

Recurring Invoices
Created on 1/21/2010 1:13:00 PM

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

Table of Contents

Recurring Invoices	1
Recurring Invoices Overview.....	1
Enter Recurring Invoices Lesson.....	1
Inquire On Recurring Invoices Lesson	10
Recycle Recurring Invoices Lesson	13

Recurring Invoices

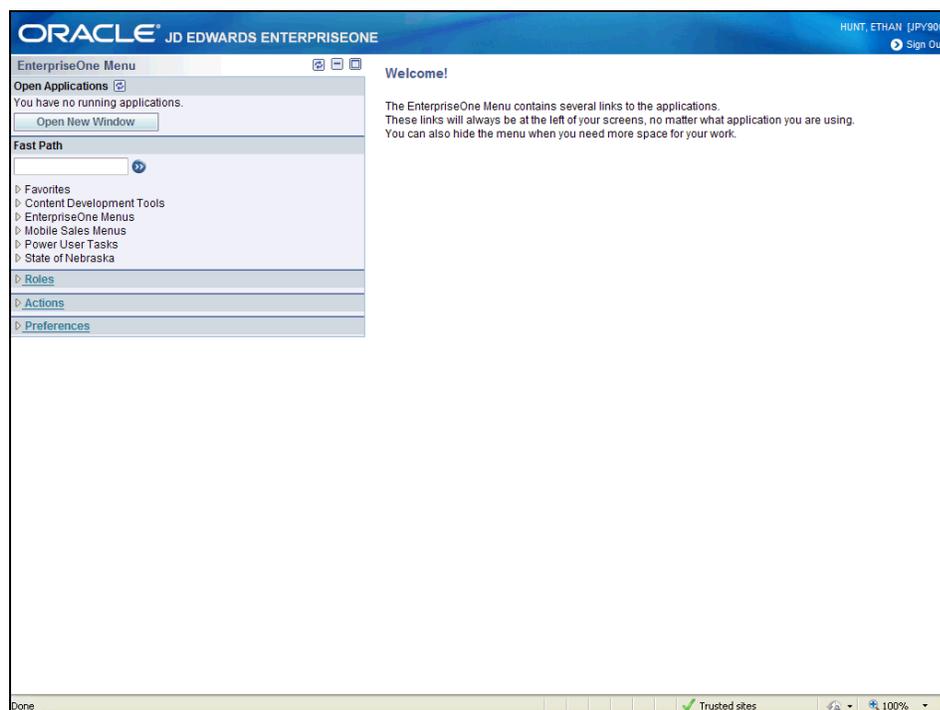
Recurring Invoices Overview

You can create recurring invoices that specify the frequency and number of payments. You can inquire on these invoices and recycle them as needed.

Enter Recurring Invoices Lesson

Procedure

In this lesson you will learn how to enter a recurring invoice.

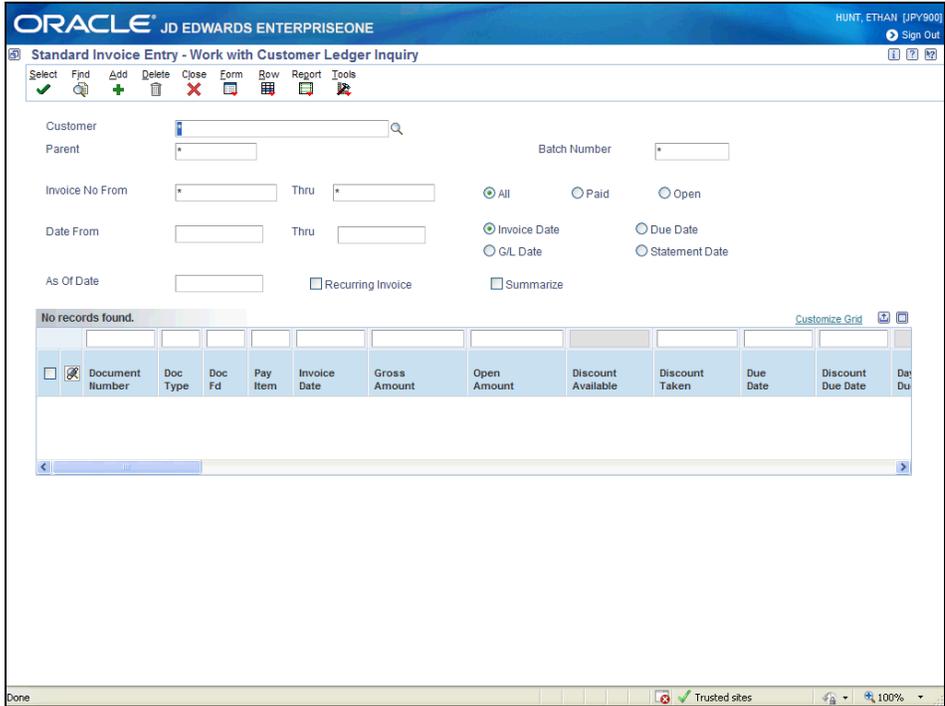


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Receivable link. Accounts Receivable
3.	Click the Accounts Receivable Processing link. Accounts Receivable Processing
4.	Click the Invoicing link. Invoicing
5.	Click the Recurring Invoice Processing link. Recurring Invoice Processing

Training Guide

Recurring Invoices

Step	Action
6.	Click the Standard Invoice Entry link.

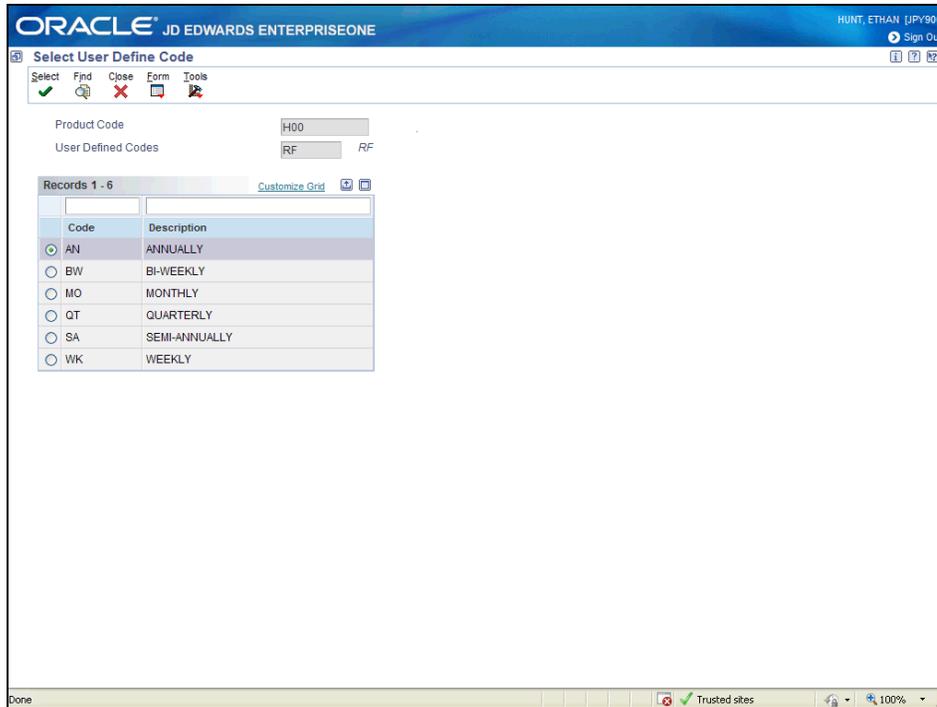


Step	Action
7.	Click the Add button.

Step	Action
8.	Enter the customer Address Book number into the Customer field.
9.	Press [Tab] .
10.	Enter the fund number into the Fund field.
11.	Invoice Date – date of your invoice to the customer or leave blank to default to G/L Date.
12.	Enter the date on which the entry should post to the general ledger into the G/L Date field.
13.	Click in the Gross Amount field. <input type="text"/>
14.	Enter the Gross Amount into the Gross Amount field.
15.	Press [Tab] .
16.	Identify the invoice in the Remark field.
17.	Scroll to the Freq field.
18.	Click in the Freq field and enter how often it will recur. Use the Visual Assist tool if necessary. <input type="text"/>
19.	Click the Visual Assist button. 

Training Guide

Recurring Invoices



Step	Action
20.	Select the appropriate Code. 
21.	Click the Select button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Standard Invoice Entry - Standard Invoice Entry

Document No/Type/Fd: 10000 Batch No: 1993491

Customer: 966036 ABF FREIGHT SYSTEM, INC

Fund: 10000 STATE GENERAL FUND Discount %

Invoice Date: 12/21/2009 GIL Date: 12/21/2009 Payment Terms:

count	Date	GIL Class	PS	Freq	No Pymts	Pay Ext	SO Doc No	SO Type	SO Doc Fd	Payor Number	Reference	P C	Void Date	Shipment Number

Gross: Disc: Tax: Taxable:

Step	Action
22.	Press [Tab] .
23.	Enter how often it will recur into the No Pymts field.
24.	Click the OK button. 

Training Guide

Recurring Invoices



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Standard Invoice Entry - G/L Distribution

Document No/Type/Co: 306774 RR 10000 Batch Number: 1993491

Customer: 966036 Explanation: ABF FREIGHT SYSTEM, INC

G/L Date: 12/21/2009 Percent

Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
		200.00-	TRAINING EXAMPLE	0				
			TRAINING EXAMPLE	0				

Amount: Remaining:

Step	Action
25.	Enter the G/L number into the Account Number field.
26.	Amount – should be negative, all or part of the Gross Amount.
27.	Remark – will default to the same as above or can be modified.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Standard Invoice Entry - G/L Distribution

Document No/Type/Co: 306774 RR 10000 Batch Number: 1993491

Customer: 966036 Explanation: ABF FREIGHT SYSTEM, INC

GL Date: 12/21/2009 Percent

Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
65025009.961000		200.00-	TRAINING EXAMPLE	0				
			TRAINING EXAMPLE	0				

Amount: 200.00- Remaining: 200.00-

Step	Action
28.	Press the down arrow on the keyboard.
29.	Add additional line(s) as needed. Amount field should show full distributed amount, Remaining field should be blank

Training Guide

Recurring Invoices

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Standard Invoice Entry - G/L Distribution

Document No/Type/Co: 306774 RR 10000 Batch Number: 1993491
 Customer: 966036 Explanation: ABF FREIGHT SYSTEM, INC
 G/L Date: 12/21/2009 Percent

Records 1 - 2 Customize Grid

	Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
<input type="radio"/>	65025009 961000	AUTHORIZED AMOUNT	200.00-	TRAINING EXAMPLE	0				
<input type="radio"/>				TRAINING EXAMPLE	0				

Amount: 200.00- Remaining:

Done Trusted sites 100%

Step	Action
30.	Click the OK button. 
31.	Record the batch number.

ORACLE JD EDWARDS ENTERPRISEONE

HUNT, ETHAN [JPY900] Sign Out

Standard Invoice Entry - Standard Invoice Entry

Delete Cancel Form Row Tools

Document No/Type/Fd [] [] [] Batch No * 1993491 Prev Doc * 306774

Customer [] ABF FREIGHT SYSTEM, INC

Fund 10000 STATE GENERAL FUND Discount %

Invoice Date [] G/L Date 12/21/2009 Payment Terms []

Records 1 - 1 Customize Grid

Pay Item	Gross Amount	Remark	Business Unit	Pymt Terms	Disc Percent	Open Amount	Tax Area	Tax Expl	Due Date	Disco Due D
001										

Gross [] Disc [] Tax [] Taxable []

Done Trusted sites 100%

Step	Action
32.	Click the Cancel button.

ORACLE JD EDWARDS ENTERPRISEONE

HUNT, ETHAN [JPY900] Sign Out

Standard Invoice Entry - Work with Customer Ledger Inquiry

Select Find Add Delete Close Form Row Report Tools

Customer []

Parent [] Batch Number 1993491

Invoice No From [] Thru [] All Paid Open

Date From [] Thru [] Invoice Date Due Date
 G/L Date Statement Date

As Of Date [] Recurring Invoice Summarize

No records found. Customize Grid

Document Number	Doc Type	Doc Fd	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Da Du
No records found.											

Done Trusted sites 100%

Training Guide

Recurring Invoices

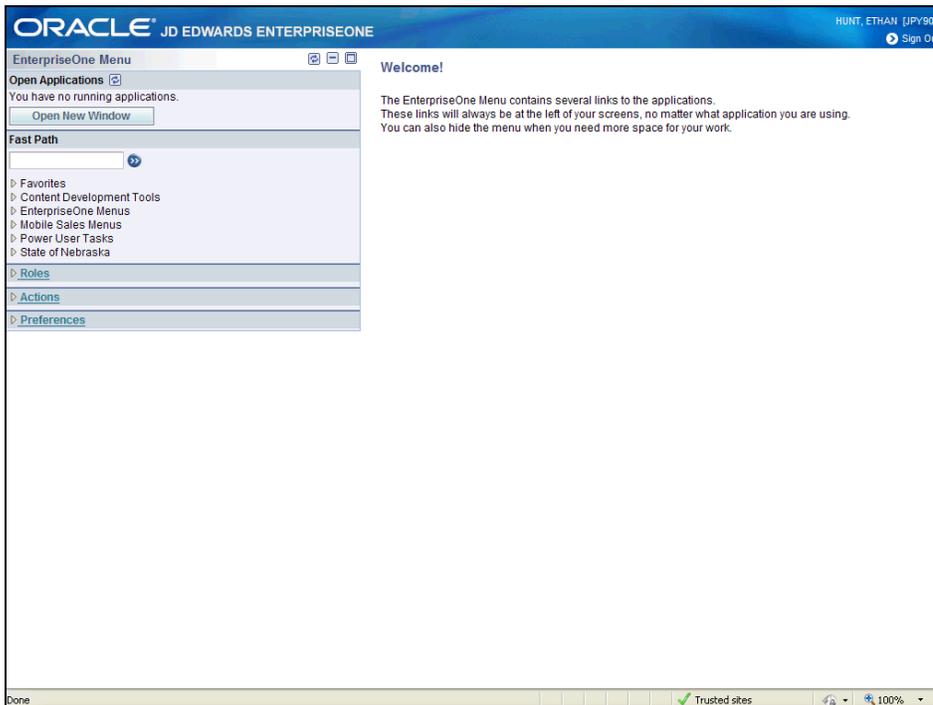


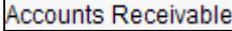
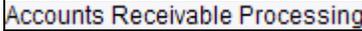
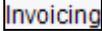
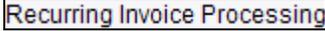
Step	Action
33.	Click the Close button. 
34.	You have successfully completed this lesson. End of Procedure.

Inquire On Recurring Invoices Lesson

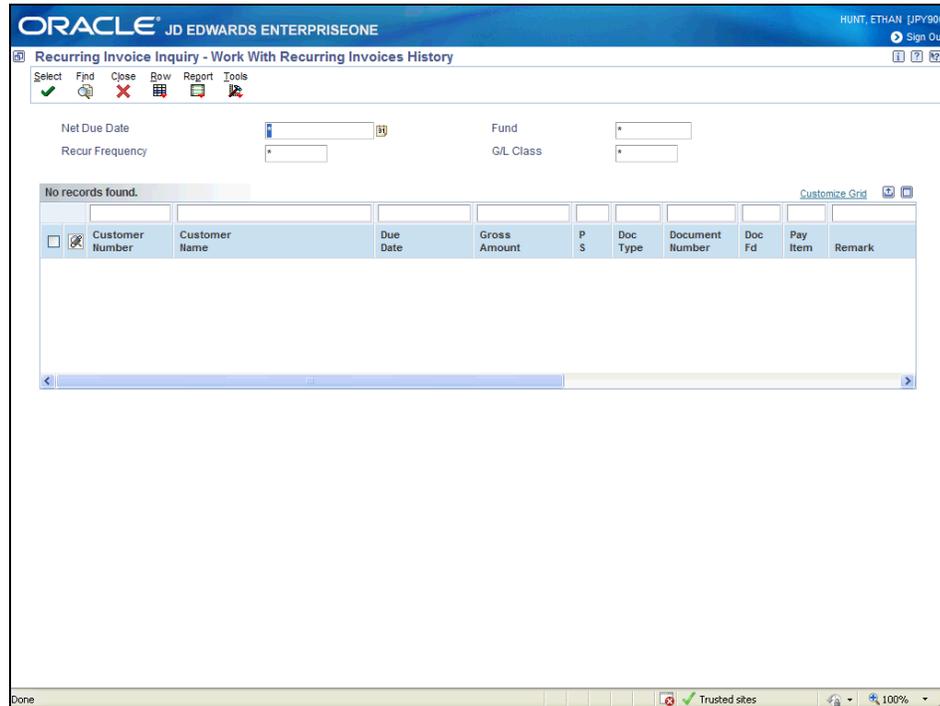
Procedure

In this lesson you will learn how to inquire on recurring invoices.



Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Receivable link. 
3.	Click the Accounts Receivable Processing link. 
4.	Click the Invoicing link. 
5.	Click the Recurring Invoice Processing link. 

Step	Action
6.	Click the Recurring Invoice Inquiry link. 



Step	Action
7.	Click in the Recur Frequency field. 
8.	Enter the frequency code into the Recur Frequency field.
9.	If necessary narrow your search by entering the customer number in the QBE line. 
10.	Click the Find button. 
11.	Choose your customer by clicking the check box next to it. 
12.	Click the Select button. 
13.	Review the information.

Training Guide

Recurring Invoices

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Recurring Invoice Inquiry - Revise Recurring Invoice Information

OK Cancel Tools

Due Date: 01/20/2010

Remark: TRAINING EXAMPLE

of Payments: 10

Recur Frequency: MO

Invoice Date: 12/21/2009

Done Trusted sites 100%

Step	Action
14.	Click the Cancel button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Recurring Invoice Inquiry - Work With Recurring Invoices History

Select Find Close Row Report Tools

Net Due Date: * Fund: *

Recur Frequency: MO G/L Class: *

Records 1 - 2 Customize Grid

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Customer Number	Customer Name	Due Date	Gross Amount	P S	Doc Type	Document Number	Doc Fd	Pay Item	Remark
<input type="checkbox"/>	<input checked="" type="checkbox"/>	966036	ABF FREIGHT SYSTEM, INC	01/20/2010	150.00	A	RR	306773	10000	001	TRAINING EXAM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	966036	ABF FREIGHT SYSTEM, INC	01/20/2010	200.00	A	RR	306774	10000	001	TRAINING EXAM

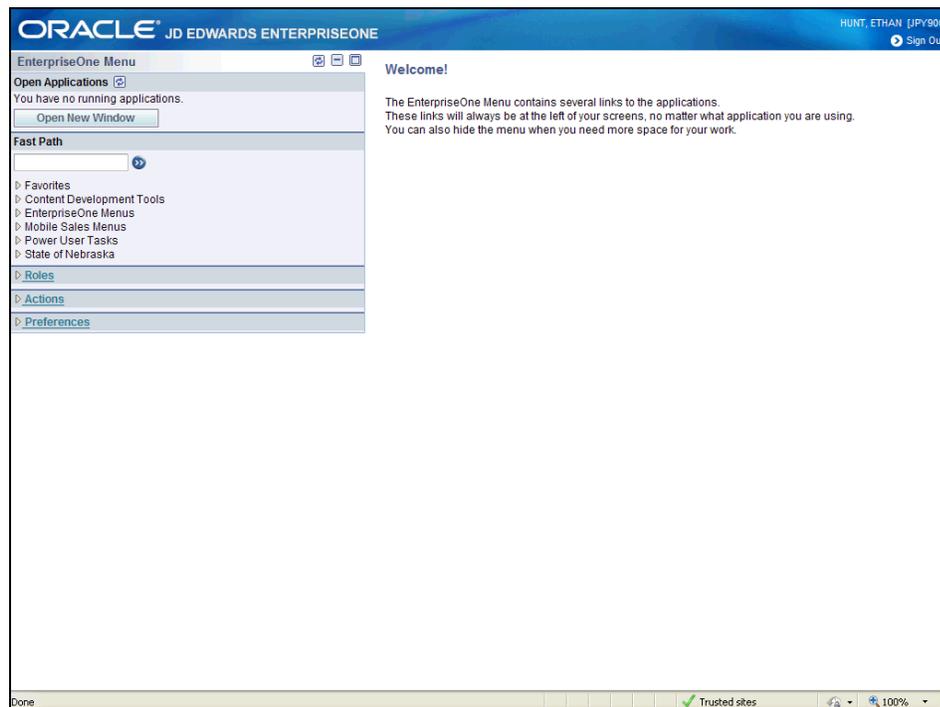
Done Trusted sites 100%

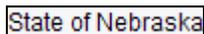
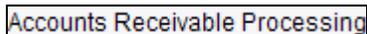
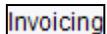
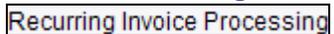
Step	Action
15.	Click the Close button. 
16.	You have successfully completed this lesson. End of Procedure.

Recycle Recurring Invoices Lesson

Procedure

In this lesson you will learn how to recycle recurring invoices.

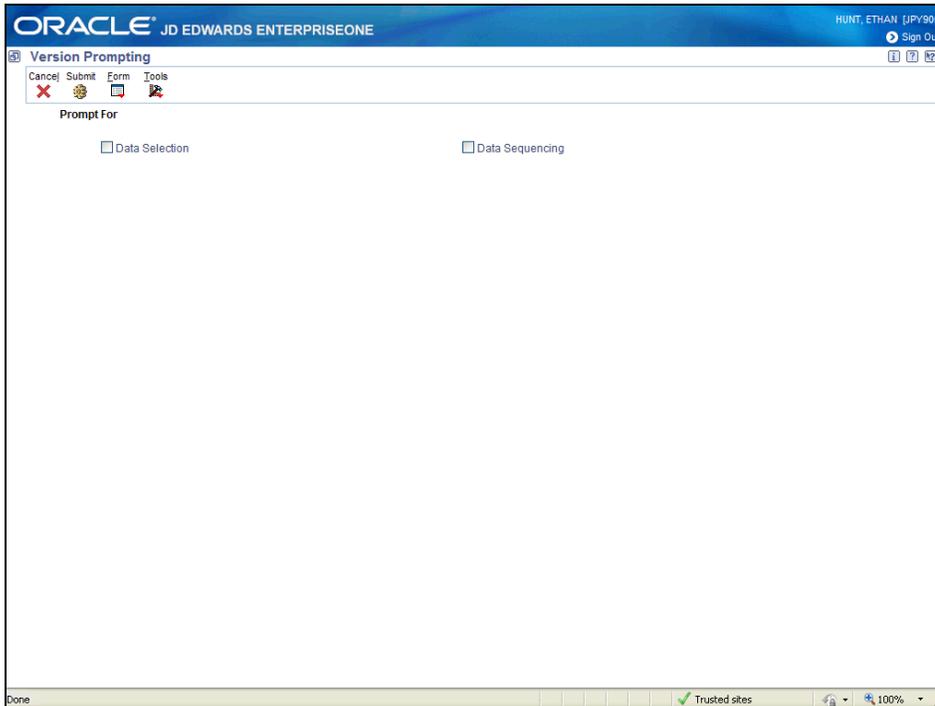


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Receivable link. 
3.	Click the Accounts Receivable Processing link. 
4.	Click the Invoicing link. 
5.	Click the Recurring Invoice Processing link. 

Training Guide

Recurring Invoices

Step	Action
6.	Click the Recycle Recurring Invoices link. 



Step	Action
7.	Click the Data Selection option. 
8.	Click the Submit button. 

Operator	Left Operand	Comparison	Right Operand
Where	Recurring Frequency # of Payments (F03B11) (DRF) [BC]	is greater than	Zero
And	Document Type (F03B11) (DCT) [BC]	is equal to	"RR"
And	Fund (F03B11) (CO) [BC]	is equal to	Null
And			

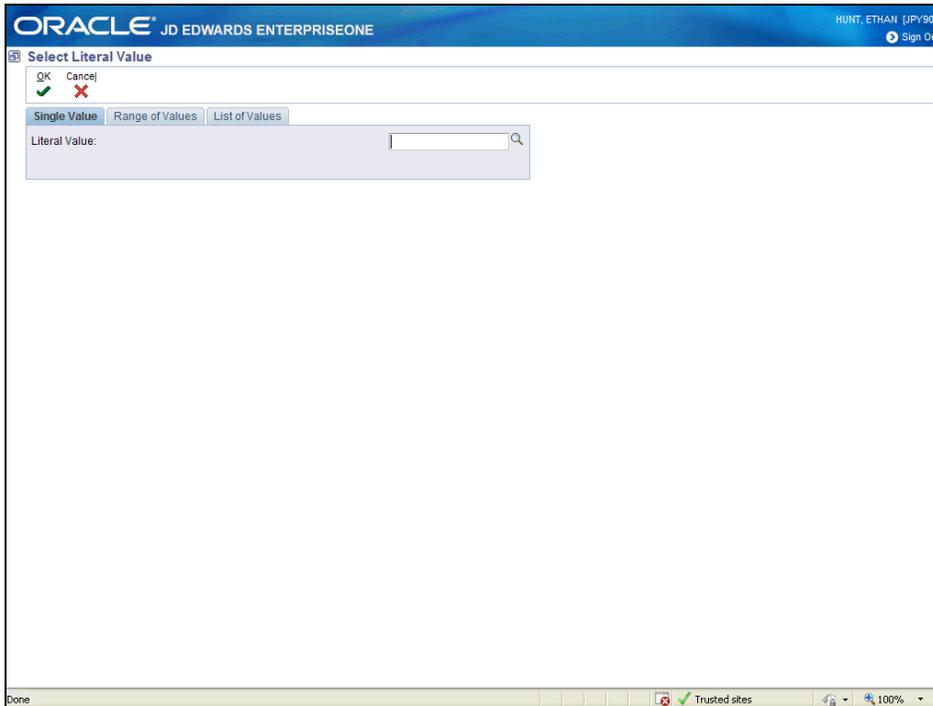
Step	Action
9.	Click the Right Operand list of the third row (Fund). <div style="border: 1px solid black; padding: 2px; display: inline-block;">Null</div>

Operator	Left Operand	Comparison	Right Operand
Where	Recurring Frequency # of Payments (F03B11) (DRF) [BC]	is greater than	Zero
And	Document Type (F03B11) (DCT) [BC]	is equal to	"RR"
And	Fund (F03B11) (CO) [BC]	is equal to	Null
And			

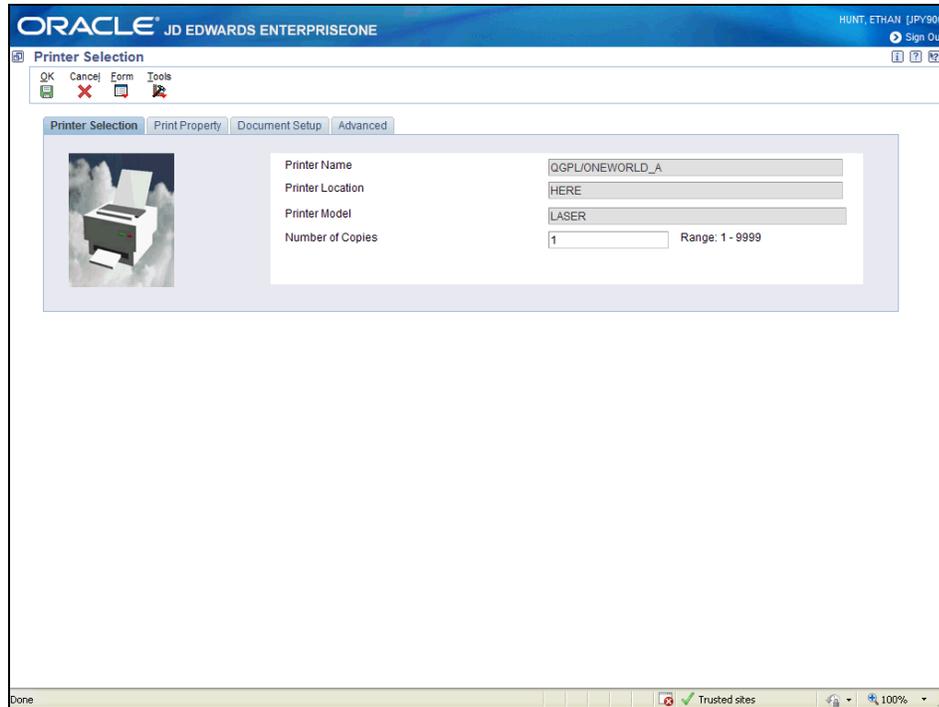
Training Guide

Recurring Invoices

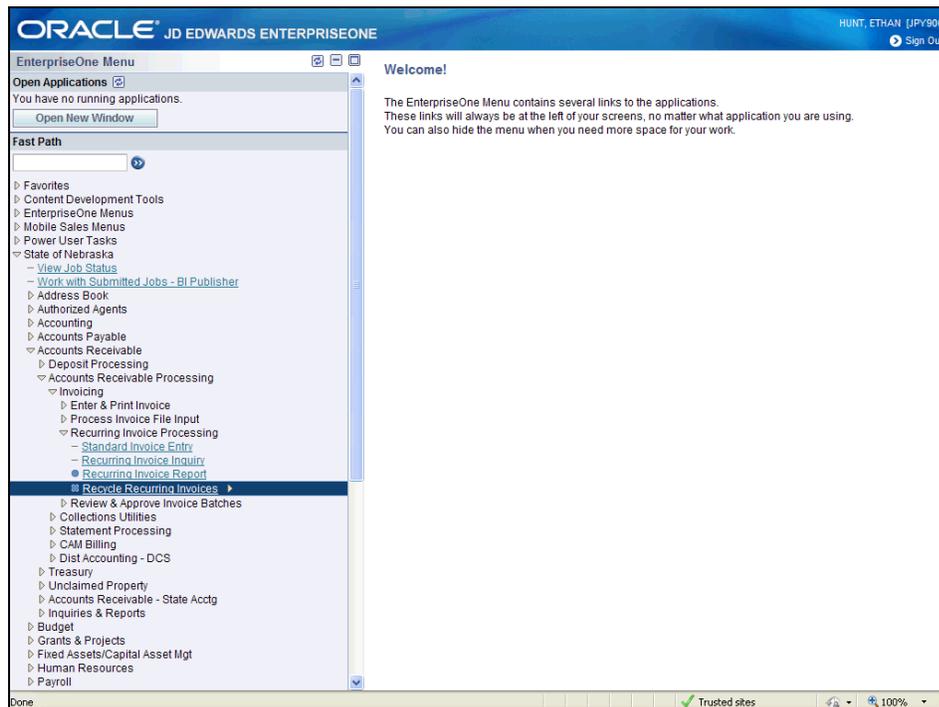
Step	Action
10.	Click the Literal list item. <input type="text" value="Literal"/>



Step	Action
11.	Enter the fund number into the Literal Value: field.
12.	Click the OK button. <input checked="" type="checkbox"/>
13.	Click the OK button. <input checked="" type="checkbox"/>



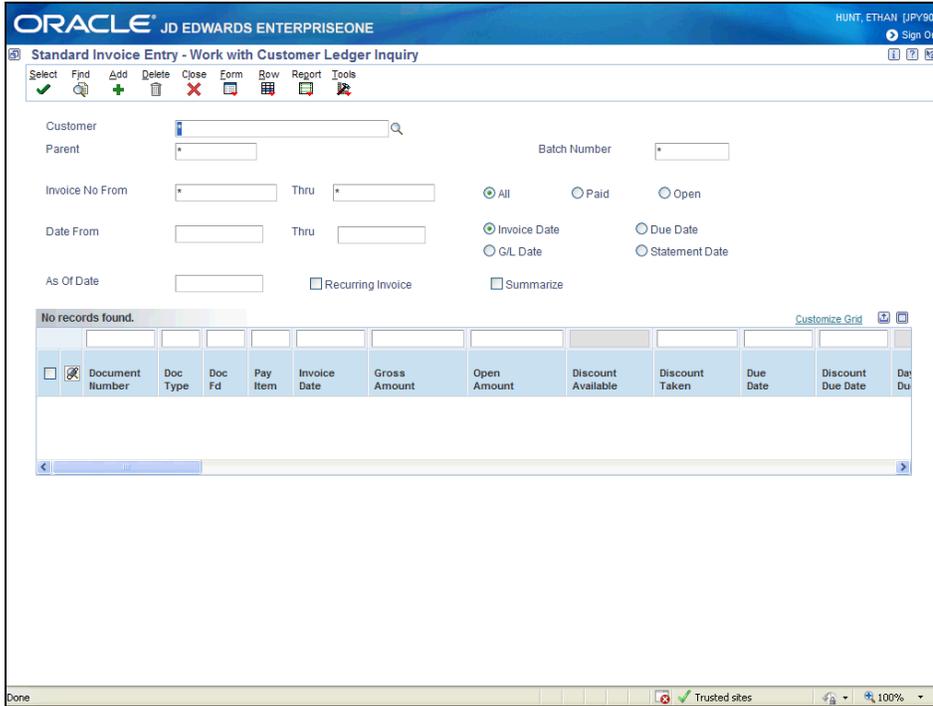
Step	Action
14.	Click the OK button. 



Training Guide

Recurring Invoices

Step	Action
15.	Click the Standard Invoice Entry link.



Step	Action
16.	Enter the customer number into the Customer field.
17.	Click the Find button.
18.	You will see two RR Doc Type transactions. The first is the new invoice which will be approved and posted. The second is the recurring invoice which now reflects the number of payments remaining.
19.	Click the Close button.
20.	You have successfully completed this lesson. End of Procedure.