

# Oracle Accounts Receivable Reports

**Path:** *FIN-XXXXXXXX > Run Reports*

## Adjustments Journal Report

The Adjustment Register reports the approved adjustments that been applied to your invoice transactions. This report produces a Word document.

### Report Parameters

- Company Segment ( a.k.a. Fund)
- GL Date (required)
- Posting Status
- GL Account Number

**To view only your adjustments:** Include your GL Account Number(s) in the parameters.

The report is sorted by account number and includes the adjustment number, customer name, adjustment date, transaction (invoice) number, and adjustment amount.

## Applied Receipts Register

Use this report to review all of the receipts that have been applied to your invoice transactions. You can review how your customers' receipts were applied to invoices or reversed from invoices. This report includes cash receipts and any discount information. Miscellaneous receipts are not included.

### Report Parameters

- Company Segment (a.k.a. Fund)
- Application GL Date
- Batch Name
- Customer Name
- Customer Number
- Apply Date
- Receipt Number
- Transaction Number
- Transaction Type

**To view only your receipts:** Include your Fund number(s), Transaction Number(s), or Transaction Type(s) in the parameters. Adding a date range for the Apply Date will also reduce the number of transactions.

 **Note:** When running this report an additional process kicks off. As a result, users will need to select the initial report request in order to view their output.

This report is sorted by fund and then the date payments were applied. The report includes the customer number, customer name, invoice transaction number, receipt number, and receipt amount.

# Oracle Accounts Receivable Reports

## Billing History Report

Use this report to review a summarized history of transactions that affect your customer's invoices. Receivables prints one line for each transaction and summarizes all of the activity associated with it.

### Report Parameters

- Customer Name
- Customer Number
- Invoice Number
- Collector Name
- (Payment) Term Name
- Transaction Date

**To view only your billing history:** Include your Invoice Number(s) in the parameters.

This report is sorted by customer and includes the invoice number, transaction type, invoice date, due date, original transaction amount, the current balance due, the sum of all payments applied, and total adjustment amounts for each invoice transaction.


## Billing and Receipt History

Use this report to review a detailed list of transactions and all the payments and adjustments made against each transaction.

### Report Parameters

- Customer Name
- Customer Number
- Invoice Number
- Invoice Amount
- Balance Due
- Transaction Date
- Account Status

**To view only your billing and receipt history:** Include your Invoice Number(s) in the parameters.

 **Note:** To get a list of invoices with a balance due, enter .01 for the low Balance Due and a large amount for the high value.

This report is sorted by customer and include the invoice number, transaction type, due date, original amount, balance due, payment and adjustment information.

# Oracle Accounts Receivable Reports

## Incomplete Invoices Report

Use this report to review a list of your incomplete invoices. Departments should either complete the invoices (using a current GL date) or delete them from the system.

### Report Parameters

- Order By: **(required)** Select from:
  - Customer
  - Invoice
- Invoice Number
- Customer Name
- Customer Number

**To view only your incomplete invoices:** Include your Invoice Number(s) in the parameters.

The report is sorted by either customer or invoice and includes the invoice number, transaction type, invoice date, GL date, customer name and customer number.

## Past Due Invoice Report


Use this report to view information about your customer's invoices.

### Report Parameters

- Order By: **(required)** Select from:
  - Agent(Salesperson)
  - Balance Due
  - Customer
- As of Date: defaults to current date
- Days Late – enter a value if you only want past due invoices
- Balance Due
- Collector
- Customer Name
- Customer Number
- Transaction Type
- Salesperson/Agent

**To view only your receipts:** Include your Transaction Type(s) in the parameters. Adding a date range for the As of Date will also reduce the number of transactions.

This report can be sorted by agent(salesperson), balance due or customer and includes invoice number, transaction type, PO, invoice date, due date, original invoice amount, tax, balance due, and days past due.

 **Note:** Invoices with a positive number of days past due ARE past due. The Office of Business Operations will be responsible for following up with customers to make sure all invoices are paid.

# Oracle Accounts Receivable Reports

## Sales Journal by Customer

This report lists the invoice transactions, by customer, that you have created and the account numbers used for each.

### Report Parameters

- Order By: **(required)** Select from:
  - Customer
  - Invoice Number
- GL Date
- GL Account Type: Select from:
  - Freight
  - Receivable
  - Revenue
  - Tax
- Posting Status: Select from:
  - All
  - Posted
  - Unposted
- Customer Name
- Customer Number
- Transaction Date
- Transaction Type
- Transaction Number

**To view only your receipts:** Include your Transaction Number(s), or Transaction Type(s) in the parameters. Adding a date range for the GL Date will also reduce the number of transactions.

Report is printed out by fund number and includes invoice number, customer name, invoice date, GL date, distribution by line, and amount.

## Sales Journal by GL Account

This report lists the invoice transactions, by account, that you have created and the account numbers used for each.

### Report Parameters

- Order By: **(required)** Select from:
  - Customer
  - Invoice Number
- GL Account Number
- GL Date
- GL Account Type: Select from:
  - Freight
  - Receivable
  - Revenue
  - Tax
- Customer Name
- Customer Number
- Transaction Date
- Transaction Type
- Transaction Number

**To view only your receipts:** Include your GL Account Number(s), Transaction Number(s), or Transaction Type(s) in the parameters. Adding a date range for the GL Date will also reduce the number of transactions.

The report prints out by GL Account Type, then Fund and includes the Invoice number, transaction type, customer name, GL date, and amount.