Oracle Payables Implementation Overview with screenshots
Compilation of Oracle Payables Implementation notes by Ranu Srivastava

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Oracle Payables Implementation Overview with screenshots

Setting up Banks

 Setup > Payment > Banks

Define Bank Accounts

Define Bank Accounts (Required) Define Banks where you are the account holder of a receipt and/or disbursement account. You can also use Payables to define external banks where your suppliers are the account holders. If you define your external bank accounts now, you will be able to assign them to suppliers you set up later. This step must be performed for **each operating unit.**

Defining Banks and Bank Accounts
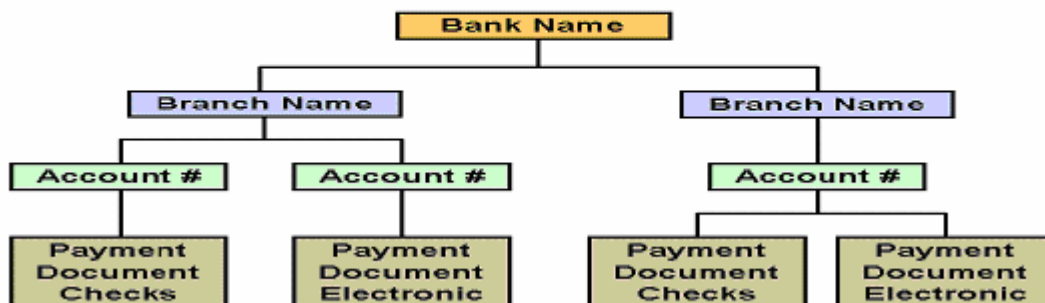
Oracle Financial Applications, including Payables, Receivables and Cash Management, share bank definitions, although not every application uses all available bank information. Each bank can have multiple branches, each branch can have multiple accounts, and each account can be associated with multiple Payables payment documents, as well as multiple Receivables payment methods.For Payables, you use the Banks window to define your internal bank accounts from which you disburse payments. For each internal bank account, you can define payment documents for checks, electronic payments (EFT and EDI), wire transfers and clearing payments. You use this same Banks window to enter supplier bank information for your suppliers to which you send electronic payments.

Entering Basic Bank Information In the Banks window, you can enter all basic bank information: bank name, branch name, bank number and branch number. Select Bank as the institution.

EDI/EFT Information If you intend to use this bank/branch to disburse funds through either EDI or EFT, you must enter the appropriate information.

Address Enter the address for the bank branch.

Contact Optionally, enter the name, title and phone number of contact at this bank branch.

Defining Internal Bank

accounts Internal bank are the bank accounts for which you are the account holder. Receivables uses internal bank accounts to receive payments from customers. Payables uses internal bank accounts to disburse funds to suppliers. You access the Bank Accounts window by clicking the Bank Accounts button on the Banks window Bank Account You enter the name of the account, an account use of internal, the account type, the account number and a description. You should have the name of the account match the name on the bank's records and then use the description field to indicate how the account is used, for example, main disbursement account. The account type is a free-form field that you might use to indicate whether the account is a savings or checking

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account or whether it's a corporate or division account. You enter the cash account number that should be charged for payments made from this bank account. You can also enter accounts for cash clearing, bank charges and bank errors that will be used when you reconcile with Cash Management.

Account Contact
You can enter the name, title and telephone for a contact specific to this bank account.

Payables Options
• Maximum Outlay - The largest currency outlay that you allow for a payment batch for this bank account. If the total outlay of a payment batch exceeds the maximum outlay for the payment batch, Payables displays a warning, but allows you to continue processing the payment batch. The Maximum Outlay for a bank account defaults from the Payables Options window. When you initiate a payment batch using the bank account, Payables uses the bank account's Maximum Outlay as a default. You can override this default.
• Maximum Payment - The largest payment amount that you allow in a payment batch. When you initiate a payment batch using the bank account, Payables uses the bank account's Maximum Payment as a default. You can override this default.
• Minimum Payment - The lowest payment amount that you allow in a payment batch. When you initiate a payment batch using the bank account, Payables uses the bank account's Minimum Payment as a default. You can override this default.
• Allow Zero Payments - If you allow zero-amount payments from this bank account, enable this option.
• Pooled Account - If you use Automatic Offsets and you want to associate multiple companies with this bank account, then enable this option. When you enable the Automatic Offsets Payables option, Payables creates one offsetting liability distribution for each invoice distribution. If you pay an invoice from a pooled bank account, then when Payables accounts for the invoice payment, Payables creates one corresponding cash accounting entry for each liability distribution.
- In addition, Payables builds the cash account based on the Cash Account defined for the bank account and the account segments of the liability lines.
- If you do not use a pooled account, then when Payables accounts for the payment, it creates a single accounting entry for the Cash account, and uses the Cash Account that is defined for the bank account without modifying any account segments.
• Multiple Currency Payments - If you have enabled the Use Multiple Currencies Payables option and you want to use this bank account to pay invoices entered in multiple currencies, enable this option.

Defining Internal Bank Accounts
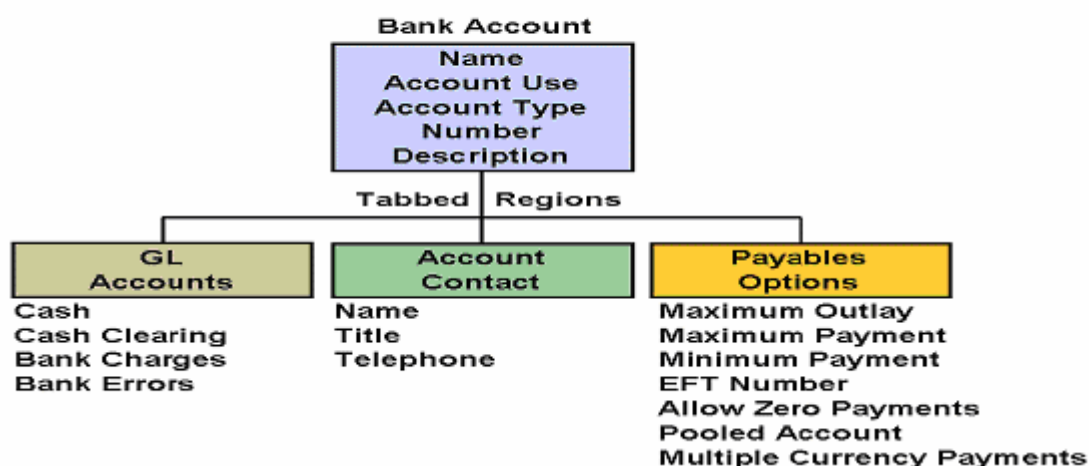
Defining Payment Documents
You must create at least one payment document before you can use a bank account to create invoice payments. When you define payment documents, you can only select payment formats that use the same currency as the

Oracle Payables Implementation Overview with screenshots

bank account currency. If the bank account is a multiple currency bank account, you can choose foreign currency payment formats or multiple currency

payment formats. You access the Payment Documents window by clicking the Payables Documents button on the Bank Accounts window.

Tabbed Regions
Document Information

• Document Name - Enter a name for the payment document that is unique for the bank account.

• Disbursement Type - Select the appropriate disbursement type: Recorded, Computer-Generated, or Combined

• Payment Format - Select the payment format you want Payables to use to format payments for a payment document. Payables displays the payment method for the payment format you selected in the previous field.

• Document Numbers/Last Used - Enter the last payment number you used to create a payment. If you are defining a new payment document, enter the number of the first document available less 1. Payables automatically updates this number when you create payments.

• Document Numbers/Last Available - Enter the last payment document number available.

• Document Numbers/Setup Checks - Enter the number of setup checks you want the system to print at the beginning of each automatic payment batch or quick payment. This field is only needed when the payment method is checks and allows you to use these checks to align your printer. Setup checks may only be needed when you use pre-printed check format.

GL Accounts

If the accounts that should be used with this payment document differ from the accounts entered on the bank account window, you override them the accounts by entering different cash, cash clearing, bank charges and bank errors accounts on this tabbed region.

Examples
Create Bank (Enter Addres & Contact)

Create Bank Account

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Create Payables Documents

Creating Suppliers

Purchasing Responsibility (N) Supply Base > Suppliers
How Oracle Products Use Supplier Information
Suppliers can be set up from many different applications, but the data is stored in only one place. Applications sharing supplier information include Purchasing, Payables, Assets, and Property Manager.
Purchasing Purchasing uses supplier defaults, such as freight terms and shipping details, on requisitions, purchase orders, requests for quotations, etc.
Payables Payables uses supplier defaults, such as method of payment and bank account information, during invoice entry and payment processing.
Assets Assets maintains the supplier name and number for each asset record.
Property Manager Property Manager exports lease invoices for suppliers to Payables so they may be paid.

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Procure to Pay Lifecycle
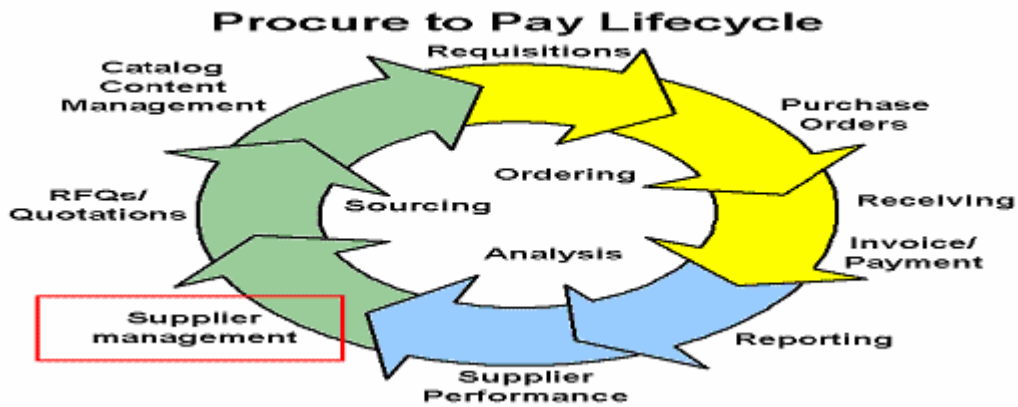
Overview of Suppliers

Set up suppliers in the Suppliers window to record information about companies and individuals from whom you purchase goods and services. When you enter a supplier that does business from multiple locations, you store supplier header information only once, and you enter supplier sites for each location. Most supplier information defaults to supplier sites.However, you can override the values that default if necessary. After you define suppliers, you can use them when you enter invoices and create purchasing documents.
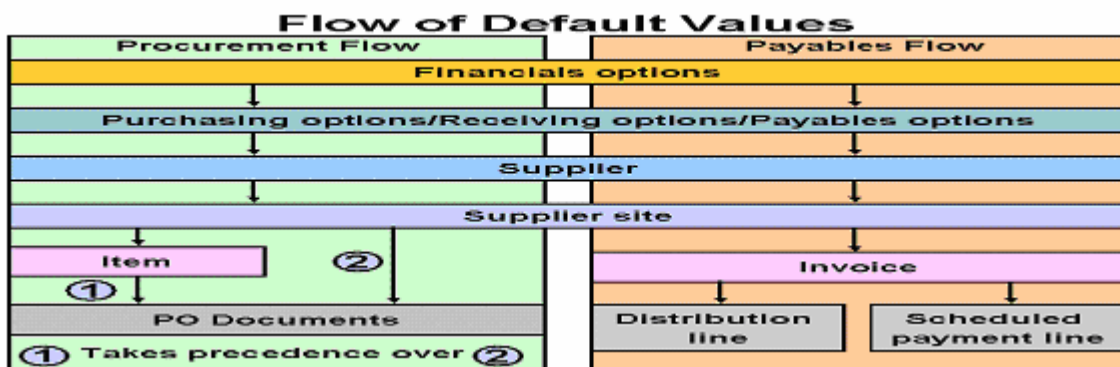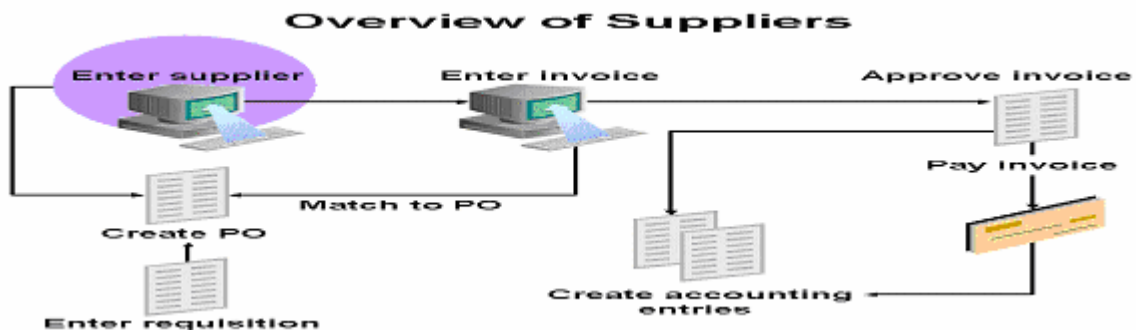
Step 1 Defining Suppliers

Supplier Record Structure For every supplier, you can create an unlimited number of supplier sites with different addresses and contacts. You can buy from several different sites while sending the payments to only one site. Define how supplier sites may be used with the following options:

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• Pay - You can enter invoices for and make payments to the site.

• Purchasing - You can create purchase orders for the site.

• RFQ Only - You can create request for quotations in Purchasing for the site. You cannot create purchase order for an RFQ Only site.

• Procurement Card - You can purchase goods or services using a procurement card. Designate a site as an RFQ Only site during the beginning of negotiations with a supplier. If you decide to use the supplier, designate the supplier site as a Purchasing site by deselecting the RFQ Only option and selecting the Purchasing Site option. For each supplier site, you can enter contact information (name, address, telephone) specific to that site. Contact information is for your reference only.

Supplier Information - General Region

Parent Supplier Name and Number You can record the relationship between a franchise or subsidiary and its parent company by recording a value for the Parent Supplier Name field. Use the Vendor Affiliated Structure Listing to report relationships you've defined.

Customer Number The number your supplier uses to identify your company or organization. This number appears on purchase documents.
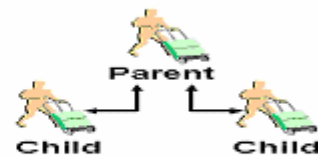
Supplier Information - Classification Region

You assign types to each supplier to categorize and report on subsets of suppliers. You define the list of values available through the Purchasing Lookups window. Tax Authority and Employee type suppliers have additional functionality:

• Tax Authority type suppliers are suppliers that you remit withholding taxes to.

• Employee type suppliers can be associated with an employee name and number. They may be a supplier for purposes of travel and expense reimbursement or because they own a business from which you purchase goods and services.

Supplier Information accounting Region
Entered at supplier level only if you are not using Multi-Org

Supplier Information - Control Region
Entry of defaults on this tabbed region at the supplier level will not prevent payment processing, but will simply provide defaults to new supplier sites. Control is affected only through values established at the site level.

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Invoice Amount Limit If you enter an invoice for a supplier site that exceeds a pre-specified invoice amount limit, Payables will automatically place the invoice on an Amount Hold during the invoice approval process.

Invoice Match Option The Invoice Match Option determines whether or not you intend to match invoices for this supplier against purchase orders or receipts.

Hold All Payments Select the Hold All Payments option to prevent any invoices entered for the supplier site from being selected for payment processing.

Hold Unapproved Invoices If the Hold Unapproved Invoices option is selected, Payables will automatically apply a Supplier hold to all invoices as they are entered.

Hold Unmatched Invoices If the Hold Unmatched Invoices option is selected, Payables will automatically apply a Matching Required hold to all unmatched invoices.

Supplier Information - Control Region

- Invoice Amount Limit
- Invoice Match Option
- Hold All Payments
- Hold Unapproved Invoices
- Hold Unmatched Invoices

Supplier
Sets defaults for new sites
Contacts — N/A
Sites
Sets control
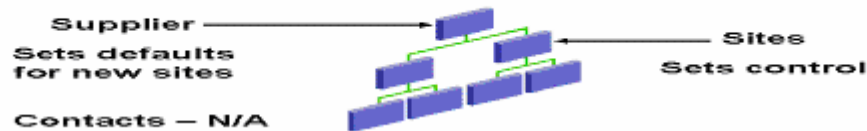
Supplier Information- Payment Region

Pay Group Assign a Pay Group and assign it to a supplier to pay a category of suppliers in the same payment batch.

Payment Priority The Payment Priority is a number, between 1 (high) and 99 (low), which represents the priority of payment. The system uses the Supplier Site value to automatically assign a Payment Priority to an invoice's scheduled payment(s) during invoice entry.

Payment Method The Payment Method is the form of payment used for each supplier invoice. Options include check, electronic, wire or clearing. Wire payments are done manually to reflect external wire transfers made between your bank and your supplier's bank. Clearing payments are recorded for payments made within the company. Clearing transactions are necessary to effect proper accounting of this activity.

Pay Alone If the Pay Alone option is enabled, Payables creates a separate payment for each invoice. If it is not enabled, Payables will combine multiple invoices on a single payment.

Terms The system uses payment terms to automatically calculate due dates, discount dates, and discount amounts for each invoice in order to schedule payments. Additional terms can be added to the list of values through the Payment Terms window.

Terms Date Basis

The Terms Date Basis is the date you select for Payables to use as the basis for calculating the scheduled payment. Below are the options available listed in order from the earliest date selection to the most recent date selection.

• Goods Received   • Invoice (Date)   • Invoice Received   • System (Date)

Pay Date Basis The Pay Date Basis determines if the system will create a payment at the end of the discount period or by the due date.

Always Take Discount Enable the Always Take Discount check box to have Payables always pay the discounted amount regardless of whether payment is made within the discount period or not.

Exclude Freight from Discount If you select the Exclude Freight from Discount check box, the system will exclude freight prior to calculating discounts.

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Supplier Information – Payment Region

- Pay Group
- Payment Priority
- Payment Method

Payment Batch #02-Jan
Employees   Priority 1
Electronic Payment

Invoice — 1 to 1 — Check

- Pay Alone

- Terms - 2/10, Net 30
  - Terms Date Basis
  - Pay Date Basis
  - Always Take Discount
  - Exclude Freight from Discount
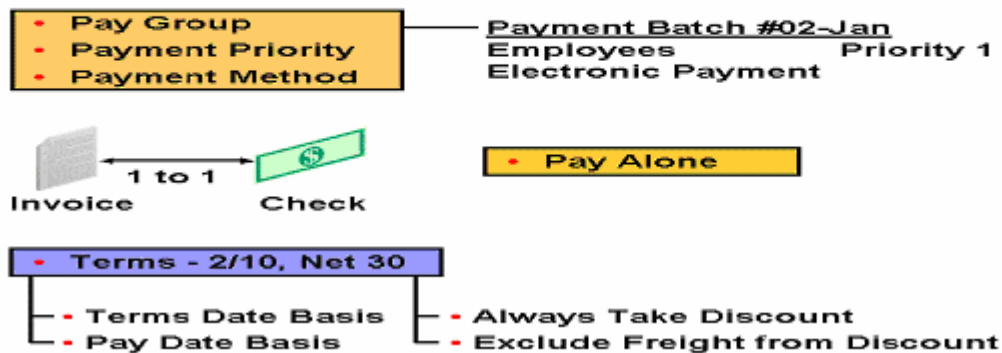
Bank Account Region

The Bank Accounts Region is used to record supplier bank account information that you use for making electronic payments. For each supplier and supplier site that has bank account assignments, you must designate one bank account as the primary bank account. The primary bank account is used by Payables as a default when you pay this supplier electronically. You may override the default if necessary

Supplier Information – Bank Accounts Region

- Name
- Number
- Primary ✓

Operating Account
#432198-77

Supplier Information - EDI Region

EDI Payment Method The EDI Payment Method indicates how this electronic payment will be made.
EDI Payment Format If you selected Automated Clearing House (ACH) as the EDI Payment Method, you must also specify an EDI Payment Format. This format indicates the type of information to be transmitted with the funds.
EDI Remittance Method The EDI Remittance Method indicates which party is responsible for sending the remittance advice to the payee.

Supplier Information - Invoice Tax region

1 Invoice Tax Code
2 Use Offset tax
3 Calculation level
4 Allow calculation level override
5 Rounding rule
6 Distribution amounts include tax

Supplier Information - Withholding Tax region

1 Allow withholding tax
2 Withholding tax group

Supplier Information - Tax reporting region

1 Federal(1099 eligible)	2 Income tax type (1099 tax types)
3 State	4 Reporting site
5 Reporting name	6 Verification date
7 Name control	8 Organization type

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Supplier Information - Purchasing Region

Ship-To Location/Bill-To Location Suppliers generally send invoices and shipments for goods and services to Ship-To and Bill-To Locations. These locations are often not the same.

Ship Via Allows you to indicate a preferred carrier that you'd like the supplier to use when shipping to you.

FOB Free on Board (FOB) indicates the point at which ownership of the goods and services, as well as the cost of any damage or loss, transfers from the supplier to you.

Freight Terms Indicate whether you or your supplier pay the freight charges for the goods you ordered.

Create Debit Memo from RTS Transaction If you enable the Create Debit Memo from RTS (Return to Supplier) Transaction option, you will have the option of allowing Workflow to automatically create a debit memo when processing a return to supplier.

Purchase Order Hold/Reason If a supplier is placed on Purchase Order Hold and if the Enforce Vendor Hold box is checked in the Purchasing Options window, the system will allow you to create a purchase order for the supplier, but you will not be able to approve it until you released the hold. If you use this option, use a descriptive explanation in the Reason field to explain the reason for the hold.

Supplier Information - Receiving Region

Enforce Ship-To Location Values for the Enforce Ship-To Location include none, warning and reject.

• A value of reject will prevent entry of the receipt in the system.

• A value of warning will provide a message of the discrepancy, but will allow the receipt entry to continue.

• A value of none will simply allow the receipt to be entered and will not provide a warning message of the discrepancy.

Receipt Routing Receipt routing indicates which default location will be used at the point of initial receipt and generally the number of steps it takes for the item to reach its final destination. Below are the options available.

• Direct Delivery - 1 step to the final destination

• Standard Receipt - 2 steps: 1st to receiving, then to the final destination

• Inspection Required - 3 steps: 1st to receiving, next to inspection, then to the final destination

Match Approval Level The Match Approval Level indicates what information will be compared to determine whether an invoice can be approved or not. Options are:

• 2-Way - Purchase order and invoice quantities must match within tolerance before the corresponding invoice can be paid. The receipt close tolerance should be set to 0% to allow the system to automatically close fully received lines.

• 3-Way - Purchase order, receipt, and invoice quantities must match within tolerance before the corresponding invoice can be paid.

• 4-Way - Purchase order, receipt, accepted, and invoice quantities must match within tolerance before the corresponding invoice can be paid.

Quantity Received Tolerance The maximum acceptable over-receipt tolerance percentage

Quantity Received Exception The action to be taken when the quantity received tolerance is exceeded.

Days Early/Late Receipt Allowed The window within which delivery will be allowed.

Receipt Date Exception The action to be taken when delivery occurs outside of this window.

Allow Substitute Receipts If Allow Substitute Receipts is enabled, receivers can receive previously defined substitute items in place of ordered items.

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Allow Unordered Receipts Allow Unordered Receipts permits receivers to acknowledge receipt of unordered items. If enabled, you will need to later research and match the unordered receipts to the appropriate purchase order. If you allow Unordered receipts, you will always be able to record the fact that a physical receipt was processed giving full visibility to the transaction.If Allow Substitute Receipts is enabled, receivers can receive previously defined substitute items in place of ordered items.

Allow Unordered Receipts Allow Unordered Receipts permits receivers to acknowledge receipt of unordered items. If enabled, you will need to later research and match the unordered receipts to the appropriate purchase order. If you allow Unordered receipts, you will always be able to record the fact that a physical receipt was processed giving full visibility to the transaction.

Supplier Information – Receiving Region

- Enforce Ship-To Location
- Receipt Routing
- Match Approval Level
- Quantity Received Tolerance
- Quantity Received Exception
- Days Early/Late Receipt Allowed
- Receipt Date Exception
- Allow Substitute Receipts
- Allow Unordered Receipts
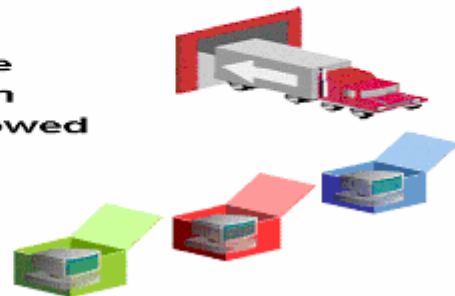
Supplier Level Versus Site Level Entry

Notice that information on the Classification and Receiving tabbed regions is entered only at the supplier level. Contacts, however, are entered only at the site level. Assuming the Multiple Organization Support feature has been enabled, the Accounting tabbed region is also entered only at the site level. There is additional information entered on the General, EDI, Tax Reporting and Purchasing tabbed regions available at the site level versus at the supplier level.

Supplier Level Versus Site Level Entry

Tabbed Region	Supplier Level	Site Level
General	Yes	Yes
Classification	Yes	No
Contacts	No	Yes
Accounting	No	Yes
Control	Yes	Yes
Payment	Yes	Yes
Bank Accounts	Yes	Yes
EDI	Yes	Yes
Invoice Tax	Yes	Yes
Withholding Tax	Yes	Yes
Tax Reporting	Yes	Yes
Purchasing	Yes	Yes
Receiving	Yes	No

Entering Basic Supplier Site Information

Purchasing Responsibility >Suppliers (B) Sites You must enter a brief name for each site attached to the supplier. This is the name that will appear in the list of values for sites on either purchasing or payables documents. The associated address prints on the documents. Oracle applications allow you to enter supplier addresses in country-specific formats. If no address style is associated with the country, the standard format is used. Enable seeded address styles or set up custom address styles through the Receivables Countries and Territories window.

Supplier Site Information - General Region

Site Uses Sites can be designated as one or more of the following use types: Pay, Purchasing, RFQ Only, or Procurement Card.

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Supplier Notification Method The Supplier Notification Method indicates how purchasing documents will be transmitted to the supplier. Options include Printed Document, Fax, or E-mail. You can specify voice, fax or email in the Communication area of this region. Refer to the additional implementation considerations discussed at the end of this module regarding communication by fax or email. You can re-route communications through an alternate method by un-checking the defaulted method, checking the alternate method desired, and providing the fax number or email address if needed.

Communication Use the Communication region to enter voice, fax, telex and e-mail information.

Shipping Network Location The location that you enter in this field appears on the list of values for the Ship To Location field in the Purchase Order window. Purchasing uses this information when it receives outside processing items. In Work in Process, when you have two consecutive outside processing operations on a routing, you can use the Ship-To Location to specify that the supplier for the first outside processing operation is to ship the completed assemblies directly to the supplier for the next outside processing operation.

Supplier Site Information - Contacts Region Contact information is specific to a site. Contact information is for your reference only and is not used by the system. You can enter the contact's email address for reference purposes in the Mail Stop field. This information is reference only and the field may not accommodate longer email addresses.

Supplier Site Information - Accounting Region Distribution Sets are used to expedite entry of distribution lines on invoices.• Full distribution sets will automatically create distribution lines with both accountvnumbers and $ amounts.• Skeleton distribution sets will automatically create distribution lines with only account number and you must provide the dollar amounts. GL Default Accounts provide GL account numbers that will be used when creating accounting entries for either purchasing or payables documents unless specifically overwritten when the documents are created.

Note: You can only enter Accounting Region information at the site level when using the Multiple Organization Support feature.

Supplier Site Information - EDI Region
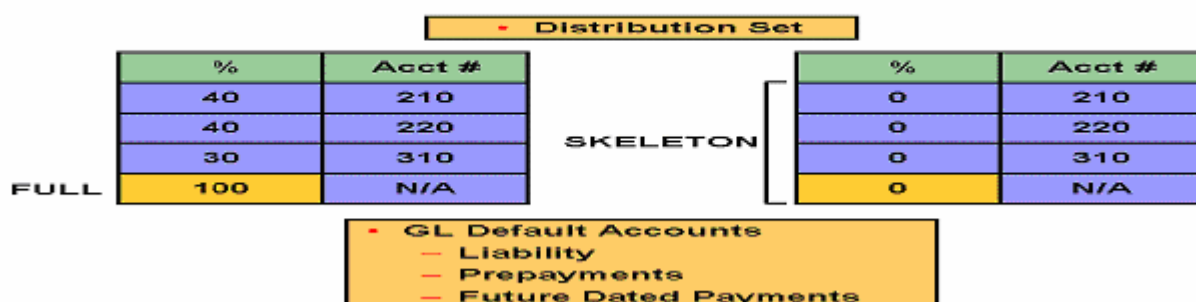
1 EDI Location   2 EDI   ID number

EDI Location is used by e-Commerce Gateway for electronic transmission of information. After you set up your supplier sites, you link them to trading partners you define in e-Commerce Gateway. The EDI ID Number field is used only by Energy.

Supplier Site Information - Tax Reporting region

  1 Tax registration number - Supplier's VAT number

Income Tax Reporting Site

  1 Can only check one site as the income tax reporting
  2 Determines which site's address is used on the 1099

Supplier Site information -Purchasing region

  Pay on
  Alternate pay site
  Invoice summary level

Merging Suppliers Purchasing Responsibility (N) Supply Base > Supplier Merge

Examples Setup Supplier

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Suppliers (Vision Operations: USD)

Supplier Name	23 Acme Supply
Alternate Name	
Taxpayer ID	52-32165478
Inactive On	

Supplier Number	5085
Tax Registration Number	
[ ]	

Tabs: General | Classification | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Parent Supplier Name [ ]   Number [ ]
Customer Number 77890

Sites

Suppliers (Vision Operations: USD)

Supplier Name	23 Acme Supply
Alternate Name	
Taxpayer ID	52-32165478
Inactive On	

Supplier Number	5085
Tax Registration Number	
[ ]	

Tabs: General | Classification | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Terms	45 Net (terms date + 45) ···
Pay Group	Standard
Payment Priority	23
Terms Date Basis	Invoice
Pay Date Basis	Due
Payment Method	Check

Invoice Currency	USD
Payment Currency	USD

☐ Always Take Discount
☐ Exclude Freight From Discount
☐ Allow Interest Invoices
☐ Pay Alone

Sites

Suppliers (Vision Operations: USD)

Supplier Name	23 Acme Supply
Alternate Name	
Taxpayer ID	52-32165478
Inactive On	

Supplier Number	5085
Tax Registration Number	
[ ]	

Tabs: Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax | Tax Reporting | Purchasing | Receiving

Ship-To Location	M1- Seattle ···
Bill-To Location	V1- New York City
Ship Via	UPS
FOB	Origin
Freight Terms	Due

☑ Create Debit Memo from RTS Transaction

☐ Purchase Order Hold

Purchasing Hold Reason [ ]

Sites

Suppliers (Vision Operations: USD)

Supplier Name	23 Acme Supply
Alternate Name	
Taxpayer ID	52-32165478
Inactive On	

Supplier Number	5085
Tax Registration Number	
[ ]	

Tabs: Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax | Tax Reporting | Purchasing | Receiving

Enforce Ship-To Location	Warning
Receipt Routing	Standard Receipt
Match Approval Level	3-Way
Qty Received Tolerance	0 %
Qty Received Exception	Reject
Days Early Receipt Allowed	5
Days Late Receipt Allowed	5
Receipt Date Exception	Warning

☑ Allow Substitute Receipts
☑ Allow Unordered Receipts (G)

Sites

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Setup Supplier Sites

Supplier Sites (Vision Operations: USD) - 23 Acme Supply, 5085

Site Name	CO-DENVER
Country	United States
Address	220 Technology Blvd
City	Denver
State	CO
Postal Code	34231
Province	
County	
Language	
Inactive On	

Alternate Name

Alternate Address

Tabs: General | Contacts | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Site Uses
- ☑ Pay
- ☑ Purchasing
- ☐ RFQ Only
- ☐ Procurement Card

Customer Number: 77890
Shipping Network Location:
Supplier Notification Method: Printed ...

Communication

	Area Code	Number		
Voice	304	555-1212	Telex	
Fax	301	555-1212	E-mail	

Supplier Sites (Vision Operations: USD) - 23 Acme Supply, 5085

Site Name	IL-CHICAGO
Country	United States
Address	600 State St
City	Chicago
State	IL
Postal Code	60601
Province	
County	
Language	
Inactive On	

Alternate Name

Alternate Address

Tabs: General | Contacts | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Site Uses
- ☑ Pay
- ☑ Purchasing
- ☐ RFQ Only
- ☐ Procurement Card

Customer Number: 77890
Shipping Network Location:
Supplier Notification Method: Printed ...

Communication

	Area Code	Number		
Voice			Telex	
Fax			E-mail	

Suppliers (Vision Operations: USD)

Supplier Name	23 DLM Consulting Services
Alternate Name	
Taxpayer ID	52-87632100
Inactive On	

Supplier Number: 5086
Tax Registration Number:

Tabs: Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax | Tax Reporting | Purchasing | Receiving

Reportable
- ☑ Federal (J)
  - Income Tax Type: MISC7
- ☐ State (K)

Reporting Site	NY-NEW YORK
Reporting Name	
Name Control	

Verification Date:
Organization Type:

Sites

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Supplier Reports

Suppliers Report Review supplier, supplier site, and supplier site contact information.

Supplier Audit Report Review supplier names that are similar, to help identify potential duplicate suppliers.

Supplier Payment History Review supplier payment history, including voided payments, for one or a group of suppliers.

Supplier Paid Invoice History Review the supplier invoice history, including discount and partial payment information, for a supplier or a group of suppliers.

Supplier Mailing Labels Create mailing labels for supplier sites.

Purchase Order Header Updates Report Review purchase orders updated by the Supplier Merge Process.

Supplier Merge Report Review the suppliers, sites, and invoices updated by the Supplier Merge Process.

Supplier Balance Revaluation Report Identify suppliers with credit (negative) balances.

Supplier Customer Netting Report Review the net balance in Payables and Receivables for any suppliers or customers who have the same NIF or VAT code.

New Supplier/New Supplier Sites Listing Review new suppliers and new sites created.

Vendor Affiliated Structure Listing Review supplier parent-child relationships.

Vendors on Hold View suppliers on hold and their outstanding purchase orders.

Supplier Open Balance Letter Create a supplier open balance letter. You can use this report for auditing purposes or to periodically inform your suppliers of open balances.

Invalid PO Supplier Notice Informing a supplier that you placed an invoice on hold because the supplier did not provide purchase order number for matching or you could not use the purchase order number provided by the supplier. Payables creates a notice for each supplier with invoices to which you have manually applied an Invalid PO hold.

Invoices
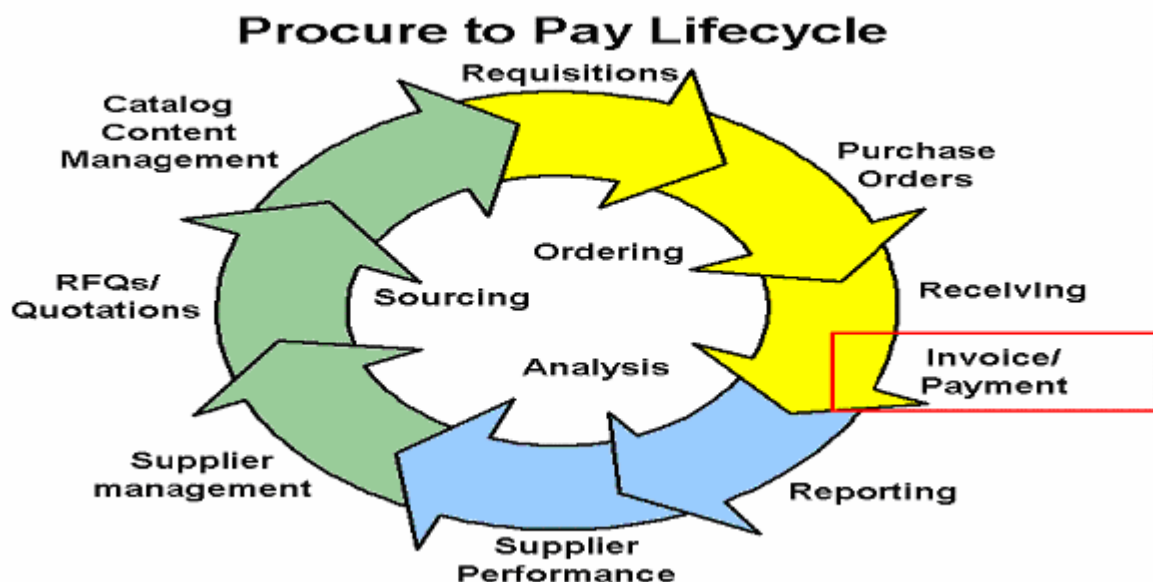
Invoice Types

Standard An invoice from a supplier representing an amount due for goods or services purchased.

Standard invoices can be either matched to a purchase order or not matched.

Credit Memo A memo from a supplier representing a credit amount toward goods or services.

Oracle Payables Implementation Overview with screenshots

Debit Memo An invoice you enter to record a credit for a supplier who does not send you a credit memo.

PO Default An invoice type you enter for matching to a purchase order. You enter a purchase order number, and Payables automatically copies supplier information from the purchase order. The invoice type changes to Standard after the match.

QuickMatchAn invoice type you enter for matching to a purchase order. You enter a purchase order number, and Payables automatically copies supplier information and matches to every open shipment on the purchase order. The invoice type changes to Standard after the match.

MixedAn invoice type you enter for matching to both purchase orders and invoices. You can enter either a positive or a negative amount for a Mixed invoice type.

PrepaymentA type of invoice you enter to pay an advance payment for expenses to a supplier or employee.

Expense Report An invoice representing an amount due to an employee for business-related expenses.

Withholding Tax An invoice you enter to remit taxes withheld to the appropriate tax authority.

InterestIf you allow interest invoices, payables will automatically calculate interest for overdue invoices and create interest invoices for selected suppliers.

Assigning a Default GL Date

Payables determines the accounting period in which an invoice or payment will be included by comparing the invoice or payment GL date to the ranges of dates you have defined for your accounting periods in your accounting calendar. The GL date is based on the GL Date Basis Payables option. Payables automatically defaults this GL date to new invoice distributions added to the invoice. If you specify a GL date with on the invoice batch, that GL date will default to invoices you enter into the batch. You can change the GL date for individual invoice distributions in the distributions window. The GL date is stored at the invoice header so if yo were to add additional invoice distributions the next day, for example, the GL dates on the distributions would be the same. The GL Date Basis Payables option determines what date is used as the GL date. The GL date for each invoice will default based on one of the following options:

• Invoice date
• System date
• Receipt/Invoice
• Receipt/System

Payables uses the payment date as the GL date for your payments.

Oracle Payables Implementation Overview with screenshots
Entering Invoices

Overview of Entering Batches

Receive invoices in the mail → Batch invoices → Prepare a batch control form → Enter a batch of invoices

Update the batch control form ← Review batch control reports

File invoice
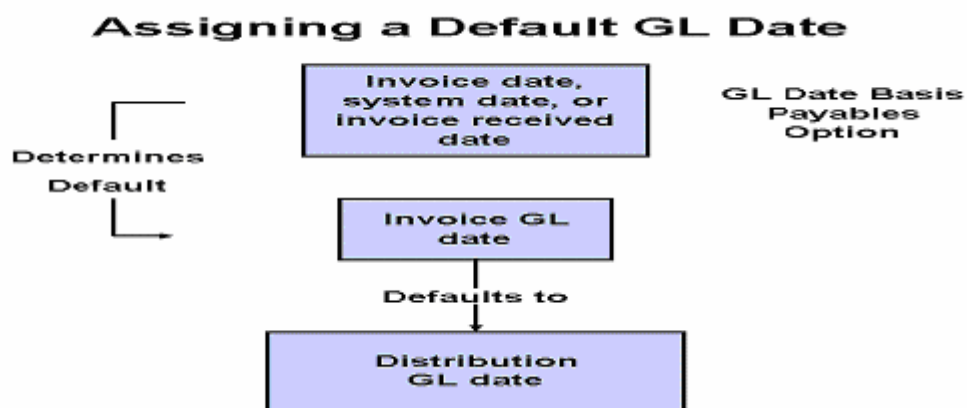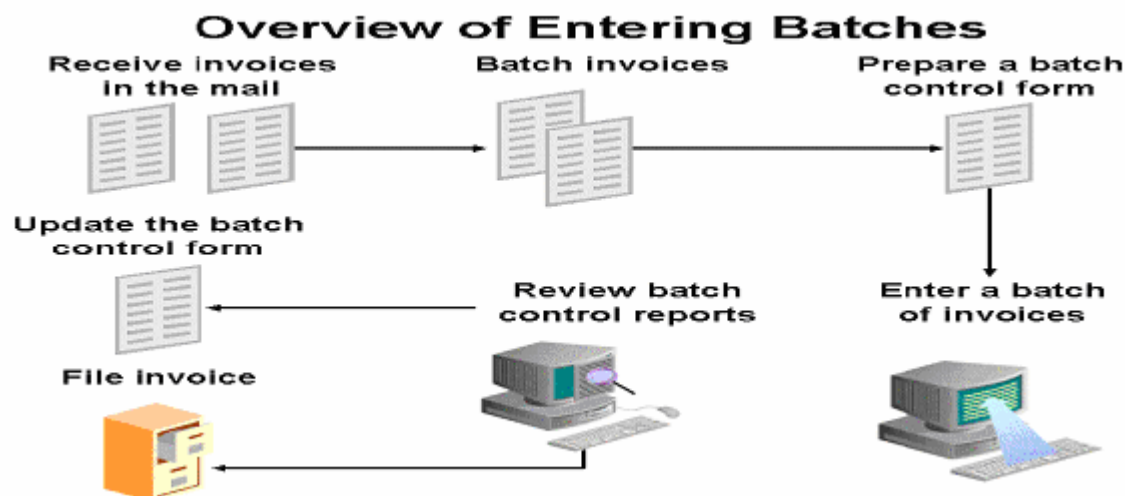
Batch Control Form

Creating Batch Control Forms

Batch Name : JS03042002   Date: 03/04/02

Batch Control Form

Control Invoice Count:	20	Control Invoice Total:	$2,600.78
Actual Invoice Count:	19	Actual Invoice Total:	$2,200.78
Count Difference:	1	Total Difference :	$ 400.00

Entered by: John Smith   Entry Time (elapsed): 15 minutes
Notes: Invoice #300941 for supplier ABC Corporation was a duplicate.

Invoice Structure
Invoice Header Invoice information including invoice type, supplier name, supplier site, invoice number, invoice date, and invoice amount.
Scheduled Payments Invoice payment details including scheduled payment date, amount and priority. Scheduled payments are created based on payment terms when the invoice header is saved. An invoice header can have one or more scheduled payments. Scheduled payments are not directly related\ to specific invoice distributions.
Distributions Invoice accounting details, including the GL date, charge accounts and project information. An invoice header can have one or more invoice distributions. Invoice distributions are not directly related to a specific scheduled payment.
Note: Scheduled payments are not directly related to specific invoice distributions and invoice distributions are not directly related to specific schedule payments.

Oracle Payables Implementation Overview with screenshots

Invoice Structure
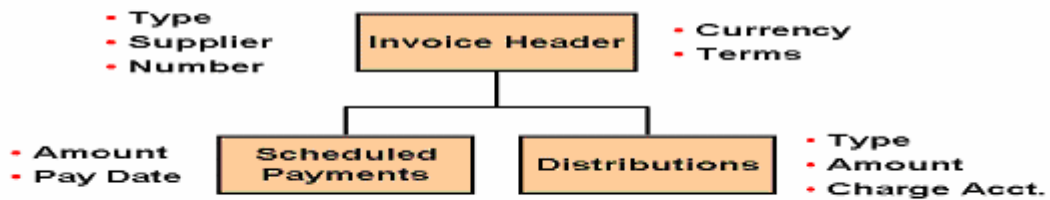
Invoice Header

Payables Resp(N) Invoices > Entry > Payment Batches (B) Invoices or (N) Invoices > Entry > Invoices

Invoice Type Determines characteristics of the invoice. Examples are Standard, PO Default, Credit Memo, Debit Memo, etc.

Supplier/Supplier Number Enter the supplier name or supplier number.

Supplier Site Enter the Supplier Site to which you will send payment of the invoice. Payables will print the address for this site on the payment.

Invoice Date Enter the Invoice Date. The format of this field is controlled by the ICX: Date Format Mask profile option.Payables may use the invoice date you enter as the Terms Date and GL Date default for an invoice, depending on how your Payables Options and Defaults are set up. If your GL Date Basis Payable Option is set to Invoice (Date), you must enter an invoice date that is in an open or future period. If you enter a date in a future period, Payables displays a warning message. When you submit Payables Approval, Payables applies a Future Period hold to the invoice. This hold prevents payment and creation of accounting entries for the invoice.

Invoice Number Enter the Invoice Number from the invoice your supplier sent you or accept the Payables default (today's date) by tabbing through the field. Payables will not allow you to enter duplicate invoice numbers for the same supplier.

Amount Enter the full invoice amount including tax, freight and miscellaneous expenses.

Description Optionally enter the Description of your invoice. This will appear on remittance advice for the payment and may appear in your general ledger.

Payment Terms Payables uses payment terms to automatically calculate due dates, discount dates, and discount amounts for each invoice you enter. Payment terms will default from the supplier site. If you need to change the payment terms and the terms you want to use are not on the list of values, you can define additional terms in the Payment Terms window.

Payment Method The invoice payment method you use most frequently. This will default from the supplier site.If you have to frequently override the payment method, consider changing the default at the supplier site level.

• Check - You can pay with a manual payment, a Quick payment, or in a payment batch.

• Clearing - Used for recording invoice payments to internal suppliers.

• Electronic - You generate an electronic payment file that you deliver to your bank to create payments. Use Electronic if the invoice will be paid using EFT or EDI.

• Wire - Used to manually record a wire transfer of funds between your bank and your supplier's bank.

Oracle Payables Implementation Overview with screenshots

Invoice Header

- Invoice Type
- Supplier Name
- Supplier Number
- Supplier Site
- Invoice Date
- Invoice Number
- Amount
- Description
- Payment Terms
- Payment Method

Invoice Header → Scheduled Payments, Distributions
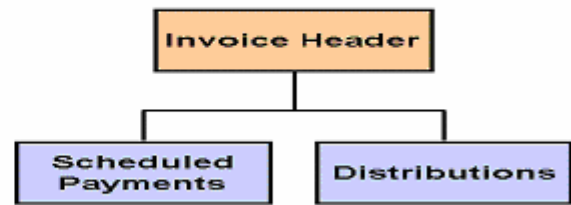
Scheduled Payments
Each invoice may have one or more scheduled payments that are created based on the payment terms when the invoice header is saved. Use the Scheduled Payments window to review or adjust dates and amounts of all payments, including discount schedules, for an invoice. You can also schedule and create partial payments and place one or more scheduled payments on hold.

Hold Enable this check box if you want to apply a payment hold on the scheduled payment line. If a scheduled payment is on hold, Payables will not create a payment for that scheduled payment until you disable the check box.

Due Date During invoice entry, Payables automatically schedules payment for each invoice based on the Payment Terms and Terms Date you enter for the invoice. Payables uses the payment terms definition to calculate the due date, discount date, and the discount amount for each scheduled payment. For example, if an invoice has payment terms of Net 30, Payables calculates the due date as 30 days after the Terms Date. You can assign default payment terms to a supplier.

Gross Amount Gross amount due for the scheduled payment, displayed in the invoice currency. Payables subtracts the discount amount, automatic withholding amount, and prepayment amount from the gross amount to calculate the payment amount.

Priority A number, between 1 (high) and 99 (low), that represents the priority of payment. The value for this field defaults from the supplier site. You can enter a payment priority range as a criteria for selecting invoices for a payment batch.

Invoice Distribution Types
Each invoice distribution will have one and only one distribution type.
Item Records the amount a supplier charges for goods or services purchased.
Tax Records the sales or other tax amount due on goods or services purchased.
Freight Records the amount a supplier charges for shipping and handling.
Miscellaneous Records the amount for miscellaneous expenses on an invoice.
Withholding Records the amount of taxes withheld from an invoice.
Prepayment Records the amount of a prepayment applied to an invoice.
Invoice Distributions
Enter distributions for an invoice to associate the total invoice amount with various expense or asset accounts. Each invoice will have one or more distributions. Invoice distributions are entered on an invoice in a variety of different ways. During Payables Approval, the invoice amount is compared to the total distribution amount. If they are not equal, the invoice will be placed on a distribution variance hold.

Type Select a distribution Type. If you are using periodic costing and need to include the cost of tax, freight and miscellaneous charges with a receipt, you must use the Allocation window to allocate those distributions to a distribution line created by the matching process.
Amount The amount of the distribution.
Tax Code Tax code or tax group associated with the distribution. Payables provides a default value based on the Tax Code Defaults hierarchy defined in the Payables Options window.
GL Date The distribution GL Date defaults from the invoice GL Date. You can override the default and

change the distribution GL Date to any date in an open or future period. Payables uses the GL Date to derive the accounting period that the charge will impact.If you change the GL Date in the Invoices window, Payables does not change the GL Date for existing invoice distributions. If you want to update the GL Date for an invoice, use the Distributions window to change the GL Date for each invoice distribution.

Account Account to charge when you create an accounting entry for this distribution. Usually an expense, asset or accrual account. If you match to a purchase order or enter project related information, this account will be built automatically. If you match to a purchase order with a destination type of Expense on the distribution, the matching process will copy that account onto the distribution line of the invoice. If you match to a purchase order shipment with a destination type of Inventory on the distribution, this account will be the accrual account built when the purchase order was entered.

Track as Asset If you enter an asset type charge account, Payables automatically enables the Track as Asset check box and you cannot change it. If you enter an expense account and want to transfer this distribution to Assets, enable the Track as Asset check box. It is important to note that just because the Track as Asset box becomes checked, does not mean the distribution line will be sent to fixed assets.

Description Description of the distribution. This description does not appear on the payment document remittance. For manually entered item distributions, the default value is the invoice description. For tax distributions, the default value is the tax code. For distributions created by Distribution Sets, the default is the Description of the Distribution Set line. For distributions created by purchase order matching, the default value is the description of the purchase order line.

Status Approval status of the distribution.

Accounted Payables displays Yes or No to indicate if accounting entries have been created for the distribution.

Project/Task/Expenditure If you have Projects installed, associate an invoice with a project to charge the expenditures on an invoice to a specific project, task, or organization. The system uses the project information you enter to create an account combination on the invoice distribution. If you enter project information, you must enter a value for Task unless you have matched to a purchase order with project information with a null task ID. A purchase order can have a null task ID only if its destination is Inventory or Shop Floor. If the destination is Inventory or Shop Floor, the project information is used by Project Manufacturing.

If you are using projects, you must modify Payables and Purchasing account generator workflows. If you do no modify the workflows, you will not be able to save a purchase order or invoice that has a project related distribution. The workflow builds the charge account combination based on the project information specified on the invoice distribution line.

Distribution Entry Methods

Invoice distributions can be created on an invoice in a variety of different ways. Only one of them is manual entry!

Manual Entry Manually add the distributions to the invoice.

Distribution Set A distribution set is like a template with invoice distributions that you set up one time. After the distribution set is created, you can use it to copy invoice distributions on to your invoice.

Matching Matching to purchase orders and standard invoices creates invoice distributions.

Invoice Approval If you are using automatic withholding tax or automatic tax calculation, the Payables Approval process can add invoice distributions.

Allocation Use the Allocation window to create tax, freight and miscellaneous distributions. Individual tax and freight distributions can be added by specifying the distribution amounts in the invoice header.

Oracle Payables Implementation Overview with screenshots

Demo examples

Create a New Pay Group

Oracle Purchasing Lookups

	Type	PAY GROUP
	User Name	Valid pay groups
	Application	Oracle Purchasing
	Description	Valid pay groups

Access Level
- ◉ User
- ◉ Extensible
- ◉ System

Effective Dates — Enabled

Code	Meaning	Description	Tag	From	To	[ ]
33PAYGROUP	33Pay Group	33 Pay Group		17-APR-2002		☑
EDI	EDI	EDI Paygroup				☑
EFT	EFT	Electronic Funds Tran:				☑
EMPLOYEE	Employee	Employee Paygroup				☑
GOVERNMEN	Government	Government Paygroup				☑
INLAND REVI	Inland Revenue	Inland Revenue		01-JAN-2000		☑
INTERNATION	International	International Payment				☑
PRIORITY	Priority	Priority Paygroup				☑
STANDARD	Standard	Standard Supplier Pay				☑
UTILITIES	Utilities	Utilities Paygroup				☑

Define a Supplier

Suppliers (Vision Operations: USD)

Supplier Name	33IBM Corporation	Supplier Number	5084
Alternate Name			
Taxpayer ID		Tax Registration Number	
Inactive On		[ ]	

Tabs: General | Classification | Accounting | Control | **Payment** | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Terms	Immediate	Invoice Currency	USD
Pay Group	33Pay Group	Payment Currency	USD
Payment Priority	99		

Terms Date Basis	Invoice	☑ Always Take Discount
Pay Date Basis	Due	☐ Exclude Freight From Discount
Payment Method	Check	☐ Allow Interest Invoices
		☐ Pay Alone

Suppliers (Vision Operations: USD)

Supplier Name	33IBM Corporation	Supplier Number	5084
Alternate Name			
Taxpayer ID		Tax Registration Number	
Inactive On		[ ]	

Tabs: Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax | Tax Reporting | Purchasing | **Receiving**

Enforce Ship-To Location	Warning
Receipt Routing	Standard Receipt
Match Approval Level	3-Way
Qty Received Tolerance	5 %
Qty Received Exception	Warning
Days Early Receipt Allowed	5 ☑ Allow Substitute Receipts
Days Late Receipt Allowed	5 ☑ Allow Unordered Receipts
Receipt Date Exception	Warning

Define a Pay Site

Oracle Payables Implementation Overview with screenshots

Supplier Sites (Vision Operations: USD) - 33IBM Corporation, 5084

Site Name	**SAN FRANCISCO**
Country	**United States**
Address	**11010 West Ocean Air Drive**

Alternate Name

Alternate Address

City	**San Francisco**	State	**CA**	Postal Code	**92130**
Province		County			
Language		Inactive On		[ ]

General | Contacts | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Site Uses
- [x] Pay
- [ ] RFQ Only
- [ ] Purchasing
- [ ] Procurement Card

Customer Number

Shipping Network Location

Supplier Notification Method **Printed ...**

Communication

	Area Code	Number		
Voice			Telex	
Fax			E-mail	

Supplier Sites (Vision Operations: USD) - 33IBM Corporation, 5084

Site Name	**SAN FRANCISCO**
Country	**United States**
Address	**11010 West Ocean Air Drive**

Alternate Name

Alternate Address

City	**San Francisco**	State	**CA**	Postal Code	**92130**
Province		County			
Language		Inactive On		[ ]

General | Contacts | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Invoice Tax Code
- [ ] Use Offset Taxes

Automatic Calculation
- Calculation Level **None**
- [x] Allow Calculation Level Override
- Rounding Rule **Nearest**
- [ ] Distribution Amounts Include Tax

Define a Purchasing Site

Supplier Sites (Vision Operations: USD) - 33IBM Corporation, 5084

Site Name	**NEW YORK**
Country	**United States**
Address	**1234 Wall Street**

Alternate Name

Alternate Address

City	**New York**	State	**NY**	Postal Code	**20789**
Province		County			
Language		Inactive On		[ ]

General | Contacts | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Site Uses
- [ ] Pay
- [ ] RFQ Only
- [x] Purchasing
- [ ] Procurement Card

Customer Number

Shipping Network Location

Supplier Notification Method **Printed ...**

Communication

	Area Code	Number		
Voice			Telex	
Fax			E-mail	

Create an Invoice Batch Header

Invoice Batches (Vision Operations: USD)

Batch Name	Date	Control Count	Control Amount	[ ]	Act
33Batch	**17-APR-2002**				

[Create Accounting] [Approve 1] [Invoices]

Oracle Payables Implementation Overview with screenshots

Enter Invoice

	Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
	Standard	33IBM Corp	5084	SAN FRA	17-APR-2002	1000	USD	10,000.0

Invoices (Vision Operations: USD) - 33Batch

Batch Control Total:
Actual Total: **10000**

Amount Paid USD 0.00

Holds

Status: **Never Approved**

Desc

Distribution Total: 0.00
Accounted: **No**

Distribute an Invoice to Two Departments

Distributions (Vision Operations: USD) - 1000, 33IBM Corporation

Invoice Total: 10,000.00
Distribution Total: 10,000.00

Num	Type	Amount	GL Date	Account	Tax Code
1	Item	4,000.00	01-MAY-2002	01-402-7110-0000-000	
2	Item	6,000.00	01-MAY-2002	01-404-7110-0000-000	

Status: **Never Approved**   Accounted: **No**   PO Number

Account Description: **Operations-Consulting Sales-Advertising-No Sub Account-No Product**

Enter an Invoice for a Fixed Asset

Invoices (Vision Operations: USD) - 33Batch

Batch Control Total:
Actual Total: **50000**

	Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
	Standard	33IBM Corp	5084	SAN FRA	17-APR-2002	1000	USD	10,000.0
	Standard	33IBM Corp	5084	SAN FRA	17-APR-2002	2000	USD	40,000.0

Amount Paid USD 0.00

Holds: **0**

Status: **Never Approved**

Desc: **Computer Server**

Distribution Total: **0.00**
Accounted: **No**

Distributions (Vision Operations: USD) - 2000, 33IBM Corporation

Invoice Total: 40,000.00
Distribution Total: 40,000.00

Num	Type	Amount	GL Date	Account	Track as Ass
1	Item	40,000.00	01-MAY-2002	01-000-1570-0000-000	☑

Oracle Payables Implementation Overview with screenshots

Create a Scheduled Payment

		Payment Rate Date	Payment Rate Type	Payment Rate	Distribution Set	Description
		17-APR-2002				Promotional Giveaway
		17-APR-2002				Computer Server
		17-APR-2002				1PC 2500, Freight 35
		17-APR-2002				
		17-APR-2002			Utilities (Full)	

Invoices (Vision Operations: USD) - 33Batch

Batch Control Total
Actual Total **57635**

Amount Paid
USD 0.00

Holds **0**
Status **Never Approved**
Desc

Distribution Total **1,000.00**
Accounted **No**

Actions... 1   Holds   Payments   Match   Purchase Order

Scheduled Payments   Overview   Distributions

Scheduled Payments (Vision Operations: USD) - 8000, 33IBM Corporation

Payment Currency **USD**
Amount Paid 0.00

Invoice Amount **1,000.00**
Gross Amount Total **1,000.00**

Due Date | Second Discount | Third Discount | Remit-To Bank Account

Hold	Due Date	Payment Priority Gross Amount		Payment Method	Discount Date	Discount Amount	[ ]
	17-APR-2002	600.00	99	Check			
	17-MAY-2002	400.00	99	Check			

Amount Remaining **400.00**
Discount Amount Remaining

Entering Freight Distributions for an Invoice
Automatically create a single freight distribution
If you select the Create Freight Distribution check box in the Invoices window, Payables
automatically creates a single freight distribution using the freight amount and freight account
that you enter for an invoiceTo set up Payables to default a freight account and automatically enable the Create
FreightDistribution check box in the Invoices window during invoice entry, set the following Payables
options:• Enable the Automatically Create Freight Distribution option
• Enter a default freight account. Payables uses this account as the default freight account for an invoice. You
can override this account during invoice entry.If you usually allocate freight to invoice distributions or enter
freight distributions manually,do not enable this option.
Allocate Freight You can use the Charge Allocations window to automatically create tax, freight, or
miscellaneous distributions. In the Charge Allocations window, you specify the following:
• The charge amount and type (freight, tax, or miscellaneous).
• The distributions to which the charge will be allocated.
• The charge amount associated with each distribution. Either you can specify an exact amount to allocate to
each distribution, or you can prorate the charge amount across all selected distributions by selecting the Prorate
check box.
Manually enter freight Open the invoice distribution window, choose a distribution type of Freight and specify
the amount and charge account.

Oracle Payables Implementation Overview with screenshots

Allocating Freight, Tax and Miscellaneous Lines

You can use the Charge Allocations window to:• Create and allocate tax, freight, or miscellaneous charge distributions.• Allocate an existing tax, freight, or miscellaneous charge distribution to one or more distributions to record costs for Periodic Costing.• Review and update existing allocations for a charge.The allocation mode that the Charge Allocations window uses depends on where your cursor is in the Distributions window when you choose the Allocate button. For example, if the cursor is in an Item, Prepayment, or blank distribution in the Distributions window, and you choose the Allocate button, then the Charge Allocations window opens and is empty, and you can use the Charge Allocations window to create distributions based on the information you enter. If the cursor is on an existing tax, freight, or miscellaneous distribution, then the window opens and shows you any distributions that the tax, freight, or miscellaneous charge distribution is allocated to, and any distributions available for allocation.

You can:• Allocate Tax to Freight, Miscellaneous, Item and Prepayment lines.• Allocate Freight and Miscellaneous lines only to Item lines (you cannot, for example,allocate Freight charges to Tax lines).

You cannot:

• Allocate any line to itself.• Allocate an Item line to any other line type.• Partially allocate a charge. The amount must be fully allocated before you can save the allocation.

Allocation Restrictions

Cancelled invoices You cannot modify allocations if the invoice is cancelled.

Paid invoices If the invoice is partially or fully paid and the Allow Adjustments to paid Invoices Payables option is not enabled, you cannot create new charges in the Allocations window.

Applied prepayments If a prepayment invoice has been partially or fully applied, you cannot create new charges in the Allocations window.

Items matched to multiple PO distributions Multiple item distributions, each matched to a different PO distribution, cannot receive allocations from a single non-recoverable tax distribution.

Accounted allocations You cannot adjust an allocation after you have accounted for the charge.

Distributions (Vision Operations: USD) - 17000, 33IBM Corporation

| | | Invoice Total | 4,100.00 |
| | | Distribution Total | 4,100.00 |

Num	Type	Amount	GL Date	Account	Track as Ass
1	Item	3,000.00	01-MAY-2002	01-110-7440-0000-000	☐
2	Item	1,000.00	01-MAY-2002	01-120-7440-0000-000	☐
3	Freight	75.00	01-MAY-2002	01-110-7440-0000-000	☐
4	Freight	25.00	01-MAY-2002	01-120-7440-0000-000	☐
					☐
					☐

Status **Never Approved**   Accounted **No**   PO Number

Account Description **Operations-Facilities Resources-Cleaning and Maintenance-No Sub Account-N**

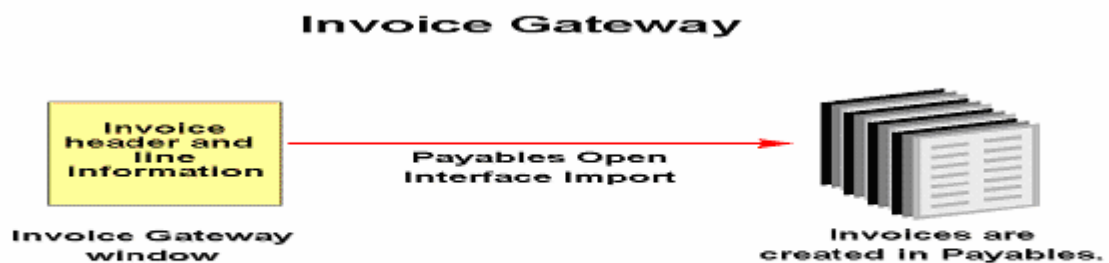(Allocate)   (Reverse 1)   (Calculate Tax)

Type of Accounting Flows
Asset account
Expense account
Accrual Account
Invoice Gateway

Invoice Gateway

Invoice header and line Information → Payables Open Interface Import → Invoices are created in Payables.

Invoice Gateway window

Invoice gateway is designed for rapid,high volume data entry of standard & credit memo invoices that do not require extensive online validation & defaulting of values during entry.After entering the invoice records,you import them during payables open interface import,payables validates the invoice information & creates regular invoices in payables that you can the approve,account for & pay.

Invoice records are grouped by same gateway batch name for each invoice.When you enter a value for gateway batch in the invoice gatewau identification window,the system assigns that gateway batch name to each invoice

1 Source field identifies where the invoices originated.Enter either invoice gateway or a vlaue defined in oracle payables lookup(same source name shoule not be used for any other method for data entry)

2 Enter a unique value in gateway batch field to group the invoices in the batch & later query the invoice record based on gateway batch name.

3 Enter Invoice header information (supplier,site,invoice amount), Enter invoice line information as above(type,amount),at least one line per invoice You can create distributions by manually entering a value for the account or you can create them automatically by using distribution sets,proration of charges,purchase order matching,or receipt matching.

Payables Open Interface Tables

The Payables Open Interface tables store invoice data from the following sources:
Invoice records that you enter in the Invoice Gateway window
Electronic invoices from Oracle e-Commerce Gateway
Invoices that you load with SQL*Loader
Rent invoices from Oracle Property Manager
Credit card transaction data

Payables Open Interface Import Program to create invoices data in payables from payable open interface tables.1 Validates the invoice data,2 Provides some defaults during import 3 Rejects invoices that have insufficient/invalid data 4 Creates invoices in payables that can be queries,approved,accounted & modified in invoice workbench.

Integration with Oracle e-Commerce Gateway

You can use Oracle Payables and Oracle e-Commerce Gateway to import invoice data from your suppliers.
Oracle e-Commerce Gateway uploads the supplier's invoice information into the Payables Open Interface tables.
Payables creates a notification for invoices that were successfully imported and those that failed import.
You can send this notification to your supplier through the e-Commerce Gateway.

Apply & Release Holds on AP invoices

Holds and Releases Holds can be placed by the system and some holds can be placed manually. Holds prevent payment and, sometimes, accounting of an invoice. Payables applies holds to invoices that fail the Payables Approval process. Release holds from invoices to allow payment and accounting entry creation for the invoices. If you manually release all holds from an invoice it is not necessary for you to resubmit Payables Approval before you can pay or create accounting entries for it. Payables Approval will not place an invoice on the same type of hold that you manually released. You must manually release all holds that you apply manually.

System Holds All holds other than user-defined holds are system holds. An example of a system hold is the distribution variance hold. This hold is placed by the system when you attempt to approve an invoice and the total of the invoice distributions do not equal the invoice amount. In order to remove this system hold, you must fix the problem that caused the hold to be placed. Some system holds (matching holds for example) can be manually released. During Payables Approval, Payables automatically releases system holds (anything other than the user defined holds you define) from invoices with corrected exception conditions. For example, you fix a distribution variance on an invoice, resubmit Payables Approval and Payables automatically releases the Distribution Variance hold. Payables applies some holds that you cannot release. You can use the Invoice Holds window to view invoices with these holds, but you cannot manually release these holds. You must correct the exception that caused Payables Approval to place the hold on the invoice, then resubmit Payables Approval to release the holds. You can correct exceptions by updating the invoice or the purchase order or by changing your Invoice Tolerances.

Manual Holds You can prevent payment and, optionally, prevent accounting for an invoice by manually applying one or more holds to it. Payables provides some generic invoice holds for you but you can define your own holds based on your invoice approval needs. Payables does not automatically release holds that you apply to invoices manually. You'll need to manually release it.
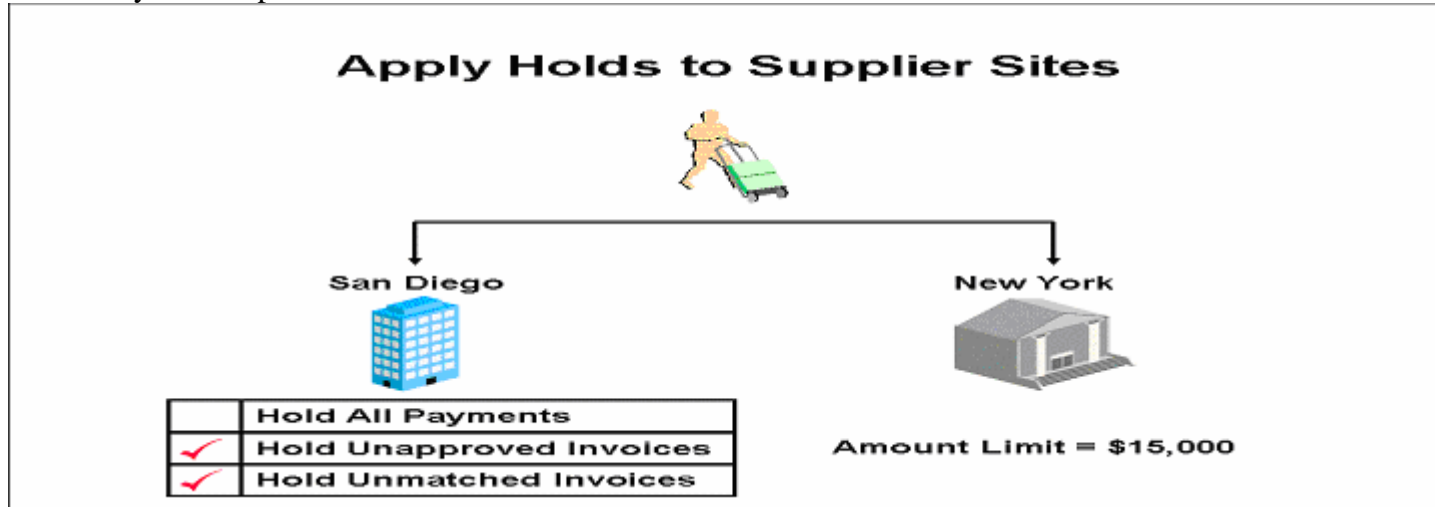
Apply Holds to Supplier Sites

Payables Responsibility

(N) Suppliers > Entry In the Supplier Sites window, you can enable the Hold All Payments, Hold Unapproved Invoices, or Hold Unmatched Invoices options. You also have the option of specifying an invoice amount limit for a supplier site. The control is at the site level. Changing these options at the supplier level will only change defaults for new supplier sites that are added after the changes are made. Payables provides a warning message during invoice entry when a supplier site hold is in effect.

Hold All Payments This is the most restrictive supplier site hold. By checking Hold All Payments in the Control region of the Supplier Site window, you prevent the supplier site from being selected for payment during a payment batch or for a Quick payment. You cannot pay invoices for the supplier site until you uncheck the Hold All Payments option at the supplier site.

Hold Unapproved Invoices By checking this option for a site, Payables automatically applies a Supplier hold to all new invoices entered for that site. Payables applies this hold during Payables Approval. You will still be able to pay invoices that have previously been entered and approved for the supplier site. You can manually release the hold in the Invoice Holds window. Uncheck this option when you no longer want to hold unapproved invoices for a supplier site.

Hold Unmatched Invoices By checking this for a site, if you do not match an invoice to a purchase order or purchase order receipt (and instead enter distributions manually or with a distribution set), Payables places a Matching Required hold on the invoice during Payables Approval. You cannot pay the invoice until you release the hold. You can release this hold by matching the invoice to a purchase order or purchase order receipt or you can manually release the hold in the Invoice Holds window.

Invoice Amount Limit If you enter an invoice for a supplier site that exceeds the invoice amount limit you specify, payables applies an Amount hold to the invoice during Payables Approval. You cannot pay the invoice until you release the hold. You can release the hold by adjusting the invoice amount or you can manually release the hold in the Invoice Holds window.

Note: If the Hold All Payments option is enabled at the supplier site, the Hold field in the Invoices window does not reflect this because the hold is a supplier hold, not an invoice hold.

Apply Holds to Invoices (N) Setup > Invoice > Approvals

Oracle Payables Implementation Overview with screenshots

Apply Holds to Invoices

Hold Types	Predefined	User Definable	Manually Releasable
Acct Hold Reason	✓		No
Funds Hold Reason	✓		Sometimes
Insufficient Information	✓		No
Invoice Hold Reason	✓	✓	Yes
Matching Hold Reason	✓		Sometimes
Period Hold Type	✓		No
PO Req Hold Reason	✓		No
Variance Hold Reason	✓		Sometimes

Apply Holds to Scheduled Payments

Apply Holds to Scheduled Payments

$1000.00

Invoice

Hold	Due Date	Gross Amount
	04-APR-2002	900
✓	04-MAY-2002	100

Apply Holds to Scheduled Payments You can hold payment of part of an invoice by placing one or more of the scheduled payments on hold in the Scheduled Payments window. For example, to pay 90% of an invoice now and 10% of an invoice at a future date, enter the invoice and create a split payment schedule; one representing 90% of the invoice amount and the other representing 10% of the invoice amount. Use a Scheduled Payment hold for the payment schedule representing the 10%.

Release Supplier Site Holds

San Diego

Hold All Payments
Hold Unapproved Invoices
Hold Unmatched Invoices

New York

Amount Limit = $15,000

Release Supplier Site Holds
Release the Hold All Payments option by unchecking the Hold All Payments option at the supplier site in the Suppliers window. Holds resulting from the following supplier options must

Oracle Payables Implementation Overview with screenshots
be released from the invoices in the Invoice Holds window:
• Hold Unapproved Invoices option (Supplier site hold)
• Hold Unmatched Invoices option (Matching Required hold)
• Invoice Amount Limit (Amount hold)

Release Invoice Holds

| Approval Release Types	Predefined	User Definable
Acct Release Reason	✓	
Funds Release Reason	✓	
Sufficient Information	✓	
Invoice Release Reason	✓	✓
Matching Release Reason	✓	✓
Period Release Type	✓	
Variance Release Reason	✓	✓
Hold Quick Release Reason	✓	✓
Invoice Quick Release Reason	✓	✓

Release Invoice Holds

Release holds from invoices to pay and create accounting for them. You can view the holds on an invoice in either the Invoice Overview or the Holds windows. You can see the number of holds on an invoice in the Invoices window. Identify invoices on hold with the Invoice on Hold Report and the Matching Hold Detail Report.
• To release holds from multiple invoices, select Release Holds in the Invoice Actions window and select the Hold Name of the one hold type you want to release. Select a Release Name. You can select from all invoice approvals defined with the type Hold Quick Release Reason.
• You manually release all manually applied invoice holds, and you can also manually release certain system-applied invoice holds.• After you release all holds from an invoice, it may not be necessary to resubmit Payable Approval before you can pay or create accounting entries for it.Payables applies some holds that you cannot release.• You can use the Invoice Holds window to view these holds, but you cannot manually release them.• You must correct the exception that caused Payables Approval to place the hold on the invoice and then resubmit Payables Approval to release these holds.• You can correct exceptions by updating the invoice or the purchase order or by changing your invoice tolerances.

Release Scheduled Payment Holds

You can release a Scheduled Payment hold in the Scheduled Payments window in the Invoice Workbench.
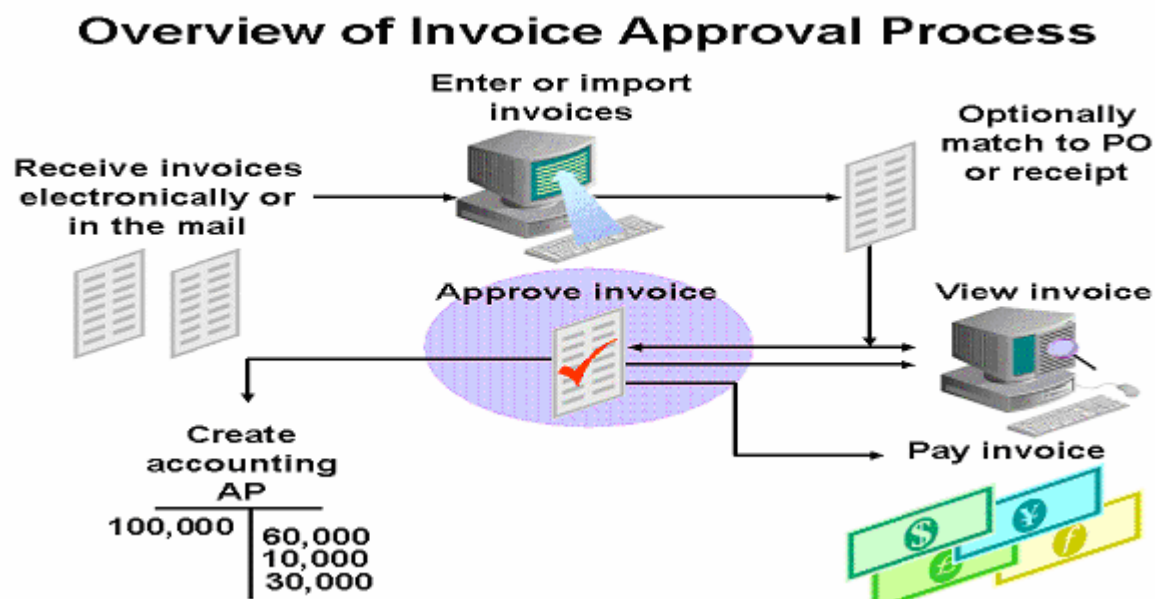
Oracle Payables Implementation Overview with screenshots
Approving Invoices
Before you can pay or account for an invoice (including prepayments), you must submit Payables Approval for the invoice in one of three ways:
• System - submit the Payables Approval program from the Submit Request window.
• Batch - use the Approve button in the Invoice Batches window.
• Online - use the Approve button in Invoice Actions window.
Payables Approval validates the matching, tax, period status, exchange rate, and distribution information for invoices you enter and automatically applies holds to exception invoices. If an invoice has a hold, you can release the hold by correcting the exception that caused Payables Approval to apply the hold and then resubmitting Payables Approval. Correct exceptions by updating the invoice or the purchase order, or change your Invoice Tolerances. Payables automatically releases the hold when the exception is no longer an issue. Yo can manually release certain invoice holds even if you have not resolved the matching error condition. You can do this in the Invoice Holds window. You can identify all invoices that Payables has not yet reviewed with Payables Approval by submitting the Invoice Register for unapproved invoices only. You can check the Approval status of an invoice online in the Invoice Overview window or the Invoices window.
Levels of Invoice Approval
System level approval Manually submit the Payables Approval process or schedule it to run periodically from the Submit Request window. Submit Payables Approval right before you process payments to update the status on all invoices. Payables will use the Option parameter to select unapproved invoices for approval. Enter All to ensure you release any existing holds on invoices as well as place new holds. Otherwise, Payables Approval reviews only those invoice distributions that were not already reviewed by Payables Approval. Optionally, ente other criteria to submit Payables Approval for specific groups of invoices.
Batch level approval Submit Payables Approval for one or more invoice batches from the Invoice Batches window.**Invoice level (online) approval** If the Payables option to allow online approval is enabled, you can submit online approval for one or more individual invoices when an invoice must be approved and paid immediately. You can also approve related invoices for credit and debit memos by choosing Approve Related Invoices in the Actions window after you enter a credit or debit memo.

Processing Debit & Credit Memos

Enter a credit or debit memo to record a credit for goods or services purchased.Credit/Debit memos are netted with basic invoices at payment time.
Creadit Memo : Negative amount invoice created by a supplier & sent to you to nitify a credit
Debit Memo : Negative amount invoice created by you & sent to supplier to notify the supplier of a credit you are recording.Usually sent with a note explaining the debit memo.
Note : In AP ,a debit memo & a credit memo both create the same accounting entries the system does not distinguish as different transactions.
You can enter credit memos using the invoice workbench,invoice gateway & the open interface.
You can enter debit memos using the invoice workbench
1. Navigate to the Invoices window.
(N) Invoices > Entry > Invoices

Oracle Payables Implementation Overview with screenshots

2. In the Type field, enter Credit Memo. There will be a note displayed that says "Payables defaults the payment terms from the supplier site to the invoice. Verify the payment terms for credit or debit memos. You may want to change the payment terms to Immediate for credit and debit memos".

3. Click OK to acknowledge the message.

4. Enter Advanced Network Devices as the supplier.

5. Enter Santa Clara as the site.

6. As the credit memo is dated today, accept the default date.

7. Enter the credit memo number.

8. Enter -1,000 in the Invoice Amount field. Make sure to enter the amount as a negative value.

9. In the Distribution Set field, enter the Equipment Expense (Full) distribution set.

10. In the Description field, enter the description for this credit memo.

11. In the Terms field, make sure the terms are Immediate; if they are not, select Immediate.

12. Choose Distributions.

13. Verify the distributions were created.

Matching Debit and Credit Memos in the Invoice Workbench

You can match a debit or credit memo to existing invoices, purchase orders, or receipts.
When you match a debit or credit memo to an existing invoice, purchase order, or receipt, Payables automatically copies the accounting information from the matched document and creates invoice distributions for the credit memo or debit memo.

Clearing a Credit

If you receieve a refund from supplier,you can enter the refund to clear a debit/Credit memo you have entered but have been unable to include in a payment

1. Navigate to the Invoices window.

(N) Invoices > Entry > Invoices

2. In the Type field, enter Credit Memo. Payables opens a window with the following note "Payables defaults the payment terms from the supplier site to the Invoice. Verify the payment terms for credit or debit memos. You may want to change the payment terms to Immediate for credit and debit memos".

3. Click OK to acknowledge the message.

4. Enter Advanced Network Devices as the supplier.

5. Enter Santa Clara as the site.

6. As the credit memo is dated today, accept the default date.

7. Enter the credit memo number. Write down the number _____.

8. Enter -2,000 in the Invoice Amount field. Make sure to enter the amount as a negative value.

9. In the Description field, enter Advertising Items.

10. In the Terms field, make sure the terms are Immediate; if they are not, select Immediate.

11. In the Invoices window, choose Invoice from the poplist for the Match button. Select the Match button.

12. To match this credit memo to the original invoice, enter the invoice number given to you by the instructor->Find button

13. In the Match to Invoices window, select the Match check box.

14. In the Credit Amount field, enter -2,000. -> 15. Select Match.

16. When the matching process is completed, select the Distributions button and verify that the distributions were created

Recording a Price Correction

Use a price correction to record and update the invoiced unit price of previously matched purchase orders or receipts without adjusting the quantity billed in order to track price variances.Payables also updates amount billed on the originally matched purchase order distributions

Oracle Payables > Invoices >Matching to PO and Receipts > Recording Price Corrections on Invoice Workbench

Record a price decrease by entering a debit or credit memo invoice.Then whem matching to a purchase order or receipt ,select the price correction check box in the find purchase orders for matching window or find receipts in matching window

Record a price increase by entering a standard or PO default invoice type.Then when matching to a purchase order or receipt,select the price correction checkbox

 (n) Invoices -> Entry -> Invoices(B) Match Purchase Order(B) Find

Oracle Payables Implementation Overview with screenshots

Processing Pre-Payments

Prepayment is a type of invoice you enter to pay an advance for expense to a supplier or employee eg deposit on lease,advance to an employee for travel expense.You can later apply the prepayment to one or more invoices or expense reports you recieve from supplier/employee to offset the amount paid to them.

Oracle Payables > Invoices > Prepayments > PrepaymentsYou can either a temporary or a permanent type payment.Temporary payments can be applied to invoices or expense reports.eg temporary prepayment to pay a deposit to catering company.Permanent prepayments cannot be applied to invoices.eg permanent prepayment for lease deposit is not expected to be invoiced.When you enter an invoice in the invoice workbench for a supplier for whom you have outstanding temporary prepayments.Oracle payables notifies you.If you have prepayments available you can optionally apply.You can also review the prepayment status report to check the status of all prepayments in you payables system.If necessary you can change type from permanent to temporary ,or temporary to permanent.

Overview of Processing Prepayments
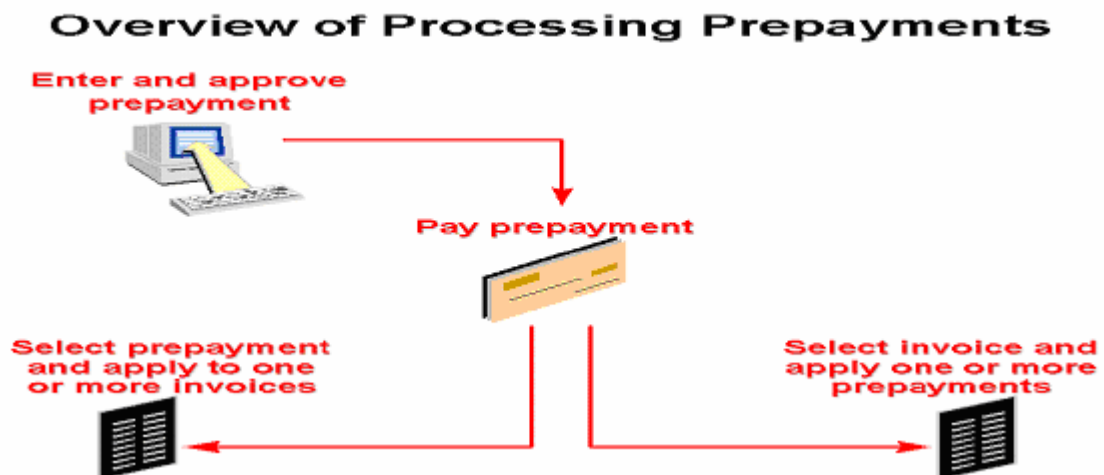
Entering Prepayments Prepayments are entered as any other invoice.However you additionally specify: Prepayment as the invoice type. Temporary or permanent as the prepayment type. The settlement, which is the date after which the prepayment can be applied to an invoice. You can also apply a hold to a prepayment if you want to control payment of it.Note: You can enter a prepayment type invoice only in the invoice workbench.You cannot enter a prepayment type invoice in invoice gateway.

Oracle Payables > Invoices > Prepayments > Entering Prepayments
Oracle Payables > Invoices > Prepayments > Applying and Releasing Holds on Prepayments

Approving & Paying Prepayments Approve & pay a prepayment just as you would any other invoice. However you must fully pay a prepayment. You can apply a temporary prepayment to an invoice after it has been paid and after the settlement date of the prepayment.

Using Automatic Withholding tax on pre-payments : The timing of the prepayment application to an invoice is important when using the automatic withholding tax feature.If te withholding tax payables option is set to apply withholding tax at invoice approval time and you apply the prepayment before approving the invoice,the withholding tax is calculated net of prepayments.If you first approve an invoice and then apply the prepayment, you need to manuall adjust the withholding tax amount and the withholding invoice if the apayables option is se to create withholding invoice at invoice approval time or at payment teime.

Oracle Payables > Invoices > Prepayments > Withholding Tax When Applying Prepayments

Mathing a Prepayment to a Purchase order When you match a prepayment to a purchase order,the prepayment distributions use the default prepayments account,which you can override,payables does not calculate invoice pricevariance and exchange rate variance at this point.Later when the matched prepayment is applied to an invoice, payables reverses the matched quantity on the prepayment to reflect the balance of the total quantity matched.

Oracle Payables > Invoices >Prepayments > Matching Prepayments to Purchase Orders

Controlling when a Prepayment is available to apply to invoices enter a settlement date in future.Apply a hol;d on a prepayment to prevent prepayment.Choose to hold the scheduled payment for the prepayment in the scheduled payments window.

1. Navigate to the Invoices window.
(N) Invoices > Entry > Invoices

Oracle Payables Implementation Overview with screenshots

2. Select Prepayment in the Type field.

3. Enter Advanced Network Devices in the Supplier field. The Santa Clara
site should default in the Site field.

4. Enter today's date in the Invoice Date field.

5. Enter the invoice number given to you by the instructor in the Invoice Num field.

6. Enter 11,000.00 in the Invoice Amount field.

7. Enter the invoice description information in the Description field.

8. The terms date should default to the invoice date (based on the terms date basis setup).

9. Enter Immediate in the Terms field.

10. Select Temporary in the Prepayment Type field.

11. The settlement date should default to today's date.

12. Select the Distributions button.

13. Accept Item as the line type.

14. Enter 11,000.00 for the line amount.

the default prepayment account.

16. Save your work.

17. Close the Distributions window.

18. Select the Actions button.

19. Select the Approve check box.

20. Select the OK button.

21. You should see a message that says "No holds placed or released".

22. Click OK to acknowledge the message. You have now entered and approved a Prepayment type invoice.

Applying Prepayments to Invoices : You can apply the available amount of item type distributions from a temporary type prepayment to one or more invoices to ofset the amount you pay on the invoices.You can apply prepayments either in the invoice workbench or invoice gateway.You can apply prepayments to invoices,and invoices to prepayments. Oracle Payables > Invoices > Prepayments > Applying Prepayments to Invoices

Applying Prepayments in the invoice workbench : For invoices you enter in the invoice workbench,you can apply a prepayment either after you approve an invoice,or while you are entering it.When you apply a prepayment to an invoive,you can see all available prepayment item distributions for the same supplier in the apply/unapply prepayments window.You can partially apply a prepayment distribution by applying only a portion of its available amount. Oracle Payables > Invoices >Prepayments > Applying Prepayments to Invoices Oracle Payables > Invoices >Prepayments > Adjusting Tax When Applying Prepayments

Applying Prepayments in the invice gateway : For invoice gateway invoices,you specify the prepayment information when you enter the invoice record.During import payables applies the prepayment.You can also appply prepayments to invoices in the invoice invoice workbench after you import them.
Oracle Payables > Invoices >Prepayments > Applying Prepayments to Invoices

Applying Prepaymentes to expense reports : In the expense report window you can apply prepayments,also known as advances,to expense reports during expense report entry.The prepayments can also be applied to expense reports in the invoice workbench.
Oracle Payables > Invoices >Prepayments > Applying Prepayments to Expense Reports

Using the Prepayment status report : Use the prepayment status report to review details for unapplied prepayments and unpaid or partially paid invoices for a supplier.(Optionl) Choose to include invoices in the report parameters to compare unapplied prepayments to outstanding invoices for a supplier.Choose the view only prepayment option in the report parameters to submit the report to obtain a listing and a balance for all outstanding payments.Submit the report for a supplier type,a single supplier,or a date range,to view specific supplier or date range,to view specific supplier or date range information regarding prepayments.

Unapplying Prepayments : If you maistakenly apply a prepayment to an invoice you can unapply it in the invoice workbench.It is then available to apply to another invoice.When you unapply a prepayment,you must unapply the full prepaid amount.Payables increases the amount available for the prepayment by the unapplied amount.Payables creates apositive amount prepayment distribution on the invoice,with the same attributes as th existing prepayment didtribution it is reversing.Payables then updates the status of the invoice to unpaid or partially paid.
Oracle Payables > Invoices > Prepayments > Unapplying Prepayments

Oracle Payables Implementation Overview with screenshots

Recording a refund to a prepayment or Advance : You can record a refund from a supplier that pays back an unused prepayment or part of a prepayment.You can also record a refund from an employee for an advance.
Note : It is recommended that to record a refund,you enter a standard invoice and apply the prepayment to it.Then enter a debit memo and pay it with a refund payment in the payment window.
Oracle Payables > Invoices >Prepayments > Recording a Refund of a Prepayment or Advance
Cancelling Prepayments : You can cancel a prepayment as you would any other invoice in the actions window.If a prepayment has been paid,the payment document that paid the repayment must be voided before the prepayment can be cancelled.You can not void a prepayment document that paid a prepayment unless the prepayment is fully unapplied.Revies cancellation information in the invoices overview window.
Oracle Payables > Invoices > Prepayments > Canceling Prepayments

Accounting in Oracle Payables

Accounting Features : You can establish accounting controls in the setup options.You create accounting entries through the payables accounting process.You can view accounting at the subledger level.You can transfer accounting entries to the general ledger
Oracle Payables > Accounting > Feature Setup and Accounting
Oracle Payables > Accounting > System Setup and Accounting
Accounting Events :
An accounting event is a payables transaction that affects accounting such as a payment.The type of event controls the accounting that is created for a transaction and how that accounting appears in the subledger.
Oracle Payables > Accounting > Accounting Events
Document classes : There are two document classes that describe accounting events in payables 1 Invoices 2 Payments

Overview of the Accounting Cycle
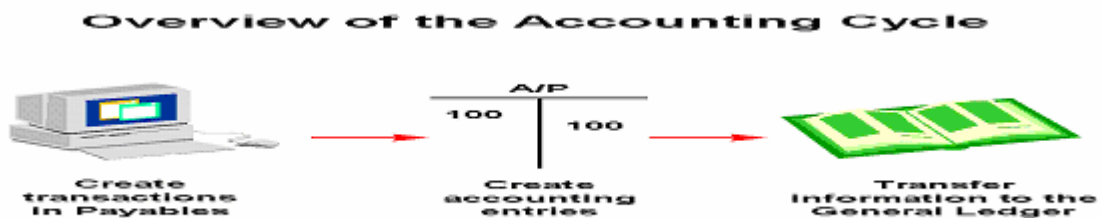
Invoice event occurs when you account for a new approved invoice.This event creates one charge accounting entry for each invoice distribution & a single accounting entry to the liability account of the invoice.Accounting events for invoice document class are
1 Invoice event   2 Invoice adjustment event   3 Invoice cancellation event
4 Prepayment application event   5 Prepayment unapplication event

Invoice Event – Invoice with One Distribution

Account	Debit	Credit
Charge	100	
AP Liability		100

Invoice Event – Invoice with Multiple Distributions

Account	Debit	Credit
Charge	100	
Charge	60	
Charge	80	
AP Liability		200

Oracle Payables Implementation Overview with screenshots

Invoice Event – Multiple Distributions with Automatic Offsets Enabled

Class	Debit	Credit
Charge (*Co 1)	100	
Charge (Co 2)	50	
Charge (Co 3)	50	
AP Liability (Co 1)		100
AP Liability (Co 2)		50
AP Liability (Co 3)		50

*Co = Company

Invoice Event – Invoice in Foreign Currency

Account	Debit FX	Credit FX	Debit	Credit
Charge	100		150	
Charge	50		75	
Charge	50		75	
AP Liability		200		300

Invoice Event – Accrual on Receipt

Account	Debit	Credit
AP Accrual	103	
Invoice Price Variance	2	
AP Liability		105

Invoice Adjestment event : an invoice adjustment event occurs for adjustment made to accounted invoices.

Invoice Adjustment Event – Distribution Reversal

Account	Debit	Credit
Charge (in error)		100
Charge (correction)	100	

Invoice Adjustment Event – Invoice Amount Adjusted

Account	Debit	Credit
Charge	100	
AP Liability		100

Invoice Cancellation Event : An invoice cancellation event occurs when you cancel an accounted invoice.

Invoice Cancellation Event – Invoice Cancellation

Account	Debit	Credit
Charge		100
AP Liability	100	

Prepayment unapplication Event : A prepayment unapplication event occurs when you unapply a prepayment.This event reverses any accounting entries that ere recorded for the prepayment application.

Oracle Payables Implementation Overview with screenshots

payment event occurs when you issue and account for a new payment.This event creates accounting entries tha relieve the liability of the invoice and that charge either the cash clearing or cash account.Accounting events for the payment document class are.

1 Payment event   2 Payment maturity event   3 Payment adjustment event
4 Payment cancellation event   5 Payment clearing event   6 Payment unclearing event

Payment Event – Invoice Payment

Account	Debit	Credit
AP Liability	100	
Cash Clearing		100

Payment Event – Foreign and Functional Currency

Account	Debit FX	Credit FX	Debit	Credit
AP Liability	200		300	
Realized Loss			40	
Cash Clearing		200		340

Payment Maturity Event : A payment maturity event occurs only for future date payments and if the system setup accounts for payments at issue time.Te payment maturity event happens when future dated payments reac their maturity & become negotiable documents.

Payment Maturity Event – Future Dated Payment

Account (Payment Event)	Debit	Credit
AP Liability	100	
Future Dated Payment		100

Account (Payment Maturity Event)	Debit	Credit
Future Dated Payment	100	
Cash Clearing		100

Payment Adjustment event occurs when any invoices recorded as paid by a manual payment are changed.
Payment cancellation event reverses accounting entries for a payment when you cancel(viod) a payment.
Payment clearing event occurs when you either clear or reconcile a payment in oracle cash management and the system is set up to account for payments when they clear.

Creating Accounting Entries :
You can create entries by submitting the payables accounting process OR through transaction windows.
Payables Accounting Process : Creates accounting entries in all set of books.Creates the audit report & exception report.
Prerequisits for creating accounting entries : Define payables options for accounting information ,Open the period in payables.Enter exchange rates if you are processing foreign currency transactions.Update the status of any matured future dates payment to negotiable.Account for invoices before you approve them.Account for invoices before you accunt for payments.

Viewing Accounting entries
You can use the view accounting entries window to view accounting entries.Depending on how you open the window,the window title & the data you see in the window will vary.Payables includes the following windows that can be used for viewing accounting entries

1 View accounting lines   2 View Invoice accounting
3 View payment accounting

Correcting Accounting entries : You can use the update accounting entries window to view accounting entrie and correct any invalid accounts.the only updateable fields in this window are account & description.

Eg Enter invoice 7 create accounting entries for invoice of $75000 submitted by supplier advanced networks.

Oracle Payables Implementation Overview with screenshots
1. Navigate to the Invoices window. (N) Invoices > Entry > Invoices
2. In the Type field, accept the default Standard from the list of values.3. Enter Advanced Network Devices as the supplier.4. You will be assigned a system-generated Supplier Number.5. Enter Santa Clara as the supplier site.6. Enter the invoice number assigned by the instructor.7. Accept the default current date as the Invoice Date
8. Enter the total due of the invoice in the Amount field.9. Accept the defaults for the remaining fields.
10. Save and approve your invoice.11. Select the Actions button and select the Create Accounting checkbox. (You must account for the invoice before you can account for the payment.)12. To view the accounting lines for this invoice, query your invoice or choose View Accounting from the Tools menu. The View Invoice accounting window appears.

Overview of Transferring accounting to GL

Overview of Transferring Accounting Entries to Your General Ledger

A/P
100 | 100

Create accounting entries

Submit the Payables Transfer to General Ledger program

Payables sends payment and invoice accounting entries to the general ledger interface.

Reviewing accounting Entries

 You can review the accounting entries that are in payables.In GL ,you can drill down to the related accounting entries or transacions in payables.You can review the payables transfer to GL report.

Posting in Oracle GL : After you submit journal import,you can post journal entries in Oracle GL.

Reconciling Payables Activity

You can use the following Payables reports to reconcile your posted invoices and payments to your Accounts Payable Trial Balance. This ensures that your Trial Balance accurately reflects your accounts payable liability:

- Posted Invoice Register
- Posted Payment Register
- Accounts Payable Trial Balance (last period and current period)

Period Close Process

Payables will not let you close a Payables period if any of the following conditions apply:

- There is unaccounted transaction data
- There are accounting entries not transferred to the general ledger
- There are unmatured future dated payments
- There are unconfirmed payment batches

Unaccounted Transaction Sweep Program

- The Unaccounted Transaction Sweep Program serves as a utility to allow users to sweep transaction data from one period to the next. There is unaccounted transaction data
- This program allows users to move unaccounted transaction data forward so they can close the period and then make adjustments at a later time.

Implementing Supplier Invoices

Define Invoice Tolerances : Use the invoice tolerance window to define the purchase order/receipt-matching tolerances & tax tolerances you want to enforce.Tolerances are variances between invoice,purchase order,receip & tax information. Tolerances determine the margin of error oracle payables accepts before placing matching o tax holds on an invoice, when you submit approval for an invoice you have matched to a purchase order or receipt.Oracle payable checks that the invoice matches the purchase order or receipt within the matching tolerances you define. If the invoice exceeds the defined tolerance. Oracle payable applies a hold on the invoice during the approval process. The invoice tolerances window shows which hold are applied.

How to set Tolerance levels for Matching 1 In the invoice tolerance window, enable the check box for each tolerance you want to enforce.2 Enter tolerance levels for your purchase order matching transactions 3 In the maximum quantity ordered field, enter either the percent tolerance or the allowed quantity difference.4 In the maximum quantity received field, enter either the percent tolerance or the allowed quantity difference.

5 In the price field, enter allowed percent tolerance.

6 In the exchange rate amount field, enter the amount of variance you allow. Enter a value in this field only if you enter foreign currency invoices in payable.7 In the shipment amount field, enter the maximum allowable variance between an invoiced amount & the amount of the purchase-order shipment.8 In the total amount field, enter the total amount of variance you allow for both the exchange rate amount variance and the shipment amount combined.

Oracle Payables > Setup > Invoice Tolerances

Setting Tolerance Levels for invoice Taxes

1 Enter the tax tolerance percentage you allow in the tax % field .Oracle payables validates amount of tax distributions against the sum of the distributions the tax is allocated to.The calculated amoutnt must match the tax rate plus or minus the tax rate percenage variance you enter here.

2 In the tax amount range field ,enter the amount of variance you allow between the actual invoice tax amount and the invoice calculated tax amount. Oracle Payables > Setup > Invoice Tolerances

Settingup invoice payables options

Use batch controls	Confirm date as invoice number	Allow online approval
Allow adjustments to paid invoices	Recalculate scheduled payment	Allow document category override
Automatically create freight distribution	Freight account	GL date basis
Prepayment settlement days	Prepayment payment terms	

Oracle Payables > Setup > Payables Options > Payables Options Window Reference > Invoice Payables Option

Creating Automatic Interest invoices Payables allows you to calculate interest for overdue invoices and creat interest invoices for selected suppliers. To do this you must enable automatic interest calculation for a supplier and pay an overdue invoice for the supplier in a payment batch or with a quick payment.

Oracle Payables > Setup > Automatic Interest

Setting up Interest payables options Use the interest tabbed region to enable automatic interest calculation an then enter defaults,such as expense and liability accounts.The following are the interest options

Allow interest invoices	Minimum interest amount
Expense interest invoice amount	Liability interest invoice amount

Oracle Payables > Setup > Payables Options > Interest Payables Options

Oracle Payables Implementation Overview with screenshots

Invoice Tax options You can set invoice tax options and default values used throughout payables.The followin invoice tax options and defaults area subset of the tax options.

Oracle Payables > Appendix > Invoice and Invoice Batch Default Hierarchy Chart

Setting up Invoice Tax Options You can control the following invoice tax options at the system level in payables options window.

Require tax entry at header	Use automatic tax calculation	
Allow calculation level override	Distributions amounts include tax	Allow override

AP > Setup > Payables Options > Payables Options Window Reference > Invoice Tax Payables Options

Tax Defaults and Rules Payables options Use the tax defaults & rules tabbed region to set a hierarchy for payables to use when it provides default tax codes.Payables will search the sources you enable,in the order you designate,untill it finds a tax code.when payables finds a tax code,it will stop searching & default the tax code i the document being created.Oracle Payables > Setup > Financials Options > Tax Financials Options

Practice Test

If the batch controls are not on, you can enter individual invoices in the Invoices window. __

2. If you select the Confirm Date as Invoice Number option, during invoice entry if you accept the invoice date as the default for the invoice number, Oracle Payables displays a window. __

3. The Allow Adjustments to Paid Invoices option allows users to update the amounts of a paid invoice. __

4. If you select the Automatically Create Freight Distribution Payables option, you optionally enter a freight account in the the Freight Account option field. __

5. Do not enable the Require Tax Entry at Header option if you plan to enter use taxes or allocate taxes. enter use taxes or allocate taxes.

Settinup Matching options You can control matching at the system level in the payables options window

Allow final matching	Allow distribution-level matching
Allow matching account override	Transfer PO descriptive flexfield information

AP > Setup >Payables Options > Payables Options Window Reference > Matching Payables Options

Setup -> Options -> Payables (t) Matching

Implementation considrations

Invoice Gateway Considerations Determine wwhich field to display in invoice gateway folder & submit payables open interface or online from create invoices window

(Help) Oracle Financial Applications > Oracle Payables > Setup > Payables Options > Payables Options Window Reference > Matching Payables Options

Open interface workflow considerations workflow template that you must customize before you can use it to process data(to help automate verification & validation of data in the payables open interace tables before import is submitted.eg validate accounting codes combinations & send a notification to a user.Override any inalid code combinations with designated default value.

Oracle Payables > Setup > Payables Options > Payables Options Window Reference > Matching Payables Options

Invoice matching considerations Invoice match option exists at the following levels: supplier,supplier site & purchase order,shipment lines.Ensure that the matching option,purchase order or receipt set at the correct level.

Payment considerations Need to determine if any additional payment terms are needed for prepayments. Optionaly set up default payment terms to be specified for prepayments during the payables options setup.

Payments
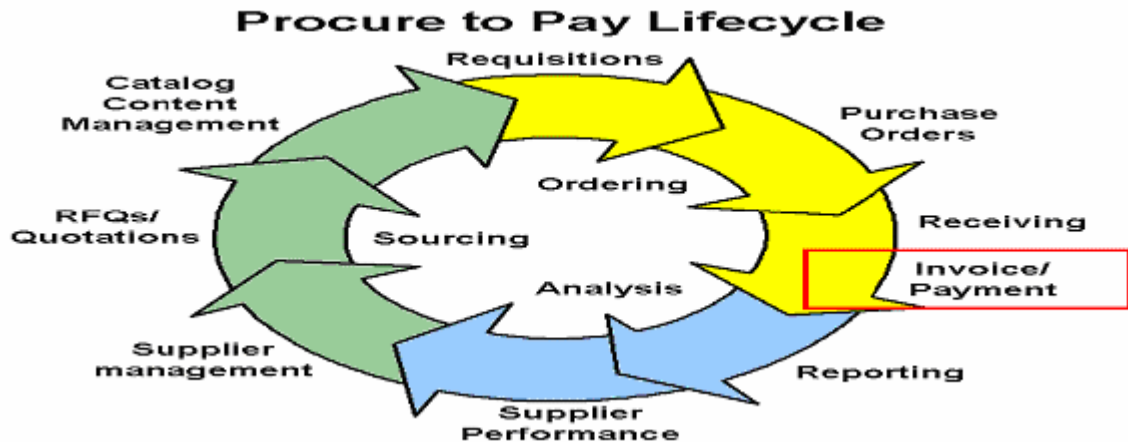
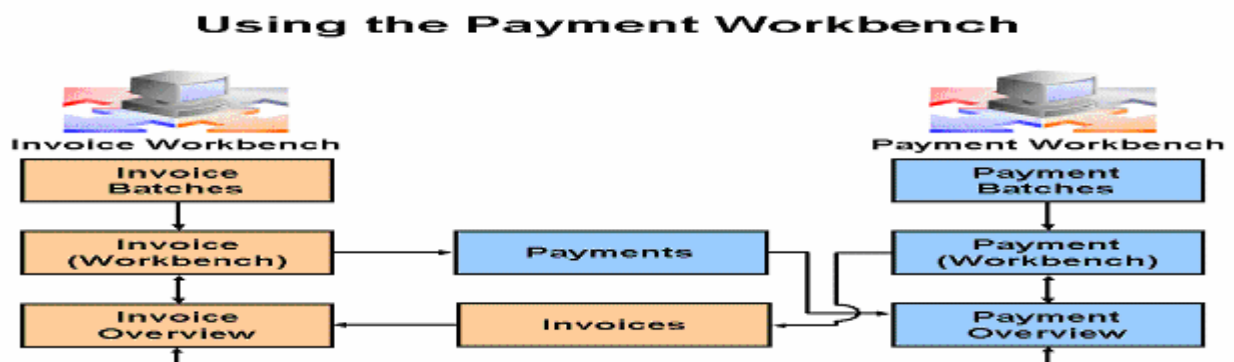**Payment overview**
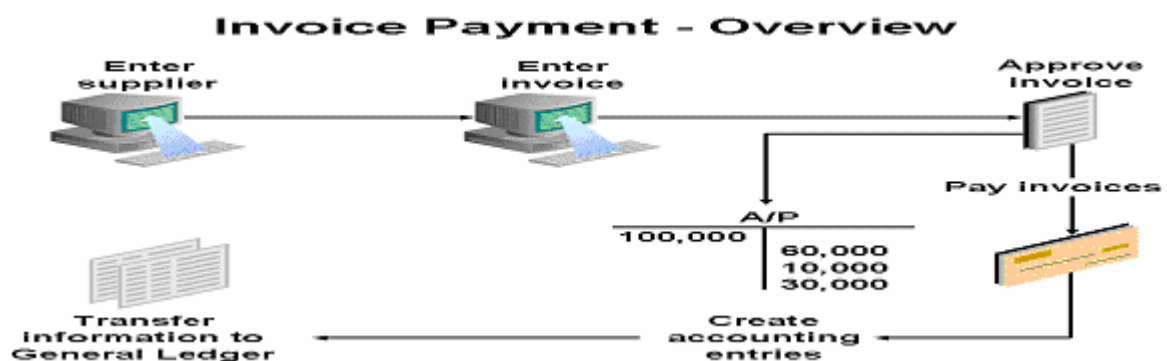
Invoice Payment - Overview

Payables provides a variety of features for fast, controlled payment processing.

With Payables you can do the following:

• Set up bank accounts using one or more payment method options including checks,electronic funds transfer (EFT), electronic data interchange (EDI) and wire.

• Pay only invoices that are due and automatically take the maximum discount available.

• Select invoices for payment, using a variety of criteria, and create payments automatically.

• Ensure that duplicate invoice payments don't occur.

• Review information online for the result and status of payments.

Using the Payment Workbench

Payables includes two fully integrated workbenches; the Invoice Workbench and the Payment Workbench. You enter, adjust or review invoices in the Invoice Workbench. You create, adjust and review payments in the Payments Workbench. Use the Invoice Overview and Payment Overview windows to review information from either workbench. These windows act as bridges between the two workbenches. For example, from the Payments Overview, you can click Invoices to navigate to the Invoices window.

Check A payment document generated either manually, using a QuickCheck or a payment batch.Paper check to print and send to a supplier.

Oracle Payables Implementation Overview with screenshots

Clearing Payment for invoices transferred from another entity within the company without creating a payment document.Payment method you use to account for intercompany expenses when you do not actually disburse funds through banks. You do not generate a payment document with the Clearing payment method. When you enter the invoice you enter Clearing for the payment method.You can record a Clearing payment using a Manual type payment only.

Electronic An electronic funds transfer to the bank of a supplier.You create electronic payments either through the e-Commerce Gateway, or by delivering a payment batch file to your bank. For both methods, Payables creates a file during payment batch creation. If you are using the e-Commerce Gateway to create the file of payments, an EDI translator is required to create the EDI Formatted file prior to delivering it to your bank.For electronic funds transfers, the file is formatted and delivered to your ap.out directory for delivery to your bank.

Wire Funds transfer initiated be contacting the bank and requesting wire payment to the bank of a suplier.A payment method where you pay invoices outside of Payables by notifying your bank that you want to debit your account and credit your supplier's account with appropriate funds. You provide your bank with your supplier's bank information, and your bank sends you confirmation of your transaction. Your supplier's bank sends your supplier confirmation of the payment. You then record the transaction manually.

Disbursement Types indicate whether the payment document was initially created within payables or outside of payable.You can define additional disbursement types in the payables lookup window.

Recorded : Used for payment generated outside payables that need to be recorded in payables.Typically these payments are either handwritten cjecks or wire transfers.

Computer generated : Used for payments generated by payables through either quick payments or payment batches

Combined : Used for payments created manually or computer generated.

Manual Payment Overview When you create a payment outside of Payables, for example, typed check or wire transfer, you can record the payment within Payables and update the invoice or invoices that you paid.

With a manual payment, you can override some payment controls of Payables. You can record a single manual payment for multiple Pay Alone invoices. You can record payment for invoices that are associated with any payment method except Electronic. You can also pay an invoice for a supplier that has the Hold All Payments option enabled.Prerequisites for processing manual payments in Payables are:

• Create the payment outside of Payables.

• The invoices or invoices you paid must be approved, uncanceled, without holds and must have the same currency as the payment.

• The bank account must have at least one payment document that uses the recorded/combined disbursement type.

Manual Payment Overview

Payments made outside of Payables

Handwritten/Typed Checks

Wire Transfers

Your Bank → → Supplier's Bank
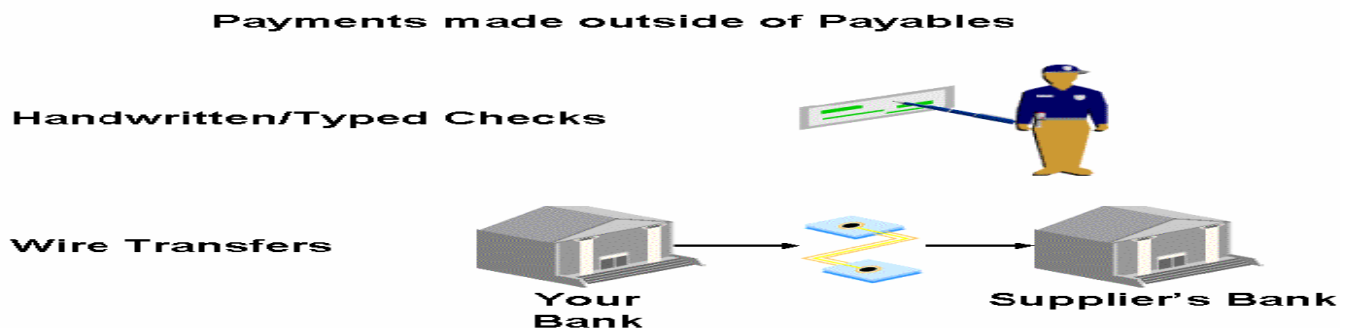
Creating Manual Payments

Payables Responsibility (N) Payments > Entry > Payments

Creating Manual Payments

Payments

Type	Bank Acct	Document	Num	Amount	Supplier/Site
Manual	1st National	Preprinted Checks	2107	200.10	ABC Co/Boston

Enter/Adjust Invoices

Select Invoices

Inv Num	Payment Amt	Discount Amt	Unpaid Amt	Disc Available
29097	88.10	0.00	88.10	0.00
31077	112.00	0.00	112.00	0.00

Invoice Overview

Select Invoices Window Select the invoices you paid. The sum of the invoices must equal the payment Amount you entered. Optionally choose Invoice Overview to see detailed information about an invoice. If you have selected the wrong invoice, you can select the invoice, and then choose the Reverse Payment button. This automatically creates a reversal, which disassociates the invoice from the manual payment. You can now select the correct invoice.Initiating Manual **Payments from the Invoice Workbench** In the Invoice Workbench, you can initiate manual payment of one or more

Oracle Payables Implementation Overview with screenshots

invoices or one or more scheduled payments. You do this by selecting the invoices you want to pay manually,clicking the Actions button and selecting the Pay in Full option to navigate to the Payments window. You then select Manual as the Payment Type. Payables automatically enters most of the payment information for you (such as payment amount and supplier/site name), and you skip the invoice selection step you would perform if you were to initiate the manual payment from the Payment Workbench.

Enter payment information

1. Navigate to the Payments window

    (N) Payments > Entry > Payments   Type = Manual   Bank Accounts = XX Disbursement

    Document Name – Computer/ Manual

2. The system will provide you with a message that it is reserving the payment document. This means that until you complete all actions related to this manual payment, this particular bank account/document name cannot be used by anyone else.

4. Accept the defaults for the remaining fields Supplier = XX IBM Corporation Supplier Site = San Francisco

Enter Invoices Paid by the Check 5. Navigate to the Select Invoices window(B) Enter/Adjust Invoices Invoice Number = 16000 7. Because this is a Manual type payment, no payment format is used and therefore no output(check, EFT, etc.) is produced. We are simply recording the fact that a check outside of the payables system was written and updating the related invoice to a paid status.

Creating Quick Payments

You can create and print a computer generated payment to pay a supplier for one or more invoices. You can als create a check, save it, then print it later. If you use the EDI Outbound payment format and you use e-Commerc Gateway, then you can create electronic Quick payments. When you create a quick payment you can select an invoice regardless of the payments terms and due date. For example, you can create a Quick payment for an invoice that is not yet due. Prerequisites:

• Enable the Allow Print Payables option.

• The invoice(s) must be approved, uncanceled, and without holds.

• If you are creating an electronic payment, you must assign supplier banks to your supplier.

• The bank account must have at least one payment document that uses the Computer Generated or Combined disbursement type.

Creating Quick Payments

Payments					
Type	**Bank Acct**	**Document**	**Num**	**Amount**	**Supplier/Site**
Quick	1st National	Laser Checks	7240	3510.00	XYZ Inc/Dallas

Enter/Adjust Invoices

Select Invoices				
Inv Num	**Payment Amt**	**Discount Amt**	**Unpaid Amt**	**Disc Available**
9097	2850.00	0.00	2850.00	0.00
10038	660.00	0.00	660.00	0.00

Invoice Overview

Payments Window

Type Select Quick.

Bank Account Enter the Bank Account you want to make the payment from.

Document Name Enter a payment Document Name that uses either a Computer-Generated or Combined disbursement type.

Document Number Optionally change the payment Document Number, which defaults to the next available number for the Document Name specified.

Supplier/Site Name Enter either the Supplier Name or Number, and enter the Supplier Site.If necessary, enter or adjust other information:

• If you want to create the payment for an address different from the supplier site and your Allow Payment Address Change Payables option is enabled, adjust the address. For example, you may need to send an expense check to a consultant working at a site away from home.

• If you record voucher numbers either manually or by using Sequential Numbering, enter or review voucher information.• If the payment currency is different from your functional currency, enter exchange rate information in the Payment Rate region.

• If you are making an electronic payment and you have enabled the Allow Remit-to Account Override Payable option, then you can select a different Remit-to account from the list of values. The list of values includes bank accounts assigned to the supplier that have the same payment currency.

(B) Enter/Adjust Invoices - Click this button to navigate to the Select Invoices window.

Select Invoices Window Select the invoices you want to pay. Optionally choose Invoice Overview to see detailed information about an invoice.

Return to the Payments Window Payables automatically enters the Payment Amount for you. Choose Action to navigate to the Payment Actions window.

Format and optionally print the check:

• To format and print, first verify the payment document is in your printer, then select Print Now, optionally change the printer name, and choose OK.

• To format only and print the check later, select Format and choose OK. When you are ready to print, print from the Concurrent Requests Summary or from the operating system. You can use the Print Now option in the Actions window to print only if you print immediately after formatting.

Quick Payment Restrictions:

• NUMBER OF INVOICES: You can only pay as many invoices as you defined for the remittance advice of the payment document.

• SAME SUPPLIER SITE: You can only select invoices that have the same supplier site as the payment supplie site you enter. You can, however, change the payment mailing address if the Allow Payment Address Change Payables option is enabled.

• PAY ALONE INVOICES: If you want to pay multiple invoices, none can be a "Pay Alone" invoice.

• PAYING IN A FOREIGN CURRENCY: You must pay in the same currency as the invoice. You can enter an pay a foreign currency invoice only if your Allow Multiple Currencies Payables option is enabled, and you have defined a multi-currency or foreign currency denominated bank account.

• CANNOT STOP FORMATTED QUICK PAYMENTS. You cannot stop a Quick Payment after it has been formatted.

Oracle Payables Implementation Overview with screenshots
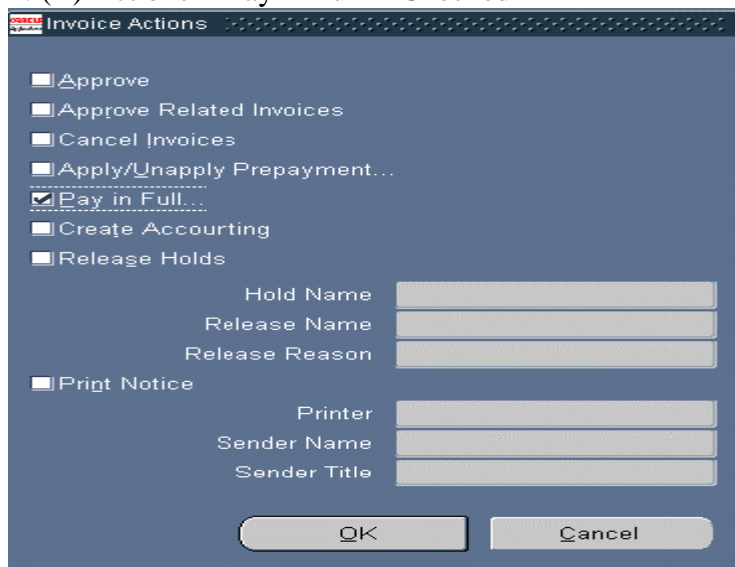**Initiating Quick Payments from the Invoice Workbench**
In the Invoice Workbench, you can initiate quick payment of one or more invoices or one or more scheduled payments. You do this by selecting the invoices you want to pay, clicking the actions button and selecting the Pay in Full option to navigate to the Payments window. The Payment Type should default as Quick. Payables automatically enters most of the payment information for you (such as payment amount and supplier/site name) and you skip the invoice selection step you would perform if you were to initiate the payment from the Paymen Workbench.

Create a quick Check
1. Navigate to the Invoices window   (N) Invoices > Entry > Invoice Batches
2. Using either Query or Find functionality, locate your XX Batch and then locate invoice #8000 from that batc for XX IBM Corporation which is for $1,000 3. Check to see that the invoice has been approved

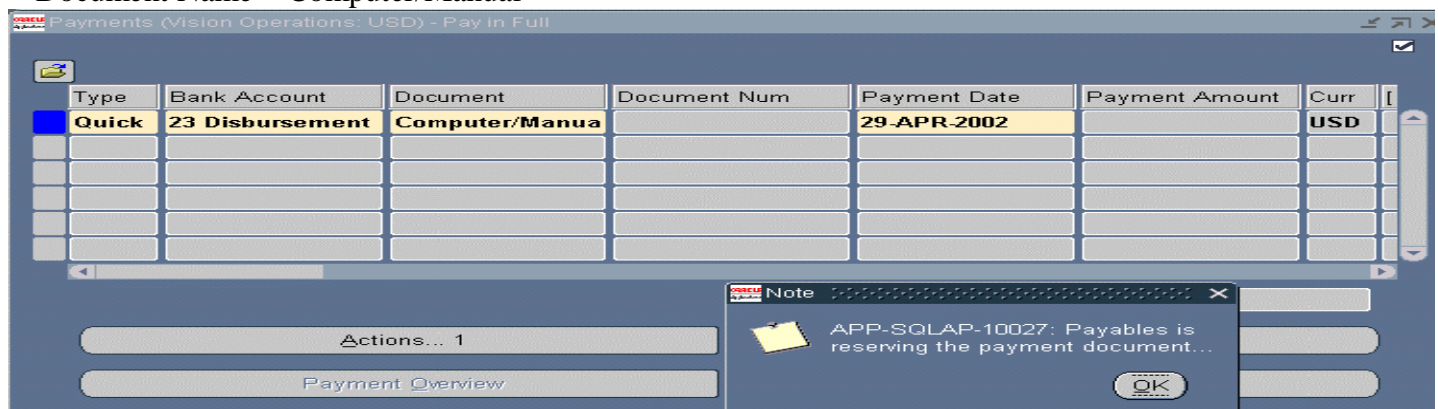**Pay the invoice**
4. (B) Actions   Pay in Full = Checked

Oracle Payables displays the Payments window
   Type = Quick   Bank Account = XX Disbursement
   Document Name = Computer/Manual

B) Actions   Format = Checked click OK & check will be printed once concurrent job completes
Processing Stop Payments
After you call your bank to initiate a stop payment on a payment document, you can record the stop payment status in Payables. You can then either void the payment to reverse the accounting and payment records (assuming the bank has confirmed that the payment has not cleared), or you can release the stop payment to reset the payment status to negotiable (assuming the bank has notified you that the payment has cleared or the supplier has contacted you that they located the payment document). You can review all current stop payments in the Stopped Payments Report. You can query all payments with a status of Stop Initiated byselecting that status in the Find Payments window and then selecting the Find button.
To stop a payment:

Oracle Payables Implementation Overview with screenshots

• Contact bank and request stop payment. • Find the payment online. In the Payments window, select the payment and choose

Actions.• In the Payment Actions window select Initiate Stop. • Choose OK to have Payables update the payment status to Stop Initiated.
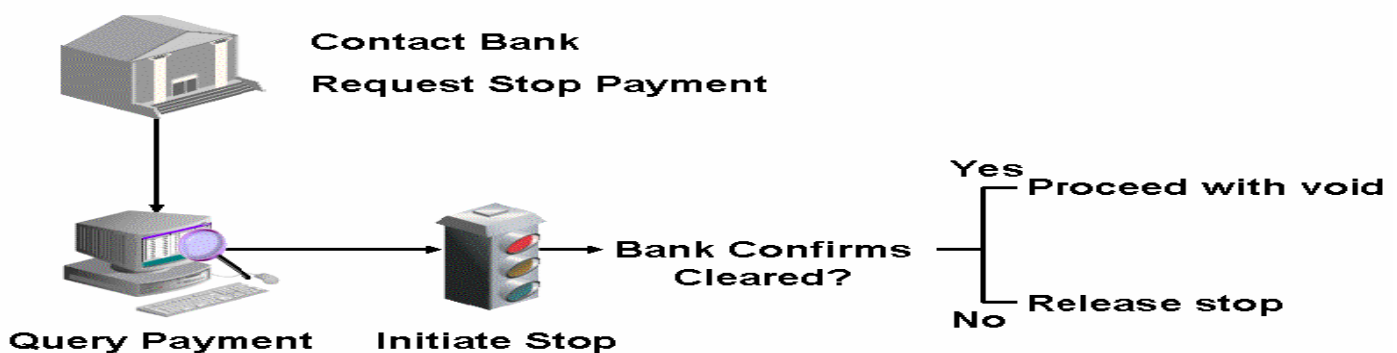
To release a stop on a payment: • Find the payment online. In the Payments window select the payment and choose Actions.

• In the Payment Actions window select Release Stop.• Choose OK to have Payables release the stop on the payment and reset the status to Negotiable.

Stop Payment Restrictions:

• PREPAYMENTS - You cannot initiate a stop payment on a payment document that pays a prepayment that you have applied to an invoice. You must first unapply any prepayments, and then you can stop payment.

• QUICK PAYMENTS - You cannot initiate a stop payment on a Quick Payment that has been formatted.

Voiding Payments

When you void a payment, Payables automatically reverses the accounting associated with the payment. The status of the paid invoices is also reset to Unpaid or Cancelled depending on the Invoice Action you select when you void the payment. Payables also reverses any realized gains or losses on foreign currency invoices recorded as paid by the payment. When you void a payment, you can select the action you want Payables to take on the invoices paid by the void payment. You can choose to place the invoices on hold, cancel the invoices, or do nothing with the invoices, leaving them available for payment.

Note: Since you cannot reverse a void on a void payment, you should have the payment you want to void in your possession or proof that it has not cleared the bank or has been destroyed before you record it as voided. You may also want to review the invoices paid by that payment before you void it, to make sure that you are voiding the correct payment. You can review these invoices in the Invoice Workbench.

Prerequisites

Call your bank to initiate a stop payment if the payment has been sent to an employee or supplier. Wait until you get confirmation of the stop payment before you void the payment in Payables (optional but recommended).

To void a payment document:

Find the payment online, and from the Payments window select the payment and choose the Actions button. In the Payment Actions window select Void. Review and optionally change the void Date and the GL Date you want Payables to use for the accounting distributions.

• If you want to change to Unpaid the status of the related invoices, select None for the Invoice Action. The invoices will be available for payment on new payment document.

• If you want to apply a hold to the related invoices, select Hold for the Invoice Action and select a Hold Name in the Hold window. Payables will void the payment document, reset the status of the related invoices to Unpaid and apply the hold you selected to the related invoices.• If you want to cancel all related invoices and reset their Amounts to zero, select Cancel for the Invoice Action. Payables will void the payment document and cancel the related invoices.

Voiding and reissuing quick payments You can void a Quick payment document and automatically reissue payment for the same invoices. You can void the original payment and reissue a new Quick payment.

Oracle Payables Implementation Overview with screenshots

Prerequisites Enable the Allow Void and Reissue Payables option.

To void and reissue a Quick payment:

• Load and properly align your payment document in the printer.• Find the Quick payment online, and from the Payments window select the payment and choose Actions.

• In the Payment Actions window select Reissue. Enter the Payment Date and confirm the New Check Number. Payables automatically selects Void for you. Review and optionally update the void dates. Payables will void the selected Quick payment and create a new Quick payment document to pay the invoices.

Restrictions:

• INVOICES PAID BY ANOTHER PAYMENT - When you void a payment, you cannot cancel a related invoice if it was partially paid by a second payment. Instead, when you choose Cancel Invoice, the system applies an "Invoice Cancel" hold to the invoice for your reference. You can release the hold manually in the Invoice Holds window. • CANCELLING ASSOCIATED INVOICES - If you attempt to cancel an invoice that has been partially paid by another payment by using the Cancel Invoice Action, instead of cancelling the invoice, Payables applies an Invoice Cancel hold to the invoice. This hold is manually releasable.

• CLEARED PAYMENTS - You cannot void a payment that the bank has already cleared.

• PREPAYMENTS - You cannot void payment on a payment document that pays a prepayment that you have applied to an invoice. You must first unapply any prepayments, and then you can void the payment.
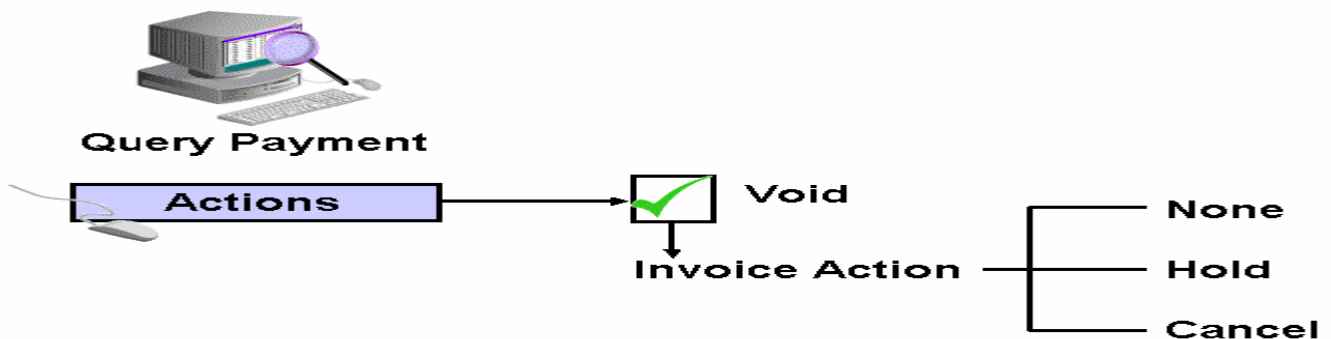
Refund

A refund closes out an outstanding credit balance.You are effectively making a negative payment for a credit balance.The refund payment can consist of any combination of the following documents as long as total is a negative amount.

Invoice   Credit Memos   Debit memos   Expense reports

Oracle Payables > Payments > Refunds

Paying these documents with a refund records each document as paid, and gives you a   complete supplier transaction history.You can record refunds from suppliers for prepayments you have made to them, such as a refund for deposit or repayment of a travel advance.Note: Refunds do not integrate with Oracle Receivables.

Recording refunds : Use the payments window to record refund payments for one or more outstanding payables documents.This closes the open credit balance and also maintains a full transaction history for a supplier.Recording refunds when a credit balance exists

1 set up the bank account in which you will deposit the refund

2 In the payment window,choose refund as the payment type and enter a negative value as the amount.

3 Query unpaid or partially paid invoices and select positive & negative amount invoices.

5 Payables records the refund and updates the status of each selected invoices to paid.

Payments --> Entry --> Payments

Overview of Payment Batches

Use payment batches to create payments for multiple suppliers and multiple invoices that meet selection criteria you specify. In addition to controlling which invoices Payables selects for payment in the batch, you can also se limits on payment amounts and decide whether to take applicable discounts.

Payment Batch Templates and Payment Batch Sets

Payment batch templates and payment batch sets enable you to use predefined payment batch criteria for payment batches you frequently process.• Payment batch template - You can copy payment batch criteria from an existing payment batch in the Payment Batches window.• Payment batch set - You can define a group of payment batches with predefined selection criteria in the Payment Batch Sets window. You can initiate multiple payment batches at once when you use payment batch sets.

Steps to Creating Payment Batches You follow a series of steps to create your payment. Initiate each step from the Payment Batch Actions window, or, for payment batch sets, from the Submit Payment Batch Set window.

Oracle Payables Implementation Overview with screenshots

Select Invoices Initiate the payment batch by entering criteria for invoices you want to select for payment.

Build Payments Payables builds the payments; it determines which invoices will be paid on each payment

Print Preliminary Register Lists the payment documents in the order they will be produced with the invoice information included with each payment.

Modify Payment Batch At any time before formatting, you can optionally modify the payment batch.

Format Payments Payables produces an output file when it formats payments.

Print Documents or Create Electronic Payments Using the output file, you can print checks, create electronic payments, or deliver the output file to your bank to disburse electronic payments.

Cancel Payment Batch If needed, you can cancel a payment batch.

Confirm Payment Batch You confirm the payment batch by recording the document numbers associated with each payment. During this step Payables updates the invoice status to paid and associates a payment number with the invoice and invoice payment.• Restart Payment Batch - You can restart a payment batch if a concurren process fails. You can also restart check printing if the printer malfunctions during check printing.

Print Final Register You can use this register to review the completed payment batch.

Checking Status of Payment Batches You can check the status of a payment batch at any time during the payment batch process by checking the Status field in the Payment Batches window.

Overview of Payment Batches
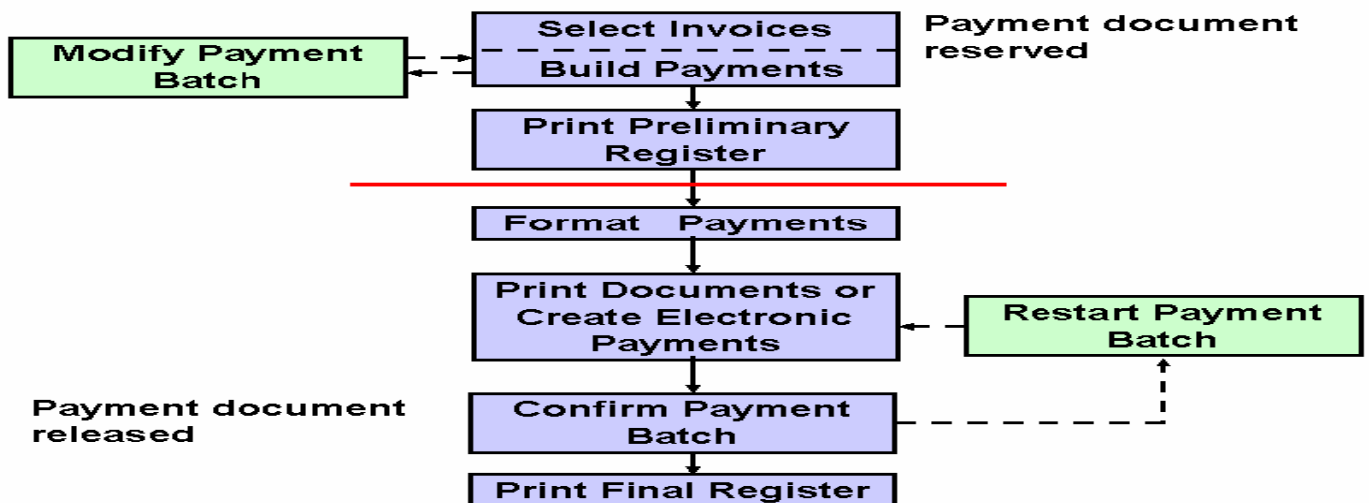
Initiating a New Payment Batch Payables Responsibility (N) Payments > Entry > Payment Batches

Batch Name You must enter a unique Batch Name. This name will appear on your reports and will help you locate the batch online.**Payment Date** Enter a Payment Date. This is the date that Payables will print on the payment or remittance advice.

Status This is a display only field that will be updated by the system as you progress through the payment batch processing steps. Payables differentiates statuses that are in progress (for example, building or formatting) versus statuses that are complete (for example, built or formatted). There is an additional field displayed and titled Next Step to indicate the next step that needs to be performed to continue processing the payment batch.

Bank Account The default bank account is displayed, but you can optionally change to a different account.

Document Name Select a payment document. **Payment Method** Select a payment method.

Document Information Optionally review or adjust document information.• First Document - Payables displays the first document number available, which may be used as setup checks depending on how the payment document was defined, to use for printing payments in a payment batch. If you are using pre-printed, pre-numbered, check stock, make sure this number matches with the number on your next sheet of stock.

• Last Document - Payables also displays the last available document number for the payment document.

• Document Order - Select the order in which you want to print your payment documents and review your Preliminary Payment Register. Options include: Ascending Postal Code, Descending Postal Code, Supplier Name, or Supplier Number.

Oracle Payables Implementation Overview with screenshots

Initiating a New Payment Batch

Batch Name	Jan 2002 Batch 01
Payment Date	04-JAN-2002
Status	New
Bank Account	People's Bank
Document Name	Laser Stock
First Document	12014
Last Document	19999
Document Order	Supplier Name

Selecting Invoices Define your invoice selection criteria to determine which invoices will be paid.

Pay Group You can leave this field blank or optionally enter a pay group. You may want to pay only manufacturing suppliers, office supplies suppliers or utilities suppliers in this payment batch.

Pay Through Date Verify the defaulted date and change it if needed. Payables will select invoices with a discount or due date on or before this date. This date may need to be extended - for example due to upcoming holidays that will delay the next normally scheduled payment batch run or due to vacations for staff responsible for running payment batches.

Payment Priorities Optionally, choose your high and low payment priorities.

Allow Zero Invoices Enable this option to allow Payables to select zero amount invoices for payment.

Include Only Due Enable this option if you want to override supplier sites with a pay date basis set to discount and only pay invoices with due dates on or before the Pay Through Date.

Payment Limits Optionally review or adjust payment limits.• The Maximum Outlay is the maximum Payables will pay for this payment batch. If the batch total exceeds this number, you will get a warning, but you can continue processing the payment batch.• The Maximum/Minimum Payments define the range of payment amounts allowed for a single payment in a payment batch. If Payables selects invoices for a supplier site and the total of the invoices is more or less than the Maximum/Minimum Payment, Payables pays no invoices for that supplier site.

Building Payments When you build payments, the system determines the following:• The number of payment documents that will be issued (based on the supplier/pay site combinations selected and whether the Pay Alone flag has been enabled).• Which supplier/pay site will print on each document number (based on the document order).• Which invoices will be paid on each payment document.This information is listed for you on the Preliminary Payment Register.

Building Payments

Invoices Selected

Supplier	Pay Site	Inv #	Amount	Pay Alone?
ABC	Chicago	34-987	$ 200	No
ABC	Chicago	34-993	$1,300	No
XYZ	Seattle	5438	$5,040	Yes
XYZ	Seattle	5509	$3,100	Yes
ABC	Boston	29-037	$ 860	No
PDQ	New York	A-98	$ 900	No

Payments Built

Supplier/Pay Site	Doc Num	Pmt $	Inv #	Inv $
ABC/Boston	12014	$ 860	29-037	$ 860
ABC/Chicago	12015	$1,500	34-987	$ 200
			34-993	$1,300
PDQ/New York	12016	$ 900	A-98	$ 900
XYZ/Seattle	12017	$5,040	5438	$5,040
XYZ/Seattle	12018	$3,100	5509	$3,100

Modifying Payment Batches At any time before formatting the payment batch, you can make changes. You can modify thepayment amount of an invoice, prevent payment to a supplier, prevent payment of a particular

Oracle Payables Implementation Overview with screenshots
invoice, or add an invoice that Payables did not originally select. If you add invoices to a payment batch, Payables automatically rebuilds payments after you modify the payment batch.After you complete your modifications, you can review your changes on a new Preliminary Payment Register, and modify the payment batch again or continue with Formatting Payments.

Modifying Payment Batches

Payments Built

Supplier/Pay Site	Doc Num	Pmt $	Inv #	Inv $	
ABC/Boston	12014	$ 860	29-037	$ 860	
ABC/Chicago	12015	$1,500	34-987	$ 200	
			34-993	$1,300	←650
PDQ/New York	12016	$ 900	A-98	$ 900	
XYZ/Seattle	12017	$5,040	5438	$5,040	
XYZ/Seattle	12018	$3,100	5509	$3,100	

Payments Re-Built

Supplier/Pay Site	Doc Num	Pmt $	Inv #	Inv $	
ABC/Boston	12014	$ 860	29-037	$ 860	
ABC/Chicago	12015	$ 850	34-987	$ 200	
			34-993	$ 650	
CDG/Charleston	12016	$4,000	8877	$4,000	←New
PDQ/New York	12017	$ 900	A-98	$ 900	
XYZ/Seattle	12018	$5,040	5438	$5,040	

Formatting Payments You attach a format to payment documents you define during setup. When you choos a payment document, Payables uses the associated format to create an output file that you can use to make payments.

Output file format • Check - If you will be printing checks, you will attach a format program to the payment document you define that creates a flat file in the format of a check.• e-Commerce Gateway - If you will be transmitting an EDI formatted file to the bank, you will attach a format program to the payment document you define that creates a flat file based on an e-Commerce Gateway map. You will take this flat file and translate it to an EDI file format using an EDI translator. The EDI formatted file is sent to the bank. • EFT - If you will be sending electronic funds transfer (EFT) instructions to your bank, you will attach a format program to the payment document you define that creates an EFT formatted flat file.

Note: If you are making electronic payments with e-Commerce Gateway, during formatting,the Remittance Advice Outbound Extract Program from the e-Commerce Gateway application automatically formats the payment batch and creates a flat file in your e-Commerce Gateway output directory.If you are making electroni payments without the e-Commerce Gateway, you can deliver the output file to your bank for processing. The output file is stored in the Payables output directory. Its name is created by appending a period and the concurrent manager request number to your login userid (for example, SYSA DMIN.12345).

Printing Payments If you have not yet formatted your payment batch, you can format your payment batch and print payment batch checks using the Payment Actions window. Payables uses the printer you assigned to your payment program as the default printer. If you have not assigned a printer to your payment program, Payables uses the printer you entered for your Printer profile option as your default printer. If you have formatted your payment batch without printing it, you can print payment batch checks from the Concurrent Requests Summary (program name Format Payments) or your operating system prompt.

Confirming Payment Batches Confirming is the final step in processing a payment batch. This step is very important because it updates the payment history of invoices paid in a payment batch and associates payment document numbers with the invoices and invoice payments. Also, if you have any unconfirmed payment batches, you cannot close a period or use the same payment document for any other payments until you confirm the payment batch.During confirmation, you record the status of every payment document used during the payment batch. If you refer to the payment documents and the Preliminary Print Register when you confirm, it helps you enter accurate information. For Electronic payments, confirm the entire range of payments as Printed, or cancel the entire batch if there were problems.

You will assign one of four status types to each document:• Setup - Payables automatically displays the setu checks used to align your printer.Payables automatically voids these checks when you confirm a payment batch You control the number of setup checks in the Payment Document region of the Bank Accounts window

Oracle Payables Implementation Overview with screenshots
• Printed - Either the checks printed properly or the Electronic payments formattedcorrectly. Ranges of Printed documents must end on a negotiable document.• Skipped - The printer skipped over these checks and nothing printed on them. You can reuse these documents for single payments.• Spoiled - The printer malfunctioned (jammed or missed a check) and ruined these documents, so you cannot reuse them. Documents may also be spoiled if the wrong check stock was used. Payables automatically voids these documents when you record them as spoiled.You may have check overflow, a situation where there are more invoices paid by a check than can fit on the remittance advice of one check. If you use the check overflow method Void Except Last, Payables voids all checks except the last one for the supplier site. You should record the status of all the checks as Printed.From the Confirm window, you can record the status of the payments and, if necessary, restart the payment batch or cancel the remainder. If the payment method is Electronic, you must wait for confirmation from the bank before you can confirm your payment batch. You cannot restart the payment batch. You must either confirm the entire batch or cancel it. If you choose Restart Batch, you will be asked for a document number on which to restart the batch. The batch will Build and Format again. Then confirm the batch, including any spoiled checks. Payables automatically prints the Final Payment Register. If you choose Cancel Remainder, Payables updates the status of the invoices paid with the Printed checks to Paid and prints the Final Payment Register for the recorded portion of the batch. For any checks you record as Spoiled and any checks you did not record, Payables sets the status of the corresponding invoices to unpaid. To pay these invoices, include them in new payment batch or pay them with single payments.

Create a Payment Batch

Select Invoices for Payment

1. You'll accomplish this by using the Autoselect feature in Oracle Payables. Since you only want to select the invoices you created in the previous Invoice Lab set, you can identify the invoices you created by the Pay Group = XX Pay Group.

2. Navigate to the Payment Batch window.

   (N) Payments > Entry > Payment Batches

   Batch Name = XX Payment Batch

   Payment Date = Today's Date

   Pay Group = XX Pay Group

   Bank Account = XX Disbursement

   Document = Computer/Manual

   Pay Through Date = Today + 45 days (just to be sure you capture all your invoices)

3. Accept the remaining defaults

Submit Processes to Select and Build Invoices

In the Payment Batch Actions window, select the following check boxes: Select Invoices, Build Payments, Print Preliminary Register

Requery Payment Batch to Refresh the Status

11. Requery payment batch

   Ensure Status = Built

Oracle Payables Implementation Overview with screenshots

Modify a Payment Batch

12. Once you've reviewed the preliminary check register, you can adjust invoices selected.

13. (B) Actions

14. Note that the Format check box is already selected. You must uncheck this box before selecting the Modify check box.

　　Modify Payment Batch = Checked

16. Oracle Payables displays the Modify Payment Batch window. Locate invoice number 6000 which is the invoice you do not want to pay.

17. In the Pay field for this invoice, select No.18. Note how the total payment amount to the supplier has decreased.19. Locate invoice number 1000 which has been selected for a $10,000 payment. You want to reduce the amount to be paid to $5,000.20. In the Amount field, overwrite the $10,000 to $5,000.21. (B) Build

Oracle Payables Implementation Overview with screenshots

Requery Payment Batch to Refresh the Status
Format and Print your Payment Batch

26. (B) Actions to open the Payment Batch Actions window

27. Note that the Format check box is already selected. Check the Print Now box.

Monitor the Processes   **Requery Payment Batch to Refresh the Status** In the To field, enter the last check number that printed successfully.

Oracle Payables Implementation Overview with screenshots

Requery Payment Batch to Refresh the Status 43. Requery payment batch   Ensure Status = Confirmed

Overview of Electronic Payment Options
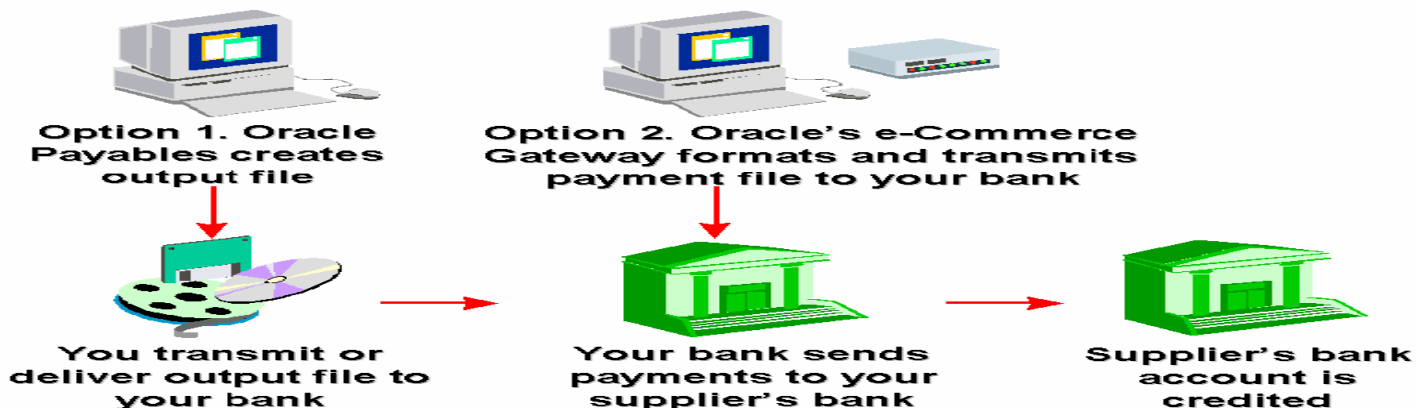
Creating Electronic Payments without Oracle eCommerce Gateway

Follow nearly the same steps as for payment batch.However instead of printing the checks,file of formatted payments is sent to your bank for disbursement to supplier bank account

Oracle Payables > Payments >Electronic Payments > EFT Payments without e-Commerce Gateway

Pre-Requisites for processing electronic payments

When you define payment formats select the appropriate electronic payment method.Define remittance bank accounts & payment documents that you will use to create electronic funds transfer(EFT) payments.Setup supplier & supplier sites with bank accounts that receieve electronic payments.When you enter the invoices that you want to pay,enter electronic as the payment method.

Oracle Payables > Payments > Electronic Payments

Creating Electronic Payments Using Oracle's e-Commerce Gateway

When you use Oracle's e-Commerce Gateway, your payment data is formatted in the EDI outbound payment format and transmitted to your bank for disbursement.

Payment data   **Your bank**   **Payment to supplier banks**

Oracle Payables > Payments >Electronic Payments > Electronic Payments with e-Commerce Gateway

Prerequisites for using oracle eCommerce gateway Define a payment document that uses the EDI outbound program format.Define trading partners in e-Commerce gateway.Enable the outbound payment transaction orde for the bank branch.Define any code conversions for transactions.

Using Oracle e-Commerce gateway 1 Setup suppliers for EDI transactions & assign electronic as method of payment & EDI as the payment format.2 Setup supplier bank accounts3Define a unique pay group

4 Create disbursements bank account for EDI payments

5 Create a payment document with the payment format of EDI outbound EDI outbound payment file

1 Use EDI translator to transit the formatted payment data to your bank for disbursement.

2 You can then define a payment document that uses the EDI outbound program payment format and assign thi document to the bank account from which you will disburse payment.

Creating EDI payment batches

You can initiate a payment batch using a payment document associated with the EDI outbound program payment format.When you format the payment,Oracle e-Commerce gateway automatically formats the batch ans creates a flat file in your e-Commerce gateway output directory.Oracle e-Commerce gateway sends the file to your EDI translator & then to your bank.

Implementing Payments

Define Payment Terms (Required) Set up at least the default payment terms you will specify when you set up Financial Options.You can delay this setup step but should complete it prior to entering suppliers. You will only need to perform this setup one time even if you have multiple operating units.

Define Payment Terms

2/10 Net 30   **Net 45**

Immediate
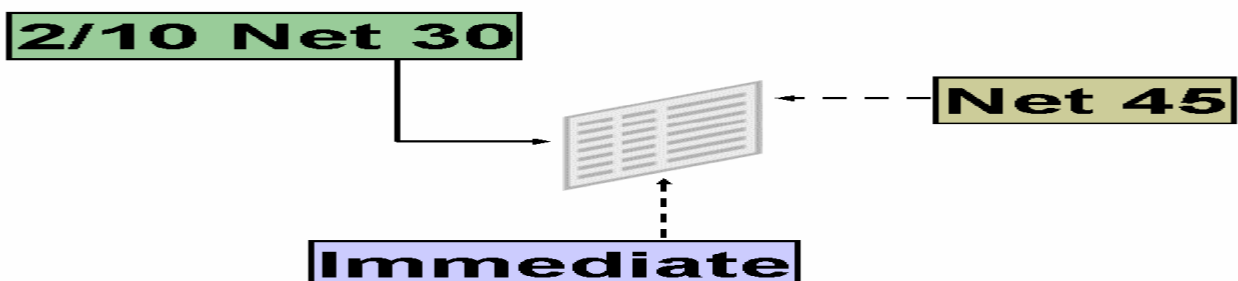
Payment Terms

Payables Responsibility (N) Setup > Invoice > Payment Terms

In the Payment Terms window, you define payment terms that you can assign to an invoice to automatically create scheduled payments when you submit Approval for the invoice. You can define payment terms to create multiple scheduled payment lines and multiple levels of discounts. You can create an unlimited number of payment terms. Payment terms have one or more payment terms lines, each of which creates one scheduled

Oracle Payables Implementation Overview with screenshots
payment. Each payment terms line and each corresponding scheduled payment have a due date or a discount date based on one of the following:
• A specific day of a month, such as the 15th of the month.• A specific date, for example, March 15, 2002.
• A number of days added to your terms date, such as 14 days after the terms date.• A special calendar that specifies a due date for the period that includes the invoice terms date. Only due dates can be based on a special calendar. Discount dates cannot be based on a special calendar.Each payment terms line also defines the due or discount amount on a scheduled payment. When you define payment terms you specify payment amounts either by percentages or by fixed amounts. After you define your payment terms, in the Payables Options window you can select default payment terms that Payables automatically assigns to the suppliers and supplier sites you enter. The payment terms for a supplier site default to the invoices you enter for the site.

Payment Terms

Terms Date Basis/ Applicable Date	Payment Terms	Pay Date Basis	Inv $	Discounted		Due	
				$ Due	Due Date	$ Due	Due Date
Invoice Date/ Apr-10	N30	Due	200	N/A	N/A	200	May-10
System Date/ Jun-5	2/10 N45	Disc	500	490	Jun-15	500	Jul-20
Invoice Date/ Jun-1	$100 Immed, Bal 60	Due	400	N/A	N/A	100	Jun-1
				N/A	N/A	300	Jul-31
Goods Rec'd/ Sep-4	100% EOM	Due	750	N/A	N/A	750	Sep-30

To define payment terms:

Name Enter a unique payment term name and a description. Use names that make it easy to identify the usage of payment terms. For example, use 1/10 Net 30 to refer to a payment term which indicates you get a 1% discount if you pay within 10 days and the invoice is due in 30 days. This name will appear on a list of values with the description whenever you select a payment term.

Description Description of payment term.

Cutoff Day For Day of Month type terms only, the day of month after which the due and discount dates of the scheduled payment will be in a future month. The exact month depends on the value you enter for Months Ahead. Payables compares the invoice terms date to the Cutoff Day. If you leave this field blank, Payables always uses the current accounting month to determine the due and discount dates. For example, your Cutoff Day is 11, your Months ahead is zero, and your Day Of Month due date is 15. If you enter an invoice with a terms date of January 12, Payables will set the due date for February 15. If you use Due Days or Fixed Date type terms, do not enter a cutoff day.

[Effective Dates] To If you want to make this payment term invalid on and after a certain date, enter that date in the [Effective Dates]To field.

Rank If you enable Recalculate Scheduled Payment, enter a unique value to rank your invoice terms.One is the highest rank. Payables uses ranks to choose the most favorable payment terms from the invoice and purchase order. During Approval, Payables recalculates the scheduled payment using the most favorable terms only if the Recalculate Scheduled Payment Payables option is enabled.

Payment Terms Line Enter one of the following to determine the portion of an invoice due on the scheduled payment:• % Due - The portion of an invoice due. The total of your scheduled payment lines must equal 100%. You cannot combine percentages due and amounts due for one set of payment terms.

• Amount - For amount due terms only, enter the amount due. Typically amount due terms have more than one payment terms line since you must specify zero as the amount on your last payment terms line. Payables uses the zero amount payment line to determine the remaining amount due on the last scheduled payment.

Oracle Payables Implementation Overview with screenshots

**Due Tabbed Region** Enter one of the following to determine the due date on the scheduled payment line:
• Calendar - If you enter a value in the Calendar field, Payables determines due dates for scheduled payments by using a special calendar. A special calendar is divided into periods, and each period has a due date assigned to it. When you assign due dates to the periods of a payment terms calendar, you can avoid weekends, holidays, and so on. You can define special calendars for payment terms in the Special Calendar window. • Fixed Date - Specific month, day, and year on which payment terms are due.• % Discount - Payables uses the percentage you enter here to calculate the discount amount available for a scheduled payment. Payables multiplies this percentage with the amount due on the scheduled payment line to determine the discount amount available on the scheduled payment line. In the Second and Third Discount regions, you can enter second and third discount percentages for discounts available if you miss the first discount date. Do not enter a value in this field if there is no discount available.• Days - Payables adds this number of days to the invoice terms date to determine the due or discount date on your scheduled payment line. You cannot enter values in the Day of Month and Months Ahead fields for a payment terms line if you enter a value in this field.

• Day of Month/Months Ahead - Day of Month - Payables uses the value you enter here to calculate a due or discount date for a scheduled payment. For example, enter 15 to have Payables schedule payment for the 15th day of the month. Enter 31 if you want to have Payables schedule payment for the final day of the month, including months with less than 31 days.

- Months Ahead - For Day of Month type terms only. Payables uses the value you enter here in conjunction with the Cutoff Day you enter to calculate the due or discount date of a scheduled payment line. If you enter zero in this field and the terms date of an invoice is the same as or later than the Cutoff Day, then Payables uses the day in the Day of Month field for the next month as the due date of an invoice payment line. If you enter 1 in this field, Payables uses one month beyond the next month as the due date. You cannot enter a value in this field if you enter a value in the Due Days field.

Discount Tabbed Region If you are using discount terms, define payment terms lines in the First, Second, and Third Discount tabbed regions. Define your discounts so that the first discount has an earlier discount date than the second and so on. You can realize only one discount on a payment terms line.• Enter one of the following to determine the portion of the invoice to discount on the scheduled payment: % Discount or Amount • In the Discount region, enter the discount percent.Enter one of the following to determine the due date on the scheduled payment line: Due Days, Day of Month, or Months Ahead.

Define Bank Accounts (Required) Define Banks where you are the account holder of a receipt and/or disbursement account. You can also use Payables to define external banks where your suppliers are the account holders. If you define your external bank accounts now, you will be able to assign them to suppliers you set up later. This step must be performed for each operating unit.
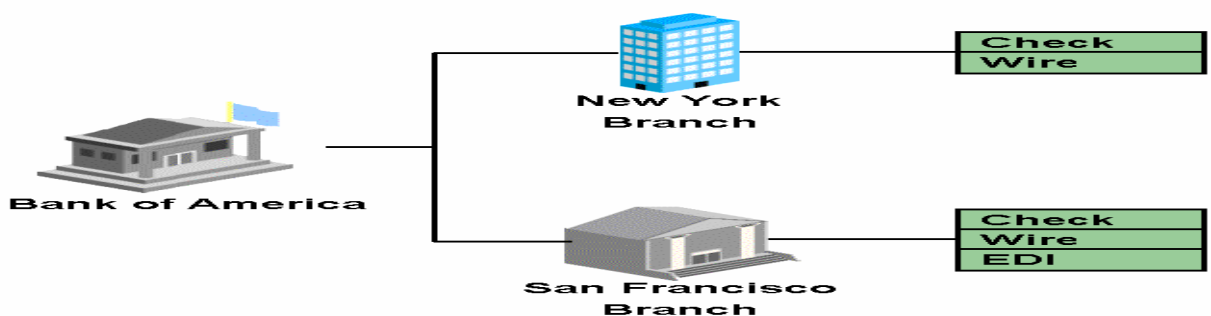
Payment Formats

Use the Payment Formats window to define the payment formats you need to define payment documents in the Banks window. You define payment formats using one of the four payment
methods that Payables uses. You can define as many payment formats as you require for each
payment method; however, each payment format must be unique for that payment method.

Payment Format Enter a unique name for the payment format you are defining. This name will appear in a list of values in the Payment Documents window.**Payment Method** Select the type of payment method that this payment format will use: check, electronic, wire or clearing.

Oracle Payables Implementation Overview with screenshots

Zero Amount Payments Only Enable this option if you want this payment format to be used only to create zero amount payments. Disable this option if you want this payment format to be used to create nonzero amount payments. You cannot update this value for a payment format used in a payment batch in progress.

Group by Due Date Enable this option if you want this format to group payments by due date. If you enable this option, Payables groups payments for invoices with the same due date on the same payment document. Invoices with different due dates are paid using a separate payment document for each due date. If you disable this option, Payables groups payments on payment documents according to the order in which the invoices were selected when you initiate a payment batch.

Currency • Multiple - Select Multiple if you want to use a payment format to pay invoices of different currencies. You can select Multiple only if you enable the Use Multiple Currencies Payables option. You can only use a multiple currency format with a bank account whose bank account currency is the same as your functional currency.• Single - Select Single if you want to use a payment format to pay invoices of only one currency. You must select the currency you want to pay with this format in the next field. You can then use this format only with a bank account whose currency is the same as the currency you define for this payment format
• Currency - Enter a currency code for a Single currency payment format. If you do not enable the Use Multiple Currencies Payables option, Payables enters your functional currency in this field and you cannot change it. If you enable the Use Multiple Currencies Payables option, you can change this option from Single to Multiple at any time; however, you can change the currency from Multiple to Single only if you have not already assigned the payment format to a payment document.

Remittance Choose where you want to print remittance advice for the payments you create using this payment format.• Before Document - Payables prints a remittance advice on the payment document stub, before it prints the payment.• After Document - Payables prints a remittance advice on the payment document stub, after it prints the payment.• None - Payables prints a separate remittance advice, based on the remittance advice program you select for the payment format.

Number of Invoices Enter the number of invoices you want to appear on your remittance advice for this payment format. This value only applies to a remittance advice included in your Format Payments programs (not a Separate Remittance Advice program). Do not change this value for the payment formats that Payables predefines. Note that for any of the Evergreen type payment formats the maximum value that defaults in this field is 37, and if you enter a value greater than 37 your payment format will not work.

Programs • Build Payments - The Build Payments program this payment format uses during payment building to group the selected invoices for each payment, to order the payments using the order option you specify, to create any necessary overflow payments, and to determine the total number and amount of payments for a payment batch. For this field, select the Standard Build Payments program that Payables provides. You do not need to define any additional Build Payment programs.

Format Payments - The Format Payments program this payment format uses. You must select None for the Remittance Advice option to select the BACS or the U.S. Treasury
Format Payments program since these formats do not have remittance stubs. During payment formatting, Payables uses your payment format to create the layout of your checks or electronic funds transfer file. If you plan on using a laser printer to print checks, select the External Laser Format Payments Program.• Separate Remittance - You do not have to define a Separate Remittance Advice program for a payment format, because you can include the separate remittance advice program in your Format Payments program. Each Format Payments program provided by Payables includes a remittance advice program.

Payment Formats

Basic Payment Format Information

> **Payment Format**
> **Payment Method**
> **Zero Amount Payments Only**
> **Group by Due Date**

Currency

> **Multiple**
> **Single**
> **Currency**

Remittance

> **Before Document**
> **After Document**
> **None**
> **Number of Invoices**

Programs

> **Build Payments**
> **Format Payments**
> **Separate Remittance**
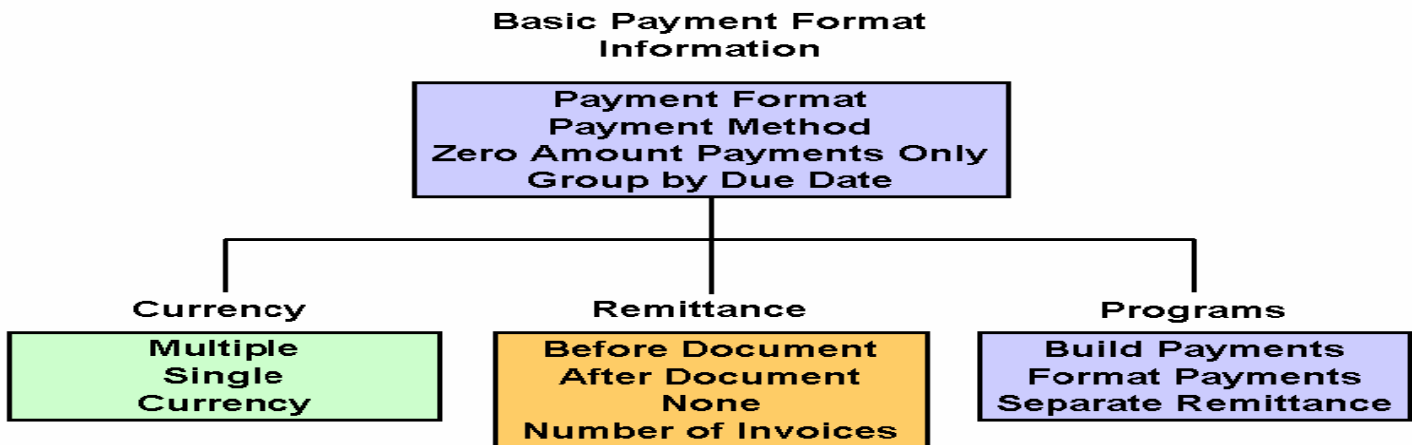
Define Additional Payment Formats (Optional) Use the Payment Formats window to define the paymen formats you need to create payment documents in the Banks window. You choose a Build Payments program, and a Format Payments program for each payment format. You can choose any payment program that you have defined in the Payment Programs window or any standard program Payables provides.You can also specif the number of invoices allowed per remittance, the invoice grouping, the position of the check stub (for paymer formats using payment programs that produce a stub),and whether the payment format can be used for multiple currencies and zero-amount payments only.If you need to perform this setup step, do it prior to setting up payment documents for your bank accounts.

Define Additional Payment Formats

100

250

300

Build

$

550

Format

Remittance

Check
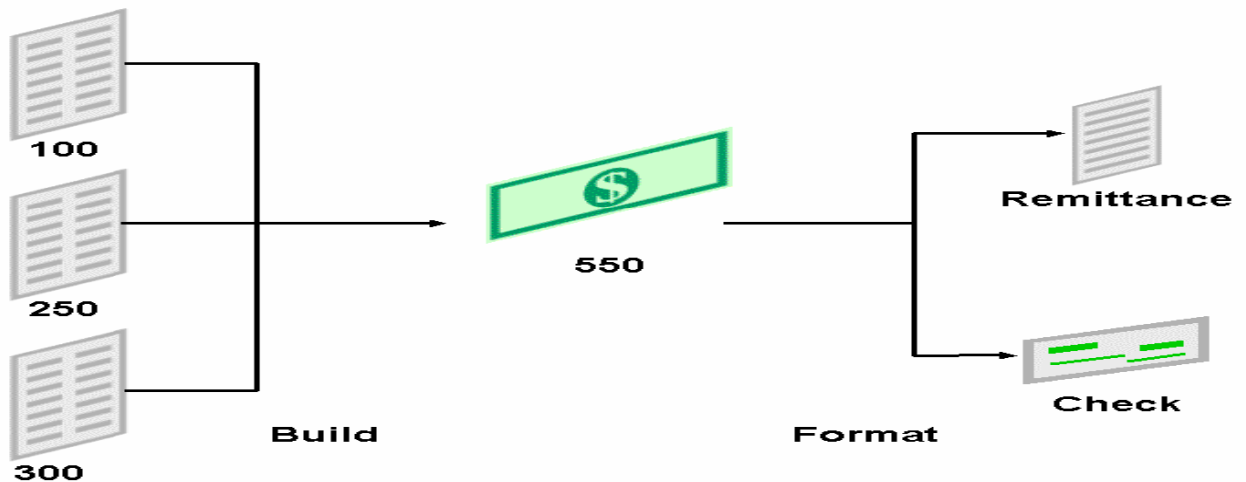
Define Financials Options (Required)

Use the Financial Options window to set the following information:
• Employee numbering• Position approval hierarchies option (whether to use position approval hierarchies)
• Inventory organization• Business group (Make sure a business group is specified.)• Supplier numbering
• Employee numbering You must first use the Choose a Set of Books window to specify your primary set of books before you will be able to enter the Financial Options window. This step must be performed for each operating unit. The following account combinations should be set up in advance (if you have not enabled dynamic insertion for your set of books) or at least the segment values. Be prepared to enter the following accounts: • Liability • Prepayment • Discount Taken
In addition, be prepared to optionally enter the following accounts:
• Future Dated Payment • PO Rate Variance Gain • PO Rate Variance Loss • Expenses Clearing

Define Financial Options

- **Accounting**
- **Supplier – Entry**
- **Supplier – Payables**
- **Supplier – Purchasing**
- **Encumbrance**
- **Tax**
- **Human Resources**

Define Payables Options (Required)

Use the Payables Options window to set control options and defaults used throughout Payables. You can set defaults in this window that will simplify supplier entry, invoice entry,
and payment processing. You can update most of these options at any time to change controls and defaults for future transactions. This step must be performed for each operating unit. Be prepared with the following accour combinations set up in advance (if you have not enabled dynamic insertion for your set of books) or at least the segment values for each code combination defined. Be prepared to enter the following accounts:
• Rounding Account
If you are using more than one currency, additionally be prepared with the following accounts:
• Realized Gain • Realized Loss

Define Payables Options

- **Accounting Methods**
- **Transfer to GL**
- **Payment Accounting**
- **Currency**
- **Supplier**
- **Invoice**
- **Matching**
- **Interest**

- **Expense Report**
- **Payment**
- **Invoice Tax**
- **Withholding Tax**

THE INVOICE WORKBENCH

Find	Find	Find
Invoice Batches	Invoices	Distributions

Match to Purchase Orders
Match to Invoices
Match to Receipts
View Invoice Accounting

Charge Allocations
View Receipts
View PO
View Encumbrances

Scheduled Payments	Invoice Holds	Invoice Actions	Payments	Invoice Overview

Release	Apply/ Unapply Prepayment

Payments   View PO   Payments   Payment Overview

Payment Overview
View PO
Suppliers
Invoices
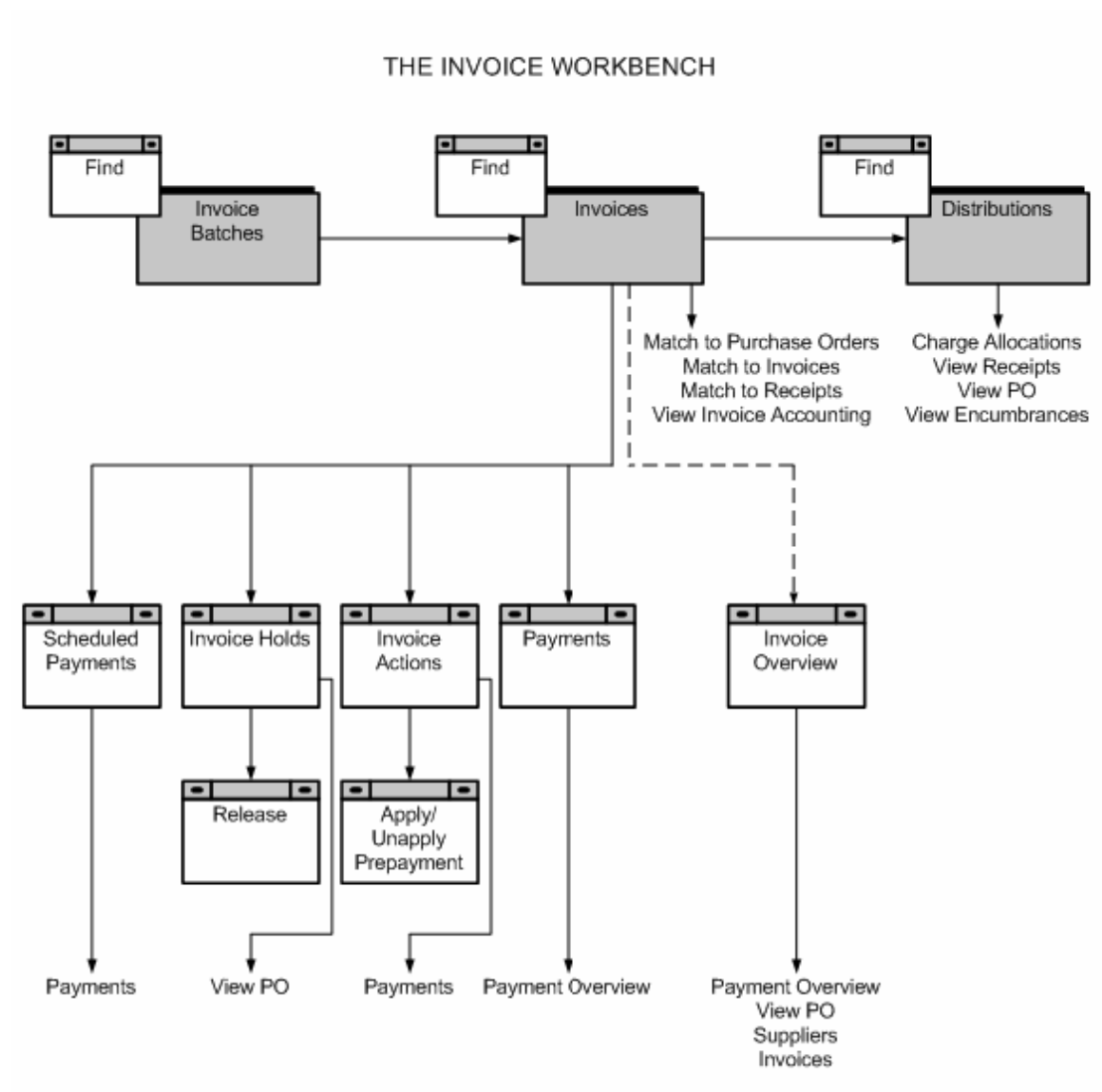
Accounting Entries using
Accrual Basis Accounting

Example 1: Enter and Pay an Invoice (with a Discount)

	Expense	Liability	Cash	Discount Taken
Invoice	100	100		
Account for payment of invoice		100	90	10

Example 2: Enter a Prepayment and an Invoice
Pay and Apply Prepayment
Pay Balance of Invoice

	Expense	Liability	Cash	Prepayment
Account for prepayment and invoice	100	100 / 25		25
Account for payment of prepayment		25	25	
Apply prepayment and account for application		25		25
Account for payment of remaining invoice amount		75	75	

Accounting Entries using Cash Basis Accounting

Example 1: Enter and Pay an Invoice (with a Discount)

	Expense	Cash	Discount Taken
Invoice			
Account for payment of invoice	100	90	10

Example 2: Enter a Prepayment and an Invoice
Pay and Apply Prepayment
Pay Balance of Invoice

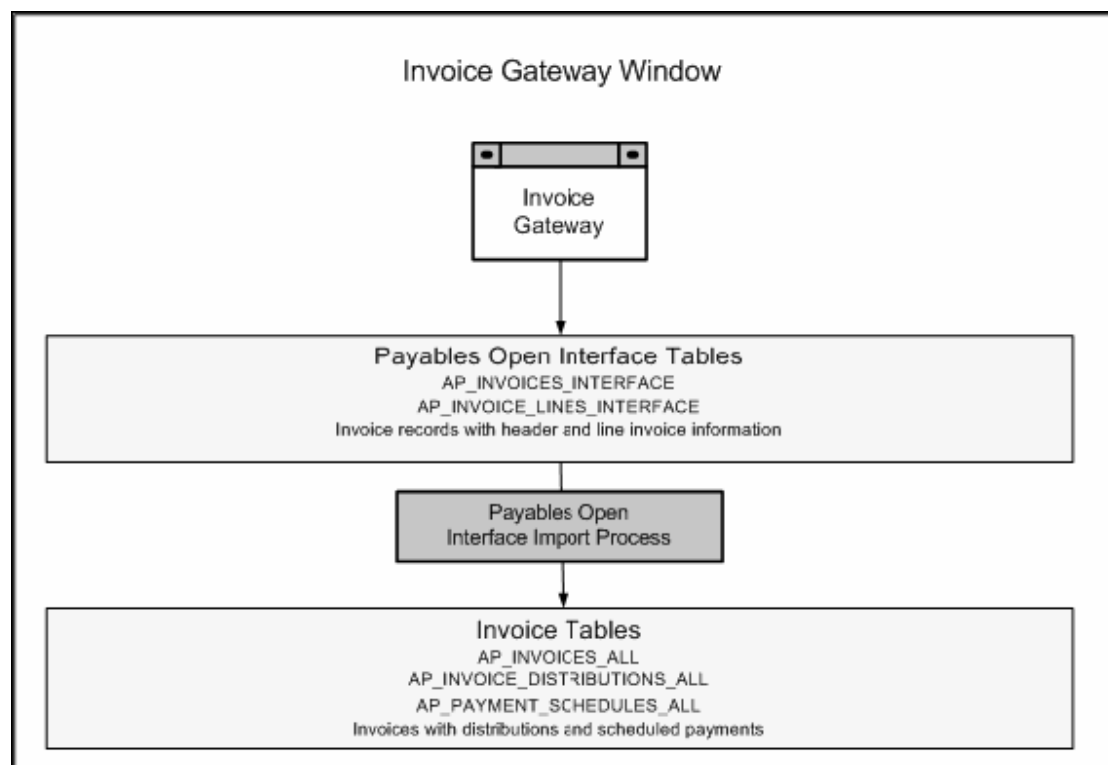|	Expense	Cash	Prepayments
Account for prepayment and invoice			
Account for payment of prepayment		25	25
Apply prepayment and account for application			
Account for payment of remaining invoice amount	75	75	
	25		25

THE PAYMENT WORKBENCH

Invoice Gateway Window

Oracle Payables Implementation Overview with screenshots

PAYABLES OPEN INTERFACE IMPORT
Importing Invoices

Inbound Invoice data file (810/INVOIC) in Oracle EDI Gateway	Invoice data from external system	Invoice data from credit card transactions	Invoice data for lease payments from Oracle Assets & Property Manager

Invoice Gateway

Procurement Card Transactions Table (AP_EXPENSE_FEED_DISTS)

Payables Open Interface Tables
AP_INVOICES_INTERFACE
AP_INVOICE_LINES_INTERFACE
Invoice records with header and line invoice information

Payables Open Interface Import Process

Invoice Tables
AP_INVOICES_ALL
AP_INVOICE_DISTRIBUTIONS_ALL
AP_PAYMENT_SCHEDULES_ALL
Invoices with distributions and scheduled payments

Payables
Payment Batch Procedure

Modify Payments

Select Invoices
Build Payments

Format Payments

Format Payments

Print Documents or Create Electronic Payments

Restart Payment Batch

Confirm Payments

Intercompany Accounting

	Company A		Company B	Company C
	Supplies Expense	Accounts Payable	Supplies Expense	Supplies Expense
Invoice for $150	50	150	50	50
Company Code	01	01	02	03
	100	100	100	100
Cost Center	5400	2100	5400	5400
Account	010	000	010	010
Product	000	000	000	000
Product-Line	0000	0000	0000	0000
Sub-Account				

The following T-accounts illustrate the intercompany balancing entries that General Ledger creates to resolve the imbalance presented in the preceding example:

	Company A	Company B	Company C
	Intercompany Receivables	Intercompany Payable	Intercompany Payable
Intercompany Balancing Entry	100	50	50
Company Code	01	02	03
	100	100	100
Cost Center	1210	1210	1210
Account	000	000	000
Product	000	000	000
Product-Line	0000	0000	0000
Sub-Account			

Oracle Payables Implementation Overview with screenshots

how Payables builds a GL account on a liability distribution using the two different methods:

Balancing Method

GL account from invoice distribution

Balancing Segment		Account Segment

Default Liability account from supplier site

Balancing Segment		Account Segment

Balancing Segment		Account Segment

GL account on Liability distribution

Account Method

GL account from invoice distribution

Balancing Segment		Account Segment

Default Liability account from supplier site

Balancing Segment		Account Segment

Balancing Segment		Account Segment

GL account on Liability distribution