Work Instruction

View Transaction Details

Purpose

Use this procedure to view invoice or credit memo details.

Prerequisites

- You have been assigned the appropriate AR responsibility (*HRVD^AR^TUB^ORG^COL*).
- Your customer has been set up in the AR system.

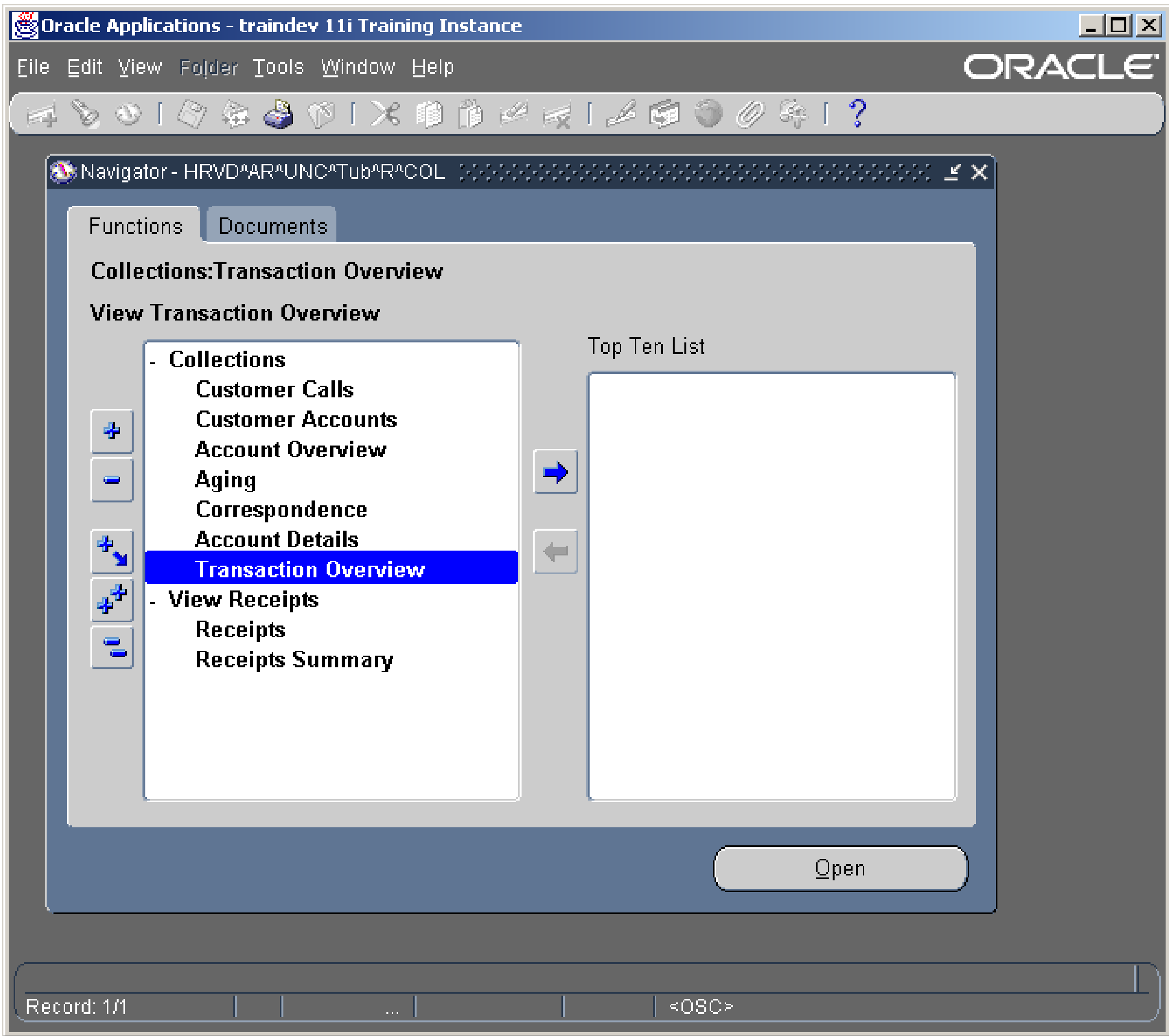
Helpful Hints

Use these keyboard shortcut keys to speed your work:

- %: Wildcard
- F3: Copy Field Above
- F7: Enter Query
- F8: Execute Query
- F9: View List of Values for a Field
- F10: Save

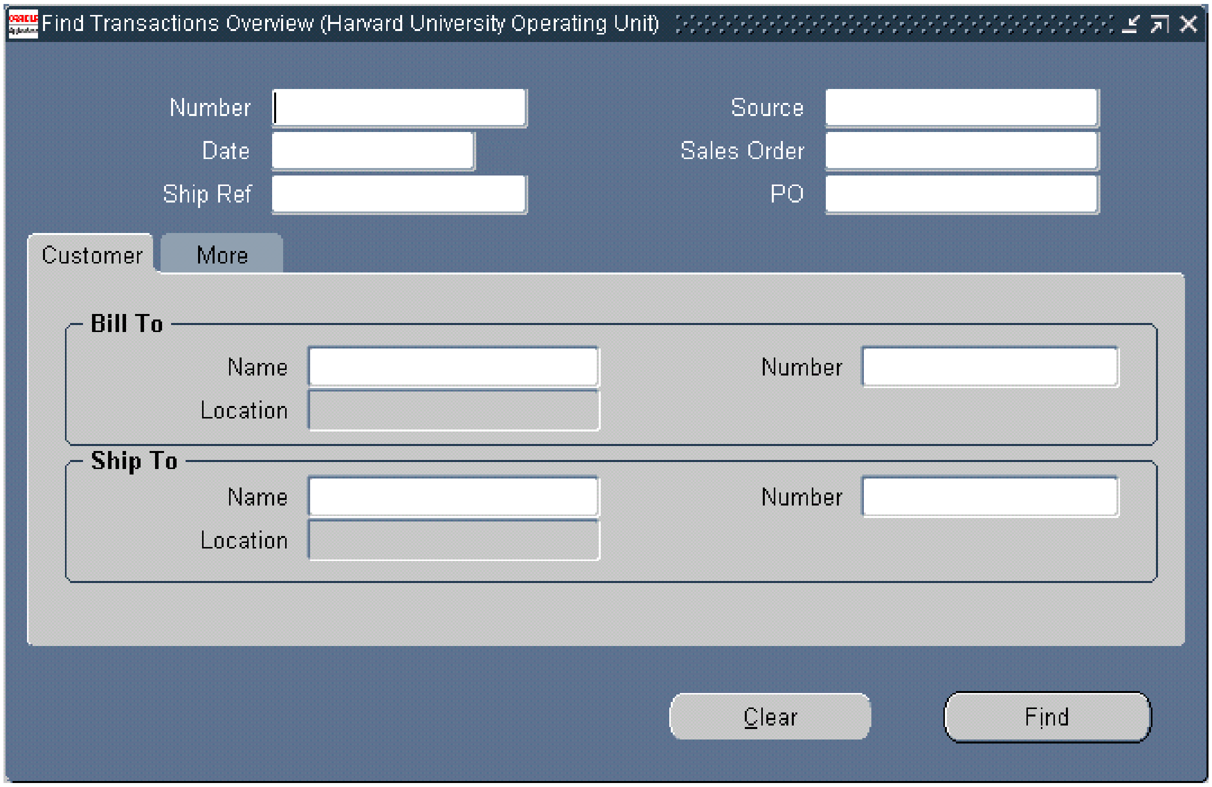
Procedure

Oracle Navigator



1. Click on **Collections ➔ Transaction Overview** to start this procedure.

Find Transactions Overview



2. Complete any of the following fields, in the screen header or in any of the tabs listed, to define your search. Although the fields are listed as optional, you must enter at least one field to begin your search.

If you know your transaction **Number**, providing that in your search will suffice. Using that number, the system will be able to find all related transaction information.

Fields not listed are not used.

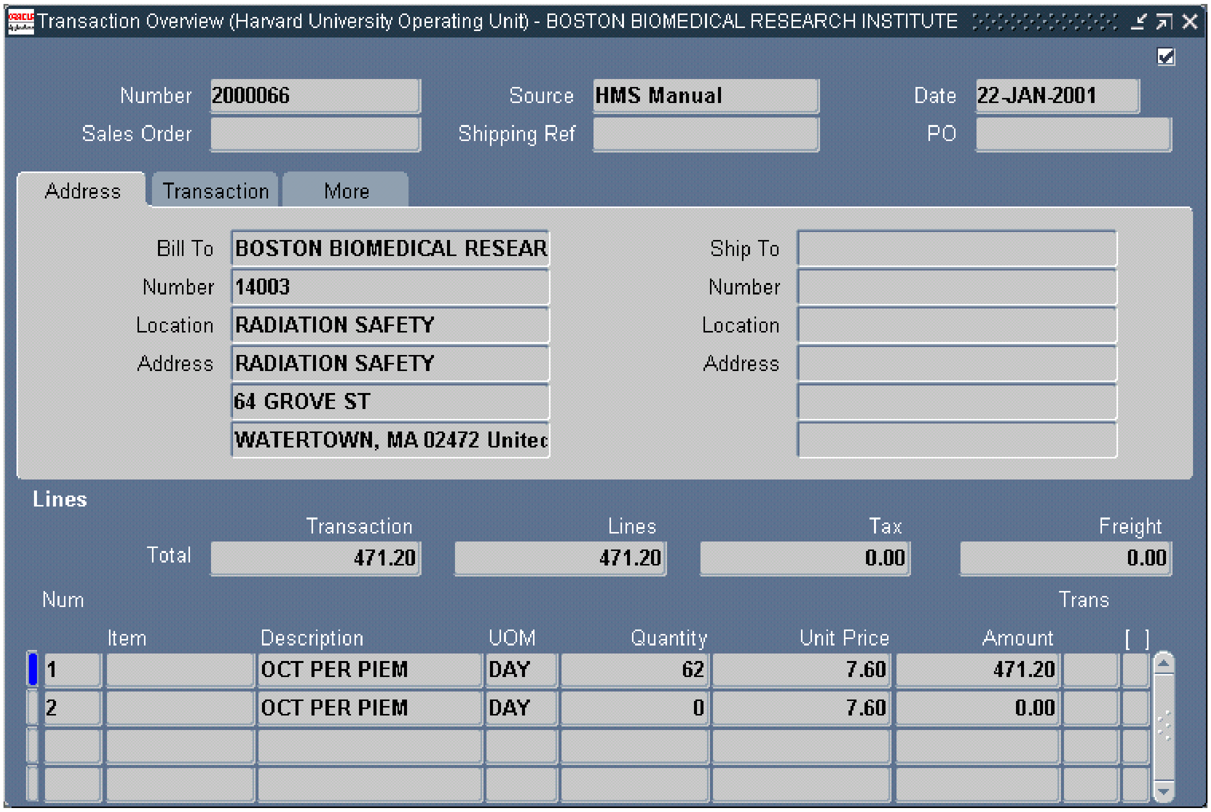
In the Screen Header, This Field	R/O/C	Enter
Number	O	The invoice or credit memo number to find a particular document
Source	O	The Harvard tub, manual vs. feed; manual invoices are numbered consecutively within each source **Example:** HMS Manual
Date	O	The date the invoice or credit memo was created

In the Screen Header, This Field	R/O/C	Enter
PO	O	The customer's purchase order number

Under the Customer Tab, This Field	R/O/C	Enter
Name (Bill To)	O	The bill-to customer name **Note:** Use all CAPS when entering customer names (LASTNAME FIRSTNAME for individuals)
Number	O	The bill-to customer number
Location	O	The customer location **Note:** Use this when more than one location exists and you only want to view details for a particular location.

Under the More Tab, This Field	R/O/C	Enter
Reference	O	Any information which may have been entered in the document reference field
Due Date	O	The due date the invoice payment is due
Type	O	The transaction type (Tub/Billing Unit)
GL Date	O	The date the transaction was posted to the general ledger
Status	O	Status of items you want to view. Click for a drop down list of status options.

Transaction Overview



3. In the screen header, **Address** tab, and screen footer, review the following fields:

Fields not listed are not used.

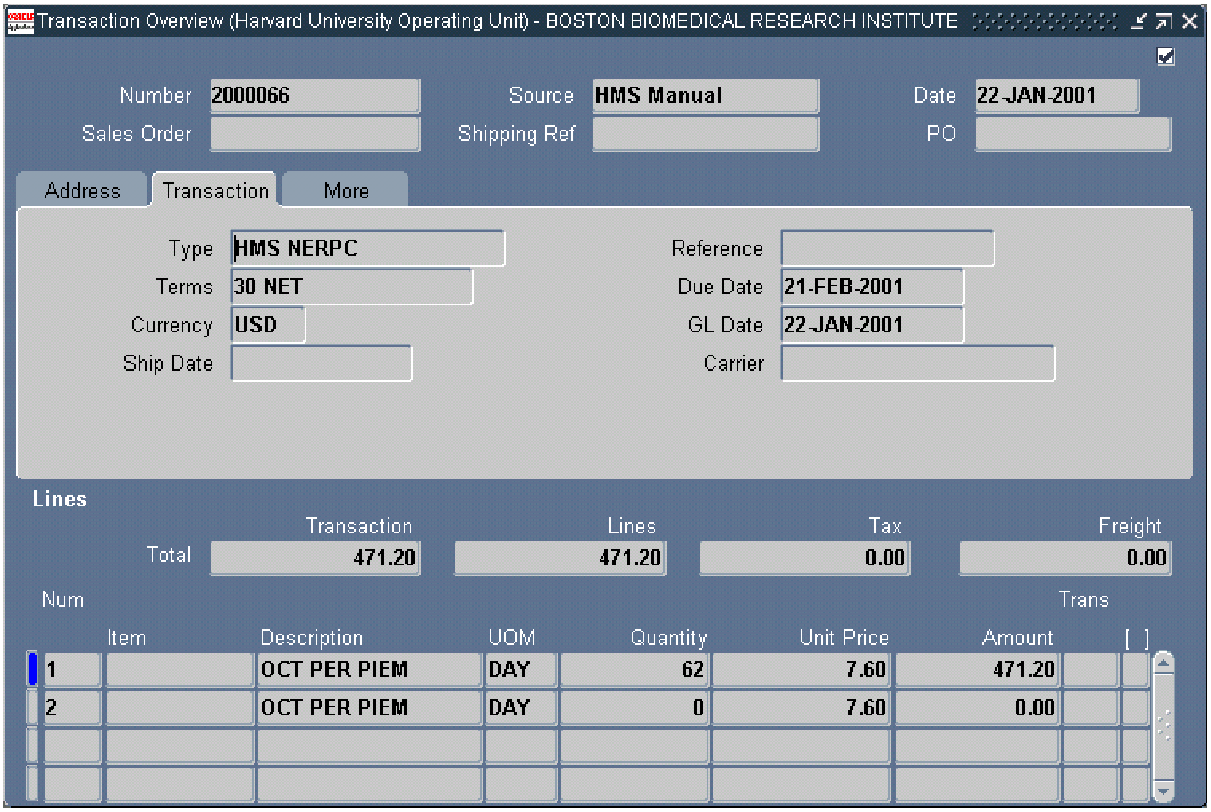
In the Screen Header, This Field	Shows
Number	The invoice or credit memo number associated with the record
Source	The tub abbreviation/Manual or Feed **Example** HMS Manual
Date	The date the invoice or credit memo was manually or electronically entered into the system
PO Number	The customer's purchase order number

In the Address Tab, This Field	Shows
Bill To	The customer name
Number	The customer number
Location	The first line of the bill-to address for this invoice
Address	The billing address for this invoice

In the Screen Footer (Lines), This Field	Shows
(Total) Transaction	The total of all invoice lines included on this invoice
(Total) Lines	The total of all invoice lines included on this invoice
(Total) Tax & Freight	These fields are not used
Num	The invoice line number
Description	The invoice line description of goods or services billed
Quantity	The invoice line quantity billed
Unit Price	The invoice line price per unit
Amount	The invoice line total amount

4. Click the Transaction tab.

Transaction Overview – Transaction Tab



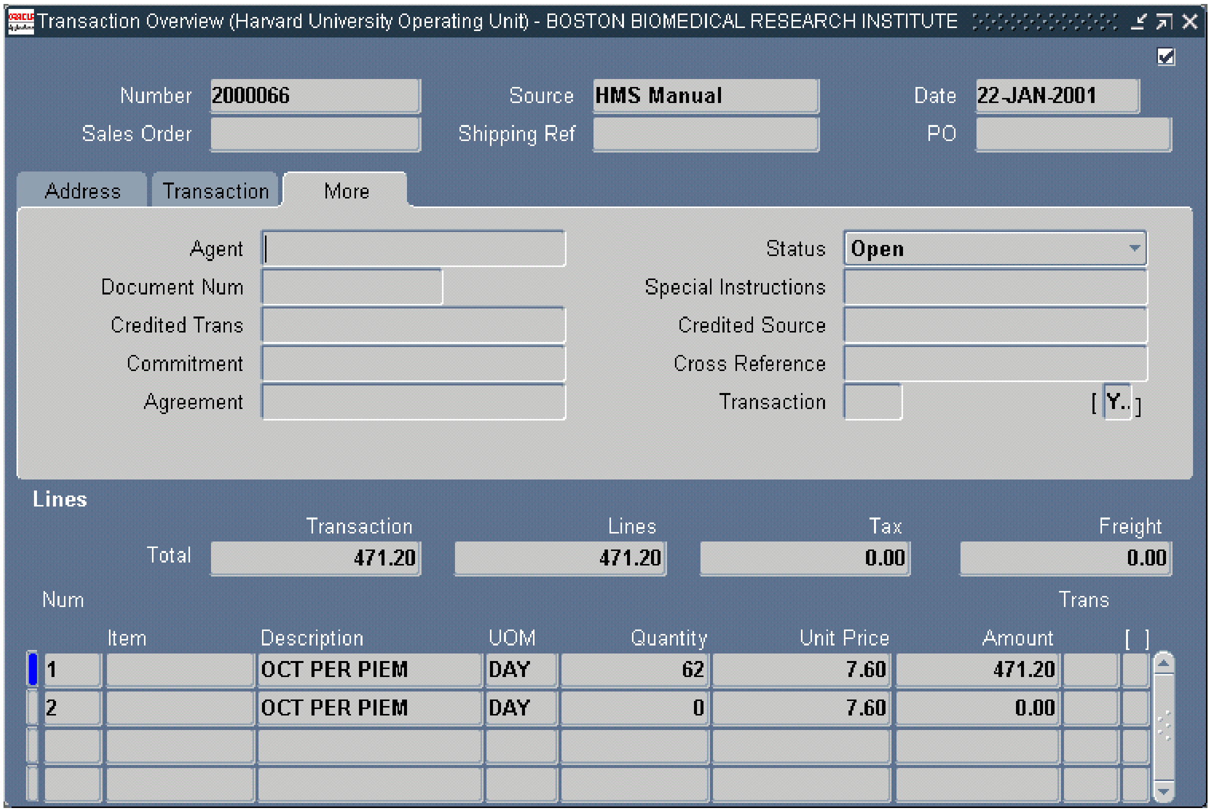
5. Under the **Transaction** tab, review the following fields:

The screen header and footer will not change when you move from tab to tab.

This Field	Shows
Type	The transaction type (Tub/Billing Unit)
Reference	Additional information about the invoice
Terms	The invoice payment terms
Due Date	The date payment is due for the invoice
Currency	U.S. dollars. This will always display as the currency
GL Date	The date the transaction was posted to the general ledger

6. Click the More tab.

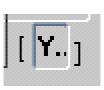
Transaction Overview – More Tab



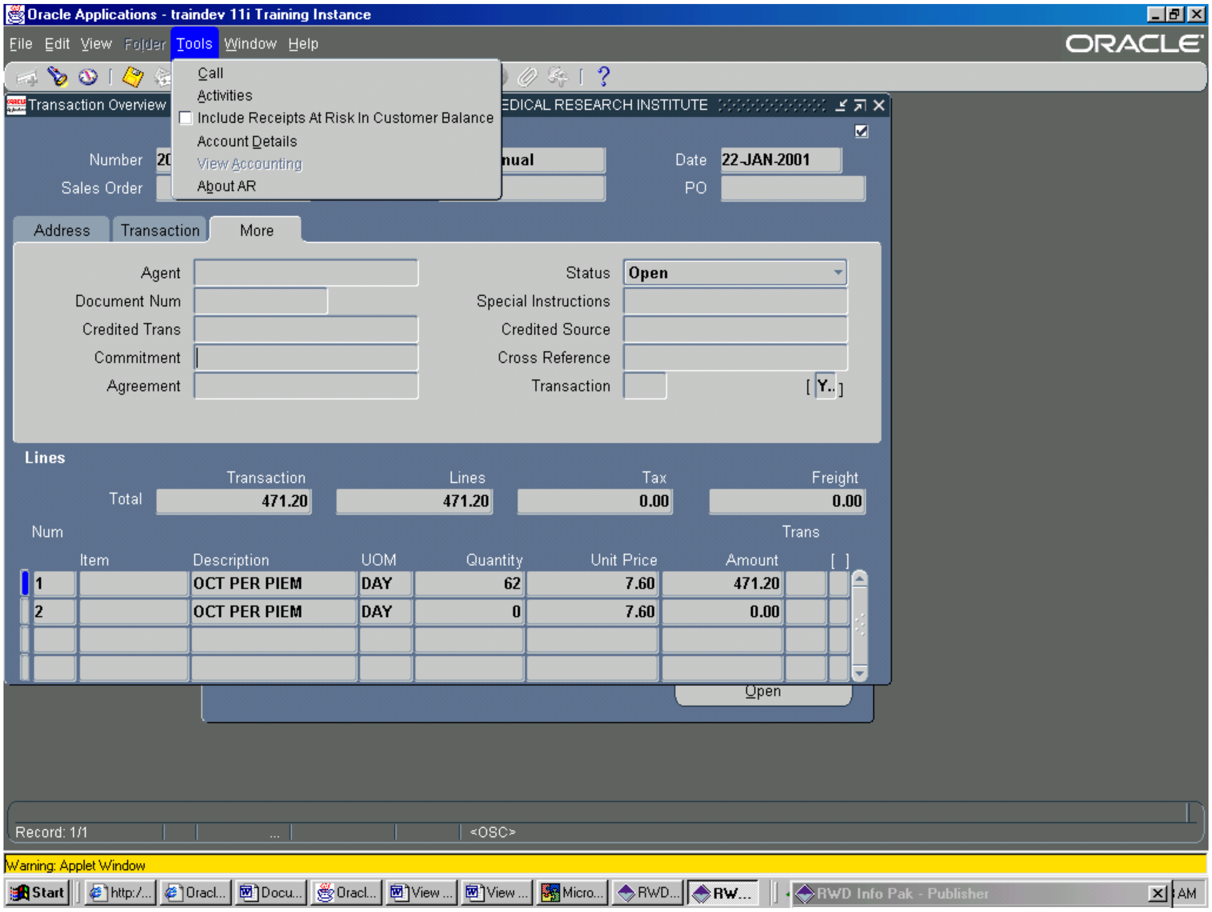
7. Under the **More** tab, review the following fields:

The screen header and footer will not change when you move from tab to tab.

Fields not listed are not used.

This Field	Shows
Status	The status of the invoice or credit memo
Special Instructions	Any special instructions included on the invoice
	Notification that an attachment was included with the invoice **Example:** "Y" or "N"

Additional Functions - Tools Menu



8. Perform one of the following:

If You Want To	Then	Go To
Enter collection call information about this invoice	Select **Tools ➔ Call**.	The "Enter and Schedule Collection Calls" work instruction
View Payments/Credits for this invoice	Select **Tools ➔ Activities**.	The "View Account Details" work instruction
View details of this customer account	Select **Tools ➔ Account Details**.	The "View Account Details" work instruction

9. You have completed this task.

Result

You have reviewed details about a particular transaction.