

FAP R12 Upgrade project



भारतीय खाद्य निगम
FOOD CORPORATION OF INDIA

R12 AR Training
19 August-2016

Agenda

□ Key Processes From AR

- Transactions - Sale & Non Sale
 - Invoice / Credit Memo / Debit Memo
- Receipts – Standard & Misc.
- Receipt Application on Transaction
- Receipt Write-off
- Reversal of Receipt
- Transaction Adjustment
- Adjustment through Credit Transaction
- Create accounting – Draft / Final / Final & Posted
- Open/ Close Accounting Periods
- Auto-invoices (AR to AP)
- Reports in R12

□ Questions?

□ Hands-On

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Transactions (UM 3)

- **Navigation:** Unit Specific Receivables Responsibility > *Oracle Receivables* > *Transaction* > *Transaction*
- Fill in all the mandatory and required fields in the standard apps Transaction window form.
- When you save the invoice header, Oracle will assign an invoice number
- Enter Line items: Enter Description, Quantity and Unit price for Non Sales invoices and additional item code is mandatory for Sales invoices.
- Tax information is captured as and when required
- Distribution: Enter Receivables Account and Revenue Account
- Complete the Transaction after all details are entered.

Transactions (Cont...)

Transactions (FCI OPERATING UNIT : INR)

Transaction

Source Date

Number

Class

Type

Reference

Legal Entity

Balance Due

Line

Tax

Freight

Charges

Total

Batch Sources

Find

Source	Operating Unit
NC14 NON SALES	FCI OPERATING UNIT
NC14 SALES	FCI OPERATING UNIT

Main

Ship To

Name

Number

Location

Address

Contact

Commitment

Payment Term

Invoicing Rule

Due Date

Sold To

Name

Number

Paying Customer

Name

Number

Location

Payment Details

Receipt Method

Payment Method

Instrument Number

Transactions (Cont...)

Lines (FCI OPERATING UNIT) - A.S & CO. MTC, [New]

Total Transaction Lines Tax Freight

 10000.00

Main | Sales Order | Tax Exemption | Rules | Ship To Information | More

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans
1		TESTING		1	10000	10000.00		

Tax Tax Information Freight Distributions Sales Credits

Transactions (Cont...)

Distributions (FCI OPERATING UNIT)

Trans Line	Detail Line	Class	GL Account	GL Date	%	Distribution Amount []
		Receivable	NC14.0000000.4611.0000.0000.0000.0000	30-JUN-2016	100.0000	10000.00
1		Revenue	NC14.0000000.1806.0000.0000.0000.0000	30-JUN-2016	100.0000	10000.00

Transaction Line Amount

GL Posted Date
Accounting Rule

Description

Tax Account

Description

Comments

Credit Memo (UM4)

Credit memo creation:

- Navigation: Unit Specific Receivables Responsibility > *Oracle Receivables* > *Transaction* > *Transaction*.
- The process of creating Credit Memos is similar to that of creating a manual invoice. The only difference is Transaction Class, Transaction Type needs to be Credit Memo of respective unit and amount to be in negative.

Credit memo Application:

- Navigation: Unit Specific Receivables Responsibility > Oracle Receivables > Transaction > Transaction.
- User needs to apply credit Memos to a particular Invoice or multiple Invoices.
- To perform this search, run a query on Class field for Credit Memos.
- This will provide you with a listing of all open credit memos on customer accounts.
- Credit Memo can be Overviewed and Applied from the respective Overview and Application tabs on the Transaction Summary form.

Credit Memo (Cont...)

Transactions (FCI OPERATING UNIT : INR)

Transaction

Source: NC14 NON SALES

Number: [] 17

Class: Credit Memo

Type: NC14 CREDIT MEMO

Reference: []

Legal Entity: FOOD CORPORATION OF INDIA LEGAL

Date: 30-JUN-2016

GL Date: 30-JUN-2016

Currency: INR

Document Num: 17

Transaction: FCI M ([]) [[]]

Complete

Balance Due

Line	-1000.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	-1000.00

[Details](#) [Refresh](#)

Ship To

Name: []

Number: []

Location: []

Address: []

Contact: []

Bill To

A.S & CO. MTC

NC14_0001

NISSING

NISSING

, , KARNAL, HARYANA 132001 India

Sold To

Name: A.S & CO. MTC

Number: NC14_0001

Paying Customer

Name: A.S & CO. MTC

Number: NC14_0001

Location: NISSING

Payment Details

Receipt Method: []

Payment Method: []

Instrument Number: []

[Select Instrument](#)

Commitment: []

Payment Term: []

Invoicing Rule: []

Due Date: []

[Line Items](#) [Tax](#) [Freight](#) [Distributions](#) [Sales Credits](#) [Incomplete](#)



Credit Memo (Cont...)

Lines (FCI OPERATING UNIT) - A.S & CO. MTC, [New]

Transaction Lines Tax Freight

Total

Main Sales Order Tax Exemption Rules Ship To Information More

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans
1		test		1	-1000	-1000.00		

Tax Tax Information Freight Distributions Sales Credits



Credit Memo (Cont...)

Oracle Applications - SIT1

File Edit View Folder Tools **Actions** Window Help

Exchange
Adjust
Applications ←

Transactions (FCI OPERATING)

Transaction

Source NC14
Number
Class Credit
Type NC14
Reference
Legal Entity FOOT

Date 30-JUN-2016
GL Date 30-JUN-2016
Currency INR
Document Num 17
Transaction FCI M () [.]
 Complete

Balance Due

Line -1000.00
Tax 0.00
Freight 0.00
Charges 0.00
Total -1000.00

Details Refresh

Main More Notes Commitment Reference Information

Ship To Bill To Sold To

Applications - 17

Customer Name A.S & CO. MTC
Customer Number NC14_0001
Location NISSING
Amount INR -1000.00

Unapplied 0.00

Exchange Gain/Loss

Applications

Apply	Saved	Apply To	Installment	Apply Date	Amount Applied	Discount	Balance Due	Customer I	GL Date	Reversal G
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16	1	30-JUN-2016	1000.00		9000.00	NC14_000	30-JUN-2016	
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									

Debit Memo (UM 5)

- Navigation: Unit Specific Receivables Responsibility > Oracle Receivables > Transaction > Transaction.
- The process of creating Debit Memo is similar to that of creating a manual invoice. The only difference is Transaction Class & Transaction Type needs to be Debit Memo of respective unit.

The screenshot displays the Oracle Receivables Transaction form for a Debit Memo. The window title is "Transactions (FCI OPERATING UNIT : INR)".

Transaction Information:

- Source: NC14 NON SALES
- Number: 18
- Class: Debit Memo
- Type: NC14 DEBIT MEMO
- Reference: (empty)
- Legal Entity: FOOD CORPORATION OF INDIA LEGA
- Date: 30-JUN-2016
- GL Date: 30-JUN-2016
- Currency: INR
- Document Num: 18
- Transaction: FCI M () []
- Complete:

Balance Due:

Line	500.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	500.00

Main Information:

- Ship To:** Name, Number, Location, Address, Contact (all empty)
- Bill To:** Name: A.S & CO. MTC, Number: NC14_0001, Location: NISSING, Address: , , KARNAL, HARYANA 132001 India
- Sold To:** Name: A.S & CO. MTC, Number: NC14_0001
- Paying Customer:** Name: A.S & CO. MTC, Number: NC14_0001, Location: NISSING
- Payment Details:** Receipt Method, Payment Method, Instrument Number (all empty)
- Commitment:** (empty)
- Payment Term:** IMMEDIATE
- Invoicing Rule:** (empty)
- Due Date:** 30-JUN-2016

Navigation Buttons: Line Items, Tax, Freight, Distributions, Sales Credits, Incomplete

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Receipts – Standard & Miscellaneous (UM 7)

Receipts window is used to apply the payment from a customer. Customer can pay in either cash or cheque and it can be applied to the customer's account.

Two types of receipts in Receivables:

- Standard receipts: Payment (such as cash or a cheque) that you receive from your customers for goods or services. Also known as cash receipts.
- Miscellaneous receipts: Revenue earned from investments, interest, refunds, stock sales, and other nonstandard items.

Receipts – Standard & Miscellaneous (Cont...)

- **Navigation:** Oracle Receivables > Receipts > Receipts
- Enter all required fields on the Receipt window (Receipt Type: Standard).

Receipts (FCI OPERATING UNIT : INR)
[min] [max] [close]

Receipt

Receipt Method	NC14_CASH_RECEIPTS	Receipt Date	30-JUN-2016
Receipt Number	TESTING	GL Date	30-JUN-2016
Receipt Amount	INR 8000.00	Maturity Date	30-JUN-2016
Receipt Type	Standard	Functional Amount	8000.00
State	Cleared	() []	

Balances

Unidentified	0.00
Applied	0.00
On Account	0.00
Unapplied	8000.00
Cash Claims	0.00
Prepayments	0.00

Main

More

Detail

Identify By

Trans Number

Customer

Name

Number

Location

Taxpayer ID

Earned Discounts

Unearned Discounts

Bank Charges

Customer Bank

Name

Account

PSON

Remittance Bank

Name

Branch

Account

Reference

Postmark Date

Comments

Confirm... 1

Reverse... 1

Receipt History

Search and Apply

Apply

TATA CONSULTANCY SERVICES

19 August 2016

15

Receipts – Standard & Miscellaneous (Cont...)

- **Navigation:** Oracle receivables > Receipts > Receipts
- Transactions would be recorded as Miscellaneous Receipts
- Treasury Receipts, Bank Charges, Sale of Assets, Any other type of Misc. Receipt
- Enter all mandatory fields for Receipt Type 'Miscellaneous'.
- Click Distribution button.

Receipts (FCI OPERATING UNIT : INR)

Receipt

Receipt Method: NC14_CASH_RECEIPTS
Receipt Number: TESTING01
Receipt Amount: INR 5000.00
Receipt Type: Miscellaneous
State: Cleared

Receipt Date: 30-JUN-2016
GL Date: 30-JUN-2016
Maturity Date:
Functional Amount: 5000.00

Reference

Type:
Number:
Customer Name:
Customer Num:
Location:
Taxpayer ID:

Main More

Paid By

Name:

Purpose

Activity: NC14 Miscellaneous Receipts
Distribution Set:
Tax Code:
Tax Account:
Description:

Tax Amount:
Tax Rate %:

Customer Bank

Name:
Account:
PSON:

Remittance Bank

Name: NC14_PETTY_CASH
Branch: NC14_PETTY_CASH
Account: *****CASH

Reference:
Postmark Date:

Comments:

Confirm... 1 Reverse... 1 Receipt History Search and Apply Distributions

Receipt Application on Transaction (UM 7.2)

- **Receipt Application:** To apply this Receipt to one or more invoices, click on the Applications button in the Receipts window.
- To apply this receipt to one or more invoices, place your cursor in the Apply To field on Line1 of the Applications window and select the list of values. This will display all of the open debit transactions for this customer to which you may apply this receipt.
- Oracle will default the entire unapplied amount of the receipt into the Amount Applied

Customer Name: A S & CO. MTC
Customer Number: NC14_0001
Location: NISSING
Receipt Amount: INR 8000.00

Unapplied	1.00
On Account	0.00
Cash Claims	0.00
Prepayments	0.00
Exchange Gain/Loss	0.00

Applications

Apply	Saved	Apply To	Installment	Apply Date	Amount Applied	Discount	Balance Due	Trans	Customer I	GL Date	Rev
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16	1	22-JUL-2016	8000	0.00	1001.00	INR	NC14_000	30-JUN-2016	
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										

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Receipt Write-off (UM 8)

- Receivables lets you write off unapplied receipt balances during or after receipt application.
- Navigation: *Oracle receivables > Receipts > Receipt*
- Query existing Receipt
- Choose Apply
- In the Apply To field, select Receipt Write-off.
- In the Amount Applied field, enter the amount to be written off (within approval limits).
- In the Activity field, select a receivables activity. (Receipt Write-off).
- Save

Receipt Write-off (Cont...)

Receipts (FCI OPERATING UNIT : INR)

Receipt

Receipt Method	NC14_CASH_RECEIPTS	Receipt Date	22-JUL-2016
Receipt Number	TESTCASE 1	GL Date	30-JUN-2016
Receipt Amount	INR 100000.00	Maturity Date	22-JUL-2016
Receipt Type	Standard	Functional Amount	100000.00
State	Cleared		() []

Balances

Unidentified	0.00
Applied	0.00
On Account	0.00
Unapplied	100000.00
Cash Claims	0.00
Prepayments	0.00

Main More

Detail

Identify By

Trans Number

Customer

Name: A.S & CO. MTC

Number: NC14_0001

Location: NISSING

Taxpayer ID

Earned Discounts: 0.00

Unearned Discounts: 0.00

Bank Charges

Customer Bank

Name

Account

PSON

Remittance Bank

Name: NC14_PETTY_CASH

Branch: NC14_PETTY_CASH

Account: *****CASH

Reference

Postmark Date

Comments

Confirm... 1
Reverse... 1
Receipt History
Search and Apply
Apply

Receipt Write-off (Cont...)

Applications - TESTCASE 1

Customer Name	A.S & CO. MTC	Unapplied	0.00
Customer Number	NC14_0001	On Account	0.00
Location	NISSING	Cash Claims	0.00
Receipt Amount	INR 100000.00	Prepayments	0.00
		Exchange Gain/Loss	0.00

Applications

Apply	Saved	Apply To	Installment	Apply Date	Amount Applied	Discount	Balance Due	Trans	Customer	GL Date	Rev
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16	1	22-JUL-2016	1000.00	0.00	0.00	INR	NC14_000	30-JUN-2016	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18	1	22-JUL-2016	500.00	0.00	0.00	INR	NC14_000	30-JUN-2016	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	670	1	22-JUL-2016	3.00	0.00	0.00	INR	NC14_000	30-JUN-2016	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	674	1	22-JUL-2016	8.00	0.00	0.00	INR	NC14_000	30-JUN-2016	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Receipt Write-off		22-JUL-2016	98489.00			INR		30-JUN-2016	
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										

[Apply in Detail](#)

Reversal of Receipt (UM 8)

- Navigation: *Oracle receivables > Receipts > receipts*
- Query the receipts you need to reverse.
- Then, click on the Reverse button, this will open up a new window for reversing the receipt.

The screenshot shows the Oracle Receipts interface. The main window is titled "Receipts (FCI OPERATING UNIT - INR)". It contains several input fields for receipt details and a "Balances" table.

Receipt Details:

- Receipt Method: NC14_CASH_RECEIPTS
- Receipt Date: 30-JUN-2016
- Receipt Number: TESTING
- GL Date: 30-JUN-2016
- Receipt Amount: INR 8000.00
- Maturity Date: 30-JUN-2016
- Receipt Type: Standard
- Functional Amount: 8000.00

Balances Table:

Category	Amount
Unidentified	0.00
Applied	8000.00
On Account	0.00
Unapplied	0.00
Cash Claims	0.00

The "Reverse" dialog box is open, showing the following fields:

- Date: 30-JUN-2016
- GL Date: 30-JUN-2016
- Category: Non-sufficient Funds
- Reason: Nsf
- Comment: Insufficient funds in bank
- Debit Memo Reversal
- Type: []
- Account: []
- Document Num: []

Buttons: Reverse, Cancel

At the bottom of the main window, there are buttons for "Confirm... 1", "Reverse... 1", "Receipt History", "Search and Apply", and "Apply".

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Transaction Adjustment (UM 14)

An Adjustment in AR is an amount added or subtracted from the amount due of an Invoice, Debit Memo and On-account Credits

Transactions (FCI OPERATING UNIT : INR)

Transaction

Source: Date:

Number: GL Date:

Class: Currency:

Type: Document Num:

Reference: Transaction: Complete

Legal Entity:

Balance Due

Line	5.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	5.00

Main
More
Notes
Commitment
Reference Information

Ship To

Name:

Number:

Location:

Address:

Contact:

Bill To

A.S & CO. MTC

NC14_0001

NISSING

NISSING

KARNAL, HARYANA 132001 India

Sold To

Name:

Number:

Paying Customer

Name:

Number:

Location:

Payment Details

Receipt Method:

Payment Method:

Instrument Number:

Commitment:

Payment Term:

Invoicing Rule:

Due Date:

Transaction Adjustment (Cont...)

The screenshot shows the Oracle App interface for a transaction. The 'Actions' menu is open, and the 'Adjust' option is highlighted with an orange arrow. The background shows transaction details for 'FCI OPERATING UNIT'.

Transaction Details:

- Source: NC14
- Number: [Empty]
- Class: Invoice
- Type: NC14
- Reference: [Empty]
- Legal Entity: FOOT

Form Fields:

- Date: 30-JUN-2016
- GL Date: 30-JUN-2016
- Currency: INR
- Document Num: 13
- Transaction: FCI M ([]) [-]
- Complete

The screenshot shows the 'Adjustments' window for 'FCI OPERATING UNIT : INR) - AS & CO. MTC, 13, 1'. It displays a summary table and a detailed table of adjustments.

Summary Table:

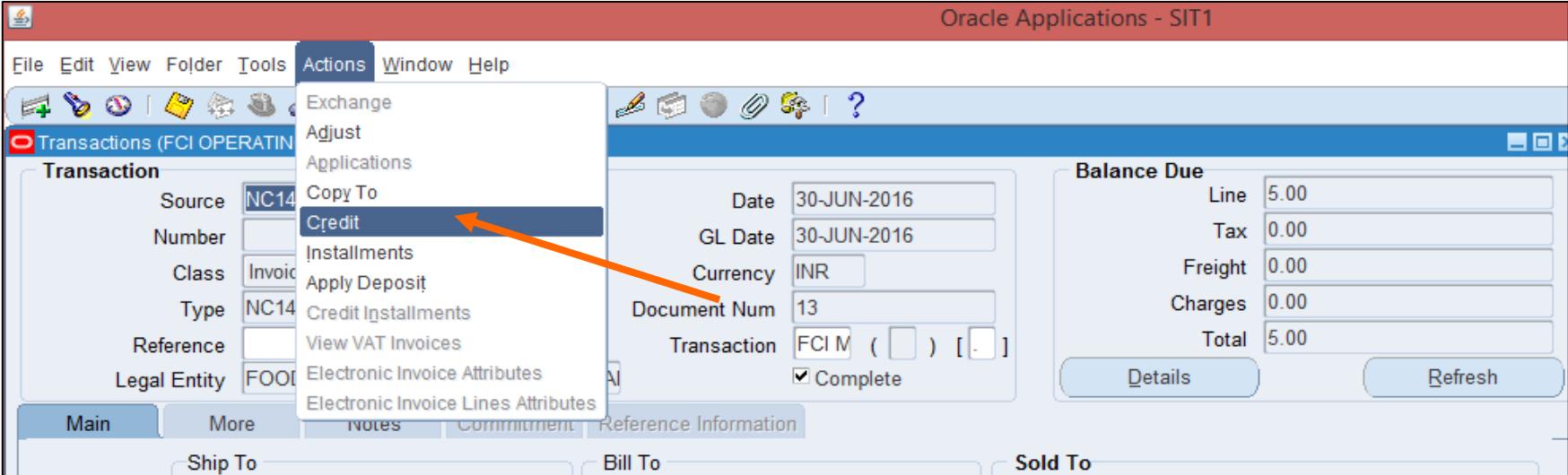
	Line	Tax	Freight	Charges	Total
Original	5.00	0.00	0.00		5.00
Balance	5.00	0.00	0.00	0.00	5.00
Adjustments	0.00				
Pending Adjustments					0.00

Adjustments Table:

Number	Activity Name	Type	Includes Tax		Adjustment Date
			Amount	GL Date	
	NC14 Adjust	Invoice	-4.00	30-JUN-2016	30-JUN-2016

Adjustment through Credit Transaction – Direct Credit (UM 4.4)

Query an existing transaction invoice, click on “Actions” → Credit



Adjustment through Credit Transaction – Direct Credit (Cont...)

Credit Transactions (FCI OPERATING UNIT : INR) - A.S & CO. MTC

Credited Transaction

Operating Unit	FCI OPERATING UNIT	Legal Entity	FOOD CORPORATION OF INDIA
Number	13	Source	NC14 NON SALES

Credit Memo

Batch	None	Batch Name	
Source	NC14 NON SALES	Date	30-JUN-2016 <input type="checkbox"/> Complete
Number		Reference	
Reason		Transaction	<input type="checkbox"/>
GL Date	30-JUN-2016	Type	NC14 CREDIT MEMO
Currency	INR	Rules Method	
		Split Term Method	

Transaction Amounts More

Credit Allocation	
-------------------	--

	Credit Memo %	Amount	Credited Transaction Original	Balance Due
Line	100.0000	-5.00	5.00	0.00
Tax	100.0000			0.00
Freight		0.00		0.00
Total	100.0000 %	-5.00	5.00	0.00

Complete	Tax Information	Credit Balance	Credit Lines
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Agenda

□ Key Processes From AR

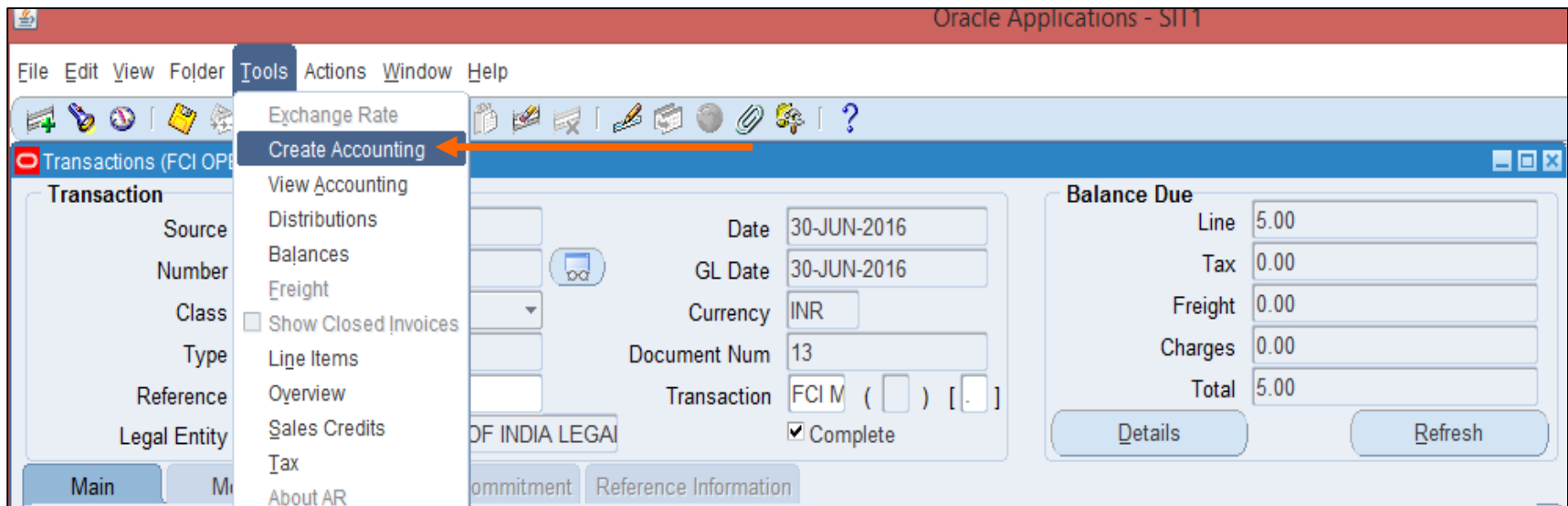
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□ Hands-On

Create accounting – Draft / Final / Final & Posted (UM 12)

- Open the Transaction form that you need to Transfer to GL. Navigate to > *Go to Tools* > *create Accounting*.
- Click on Create Final Accounting Post to GL.
- Press OK tab.
- Once the Create Accounting report has completed, posted journal entries will be created in GL. Switch to a General Ledger responsibility to review the posted journal online



The screenshot displays the Oracle Applications - SII1 interface. The 'Tools' menu is open, and 'Create Accounting' is highlighted with an orange arrow. The main window shows a transaction form for 'OF INDIA LEGAI' with the following details:

Field	Value
Date	30-JUN-2016
GL Date	30-JUN-2016
Currency	INR
Document Num	13
Transaction	FCI M () [.]
Complete	<input checked="" type="checkbox"/>

The 'Balance Due' section shows the following values:

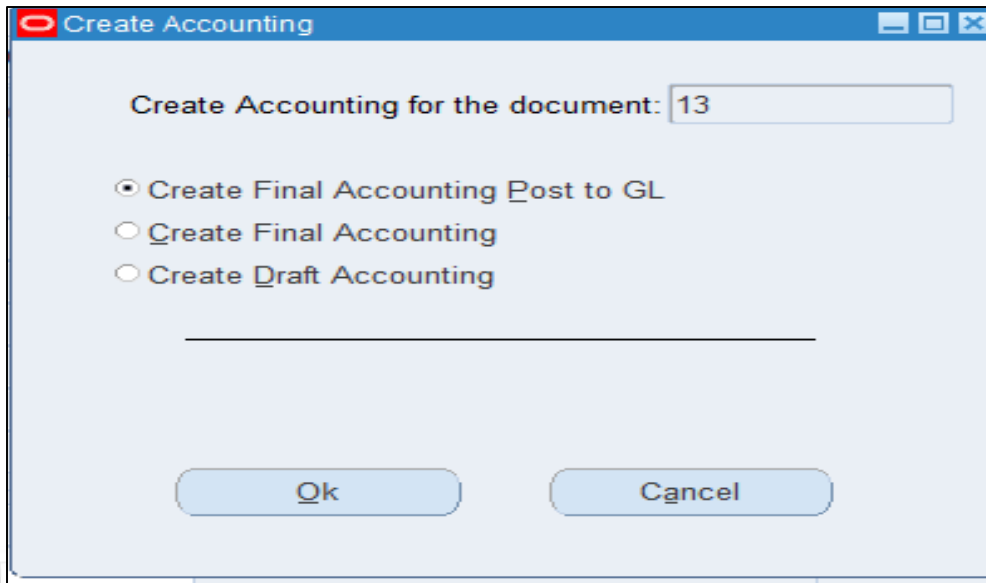
Line	Value
Line	5.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	5.00

Buttons for 'Details' and 'Refresh' are visible at the bottom right of the form.

Create accounting – Draft / Final / Final & Posted (Cont...)

Opt the required option out of three as required and click on “OK”

- Draft will create journal entries, which are not final, which means they are not ready to be transferred to GL.
- Final will create journal entries, which can be transferred to GL
- Final Post will create journal entries in final mode, transfer them to GL and post them



Create Accounting for the document: 13

Create Final Accounting Post to GL
 Create Final Accounting
 Create Draft Accounting

Ok Cancel

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Open/ Close Accounting Periods (UM 13)

- Open and close accounting periods to control the recording of accounting information
- Custom Period Closure for units

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□ Hands-On

Auto-invoices - AR to AP (UM 9 & 10)

- Create Transaction with account 1801 for EMD or 1802 for SD
- Create a Receipt
- Apply this receipt to the above transaction
- Transfer and post to GL (Run Create Accounting)
- Execute the concurrent program 'FCI Create Auto Inv in AP - From AR'.
- Above created invoice is now in AP. This Auto created invoice is validated and payment hold is applied to it.

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□ Questions?

□ Hands-On

Run Reports (UM 15)

- All the standard and custom reports are available to ensure business needs.
- Major reports which are being used by FCI are as follows :
 - ✓ Sales Journal by GL Account Report (XML)
 - ✓ Customer Listing – Detail
 - ✓ FCI Debtor T.B.
 - ✓ FCI India - Debtors Ledger Report
 - ✓ FCI Debtor/Creditor Age-wise Report
 - ✓ FCI Sales Day Book
 - ✓ Unapplied and Unresolved Receipts Register
 - ✓ FCI Receivables Invoice Register



Questions?

Experience certainty. IT Services
Business Solutions
Outsourcing



Hands-On

Experience certainty. IT Services
Business Solutions
Outsourcing



Thank You