



How to Re Query an Accounts Receivable Invoice – Manage Transactions

**This Guide is for all system users who Raise Accounts
Receivable Invoices**

Author	Version	Edit Date
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Lindsey Loverock	1.1	24/07/2026



Walsall Council

**Step
Number**
1

Step Description
Sign into OneSource

Step Image

ORACLE Cloud English

Sign in

Username

Password

[Forgot Password?](#)

Next

Or

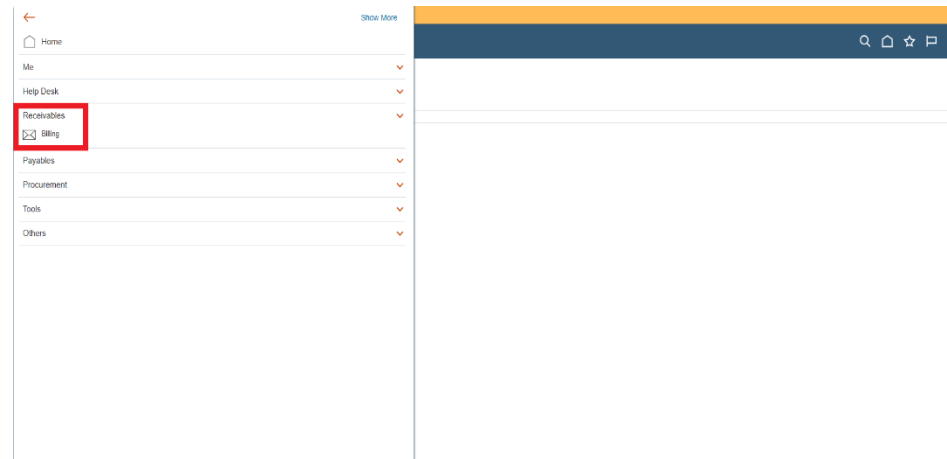
 Sign in with Walsall SSO

[Need help signing in?](#)

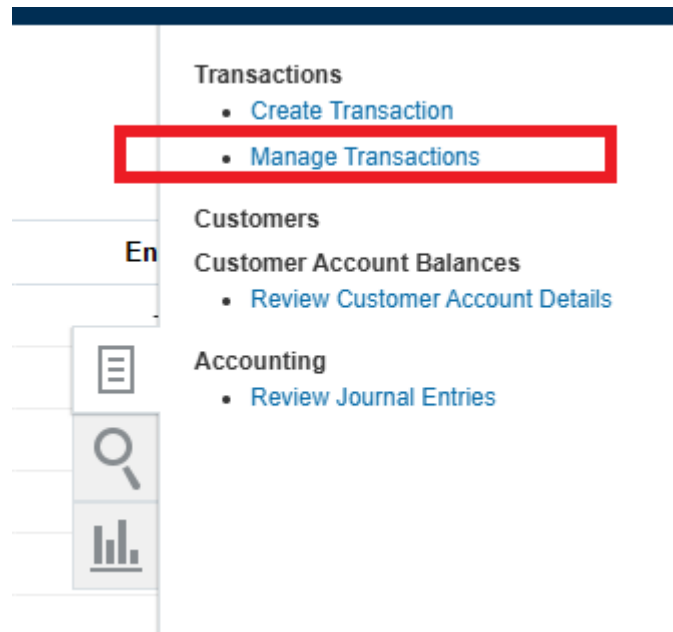
> Cloud account details

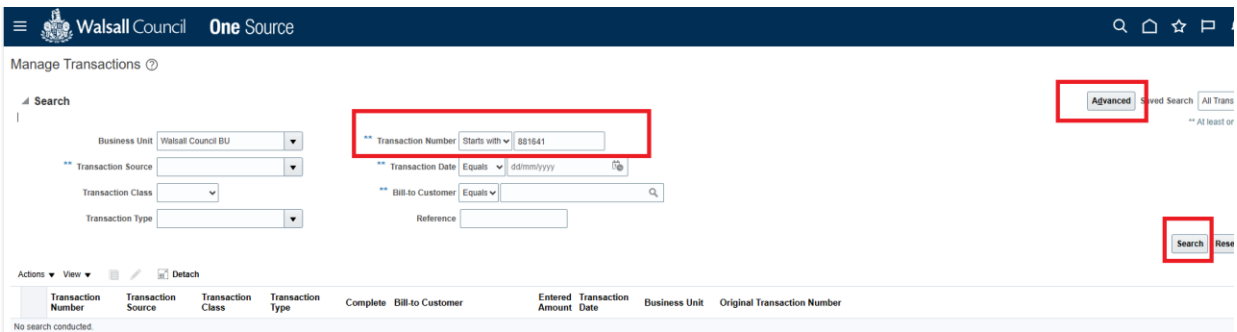


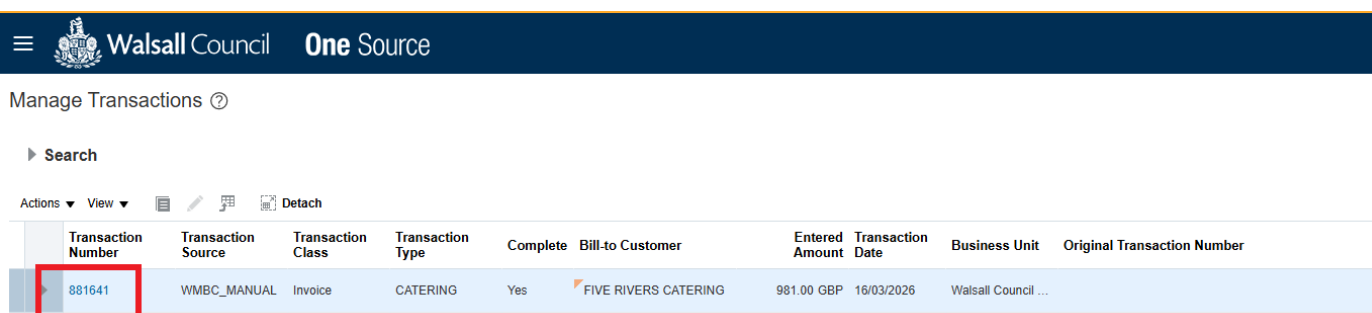
- 2 Click **Receivables** and select **Billing**



- 3 Select the Task  icon and from the drop-down menu, select Manage Transaction



- 4 Enter invoice number in the transaction number field. You can also search by customer name or any other search field on the screen. Click on search button.
- 
- By clicking on The Advanced Search button this can widen the search criteria.

- 5 Click on the Blue invoice number to view the invoice details.
- 
- | Transaction Number | Transaction Source | Transaction Class | Transaction Type | Complete | Bill-to Customer | Entered Amount | Transaction Date | Business Unit | Original Transaction Number |
|--------------------|--------------------|-------------------|------------------|----------|----------------------|----------------|------------------|---------------------|-----------------------------|
| 881641 | WMBC_MANUAL | Invoice | CATERING | Yes | FIVE RIVERS CATERING | 981.00 GBP | 16/03/2026 | Walsall Council ... | |

- 6 The invoice details will appear on screen.
- View image available
 - Actions view Distributions

Walsall Council One Source

Review Transaction: Invoice 881641

General Information | Show More

Business Unit: Walsall Council BU
Transaction Source: WMBC_MANUAL
Transaction Type: CATERING
Transaction Number: 881641
Document Number: 881641
Status: Complete

Transaction Date: 16/03/2026
Accounting Date: 16/03/2026
Salesperson:
Invoicing Rule:
Attachments: None
Notes:
Currency: GBP Pound Sterling

Customer: Bill-to Name: FIVE RIVERS CATERING
Bill-to Site: SSINV-A91

Ship-to Name:
Ship-to Site:

Payment:

* Payment Terms: IMMEDIATE
Due Date: 16/03/2026

Actions | View Image | Save | Incomplete | Cancel

Manage Adjustments
Review Distributions
Duplicate
Post to Ledger
Account in Draft
View Accounting
View Balance Details
View Transaction Activities

981.00
817.50
163.50
0.00
0.00

Invoice Details

Invoice Lines | Sales Credits

View | Detach

Line Information | Tax Determinants | Revenue Scheduling

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details	Tax Classification	Transaction Business Category	Intended Use	Product Fiscal Classification
1		BUFFET SERVED	FAC BUFFET		150	5.45	817.50		GB STANDARD	Sales Transaction		
Total					150		817.50					

- View Balance details

7 Close invoice screen by clicking on the cancel button and click Yes.

General Information | [Show More](#)

Business Unit Waitall Council BU
Transaction Source WMBC_MANUAL
Transaction Type CATERING
Transaction Number 881641
Document Number 881641
Status [Complete](#)

Transaction Date 16/03/2026
Accounting Date 16/03/2026
Salesperson
Invoicing Rule
Attachments None
Notes

Transaction Total 981.00
Lines 817.50
Tax 163.50
Freight 0.00
Charges 0.00

Customer

Bill-to Name FIVE RIVERS CATERING
Bill-to Site SSINV-A91

Payment

* Payment Terms IMMEDIATE
Due Date 16/03/2026

Warning

Your changes aren't saved. If you leave this page, then your changes will be lost. Do you want to continue?

Invoice Details

[Invoice Lines](#) [Sales Credits](#)

View [Detach](#)

Line Information		Tax Determinants		Revenue Scheduling								Tax Deter	
Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details	Tax Classification	Transaction Business Category	Intended Use	Product Fiscal Classification	
<input type="text" value="1"/>		BUFFET SERVED	FAC BUFFET		150	5.45	817.50		GB STANDARD	Sales Transaction			
					Total	150	817.50						



Walsall Council

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