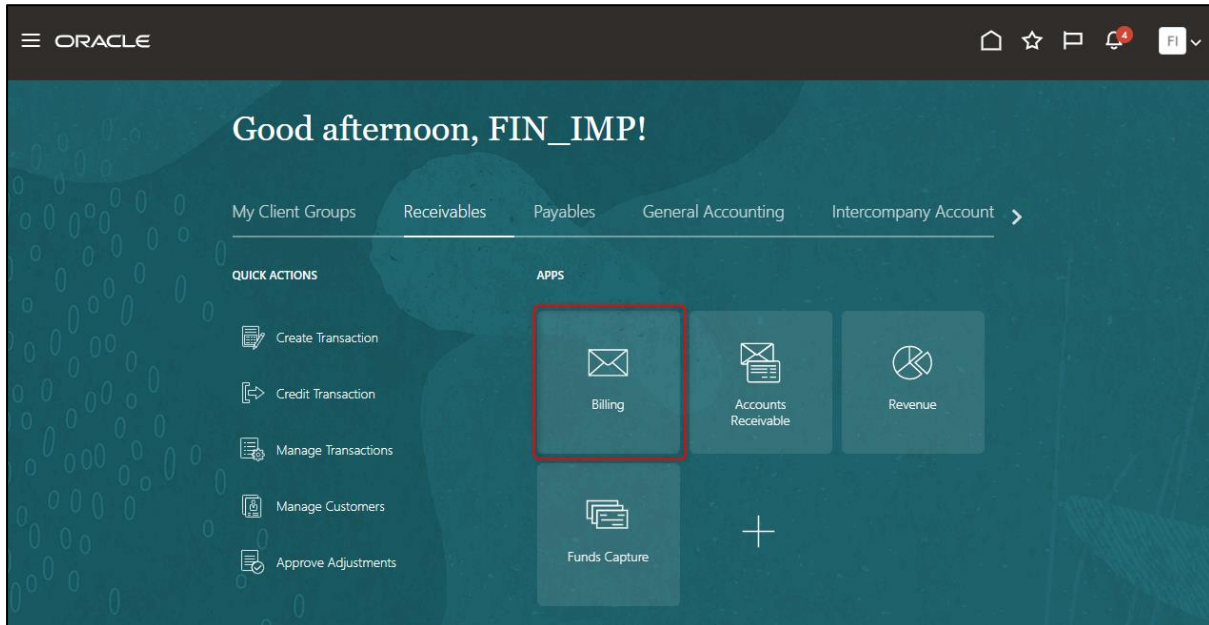
**Reports and Analytics Panel Tab**

The Reports and Analytics panel tab contains predefined reports as well as a folder for you to set up your own reports.

For example, use the predefined reports to perform a deeper analysis on transactions above a certain dollar amount. You can also access reports that you have copied and modified and stored in your own folder.

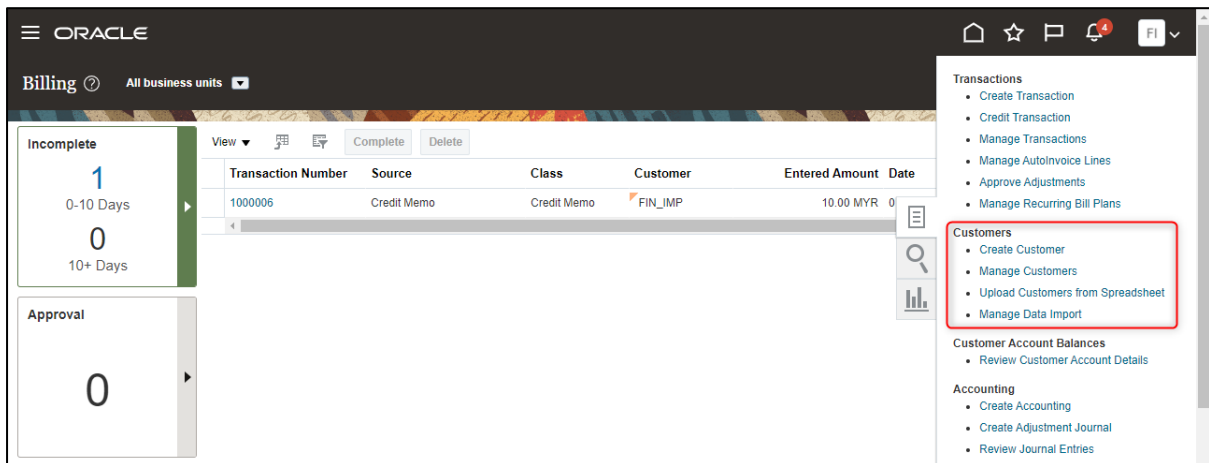
## 2 CUSTOMER MAINTENANCE

The customer maintenance task is to perform by using Billing work area in Receivables module.



**Figure 10: Receivable Homepage**

In the Billing work area, user may find list of Customer function in the task panel. This function will cover all the functions for customer maintenance in Receivables.



**Figure 11: Billing Work Area**

In the next section, will discuss on manual creation of customer and upload customer from spreadsheet.

## 2.1 Manual Creation of Customer

Use these pages to create new customer.

No.	Page Name	Navigation
1.	Create Customer	Receivables > Billing > Create Customer

**Table 2: Customer Creation Navigation**

**Create Organization Customer** Save and Close Cancel

Customer Type: Organization

**Organization Information**

\* Name:   
 \* Registry ID: 24001  
 D-U-N-S Number:   
 Taxpayer Identification Number:

**Account Information**

\* Account Number: 14001  
 Account Description:   
 Account Type:   
 Customer Class:   
 Account Established Date: 4/15/24  
 Account Termination Date:

**Account Address**

\* Account Address Set:   
 \* From Date: 4/15/24  
 To Date:

**Address**

\* Site Number: 12041  
 Site Name:   
 Mail Stop:   
 Country: Singapore  
 \* Block or House Number:   
 Street Name:   
 Level - Unit Number:   
 Building Name:   
 Postal Code:

**Account Address Details**

Customer Category Code:   
 Site Language:   
 Translated Customer Name:   
 Key Account  
 Trading Partner Identifier:   
 EDI Location Code:



**Address Purposes**

Actions: View, Format, +, X, Refresh, Wrap


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

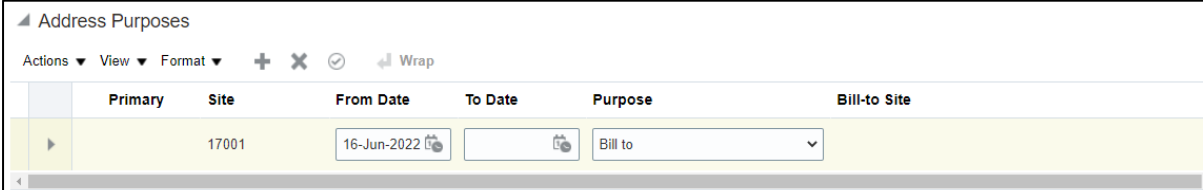
**Figure 12: Create Customer Page**

1. Fill up the following information and (\*) mark indicates as a mandatory field:

Step	Field	Description
1.	<b>Customer Type</b>	Select customer type as Organization or Personal
<b>Organization Information</b>		
2.	<b>*Name</b>	Enter customer name
3.	<b>Registry ID</b>	<i>System auto generates for registry ID</i>
4.	<b>D-N-S Number</b>	Enter DNS number if necessary
5.	<b>Taxpayer Identification Number</b>	Enter taxpayer identification number
<b>Account Information</b>		
6.	<b>*Account Number</b>	Enter account number
7.	<b>Account Description</b>	Enter account description for this customer
8.	<b>Account Type</b>	Select account type Internal or External <i>Internal – Employee or Intercompany Customer</i> <i>External – Standard Customer</i>
9.	<b>Customer Class</b>	Select customer class (if necessary)
10.	<b>Account Established Date</b>	Click on  button to select account established date ( <i>System default to current date</i> )
11.	<b>Account Termination Date</b>	This column only fill in if you would like to end date the customer account in future
<b>Account Address</b>		
12.	<b>*Account Address Set</b>	Select account address set: <b>ENTERPRISE SET</b>
13.	<b>*From Date</b>	Click on  button to select from date ( <i>System default to current date</i> )
14.	<b>To Date</b>	<i>(This column may leave it blank, only fill in if you would like to end date the account address)</i>
<b>Address</b>		
15.	<b>Site Number</b>	<i>System auto generates for Site Number</i>
16.	<b>Site Name</b>	Enter site name

Step	Field	Description
17.	<b>Mail Stop</b>	Enter mail stop <i>(this column may leave it blank)</i>
18.	<b>Country</b>	Select country
19.	<b>*Address Line 1</b>	Enter address line 1
20.	<b>Address Line 2</b>	Enter address line 2
21.	<b>Address Line 3</b>	Enter address line 3
22.	<b>City</b>	Enter post code
23.	<b>Postal Code</b>	Enter city
24.	<b>State</b>	Enter state


- In Address Purpose area, user may click on  button or **Actions** ▼ to add new row for address purpose.
- System will add new row as shown in Figure 13:



Primary	Site	From Date	To Date	Purpose	Bill-to Site
	17001	16-Jun-2022		Bill to	

**Figure 13: Address Purpose Area**

- Fill up the following information for address purposes:

Step	Field	Description
1.	<b>Primary</b>	Select on <b>Actions</b> ▼ button to set as primary
2.	<b>Site</b>	<i>System auto generates for site number</i>
3.	<b>*From Date</b>	Click on  button to select from date <i>(System default to current date, please change to your customer first transaction date)</i>
4.	<b>To Date</b>	<i>(This column may leave it blank, only fill in if you would like to end date the add. purposes)</i>
5.	<b>Purposes</b>	Select purposes: Bill to

5. After completing filled up customer information, click button Save and Close.
6. System will navigate to Manage Customer Screen.

**Manage Customers** ?
Done

Customer Type Organization

▶ Search
Advanced
Saved Search
Search Using Account Details ▼

▲ Search Results

Actions ▼
View ▼
Format ▼
+
📄
↶ Wrap

Registry ID	Organization Name	D-U-N-S Nu	Country	Primary Address
▶ 199801755H	✎ BOROUGE PTE. LTD.		SG	✎ 1 GEORGE STREET #18-01 ONE GEORGE STREET, Singapore 049145

Columns Hidden 5

---

**BOROUGE PTE. LTD.: Accounts**

View ▼
Format ▼
+
📄
↶ Wrap

Account Number	Account Description	Customer Class	Account Type
▶ 199801755H			

Columns Hidden 70

---

**BOROUGE PTE. LTD. 199801755H: Sites**

Actions ▼
View ▼
Format ▼
+
📄
↶ Wrap
Account Address Set All ▼
 Show related contact sites

Site Number	Address	Country	To Date	Purpose	Account Address Set
▶ 8050	✎ 1 GEORGE STREET #18-01...	Singapore		Bill to	Enterprise Set

Columns Hidden 1 Address date range: Current

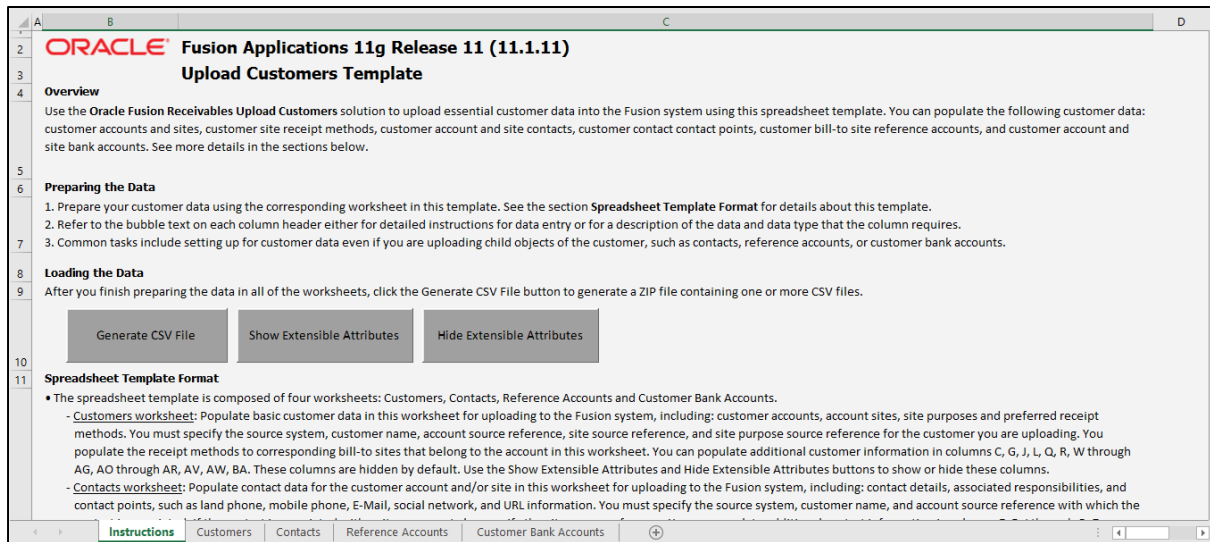
## 2.2 Overview of Upload Customers Template (Additional Features)

In this sub-section, we will discuss on overview of the upload customer’s template.

**Notes:** LSE user may skip this section if there is no requirement for Bulk Customer Upload.

The template consists of five sheets which are:

1. Instructions worksheet: This sheet will provide the instructions and guideline on how to fill in the template and load into the system.



**Figure 14: Upload Customers Template (Instructions worksheet)**

2. Customers worksheet: Populate basic customer data in this worksheet for uploading to the Fusion system, including customer accounts, account sites, site purposes and preferred receipt method. User must specify the source system, customer name, account source reference, site source reference, and site purpose source reference for the customer you are uploading. Users populate the receipt methods to corresponding bill-to sites that belong to the account in this worksheet. User can populate additional customer information in columns C, G, J, L, Q, R, W through AG, AO through AR, AV, AW, BA. These columns are hidden by default. Use the Show Extensible Attributes and Hide Extensible Attributes buttons to show or hide these columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	<b>Customers</b>													
3	*Required													
4	<b>Organization</b>			<b>Customer Account</b>										
5	*Source System	*Customer Number	Customer Source Referen	*Customer Name	D-U-R-S Numb	Taxpayer ID	Taxpayer Registration Number	Customer GSA Indicati	*Account Number	Account Source Referen	Account Description	Account Type	Account Established Date	Customer Class
6	E-Business Suite	A0005		HOSPITAL TENGGU AMPUAN RAHMAH					A0005	A0005		R	2020/01/01	
7	E-Business Suite	A0005		HOSPITAL TENGGU AMPUAN RAHMAH					A0005	A0005		R	2020/01/01	
8														
9														
10														
11														
12														
13														
14														
15														

**Figure 15: Upload Customers Template (Customers worksheet)**

3. **Contacts worksheet:** Populate contact data for the customer account and/or site in this worksheet for uploading to the Fusion system, including contact details, associated responsibilities, and contact points, such as land phone, mobile phone, E-Mail, social network, and URL information. User must specify the source system, customer name, and account source reference with which the contact is associated. If the contact is associated with a site, you must also specify the site source reference. User can populate additional contact information in columns E, F, J through O, Z through AB, AF through AI, AL, AP, AS. These columns are hidden by default. Use the Show Extensible Attributes and Hide Extensible Attributes buttons to show or hide these columns.

Customer Account or Site Contacts										
Account or Site Reference			Person							
*Source System	*Account Number	Site Num	*Person Number	Person Source Reference	Salutary Introducer	*First Name	Middle Name	*Last Name	Last Name Prefix	Suffi
E-Business Suite	A0005	1010	B001			AB RAHMAN		AZMI		
E-Business Suite	A0005	1010	B002			MUHAMMAD AKMAL		MAKSUM		

**Figure 16: Upload Customers Template (Contacts worksheet)**

4. **Reference Accounts worksheet:** Populate customer bill-to site reference accounts in this worksheet for uploading to the Fusion system. Users need to populate each of the account segments associated with the account type for a given business unit. User must specify the source system, customer name, account source reference and site source reference with which the reference accounts are associated.

Customer Bill-to Site Reference Accounts										
Site Purpose Reference				Reference Account						
*Source System	*Account Number	*Site Number	*Site Purpose Source Reference (for Bill-to Purpose Only)	*Business Unit I	Reference Account Type	Accounting Flexfield Segment 1	Accounting Flexfield Segment 2	Accounting Flexfield Segment 3	Accounting Flexfield Segment 4	Acco Flexfi Segm
E-Business Suite	A0005	1010	A1001	300000002409295	REC	01	00	030001	32514	0000
E-Business Suite	A0005	1010	A1001	300000002409295	REV	01	00	030001	41610	0000

**Figure 17: Upload Customers Template (Reference Accounts worksheet)**

5. **Customer Bank Accounts worksheet:** Populate bank accounts associated with the customer account and/or site in this worksheet for uploading to the Fusion system. User must specify the source system, customer name, and account source reference with which the bank account is associated. If the contact is associated with a site, user must also specify the site source reference.

Customer Account or Site Bank Accounts								
Account or Site Reference			Bank			Bank Account		
*Source System	*Account Number	Site Num	*Country	*Bank Name	Bank Number	*Bank Account Number	*Bank Account Name	*Bank Account Primary Indicato
E-Business Suite	A0005	1010	MY	MIB DAMANSARA HEIGHTS		563046004046	HOSPITAL TENGGU AMPUAN RAHIMAH	Y

**Figure 18: Upload Customers Template (Customer Bank Accounts worksheet)**

To check the column description, please refer to the bubble text on each column header either for detailed instructions on preparing the data in that column, or for a description of the data and data type that the column requires.

After finish preparing the data in all the worksheets, click the Generate CSV File button to generate a ZIP file containing one or more CSV files. User may find the button is in Instructions worksheet.

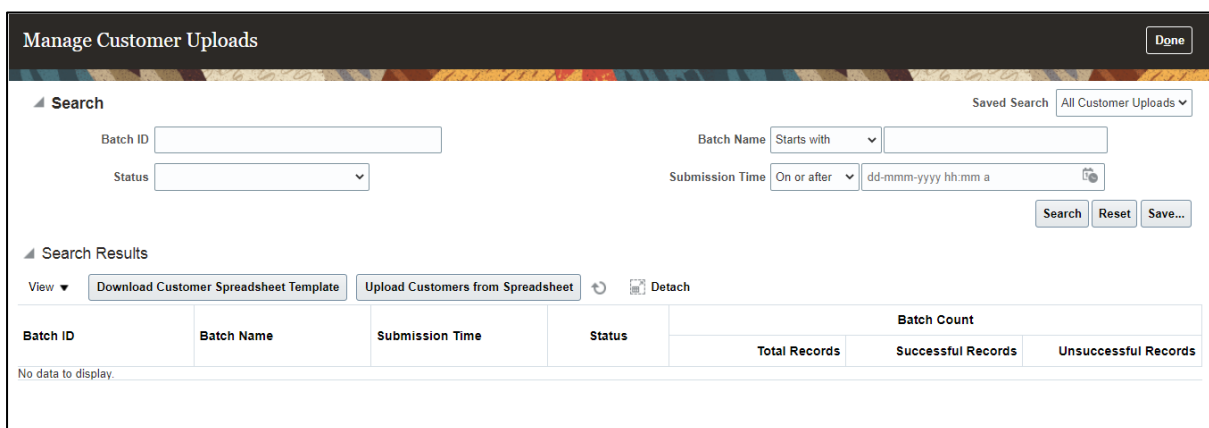
Next sub-section, we will discuss on the process of uploading customer template.

**2.2.1 Steps to Upload Customers Spreadsheet**

Use these pages to upload new customer using spreadsheet.

No.	Page Name	Navigation
1.	Manage Customers Upload	Receivables > Billing > Manage Customers Upload

**Table 3: Manage Customers Upload Navigation**



**Figure 19: Manage Customers Upload Page**






- To upload customers by using spreadsheet, click on








button to upload the template.

- System will prompt Upload Customers from Spreadsheet screen.

**Figure 20: Upload Customers from Spreadsheet Screen**

- Enter Batch Name to upload this spreadsheet and then choose file from your device.
- Click on  button and system will start to upload the template.
- User may click on  button to refresh the screen and update upload status.
- This icon  indicates that the process is completed and succeeded.
- This icon  indicates that the process has warning issue which is there are data records in the spreadsheet that could not be fully uploaded due to data errors.
- This icon  indicates that the upload process and/or its child processes encountered a runtime error not related to data validity.

Batch ID	Batch Name	Submission Time	Status	Batch Count		
				Total Records	Successful Records	Unsuccessful Records
100000000607001	CustomerBatchXX01	12-Jul-2021 02:37 PM		4	4	0
100000000604001	CustomerBatchxx5	12-Jul-2021 01:48 PM		7	0	7
100000000601720	CustomerBatch(bill)xx1	12-Jul-2021 09:24 AM		8	6	2
100000000599059	CustomerBatch01	12-Jul-2021 07:33 AM				
100000000578027	CRP_CUS_01	08-Jul-2021 01:59 AM				

**Figure 21: Status of Upload Customers**

- Click on Batch ID to view submission details.

**Customer Upload Batch: 10000000607001** Done

Batch Name	CustomerBatchXX01	Total Number of Records	4
Status	All records successfully uploaded	Number of Successful Records	4
Original Upload Data	aruploadcustomersXX01.zip	Number of Unsuccessful Records	0

**Upload Submissions**

View ▼ ↺

Process Request ID	Status	Submission Time	Submitted By
240743	✓	12-Jul-2021 02:37 PM	FIN_IMP

**Process 240743: Details**

View  Flat List  Hierarchy

View ▼ Resubmit Status All Time Range Last 72 hours 🔗 ?

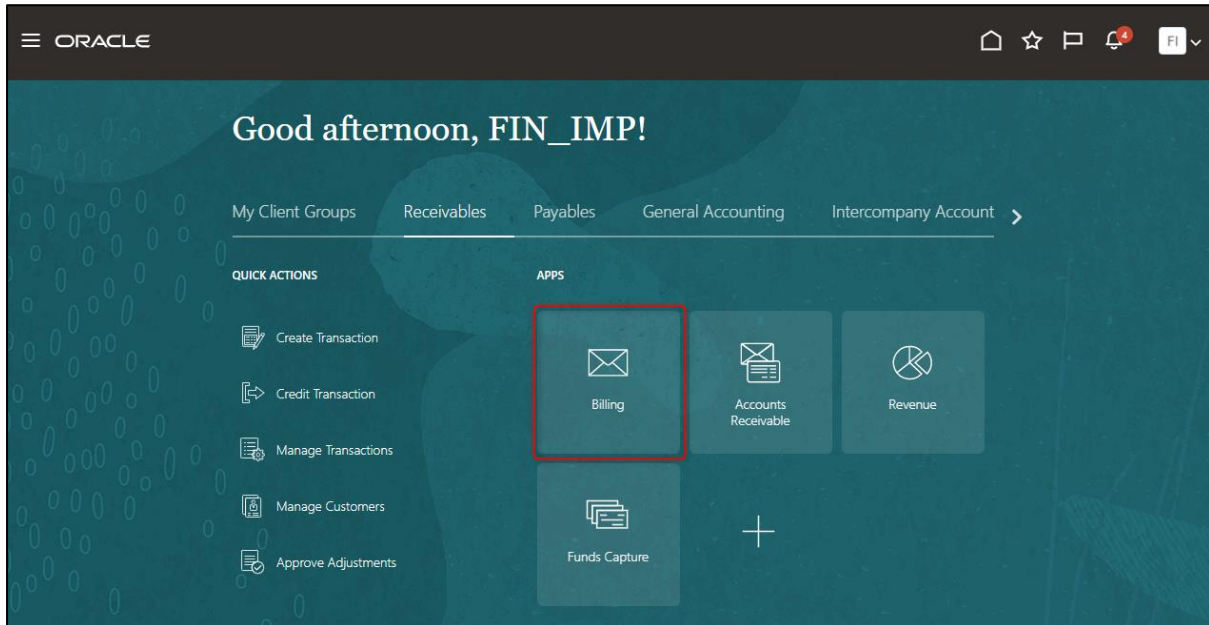
Process Name	Process ID	Status	Scheduled Time	View Output	Parameters	View Log

**Figure 22: Customer Upload Batch Page**

10. If there are unsuccessful records, user may click on the total records to correct the data.
11. After click on unsuccessful records, system will auto download CorrectCustomerDate in excel file (xlsx).
12. From the excel user will be able to correct the customer date submit back to the system.
13. To do this, user will have to download ADF integrator to connect excel with Fusion system.

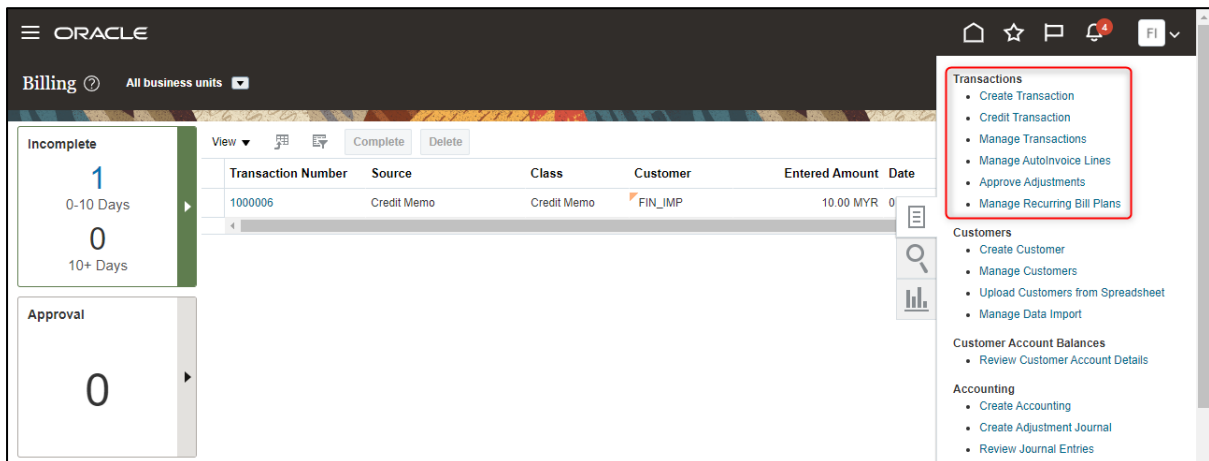
### 3 TRANSACTION PROCESSING

The transaction processing task is to perform by using Billing work area in Receivables module.



**Figure 23: Receivable Homepage**

In the Billing work area, user may find list of transaction function in the task panel. This function will cover all transaction activities for Receivables.



**Figure 24: Billing Work Area**

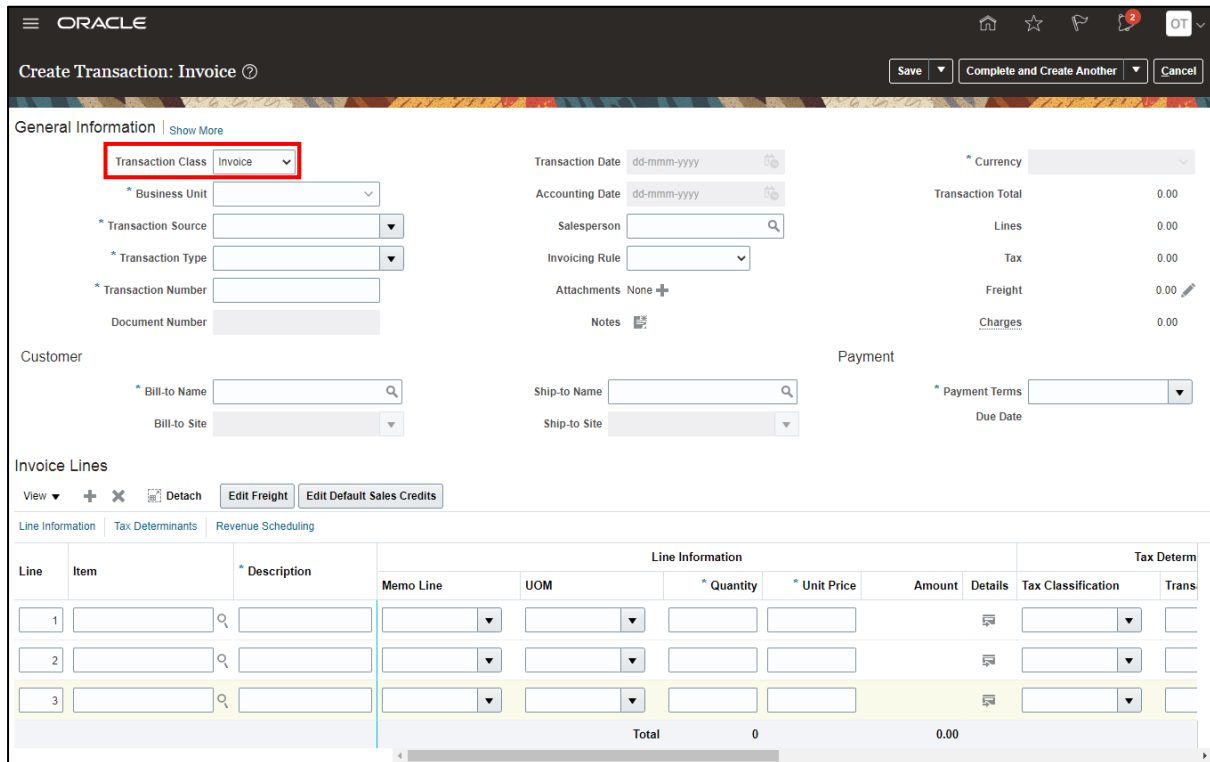
In the next section, will discuss on creation of invoice, debit memo, credit memo, credit transaction and invoice adjustment.

### 3.1 Creation of Invoice

Use these pages to create new invoice transaction.

No.	Page Name	Navigation
1.	Create Transaction	Receivables > Billing > Create Transaction

**Table 4: Invoice Creation Navigation**




**Figure 25: Create Transaction of Invoice Page**


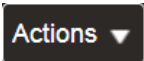
1. Fill up the following information and (\*) mark indicates as a mandatory field:

Step	Field	Description
<b>General Information</b>		
1.	<b>Transaction Class</b>	Select <b>Invoice</b> for creation of invoice
2.	<b>*Business Unit</b>	Select related business unit from list of values
3.	<b>*Transaction Source</b>	Select transaction source from list of values
4.	<b>*Transaction Type</b>	Select transaction type from list of values
5.	<b>*Transaction Number</b>	Enter transaction number if your business process require manual numbering

Step	Field	Description
6.	<b>*Document Number</b>	Enter document number Note: The field will be disabled if transaction source applies automatic transaction numbering
7.	<b>Transaction Date</b>	Enter transaction date ( <i>System default to current date</i> )
8.	<b>Accounting Date</b>	Enter accounting date ( <i>System default to current date</i> )
9.	<b>Salesperson</b>	<i>This field is not required to fill in</i>
10.	<b>Invoicing Rule</b>	<i>This field is not required to fill in</i>
11.	<b>Attachments</b>	Add attachment if necessary
12.	<b>Notes</b>	Insert notes if necessary
13.	<b>*Currency</b>	Select currency ( <i>System default to Ledger Currency</i> )
14.	<b>Transaction Total</b>	<i>System auto calculates based on invoice lines</i>
15.	<b>Lines</b>	<i>System auto calculates based on invoice lines</i>
16.	<b>Tax</b>	<i>System auto calculates based on invoice lines</i>
17.	<b>Freight</b>	<i>System auto calculates based on invoice lines</i>
18.	<b>Charges</b>	<i>System auto calculates based on invoice lines</i>
<b>a) Customer</b>		
19.	<b>*Bill-to Name</b>	Select bill-to customer name
20.	<b>Bill-to Site</b>	Select bill-to site number
<b>b) Payment</b>		
21.	<b>*Payment Term</b>	Select payment terms. This field is normally defaulted to 30 Net (preference at the System Option setup)
22.	<b>Due Date</b>	Will be automatically displayed by system due to selection on payment terms
<b>Invoice Lines</b>		
23.	<b>Line</b>	Numbering for line item
24.	<b>Item</b>	<i>This field is not required to fill in</i>
25.	<b>*Description</b>	System will auto display based on selection on Item or Memo line.

Step	Field	Description
<b>a) Line Information</b>		
26.	<b>Memo line</b>	Select Memo Line
27.	<b>UOM</b>	<i>This field is not required to fill in</i>
28.	<b>*Quantity</b>	Enter quantity
29.	<b>*Unit Price</b>	Enter unit price
30.	<b>Amount</b>	System auto calculates based on information inserted in Quantity and Unit Price.
<b>b) Sales Order (only fill up this information if required)</b>		
31.	<b>Number</b>	Enter number
32.	<b>Date</b>	Select date
33.	<b>Channel</b>	Enter Channel
34.	<b>Line</b>	Enter Line
35.	<b>Revision</b>	Enter Revision
<b>c) Ship-to Customer (only fill up this information if required)</b>		
36.	<b>Name</b>	Click on search button  to search and select customer name
37.	<b>Contact</b>	Select customer contact number
38.	<b>Site</b>	Select customer site number
39.	<b>Address</b>	Select customer address
40.	<b>Local of Final Discharge</b>	Enter local of final discharge
<b>d) Tax Determination (only fill up this information if required)</b>		
41.	<b>Tax Invoice Number</b>	Enter tax invoice number
42.	<b>Tax Invoice Date</b>	Select date of tax invoice
43.	<b>Tax Classification</b>	Select tax classification
44.	<b>Transaction Business Category</b>	Select transaction business category

Step	Field	Description
45.	<b>Intended Use</b>	Select intended use
46.	<b>Product Fiscal Classification</b>	Select product fiscal classification
47.	<b>Product Category</b>	Select product category
48.	<b>Product Type</b>	Select product type
49.	<b>User-Defined Fiscal Classification</b>	Select user-defined fiscal classification
50.	<b>Assessable Value</b>	Enter assessable value
<b>e) Tax Exemption (only fill up this information if required)</b>		
51.	<b>Exemption Handling</b>	<i>System default to Standard</i>
52.	<b>Certificate Number</b>	<i>System will auto display the information</i>
53.	<b>Reason</b>	Select reason
<b>f) Revenue Schedule (only fill up this information if required)</b>		
54.	<b>Rule</b>	<i>System will auto display the information</i>
55.	<b>Type</b>	<i>System will auto display the information</i>
56.	<b>Revenue Period</b>	<i>System will auto display the information</i>
57.	<b>Start Date</b>	<i>System will auto display the information</i>
58.	<b>End Date</b>	<i>System will auto display the information</i>
59.	<b>Number of Periods</b>	<i>System will auto display the information</i>
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

- Click button  at the top right corner of the page.
- After save the details, click on  button to edit distribution of the invoice and system will display distributions page.

Line Number	Detail Line Number	Account Class	Distribution	Accounting Date	Allocation			Distribution Comments
					Percentage	Amount (MYR)	Accounted Amount (MYR)	
		Receivable	30 00 220210 00000 00000000 0000	3/12/2024	100.0000	1,000,000.00	1,000,000.00	
1		Revenue	30 00 650110 00000 00000000 0000	3/12/2024	100.0000	1,000,000.00	1,000,000.00	

Figure 26: Distributions





- Click on distribution segment icon  for each Account Class, then system will prompt distribution segments screen.

Figure 27: Distribution Segments Screen

- Select and choose value for every segments then click  button.
- After completing for both Account Class, click button .
- System will display Create Transaction page.
- User may complete the task by clicking on  button.
- Invoice will be in a Complete status.

### 3.2 Creation of Debit Memo

Use these pages to create new debit memo transaction.

No.	Page Name	Navigation
1.	Create Transaction	Receivables > Billing > Create Transaction



**Table 5: Debit Memo Creation Navigation**

**Figure 28: Create Transaction of Debit Memo Page**

1. Fill up the following information and (\*) mark indicates as a mandatory field:


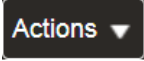
Step	Field	Description
<b>General Information</b>		
1.	<b>Transaction Class</b>	Select <b>Debit Memo</b> for creation of debit memo
2.	<b>*Business Unit</b>	Select related business unit from list of values
3.	<b>*Transaction Source</b>	Select transaction source from list of values
4.	<b>*Transaction Type</b>	Select transaction type from list of values

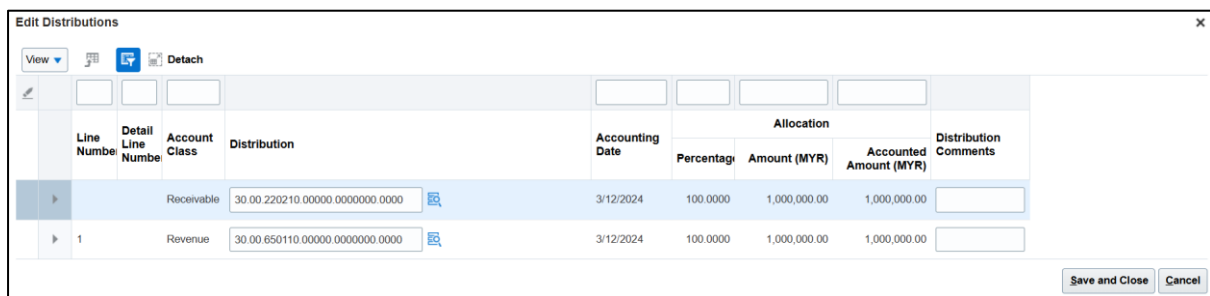
Step	Field	Description
5.	<b>*Transaction Number</b>	Enter transaction number Note: The field will be disable if transaction source applies automatic transaction numbering
6.	<b>*Document Number</b>	Enter document number Note: The field will be disable if transaction source applies automatic transaction numbering
7.	<b>Transaction Date</b>	Enter transaction date ( <i>System default to current date</i> )
8.	<b>Accounting Date</b>	Enter accounting date ( <i>System default to current date</i> )
9.	<b>Salesperson</b>	<i>This field is not required to fill in</i>
10.	<b>Invoicing Rule</b>	<i>This field is not required to fill in</i>
11.	<b>Attachments</b>	Add attachment if necessary
12.	<b>Notes</b>	Insert notes if necessary
13.	<b>*Currency</b>	Select currency ( <i>System default to Ledger Currency</i> )
14.	<b>Transaction Total</b>	<i>System auto calculates based on debit memo lines</i>
15.	<b>Lines</b>	<i>System auto calculates based on debit memo lines</i>
16.	<b>Tax</b>	<i>System auto calculates based on debit memo lines</i>
17.	<b>Freight</b>	<i>System auto calculates based on debit memo lines</i>
18.	<b>Charges</b>	<i>System auto calculates based on debit memo lines</i>
<b>a) Customer</b>		
19.	<b>*Bill-to Name</b>	Select bill-to customer name
20.	<b>Bill-to Site</b>	Select bill-to site number
21.	<b>Ship-to Name</b>	Select ship-to customer name
22.	<b>Ship-to Site</b>	Select ship-to site number
<b>b) Payment</b>		
23.	<b>*Payment Term</b>	Select payment terms
24.	<b>Due Date</b>	Will be automatically displayed by system due to selection on payment terms
<b>Debit Memo Lines</b>		
25.	<b>Line</b>	Numbering for line item

Step	Field	Description
26.	Item	Click on search button  to search and select items
27.	*Description	System will auto display based on selection on Item or Memo line
<b>a) Line Information</b>		
28.	Memo line	Select Memo Line
29.	UOM	<i>This field is not required to fill in</i>
30.	*Quantity	Enter quantity
31.	*Unit Price	Enter unit price
32.	Amount	System auto calculates based on information inserted in Quantity and Unit Price.
<b>b) Sales Order (only fill up this information if required)</b>		
33.	Number	Enter number
34.	Date	Select date
35.	Channel	Enter Channel
36.	Line	Enter Line
37.	Revision	Enter Revision
<b>c) Ship-to Customer (only fill up this information if required)</b>		
38.	Name	Click on search button  to search and select customer name
39.	Contact	Select customer contact number
40.	Site	Select customer site number
41.	Address	Select customer address
42.	Local of Final Discharge	Enter local of final discharge
<b>d) Tax Determination (only fill up this information if required)</b>		
43.	Tax Invoice Number	Enter tax invoice number
44.	Tax Invoice Date	Select date of tax invoice


Step	Field	Description
45.	<b>Tax Classification</b>	Select tax classification (in Receivables the Tax must be assigned manually, no default value can be set up)
46.	<b>Transaction Business Category</b>	Value will be defaulted Sales Transaction
47.	<b>Intended Use</b>	Not applicable
48.	<b>Product Fiscal Classification</b>	Not applicable
49.	<b>Product Category</b>	Not applicable
50.	<b>Product Type</b>	Not applicable
51.	<b>User-Defined Fiscal Classification</b>	Not applicable
52.	<b>Assessable Value</b>	Amount defaulted based on Line Amount

Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.

- Click button  at the top right corner of the page.
- After save the details, click on  button to edit distribution of the invoice and system will display distributions page.



**Figure 29: Distributions**

- Click on distribution segment icon  for each Account Class, then system will prompt distribution segments screen.

**Distribution** [X]

Hide Segments

Company: 30 ▼ Labuan Shipyard & Engineering Sdn Bhd

Intercompany: 00 ▼ NA

Account: 220210 ▼ Trade Debtors - OES-ME


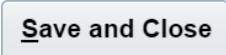

Cost Centre: 00000 ▼ General

Project: 0000000 ▼ Unspecified

Future: 0000 ▼ Unspecified

[Search] [Reset] | [OK] [Cancel]

**Figure 30: Distribution Segments Screen**

5. Select and choose value for every segments then click  button.
6. After completing for both Account Class, click button .
7. System will display Create Transaction page.
8. User may complete the task by clicking on  button.
9. Debit Memo will be in a Complete status.

### 3.3 Creation of Credit Memo

Use these pages to create new credit memo transaction.

No.	Page Name	Navigation
1.	Create Transaction	Receivables > Billing > Create Transaction


**Table 6: Credit Memo Creation Navigation**


The screenshot shows the Oracle 'Create Transaction: Credit Memo' interface. The 'Transaction Class' dropdown is highlighted with a red box and set to 'Credit memo'. The form includes sections for General Information, Customer, and Credit Memo Lines. The Credit Memo Lines table shows three empty rows and a total of 0.00.

**Figure 31: Create Transaction of Credit Memo Page**

1. Fill up the following information and (\*) mark indicates as a mandatory field:

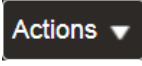
Step	Field	Description
<b>General Information</b>		
1.	<b>Transaction Class</b>	Select <b>Credit Memo</b> for creation of credit memo
2.	<b>*Business Unit</b>	Select related business unit from list of values
3.	<b>*Transaction Source</b>	Select transaction source from list of values
4.	<b>*Transaction Type</b>	Select transaction type from list of values
5.	<b>*Transaction Number</b>	Enter transaction number
6.	<b>*Document Number</b>	Enter document number Note: The field will be disable if transaction source applies automatic transaction numbering
7.	<b>Credit Reason</b>	Select reason for this credit memo
8.	<b>Customer Reference</b>	Enter customer reference

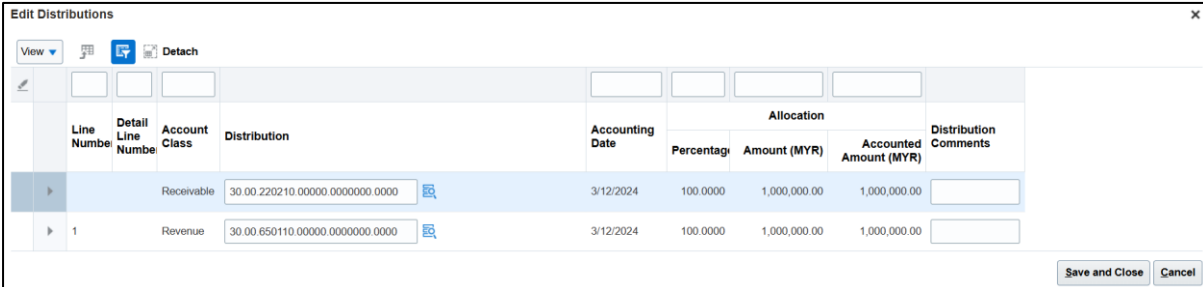
Step	Field	Description
9.	<b>Customer Reference Date</b>	Enter customer reference date
10.	<b>Transaction Date</b>	Enter transaction date ( <i>System default to current date</i> )
11.	<b>Accounting Date</b>	Enter accounting date ( <i>System default to current date</i> )
12.	<b>Salesperson</b>	<i>This field is not required to fill in</i>
13.	<b>Invoicing Rule</b>	<i>This field is not required to fill in</i>
14.	<b>Attachments</b>	Add attachment if necessary
15.	<b>Notes</b>	Insert notes if necessary
16.	<b>*Currency</b>	Select currency ( <i>System default to Ledger Currency</i> )
17.	<b>Transaction Total</b>	<i>System auto calculates based on lines</i>
18.	<b>Lines</b>	<i>System auto calculates based on lines</i>
19.	<b>Tax</b>	<i>System auto calculates based on lines</i>
20.	<b>Freight</b>	<i>System auto calculates based on lines</i>
21.	<b>Charges</b>	<i>System auto calculates based on lines</i>
<b>a) Customer</b>		
22.	<b>*Bill-to Name</b>	Select bill-to customer name
23.	<b>Bill-to Site</b>	Select bill-to site number
24.	<b>Ship-to Name</b>	Select ship-to customer name
25.	<b>Ship-to Site</b>	Select ship-to site number
<b>Credit Memo Lines</b>		
26.	<b>Line</b>	Numbering for line item
27.	<b>Item</b>	Click on search button  to search and select items
28.	<b>*Description</b>	System will auto display based on selection on Item or Memo line
<b>a) Line Information</b>		
29.	<b>Memo line</b>	Select Memo Line
30.	<b>UOM</b>	<i>This field is not required to fill in</i>

Step	Field	Description
31.	<b>*Quantity</b>	Enter quantity (either Quantity or Unit Price must have negative value)
32.	<b>*Unit Price</b>	Enter unit price (either Quantity or Unit Price must have negative value)
33.	<b>Amount</b>	System auto calculates based on information inserted in Quantity and Unit Price.
<b>b) Sales Order (only fill up this information if required)</b>		
34.	<b>Number</b>	Enter number
35.	<b>Date</b>	Select date
36.	<b>Channel</b>	Enter Channel
37.	<b>Line</b>	Enter Line
38.	<b>Revision</b>	Enter Revision
<b>c) Ship-to Customer (only fill up this information if required)</b>		
39.	<b>Name</b>	Click on search button  to search and select customer name
40.	<b>Contact</b>	Select customer contact number
41.	<b>Site</b>	Select customer site number
42.	<b>Address</b>	Select customer address
43.	<b>Local of Final Discharge</b>	Enter local of final discharge
<b>d) Tax Determination (only fill up this information if required)</b>		
44.	<b>Tax Invoice Number</b>	Enter tax invoice number
45.	<b>Tax Invoice Date</b>	Select date of tax invoice
46.	<b>Tax Classification</b>	Select tax classification (in Receivables the Tax must be assigned manually, no default value can be set up)
47.	<b>Transaction Business Category</b>	Value will be defaulted Sales Transaction
48.	<b>Intended Use</b>	Not applicable

Step	Field	Description
49.	<b>Product Fiscal Classification</b>	Not applicable
50.	<b>Product Category</b>	Not applicable
51.	<b>Product Type</b>	Not applicable
52.	<b>User-Defined Fiscal Classification</b>	Not applicable
53.	<b>Assessable Value</b>	Amount defaulted based on Line Amount


Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.

- Click button  at the top right corner of the page.
- After save the details, click on  button to edit distribution of the invoice and system will display distributions page.



Line Number	Detail Line Number	Account Class	Distribution	Accounting Date	Allocation		Distribution Comments
					Percentage	Amount (MYR)	
		Receivable	30.00.220210.00000.000000.0000	3/12/2024	100.0000	1,000,000.00	1,000,000.00
1		Revenue	30.00.650110.00000.000000.0000	3/12/2024	100.0000	1,000,000.00	1,000,000.00

**Figure 32: Distributions**


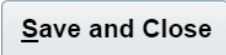

- Click on distribution segment icon  for each Account Class, then system will prompt distribution segments screen.

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

- Company:** 30 (Labuan Shipyard & Engineering Sdn Bhd)
- Intercompany:** 00 (NA)
- Account:** 220210 (Trade Debtors - OES-ME)
- Cost Centre:** 00000 (General)
- Project:** 0000000 (Unspecified)
- Future:** 0000 (Unspecified)

Buttons at the bottom include Search, Reset, OK, and Cancel.

**Figure 33: Distribution Segments Screen**

5. Select and choose value for every segments then click  button.
6. After completing for both Account Class, click button .
7. System will display Create Transaction page.
8. User may complete the task by clicking on  button.
9. Credit Memo will be in a Complete status.

The task to create Credit Memo can also be done by using Credit Transaction task. This task will be discussed in the next section.


### 3.4 Creation of Credit Transaction

Use these pages to create new credit transaction (*Credit Memo*) for original transaction that have been created.

No.	Page Name	Navigation
1.	Credit Transaction	Receivables > Billing > Credit Transaction


**Table 7: Credit Transaction Creation Navigation**

**Figure 34: Credit Transaction Page**

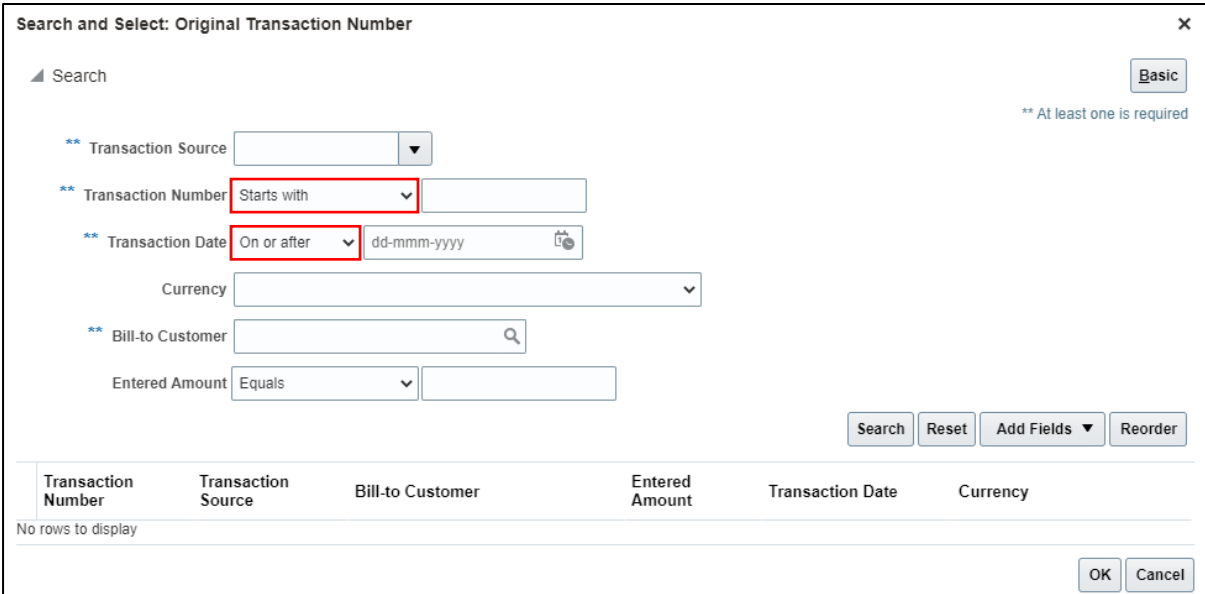
1. System will display Credit Transaction page.
2. Click button  from field Number to search number of original transactions.
3. System will prompt Figure 35 to search original transaction number.

**Figure 35: Search Original Transaction Number (Basic Search)**

4. Fill up one the field that has (\*\*) mark indicates as at least one is required.

Step	Field	Description
1.	<b>**Transaction Source</b>	Select transaction source
2.	<b>**Transaction Number</b>	Enter the original transaction number
3.	<b>**Transaction Date</b>	Select transaction date
4.	<b>Currency</b>	Select Currency
5.	<b>**Bill-to Customer</b>	Select  button to search bill-to customer
6.	<b>Entered Amount</b>	Enter transaction amount
7.	<b>Customer Reference</b>	Enter customer reference

5. User may click on **Advanced** button for advance search and the page will be displayed as follow with additional conditions:



Search and Select: Original Transaction Number

Search

Basic

\*\* At least one is required

\*\* Transaction Source

\*\* Transaction Number Starts with

\*\* Transaction Date On or after dd-mmm-yyyy

Currency

\*\* Bill-to Customer

Entered Amount Equals

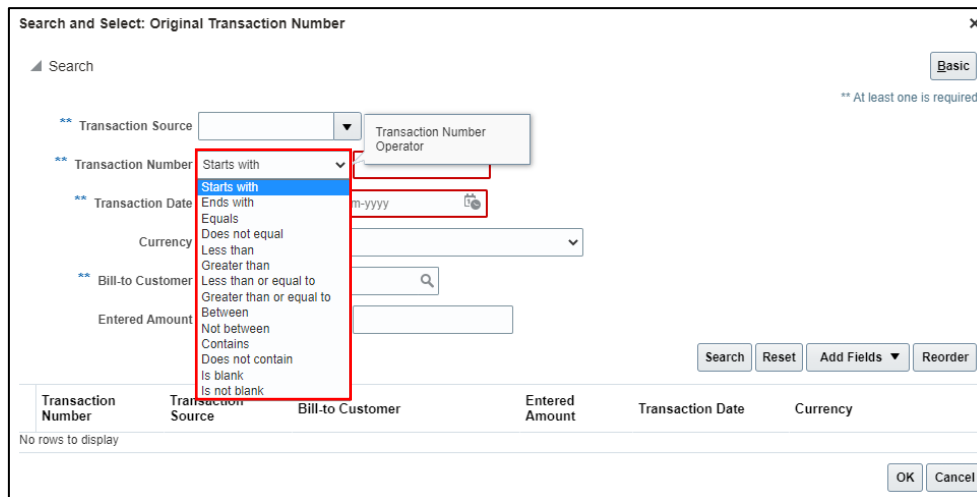
Search Reset Add Fields Reorder

Transaction Number	Transaction Source	Bill-to Customer	Entered Amount	Transaction Date	Currency
No rows to display					

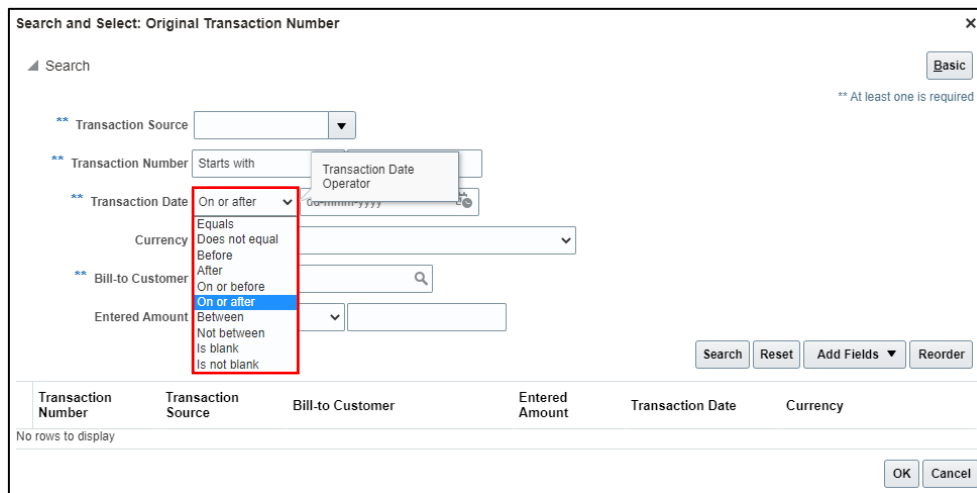
OK Cancel

**Figure 36: Search Original Transaction Number (Advance Search)**


6. The highlighted condition field will have a list of value as shown in Figure 37 and Figure 38.



**Figure 37: List of Value in Transaction Number Conditions Field**



**Figure 38: List of Value in Transaction Date Conditions Field**

7. After complete fill up the information, click on  and system will list out the result based on the information given.

Search and Select: Original Transaction Number x

Search Basic

\*\* At least one is required

\*\* Transaction Source

\*\* Transaction Number Starts with

\*\* Transaction Date On or after

Currency

\*\* Bill-to Customer INSTITUT PENYELIDIKAN PERUBA/

Entered Amount Equals

Search Reset Add Fields Reorder

Transaction Number	Transaction Source	Bill-to Customer	Entered Amount	Transaction Date	Currency
1000001	Yr 2021 Inv Number	INSTITUT PENYELIDIKAN PERUBA...	5	07-Jun-2021	MYR
1000012	Yr 2021 Inv Number	INSTITUT PENYELIDIKAN PERUBA...	5000	01-Jun-2021	MYR
1000003	Yr 2021 Inv Number	INSTITUT PENYELIDIKAN PERUBA...	100	28-May-2021	MYR
1000005	Yr 2021 Inv Number	INSTITUT PENYELIDIKAN PERUBA...	5	07-Jun-2021	MYR
1000006	Yr 2021 Inv Number	INSTITUT PENYELIDIKAN PERUBA...	3919505.04	28-May-2021	MYR
1000001	Yr 2021 Inv Number	INSTITUT PENYELIDIKAN PERUBA...	60	13-Jun-2021	MYR
CRP0601	Year 2021 Inv Man...	INSTITUT PENYELIDIKAN PERUBA...	2500	01-Jun-2021	MYR
1000013	Yr 2021 Inv Number	INSTITUT PENYELIDIKAN PERUBA...	100	27-Jun-2021	MYR
1000001	Yr 2021 Inv Number	INSTITUT PENYELIDIKAN PERUBA...	120	13-Jun-2021	MYR
1	Year 2021 Inv Man...	INSTITUT PENYELIDIKAN PERUBA...	1	06-Jun-2021	MYR

OK Cancel

**Figure 39: List of Result for Original Transaction**

8. Select and choose on the result then click  button.
9. System will capture the result and display the details on Credit Transaction Page.

The screenshot displays the Oracle Credit Transaction interface. At the top, it shows the Oracle logo and navigation icons. The main header includes 'Credit Transaction' and 'MYR - Malaysian Ringgit'. On the right, there are buttons for 'Save', 'Complete and Close', and 'Cancel'. The 'Original Transaction' section shows a transaction number '1000002' and a customer 'INSTITUT PENYELIDIKAN PERUBATAN (IMR)'. The 'Credit Memo' section contains various input fields for transaction source, type, number, date, and reason. A 'Transaction Amounts' table is also visible, showing a total original amount of 20.00 and a remaining balance of 20.00.

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	20.00			20.00	20.00
Tax	0.00			0.00	0.00
Freight	0.00			0.00	0.00
<b>Total</b>	<b>20.00</b>	<b>0</b>	<b>0.00</b>	<b>20.00</b>	<b>20.00</b>

Figure 40: Credit Transaction Page (with original transaction details)

- Fill up information in Credit Memo area with the following description given for every field.
- Fields with (\*) mark indicates as a mandatory field.

Step	Field	Description
<b>Credit Memo</b>		
1.	<b>*Transaction Source</b>	Select transaction source for creation of credit memo
2.	<b>*Transaction Type</b>	Select related business unit from list of values
3.	<b>*Transaction Number</b>	Select transaction source from list of values
4.	<b>Document Number</b>	Select transaction type from list of values
5.	<b>Transaction Date</b>	Enter transaction date ( <i>System default to current date</i> )
6.	<b>*Accounting Date</b>	Enter accounting date ( <i>System default to current date</i> )
7.	<b>Credit Reason</b>	Select reason for this credit memo
8.	<b>Customer Reference</b>	Enter customer reference

Step	Field	Description
9.	<b>Customer Reference Date</b>	Enter customer reference date
10.	<b>Attachments</b>	Add attachment if necessary
11.	<b>Notes</b>	Insert notes if necessary
12.	<b>Special Instructions</b>	Select currency ( <i>System default to Ledger Currency</i> )
13.	<b>Comments</b>	Add comments if necessary
14.	<b>Additional Information</b>	Select Additional Information if necessary
15.	<b>Context Value</b>	Not required field for credit transaction

12. In a Transaction Amounts area, user may click on **Credit Entire Balance** to credit the entire balance of the original transaction.
13. Details will be auto inserted in Credit Percentage, Amount, and update Remaining Balance into zero.

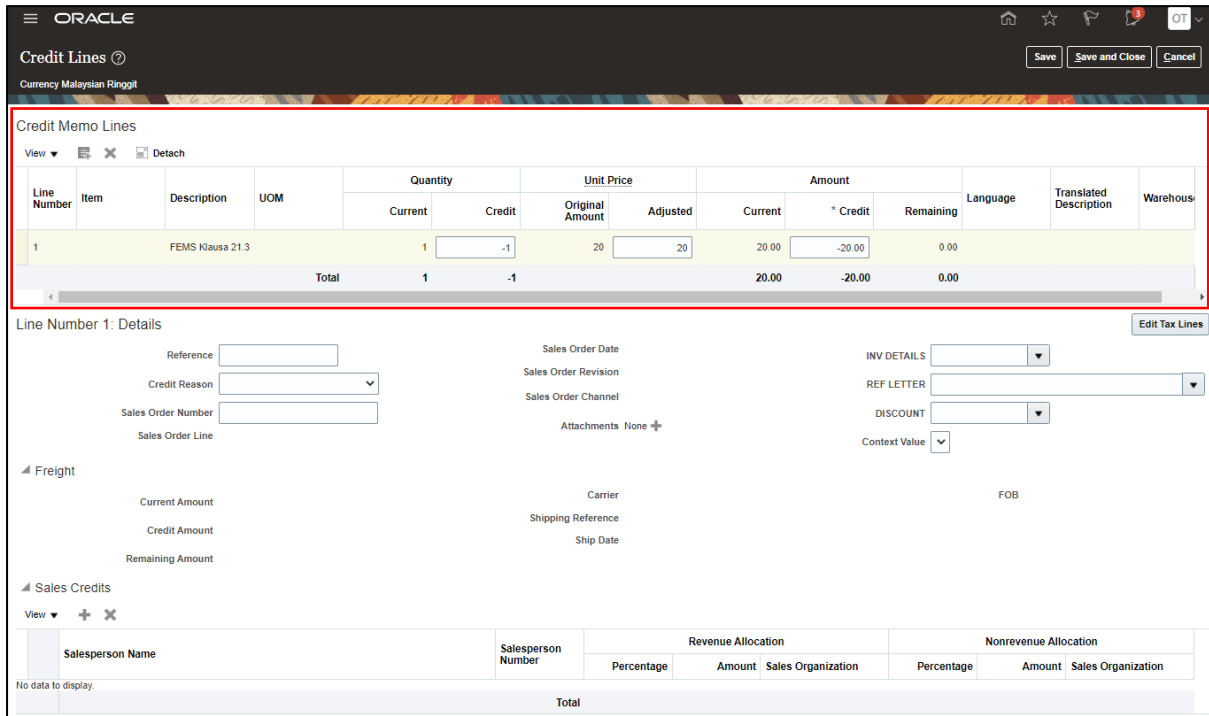
Transaction Amounts ?

Automatically derive tax from lines

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	20.00	100	-20.00	20.00	0.00
Tax	0.00	100	0.00	0.00	0.00
Freight	0.00			0.00	0.00
<b>Total</b>	<b>20.00</b>	<b>100</b>	<b>-20.00</b>	<b>20.00</b>	<b>0.00</b>

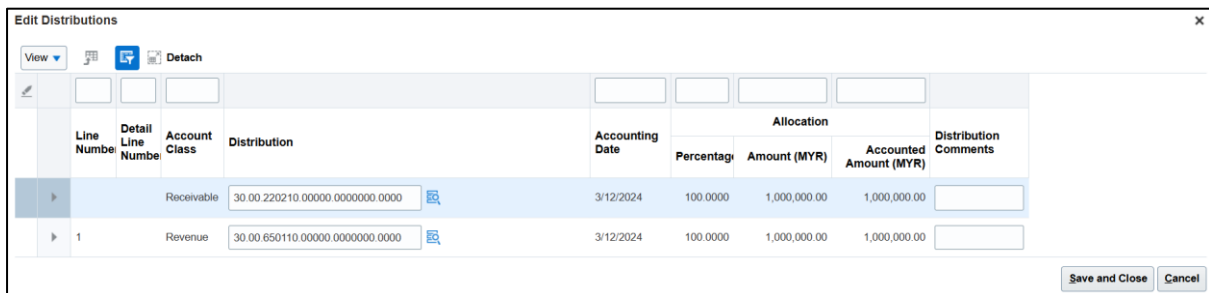
**Figure 41: Transaction Amounts Area**

14. Click button **Credit Lines** and system will display Credit Lines page.
15. This function is to apply on the specific lines of the invoice.



**Figure 42: Credit Memo Lines**

16. Click button **Save** or **Save and Close** at the top right corner of the page and system will revert to credit transaction page.
17. Next, click on **Edit Distributions** button to edit distribution and system will display distributions page.



**Figure 43: Distributions**

18. Click on Transaction Account for each Account Class, then system will prompt distribution segments screen.

**Distribution** [X]

Hide Segments

Company: 30 [▼] Labuan Shipyard & Engineering Sdn Bhd

Intercompany: 00 [▼] NA

Account: 220210 [▼] Trade Debtors - OES-ME





Cost Centre: 00000 [▼] General

Project: 0000000 [▼] Unspecified

Future: 0000 [▼] Unspecified

[Search] [Reset] | [OK] [Cancel]

**Figure 44: Distribution Segments**

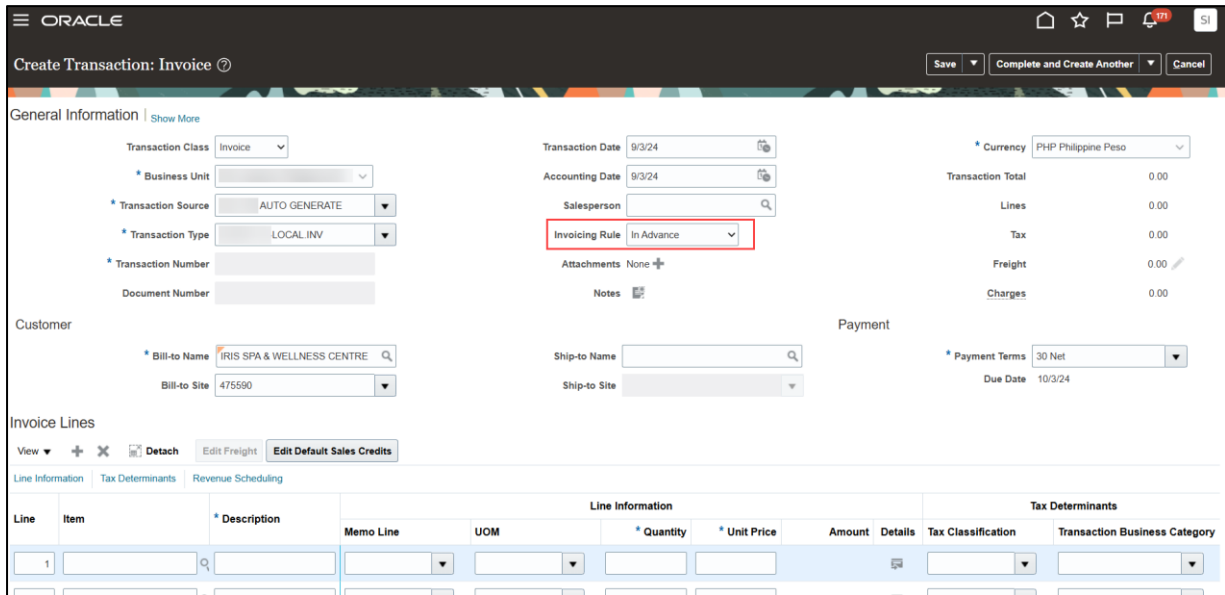
19. Select and choose value for every segments then click  button.
20. After completing for both Account Class, click button .
21. System will display Create Transaction page.
22. User may complete the task by clicking on  button to save information or click on .
23. Credit transaction is then completed.

### 3.5 Creation of Invoice (Bill in Advance)

Use these pages to create new invoice which apply Bill in Advance rule. This is used to schedule revenue recognition.

No.	Page Name	Navigation
1.	Create Transaction	Receivables > Billing > Create Transaction


**Table 8: Bill in Advance Creation Navigation**




**Figure 45: Create Transaction for In Advance Invoicing Rule Page**


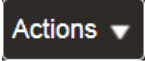
1. Fill up the following information and (\*) mark indicates as a mandatory field:

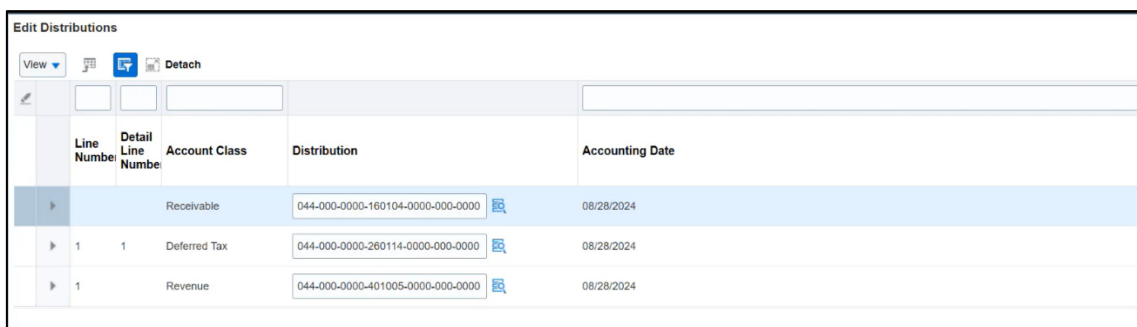
Step	Field	Description
<b>General Information</b>		
1.	<b>Transaction Class</b>	Select <b>INVOICE</b> for creation of invoice with “In Advance” invoicing rule
2.	<b>*Business Unit</b>	Select related business unit from list of values
3.	<b>*Transaction Source</b>	Select transaction source from list of values
4.	<b>*Transaction Type</b>	Select transaction type from list of values
5.	<b>*Transaction Number</b>	Enter transaction number Note: The field will be disable if transaction source applies automatic transaction numbering
6.	<b>*Document Number</b>	Enter document number Note: The field will be disable if transaction source applies automatic transaction numbering
7.	<b>Transaction Date</b>	Enter transaction date ( <i>System default to current date</i> )
8.	<b>Accounting Date</b>	Enter accounting date ( <i>System default to current date</i> )
9.	<b>Salesperson</b>	Not required field
10.	<b>Invoicing Rule</b>	Select invoicing rule = In Advance
11.	<b>Attachments</b>	Add attachment if necessary

Step	Field	Description
12.	<b>Notes</b>	Insert notes if necessary
13.	<b>*Currency</b>	Select currency ( <i>System default to Ledger Currency</i> )
14.	<b>Transaction Total</b>	<i>System auto calculates based on Invoice lines</i>
15.	<b>Lines</b>	<i>System auto calculates based on lines</i>
16.	<b>Tax</b>	<i>System auto calculates based on lines</i>
17.	<b>Freight</b>	<i>System auto calculates based on lines</i>
18.	<b>Charges</b>	<i>System auto calculates based on lines</i>
<b>c) Customer</b>		
19.	<b>*Bill-to Name</b>	Select bill-to customer name
20.	<b>Bill-to Site</b>	Select bill-to site number
21.	<b>Ship-to Name</b>	Select ship-to customer name
22.	<b>Ship-to Site</b>	Select ship-to site number
<b>d) Payment</b>		
23.	<b>*Payment Term</b>	Select payment terms
24.	<b>Due Date</b>	Will be automatically displayed by system due to selection on payment terms
<b>Memo Lines</b>		
25.	<b>Line</b>	Numbering for line item
26.	<b>Item</b>	Click on search button  to search and select items
27.	<b>*Description</b>	System will auto display based on selection on Item or Memo line
<b>e) Line Information</b>		
28.	<b>Memo line</b>	Select Memo Line
29.	<b>UOM</b>	Select Unit of measure (UOM)
30.	<b>*Quantity</b>	Enter quantity
31.	<b>*Unit Price</b>	Enter unit price

Step	Field	Description
32.	<b>Amount</b>	System auto calculates based on information inserted in Quantity and Unit Price.
<b>f) Sales Order (only fill up this information if required)</b>		
33.	<b>Number</b>	Enter number
34.	<b>Date</b>	Select date
35.	<b>Channel</b>	Enter Channel
36.	<b>Line</b>	Enter Line
37.	<b>Revision</b>	Enter Revision
<b>g) Ship-to Customer (only fill up this information if required)</b>		
38.	<b>Name</b>	Click on search button  to search and select customer name
39.	<b>Contact</b>	Select customer contact number
40.	<b>Site</b>	Select customer site number
41.	<b>Address</b>	Select customer address
42.	<b>Local of Final Discharge</b>	Enter local of final discharge
<b>h) Tax Determination (only fill up this information if required)</b>		
43.	<b>Tax Invoice Number</b>	Enter tax invoice number
44.	<b>Tax Invoice Date</b>	Select date of tax invoice
45.	<b>Tax Classification</b>	Select tax classification. <b>GHL Philippines Financing BU</b> should select the tax code <b>OUT-VAT DEFERRED</b> for Bill in Advance (Unearned Revenue) Invoice.
46.	<b>Transaction Business Category</b>	Select transaction business category
47.	<b>Intended Use</b>	Select intended use
48.	<b>Product Fiscal Classification</b>	Select product fiscal classification
49.	<b>Product Category</b>	Select product category
50.	<b>Product Type</b>	Select product type


Step	Field	Description
51.	<b>User-Defined Fiscal Classification</b>	Select user-defined fiscal classification
52.	<b>Assessable Value</b>	Enter assessable value
<b>i) Revenue Scheduling (<i>fill up this information to schedule revenue recognition</i>)</b>		
53.	<b>Rule</b>	Select revenue scheduling rules for the invoice line
54.	<b>Type</b>	<i>System will auto display the information based on setup</i>
55.	<b>Revenue Period</b>	<i>System will auto display the information based on setup</i>
56.	<b>Start Date</b>	Enter Start Date to recognize revenue
57.	<b>End Date</b>	<i>System would disable this field if rule selected for Fixed Scheduled</i>
58.	<b>Number of Period</b>	<i>System will auto display the information based on setup</i>
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

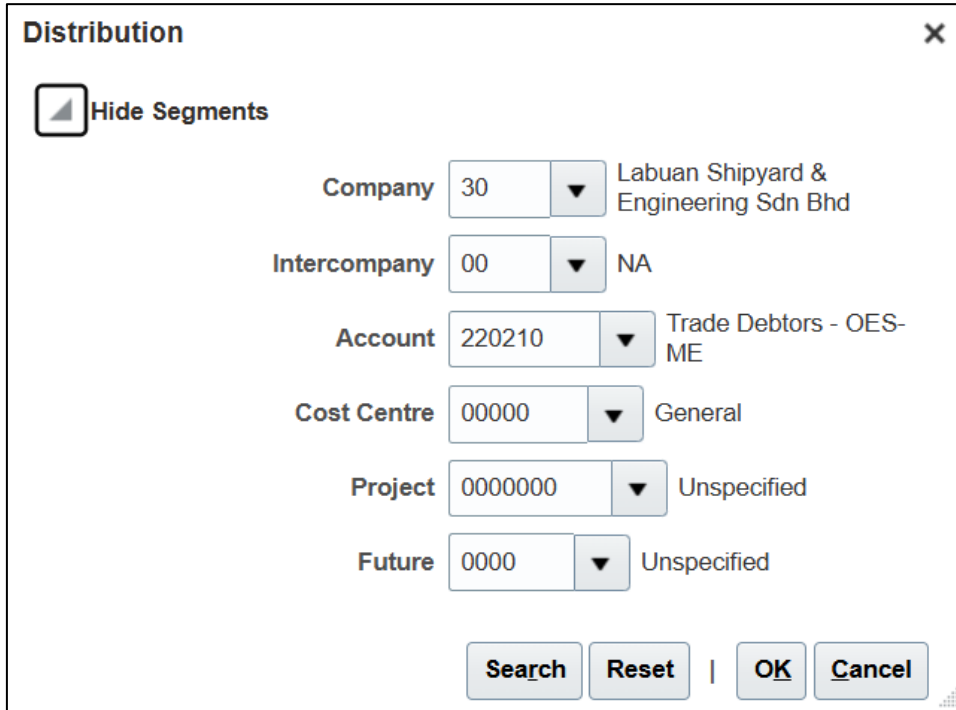
- Click button  at the top right corner of the page.
- After save the details, click on  button to edit distribution of the invoice and system will display distributions page.
- This distribution auto default based on setup for Standard Memo Line.
- Below distribution may vary depending on the Business Unit requirements.



Line Number	Detail Line Number	Account Class	Distribution	Accounting Date
		Receivable	044-000-0000-160104-0000-0000-0000	08/28/2024
1	1	Deferred Tax	044-000-0000-260114-0000-0000-0000	08/28/2024
1		Revenue	044-000-0000-401005-0000-0000-0000	08/28/2024

**Figure 46: Deferred Distributions**

6. User may amend the distribution by click on distribution segment icon  for each Account Class, then system will prompt distribution segments screen.



**Distribution**

Hide Segments

Company 30 Labuan Shipyard & Engineering Sdn Bhd

Intercompany 00 NA

Account 220210 Trade Debtors - OES-ME




Cost Centre 00000 General

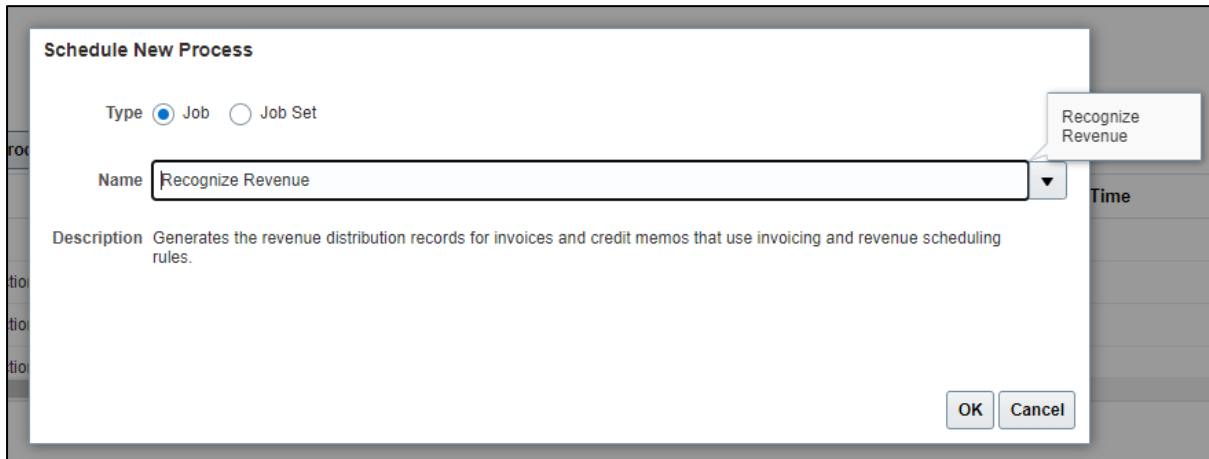
Project 0000000 Unspecified

Future 0000 Unspecified

Search Reset | OK Cancel

**Figure 47: Distribution Segments Screen**

7. Select and choose value for every segments then click  button.
8. After completing for both Account Class, click button .
9. System will display Create Transaction page.
10. User may complete the task by clicking on  button.
11. The Bill in Advance will be in a Complete status, but the revenue is still not scheduled completely.
12. When user has confirmed to recognize the revenue, navigate to Schedule Processes menu to run Recognize Revenue process.



**Figure 48: Run Recognize Revenue Process Screen**

13. After the process is completed successfully, you may check the transaction at Manage Transaction task.
14. The revenue portion will start to be recognized according to the rule defined during creation of the transaction.

Accounting Lines: Invoice 2024000039

Ledger **ABC Ledger** Status Final

View View T-Accounts Detach Override Account

Line	Date	Account	Class	Accounted (PHP)	
				Debit	Credit
1	8/1/24	044-000-0000-260114-0000-000-0000	Tax		12,000.00
2	8/1/24	044-000-0000-260301-0000-000-0000	Unearned revenue		50,000.00
3	8/1/24	044-000-0000-160104-0000-000-0000	Receivable	162,000.00	
4	8/1/24	044-000-0000-401005-0000-000-0000	Revenue		50,000.00
5	8/1/24	044-000-0000-401005-0000-000-0000	Revenue		50,000.00
6	9/1/24	044-000-0000-260301-0000-000-0000	Unearned revenue	50,000.00	
7	9/1/24	044-000-0000-401005-0000-000-0000	Revenue		50,000.00

Done

**Figure 49: Distribution (Recognized Revenue) Screen**

15. Deferred Tax will be recognized and set off during receipt creation for the invoice.

Line	Account	Class	Accounted (PHP)	
			Debit	Credit
1	044-000-0000-145131-0000-000-0000	Cash	81,000.00	
2	044-000-0000-260114-0000-000-0000	Deferred tax	6,000.00	
3	044-000-0000-160104-0000-000-0000	Receivable		81,000.00
4	044-000-0000-260113-0000-000-0000	Tax		6,000.00

Figure 50: Deferred Tax distribution during receipt creation

### 3.6 Create Recurring Billing Plan

Use these pages to create Recurring Billing Plans. This is used to if there is a requirement to create multiple invoices repetitively according to the contract terms and period apply to the customer. This feature will generate Invoice automatically based on information defined in the Batch. The invoice number will be populated by the system.

No.	Page Name	Navigation
1.	Create Recurring Bill Plan	Receivables > Billing > Manage Recurring Bill Plan

Table 9: Recurring Bill Plan Creation Navigation

Figure 51: Manage Recurring Bill Plan Page



1. Click on  button to create new recurring billing plan.

Figure 52: Create Recurring Bill Plan Page


2. Fill up the following information and (\*) mark indicates as a mandatory field:

Step	Field	Description
<b>General Information</b>		
1.	<b>*Business Unit</b>	Select related business unit from list of values
2.	<b>*Bill Plan Name</b>	Bill Plan Name will auto default by using ID running number.
3.	<b>*Transaction Source</b>	Select Transaction Source for Recurring Bill
4.	<b>*Transaction Type</b>	Select transaction type from list of values
5.	<b>*Currency</b>	Select currency ( <i>System default to RM Malaysian Ringgit</i> )
6.	<b>Salesperson</b>	Search and select salesperson
7.	<b>*Bill Frequency</b>	Select Bill Frequency for the recurring bill. This could be (Day/Week/Month/Quarter/Year) depending on the contract term.
8.	<b>*Contract Start Date</b>	Enter contract start date ( <i>System default to current date</i> )
9.	<b>*Contract End Date</b>	Enter contract end date ( <i>System default to one year after current date</i> )

Step	Field	Description
10.	<b>*First Transaction Date</b>	Enter first transaction date. This will be the transaction date for the first invoice.
11.	<b>Second Transaction Date</b>	Enter second transaction date. This will be the transaction date for the second invoice. If this field is not entered, system will use the first transaction date for the following invoice transaction date.
12.	<b>Second Billing Period Start Date</b>	Enter second Billing Period Start date. This will be the accounting date for the second invoice. If this field is not entered, system will use the first transaction date for the following invoice accounting date.
<b>a) Customer</b>		
13.	<b>*Bill-to Name</b>	Select bill-to customer name
14.	<b>Bill-to Site</b>	Select bill-to site number
15.	<b>Ship-to Name</b>	Select ship-to customer name
16.	<b>Ship-to Site</b>	Select ship-to site number
<b>b) Payment</b>		
17.	<b>*Payment Term</b>	Select payment terms
18.	<b>Due Date</b>	Will be automatically displayed by system due to selection on the transaction type
<b>Memo Lines</b>		
19.	<b>Line</b>	Numbering for line item
20.	<b>Item</b>	Click on search button  to search and select items
21.	<b>*Description</b>	System will auto display based on selection on Item or Memo line
22.	<b>Memo line</b>	Select Memo Line
23.	<b>UOM</b>	<i>Not used</i>
24.	<b>*Quantity</b>	Enter quantity
25.	<b>*Unit Price</b>	Enter unit price
26.	<b>Amount</b>	System auto calculates based on information inserted in Quantity and Unit Price.
<b>a) Tax Determination (only fill up this information if required)</b>		

Step	Field	Description
27.	<b>Tax Invoice Number</b>	<i>Not used</i>
28.	<b>Tax Invoice Date</b>	<i>Not used</i>
29.	<b>Tax Classification</b>	Select tax classification

Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.

- Click button  at the top right corner of the page.
- After save the details, navigate to Schedule Processes to Generate Recurring Billing Data.

**Schedule New Process**

Type  Job  Job Set

Name

Description Generates AutoInvoice Interface lines for recurring billing based on recurring bill plans.

**Figure 53: Generate Recurring Billing Data Process Screen**

- After the process is completed successfully, you may check the transaction at Manage Recurring Bill Plan task.
- The invoice will be created based on data filled during creation of recurring billing plan.

**Manage Recurring Bill Plans**

Search

\* Business Unit Equals  Bill to Customer Equals

Bill Plan Name Equals  Contract Start Date Equals

Currency  Contract End Date Equals

Billing Frequency  Memo Line Equals

Active Item Equals

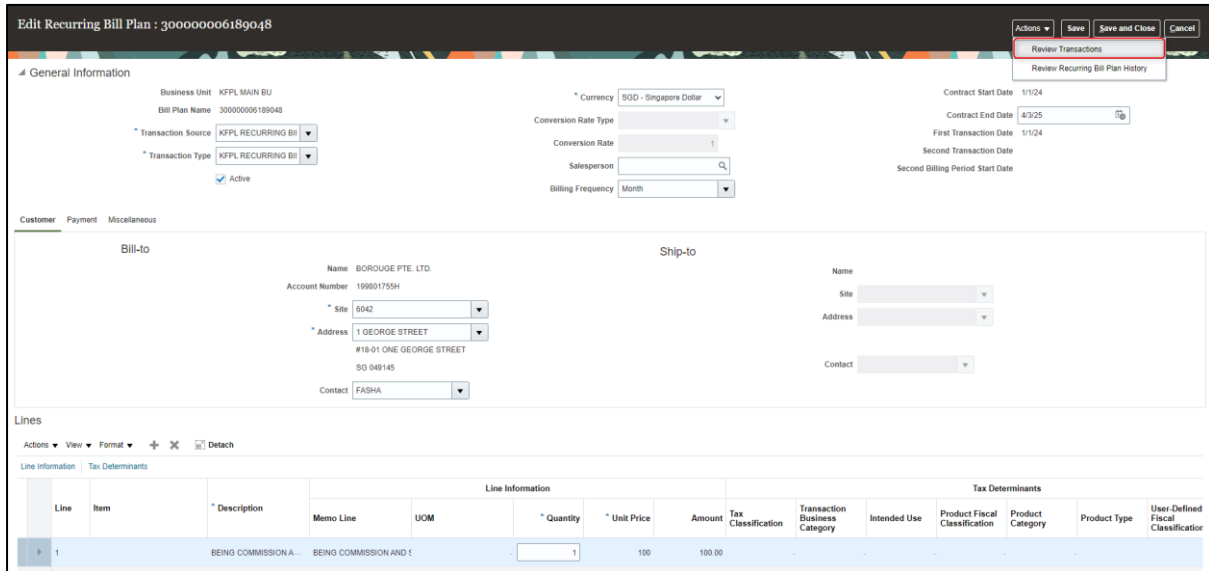
Search Results

Bill Plan Name	Bill to Customer	Contract Start Date	Contract End Date	Billing Frequency	Status Tracker	Change History
3000000981890...	BOROUGE PTE. LTD.	1/1/24	4/3/25	Month	Complete	
30000009811196...	DBS BANK LTD	1/1/24	3/5/25	Month	Complete	
3000000980481...	BOROUGE PTE. LTD.	1/15/24	1/1/25	Month	Complete	
300000057864...	DBS BANK LTD	1/15/24	6/30/24	Month	Complete	

Rows Selected 1

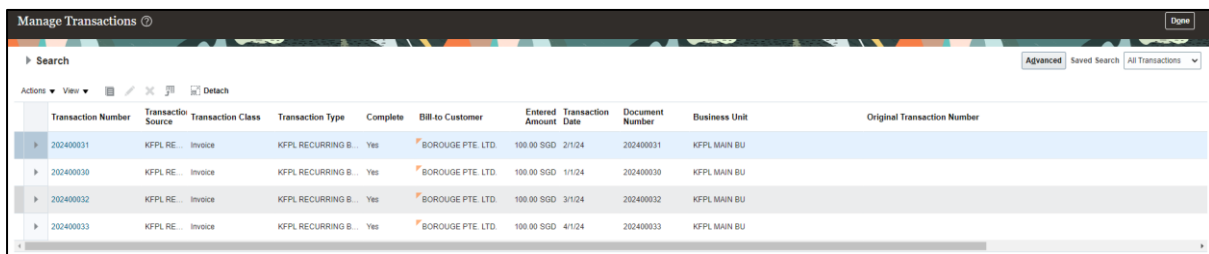
**Figure 54: Manage Recurring Billing Plans**

7. Click on the Bill Plan name to review the list of transaction that has been created.
8. Kindly note that the Bill Plan will stay as active until Contract Date ended.



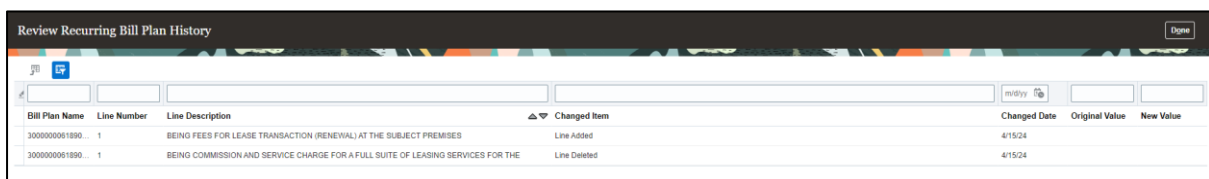
**Figure 55: Review Recurring Billing Plans**

9. Click on Review Transactions and system will direct to Manage Transaction task to view list of invoices created.



**Figure 56: Review Recurring Billing Plans at Manage Transaction Page**

10. If there is any changes or update, user may amend at the required field and save the changes.
11. After save, user must Generate Recurring Billing Data to update the Bill plan.
12. Click on Recurring Bill Plan History if there are any changes on the Bill Plan.



**Figure 57: Review Recurring Billing Plans History Page**

### 3.7 Receivables AutoInvoice Import

Use these pages to load and import autoinvoice by using spreadsheet.

No.	Page Name	Navigation
1.	Scheduled Processes	Tools > Scheduled Processes

**Table 10: Scheduled Processes Navigation**

1. To perform this task, Receivables AutoInvoice Import template should be download from docs.oracle.com in File-based Data Import for Financials. Provided link below:

Link:

<https://docs.oracle.com/en/cloud/saas/financials/21a/oefbf/receivables.html#receivables>

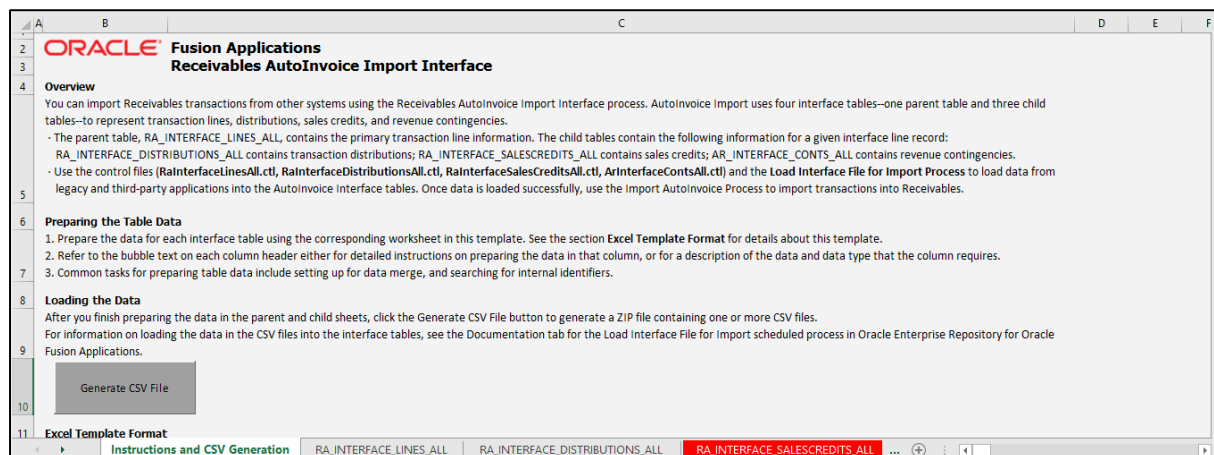
2. The template is used to generate the Comma Separated Values (CSV) files for loading transaction data from other Oracle applications and from external sources to Receivables.
3. In the next sub-section, we will discuss on the overview of Receivables AutoInvoice Import spreadsheet and steps to load into the interface and data import processes.

#### 3.7.1 Overview of Upload AutoInvoice Template

In this sub-section, we will discuss on overview of AutoInvoice template.

The template consists of five sheets which are:

1. Instructions worksheet: This sheet will provide the instructions and guideline on how to fill in the template and load into the system.



**Figure 58: AutoInvoice Template (Instructions worksheet)**

2. RA\_INTERFACE\_LINES\_ALL: Captures transaction line details. This is the primary data from which transaction headers and lines are created after successful import. Transaction header is created based on the active Receivables Grouping Rule definition. Each record in this sheet is considered unique based on the Line Transactions Descriptive Flexfield that you have configured for use. Populate data in all enabled segments in the Line Transaction Flexfield Interface Line Segment 1 to 15 columns of this entity sheet. Data in the Line Transaction Flexfield Interface Line Context and Line Transaction Flexfield Interface Line Segment 1 to 15 columns uniquely identify each record in this entity sheet and are also the key for mapping data with other child entity worksheets.

Receivables AutoInvoice Interface Lines							
*Business Unit Name	*Transaction Batch Source Name	*Transaction Type Name	Payment Terms	Transaction Date	Accounting Date	Transaction Number	Bill-to Customer Account Numb
ABC BU	AR_Trans Source_04A-Dir	Invoice	30 Net	2024/03/17	2024/03/17	CRP100001	
ABC BU	AR_Trans Source_04A-Dir	Invoice	30 Net	2024/03/17	2024/03/17	CRP100002	
ABC BU	AR_Trans Source_04A-Dir	Invoice	30 Net	2024/03/17	2024/03/17	CRP100003	
ABC BU	AR_Trans Source_04A-Dir	Invoice	30 Net	2024/03/17	2024/03/17	CRP100004	
ABC BU	AR_Trans Source_04A-Dir	Invoice	30 Net	2024/03/17	2024/03/17	CRP100005	
ABC BU	AR_Trans Source_04A-Dir	Invoice	30 Net	2024/03/17	2024/03/17	CRP100006	

**Figure 59: AutoInvoice Template (RA\_INTERFACE\_LINES\_ALL)**

3. RA\_INTERFACE\_DISTRIBUTION\_ALL: Captures the transaction distributions that you intend to assign to imported transactions. If you use Receivables AutoAccounting to derive distributions for imported transactions, then you should not populate this entity sheet. Data in this sheet is linked to the parent entity sheet RA\_INTERFACE\_LINES\_ALL using Line Transaction Flexfield Interface Line Context and Line Transaction Flexfield Interface Line Segment 1 to 15 column values. To associate a distribution with a particular transaction line, use the same values for the Line Transaction Flexfield Interface Line Context and Line Transaction Flexfield Interface Line Segment 1 to 15 columns as is used for the transaction line record in the RA\_INTERFACE\_LINES\_ALL entity sheet. Populate General Ledger Accounting Flexfield segment values in the Accounting Flexfield Segment 1 to 30 columns, as appropriate.

Receivables AutoInvoice Interface Line Distributions						
*Business Unit Name	*Account Class	Amount	Percent	Line Transactions Flexfield Context	Line Transactions Flexfield Segment 1	Line Transactions Flexfield Seg
ABC BU	REV		100.00	Data Source	CRP100001	
ABC BU	REV		100.00	Data Source	CRP100002	
ABC BU	REV		100.00	Data Source	CRP100003	
ABC BU	REV		100.00	Data Source	CRP100004	
ABC BU	REV		100.00	Data Source	CRP100005	
ABC BU	REV		100.00	Data Source	CRP100006	
ABC BU	REV		100.00	Data Source	CRP100007	

**Figure 60: AutoInvoice Template (RA\_INTERFACE\_DISTRIBUTIONS\_ALL)**

4. RA\_INTERFACE\_SALESCREDITS\_ALL: Captures sales credit information for imported transactions. Data in this sheet is linked to the parent entity sheet RA\_INTERFACE\_LINES\_ALL using Line Transaction Flexfield Interface Line Context and Line Transaction Flexfield Interface Line Segment 1 to 15 column values.

	B	C	D	E	F	
2	<b>Receivables AutoInvoice Interface Line Salescredits</b>					
3	* Required					
4	*Business Unit Name	Salesperson Number	Name of Sales Credit Type	Sales Credit Amount Split	Sales Credit Percentage Split	Line Transaction
5						
6						
7						
8						
9						
10						

**Figure 61: AutoInvoice Template (RA\_INTERFACE\_SALESCREDITS\_ALL)**

- AR\_INTERFACE\_CONTS\_ALL: Contains revenue contingencies that you intend to assign to imported transactions. Data in this sheet is linked to the parent entity sheet RA\_INTERFACE\_LINES\_ALL using Line Transaction Flexfield Interface Line Context and Line Transaction Flexfield Interface Line Segment 1 to 15 column values.

	B	C	D	E	F	G
2	<b>Receivables AutoInvoice Interface Line Contingencies</b>					
3	* Required					
4	*Business Unit Name	Contingency Code	Contingency Identifier	*Contingency Name	Contingency Expiration Date	Contingency Expiration D
5						
6						
7						
8						
9						
10						

**Figure 62: AutoInvoice Template (AR\_INTERFACE\_CONTS\_ALL)**

To check the column description, please refer to the bubble text on each column header either for detailed instructions on preparing the data in that column, or for a description of the data and data type that the column requires.

After you finish preparing the data in the parent and child sheets, click the Generate CSV File button to generate a ZIP file containing one or more CSV files. The button is in Instructions worksheet.

Next sub-section, we will discuss on Documentation tab for the Load Interface File for Import scheduled process in Oracle Enterprise Repository for Oracle Fusion Applications.

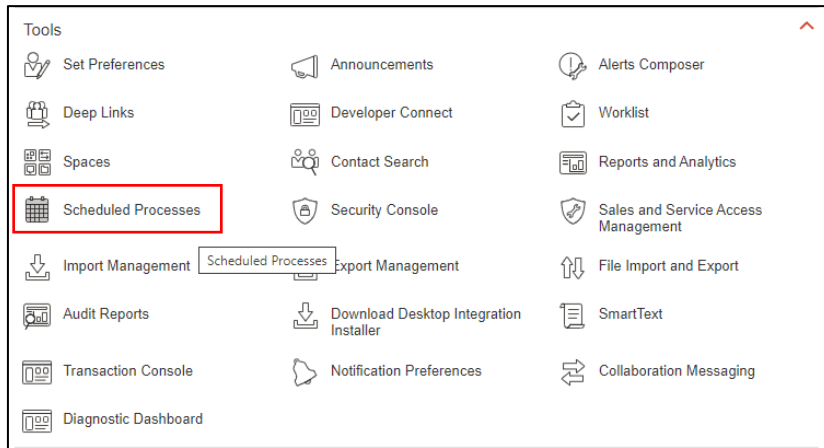
### 3.7.2 Steps to Load and Import AutoInvoice

Use these pages to load and import autoinvoice by using spreadsheet.

No.	Page Name	Navigation
1.	Scheduled Processes	Tools > Scheduled Processes

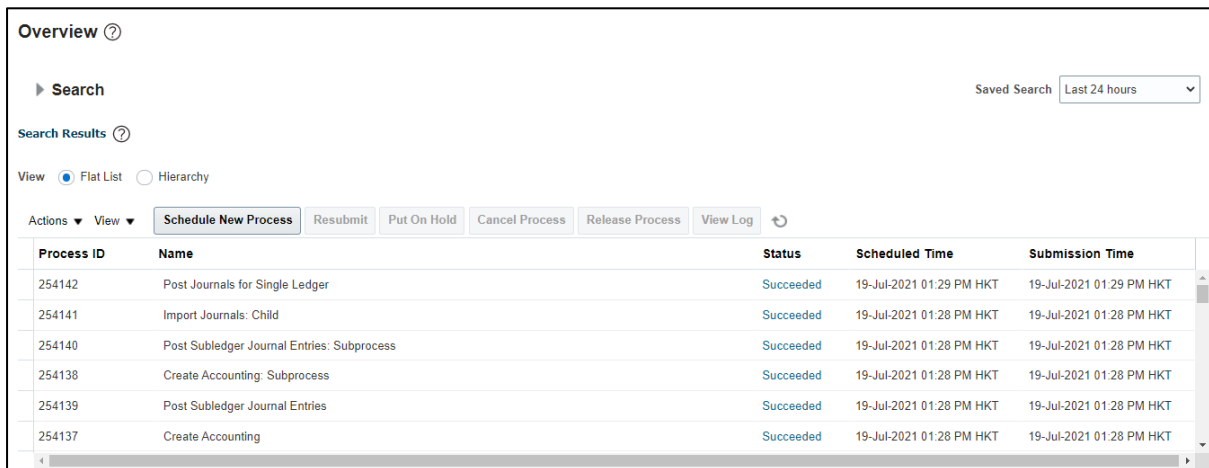
**Table 11: Scheduled Processes Navigation**

- Navigate to Tools and select on Scheduled.



**Figure 63: Schedules Processes Navigator**

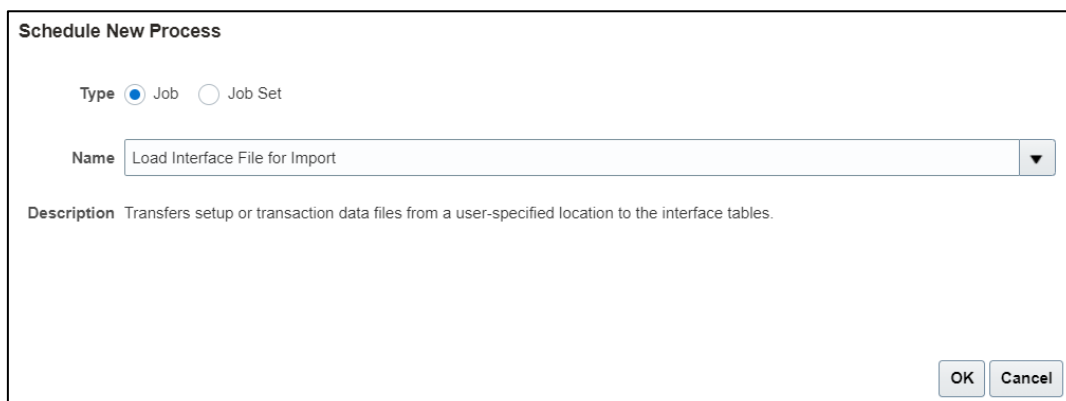
2. System will direct to Scheduled Processes page as shown in figure below:



**Figure 64: Schedule Processes Page**

**Load Interface for Import Data**

1. Click on **Schedule New Process** button to load interface before importing the data.
2. System will prompt Schedule New Process screen



**Figure 65: Schedule New Process Screen (Load Interface)**

3. Search Load Interface File for Import process then click on **OK** button.
4. Next, the system will prompt Process Details Screen for import data.

**Figure 66: Process Details Screen (Load Interface)**

5. Select Import AutoInvoice for Import Process and select or choose Receivables AutoInvoice Import template file from your device for Data File.

Note: Please make sure you are uploading Zip file into the system.

**Figure 67: Upload File for Data File**

6. After choose file, click on **OK** button then click on **Submit** button to start the process.
7. Monitor the process in the Scheduled Process page.
8. After you successfully load your data, you must submit the Import AutoInvoice process to import the data into the application tables and create the transactions.


## **Import AutoInvoice**

1. Click on **Schedule New Process** to import AutoInvoice data.
2. System will prompt Schedule New Process screen

**Figure 68: Schedule New Process Screen (Import AutoInvoice)**

3. Select the Import AutoInvoice process and click **OK** button.
4. Next, the system will prompt Process Details Screen for import data.

**Figure 69: Process Details Screen (*Import AutoInvoice*)**

5. Enter the required parameters with (\*) mark.
6. Enter the rest of the parameters as needed and click on  button to start process.
7. Monitor the process in the Scheduled Process page until the status end with Succeeded, Error or Warning.
8. If the Import AutoInvoice process ends in error or warning, review the log file and validation report for details about the rows that caused the failure.
9. If the Import Process ends in Succeeded, the task is complete.
10. The invoice will be able to search in the system by using Manage Transactions task from Billing work area.
- 11.

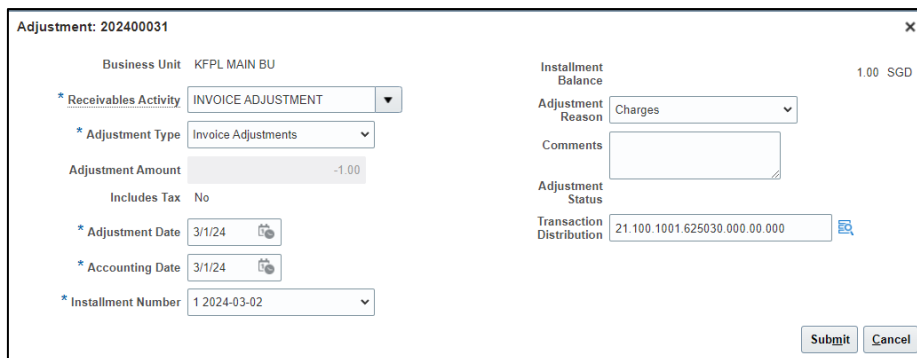
### 3.8 Invoice Adjustment on Receipt Screen

This task we will be discussing on how to create invoice adjustment on the receipt screen.

1. Afte

**Figure 70: Invoice Adjustment (*on the Receipt screen*)**

2. System will prompt you the Adjustment Screen


**Figure 71: Adjustment Screen**

3. Select the Receivables Activity as INVOICE ADJUSTMENT and Adjustment type as Invoice Adjustments for full amount adjustment or Line Adjustments for partial amount adjustments.
4. Fill in other information accordingly for the adjustment and click Submit button to complete the action.
5. Those user ID with have been setup for the Approval Limit, the Adjustment will be auto approved, while user ID that does not have approval limit or exceed the approval limit, the adjustment will be pending for approval.

### 3.8.1 Approve Invoice Adjustment

Use these pages to approve any pending adjustment due to approval limit.

No.	Page Name	Navigation
1.	Approve Adjustments	Billing > Approve Adjustments

**Table 12: Approve Adjustments Navigation**

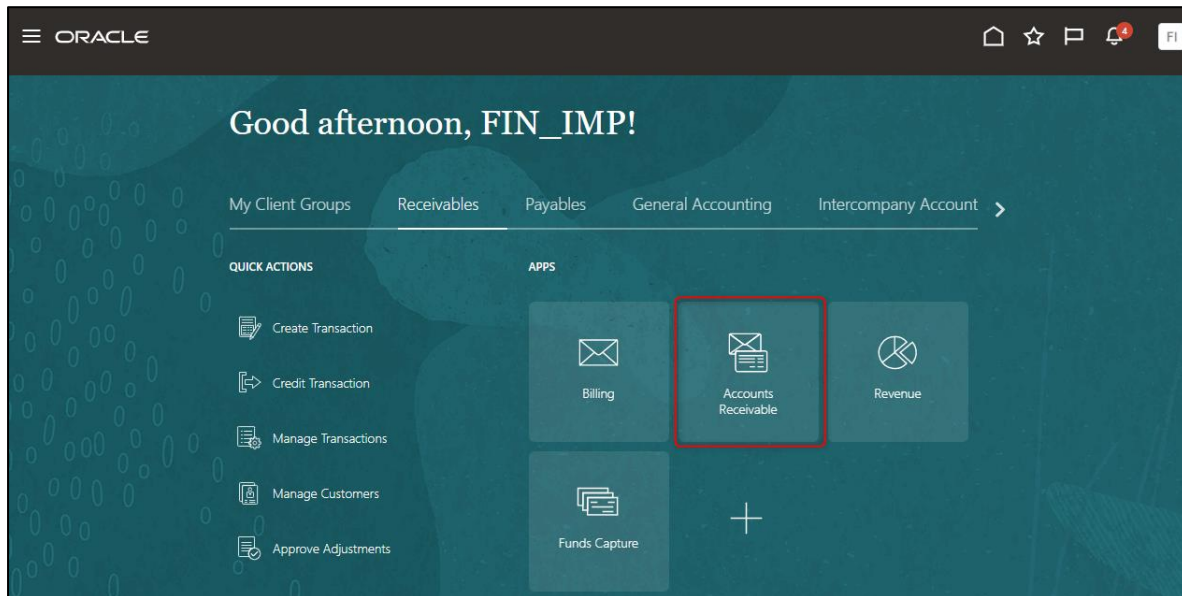
- Those ID that has unlimited approval limit, may navigate to Approve Adjustment screen to approve any pending adjustments.

- Search for pending approval select the adjustment row then click on Approve button to approve the adjustment.
- The Adjustment will be approved successfully.

Adjustment Number	Activity	Type	Customer	Status	Accounted Amount	Date	Approved By	Transaction Number
1	Invoice Adjustm...	Line Adjustments	OLIVESTOUCH TECHNOLOGIES SDN BHD	Approved	-10.00 MYR	1/10/2024	JUDY TINGGAL...	ACC/2024/10/01
1003	Invoice Adjustm...	Line Adjustments	OLIVESTOUCH TECHNOLOGIES SDN BHD	Approved	-10,000.00 MYR	28/11/2024	Finance User	ACC/24/11/0003
1004	Invoice Adjustm...	Line Adjustments	OLIVESTOUCH TECHNOLOGIES SDN BHD	Approved	-590,000.00 MYR	28/11/2024	OTHMAN ABU	ACC/24/11/0003
1001	Invoice Adjustm...	Line Adjustments	OLIVESTOUCH TECHNOLOGIES SDN BHD	Approved	-100.00 MYR	28/11/2024	JUDY TINGGAL...	ACC/24/11/003

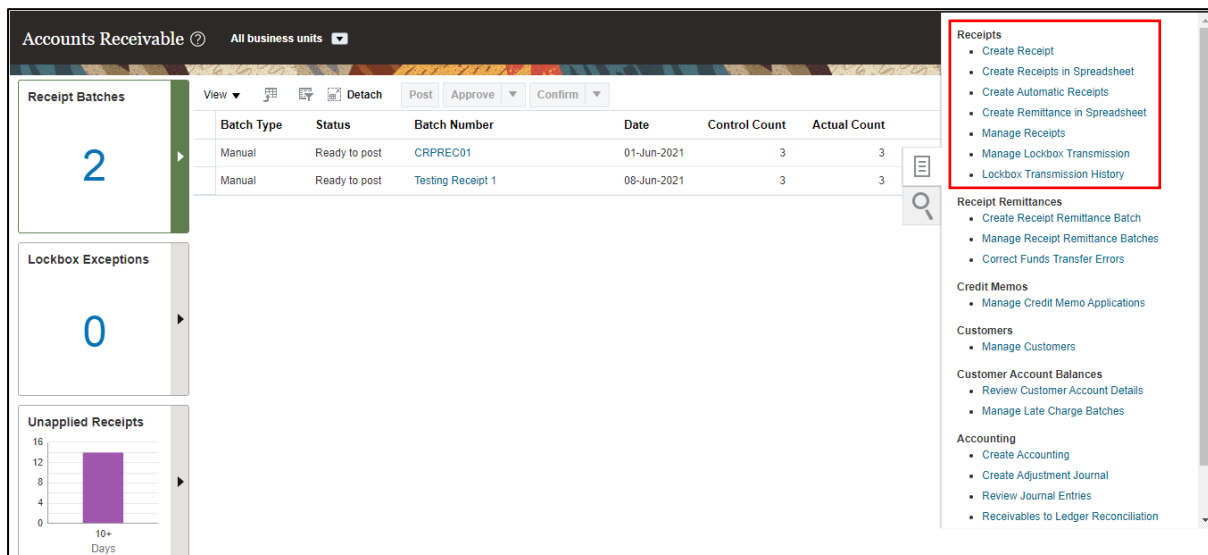
## 4 RECEIPT PROCESSING

The transaction processing task is to perform by using Account Receivable work area in Receivables module.



**Figure 72: Receivable Homepage**

In Account Receivable work area, user may find list of Receipt function in the task panel. This function will cover all receipt activities for Receivables.



**Figure 73: Account Receivable Work Area**

In the next section, we will discuss on creation of manual receipt and its application.

### 4.1 Creation of Standard Receipt

Use these pages to create new standard receipt transaction.

No.	Page Name	Navigation
1.	Create Receipt	Receivables > Account Receivable > Create Receipt

**Table 13: Receipt Creation Navigation**







The screenshot shows the 'Create Receipt' form with the following sections and fields:

- Receipt Details:** Receipt Type (Standard), Status (New), \* Business Unit, \* Receipt Method, \* Receipt Number, \* Currency (MYR Malaysian Ringgit), \* Entered Amount, Accounted Amount, Tax Rate Code, Receivables Specialist, Comments.
- Dates:** \* Receipt Date (19-Jul-2021), \* Accounting Date (19-Jul-2021), Maturity Date (19-Jul-2021), Postmark Date (dd-mm-yyyy).
- Attachments:** Attachments (None), Structured Payment Reference.
- Remittance Bank:** \* Name, \* Branch, \* Account, Currency (MYR), \* Deposit Date (19-Jul-2021), Allow override checkbox.
- Customer:** Account Number, Name, Taxpayer Identification Number, Site, Customer Match (By Site, Customer Site, Match By), Bank, Bank Branch, Bank Account.
- Additional Information:** Context Value, Regional Information.
- Remittance Reference Detail:** View, Add Open Receivables, Detach. Table with columns: Receipt Match By, \* Reference Number, Reference Amount. (No data to display).



**Figure 74: Create Receipt Page**

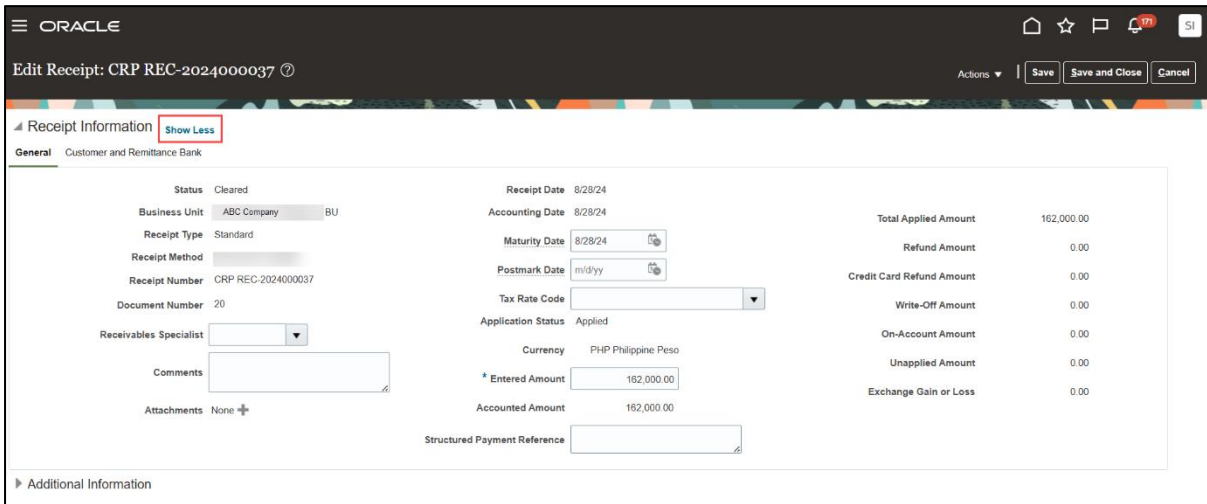
10. Fill up the following information and (\*) mark indicates as a mandatory field:

Step	Field	Description
1.	<b>Receipt Type</b>	Select <b>Standard</b> for creation of receipt
2.	<b>Status</b>	System will default to New as this is a new creation of receipt
3.	<b>*Business Unit</b>	Select business unit
4.	<b>*Receipt Method</b>	Select receipt method
5.	<b>*Receipt Number</b>	Enter receipt number

Step	Field	Description
6.	<b>*Currency</b>	Select currency, ( <i>System default to Ledger Currency</i> )
7.	<b>*Entered Amount</b>	Enter receipt amount
8.	<b>Accounted Amount</b>	( <i>System auto fill in based on Entered amount field</i> )
9.	<b>Tax Rate Code</b>	Select Tax Rate Code if there is tax charge
10.	<b>Receivables Specialist</b>	Select receivables specialist if necessary
11.	<b>Comments</b>	Add comments if necessary
12.	<b>*Receipt Date</b>	Select  button and choose receipt date
13.	<b>*Accounting Date</b>	Select  button and choose accounting date
14.	<b>Maturity Date</b>	Select  button and choose maturity date. ( <i>System auto fill in based on selection in Receipt Method</i> )
15.	<b>Postmark Date</b>	Select  button and choose postmark date. ( <i>System auto fill in based on selection in Receipt Method</i> )
16.	<b>Attachments</b>	Click on  button to insert note if necessary
17.	<b>Structures Payment Reference</b>	Enter structures payment reference if necessary
<b>Remittance Bank</b>		
18.	<b>*Name</b>	( <i>System auto fill in based on selection in Receipt Method</i> )
19.	<b>*Branch</b>	( <i>System auto fill in based on selection in Receipt Method</i> )
20.	<b>*Account</b>	( <i>System auto fill in based on selection in Receipt Method</i> )
21.	<b>Currency</b>	( <i>System default to Ledger Currency</i> )
22.	<b>*Deposit Date</b>	( <i>System auto fill in based on selection in Receipt Date</i> )
23.	<b>Allow Override</b>	Tick box to allow override distribution
<b>Customer</b>		
24.	<b>Account Number</b>	Enter customer account number or click on  button to search customer by using other information

Step	Field	Description
25.	<b>Name</b>	Will be automatically displayed by system due to selection on Account Number
26.	<b>Taxpayer Identification Number</b>	Enter taxpayer identification if his receipt requires tax charge
27.	<b>Site</b>	Select customer site number
28.	<b>Customer Match By</b>	<i>(System auto fill in based on customer profile)</i>
29.	<b>Customer Site Match By</b>	<i>(System auto fill in based on customer profile)</i>
30.	<b>Bank</b>	<i>(System auto fill in based on customer profile)</i>
31.	<b>Bank Branch</b>	<i>(System auto fill in based on customer profile)</i>
32.	<b>Bank Account</b>	<i>(System auto fill in based on customer profile)</i>
<b>Additional Information</b>		
33.	<b>Context value</b>	Select context value if necessary
34.	<b>Regional Information</b>	Select context value if necessary
<b>Remittance Reference Detail</b>		
35.	<b>Receipt Match By</b>	Select receipt match by from list of values
36.	<b>Reference Number</b>	Enter reference number
37.	<b>Reference Amount</b>	Enter reference amount
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

11. Click button  if user would like to apply receipt with invoice. We will discuss this in the next section.
12. After filled in all the information, click on  button to complete the task.
13. User may choose "Submit and Create Another" to create new receipt, "Submit and Apply Manually" to apply receipt after creating the receipt, "Submit and AutoApply Now" to run auto apply process after creating the receipt or "Submit".
14. Receipt status will change from "New" to "Cleared" and system will display page as shown in Figure 75 below:



**Figure 75: Edit Receipt Page**

15. In the next sub-section, we will be discussing on receipt applications in oracle financial cloud.

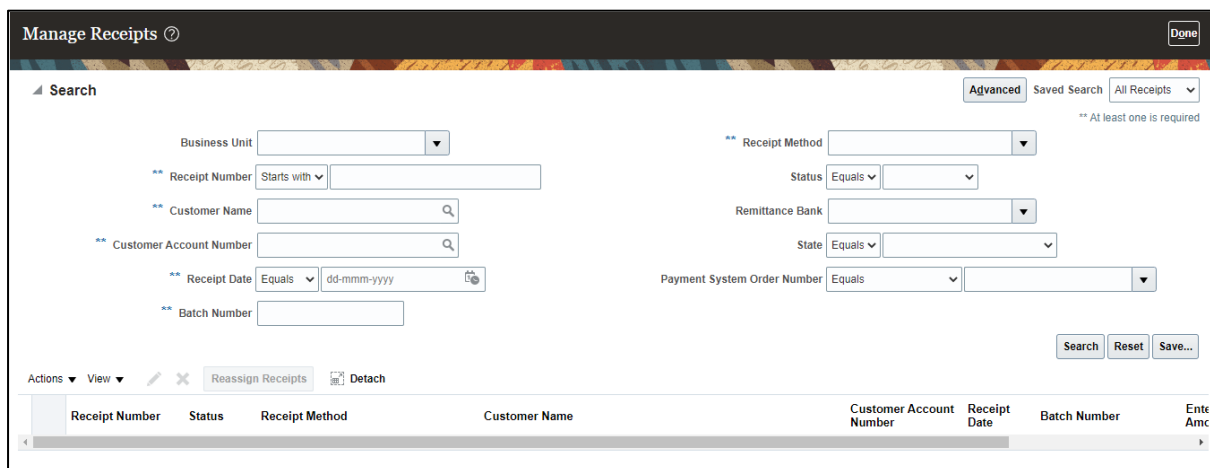
### 4.1.1 Receipt Applications

Use these pages for receipt applications. In receipt application user will manage receipt for applied receipt and unapplied receipt.


No.	Page Name	Navigation
1.	Receipt Applications	Receivables > Account Receivable > Manage Receipt

**Table 14: Receipt Application Navigation**

1. In Account Receivables work area, select Manage Receipt from the task panel.
2. System will display manage receipt page.



**Figure 76: Manage Receipt Page**

3. Search by receipt number then click on  button.
4. System will show the result based on the receipt number entered.

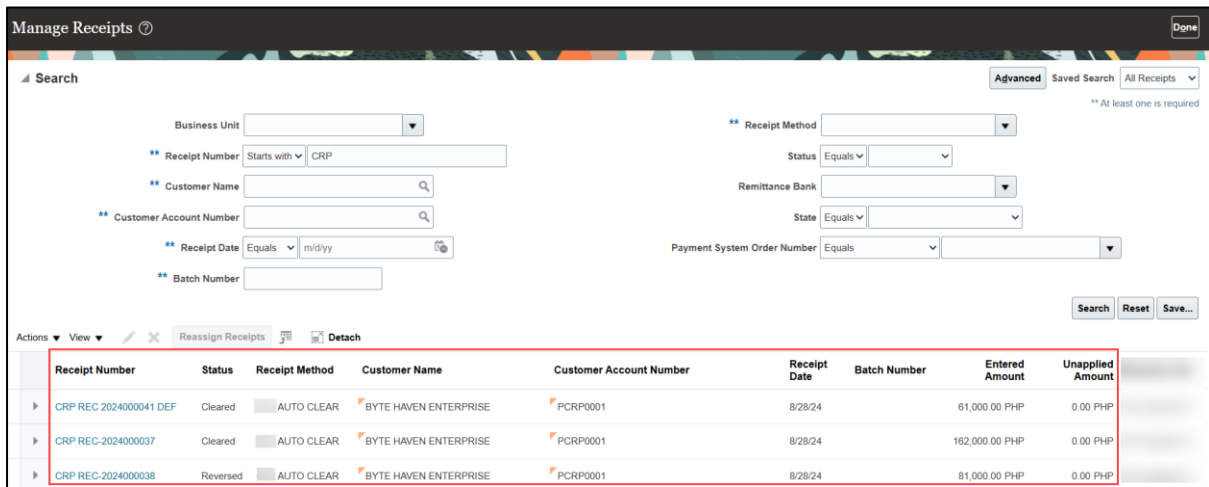


Figure 77: List of Result

5. Click on the receipt number and system will direct to Edit Receipt page and display receipt details.

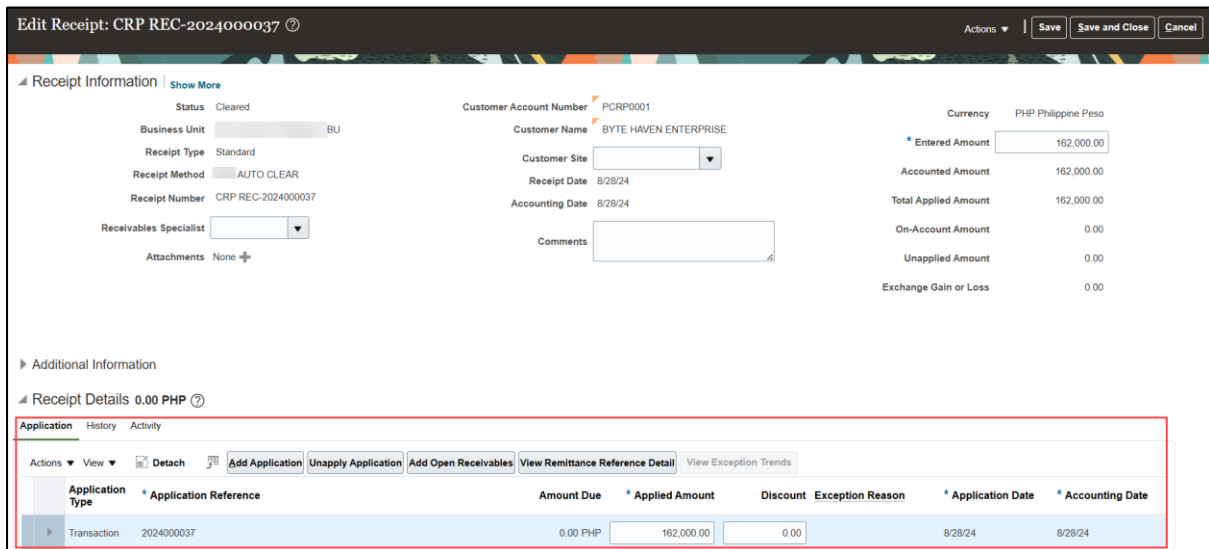




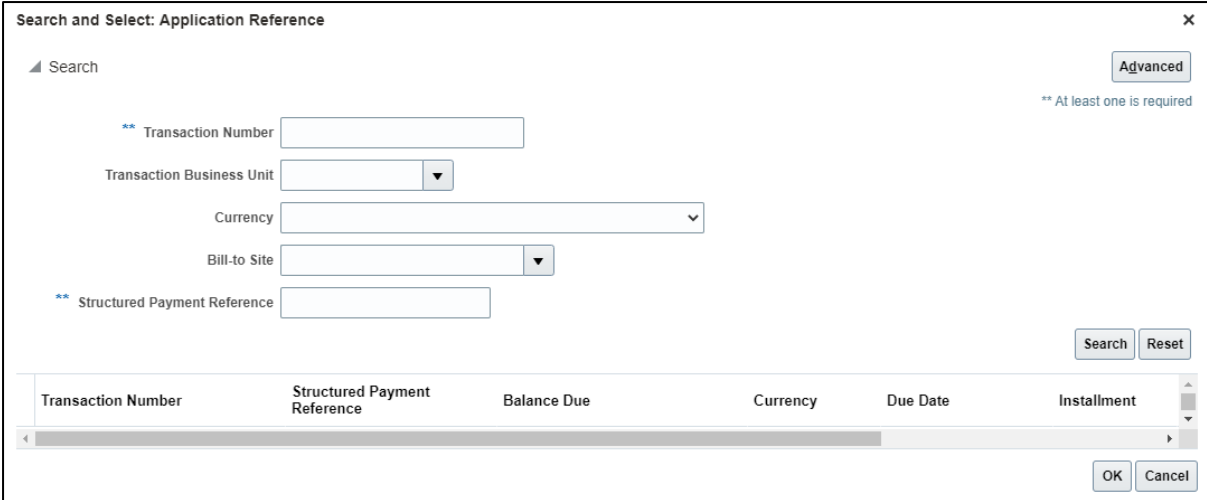
Figure 78: Edit Receipt Page

6. We will be focusing on Receipt Details area for receipt applications such as add application and apply receipt and unapplied receipt.

### 4.1.1.1 Add Applications and Apply Receipt

This task we will be discussing on how to add application and apply receipt.

1. According to Figure 78: Edit Receipt Page, select button **Add Application** to apply receipt with any applicable and related transaction for this selected receipt.
2. Click on  button to select accounting date before make receipt applications.
3. Click on  button to search available transaction and system will prompt search and select application reference screen.



Search and Select: Application Reference

Search Advanced

\*\* At least one is required

\*\* Transaction Number

Transaction Business Unit

Currency

Bill-to Site

\*\* Structured Payment Reference

Search Reset

Transaction Number	Structured Payment Reference	Balance Due	Currency	Due Date	Installment
[Empty Table]					

OK Cancel

**Figure 79: Search and Select Application Reference Screen**

4. Enter transaction number or any other information then click on button **Search**
5. System will display list of transaction and user may click on the result.
6. After select the transaction, system will auto fill transaction information in receipt details area and update Total Applied Amount and Unapplied Amount in Receipt Information area.

**Edit Receipt: CRP REC-2024000037**

Status: Cleared

Customer Account Number: PCR0001  
Customer Name: BYTE HAVEN ENTERPRISE  
Currency: PHP Philippine Peso

Business Unit: BU  
Receipt Type: Standard  
Receipt Method: AUTO CLEAR  
Receipt Number: CRP REC-2024000037  
Receivables Specialist: [Dropdown]  
Attachments: None

Customer Site: [Dropdown]  
Receipt Date: 8/28/24  
Accounting Date: 8/28/24  
Comments: [Text Area]

Entered Amount: 162,000.00  
Accounted Amount: 162,000.00  
Total Applied Amount: 162,000.00  
On-Account Amount: 0.00  
Unapplied Amount: 0.00  
Exchange Gain or Loss: 0.00

**Transaction 2024000037: Details**

Application Type	Application Reference	Amount Due	Applied Amount	Discount	Exception Reason	Application Date	Accounting Date
Transaction	2024000037	0.00 PHP	162,000.00	0.00		8/28/24	8/28/24

Days Late: -5  
Transaction Type: TD-LOCAL INV  
Billing Number: [Text]  
Structured Payment Reference: [Text]

Amount Applied Base: 162,000.00  
Allocated Receipt Amount Base: 162,000.00  
Balance Due Base: 0.00  
Maximum Discount: 0.00

Installment 1  
Document Number: 2024000037  
Cross-Currency Rate: [Text]  
Exchange Gain or Loss: 0.00

**Figure 80: Receipt Updates (with transaction information)**

- In other option, user may also click on **Add Open Receivables** button to select transaction.
- System will prompt screen add open receivables as shown in Figure 81 below:

**Add Open Receivables**

Search: Transactions

\* Receipt Match By: Transaction Number  
\*\* Receipt Reference Number: [Text]  
Include transactions from all business units:

Transaction Business Unit: [Dropdown]  
Transaction Type: [Dropdown]  
\*\* Transaction Customer Name: INSTITUT PENYELIDIKAN PERUBA  
\*\* Transaction Customer Account Number: 3  
Currency: [Dropdown]  
Amount: [Text]  
From Transaction Due Date: dd-mmm-yyyy  
To Transaction Due Date: dd-mmm-yyyy

Include Inactive Customers  
 Include Cross-Currency Transactions  
 Include Disputed Transactions  
 Include Closed Transactions  
 Include Chargebacks  
 Include Debit Memos  
 Include Credit Memos  
 Include Bills Receivable  
 Include Internal Transactions Excluded from Collections

Search Reset

Receipt Reference Number	Transaction Class	Transaction Number	Due Date	Payment Terms	Customer Name	Customer Account Number	Amount Due	Transaction Business Unit
No results found.								

Add Done Cancel

**Figure 81: Add Open Receivables Screen**

- Click on **Search** button and system will list down all transaction that belongs to the selected customer.

Add Open Receivables

► Search: Transactions

View ▾ Detach

Receipt Reference Number	Transaction Class	Transaction Number	Due Date	Payment Terms	Customer Name	Customer Account Number	Amount Due
1000001	Invoice	1000001	07-Jul-2021	30 Net	INSTITUT PENYELIDIKAN PERUBATAN (IMR)	3	5.00 MYR
1000005	Invoice	1000005	07-Jul-2021	30 Net	INSTITUT PENYELIDIKAN PERUBATAN (IMR)	3	5.00 MYR
1000002	Invoice	1000002	07-Jul-2021	30 Net	INSTITUT PENYELIDIKAN PERUBATAN (IMR)	3	20.00 MYR
1000012	Invoice	1000012	01-Jul-2021	30 Net	INSTITUT PENYELIDIKAN PERUBATAN (IMR)	3	5,000.00 MYR
1000001	Invoice	1000001	13-Jul-2021	30 Net	INSTITUT PENYELIDIKAN PERUBATAN (IMR)	3	120.00 MYR

**Figure 82: List of Transaction (based on selected customer)**

10. Select the transaction to apply to the receipt and click **Add** button .
11. User may click more than one transaction to reach receipt amount.
12. Click on button **Done** if selection has been completed.
13. System will auto fill transaction information in Receipt Details area and update Total Applied Amount and Unapplied Amount in Receipt Information area.
14. Click on **Unapply Application** button if user would like to delete and clear transaction from Receipt Details area.
15. Next click on **Save** or **Save and Close** button to complete the task.
16. Receipt is now applied to the transaction.
17. Figure 83 below shows receipt with partially applied since it still has unapplied amount.
18. User may repeat the step to add applications and apply receipt.

Manage Receipts ?

► Search Advanced Saved Search

Actions ▾ View ▾ **Reassign Receipts** Detach

Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount
INSTITUT PENYELIDIKAN PERUBATAN (IMR)	3	30-Jun-2021		100.00 MYR	40.00 MYR

**Figure 83: Receipt Partially Applied**

#### 4.1.1.2 Unapplied Receipt

This task we will be discussing on how to unapplied receipt.

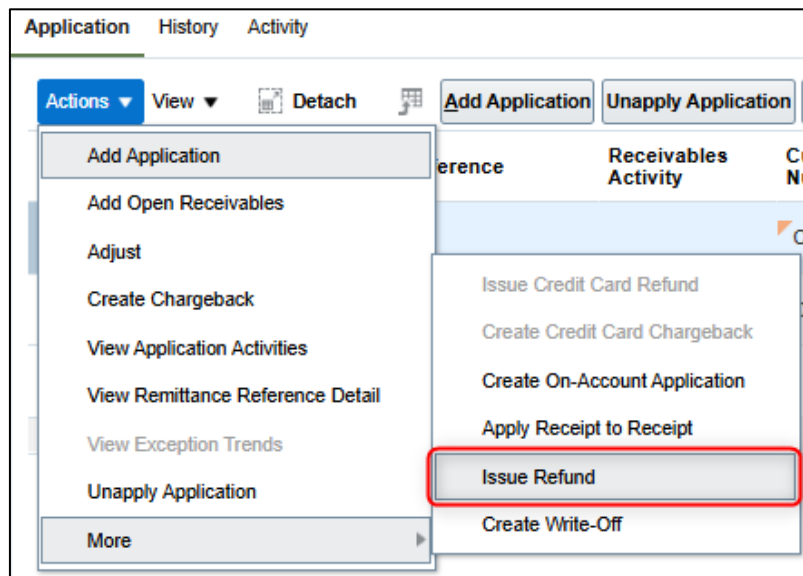
1. Search receipt from Manage Receipt task.

2. In Edit Receipt page, go to Receipt Details area.
3. Select transaction line and click **Unapply Application** button.
4. This button will unapply receipt and clear out the selected transaction detail that has been applied to this receipt.
5. System will update receipt information and total applied amount.

#### 4.1.1.3 Customer Refund from Overpaid Receipt

This task we will be discussing on how to issue refund if the customer requested to refund their overpayment amount. By performing this task, system will import invoice type payment request in Payables module. The refund and payment to the customer will be processed in Payables module.

1. Search receipt from Manage Receipt task.
2. In Edit Receipt page, go to Receipt Details area.
3. In the Application Tab, click on the Actions button, choose More and select Issue Refund.



4. System will prompt Issue Refund screen to fill in the information.

**Issue Refund** ✕

Remaining Amount	1,200.00 MYR	* Refund Payment Method	▼
Refund Amount	1,200.00 MYR	Customer Party Bank Account	▼
* Customer Party Name	OLIVESTOUCH TECHNOLOGIES S	Delivery Channel	▼
* Customer Party Number	COT123	<input type="checkbox"/> Pay separately	
* Customer Party Site	▼	Remittance Message 1	
* Refund Date	10/12/2024	Remittance Message 2	
* Accounting Date	1/10/2024	Remittance Message 3	

5. Fill up the following information and (\*) mark indicates as a mandatory field:

Step	Field	Description
1.	<b>Remaining Amount</b>	Remaining amount will be based on the total unapplied amount on the receipt
2.	<b>*Refund Amount</b>	Enter amount to be refund to the customer
3.	<b>*Customer Party Name</b>	System defaulted based on Customer Info from the receipt
4.	<b>*Customer Party Number</b>	System defaulted based on Customer Info from the receipt
5.	<b>*Customer Party Site</b>	System defaulted based on Customer Info from the receipt
6.	<b>*Refund Date</b>	Select the Refund Date. This will be the Invoice Date when the refund integrated into Payables
7.	<b>*Accounting Date</b>	Select the Accounting Date. This will be the Invoice Accounting Date when the refund integrated into Payables
8.	<b>*Refund Payment Method</b>	Select Payment method. The LOV is based on the Payables payment method setup for your BU.

6. Click on OK button once complete fill in the refund information.
7. System will update receipt application information with refund reference and total applied amount has been reduced.
8. The Invoice with type Payment request will be imported in Payables module and the Invoice Number will be autogenerated by the system as shown in the Application Reference field.

Application Type	* Application Reference	Receivables Activity	Customer Account Number	Class	Amount Due	* Applied Amount
Transaction	20251700001		COT123	Invoice	0.00 MYR	100.00

## 4.2 Creation of Miscellaneous Receipt

Use these pages to create new misc. receipt transaction.

No.	Page Name	Navigation
1.	Create Misc. Receipt	Receivables > Account Receivable > Create Misc. Receipt






**Table 15: Misc. Receipt Creation Navigation**

This feature will also use for Miscellaneous Payment or any payments that will not generate AP invoices such as Bank Transfer, petty cash process etc. To use this feature for the above scenarios, the entered amount must be in negative value and select receipt method as PV LSE MBB.

**Figure 84: Create Misc. Receipt Page**

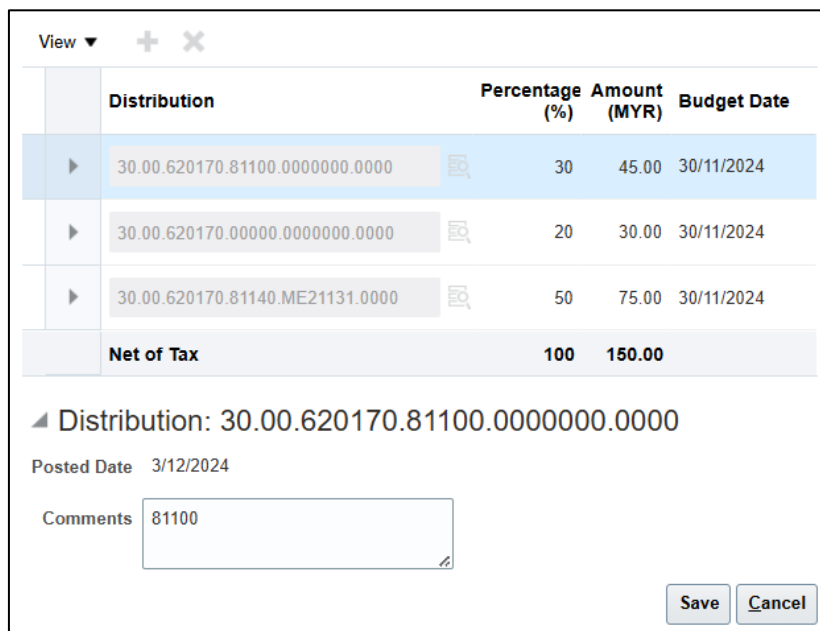
- Fill up the following information and (\*) mark indicates as a mandatory field:

Step	Field	Description
1.	<b>Receipt Type</b>	Select <b>Miscellaneous</b> for creation of misc. receipt
2.	<b>Status</b>	System will default to New as this is a new creation of receipt
3.	<b>*Business Unit</b>	Select business unit

Step	Field	Description
4.	<b>*Receipt Method</b>	Select receipt method ( <i>Use Receipt Method PV for Bank Transfer &amp; Other Payments that require PV PDF</i> )
5.	<b>*Receipt Number</b>	Enter receipt number
6.	<b>*Receivables Activity</b>	Select receivables activity which relates to this misc. receipt to charge on the credit side
7.	<b>*Currency</b>	Select currency, ( <i>System default to Ledger Currency</i> )
8.	<b>*Entered Amount</b>	Enter receipt amount
9.	<b>Accounted Amount</b>	( <i>System auto fill in based on Entered amount field</i> )
10.	<b>Tax Rate Code</b>	Select Tax Rate Code if there is tax charge
11.	<b>Comments</b>	Add comments if necessary
12.	<b>*Receipt Date</b>	Select  button and choose receipt date
13.	<b>*Accounting Date</b>	Select  button and choose accounting date
14.	<b>Maturity Date</b>	Select  button and choose maturity date. ( <i>System auto fill in based on selection in Receipt Method</i> )
15.	<b>Postmark Date</b>	Select  button and choose postmark date. ( <i>System auto fill in based on selection in Receipt Method</i> )
16.	<b>Paid By</b>	<i>You may skip this field</i>
17.	<b>Document Number</b>	The document number will be auto generated by the system
18.	<b>Attachments</b>	Click on  button to insert note if necessary
19.	<b>Structures Payment Reference</b>	Enter structures payment reference for Check Number
<b>Remittance Bank</b>		
20.	<b>*Name</b>	( <i>System auto fill in based on selection in Receipt Method</i> )
21.	<b>*Branch</b>	( <i>System auto fill in based on selection in Receipt Method</i> )
22.	<b>*Account</b>	( <i>System auto fill in based on selection in Receipt Method</i> )
23.	<b>Currency</b>	( <i>System default to MYR</i> )
24.	<b>*Deposit Date</b>	( <i>System auto fill in based on selection in Receipt Date</i> )

Step	Field	Description
<b>Additional Information</b>		
25.	<b>*Customer Name (Miscellaneous Receipt)</b>	Enter Payee information as misc. receipt will not have customer information to be filled
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

- Click on **Save** button to save all the information, you may find there is and Action button. Click on the **Actions** button to view the distribution.
- The distribution was populated based on Receivables Activity Selection. You may split the Miscellaneous Cash entry on this screen before post to ledger.
- Click on the + button to add new entry and fill in the distribution, percentage or amount.



**Figure 85: Edit Misc. Receipt Distribution Page**

- After filled in all the information, click on **Save and Close** button to complete the task.
- Receipt status will change from “New” to “Cleared” and system will display page as shown in Figure 75 below:

Edit Receipt: PHSYSREC0002 Actions | Save Save and Close Cancel

---

**Receipt Information**

Status: Cleared	Currency: PHP Philippine Peso	Receipt Date: 8/1/24
Business Unit: BU	Entered Amount: 172.00	Accounting Date: 8/1/24
Receipt Type: Miscellaneous	Accounted Amount: 172.00	Postmark Date: m/d/yyyy
Receipt Method: AUTO CLEAR	Tax Rate Code:	Paid By:
Receipt Number: PHSYSREC0002	Tax Rate:	Document Number: 2
Receivables Activity: MISC	Tax Amount:	Attachments: None
Distribution Set:	Tax Account:	Comments:
Reference:		

**Remittance Bank**

* Name: Metrobank	* Account: MBTC_1234	* Deposit Date: 8/1/24
* Branch: XXX	Currency: PHP	Batch Number:

**Reference**

Type:	Customer Name:	Customer Site:
Number:	Customer Account Number:	Taxpayer Identification Number:

**Additional Information**

Context Value:

**Status Change History**

Actions View Format Freeze Detach

Status	Date	Accounting Date	Entered Amount (PHP)	Accounted Amount (PHP)	Conversion Rate	Reversal Category	Reversal Reason Code	Reversal Comments
Cleared	8/1/24	8/1/24	172.00	172.00				

**Figure 86: Edit Misc. Receipt Page**

7. In the next sub-section, we will be discussing on how to create receipt using spreadsheet.

### 4.3 Create Receipt in Spreadsheet

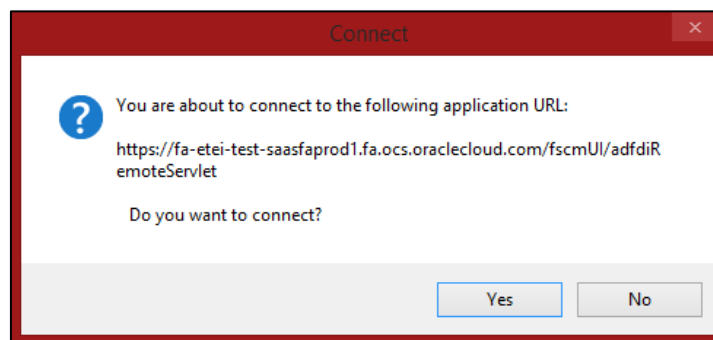
Use these pages to create receipt in Spreadsheet. Kindly note that only standard receipt is applicable to create using Spreadsheet.

No.	Page Name	Navigation
1.	Create Receipt in Spreadsheet	Receivables > Account Receivable > Create Receipt in Spreadsheet

**Table 16: Receipt Creation in Spreadsheet Navigation**

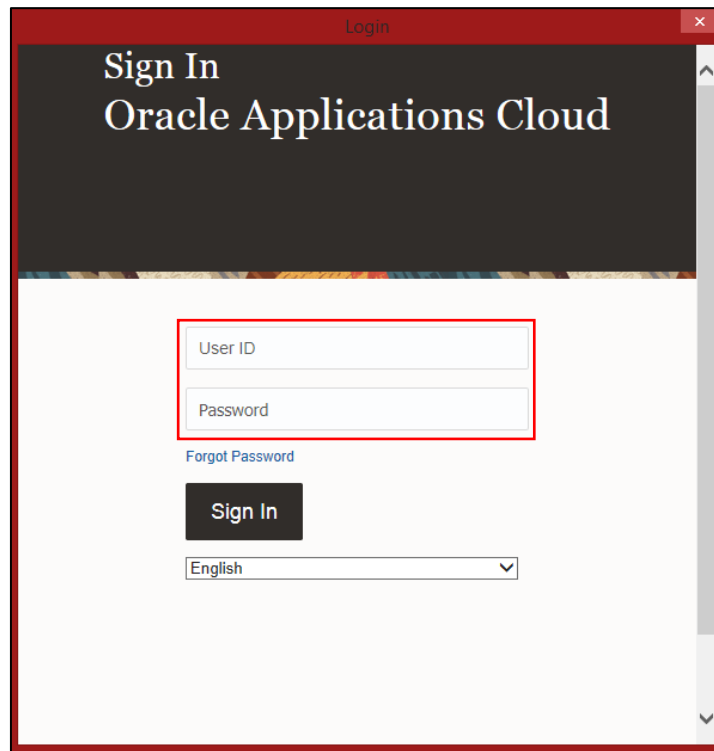
Note: As pre-requisite, users are required downloading ADF integrator before attempting this task.

1. Navigate to Account Receivable work area and click on Create receipt in Spreadsheet from the task panel.
2. The system will auto download CreateReceiptBatches in excel (xlsx) file format.
3. Click open file, and there will be a notification pop-out to connect with Fusion system.

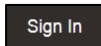


**Figure 87: Connect to System Notification**

4. Click Yes to connect with system, and then the Login screen will be displayed.



**Figure 88: Login to System Notification**

5. Login as usual by using personal user id and password, then click on  button.
6. The excel file is now connected to the system.

*Required		*Batch Date 21/7/2021		*Control	
*Business Unit	*Batch Source	*Accounting Date 21/7/2021	*Deposit Date 21/7/2021	Entered	0
*Receipt Method[...]	*Remittance Bank[...]	*Currency MYR	Conversion Rate	Difference	0
*Remittance Bank Account[...]	Worksheet Status	Conversion Rate Type	Conversion Date		

Receipts		Receipt							
Changed	Status	*Sequence Number	*Receipt Number	*Receipt Amount	Receipt Date	*Accounting Date	Conversion Date	Currency	Control

**Figure 89: Create Receipt Batch Spreadsheet**

7. In the spreadsheet we have (\*) mark which indicates that the field is mandatory and if there is [...] in a column, double click to get the list of values from the system.
8. Fill up the information:

Step	Field	Description
1.	*Business Unit	Select business unit

Step	Field	Description
2.	<b>*Batch Source</b>	Select batch source
3.	<b>*Batch Name</b>	Enter batch name to upload
4.	<b>*Receipt Method[..]</b>	Search and select receipt method by connecting to the system
5.	<b>*Remittance Bank[..]</b>	Search and select remittance bank by connecting to the system
6.	<b>*Remittance Bank Account[..]</b>	Search and select remittance bank account by connecting to the system
7.	<b>Worksheet Status</b>	This field is to show the worksheet status
8.	<b>*Batch Date</b>	Enter batch date
9.	<b>*Accounting Date</b>	Enter accounting date
10.	<b>*Deposit Date</b>	Enter deposit date
11.	<b>*Currency</b>	Select currency
12.	<b>Conversion Rate</b>	Enter conversion rate if necessary
13.	<b>Conversion Rate Type</b>	Select conversion rate type if necessary
14.	<b>Conversion Date</b>	Enter conversion date if necessary
<b>Receipt Information</b>		
15.	<b>*Sequence Number</b>	Enter sequence number
16.	<b>*Receipt Number</b>	Enter receipt number
17.	<b>*Receipt Amount</b>	Enter receipt amount
18.	<b>Receipt Date</b>	Enter receipt date
19.	<b>*Accounting Date</b>	Enter accounting date
20.	<b>Conversion Date</b>	Enter conversion date
21.	<b>Currency</b>	Select currency
22.	<b>Conversion Rate Type</b>	Select conversion rate if necessary
23.	<b>Conversion rate</b>	Enter conversion rate if necessary

Step	Field	Description
24.	<b>Document Number</b>	No need to enter document number since system will populate.
<b>Customer</b>		
25.	<b>Customer Name[.]</b>	Search and select customer name by connecting to the system
26.	<b>Customer Account Number</b>	<i>System will auto display customer account number based on selection in customer name</i>
27.	<b>Customer Site[.]</b>	Search and select customer site by connecting to the system
28.	<b>Customer Bank Account</b>	Enter customer bank account
29.	<b>Reference Value</b>	Enter reference value (Invoice number to be applied with the receipt)
30.	<b>Reference Type</b>	Select reference type (choose Transaction Number)
31.	<b>Reference Amount</b>	Enter reference amount
32.	<b>Structured Payment Ref</b>	Enter structured payment ref
33.	<b>Customer Reason</b>	Enter customer reason
34.	<b>Customer Reference</b>	Enter customer reference
35.	<b>Key</b>	<i>(System auto fill in based on customer profile)</i>
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up before submitting to prevent errors		

	Count	Amount
<b>*Control</b>	3	420
<b>Entered</b>	3	420
<b>Difference</b>	0	0

**Table 17: Control Count Table**

9. The control count table act as to check data entered in this spreadsheet is tally.
10. After preparing the data, go to Create Receipt Batch and click upload button from excel ribbon.

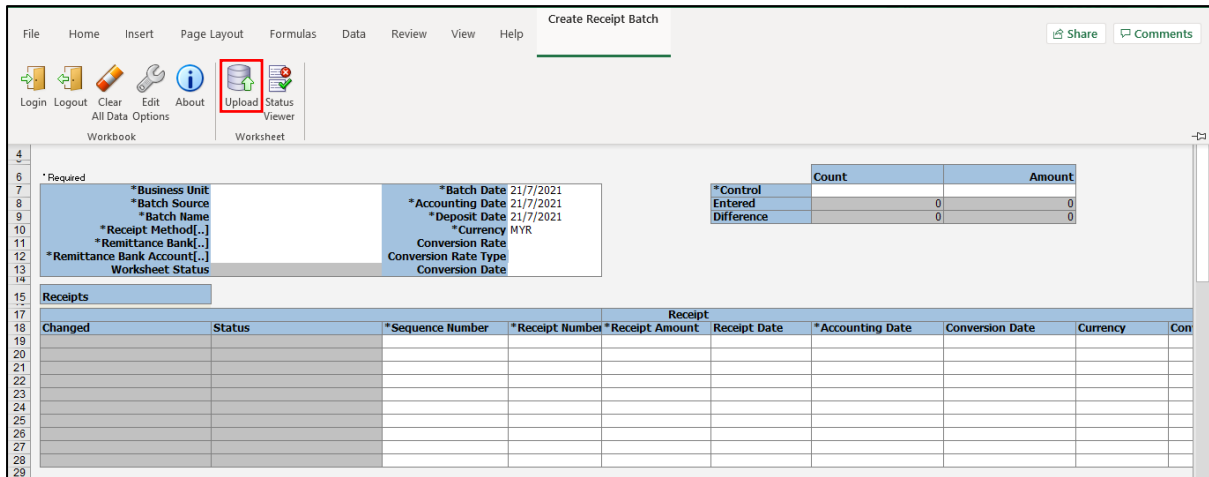


Figure 90: Create Receipt Batch (Upload data)

11. Next, system will start to process and insert data into Fusion system.

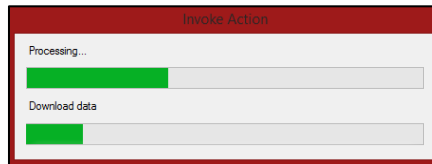


Figure 91: Invoice Action

12. Finally, system will update status in the worksheet for every receipt line.

13. Once the row has been inserted successfully, the receipt will be able to search in the receipt dashboard as a draft mode.

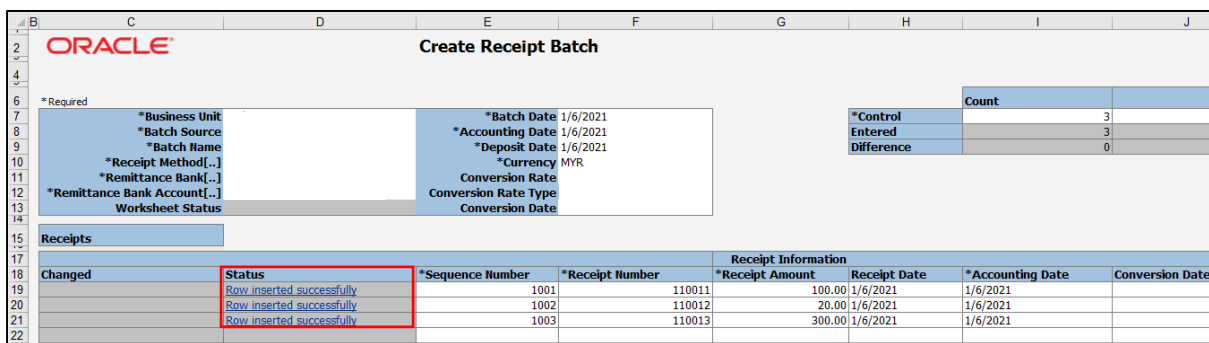
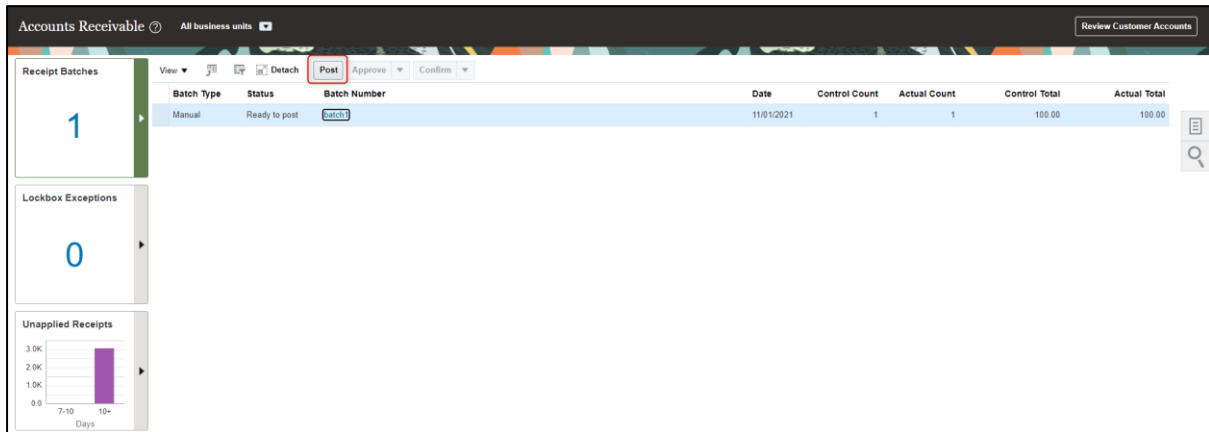


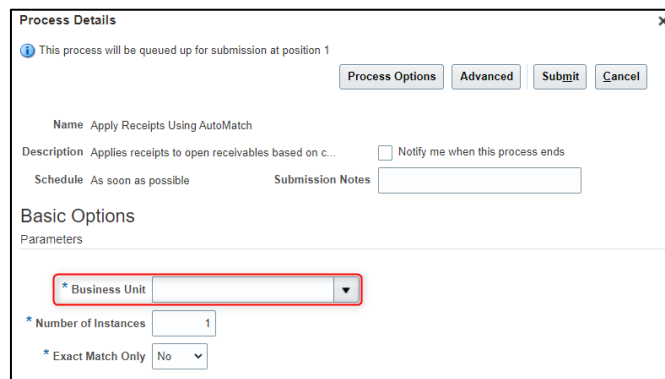
Figure 92: Create Receipt Batch (Row inserted successfully)

14. Click Post button to proceed with receipt creation.



**Figure 93: Post Receipt Batch (Complete the Receipt Creation)**

- 15. Creating receipt by using spreadsheet is now complete.
- 16. After the receipt has been created, go to Scheduled Process and run the Apply Receipts Using AutoMatch program to automatch the receipt with invoice entered in the reference column from the Spreadsheet previously.



**Figure 94: Run Apply Receipts Using AutoMatch**

- 17. Select your Business Unit to indicate the receipt matching process is for which business unit.

#### 4.4 Reverse Receipt

Use these pages to reverse receipt that has been created.


No.	Page Name	Navigation
1.	Manage Receipt	Receivables > Account Receivable > Manage Receipt

**Table 18: Reverse Receipt Navigation**

- 1. In Account Receivables work area, select Manage Receipt from the task panel.
- 2. System will display manage receipt page.

The screenshot shows the 'Manage Receipts' interface. At the top, there's a 'Search' section with various filters: Business Unit, Receipt Number (Starts with), Customer Name, Customer Account Number, Receipt Date (dd-mmm-yyyy), Batch Number, Receipt Method, Status, Remittance Bank, State, and Payment System Order Number. There are 'Advanced', 'Saved Search', and 'All Receipts' options. Below the filters are 'Search', 'Reset', and 'Save...' buttons. At the bottom, there's an 'Actions' menu with 'View', 'Reassign Receipts', and 'Detach' options. A table header is visible with columns: Receipt Number, Status, Receipt Method, Customer Name, Customer Account Number, Receipt Date, Batch Number, and Entered Amount.

**Figure 95: Manage Receipt Page**

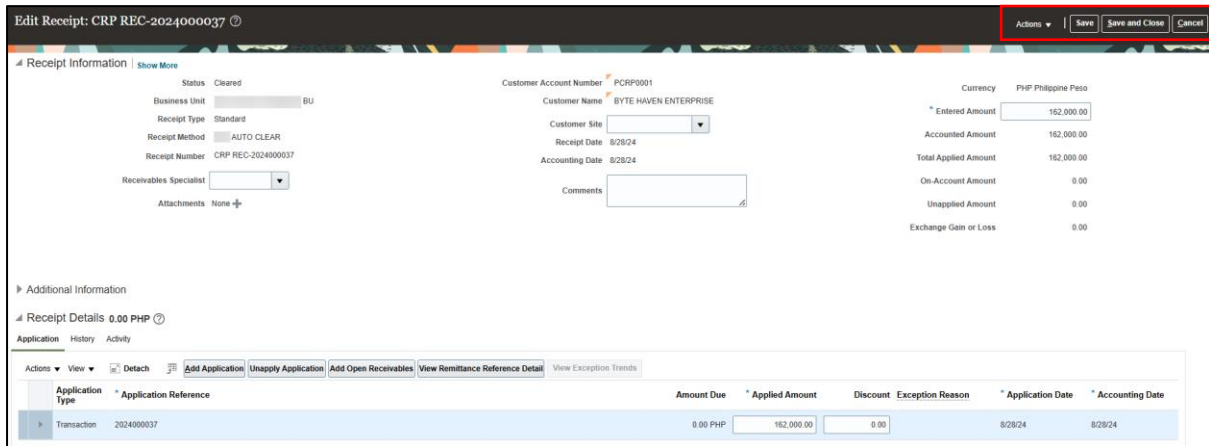
3. Search by receipt number then click on  button.
4. System will show the result based on the receipt number entered.

The screenshot shows the 'Manage Receipts' interface after a search. The 'Receipt Number' filter is set to 'REC0009'. The 'Search' button is highlighted. Below the filters, a table displays the search results. The table has columns: Receipt Number, Status, Receipt Method, Customer Name, Customer Account Number, Receipt Date, Batch Number, Entered Amount, and Unapplied Amount. A single row is visible for receipt number REC0009.


Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount
REC0009	Cleared	MBB DH Misc Receipt	INSTITUT PENYELIDIKAN PERUBATAN (IMR)	3	30-Jun-2021		100.00 MYR	100.00 MYR

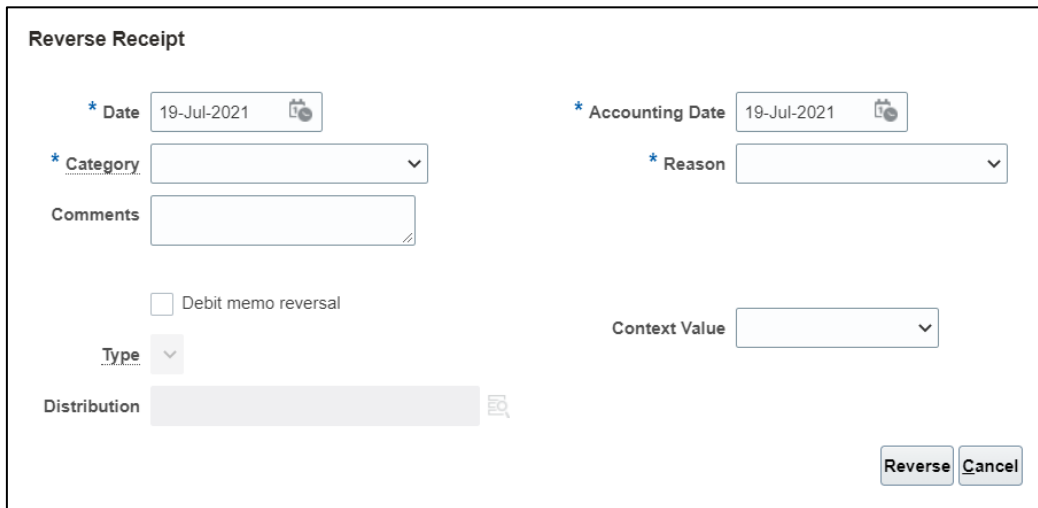
**Figure 96: List of Result**

5. Click on the receipt number and system will direct to Edit Receipt page and display receipt details.




**Figure 97: Edit Receipt Page**


6. Find  button from the top right corner.
7. System will show drop-down list, and user may select on Reverse action.
8. System will then prompt Reverse Receipt screen as shown below:




**Figure 98: Reverse Receipt Screen**

9. Fill in the information and (\*) mark indicate as a mandatory field:

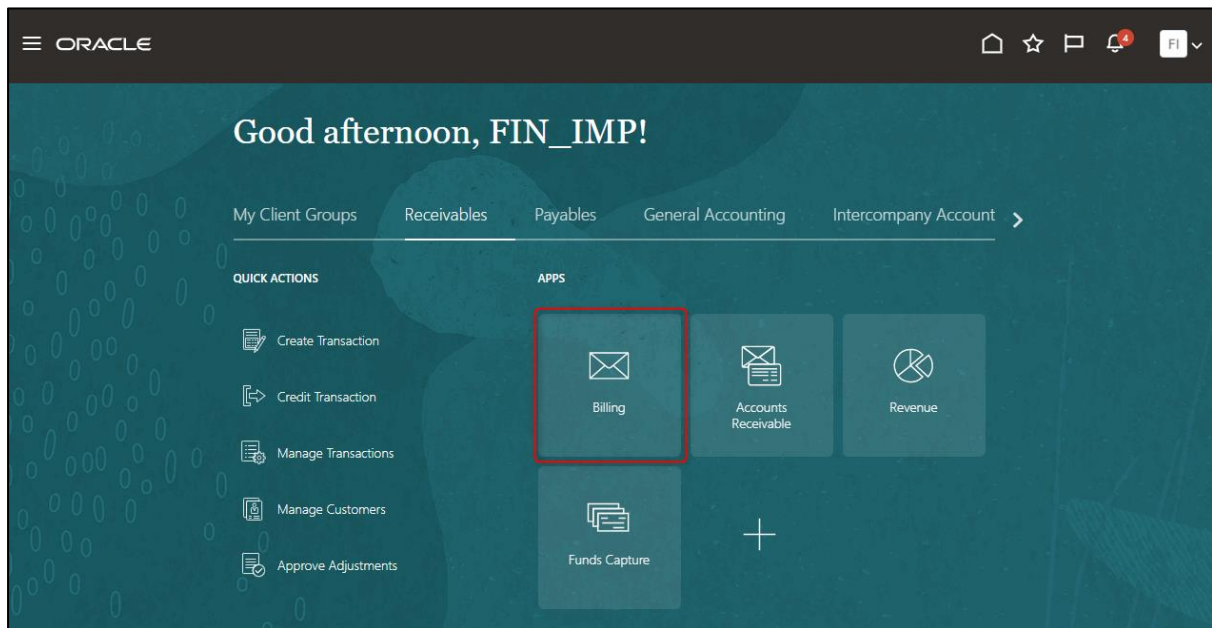
Step	Field	Description
1.	<b>*Date</b>	Select  button and choose the date ( <i>System default to current date</i> )
2.	<b>*Category</b>	Select category
3.	<b>Comments</b>	Enter comments if necessary

Step	Field	Description
4.	<b>Debit memo reversal</b>	Tick box if this is for debit memo reversal
5.	<b>Type</b>	Select Type ( <i>This field will enable if user tick for debit memo reversal</i> )
6.	<b>*Currency</b>	Select currency, ( <i>System default to Ledger Currency</i> )
7.	<b>*Accounting Date</b>	Select  button and choose accounting date
8.	<b>*Reason</b>	Select reason to reverse this receipt
9.	<b>Context Value</b>	Select context value if necessary


10. After filled up the information, click on  button to reverse this receipt.
11. System will update receipt information and receipt status will change from "Cleared" to "Reverse". The reverse task is now completed.

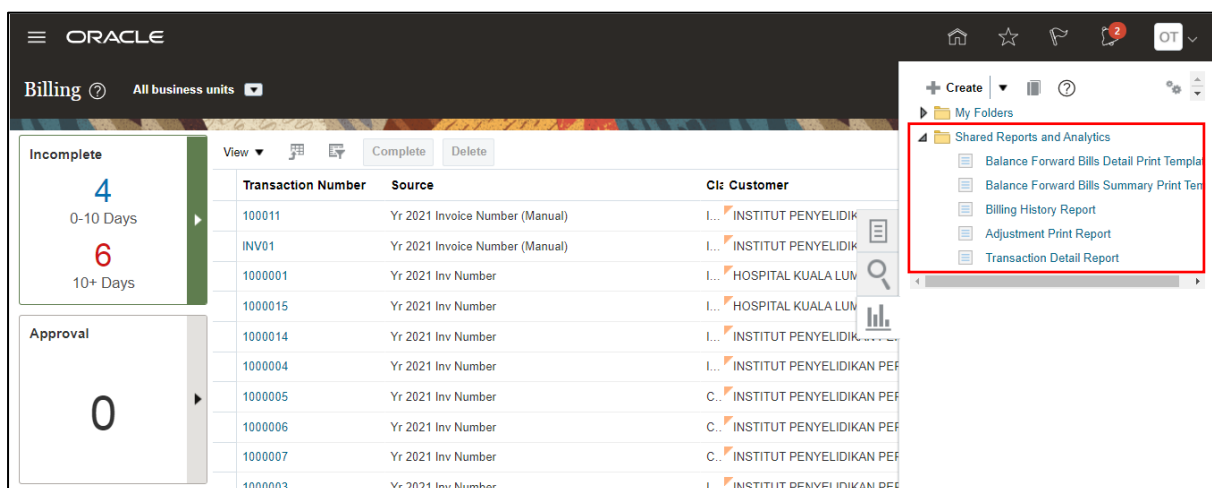
## 5 REPORT SUBMISSION

This chapter is to discuss on standard reporting for Receivables Module.



**Figure 99: Receivable Homepage**

In Billing work area, user may find Report and Analysis,  icon in the task panel. This task will cover all standard reports such as Billing History Report, Adjustment Print Report, and Transaction Detail Report.



**Figure 100: Report and Analysis Task**

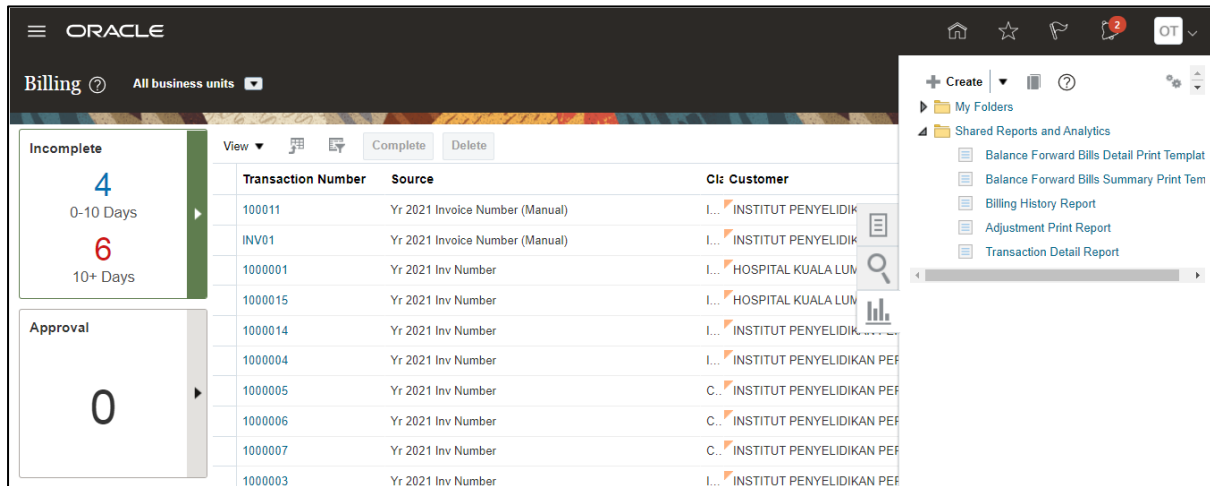
In the next section, we will discuss on report submission and schedule process.

### 5.1 Standard Report Submission

Use this page for standard report submission.

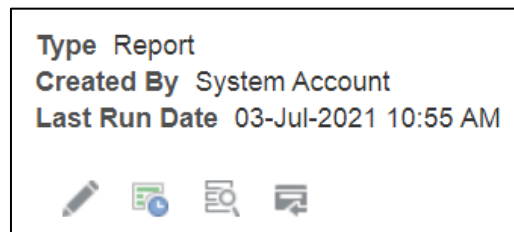
No.	Page Name	Navigation
1.	Billing	Receivables > Billing > Report and Analysis Task > Shared Report and Analytics

**Table 19: Standard Report Navigation**





**Figure 101: Report and Analysis Task**

1. Click on Billing History Report and system will prompt report action screen box.



**Figure 102: Report Action Screen Box**

2. Click on  button to run new schedule process.
3. The system will direct to Basic Option page before running the schedule process.

 This process will be queued up for submission at position 1

Name Billing History Report  Print output

Description Lists a summarized history of transactions and ...  Notify me when this process ends

Schedule As soon as possible Submission Notes

### Basic Options

Parameters

\* Business Unit

From Customer Name

To Customer Name

From Customer Account Number

To Customer Account Number

From Transaction Number

To Transaction Number

From Collector Name

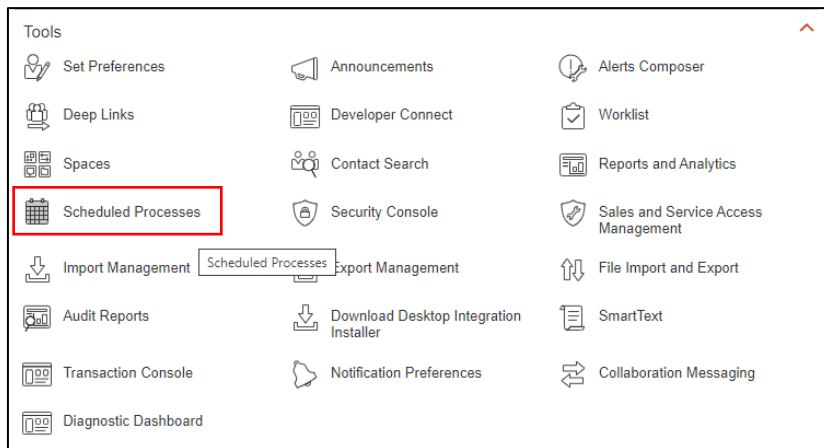
To Collector Name

From Payment Terms

To Payment Terms

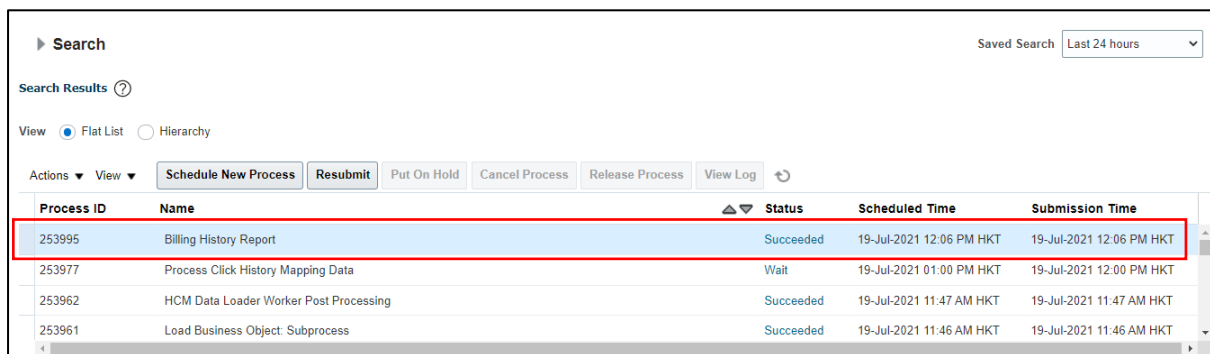
**Figure 103: Basic Option Page**

4. Select Business Unit to run Billing History Report on specific business unit.
5. The user may fill up other parameters to specify this report.
6. Click  button and system will schedule new process for Billing History Report.
7. To check report status, the user will have to navigate to Tools and choose Scheduled Processes.



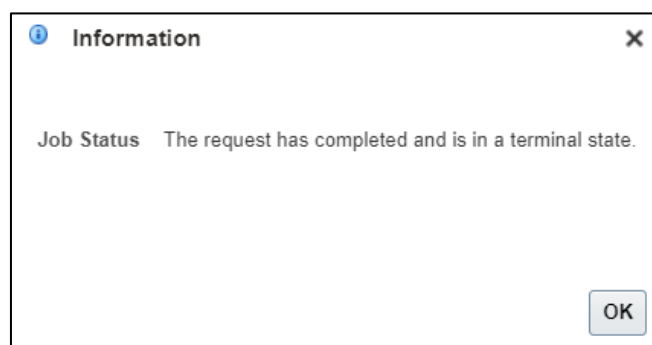
**Figure 104: Schedules Processes Navigator**

8. System will direct to Scheduled Processes page.




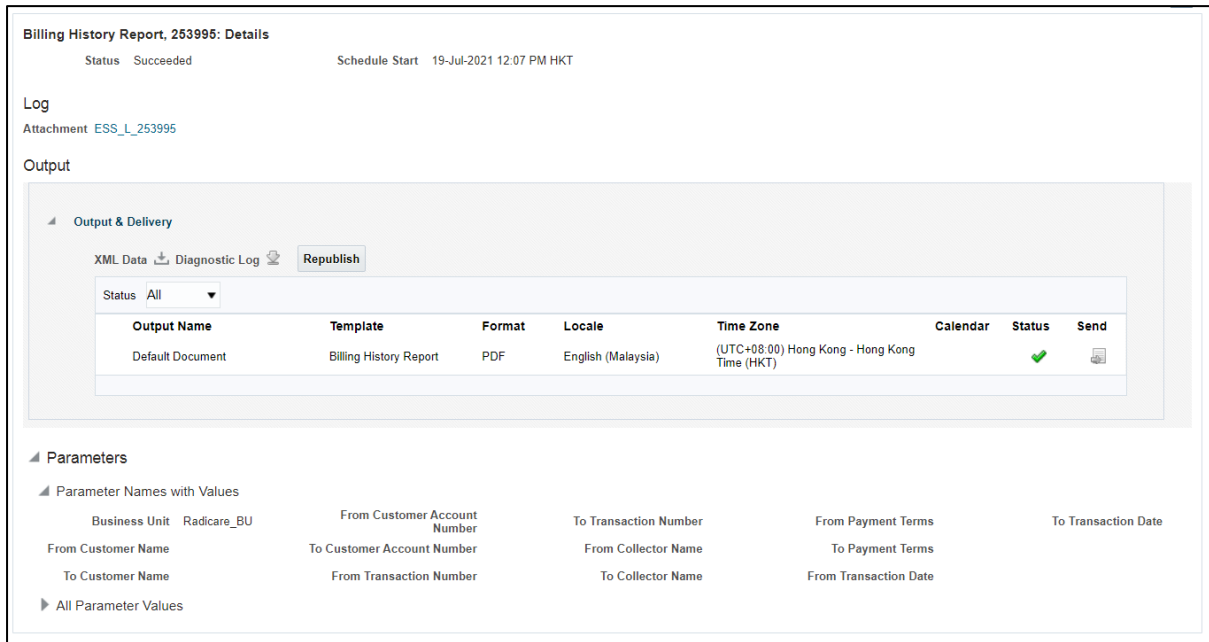
**Figure 105: Scheduled Processes Page**

9. Next click on Succeeded and the system will run the job and pop-out message box.




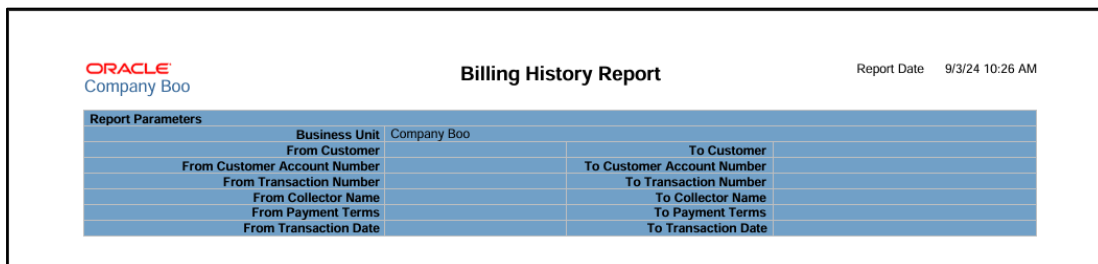
**Figure 106: Message Box (Information for Job Status)**

10. Click on  button then system will display report details.



**Figure 107: Billing History Report Details**

11. Click on Default Document to display the output and click  button to download report.



**Figure 108: Report Output**

12. User may click on republish icon  button to export report in many other options such as XML, HTML, PDF, RFT, Power Point, Excel, and CSV.

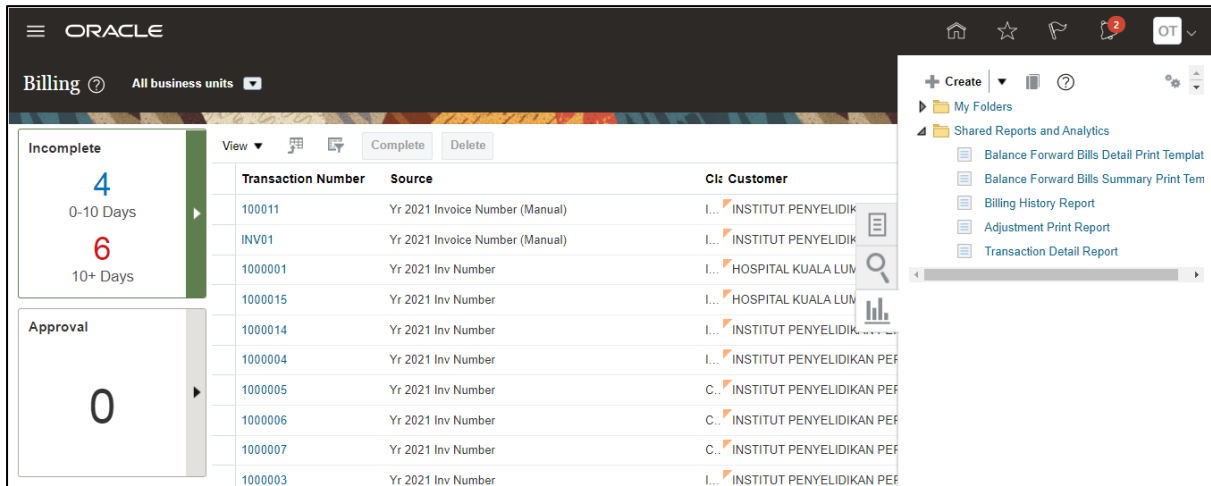
13. Repeat the same step for other reports.

## 5.2 View Standard Report Submission History

Use this page to view standard report submission.

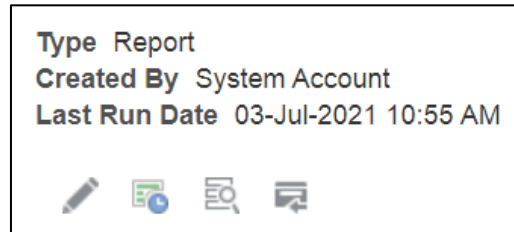
No.	Page Name	Navigation
1.	Billing	Receivables > Billing > Report and Analysis Task > Shared Report and Analytics

**Table 20: Standard Report Navigation**




**Figure 109: Report and Analysis Task**

9. Click on Billing History Report and system will prompt report action screen box.



**Figure 110: Report Action Screen Box**

- 10. Click on  button to view report history.
- 11. System will direct to Business Intelligence Publisher page.

Oracle Transactional Business Intelligence

Search All

Advanced Administration OTBI Help Help Sign Out

Report Job History Home Catalog Favorites Dashboards New Open Signed In As OT users

Last Refreshed Wed Jul 21, 2021 12:51:30 PM Hong Kong Time

Time Zone used for filters and display (UTC+08:00) Hong Kong - Hong Kong Time (HKT)

Filters

Report Job Name Contains Start Processing Equals Or Later Jul 14, 2021 12:51:25 PM Owner Equals fin\_imp

Report Path Equals /Financials/Receivables/Billi End Processing Equals Or Earlier Scope All Histories

Schedule Context Contains Status All

Search Reset

Report Job Histories [1 Total Report Output]

Report Job Name	Report Name	Status	Start Processing	End Processing	Owner	Scope
253995	BillingHistory.xdo	Success	Jul 19, 2021 12:07:05 PM	Jul 19, 2021 12:07:06 PM	fin_imp	Private

Figure 111: Business Intelligence Publisher Page

12. Click on process id in column Report Job Name.

Last Refreshed Wed Jul 21, 2021 12:59:11 PM Hong Kong Time

Return

General Information

General Information

Report Job ID 1073

Report Job Name 253995

Owner fin\_imp

Report Name BillingHistory

Report Scope Private

Report Job Schedule 7/19/21 12:07:04 PM HKT

Active Start Date 7/19/21 12:07:05 PM HKT

Active End Date 7/19/21 12:07:06 PM HKT

Trigger Data Model

Trigger Name

Trigger Retry Limit

Trigger Pause Time

Trigger Parameters

Report Job Execution Information

Report Job Status Success

Start Processing Time 7/19/21 12:07:05 PM HKT

End Processing Time 7/19/21 12:07:06 PM HKT

Time Elapsed 1.316 seconds

Report Parameters

P\_ORG\_ID 300000002409295

P\_SET\_OF\_BOOKS\_ID 300000002250229

fusionapps\_request\_id 253995


Output & Delivery

XML Data Diagnostic Log Republish

Status All

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Default Document	Billing History Report	PDF	English (Malaysia)	(UTC+08:00) Hong Kong - Hong Kong Time (HKT)		Success	Download

Figure 112: Report Job History

13. Click on Default Document to display the output and click  button to download report.

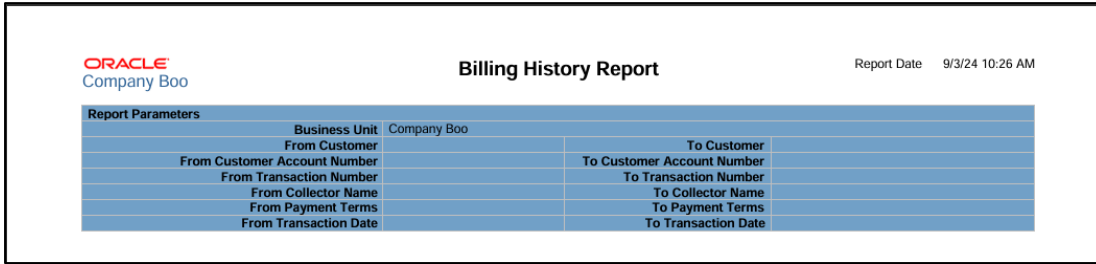


Figure 113: Report Output

14. User may click on republish icon  button to export report in many other options such as XML, HTML, PDF, RFT, Power Point, Excel, and CSV.

### 5.3 Print Receivables Transaction

Use this page to print receivables transactions.

No.	Page Name	Navigation
1.	Scheduled Processes	Receivables > Navigator > Tools > Scheduled Processes

Table 21: Standard Report Navigation

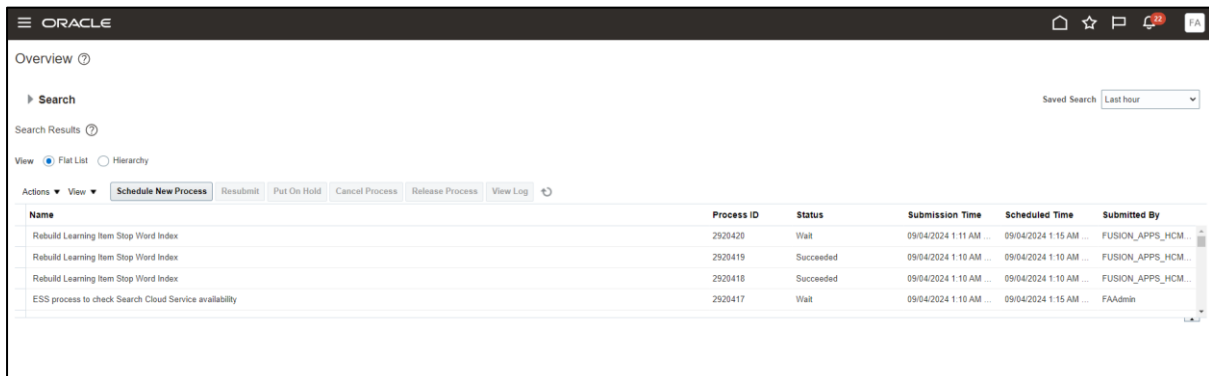


Figure 114: Scheduled Processes

14. Clicking on Schedule New Process to run the Print Receivables Transaction program

**Figure 115: Print Receivables Transaction Parameter**

15. Select the parameter accordingly to print the Invoice/Credit Memo/Debit Memo.
16. Click on Submit button to generate the output.
17. This program also will deliver email with PDF attachment to the customer according to the customer’s contact information.

Note: You must select Transactions to Print = Print to proceed with email delivery.

18. The email won’t be delivered if the customer information does not email information.
19. The output can also be downloaded and republished.

Process Name	ID	Status	Start Time	End Time
Print Receivables Transactions Email Delivery: Invoices	2898197	Succeeded	08/23/2024 2:28 AM	08/23/2024 2:28 AM
Print Receivables Transactions: Email Delivery	2898196	Succeeded	08/23/2024 2:28 AM	08/23/2024 2:28 AM
Print Receivables Transactions	2898195	Succeeded	08/23/2024 2:28 AM	08/23/2024 2:28 AM

Process Details: Print Receivables Transactions Email Delivery: Invoices, 2898238  
 Status: Succeeded | Schedule Start: 08/23/2024 2:54 AM UTC | Parent ID: 2898237 | External Job Type: BIP Job | External Job Status: NA

Log: Attachment ESS\_2898238

Output & Delivery: XML Data, Diagnostic Log, Consolidated Output, **Republish**

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send	XML Data	Republish
PHPIvoice	PHPIvoice	PDF	English (United States)	UTC		✓	📧	📄	🔄

**Figure 116: Download Receivables Template Output**

## 6 PERIOD CLOSING

The Period Closing processing task can be performed by using Billing or Account Receivables work area in Receivables module.

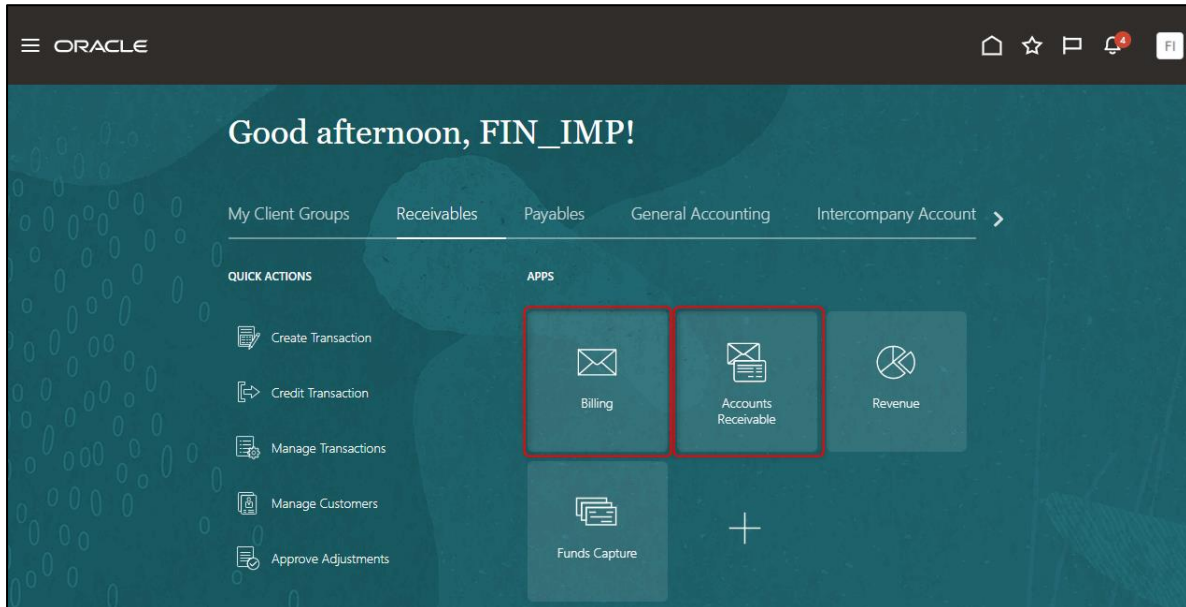


Figure 117: Receivables Homepage

Both work areas will have Accounting process in the task panel.

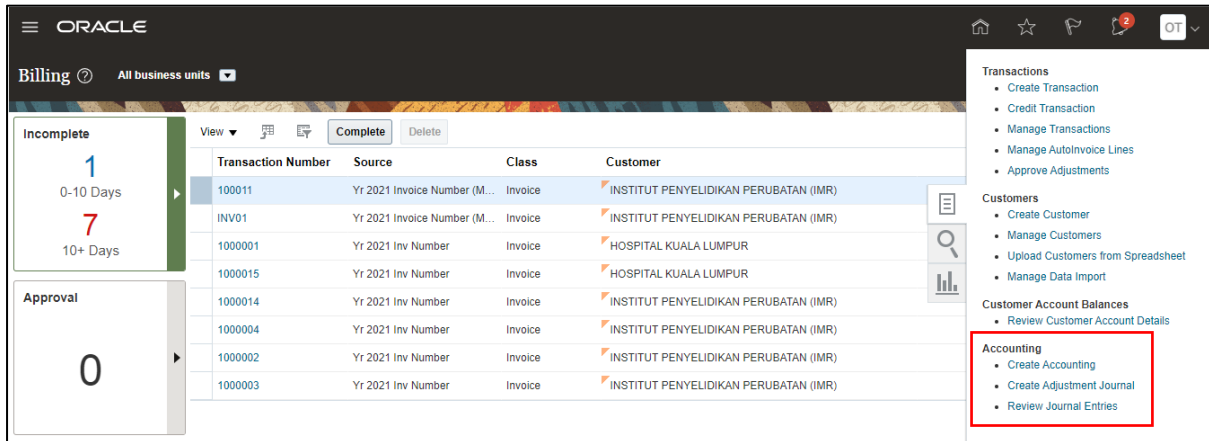
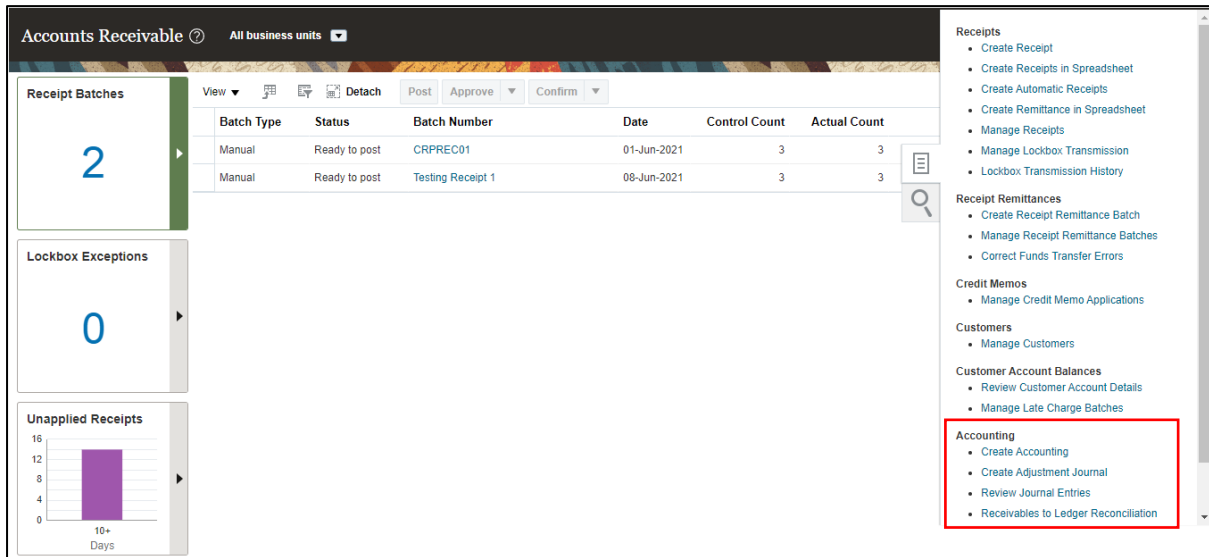


Figure 118: Accounting Task (*billing work area*)



**Figure 119: Accounting Task (account receivables work area)**

In the next section, we will discuss on the create accounting process.

### 6.1 Create Accounting Process

Use these pages to create accounting process. We will use Billing work area to create accounting process for Receivable.

No.	Page Name	Navigation
1.	Create Transaction	Receivables > Billing > Create Accounting

**Table 22: Accounting Process Navigation**

1. Select Create Accounting in the task panel.
2. System will direct to Basic Option Page.

This process will be queued up for submission at position 1

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 Company Boo

Process Category

\* End Date m/d/yyyy

\* 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


**Figure 120: Basic Option Page (Create Accounting)**

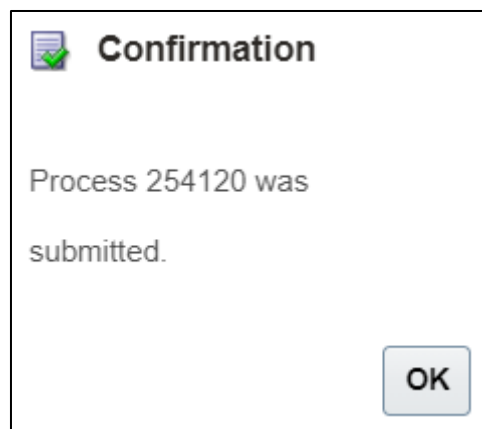
3. Fill up the following parameter and (\*) mark indicates as a mandatory parameter:

Step	Field	Description
1.	<b>*Print Format</b>	Select print format to Summary or Detail
2.	<b>Maximum Number of Workers per Business Unit</b>	Enter maximum number of workers per business unit (System default to 1)
3.	<b>*Ledger</b>	Select Ledger from list of values
4.	<b>Process Category</b>	Select process category if user would like to specify the category
5.	<b>*End Date</b>	Select on  button to choose end date for accounting period date. (System will default to last day of current period month)
6.	<b>*Create Accounting</b>	Select Yes to Create Accounting
7.	<b>*Accounting Mode</b>	Select accounting mode
8.	<b>*Process Errors Only</b>	Select process errors only if user would like to run for problematic transaction only
9.	<b>*Accounting Report Level</b>	Select accounting report level
10.	<b>*Transfer to General Ledger</b>	Select “Yes” for transfer to GL to transfer sub-ledgers journals to GL applications

Step	Field	Description
11.	<b>*Post in General Ledger</b>	Select "Yes" for post to GL to trigger posting process after the sub-ledgers journals have been transferred to GL.
12.	<b>General Ledger Batch Name</b>	Enter General Ledger Batch Name
13.	<b>Include User Transaction Identifiers</b>	Select "Yes" to display additional information in the accounting report

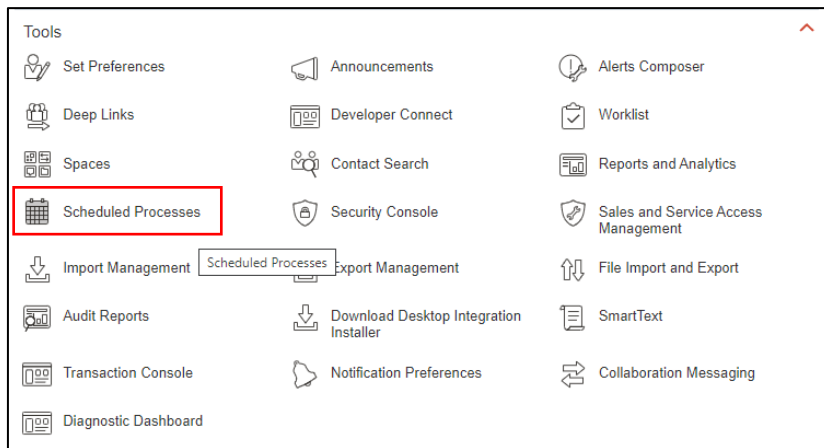
Note: Accounting report will be generated based on what have been entered in the parameters.

4. After completing with the parameters, click on  button.
5. System will start to process accounting name as Create Receivable Accounting and pop-out message box for process confirmation.



**Figure 121: Message Box (Confirmation of Submitting Accounting Process)**

6. In the message box, there will be a process ID which we will use to observe the status in Scheduled Processes Navigation.
15. Next, navigate to Tools and choose Scheduled Processes.



**Figure 122: Schedules Processes Navigator**

16. System will direct to Scheduled Processes page.

Overview ?

Search Saved Search

Search Results ?

View  Flat List  Hierarchy


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

Process ID	Name	Status	Scheduled Time	Submission Time
254142	Post Journals for Single Ledger	Succeeded	19-Jul-2021 01:29 PM HKT	19-Jul-2021 01:29 PM HKT
254141	Import Journals: Child	Succeeded	19-Jul-2021 01:28 PM HKT	19-Jul-2021 01:28 PM HKT
254140	Post Subledger Journal Entries: Subprocess	Succeeded	19-Jul-2021 01:28 PM HKT	19-Jul-2021 01:28 PM HKT
254138	Create Accounting: Subprocess	Succeeded	19-Jul-2021 01:28 PM HKT	19-Jul-2021 01:28 PM HKT
254139	Post Subledger Journal Entries	Succeeded	19-Jul-2021 01:28 PM HKT	19-Jul-2021 01:28 PM HKT
254137	Create Accounting	Succeeded	19-Jul-2021 01:28 PM HKT	19-Jul-2021 01:28 PM HKT

**Figure 123: Schedule Processes (Create Accounting)**

- 17. In the schedule process, there will have few processes running for create accounting.
- 18. Create Receivables Accounting process will be succeeded if and only if all other processes are completed and succeeded.
- 19. In the search area, users may search Create Receivables Accounting process by using process id to check the status.

**Figure 124: Search for Create Receivables Accounting Process**

- 20. User may use  button to refresh.
- 21. This task is complete once the status update into **Succeeded**.

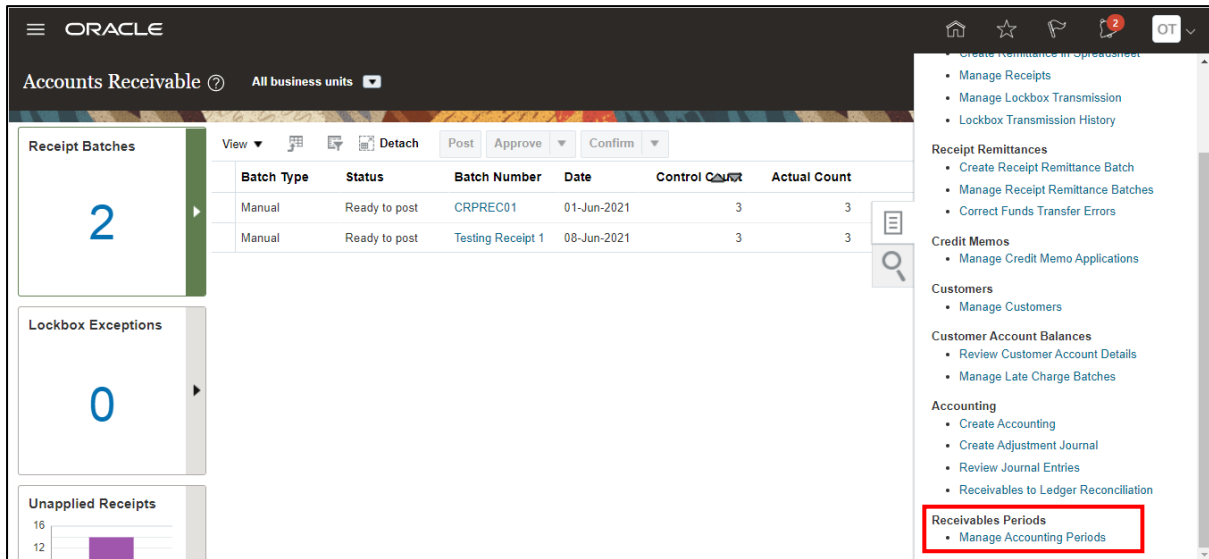
## 6.2 Month End Closing

Uses this page to manage month end closing period in Receivable.

No.	Page Name	Navigation
1.	Manage Accounting Periods	Receivables > Account Receivable > Manage Accounting Period

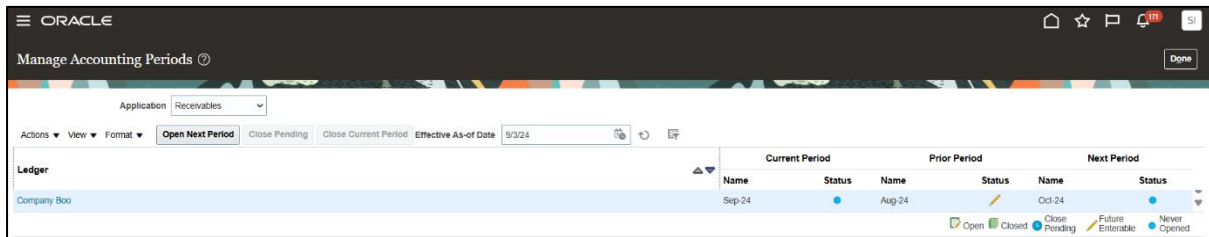
**Table 23: Manage Accounting Periods Navigation**

- 1. In Receivable module, select Account Receivable work area.



**Figure 125: Account Receivable Work Area (Manage Accounting Periods)**

2. Select Manage Accounting Period in the task panel.
3. System will direct to Manage Accounting Periods page.



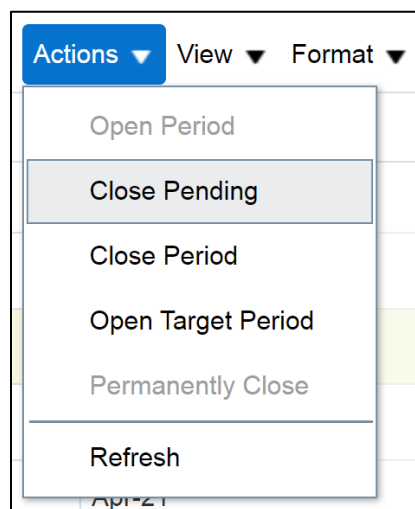
**Figure 126: Manage Accounting Periods Page**

4. Select on Ledger, then system will display Accounting Period Statuses for selected ledger.

Accounting Period	Period Number	Year	Start Date	End Date	Status
Aug-24	8	2024	8/1/24	8/31/24	Open
Jul-24	7	2024	7/1/24	7/31/24	Open
Jun-24	6	2024	6/1/24	6/30/24	Open
May-24	5	2024	5/1/24	5/31/24	Open
Apr-24	4	2024	4/1/24	4/30/24	Open
Mar-24	3	2024	3/1/24	3/31/24	Open
Feb-24	2	2024	2/1/24	2/28/24	Open
Jan-24	1	2024	1/1/24	1/31/24	Open
Dec-23	12	2023	12/1/23	12/31/23	Open
Nov-23	11	2023	11/1/23	11/30/23	Open
Oct-23	10	2023	10/1/23	10/31/23	Open
Sep-23	9	2023	9/1/23	8/30/23	Open
Aug-23	8	2023	8/1/23	8/31/23	Open
Jul-23	7	2023	7/1/23	7/31/23	Open
Jun-23	6	2023	6/1/23	6/30/23	Open
May-23	5	2023	5/1/23	5/31/23	Open
Apr-23	4	2023	4/1/23	4/30/23	Open
Mar-23	3	2023	3/1/23	3/31/23	Open
Feb-23	2	2023	2/1/23	2/28/23	Open
Jan-23	1	2023	1/1/23	1/31/23	Open

**Figure 127: Accounting Period Statuses**

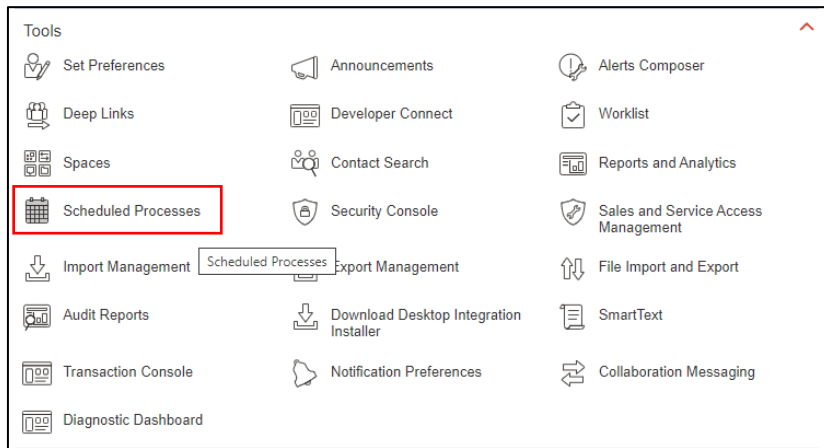
5. In this page, there will list of months and the period status shows using icons.
6. User may select on specific period for monthly end closing.
7. Select on the period month, then click on **Actions** button.



**Figure 128: Drop-down List**

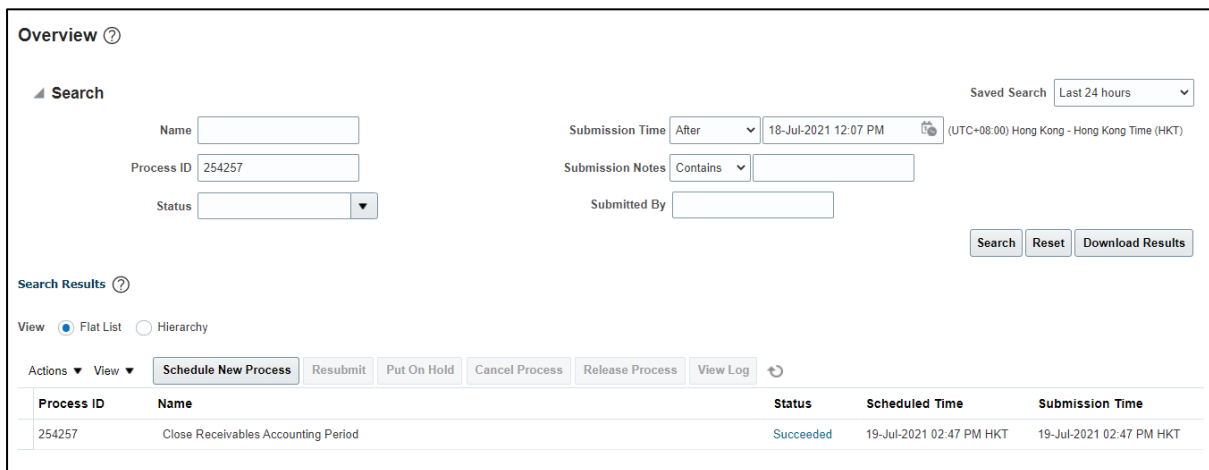
8. There will be two actions which relates to Closing monthly period.
9. Closing Pending prevents new transactions from being entered during the reconciliation process.
10. The existing activity can be accounted for and transferred to the general ledger.
11. Meanwhile for Close Period, the journal entry and posting not allowed until accounting period is reopened.
12. The period is available to reopen, if necessary, in both actions.
13. Next, click on Close Pending action, and system will auto schedule for a new process called "Close Receivables Accounting Period".

14. User will have to navigate to Tools and choose Scheduled Processes to check the status.



**Figure 129: Schedules Processes Navigator**

15. System will direct to Scheduled Processes page.



**Figure 130: Schedule Processes (Close Receivables Accounting Period)**

16. After the status update to **Succeeded**, go back to Accounting Period Statuses for selected ledger GHL PHILIPPINES MY page and see the period status will change

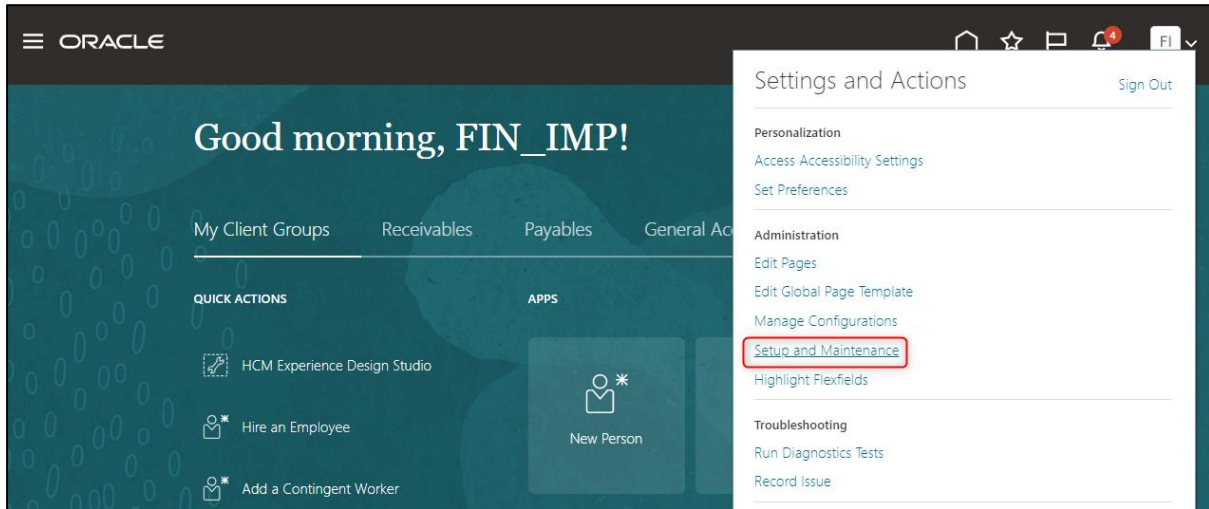
from  to .

17. Repeat the step if user would like to change the status back into Open ,

or Closed .

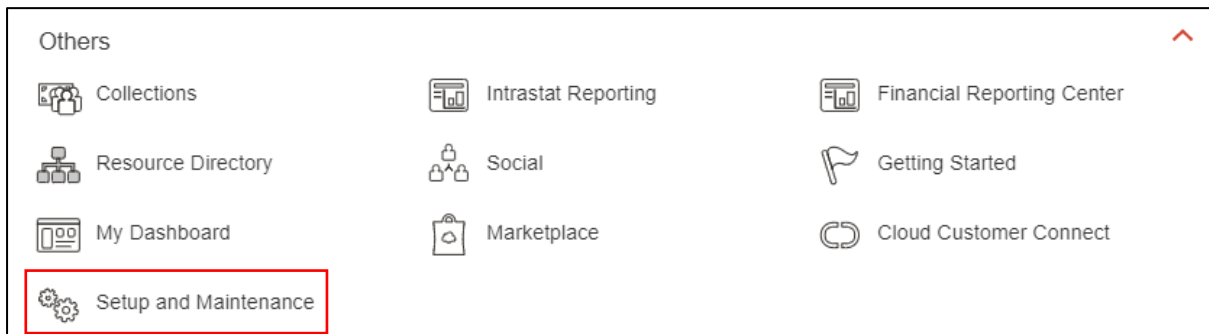
## 7 RECEIVABLES MAINTENANCE SETUP

The maintenance setup can be performed by using Setup and Maintenance. In this Chapter, we will be discussing on setup and maintenance for receivable activity, approval limit, and memo line.



**Figure 131: Setting and Actions**

Setup and maintenance work area can be accessed from Settings and Actions. It can also be accessed by using Others from navigator.



**Figure 132: Setup and Maintenance Navigator**

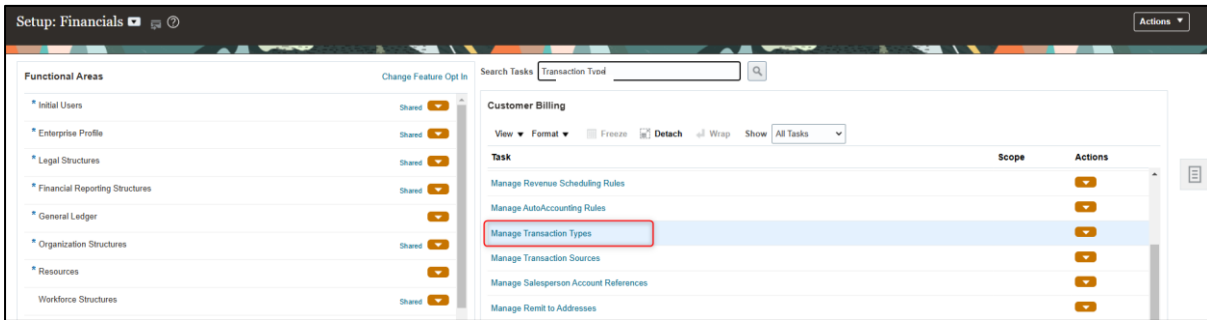
### 7.1 Maintain Receivable Transaction Type

Uses this page to setup and maintain receivable activity.

No.	Page Name	Navigation
1.	Manage Transaction Types	Settings And Actions > Setup and Maintenance > Manage Transaction Types

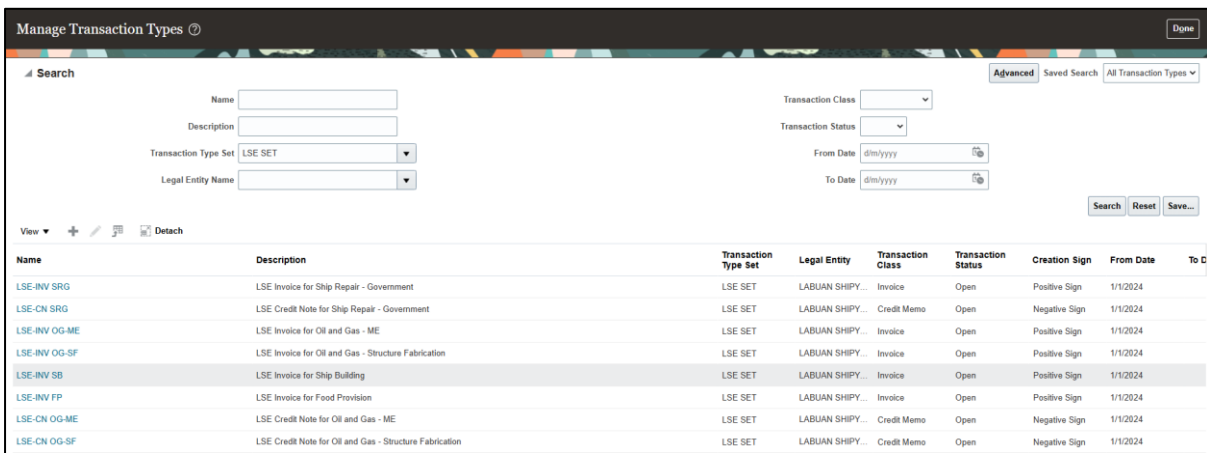
**Table 24: Manage Transaction Type Navigation**

1. Navigate to setup and maintenance work area.



**Figure 133: Financial Setup and Maintenance Work Area**

2. In Receivables functional area, search Manage Transaction Types Tasks.
3. System will direct to Manage Transaction Types page.



**Figure 134: Manage Transaction Types**


Next section, we will discuss on new creation of Transaction Types and edit Transaction Types.

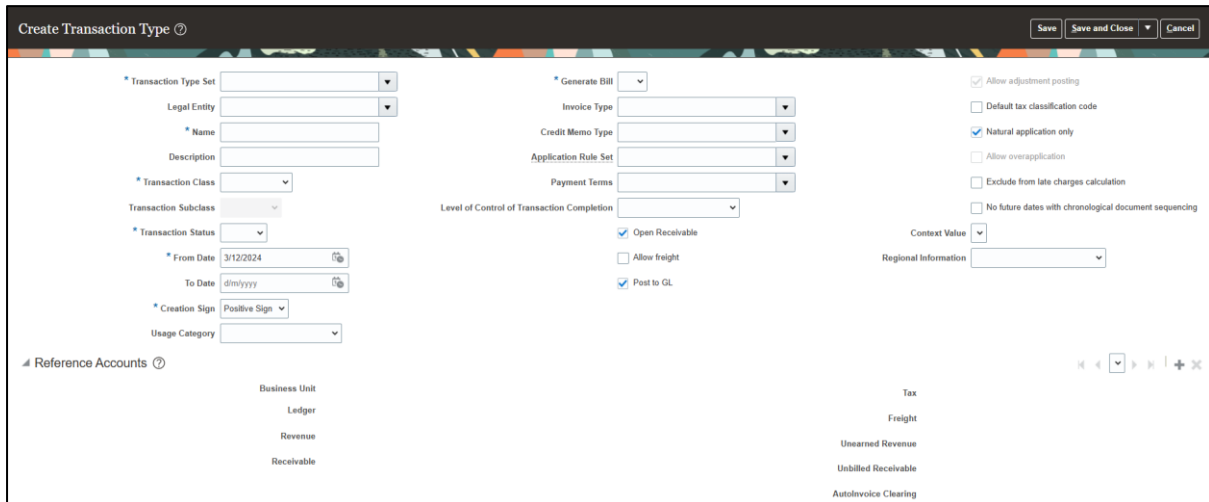
### 7.1.1 Create New Transaction Types

Uses this page to create new Transaction Types.

No.	Page Name	Navigation
1.	Create Transaction Types	Settings And Actions > Setup and Maintenance > Manage Transaction Types > Create Transaction Types

**Table 25: Create Transaction Types Navigation**


1. Navigate to Manage Transaction Types, then click on button  to add new.
2. System will direct to Create Transaction Types page.



**Figure 135: Create Transaction Types Page**

3. Fill in information and (\*) mark indicate as mandatory field:

Step	Field	Description
1.	<b>*Transaction Type Set</b>	Select reference data set
2.	<b>*Legal Entity</b>	Enter name for this transaction type
3.	<b>*Name</b>	Enter name for this transaction type
4.	<b>Description</b>	Enter description to describe the transaction type
5.	<b>*Transaction Class</b>	Select transaction class
6.	<b>*Transaction Subclass</b>	Select transaction subclass
7.	<b>*Transaction Status</b>	Select transaction status
8.	<b>*From Date</b>	Enter start from date
9.	<b>*To Date</b>	Enter end to date
10.	<b>*Creation Sign</b>	Select positive for Invoice/negative for credit memo
11.	<b>*Generate Bill</b>	Select Yes to generate Invoice PDF
12.	<b>Payment terms</b>	Select 30 Net for default value
<b>Toggle Check</b>		
13.	<b>Open Receivables</b>	Tick this item to update customer balance
14.	<b>Post to GL</b>	Tick this item to post the entry into GL

Step	Field	Description
15.	<b>Natural application only</b>	Tick this item to only apply debits or credits to transactions with this transaction type that bring the balance at or near zero
<b>Reference Accounts</b>		
Click on <b>+</b> button to add Business Unit		
16.	<b>*Business Unit</b>	Select Business Unit from list of values
17.	<b>*Receivables Account</b>	Click on  button to fill in Debtor GL account and code for every segment. Assign correct Debtor account for this transaction type
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

4. After filled up the details, click on  or  button to save.
5. The creation of transaction type is now complete.

### 7.1.2 Edit Transaction Types

Uses this page to edit Transaction Types.

No.	Page Name	Navigation
1.	Edit Transaction Types	Settings And Actions > Setup and Maintenance > Manage Transaction Types > Edit Transaction Types

**Table 26: Edit Transaction Types Navigation**

1. Navigate to Manage Transaction Types, then search for specific transaction type to edit.

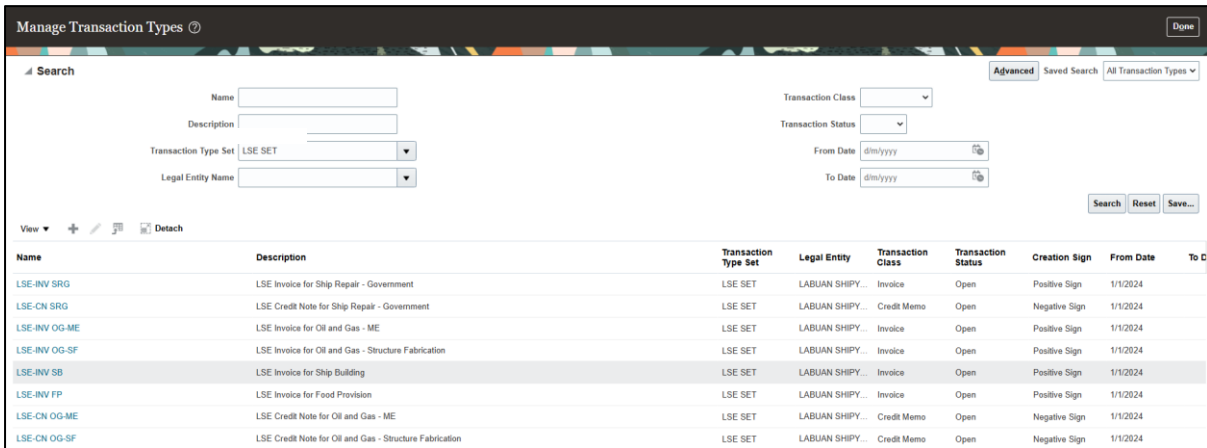



Figure 136: Manage Transaction Types

2. Select on Transaction Types and click on button  to edit.
3. System will direct to Edit Transaction Types page.

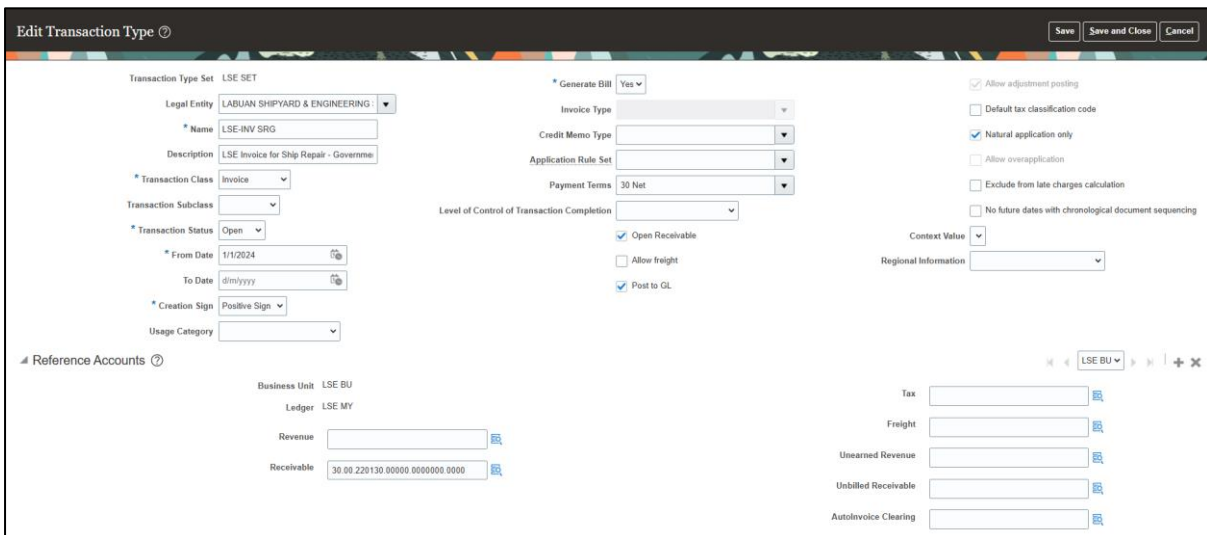


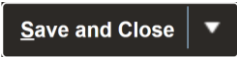


Figure 137: Edit Transaction Types Page

4. Edit information for related field:

Step	Field	Description
1.	<b>*Transaction Type Set</b>	Not applicable to change
2.	<b>*Legal Entity</b>	Edit name for this transaction type
3.	<b>*Name</b>	Edit name for this transaction type
4.	<b>Description</b>	Edit description to descript the transaction type
5.	<b>*Transaction Class</b>	Select transaction class

Step	Field	Description
6.	<b>*Transaction Subclass</b>	Select transaction subclass
7.	<b>*Transaction Status</b>	Select transaction status
8.	<b>*From Date</b>	Edit start from date
9.	<b>*To Date</b>	Edit end to date
10.	<b>*Creation Sign</b>	Select positive for Invoice/negative for credit memo
11.	<b>*Generate Bill</b>	Select Yes to generate Invoice PDF
12.	<b>Payment terms</b>	Select 30 Net for default value
<b>Toggle Check</b>		
13.	<b>Open Receivables</b>	Tick this item to update customer balance
14.	<b>Post to GL</b>	Tick this item to post the entry into GL
15.	<b>Natural application only</b>	Tick this item to only apply debits or credits to transactions with this transaction type that bring the balance at or near zero
<b>Reference Accounts</b>		
Click on <b>+</b> button to add Business Unit		
16.	<b>*Business Unit</b>	Select Business Unit from list of values
17.	<b>*Receivables Account</b>	Click on  button to fill in Debtor GL account and code for every segment. Assign correct Debtor account for this transaction type
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

5. After filled up the details, click on  or  button to save.
6. The receivable activity is now updated.

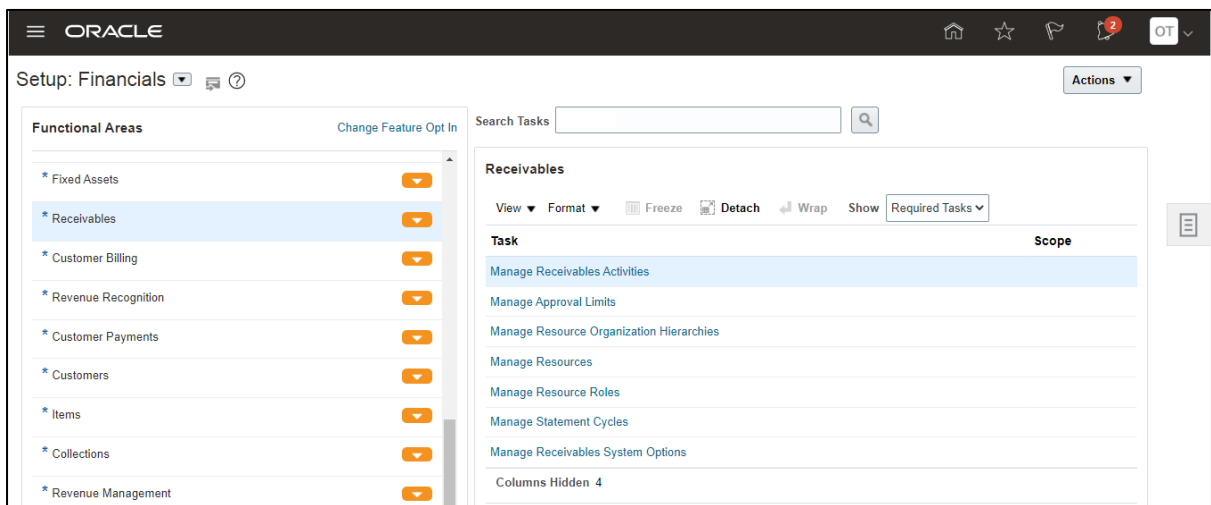
## 7.2 Maintain Receivable Activity

Uses this page to setup and maintain receivable activity.

No.	Page Name	Navigation
1.	Manage Receivable Activity	Settings And Actions > Setup and Maintenance > Manage Receivable Activity

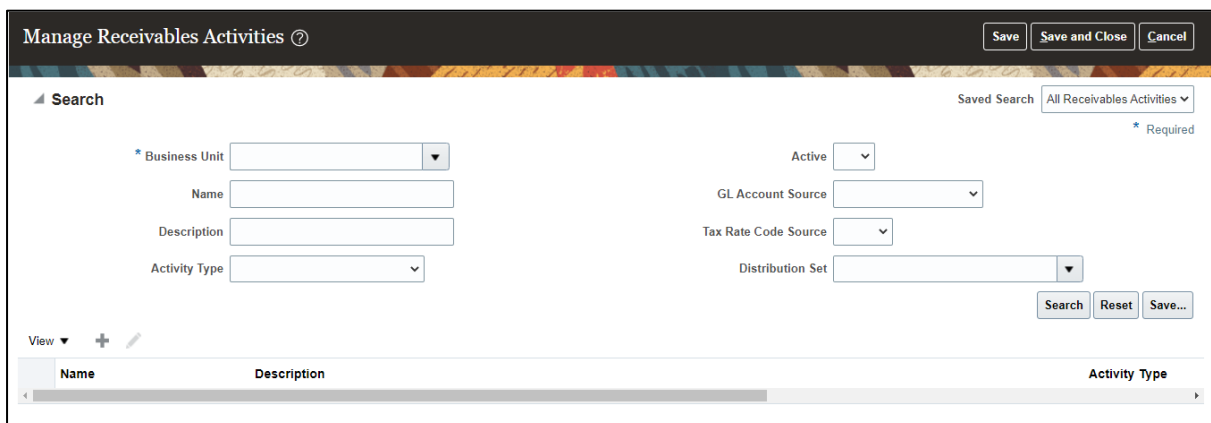
**Table 27: Manage Receivable Activity Navigation**

1. Navigate to setup and maintenance work area.



**Figure 138: Financial Setup and Maintenance Work Area**

2. In Receivables functional area, search Manage Receivables Activities Tasks.
3. System will direct to Manage Receivables Activities page.



**Figure 139: Manage Receivables Activities**


Next section, we will discuss on new creation of receivables activity and edit receivables activity.

### 7.2.1 Create New Receivables Activity

Uses this page to create new receivables activity.


No.	Page Name	Navigation
1.	Create Receivables Activity	Settings And Actions > Setup and Maintenance > Manage Receivable Activity > Create Receivables Activity

**Table 28: Create Receivable Activity Navigation**

1. Navigate to Manage Receivables Activity, then click on button  to add new.
2. System will direct to Create Receivables Activity page.

**Figure 140: Create Receivables Activity Page**

3. Fill in information and (\*) mark indicate as mandatory field:

Step	Field	Description
1.	<b>*Business Unit</b>	Select business unit
2.	<b>*Name</b>	Enter name for this receivable activity
3.	<b>Description</b>	Enter description to describe the receivable activity
4.	<b>*Activity Type</b>	Select activity type
5.	<b>Active</b>	Tick on checkbox to activate this receivables activity
6.	<b>Context Value</b>	Select context values if necessary
<b>Accounting</b>		
7.	<b>* GL Account Source</b>	Select GL account source from list of values
8.	<b>*Tax Rate Code Source</b>	Select tax rate code source from list of values
9.	<b>*Activity GL Account</b>	Click on  button to fill in GL account for every segment

Step	Field	Description
10.	<b>Distribution Set</b>	<i>System will auto fill in the information</i>

Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.

- After filled up the details, click on **Save** or **Save and Close** button to save.
- The creation of receivable activity is now complete.

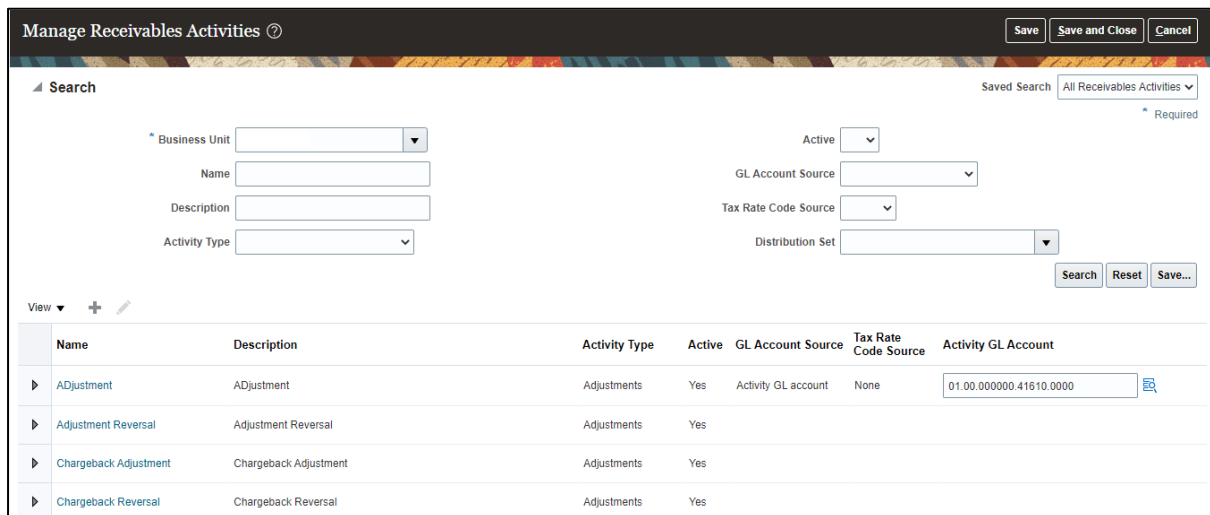
### 7.2.2 Edit Receivables Activity

Uses this page to edit receivables activity.


No.	Page Name	Navigation
1.	Edit Receivables Activity	Settings And Actions > Setup and Maintenance > Manage Receivable Activity > Edit Receivables Activity

**Table 29: Edit Receivable Activity Navigation**

- Navigate to Manage Receivables Activity, then search for specific receivable activity to edit.




**Figure 141: Manage Receivables Activity**

- Select on receivable activity and click on button  to edit.
- System will direct to Edit Receivables Activity page.

**Figure 142: Edit Receivables Activity Page**

4. Edit information for related field:

Step	Field	Description
1.	<b>*Business Unit</b>	Not applicable to change
2.	<b>*Name</b>	Edit name for this receivable activity
3.	<b>Description</b>	Edit description to describe the receivable activity
4.	<b>*Activity Type</b>	Reselect activity type
5.	<b>Active</b>	Tick/untick on checkbox to activate this receivables activity
6.	<b>Context Value</b>	Reselect context values if necessary
<b>Accounting</b>		
7.	<b>* GL Account Source</b>	Reselect GL account source from list of values
8.	<b>*Tax Rate Code Source</b>	Reselect tax rate code source from list of values
9.	<b>*Activity GL Account</b>	Click on  button to fill in GL account for every segment
10.	<b>Distribution Set</b>	<i>System will auto fill in the information</i>

5. After filled up the details, click on  or  button to save.
6. The receivable activity is now updated.

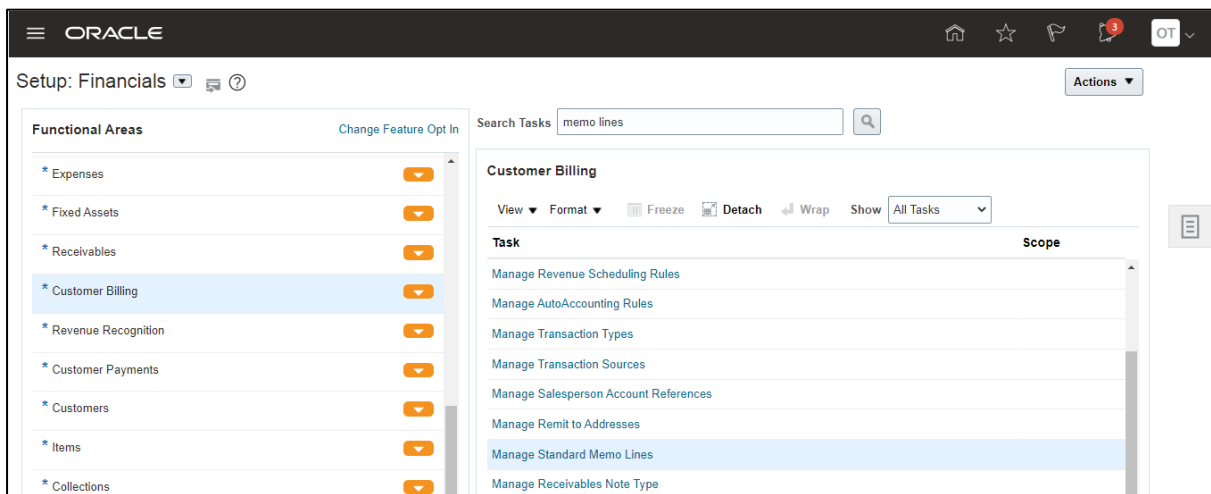
### 7.3 Maintain Memo Lines

Uses this page to setup and maintain memo lines.

No.	Page Name	Navigation
1.	Manage Standard Memo Lines	Settings And Actions > Setup and Maintenance > Manage Standard Memo Lines

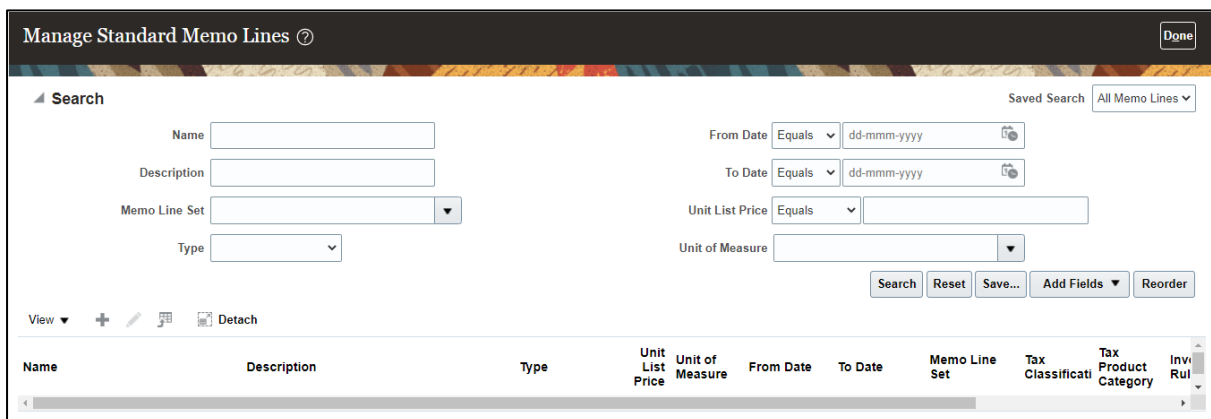
**Table 30: Manage Standard Memo Lines Navigation**

1. Navigate to setup and maintenance work area.



**Figure 143: Financial Setup and Maintenance Work Area**

2. In Receivables functional area, search Manage Standard Memo Lines Tasks.
3. System will direct to Manage Standard Memo Lines page.



**Figure 144: Manage Standard Memo Lines**


Next section, we will discuss on new creation of memo lines and edit memo lines.

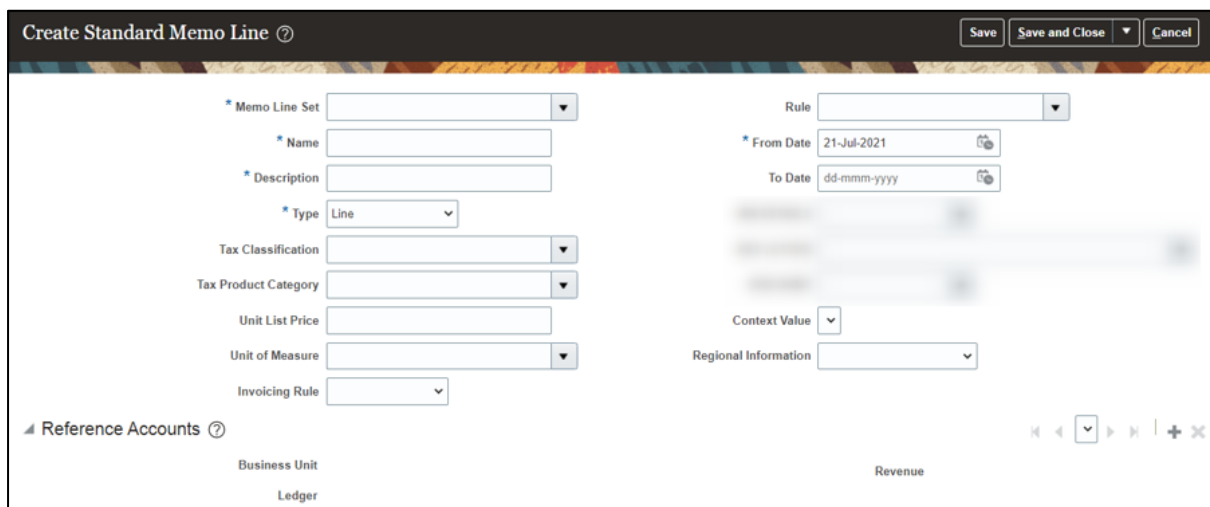
### 7.3.1 Create New Standard Memo Lines

Uses this page to create new standard memo lines.

No.	Page Name	Navigation
1.	Create Standard Memo Lines	Settings And Actions > Setup and Maintenance > Manage Standard Memo Lines > Create Standard Memo Lines

**Table 31: Create Standard Memo Lines Navigation**



1. Navigate to Manage Standard Memo Lines, then click on button  to add new.
2. System will direct to Create Standard Memo Lines page.




**Figure 145: Create Standard Memo Lines Page**

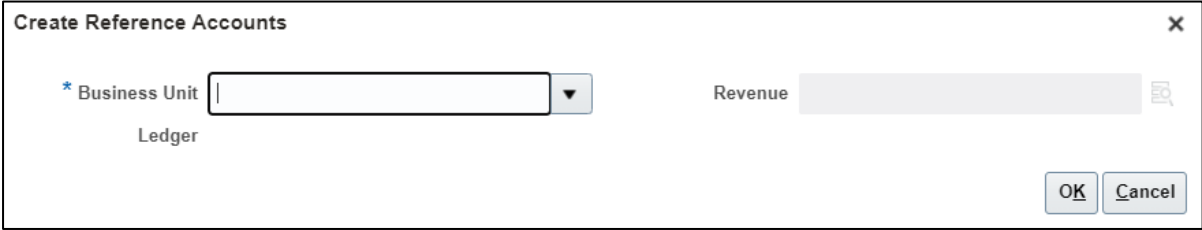
3. Fill in information and (\*) mark indicate as mandatory field:

Step	Field	Description
1.	<b>*Memo Line Set</b>	Select memo line set for reference data set
2.	<b>*Name</b>	Enter name for this standard memo lines
3.	<b>*Description</b>	Enter description to descript the standard memo lines
4.	<b>*Type</b>	Select type
5.	<b>Tax Classification</b>	Select tax classification if necessary
6.	<b>Tax Product Category</b>	Select tax product category if necessary
7.	<b>Unit List Price</b>	Enter unit list price
8.	<b>Unit of Measure</b>	Select unit of measure if applicable



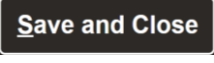
Step	Field	Description
9.	<b>Invoicing Rule</b>	No need to select invoicing rule for this task
10.	<b>Rule</b>	Select rule
11.	<b>*From Date</b>	Click on  button to select from date
12.	<b>To Date</b>	Click on  button to select to date
13.	<b>Context Value</b>	Select context value
14.	<b>Regional Information</b>	Select regional information

Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.

4. In the Reference Account area, find  button to create the reference account.
5. System will prompt create reference account screen.



**Figure 146: Create Reference Account Screen**

6. Select and choose the Business Unit.
7. Ledger field will auto display by the system according to the selection on Business Unit.
8. Click on  button and complete the distribution for the revenue.
9. After complete, click on  or  button to save the details and information.
10. Creation of standard memo lines is now complete.

### 7.3.2 Edit Standard Memo Lines


Uses this page to edit standard memo lines.

No.	Page Name	Navigation
1.	Edit Standard Memo Lines	Settings and Actions > Setup and Maintenance > Manage Standard Memo Lines > Edit Standard Memo lines

**Table 32: Edit Standard Memo Lines Navigation**



1. Navigate to Manage Standard Memo Lines, then search for specific memo line to edit.

**Figure 147: Manage Standard Memo Lines**





2. Select on standard memo line and click on button  to edit.
3. System will direct to Edit Standard Memo Lines page.

**Figure 148: Edit Standard Memo Lines Page**

4. Edit information for related field:

Step	Field	Description
1.	<b>Memo Line Set</b>	<i>This field is not applicable to change</i>
2.	<b>Name</b>	<i>This field is not applicable to change</i>
3.	<b>*Description</b>	Edit description to describe the standard memo lines
4.	<b>*Type</b>	Reselect type
5.	<b>Tax Classification</b>	Reselect tax classification if necessary
6.	<b>Tax Product Category</b>	Reselect tax product category if necessary
7.	<b>Unit List Price</b>	Edit unit list price
8.	<b>Unit of Measure</b>	Reselect unit of measure if applicable
9.	<b>Invoicing Rule</b>	No need to select invoicing rule for this task
10.	<b>Rule</b>	Reselect rule
11.	<b>*From Date</b>	Click on  button to reselect from date
12.	<b>To Date</b>	Click on  button to reselect to date
13.	<b>Context Value</b>	Reselect context value
14.	<b>Regional Information</b>	Reselect regional information

Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.

5. In the Reference Account area, find  button to create new reference account or  button to delete previous reference account.
6. In reference account area, user may create more than one reference account for difference business unit.
7. After complete edit and update related field, click on  or  button to save the details and information.
8. Standard memo line is now updated.

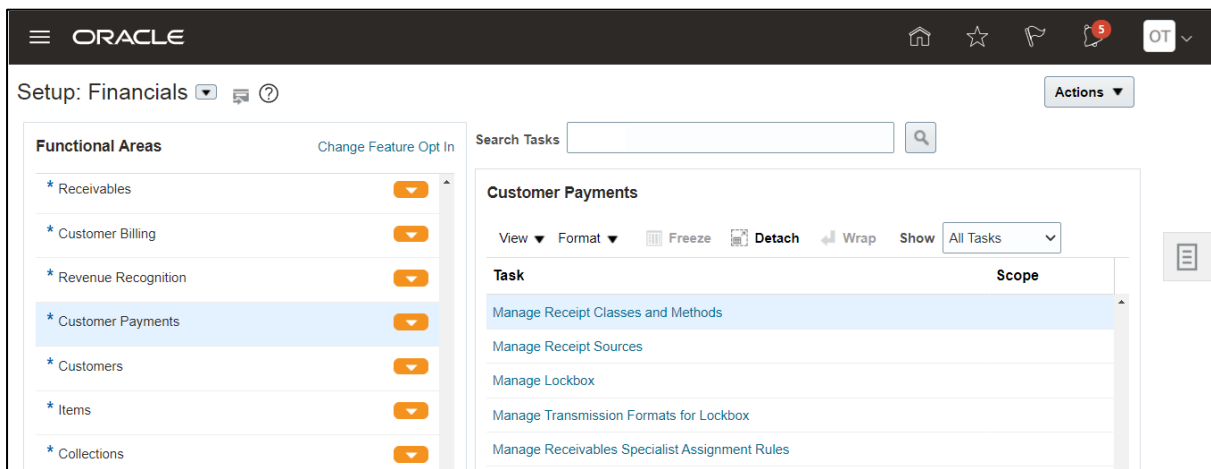
### 7.4 Maintain Receipt Classes and Methods

Uses this page to setup and maintain receipt classes and methods.

No.	Page Name	Navigation
1.	Manage Receipt Classes and Methods	Settings And Actions > Setup and Maintenance > Manage Receipt Classes and Methods

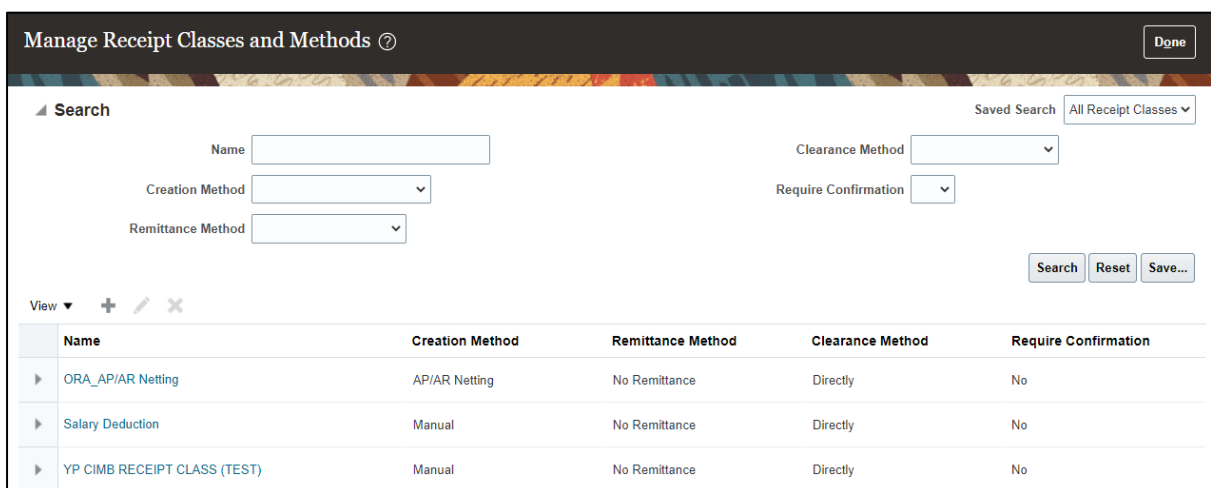
**Table 33: Manage Receipt Classes and Methods Navigation**

1. Navigate to setup and maintenance work area.



**Figure 149: Financial Setup and Maintenance Work Area**

2. In Receivables functional area, search Manage Receipt Classes and Methods Tasks.
3. System will direct to Manage Receipt Classes and Methods page.



**Figure 150: Manage Receipt Classes and Methods Page**


Next section, we will discuss on new creation of receipt classes and methods and edit receipt classes and methods.

### 7.4.1 Create New Receipt Classes and Methods

Uses this page to create new Receipt Classes and Methods.

No.	Page Name	Navigation
1.	Create Receipt Classes and Methods	Settings And Actions > Setup and Maintenance > Manage Receipt Classes and Methods > Create Receipt Class and Methods



**Table 34: Create Receipt Class and Methods Navigation**


1. Navigate to Manage Receipt Classes and Methods, then click on button  to add new creation
2. System will direct to Create Receipt Class and Methods page.

**Figure 151: Create Receipt Class and Methods Page**

3. Fill in information and (\*) mark indicate as mandatory field:

Step	Field	Description
1.	<b>*Name</b>	Enter receipt class name
2.	<b>*Creation Method</b>	Select creation method ( <i>System default to Manual</i> )











Step	Field	Description
3.	<b>*Remittance Method</b>	Select remittance method (System default to No Remittance)
4.	<b>*Clearance Method</b>	Select clearance method (System default to Directly)
5.	<b>Context Value</b>	Select context value
6.	<b>Regional Information</b>	Select regional information
<b>Receipt Methods</b>		
7.	<b>*Name</b>	Enter receipt method's name
8.	<b>Printed Name</b>	Enter receipt method's printed name
9.	<b>*Effective Start Date</b>	Click on  button to select effective start date
10.	<b>*Effective End Date</b>	Click on  button to select effective end date
11.	<b>Debit Memos Inherit Receipt Numbers</b>	Tick on the box to inherit receipt numbers for debit memos
<p>Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.</p>		


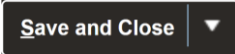

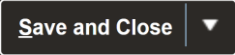
4. In the Remittance Bank Accounts area, find  button to create new remittance bank accounts for receipt methods.
5. System will prompt create remittance bank account page.

**Figure 152: Create Remittance Bank Account Page**

6. Fill in information and (\*) mark indicate as mandatory field:

Step	Field	Description
1.	<b>*Business Unit</b>	Select on business unit
2.	<b>*Bank</b>	Select bank for this remittance account
3.	<b>Branch</b>	Select bank branch
4.	<b>Account</b>	Select bank account
5.	<b>Primary</b>	Tick on Primary box to set this remittance bank account as primary
6.	<b>Override Bank</b>	Tick on Override bank box to allow override and change the bank during the remittance process
7.	<b>Currency</b>	System auto fill based on selection from Account field
8.	<b>Minimum Receipt Amount</b>	Enter the minimum amount of receipt
9.	<b>Clearing Days</b>	Enter clearing days ( <i>Number of days after maturity date to clear remitted receipts, drawee receipts for remitted bills receivable, and cash advances for factored bills receivable</i> )
10.	<b>Risk Elimination Days</b>	Enter risk elimination days ( <i>Number of days after maturity date to clear short term debt on factored receipts and factored bills receivable</i> )

Step	Field	Description
11.	<b>*Effective Start Date</b>	Click on  button to select effective start date
12.	<b>*Effective End Date</b>	Click on  button to select effective end date
13.	<b>Context Value</b>	Select context value
<b>GL Account</b>		
14.	<b>*Cash</b>	Click on  button to insert value for every segment
15.	<b>*Receipt Confirmation</b>	Click on  button to insert value for every segment
16.	<b>*Remittance</b>	Click on  button to insert value for every segment <i>(This field only enabled if you select Standard for remittance method)</i>
17.	<b>*Factoring</b>	Click on  button to insert value for every segment <i>(This field only enabled if you select Factoring for remittance method)</i>
18.	<b>*Short Term Debt</b>	Click on  button to insert value for every segment <i>(This field only enabled if you select Standard and Factoring for remittance method)</i>
19.	<b>*Unapplied Receipts</b>	Click on  button to insert value for every segment
20.	<b>*Unidentified Receipts</b>	Click on  button to insert value for every segment
21.	<b>*On-Account Receipts</b>	Click on  button to insert value for every segment
22.	<b>Unearned Discounts</b>	Select for unearned discounts if necessary
23.	<b>Earned Discounts</b>	Select for earned discounts if necessary
24.	<b>Claim Investigation</b>	Select for claim investigation if necessary
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		


7. After complete, click on  or  button to save the details and information.
8. System will redirect to create receipt class and methods page.
9. Repeat the step, click on  or  button to save the details and information.
10. Creation of Receipt Classes and Methods is now complete.

### 7.4.2 Edit New Receipt Classes and Methods

Uses this page to edit Receipt Classes and Methods.



No.	Page Name	Navigation
1.	Edit Receipt Classes and Methods	Settings And Actions > Setup and Maintenance > Manage Receipt Classes and Methods > Edit Receipt Class and Methods



**Table 35: Edit Receipt Class and Methods Navigation**

1. Navigate to Manage Receipt Classes and Methods, then click on button  to edit and update.
2. System will direct to Edit Receipt Class and Methods page.

**Figure 153: Edit Receipt Class and Methods Page**

3. Fill in information and (\*) mark indicate as mandatory field:


Step	Field	Description
1.	<b>*Name</b>	This field is disabled and not allow to make any changes
2.	<b>*Creation Method</b>	This field is disabled and not allow to make any changes
3.	<b>*Remittance Method</b>	This field is disabled and not allow to make any changes
4.	<b>*Clearance Method</b>	This field is disabled and not allow to make any changes
5.	<b>Context Value</b>	Select context value
6.	<b>Regional Information</b>	Select regional information
<b>Receipt Methods</b>		
7.	<b>*Name</b>	Edit receipt method's name
8.	<b>Printed Name</b>	Edit receipt method's printed name
9.	<b>*Effective Start Date</b>	Click on  button to select effective start date
10.	<b>*Effective End Date</b>	Click on  button to select effective end date
11.	<b>Debit Memos Inherit Receipt Numbers</b>	Tick/Untick on the box to inherit receipt numbers for debit memos
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		


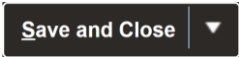

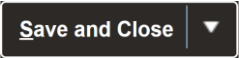
4. In the Remittance Bank Accounts area, find  button to create new remittance bank accounts for receipt methods or  button to edit.
5. System will prompt create/edit remittance bank account page.

**Figure 154: Edit Remittance Bank Account Page**

6. Fill in information and (\*) mark indicate as mandatory field:

Step	Field	Description
1.	<b>*Business Unit</b>	This field is disabled and not allow to make any changes
2.	<b>*Bank</b>	This field is disabled and not allow to make any changes
3.	<b>Branch</b>	This field is disabled and not allow to make any changes
4.	<b>Account</b>	This field is disabled and not allow to make any changes
5.	<b>Primary</b>	Tick/Untick on Primary box to set this remittance bank account as primary
6.	<b>Override Bank</b>	Tick/Untick on Override bank box to allow override and change the bank during the remittance process
7.	<b>Currency</b>	System auto fill based on selection from Account field
8.	<b>Minimum Receipt Amount</b>	Enter the minimum amount of receipt
9.	<b>Clearing Days</b>	Enter clearing days ( <i>Number of days after maturity date to clear remitted receipts, drawee receipts for remitted bills receivable, and cash advances for factored bills receivable</i> )
10.	<b>Risk Elimination Days</b>	Enter risk elimination days ( <i>Number of days after maturity date to clear short term debt on factored receipts and factored bills receivable</i> )

Step	Field	Description
11.	<b>*Effective Start Date</b>	This field is disabled and not allow to make any changes
12.	<b>*Effective End Date</b>	Click on  button to select effective end date
13.	<b>Context Value</b>	Select context value
<b>GL Account</b>		
14.	<b>*Cash</b>	This field is disabled and not allow to make any changes
15.	<b>*Receipt Confirmation</b>	This field is disabled and not allow to make any changes
16.	<b>*Remittance</b>	This field is disabled and not allow to make any changes
17.	<b>*Factoring</b>	This field is disabled and not allow to make any changes
18.	<b>*Short Term Debt</b>	This field is disabled and not allow to make any changes
19.	<b>*Unapplied Receipts</b>	This field is disabled and not allow to make any changes
20.	<b>*Unidentified Receipts</b>	This field is disabled and not allow to make any changes
21.	<b>*On-Account Receipts</b>	This field is disabled and not allow to make any changes
22.	<b>Unearned Discounts</b>	Select for unearned discounts if necessary
23.	<b>Earned Discounts</b>	Select for earned discounts if necessary
24.	<b>Claim Investigation</b>	Select for claim investigation if necessary
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

7. After complete, click on  or  button to save the details and information.
8. System will redirect to edit receipt class and methods page.
9. Repeat the step, click on  or  button to save the details and information.
10. Receipt Classes and Methods is now updated.

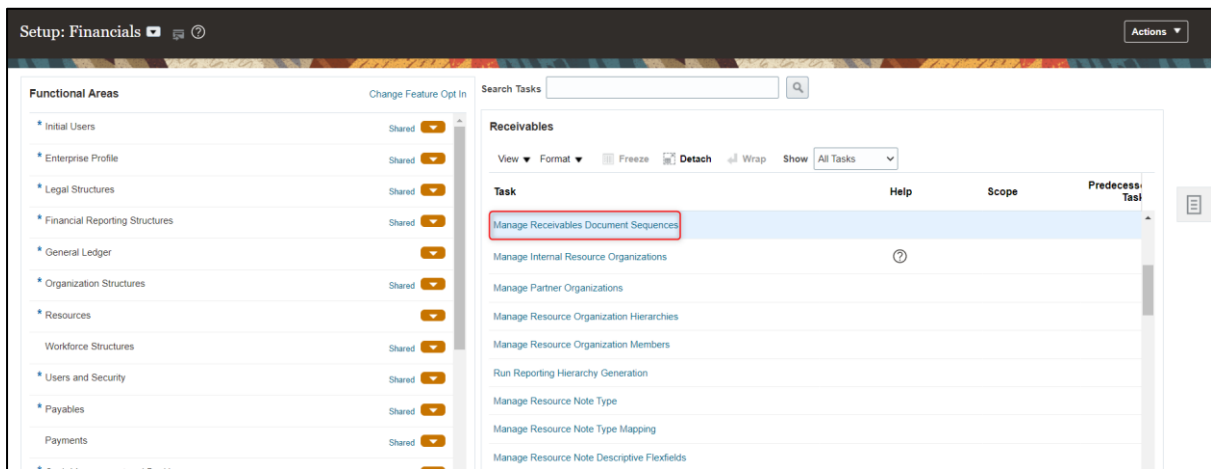
### 7.5 Maintain Document Sequences (Yearly)

Uses this page to setup and maintain document sequence.

No.	Page Name	Navigation
1.	Manage Receivables Document Sequences	Settings And Actions > Setup and Maintenance > Manage Receivables Document Sequences

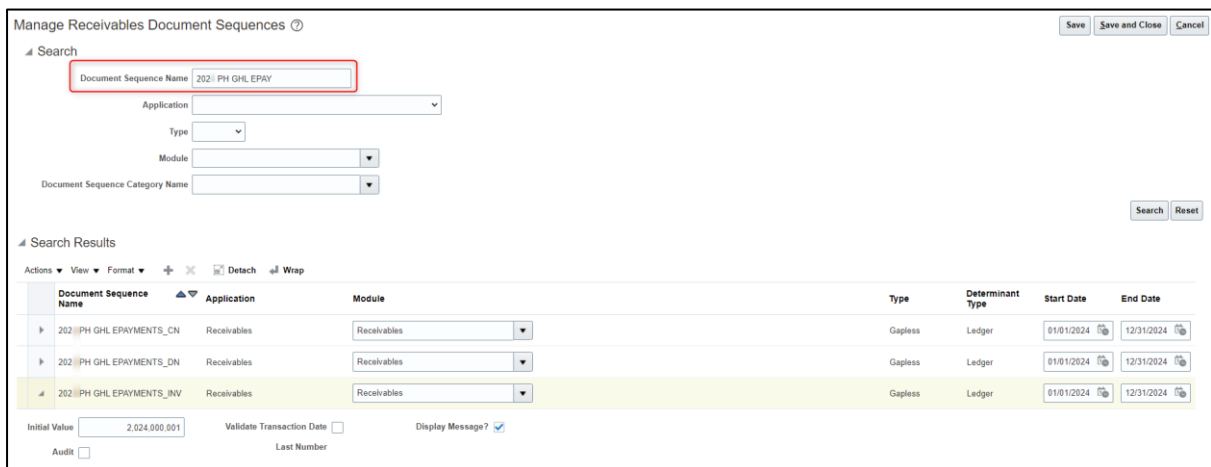
**Table 36: Manage Receivables Document Sequences Navigation**

1. Navigate to setup and maintenance work area.



**Figure 155: Financial Setup and Maintenance Work Area**

2. In Receivables functional area, search Manage Receivables Document Sequences Tasks.
3. System will direct to Manage Receivables Document Sequences page.



**Figure 156: Manage Receivables Document Sequences Page**


Next section, we will discuss on new creation of Receivables Document Sequences and edit Receivables Document Sequences.

### 7.5.1 Create New Receivables Document Sequences

Uses this page to create new Receivables Document Sequences.

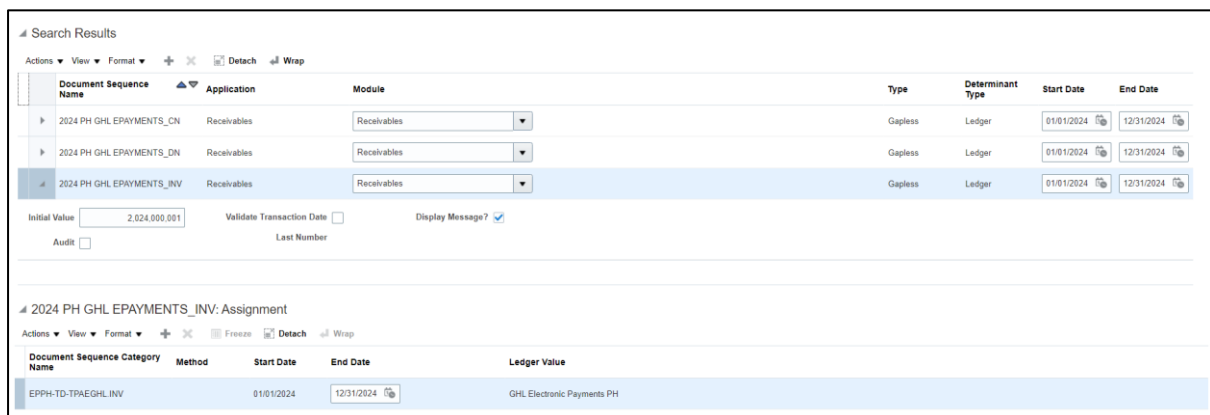
No.	Page Name	Navigation
1.	Create Receivables Document Sequences	Settings And Actions > Setup and Maintenance > Manage Receivables Document Sequences > Create Receivables Document Sequences

**Table 37: Create Receivables Document Sequences Navigation**

1. Navigate to Manage Receivables Document Sequences.
2. System will direct to Manage Receivables Document Sequences page.
3. Click on button  to add new creation of document sequence.
4. Every Business Unit will have three sets of document sequences:
  - i. 2025 LSE\_INV (Invoice)
  - ii. 2025 LSE\_CN (Credit Memo)
  - iii. 2025 LSE\_DN (Debit Memo)
  - iv. 2025 LSE\_OR (Receipt Method)


**Notes:** LSE AR document sequence will be based on the AR Transaction Types and Receipt Methods. This manual document is mainly general step guide. It is advisable and much more convenient for you to refer and follow formatting based on existed document sequence created during implementation. The document sequence also recorded in the LSE Configuration Workbook\_Receivables

5. Each set much have their own setup (unique name) and assign all transaction types on the assignments.


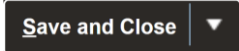


**Figure 157: Manage Receivables Document Sequences Page**

1. Fill in information and (\*) mark indicate as mandatory field:

Step	Field	Description
<b>Document Sequence</b>		
1.	<b>Document Sequence Name</b>	Enter Document Sequence Name e.g 2024 PH GHG EPAYMENTS_INV for new year, make sure the name does not duplicate with existing setup
2.	<b>Application</b>	Select Receivables application
3.	<b>Module</b>	Select Receivables module
4.	<b>Type</b>	Select Gapless type
5.	<b>Determinant Type</b>	Select Ledger for the Determinant Type
6.	<b>Start Date</b>	Enter Start date for the transaction source (e.g: 1/1/2025)
7.	<b>End Date</b>	Enter End date for the transaction source (e.g: 1/1/2025)
8.	<b>To Date</b>	Enter End date for the transaction source (e.g: 1/1/2025)
9.	<b>Initial Value</b>	Enter Initial Value for starting sequence numbering in the new year (e.g 202500001)
10.	<b>Display Message</b>	Tick on the toggle for display message
11.	<b>Audit</b>	Tick on the toggle for audit
<b>Assignment</b>		
12.	Click on  button to add transaction type in the Assignment region	
13.	<b>Document Sequence Category Name (Transaction Type)</b>	Select the Document Sequence Category Name or also known as Transaction Type
14.	<b>Method</b>	Leave the field as blank
15.	<b>Start Date</b>	Enter Start date for the transaction source (e.g: 1/1/2025)
16.	<b>End Date</b>	Enter End date for the transaction source (e.g: 31/12/2025)
17.	<b>Ledger value</b>	Select Ledger value.

Step	Field	Description
<b>Document Sequence</b>		
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

2. After complete, click on  or  button to save the details and information.
3. Creation of Receivables Document Sequence for Invoice is now complete.
4. Repeat the step for credit memo and debit memo.
5. We differentiate setup for Invoice, Credit Memo and Debit Memo since every transaction class has their own sequence numbering.

**\*\*end of document\*\***