

# **Oracle R12 iReceivables User Training**

User Training Manual Version 3.0 Jul 2022



# **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://www.tranetechnologies.com/customer/irec-portal

The link above will launch the Oracle login page shown below where you may enter your login credentials provided. If you do not have credentials, you will need to click the Register Now button to begin Self-Registration process. Registration instructions can be found at <a href="https://www.tranetechnologies.com/customer/irec-register-guide">https://www.tranetechnologies.com/customer/irec-register-guide</a>.

ORACLE	
Receivables Self Service Portal Customer Information	PLogin
<ul> <li>Welcome to iReceivables. This is an application to obtain invoice copies and make payments.</li> <li>Due to our Oracle monthly maintenance outage window, iReceivables will be unavailable during the following time:</li> </ul>	Is this your first time to our Site?
Sunday, 24th July 2:00 AM - 5:00 PM ET	Register Now
FAQs	Already registered on our Site?
First time users plasse register using the customer account number found on your latest invoice or statement. For Customer Access ONLY <u>Self Registration Code</u> : For password reset or user name reminder use the Login Assistance link     All other assistance request related to the iReceivables application please use the <u>Assistance Request Tool</u>	User Name Password Login Assistance
Policies	
Only authorized agents of our customers are to access Receivables. Please do not share login information. <u>Resources for Customers</u> Training Couldent of concentration for external customers is located at <u>Training Cuide</u>	

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.

Personalize       Full List            Customer Access         Manage Customer Acce	Main Menu		Worklist				
Customer Access     There are no notifications in this view.     Manae Customer Access     TIP Vacation Rules - Redirect or auto-respond to notifications.	Personalize					Ful	l List
Manane Customer Account Access     VIIP <u>Vacation Rules</u> - Redirect or auto-respond to notifications.	🖃 🗀 Receivables Account Management		From	Туре	Subject	Sent	Due
	Customer Access		There are no notifications in this view.				
	Manage Customer Account Access					ur notifie	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.

					1 Navigato	r 👻 🤷 Favorites 💌	Home Logout	
Customers								Logged In As DE
Search								
earch By Custom	ers 💟		_	Go				
istomer Name	Customer Number	Organization	Address	Address Type	Primary Contact	Contact Phone	Account Summary	Location
	n account only if the Addres	the TAB E construct on the		a includes (Bill Tell				

	Home Logout Preferences	
		Copyright (c) 2006. Drade: All rights reserved.
00		
	100	

Clicking on the "eyeglass"	204	icon will take the user to the Account Summary page for that
Account.		

	Bill Manageme				🔒 Navigator 🗸	🕞 Favorites 🔽	Home Logout Pre	ferences
						Logg	ed In As	
Customers								
Search								
Search By Custom	iers 🗸		G					
Customer Name	Customer Number	Organization	Address	Address Type	Primary Contact	Contact Phone	Account Summary	Location
Demo Account	106	All Organizations	All Locations		Mary		60	
TIP You can view a	n account only if the Addres	s is 'All Locations' or the	Address Type includ	les 'Bill To'.				
			H	ome Logout Prefe	erences			
Privacy Statement							Copyright (c) 2006, Orac	e All rights rese

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.





Privacy Statement

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		Bill Managem	ient	navigato	or 🔻 📑 Fav	orites 🔻	Home	Logout Preferences
						Log	ged In As	
Customers								
Search								
Search By	Customers	~	Go					
	Customer Number	Organization	Address	Address Type	Primary Contact	Contact Phone	Account 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			pq	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'.					
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.)

	Bill M	lanagement						
					🛱 Мамра	tor 👻 🙆 Favorites 🕶	Home Logout	Preferences
Customers								Logged In As DEMO
Search								
Search By Credit Memos Debit Memos Debit Memos Invoices				60				
Customer A Payments	er Number	Organization	Address	Address Type	Primary Contact	Contact Phone	Account Summary	Location
No results to Purchase Orders Sales Orders TUP You set view an account of	by if the Address	s is "All Locations" or th	e Address Typ	e includes 'Bill To'.				
				Home Logout Pre	elerences			

#### Manage Customer Account Access

You may add or remove any additional accounts. Click on **Navigator > iReceivables Account Management > Manage Customer Account Access**. You will then click **Request Additional Customer Access** to add another account. To remove accounts/sites, you can check box and click **Remove Access**.

anage Customer Account Access			Customer Access
Search			Manage Customer Account Access
Customer Name	Go		
elect Customer Location: Rem elect All Select None	ove Access Request Additional Custom		
elect Customer Location: Rem elect All   Select None elect Organization	ove Access Request Additional Custom	Customer Number	Address Al Locations
Customer Name elect Customer Location: Reme elect All   Select Hone elect Organization All Organizations US OU USD TCS	ove Access Request Additional Custom		Address Al Locations 3600 Pannel Cheek Russi, LA CRIDDEE, LA CRIDDEE, WIL 54601, United States





Enter your additional Oracle customer number into the Value field and click the **Next** button.

Bill Management				
		<b>†</b> 1	Vavigator 🔻 🔒 Favorites 🔻	Contact Us Home Logout Preferences
<b>O</b>	O	0	0	0
Select Organization	Validate Customer Access	Select Location	Verify Access	Review Access Request
Access Request: Select Organization				
				Cancel Step 1 of 5 Next
Please enter the details of the customer that you w * Indicates required field	rould like to request access to			
Identify Using Customer Nur * Value	nber 🗸			
				Cancel Step 1 of Next
	Contact U	s Home Logout Preferences		
Privacy Statement				Copyright (c) 2006, Oracle. All rights reserved.

Select All Locations if you wish to access all Bill-to Sites for your account or select an individual Bill-To site if you wish to register a single site. Click the **Next** button.

Bill Management				
		🛱 N	avigator 🔻 🏾 🍡 Favorites 🔻	Contact Us Home Logout Preferences
0	0	<u>_</u>	0	0
Select Organization	Validate Customer Access	Select Location	Verify Access	Review Access Request
Access Request: Select Location				
				Cancel Back Step 3 of 5 Next
Select All Locations				
	Customer Number Address			
US OU USD RS NON TRADE US CHECKS	39494			
				Cancel Back Step 3 of Next
	Con	tact Us Home Logout Preferences		
Privacy Statement				Copyright (c) 2006, Oracle. All rights reserved.

Select the check box to acknowledge that you are an authorized agent of the customer account selected and click the **Submit** button.

		T.	Navigator 🔻 🏾 💽 Favorites 🔻	Contact Us Home Logout Preference
Select Organization	Validate Customer Access	Select Location	Verify Access	Review Access Request
ess Request: Review Access Request	Validate Customer Access	Select Eocation	Venily Access	Neview Access Request
se review both your registration information	and our Terms and Conditions. Check the box to in	ndicate that you have read and agreed w	vith the terms and conditions prior to su	Cancel Back Step 5 of 5 Subm abmitting your request.
Email Address Prefix First Name Middle Name Last Name Suffix Phone Number				
stomer Details				
Account Number 39494 Name NON TRADE US CHECK Location All Locations	S			
rms and Agreement				
	and I am an Authorized Agent of the customer list			

After account is added, go to **Navigator > iReceivables Account Management > Customer Access**. You will need to click the **Go** button to see both accounts.





#### **Account Summary Page**

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

IREBSUAT Bill Management US OV USD TCS-Demo Account-67	avigator 🔻 🍣 Favorites 🔫 Co	ntact Us Customer Search Transaction List Home Logout Preferences
Home Account		
Current Account Summary         Organization       US OU USD TCS       Currency       USD       Go         Your Account Balance:       USD 83,586.85       Overdue Receivables (Based on Payment Terms)       110.692.38       Hit Show Aging         Total Open Receivables       1111.673.08       Open Payments       <11.298.30>         Unapplied Credit Memos       616,787.93>       Account Balance       83,586.85		Related Information  News  FAQs  Policies
Monthly Statements Statement Period Statement As of Date		Resources
Return to Customer Search Home Account Requests Contac Privacy Statement	ct Us Customer Search Transaction List Home	Logout Preferences Copyright (c) 2008, 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	Organization Reference					
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         19,283.53           Open Payments         <11,298.30>         31-60 Days Past Due         61-90 Days Past Due         6,100.87           Unapplied Credit Memos         <16,787.93>         91-180 Days Past Due         14,466.45>         14,466.45>           Account Balance         83,586.85         181-360 Days Past Due         8,986.83	Current Account Summary				
Overdue Receivables (Based on Payment Terms)         110.692.38         Image: Contract Conternative Contract Contract Contract Contract Cont	Organization US OU USD TCS	✓ Currency	USD 🗸 Go		
Overdue Receivables (Based on Payment 1erms)         110.992.38         Image: Contract on the second	Your Account Balance: USD 83,586.85				
Total Open Receivables Open Payments         111,673.08 <11,298.30> Unapplied Credit Memos         111,673.08 <11,298.30> <161-90 Days Past Due 61-90 Days Past Due 61-90 Days Past Due 61-90 Days Past Due 181-360 Days Past Due 83,586.85         6,100,87 <1,466,45> Marcine         33,586.85         181-360 Days Past Due 88,586.85         6,882.00	Quardua Dasaiushlas (Dasad an Daumant Tarma)	110 603 30		Hide Aging	
Total Open Receivables         111,673.08         31-60 Days Past Due         6.100.87           Open Payments         <11,298.30>         61-90 Days Past Due         <1,466.45>           Unapplied Credit Memos         <16,787.93>         91-180 Days Past Due         <6,882.00	Overdue Receivables (Based on Payment Terms)	110,092.38	1 Show Aging	Current	980.70
Open Payments         <11,298.30>         <161-90 Days Past Due         <1.466.45>           Unapplied Credit Memos         <16,787.93>         91-180 Days Past Due         <1.466.45>           Account Balance         83,586.85         181-360 Days Past Due         <6,882.00				1-30 Days Past Due	19,283.53
Unapplied Credit Memos <a href="https://www.science.org">16,787.93&gt;</a> Account Balance <a href="https://www.science.org">1,180.039</a> 91-180.0395 Past Due 181-360 Days Past Due 181-360 Days Past Due				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>16,882.00</u> 181-360 Days Past Due <u>8,986.83</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		181-360 Days Past Due	8,986.83
				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	$\checkmark$		
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.

© 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 🕈
Home Account	
My Account   Paying Account	
Account Details	
Account Balance: 83,586.85	
Search	
Organization US OU USD TCS Search Criteria Currency USD Status Open/pending Search Criteria Value	All Transactions 🔽
outro open/penaing	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 🔻	Favorites	Contact Us Customer	Search Transaction List Home Logout Preference
Home Account	, and the second s			
My Account   Paying Account				
Account Details				
Account Balance: 83,586.85				
Search				
Currency USD V Status Open/pending V Search Criteria Value	Il Transactions 🗸			
<u>     Show More Search Options    </u>				
Go Clear				
ka second s	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	edits View			
Select All Select None				
Select Transaction Type Transaction Date   Purchase O	Order Sales Order	Reference Bill To	Due Date	Original Amount Dispute Amount Amount De

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

Selec	Select 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	<b>Original Amount</b>	Dispute Amount	Amount Due
	<u>31</u>	Invoice	10-Sep-2020	WA		0	3	806	10-Oct-2020	4,591.53		4,591.53
	311	Invoice	02-Sep-2020	20		0	3	806	01-Nov-2020	980.70		980.70
	3110	Invoice	31-Aug-2020	W		0	3	806	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			





**Return to Table of Contents** 

#### **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	Select Transactions: 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	Apply Credits
	Organization US OU USD TCS V Go												
Customer Nam	e Customer Number	r Transaction	Туре	Transaction Date	Due Date	Purchase Order	Sales Order	Original Amount	Amount Due	<b>Discount Amount</b>	Currency	Remove	
Demo Account	67	31	Invoice	10-Sep-2020	10-Oct-2020	AW		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.

	Bi	ill 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 Invo	ices 🗸	311			GO
Transaction Number	Customer Name	Customer Number	Organization	Address	
311:	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.

	elect Transactions: Pay Add to Transaction List Apply Credits View elect All Select None								I PI	revious 1-25 of 54	✓ Next 25 ⊗
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





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

**Paying Transactions** 

	t Transactions: Pay Add to Transaction List Apply Credits View								© 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

Customer Name         Customer Number Transaction Type         Transaction Date         Puer Lase         Purchase Order Original Amount Amount Due Discount Amount Currency Remove         Demo Account         67         31         Invoice         10-92-920         10-92-920         WA         4,591.53         4,591.53         0.00         USD         Currency Remove           Demo Account         67         311         Invoice         02-5ep-2020         01-N0v-2020         20         980.70         980.70         0.00         USD         Corrency         Corrency	Transactions											r	_	
Customer Number Transaction Type       Transaction Date       Due Date       Purchase Order Sales       Order Original Amount       Due Discount       Amount       Currecy Remove         Demo Account       67       31       Invoice       10-Sep-2020       10-Oct-2020       VA       4,591.53       4,591.53       0.00       VSD       2         Demo Account       67       311       Invoice       02-Sep-2020       01-Nov-2020       20       980.70       980.70       0.00       VSD       2         Demo Account       67       3110       Invoice       31-Sep-2020       V       4,134.00       4,134.00       0.00       VSD       2         Demo Account       67       3110       Invoice       31-Sep-2020       W       4,134.00       4,134.00       0.00       VSD       2         Demo Account       67       3110       Invoice       31-Sep-2020       W       4,134.00       4,134.00       0.00       VSD       2         Demo Account       67       3110       Invoice       31-Sep-2020       W       4,134.00       4,134.00       0.00       VSD       2											Clea	ar All	Pay	Apph
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       4,134.00       4,134.00       0.00       USD       2         Demo Account       67       3110       Invoice 31-Aug-2020       30-Sep-2020       4,134.00       4,134.00       0.00       USD       2										Organ	ization US OU US	D TCS	✓ Go	
Demo Account       67       311       Invoice       02-Sep-2020       01-Nov-2020       0       980.70       980.70       0.00       USD       27         Demo Account       67       3110       Invoice       31-Aug-2020       30-Sep-2020       4,134.00       4,134.00       0.00       USD       27         Total       9,706.23       9,706.23       0.00       USD       27	Customer Name	Customer Number	Transaction	Туре	Transaction Date	Due Date	Purchase Order	Sales Order	Original Amount	Amount Due I	Discount Amount	Curren	cy Remove	a
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         9,706.23         0.00         VSD         2	Demo Account	67	31	Invoice	10-Sep-2020	10-Oct-2020	WA		4,591.53	4,591.53	0.00	USD	2	
Total 9,706.23 9,706.23 0.00 ■	Demo Account	67	311	Invoice	02-Sep-2020	01-Nov-2020	20		980.70	980.70	0.00	USD	2	
17/NE	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			
		_							,	,				

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.





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#### 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	ient Methods - Site
New Bank Account	
Enter new bank account information. The routing number and account number usually appear in the lower before completing this page.	left corner of your check, as shown in this illustration. If you are unsure of your account information, please confirm with your bank
Bank Name Branch Name Routing Number Account Type Checking Account Account Number Account Number Account Holder's Name	Max distance         Data dist
	Image: Sb1B9     I

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 Method New Credit Card v									
Create New C	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			

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

Billing Informat	ion	* Required field			
First Name *			Payment Detail	s 🔒	
Last Name *			Card Type *		
Company Name				VISA Visa	O 🤔 Mastercard
Address *				Amex	Discover
		)			
City *			Card Number *		
Country *		V	Expiration Date *	<b>·</b>	
State/Province *	V				
Zip/Postal Code			Cancel		Finish
Email *					
Linui					

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.								





#### **Manage Payment Methods**

Oracle iReceivables provides you the ability to manage your credit card and bank account activity within the **Manage Payment Methods – Account** and **Manage Payment Methods – Site** buttons.

Selec	t Payment	Method					
Desum	ent Method	Denviously Courd Courd	it Could	. Identified	Devenent Mathada	Account   Manage Pa	and the sheet of
Paym	ent method	Previously Saved Cred	it Card V	manage	Payment Methods – /	Account   Manage Pa	iyment Method
Save	d Credit Ca	rds					
ouro	a oreare ou	100					
Select	Card Brand	d Credit Card Number	Expirat	ion Date	Card Holder Name	Company Card Flag	Description
۲	Unknown	000000000000000000000000000000000000000	06 ~	2024 🗸		No	
0	Unknown	000000000000000000000000000000000000000	06 🗸	2024 ¥		No	
0	Unknown	000000000000000000000000000000000000000	06 🗸	2024 ¥		No	
	Unknown	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	06 ~	2024 ¥		No	
0			لنعتا			1	

If you have **Bank Accounts** that are no longer in use and you want to inactivate them from your list of options, you will need to add an **End Date** of yesterday to that specific bank account. If you have **Credit Cards** that are expired or are no longer in use, you can add an **End Date** and will have to click the **Update** button to change the status from **Active** to **Inactive** as shown below. Click **Apply** button to save your changes.

	ts									
Credit Cards										
Create New Credit	Card Account									
USD 🗸										
Show All Details Hide										
Details Card Brand	Number	Expiration Date	Expiration Status	Start Date	End Date	Priority	Increase Priority	Decrease	Update	Additional Details
E Show Unknown	<u>x000000000000000000000000000000000000</u>	07/2023	Unexpired	31-May-2021	01-Jun-2021	1	•	$\odot$		1
E Show Unknown	<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>	06/2024	Unexpired	23-Mar-2021		3	<ul> <li>Image: A start of the start of</li></ul>	$\odot$	1	/
Show Unknown	<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>	06/2024	Unexpired	31-Jan-2020 📰		4	<u>()</u>	$\odot$	1	1
E Show Unknown	<u>x000000000000000000000000000000000000</u>	02/2020	Expired	13-Oct-2017	31-Jan-2020	6		$\odot$	1	1
+ Show Unknown	<u>xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx</u>	02/2020	Expired	13-Oct-2017	14-Mar-2019	8	<ul> <li>Image: A start of the start of</li></ul>	$\odot$	1	1
+) Show Unknown	<u>xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx</u>	02/2020	Expired	06-Jul-2016	31-Jan-2020	10		$(\mathbf{v})$	1	1
					D.1					
elect Details Numbe No resul		SAN Currency	Dalla mana	End Date	Priority	Increase Priority	Decrease	Priority Updat	ie /	Additional Details
pdate Credit Card: XX	lts found.	BAN Currency	Dollin Human	End Date	Priority	Increase Priority	Decrease	Priority Updat	ie /	Additional Details
No resul	lts found.	3AN Currency	Datin tunna	End Date	Priority	Increase Priority	Decrease	Priority Updat	e /	
No resul	Its found.			End Date	Priority	Increase Priority			ie /	
No resul	Its found.	Cardholder TCS Card Brand Unku	US Non Trade	End Date	Priority	Increase Priority		Company Card	e /	
No resul	Its found.	Cardholder TCS Card Brand Unki Expiration Date 31-3	US Non Trade	End Date	Priority	Increase Priority	Purpose		e /	
No resul	Its found.	Cardholder TCS Card Brand Unkt Expiration Date 31-3 Name on Card .	US Non Trade	End Date	Priority		Purpose ( Information Only Description	Company Card Education V		
No resul	its found.	Cardholder TCS Card Brand Unkr Expiration Date 31-J Name on Card Financial Institution	US Non Trade nown ul-2023 i J	End Date	Priority		Purpose ( Information Only	□ Company Card Education ✔ No ✔		
No resul	Its found.	Cardholder TCS Card Brand Unkr Expiration Date (31.1) Name on Card (75 Financial Institution Status Activ	US Non Trade hown ul-2023 I J erent from Cardholder Name)	End Date	Priority		Purpose ( Information Only Description	Company Card Education V		
No resul	Its found.	Cardholder TCS Card Brand Unkr Expiration Date 31-J Name on Card Financial Institution	US Non Trade nown ul-2023 I J erent fram Cardholder Name) ee v	End Date	Priority		Purpose ( Information Only Description	□ Company Card Education ✔ No ✔		
No resul	Its found.	Cardholder TCS Card Brand Unku Expiration Date 31-3 Name on Card 1 Financial Institution 5 Status Activ	US Non Trade nown ul-2023 I J erent fram Cardholder Name) ee v	End Date	Priority		Purpose ( Information Only Description	□ Company Card Education ✔ No ✔		





#### **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.

	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>3110</u>	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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		Sele		actions			Sel	ect Credits		Revie	w
Apply Credits : Selec	t Credits										
								Cance	Back Step	2 of 3: Select Credits	<ul> <li>✓ Ne<u>x</u>t</li> </ul>
Select Credits											
Select Credits											
Remove   Cle	ar All A	dd Credi	its Re	set Application	Amounts						
Select All Select N	one										
Select Customer Na	ame	Transac	tion	Туре	Date	Original Am	ount Remaining A	mount App	lication Amount	Unapplied Credi	ts Currency
Demo Accour	nt	3110		Credit Memo	11-Aug-2020	(5,84	9.95) (5,8	349.95)	(5,849.95)	0.0	00 USD
						Recalculate	Fotal <5,84	9.95>	<5,849.95>	0.0	0
										2	
Selected Transact	ions										
Customer Name	Transac	tion	Туре	Date	Due Date	Payment Terms	Remaining Amount	Discount Amount	Application	Amount Balance D	ue Currency
Demo Account	5080		Invoice	07-May-2020	06-Jun-2020	.5%10 NET30	7,230.00	0.00			.00 USD
						Total	7,230.00	0.00	7,	230.00 0.0	00
TIP Discounts app	Ξ	ents only.	If you a	pply both payme	nts and credits, ad	ijust the credit applicatior	amounts to match the trans	action amounts.			
								Cance	Bac <u>k</u> Step	2 of 3: Select Credits	∨ Ne <u>x</u> t

Adjust the amount and click on the Recalculate button.

Sele	ct Transactions									
Rei	nove   Clear All	Add Transacti	ons R	eset Applicatio	n Amounts					
Select	All Select None									
Selec	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   Clea	ar All Add Cr	edits Re	set Application	Amounts							
Select All Select No	one										
Select Customer Na	me Trans	action	Туре	Date	Original Am	ount	Remaining Amo	unt App	olication Amo	unt Una	pplied Credits Currency
Demo Account	t 3110		Credit Memo	11-Aug-2020	(5,84	9.95)	(5,849.	95)	(5,849.	95)	0.00 USD
					Recalculate	Fotal	<5,849.9	5>	<5,849.9	5>	0.00
									ų		
Selected Transacti	ions										
Customer Name	Transaction	Туре	Date	Due Date	Payment Terms	R	temaining Amount	Discount Amount	Applica	tion 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
					Total		7,230.00	0.00	1	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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								Cance	Bac <u>k</u> Step	3 of 3: Revie	w 🗸	Apply
Selected Transact	tions											
Customer Name	Transaction	Туре	Date	Due Date	Payment Terms	Remaining	Amount	Discount Amount	Applicatio	n Amount	Balance Due Cu	irrency
Demo Account	5080	Invoice	07-May-2020	06-Jun-2020	.5%10 NET30 Total		7,230.00	0.00		5,849.95 5.849.95	1,380.05 US 1.380.05	SD
Selected Credits												
Customer Name	Transaction	Ту	ре	Date	Original Amo	unt Re	emaining Am	ount Appl	cation Amount	Unap	plied Credits Cur	rency
Demo Account	3110	Cre	dit Memo	11-Aug-2020	(5,849		(5,849	9.95)	(5,849.95)		0.00 USD	
					T	otal	<5,849.	95>	<5,849.95>		0.00	
TECHNOLOGI	Ξ	. If you ap	ply both payme	nts and credits, ad	just the credit application	amounts to mate	h the transact	tion amounts.				

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

Printable Page





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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	billing or shi	ents a location used for the purposes of pping. Transactions are tied to a bill-to site 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 - 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	

