

# **Oracle R12 iReceivables User Training**

User Training Manual Version 2.0 Oct 2020



# **Oracle R12 iReceivables User Training**

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### What is Oracle iReceivables?

Oracle iReceivables is a web-based, self-service application that provides customers secure access to their customer account with a standard web browser. Customers can use iReceivables to view their account balances in real-time, obtain monthly statements, view invoice copies, and make payments.

# **Getting Started**

### Navigating to the Login Page

Oracle iReceivables can be accessed using all major internet browsers (i.e. Microsoft Edge, Mozilla Firefox, Google Chrome). To launch the iReceivables platform, click on the Oracle iReceivables button below. The application will open in your internet browser. Alternatively, you may copy the link below and paste it into your browser to navigate to the application.

Oracle iReceivables Production

https://ebsprdportal.tranetechnologies.com

The link above will launch the Oracle login page shown below where you may enter your login credentials provided.

			S		
	* User * Pass	word (example	michael james amit (4:999/23) n Cancel sistance there		
	Access	sibility None		~	
0					

Once you have logged in, click on the iReceivables Account Management link. Then click on the Customer Access link as shown below. This will take you to the Customer Search Page.

Main Menu	Worklist				
Personalize				Fu	ll List
🖃 🛄 iReceivables Account Management	From	Туре	Subject	Sent	Due
Customer Access	There are no notifications in this view.				
Manage Customer Account Access	✓TIP <u>Vacation Rules</u> - Redirect or auto-respond ✓TIP <u>Worklist Access</u> - Specify which users can			our notifi	cations





### **Oracle iReceivables**

### **Customer Search Page**

The iReceivables Customer Search page enables a user to search and quickly select a specific Account or Bill-To site to view Account Details. A user can leave the search field empty and simply click the **Go** button to list all their accounts.

	Bill M	anagement						
					🐧 Narig	dor 🔻 🔛 Favorites 🔻		
Customers							-	Logged In As DEM
Search								
Search By Custome	NS 💟			60				
Customer Name No results found.	Customer Number	Organization	Address	Address Type	Primary Contact	Contact Phone	Account Summary	Location
TIP You can view an	n account only if the Address	s is 'All Locations' or th	he Address Tvp	e includes 'Bill To'.				
Privacy Statement	1			Home Logout Pr	eferences		Copyright (c) 2008. C	nada Alfright naarve
Clicking on Account.	the "eyeglass'	, <sup>τρα</sup> ic	con will	take the us	ser to the Acc	ount Summ	ary page for th	at
	Bill Managemer	ıt	5		navigator	▼ 🗟 Favorites ▼	Home Logout	Preferences
							Logged In As	
Customers								
Search								

Customer Name	Customer Number	Organization	Address	Address Type	Primary Contact	Contact Phone	Account Summary	Location
emo Account	106	All Organizations	All Locations		Mary		1001	
TIP You can view a	in account only in the Addres							

A user may want to view the Account Summary for a specific Bill-To site (Location) under an Account instead of the entire Customer Account. Clicking on the All Locations link will expand the line to show all

Bill-To sites under that Account. Clicking the icon on any of the lines will route the user to the Account Summary for that particular Bill-To Location.





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		Bill Managem	ent					
				Navigator	🔻 😽 Favori	ites 🔽	Home	Logout Preferences
						Log	ged In As	
Customers								
Search								
Search By C	ustomers	~	Go					
ustomer	Customer			Address	Primary	Contact	Account	
	Number	Organization	Address	Type	Contact	Phone	Summary	Location
emo Account	106	All Organizations	All Locations		Mary I		pq	
emo Account	106	US OU USD TCS	3600 Pammel Creek Rd, La Crosse, La Crosse, WI, 54601, United States	Bill To			200	La Crosse
emo Account	106	US OU USD TCS	3600 Pammel Creek Rd, La Crosse, La Crosse, WI, 54601, United States	Bill To			2001	La Crosse
TIP You can	view an accou	int only if the Addre	ess is 'All Locations' or the Address Type includes 'Bill To'.					
אר	NIT							
TECHNOL								

Additionally, a user may choose to search for a particular Invoice, Credit Memo, Debit Memo, Purchase Order, Sales Order or Payment Number (Check No.)

Home Logout Preferences

	Bill M	anagement						
					🙃 Navigator	👻 🙆 Favorites 🕶	Home Logad	Preferences
								Logged In As DEMO
Customers								
Search								
Search By Customers				Go				
Debit Memos Invoices								
Customer A Payments	Number	Organization	Address	Address Type	Primary Contact	Contact Phone	Account Summary	Location
No results for Purchase Orders Sales Orders								
TIP You den view an account only	f the Address	is 'All Locations' or th	e Address Typ	e includes 'Bill To'.				

Privacy Statement

Privacy Statement

Home Logout Preferences

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### **Account Summary Page**

The Account Summary page is divided into three sections Current Account Summary, Monthly Statements and Related Information.

IREBSUAT Bill Management US OU USD TCS-Demo Account-67	Navigator 🔻 😼 Favorites 🔻 Cor	ntact Us Customer Search Transaction List Home Logout Preferences
Home Account		
Current Account Summary         Organization       US OU USD TCS       ✓       Currency       USD ✓       60         Your Account Balance:       USD 83,586.85       Overdue Receivables (Based on Payment Terms)       110,692.38       ⊞ Show Aging         Total Open Receivables       111,673.08       000000000000000000000000000000000000	-	Related Information News FAQs . Policies .
Statement Period Statement As of Date		Resources
Home Account Requests Con Privacy Statement	ntact Us Customer Search Transaction List Home	Logout Preferences Copyright (c) 2006, Oracle. All rights reserved.

#### **Current Account Summary**

The Current Account Summary section provides the Account Balance for an Account within an Organization (Orgs). If a customer has an account that spans multiple Orgs they can select from the Organization drop down. Organization US OU USD TCS If any transactions are in a currency other than USD, change the currency from the drop-down box Currency USD Go and click Go will show the Account Balances.

Organization Refere	ence
US OU USD TCS	US - Trane Commercial & Trane Parts Supply Transactions
CA OU CAD TCS	Canada - Trane Commercial & Trane Parts Supply Transactions
US OU USD TRS	Trane Residential Transactions
US OU USD JVM	OxBox Transactions
US OU USD TKC	Thermo King Transactions
US OU USD NEX	Nexia Transactions

The Account Balance is shown with a break down for Overdue Receivables, Open Payments, and Unapplied Credit Memos. Additionally, clicking the Show Aging link displays the account balance in the Standard Aging buckets.

Total Open Receivables         111,673.08         1-30 Days Past Due         19,283.           Open Payments         <11,298.30>         31-60 Days Past Due         6,100.           Unapplied Credit Memos         <16,787.93>         91-180 Days Past Due         6,100.           Account Balance         83,586.85         181-360 Days Past Due         8,986.	Current Account Summary				
Overdue Receivables (Based on Payment Terms)         110.692.38	Organization US OU USD TCS	<ul> <li>Currency</li> </ul>	USD 🗸 Go		
Show Aging         Current         990.           Total Open Receivables         111.673.08         11.298.30>         11.0892.38         11.0892.38         6.100.           Unapplied Credit Memos         <11.298.30>         11.400 Days Past Due         12.466.49         11.466.49           Unapplied Credit Memos         <16.787.93         91-180 Days Past Due         16.882.         16.882.           Account Balance         83.586.85         181-360 Days Past Due         16.882.         18.986.	Your Account Balance: USD 83,586.85				
Total Open Receivables         111,673.08         1-30 Days Past Due         9,283.           Open Payments         <111,298.30>         31-60 Days Past Due         6,100.           Unapplied Credit Memos         <16,787.93>         91-180 Days Past Due         14,466.44           Account Balance         83,586.85         181-360 Days Past Due         8,986.	Quardua Dasaiushlas (Dasad an Daumant Tarma)	110 603 30		Hide Aging	
Total Open Receivables         111.673.08         31-60 Days Past Due         6.100.           Open Payments         <11.298.30>         61-90 Days Past Due         61.466.43           Unapplied Credit Memos         <16.787.93>         91-180 Days Past Due         16.882.           Account Balance         83,586.85         181-360 Days Past Due         8.986.	Overdue Receivables (Based on Payment Terms)	110,092.38	1 Show Aging	Current	980.70
Open Payments         <11,298.30>         61-90 Days Past Due         <1,466.47           Unapplied Credit Memos         <16,787.93>         91-180 Days Past Due         16,882.           Account Balance         83,586.85         181-360 Days Past Due         6,989.66				1-30 Days Past Due	<u>19,283.53</u>
Unapplied Credit Memos Account Balance 83,586.85 181-360 Days Past Due 8,986.				31-60 Days Past Due	6,100.87
Unapplied Credit Memos < <u>16,787.93&gt;</u> Account Balance <u>83,586.85</u> 91-180 Days Past Due <u>16,882.</u> 181-360 Days Past Due <u>8,986.</u>	Open Payments	<11,298.30>		61-90 Days Past Due	<1,466.45>
	Unapplied Credit Memos	<16,787.93>		91-180 Days Past Due	16,882.00
	Account Balance	83,586.85	· · ·		8,986.83
361+ Days Past Due 44,117.				361+ Days Past Due	44,117.67





#### **Monthly Statements**

Monthly Statements for the prior Twelve (12) months may be obtained from the Monthly Statement section. Monthly statements are generated as of the last day of each month. Select the period for the Statement and click on the Statement As of Date button. The statement is presented as a PDF document and can be saved to your local computer.

Monthly Statements			
Statement Period	$\sim$		
Statement As of Date			

#### **Related Information**

The Related Information section is a general information section that will store User Guides, FAQs and resources for customers to use.

<sup>9</sup> Related Information
News
•
FAQs
Policies
•
Resources





### **Account Details Page**

Clicking on any of the amounts on the Current Account Summary section or clicking on the Account Tab near the top left side of the page will navigate the user to the Account Details page shown below. The Account balance for the level selected is shown on the top left side.

Bill Management US OU USD TCS-Demo Account-67	n Navigator 1
Home Account	
My Account   Paying Account	
Account Details	
Account Balance: 83,586.85	
Search	
Organization US OU USD TCS 🗸 Search Criteria	All Transactions 🔽
Currency USD 🗸	
Status Open/pending Search Criteria Value	
	1

#### **Account Detail Search**

Using the search functions, a user can filter the list of transactions returned. Transactions can be selected by Status, by selecting a particular transaction type and entering that value or by expanding the Show More Search Options. The More Search Options allows the user to return values with ranges for Amount, Transaction (invoice) date and Transaction Due Date.





#### Account Detail List

The Account Detail list will begin by providing the user a Transaction Count, Total Original Amount and Total Remaining Balance.

Bill Management US OU USD TCS-Demo Account-67	🔒 Navigator 🔻		Cantact Up, Customer	Search Transaction List	Home Logout Preferences
Home Account			Contact US Customer		nome Logour Freierences
My Account   Paying Account					
Account Details					
Account Balance: 83,586.85					
Search					
Currency USD Status Open/pending Search Criteria Value	All Transactions 🔽				
Show More Search Options					
Go Clear					
	tal Original Amount 109,4	466.52	Total Remaining	Amount 94,885.15	
Select All 54					
Select Transactions: Pay Add to Transaction List Apply Cr	redits View			S Prev	vious 1-25 🔽 <u>Next 25</u> 📎
Select All Select None					
Select Transaction Type Transaction Date   Purchase	Order Sales Order	Reference Bill To	Due Date	Original Amount Disput	te Amount Amount Due

Transactions listed will present key data points to identify the transaction, type, dates and amounts.

Selec	elect Transactions: Pay Add to Transaction List Apply Credits View													
Select	Select All Select None													
Select	Transaction	Туре	Transaction Date 🔻	Purchase Order	Sales Order	Reference	Bill To	Due Date	Original Amount	Dispute Amount	Amount Due			
	<u>31</u>	Invoice	10-Sep-2020	WA		0	-306	10-Oct-2020	4,591.53		4,591.53			
	311	Invoice	02-Sep-2020	20		0	306	01-Nov-2020	980.70		980.70			
	3110	Invoice	31-Aug-2020	W		0	306	30-Sep-2020	4,134.00		4,134.00			

Transactions listed may be exported using the Export function and the format can be selected from a list of popular data forms such as Excel, HTML, PDF and RTF

Template	All Transactions Header 🔽	Format	EXCEL 🗸
Export			





### **Transaction List**

Users may select a number of transactions and accumulate a list. To do this, select the transactions desired and click on the Add to Transaction List button.

Selec	t Transactions	actions: Pay Add to Transaction List Apply Credits View © Previous 1-25 of 54 🗸 Next 25 🔅											
Select	Select All Select None												
Selec	t Transaction	Туре	Transaction Date 🔻	Purchase Order	Sales Order	Reference	Bill To	Due Date	<b>Original Amount</b>	Dispute Amount	Amount Due		
~	<u>31</u>	Invoice	10-Sep-2020	WA		0	-306	10-Oct-2020	4,591.53		4,591.53		
~	311	Invoice	02-Sep-2020	20		0	-306	01-Nov-2020	980.70		980.70		
~	<u>3110</u>	Invoice	31-Aug-2020	W		0	-306	30-Sep-2020	4,134.00		4,134.00		

iReceivables will indicate that to view transactions that have been added, Click on the Transaction List. The link to the Transaction list is located on the top-right or at the bottom of the page.

Information     Click on the Transaction List Link to continue	Customer Search Transaction List Home Logout Preferences
--	--

Clicking on the Transaction List will display the transactions that have been added to the Transaction List. The Transaction List is a great way to accumulate transactions picked from the list to Pay and/or Net (apply open credit to open invoices)

Transactions													
										Clea	ar All	Pay A	Apply Credits
									Orga	nization US OU US	5D TCS	✓ G0	
Customer Nam	e Customer Number	r Transactior	туре	Transaction Date	Due Date	Purchase Order	Sales Order	Original Amount	Amount Due	Discount Amount	Currency	Remove	
Demo Account	67	31	Invoice	10-Sep-2020	10-Oct-2020	WA		4,591.53	4,591.53	0.00	USD	2	
Demo Account	67	311	Invoice	02-Sep-2020	01-Nov-2020	20		980.70	980.70	0.00	USD	2	
Demo Account	67	3110	Invoice	31-Aug-2020	30-Sep-2020	W		4,134.00	4,134.00	0.00	USD	2	
	Total 9,706.23 9,706.23 0.00												



Clear All Pay Apply Credits





### **Viewing Invoices**

There are two methods to select and view invoices. The first is via the Customer Search screen and the second is from the Account Detail List. The first method is great for searching and pulling a single invoice, the second is preferred when pulling multiple invoices (up to 10) at a time.

#### View a single invoice from the Customer Search Screen

Select the appropriate Search By value from Invoice, Debit Memo or Credit Memo. Enter the value in the search field and click on **Go.** The search will return the transaction number.

Bill Management										
Customer	s									
Search	Credit Memos Customers Debit Memos									
Search By	Invoices Payments Purchase Orders	60								

Click on the Transaction Number link and the Invoice Activities page will launch.

Customers					
Search					
Search By Invoi	ces 🗸	311			GO
Transaction Number	Customer Name	Customer Number	Organization	Address	
<u>311:</u>	Demo Account	67	All Organizations	All Locations	

Click on the View Invoice button to retrieve a PDF copy of the invoice.

Home	Account
My Ac	count   Paying Account
Invoice	e 311 : Activities
	Invoice
	er Name Account

#### View Multiple Invoices from the Account Detail List

Navigate to the Account Details page, as described earlier in this training. Select one or more transactions from the Account Detail list and click on the view button. Selected invoices will be presented in PDF format. A maximum of 10 transactions may be viewed at once. A user may repeat the action to retrieve additional invoices in batches of 10 or less.

	Select Transactions:       Pay       Add to Transaction List       Apply Credits       View       Image: Pay in the pay in											
Select	Transaction	Туре	Transaction Date 🔻	Purchase Order	Sales Order	Reference	Bill To	Due Date	Original Amount	Dispute Amount	Amount Due	
$\checkmark$	<u>31</u>	Invoice	10-Sep-2020	WA		0	-306	10-Oct-2020	4,591.53		4,591.53	
~	311	Invoice	02-Sep-2020	20		0	-306	01-Nov-2020	980.70		980.70	
~	3110	Invoice	31-Aug-2020	w		0	-306	30-Sep-2020	4,134.00		4,134.00	





## Paying Transactions

To pay transactions a user must select the transaction to pay either directly from the Account Detail list or they may accumulate items in the Transaction List. Once transactions are selected the payment process is initiated by clicking the Pay button. Payments via Direct Debit may be initiated from iReceivables. Some businesses allow online credit card payments. If the credit card option is not available and you wish to pay by credit card please contact your account representative.

From the Account Detail List

	t Transactions		ld to Transaction List	Apply Credits Vie	w				© Pr	revious 1-25 of 54	▶ <u>Next 25</u> ⊗
Select	Transaction	Туре	Transaction Date 🔻	Purchase Order	Sales Order	Reference	Bill To	Due Date	Original Amount	Dispute Amount	Amount Due
~	<u>31</u>	Invoice	10-Sep-2020	WA		0	-306	10-Oct-2020	4,591.53		4,591.53
~	311	Invoice	02-Sep-2020	20		0	-306	01-Nov-2020	980.70		980.70
~	<u>3110</u>	Invoice	31-Aug-2020	w		0	-306	30-Sep-2020	4,134.00		4,134.00

#### From the Transaction List

Fransactions												
										Clea	nr All	Pay
									Organiz	zation US OU US	D TCS	✓ Go
Customer Name C	Customer Number	Transaction	Туре	Transaction Date	Due Date	Purchase Order	Sales Order	Original Amount	Amount Due D	iscount Amount	Curren	y Remov
Demo Account 67	i7.	31	Invoice	10-Sep-2020	10-Oct-2020	WA		4,591.53	4,591.53	0.00	USD	2
Demo Account 67	i7.	311	Invoice	02-Sep-2020	01-Nov-2020	20		980.70	980.70	0.00	USD	2
Demo Account 67	7	3110	Invoice	31-Aug-2020	30-Sep-2020	W		4,134.00	4,134.00	0.00	USD	2
							Total	9,706.23	9,706.23	0.00		

If this is the first payment for this account, Clicking the Pay button will navigate the user to the Advanced Payment page. If a payment has been processed before, the Quick Payment page will appear with the most recent prior payment method selected. Either page will allow the user to Add or select an existing form of payment.





#### Adding a Bank Account for Direct Debit Payments

To add a New Bank Account, select the New Bank Account payment method and click Apply.

Edit Payment	
* Indicates required field	
Select Payment Method	
Payment Method New Bank Account	Manage Payment Methods – Account Manage Payment Methods - Site

Enter your 9-digit Bank Routing number, your bank account number an Account Holder's Name or purpose to identify the bank account and click Apply. (The Account Holder's Name can be any name that identifies this bank account to the user or purpose)

	Cancel Apply
Advanced Payment	
* Indicates required field	
Select Payment Method	
Payment Method New Bank Account 🗸 Manage Payment Methods Manage Payment Methods - Site	
New Bank Account	
Enter new bank account information. The routing number and account number usually appear in the lower left corner of your check, as shown in this illustration. If you are unsure of your account information	tion, please confirm with your bank
before completing this page.	,
Bank Name	
Domethiance Brance Bran	
* Routing Number	
Account Type Checking Account	
* Account Number	
* Account Holder's Name	
Bank Account Check Routing Number Number	

Upon clicking Apply, iReceivables will process the payment for the transactions listed and provide a confirmation screen with the Oracle Receipt# for the application.

🖳 Confirmation We have received Receipt# 2437406 and applied it against the invoice(s) you selected.	
Return to Account Details	View Payment

Clicking the View Payment button will enable a view of transactions paid and the form of payment tendered.





#### Adding a Credit Card and making a Payment

For the security of our customer's credit card data, Trane Technologies and its subsidiaries and affiliates do not store card data in original form within our systems. In compliance with the Payment Card Industry Data Security Standards (PCI-DSS) customers card data is entered directly into the Cybersource Gateway Secure Acceptance Form. This data is tokenized, and a token is returned for storage. Tokenization is the replacement of sensitive data with a unique identifier that cannot be mathematically reversed.

To add and tokenize a new credit card, select the New Credit Card payment method and click on the Create New Credit Card Account button.

Select Paymer	nt Method						
Payment Metho	-		Payment Methods	- Account Manage Pa	yment Methods - Site	]	
Create New Cr	redit Card A	ccount					
Installment Su	ummary						
Transaction	Туре	Transaction Date	Due Date	Payment Terms	Amount Due	Discount Amount	Payment Amount Currency Code
5087	Invoice	19-Aug-2020	18-Sep-2020	.5%10 NET30	895.00	0.00	895.00 USD
						Recalculate Total	895.00
							Remaining Balance 895.00 USD Total Payment Amount 895.00 USD Balance Due 0.00 USD

The Cybersource Secure Acceptance form will launch. Update the billing information and enter the card Payments Details. Once complete click on the Finish Button

* Required field			
	Payment Detail	s 🔒	
	Card Type *		
		VISA Visa	O 👥 Mastercard
		Amex	Discover
)			
	Card Number *		
V	Expiration Date *		
V			
	Cancel		Finish
		Payment Detail Card Type *	Card Type *

Upon successful tokenization of the card data you will receive the following page. Close this window and navigate back to the Advance Payment page. Click Apply to process the payment against the newly entered credit card. You will then receive a confirmation page and will be able to review your Customer Payment details page.

Attp://irebspshas.	corp.irco.com	VOA_HTML/	cysResponse	.jsp - Inter	net Explorer			
8								
Thank you! You	r card has	s been pro	cessed a	nd encr	ypted for	your see	urity.	
Close Window								
MerchantID: trane Signature: Valid								
Decision: ACCEPT Reason Code: 100 Message:								
measuge.								





# Apply Credits

Oracle iReceivables provides the customer the ability to apply a credit memo to an invoice or debit memo. To initiate this functionality, select one or more credit memos and invoices and click the Apply Credits button.

	Transactions:		to Transaction List	ply Credits View	1						
Select	Transaction	Туре	Transaction Date 🔻	Purchase Order	Sales Order	Reference	Bill To	Due Date	Original Amount	Dispute Amount	Amount Due
	3110	Credit Memo	11-Aug-2020	BRET		0	47	11-Aug-2020	(5,849.95)		(5,849.95)
	<u>5080</u>	Invoice	07-May-2020	202	24	2	95	06-Jun-2020	7,230.00		7,230.00

Clicking on the Apply Credits button will initiate the Credit Application workflow. The next two steps will direct the user to add, remove, clear all or adjust the amount of the transactions and credits. Clicking on the Next button will progress the user through the steps.

My Account   Paying Ac	count									
Apply Credits : Select Trans		O Transact	ions				<u>Sel</u>	lect Credits		Review
Apply creats : select trails	actions								Cance Step 1 of 3: Sele	ct Transactions 🗸 Ne <u>x</u> t
Select Transactions										
Remove   Clear All	Add Transact	ions R	eset Applicatio	on Amounts	]					
Select Customer Name	Transaction	Туре	Date	Due Date	Payment Te	rms	Remaining Amount	Discount Amount	Application Amount	Balance Due Currency
Demo Account	5080	Invoice	07-May-2020	06-Jun-2020	.5%10 NET3	0	7,230.00	0.00	7,230.00	0.00 USD
					Recalculate	Total	7,230.00	0.00	7,230.00	0.00
TIP Discounts apply to pa	ayments only. If y	ou apply l	ooth payments a	nd credits, adju:	st the credit ap	plication a	mounts to match the transa	iction amounts.		

Click on the Add Transactions or Credits button to select additional items to net. A search box will appear, enabling the user to search and select items.

	i and Select: Ad								Cancel	Select
Sean	ch									
To fi butto		lect a filt	er item in the	pulldown list	and enter a value ir	n the text f	ield, then sele	ct the "Go"	Advance	d Search
Searc	h By Customer	Name	V Demo	Account	Go					
Resu	lts									
Resu	lts									
Resu	lts							S Previous	1-10 🗸	<u>Next 10</u> (
	All Select Nor	ne						S Previous	1-10 🗸	Next 10
Select		ne Type	Date	Due Date	Purchase Order	Sales Order	Original Amount	O Previous           Remaining           Amount		Customer
Select	All Select Nor	Туре	<b>Date</b> 15-May-2020		Purchase Order			Remaining	Discount Amount	Customer

Once items have been selected click on the Select button, to be routed back to the Credit Application workflow. The Total of the transaction amount must net with the total of the credit amount selected. Adjust the transaction amount to net with the credit amount. Use the back button to go back and adjust the transaction or credit amount.





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		Select T		tions				Select	Credits				Review
Apply Credits : Select	Credits	<u>Select 1</u>	Tantad	200113				361601	Credita				INCOLOW
										Cancel	Back Step	2 of 3: Sel	ect Credits 🗸 Nex
Select Credits													
Remove   Clea		d Credits	Deer	et Application	0								
		la creats	Rese	et Application	Amounts								
Select All Select No Select Customer Na		Transaction		Туре	Date	Original A	mount	Remaining Amo	unt	Appl	ication Amount	lina	oplied Credits Currency
Demo Accoun		3110		Credit Memo	11-Aug-2020		349.95)	(5,849		Аррі	(5,849.95)	Ulla	0.00 USD
		5110		credic Merrio	11-Aug-2020		Total	<5,849.9			<5,849.95>		0.00 035
						Recalculate	TOTAL	< 3,849.1	132	_	<5,849.95>		0.00
Selected Transacti	ions												
Customer Name	Transact	tion Ty	De	Date	Due Date	Payment Terms		Remaining Amount	Discount Ar	nount	Application	Amount	Balance Due Currency
Demo Account	5080	Inv	oice	07-May-2020	06-Jun-2020	.5%10 NET30		7,230.00		0.00		7,230.00	0.00 USD
						Tota	il 👘	7,230.00		0.00	7,	230.00	0.00
	to promo	nto only Thu		hi hath an more	to and condition as	divet the gradit applicati		nts to match the transac	tion amounts		-		
	y to paymen	nus only. Ir y	ou app	ny bouri paymer	its and credits, at	ujust the credit applicati	on amou	nus to match the transac	cion amounts.				
	_												
TECHNOLOGIE	S.												
										Cancel	Back Step	2 of 3: Sele	ect Credits 🗸 Nex
												2 0. 01 000	inc <u>r</u>

Adjust the amount and click on the Recalculate button.

Sele	ct Transactions									
Rei	Remove   Clear All   Add Transactions   Reset Application Amounts									
Select	Select Al Select None									
Select	t Customer Name	Transaction	Туре	Date	Due Date	Payment Terms	Remaining Amount	Discount Amount	Application Amount	Balance Due Currency
	Demo Account	5080	Invoice	07-May-2020	06-Jun-2020	.5%10 NET30	7,230.00	0.00	5,849.95	1,380.05 USD
						Recalculate Total	7,230.00	0.00	5,849.95	1,380.05

The application amount of the credits must equal the application amount of the transactions.

Select Credits												
Remove    Clear All    Add Credits    Reset Application Amounts												
Select All Select No	one											
Select Customer Na	me Trai	nsaction	Туре	Date	Original Am	ount	Remaining Amo	unt App	olication Amo	unt Una	pplied Credits Curre	ency
Demo Account	t 311	0	Credit Memo	11-Aug-2020	(5,84	9.95)	(5,849.	95)	(5,849.	95)	0.00 USD	
					Recalculate	Total	<5,849.9	5>	<5,849.9	15>	0.00	
Selected Transacti	ions											
Customer Name	Transaction	Туре	Date	Due Date	Payment Terms		Remaining Amount	Discount Amount	Applica	tion Amount	Balance Due Curr	rency
Demo Account	5080	Invoice	07-May-2020	06-Jun-2020	.5%10 NET30		7,230.00	0.00	_	5,849,95	1,380.05 USD	6
					Total		7,230.00	0.00		5,849.95	1,380.05	

Click the Next button to complete a final review of the application. Click Apply, the credit will now be applied to the transaction(s) and any balances will remain.





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							Cancel	Back Step 3 of 3: Revie	ew 🗸 Apply
Selected Transact	tions								
Customer Name	Transaction	Type Da	ate	Due Date	Payment Terms	Remaining Amount	Discount Amount	Application Amount	Balance Due Currency
emo Account	5080	Invoice 07	-May-2020	06-Jun-2020	.5%10 NET30	7,230.00	0.00	5,849.95	1,380.05 USD
					Total	7,230.00	0.00	5,849.95	1,380.05
Selected Credits									
Customer Name	Transaction	Туре	[	Date	Original Amou	Int Remaining Amo	ount Applic	ation Amount Una	pplied Credits Currency
emo Account	3110	Credit I	Memo 1	1-Aug-2020	(5,849.	95) (5,849	9.95)	(5,849.95)	0.00 USD
					То	tal <5,849.	95>	<5,849.95>	0.00

The user will be asked if they wish to pay any remaining invoice balances, if "Yes", they will be routed to the payment application page, if "No" a confirmation of the application will be provided for their records.

								<u>No</u> Yes
Information								
Do you want to pa	ay the remaining balance	e USD 1,380.0	5?					
Selected Transaction								
Selected Transaction	15							
Customer Name	Transaction	Туре	Date	Due Date	Payment Terms		Balance Due	Discount Amount Currency
Demo Account	5080	Invoice	07-May-2020	06-Jun-2020	.5%10 NET30		1,380.05	0.00 USD
Demo Account	5060	TUADICE	07-Mdy-2020	00-Jun-2020	.3%10 NE130	Total	1,380.05	0.00 050
						TUCai	1,360.03	0.00
TRANE TECHNOLOGIES		tion.						<u>No</u> Yes
Confirmation	ts have been applied to	the selected t	ransactions.					Printable Page

Application Amount Transaction	Original Transaction Amount	Transaction Balance
(5,849.95) 3110	(5,849.95)	0.00
5,849.95 5080	7,230.00	1,380.05
	(5,849.95) 3110	(5,849.95) 3110 (5,849.95)

Return to Account Details

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## **Additional Information**

### Key terms and definitions

Customer Account Number	Identifies a specific selling relationship between our business and that of our customers. All bill-to site activity rolls up to a customer account.					
Site Number	A site represents a location used for the purposes o billing or shipping. Transactions are tied to a bill-to a and may be viewed by individual sites.					
Organizations (Orgs)	Trane Technologies has set up its businesses into a number of Organizations. Customer can transact within one or more organizations. Selecting items to pay can only be done with an Org and cannot cross organizations. If you have questions, please contact your account representative.					
	Organization Refere	ence				
	US OU USD TCS	US - Trane Commercial & Trane Parts Supply Transactions				

Organization Reference						
US OU USD TCS	US OU USD TCS US - Trane Commercial & Trane Parts Supply Transactions					
CA OU CAD TCS	Canada - Trane Commercial & Trane Parts Supply Transactions					
US OU USD TRS	Trane Residential Transactions					
US OU USD JVM	OxBox Transactions					
US OU USD TKC	Thermo King Transactions					
US OU USD NEX	Nexia Transactions					

