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## Authorities

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<th>Signature</th>
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<td>Sue Hickton</td>
<td>31 January 2006</td>
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## Document History

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Oracle 11i - Receivables
Invoice Entry

Student Guide
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Oracle 11i - Receivables Invoice Entry Table of Contents Effective 23 January 2006
Revision V 1.0
Objectives

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

- Request a new customer to be created
- Request customer information to be amended
- Enter a Debtor Invoice
- Print invoices
- Some key Receivables Reports

Objectives

With the introduction of Oracle 11i, Shared Services Finance will no longer be creating or amending customer information. This will be done by the MSC Revenue, Banking and Receivables Team whose contact details are available at:

As from the end of 24 February 2006, Shared Services Finance will no longer be entering Invoice Request Forms, this will be done by the Faculties/Centres. The main benefit is that invoices can be printed off immediately after you have entered the invoice. As all of the information required for invoice entry is already entered on the Invoice Request Forms, there is no extra effort required.
• View Customer Information
• Enter and print a Debtor Invoice
• View Receivables reports
Requesting a new Customer

Query your customer to ensure that a customer exists. When you are typing in your query you can use wildcards (%) to ensure that you select customers that are similar. If you are unable to locate your customer you will need to complete a form to get the customer created on the system prior to entering any invoices. The form is located on the MSC Financial Services web page:


Inquire on customers:-

1. (N) ECU AR Invoices User > Debtor Inquiry (AR).
2. (I) Torch to find your customer.
3. Enter search criteria. You can use wildcards (%) if you are not sure of the spelling or other criteria. The more information you put into the search criteria, the fewer records will be returned. If you want to search for a person, you need to change the Customer Type to Person or leave it blank.
4. (B) Find.
5. If your customer is not showing on the list you will need to get a customer created.
Request a change to Customer Details

Requesting a change to a customer

If your customer details have changed, you are able to get them amended prior to entering an invoice, so the correct information appears on the invoice and the customer details are correct in the database for any future dealings with the company.

There can be multiple addresses, contact people and business purposes for a customer account.

To have customer details changed email a member of the MSC Revenue, Banking and Receivables Team whose contact details are available at:-

Inquire on customer details:-
1. (N) ECU AR Invoices User > Debtor Inquiry (AR).
2. (I) Torch to find your customer.
3. Enter search criteria. You can use wildcards (%) if you are not sure of the spelling etc.
   The more information you put into the search criteria, the fewer records will be returned.
4. (B) Find.
5. Select your customer (the customer with a Customer Number showing).
6. (B) OK
7. (B) Open
8. Select the address of the customer.
9. (B) Open.
10. Check the customer details. If they are incorrect, you will need to get them amended prior to creating your invoice.
Agenda

- View Customer Information
- Enter and print a Debtor Invoice
- View Receivables reports
Create a Debtor Invoice Batch

If you group your invoices into batches, you can view the difference between your control and actual batch totals as you enter transactions. These differences alert you to data entry errors, missing or lost transactions, or duplicate entries. In addition, by grouping your related transactions in a batch, transactions can share default attributes such as transaction type, transaction source, and payment terms. You can only delete a batch if it does not contain any transactions.

Batch Statuses:

A batch has a status that indicates whether it is complete. A batch can have one of the following statuses:

- **New**: This is a new batch, and it has not yet been saved. After you save, you can change the status to Out of Balance, Open, or Closed.
- **Out of Balance**: The actual count and amount of transactions in this batch do not equal the control count and amount.
- **Open**: The actual count and amount equal your control count and amount.
- **Closed**: The actual count and amount match the control count and amount.
Attention: Receivables does not update the batch status automatically. After you enter transactions, navigate to the Status field in the Transaction Batches window and enter a status, or select one from the list of values.

Instructor Note:

Receivables does not update the batch status automatically. After you enter transactions, navigate to the Status field in the Transaction Batches window and enter a status, or select one from the list of values.

To create a batch of transactions:

1. ECU Finance Officer > Data Entry > AR Invoices. Your menu path may change depending on your access with the production environment.
2. Enter a source of ECU Invoice. Batch sources control invoice and invoice batch numbering and the default transaction types for transactions you add to this batch. You should not select any other source.
3. As Automatic Batch Numbering has been activated, Receivables will assign a batch name when you save.
4. Enter the Batch and GL Date for this batch. The default batch date is the current date, but you can change it. The default GL Date is the current date. However, if the current date is not in an open period, the default is the last date of the most recent open period. The GL Date you enter must be in an Open or Future period. The batch and GL dates provide default dates for transactions that you add to this batch.
5. Enter the batch Currency. The default is your functional currency, but you can change it to either USD, SGD, GBP or EUR.
6. Enter the total number of transactions in this batch in the Control Count field, then enter the total dollar amount of transactions in this batch in the Control Amount field.
7. To add transactions to this batch, choose (B) Transactions.
8. Receivables saves your batch information.
Create Debtor Invoices – Transaction Header

Use the Transaction window to enter your invoices. Credit Memos must be entered via the Revenue Accounting Team. You can query and update your transactions in this window and quickly view the balance due on a transaction, and drill down to view more details in the Balances window.

To complete the Invoice Transaction Header:-

1. Source, Class, Date, GL Date and Currency will all default from your Debtor Invoice Batch information.
2. Complete the Inv Requestor. This is to assist MSC direct any queries to the correct area.
3. Funding Source. If you enter an invoice regarding Research, please select the appropriate funding source. This will assist the Research Management team to be able to quickly and easily retrieve information. Click in the Descriptive Flexfield (1) and you will be prompted to enter the Funding Source. In this area you can search on the code or description. If you do not need to select a Funding Source ignore this field.
4. (B) OK.
1. Enter a Bill-to Customer Name for this transaction. If the bill-to customer has a primary bill-to location, then Receivables defaults the location and address. If no primary bill-to location exists for the customer, however, then you must select a valid bill-to location from the list of values. If you wish to enter another location, click on the Address field and select the LOV, a selection of other bill-to address for the customer will appear, select the correct customer address.

2. Enter the ship-to customer (optional).

3. A Salesperson has been defaulted from the Customer set-up so will not need to be amended.

4. Enter the Payment Term for this transaction. Receivables calculates the Due Date based on the payment term and date of this transaction. If you enter a split payment term, the due date is the date when the first instalment is due. The payment term defaults from the customer, based on the profile class. You can change this to another payment term i.e. 30 days.
Create Debtor Invoices – More Tab

1. (T) More.
2. You can update the fields to provide additional information to your customer and to assist with any queries that may occur.

More Tabbed Region that may be updated:-

**Comments:** Any comments about this transaction. This information prints on the customers Invoice so it would be useful to add your contact information if there are any queries.

**Cross Reference:** The transaction to relate to this invoice. This field is optional. You can choose any transactions that are assigned to your bill-to customer or a selected customer. If you enter a cross reference transaction number and then change your bill-to customer, Receivables will erase the value in this field.

**PO Date:** The purchase order date for this transaction. Receivables displays a warning message if the purchase order date is later than the transaction date. This field is for reference only and is not validated by Receivables.

**PO Number:** The purchase order number for this transaction. This field is for reference only and is not validated by Receivables.

**PO Revision:** The purchase order revision number for this transaction. This field is for reference only and is not validated by Receivables.
**Print Date:** The date on which this transaction was last printed.

**Special Instructions:** Any special instructions for this transaction. You can enter up to 240 characters.
Create Invoice Lines

1. (B) Line Items.
2. (T) Main. You do not need to access any of the other tabs in this window.
3. Enter the Description, Unit of Measure (optional), Quantity, Unit Price and Tax Code for each item. Receivables automatically calculates the total Amount for each line.
4. Save your work. When you save your work, you will receive an error message advising that you need to correct the revenue account assignment. (B) OK to clear the error message.

Lines Window Field Reference:-
- **Num:** This will default when you enter the Lines window.
- **Item:** This field is optional and is not used by ECU.
- **Description:** The description for this invoice line. Receivables prints the description on the invoice.
- **UOM:** This field is optional. You are able to select the appropriate unit of measure from the LOV.
- **Qty:** Enter the quantity.
- **Unit Price:** The unit selling price for this invoice line item.
- **Amount:** This field is the calculation of Quantity x Unit Price.
**Tax Code:** Enter the appropriate tax code. If you are unsure, please refer to the handout provided, or contact the MSC Tax/Treasury Team.

**Total (Transaction):** The sum of all lines, tax, and freight amounts for this transaction. This amount includes any inclusive and exclusive tax.

**Total (Lines):** The sum of all lines for this transaction. This amount does not include tax.

**Total (Tax):** The sum of all applicable tax for your transaction lines. This amount includes any inclusive and exclusive tax.
Create Revenue Distribution Lines

Create Invoice Lines

1. (B) Distributions.
2. Enter the GL Account. You can click in the GL Account field and enter the flexfield, or you can click on the LOV to select the accounts as per the screen above. This must be a revenue account code. If you enter an invalid flexfield combination you will receive an error message advising you are attempting to use an invalid code i.e. salary account.
3. (B) OK.
4. Save your work.
5. If you need to enter further invoice lines, return to the Lines window and enter the next invoice line.
6. If you wish to complete your invoice for printing, return to your Invoice Transaction window.

Lines Window Field Reference:-

Description: The description for this invoice line. Receivables prints the description on the invoice.

Total (Lines): The sum of all lines for this transaction. This amount does not include tax.

Total (Tax): The sum of all applicable tax for your transaction lines. This amount includes any inclusive and exclusive tax.
**Total (Transaction):** The sum of all lines, tax, and freight amounts for this transaction. This amount includes any inclusive and exclusive tax.

**Unit Price:** The unit selling price for this invoice line item.
Completing your Invoice

Before you can complete a transaction in Receivables, you must ensure that all required information for that transaction type has been entered.

After you enter all required information, you can change a transaction’s status to Complete in the Transaction window. When you complete an invoice, Receivables creates payment schedules based on the payment terms and invoice date you specified and includes the invoice in the standard aging and collection process.

You can incomplete an invoice and amend the information prior to the invoice being transferred to the General Ledger. Once the Incomplete/Complete button is greyed out, it means the information has been transferred to the General Ledger and you must contact the MSC Revenue Team for any changes to be made.

Validation for completing a standard transaction:

- The invoice must have at least one line.
- The GL date of the invoice must be in an Open or Future period.
- The invoice sign must agree with the creation sign of the transaction type.
- The sum of distributions for each line must equal the invoice line amount.
- If the Calculate Tax field for the transaction type is set to Yes, tax is required for each line (except lines of type Charges).
• If the system option Require Salesperson is Yes, salespersons must be assigned to each line.
• If salespeople are assigned to each line, the total revenue sales credit percentage must equal 100%.
• All the activity date ranges for the setup values (for example, payment terms) must be valid for the invoice date.

**Complete an invoice:-**

1. Verify that all requirements for completing this type of transaction are met (see above).
2. (B) Complete. Note: When you complete a transaction, the button name changes from Complete to Incomplete. If you click on the button again, Receivables changes the transaction status back to Incomplete (unless the transaction was posted to GL or now has activity, such as a receipt application, against it; in this case you cannot change the status). The field in the Invoice Transaction Header called complete, will be checked once you have completed the invoice.
3. Save your work.
The Print Invoices window lets you generate invoices to send to your customers. You can preview the transactions that will print by selecting the Invoice Print Preview program. The Print Date field in the Transactions window shows you the last time a transaction was printed.

To print your transactions:
1. ECU AR Invoices User > Report Requests > Run Standard Report > (B) OK.
2. Enter the Name of the print program, or select from the list of values. Choose from the following:
   - Invoice Print New Invoices: Print all transactions that have not been printed previously and have a print status of 'Print'.
   - Invoice Print Selected Invoices: Print specific transactions, regardless of whether you have already printed them. You can limit your printout by entering a range of dates, transaction numbers, a specific transaction type, transaction class, customer class and a specific customer. You can also select to print only open invoices. Receivables does not include any transactions with a print status of 'Do Not Print'.
   - Invoice Print Batch of Invoices: Print a single batch of transactions, regardless of whether you have already printed it. You specify the batch to print in the
Parameters window. Receivables does not include transactions with a print status of 'Do Not Print'.

3. Enter print Parameters. For example, choose to Order By transaction number, customer, or postal code, enter a Transaction Class or Type, choose to print only Open Invoices, or enter a range of Transaction Numbers to print only transactions matching that criteria. Leave a field blank if you do not want to limit your printout to transactions matching that criteria. Suggestion: To print credit memos, set Open Invoices Only to No.

4. (B) OK.

5. (B) Submit. Receivables displays the request ID for this submission. You can use this number to view the status of your request in the View Concurrent Requests window. Once your request has completed you are now able to print the invoices on any printer on Letterhead.

6. (B) Refresh.

7. Click on the Invoice report that has completed.

8. (B) View Output.

9. You are now able to print the invoice on ECU Letterhead paper. You do this by selecting the (B) print and then selecting the tray that relates to Letterhead on your printer. If you do not have Adobe Acrobat installed, please contact the IT Team to have it installed on your machine.
Guided Demonstration

- Create a Debtor Invoice
- Print an Invoice
Guided Demonstration - Enter and Complete an Invoice

Responsibility: ECU AR Invoices User

(N) > Enter AR Invoices

1. Source: ECU Invoice.

2. Batch Date/GL Date: Leave the current date as the default.

3. Comments: Put in a description, this is a free text field.

4. Enter 2 in the Control Count and 1975 in the Control Amount.

5. (B) Transactions
   – The Class and Type default based on the type of Invoice Batch you select.
   – Inv Requester: XX (where XX is your name) and your telephone extension.
   – Select a Funding source for Criminology Research. (B) OK.

6. (T) Main
   – Select Oracle Corporation Australia Pty Limited for the Ship-To and Bill-to sites.
   – Hint: You can use the % Wildcards and also the LOV to assist with your searching.
   – By selecting this customer, payment terms default in from the Customer record.

7. (T) More
   – Enter Purchase Order information
   – Enter Special Instructions information
   – Enter Comments

8. (B) Line Items

9. Enter Item.
   – Description: Provision of teaching services
   – UOM: Hour
   – Qty: 5
   – Unit Price: 295
   – Tax Code: Free-GST

10. Ctrl-S or (I) Save.

11. You will receive an error asking for the Revenue Account, (B) OK.

12. (B) Distributions.

13. Enter the Revenue Account.
   – 71000.2470.1302.CD.06.01

14. Ctrl-S or (I) Save.

15. Close the Distribution window.
16. Close the Line Items window. You can enter more lines for your invoice if you require.

17. (B) Complete.

18. Make a note of your Invoice No. ________________________________

19. (I) New or click in the Invoice Source field and Down-Arrow.

20. For your second transaction:-
   − Type: Student Loan Invoice. This will default to Trade Invoice, but you can select
     Student Loan Invoice from the LOV.
   − Inv Requester: XX (where XX is your name) and your telephone extension.

21. (T) Main
   − Select Larry Ellison in the Bill-to site.
   − By selecting this Bill-to site, the payment terms default in from the Student record.

22. (T) More
   − Enter Special Instructions information.
   − Enter Comments.

23. (B) Line Items.

24. Enter Item.
   − Description: Emergency Student Loan.
   − UOM: Each
   − Qty: 1
   − Unit Price: 500
   − Tax Code: Free-GST

25. Ctrl-S or (I) Save.

26. You will receive an error asking for the Revenue Account, (B) OK.

27. (B) Distributions.

28. Enter the Revenue Account.
   − 77000.1000.0632.SA.01.01

29. Ctrl-S or (I) Save.


31. Close the Line Items window.

32. (B) Complete.

33. Make a note of your Invoice No. ________________________________

34. Close the Transaction window.

35. Update the Batch Status to Closed.
36. Make a note of your Batch No. ________________________________
Practice - Enter and Complete an Invoice

Overview

In this practice you will:-

- Create an Invoice batch for two invoices.
- Enter two invoices.
- Complete the invoices.

Assumptions

- You must have access to the Training database on which to complete this practice.
- Where XX is referenced, you will use the number shown on the training terminal you are using.

Tasks

Log on to the System
- Username = ecutrnXX
- Password = ecutrnXX
- Responsibility = ECU AR Invoice User

1. Enter an invoice batch:

<table>
<thead>
<tr>
<th>Source</th>
<th>Comments</th>
<th>Count</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECU Invoice</td>
<td>XX_Test Batch</td>
<td>2</td>
<td>1975</td>
</tr>
</tbody>
</table>

2. Enter an invoice for ORACLE CORPORATION AUSTRALIA PTY LIMITED
- Inv Requester: XX ext 9999 (where XX is your initials and 9999 is your extension)
- Complete any of the other fields you require i.e. Special Instructions or Comments.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Description</th>
<th>UOM</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provision of Teaching Services for International Accounting Standards 260</td>
<td>Hour</td>
<td>5</td>
<td>295</td>
<td>Free-GST</td>
</tr>
</tbody>
</table>

3. Save and Complete the Invoice.

4. Keep a record of the Invoice No. __________________________________

5. Enter an invoice for LARRY ELLISON
- Type: Student Loan Invoice
- Inv Requester: XX ext 9999 (where XX is your initials and 9999 is your extension)
- Complete any of the other fields you require

<table>
<thead>
<tr>
<th>Line #</th>
<th>Description</th>
<th>UOM</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Emergency Student Loan</td>
<td>Each</td>
<td>1</td>
<td>500</td>
<td>Free-GST</td>
</tr>
</tbody>
</table>
6. Save and Complete the Invoices.

7. Keep a record of the Invoice No. ______________________________

8. Close the Transaction window.

9. Update the Batch Status to Closed. This must be done manually.

7. Keep a record of the Batch No. ______________________________
Solution - Enter and Complete an Invoice

Responsibility: ECU AR Invoices User

(N) > Enter AR Invoices

1. Source: ECU Invoice.

2. Batch Date/GL Date: Leave the current date as the default.

3. Comments: Put in a description, this is a free text field.

4. Enter 2 in the Control Count and 1975 in the Control Amount.

5. (B) Transactions
   - The Class and Type default based on the type of Invoice Batch you select.
   - Inv Requester: XX (where XX is your name) and your telephone extension.
   - Select a Funding source for Criminology Research. (B) OK.

6. (T) Main
   - Select Oracle Corporation Australia Pty Limited for the Ship-To and Bill-to sites.
   - Hint: You can use the % Wildcards and also the LOV to assist with your searching.
   - By selecting this customer, payment terms default in from the Customer record.

7. (T) More
   - Enter Purchase Order information
   - Enter Special Instructions information
   - Enter Comments

8. (B) Line Items

9. Enter Item.
   - Description: Provision of teaching services
   - UOM: Hour
   - Qty: 5
   - Unit Price: 295
   - Tax Code: Free-GST

10. Ctrl-S or (I) Save.

11. You will receive an error asking for the Revenue Account, (B) OK.

12. (B) Distributions.

13. Enter the Revenue Account.
   - 71000.2470.1302.CD.06.01

14. Ctrl-S or (I) Save.

15. Close the Distribution window.
16. Close the Line Items window. You can enter more lines for your invoice if you require.

17. (B) Complete.

18. Make a note of your Invoice No. ________________________________

19. (I) New or click in the Invoice Source field and Down-Arrow.

20. For your second transaction:-
   - Type: Student Loan Invoice. This will default to Trade Invoice, but you can select
     Student Loan Invoice from the LOV.
   - Inv Requester: XX (where XX is your name) and your telephone extension.

21. (T) Main
   - Select Larry Ellison in the Bill-to site.
   - By selecting this Bill-to site, the payment terms default in from the Student record.

22. (T) More
   - Enter Special Instructions information.
   - Enter Comments.

23. (B) Line Items.

24. Enter Item.
   - Description: Emergency Student Loan.
   - UOM: Each
   - Qty: 1
   - Unit Price: 500
   - Tax Code: Free-GST

25. Ctrl-S or (I) Save.

26. You will receive an error asking for the Revenue Account, (B) OK.

27. (B) Distributions.

28. Enter the Revenue Account.
   - 77000.1000.0632.SA.01.01

29. Ctrl-S or (I) Save.


31. Close the Line Items window.

32. (B) Complete.

33. Make a note of your Invoice No. ________________________________

34. Close the Transaction window.

35. Update the Batch Status to Closed.
36. Make a note of your Batch No. ________________________________
Guided Demonstration - Printing Invoices

Responsibility: ECU AR Invoice User

(N) > Report Requests > Run Standard Report

1. Select the radio button for Single Request.

2. (B) OK.

3. Select “Invoice Print Batch of Invoices” Report from the list of values.

4. Enter your Batch Number.

5. (B) OK.

6. (B) Submit.

7. (B) Refresh Data.

8. (B) View Output.

9. You are now able to print the invoices on ECU Letterhead paper.
Practice - Printing Invoices

Overview

In this practice you will:-

• Print the invoices you created in the previous exercise.

Assumptions

• You must have access to the Training database on which to complete this practice.

• Where XX is referenced, you will use the number shown on the training terminal you are using.

Tasks

Log on to the System

– Username = ecutrnXX
– Password = ecutrnXX
– Responsibility = ECU AR Invoice User

1. Print the invoice batch you created in the previous exercise.
Solution – Printing Invoices

Responsibility: ECU AR Invoice User

(N) > Report Requests > Run Standard Report

1. Select the radio button for Single Request.

2. (B) OK.

3. Select “Invoice Print Batch of Invoices” Report from the list of values.

4. Enter your Batch Number.

5. (B) OK.

6. (B) Submit.

7. (B) Refresh Data.

8. (B) View Output.

9. You are now able to print the invoices on ECU Letterhead paper.
Agenda

- View Customer Information
- Enter and print a Debtor Invoice
- View Receivables reports
Reports

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

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

Billing and Receipt History Report
Use this report to review a detailed list of transactions for the date range that you specify. You can also see all the activities against each transaction. This report prints one line for each activity against the transaction.
Customer Credit Snapshot Report
Use this report to see an overview of your customer’s credit history. This report provides aging, customer credit history, and a brief look at the last transactions Receivables recorded for this customer. Customer Listing Detail and Summary Reports
After completing this course, you should have learned how to:

- Request a new customer to be created
- Request customer information to be amended
- Enter a Debtor Invoice
- Print invoices
- Some key Receivables Reports
## ORACLE 11i
### GUIDE TO TAX CODES

<table>
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<tr>
<th>TAX CODE NAME</th>
<th>TAX RATE</th>
<th>DESCRIPTION</th>
<th>COMMON EXAMPLES</th>
</tr>
</thead>
</table>
| GST (10%)     | 10%      | Taxable Sales | - Research Grants  
- Short courses  
- Parking  
- Gym memberships  
- Alumni memberships  
- On-charging salaries  
- Some library charges (photocopying, fee for lost book)  
- Commercial Rent  

*** Remember to always charge GST unless there is a specific exemption & another tax code listed below applies *** |
| FREE GST      | 0%       | GST Free Sales | - Student Fees for most education courses  
- Course materials for the above courses  
- Donations  |
| EXPORT        | 0%       | Export Sales  | - Offshore courses  |
| INP TAX       | 0%       | Input Taxed Sales | - Student Housing Rental Income  
- Interest/Investment Income received  |
| NON REP       | 0%       | Non Reportable Transactions | - Appropriations such as DEST Income  
- Dividends Received  
- Internal sales/transfers  
- Accruals/Provisions  
- Library fines for overdue books  |

### EXPENSES/ PURCHASES

<table>
<thead>
<tr>
<th>TAX CODE NAME</th>
<th>TAX RATE</th>
<th>DESCRIPTION</th>
<th>COMMON EXAMPLES</th>
</tr>
</thead>
</table>
| GST (10%)     | 10%      | Creditable Purchases | - Purchases from registered suppliers who provide a valid tax invoice & where the Free-GST & INP-TAX code does not apply, e.g.  
- Contract Staff  
- Hire of venues & catering  
- Hire of equipment  
- Capital acquisitions  
- Gas/Power  
- Telephone charges  
- Imports  

*** Remember to always check if Free-GST or INP-TAX code applies prior to coding anything to GST (10%) *** |
| FREE-GST      | 0%       | GST Free Purchases | - Any invoice detailing zero GST  
- Basic food  
- Rates  
- International Travel  
- Purchases from Non registered suppliers  
- Donations  |
| INP-TAX       | 0%       | Input Taxed Purchases | - Student housing purchases  
- Repayment of loans  
- Investment of Funds  
- Interest Paid  |
| NON-REP       | 0%       | Non Reportable Transactions | - Salaries & PAYG withholding for salaries  
- Superannuation  
- Internal purchases/transfers  
- Accruals/Provisions  
- Taxes/Fines  |
| PAY-WH        | 48.5%    | No ABN Withholding | - Purchases from suppliers who fail to provide a valid ABN  |

*Please do not enter any amounts by direct entry to account 0673 or 0215. ALWAYS use one of the above GST tax codes.*

*If you are unsure how to code an item for GST purposes, please contact Michelle Rule, Tax Accountant, on ext. 2571*