

# **11*i* Implement and Use Accounts Payable**

**Student Guide**

**Vol 2**

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# Preface

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## Profile

### Prerequisites

- R11i Navigating Oracle Applications

### How This Course Is Organized

This course is an instructor-led course featuring lecture and hands-on exercises. Online demonstrations and written practice sessions reinforce the concepts and skills introduced.

## **Related Publications**

### **Oracle Publications**

#### Additional Publications

- System release bulletins
- Installation and user's guides
- read.me files
- Oracle Magazine

# Typographic Conventions

## Typographic Conventions in Text

Convention	Element	Example
Bold italic	Glossary term (if there is a glossary)	The <b><i>algorithm</i></b> inserts the new key.
Caps and lowercase	Buttons, check boxes, triggers, windows	Click the Executable button. Select the Can't Delete Card check box. Assign a When-Validate-Item trigger to the ORD block. Open the Master Schedule window.
Courier new, case sensitive (default is lowercase)	Code output, directory names, filenames, passwords, pathnames, URLs, user input, usernames	Code output: <code>debug.set ('I', 300);</code> Directory: <code>bin (DOS), \$FMHOME (UNIX)</code> Filename: Locate the <code>init.ora</code> file. Password: User <code>tiger</code> as your password. Pathname: Open <code>c:\my_docs\projects</code> URL: Go to <code>http://www.oracle.com</code> User input: Enter <code>300</code> Username: Log on as <code>scott</code>
Initial cap	Graphics labels (unless the term is a proper noun)	Customer address ( <i>but</i> Oracle Payables)
Italic	Emphasized words and phrases, titles of books and courses, variables	Do <i>not</i> save changes to the database. For further information, see <i>Oracle7 Server SQL Language Reference Manual</i> . Enter <code>user_id@us.oracle.com</code> , where <i>user id</i> is the name of the user.
Quotation marks	Interface elements with long names that have only initial caps; lesson and chapter titles in cross-references	Select "Include a reusable module component" and click Finish.  This subject is covered in Unit II, Lesson 3, "Working with Objects."
Uppercase	SQL column names, commands, functions, schemas, table names	Use the SELECT command to view information stored in the LAST_NAME column of the EMP table.

Convention	Element	Example
Arrow	Menu paths	Select File—> Save.

Brackets	Key names	Press [Enter].
Commas	Key sequences	Press and release keys one at a time: [Alternate], [F], [D]
Plus signs	Key combinations	Press and hold these keys simultaneously: [Ctrl]+[Alt]+[Del]

## Typographic Conventions in Code

Convention	Element	Example
Caps and lowercase	Oracle Forms triggers	When-Validate-Item
Lowercase	Column names, table names	SELECT last_name FROM s_emp;
	Passwords	DROP USER scott IDENTIFIED BY tiger;
	PL/SQL objects	OG_ACTIVATE_LAYER (OG_GET_LAYER ( 'prod_pie_layer' ) )
Lowercase italic	Syntax variables	CREATE ROLE <i>role</i>
Uppercase	SQL commands and functions	SELECT userid FROM emp;

## Typographic Conventions in Navigation Paths

This course uses simplified navigation paths, such as the following example, to direct you through Oracle Applications.

(N) Invoice > Entry > Invoice Batches Summary (M) Query > Find (B) Approve

This simplified path translates to the following:

1. (N) From the Navigator window, select Invoice > Entry > Invoice Batches Summary.
2. (M) From the menu, select Query > Find.
3. (B) Click the Approve button.

### Notations :

(N) = Navigator

(M) = Menu

(T) = Tab



(I) = Icon

(H) = Hyperlink

(B) = Button

## Typographical Conventions in Help System Paths

This course uses a “navigation path” convention to represent actions you perform to find pertinent information in the Oracle Applications Help System.

The following help navigation path, for example—

(Help) General Ledger > Journals > Enter Journals

—represents the following sequence of actions:

1. In the navigation frame of the help system window, expand the General Ledger entry.
2. Under the General Ledger entry, expand Journals.
3. Under Journals, select Enter Journals.
4. Review the Enter Journals topic that appears in the document frame of the help system window.

## Getting Help

Oracle Applications provides you with a complete online help facility.

Whenever you need assistance, simply choose an item from the Help menu to pinpoint the type of information you want.

### To display help for a current window:

1. Choose Window Help from the Help menu, click the Help button on the toolbar, or hold down the Control key and type 'h'.

A web browser window appears, containing search and navigation frames on the left, and a frame that displays help documents on the right.

The document frame provides information on the window containing the cursor. The navigation frame displays the top-level topics for your responsibility, arranged in a tree control.

2. If the document frame contains a list of topics associated with the window, click on a topic of interest to display more detailed information.

3. You can navigate to other topics of interest in the help system, or choose Close from your web browser's File menu to close help.

## **Searching for Help**

You can perform a search to find the Oracle Applications help information you want. Simply enter your query in the text field located in the top-left frame of the browser window when viewing help, then click the adjacent Find button.

A list of titles, ranked by relevance and linked to the documents in question, is returned from your search in the right-hand document frame. Click on whichever title seems to best answer your needs to display the complete document in this frame. If the document doesn't fully answer your questions, use your browser's Back button to return to the list of titles and try another.

# **Processing Prepayments**

## **Chapter 8**

### Processing Prepayments

Oracle Payables Release 11i

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### Objectives

**After this course, you should be able to:**

- **Identify when to use prepayments**
- **Enter, approve, and pay prepayments**
- **Apply and unapply prepayments to invoices**

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## Agenda

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### Agenda

- Overview of prepayments
- Entering, approving, and paying prepayments
- Applying and unapplying prepayments to invoices

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## Agenda

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### Agenda

- **Overview of prepayments**
- Entering, approving, and paying prepayments
- Applying and unapplying prepayments to invoices

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## Overview of Prepayments

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### Overview of Prepayments

- A prepayment is a type of invoice you enter to pay an advance payment for expenses to a supplier or employee. For example, you may need to pay a deposit on a lease, or you may need to pay an employee an advance for travel expenses.
- You can later apply the prepayment to one or more invoices or expense reports you receive from the supplier or employee to offset the amount paid to them.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Prepayments**



### Overview of Prepayments

**You can enter either a Temporary or a Permanent type prepayment.**

- **Temporary prepayments can be applied to invoices or expense reports. For example, you use a temporary prepayment to pay a deposit to a catering company.**
- **Permanent prepayments cannot be applied to invoices. For example, you use a permanent prepayment to pay a lease deposit for which you do not expect to be invoiced.**

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### Overview of Prepayments

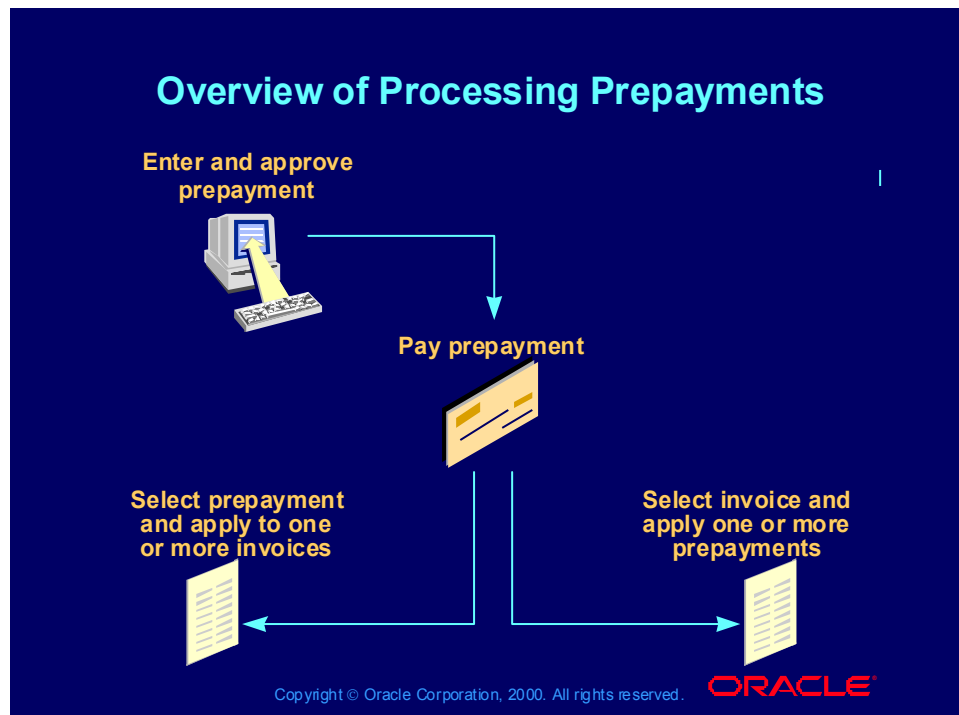
- When you enter an invoice in the Invoice Workbench for a supplier for whom you have outstanding temporary prepayments, Oracle Payables notifies you if you have prepayments available that you can optionally apply. You can also review the Prepayment Status Report to check the status of all prepayments in your Payables system.
- If necessary, you can change the type from permanent to temporary, or temporary to permanent.

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## Overview of Processing Prepayments

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## Review Question

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### Review Question

**Permanent prepayments can be applied to invoices or expense reports.**

- 1. True**
- 2. False**

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## Answer to Review Question

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### Answer to Review Question

**Permanent prepayments can be applied to invoices or expense reports.**

1. True

2. False

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## Agenda

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### Agenda

- Overview of prepayments
- **Entering, approving, and paying prepayments**
- Applying and unapplying prepayments to invoices

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## Entering Prepayments

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### Entering Prepayments

You enter a prepayment as you enter any other invoice. However, you additionally specify:

- Prepayment as the invoice type
- Temporary or Permanent as the prepayment type
- The settlement date, 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 the Invoice Gateway.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Entering Prepayments**

**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Applying and Releasing Holds on Prepayments**

### Approving and Paying Prepayments

- **Approve and 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.**

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## Using Automatic Withholding Tax on Prepayments

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### Using Automatic Withholding Tax on Prepayments

The timing of the prepayment application to an invoice is important when using the automatic withholding tax feature:

- If the 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 manually adjust the withholding tax amount and the withholding invoice if the Payables option is set to Create Withholding Invoice at Invoice Approval Time or At Payment Time.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Withholding Tax When Applying Prepayments**

## Matching a Prepayment to a Purchase Order

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### Matching 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 price variance 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.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Matching Prepayments to Purchase Orders**

## Controlling When a Prepayment is Available to Apply to Invoices

---

### Controlling When a Prepayment is Available to Apply to Invoices

- Enter a settlement date in the future.
- Apply a hold on a prepayment to prevent payment.
- Choose to hold the scheduled payment for the prepayment in the Scheduled Payments window.

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### Demonstration

**This demonstration covers how to enter a prepayment in the Invoice Workbench.**

**(N) Invoices > Entry > Invoices**

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## Practice 1 Overview

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### Practice 1 Overview

**This practice covers entering a prepayment.**

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## Practice 1 Instructions

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### Practice 1 Instructions

**You have received the following invoice for upcoming computer training. Enter the prepayment invoice into the system and approve it.**

- **Supplier: Advanced Network Devices**
- **Date: Today**
- **Invoice #: Assigned by the instructor**
- **Total: \$11,000**
- **Description: Computer training**
- **Terms: Immediate**

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### Practice 1 Solutions

1. Navigate to the Invoices window.  
(N) Invoices > Entry > Invoices
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.
15. Verify account 01.000.1340.0000.000 defaults in the Account field. This is the default prepayment account.

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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.

## Review Question

---

### Review Question

**You must fully pay a prepayment before you can apply the prepayment to an invoice.**

- 1. True**
- 2. False**

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## Answer to Review Question

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### Answer to Review Question

**You must fully pay a prepayment before you can apply the prepayment to an invoice.**

- 1. True**
- 2. False

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## Agenda

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### Agenda

- Overview of prepayments
- Entering, approving, and paying prepayments
- **Applying and unapplying prepayments to invoices**

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## Applying Prepayments to Invoices

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### 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 offset the amount you pay on the invoice(s).
- You can apply prepayments either in the Invoice Workbench or Invoice Gateway.
- You can apply prepayments to invoices, and invoices to prepayments.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Applying Prepayments to Invoices**

## Applying Prepayments in the Invoice Workbench

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### 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 invoice, 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.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Applying Prepayments to Invoices**

**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Adjusting Tax When Applying Prepayments**

## Applying Prepayments in the Invoice Gateway

---

### Applying Prepayments in the Invoice 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 apply prepayments to invoices in the Invoice Workbench after you import them.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Applying Prepayments to Invoices**

## Applying Prepayments to Expense Reports

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### Applying Prepayments to Expense Reports

In the Expense Reports 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.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Applying Prepayments to Expense Reports**

### Using the Prepayments Status Report

**Use the Prepayments Status Report to review details for unapplied prepayments and unpaid or partially paid invoices for a supplier.**

- **(Optional) Choose to include invoices in the report parameters to compare unapplied prepayments to outstanding invoices for a supplier.**
- **Choose the View Only Prepayments option in the report parameters to submit the report to obtain a listing and a balance for all outstanding prepayments.**
- **Submit the report for a supplier type, a single supplier, or a date range, to view specific supplier or date range information regarding prepayments.**

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### Demonstration

**This demonstration covers how to apply an invoice to a prepayment in the Invoice Workbench.**

**(N) Invoices > Entry > Invoices (B) Actions**

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## Unapplying Prepayments

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### Unapplying Prepayments

If you mistakenly 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 a positive amount Prepayment distribution on the invoice, with the same attributes as the existing Prepayment distribution it is reversing.
- Payables then updates the status of the invoice to unpaid or partially paid.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Unapplying Prepayments**

## Recording a Refund of a Prepayment or Advance

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### Recording a Refund of 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 Payments window.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Recording a Refund of a Prepayment or Advance**

## Canceling Prepayments

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### Canceling 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 prepayment must be voided before the prepayment can be canceled.
- You cannot void a payment document that paid a prepayment unless the prepayment is fully unapplied.
- Review cancellation information in the Invoices Overview window.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Canceling Prepayments**

## Review Question

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### Review Question

**When you unapply a prepayment, you must unapply the full prepaid amount.**

- 1. True**
- 2. False**

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## Answer to Review Question

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### Answer to Review Question

**When you unapply a prepayment, you must unapply the full prepaid amount.**

**1. True**

2. False

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## Summary

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### Summary

**In this lesson, you should have learned how to:**

- **Identify when to use prepayments**
- **Enter, approve, and pay prepayments**
- **Apply and unapply prepayments to invoices**

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# **Accounting in Oracle Payables**

## **Chapter 9**

### Accounting in Oracle Payables

Oracle Payables Release 11i

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### Course Objectives

**After completing this course, you should be able to do the following:**

- **Describe the accounting cycle and accounting features in Payables**
- **Define accounting events**
- **Create accounting entries**
- **View and correct accounting entries**
- **Transfer accounting entries to the general ledger**
- **Close a Payables period**

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## Agenda

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### Agenda

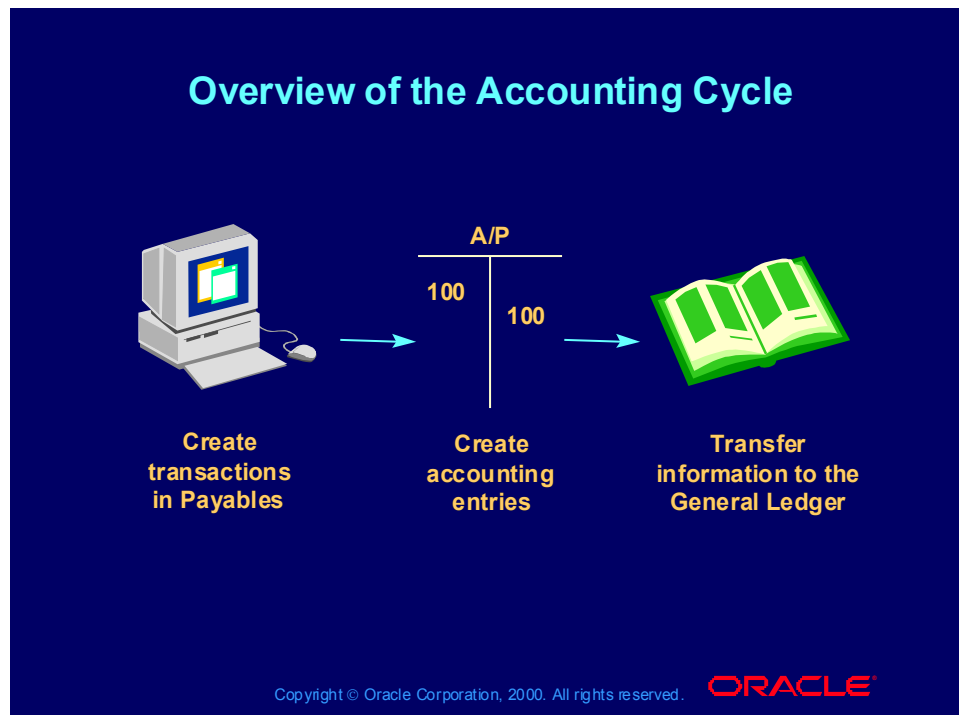
- Accounting cycle
- Accounting events
- Creating accounting entries
- Viewing and correcting accounting entries
- Transferring accounting entries to the general ledger
- Closing a Payables period

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## Overview of the Accounting Cycle

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## Agenda

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### Agenda

- **Accounting cycle**
- Accounting events
- Creating accounting entries
- Viewing and correcting accounting entries
- Transferring accounting entries to the general ledger
- Closing a Payables period

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## Accounting Features

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### Accounting Features

- You 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

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**(Help) Oracle Financial Applications > Oracle Payables > Accounting > Feature Setup and Accounting**

**(Help) Oracle Financial Applications > Oracle Payables > Accounting > System Setup and Accounting**

## Agenda

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### Agenda

- Accounting cycle
- **Accounting events**
- Creating accounting entries
- Viewing and correcting accounting entries
- Transferring accounting entries to the general ledger
- Closing a Payables period

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## Accounting Events

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### 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.**

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**(Help) Oracle Financial Applications > Oracle Payables > Accounting > Accounting Events**

### Document Classes

**There are two document classes that describe accounting events in Payables:**

- **Invoices**
- **Payments**

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### Invoice Document Class

The accounting events for the invoice document class are:

- Invoice Event
- Invoice Adjustment Event
- Invoice Cancellation Event
- Prepayment Application Event
- Prepayment Unapplication Event

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### Payment Document Class

The accounting events for the payment document class are:

- Payment Event
- Payment Maturity Event
- Payment Adjustment Event
- Payment Cancellation Event
- Payment Clearing Event
- Payment Unclearing Event

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### Invoice Event

- **An invoice event occurs when you account for a new, approved invoice.**
- **This event creates one charge accounting entry for each invoice distribution and a single accounting entry to the liability account of the invoice.**

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## Invoice Event - Invoice with One Distribution

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### Invoice Event - Invoice with One Distribution

Account	Debit	Credit
Charge	100	
AP Liability		100

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## Invoice Event - Invoice with Multiple Distributions

---

### Invoice Event - Invoice with Multiple Distributions

Account	Debit	Credit
Charge	100	
Charge	50	
Charge	50	
AP Liability		200

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## Invoice Event - Multiple Distributions with Automatic Offsets Enabled

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### 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

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## Invoice Event - Invoice in Foreign Currency

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### 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

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## Invoice Event - Accrual on Receipt

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### Invoice Event - Accrual on Receipt

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

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### Invoice Adjustment Event

**An invoice adjustment event accounts for adjustments made to accounted invoices.**

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## Invoice Adjustment Event - Distribution Reversal

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### Invoice Adjustment Event - Distribution Reversal

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

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## Invoice Adjustment Event - Invoice Amount Adjusted

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### Invoice Adjustment Event - Invoice Amount Adjusted

Account	Debit	Credit
Charge	100	
AP Liability		100

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## Invoice Cancellation Event

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### Invoice Cancellation Event

**An invoice cancellation event occurs when you cancel an accounted invoice.**

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## Invoice Cancellation Event - Invoice Cancellation

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### Invoice Cancellation Event - Invoice Cancellation

Account	Debit	Credit
Charge		100
AP Liability	100	

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## Prepayment Application Event

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### Prepayment Application Event

- A prepayment application event occurs when you apply a prepayment to an invoice.
- This event credits the prepaid account for the amount of the application, and debits the liability account because the prepayment was a payment on the invoice.

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## Prepayment Unapplication Event

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### Prepayment Unapplication Event

- A prepayment unapplication event occurs when you unapply a prepayment.
- This event reverses any accounting entries that were recorded for the prepayment application.

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## Review Questions

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### Review Questions

In this practice, you will mark these statements true or false to test your knowledge of invoice accounting events.

1. \_\_\_\_\_ An invoice cancellation event occurs when you cancel an accounted invoice.
2. \_\_\_\_\_ You cannot create an invoice event for an invoice entered in foreign currency.
3. \_\_\_\_\_ You can create accounting entries if you use automatic offsets.

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### Answers to Review Question

In this practice, you will mark these statements true or false to test your knowledge of invoice accounting entries.

1. True An invoice cancellation event occurs when you cancel an accounted invoice.
2. False You cannot create an invoice event for an invoice entered in foreign currency.
3. True You can create accounting entries if you use automatic offsets.

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### Payment Event

- A payment event occurs when you issue and account for a new payment.
- This event creates accounting entries that relieve the liability of the invoice and that charge either the cash clearing or cash account.

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## Payment Event - Invoice Payment

---

### Payment Event - Invoice Payment

Account	Debit	Credit
AP Liability	100	
Cash Clearing		100

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## Payment Event - Foreign and Functional Currency

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### Payment Event - Foreign and Functional Currency

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

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### Payment Maturity Event

**A payment maturity event occurs only for future dated payments and if the system setup accounts for payments at issue time. The payment maturity event happens when future dated payments reach their maturity and become negotiable documents.**

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## Payment Maturity Event - Future Dated Payment

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### 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

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## Payment Adjustment Event

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### Payment Adjustment Event

**A payment adjustment event occurs when any of the invoices recorded as paid by a manual payment are changed.**

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## Payment Cancellation Event

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### Payment Cancellation Event

**A payment cancellation event reverses accounting entries for a payment when you cancel (void) a payment.**

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### Payment Clearing Events

**A 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.**

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## Review Question

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### Review Question

**Which accounting event is not in the Payment Document class?**

- 1. Prepayment application event**
- 2. Payment cancellation event**
- 3. Payment unclearing event**
- 4. Payment maturity event**
- 5. None of the above**

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### Answer to Review Question

Which accounting event is not in the Payment Document class?

1. **Prepayment application event**
2. Payment cancellation event
3. Payment unclearing event
4. Payment maturity event
5. None of the above

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## Agenda

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### Agenda

- Accounting cycle
- Accounting events
- **Creating accounting entries**
- Viewing and correcting accounting entries
- Transferring accounting entries to the general ledger
- Closing a Payables period

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### Creating Accounting Entries

- You can create entries by submitting the Payables Accounting Process
- You can create entries through transaction windows.

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### **Payables Accounting Process**

**The Payables Accounting Process does the following:**

- **Creates accounting entries in all sets of books**
- **Assigns a journal category to each entry**
- **Creates the Audit Report and Exceptions Report**

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## Prerequisites for Creating Accounting Entries

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### Prerequisites 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 dated payments to Negotiable.
- Account for invoices before you approve them.
- Account for invoices before your account for payments.

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## Demonstration

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### Demonstration

**This demonstration shows how to create accounting entries for a single payment through a transaction window.**

**(N) Payments—>Entry—>Payments**

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### Demonstration

**This demonstration covers how to submit the Payables Accounting Process to create accounting entries in Payables.**

**(N) Other—>Requests—>Run**

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## Review Questions

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### Review Questions

In this practice, you will mark these statements true or false to test your knowledge of accounting entries.

1. \_\_\_\_\_ The Payables Accounting Process assigns journal entries.
2. \_\_\_\_\_ You must account for invoices before you approve them.
3. \_\_\_\_\_ You can create accounting entries through a transaction window.
4. \_\_\_\_\_ For a payment batch, the accounting completes online.

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## Answers to Review Questions

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### Answers to Review Questions

In this practice, you will mark these statements true or false to test your knowledge of accounting entries.

1. False The Payables Accounting Process assigns journal entries.
2. False You must account for invoices before you approve them.
3. True You can create accounting entries through a transaction window.
4. False For a payment batch, the accounting completes online.

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## Agenda

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### Agenda

- Accounting cycle
- Accounting events
- Creating accounting entries
- **Viewing and correcting accounting entries**
- Transferring accounting entries to the general ledger
- Closing a Payables period

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### Viewing Accounting Entries

**You can use the View Accounting Entries windows to view accounting entries. Depending on how you open the window, the window title and the data you see in the windows will vary. Payables includes the following windows that you use to view accounting entries:**

- **View Accounting Lines**
- **View Invoice Accounting**
- **View Payment Accounting**

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### Correcting Accounting Entries

- You can use the **Update Accounting Entries** window to view accounting entries and correct any invalid accounts.
- The only updateable fields in this window are **Account** and **Description**.

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### Demonstration

**This demonstration covers how to view accounting lines through the View Accounting Lines window and then adjust accounting entries for an invoice through the Update Accounting Entries window.**

**(N) Accounting—>View Accounting Lines**

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## Practice #1 Overview

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### Practice #1 Overview

**You will enter an invoice, create an accounting entry,  
and review the entry.**

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## Practice #1 Instructions

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### Practice #1 Instructions

**Your supplier, Advanced Network Devices, submits an invoice requesting payment of \$75,000 for equipment purchases out of its Santa Clara site. You enter the invoice and create accounting entries. Review the accounting entries that are generated.**

**Enter the following:**

- **Distribution Set: Equipment (Full)**
- **Invoice Number: assigned by instructor**

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Solution to practice exercise:

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.

## Agenda

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### Agenda

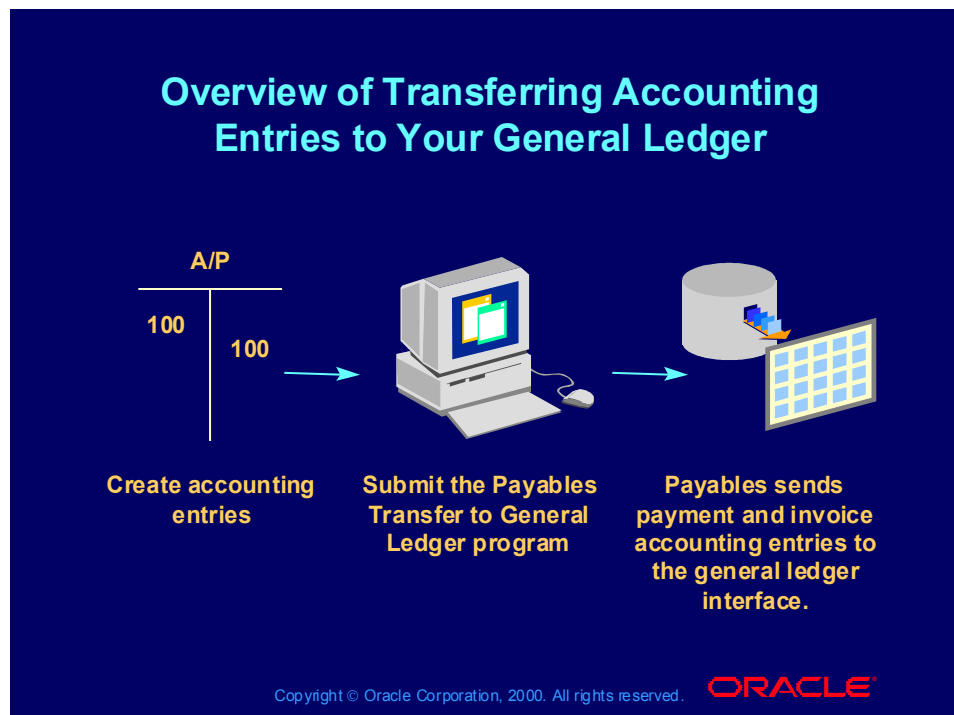
- Describing accounting cycle features
- Defining accounting events
- Creating accounting entries
- Viewing and correcting accounting entries
- **Transferring accounting entries to the general ledger**
- Closing a Payables period

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## Overview of Transferring Accounting Entries to Your General Ledger

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### Reviewing Accounting Entries

- You can review the accounting entries that are in Payables.
- In Oracle General Ledger, you can drill down to the related accounting entries or transactions in Payables.
- You can review the Payables Transfer to General Ledger Report.

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### Posting in Oracle General Ledger

**After you submit Journal Import, you can post journal entries in Oracle General Ledger.**

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### 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)**

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### Review Question

**What is the next step you can do after you create accounting entries in Payables?**

- 1. You submit the Journal Import Report**
- 2. You submit the Payables Transfer to General Ledger program**
- 3. You manually post journal entries to Oracle General Ledger**
- 4. You drill down to related accounting entries in Payables.**
- 5. None of the above**

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### Answer to Review Question

What is the next step you can do after you create accounting entries in Payables?

1. You submit the Journal Import Report
- 2. You submit the Payables Transfer to General Ledger program**
3. You manually post journal entries to Oracle General Ledger
4. You drill down to related accounting entries in Payables.
5. None of the above

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## Agenda

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### Agenda

- Describing accounting cycle features
- Defining accounting events
- Creating accounting entries
- Viewing and correcting accounting entries
- Transferring accounting entries to the general ledger
- Closing a Payables period

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### 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**

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## Unaccounted Transaction Sweep Program

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### 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.

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### Summary

**In this lesson, you should have learned to:**

- **Describe the accounting cycle and accounting features in Payables**
- **Define the accounting events that have an accounting impact**
- **Create accounting entries**
- **View, query and modify accounting entries**
- **Transfer and post accounting entries to the general ledger**
- **Close a Payables period**

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# **R11i Implementing Supplier Invoicing**

## **Chapter 10**

# **R11i Implementing Supplier Invoicing**

**Oracle Payables Release 11i**

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## Course Objective

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### Course Objective

**After completing this course, you should be able to implement the supplier invoice process in Oracle Payables.**

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### Course Agenda

- Defining invoice tolerances
- Setting up invoice Payables options
- Setting up interest Payables options
- Setting up invoice tax options
- Setting up matching options
- Setting up implementation considerations

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### Course Agenda

- **Defining invoice tolerances**
- **Setting up invoice Payables options**
- **Setting up interest Payables options**
- **Setting up invoice tax options**
- **Setting up matching options**
- **Setting up implementation considerations**

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### Defining Invoice Tolerances

- **Use the Invoice Tolerance window to define the purchase order/receipt-matching tolerances and tax tolerances you want to enforce. Tolerances are variances between invoice, purchase order, receipt, and tax information. Tolerances determine the margin of error Oracle Payables accepts before placing matching or tax holds on an invoice. When you submit approval for an invoice you have matched to a purchase order or receipt, Oracle Payables checks that the invoice matches the purchase order or receipt within the matching tolerances you define.**

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### Defining Invoice Tolerances

- If the invoice exceeds the tolerances you define, Oracle Payables applies a hold on the invoice during the Approval process. The Invoice Tolerances window shows which holds are applied.

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## How to Set Tolerance Levels for Matching

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### 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.

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**(Help) Oracle Financial Applications > Oracle Payables > Setup > Invoice Tolerances**

### How to Set Tolerance Levels for Matching

5. In the Price field, enter the 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 Oracle Payables.
7. In the Shipment Amount field, enter the maximum allowable variance between an invoiced amount and 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.

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### How to Set Tolerance Levels for Invoice Taxes

1. Enter the tax-tolerance percentage you allow in the Tax % field. Oracle Payables validates the amount of tax distributions against the sum of the distributions the tax is allocated to. The calculated amount must match the tax rate plus or minus the tax rate percentage 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.

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**(Help) Oracle Financial Applications > Oracle Payables > Setup > Invoice Tolerances**

## Demonstration

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### Demonstration

**This demonstration covers the Invoice Tolerances window.**

**(N) Setup—>Invoice—>Tolerances**

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## Practice 1

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### Practice 1

**This practice covers questions about invoice tolerances.**

- 1. You can define both percentage-based and \_\_\_\_\_-based tolerances.**
- 2. If a variance exceeds the tolerance you define, Oracle Payables places the hold on the invoice during \_\_\_\_\_.**
- 3. Purchase-order-matching tolerances apply to any purchase-order-matched invoice, including invoices matched to \_\_\_\_\_.**

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### Practice 1 Solutions

**This practice covers questions about invoice tolerances.**

1. You can define both percentage-based and amount-based tolerances.
2. If a variance exceeds the tolerance you define, Oracle Payables places the hold on the invoice during Approval.
3. Purchase-order-matching tolerances apply to any purchase-order-matched invoice, including invoices matched to receipts.

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### Course Agenda

- Defining invoice tolerances
- **Setting up invoice Payables options**
- Setting up interest Payables options
- Setting up invoice tax options
- Setting up matching options
- Setting up implementation considerations

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## Setting Up Invoice Payables Options

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### Setting Up Invoice Payables Options

Invoice Payables options include the following:

- 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

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

### Setting Up Invoice Payables Options

- **Freight Account**
- **GL Date Basis**
- **Prepayment Settlement Days**
- **Prepayment Payment Terms**

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### Demonstration

**This demonstration covers how to set up the invoice Payables options.**

**(N) Setup—>Options—>Payables (T) Invoice**

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### Course Agenda

- Defining invoice tolerances
- Setting up invoice Payables options
- **Setting up interest Payables options**
- Setting up invoice tax options
- Setting up matching options
- Setting up implementation considerations

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## Creating Automatic Interest Invoices

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### Creating Automatic Interest Invoices

**Payables** allows you to calculate interest for overdue invoices and create 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.

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**(Help) Oracle Financial Applications > Oracle Payables > Setup > Automatic Interest**

## Setting Up Interest Payables Options

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### Setting Up Interest Payables Options

Use the Interest tabbed region to enable Automatic Interest Calculation and then enter defaults, such as expense and liability accounts. The following are the Interest options:

- Allow Interest Invoices
- Minimum Interest Amount
- Expense Interest Invoice Account
- Liability Interest Invoice Account

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**(Help) Oracle Financial Applications > Oracle Payables > Setup > Payables Options > Interest Payables Options**



### Course Agenda

- Defining invoice tolerances
- Setting up invoice Payables options
- Setting up interest Payables options
- **Setting up invoice tax options**
- Setting up matching options
- Setting up implementation considerations

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### Invoice Tax Options

**You can set invoice tax options and default values used throughout Payables. The following invoice tax options and defaults are a subset of the tax options.**

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**(Help) Oracle Financial Applications > Oracle Payables > Appendix  
> Invoice and Invoice Batch Default Hierarchy Chart**

## Setting Up Invoice Tax Options

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### Setting Up Invoice Tax Options

You can control the following invoice tax options at the system level in the Payables Options window:

- **Require Tax Entry at Header**
- **Use Automatic Tax Calculation**
- **Calculation Level**
- **Allow Calculation Level Override**
- **Distribution Amounts Include Tax**
- **Allow Override**

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**(Help) Oracle Financial Applications > Oracle Payables > Setup > Payables Options > Payables Options Window Reference > Invoice Tax Payables Options**

### Tax Defaults and Rules Payables Options

Use the Tax Defaults and 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, until it finds a tax code. When Payables finds a tax code, it will stop searching and default the tax code in the document you are creating.

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**(Help) Oracle Financial Applications > Oracle Payables > Setup > Financials Options > Tax Financials Options**

### Demonstration

This demonstration covers how to set up the invoice tax options and the tax-code hierarchy.

(N) Setup—>Options—>Payables (T) Invoice Tax

(N) Setup—>Options—>Payables (T) Tax Defaults and Rules

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## Practice 2

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### Practice 2

**In this practice, you will answer true or false questions about invoice options and invoice-tax options.**

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### True or False

1. 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.

\_\_\_\_

### Practice 2 Solutions

**This practice covers true or false questions about Invoice options and invoice-tax options.**

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#### True or False

1. If the batch controls are not on, you can enter individual invoices in the Invoices window. **True.**
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. **True.**
3. The Allow Adjustments to Paid Invoices option allows users to update the amounts of a paid  
invoice. **False—The Allow Adjustments to Paid Invoices option allows users to update the distributions of a paid invoice.**
4. If you select the Automatically Create Freight Distribution Payables option, you optionally enter a freight account in the Freight Account option field. **False—If you select the Automatically Create Freight Distribution Payables option, you must enter a freight account in 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. **True.**

### Course Agenda

- Defining invoice tolerances
- Setting up invoice Payables options
- Setting up interest Payables options
- Setting up invoice tax options
- **Setting up matching options**
- Setting up implementation considerations

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## Setting Up Matching Options

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### Setting Up 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

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

### Demonstration

**This demonstration covers how to set up the matching options.**

**(N) Setup—>Options—>Payables (T) Matching**

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## Review Question

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### Review Question

**Which of the following are matching defaults?**

- A. Allow Override**
- B. Allow Final Matching**
- C. Allow Matching Account Override**
- D. Allow Distribution-Level Matching**
- E. Transfer PO Descriptive-Flexfield Information**

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### Answer to Review Question

**Which of the following are matching defaults?**

- A. Allow Override
- B. Allow Final Matching
- C. Allow Matching Account Override
- D. Allow Distribution-Level Matching
- E. Transfer PO Descriptive-Flexfield Information

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### Course Agenda

- Defining invoice tolerances
- Setting up invoice Payables options
- Setting up interest Payables options
- Setting up invoice tax options
- Setting up matching options
- **Setting up implementation considerations**

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### Invoice Gateway Considerations

- To make the Invoice Gateway window more efficient, you need to determine which fields will be displayed in the Invoice Gateway folder and in what order.
- You can submit the Payables Open Interface Import program or you can submit the program online from the Create Invoices window.

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

### Open Interface Workflow Considerations

- The Payables Open Interface Workflow is a workflow template that you must customize before you can use it to process data.
- You customize the workflow to help automate verification and validation of data in the Payables Open Interface tables before you submit Payables Open Interface Import.

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

### Open Interface Workflow Considerations

The following are examples of how you can use the Payables Open Interface Workflow:

- You can modify this workflow to validate all accounting code combinations in the Payables Open Interface tables.
- Workflow can send notifications of any invalid code combinations to a specified user for correction.
- You can customize the workflow to override any invalid code combinations with a designated default value.

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



## Invoice-Matching Considerations

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### Invoice-Matching Considerations

The Invoice Match Option exists at the following levels: supplier, supplier site, and purchase order shipment lines. Ensure that the matching option, Purchase Order or Receipt, is set at the appropriate level.

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

## Prepayment Considerations

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### Prepayment Considerations

- You need to determine if any additional payment terms are needed for prepayments.
- You can optionally set up default payment terms to be specified for prepayments during the Payables Options setup.

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

## Summary

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### Summary

**In this lesson, you should have learned the supplier invoicing implementation process.**

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# **Overview of Processing Employee Expense Reports**

## **Chapter 11**

## Overview of Processing Employee Expense Reports

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### **Overview of Processing Employee Expense Reports**

**Oracle Internet Expenses Release 11i**

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### Online Help

Use the Internet Expenses online help for detailed explanations of how to use the product, including:

- product functionality
- field references
- explanations of the user interface

To search for information in the online help, you can either use the expandable menu to search for topics in the menu structure we provide, or use the Search feature to search for words or phrases.

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### Online Help

**To view the online help:**

- 1. Log in to Internet Expenses.**
- 2. Select Help→Window Help from the menu bar, or click on question mark icon. The contents page of the Oracle Applications Help appears in a separate browser window.**
- 3. Click a topic to view detailed information.**

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### Objectives

**After this course you should be able to:**

- Describe the expense reporting process
- Explain the two methods of creating expense reports using Internet Expenses
- Describe how expense reports are routed for approval via the AP Expense Report workflow
- Describe additional features of Internet Expenses

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## Agenda

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### Agenda

- **Overview of Internet Expenses and the Expense Reporting Process**
- **Expense Reporting Methods**
- **Credit Cards**
- **Oracle Projects Integration**
- **Internet Expenses Workflow Processes**
- **Payables Invoice Import Program**
- **Customizing Internet Expenses**
- **Additional Internet Expenses Features**

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## Agenda

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### Agenda

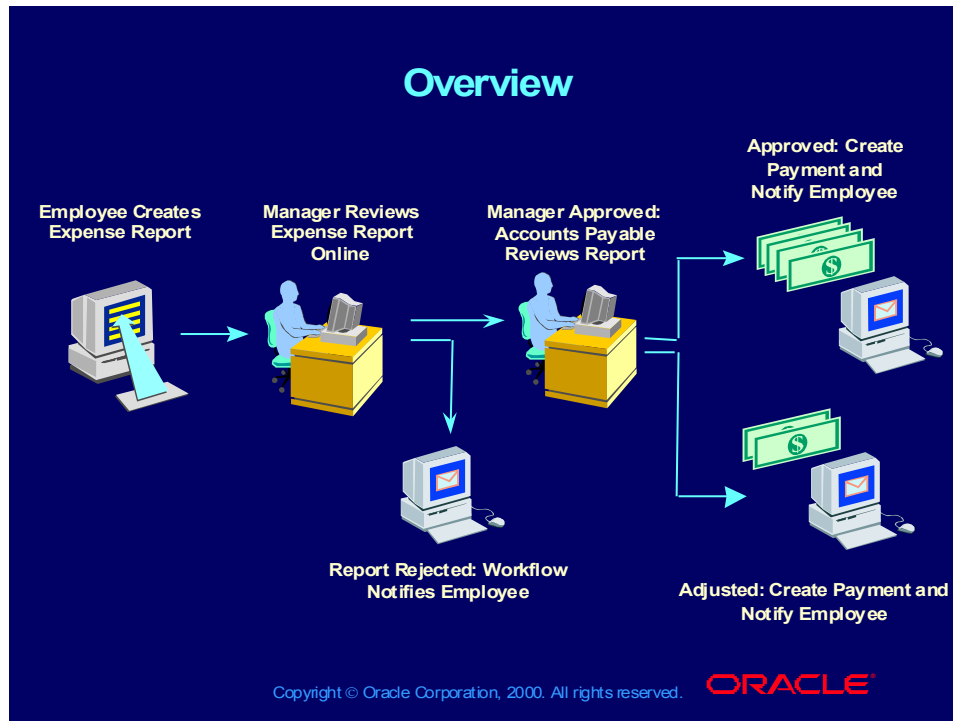
- **Overview of Internet Expenses and the Expense Reporting Process**
- **Expense Reporting Methods**
- **Credit Cards**
- **Oracle Projects Integration**
- **Internet Expenses Workflow Processes**
- **Payables Invoice Import Program**
- **Customizing Internet Expenses**
- **Additional Internet Expenses Features**

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## Overview

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## Agenda

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### Agenda

- Overview of Internet Expenses and the Expense Reporting Process
- Expense Reporting Methods
- Credit Cards
- Oracle Projects Integration
- Internet Expenses Workflow Processes
- Payables Invoice Import Program
- Customizing Internet Expenses
- Additional Internet Expenses Features

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### Expense Reporting Methods

- **Using a standard Web browser:**
  - Requires access to your corporate intranet and Internet Expenses
  - Is the standard method entering expense reports
- **The Disconnected Expense Reporting Process:**
  - Does not initially require access to your corporate intranet or Internet Expenses
  - Is ideal when traveling or away from the office
  - Enables you to enter expenses in a spreadsheet and upload it to Internet Expenses later

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## Creating an Expense Report Using a Standard Web Browser

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### Creating an Expense Report Using a Standard Web Browser

To enter an expense report:

- Log in to Internet Expenses and choose Create New Expense Report from main menu.
- Enter general information, such as Purpose, Approver, Cost Center, and Expense Template.
- Enter expenses: For each expense, include the date, receipt amount, currency, expense type, a justification, and indicate whether the original receipt is missing.
- You can import corporate credit card charges if your system administrator has implemented the feature.

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## Creating an Expense Report Using a Standard Web Browser

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### Creating an Expense Report Using a Standard Web Browser

To complete an expense report:

- When you have finished entering expenses, click the **Next** button. Internet Expenses validates the information in your report.
- If the expense report passes validation, you can review the information in the **Review** page, then submit for approval.
- If the expense report fails validation, you can correct any errors, then click **Next** to revalidate.

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### Disconnected Expense Reporting Process

**The expense spreadsheet template:**

- Is an Excel spreadsheet that employees download from the Internet Expenses main menu and use to enter expenses when away from the office.
- It contains the same fields as your Internet Expenses implementation. If a field exists and is required in Internet Expenses, it must also exist and be required in the spreadsheet.
- Employees must use Microsoft Excel 5.0 or higher to enter expenses in the spreadsheet.

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## Disconnected Expense Reporting Process

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### Disconnected Expense Reporting Process

- The expense spreadsheet template supports:
  - Descriptive flexfields
  - Project-related information

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## Disconnected Expense Reporting Process

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### Disconnected Expense Reporting Process

To create an expense report:

- Choose Download Expense Spreadsheet from Internet Expenses main menu.
- Save the file to a local directory.
- Enter expenses in the spreadsheet, then save your work.
- The expense report does not have to be complete to upload it to Internet Expenses.

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### Disconnected Expense Reporting Process

To upload an expense report:

- Log in to Internet Expenses using Web browser, then choose Upload Expense Spreadsheet.
- Paste the contents of your spreadsheet in Internet Expenses.
- Click Next to validate the report. If it fails validation, you can:
  - Fix any errors in the spreadsheet and then re-upload it to Internet Expenses.or
  - Click Continue to upload the report and fix the errors later in Internet Expenses.

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### Disconnected Expense Reporting Process

- **After uploading the report to Internet Expenses, you can use the New Expense Report page to:**
  - **Add receipts**
  - **Import corporate credit card charges**
  - **Modify existing information**
  - **Save the report and finish it later**
  - **Submit the report for approval**

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## Review Question

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### Review Question

**When would you use the disconnected expense reporting method?**

- 1. When some original receipts are missing.**
- 2. When access to the corporate intranet is unavailable.**
- 3. When I need to enter foreign currency receipts.**

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### Answer to Review Question

**When would you use the disconnected expense reporting method?**

1. **When some original receipts are missing.**
2. **When access to the corporate intranet is unavailable.**
3. **When I need to enter foreign currency receipts.**

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## Agenda

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### Agenda

- Overview of Internet Expenses and the Expense Reporting Process
- Expense Reporting Methods
- Credit Cards
- Oracle Projects Integration
- Internet Expenses Workflow Processes
- Payables Invoice Import Program
- Customizing Internet Expenses
- Additional Internet Expenses Features

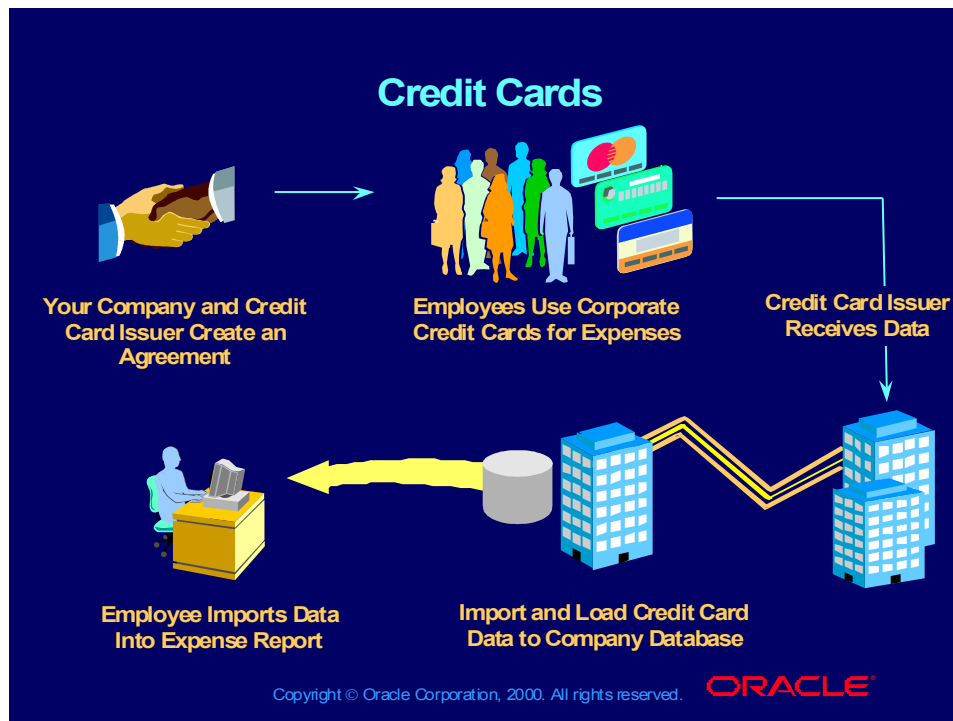
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## Credit Cards

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### Credit Cards

- The credit card issuer periodically sends corporate credit card charges to your organization via electronic data file.
- An employee imports business charges directly into an expense report.
- Internet Expenses supports:
  - American Express
  - Diner's Club
  - US Bank Visa
  - GE Capital MasterCard

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### Credit Cards

- You can choose from the following payment and reimbursement policies:
  - Employee Pays
  - Company Pays
  - Employee and company both pay

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### Demonstration

In Internet Expenses we will demonstrate how to:

- Create a new expense report using the disconnected expense reporting method and then upload the expense report to Internet Expenses.
- Import charges from a corporate credit card and then submit the expense report for approval.

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## Agenda

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### Agenda

- Overview of Internet Expenses and the Expense Reporting Process
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### Oracle Projects Integration

- If Oracle Projects is also implemented, employees can enter project-related information when creating an expense report.
- Employee must use a project-related expense report template when entering expenses.
- Employees can use the View Projects and Tasks option on the Internet Expenses main menu to see to which projects and tasks they are assigned in Oracle Projects.

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### Oracle Projects Integration

- Employees enter a unique project and task for each expense item.
- When the expense report is submitted, each project-related expense item is assigned to an expense account in Oracle Projects.

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For more information, see Oracle Projects in chapter 2 of the *Self-Service Expenses Implementation Guide, Release 11i*.

## Agenda

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### Agenda

- Overview of Internet Expenses and the Expense Reporting Process
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### Internet Expenses Workflows

- **There are two Internet Expenses workflows:**
  - **AP Expense Report workflow**
  - **AP Credit Card workflow**
- **The AP Expense Report Workflow:**
  - **Is initiated when employee submits an expense report for approval in Internet Expenses**
  - **Ensures that reports comply with company policy**
  - **Routes request to managers and (if required) the accounts payable department for approval**
  - **Consists of several workflow processes**

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### **AP Expense Report Workflow Processes**

- **Server Side Validation Process:**
  - Ensures that expense report does not violate corporate policy
  - Populates Oracle Payables tables for Payables Invoice Import program
- **Manager (Spending) Approval Process:**
  - Checks the level of manager involvement, which include Manager Approval, Manager Notification, or No Manager Involvement
  - You define this process when setting up Internet Expenses

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## AP Expense Report Workflow Processes

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### AP Expense Report Workflow Processes

- **AP Approval Process:**
  - Checks whether accounts payable department must manually review and approve the expense report
  - AP department can adjust (short pay) the expense report if receipts are missing or report contains policy violation(s)
- **Shortpay Unverified Receipt Items Process:**
  - Initiated only if report is short paid
  - Notifies employee via email
  - Creates new expense report containing short paid line(s)

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An expense report might be short paid if expense items that require original receipts are missing or if there was some other company policy violation. Notifies the employee that the report will be short paid, so they know they will receive less than they requested in their expense report.

### AP Expense Report Workflow Processes

- **Bothpay Process** - This process is initiated only if:
  - The expense report contains corporate credit card charges.
  - and*
  - The employee and the company are both responsible for paying the credit card issuer.
- If expense report contains both cash (out of pocket) and credit card expenses, workflow:
  - Creates a separate report for the credit card charges
  - Notifies the employee via email

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### AP Expense Report Workflow Processes

- **Rejection Process:**
  - Is initiated when the report is rejected by the employee's manager (or specified approver).
  - If the report was previously approved by the Accounts Payable department, the process notifies the accounts payable department.
  - The process notifies the employee, then waits for the expense report to be resubmitted.
  - When the report is resubmitted, the workflow begins again.
  - If the expense report is not resubmitted within the specified time, workflow deletes it from the Oracle Payables interface tables.

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For more information about the AP Expense Report Workflow, refer to chapter 5 in the *Self-Service Expenses Implementation Guide, Release 11i*.

### AP Credit Card Workflow

- **The AP Credit Card workflow:**
  - **Sends notifications to employees and managers about outstanding corporate card charges**
  - **Is initiated when:**
    - **Payment is created in Oracle Payables for corporate credit card charges**
    - or
    - **The Oracle Payables Credit Card Outstanding Charges report is run with Send Notifications set to Yes**

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### Review Question

**What is the role of the AP Expense Report workflow?**

- 1. It converts expense reports into Oracle Payables invoices.**
- 2. It imports credit card charges into an expense report.**
- 3. It validates expense report information, routes reports for approval, and sends notifications via email.**

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### Answer to Review Question

**What is the role of the AP Expense Report workflow?**

- 1. It converts expense reports into Oracle Payables invoices.**
- 2. It imports credit card charges into an expense report.**
- 3. It validates expense report information, routes reports for approval, and sends notifications via email.**

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## Agenda

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### Agenda

- Overview of Internet Expenses and the Expense Reporting Process
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### **Payables Invoice Import Program**

- **Converts expense reports created in the following applications into Payables invoices:**
  - **Payables**
  - **Internet Expenses**
  - **Oracle Projects**
  - **Other accounting systems**
- **Verifies that all required information in the expense report is provided and is valid.**
- **An expense report must be approved by the employee's manager and the accounts payable department before it can be converted into an invoice.**

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## Payables Invoice Import Program

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### Payables Invoice Import Program

- Reports that fail import appear in the Oracle Payables Invoice Import Exceptions Report.
- The accounts payable department modifies data in the Payables Expense Report window and then re-imports the report.
- Payment is created in Oracle Payables, then:
  - A notification is sent to the employee.
  - Payment is sent to the employee via check or direct deposit.

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For more information, see Payables Invoice Import Program in the *Oracle Payables User's Guide, Release 11i*.

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Payables Invoice Import Program > Payables Invoice Import Program

## Agenda

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### Agenda

- Overview of Internet Expenses and the Expense Reporting Process
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## Customizing Internet Expenses

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### Customizing Internet Expenses

- The Web Applications Dictionary is a “data dictionary” you can use to modify:
  - Internet Expenses buttons, fields, items on the main menu, toolbar icons, and lists of values
  - Field prompts, display order, and whether a field appears in a page
- Internet Expenses Online Help:
  - Predefined HTML files that describe most Internet Expenses tasks, concepts, and terms.
  - The help files can be modified using a text editor or an HTML editor if, for example, you want to add company-specific information.

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For more information about modifying the Web Applications Dictionary, refer to

- Chapter 2 in the *Self-Service Expenses Implementation Guide, Release 11i*.
- *Oracle Self-Service Web Applications Implementation Manual, Release 11i*.

For more information about modifying the Internet Expenses online help, refer to chapter 2 in the *Self-Service Expenses Implementation Guide, Release 11i*.

## Customizing Internet Expenses

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### Customizing Internet Expenses

- Use Client Extensions to implement and automate company-specific business rules. The Internet Expenses extensions include:
  - Authority Verification
  - Accounts Payable Involvement
  - Default Cost Center
  - Calculate Amount
  - Cost Center Validation
  - Find Approver
  - Flexfield Default
  - Flexfield Validation
  - Management Involvement
  - Populate Poplist

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For more information about the Client Extensions, refer to chapter 3 in the *Self-Service Expenses Implementation Guide, Release 11i*.

## Agenda

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### Agenda

- Overview of Internet Expenses and the Expense Reporting Process
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### Additional Internet Expenses Features

- **Authorized Delegate** - An employee who can enter expenses for one or more other employees.
- **Overriding Approver** - Employees can send an expense report to someone other than their manager.
- **Refunds** - Employees can enter negative receipts, for example, to report the refund of a previously reimbursed expense.

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### Additional Internet Expenses Features

- Employees can save an expense report as a work-in-progress to finish and submit for approval later.
- You can optionally require a justification and an original receipt for specific expense items.
- Employees can create expense groups to display expenses in specific categories in the Internet Expenses Final Review page.

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### Additional Internet Expenses Features

- **Multiple Day Receipts:** Expenses that span more than one day, such as a hotel bill or a rental car
- **Original Receipts:** Depending on corporate policy, they may be required with each expense.
- **Expense Report Templates:**
  - Are defined in Oracle Payables and assigned at the expense report level in Internet Expenses
  - Provide a list of default expense items (Expense Types)
  - Control whether justification and original receipts are required for expense items

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### **Additional Internet Expenses Features**

- **Itemize Receipts:** You can break down a single expense into separate lines and classify each as reimbursable or non-reimbursable for more detailed expense reporting.
- **Calculator:** A calculator is available from the Receipt Itemization page to ensure accuracy of expense items.
- **Details page:** Use this page to enter additional receipt information about expenses.
- **Integration with Oracle Human Resources (HRMS):** Information is automatically updated in Internet Expenses when employee data is added or modified in Oracle HRMS.

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## Additional Internet Expenses Features

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### Additional Internet Expenses Features

#### Internet Expenses supports:

- **The euro:** You can set up Internet Expenses to use euro as the functional currency and specify euro as the receipt currency, reimbursement currency, or both.
- **Foreign Currency Receipts:** Employees can enter expenses in any currency defined in your system, regardless of your company's functional currency.
- **Multiple Reimbursement Currencies:** Employees can request reimbursement in a currency other than the company's functional currency.

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For more information about using the euro as your functional currency, see *Euro as Functional Currency*.

## Additional Internet Expenses Features

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### Additional Internet Expenses Features

#### From the Internet Expenses Main Menu:

- **Modify Expense Reports:** Open and make changes to a saved or rejected expense report.
- **View Expense Report History:** Review previously submitted reports and details of payments or adjustment reasons.
- **View Projects and Tasks:** Download a list of valid projects and tasks defined and assigned to an employee in Oracle Projects.

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For more information about these additional features of Internet Expenses, refer to chapter 1 in the *Self-Service Expenses Implementation Guide, Release 11i*.

### Review Question

**What are some of the ways you can modify the appearance and functionality of Internet Expenses?**

- 1. By using the Web Applications Dictionary and Internet Expenses Client Extensions.**
- 2. You can only modify the Expense Spreadsheet.**
- 3. You can use the Expense Report Workflow to set up Internet Expenses to import corporate credit card charges.**

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### Answer to Review Question

**What are some of the ways you can modify the appearance and functionality of Internet Expenses?**

- 1. By using the Web Applications Dictionary and Internet Expenses Client Extensions.**
- 2. You can only modify the Expense Spreadsheet.**
- 3. You can use the Expense Report Workflow to set up Internet Expenses to import corporate credit card charges.**

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### Review Question

**How do you resubmit a rejected expense report in Internet Expenses?**

- 1. You can't. You have to create a new report.**
- 2. Use the View Expense Report History option.**
- 3. Use the Modify Expense Report option on the main menu.**

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### Answer to Review Question

**How do you resubmit a rejected expense report in Internet Expenses?**

1. You can't. You have to create a new report.
2. Use the View Expense Report History option.
3. Use the Modify Expense Report option on the main menu.

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### Summary

**You should now be able to:**

- **Describe the Internet Expenses expense reporting process**
- **Create expense reports using the standard and disconnected expense reporting methods**
- **Explain how the AP Expense Report workflow routes expense reports for approval**
- **Describe the additional features of Internet Expenses**

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# **Entering and Processing Employee Expense Reports**

## **Chapter 12**

## Entering and Processing Employee Expense Reports

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### Entering and Processing Employee Expense Reports

Oracle Payables Release 11i

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### Online Help

- Use the Payables online help for detailed explanations of how to use the product, including:
  - product functionality
  - field references
  - explanations of the user interface
- To search for information in the online help, you can either use the expandable menu to search for topics in the menu structure we provide, or use the Search feature to search for words or phrases.

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### Online Help

To view the online help:

1. Log in to Payables.
2. Select **Help—>Window Help** from the menu bar, or click on question mark icon. The contents page of the Oracle Applications Help appears in a separate browser window.
3. Click a topic to view detailed information.

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## Objectives

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### Objectives

**After this course you should be able to:**

- **Describe how to enter expense reports in Oracle Payables**
- **Place holds on expense reports**
- **Apply advances to expense reports**
- **Review, modify, and approve expense reports in the Expense Reports window**
- **Use the Payables Invoice Import program to convert expense reports into Payables invoices**

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## Agenda

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### Agenda

- Overview of the expense reporting process
- Entering an expense report
- Applying a hold to an expense report
- Applying an advance against an expense report
- Reviewing, modifying, and approving expense reports
- Converting expense reports into invoices using the Payables Invoice Import program

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## Agenda

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### Agenda

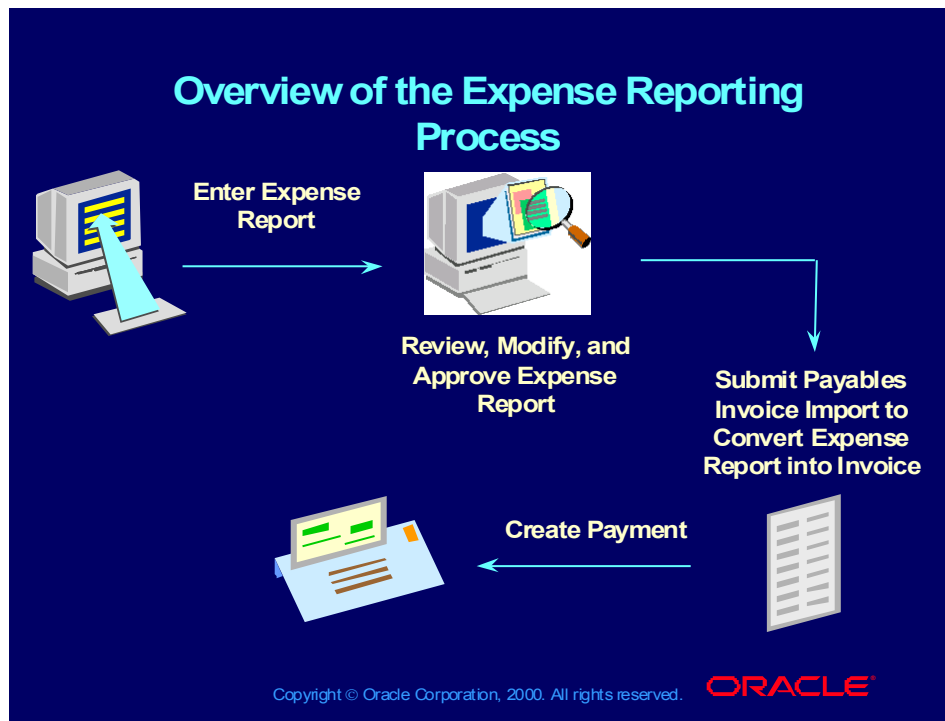
- Overview of the expense reporting process
- Entering an expense report
- Applying a hold to an expense report
- Applying an advance against an expense report
- Reviewing, modify, and approve expense reports
- Converting expense reports into invoices using the Payables Invoice Import program

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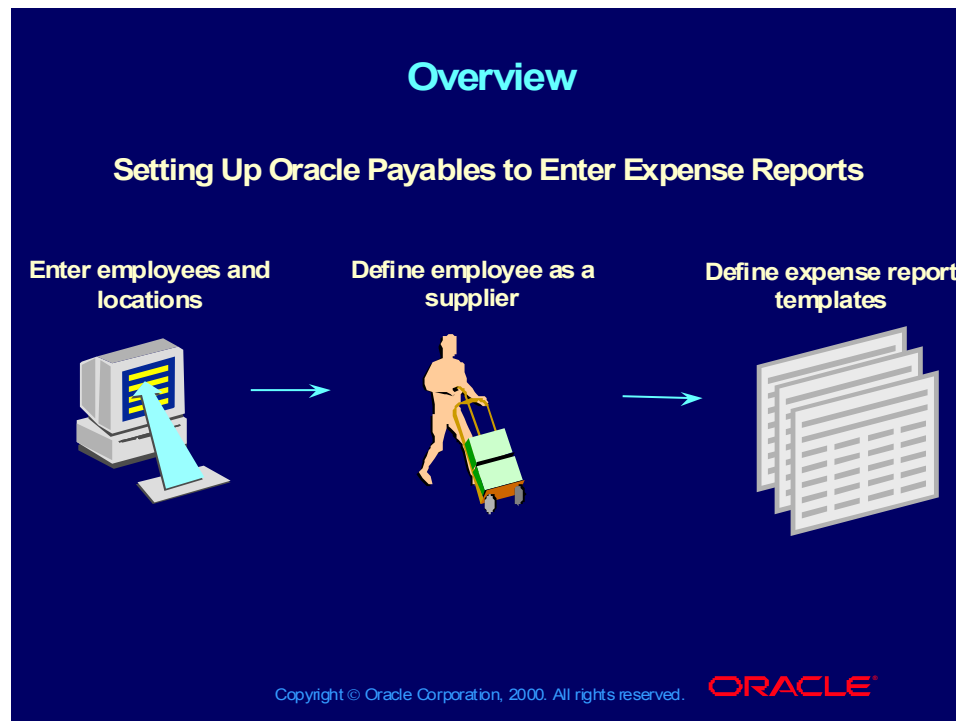
## Overview of the Expense Reporting Process

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## Overview

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### Overview

- **Employees can enter their own expense reports in**
  - **Oracle Payables**
  - **Oracle Projects**
  - **Internet Expenses**
- **The accounts payable department enters expense reports in the Expense Reports window in Payables.**
- **You can enter value added tax (VAT) information including the merchant name, document number, and a merchant tax registration number.**
- **If your system is set up to use multiple currencies, you can enter expense reports in foreign currencies. The currency you specify is the currency in which the invoice will be paid.**

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### Overview

- The accounts payable department also uses the Expense Reports window to review and modify expense reports created in Internet Expenses.
- Expense reports created in Oracle Projects must be modified in the Oracle Projects Expense Reports window.
- When reviewing an expense report, you can:
  - Prevent the expense report from being paid by applying a hold
  - Apply an advance
  - Check the Receipt Verified check box
  - Adjust or shortpay an expense item

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### Overview

- You approve an expense report by checking the Reviewed by Payables check box.
- Once approved, an expense report must be converted into a Payables invoice so a payment can be created.
- The Payables Invoice Import program converts expense reports created in Payables, Internet Expenses, and Oracle Projects into invoices.
- Expense reports that fail validation appear in the Payables Invoice Import Exceptions report.

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## Agenda

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### Agenda

- Overview of the expense reporting process
- **Entering an expense report**
- Applying a hold to an expense report
- Applying an advance against an expense report
- Reviewing, modifying, and approving expense reports
- Converting expense reports into invoices using the Payables Invoice Import program

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## Practice 1 Overview

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### Practice 1 Overview

**In this practice we will enter a new expense report in the Expense Reports window.**

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## Practice 1

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### Practice 1

One of your employees has just returned from a business trip and completed the following expense report. Enter the expenses in Oracle Payables.

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#### **Practice 1 Solution:**

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Expense Reports > Entering Expense Reports

**1. Navigate to the Expense Report window.**

**(N) Invoices > Entry > Expense Reports**

**2. Enter the following information:**

**Employee Name: Black, Mr. Chris**

**Date: Today's date**

**Invoice #: Today's date-terminal ID (e.g. 01-JAN-2000-13)**

**Description: (enter a generic description)**

**Amount: \$2185.35**

**3. Select the "Travel" expense report template and enter the following items and amounts:**

**Airfare: \$1805.78**

**Meals: \$194.22**

**Car Rental: \$185.35**

**Note: Choose the Employee Expense account alias for the accounting flexfield information.**

**4. Save your work.**

## Agenda

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### Agenda

- Overview of the expense reporting process
- Entering an expense report
- **Applying a hold to an expense report**
- Applying an advance against an expense report
- Reviewing, modifying, and approving expense reports
- Converting expense reports into invoices using the Payables Invoice Import program

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### Holds

- You apply a hold to an expense report to prevent it from being paid.
- You define invoice hold codes in the Payables Invoice Approvals window. Examples of hold reasons are:
  - Expense report amount exceeds company policy
  - Requires approval from upper management
  - Insufficient information
- You can remove a hold after the expense report has been converted into an invoice.

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**For more information about user-defined holds, see:**

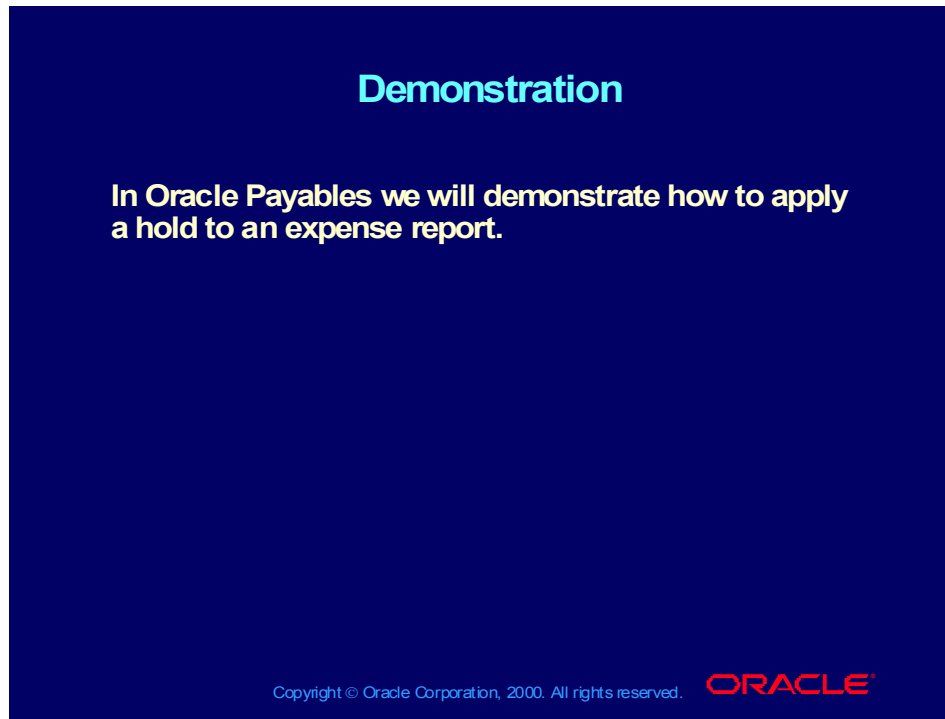
**(Help) Oracle Financial Applications > Oracle Payables > Setup > Invoice Approvals > Invoice Approvals**

**For more information about releasing holds, see:**

**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Holds > Releasing Holds > Releasing Holds**

## Demonstration

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Expense Reports > Applying Holds to Expense Reports**

## Agenda

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### Agenda

- Overview of the expense reporting process
- Entering an expense report
- Applying a hold to an expense report
- **Applying an advance against an expense report**
- Reviewing, modifying, and approving expense reports
- Converting expense reports into invoices using the Payables Invoice Import program

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### Advances

- An advance is a prepayment to an employee for business expenses.
- Applying an advance to an expense report reduces the total reimbursement amount.
- You can apply one or more advances to an expense report, but you cannot apply more than the expense report total.
- To apply advances to expense reports, the Apply Advances Payables option must be enabled during Payables setup.

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Prepayments > Entering Prepayments**

## Demonstration

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### Demonstration

**In Oracle Payables we will demonstrate how to apply an advance to an expense report.**

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**(Help) Oracle Financial Applications > Oracle Payables > Invoices > Expense Reports > Applying Advances Against Expense Reports**

## Review Question

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### Review Question

**You apply an advance against an expense report to prevent it from being paid.**

- A. True**
- B. False**

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## Answer to Review Question

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### Answer to Review Question

**You apply an advance against an expense report to prevent it from being paid.**

**A. True**

**B. False**

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## Agenda

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### Agenda

- Overview of the expense reporting process
- Entering an expense report
- Applying a hold to an expense report
- Applying an advance against an expense report
- Reviewing, modifying, and approving expense reports
- Converting expense reports into invoices using the Payables Invoice Import program

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### Reviewing and Modifying Expense Reports

- You review and modify expense reports in the Expense Reports window.
- Expense reports created in Oracle Projects must be modified in the Projects Expense Reports window (but you can apply advances and holds to these expense reports in Payables).
- After an expense report has been successfully imported by the Payables Invoice Import program:
  - You can view the expense report in the Expense Reports window.
  - You can view the expense report in the Expense Reports window, but you cannot modify it.

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## Reviewing, Modifying, and Approving Expense Reports

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### Reviewing, Modifying, and Approving Expense Reports

- Indicate that you have reviewed receipts for expense items that require them by checking the Receipt Verified check box.
- You can adjust the reimbursable amount if an expense item is not reimbursable or if it violates company policy.
- Enter an adjustment reason and indicate whether the item will be short paid due to a policy violation.

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## Reviewing, Modifying, and Approving Expense Reports

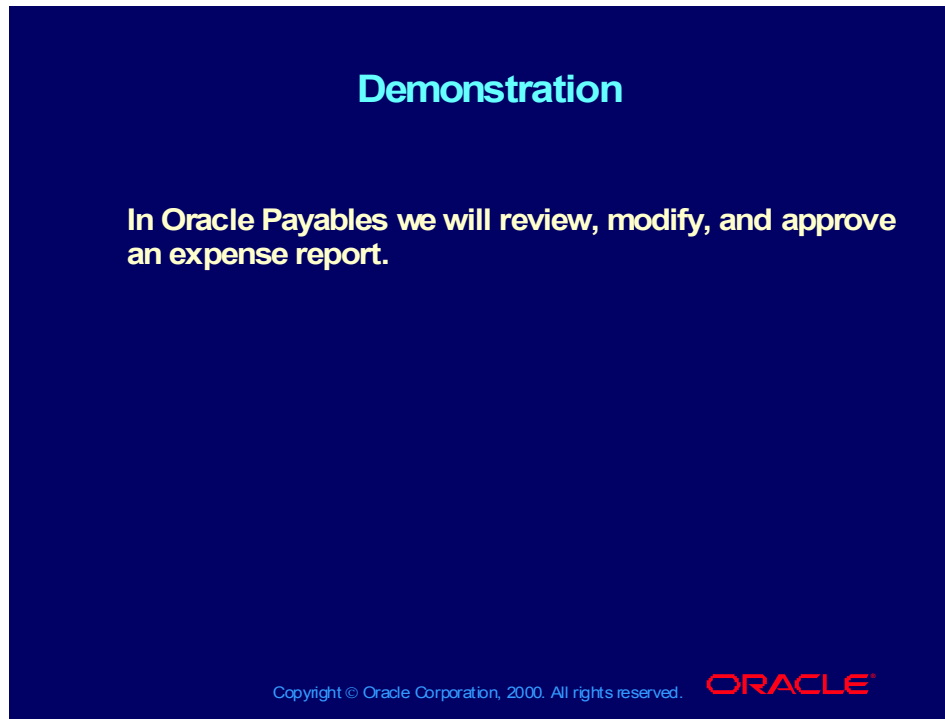
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### Reviewing, Modifying, and Approving Expense Reports

- Check the Reviewed by Payables check box when review is complete.
- If the report was created in Internet Expenses, restart the AP Expense Report workflow by submitting the Workflow Background Process from the Submit Request window.

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**(Help) Invoices > Expense Reports > Modifying and Reviewing Existing Expense Reports**

## Review Question

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### Review Question

**You can use the Payables Expense Reports window to:**

- A. Convert expense reports into invoices.**
- B. Review an expense report to ensure that it does not violate company policy, and either adjust or short pay expense reports as required.**
- C. Import expense reports from other systems into Payables.**

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### Answer to Review Question

**You can use the Payables Expense Reports window to:**

- A. Convert expense reports into invoices.**
- B. Review an expense report to ensure that it does not violate company policy, and either adjust or short pay expense reports as required.**
- C. Import expense reports from other systems into Payables.**

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## Agenda

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### Agenda

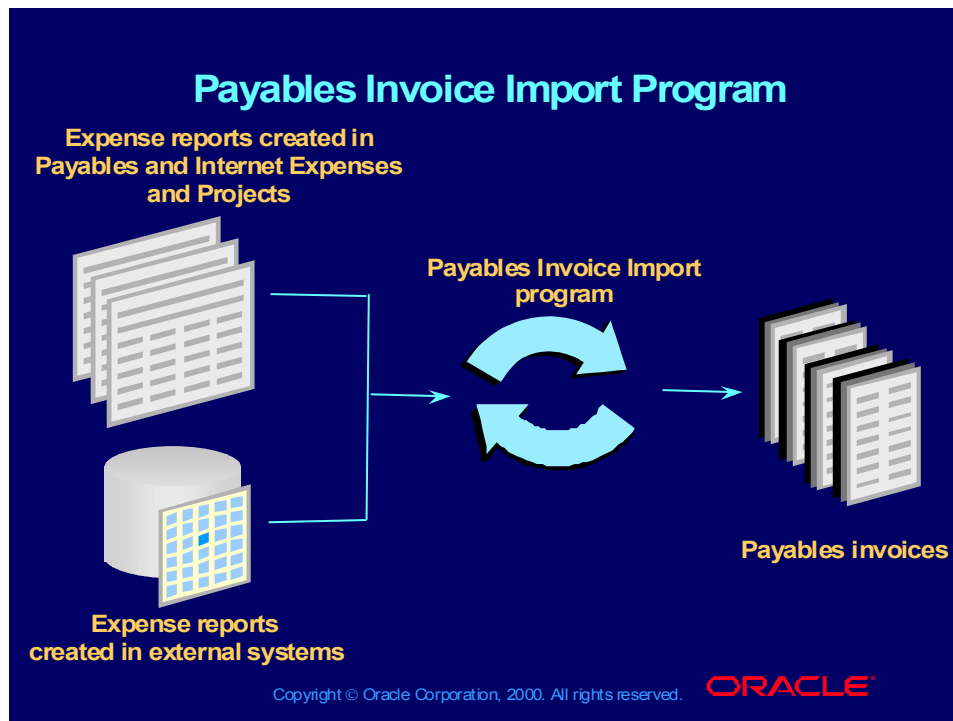
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- Converting expense reports into invoices using the Payables Invoice Import program

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## Payables Invoice Import Program

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### Payables Invoice Import Program

- Converts expense reports from the following sources into Payables invoices:
  - Payables
  - Internet Expenses
  - Oracle Projects
  - Other accounting systems
- The program verifies that all required information in the expense report is provided and is valid.
- Expense reports that fail validation are not converted/imported and appear in the Invoice Exceptions report.

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**(Help) Invoices > Invoice Import Report > Invoice Import Report > Invoice Import Exceptions Report**

## Demonstration

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### Demonstration

**In Oracle Payables we will demonstrate how to convert expense reports into Payables invoices.**

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**(Help) Financial Applications > Oracle Payables > Invoices > Payables Invoice Import Program > Payables Invoice Import Program**

## Summary

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### Summary

**In this lesson, you should have learned how to:**

- **Enter expense reports in Oracle Payables**
- **Place holds on expense reports**
- **Apply advances to expense reports**
- **Review, modify, and approve expense reports in the Payables Expense Reports window**
- **Use the Payables Invoice Import program to convert expense reports into Payables invoices**

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# **R11i Overview of Issuing Payments**

## **Chapter 13**

### **R11i Overview of Issuing Payments**

**Oracle Payables Release 11i**

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## Objectives

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### Objectives

**After completing this course, you should be able to do the following:**

- **Describe the process of issuing payments**
- **Explain the key payments concepts in Oracle Payables**

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## Agenda

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### Agenda

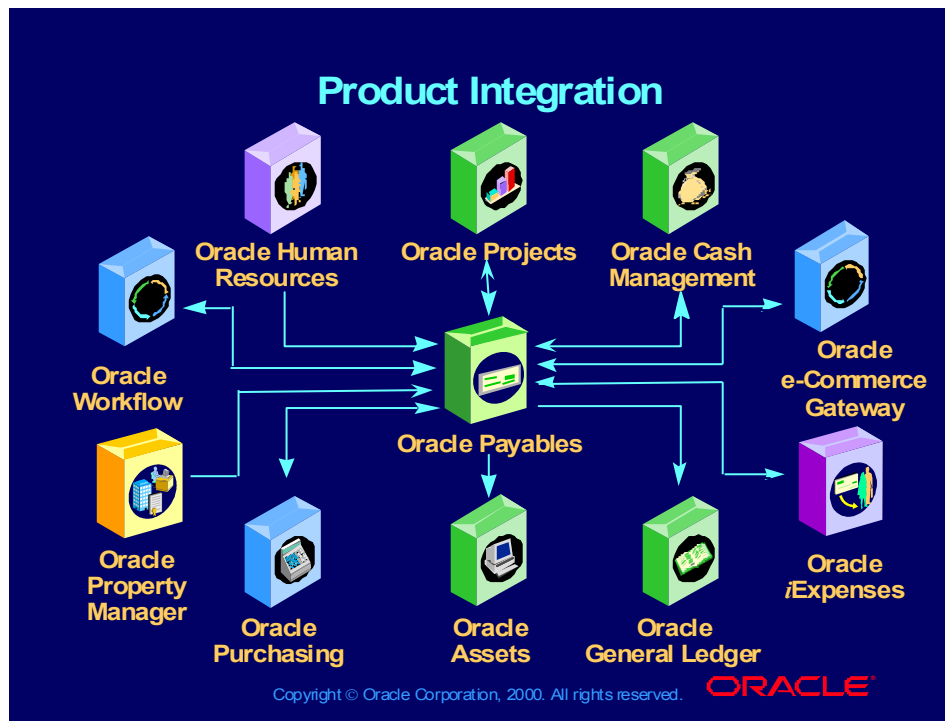
- **Product integration**
- **Overview of Oracle Payables**
- **Flow of default values**
- **Overview of invoice payment**

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## Product Integration

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### Oracle Payables Integration

- **Oracle Human Resources** shares locations and employees with **Oracle Payables**.
- **Oracle Projects** imports invoice information from **Oracle Payables** to track project costs, and exports expense report information to **Oracle Payables**.
- **Oracle Cash Management** reconciles payments created in **Oracle Payables** with your bank statements.
- **Oracle e-Commerce Gateway** transfers electronic invoices to **Oracle Payables** and electronic data interchange (EDI) payments out of **Oracle Payables**.

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### Oracle Payables Integration

- **Oracle Property Manager** exports lease payment information to **Oracle Payables** where you can pay lease invoices.
- **Oracle iExpenses** lets employees enter their own expense reports.
- **Oracle Workflow** can be set up to process invoice records before you import them from the **Payables Open Interface**.
- **Oracle General Ledger** and other general ledger systems receive invoice and payment accounting entries from **Oracle Payables**.

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### Oracle Payables Integration

- **Oracle Assets and other fixed-asset systems record Oracle Payables invoice distributions for asset purchases.**
- **Oracle Purchasing and other purchasing systems share purchase orders and supplier information with Oracle Payables.**

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### Overview of Oracle Payables

**Oracle Payables is a high-productivity accounting solution that helps you maintain strong financial controls. You can:**

- **Maximize supplier discounts**
- **Prevent duplicate payments**
- **Pay for only the goods and services you order and receive**

**Oracle Payables also helps you resolve business issues quickly by providing accurate responses to your inquiries.**

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### Five Major Processes

**Oracle Payables contains five major processes:**

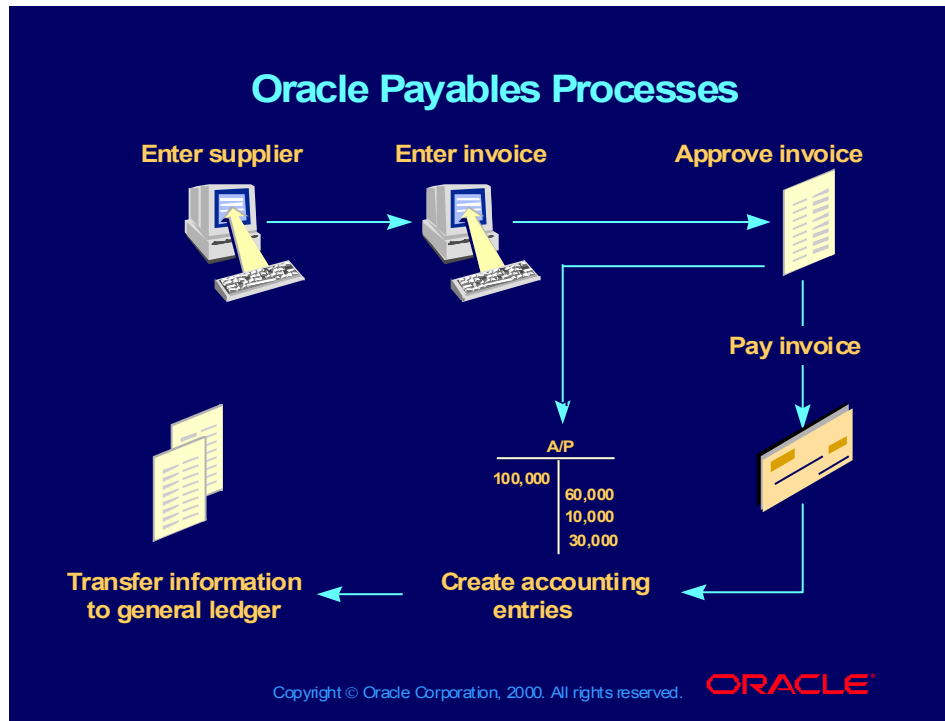
- **Setting up suppliers**
- **Entering and approving invoices**
- **Paying invoices**
- **Creating accounting entries**
- **Transferring transaction data to the general ledger**

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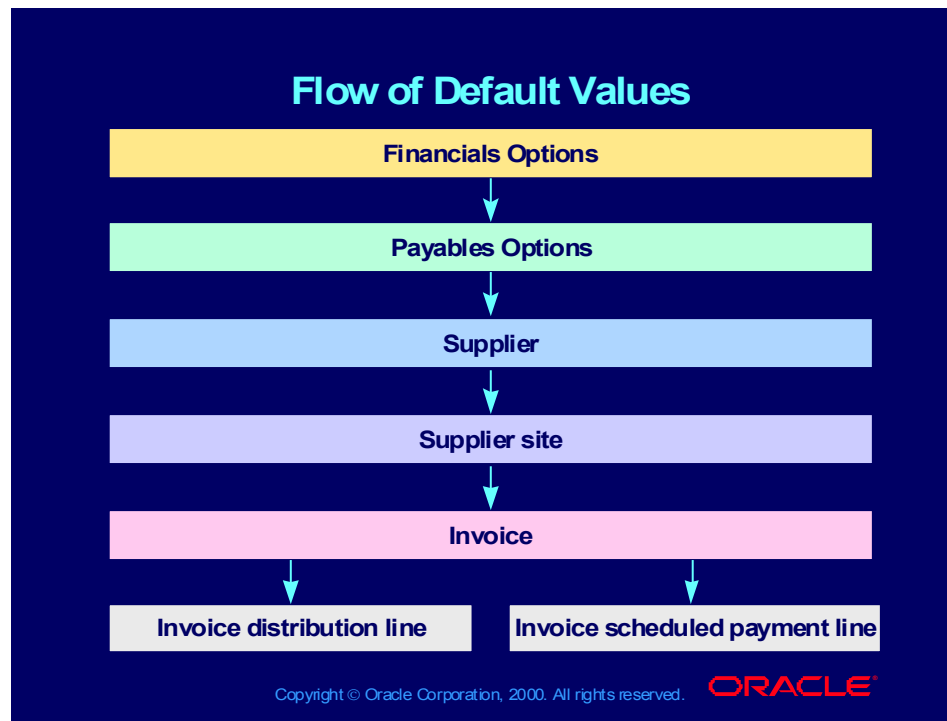


## Oracle Payables Processes



## Flow of Default Values

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## Review Question

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### Review Question

**If a default is set at the Payables Options level in the hierarchy, you can override the default at the invoice scheduled payment line level.**

**A. True**

**B. False**

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## Answer to Review Question

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### Answer to Review Question

**If a default is set at the Payables Options level in the hierarchy, you can override the default at the invoice payment schedule line level.**

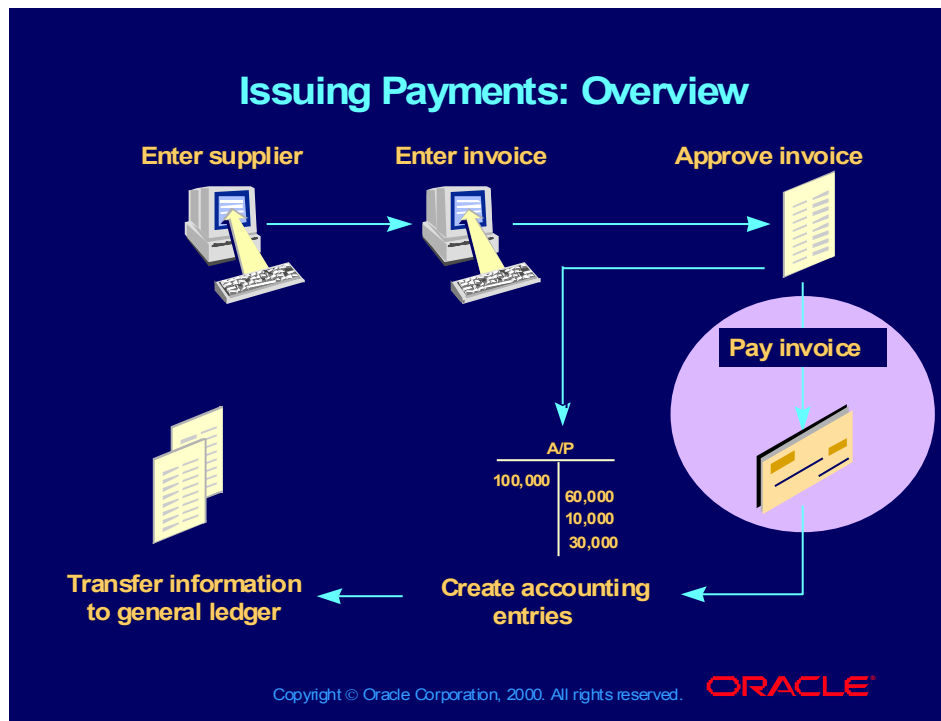
**A. True**

**B. False**

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## Issuing Payments: Overview



### Payment Features

**Oracle Payables provides a variety of features for fast, controlled payment processing. With Oracle Payables, you can:**

- **Use different payment methods to disburse funds**
- **Ensure that duplicate invoice payments never occur**
- **Pay only invoices that are due, and automatically take the maximum discount available**
- **Automatically create groups of payments for invoices that meet the criteria you select**

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### Payment Features

- Use custom payment formats
- Choose from different payment method options, including checks, electronic data interchange (EDI), electronic funds transfer (EFT), and wires
- Record stop payments
- Void payments
- Review payment status and payment information

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## Oracle Payables Payment Methods

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### Oracle Payables Payment Methods

Payment Method	Definition
Check	A printed paper remittance document that is sent to a supplier
Clearing	A record of payment for invoices transferred from another entity within the company without creating a payment document
Electronic	An electronic funds transfer to a supplier's bank
Wire	A funds transfer initiated by contacting your bank and requesting a wire payment to a supplier's bank

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## Future-Dated Payments

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### Future-Dated Payments

- Future-dated payments (also known as bills of exchange or notes payable) are payment documents that instruct your bank to disburse funds on a specific date—the maturity date.
- The difference between future-dated payments and standard payments is that on standard payments the payment date, the creation date, and the date when funds are available are usually all the same.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Future Dated Payments > Future Dated Payments**

### Using the Workbench Model

**Oracle Payables includes two fully integrated workbenches:**

- **The Invoice Workbench**
- **The Payment Workbench**

**You can create, adjust, and review payments in the Payment Workbench.**

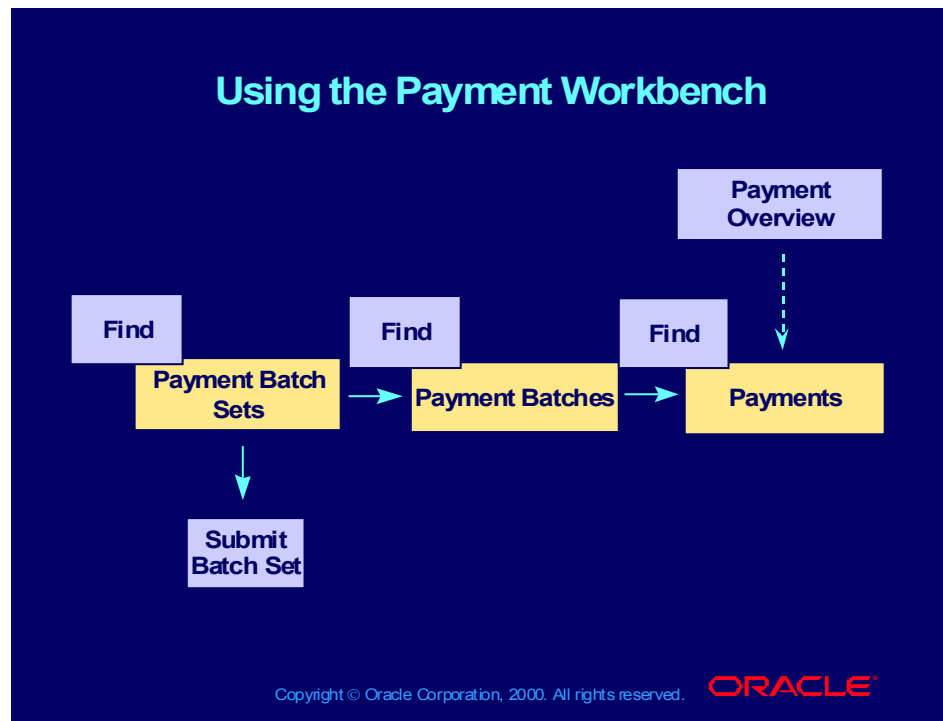
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**(Help) Oracle Financial Applications > Oracle Payables > Overview > The Payment Workbench**

## Using the Payment Workbench

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## The Payment Workbench: Payment Batch Sets

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### **The Payment Workbench: Payment Batch Sets**

#### **Payment Batch Sets**

- **Find Payment Batch Sets**
- **Submit Batch Sets**

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### **The Payment Workbench: Payment Batches**

#### **Payment Batches**

- **Find Payment Batches**
- **Copy To**
- **Payment Batch Actions**
  - **Modify Payment Batch**
  - **Confirm Payment Batch**

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## The Payment Workbench: Payment Overview and Payments

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### **The Payment Workbench: Payment Overview and Payments**

#### **Payment Overview**

#### **Payments**

- **Find Payments**
- **Select Invoices**
- **View Invoices**
- **Payment Actions**

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## Demonstration

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### Demonstration

**This demonstration covers the Payment Workbench.**

**(N) Payments—>Entry—>Payments**

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## Review Question

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### Review Question

**Which of the following tasks can you perform in the Payment Workbench?**

- A. Enter a payment**
- B. Modify a payment**
- C. Confirm a payment batch**
- D. Modify a payment batch**
- E. All of the above**

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### Answer to Review Question

**Which of the following tasks can you perform in the Payment Workbench?**

- A. Enter a payment
- B. Modify a payment
- C. Confirm a payment batch
- D. Modify a payment batch
- E. All of the above**

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## Manual Payments

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### Manual Payments

A manual payment is a payment that is created outside of Oracle Payables, but which you record in the Oracle Payables system. The following are two examples of manual payments:

- Handwritten checks
- Wire transfers

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Single Payments > Recording Manual Payments and Wire Transfers**

### Demonstration

This demonstration covers how to record a manual payment.

(N) Payments—>Entry—>Payments

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## Single Computer-Generated Payments

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### Single Computer-Generated Payments

You can create a single computer-generated payment (also known as a Quick payment) to pay a supplier for one or more invoices.

An electronic funds transfer (EFT) is an example of a single computer-generated payment.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Single Payments > Paying Invoices with Quick Payments**

## Paying Invoices from the Invoice Workbench

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### **Paying Invoices from the Invoice Workbench**

**You can initiate payment of one or more invoices by selecting them in the Invoices window and using the “Pay in Full” option in the Invoice Actions window. When you pay using this method, you can generate a manual payment or a Quick payment.**

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Single Payments > Paying Invoices From the Invoice Workbench**

## Record Refunds

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### Record Refunds

- Oracle Payables offers you a standard way to record refunds received from your supplier.
- Refunds are a type of payment that you enter in the Payment Workbench.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Refunds > Entering Refunds**

## Payment Batches

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### Payment Batches

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

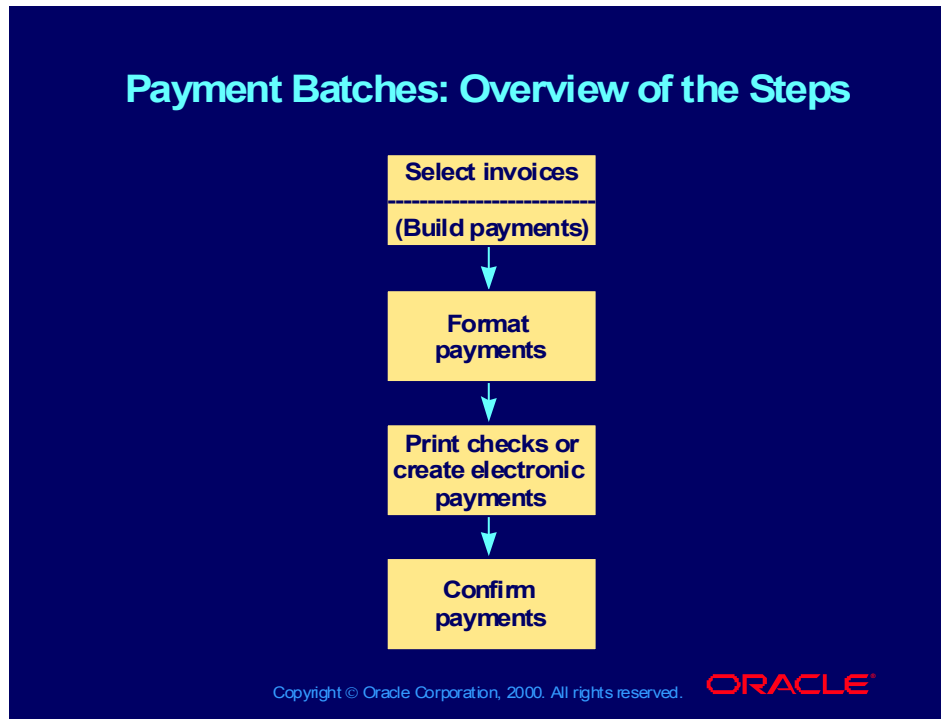
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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches**

## Payment Batches: Overview of the Steps

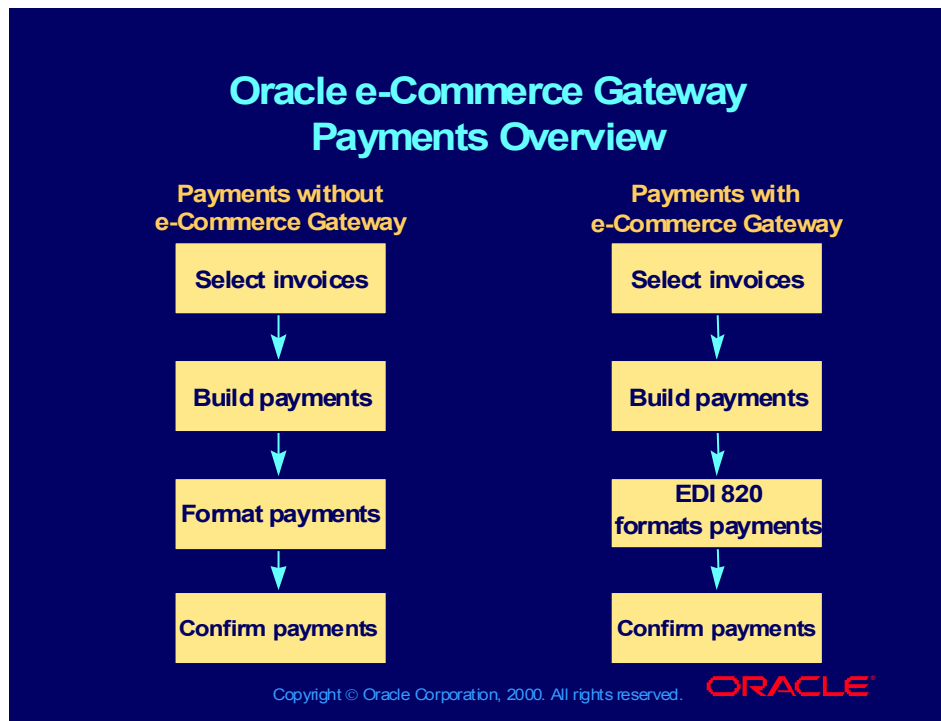
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## Oracle e-Commerce Gateway Payments Overview

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## Payment Batch Sets

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### Payment Batch Sets

- When you define a payment batch set, you can submit multiple payment batches at once.
- This streamlines the process of submitting multiple payment batches for your bank accounts.
- You can use a payment batch set to submit payment batches with different currencies.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches > Payment Batch Sets**

### Demonstration

**This demonstration covers payment batches and payment batch sets.**

**(N) Payments—>Entry—>Payment Batches**

**(N) Payments—>Entry—>Payment Batch Sets**

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## Review Question

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### Review Question

**You can set limits on payment amounts and also take applicable discounts with payment batches.**

**A. True**

**B. False**

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## Answer to Review Question

---

### Answer to Review Question

**You can set limits on payment amounts and also take applicable discounts with payment batches.**

**A. True**

**B. False**

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### Payment Inquiry

- Use the **Payment Overview** window to review the status of a payment and its related high-level information.
- Review information quickly when a supplier calls to inquire about the status of a payment.
- Because the **Payment Overview** window is a display-only window, click **Payments** to navigate to the **Payments** window if you want to view additional details or make any necessary adjustments.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Reviewing and Modifying Payments > Payment Overview**

### Demonstration

This demonstration covers how to view high-level payment information.

**(N) Payments—>Inquiry—>Payment Overview**

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## Stopping and Voiding Payments

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### Stopping and Voiding Payments

- When you record a stop payment, the payment status is updated to Stop Initiated.
- When you release a stop payment, the payment status is updated to Negotiable.
- When you void a payment, the status of the invoice is reset to Unpaid and the accounting entries for the payment are reversed.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Reviewing and Modifying Payments**

**(Help) Oracle Financial Applications > Oracle Payables > Payments > Stopping Payments**

**(Help) Oracle Financial Applications > Oracle Payables > Payments > Voiding Payments**



### Accounting for Payments

**You submit the Payables Accounting Process to create accounting entries in Oracle Payables. Submit this batch process from the Submit Request window.**

**You can also create accounting entries for a payment or payment batch from the related Actions window.**

- 1. Select the payment or payment batch.**
- 2. Click the Actions button.**
- 3. Select the Create Accounting check box, and click OK.**

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### Accounting for Payments

- For a single payment and payment batches, the accounting process can either be completed online or submitted as a request.
- You must approve and generate accounting entries for all related invoices before generating accounting entries for payments.

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### Demonstration

This demonstration covers how to create accounting for a payment.

(N) Payments—>Entry—>Payments (B) Actions—>  
Create Accounting

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## Payment Reconciliation with Oracle Cash Management

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### **Payment Reconciliation with Oracle Cash Management**

- **Use Oracle Cash Management to reconcile payments with your bank statements.**
- **When Oracle Cash Management reconciles a payment, it changes that payment's status from Negotiable to Cleared.**
- **If your system is set up to account for payments at clearing time, then Oracle Payables creates reconciliation accounting entries after a payment has cleared.**

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## Summary

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### Summary

**In this course, you should have learned about:**

- **The process of issuing payments**
- **The key payments concepts in Oracle Payables**

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# **Processing Single Payments and Refunds**

## **Chapter 14**

### **Processing Single Payments and Refunds**

**Oracle Payables Release 11i**

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### Course Objectives

**After completing this course, you should be able to do the following:**

- **Record a single, manual payment**
- **Generate a single, computer-generated payment**
- **Enter a refund**
- **Stop and void a payment**

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## Agenda

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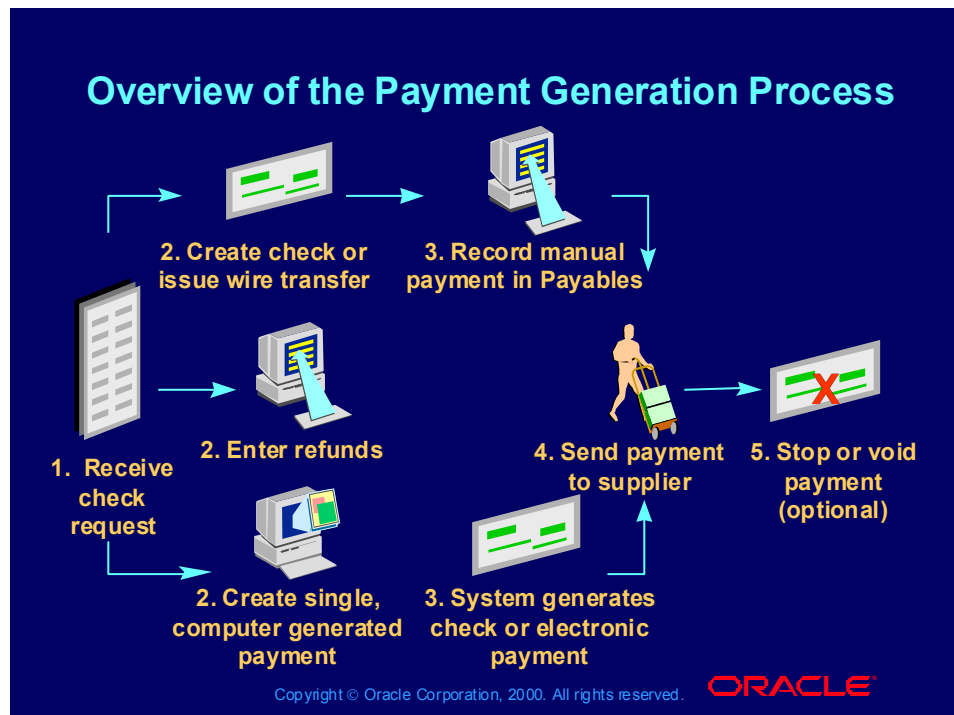
### Agenda

- Recording a single, manual payment
- Generating a single, computer-generated payment
- Entering a refund
- Stopping and voiding a payment

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## Overview of the Payment Generation Process



## Agenda

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### Agenda

- **Recording a single, manual payment**
- Generating a single, computer-generated payment
- Entering a refund
- Stopping and voiding a payment

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### Check Requests

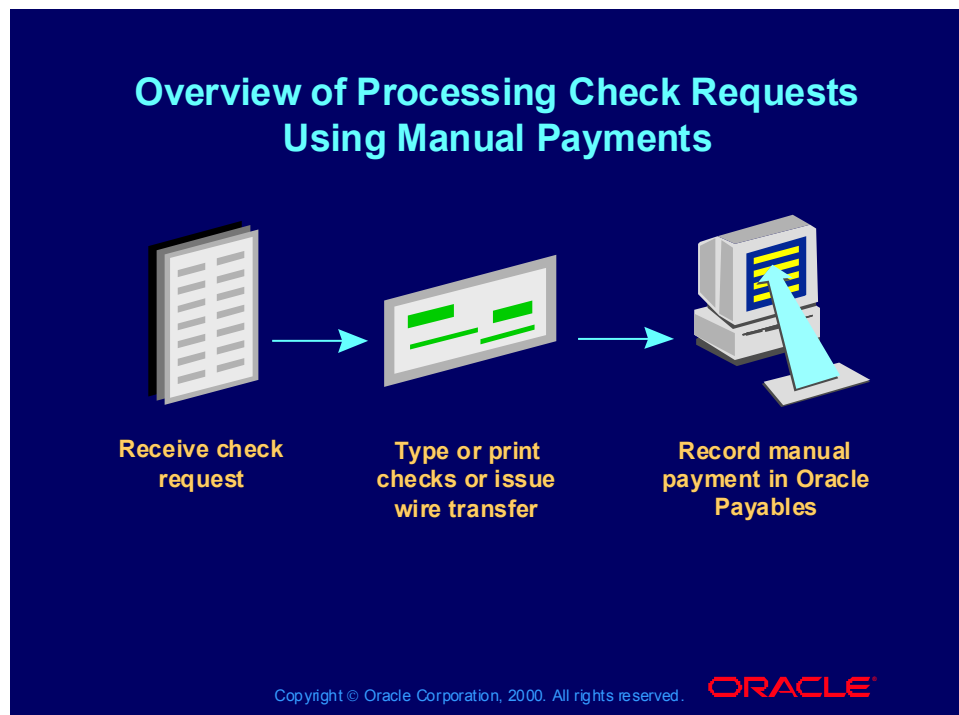
**You might receive a request to issue a payment to a supplier or employee. You can choose to either record a single, manual payment or create a single, computer-generated payment to fulfill this check request.**

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## Overview of Processing Check Requests Using Manual Payments

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## Manual Payments

---

### Manual Payments

You can create payments outside of Oracle Payables and then record them as manual payments to update the payment status of invoices that were paid.  
Examples of manual payments are:

- Handwritten or typed checks
- Wire transfers

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Single Payments > Recording Manual Payments and Wire Transfers**

### Creating Manual Payments

**You can override some payment controls of Oracle Payables when you record a manual payment.**

- **You can record a single payment for multiple pay alone invoices.**
- **You can also record payments for invoices that are associated with any payment method type except Electronic.**

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## Prerequisites for Processing Manual Payments

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### **Prerequisites for Processing Manual Payments**

- **Create the payment outside of Payables.**
- **The invoice you paid must be approved, uncanceled, without holds, and have the same currency as the payment.**
- **The bank account must have at least one payment document that uses the Recorded or Combined disbursement type.**

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### Demonstration

**This demonstration shows how to record a manual payment that updates the status of the invoices you paid.**

**(N) Payments—>Entry—>Payments**

**(N) Payments—>Entry—>Payments (B) Enter/Adjust Invoices**

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## Practice #1 Overview

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### Practice #1 Overview

**You will record a manual payment that was created outside of Oracle Payables.**

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## Practice #1 Instructions

---

### Practice #1 Instructions

**You receive a check request, asking for immediate payment of an invoice to your supplier, Advanced Network Devices. You are sending the payment by a special courier. Therefore, you have typed a check for the amount due for payment of this invoice and need to record this manual payment in Oracle Payables.**

- **Bank Account: Assigned by instructor**
- **Supplier: Advanced Network Devices**
- **Invoice Number: Assigned by instructor**

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### Student Note

Solution to practice exercise #1:

1. Navigate to the Payments window.  
(N) Payments > Entry > Payments
2. In the Type field, select Manual from the list of values.
3. Select the bank account assigned by the instructor.
4. In the Document field, select Check from the list of values. The system provides you with a message that it is reserving the payment document. Choose OK.
6. In the Supplier field, enter Advanced Network Devices.
7. Accept the defaults for the remaining fields.
8. Select the Enter/Adjust Invoices button to open the Select Invoices window.
9. In the Invoice Number field, select from the list of values the invoice number assigned by the instructor.
10. Save your payment.

## Review Question

---

### Review Question

**Which of the following is not an example of a manual payment?**

- A. Traveler's check**
- B. Wire transfer**
- C. Handwritten check**

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## Answer to Review Question

---

### Answer to Review Question

Which of the following is not an example of a manual payment?

- A. **Traveler's check**
- B. Wire transfer
- C. Handwritten check

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## Agenda

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### Agenda

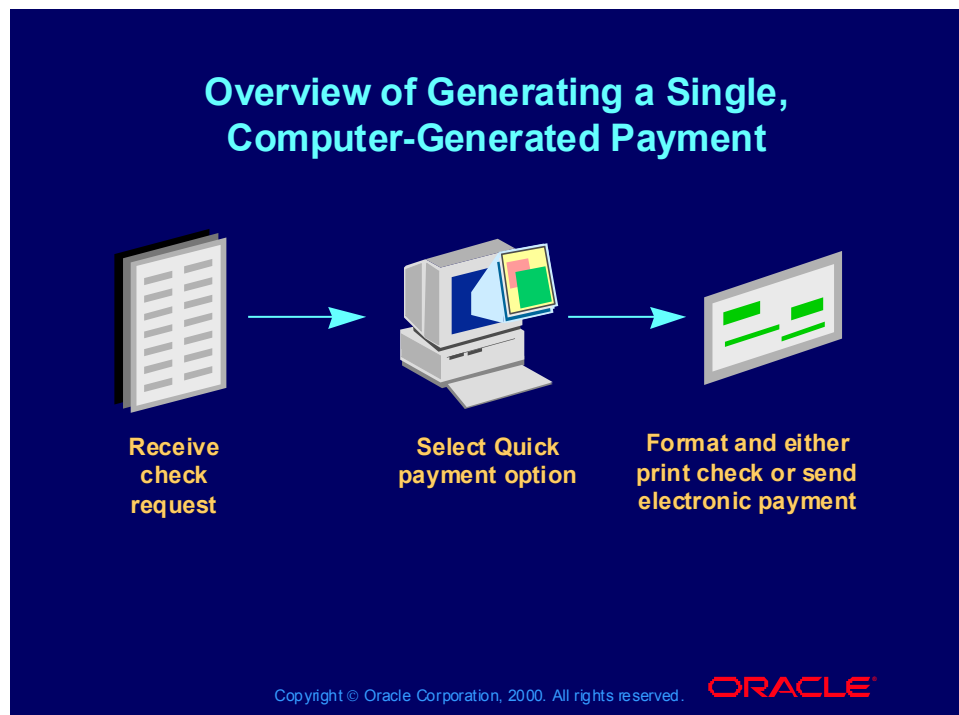
- Recording a single, manual payment
- **Generating a single, computer-generated payment**
- Entering a refund
- Stopping and voiding a payment

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## Overview of Generating a Single, Computer-Generated Payment

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## Quick Payments

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### Quick Payments

- You can create and print a single, computer-generated payment (also known as a Quick payment) to pay a supplier for one or more invoices.
- Quick payments can be either electronic payments or physical payment documents, such as checks.
- When you create an electronic Quick payment, you can select an invoice regardless of the payment terms and due date.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Single Payments > Paying Invoices with Quick Payments**

## Recording Zero-Amount Payments

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### Recording Zero-Amount Payments

**You can record zero-amount payments if the selected bank account allows them.**

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### Demonstration

**This demonstration covers how to create a single, computer-generated payment.**

**(N) Payments—>Entry—>Payments**

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## Paying Invoices from the Invoice Workbench

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### Paying Invoices from the Invoice Workbench

You can initiate payment of one or more invoices by selecting the invoices in the Invoices window and using the Pay in Full option in the Invoice Actions window. When you pay invoices using this method, you can generate a manual payment, Quick payment, or a refund.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Single Payments > Paying Invoices From the Invoice Workbench**

## Practice #2 Overview

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### Practice #2 Overview

**You will pay an invoice from the Invoice Workbench and generate a Quick payment for it.**

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Single Payments > Paying Invoices From the Invoice Workbench**

## Practice #2 Instructions

---

### Practice #2 Instructions

**You need to pay \$50,000 to your supplier, Advanced Network Devices for equipment purchases from its Santa Clara site. Enter and approve the invoice into Oracle Payables and then pay the invoice from the Invoice Workbench.**

- **Full Distribution Set: Equipment Expense (Full)**
- **Bank Account: Assigned by instructor**
- **Document: Check**

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### Student Notes

Solution to practice exercise #2:

1. Navigate to the Invoices window.  
(N) Invoices > Entry > Invoices
2. This is a Standard invoice. Accept the default invoice type.
3. In the Supplier field, enter Advanced Network Devices.
4. Enter Santa Clara as the Supplier Site.
5. As the invoice is dated today, accept the default date.
6. Enter the invoice number assigned by the instructor.
7. Enter the total amount of the invoice in the Amount field: \$50,000.
8. Choose the Equipment Expense (Full) distribution set.
9. Save your work.
10. Choose the Distributions button to review the distributions in the Distributions window.
11. Verify that the distribution total is equal to the invoice amount.
12. Save your work and close the Distributions window.
13. Approve the invoice online by choosing the Actions button and selecting the Approve check box.
14. Choose OK.

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15. Choose the Actions button again and choose the Pay in Full check box.
16. Choose OK. Oracle Payables displays the Payments window.
17. Since you need to issue a Quick check, accept the default for payment type Quick.
18. Select the bank account given to you by the instructor.
19. Select Check as the Document.
20. Choose the Actions button and select the Format check box.
21. Choose OK. The system displays a message telling you that Payables submitted the program to submit your single computer-generated payment.
22. You are asked if you want to check the status of your request in the Request window. Choose OK.
23. You can also view the status of your check online later.  
(M) Help > View > Requests

## Review Question

---

### Review Question

**When you create a computer-generated Quick payment, you can select an invoice regardless of the payment terms and due date.**

- A. True**
- B. False**

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## Answer to Review Question

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### Answer to Review Question

**When you create a computer-generated Quick payment, you can select an invoice regardless of the payment terms and due date.**

- A. True**
- B. False

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## Agenda

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### Agenda

- Recording a single, manual payment
- Generating a single, computer-generated payment
- **Entering a refund**
- Stopping and voiding a payment

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## Refunds

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### Refunds

**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 the total is a negative amount:**

- Invoices
- Credit memos
- Debit memos
- Expense reports

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Refunds**

## Recording Refunds

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### 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.**

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## Recording Refunds When a Credit Balance Exists

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### Recording Refunds When a Credit Balance Exists

1. Set up the bank account in which you will deposit the refund.
2. In the Payments 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 and negative amount invoices.
4. Assign amounts to be paid with the refund.
5. Payables records the refund and updates the status of each selected invoice to Paid.

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### Demonstration

**This demonstration covers how to process refunds.**

**(N) Payments—>Entry—>Payments**

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## Practice #3 Overview

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### Practice #3 Overview

**You will process a refund in Oracle Payables.**

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Refunds > Entering Refunds**

## Practice #3 Instructions

---

### Practice #3 Instructions

**Your supplier, Advanced Network Devices, has a \$5,000 credit balance. You need to record a payment refund in Oracle Payables to close the credit balance.**

- **Site: Santa Clara**
- **Bank Account: Assigned by instructor**
- **Payment Document: Assigned by instructor**
- **Invoice Number(s): Assigned by instructor**

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### Student Note

Solution to practice exercise #3:

How to Record the Refund When a Credit Balance Exists

1. Navigate to the Payments window.  
(N) Payments > Entry > Payments
2. Select Refund as the payment type.
3. Enter the bank account assigned by the instructor.
4. Enter the payment document assigned by the instructor.
5. Accept the default date for Payment Date.
6. Enter -5,000 as the Payment Amount.
7. In the Supplier field, enter Advanced Network Devices.
8. Enter Santa Clara as the supplier site.
9. Select the Enter/Adjust Invoices button. The Select Invoices window opens.
10. Query any unpaid or partially paid invoices that are in the same payment currency as the refund. Select the combination of positive and negative amount invoices that the instructor assigns you. For each invoice, enter the amount that you want to pay with the refund.
11. Save your work. Payables records the refund and updates the status of each selected invoice to Paid.

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## Agenda

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### Agenda

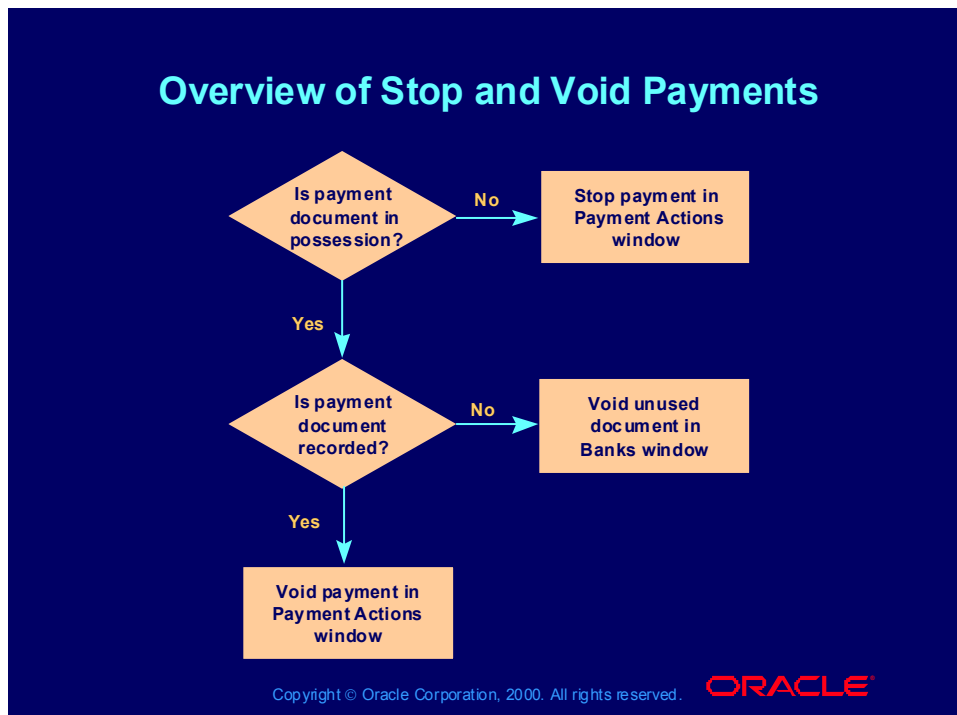
- Recording a single, manual payment
- Generating a single, computer-generated payment
- Entering a refund
- **Stopping and voiding a payment**

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## Overview of Stop and Void Payments

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## Stop Payments

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### Stop Payments

1. After you call your bank to initiate a stop payment on a payment document, you can record the stop payment status in Payables.
2. You can then either void the payment to reverse the accounting and payment records, or you can release the stop payment to reset the invoice status to Negotiable.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Reviewing and Modifying Payments > Stopping Payments**

### Payment Status Updates

- When you record a stop payment, the payment status is updated to **Stop Initiated**.
- When you release a stop payment, the payment status is updated to **Negotiable**.

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### Demonstration

**This demonstration covers how to record and release stop payments.**

**(N) Payments—>Entry—>Payments**

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## Overview of Voiding Payments

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### Overview of Voiding Payments

When you void a payment, Payables automatically reverses:

- The status of paid invoices, which is reset to Unpaid.
- The accounting and payment records so your general ledger will then have the correct information.
- Any realized gains or losses on foreign currency invoices recorded as paid by the payment.
- All related interest invoices when you void a past-due payment for the supplier site.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Reviewing and Modifying Payments > Voiding Payments**

### Voiding Payments

**When you void a payment, you 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.**
- **Take no action. Invoices are available for payment.**

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### Review of Voided Payments

- Because you cannot reverse a voided payment, ensure before recording it that you have the uncashed payment document you want to void in your possession. Or, have proof that the payment did not clear the bank and that the bank was able to stop payment.
- Use the Invoice Workbench to review the paid invoices before you void the payment to ensure that you are voiding the correct payment.

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### Demonstration

This demonstration covers how to void payments.

(N) Payments—>Entry—>Payments

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## Practice #4 Overview

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### Practice #4 Overview

**You will void a payment in Oracle Payables.**

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## Practice #4 Instructions

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### Practice #4 Instructions

**Your Purchasing Manager realizes that he does not want to pay Advanced Network Devices until the next billing cycle and wants to void the check issued in Practice #2.**

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### Student Note

Use the payment created in practice #2.

Solution to the practice exercise:

1. Navigate to the Payments window.  
(N) Payments > Entry > Payments
2. Open the Find Payment window.  
(M) Query > Find
3. Enter the search criteria for the payment in the appropriate fields.
4. Choose Find.
5. Oracle Payables displays the search result in the Payments window.  
Verify that the information is related to your supplier and the payment.
6. Select the payment and choose the Actions button.
7. In the Payment Actions window, select the Void check box.
8. Choose OK.

## Summary

---

### Summary

**In this lesson, you should have learned to:**

- **Record a single, manual payment**
- **Generate a single, computer-generated payment**
- **Enter a refund**
- **Stop and void a payment**

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# **Generating Payments**

## **Chapter 15**

### Generating Payments

Oracle Payables Release 11i

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### Course Objectives

**After completing this course, you should be able to do the following:**

- **Describe the payment batch process**
- **Demonstrate how payment batch sets are used**
- **Explain the electronic payment options**

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## Agenda

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### Agenda

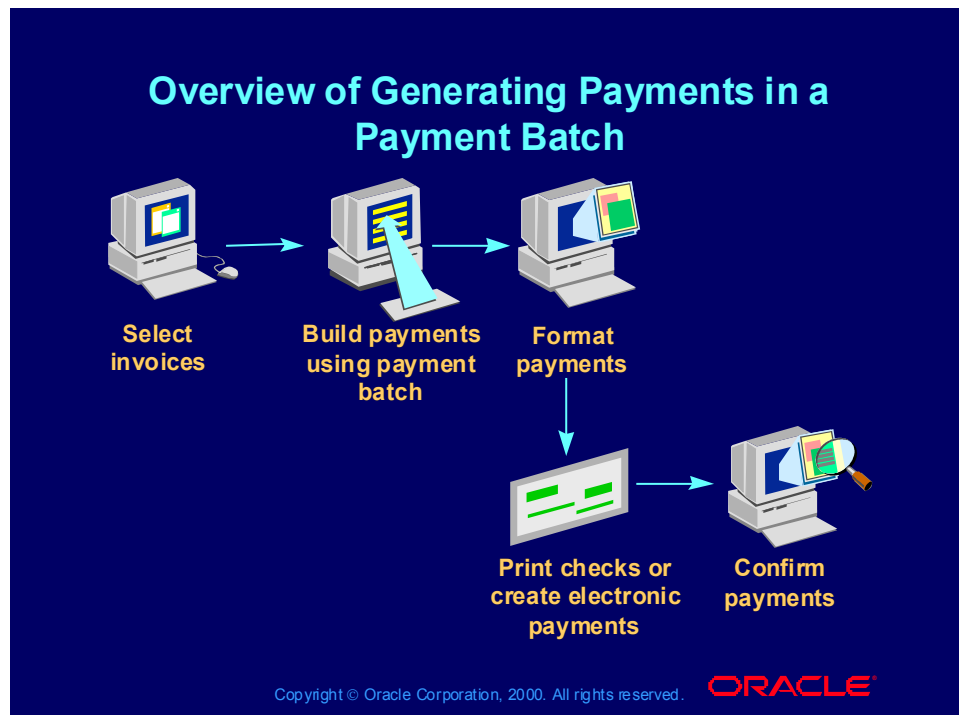
- Processing payment batches
- Using payment batch sets
- Processing electronic payments

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## Overview of Generating Payments in a Payment Batch



## Agenda

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### Agenda

- **Processing payment batches**
- Using payment batch sets
- Processing electronic payments

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## Payment Batches

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### Payment Batches

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

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches**

## Initiating Payment Batches

---

### Initiating Payment Batches

To initiate a payment batch, perform the following steps:

1. In the Payment Batches window, enter criteria to select the invoices you want to pay.
2. Payables selects invoices and builds the payments.
3. The invoices that will be paid are listed for you on the Preliminary Payment Register.
4. You can optionally modify the payment batch before formatting.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches > Initiating Payment Batches**

## Finding a Payment Batch

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### Finding a Payment Batch

Use the Find Payment Batches window or enter query criteria into the Payment Batches window.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches > Finding Payment Batches**

### Demonstration

This demonstration covers how to initiate a payment batch and then find an existing payment batch.

(N) Payments—>Entry—>Payment Batches

(N) Payments—>Entry—>Payment Batches (M) View  
—>Find

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## Review Questions

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### Review Questions

In this review, you will assign true or false to these statements to test your knowledge of payment batches.

1. \_\_\_\_\_ You can use payment batches to set limits on payment amounts.
2. \_\_\_\_\_ You use the Payment Batches window to initiate payment batches.
3. \_\_\_\_\_ Payables selects approved and unapproved invoices that match your invoice selection criteria.

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### Answers to Review Questions

In this review, you will assign true or false to these statements to test your knowledge of payment batches.

1. **True** You can use payment batches to set limits on payment amounts.
2. **True** You use the Payment Batches window to initiate payment batches.
3. **False** Payables selects approved and unapproved invoices that match your invoice selection criteria.

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### Payment Batch Templates

**You can save a payment batch as a template for creating new payment batches that use similar criteria.**

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### Demonstration

**This demonstration covers how to initiate a payment batch using a template.**

**(N) Payments—>Entry—>Payment Batches (M) View  
—> Find**

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## Modifying Payment Batches

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### Modifying Payment Batches

After you select and build your payments, you can review and modify a payment batch.

You can:

- Add or remove an invoice from a payment batch
- Prevent payment to a particular supplier site
- Change the payment or discount amounts for a selected invoice
- Change the supplier bank account for electronic payments
- Identify supplier site unused credits that you are not using

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches > Modifying Payment Batches**

### Demonstration

**This demonstration covers how to modify a payment batch.**

**(N) Payments—>Entry—>Payment Batches (M)  
Query—>Find (B)**

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## Formatting Payments

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### Formatting Payments

**Payables creates an output file that you can use to:**

- **Print checks**
- **Deliver to your bank for processing electronic payments**
- **Generate electronic payments through the e-Commerce Gateway**

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches > Formatting Payments**

### Demonstration

**This demonstration covers how to find and format a payment batch.**

**(N) Payments—>Inquiry—>Payment Batches (B)  
Actions**

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## Confirming Payment Batches

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### Confirming Payment Batches

During payment confirmation, Payables updates the payment history of invoices paid in a payment batch and associates payment document numbers (e.g., check numbers) with the invoices and invoice payments.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches > Confirming Payment Batches**

### Assigning Status Types to Documents

You need to assign one of the following status types to payment documents during the confirm process:

- **Setup:** Used to align printer. Automatically voided during confirmation process.
- **Printed:** Either checks are printed or electronic payments formatted properly. Ranges of printed documents must end on a negotiable document.
- **Skipped:** Nothing printed on these documents. They can be reused for single payments.
- **Spoiled:** Documents are ruined and unusable due to printer malfunction.

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### Demonstration

**This demonstration covers how to confirm a payment batch.**

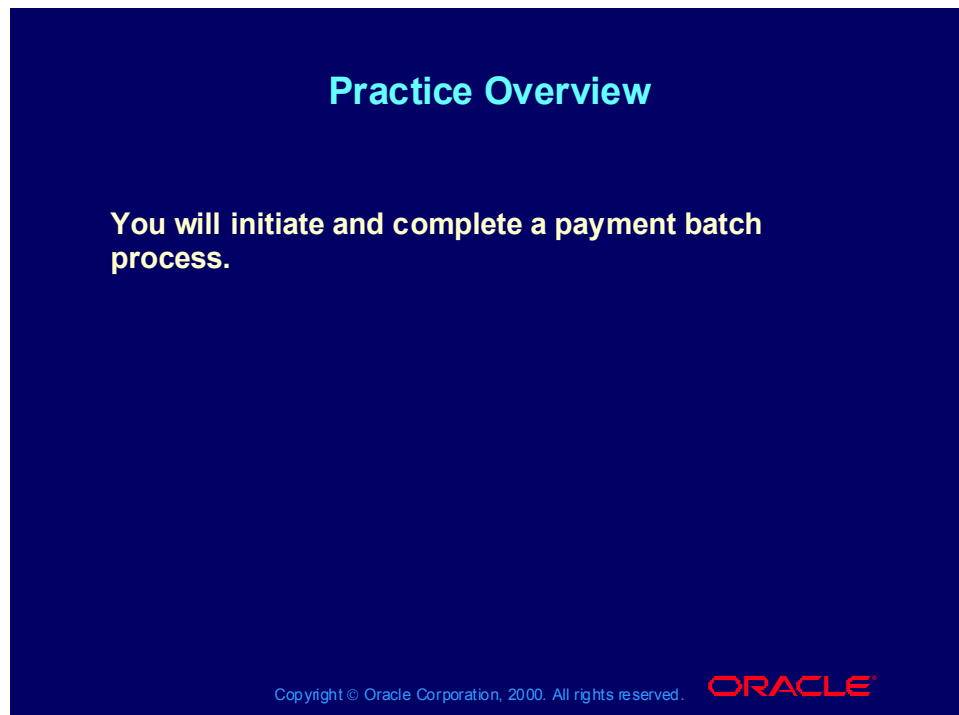
**(N) Payments—>Entry—>Payment Batches (M) Query  
—>Find (B) Actions (B) OK**

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## Practice Overview

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches > Initiating Payment Batches**

## Practice Instructions

---

### Practice Instructions

**You are responsible for producing the weekly check run. Initiate the payment batch and enter your payment priority in the appropriate fields.**

- **Batch Name: Assigned by instructor**
- **Bank Account: Assigned by instructor**
- **Payment Document: Assigned by instructor**
- **High Payment Priority: Assigned by instructor**
- **Low Payment Priority: Assigned by instructor**
- **Invoice Numbers: Assigned by instructor**

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### Student Note

1. Navigate to the Payment Batches window.  
(N) Payments > Entry > Payment Batches
2. Enter a unique batch name.
3. In the Payment Date field, accept the default date.
4. In the Bank Account field, select your bank account.
5. In the Document field, select your payment document.
6. In the Pay Through Date field, enter the date for 45 days from today.  
(So the system picks up any invoices that might have inadvertently been assigned a payment term other than Immediate.)
7. In the High Payment Priority field, enter the payment priority given to you by the instructor.  
Note: If you forget this step, you will pay all approved invoices that are scheduled for payment.
8. In the Low Payment Priority field, enter the payment priority given to you by the instructor.
9. Accept the remaining defaults. Choose Actions.
10. In the Payment Batch Actions window select the following check boxes:
  - Select Invoices

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- Build Payments
  - Format Payments
11. Choose OK.
  12. Oracle Payables displays three concurrent ID numbers. Choose View My Requests from the Help menu to monitor your concurrent requests until they have successfully completed.  
(M) View > Requests.
  13. Requery your payment batch in the Payment Batches window. Scroll to the right to view the Invoice Count field. You can review the number of invoices selected for this payment batch.
  14. In the Payment Batch Actions window, select the following check boxes:
    - Confirm Payment Batch
    - Print Final Register
  15. Choose OK.
  16. In the Confirm Payment Batch Window, select “Printed” in the Status field.
  17. Your invoice number appears in the “To” field. If only one invoice is being paid, enter the same invoice number in the “From” field. If a range of invoices is being paid, enter the final invoice number in the range in the “From” field.
  18. Monitor your concurrent requests. When the Final Payment Register completes successfully, select the “View Output” button from the Requests window to display the payments for this payment batch.
  19. Requery the payment batch in the Payment Batches window. If you select the “Payments” button, you can view payment details. You can also choose to view invoice details.

### Review Questions

In this review, you will assign true or false to these statements to test your knowledge of payment batches.

1. \_\_\_\_\_ You can prevent payment to a supplier site through the Modify Payment Batch window.
2. \_\_\_\_\_ You can adjust the payment amount on invoices that include withholding taxes.
3. \_\_\_\_\_ You can use payment batches to set limits on payment amounts.
4. \_\_\_\_\_ When Payables formats payments, it creates an output file that produces only electronic payments.

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### Review Questions

5. \_\_\_\_\_ Payables updates the payment history of invoices paid in a payment batch.
6. \_\_\_\_\_ A payment document that has a status type of Skipped is ruined and unusable.
7. \_\_\_\_\_ You can modify a payment batch only once before a payment is formatted.
8. \_\_\_\_\_ A spoiled check is automatically voided when the printer is being aligned during the confirm process.

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### Answers to Review Questions

In this review, you will assign true or false to these statements to test your knowledge of payment batches.

1. True You can prevent payment to a supplier site through the Modify Payment Batch window.
2. False You can adjust the payment amount on invoices that include withholding taxes.
3. True You can use payment batches to set limits on payment amounts.
4. False When Payables formats payments, it creates an output file that produces only electronic payments.

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### Answers to Review Questions

- 5. **True** Payables updates the payment history of invoices paid in a payment batch.
- 6. **False** A payment document that has a status type of Skipped is ruined and unusable.
- 7. **False** You can modify a payment batch only once before a payment is formatted.
- 8. **False** A spoiled check is automatically voided when the printer is being aligned during the confirm process.

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## Agenda

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### Agenda

- Processing payment batches
- **Using payment batch sets**
- Processing electronic payments

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## Payment Batch Sets

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### Payment Batch Sets

- You can group multiple payment batches together into a single payment batch set.
- You can submit the selection, build, or format process for all payment batches at one time.
- A single batch set can include payment batches that use different currencies.
- You can define one or more payment batch sets.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches > Payment Batch Sets**

### Creating Payment Batch Sets

1. In the **Payment Batch Sets** window enter a unique name for the batch set in the **Batch Set Name** field.

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### Creating Payment Batch Sets

2. Enter each payment batch in the set. For each payment batch in the set, enter the following details:
  - Enter a unique name in the Batch Name field.
  - Check the Include in Set check box to include the payment batch in the payment batch set.
  - Provide or change invoice selection criteria.
  - Check the Print Now option and designate a printer if you want to print checks before reviewing the formatted payments.

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### Creating Payment Batch Sets

3. Once you define a payment batch set, you can use it as a template to regularly manage and submit similar groups of payment batches.

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## Initiating Payment Batch Sets

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### Initiating Payment Batch Sets

1. Query the payment batch set in the Payment Batch Sets window.
2. Make any modifications.
3. Submit the batch.
4. Choose a pay through date.
5. Choose a payment date.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches > Initiating Payment Batches**

## How Payables Creates a Payment Batch Name

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### How Payables Creates a Payment Batch Name

**You must enter a unique batch run name when you submit a payment batch for processing. Payables uses the batch run name you enter in the Submit Batch Set window, along with the batch name from the Payment Batch Sets window, to create a unique name for each payment batch in the set.**

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches > Payment Batch Sets**

## Payment Batch Set Restrictions

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### Payment Batch Set Restrictions

- Each payment document used in the batch set must be unique.
- If you select the Format Payment process for a payment batch set, you cannot modify payment batches.
- You cannot select the Confirm Payment Batch process if a payment batch uses a Check payment method.
- You cannot use a User rate type as an exchange rate in the Payment Batch Sets window.

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Payment Batches > Payment Batch Restrictions**



### Demonstration

**This demonstration shows how to create and initiate a payment batch set.**

**(N) Payments—>Entry—>Payment Batch Sets**

**(N) Payments—>Entry—>Payment Batch Sets (B)  
Submit Batch Set**

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### Review Questions

In this review, you will assign true or false to these statements to test your knowledge of payment batch sets.

1. \_\_\_\_\_ You can enter a User exchange rate type in the Payment Batch Sets window.
2. \_\_\_\_\_ Within one payment batch set, payment documents can be the same for more than one batch within the set.
3. \_\_\_\_\_ The system uses the Batch Run Name you enter in the Submit Batch Set window, along with the Batch Name from the Payment Batch Sets window, to create a unique name for each payment batch in the set.

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## Review Questions

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### Review Questions

4. \_\_\_\_\_ You define a payment batch set by entering invoice selection criteria for one or more payment batches in the Payment Batches window.
5. \_\_\_\_\_ Payment Batch Set names must be unique.
6. \_\_\_\_\_ Payment batches within the set can use different payment currencies.
7. \_\_\_\_\_ You can select the Confirm Payment Batch process for any payment batch set.

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### Answers to Review Questions

In this review, you will assign true or false to these statements to test your knowledge of payment batch sets.

1. **False** You can enter a User exchange rate type in the Payment Batch Sets window.
2. **False** Within one payment batch set, payment documents can be the same for more than one batch within the set.
3. **True** The system uses the Batch Run Name you enter in the Submit Batch Set window, along with the Batch Name from the Payment Batch Sets window, to create a unique name for each payment batch in the set.

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### Answers to Review Questions

4. **False** You define a payment batch set by entering invoice selection criteria for one or more payment batches in the Payment Batches window.
5. **True** Payment Batch Set names must be unique.
6. **True** Payment batches within the set can use different payment currencies.
7. **False** You can select the Confirm Payment Batch process for any payment batch set.

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## Agenda

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### Agenda

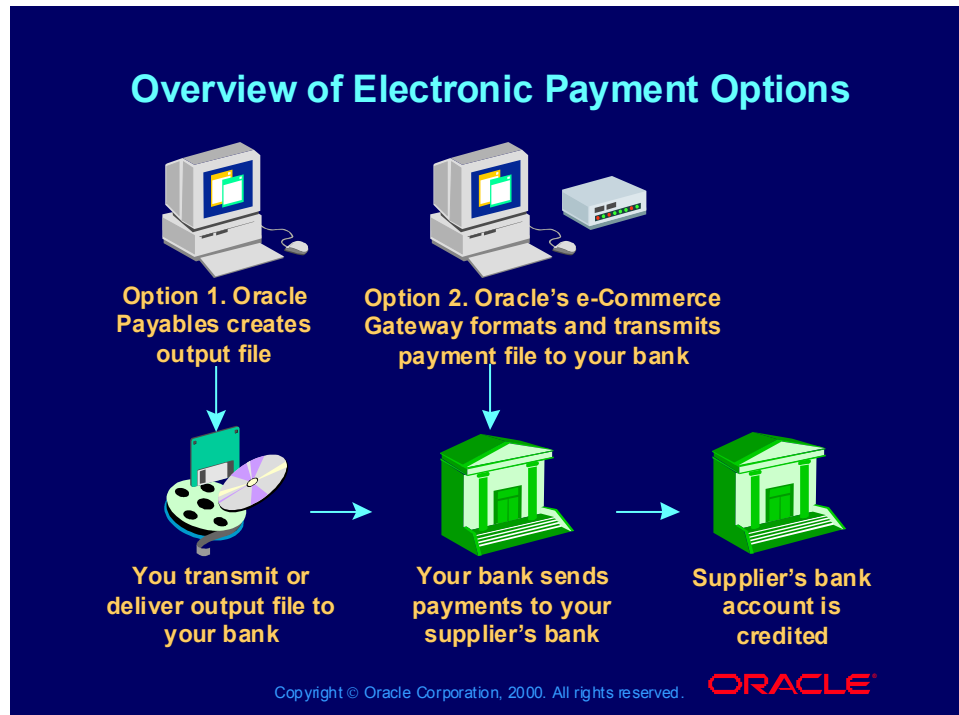
- Processing payment batches
- Using payment batch sets
- **Processing electronic payments**

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## Overview of Electronic Payment Options

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## Creating Electronic Payments without Oracle's e-Commerce Gateway

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### **Creating Electronic Payments without Oracle's e-Commerce Gateway**

**You follow nearly the same steps as when you create checks in a payment batch. However, instead of printing your checks, you send a file of the formatted payments to your bank for disbursement to supplier bank accounts.**

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Electronic Payments > EFT Payments without e-Commerce Gateway**



## Prerequisites for Processing Electronic Payments

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### Prerequisites for Processing Electronic Payments

- When you define your payment format, select the appropriate Electronic payment method.
- You must define the remittance bank accounts and payment documents that you will use to create electronic funds transfer (EFT) payments.
- You must set up your supplier and supplier sites with bank accounts that receive electronic payments.
- When you enter the invoices that you want to pay, enter Electronic as the payment method.

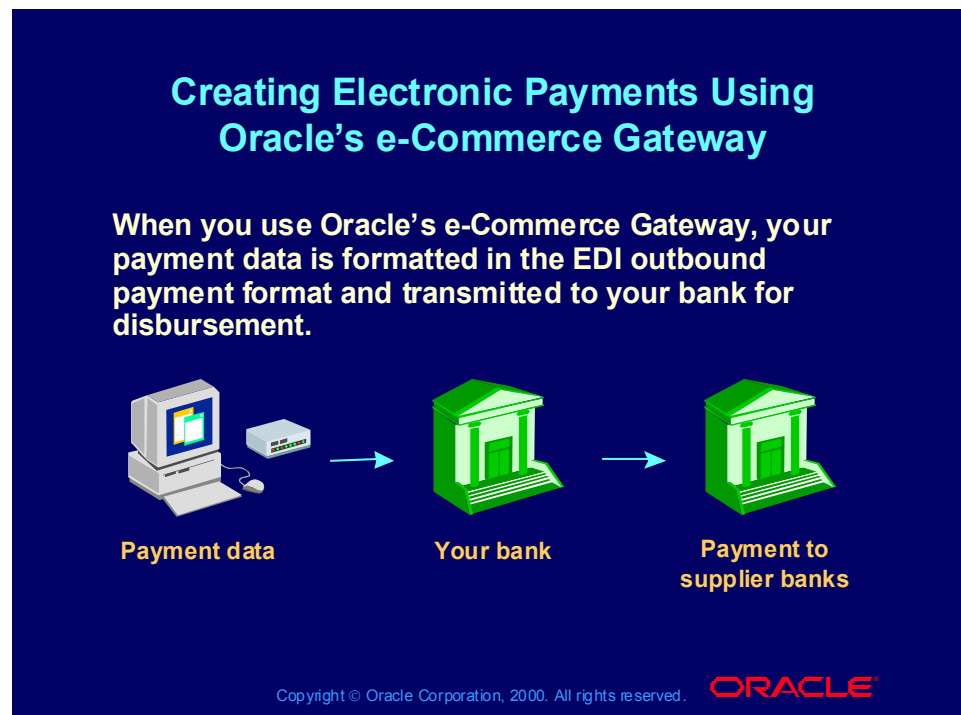
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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Electronic Payments**

## Creating Electronic Payments Using Oracle's e-Commerce Gateway

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**(Help) Oracle Financial Applications > Oracle Payables > Payments > Electronic Payments > Electronic Payments with e-Commerce Gateway**

## Prerequisites for Using Oracle's e-Commerce Gateway

### **Prerequisites for Using Oracle's e-Commerce Gateway**

- **Define a payment document that uses the EDI Outbound Program format.**
- **Define trading partners in the e-Commerce Gateway.**
- **Enable the Outbound Payment Transaction order for the bank branch.**
- **Define any code conversions for transactions.**

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### Using Oracle's e-Commerce Gateway

**To create electronic payments using Oracle's e-Commerce Gateway, perform the following steps:**

- 1. Set up suppliers for EDI transactions and assign Electronic as the method of payment and EDI as the payment format.**
- 2. Set up supplier bank accounts.**
- 3. Define a unique pay group.**
- 4. Create a disbursement bank account for your EDI payments.**
- 5. Create a payment document with the Payment format of EDI outbound.**

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### EDI Outbound Payment File

To create an electronic payment file that Oracle's e-Commerce Gateway formats in EDI outbound payment format, perform the following steps:

1. Use the EDI translator to transmit 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 this document to the bank account from which you will disburse payment.

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### 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 batch, Oracle e-Commerce Gateway automatically formats the batch and creates a flat file in your e-Commerce Gateway output directory.
- Oracle e-Commerce Gateway sends the file to your EDI translator and then to your bank.

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### Review Question

**Which of the following are prerequisites for processing EDI payments through the e-Commerce Gateway?**

- 1. Setting up suppliers for EDI transactions**
- 2. Creating a bank account for EDI payments**
- 3. Defining a unique pay group**
- 4. All of the above**
- 5. None of the above**

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### Answer to Review Question

**Which of the following are prerequisites for processing EDI payments through the e-Commerce Gateway?**

1. Setting up suppliers for EDI transactions
2. Creating a bank account for EDI payments
3. Defining a unique pay group
- 4. All of the above**
5. None of the above

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### Summary

**In this lesson, you should have learned:**

- **About the payment batch process**
- **How payment batch sets are used**
- **How to process electronic payments**

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