



Whitepaper

# Automatic ACH Receipt Batch Creation Process



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# Contents

Purpose	02
Process Overview	02
Conclusion	16



# Purpose



This document describes 'How to use Automatic ACH Receipt Batch Creation Process' functionality as provided in Oracle Cloud application. To use Automatic ACH Receipt Batch Process there should be a pre-existing agreement between you and your customer to process payments via ACH for Automatic receipts. The commonly used format for Transmission to Bank is NACHA. Through NACHA Format, Bank gets the necessary data points and transfers the funds from customer's bank account to your bank account as a part of the remittance process.

Please note that any oracle functionality can be used provided pre-requisites (setup configuration) are completed in the application.

## Assumptions

1. Bank setups in Oracle Cash Management are completed
2. Setups in Accounts receivables are completed
3. NACHA file format is ready as per Bank specifications

# Process Overview

## Automatic ACH Receipts Process involves

1. Create Automatic ACH Receipt Batch
2. Modify the Receipt Batch, if required
3. Receipt Remittance and Approval
4. Create Settlement Batch and Transmit to Bank (using Transmission Configuration) or
5. Transfer Receipt Batch to Bank (using SFTP server)

\*\*In this white paper, we are using SFTP server to transmit the settlement file to Bank\*\*

## Step1: Create Automatic ACH Receipt Batch

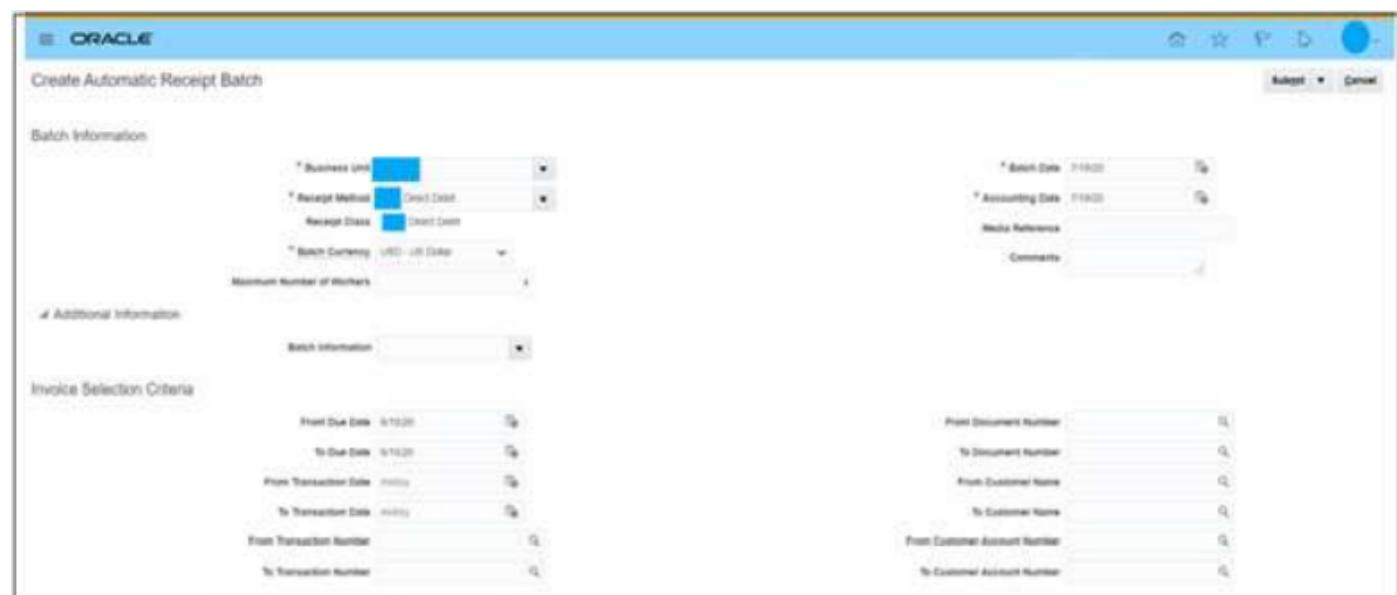
Navigation > Receivables > Accounts Receivables > Create Automatic Receipt Batch



Enter parameters to create Automatic Receipt Batch by using Receipt method i.e. 'Direct Debit' and enter the Selection Criteria i.e. Due Date, Transaction Number, Customer Name/ Number as required.

\*\* commonly used- Receipts will be created either one receipt for one invoice or one receipt for one customer\*\*

For this white paper, we are using one receipt for one invoice



Click on Submit button once you enter the required selection criteria.

System will submit the request.



**Click on Tools > Scheduled Processes to check the request status.**

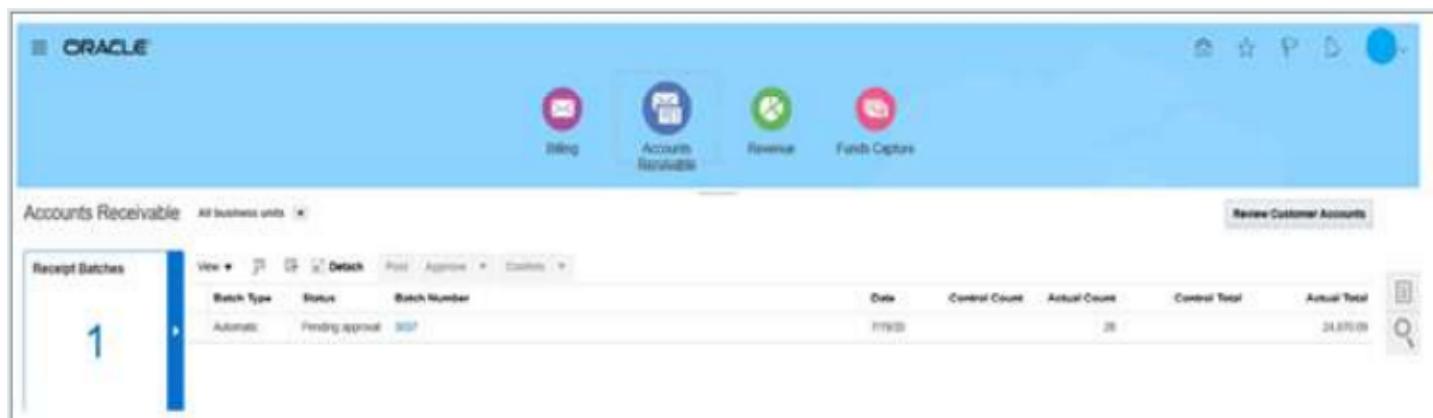
Request status should be succeeded



The screenshot shows the Oracle Home page with a blue header. In the top right, there are six icons: Self-Service, Worklist, Reports and Analytics, Scheduled Processes (which is highlighted in blue), File Import and Export, and Collaboration Messaging. Below the header is a search bar with the placeholder 'Search' and a 'Search' button. Under the search bar, there is a 'Search Results' section with a 'New' link and a 'Recent' link. The main content area has a 'Process' tab selected. Below the tabs, there is a table with two rows of data. The columns are 'Name', 'Process ID', 'Status', 'Scheduled Time', and 'Submission Time'. The first row is for 'Generate Automatic Receipt Creation or Receipt Remittance Log' with Process ID 1000001, Status 'Succeeded', Scheduled Time '11/10/2018 08:58 AM EST', and Submission Time '11/10/2018 08:58 AM EST'. The second row is for 'Create Automatic Receipt Batch' with Process ID 1000002, Status 'Succeeded', Scheduled Time '11/10/2018 08:58 AM EST', and Submission Time '11/10/2018 08:58 AM EST'.

**Click on Tools > Accounts Receivable... to find the Receipt Batch**

Receipt Batch status will be Pending Approval.



The screenshot shows the Oracle Accounts Receivable page. At the top, there are four icons: Billing, Accounts Receivable (which is highlighted in blue), Revenue, and Funds Capture. Below the icons, there is a 'Accounts Receivable' section with a 'All business units' dropdown and a 'Review Customer Accounts' button. The main content area is titled 'Receipt Batches' and shows a table with one row. The columns are 'Batch Type', 'Status', 'Batch Number', 'Date', 'Control Count', 'Actual Count', 'Control Total', and 'Actual Total'. The row shows 'Automatic' as the Batch Type, 'Pending approval' as the Status, '3007' as the Batch Number, '11/10/2018' as the Date, '20' as the Control Count, '20' as the Actual Count, '\$10,000.00' as the Control Total, and '\$10,000.00' as the Actual Total. There is a blue '1' icon next to the table.

Open the Batch and export the same in excel (this will help when we are doing changes in the receipt batch)



The screenshot shows the 'Approve Automatic Receipt Batch: 3007' page. At the top, there are buttons for 'Actions', 'Save', 'Save and Close', 'Approve', and 'Cancel'. The page is divided into sections: 'Batch Information', 'Additional Information', and 'Batch Details'. In 'Batch Information', there are fields for 'Batch Status' (Completed Creation), 'Business Unit' (highlighted in blue), 'Batch Type' (Automatic), 'Batch Number' (3007), 'Currency' (USD), 'Receipt Date' (11/10/2018), 'Receipt Method' (Direct Debit), 'Remittance Bank' (highlighted in blue), 'Batch Count' (20), 'Batch Amount' (\$10,000.00), 'Batch Date' (11/10/2018), 'Accounting Date' (11/10/2018), 'Deposit Date', and 'Attachments' (None). In 'Additional Information', there is a 'Control Value' dropdown. In 'Batch Details', there is a table with columns 'Customer Name', 'Customer Account Number', 'Customer Site', 'Customer Bank', and 'Customer Sub Account'. The table has five rows, each with a blue highlighted cell in the 'Customer Name' column.

## Before approving the receipt batch, check the Remittance Bank.

\*\*Note that, as per Oracle standard functionality, system will select the Primary Bank as a Remittance bank if multiple banks are assigned to the same receipt method with the same currency

### Approve the Batch by clicking on Approve button.

System submits the request for your action.



Click on OK

Check the status of the report



Status should be Succeeded.

Though we have agreement with customers for payments, sometimes customers won't be able to make the payments or will pay less hence we need to modify the Receipt Batch. You can remove the customers or transactions from the Receipt Batch that you have created.

### How to modify the Receipt Batch

Navigation>Receivables > Accounts Receivables > Manage Receipts

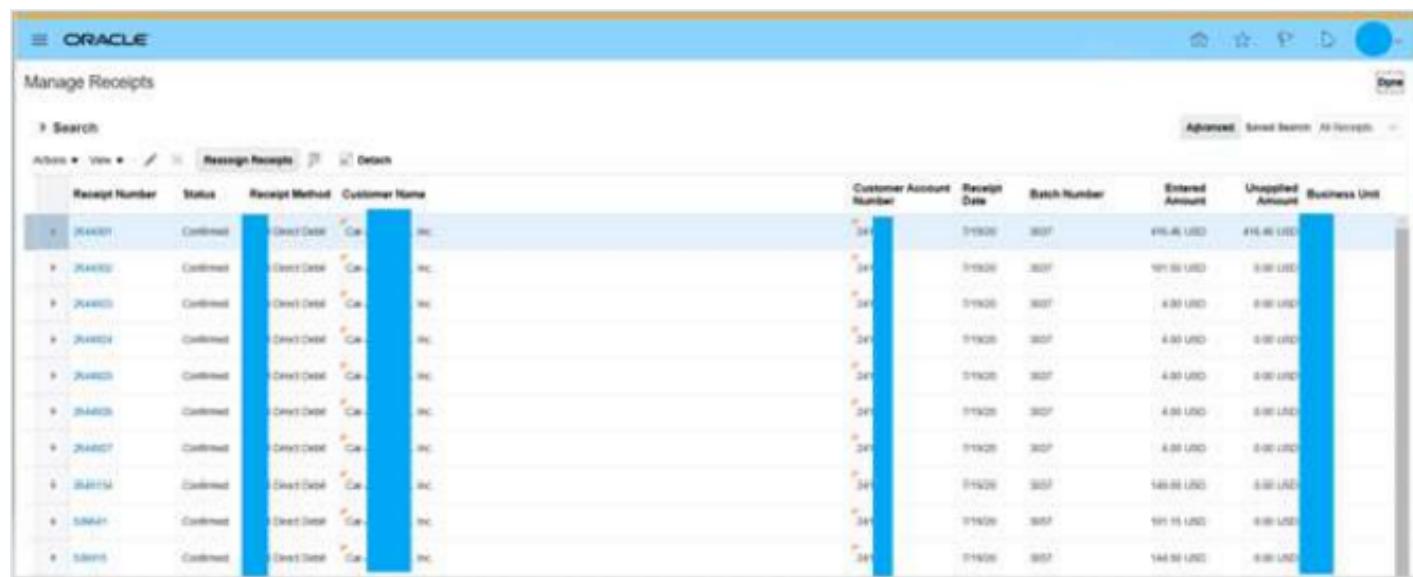
Query the Batch Number



Select the receipt and edit it

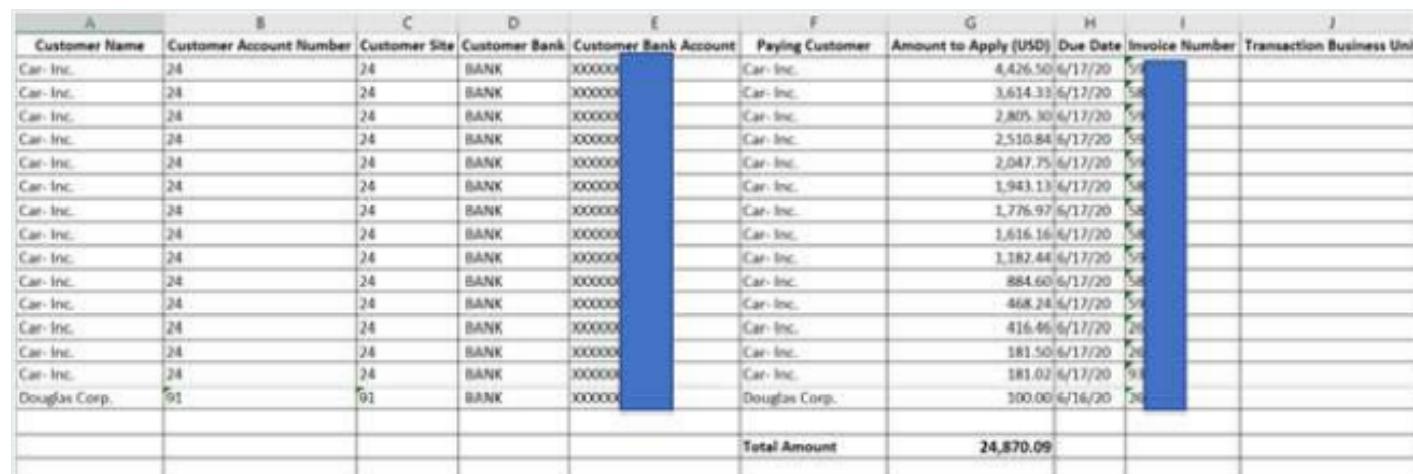
Change the Transaction Amount for different receipts and transactions

Before Edit



Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unshipped Amount	Business Unit
2644300	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	4.00 USD	0.00 USD	
2644302	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	101.00 USD	0.00 USD	
2644303	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	4.00 USD	0.00 USD	
2644304	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	4.00 USD	0.00 USD	
2644305	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	4.00 USD	0.00 USD	
2644306	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	4.00 USD	0.00 USD	
2644307	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	4.00 USD	0.00 USD	
2644310	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	149.00 USD	0.00 USD	
2644311	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	101.15 USD	0.00 USD	
2644312	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	144.90 USD	0.00 USD	

Query the Batch after edit and export the same in Excel.



A	B	C	D	E	F	G	H	I	J
Customer Name	Customer Account Number	Customer Site	Customer Bank	Customer Bank Account	Paying Customer	Amount to Apply (USD)	Due Date	Invoice Number	Transaction Business Unit
Car. Inc.	24	24	BANK	1000000	Car. Inc.	4,426.50	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	3,614.33	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	2,805.30	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	2,510.84	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	2,047.75	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	1,943.13	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	1,776.97	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	1,616.16	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	1,182.44	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	884.60	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	868.24	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	416.46	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	181.50	6/17/20		
Car. Inc.	24	24	BANK	1000000	Car. Inc.	181.02	6/17/20		
Douglas Corp.	91	91	BANK	1000000	Douglas Corp.	300.00	6/16/20		
						Total Amount	24,870.09		

After Edit



Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unshipped Amount	Business Unit
2644300	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	0.00 USD	0.00 USD	
2644302	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	0.00 USD	0.00 USD	
2644303	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	4.00 USD	0.00 USD	
2644304	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	4.00 USD	0.00 USD	
2644305	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	4.00 USD	0.00 USD	
2644306	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	4.00 USD	0.00 USD	
2644307	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	4.00 USD	0.00 USD	
2644310	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	149.00 USD	0.00 USD	
2644311	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	101.15 USD	0.00 USD	
2644312	Confirmed	Direct Deposit	Car. Inc.	24	21/06/20	3007	144.90 USD	0.00 USD	

## Create Receipt Remittance batch

We are creating Receipt Remittance Bach through ESS job.

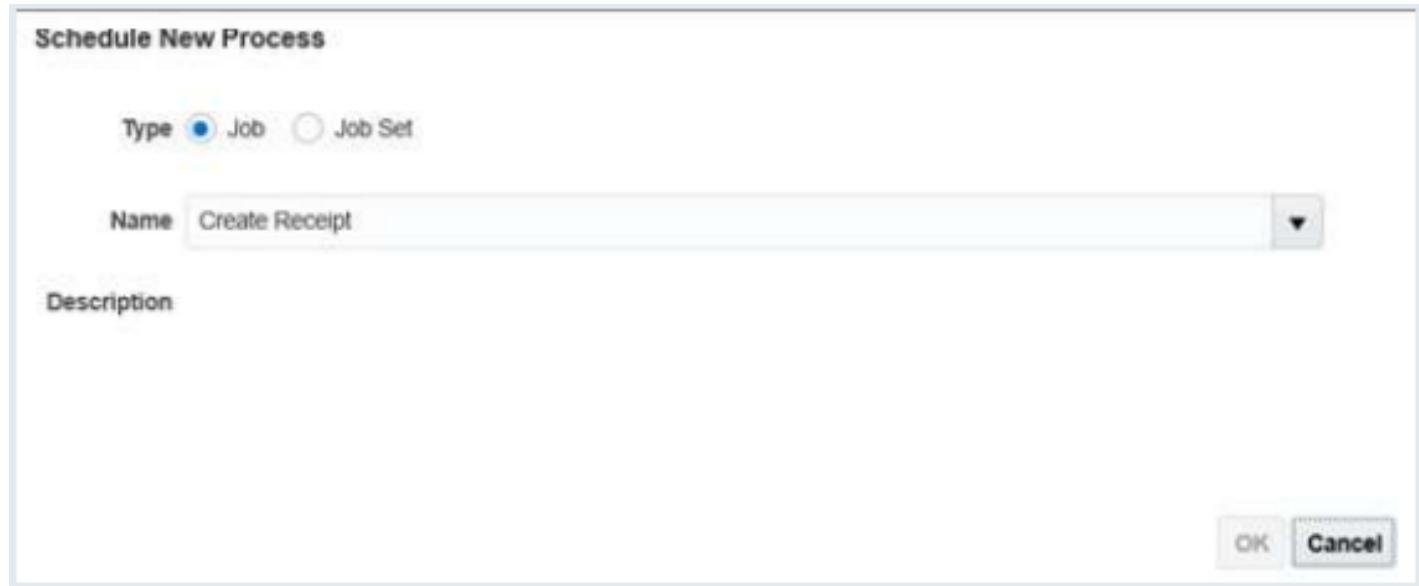
Navigation: Tools > Scheduled processes



Name	Process ID	Status	Scheduled Time	Submission Time
Format Automatic Receipts	1002950	Succeeded	7/18/2013 9:34 AM CDT	7/18/2013 9:34 AM CDT
Generate Automatic Receipt Creation or Receipt Remittance Log	1002949	Succeeded	7/18/2013 9:34 AM CDT	7/18/2013 9:34 AM CDT
Create Automatic Receipt Batch: Subprocess	1002948	Succeeded	7/18/2013 9:34 AM CDT	7/18/2013 9:33 AM CDT
Create Automatic Receipt Batch	1002947	Succeeded	7/18/2013 9:33 AM CDT	7/18/2013 9:33 AM CDT

Click on Schedule New Process

Enter Name



Schedule New Process

Type  Job  Job Set

Name

Description

OK Cancel

Click on Tab



Schedule New Process

Type  Job  Job Set

Name

Description Creates a receipt remittance batch from eligible receipts.

OK Cancel

Click on OK

Select the Process Name and enter parameters

Process Details

This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

Name: Create Receipt Remittance Batch

Description: Creates a receipt remittance batch from eligible...

Schedule: As soon as possible

Notify me when this process ends:

Submission Notes:

**Basic Options**

Parameters

\* Business Unit:

\* Remittance Batch Date: 7/19/20

\* Remittance Batch Accounting Date: 7/19/20

\* Approve: No

\* Currency: USD

\* Remittance Method: Standard

Receipt Class: Direct Debit

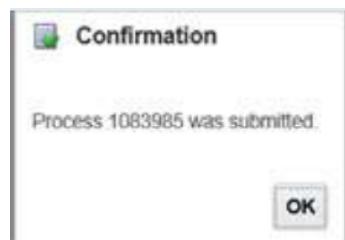
Receipt Method: Direct Debit

\* Remittance Bank Branch: BANK

\* Remittance Bank Account:

Minimum Remittance Total:

Click on Submit



Click on ok

Make sure that Reports completed with status succeeded

Search

Search Results

View: Flat List  Hierarchy

Actions:

Name	Process ID	Status	Scheduled Time	Submission Time
Generate Automatic Receipt Creation in Receipt Remittance Log	1083985	Succeeded	7/19/20 7:40 AM (CDT)	7/19/20 7:40 AM (CDT)
Create Receipt Remittance Batch	1083985	Succeeded	7/19/20 7:42 AM (CDT)	7/19/20 7:42 AM (CDT)
Format Automatic Receipts	1083985	Succeeded	7/19/20 5:34 AM (CDT)	7/19/20 5:34 AM (CDT)
Generate Automatic Receipt Creation in Receipt Remittance Log	1083985	Succeeded	7/19/20 5:34 AM (CDT)	7/19/20 5:34 AM (CDT)

## Navigation: Receivables > Accounts Receivable > Manage Receipt Remittance Batches

Click on **Manage Receipt Remittance Batches**

Accounts Receivable All business units

Receipt Batches 0

Lockbox Exceptions 0

Receipts

- Create Receipt
- Create Receipts in OpenBatch
- Create Automatic Receipts
- Create Remittance in OpenBatch
- Manage Receipts
- Manage Lockbox Transmissions
- Lockbox Remittance History

Receipt Remittances

- Create Receipt Remittance batch
- Manage Receipt Remittance batches
- Connect Funds Transfer Items

Credit Memo

- Manage Credit Memo Applications

Customer Account Balances

- Review Customer Account Details
- Manage Late Charge Rules

Query Remittance Batch with parameters i.e. Business Unit, Remittance Bank and Remittance Batch Date

Manage Receipt Remittance Batches

Search

Process Status: Open

Business Unit: SALES

Remittance Batch Number: 3038

Remittance Batch Date: 11/10/2018

Remittance Method: Credit/Debit

Remittance Bank: SAK

Remittance Bank Branch: SAK

Remittance Bank Account: SAK

Advanced

Search Reset Save...

Click on Search

Manage Receipt Remittance Batches

Search

Remittance Batch Number	Process Status	Remittance Batch Date	Accounting Date	Remittance Bank	Remittance Bank Account	Remittance Batch Currency
3038	Completed Creation	11/10/2018	11/10/2018	SAK	SAK	USD

Click on Remittance Batch Number to verify the batch amount. Export the batch to check and then Approve if it is okay.

Edit Receipt Remittance Batch: 3038

Batch Information

Process Status: Completed Creation

Business Unit: SALES

Remittance Method: Credit/Debit

Remittance Batch Currency: USD

Remittance Batch Date: 11/10/2018

Remittance Bank: SAK

Remittance Bank Account: SAK

Remittance Bank Account Currency: USD

Receipts

Number of Receipts: 21

Total Amount: 14,277.05 USD

You can see the difference of \$100 when you compare the Remittance Receipt Total Amount Vs Total Amount after we edited the Receipt Batch.

Total Amount	24,272.13	Remittance Batch Amount
Total Amount	24,172.13	After Edit Receipt Total
Difference	100.00	

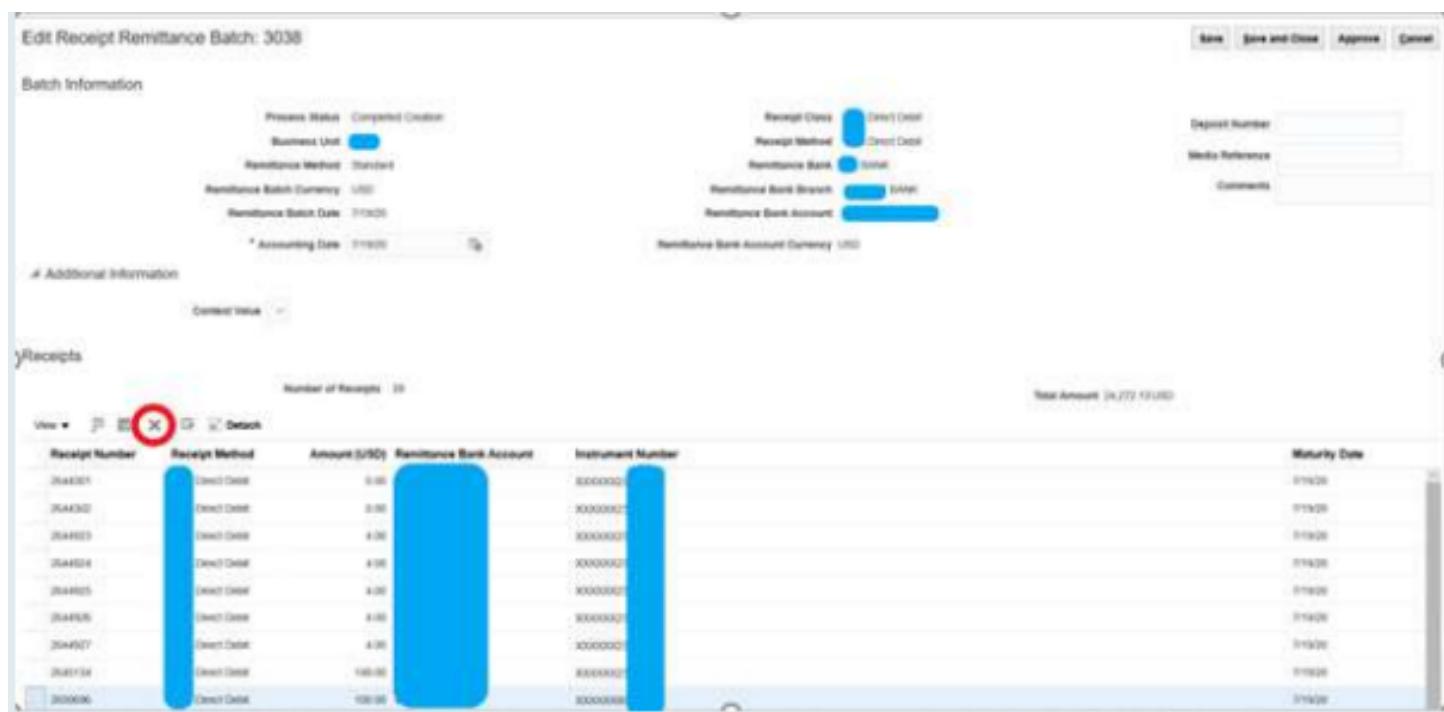
\*\* Note that 'Create Receipt Remittance Batch' program will pick up all the PENDING automatic ACH Receipts batches data while creating the Receipt Remittance

Batch. It is Oracle's standard functionality hence it is important to check and compare the Total Batch Amount\*\*

For this white paper, we will identify the Receipt and remove the same from Receipt Remittance Batch.

Receipt Number	Receipt Method	Amount (USD)	Remittance Bank Account	Instrument Number	Maturity Date
26XXXX	Direct Debit	100.00	Bank Account	XXXXXXXXX1	7/19/20

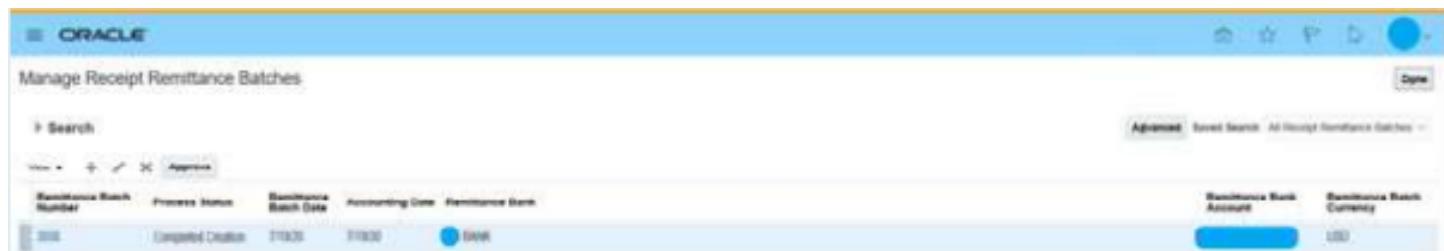
Select the required Receipt Number row



The screenshot shows the 'Edit Receipt Remittance Batch' interface. At the top, there are buttons for 'Save', 'Save and Close', 'Approve', and 'Cancel'. Below this is a 'Batch Information' section with various fields like 'Process Status' (Completed Creation), 'Business Unit' (selected), 'Remittance Method' (Direct), 'Remittance Batch Currency' (USD), 'Remittance Batch Date' (7/19/20), 'Accounting Date' (7/19/20), 'Receipt Class' (Direct Debit), 'Receipt Method' (Direct Debit), 'Remittance Bank' (Bank), 'Remittance Bank Branch' (Bank), 'Remittance Bank Account' (Bank Account), 'Deposit Number' (empty), 'Media Reference' (empty), and 'Comments' (empty). Below this is an 'Additional Information' section with a 'Current Value' dropdown. The main area is titled 'Receipts' and shows a table with columns: 'View', 'Receipt Number', 'Receipt Method', 'Amount (USD)', 'Remittance Bank Account', 'Instrument Number', and 'Maturity Date'. The table contains 10 rows of data. The row for Receipt Number 26XXXX is highlighted with a red circle around the 'X' icon in the 'View' column.

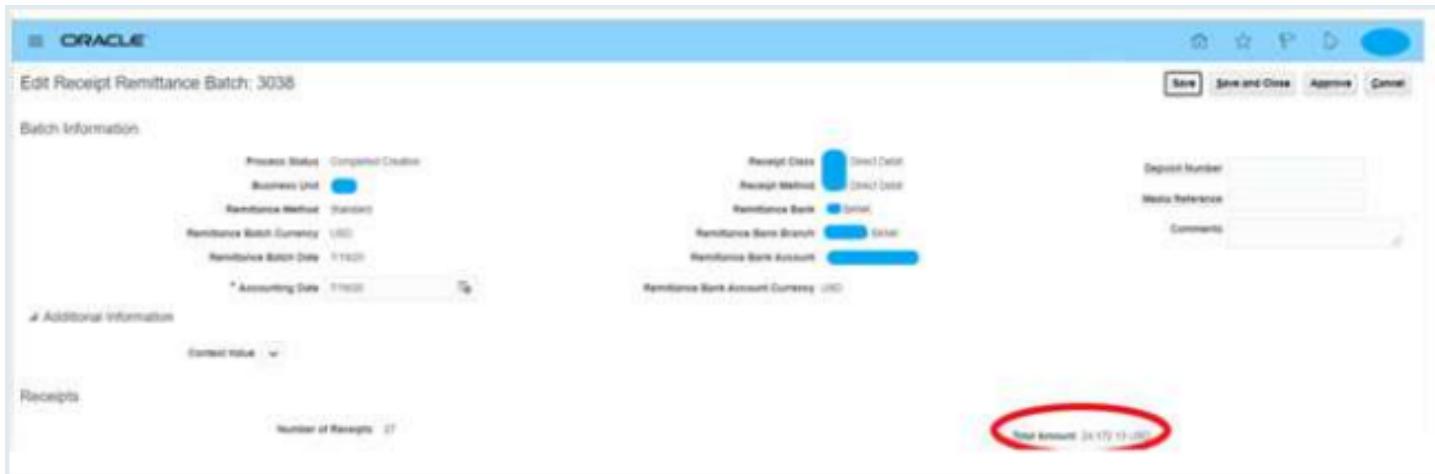
And click on Remove

Click on Save and Close



The screenshot shows the 'Manage Receipt Remittance Batches' interface. At the top, there are buttons for 'Search', 'Approve', and 'Done'. Below this is a table with columns: 'Receipt Batch Number', 'Process Status', 'Remittance Batch Date', 'Accounting Date', 'Remittance Bank', 'Remittance Bank Account', and 'Remittance Bank Currency'. The table contains 1 row of data. The row for Receipt Batch Number 26XXXX is highlighted with a red circle around the 'X' icon in the 'View' column.

Click on Remittance Batch Number



Batch Information

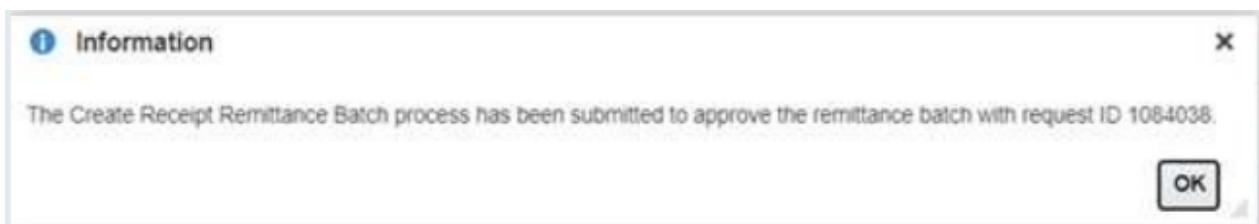
Process Status	Completed Creation
Business Unit	Finance
Remittance Method	Direct Debit
Remittance Batch Currency	USD
Remittance Batch Date	7/1/2017
Accounting Date	7/1/2017
Receipt Class	Direct Debit
Receipt Method	Direct Debit
Remittance Bank	SBI
Remittance Bank Branch	SBI
Remittance Bank Account	1234567890
Remittance Bank Account Currency	USD

Receipts

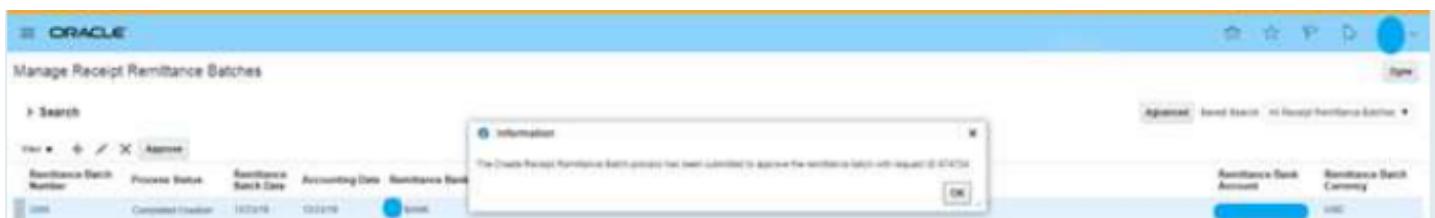
Number of Receipts	27
Total Amount	20,177.11 USD

After removing the unwanted Receipts. Total Amount looks good.

Click on Approve



Click on OK



Manage Receipt Remittance Batches

Search

Remittance Batch Number	Process Status	Remittance Bank Code	Accounting Date	Remittance Bank
1084038	Completed Creation	1084038	07/01/2017	SBI

Information

The Create Receipt Remittance Batch process has been submitted to approve the remittance batch with request ID 1084038.

OK

Approved

Remittance Bank Amount

Remittance Batch Currency

System will submit the scheduled process



Overview

Search

Scheduled Processes

Name	Process ID	Status	Scheduled Time	Submission Time
Generate Automatic Receipt Creation or Receipt Remittance Log	1084038	Succeeded	7/1/2017 10:36 AM CDT	7/1/2017 10:36 AM CDT
Create Receipt Remittance Batch	1084038	Succeeded	7/1/2017 10:36 AM CDT	7/1/2017 10:36 AM CDT
Generate Automatic Receipt Creation or Receipt Remittance Log	1084039	Succeeded	7/1/2017 7:41 AM CDT	7/1/2017 7:41 AM CDT
Create Receipt Remittance Batch	1084039	Succeeded	7/1/2017 7:42 AM CDT	7/1/2017 7:42 AM CDT

Process status should be Succeeded

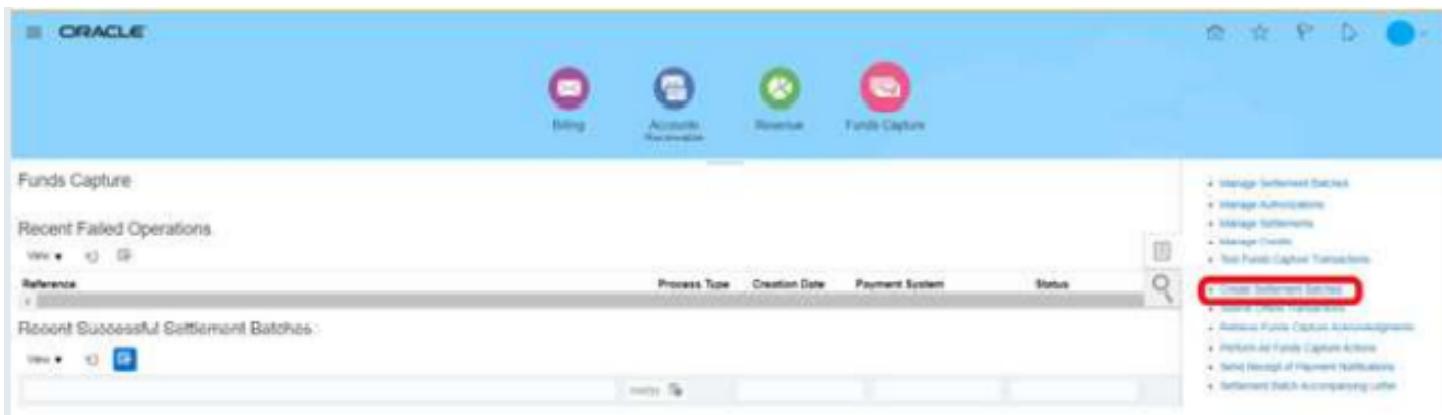
## Create Settlement Batch

Navigation > Receivables > Funds Capture



Click on Funds Capture

Click on Create Settlement Batch

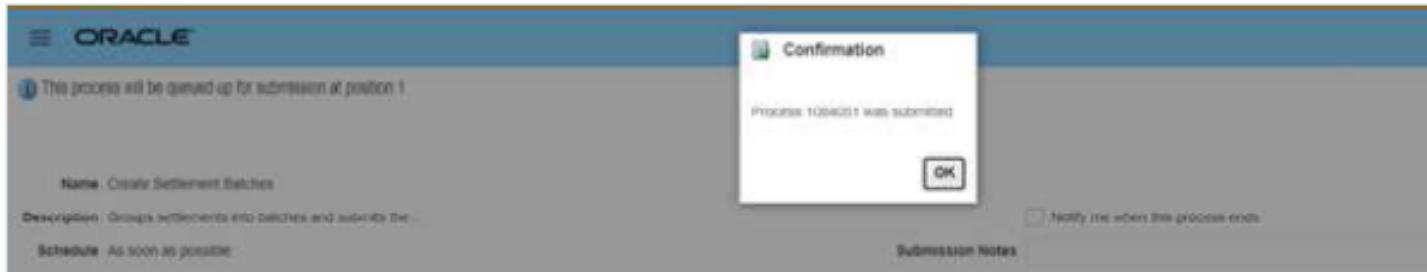


Select the Parameters from the list of values. Make sure that you choose right parameters.

Enter the Batch Name. Please note that you need to choose the same Batch Name while running BI program which transmits the data to Bank.

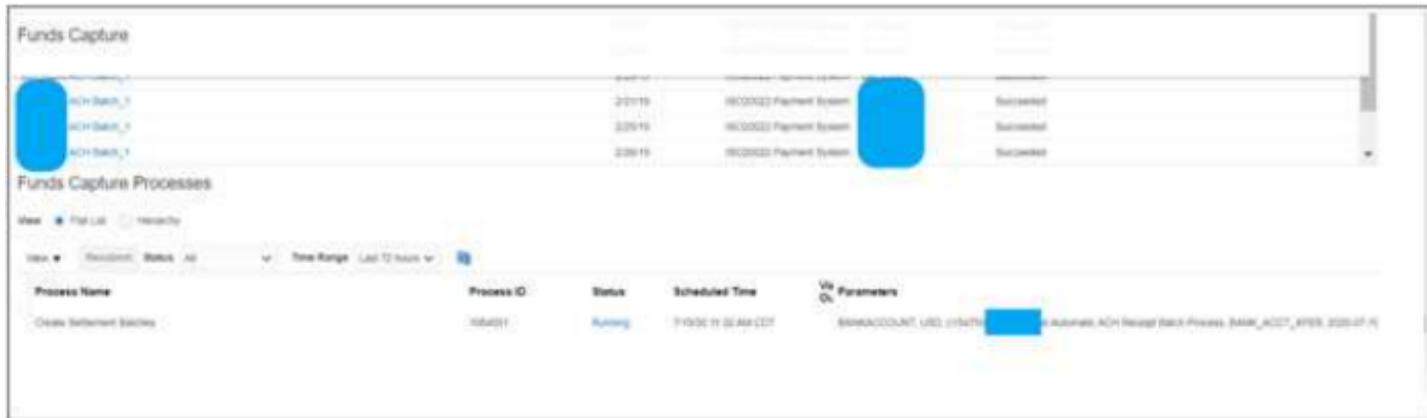


Click on Submit

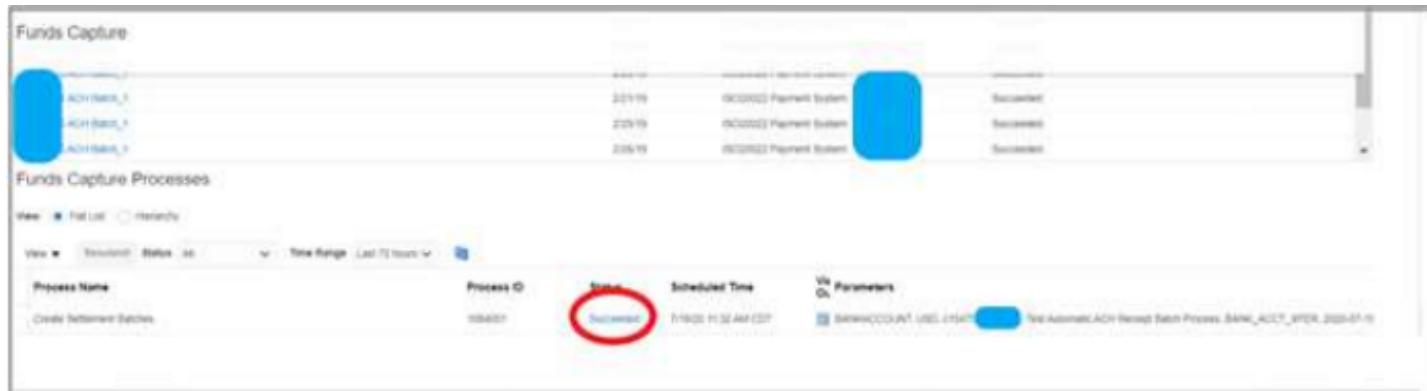


Click on ok

Check the Schedule Process for program status or Click on Cancel and Scroll down the page to check the request



System will take some time to complete / succeed the Settlement Batch



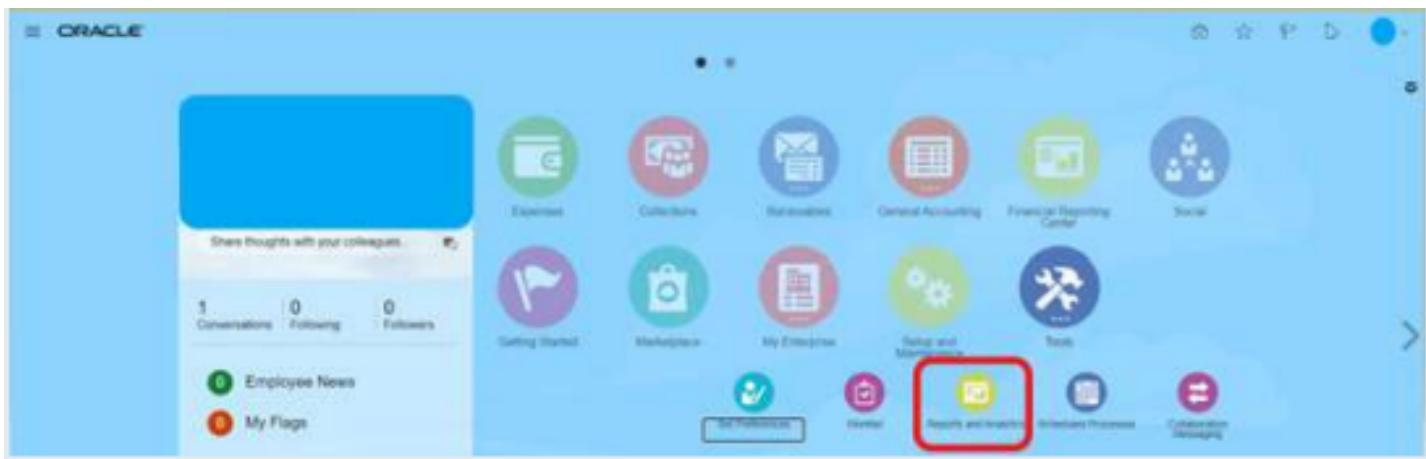
Click on Settlement Output file and verify the values i.e. Bank Name, Control Amount etc.

\*\*System can transmit the Settlement Batch Data from here to Bank if you have defined the Transmission Configurations protocol\*\*

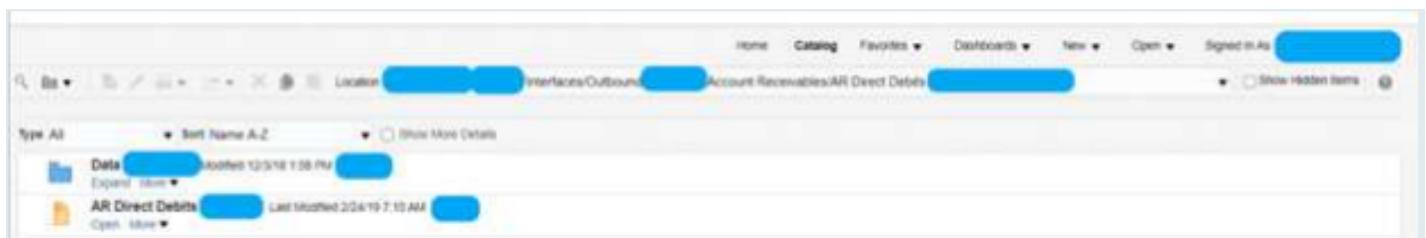
For this white paper, we are using SFTP server to transmit the file to Bank.



Click on Tools > Report and Analytics

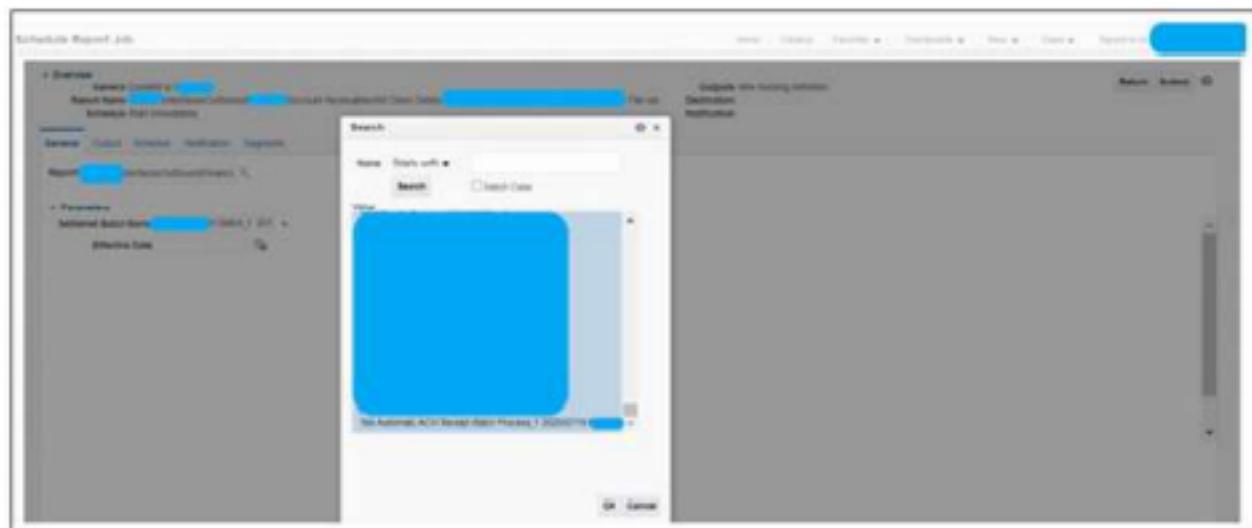


Browse Catalog and go to designated folder and schedule the Interface Program.



Click on More > Schedule

Select the Settlement Batch from LOV of Settlement Batch Name



Enter Effective date



Click on Output

Select check box 'Use Bursting Definition to Determine Output & Delivery Destination'

General Output Schedule Notification Diagnostic

Use Bursting Definition to Determine Output & Delivery Destination

Make Output Public

Save Data for Republishing

Compress output prior to delivery

↳ Output

Output is determined by bursting definition.

↳ Destination

Destination is determined by bursting definition.

Click on Schedule

General Output Schedule Notification Diagnostic

↳ Overview

General Created By Report Name: Interfaces/Outbound xdo Account Receivables/AR Direct Debits

Schedule Start immediately

↳ Define Schedule Time

Frequency: Once

Run Now  Start: 01/10/2020 12:07:19 PM

↳ Define Schedule Trigger

Use Trigger

Output View bursting definition  
Destination Notification

Return Submit

Click on Submit

Enter Report Job Name

Submit

Report: Interfaces/Outbound xdo Account Receivables/AR Direct Debits

Parameters: Settlement Batch Name: Test Automatic ACH Receipt Batch Process\_1 2020/07/19 Effective Date: 2020-07-21 17:41:32

Schedule: Start immediately

Output: Output1

Notification: null

Trigger Data Model

Trigger Name

Trigger Retry Limit

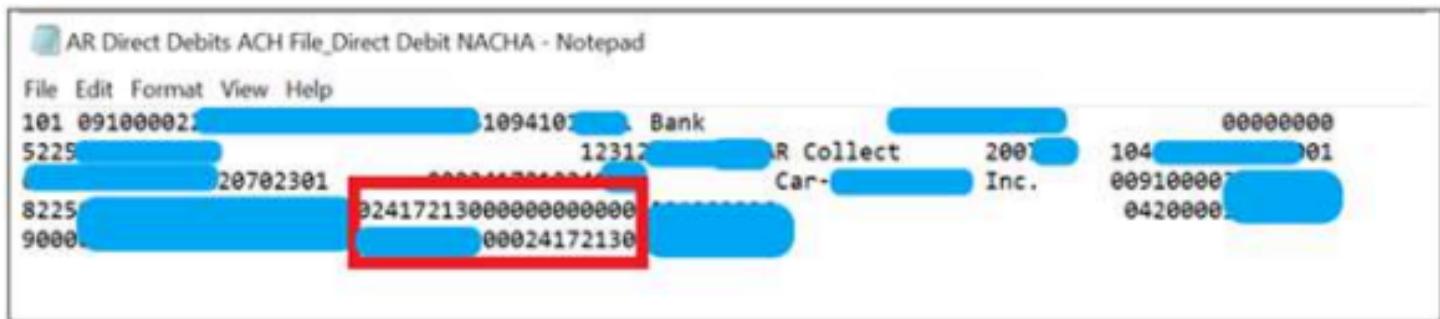
Trigger Pause Time

Trigger Parameters

Report Job Name: Test Automatic ACH Receipt Batch

OK Cancel

Click on OK

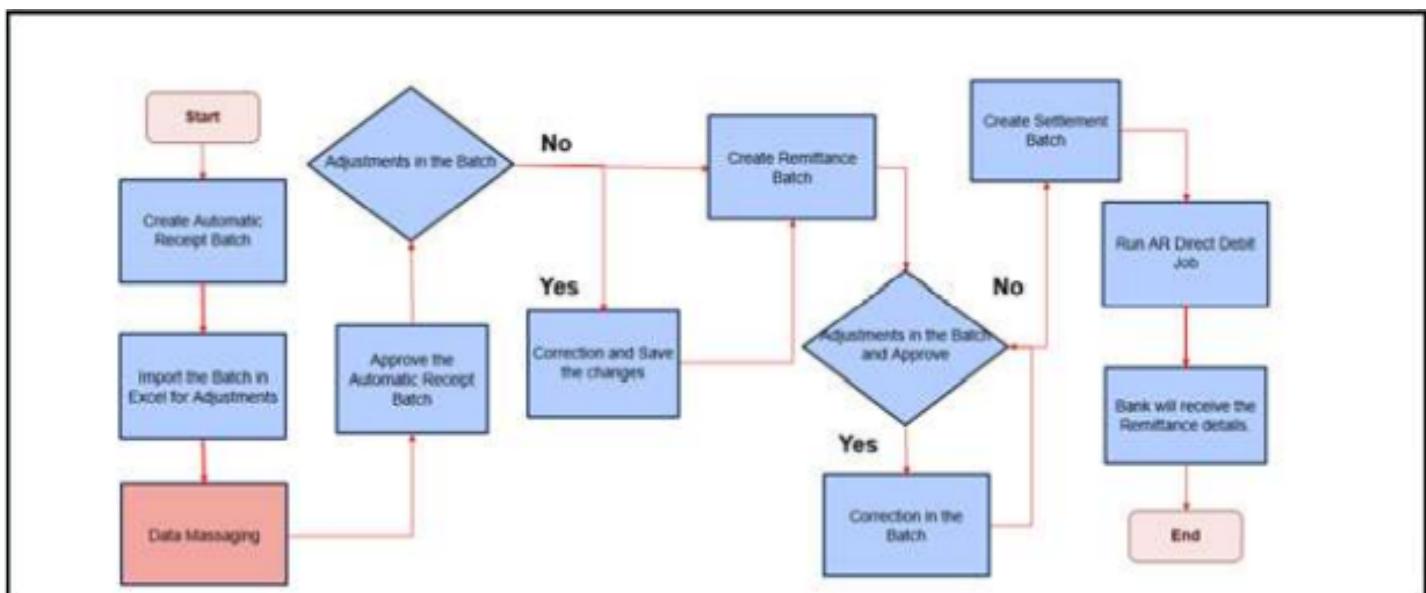


Check the Customer Number, Bank details, Amount etc.

# Conclusion

Oracle's Automatic ACH Receipt Batch process is simple and easy to implement. By using Automatic ACH Receipt process, Business can receive the payments quickly and save time in cash application which is required in case of Wire and Check payments. Reconciliation becomes easy and quick.

## Below process flow can be your Automatic ACH Receipt Application To Be process



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# Join in

## **Partner with Jade**

Let us guide your path amidst the clouds and help you build the future enterprise.

## **Be an expert**

Become a master in the interplay of domains and industries. Drive higher benchmarks of success.

## **A leader**

Knowledge powerhouse we all hold together-clients, partners and Jade experts.

## **Contact us to know more about Our Industry Solution**



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## **For more information**

USA | CANADA | UK | AUSTRIA | INDIA



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