



How to View an Accounts Receivable Invoice

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



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**

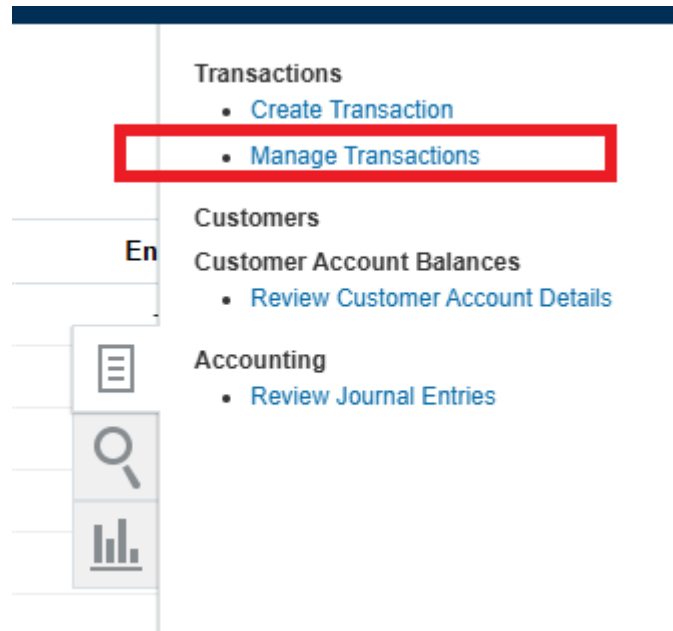
Show More

- Home
- Me
- Help Desk
- Receivables
- Payables
- Procurement
- Tools
- Others



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

The screenshot shows the 'Manage Transactions' search form. The 'Transaction Number' field is highlighted in a red box. The form includes fields for 'Business Unit', 'Transaction Source', 'Transaction Class', 'Transaction Type', 'Transaction Number', 'Transaction Date', 'Bill-to Customer', and 'Reference'. The 'Transaction Number' field is set to 'Starts with 881641'. The 'Advanced Search' button is highlighted in a red box. The 'Search' button is also highlighted in a red box. The table below the form shows columns for 'Transaction Number', 'Transaction Source', 'Transaction Class', 'Transaction Type', 'Complete', 'Bill-to Customer', 'Entered Amount', 'Transaction Date', 'Business Unit', and 'Original Transaction Number'.

By clicking on The Advanced Search button this can widen the search criteria.



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screen. Click on search button.

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Click on the Blue invoice number to view the invoice details.

 **Walsall Council** **One Source**

Manage Transactions ?

► Search

Actions ▼ View ▼    Detach

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 ...	

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The invoice details will appear on screen. Click on View Image Button to view the Invoice.

 **Walsall Council** **One Source**

Review Transaction: Invoice 881641 ?

Actions ▼ **View Image** Save Incomplete Cancel

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

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

Ship-to Name:

Ship-to Site:

Payment

* Payment Terms: IMMEDIATE

Due Date: 16/03/2026

Invoice Details

Invoice Lines Sales Credits

View ▼  Detach

Line Information Tax Determinants Revenue Scheduling



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The image will Appear. The image can be downloaded or printed if required.

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

Customer

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

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					

Transaction Total: 981.00
Lines: 817.50
Tax: 163.50
Freight: 0.00
Charges: 0.00

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

Walsall Council
Civic Centre
Walsall
WS1 1TP

ACCOUNTS RECEIVABLE INVOICE

FIVE RIVERS CATERING
11 VICARAGE PLACE
WALSALL
WS1 3NA

Customer Reference: 1000030819
Invoice Number: 881641
Contact Name: susan.charles@walsall.gov.uk
Telephone Number: 01922 654520
Invoice Date & Tax Point: 16-Mar-26
Department of issue: Catering Services

FOR WALSALL COUNCIL USE ONLY

Details	Units	Qty	Unit Price	Exc VAT	Rate	Amount of VAT	Inc VAT
BUFFET SERVED		150	£5.45	£817.50	20%	£163.50	£981.00



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

Walsall Council One Source

Review Transaction: Invoice 881641

General Information | Show More

Business Unit: Walsall Council BU
Transaction Source: WIMBC_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
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Customer

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

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

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details	Tax Classification	Transaction Business Category	Intended Use	Product Fiscal Classification
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Total					150		817.50					



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