



How to View Customer Account Details - Invoice and Payments

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

Author	Version	Edit Date
Lindsey Loverock	1.0	25/03/2026
Lindsey Loverock	1.1	24/07/2026



**Step
Number**
1

Step Description
Sign into OneSource

Step Image

ORACLE Cloud English

Sign in

Username

Password

[Forgot Password?](#)

Next

Or

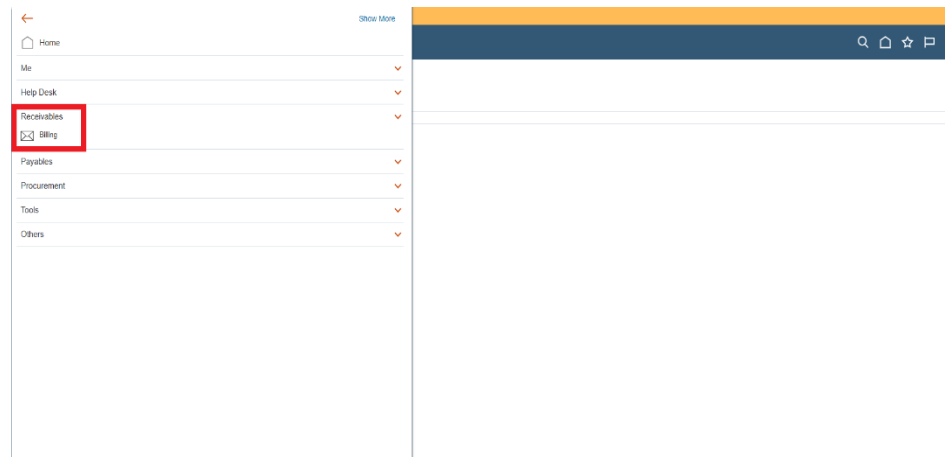
Sign in with Walsall SSO

[Need help signing in?](#)

> Cloud account details

2

Click **Receivables** and
select **Billing**





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Walsall Council


One Source

Review Customer Account Details ?

Account ▼

► Search: Accounts

Account Number	Customer
1000030819	FIVE RIVERS CATERING

Account 1000030819: Details

[Overview](#)
[Activities](#)

Entered Currency	Total Open Receivables		Total Transaction Due		Pending Application
	Amount	Count	Amount	Count	Amount
GBP	14,632.16	12	14,632.16	12	0.00
Count of Items		12		12	

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One Source

Review Customer Account Details ?

Account

Search: Accounts

Account Number

Customer

1000030819

FIVE RIVERS CATERING

Account 1000030819: Details

Overview

Activities

View Activities By

Total Open Receivables

Exclude receipts at risk

View Activities by Source

View

Total Transaction Dispute

Dispute

View Balance Details

Date

Between

26/02/2026

-

26/03/2026

Transaction	Entered Currency	Original Amount	Current Amount	Unapplied Amount	Past Due Amount	Disputed Amount	Business Unit
881647	GBP	600.00	600.00		600.00		Walsall Council BU
881645	GBP	848.16	848.16		848.16		Walsall Council BU
881641	GBP	981.00	981.00		981.00		Walsall Council BU
881640	GBP	669.60	669.60		669.60		Walsall Council BU
881643	GBP	1,560.60	1,560.60		1,560.60		Walsall Council BU
881642	GBP	1,922.40	1,922.40		1,922.40		Walsall Council BU
881639	GBP	666.00	666.00		666.00		Walsall Council BU
881638	GBP	67.20	67.20		67.20		Walsall Council BU
881644	GBP	483.30	483.30		483.30		Walsall Council BU
881637	GBP	3,336.00	3,336.00		3,336.00		Walsall Council BU



Click on the Date drop down and select Before.
Enter today's date and click on the arrow.

Account ▼

Account Number	Customer
1000030819	FIVE RIVERS CATERING

[Overview](#) [Activities](#)

View Activities By

Total Open Receivables

Exclude receipts at risk

View Activities by Source

View

Between

26/02/2026

26/03/2026

Transaction	Class	Activity Date	Entered Currency	Original Amount	Unapplied Amount	Past Due Amount	Disputed Amount	Business Unit
881647	Invoice	25/03/2026	GBP	600.00		600.00		Walsall Council BU
881645	Invoice	20/03/2026	GBP	848.16		848.16		Walsall Council BU
881641	Invoice	16/03/2026	GBP	981.00		981.00		Walsall Council BU
881640	Invoice	16/03/2026	GBP	669.60		669.60		Walsall Council BU
881643	Invoice	16/03/2026	GBP	1,560.60		1,560.60		Walsall Council BU
881642	Invoice	16/03/2026	GBP	1,922.40		1,922.40		Walsall Council BU
881639	Invoice	16/03/2026	GBP	666.00		666.00		Walsall Council BU
881638	Invoice	16/03/2026	GBP	67.20		67.20		Walsall Council BU
881644	Invoice	16/03/2026	GBP	483.30		483.30		Walsall Council BU
881637	Invoice	13/03/2026	GBP	3,336.00		3,336.00		Walsall Council BU
Total			GBP	16,080.32	0.00	11,880.32	0.00	



Review Customer Account Details ?

Account

Search: Accounts

Account Number	Customer
1000030819	FIVE RIVERS CATERING

Account 1000030819: Details

Overview Activities

View Activities By Total Open Receivables

☐ Exclude receipts at risk

View Activities by Source

View



Detach

Dispute

View Balance Details

* Date

Before

26/03/2026



Transaction	Class	Activity Date	Entered Currency	Original Amount	Current Amount	Unapplied Amount	Past Due Amount	Disputed Amount	Business Unit
881647	Invoice	25/03/2026	GBP	600.00	600.00		600.00		Walsall Council BU
881645	Invoice	20/03/2026	GBP	848.16	848.16		848.16		Walsall Council BU
881641	Invoice	16/03/2026	GBP	981.00	981.00		981.00		Walsall Council BU
881640	Invoice	16/03/2026	GBP	669.60	669.60		669.60		Walsall Council BU
881643	Invoice	16/03/2026	GBP	1,560.60	1,560.60		1,560.60		Walsall Council BU
881642	Invoice	16/03/2026	GBP	1,922.40	1,922.40		1,922.40		Walsall Council BU
881639	Invoice	16/03/2026	GBP	666.00	666.00		666.00		Walsall Council BU
881638	Invoice	16/03/2026	GBP	67.20	67.20		67.20		Walsall Council BU
881644	Invoice	16/03/2026	GBP	483.30	483.30		483.30		Walsall Council BU
881637	Invoice	13/03/2026	GBP	3,336.00	3,336.00		3,336.00		Walsall Council BU
Total			GBP		16,080.32	0.00	11,880.32	0.00	



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Close the screen
by clicking on
Done Button
(top right of
Screen).

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One Source

Review Customer Account Details 

Account

Done

Search: Accounts

** Customer Starts with FIVE RIVERS

** Bill-to Site Equals

** Account Number Equals

** Business Unit Equals

Saved Search Any Customer Account ** At least one is required

Search Reset Save...

Account Number Customer

1000030819 FIVE RIVERS CATERING

Account 1000030819: Details

Overview Activities

View Activities By Total Open Receivables ☐ Exclude receipts at risk

View Activities by Source

View      Date Before 26/03/2026 

Transaction	Class	Activity Date	Entered Currency	Original Amount	Current Amount	Unapplied Amount	Past Due Amount	Disputed Amount	Business Unit	Status
881647	Invoice	25/03/2026	GBP	600.00	600.00		600.00		Walsall Council BU	Open
881645	Invoice	20/03/2026	GBP	848.16	848.16		848.16		Walsall Council BU	Open
881641	Invoice	16/03/2026	GBP	981.00	981.00		981.00		Walsall Council BU	Open
881640	Invoice	16/03/2026	GBP	669.60	669.60		669.60		Walsall Council BU	Open
881643	Invoice	16/03/2026	GBP	1,560.60	1,560.60		1,560.60		Walsall Council BU	Open

Untitled* - Paint 3D



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