



Oracle R12 Accounts Receivable

Duration: 1 Day **Course Code: FARR12** **Delivery Method: Virtual Learning**

Overview:

The Oracle R12 Accounts Receivable course is designed to give delegates practical experience of working with the Oracle Accounts Receivable module. It is end-user focused and includes all the day to day tasks such as setting up customer accounts, raising invoices and credit notes and applying cash together with making inquiries and running standard reports.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

Target Audience:

This Oracle R12 Accounts Receivable training course is designed for personnel working within Finance and Accounts Receivable departments. It is suitable for end users or their supervisors, or equally for management or financial accountants or first line support staff. Delegates should have knowledge of the accounts receivable function within their own organisation.

Objectives:

- To provide the skills necessary to manage customers, process invoices, apply receipts from customers to invoices and accounts, carry out enquiries, submit reports, close Accounts Receivable periods and transfer transaction details to the General Ledger.
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Prerequisites:

Delegates should have knowledge of the accounts receivable function within their own organisation. Knowledge of Oracle Navigation and the Oracle General Ledger would be advantageous.

Follow-on-Courses:

- Oracle R12 Accounts Receivable Setup & Management (FARSMR12)
 - Oracle R12 Advanced Collections (FACR12)
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Content:

Oracle R12 Accounts Receivable Training Course Course Contents - DAY 1

Course Introduction

- Administration and Course Materials
- Course Structure and Agenda
- Delegate and Trainer Introductions

Session 1: INTRODUCTION

- Overview of Oracle Receivables
- New Features in Release 12 Receivables
- Integration with Other Modules
- Receivables Interfaces
- Overview of Receivables in the Order to Cash Process

Session 2: OVERVIEW OF THE CUSTOMER DATABASE

- Overview of the Customer Database
- Customer Profile Classes
- Customer Accounts

Session 3: MANAGING CUSTOMERS

- Create and Apply a Customer Profile Class
- Find a Customer
- Find a Range of Customers
- Create a New Customer
- Amend Customer Details
- Merge Customers

Session 4: TRANSACTIONS

- Overview of the Transaction Process
- Invoices
- Tax Considerations - VAT
- Automatic Account Generation
- Print Transactions
- Debit and Credit Memos
- Receipts
- Adjustments
- Commitments
- Refunds to Customers
- Transfer to Doubtful Debt

Session 5: INVOICING

- Raise an Invoice
- Raise an Invoice Batch
- Enter Invoices with Instalments
- Enter and Apply a Deposit
- Create a Copy Invoice
- Void an Invoice
- Raise a Credit Note
- Raise a Credit Note on Account
- Apply a Credit Note on Account
- Project Billing and Project Invoices

Session 6: RECEIPTS PROCESSING

- The Receipt Process
- Receipt Creation Methods
- The Receipts Window
- Receipt Status
- Enter a Manual Receipt
- Enter/Apply a Foreign Currency Receipt
- Review a Receipt
- Reverse a Receipt
- Reverse a Reconciled Receipt
- Remit a Receipt
- Manual Receipts Compared To QuickCash Receipts
- Receipt Batches
- Search and Apply
- Process a QuickCash Batch

Session 7: CUSTOMER FOLLOW-UP

- Review a Customer Account
- Review Balances by Aging Bucket
- View Transactions
- Disputed Items
- Credit Holds
- Dunning Letters
- Statements
- Create a Task

Session 8: POSTING

- Create Accounting
- Submit Accounting
- Revenue Recognition
- The Posting Execution Report

Session 9: RECONCILIATION

- Customer Account and Balance Due
- Receivables Accounting Periods
- Reconcile Receivables
- Reconciliation Reports
- Reconciliation Processes

Session 10: IMPLEMENT CUSTOMER INVOICING

- Transaction Types and Sources
- Payment Terms
- System Options
- Collectors
- Taxable Freight Charges

Session 11: IMPLEMENT RECEIPTS

- Receivables Activities
- Create a Receivables Activity
- Create a Distribution Set
- Tax Code Source
- Define Bank Accounts
- Define a Receipt Class
- Receipt Sources
- Define Document Sequences

Session 13: AR CREDIT MEMO APPROVAL PROCESS

- Place an invoice in dispute
- Approval levels
- View Dispute History
- Define Approval Limits
- Assign the Receivable Role to a User
- Worked Example with Approval
- Worked Example with Rejection

Session 14: CUSTOMER REFUND PROCESSING

- Define a Receivable Activity for Refunds
- Specify Receipt Handling for Credits
- Define Receipt Method Defaulting Rule
- Refund by Electronic Payment Method
- Worked Example

Session 15: AUTOINVOICE INTERFACE

- Use the Autoinvoice Interface to Generate Invoices

Session 16: ACCOUNTS RECEIVABLE EXERCISES

- Create a Customer Profile Class
- Enter New Customers
- Enter Batches of Invoices
- Copy Invoices
- Void a Transaction
- Enter Credit Notes for Specific Invoices
- Create an On-Account Credit Memo
- Enter Receipts for Single Invoices
- Enter Receipts for Multiple Invoices
- Enter a Miscellaneous Receipt
- Enter an Unidentified Receipt
- Reverse a Receipt
- Reapply a Receipt
- Adjustments and Write-Offs for an Invoice
- Approve Adjustments and Write-Offs
- Create an Automatic Receipts Batch
- Create a Remittance Batch
- Run a Standard Report

Session 17: DEBT MANAGEMENT EXERCISES

- Amend Customer Details
- Merge Customer Details
- View Customer Account Information
- Customer Search Inquiry
- Place an Invoice Item in Dispute
- Remove an Invoice Item in Dispute
- Place a Customer Account on Credit Hold
- Generate Statements

Session 12: RECEIVABLES PROFILE
OPTIONS

- Tax Profile Options
- Accounts Receivable Profile Options

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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