



Whitepaper

# Automatic ACH Receipt Batch Creation Process



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# 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

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# 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

The screenshot shows the 'Create Automatic Receipt Batch' form in Oracle. The form is divided into several sections: 'Batch Information' with fields for Business Unit, Receipt Method (set to Direct Debit), Receipt Class, Batch Currency, and Maximum Number of Workbooks; 'Additional Information' with a Batch Information dropdown; 'Invoice Selection Criteria' with fields for From Due Date, To Due Date, From Transaction Date, To Transaction Date, From Transaction Number, and To Transaction Number; and a right-hand section with fields for Batch Date, Accounting Date, Batch Reference, and Comments. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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

System will submit the request.



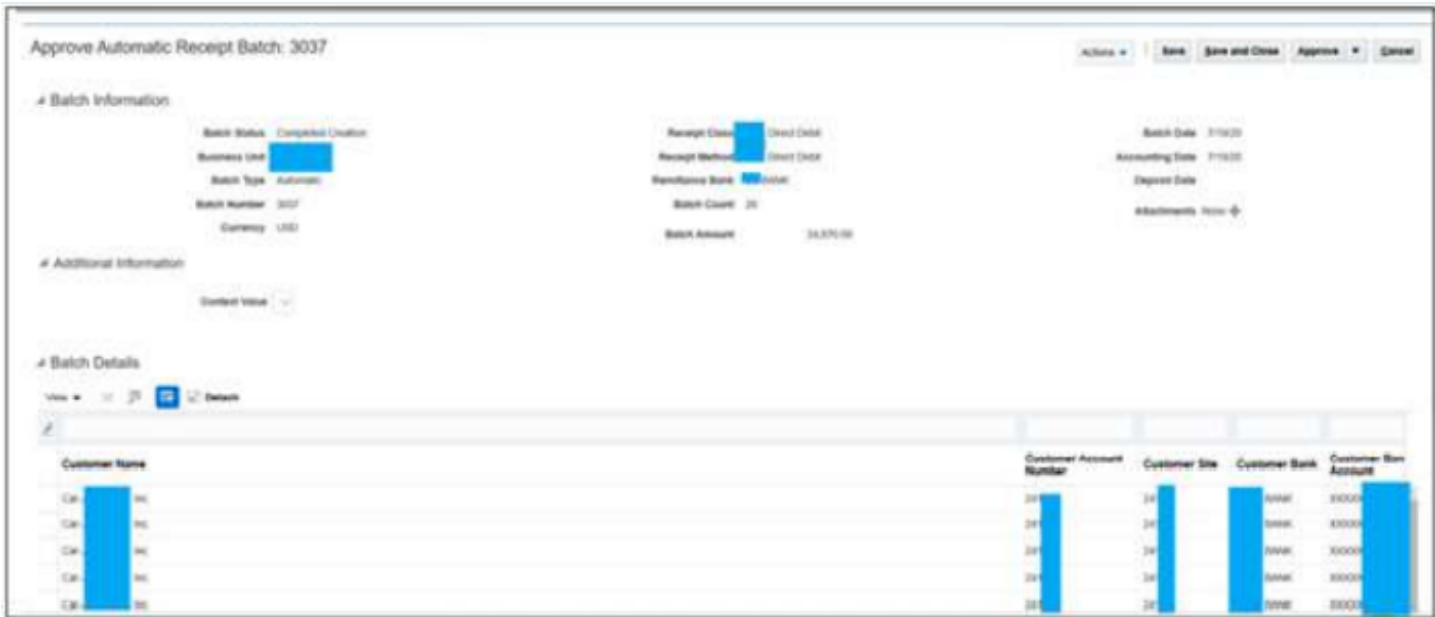
Click on **Tools** > Scheduled Processes to check the request status.  
Request status should be succeeded



Click on **Tools** > Accounts Receivables... to find the Receipt Batch  
Receipt Batch status will be Pending Approval.



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



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

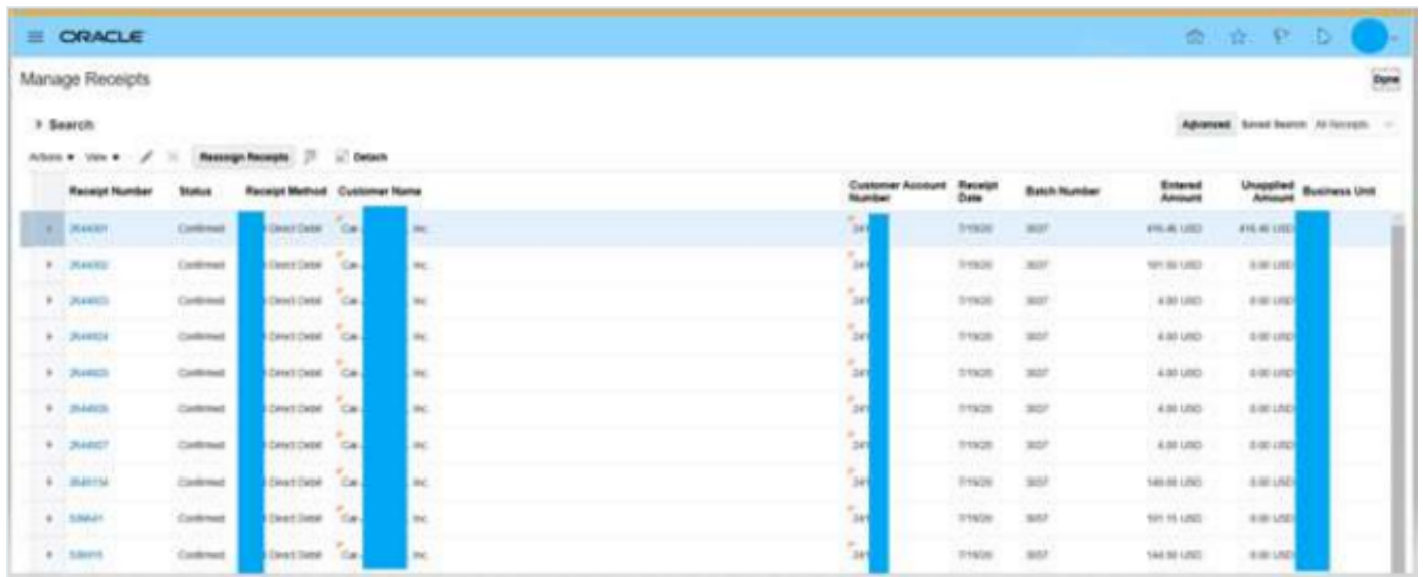




Select the receipt and edit it

Change the Transaction Amount for different receipts and transactions

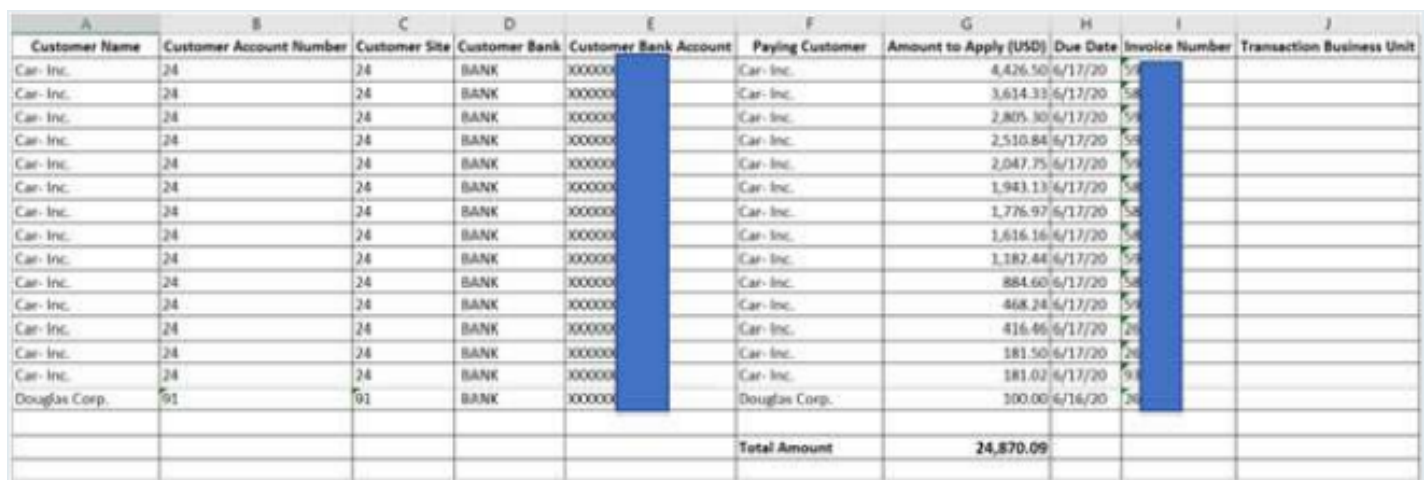
## Before Edit



Oracle Manage Receipts interface showing a list of receipts. The table includes columns for Receipt Number, Status, Receipt Method, Customer Name, Customer Account Number, Receipt Date, Batch Number, Entered Amount, Unapplied Amount, and Business Unit. The receipts are listed in a table with 10 rows.

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount	Business Unit
2644301	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	\$16.46 USD	\$16.46 USD	
2644302	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	101.90 USD	0.00 USD	
2644303	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	4.00 USD	0.00 USD	
2644304	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	4.00 USD	0.00 USD	
2644305	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	4.00 USD	0.00 USD	
2644306	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	4.00 USD	0.00 USD	
2644307	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	4.00 USD	0.00 USD	
2644314	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	148.90 USD	0.00 USD	
538421	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	101.15 USD	0.00 USD	
538415	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	144.90 USD	0.00 USD	

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



Excel spreadsheet showing the batch data after editing. The table includes columns for Customer Name, Customer Account Number, Customer Site, Customer Bank, Customer Bank Account, Paying Customer, Amount to Apply (USD), Due Date, Invoice Number, and Transaction Business Unit. The data is organized in a table with 10 rows.

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	X00000	Car, Inc.	4,426.50	6/17/20	59	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	3,614.33	6/17/20	59	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	2,805.30	6/17/20	59	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	2,510.84	6/17/20	59	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	2,047.75	6/17/20	59	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	1,943.13	6/17/20	59	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	1,776.97	6/17/20	59	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	1,616.16	6/17/20	59	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	1,182.44	6/17/20	59	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	884.60	6/17/20	59	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	468.24	6/17/20	59	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	416.46	6/17/20	26	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	381.50	6/17/20	26	
Car, Inc.	24	24	BANK	X00000	Car, Inc.	381.02	6/17/20	98	
Douglas Corp.	91	91	BANK	X00000	Douglas Corp.	300.00	6/16/20	26	
Total Amount						24,870.09			

## After Edit



Oracle Manage Receipts interface showing the list of receipts after editing. The table includes columns for Receipt Number, Status, Receipt Method, Customer Name, Customer Account Number, Receipt Date, Batch Number, Entered Amount, Unapplied Amount, and Business Unit. The receipts are listed in a table with 10 rows.

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount	Business Unit
2644301	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	0.00 USD	0.00 USD	
2644302	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	0.00 USD	0.00 USD	
2644303	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	4.00 USD	0.00 USD	
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2644307	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	4.00 USD	0.00 USD	
2644314	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	148.90 USD	0.00 USD	
538421	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	101.15 USD	0.00 USD	
538415	Confirmed	Direct Debit	Car, Inc.	24	5/19/20	3037	144.90 USD	0.00 USD	

## Create Receipt Remittance batch

We are creating Receipt Remittance Bach through ESS job.

**Navigation:** Tools > Scheduled processes

Overview

Search:

Saved Search: Last 24 hours

Search Results

View

Full List

Hierarchy

Actions

View

Schedule New Process

Resubmit

Put On Hold

Edit Process

Remove Process

View Log

Name	Process ID	Status	Scheduled Time	Submission Time
Format Automatic Receipts	100000	Succeeded	01/03/0 5:34 AM CDT	01/03/0 5:34 AM CDT
Generate Automatic Receipt Creation or Receipt Remittance Log	100049	Succeeded	01/03/0 5:34 AM CDT	01/03/0 5:34 AM CDT
Create Automatic Receipt Batch Subprocess	100048	Succeeded	01/03/0 5:33 AM CDT	01/03/0 5:33 AM CDT
Create Automatic Receipt Batch	100047	Succeeded	01/03/0 5:33 AM CDT	01/03/0 5:33 AM CDT

Click on Schedule New Process

Enter Name

Schedule New Process

Type

☒ Job

☐ Job Set

Name

Create Receipt

Description

OK

Cancel

Click on Tab

Schedule New Process

Type

☒ Job

☐ Job Set

Name

Create Receipt Remittance Batch

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 eligibl...

Notify me when this process ends

Schedule

As soon as possible

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

Confirmation

Process 1083985 was submitted.

OK

Click on ok

Make sure that Reports completed with status succeeded

Search

Search Results

View

Full Log

Hierarchy

Actions

View

Schedule New Process

Requeue

Put On Hold

Cancel Process

Release Process

View Log

Name	Process ID	Status	Scheduled Time	Submission Time
Generate Automatic Receipt Creation or Receipt Remittance Log	1083985	Succeeded	7/19/20 7:43 AM CDT	7/19/20 7:43 AM CDT
Create Receipt Remittance Batch	1083985	Succeeded	7/19/20 7:43 AM CDT	7/19/20 7:43 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 or Receipt Remittance Log	1083985	Succeeded	7/19/20 5:34 AM CDT	7/19/20 5:34 AM CDT

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

Click on **Manage Receipt Remittance Batches**



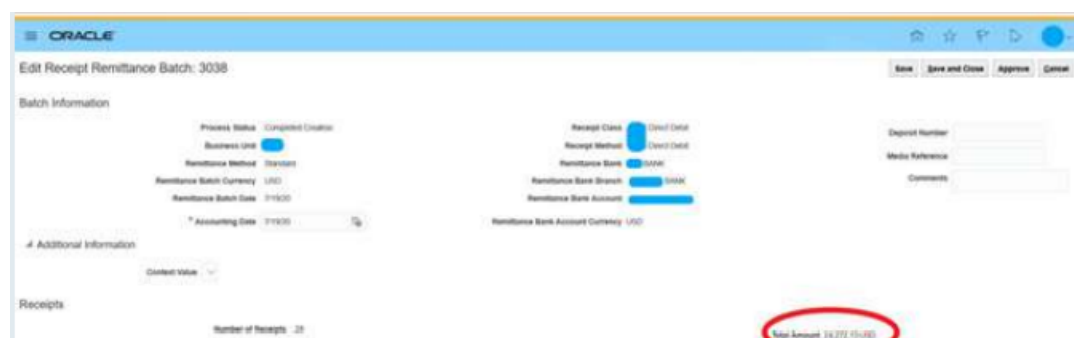
Query Remittance Batch with parameters i.e. Business Unit, Remittance Bank and Remittance Batch Date



Click on Search



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



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

And click on Remove

Click on Save and Close

Click on Remittance Batch Number

Oracle  
Edit Receipt Remittance Batch: 3038  
Save Save and Close Approve Cancel

Batch Information

Process Status: Completed Creation  
Business Unit:   
Remittance Method: Standard  
Remittance Batch Currency: USD  
Remittance Batch Date: 11/1/2019  
Accounting Date: 11/1/2019  
Context Value:

Receipt Details

Receipt Date:   
Receipt Method:   
Remittance Bank:   
Remittance Bank Branch:   
Remittance Bank Account:   
Remittance Bank Account Currency: USD

Deposit Number:   
Media Reference:   
Comments:

Receipts

Number of Receipts: 27  
Total Amount: 24,177,113.00

After removing the unwanted Receipts. Total Amount looks good.

Click on Approve

Information

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

OK

Click on OK

Oracle  
Manage Receipt Remittance Batches  
Type

Search

Approved Saved Search All Receipt Remittance Batches

Remittance Batch Number Process Status Remittance Batch Date Accounting Date Remittance Bank

1000 Completed Creation 10/21/19 10/21/19

Information

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

OK

Remittance Bank Account Remittance Batch Currency

USD

System will submit the scheduled process

Oracle

Set Preferences Worklist Reports and Analytics Scheduled Processes File Import and Export Collaboration Messaging

Overview

Search

Search Recently

View: Flat List Hierarchy

Actions: View Schedule New Process Cancel Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status	Scheduled Time	Submission Time
Generate Automatic Receipt Creation or Receipt Remittance Log	1084038	Succeeded	11/1/2019 10:36 AM CDT	11/1/2019 10:36 AM CDT
Create Receipt Remittance Batch	1084038	Succeeded	11/1/2019 10:36 AM CDT	11/1/2019 10:36 AM CDT
Generate Automatic Receipt Creation or Receipt Remittance Log	1085985	Succeeded	11/1/2019 7:42 AM CDT	11/1/2019 7:42 AM CDT
Create Receipt Remittance Batch	1085985	Succeeded	11/1/2019 7:42 AM CDT	11/1/2019 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

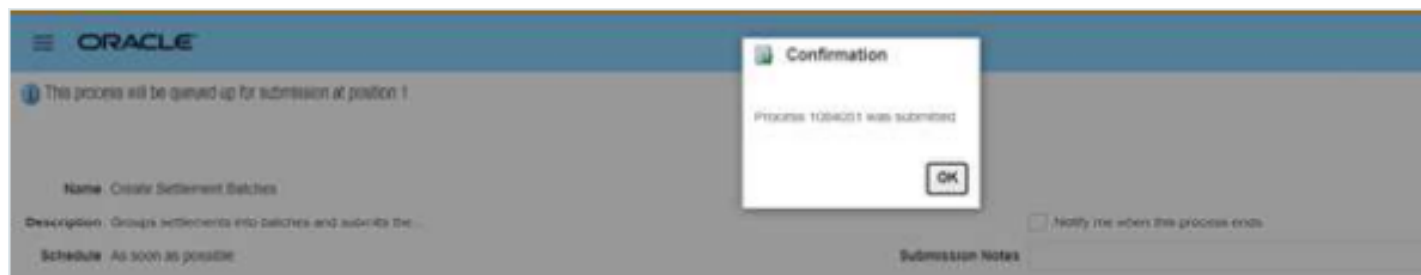


Select the Parameters from the list of values. Make sure that you choose right parameters.

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.

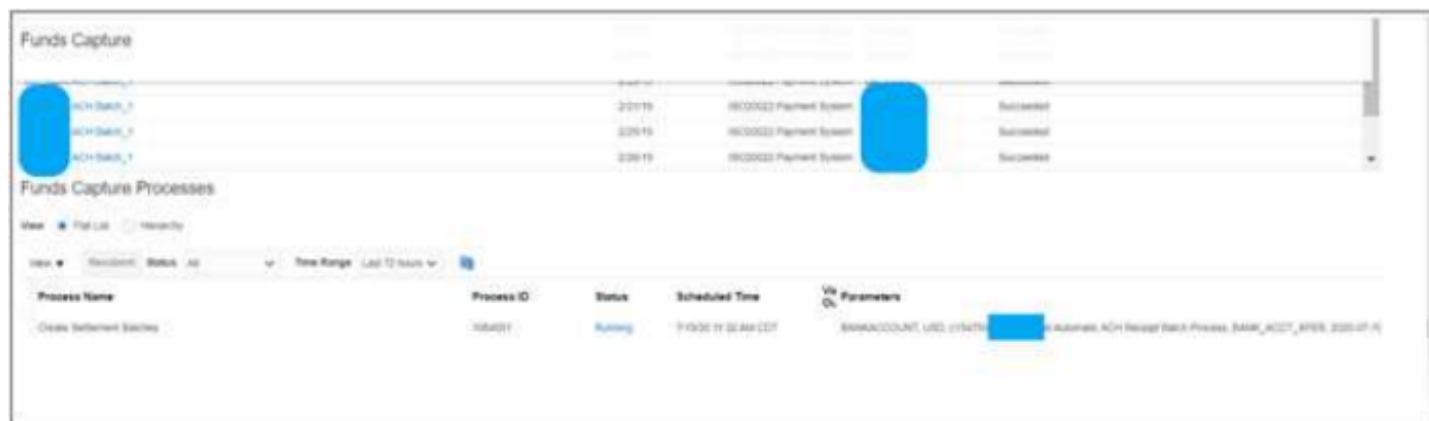


Click on Submit

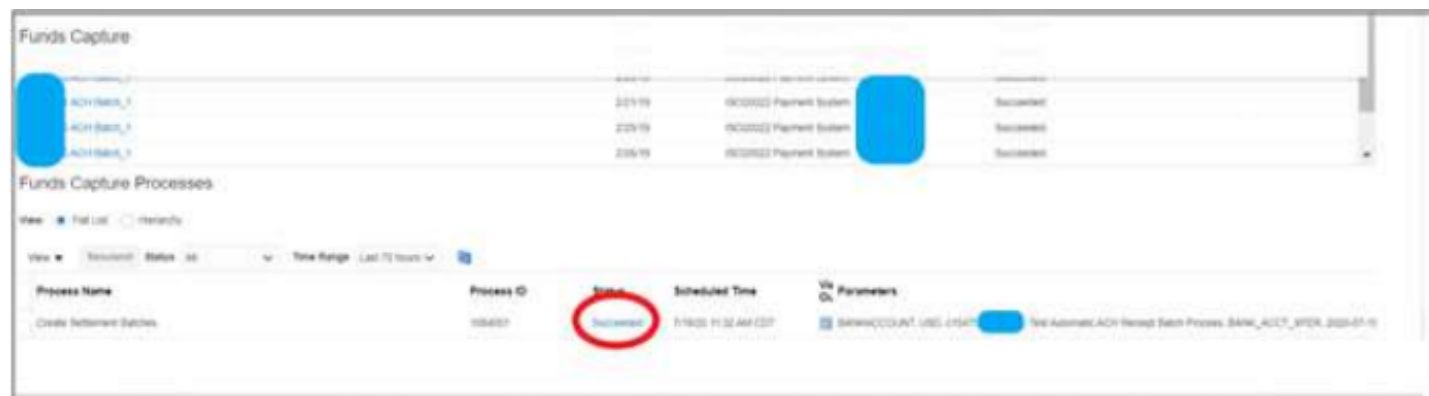


Click on ok

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.

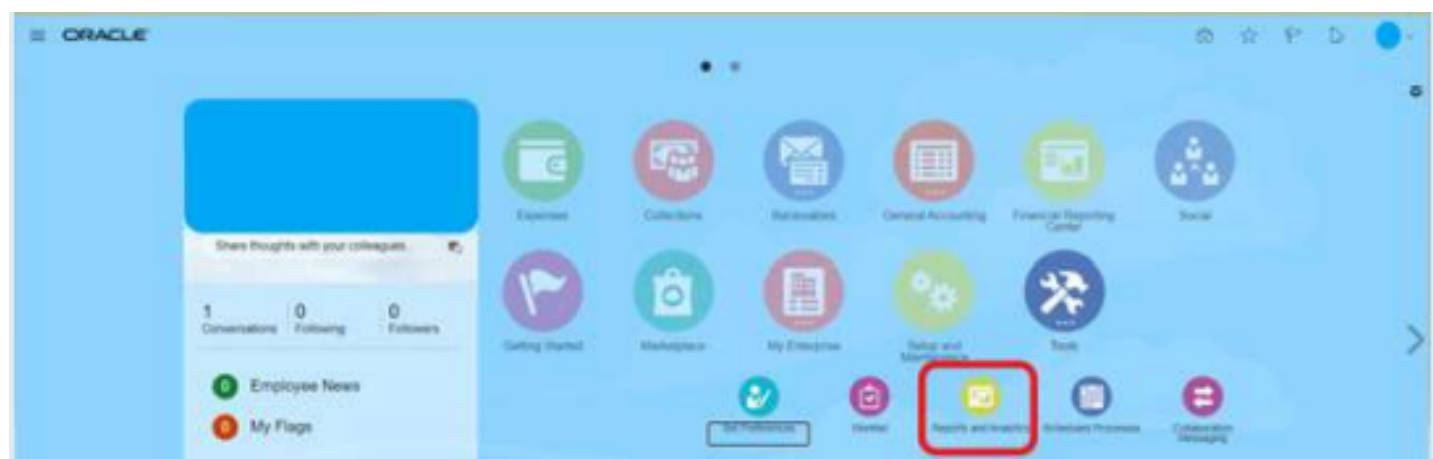
**\*\*System can transmit the Settlement Batch Data from here to Bank if you have defined the Transmission Configurations protocol\*\***

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

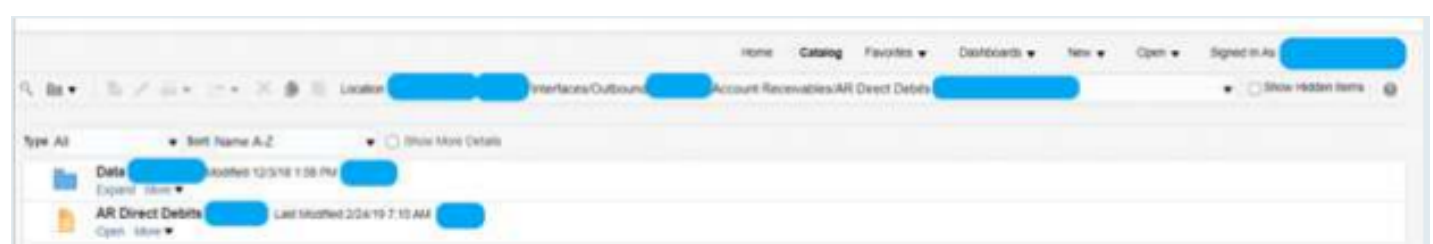




Click on **Tools** > Report and Analytics

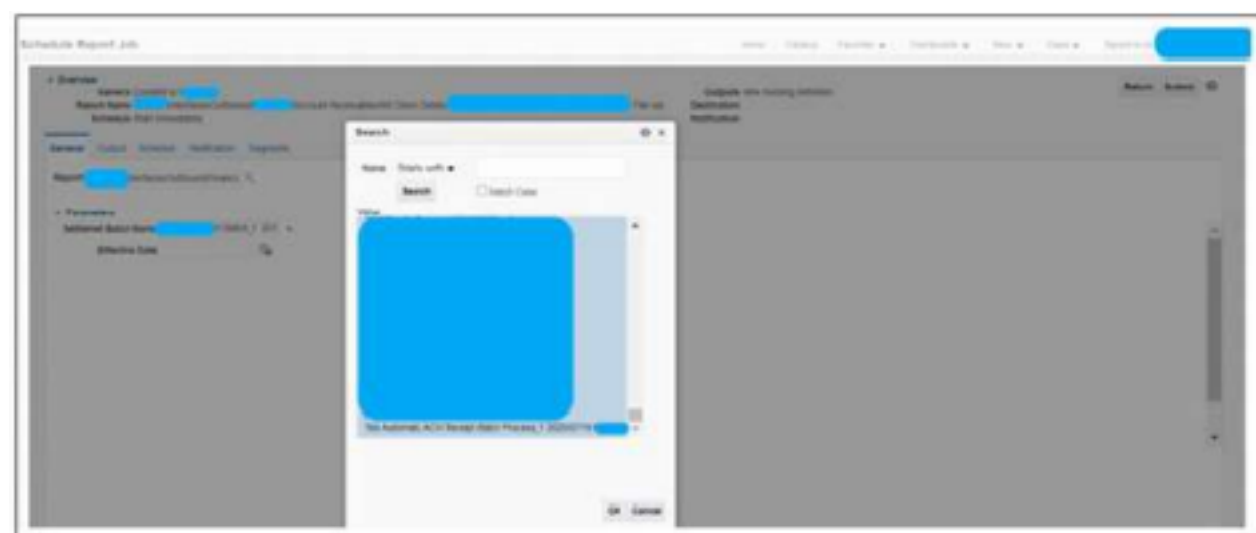


Browse Catalog and go to designated folder and schedule the Interface Program.



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'

The screenshot shows the 'Output' tab of a configuration window. It contains several checkboxes: 'Use Bursting Definition to Determine Output & Delivery Destination' (checked), 'Make Output Public' (unchecked), 'Save Data for Republishing' (checked), and 'Compress output prior to delivery' (unchecked). Below these are two expandable sections: 'Output' and 'Destination', both showing text indicating they are determined by the bursting definition.

Click on Schedule

The screenshot shows the 'Schedule' tab. It includes a 'Define Schedule Time' section with a frequency dropdown set to 'Once' and a 'Run Now' button. Below this is a 'Define Schedule Trigger' section with a 'Use Trigger' checkbox. In the top right corner, there are 'Return' and 'Submit' buttons, with 'Submit' circled in red.

Click on Submit

Enter Report Job Name

The screenshot shows a 'Submit' dialog box. It displays a summary of the configuration: Report (Interfaces/Outbound Account Receivables/AR Direct Debits), Parameters (Settlement Batch Name: Test Automatic ACH Receipt Batch Process\_1 2020/07/19), Schedule (Start immediately), Output (Output1), and Notification (null). At the bottom, there is a 'Report Job Name' field containing 'Test Automatic ACH Receipt Batch'. 'OK' and 'Cancel' buttons are at the bottom right.

Click on OK



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Our Industry Solution



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