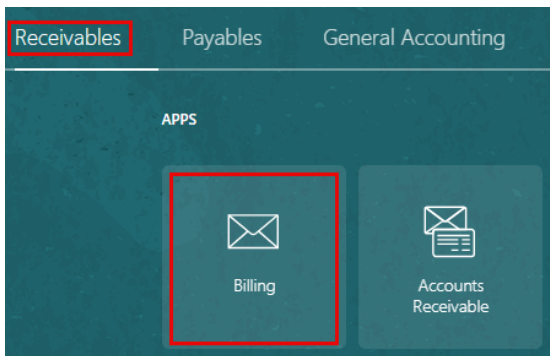# Manage Accounts Receivable Transactions

In this topic you will learn how to manage accounts receivable transactions. Financial agents who have access to the Hub Receivables module can view their Receivable invoices (e.g., J.P. Morgan, Field Trip and overspending invoices). They will make payments through iPayment.
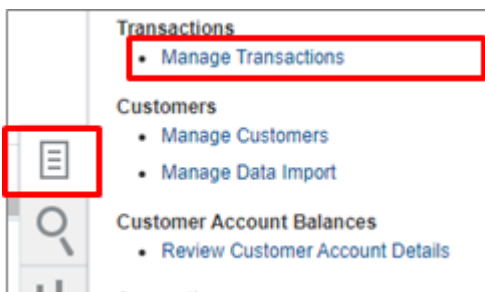
Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.
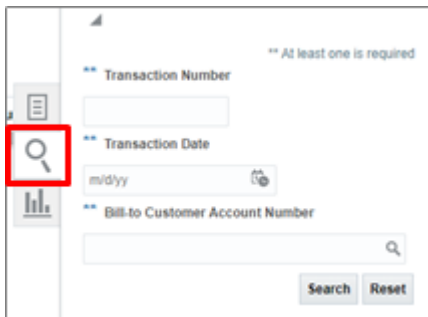
Directions

1. Scroll to the **Receivables** menu and select the **Billing** tile.

2. Within the **Task** menu on the right-hand side of the page, click the **Manage Transactions** link.
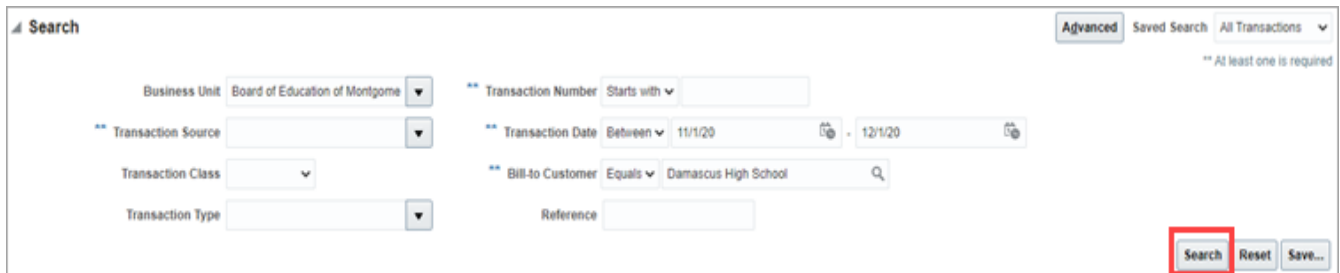

Note: *Optionally, click the **Search** icon* 🔍 *to conduct a quick search. At least one parameter must be entered: **Transaction Number, Transaction Date** or **Bill-to-Customer Account Number**.*
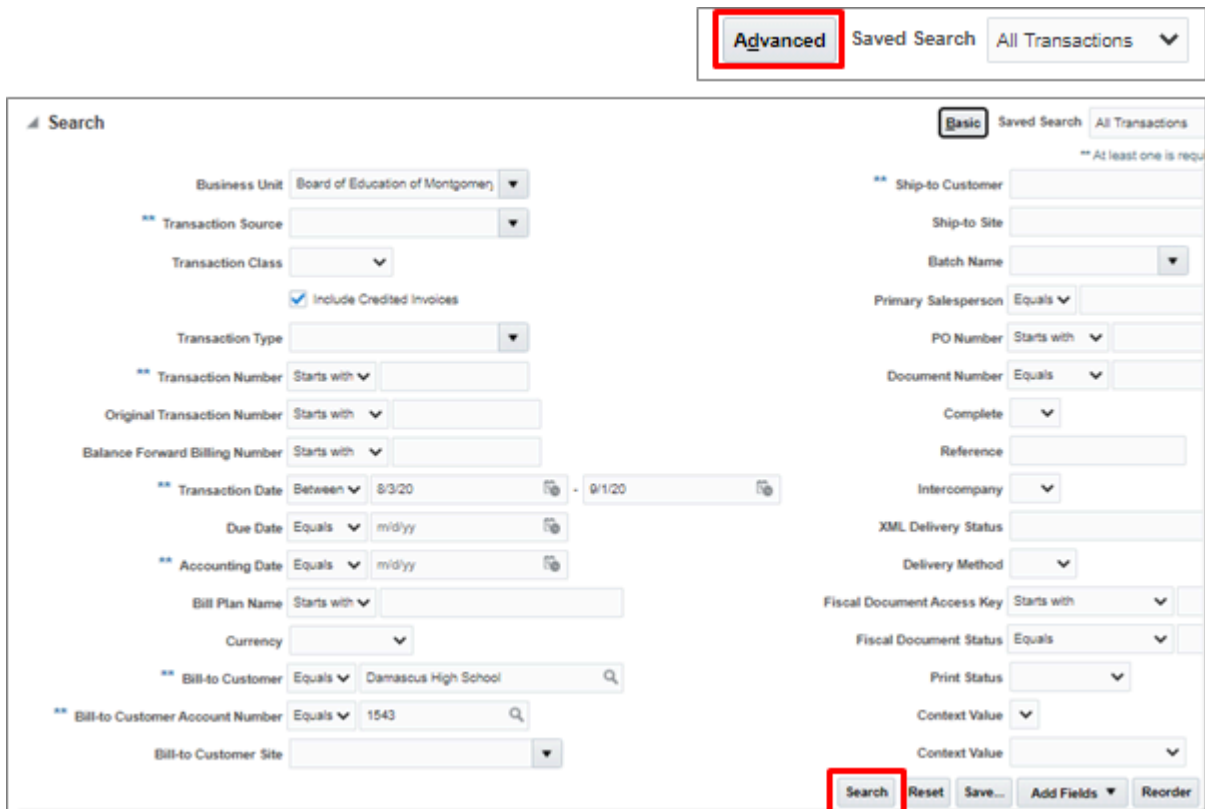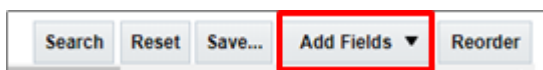
3. Use the available parameters to search the transaction by **Transaction Source, Transaction Number, Transaction date** or **Bill-to Customer**. Click the **Search** button to execute search.

4. Click the **Advanced Search** option to search the transaction with additional fields. Clicking the **Basic** button allows you to go back to the Simple search screen. Enter additional search criteria as desired and click the **Search** button to execute.

Note: *You have the option to add more fields to the search parameter by clicking on the **Add Fields** button. Select from the list of available fields to add to the parameter screen.*

5. Click the **Invoice Number** to review the invoice queried.

	Transaction Number	Transaction Source	Transaction Class
▶	4025425	MCPS GL Recei...	Invoice

Actions ▼   View ▼   📄 ✏️ ⊞ 🔲 Detach

6. Review invoice details with the Line Information, Tax Determinants, and Revenue Scheduling. Use the scroll bar to view all the available fields. Also, to review the invoice number and description for each line number, click on the **Details** icon.

Note: *The due date refers to the due date as calculated by Oracle based on the standard payment terms.*

Review Transaction: Invoice 4025425 ⓘ

General Information | Show More

Business Unit	Board of Education of Montgomery County
Transaction Source	MCPS GL Receivables
Transaction Type	Inv-GL AR Interface
Transaction Number	4025425
Document Number	
Status	Complete

Transaction Date	11/19/20
Accounting Date	12/1/20
Salesperson	
Invoicing Rule	
Attachments	None ➕
Notes	📝

Customer

Bill-to Name	Damascus High School
Bill-to Site	26285

Ship-to Name	
Ship-to Site	

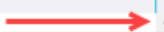**Invoice Details**

Invoice Lines   Sales Credits

View ▼   Detach

Line Information   Tax Determinants   Revenue Scheduling

Line	Item	Description	Line Information					Details
			Memo Line	UOM	Quantity	Unit Price	Amount	
1		Invoice Number : 208126...		.	.	1	66.06	66.06	🖥️
					Total	1		66.06	

7. Click on the **Show More** link next to **General Information** to see more information. The header will show the cross reference number. It will also show the tabs below with additional information such as:

- **Customer Tab** – Customer Address and Ship-to Information
- **Payment Tab** – Remit-to Address

Note: *Review additional information such as Consolidated Invoice Number, Custom Invoice Due Date, Custom Invoice Print Date, etc.*

Review Transaction: Invoice 4025425 ⑦

General Information | Show More

| Customer | Payment | Miscellaneous |

Bill-to

Name	Damascus High School
Account Number	1543
Third-Party Tax Registration Number	
Site	26285
Address	25921 Ridge Road
	Damascus, MD US 20872
Contact	▼

8. **Review Distributions**. Click on the **Action** button at the top of your screen, and select **Review Distributions** to see accounting lines for the selected invoice.
   Note: *If a warning message appears, asking if you want to continue, click **Yes***.

Actions ▼ | View Image | Save

- Credit Transaction
- Dispute Transaction
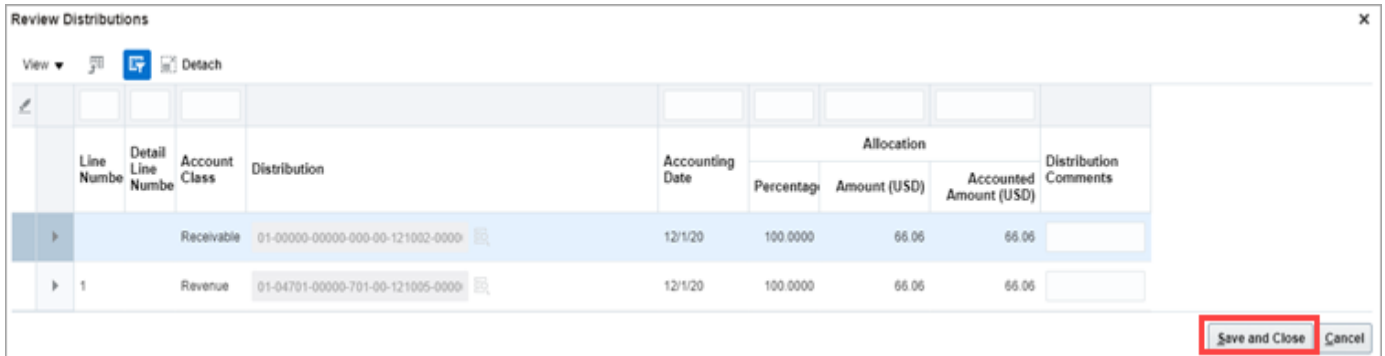- Manage Adjustments
- Review Installments
- Review Distributions
- Post to Ledger

⚠ **Warning** ✕

You must save the transaction before viewing or editing distributions. Do you want to continue?

Yes | No

9. Review the distributions and balance details. This helps to understand the selected invoice application or adjustment details if any occurred. Click the **Save and Close** button to exit.
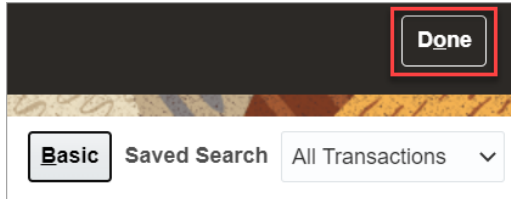

10. Click the **Cancel** button to exit the Review Transaction screen.

11. Click the **Done** button to exit the Manage Transactions screen.

12. Click on the **Home** icon to return to the Hub homepage.

Note: *Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.*