11*i* Implement and Use Accounts Payable

Student Guide

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Preface

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 ***algorithm*** 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: `debug.set ('I", 300);` Directory: `bin` (DOS), `$FMHOME` (UNIX) Filename: Locate the `init.ora` file. Password: User `tiger` as your password. Pathname: Open `c:\my_docs\projects` URL: Go to `http://www.oracle.com` User input: Enter `300` Username: Log on as `scott`
Initial cap	Graphics labels (unless the term is a proper noun)	Customer address (*but* Oracle Payables)
Italic	Emphasized words and phrases, titles of books and courses, variables	Do *not* save changes to the database. For further information, see *Oracle7 Server SQL Language Reference Manual.* Enter `user_id@us.oracle.com`, where *user_id* 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` *`role`*
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.

Managing the Supplier Base

Chapter 1

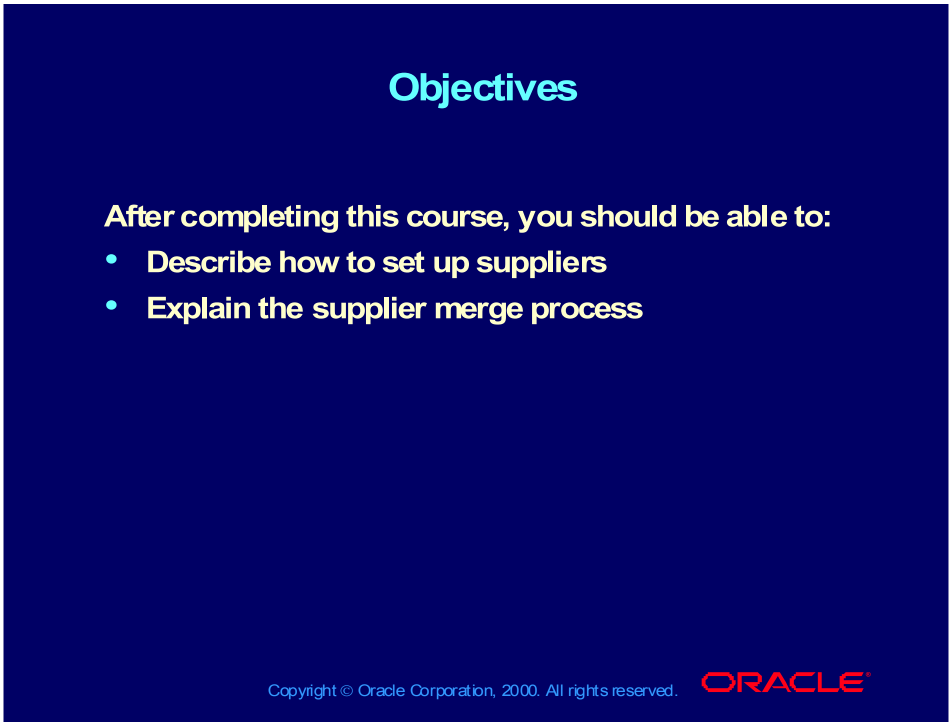
Managing the Supplier Base

Oracle Payables Release 11*i*

Notations:

(N) = Navigator
(T) = Tab
(I) = Icon
(H) = Hyperlink
(B) = Button
(Help) = Oracle Applications Help System

Objectives

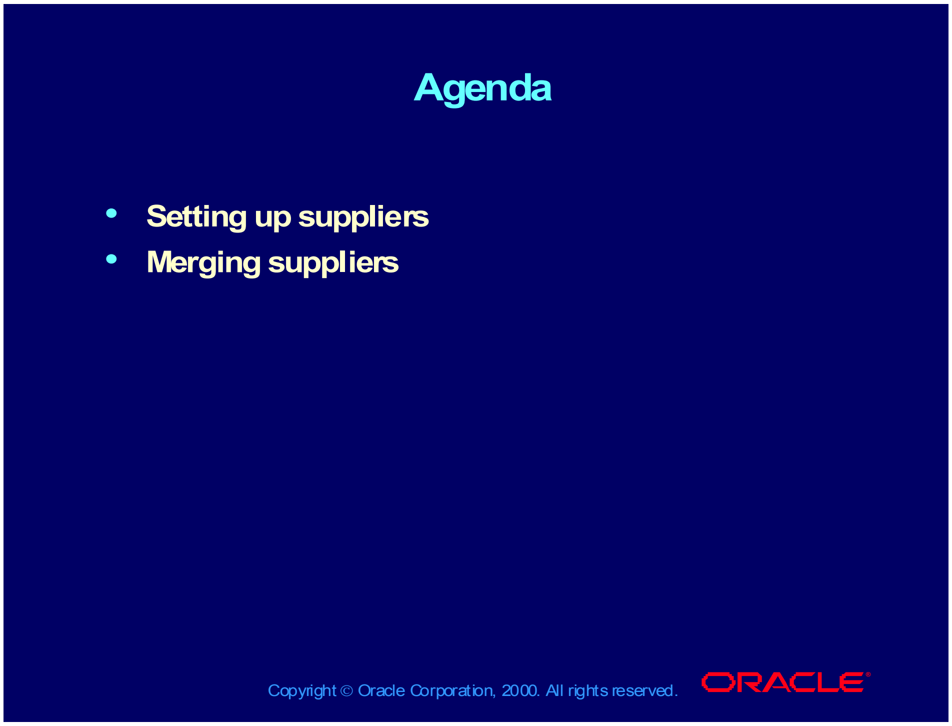


Objectives

After completing this course, you should be able to:

- Describe how to set up suppliers
- Explain the supplier merge process

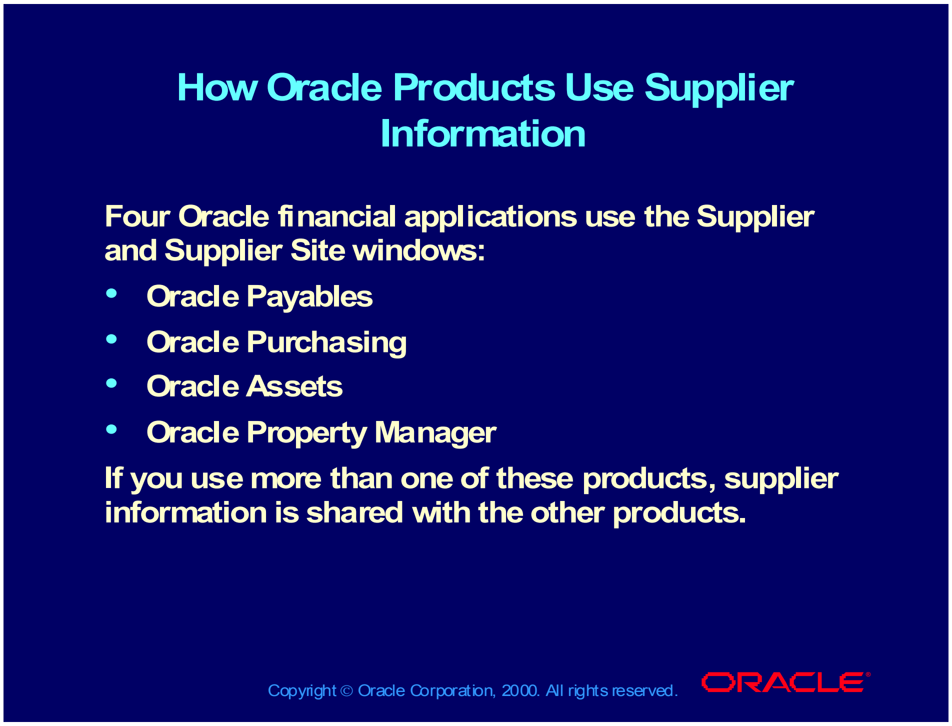
Agenda



Agenda

- Setting up suppliers
- Merging suppliers

How Oracle Products Use Supplier Information



How Oracle Products Use Supplier Information

Four Oracle financial applications use the Supplier and Supplier Site windows:

- Oracle Payables
- Oracle Purchasing
- Oracle Assets
- Oracle Property Manager

If you use more than one of these products, supplier information is shared with the other products.

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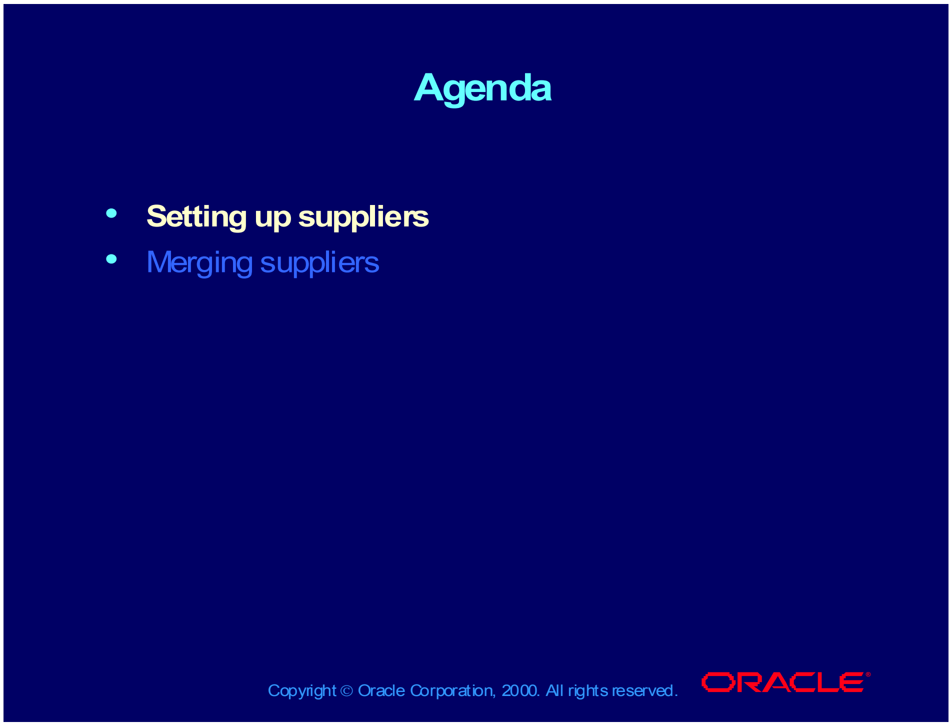
(Help) Oracle Financial Application > Oracle Payables Suppliers > About Suppliers > How Your Product Uses Supplier Information

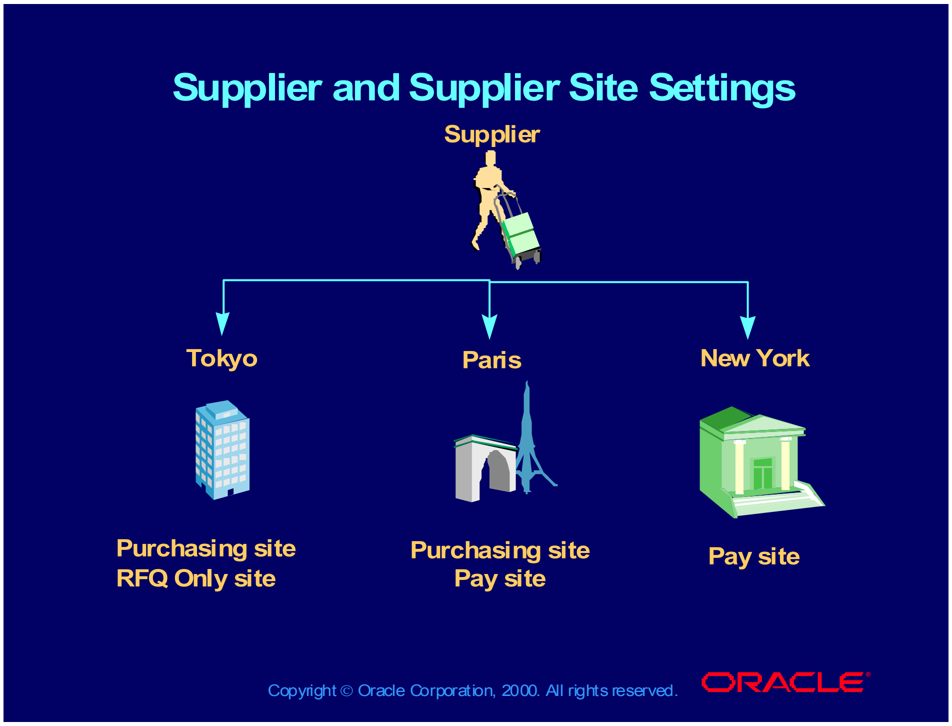
Agenda



Agenda

- **Setting up suppliers**
- Merging suppliers

Supplier and Supplier Site Settings



Supplier and Supplier Site Settings

Supplier

Tokyo

Paris

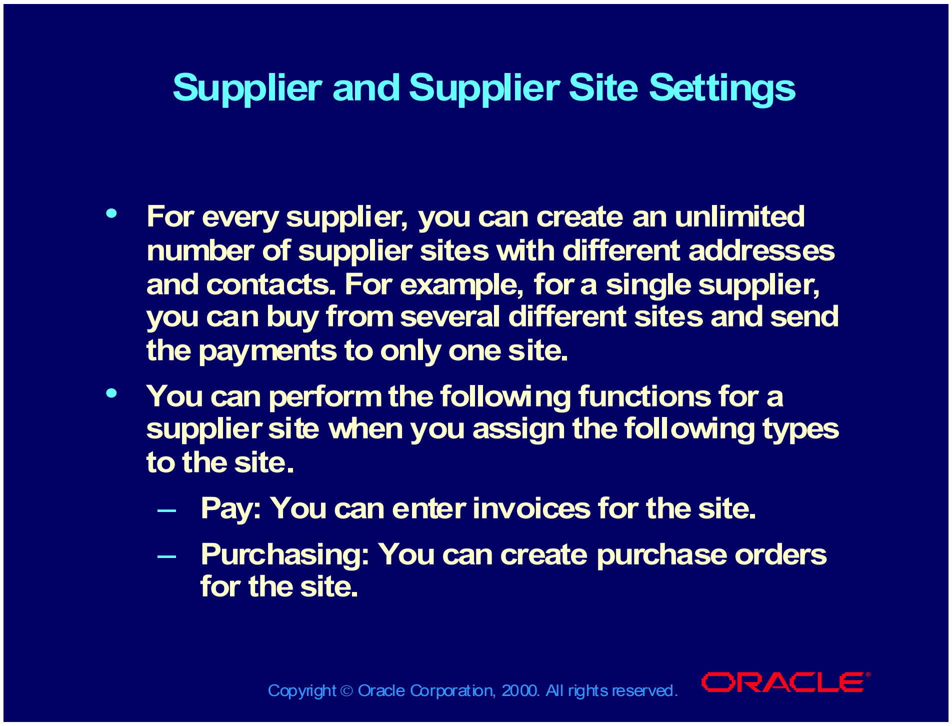
New York

Purchasing site
RFQ Only site

Purchasing site
Pay site

Pay site

Supplier and Supplier Site Settings

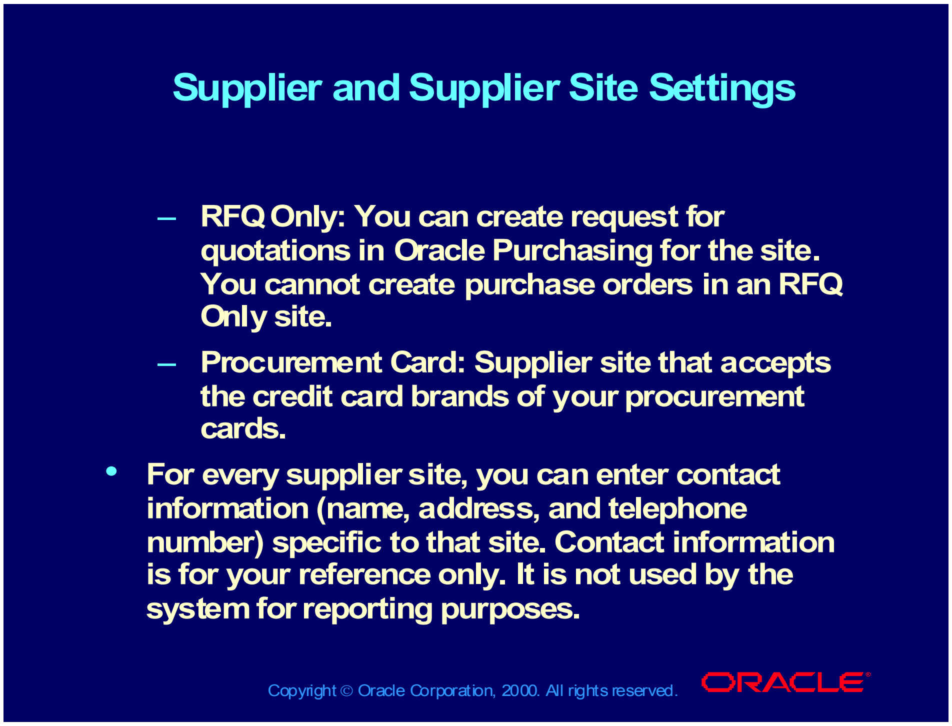


Supplier and Supplier Site Settings

- For every supplier, you can create an unlimited number of supplier sites with different addresses and contacts. For example, for a single supplier, you can buy from several different sites and send the payments to only one site.
- You can perform the following functions for a supplier site when you assign the following types to the site.
  - Pay: You can enter invoices for the site.
  - Purchasing: You can create purchase orders for the site.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > About Suppliers > About Suppliers

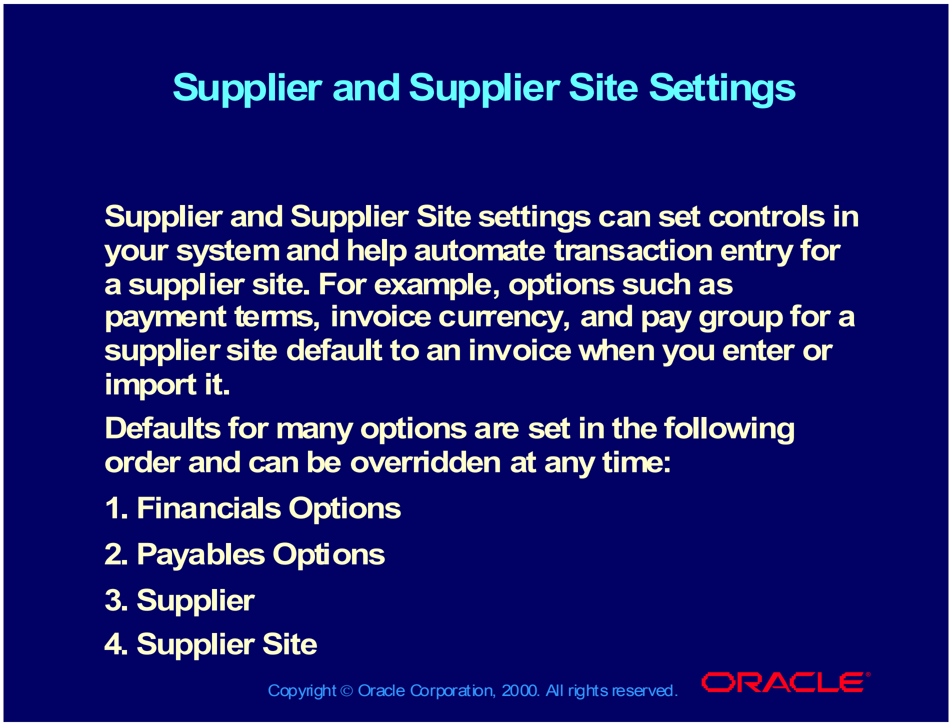
Supplier and Supplier Site Settings



Supplier and Supplier Site Settings

  - RFQ Only: You can create request for quotations in Oracle Purchasing for the site. You cannot create purchase orders in an RFQ Only site.
  - Procurement Card: Supplier site that accepts the credit card brands of your procurement cards.
- For every supplier site, you can enter contact information (name, address, and telephone number) specific to that site. Contact information is for your reference only. It is not used by the system for reporting purposes.

Supplier and Supplier Site Settings



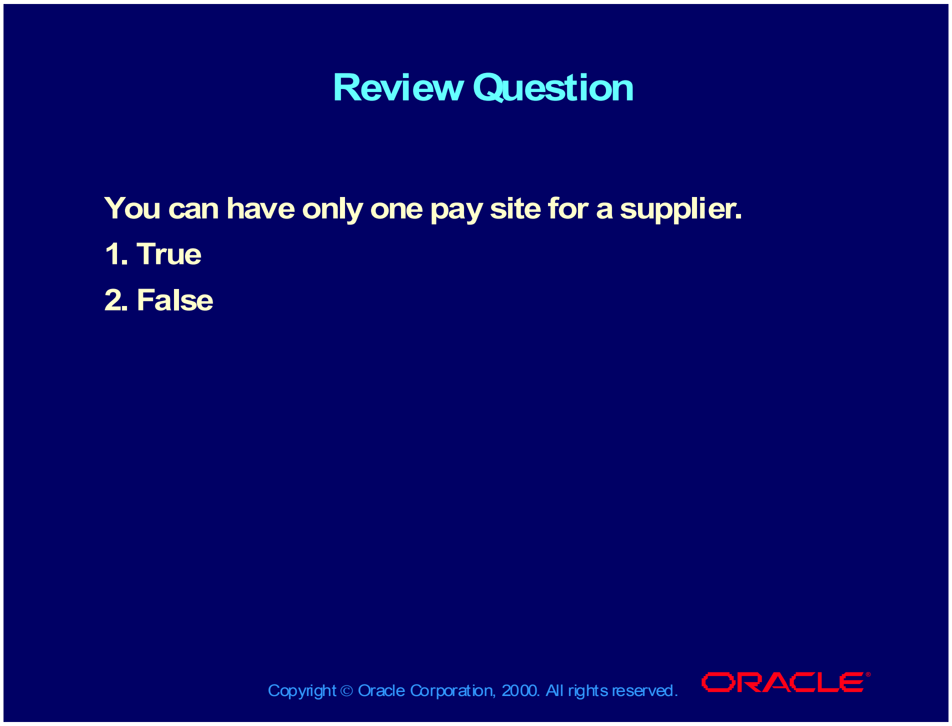
Supplier and Supplier Site Settings

Supplier and Supplier Site settings can set controls in your system and help automate transaction entry for a supplier site. For example, options such as payment terms, invoice currency, and pay group for a supplier site default to an invoice when you enter or import it.

Defaults for many options are set in the following order and can be overridden at any time:

1. Financials Options
2. Payables Options
3. Supplier
4. Supplier Site

Review Question



Review Question

You can have only one pay site for a supplier.

1. True
2. False

Answer to Review Question

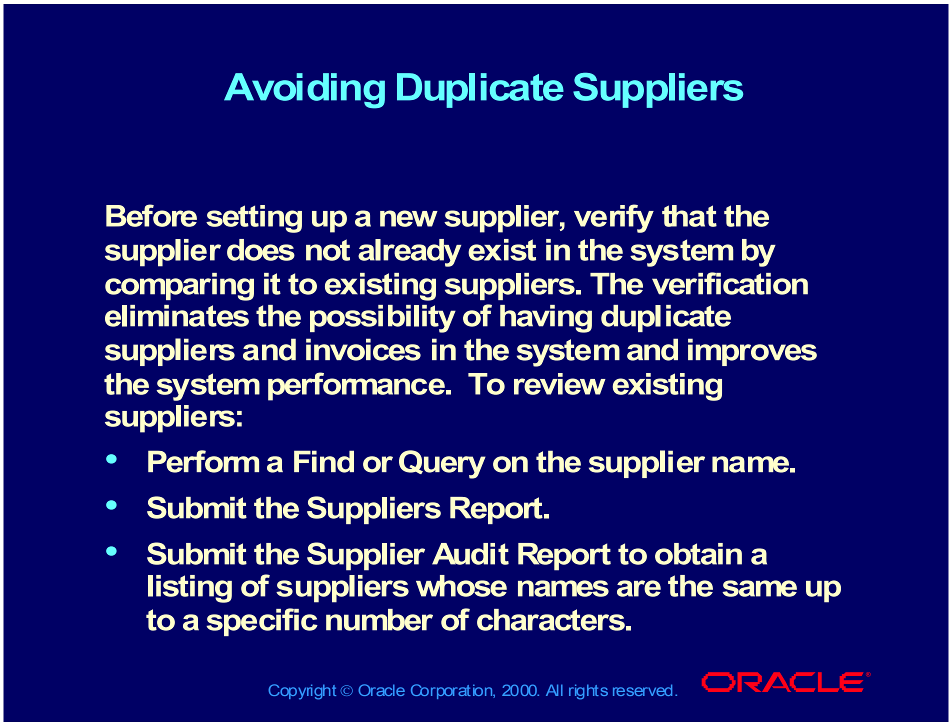
Answer to Review Question

You can have only one pay site for a supplier.

1. True

2. False

Avoiding Duplicate Suppliers



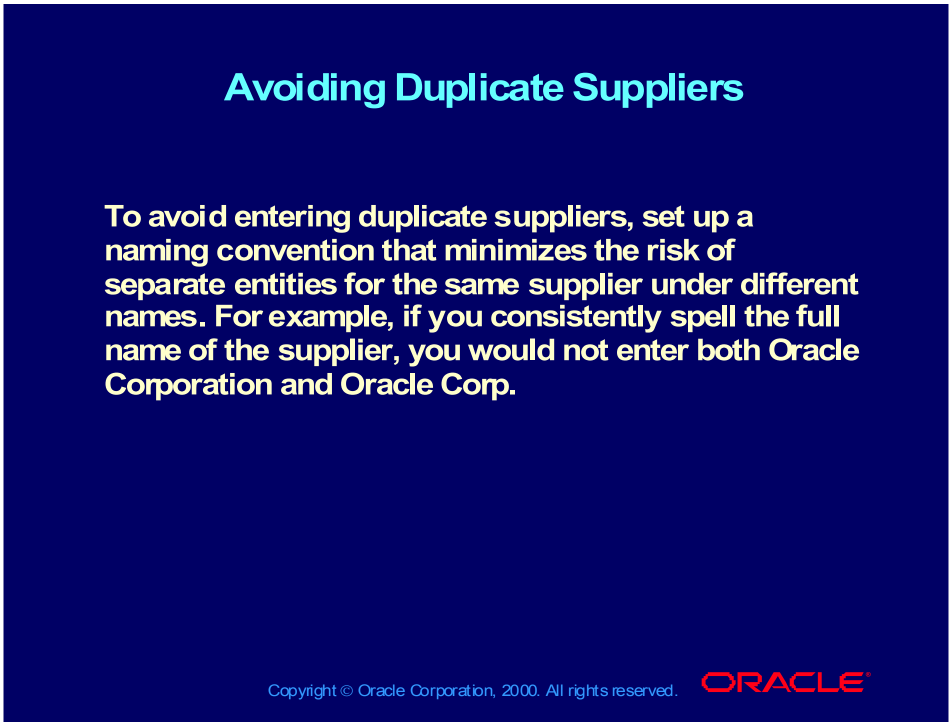
Avoiding Duplicate Suppliers

Before setting up a new supplier, verify that the supplier does not already exist in the system by comparing it to existing suppliers. The verification eliminates the possibility of having duplicate suppliers and invoices in the system and improves the system performance. To review existing suppliers:

- Perform a Find or Query on the supplier name.
- Submit the Suppliers Report.
- Submit the Supplier Audit Report to obtain a listing of suppliers whose names are the same up to a specific number of characters.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Identifying Duplicate Suppliers

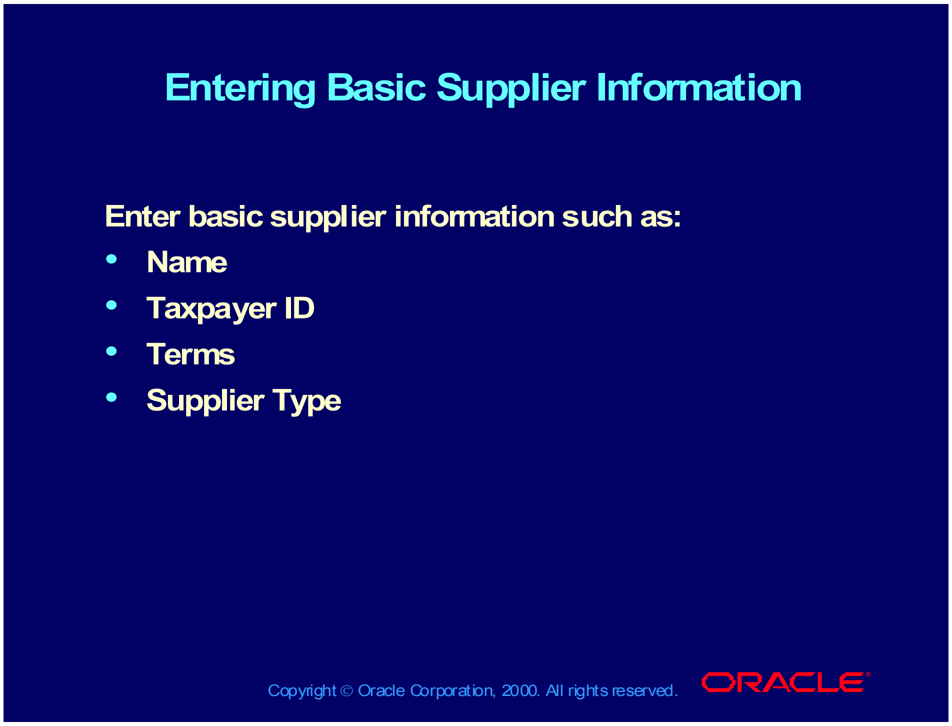
Avoiding Duplicate Suppliers



Avoiding Duplicate Suppliers

To avoid entering duplicate suppliers, set up a naming convention that minimizes the risk of separate entities for the same supplier under different names. For example, if you consistently spell the full name of the supplier, you would not enter both Oracle Corporation and Oracle Corp.

Entering Basic Supplier Information



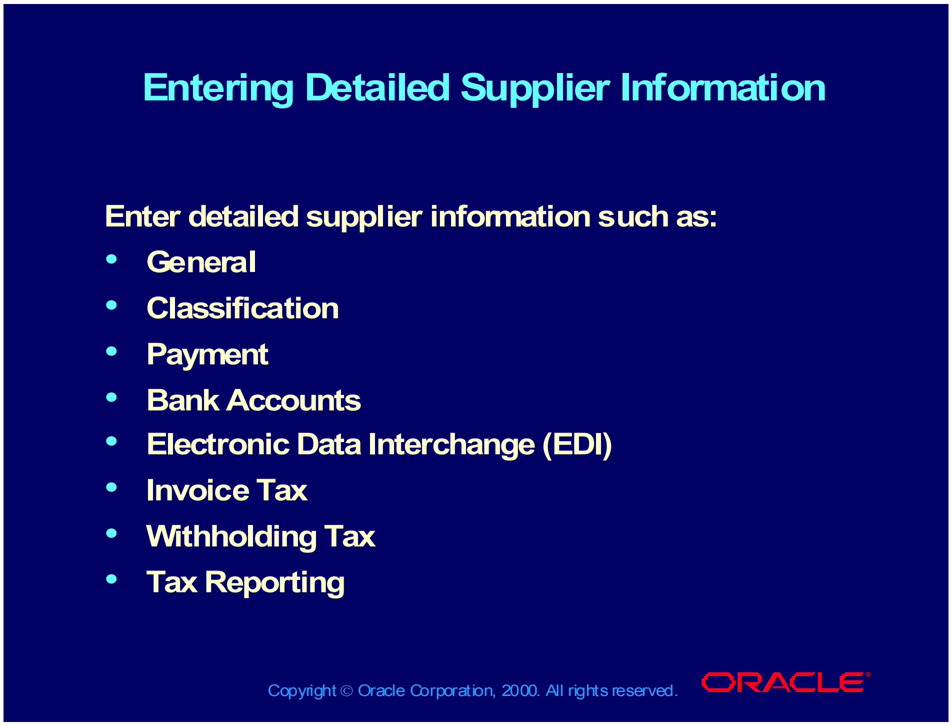
Entering Basic Supplier Information

Enter basic supplier information such as:

- Name
- Taxpayer ID
- Terms
- Supplier Type

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Header Field Reference > Suppliers and Supplier Sites Header Field Reference

Entering Detailed Supplier Information

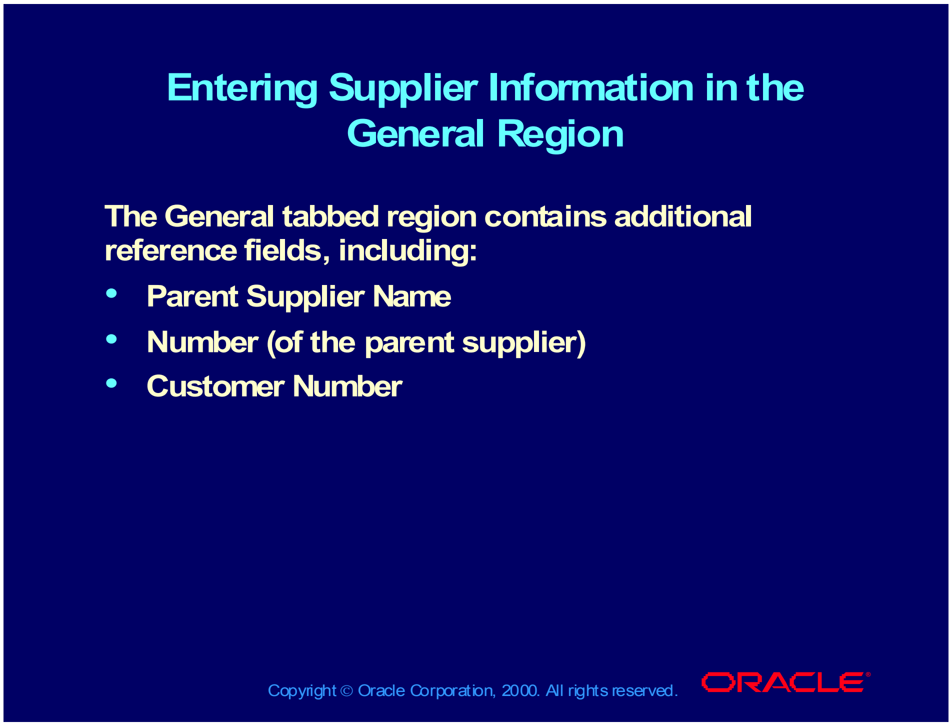


Entering Detailed Supplier Information

Enter detailed supplier information such as:

- General
- Classification
- Payment
- Bank Accounts
- Electronic Data Interchange (EDI)
- Invoice Tax
- Withholding Tax
- Tax Reporting

Entering Supplier Information in the General Region



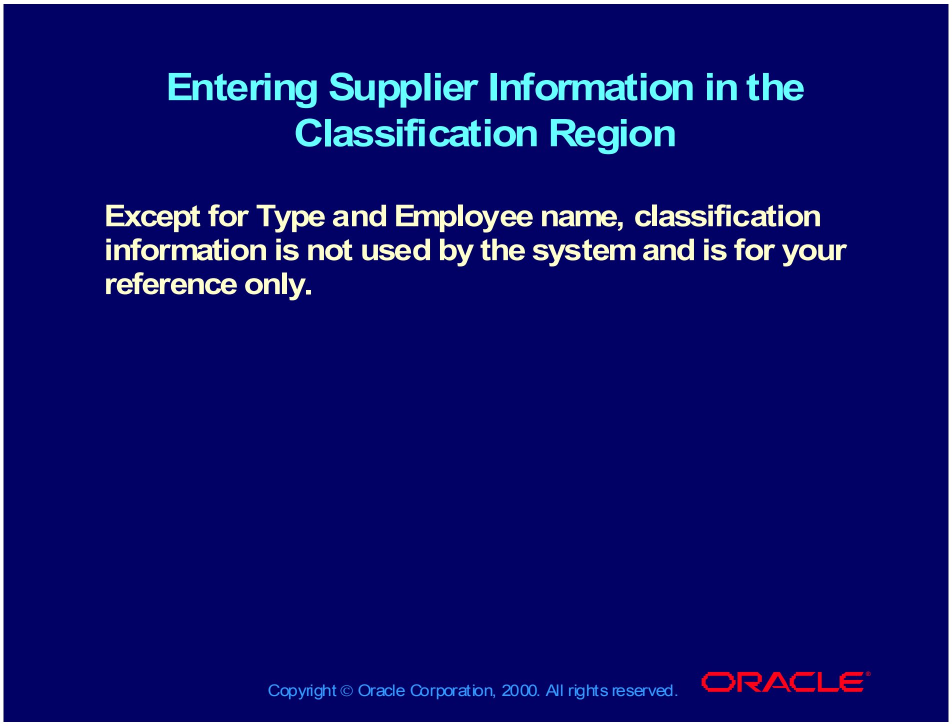
Entering Supplier Information in the General Region

The General tabbed region contains additional reference fields, including:

- Parent Supplier Name
- Number (of the parent supplier)
- Customer Number

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > General Region of the Suppliers Window

Entering Supplier Information in the Classification Region

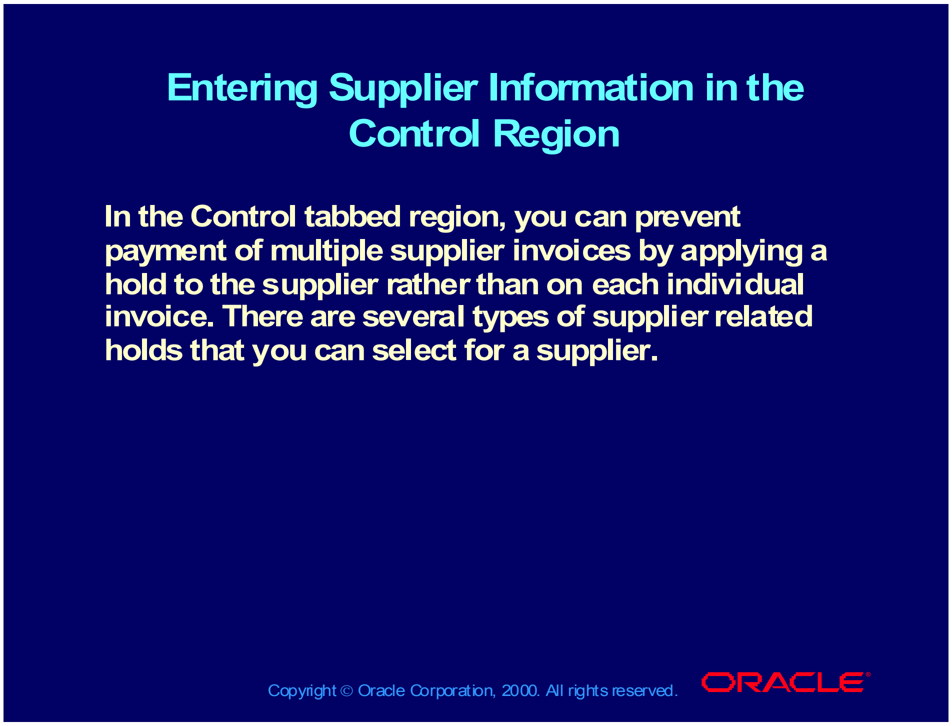


Entering Supplier Information in the Classification Region

Except for Type and Employee name, classification information is not used by the system and is for your reference only.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Classification Region of the Suppliers Window

Entering Supplier Information in the Control Region

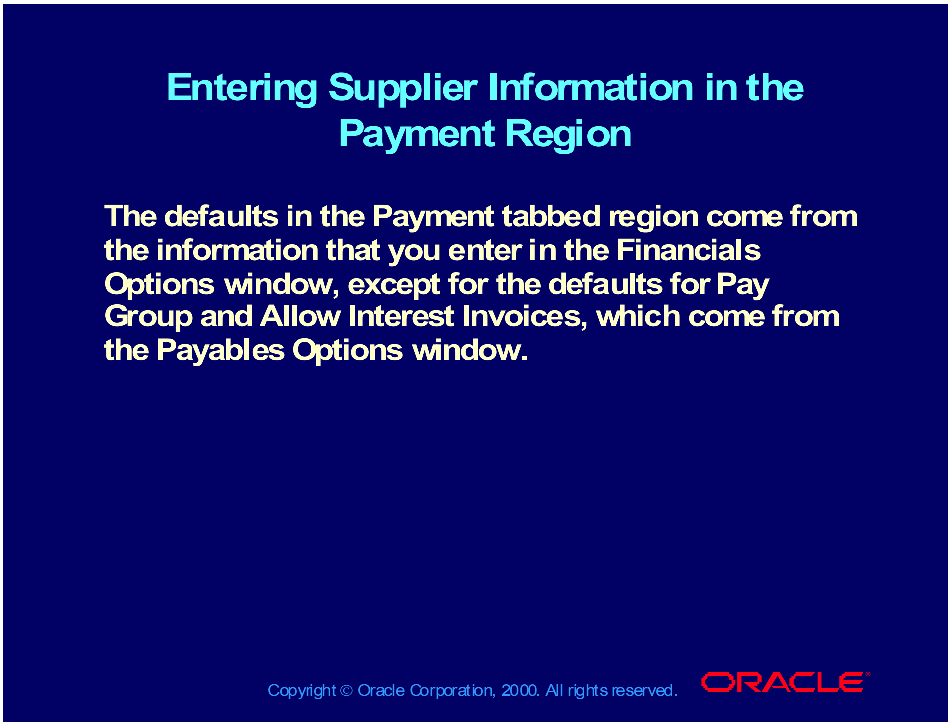


Entering Supplier Information in the Control Region

In the Control tabbed region, you can prevent payment of multiple supplier invoices by applying a hold to the supplier rather than on each individual invoice. There are several types of supplier related holds that you can select for a supplier.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Control Region of the Suppliers and Supplier Sites Windows

Entering Supplier Information in the Payment Region

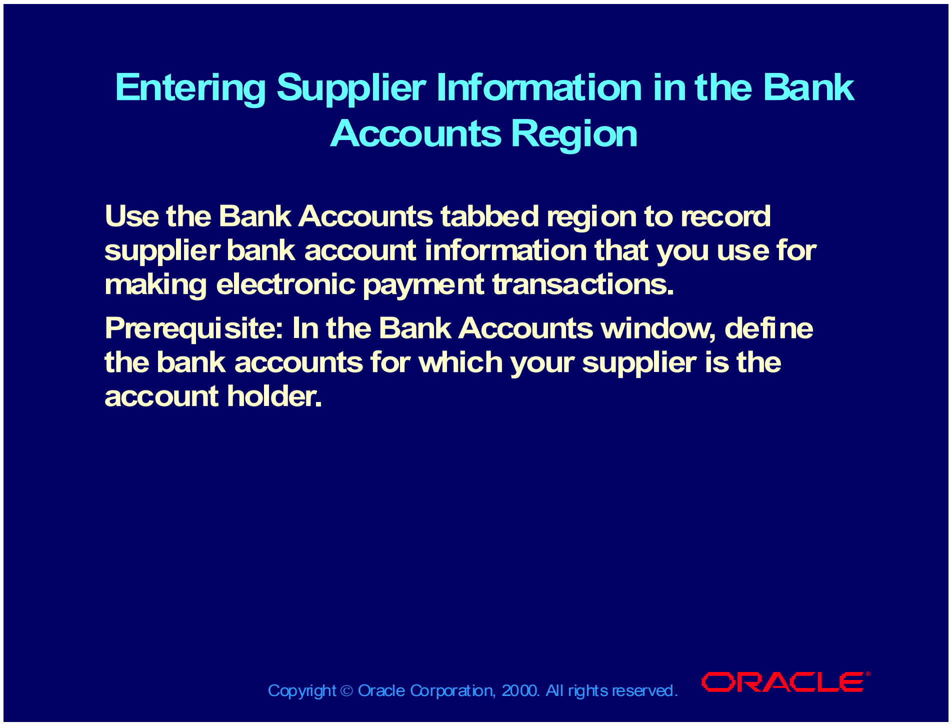


Entering Supplier Information in the Payment Region

The defaults in the Payment tabbed region come from the information that you enter in the Financials Options window, except for the defaults for Pay Group and Allow Interest Invoices, which come from the Payables Options window.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Payment Region of the Suppliers and Supplier Sites Windows

Entering Supplier Information in the Bank Accounts Region



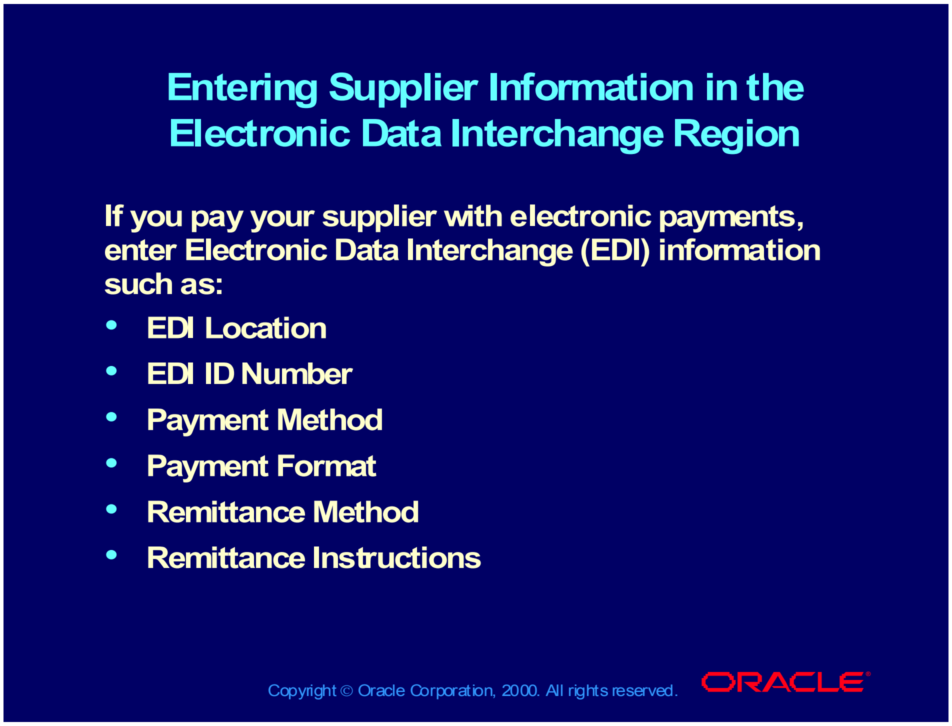
Entering Supplier Information in the Bank Accounts Region

Use the Bank Accounts tabbed region to record supplier bank account information that you use for making electronic payment transactions.

Prerequisite: In the Bank Accounts window, define the bank accounts for which your supplier is the account holder.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Bank Accounts Region of the Suppliers and Supplier Sites Windows

Entering Supplier Information in the Electronic Data Interchange Region



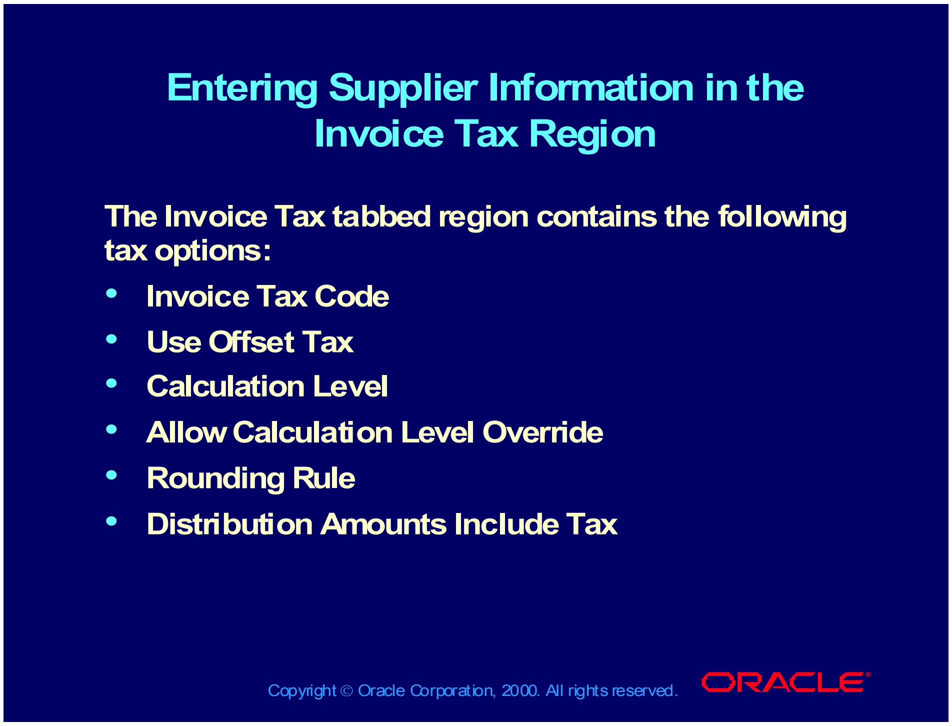
Entering Supplier Information in the Electronic Data Interchange Region

If you pay your supplier with electronic payments, enter Electronic Data Interchange (EDI) information such as:

- EDI Location
- EDI ID Number
- Payment Method
- Payment Format
- Remittance Method
- Remittance Instructions

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Electronic Data Interchange Region of the Suppliers and Supplier Sites Windows

Entering Supplier Information in the Invoice Tax Region



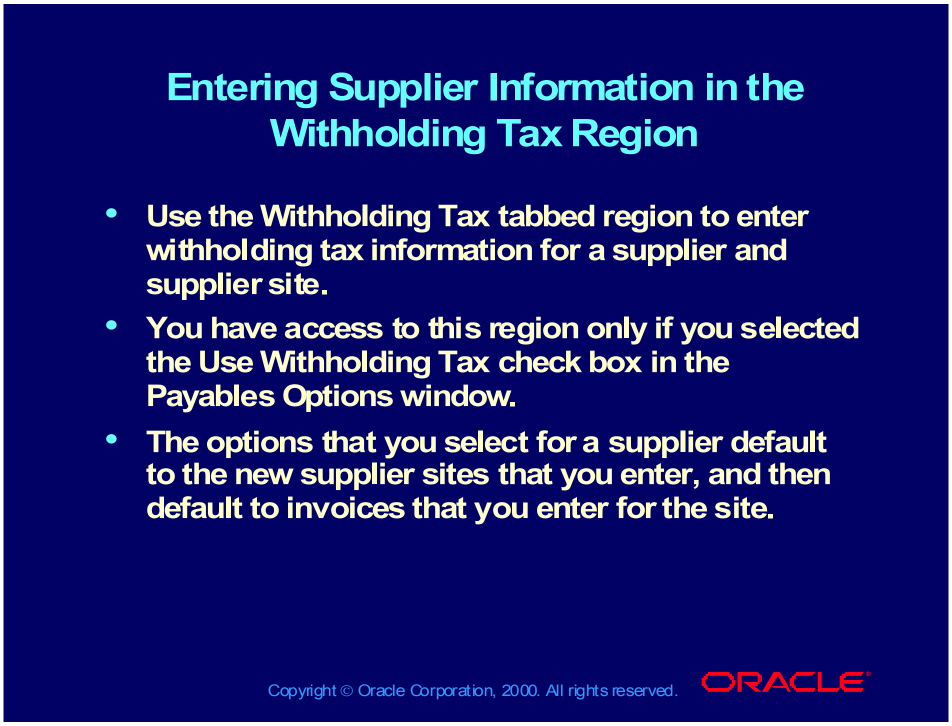
Entering Supplier Information in the Invoice Tax Region

The Invoice Tax tabbed region contains the following tax options:

- Invoice Tax Code
- Use Offset Tax
- Calculation Level
- Allow Calculation Level Override
- Rounding Rule
- Distribution Amounts Include Tax

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Invoice Tax Region of the Suppliers and Supplier Sites Windows

Entering Supplier Information in the Withholding Tax Region

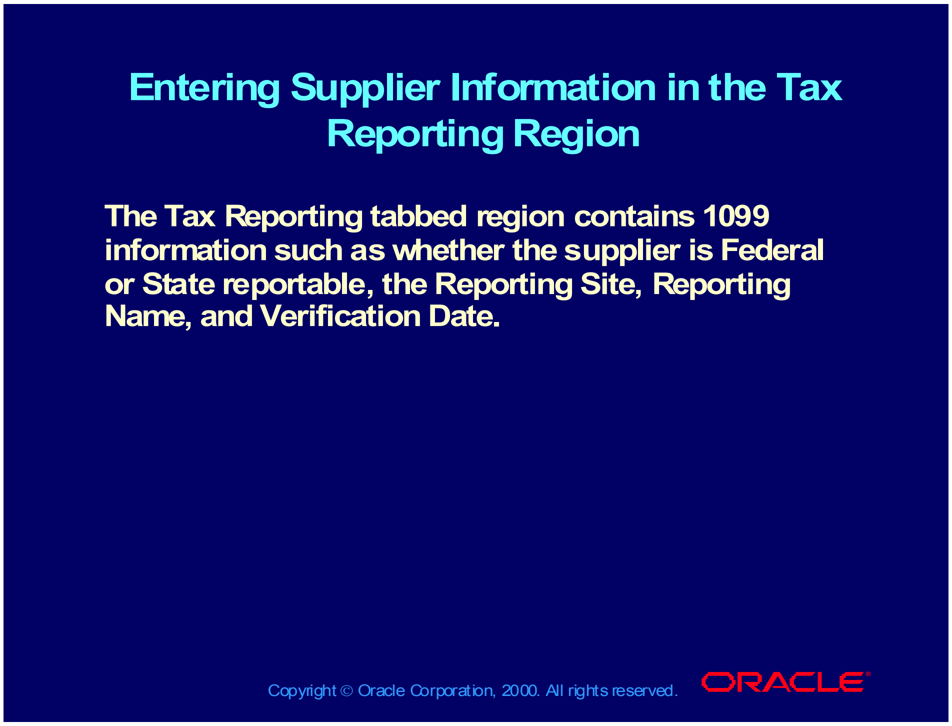


Entering Supplier Information in the Withholding Tax Region

- Use the Withholding Tax tabbed region to enter withholding tax information for a supplier and supplier site.
- You have access to this region only if you selected the Use Withholding Tax check box in the Payables Options window.
- The options that you select for a supplier default to the new supplier sites that you enter, and then default to invoices that you enter for the site.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Withholding Tax Region of the Suppliers and Supplier Sites Windows

Entering Supplier Information in the Tax Reporting Region

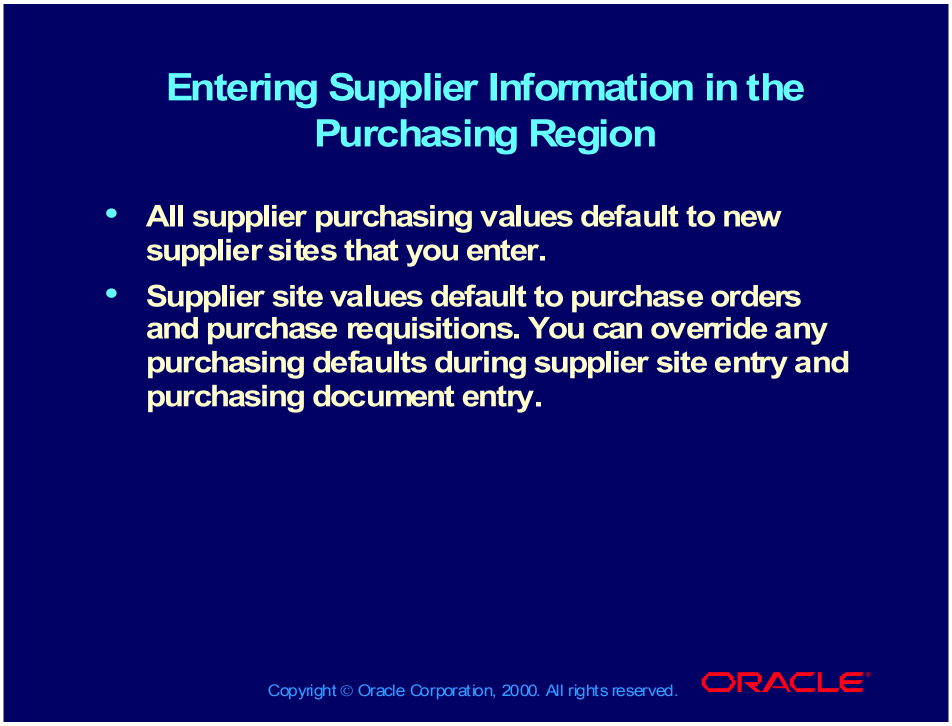


Entering Supplier Information in the Tax Reporting Region

The Tax Reporting tabbed region contains 1099 information such as whether the supplier is Federal or State reportable, the Reporting Site, Reporting Name, and Verification Date.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Tax Reporting Region of the Suppliers Window

Entering Supplier Information in the Purchasing Region

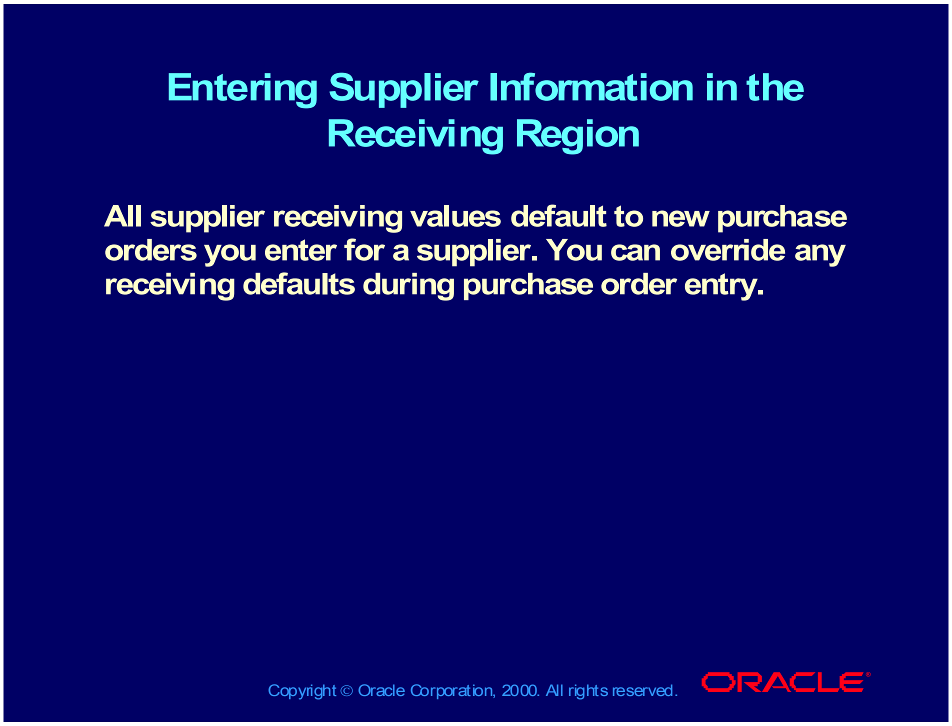


Entering Supplier Information in the Purchasing Region

- All supplier purchasing values default to new supplier sites that you enter.
- Supplier site values default to purchase orders and purchase requisitions. You can override any purchasing defaults during supplier site entry and purchasing document entry.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Purchasing Region of the Suppliers and Supplier Sites Windows

Entering Supplier Information in the Receiving Region

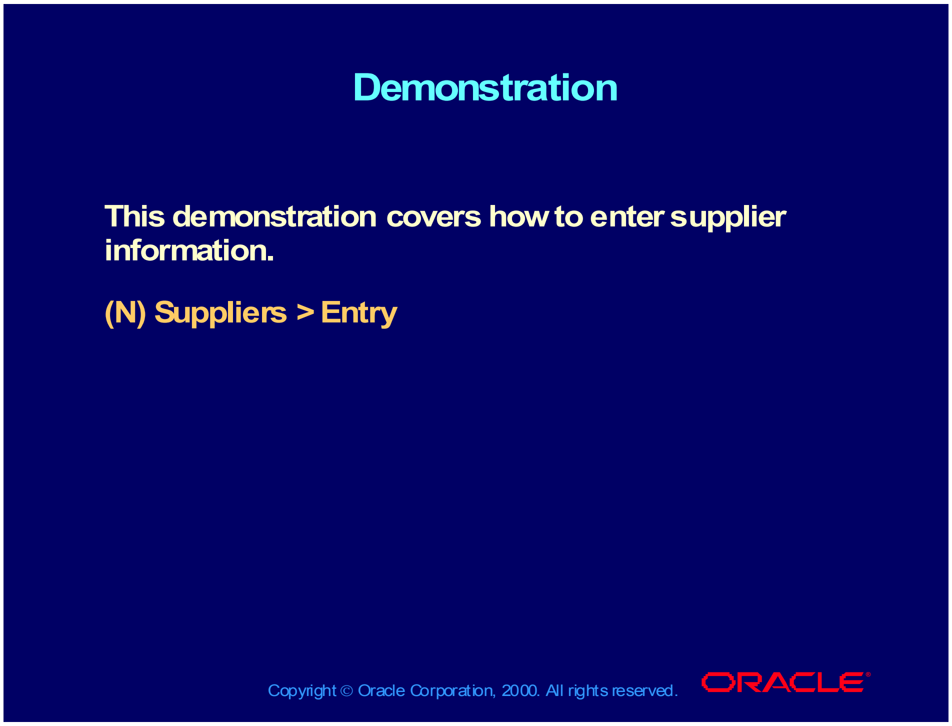


Entering Supplier Information in the Receiving Region

All supplier receiving values default to new purchase orders you enter for a supplier. You can override any receiving defaults during purchase order entry.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Receiving Region of the Suppliers and Supplier Sites Windows

Demonstration

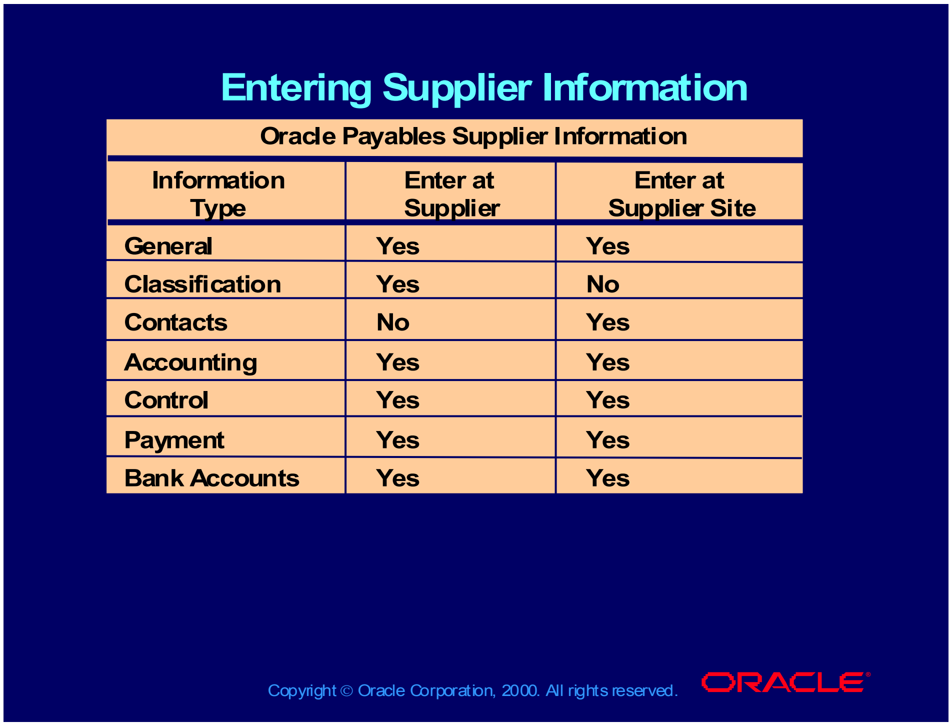


Demonstration

This demonstration covers how to enter supplier information.

(N) Suppliers > Entry

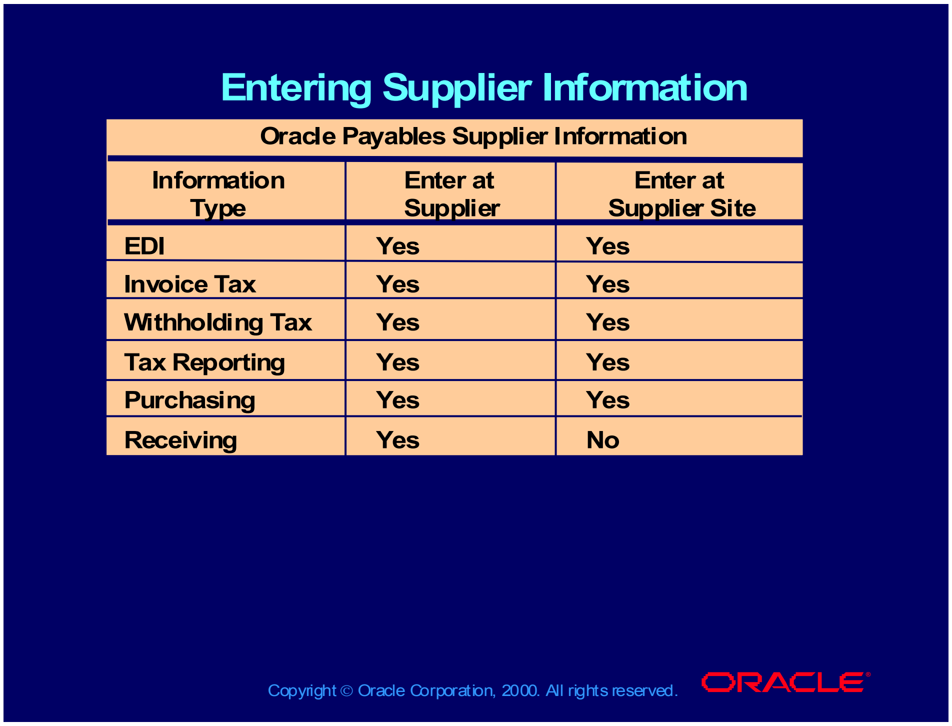
Entering Supplier Information



Entering Supplier Information

Oracle Payables Supplier Information		
Information Type	**Enter at Supplier**	**Enter at Supplier Site**
General	Yes	Yes
Classification	Yes	No
Contacts	No	Yes
Accounting	Yes	Yes
Control	Yes	Yes
Payment	Yes	Yes
Bank Accounts	Yes	Yes

Entering Supplier Information

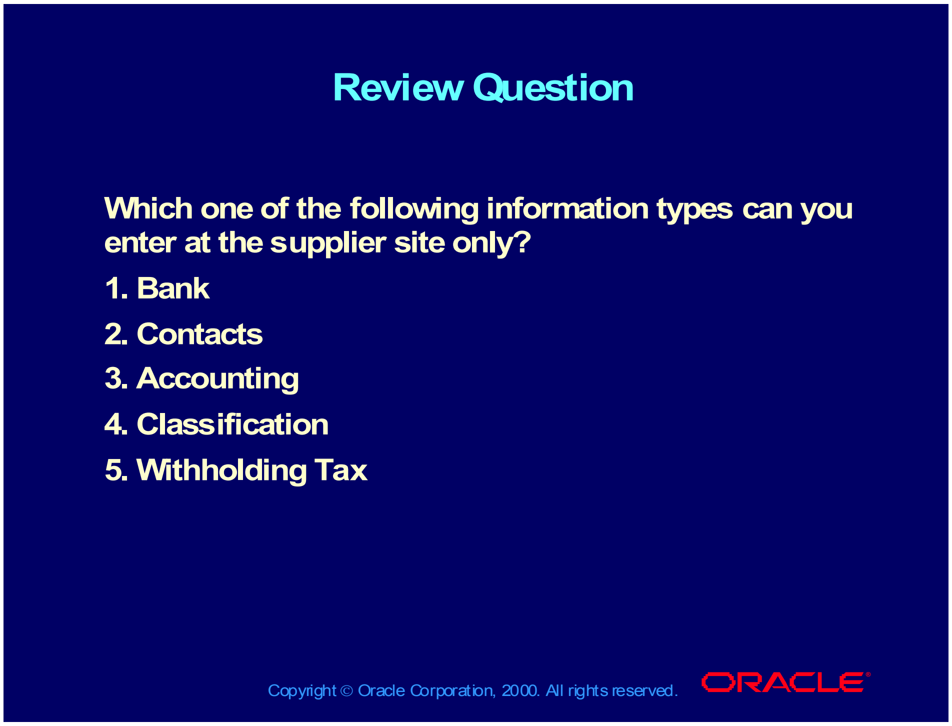


Entering Supplier Information

Oracle Payables Supplier Information

Information Type	Enter at Supplier	Enter at Supplier Site
EDI	Yes	Yes
Invoice Tax	Yes	Yes
Withholding Tax	Yes	Yes
Tax Reporting	Yes	Yes
Purchasing	Yes	Yes
Receiving	Yes	No

Review Question

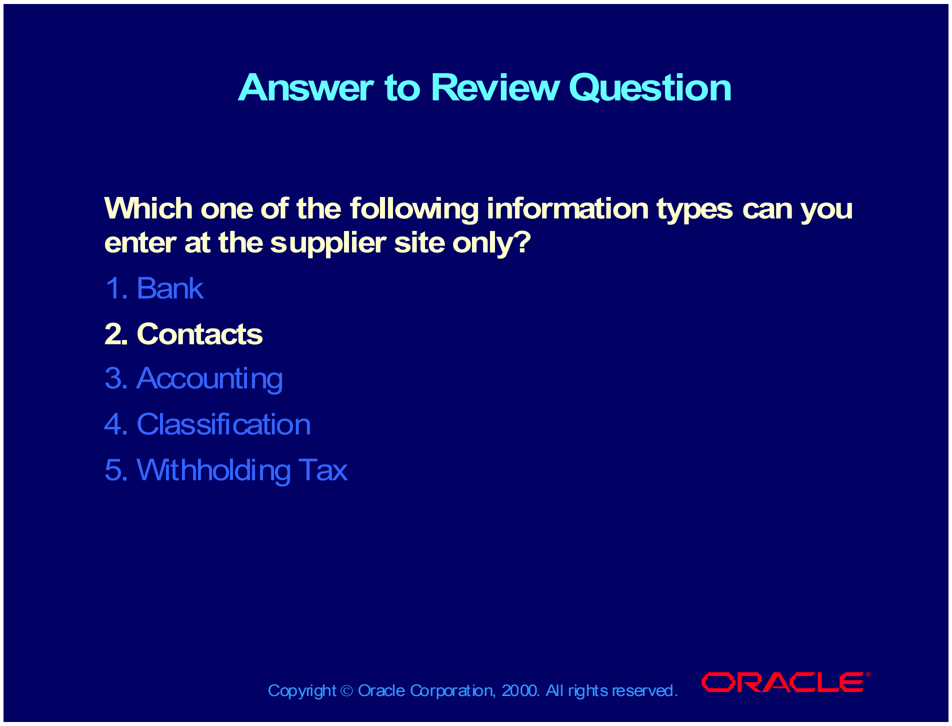


Review Question

Which one of the following information types can you enter at the supplier site only?

1. Bank
2. Contacts
3. Accounting
4. Classification
5. Withholding Tax

Answer to Review Question

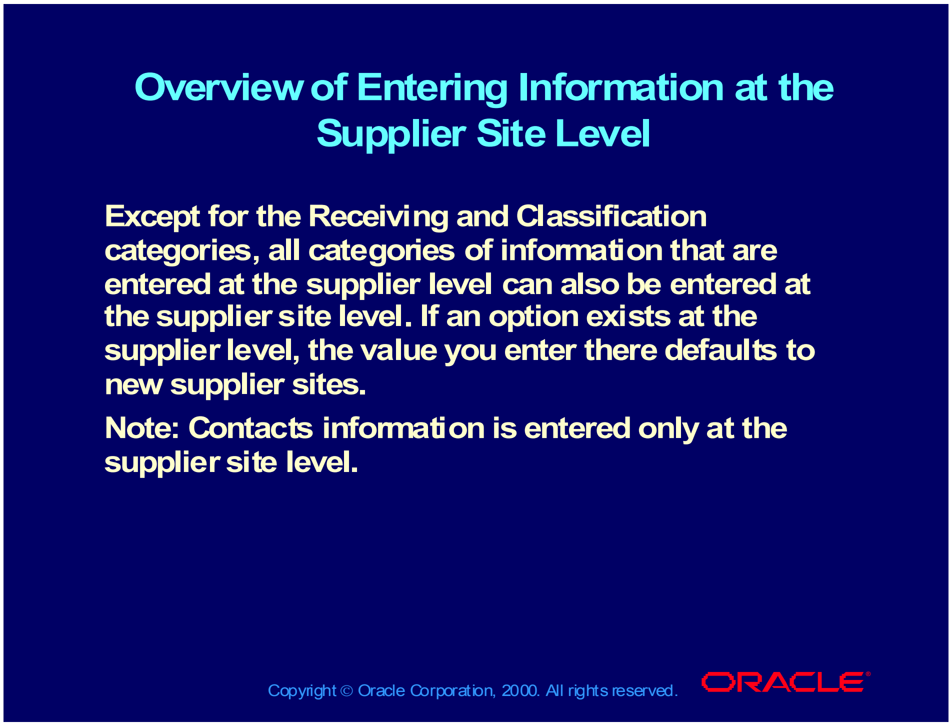


Answer to Review Question

Which one of the following information types can you enter at the supplier site only?

1. Bank
2. **Contacts**
3. Accounting
4. Classification
5. Withholding Tax

Overview of Entering Information at the Supplier Site Level



Overview of Entering Information at the Supplier Site Level

Except for the Receiving and Classification categories, all categories of information that are entered at the supplier level can also be entered at the supplier site level. If an option exists at the supplier level, the value you enter there defaults to new supplier sites.

Note: Contacts information is entered only at the supplier site level.

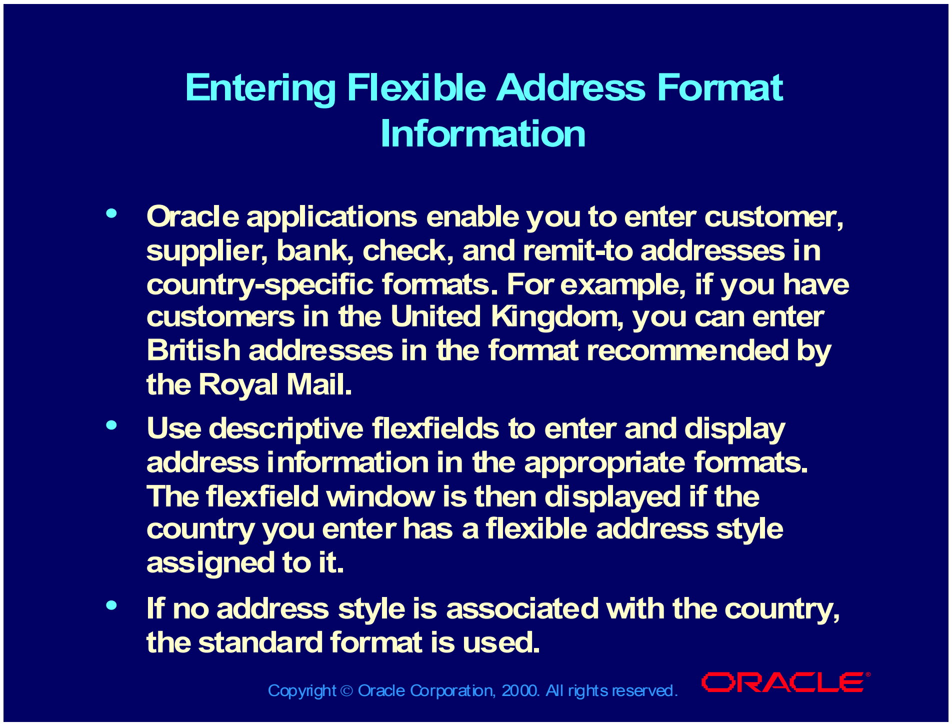
Entering Detailed Supplier Site Information

Entering Detailed Supplier Site Information

Enter detailed supplier site information such as:

- Site uses and telephone numbers
- Site addresses

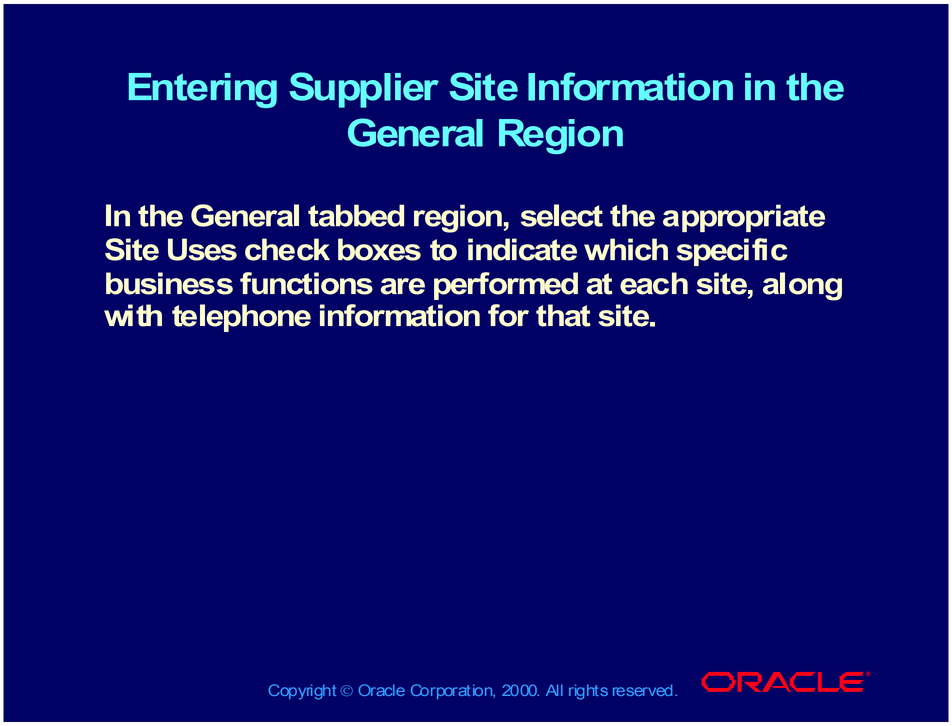
Entering Flexible Address Format Information



Entering Flexible Address Format Information

- Oracle applications enable you to enter customer, supplier, bank, check, and remit-to addresses in country-specific formats. For example, if you have customers in the United Kingdom, you can enter British addresses in the format recommended by the Royal Mail.
- Use descriptive flexfields to enter and display address information in the appropriate formats. The flexfield window is then displayed if the country you enter has a flexible address style assigned to it.
- If no address style is associated with the country, the standard format is used.

Entering Supplier Site Information in the General Region

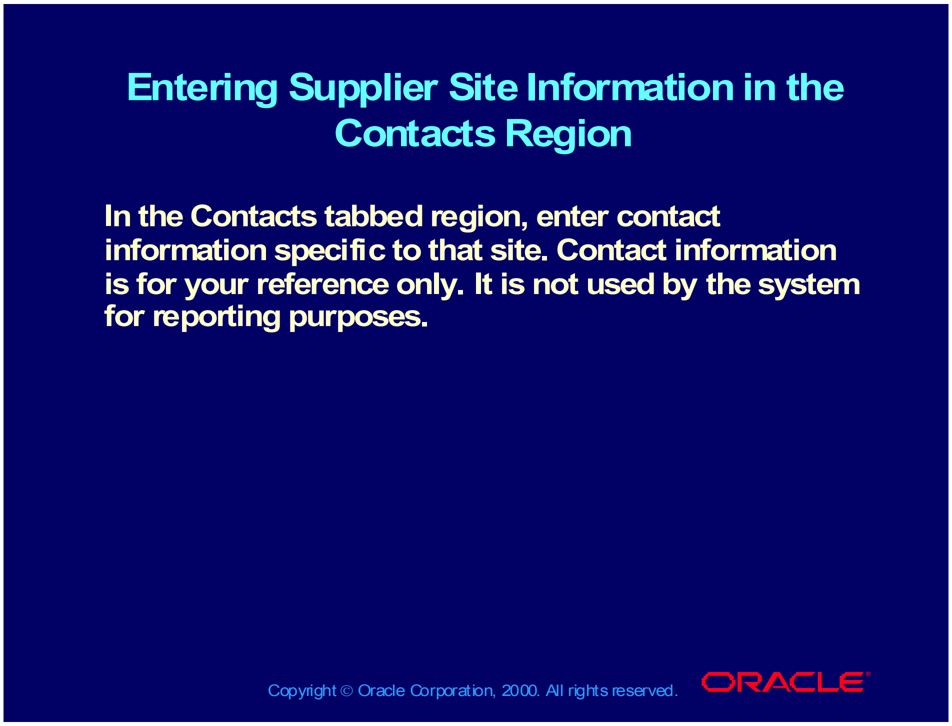


Entering Supplier Site Information in the General Region

In the General tabbed region, select the appropriate Site Uses check boxes to indicate which specific business functions are performed at each site, along with telephone information for that site.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > General Region of the Supplier Sites Window

Entering Supplier Site Information in the Contacts Region

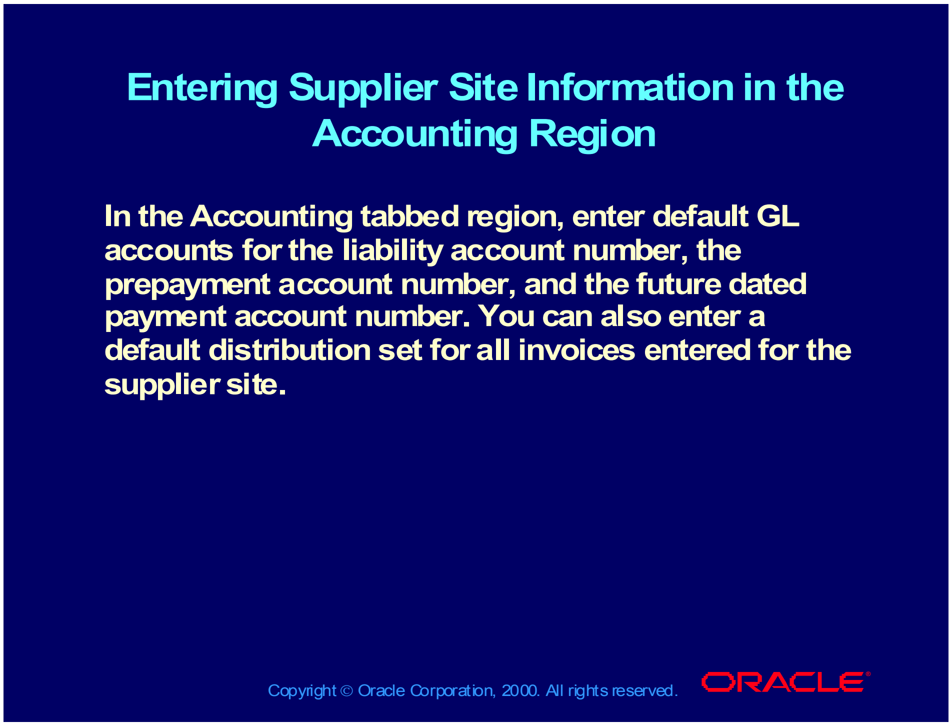


Entering Supplier Site Information in the Contacts Region

In the Contacts tabbed region, enter contact information specific to that site. Contact information is for your reference only. It is not used by the system for reporting purposes.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Contacts Region of the Suppliers and Supplier Sites Windows

Entering Supplier Site Information in the Accounting Region

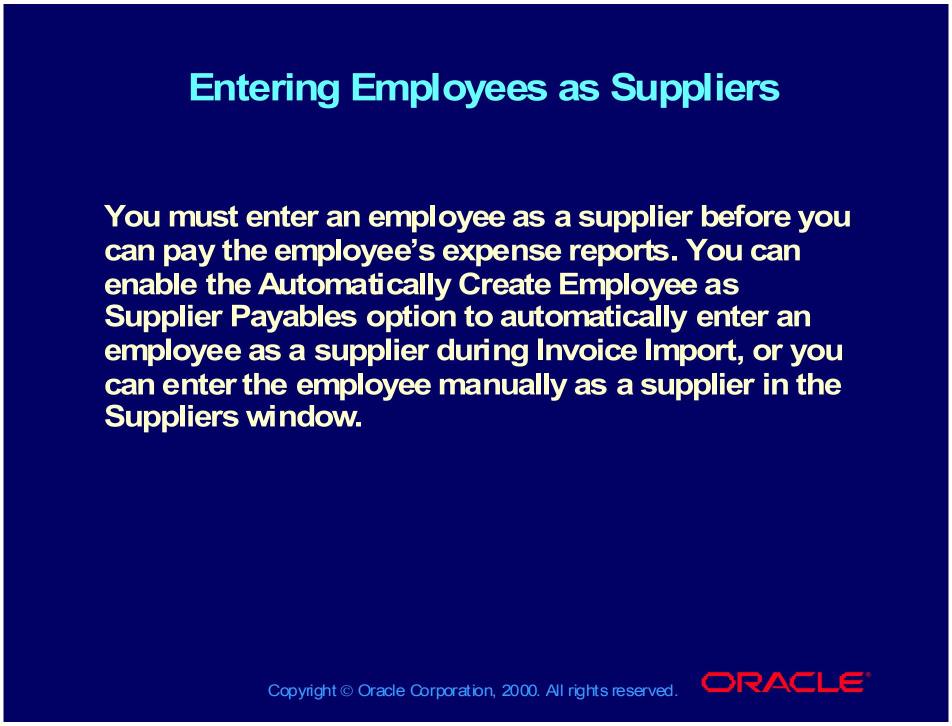


Entering Supplier Site Information in the Accounting Region

In the Accounting tabbed region, enter default GL accounts for the liability account number, the prepayment account number, and the future dated payment account number. You can also enter a default distribution set for all invoices entered for the supplier site.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Suppliers and Supplier Sites Window Reference > Accounting Region of the Suppliers and Supplier Sites Windows

Entering Employees as Suppliers

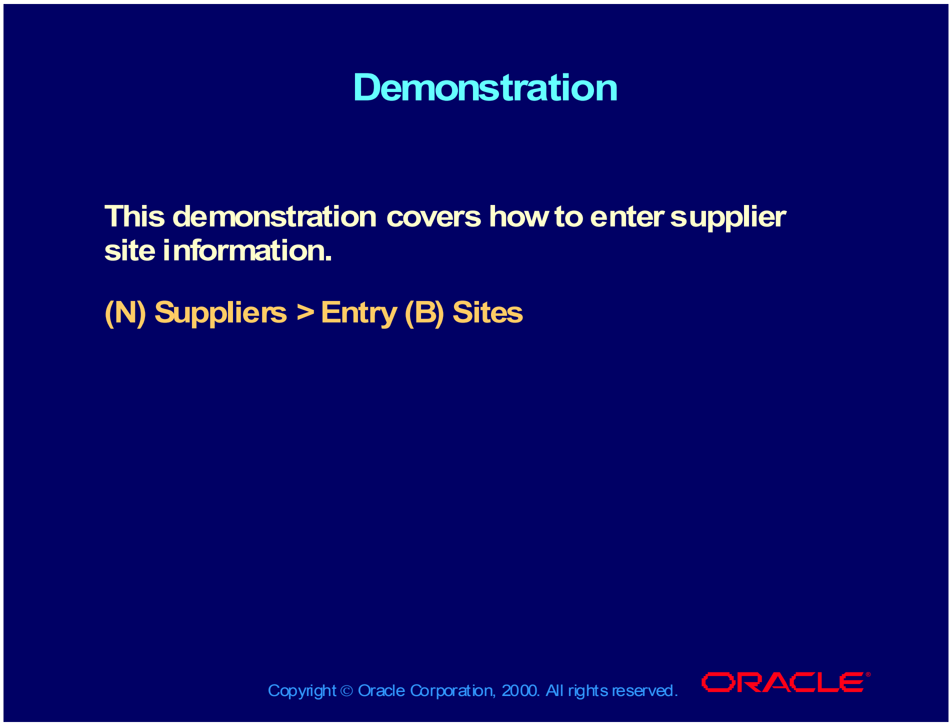


Entering Employees as Suppliers

You must enter an employee as a supplier before you can pay the employee’s expense reports. You can enable the Automatically Create Employee as Supplier Payables option to automatically enter an employee as a supplier during Invoice Import, or you can enter the employee manually as a supplier in the Suppliers window.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > About Suppliers > Entering Employees as Suppliers

Demonstration

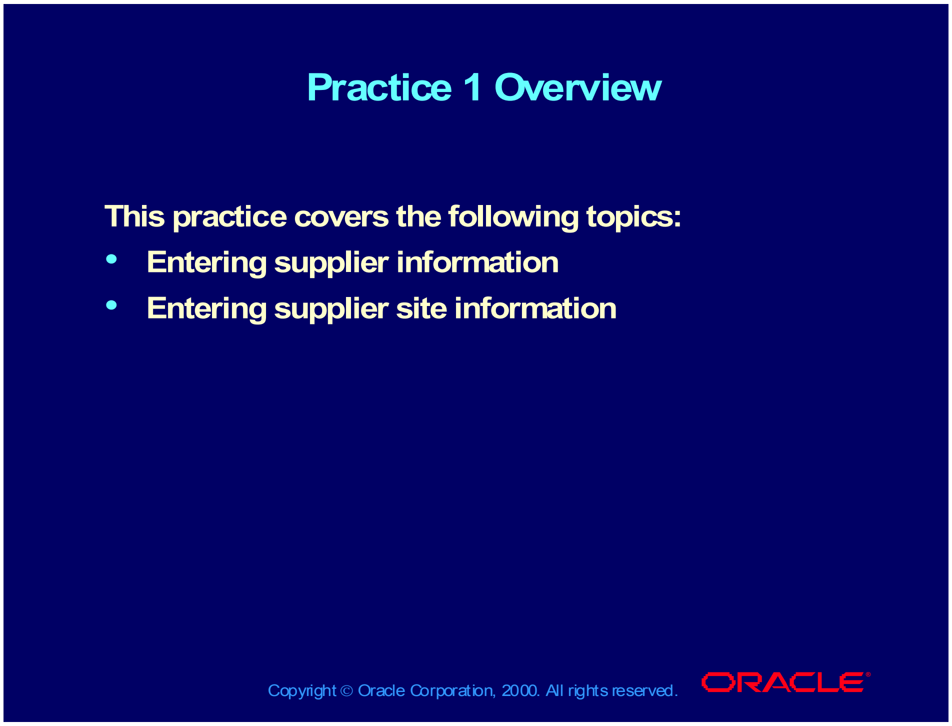


Demonstration

This demonstration covers how to enter supplier site information.

(N) Suppliers > Entry (B) Sites

Practice 1 Overview

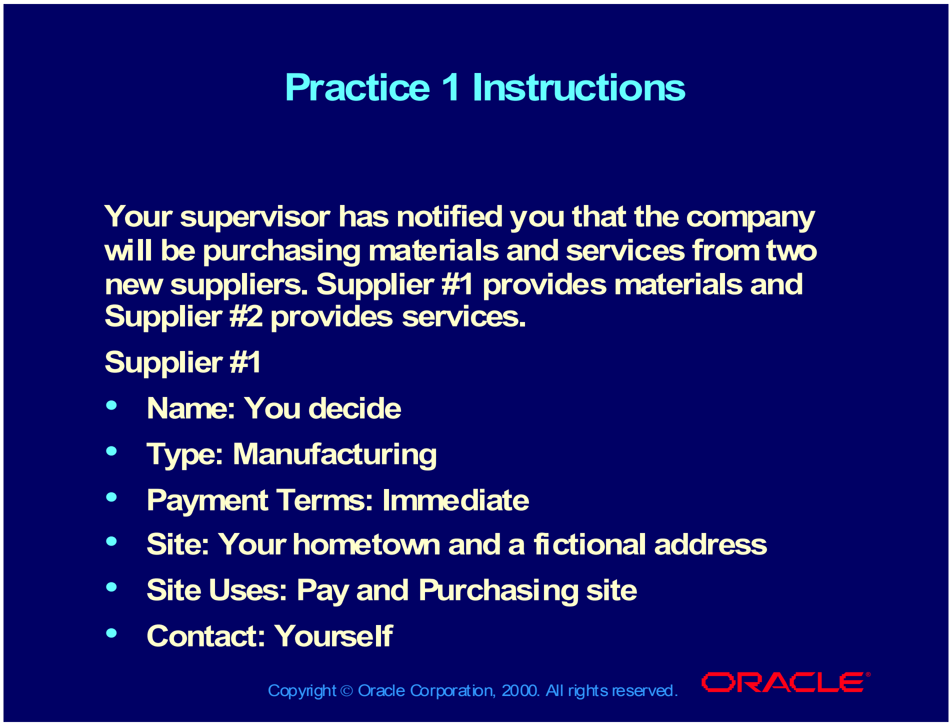


Practice 1 Overview

This practice covers the following topics:

- Entering supplier information
- Entering supplier site information

Practice 1 Instructions



Practice 1 Instructions

Your supervisor has notified you that the company will be purchasing materials and services from two new suppliers. Supplier #1 provides materials and Supplier #2 provides services.

Supplier #1

- **Name: You decide**
- **Type: Manufacturing**
- **Payment Terms: Immediate**
- **Site: Your hometown and a fictional address**
- **Site Uses: Pay and Purchasing site**
- **Contact: Yourself**

Practice 1 Solutions

1. Navigate to the Suppliers window.

(N) Suppliers >Entry

2. Enter your supplier name.

3. In the Classification tabbed region, enter the supplier type.

4. In the Payments tabbed region, enter the payment terms for your supplier.

5. Navigate to the Supplier Sites window.

(B) Sites

6. Enter your supplier site name and address.

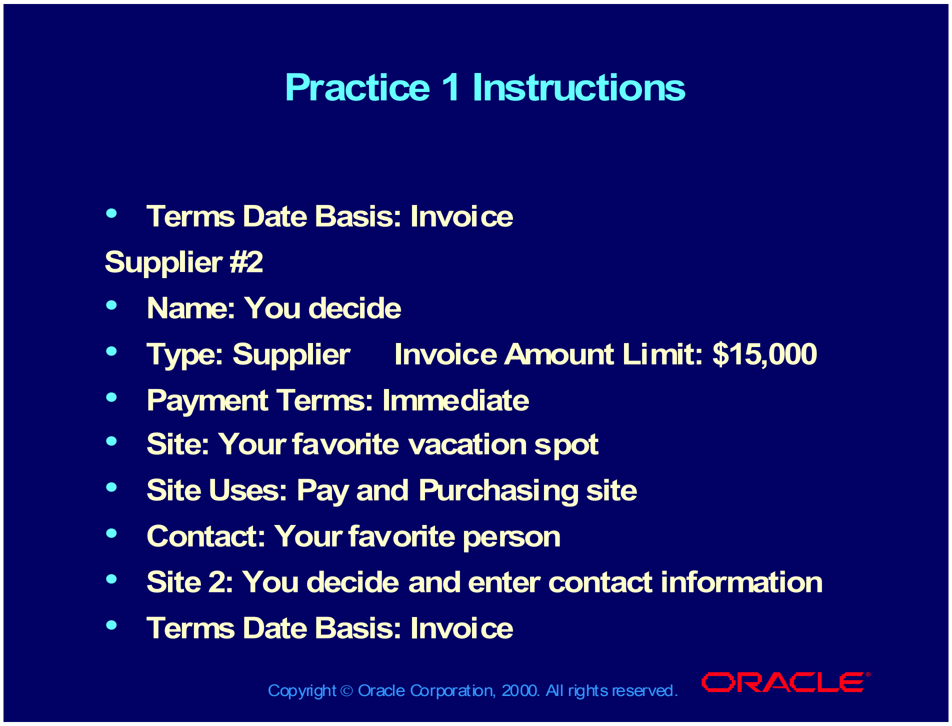
7. In the Contacts tabbed region, enter the contact information.

8. Save your work.

9. Repeat the above steps to create the second supplier.

10. To set the invoice limit amount for supplier #2, in the Control tabbed region of the Suppliers window, enter the limit amount.

Practice 1 Instructions



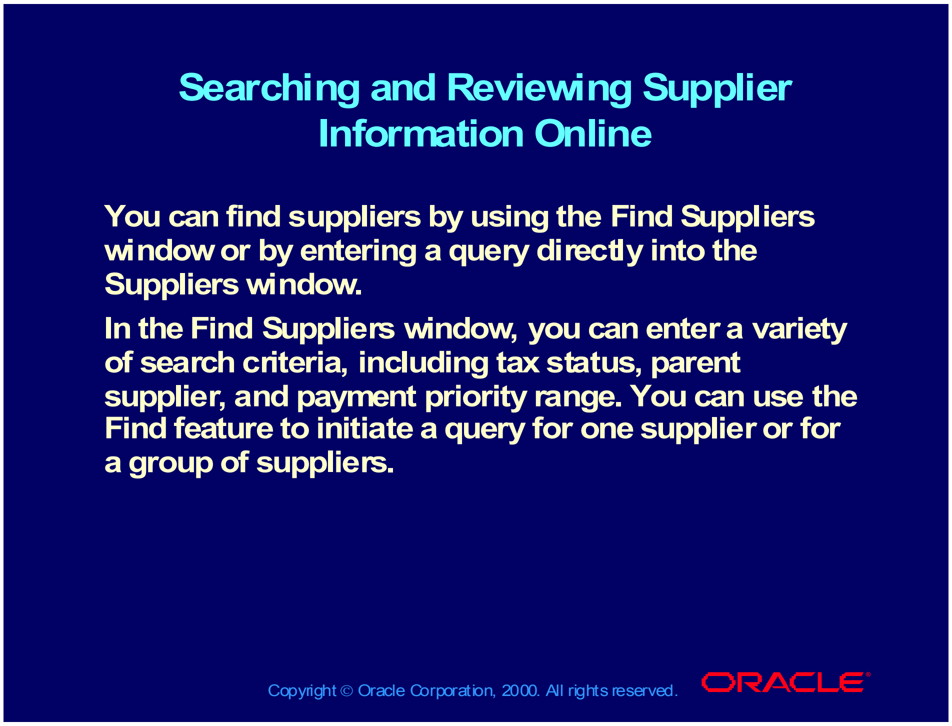
Practice 1 Instructions

- Terms Date Basis: Invoice

Supplier #2

- Name: You decide
- Type: Supplier   Invoice Amount Limit: $15,000
- Payment Terms: Immediate
- Site: Your favorite vacation spot
- Site Uses: Pay and Purchasing site
- Contact: Your favorite person
- Site 2: You decide and enter contact information
- Terms Date Basis: Invoice

Searching and Reviewing Supplier Information Online



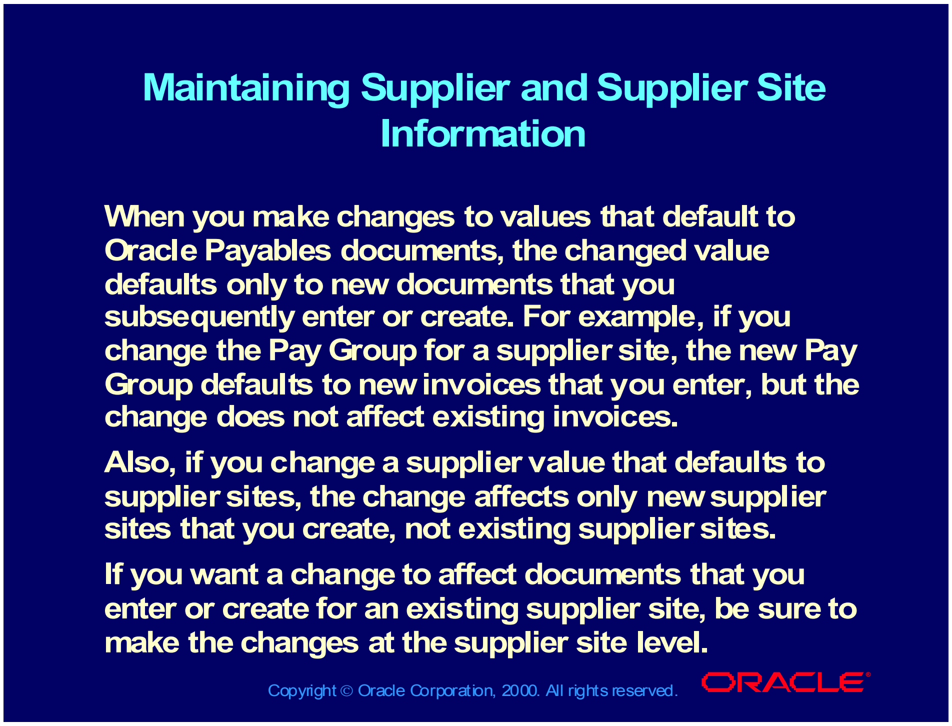
Searching and Reviewing Supplier Information Online

You can find suppliers by using the Find Suppliers window or by entering a query directly into the Suppliers window.

In the Find Suppliers window, you can enter a variety of search criteria, including tax status, parent supplier, and payment priority range. You can use the Find feature to initiate a query for one supplier or for a group of suppliers.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Reviewing and Adjusting Suppliers

Maintaining Supplier and Supplier Site Information



Maintaining Supplier and Supplier Site Information

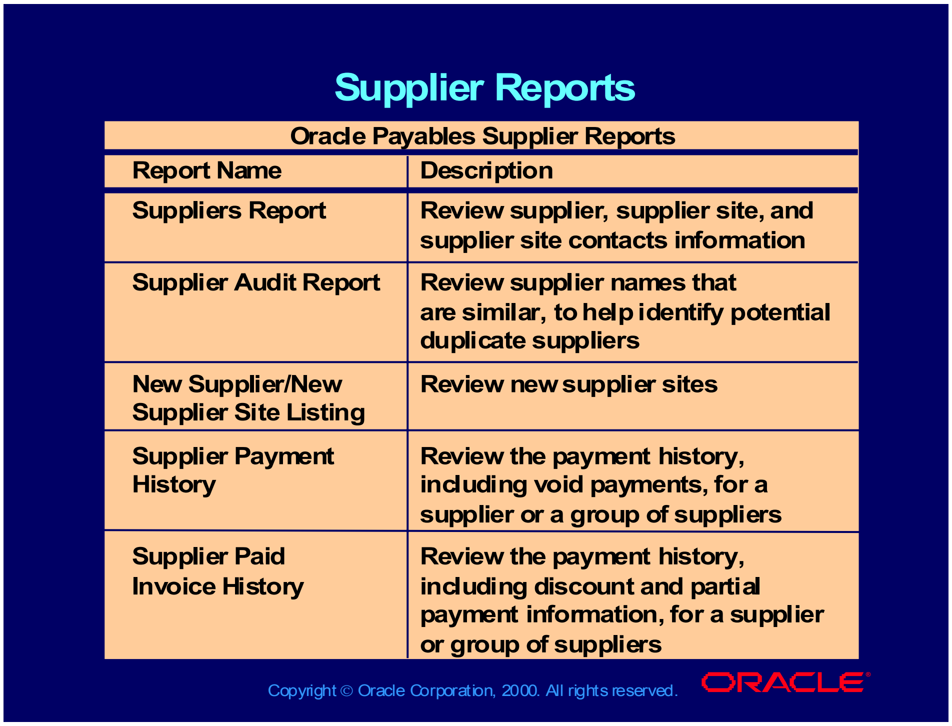
When you make changes to values that default to Oracle Payables documents, the changed value defaults only to new documents that you subsequently enter or create. For example, if you change the Pay Group for a supplier site, the new Pay Group defaults to new invoices that you enter, but the change does not affect existing invoices.

Also, if you change a supplier value that defaults to supplier sites, the change affects only new supplier sites that you create, not existing supplier sites.

If you want a change to affect documents that you enter or create for an existing supplier site, be sure to make the changes at the supplier site level.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Adjusting Suppliers

Supplier Reports

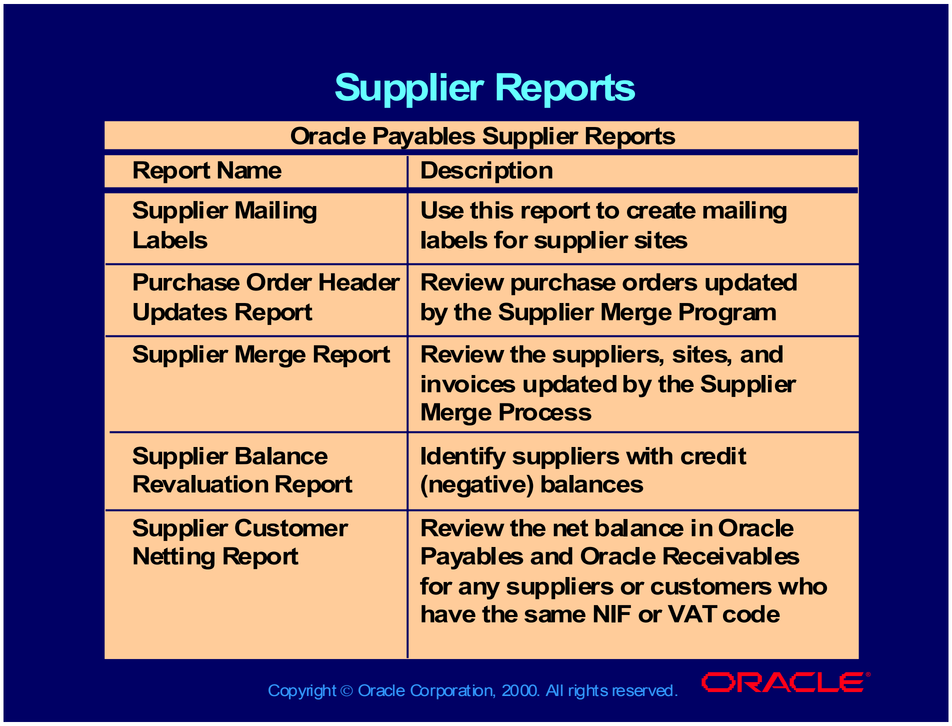


Supplier Reports

Oracle Payables Supplier Reports	
Report Name	**Description**
Suppliers Report	Review supplier, supplier site, and supplier site contacts information
Supplier Audit Report	Review supplier names that are similar, to help identify potential duplicate suppliers
New Supplier/New Supplier Site Listing	Review new supplier sites
Supplier Payment History	Review the payment history, including void payments, for a supplier or a group of suppliers
Supplier Paid Invoice History	Review the payment history, including discount and partial payment information, for a supplier or group of suppliers

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Supplier Reports

Supplier Reports

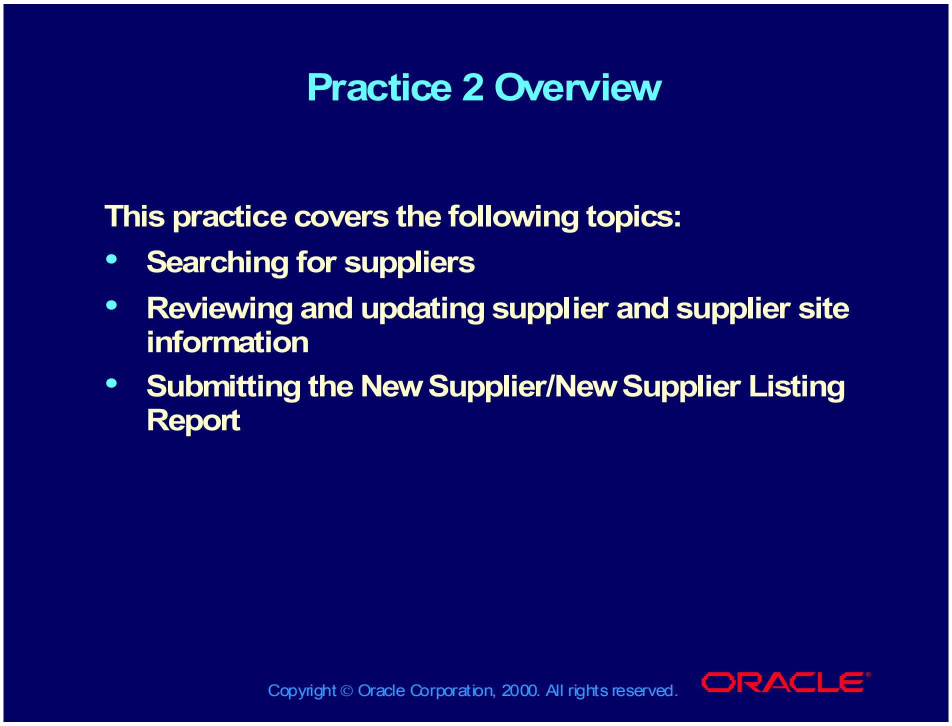


Supplier Reports

Oracle Payables Supplier Reports

Report Name	Description
Supplier Mailing Labels	Use this report to create mailing labels for supplier sites
Purchase Order Header Updates Report	Review purchase orders updated by the Supplier Merge Program
Supplier Merge Report	Review the suppliers, sites, and invoices updated by the Supplier Merge Process
Supplier Balance Revaluation Report	Identify suppliers with credit (negative) balances
Supplier Customer Netting Report	Review the net balance in Oracle Payables and Oracle Receivables for any suppliers or customers who have the same NIF or VAT code

Practice 2 Overview

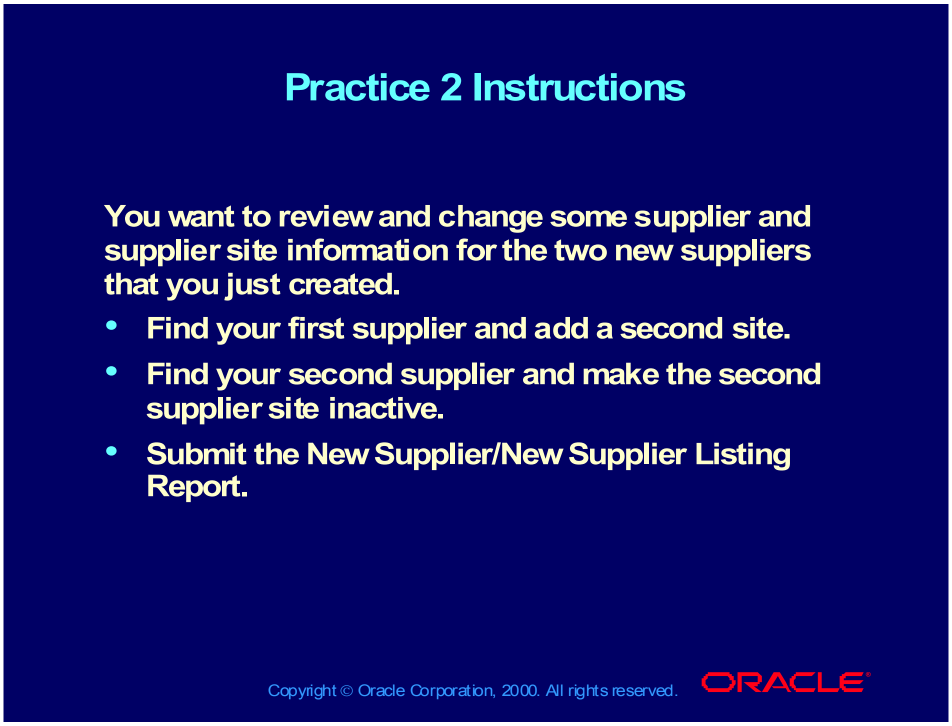


Practice 2 Overview

This practice covers the following topics:

- Searching for suppliers
- Reviewing and updating supplier and supplier site information
- Submitting the New Supplier/New Supplier Listing Report

Practice 2 Instructions



Practice 2 Instructions

You want to review and change some supplier and supplier site information for the two new suppliers that you just created.

- **Find your first supplier and add a second site.**
- **Find your second supplier and make the second supplier site inactive.**
- **Submit the New Supplier/New Supplier Listing Report.**

Practice 2 Solutions

Step 1: Search for the first supplier and add a new site

1. Navigate to the Suppliers window.

(N) Suppliers >Entry

2. Click on the Find icon from the Toolbar or select Find from the View menu.
3. Enter the search criteria for the supplier name that you previously entered.
4. Select the Find button in the Find Suppliers window.
5. To add a new site, navigate to the Supplier Sites window.

(B) Sites

6. Insert a new record by selecting the New icon.
7. Enter your new supplier site name and address.
8. In the Contacts region, enter the contact information.
9. Save your work.
10. Review the information in the other tabbed regions of the Supplier Sites window.

Step 2: Search for the second supplier and inactivate the second site

1. Remain in the Suppliers window.
2. Click on the Find icon from the Toolbar or select Find from the View menu.
3. Enter the search criteria for the second supplier that you previously entered.
4. Select the Find button in the Find Suppliers window.

5. Select the Sites button. Oracle Payables opens the Supplier Sites window.
6. Choose the second site.
7. In the Inactivate On field, enter today's date.
8. Save your work.

Step 3: Submit the New Supplier/New Supplier Site Listing report

1. Navigate to the Submit Request window.

(N) Other > Requests > Run > (B) Single Request (B) OK

2. In the Name field, enter New Supplier/New Supplier Site Listing.
3. In the Parameters window, enter:

- Start Date: Today's date
- List Suppliers or Sites?: New Suppliers
- Order By: Supplier Name

•4. Click OK.

•5. Choose Submit. Note your Request ID ______________.

•6. Review the report by navigating to the Requests window.

•(N) Other > Requests > View

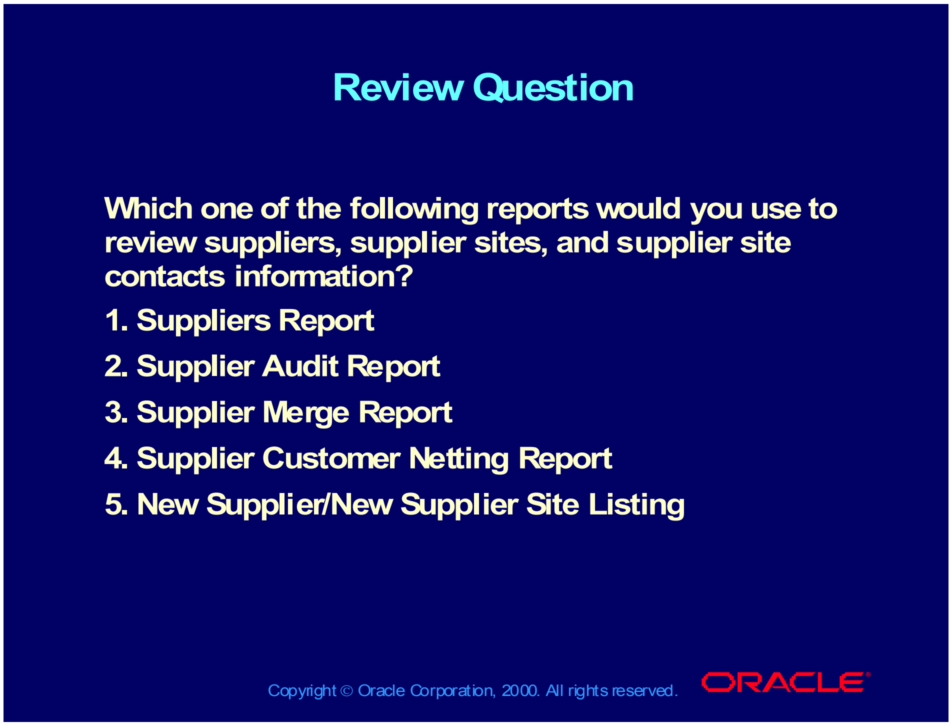
•7. Select the Specific Requests button.

•8. Enter your request ID in the Request ID field.

•9. Choose the Find button.

•10. Once the report is completed, select the View Output button to see the report.

Review Question

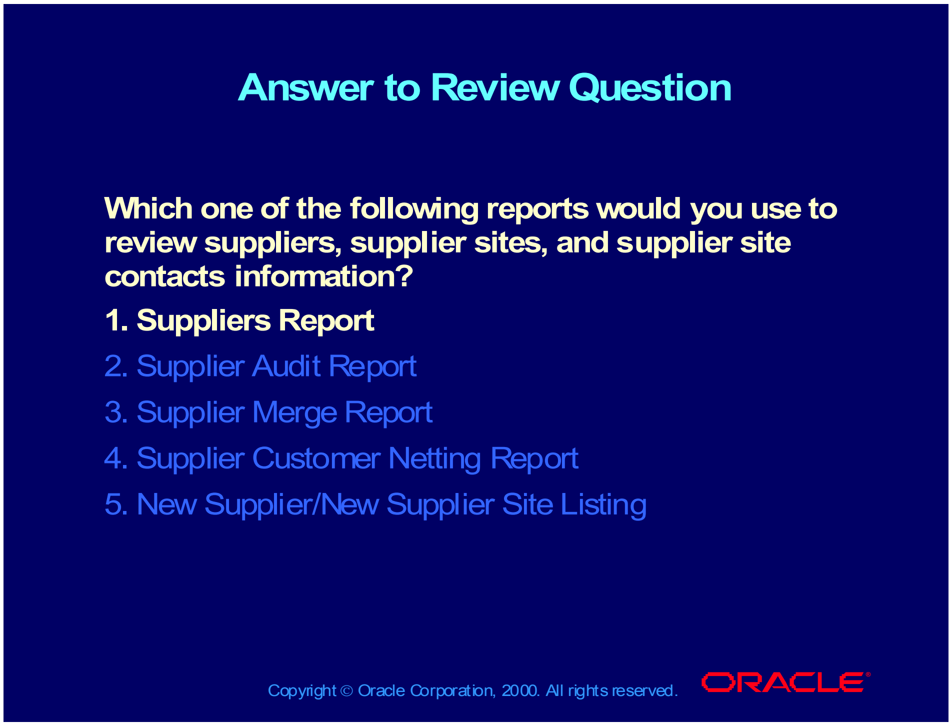


Review Question

Which one of the following reports would you use to review suppliers, supplier sites, and supplier site contacts information?

1. **Suppliers Report**
2. **Supplier Audit Report**
3. **Supplier Merge Report**
4. **Supplier Customer Netting Report**
5. **New Supplier/New Supplier Site Listing**

Answer to Review Question



Answer to Review Question

Which one of the following reports would you use to review suppliers, supplier sites, and supplier site contacts information?

1. Suppliers Report

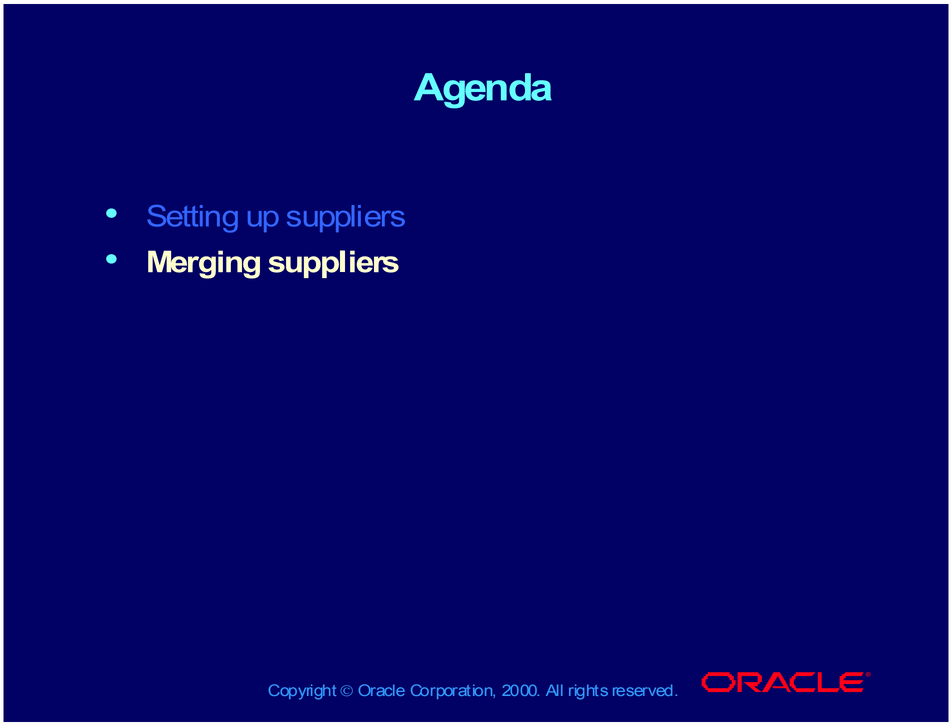
2. Supplier Audit Report

3. Supplier Merge Report

4. Supplier Customer Netting Report

5. New Supplier/New Supplier Site Listing

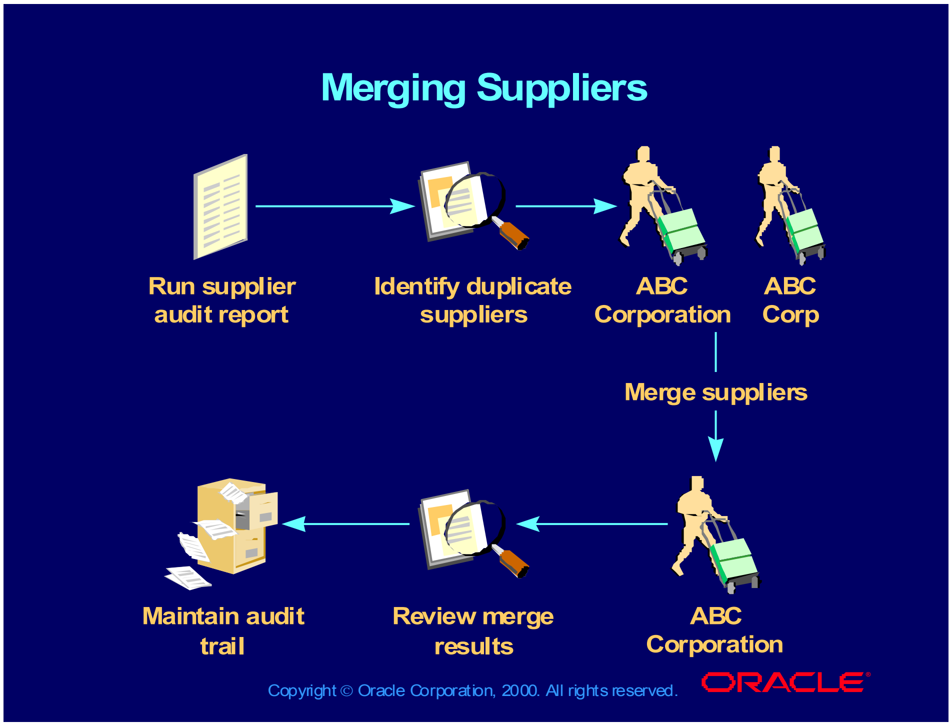
Agenda



Agenda

- Setting up suppliers
- **Merging suppliers**

Merging Suppliers



Merging Suppliers

Run supplier audit report

Identify duplicate suppliers

ABC Corporation

ABC Corp

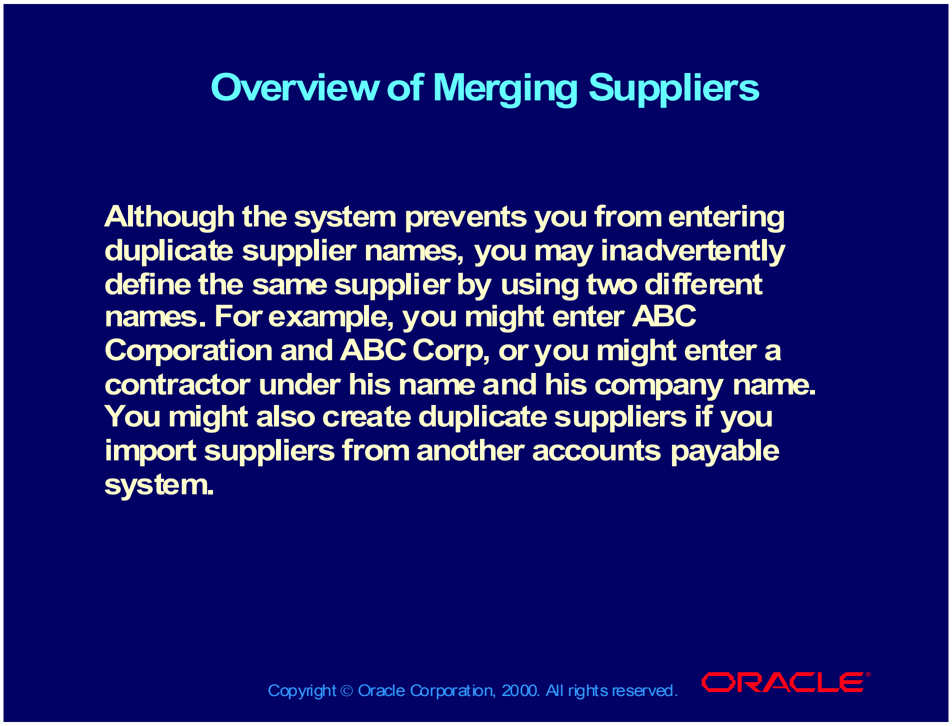
Merge suppliers

ABC Corporation

Review merge results

Maintain audit trail

Overview of Merging Suppliers



Overview of Merging Suppliers

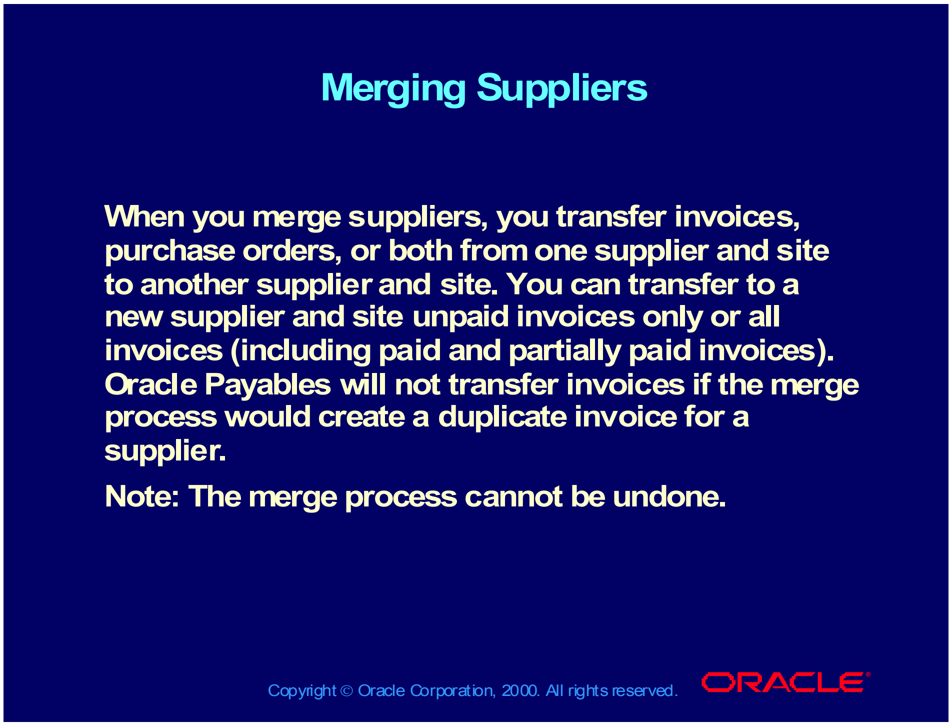
Although the system prevents you from entering duplicate supplier names, you may inadvertently define the same supplier by using two different names. For example, you might enter ABC Corporation and ABC Corp, or you might enter a contractor under his name and his company name. You might also create duplicate suppliers if you import suppliers from another accounts payable system.

Overview of Merging Suppliers

Overview of Merging Suppliers

Use Supplier Merge to combine two or more suppliers that you identify as duplicates. You can update purchase orders and invoices for the old supplier to refer to the new supplier. The Supplier Merge window also enables you to merge supplier sites so that any sites assigned to an old supplier can be reassigned to the new supplier.

Merging Suppliers



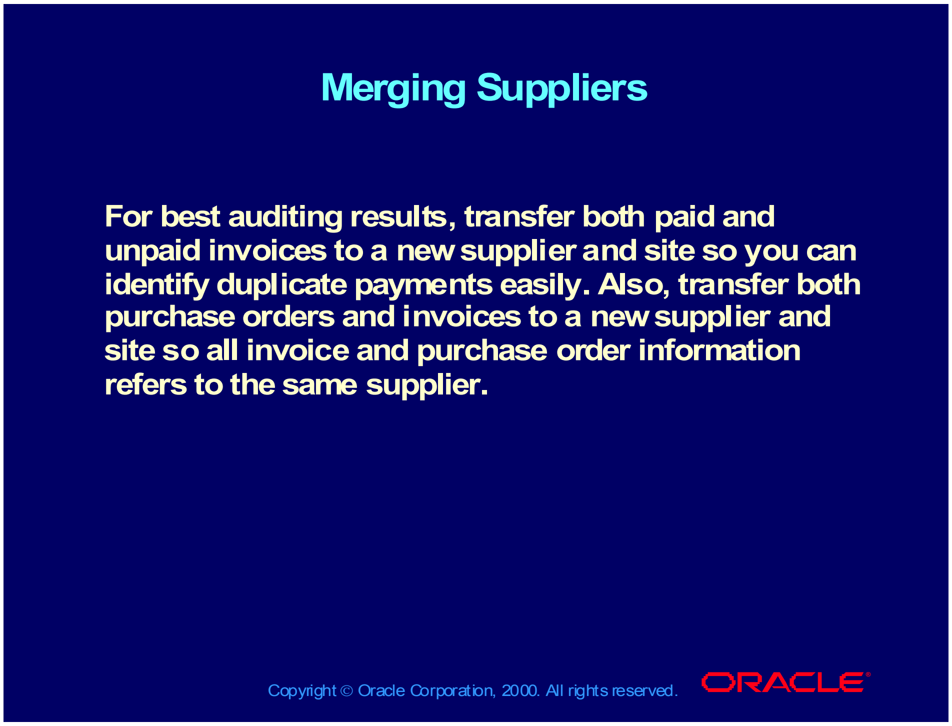
Merging Suppliers

When you merge suppliers, you transfer invoices, purchase orders, or both from one supplier and site to another supplier and site. You can transfer to a new supplier and site unpaid invoices only or all invoices (including paid and partially paid invoices). Oracle Payables will not transfer invoices if the merge process would create a duplicate invoice for a supplier.

Note: The merge process cannot be undone.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Supplier Merge Program

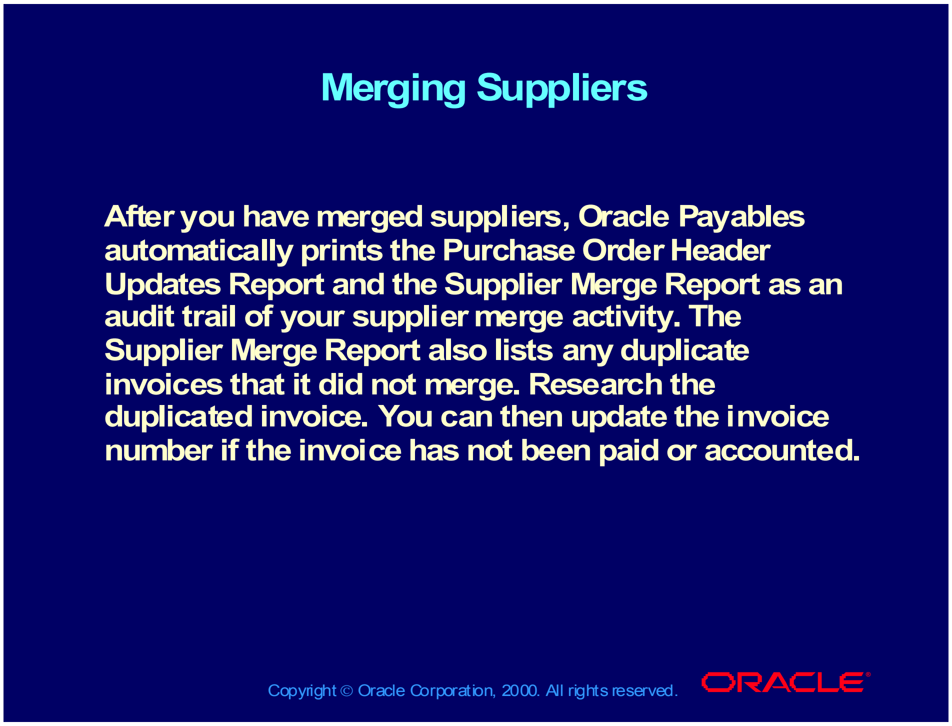
Merging Suppliers



Merging Suppliers

For best auditing results, transfer both paid and unpaid invoices to a new supplier and site so you can identify duplicate payments easily. Also, transfer both purchase orders and invoices to a new supplier and site so all invoice and purchase order information refers to the same supplier.

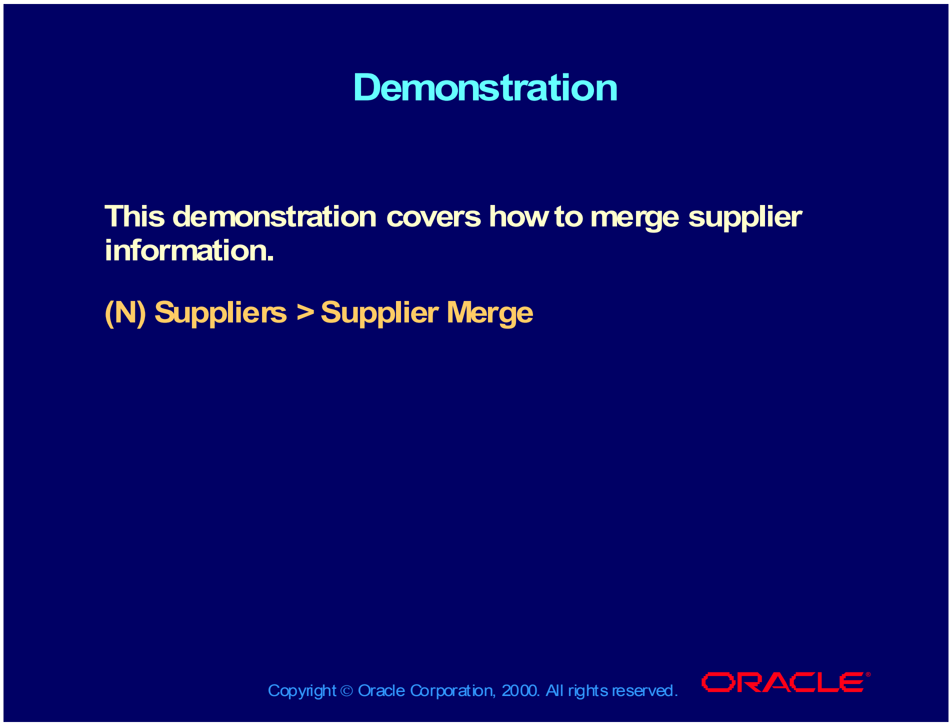
Merging Suppliers



Merging Suppliers

After you have merged suppliers, Oracle Payables automatically prints the Purchase Order Header Updates Report and the Supplier Merge Report as an audit trail of your supplier merge activity. The Supplier Merge Report also lists any duplicate invoices that it did not merge. Research the duplicated invoice. You can then update the invoice number if the invoice has not been paid or accounted.

Demonstration

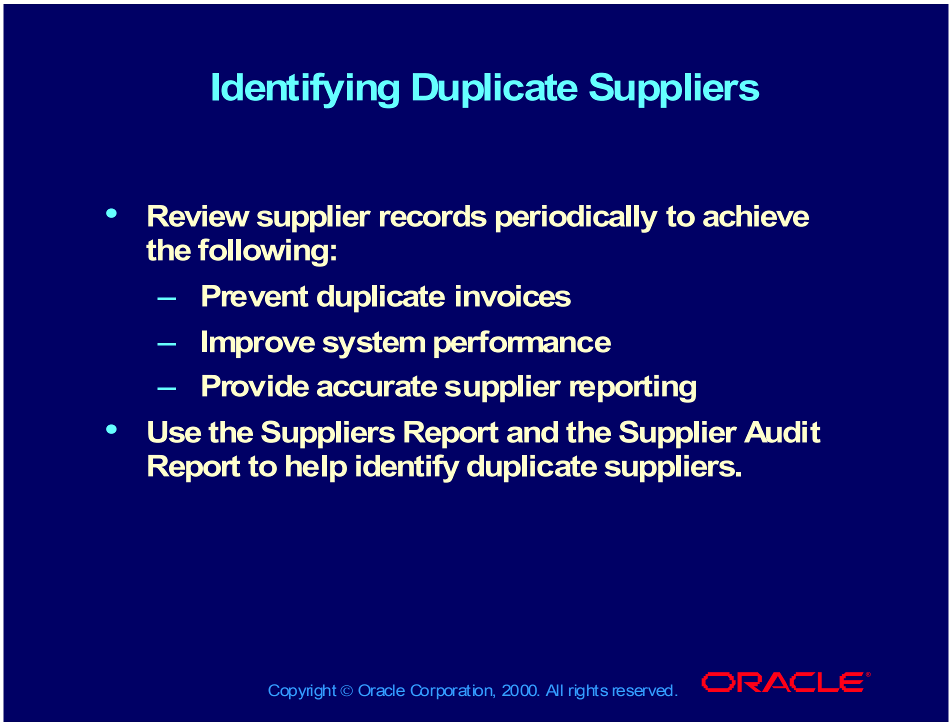


Demonstration

This demonstration covers how to merge supplier information.

(N) Suppliers > Supplier Merge

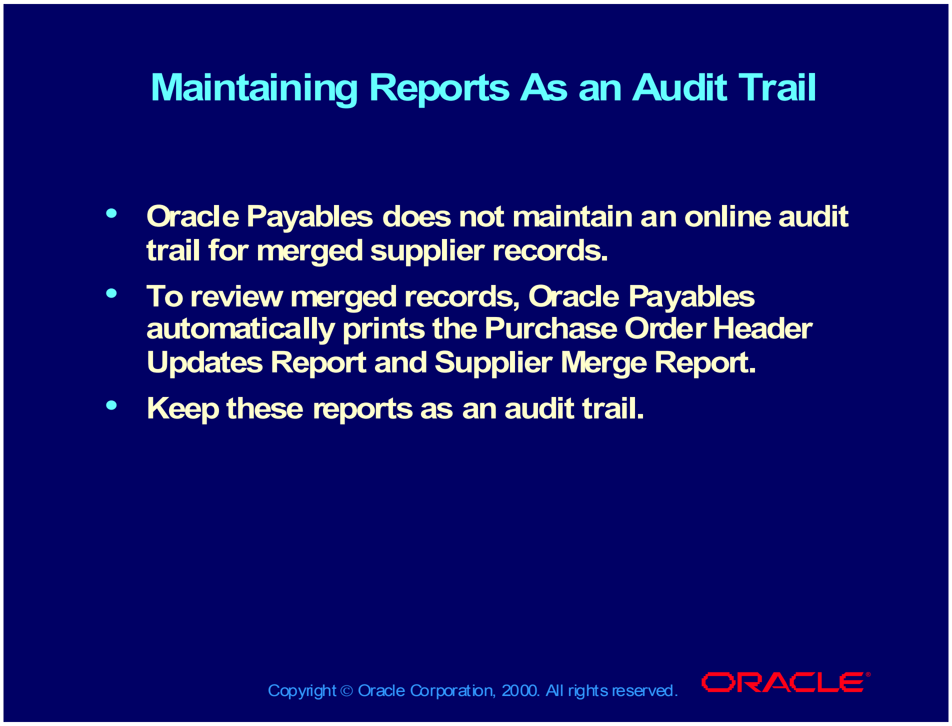
Identifying Duplicate Suppliers



Identifying Duplicate Suppliers

- Review supplier records periodically to achieve the following:
  - Prevent duplicate invoices
  - Improve system performance
  - Provide accurate supplier reporting
- Use the Suppliers Report and the Supplier Audit Report to help identify duplicate suppliers.

Maintaining Reports As an Audit Trail



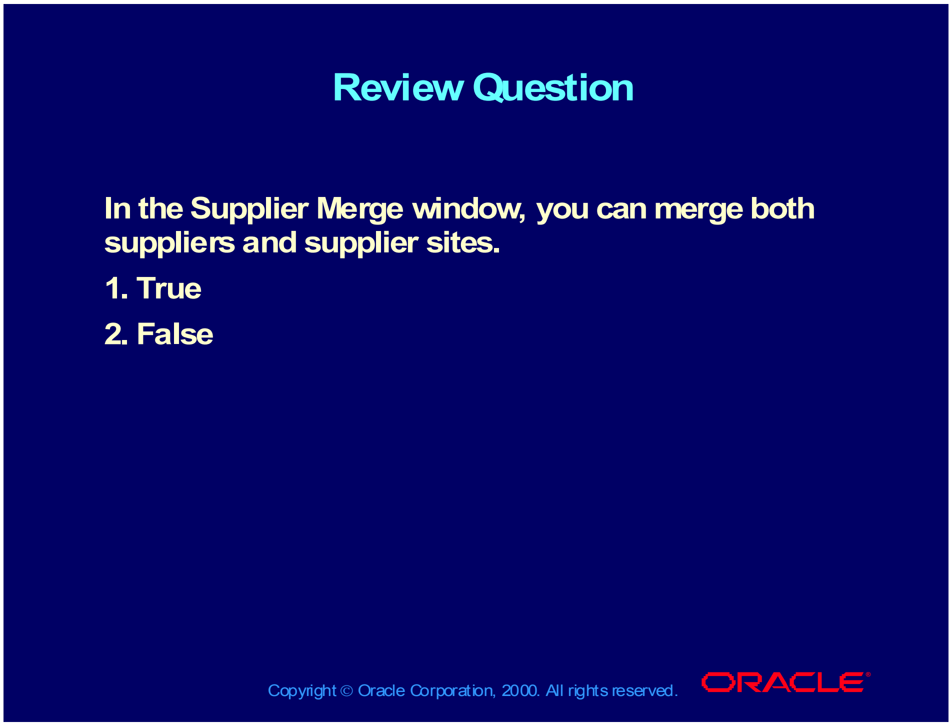
Maintaining Reports As an Audit Trail

- Oracle Payables does not maintain an online audit trail for merged supplier records.
- To review merged records, Oracle Payables automatically prints the Purchase Order Header Updates Report and Supplier Merge Report.
- Keep these reports as an audit trail.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Supplier Merge Report

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > Purchase Order Header Updates Report

Review Question

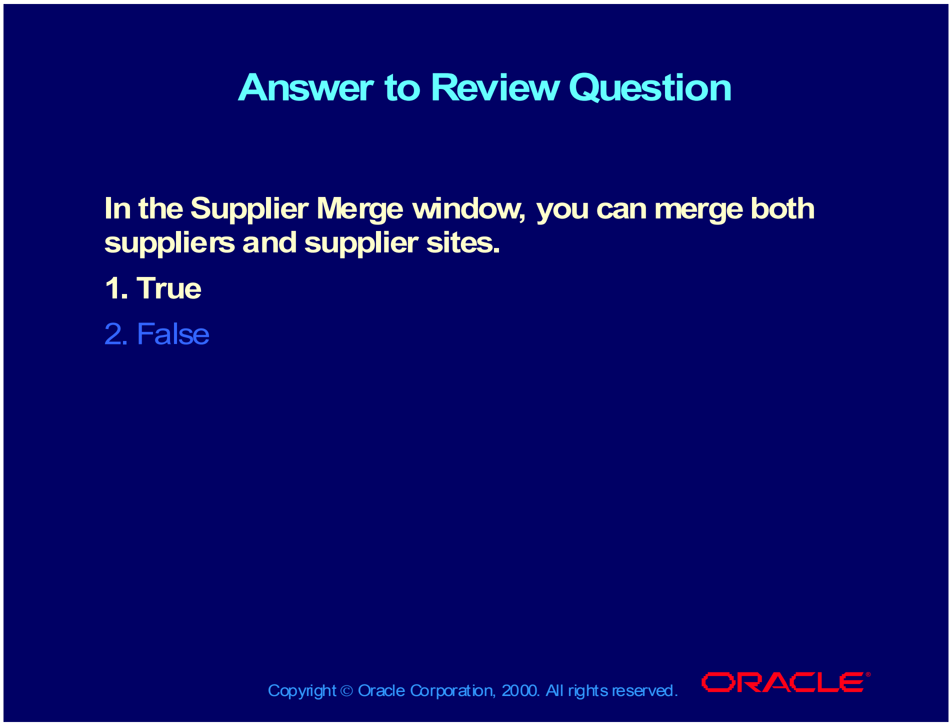


Review Question

In the Supplier Merge window, you can merge both suppliers and supplier sites.

1. True
2. False

Answer to Review Question



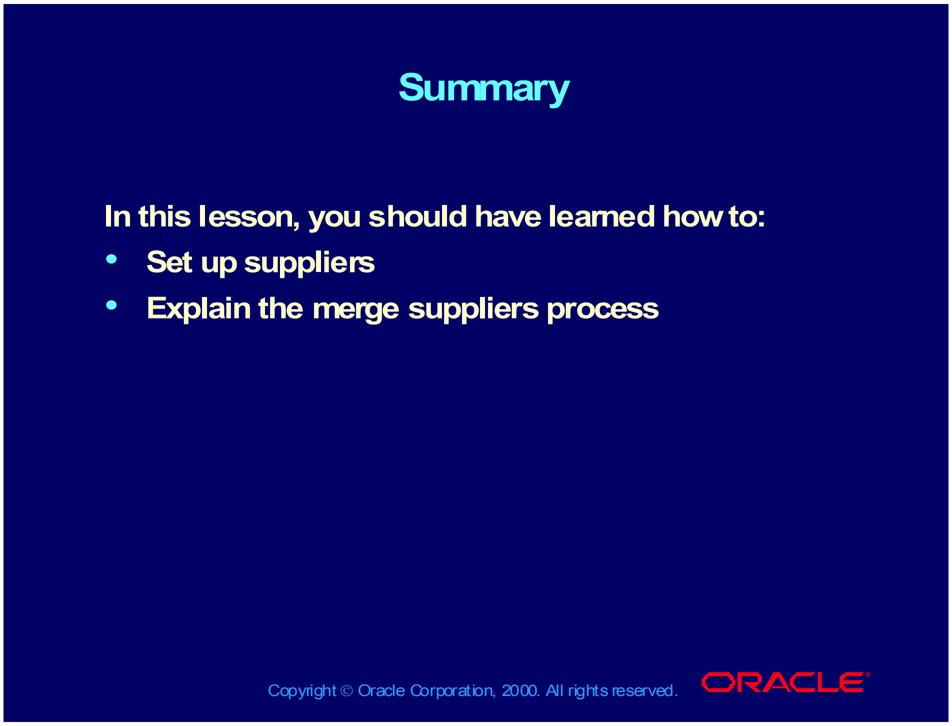
Answer to Review Question

In the Supplier Merge window, you can merge both suppliers and supplier sites.

1. True

2. False

Summary



Summary

In this lesson, you should have learned how to:

- Set up suppliers
- Explain the merge suppliers process

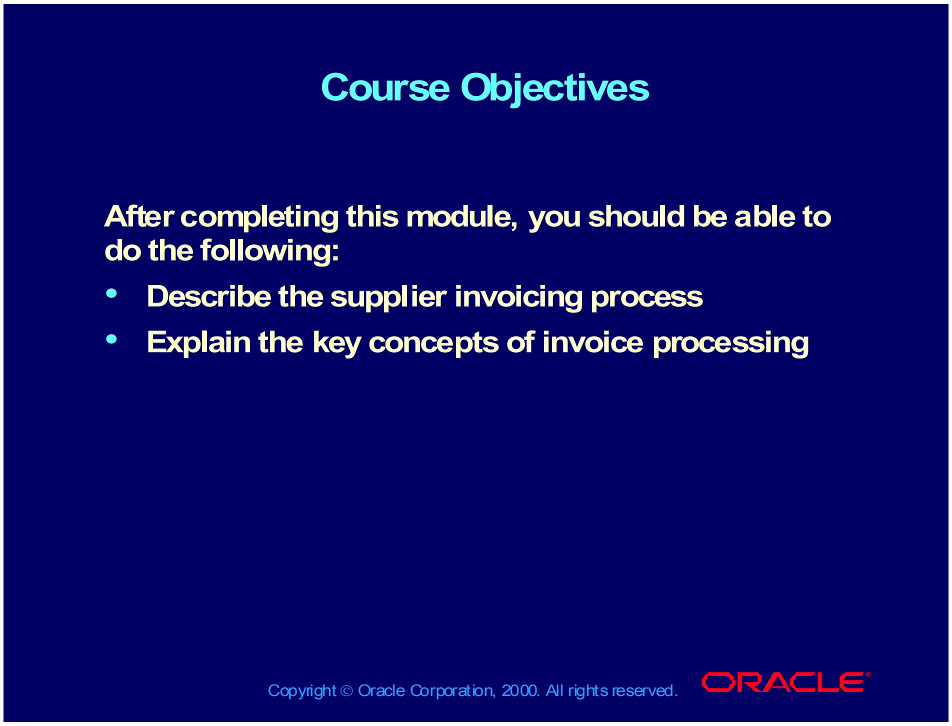
R11i Overview of Supplier Invoicing

Chapter 2

R11*i* Overview of Supplier Invoicing

Oracle Payables Release 11*i*

Course Objectives

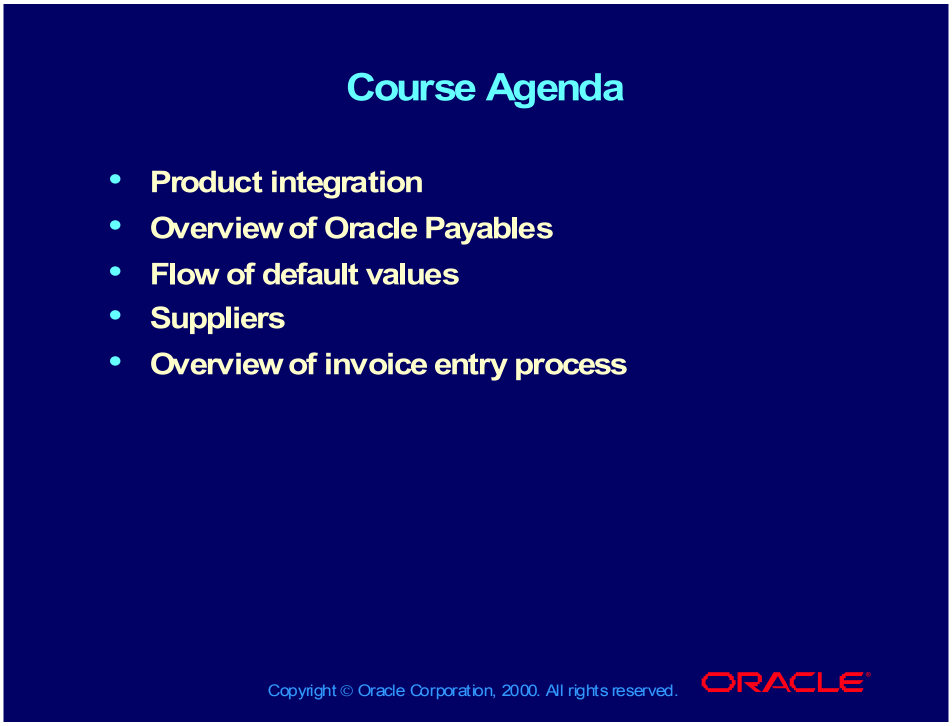


Course Objectives

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

- Describe the supplier invoicing process
- Explain the key concepts of invoice processing

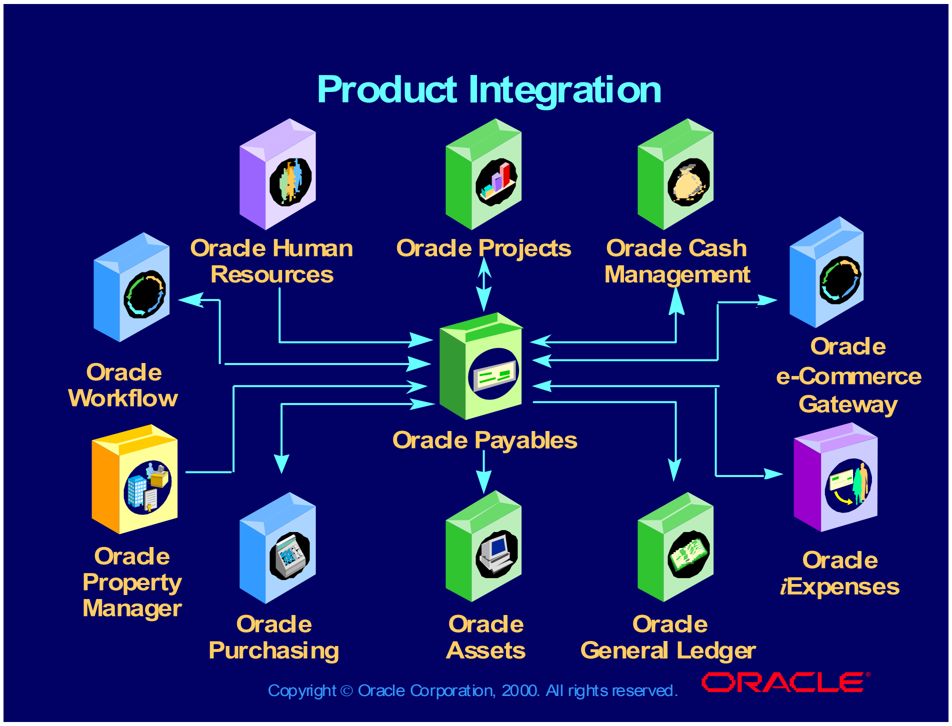
Course Agenda



Course Agenda

- Product integration
- Overview of Oracle Payables
- Flow of default values
- Suppliers
- Overview of invoice entry process

Product Integration



Product Integration

Oracle Human Resources

Oracle Projects

Oracle Cash Management

Oracle Workflow

Oracle e-Commerce Gateway

Oracle Payables

Oracle Property Manager

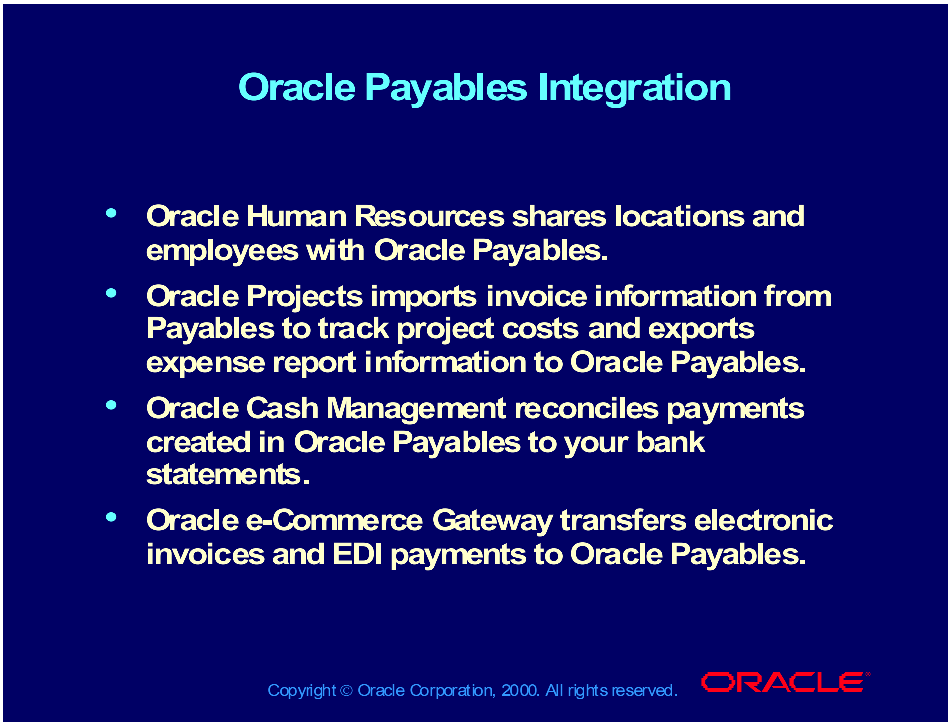
Oracle Purchasing

Oracle Assets

Oracle General Ledger

Oracle *i*Expenses

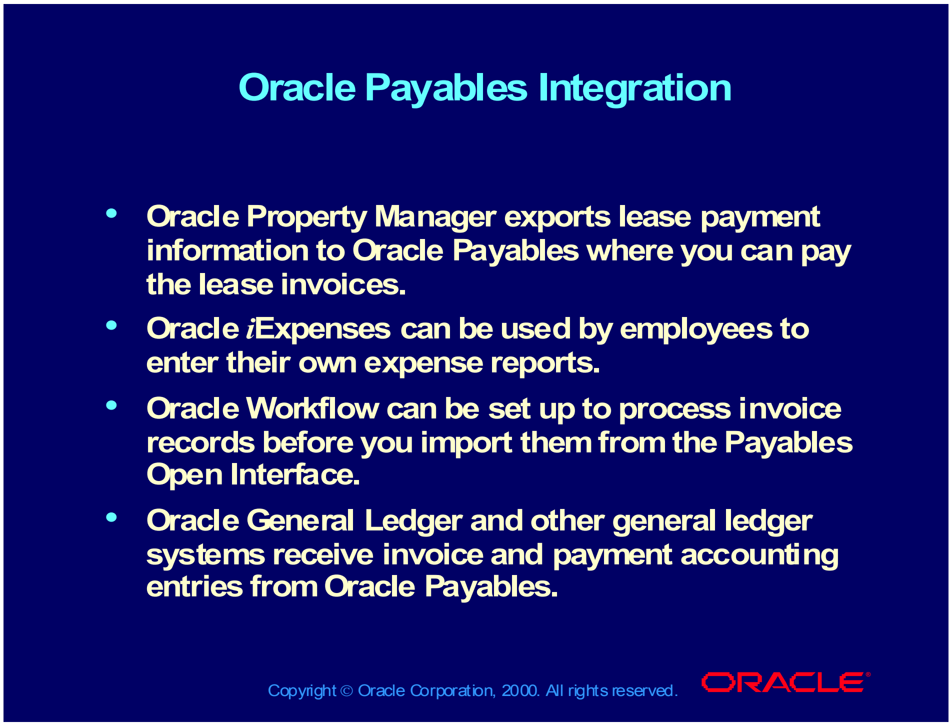
Oracle Payables Integration



Oracle Payables Integration

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

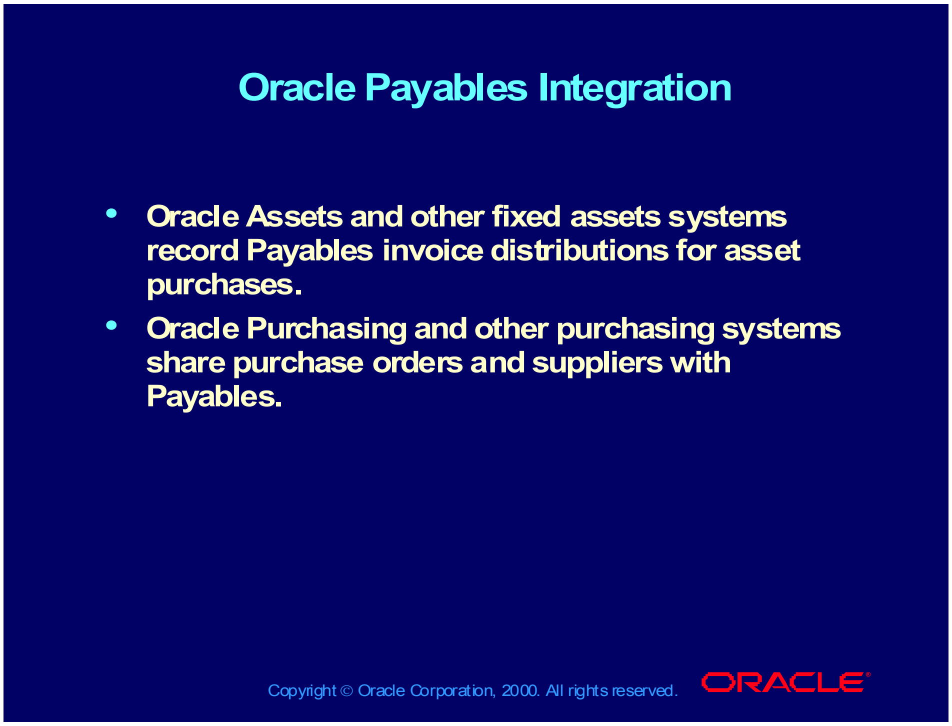
Oracle Payables Integration



Oracle Payables Integration

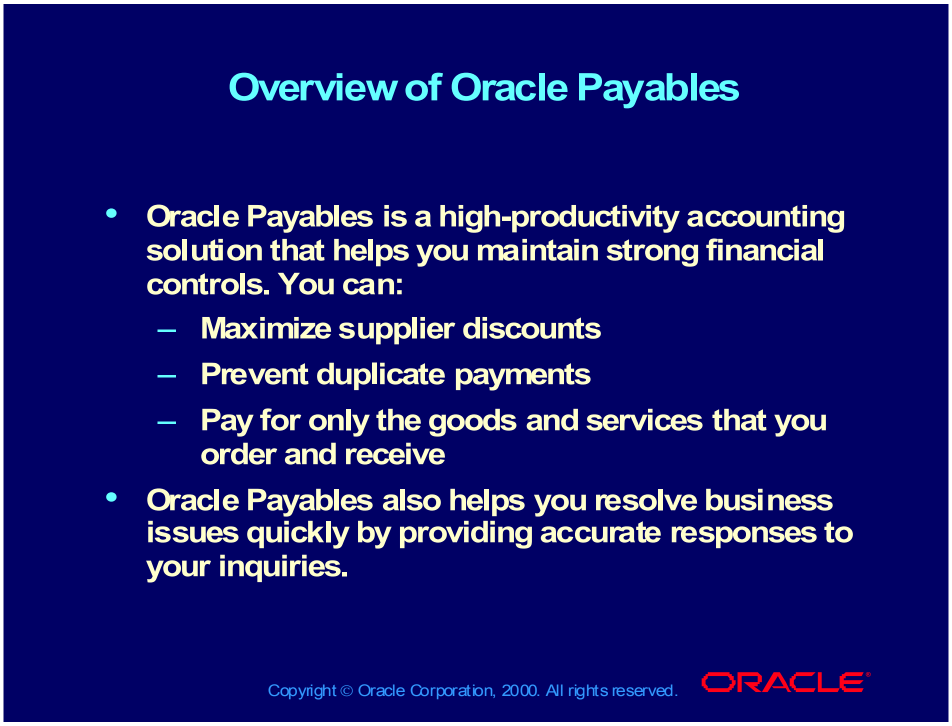
- **Oracle Property Manager exports lease payment information to Oracle Payables where you can pay the lease invoices.**
- **Oracle *i*Expenses can be used by employees to enter their own expense reports.**
- **Oracle Workflow can be set up to process invoice records before you import them from the Payables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

Oracle Payables Integration



Oracle Payables Integration

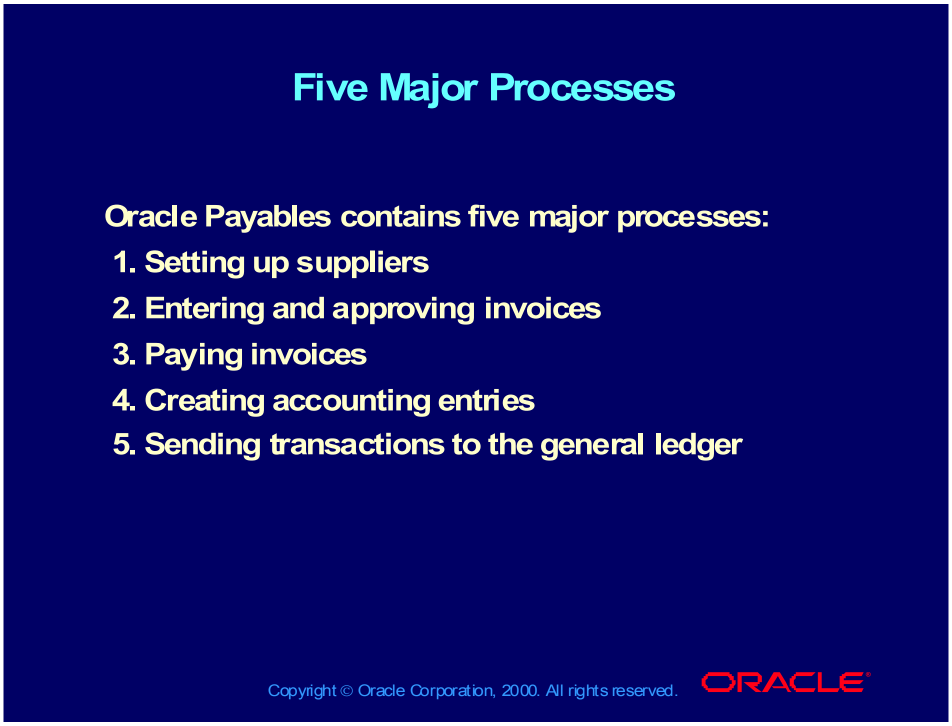
- Oracle Assets and other fixed assets systems record Payables invoice distributions for asset purchases.
- Oracle Purchasing and other purchasing systems share purchase orders and suppliers with Payables.



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 that you order and receive
- Oracle Payables also helps you resolve business issues quickly by providing accurate responses to your inquiries.

Five Major Processes

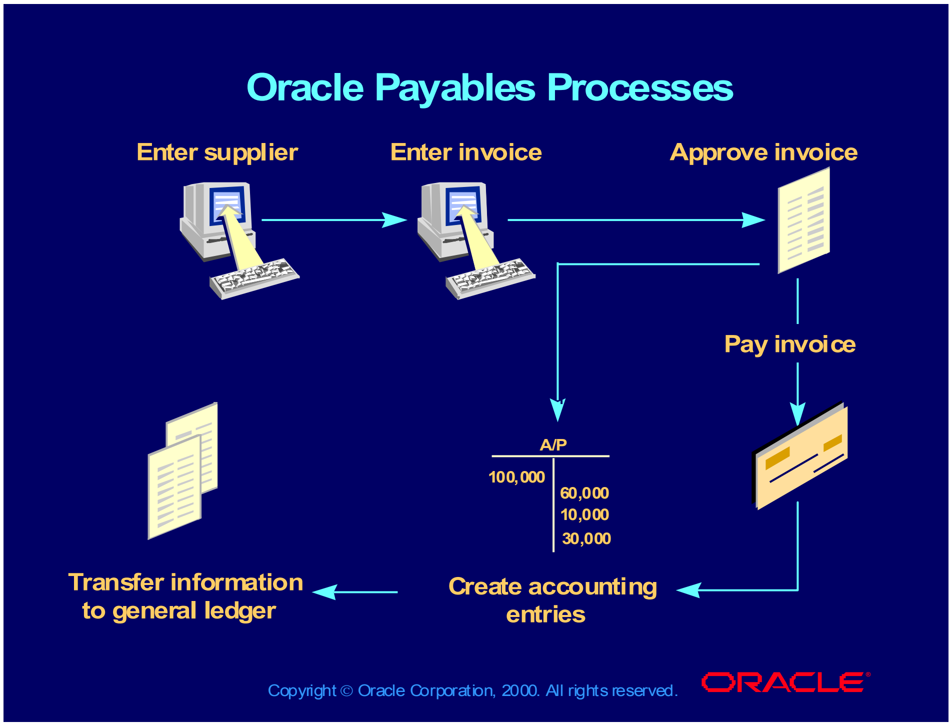


Five Major Processes

Oracle Payables contains five major processes:

1. Setting up suppliers
2. Entering and approving invoices
3. Paying invoices
4. Creating accounting entries
5. Sending transactions to the general ledger

Oracle Payables Processes



Oracle Payables Processes

Enter supplier

Enter invoice

Approve invoice

Pay invoice

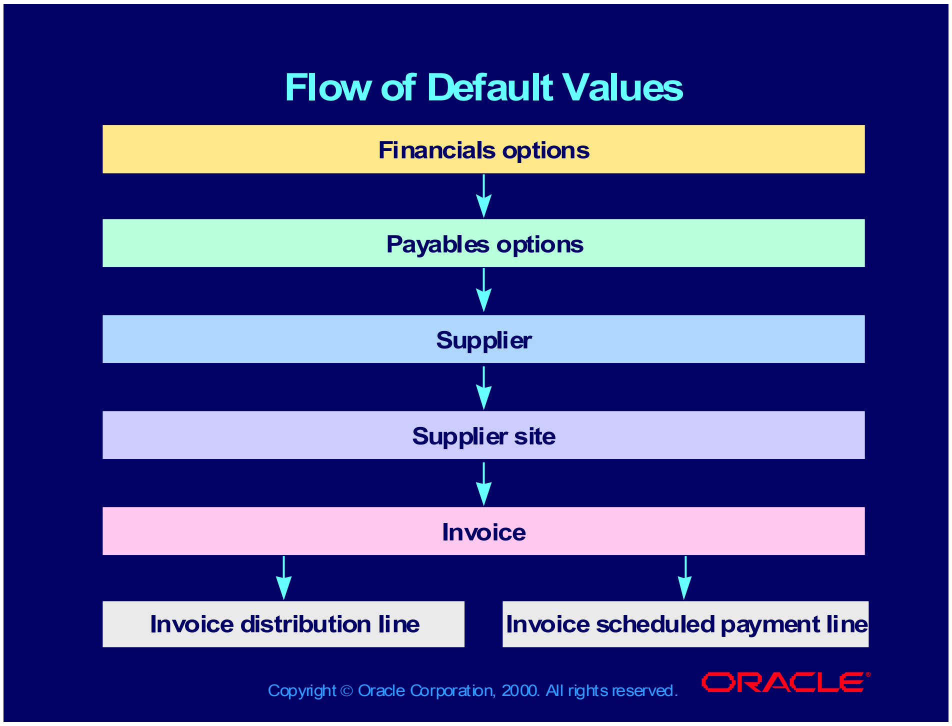
A/P

100,000	
	60,000
	10,000
	30,000

Create accounting entries

Transfer information to general ledger

Flow of Default Values



Flow of Default Values

Financials options

Payables options

Supplier

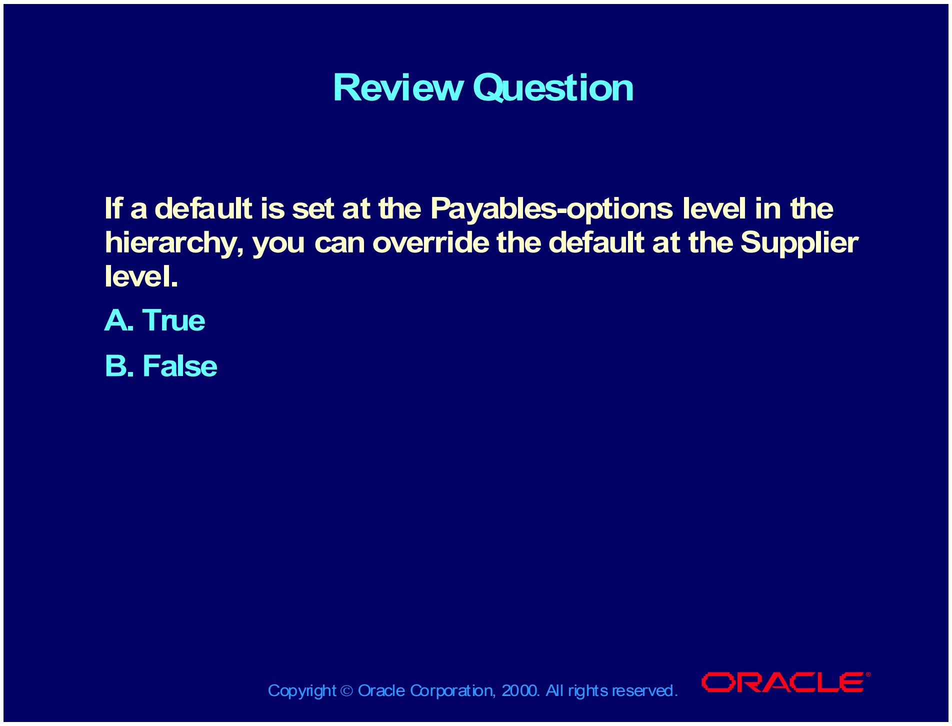
Supplier site

Invoice

Invoice distribution line

Invoice scheduled payment line

Review Question



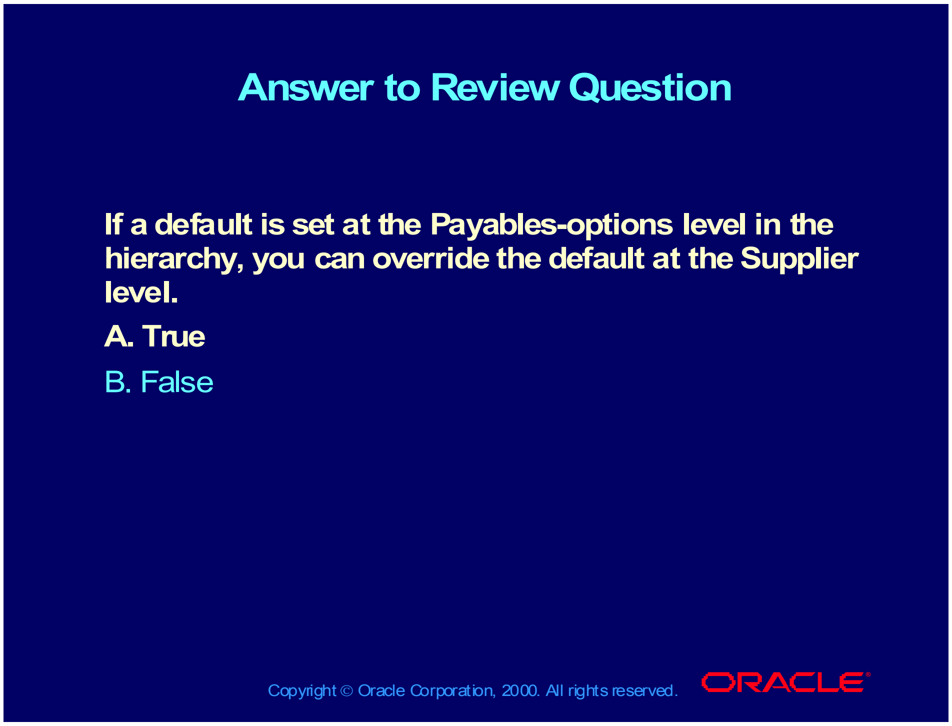
Review Question

If a default is set at the Payables-options level in the hierarchy, you can override the default at the Supplier level.

A. True

B. False

Answer to Review Question



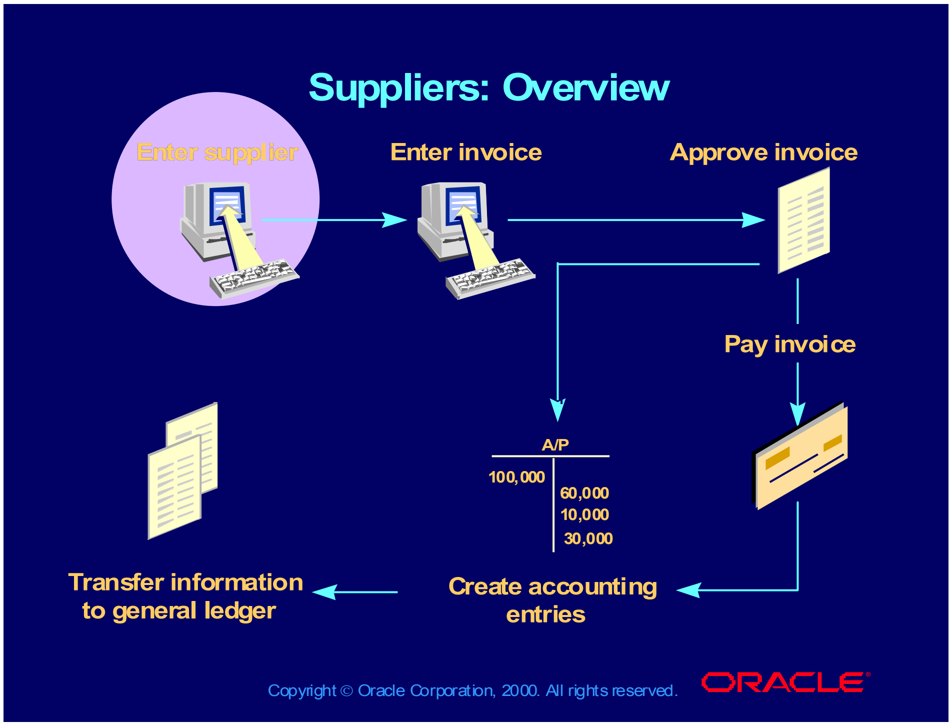
Answer to Review Question

If a default is set at the Payables-options level in the hierarchy, you can override the default at the Supplier level.

A. True

B. False

Suppliers: Overview


Suppliers: Overview
Enter supplier
Enter invoice
Approve invoice
Pay invoice
A/P
100,000
60,000
10,000
30,000
Transfer information to general ledger
Create accounting entries
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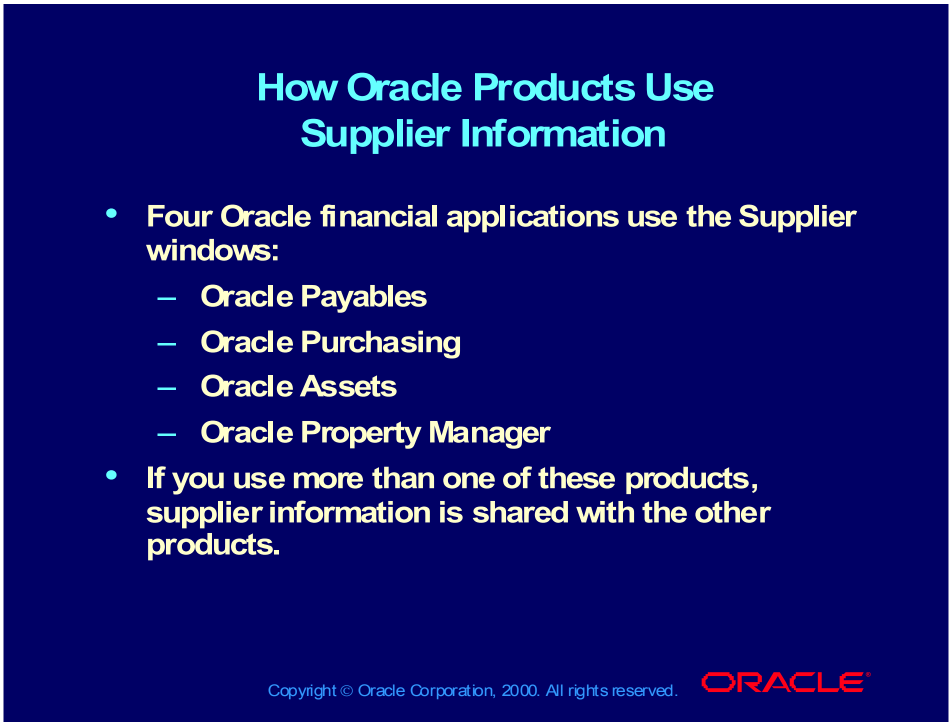
ORACLE

How Oracle Products Use Supplier Information

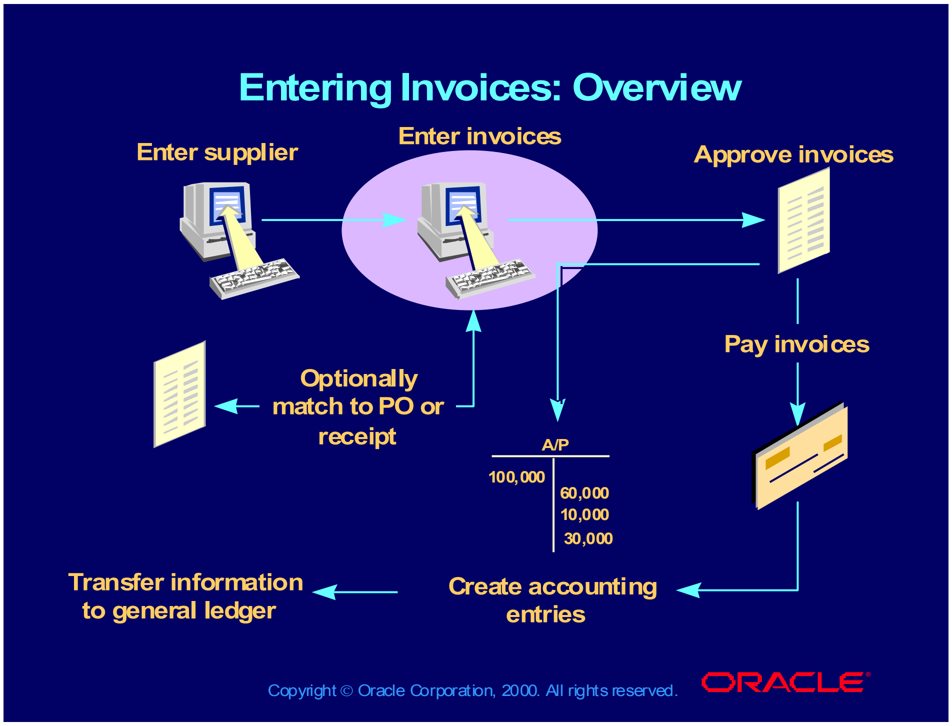


How Oracle Products Use Supplier Information

- Four Oracle financial applications use the Supplier windows:
  - Oracle Payables
  - Oracle Purchasing
  - Oracle Assets
  - Oracle Property Manager
- If you use more than one of these products, supplier information is shared with the other products.

(Help) Oracle Financial Applications > Oracle Payables > Suppliers > About Suppliers > How Your Oracle Product Uses Supplier Information

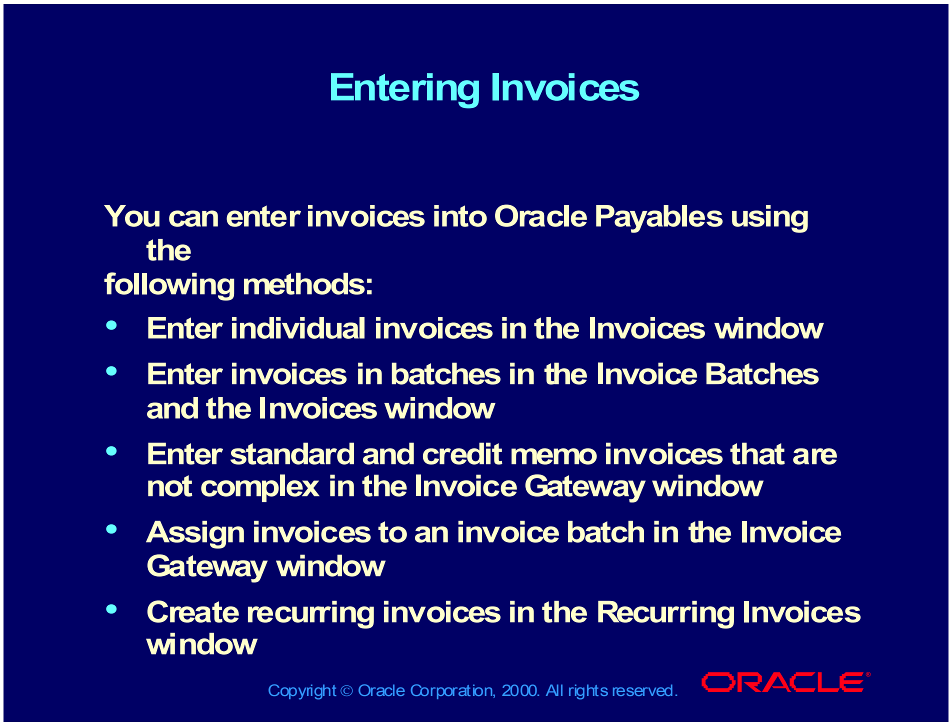
Entering Invoices: Overview



Entering Invoices: Overview

Enter supplier
Enter invoices
Approve invoices
Pay invoices
Optionally match to PO or receipt
A/P
100,000
60,000
10,000
30,000
Create accounting entries
Transfer information to general ledger

Entering Invoices



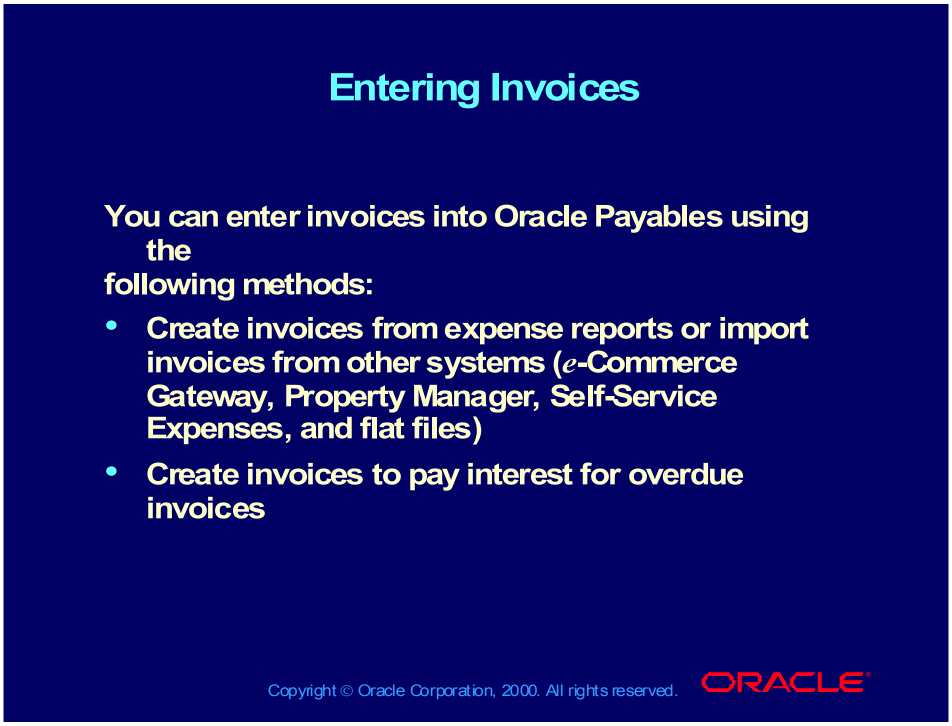
Entering Invoices

You can enter invoices into Oracle Payables using the following methods:

- Enter individual invoices in the Invoices window
- Enter invoices in batches in the Invoice Batches and the Invoices window
- Enter standard and credit memo invoices that are not complex in the Invoice Gateway window
- Assign invoices to an invoice batch in the Invoice Gateway window
- Create recurring invoices in the Recurring Invoices window

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Entering Invoices Overview

Entering Invoices

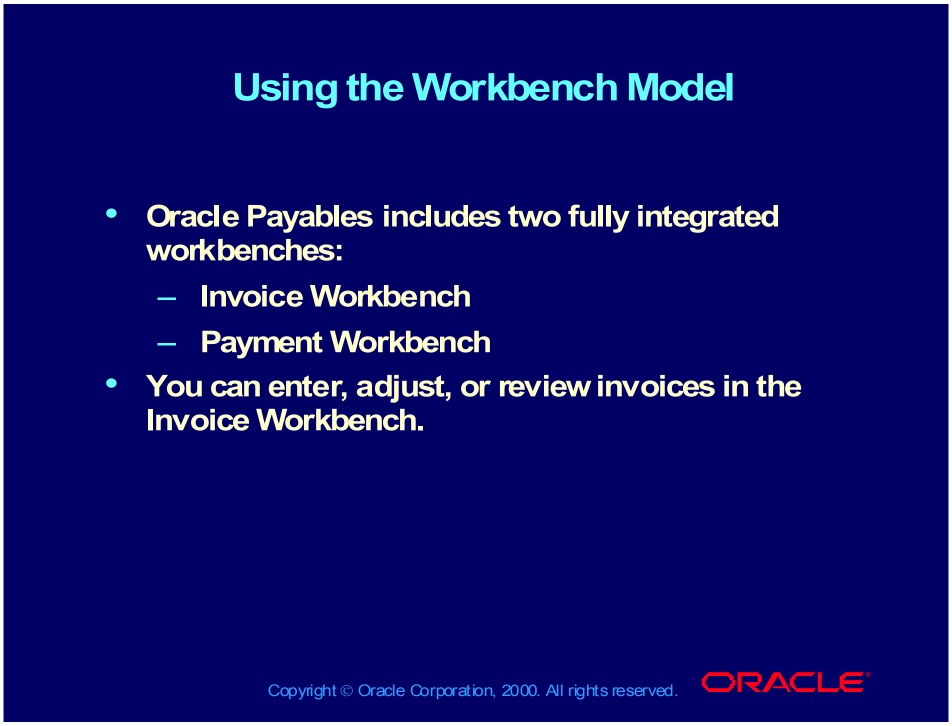


Entering Invoices

You can enter invoices into Oracle Payables using the following methods:

- Create invoices from expense reports or import invoices from other systems (*e*-Commerce Gateway, Property Manager, Self-Service Expenses, and flat files)
- Create invoices to pay interest for overdue invoices

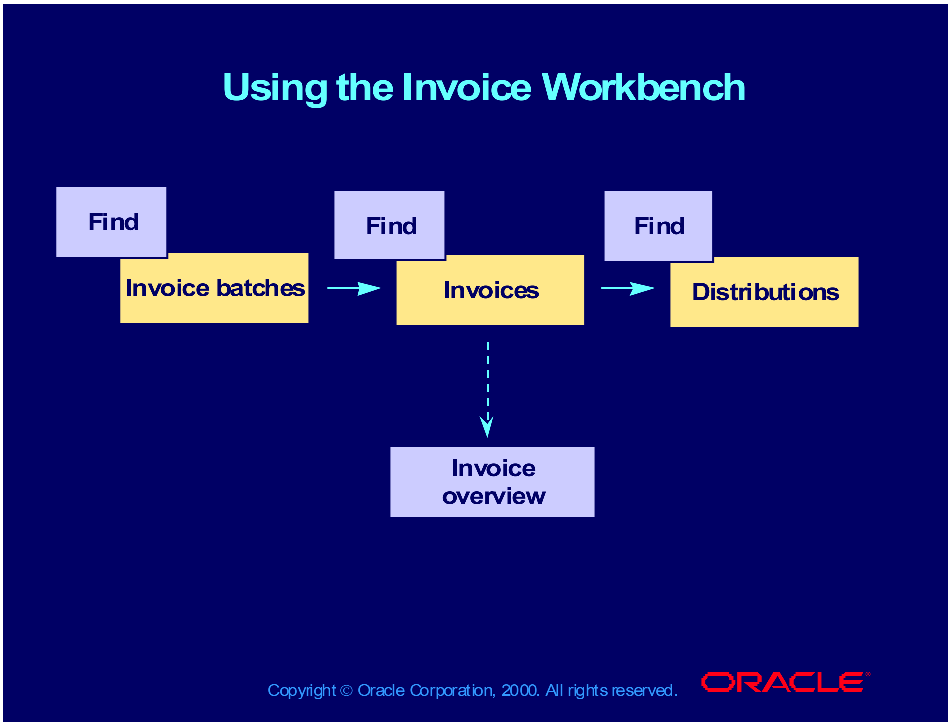
Using the Workbench Model



Using the Workbench Model

- Oracle Payables includes two fully integrated workbenches:
  - Invoice Workbench
  - Payment Workbench
- You can enter, adjust, or review invoices in the Invoice Workbench.

(Help) Oracle Financial Applications > Oracle Payables > Overview > The Invoice Workbench



Using the Invoice Workbench

Find

Invoice batches

Find

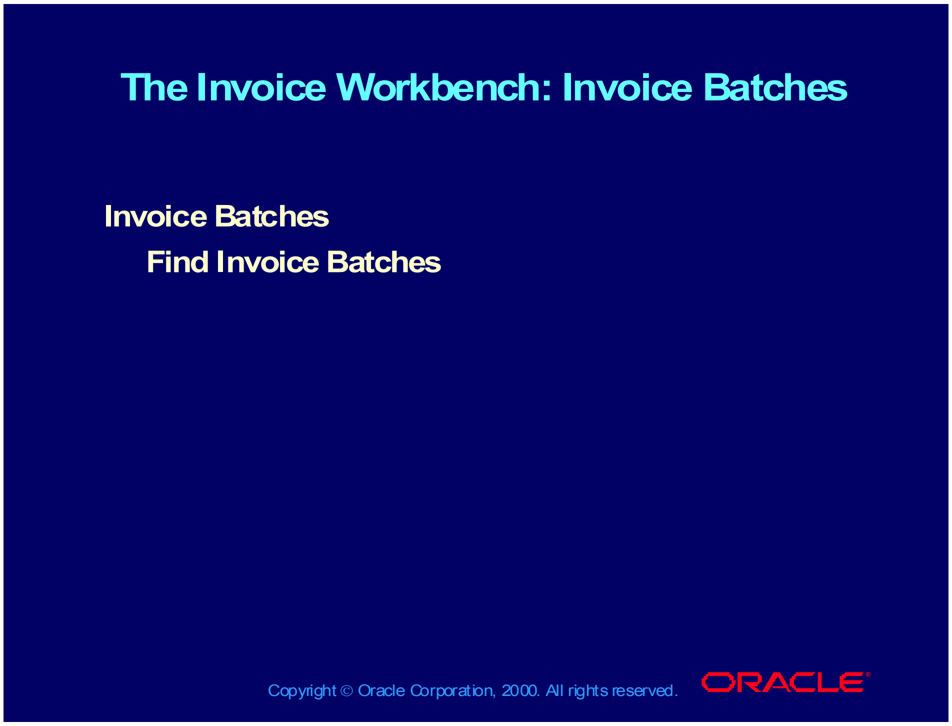
Invoices

Find

Distributions

Invoice overview

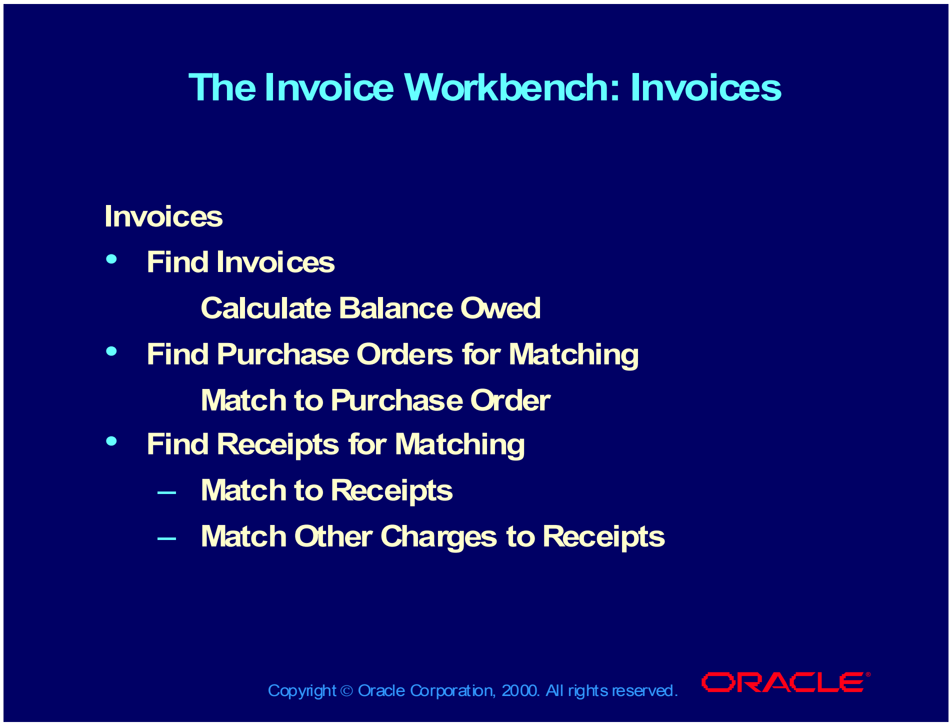
The Invoice Workbench: Invoice Batches



The Invoice Workbench: Invoice Batches

- Invoice Batches
  - Find Invoice Batches

The Invoice Workbench: Invoices

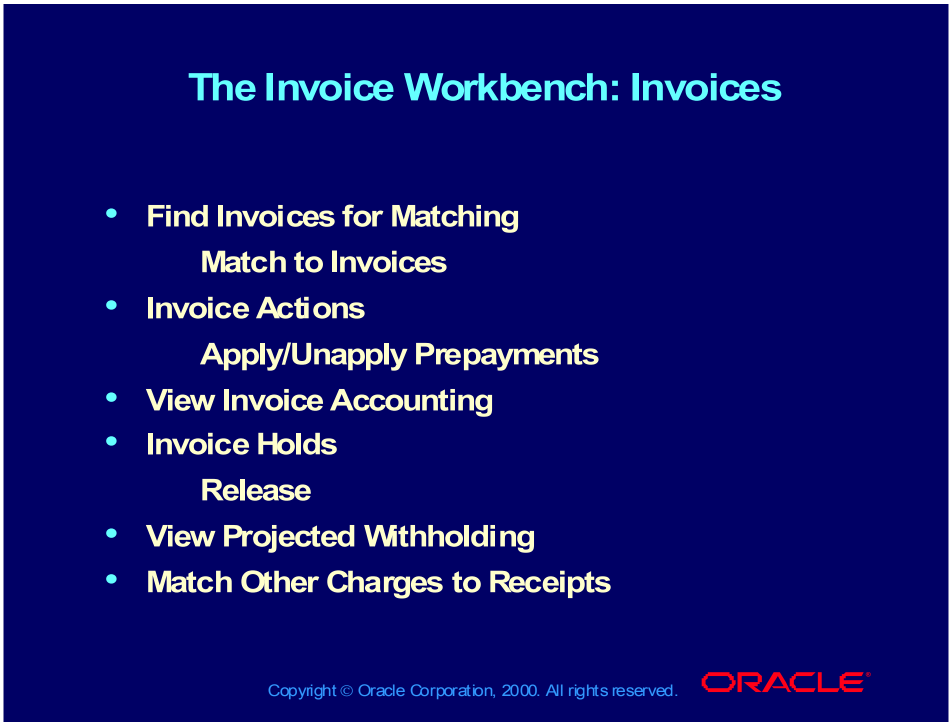


The Invoice Workbench: Invoices

Invoices

- Find Invoices
  Calculate Balance Owed
- Find Purchase Orders for Matching
  Match to Purchase Order
- Find Receipts for Matching
  - Match to Receipts
  - Match Other Charges to Receipts

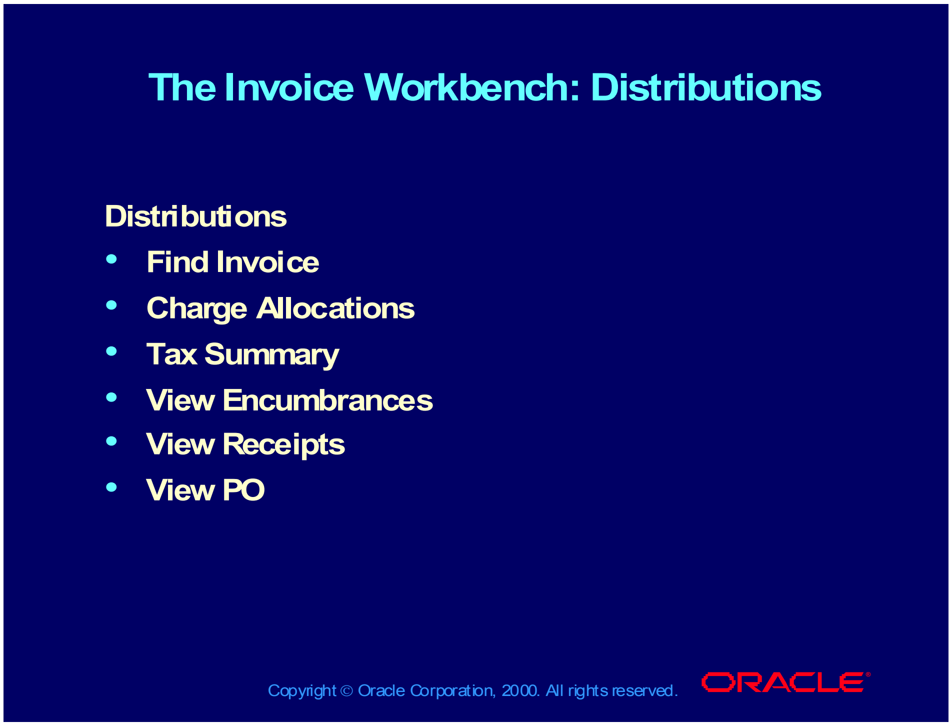
The Invoice Workbench: Invoices



The Invoice Workbench: Invoices

- Find Invoices for Matching
  - Match to Invoices
- Invoice Actions
  - Apply/Unapply Prepayments
- View Invoice Accounting
- Invoice Holds
  - Release
- View Projected Withholding
- Match Other Charges to Receipts

The Invoice Workbench: Distributions

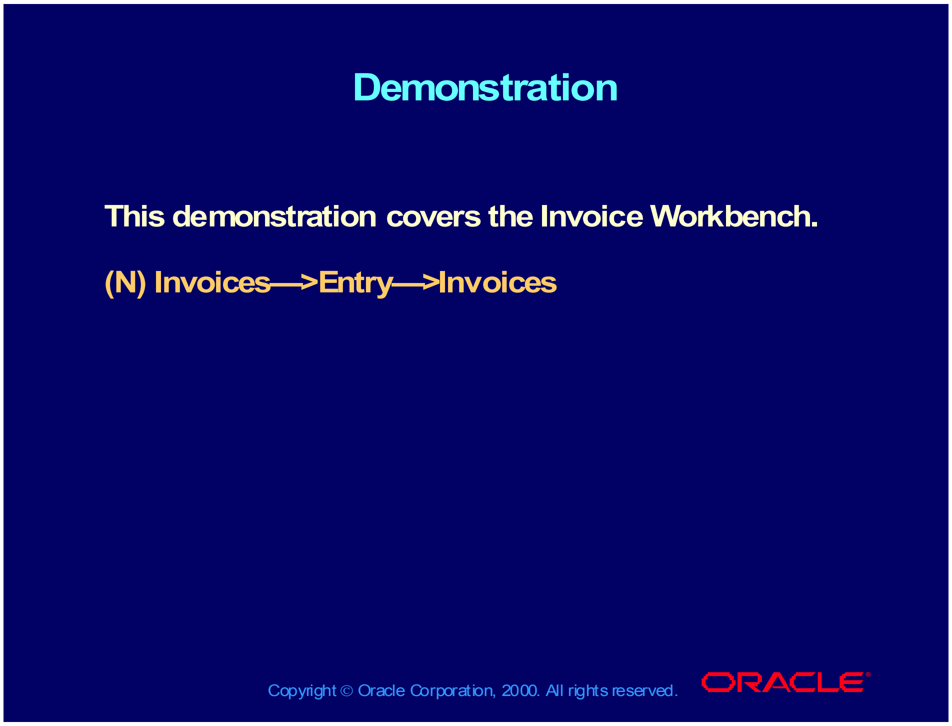


The Invoice Workbench: Distributions

Distributions

- Find Invoice
- Charge Allocations
- Tax Summary
- View Encumbrances
- View Receipts
- View PO

Demonstration

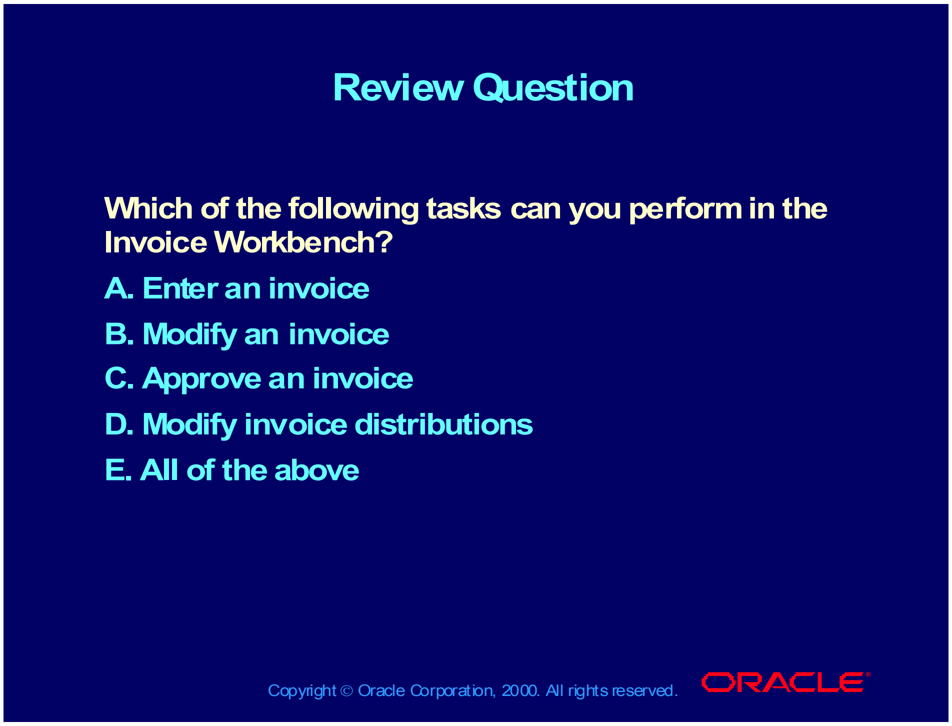


Demonstration

This demonstration covers the Invoice Workbench.

(N) Invoices—>Entry—>Invoices

Review Question



Review Question

Which of the following tasks can you perform in the Invoice Workbench?

A. Enter an invoice

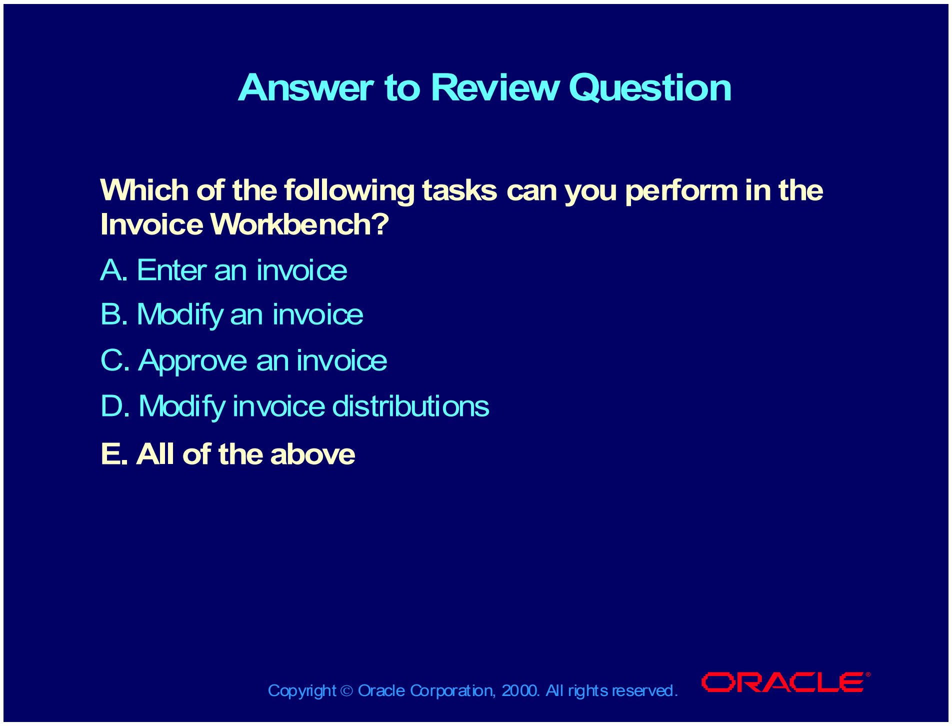
B. Modify an invoice

C. Approve an invoice

D. Modify invoice distributions

E. All of the above

Answer to Review Question



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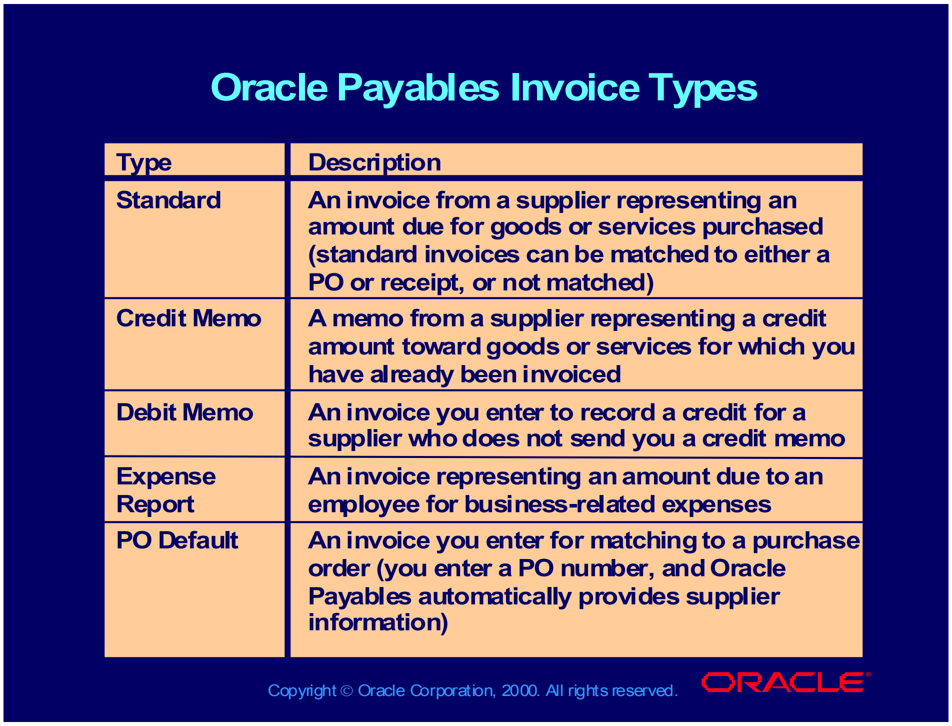
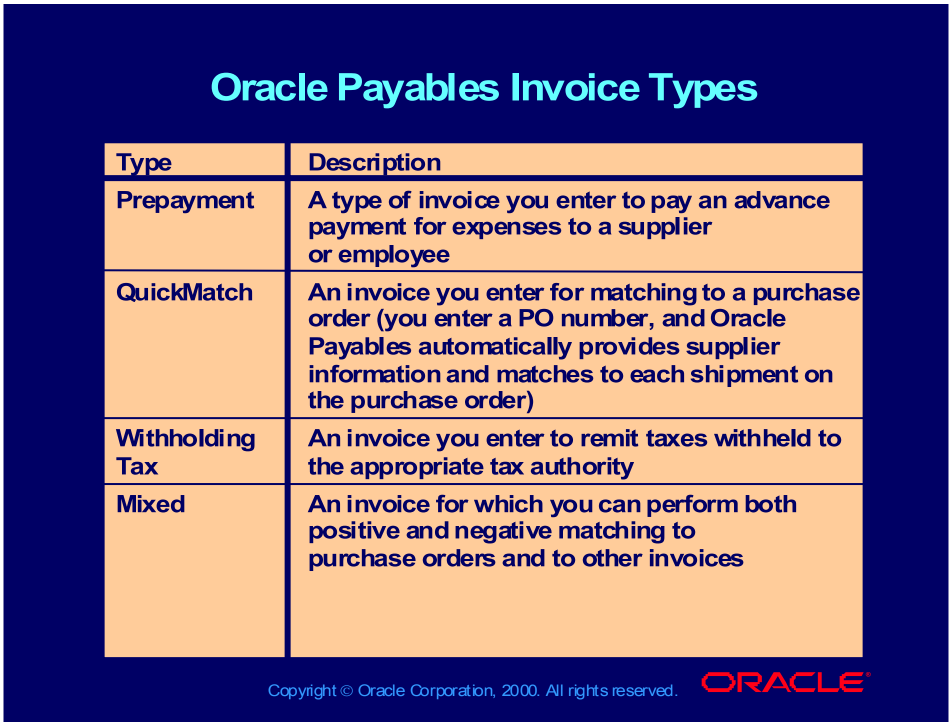
Oracle Payables Invoice Types



Oracle Payables Invoice Types

Type	Description
Standard	An invoice from a supplier representing an amount due for goods or services purchased (standard invoices can be matched to either a PO or receipt, or not matched)
Credit Memo	A memo from a supplier representing a credit amount toward goods or services for which you have already been invoiced
Debit Memo	An invoice you enter to record a credit for a supplier who does not send you a credit memo
Expense Report	An invoice representing an amount due to an employee for business-related expenses
PO Default	An invoice you enter for matching to a purchase order (you enter a PO number, and Oracle Payables automatically provides supplier information)

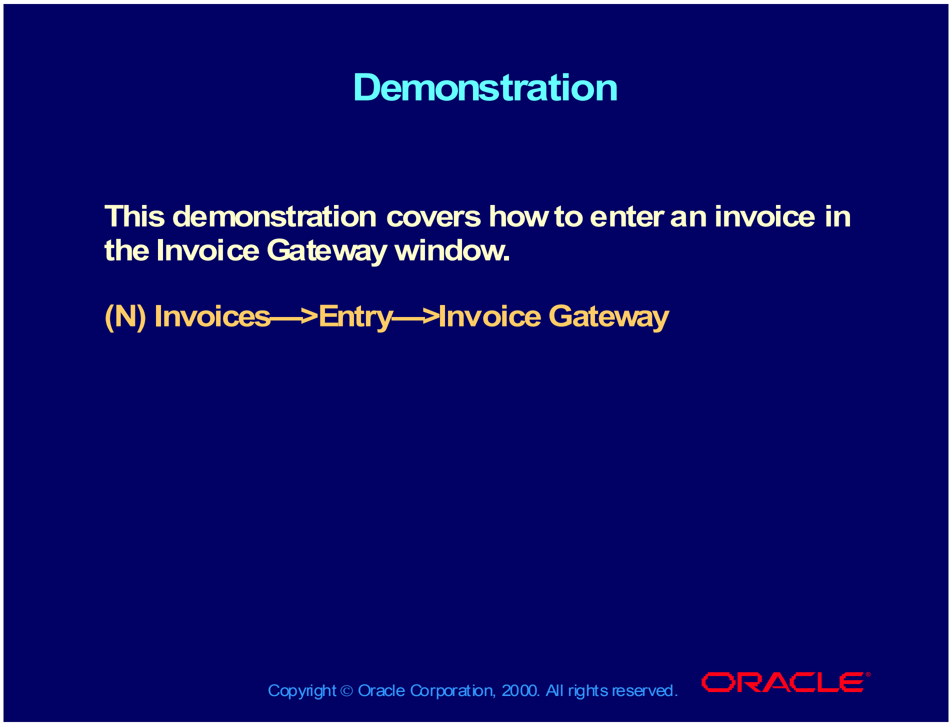
Oracle Payables Invoice Types



Oracle Payables Invoice Types

Type	Description
Prepayment	A type of invoice you enter to pay an advance payment for expenses to a supplier or employee
QuickMatch	An invoice you enter for matching to a purchase order (you enter a PO number, and Oracle Payables automatically provides supplier information and matches to each shipment on the purchase order)
Withholding Tax	An invoice you enter to remit taxes withheld to the appropriate tax authority
Mixed	An invoice for which you can perform both positive and negative matching to purchase orders and to other invoices

Demonstration

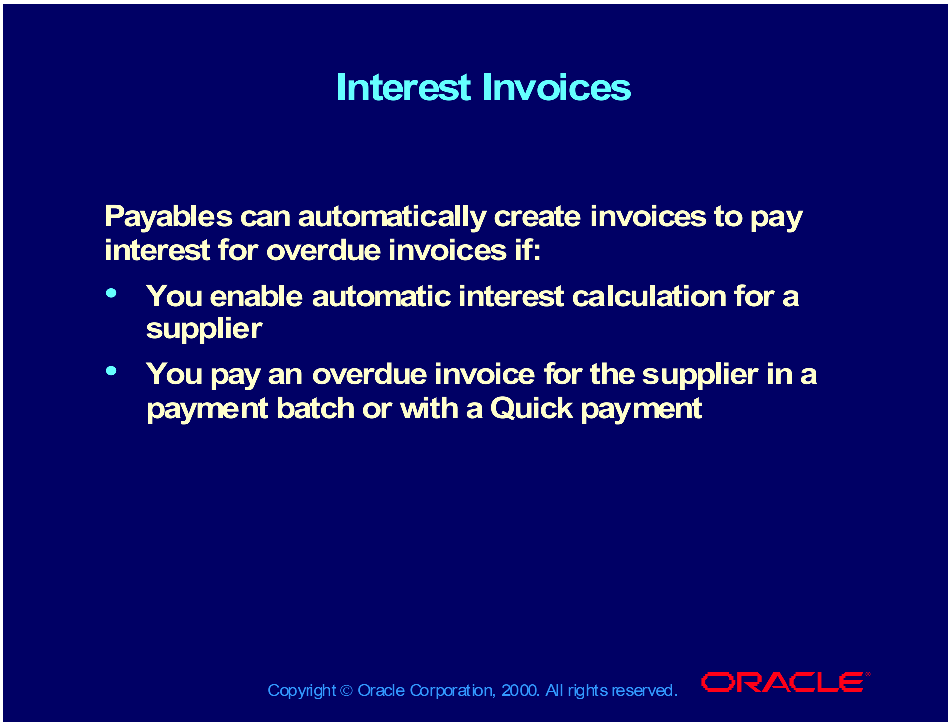


Demonstration

This demonstration covers how to enter an invoice in the Invoice Gateway window.

(N) Invoices—>Entry—>Invoice Gateway

Interest Invoices



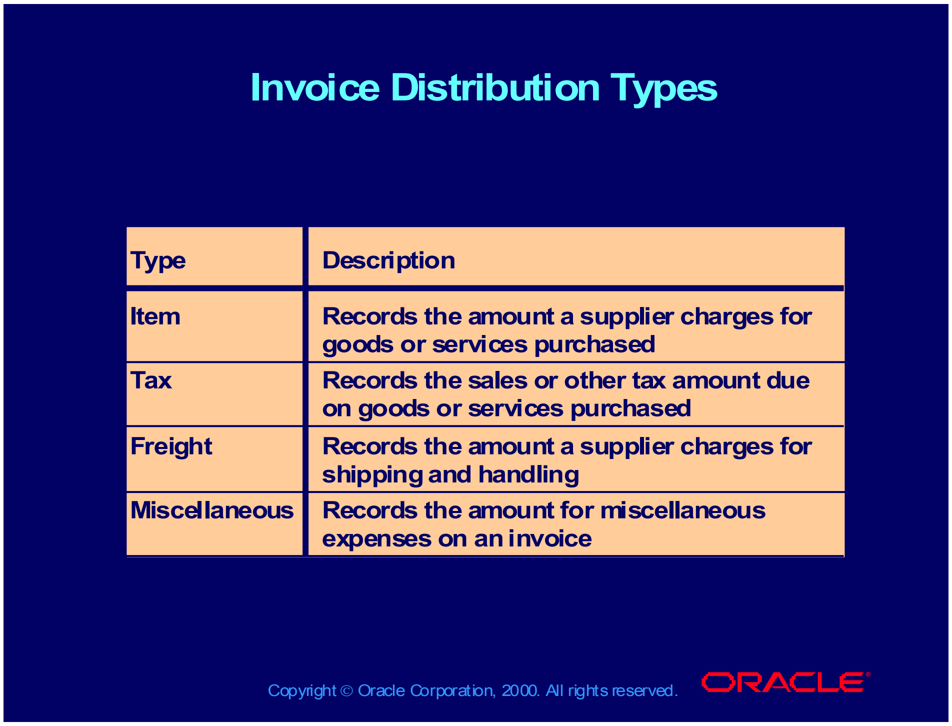
Interest Invoices

Payables can automatically create invoices to pay interest for overdue invoices if:

- You enable automatic interest calculation for a supplier
- You pay an overdue invoice for the supplier in a payment batch or with a Quick payment

(Help) Oracle Financial Applications > Oracle Payables > Other Topics > Automatic Interest/Prompt Payment Support

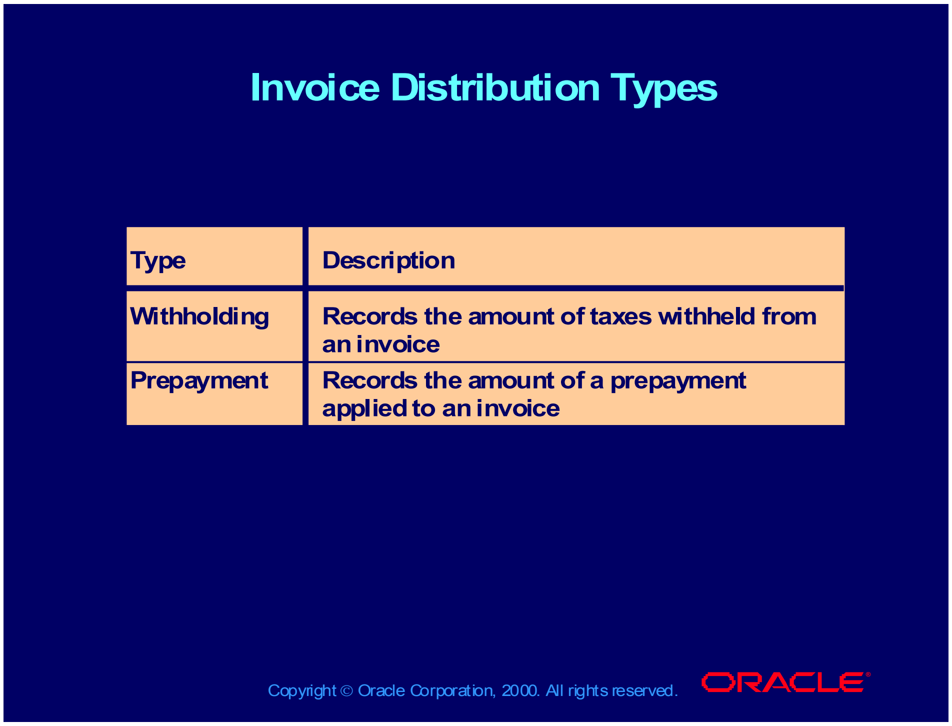
Invoice Distribution Types



Invoice Distribution Types

Type	Description
Item	Records the amount a supplier charges for goods or services purchased
Tax	Records the sales or other tax amount due on goods or services purchased
Freight	Records the amount a supplier charges for shipping and handling
Miscellaneous	Records the amount for miscellaneous expenses on an invoice

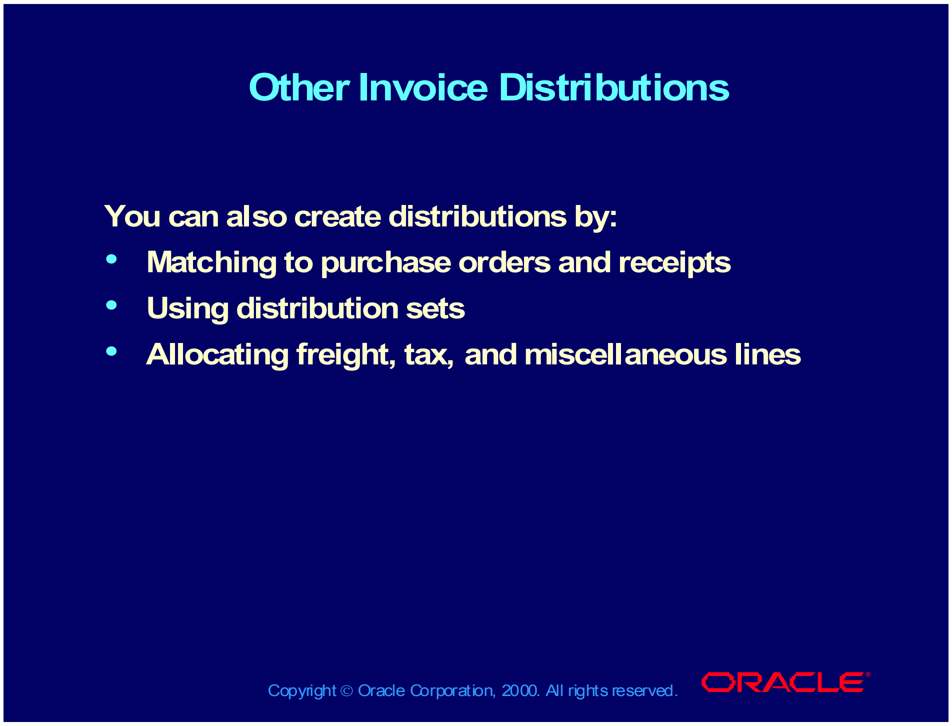
Invoice Distribution Types



Invoice Distribution Types

Type	Description
Withholding	Records the amount of taxes withheld from an invoice
Prepayment	Records the amount of a prepayment applied to an invoice

Other Invoice Distributions



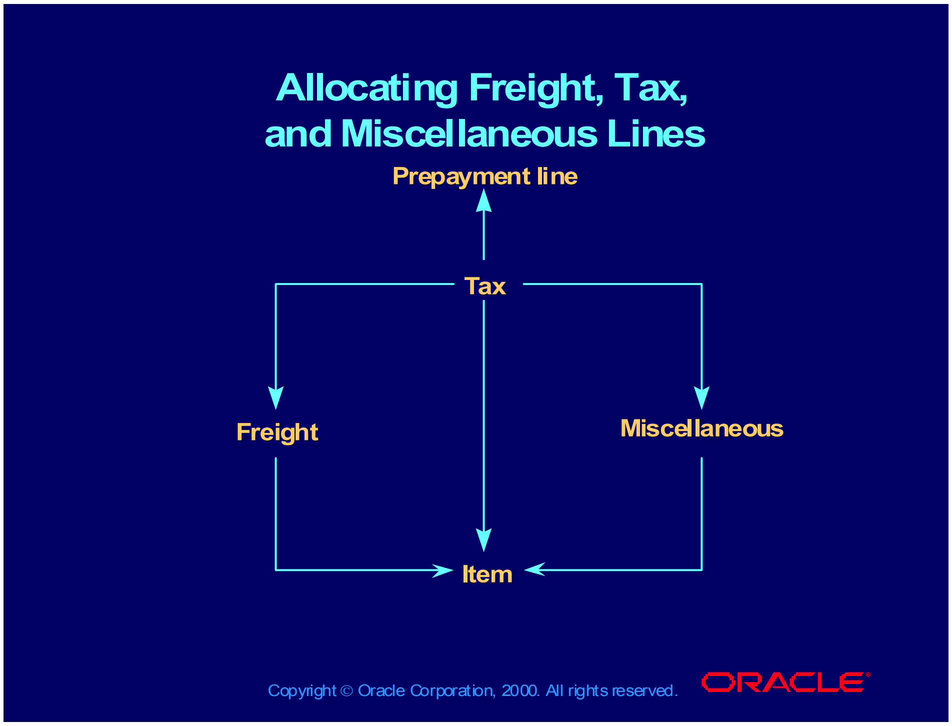
Other Invoice Distributions

You can also create distributions by:

- Matching to purchase orders and receipts
- Using distribution sets
- Allocating freight, tax, and miscellaneous lines

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Invoice Workbench > Entering Distributions in the Invoice Workbench

Allocating Freight, Tax, and Miscellaneous Lines



Allocating Freight, Tax,
and Miscellaneous Lines

Prepayment line

Tax

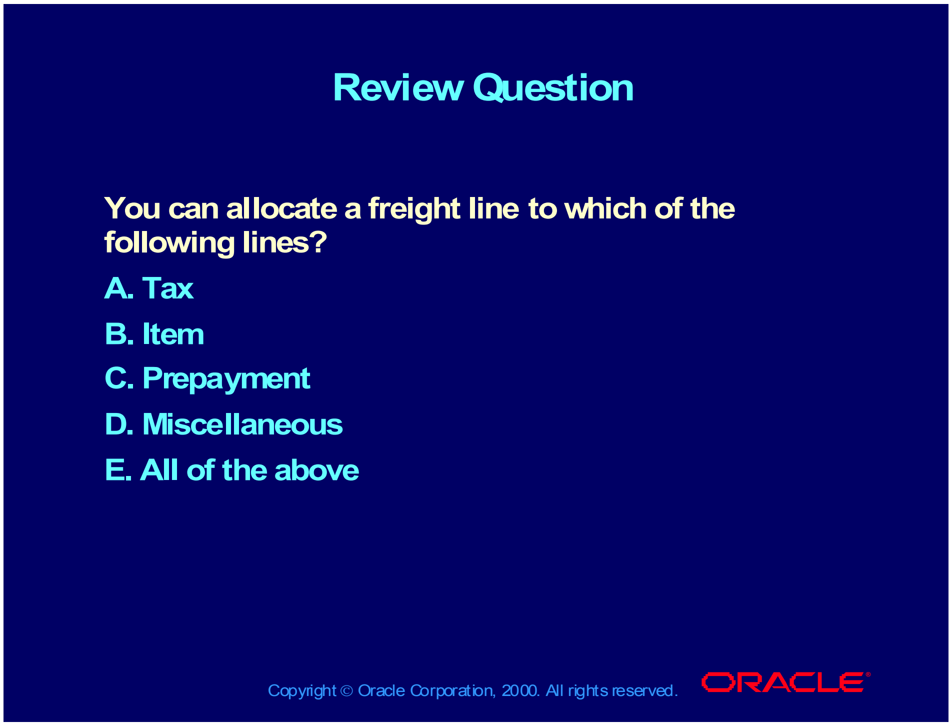
Freight

Miscellaneous

Item

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Allocation > Allocation Overview > Creating Distributions by Allocation

Review Question



Review Question

You can allocate a freight line to which of the following lines?

A. Tax

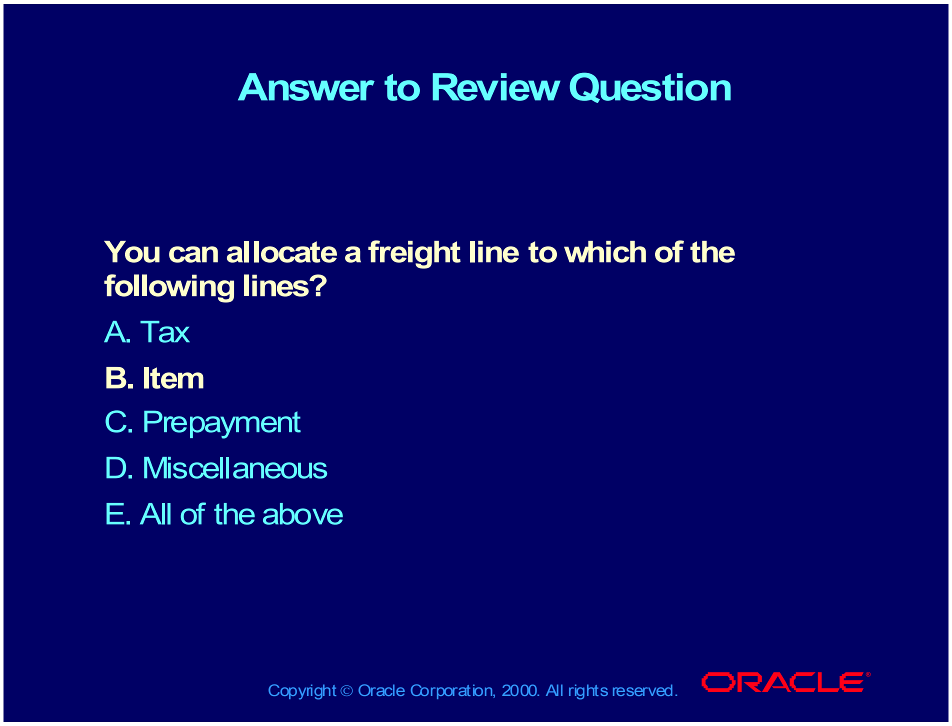
B. Item

C. Prepayment

D. Miscellaneous

E. All of the above

Answer to Review Question



Answer to Review Question

You can allocate a freight line to which of the following lines?

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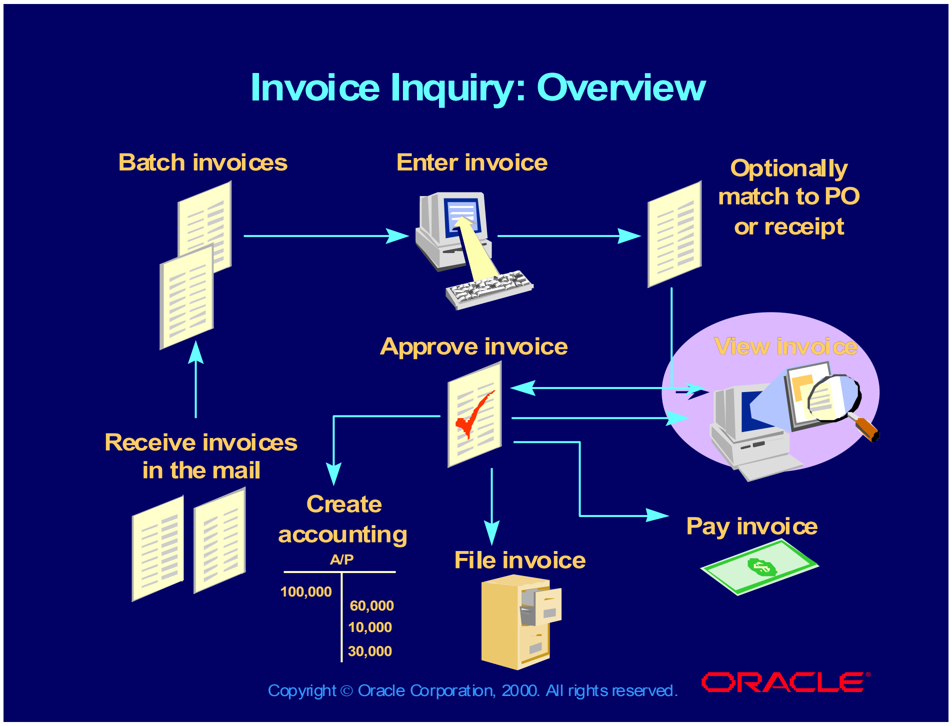
C. Prepayment

D. Miscellaneous

E. All of the above

Invoice Inquiry: Overview



Invoice Inquiry: Overview

Batch invoices

Enter invoice

Optionally match to PO or receipt

Approve invoice

View invoice

Receive invoices in the mail

Create accounting

A/P

100,000

60,000

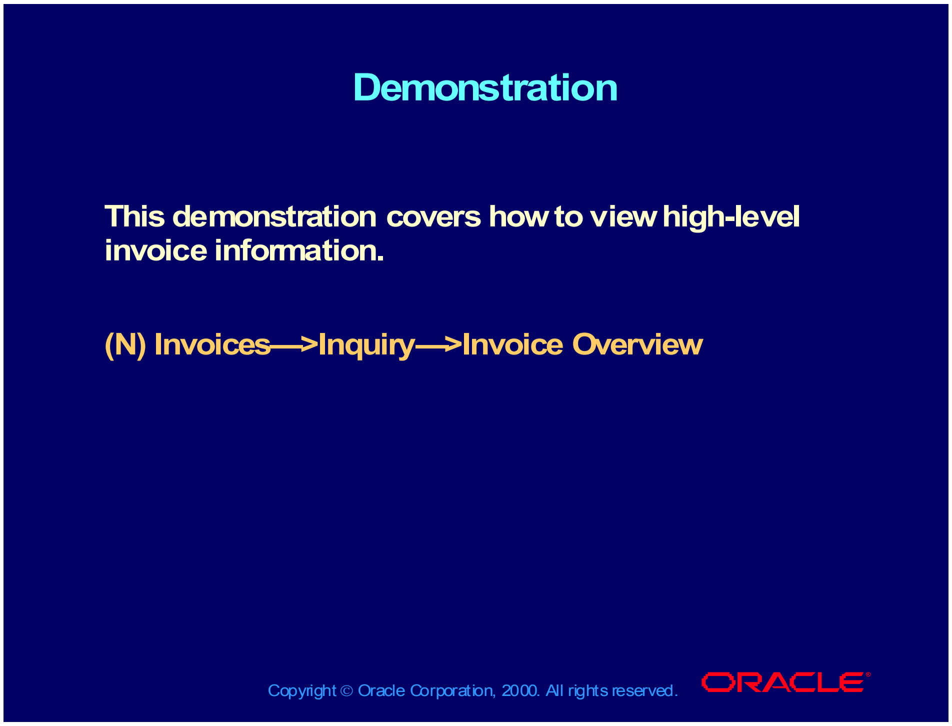
10,000

30,000

File invoice

Pay invoice

Demonstration

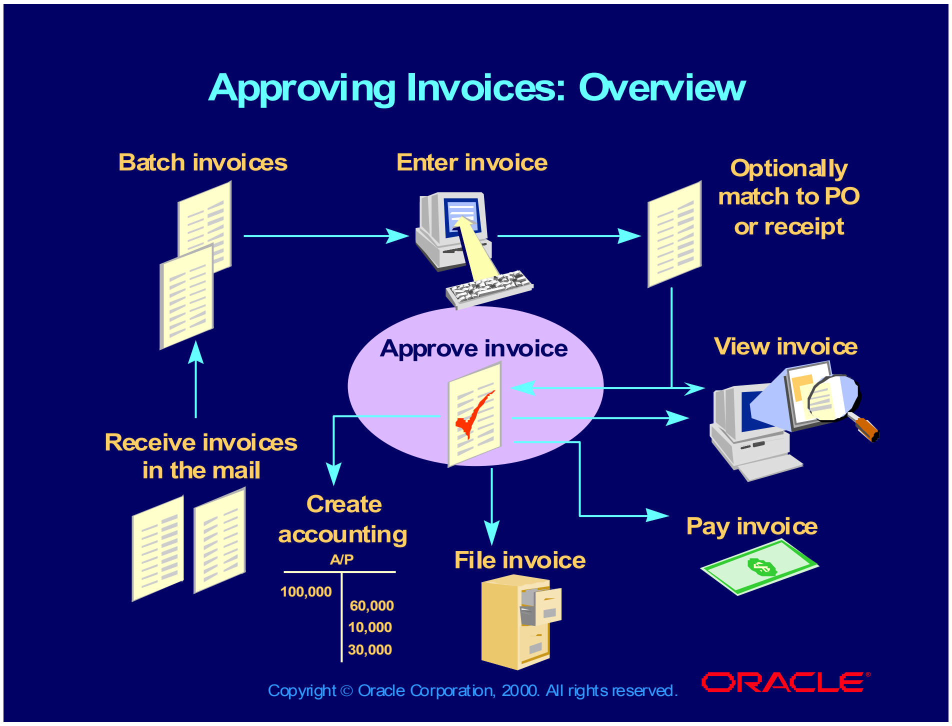


Demonstration

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

(N) Invoices—>Inquiry—>Invoice Overview

Approving Invoices: Overview



Approving Invoices: Overview

Batch invoices

Enter invoice

Optionally match to PO or receipt

Approve invoice

View invoice

Receive invoices in the mail

Create accounting

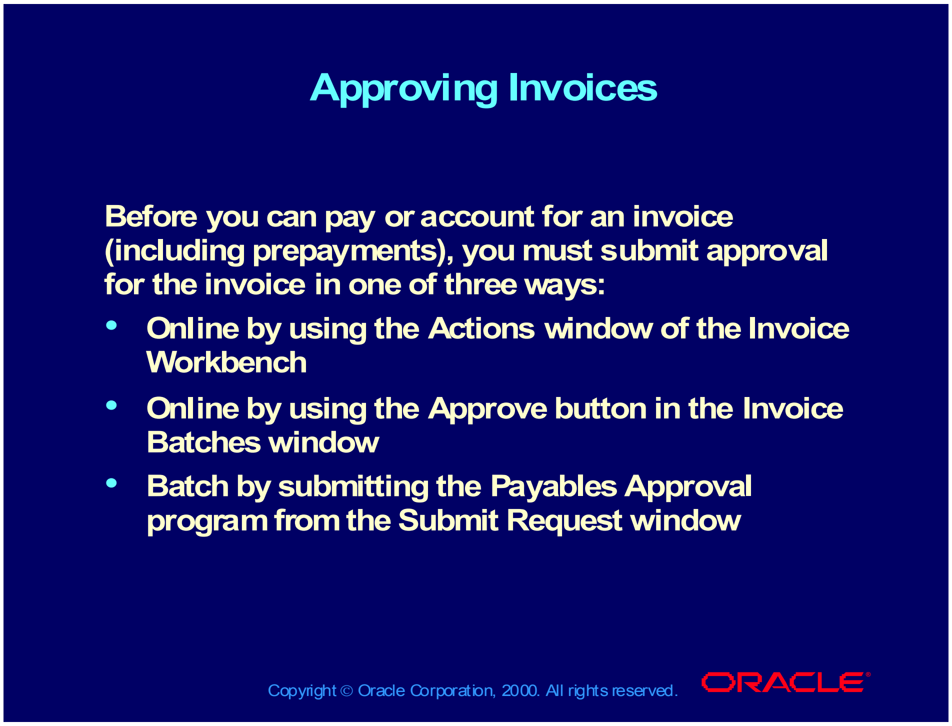
A/P

100,000	
	60,000
	10,000
	30,000

File invoice

Pay invoice

Approving Invoices

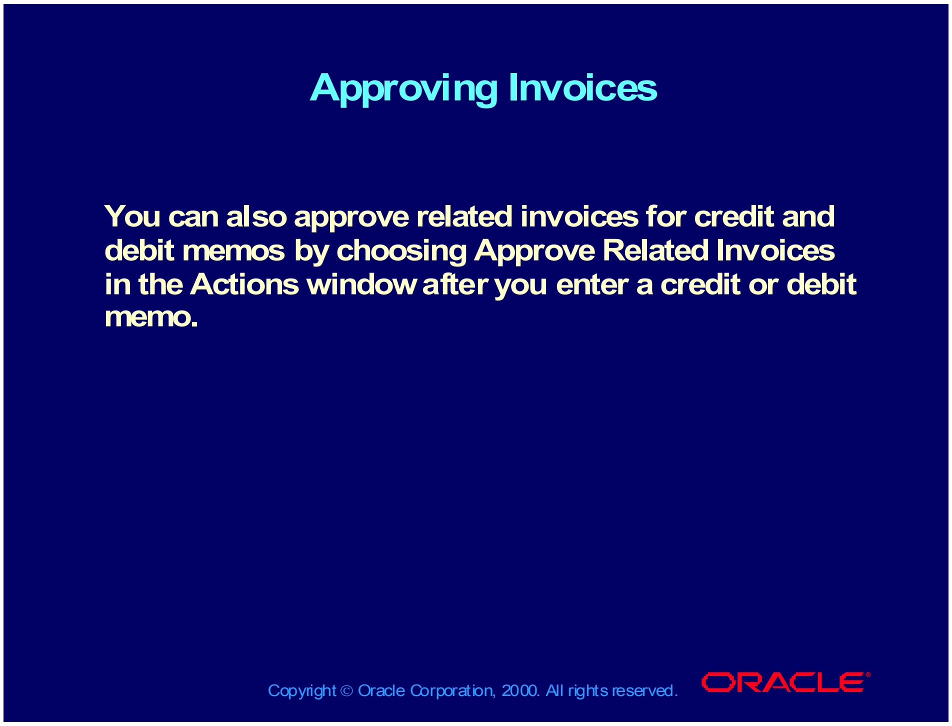


Approving Invoices

Before you can pay or account for an invoice (including prepayments), you must submit approval for the invoice in one of three ways:

- Online by using the Actions window of the Invoice Workbench
- Online by using the Approve button in the Invoice Batches window
- Batch by submitting the Payables Approval program from the Submit Request window

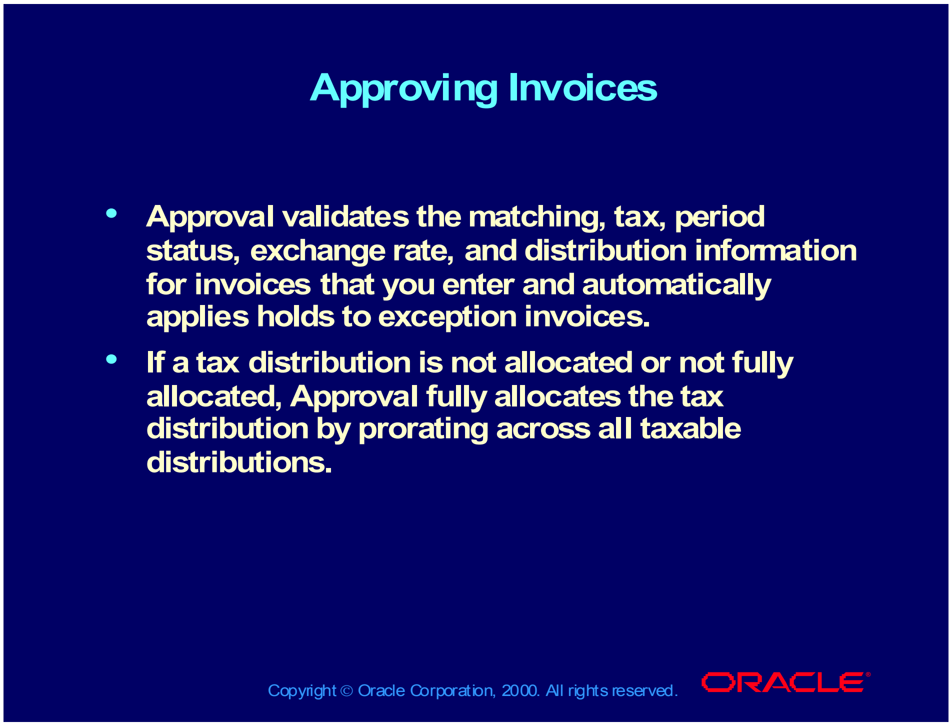
(Help) Oracle Financial Applications > Oracle Payables > Invoices > Approval > Approval



Approving Invoices

You can also approve related invoices for credit and debit memos by choosing Approve Related Invoices in the Actions window after you enter a credit or debit memo.

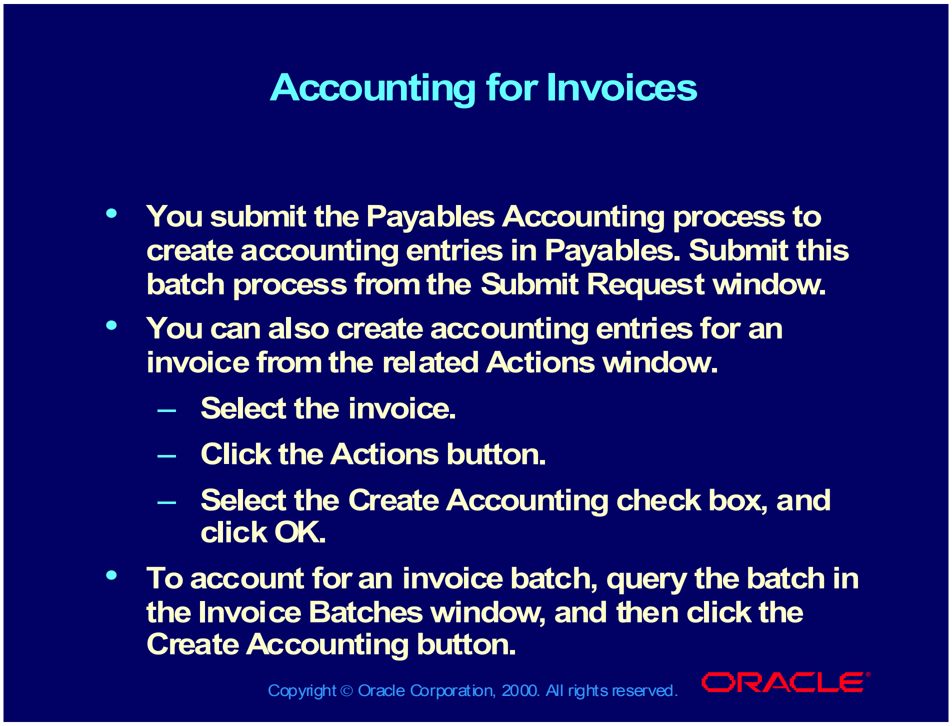
Approving Invoices



Approving Invoices

- Approval validates the matching, tax, period status, exchange rate, and distribution information for invoices that you enter and automatically applies holds to exception invoices.
- If a tax distribution is not allocated or not fully allocated, Approval fully allocates the tax distribution by prorating across all taxable distributions.

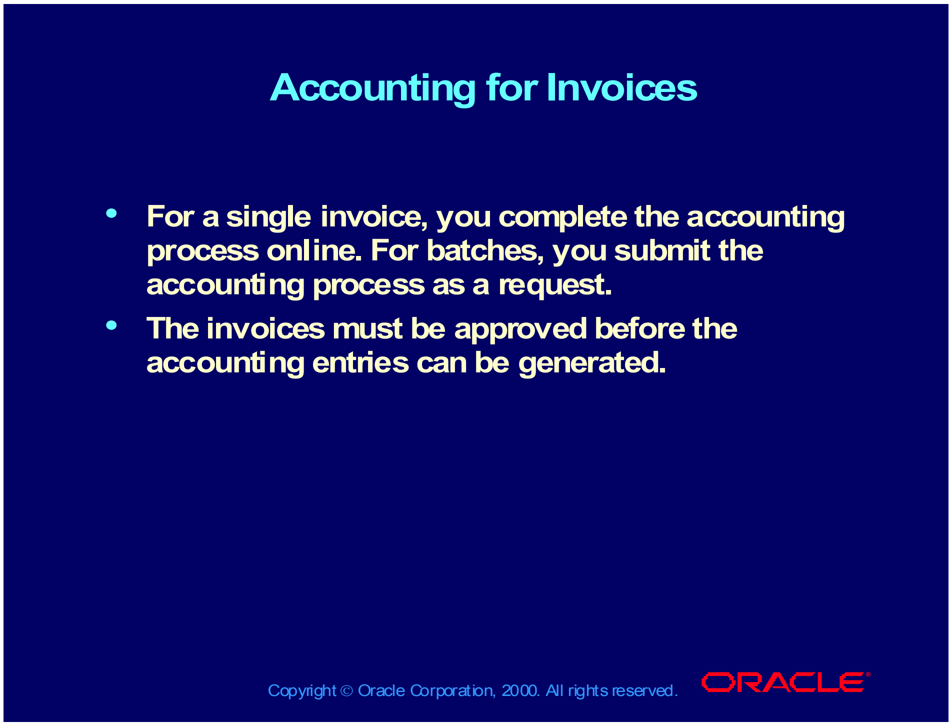
Accounting for Invoices



Accounting for Invoices

- You submit the Payables Accounting process to create accounting entries in Payables. Submit this batch process from the Submit Request window.
- You can also create accounting entries for an invoice from the related Actions window.
  - Select the invoice.
  - Click the Actions button.
  - Select the Create Accounting check box, and click OK.
- To account for an invoice batch, query the batch in the Invoice Batches window, and then click the Create Accounting button.

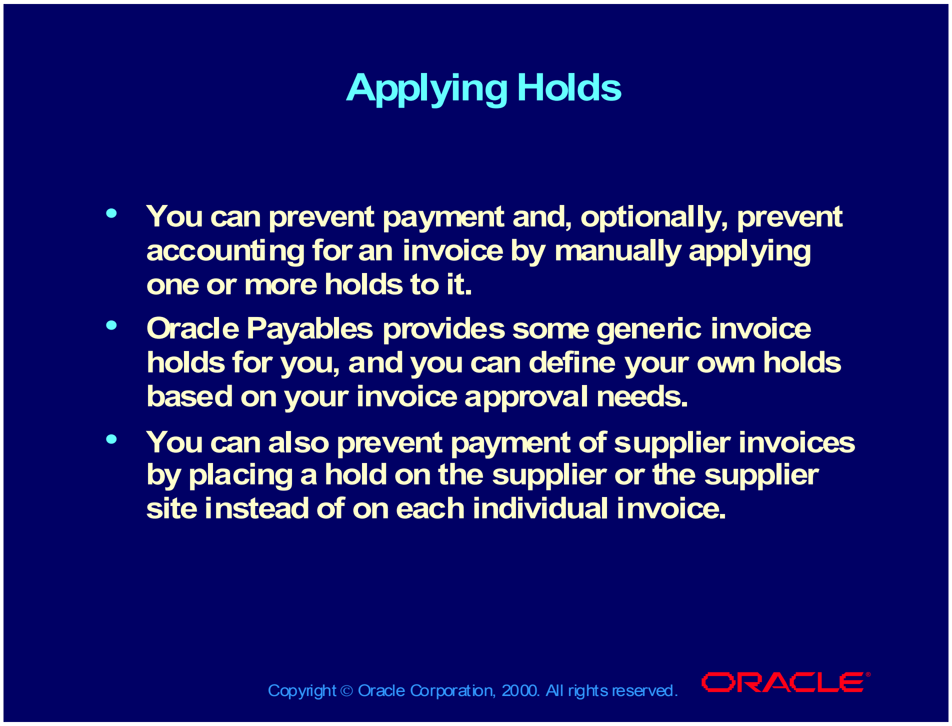
Accounting for Invoices



Accounting for Invoices

- For a single invoice, you complete the accounting process online. For batches, you submit the accounting process as a request.
- The invoices must be approved before the accounting entries can be generated.

Applying Holds

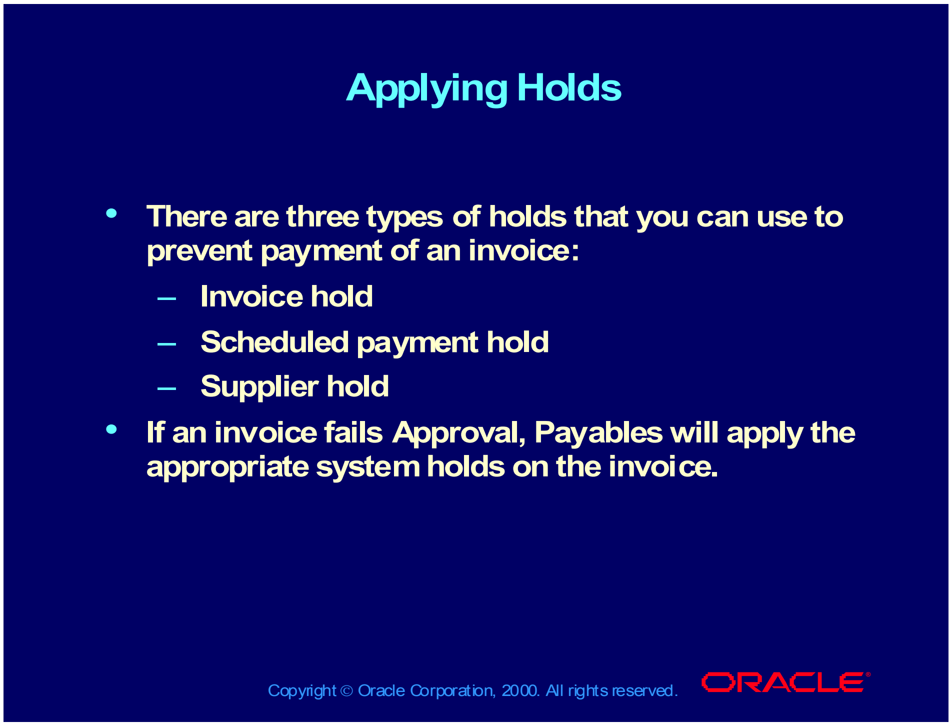


Applying Holds

- You can prevent payment and, optionally, prevent accounting for an invoice by manually applying one or more holds to it.
- Oracle Payables provides some generic invoice holds for you, and you can define your own holds based on your invoice approval needs.
- You can also prevent payment of supplier invoices by placing a hold on the supplier or the supplier site instead of on each individual invoice.

(Help) Oracle Financial Applications > Oracle Payables > Appendix > Summary of Approval Hold Codes

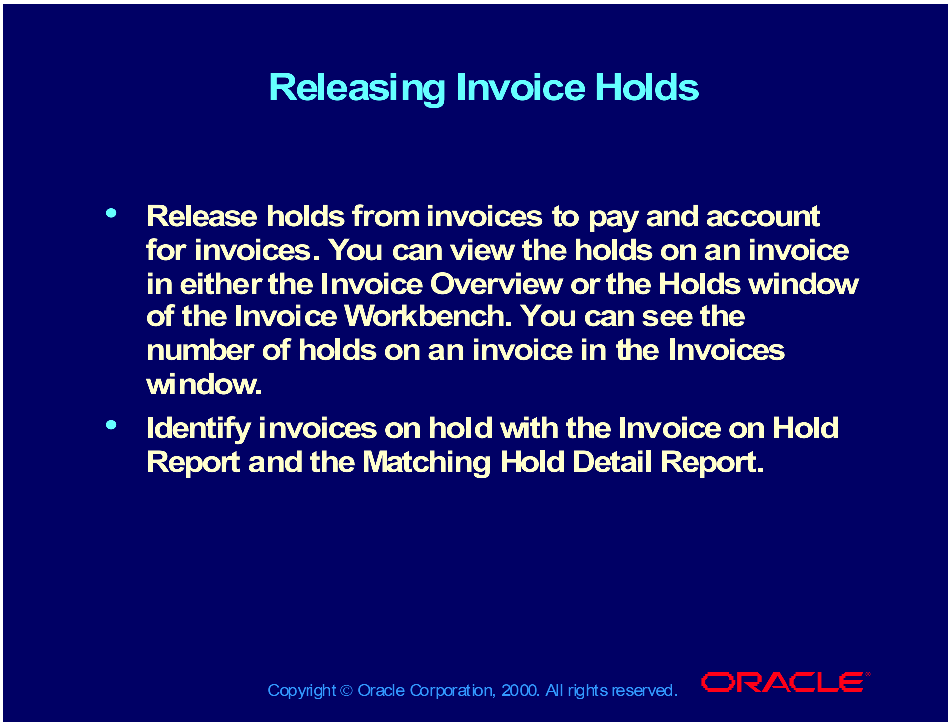
Applying Holds



Applying Holds

- There are three types of holds that you can use to prevent payment of an invoice:
  - Invoice hold
  - Scheduled payment hold
  - Supplier hold
- If an invoice fails Approval, Payables will apply the appropriate system holds on the invoice.

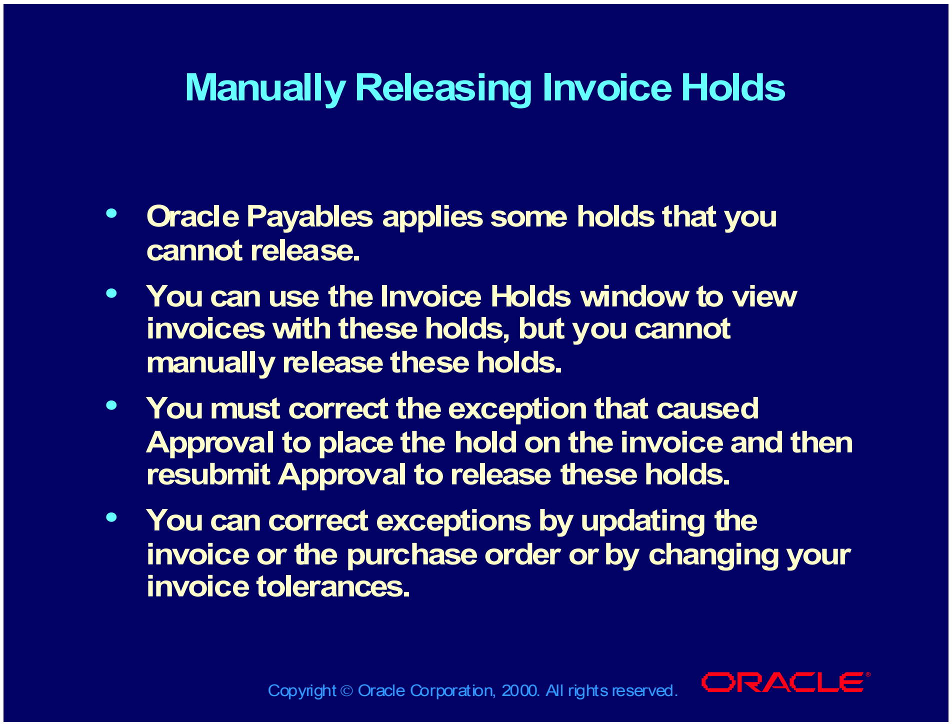
Releasing Invoice Holds



Releasing Invoice Holds

- Release holds from invoices to pay and account for invoices. You can view the holds on an invoice in either the Invoice Overview or the Holds window of the Invoice Workbench. You can see the number of holds on an invoice in the Invoices window.
- Identify invoices on hold with the Invoice on Hold Report and the Matching Hold Detail Report.

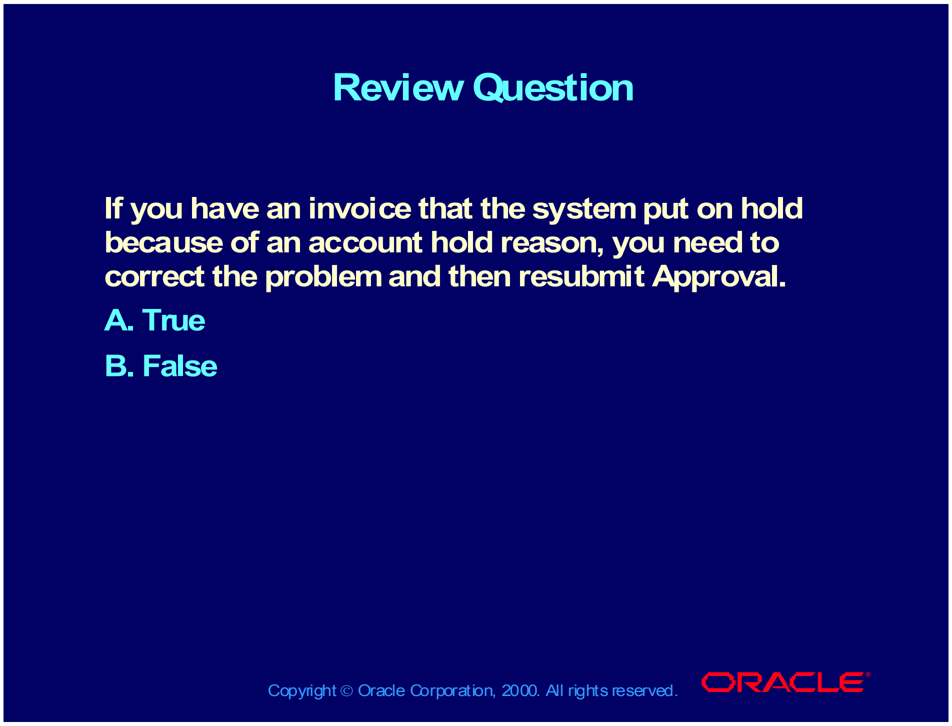
Manually Releasing Invoice Holds



Manually Releasing Invoice Holds

- Oracle Payables applies some holds that you cannot release.
- You can use the Invoice Holds window to view invoices with these holds, but you cannot manually release these holds.
- You must correct the exception that caused Approval to place the hold on the invoice and then resubmit Approval to release these holds.
- You can correct exceptions by updating the invoice or the purchase order or by changing your invoice tolerances.

Review Question



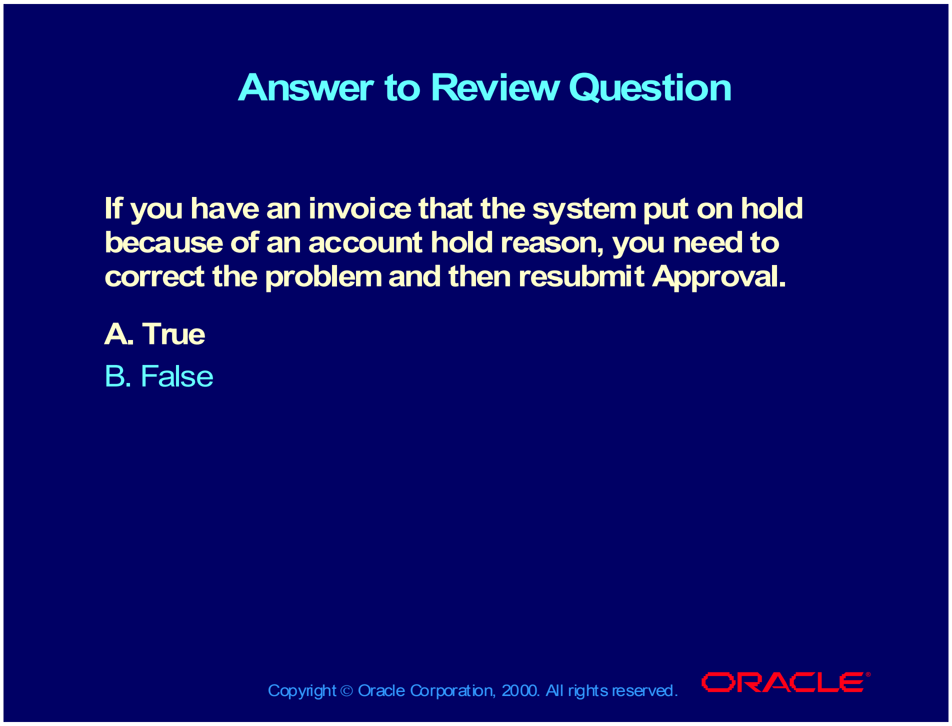
Review Question

If you have an invoice that the system put on hold because of an account hold reason, you need to correct the problem and then resubmit Approval.

A. True

B. False

Answer to Review Question



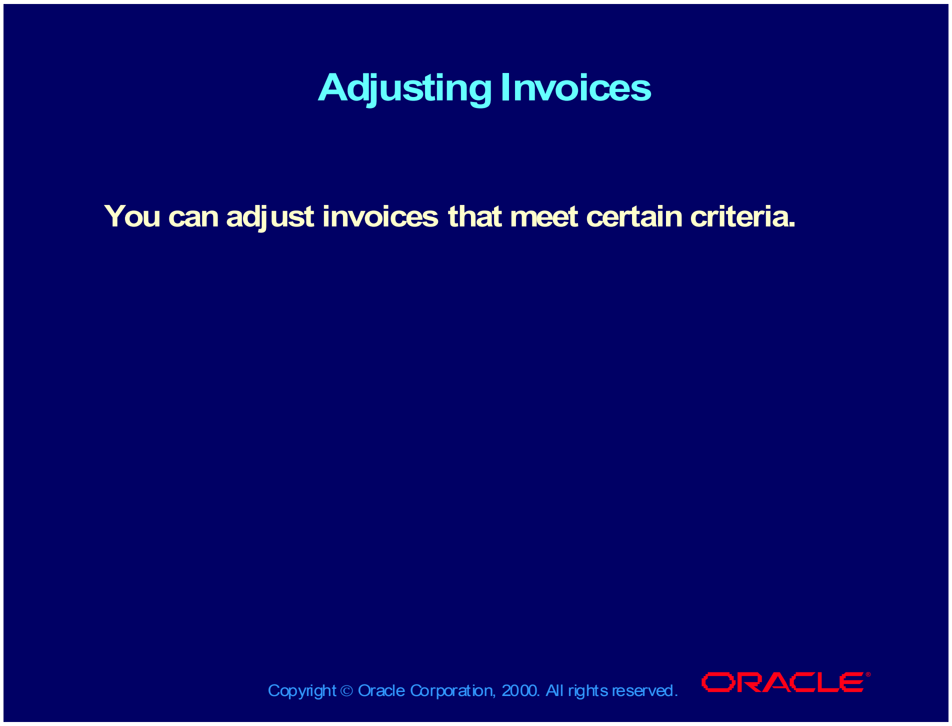
Answer to Review Question

If you have an invoice that the system put on hold because of an account hold reason, you need to correct the problem and then resubmit Approval.

A. True

B. False

Adjusting Invoices



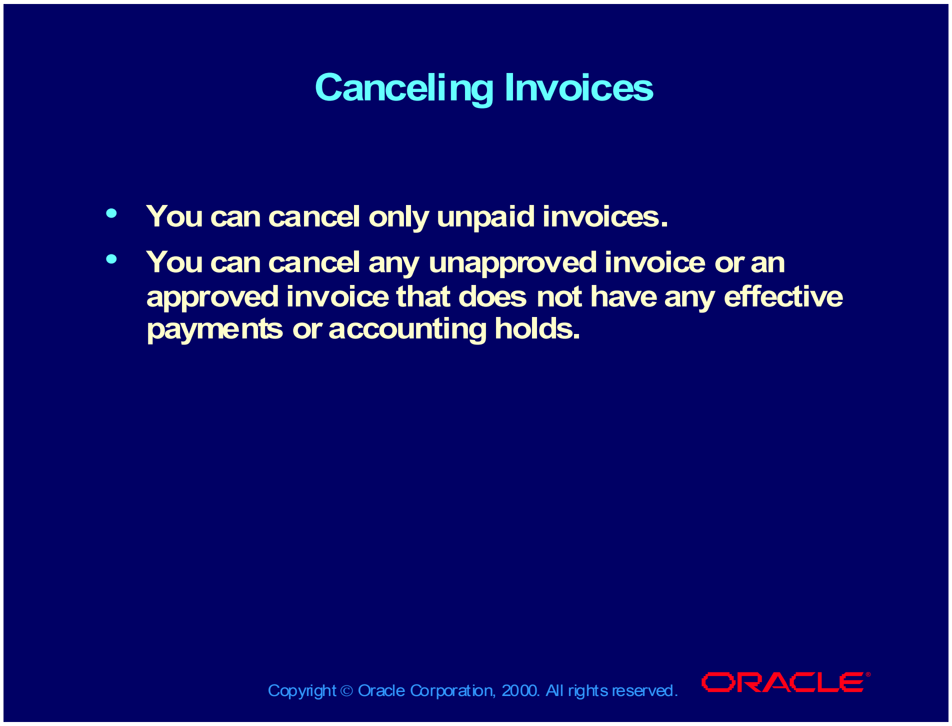
Adjusting Invoices

You can adjust invoices that meet certain criteria.

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Finding and Reviewing Invoices > Reviewing and Adjusting Invoices

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Adjustment Charts

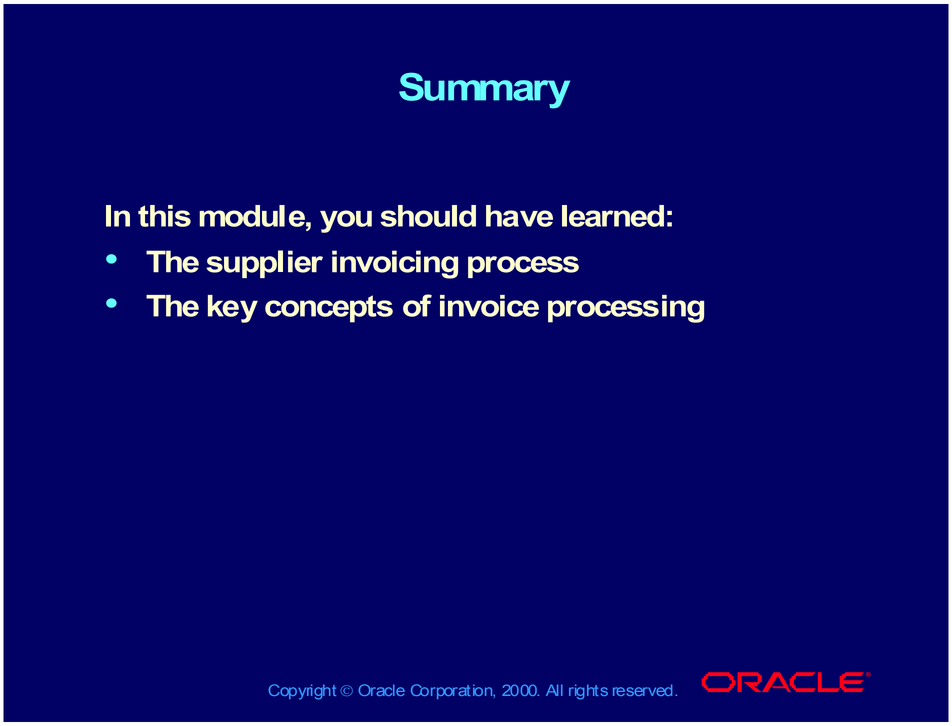
Canceling Invoices



Canceling Invoices

- You can cancel only unpaid invoices.
- You can cancel any unapproved invoice or an approved invoice that does not have any effective payments or accounting holds.

Summary



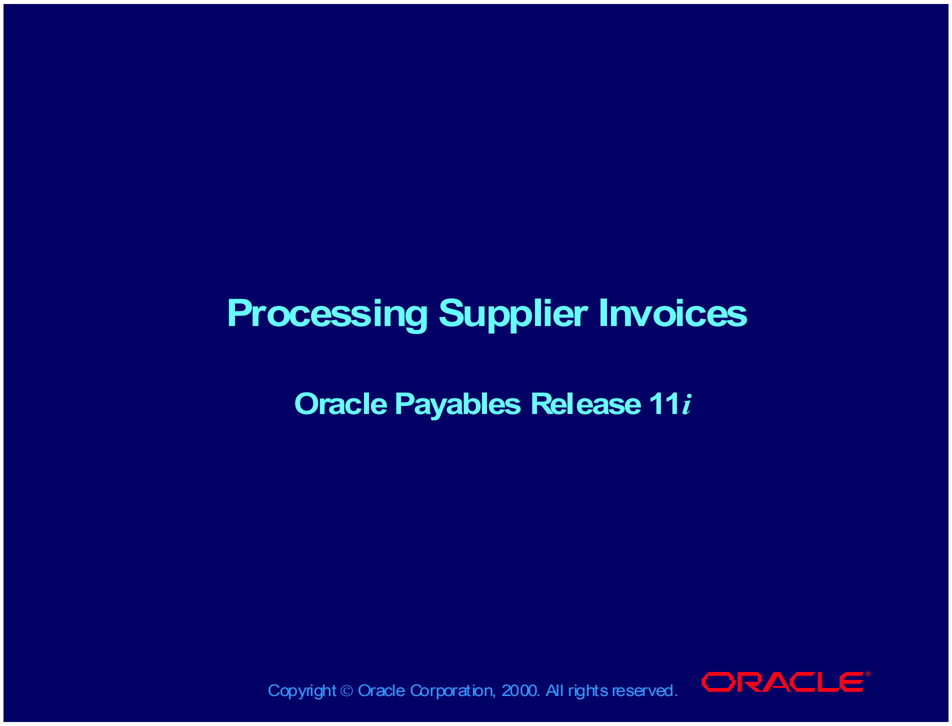
Summary

In this module, you should have learned:

- The supplier invoicing process
- The key concepts of invoice processing

Processing Supplier Invoices

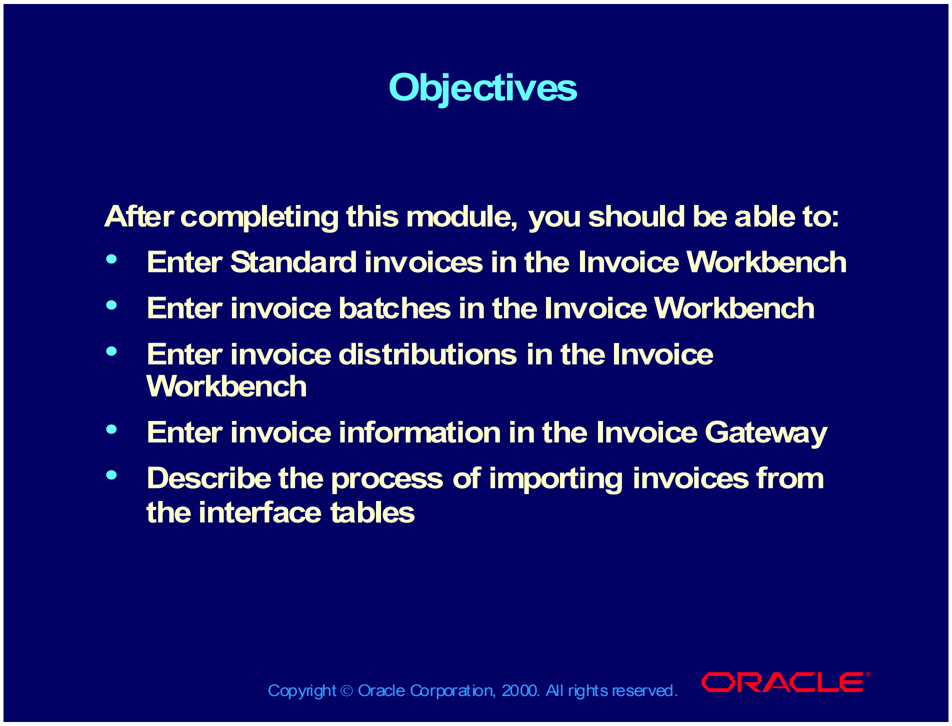
Chapter 3



Processing Supplier Invoices

Oracle Payables Release 11*i*

Objectives

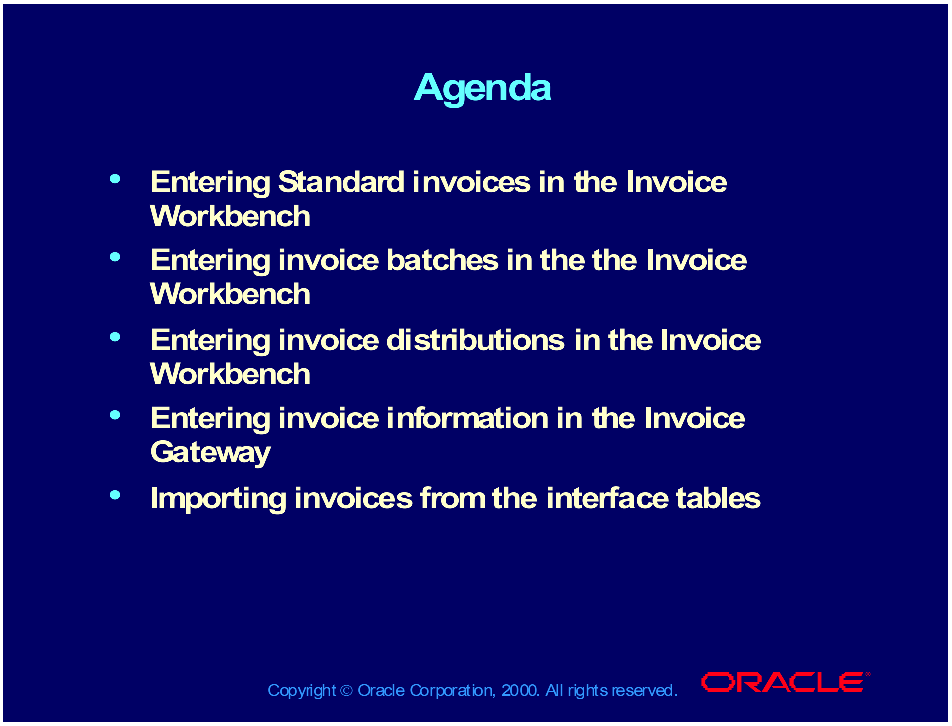


Objectives

After completing this module, you should be able to:

- Enter Standard invoices in the Invoice Workbench
- Enter invoice batches in the Invoice Workbench
- Enter invoice distributions in the Invoice Workbench
- Enter invoice information in the Invoice Gateway
- Describe the process of importing invoices from the interface tables

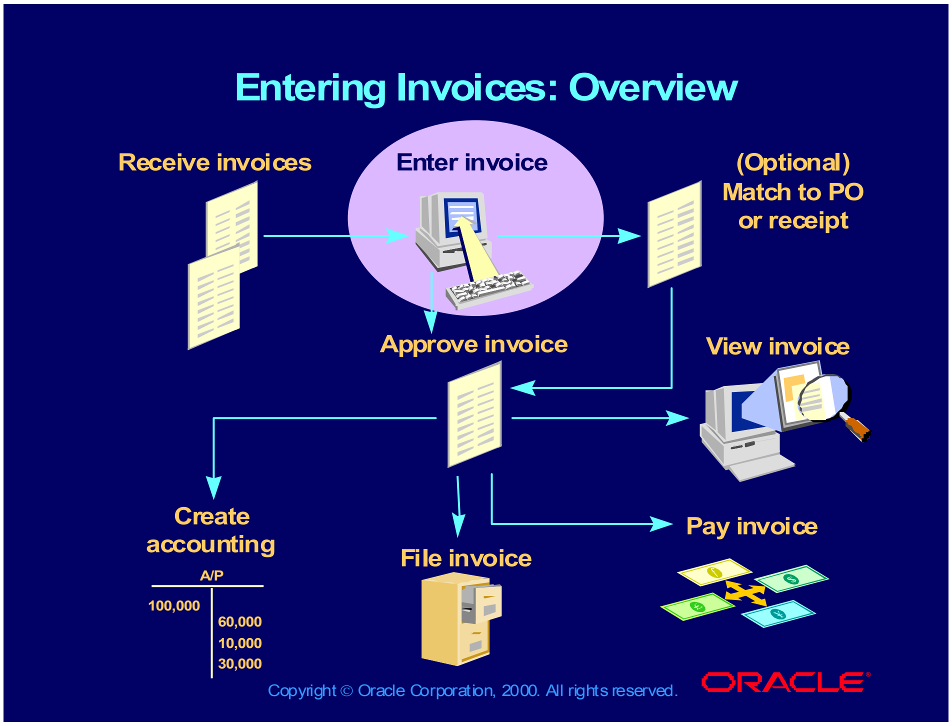
Agenda



Agenda

- Entering Standard invoices in the Invoice Workbench
- Entering invoice batches in the the Invoice Workbench
- Entering invoice distributions in the Invoice Workbench
- Entering invoice information in the Invoice Gateway
- Importing invoices from the interface tables

Entering Invoices: Overview



Entering Invoices: Overview

Receive invoices

Enter invoice

(Optional)
Match to PO
or receipt

Approve invoice

View invoice

Create
accounting

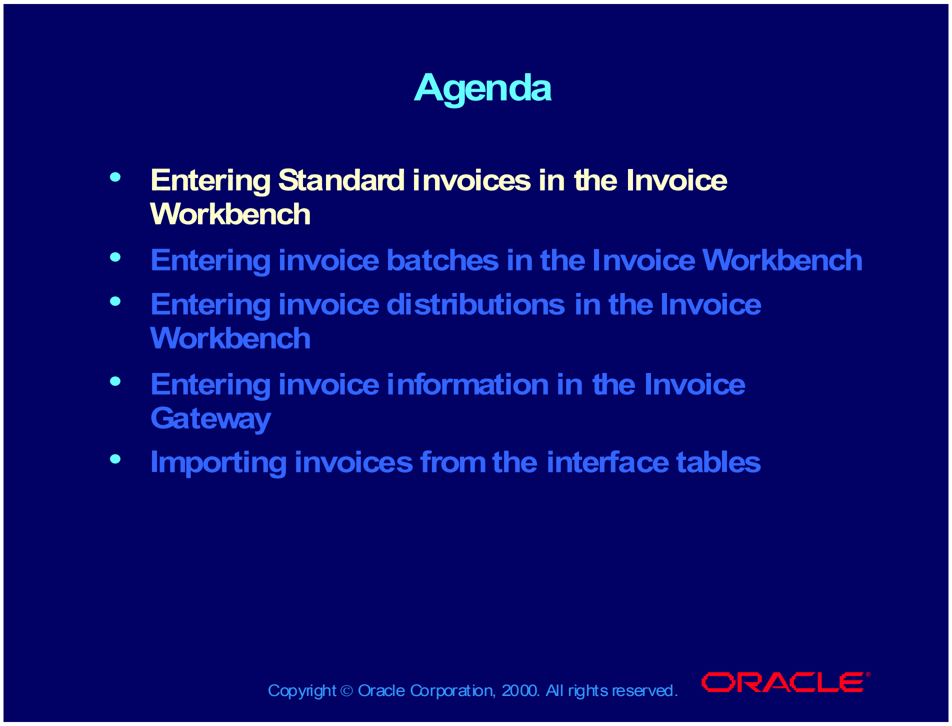
A/P

100,000	
	60,000
	10,000
	30,000

File invoice

Pay invoice

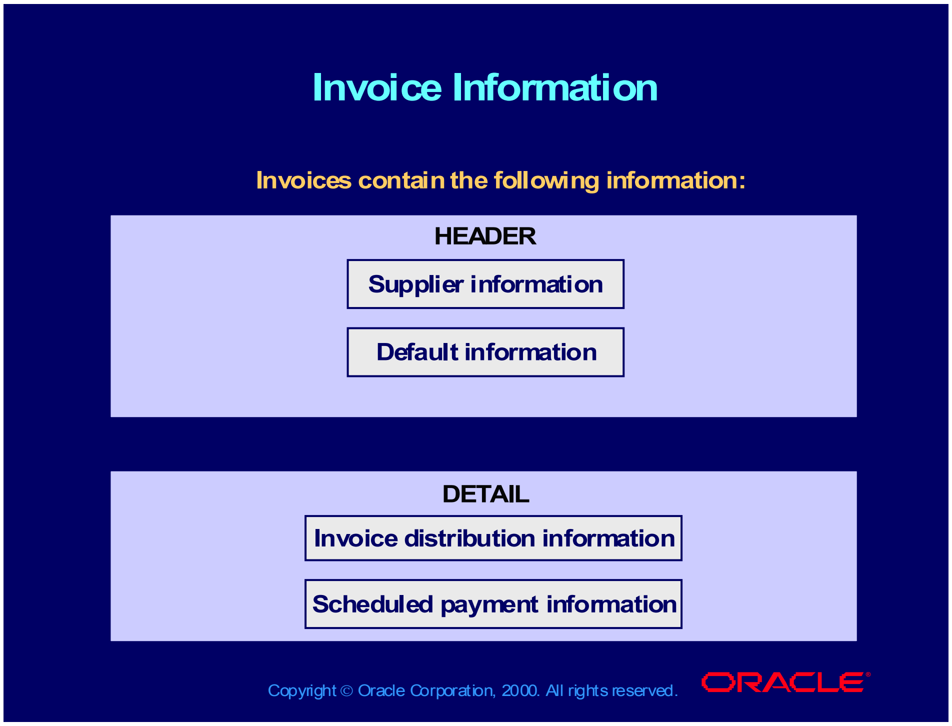
Agenda



Agenda

- Entering Standard invoices in the Invoice Workbench
- Entering invoice batches in the Invoice Workbench
- Entering invoice distributions in the Invoice Workbench
- Entering invoice information in the Invoice Gateway
- Importing invoices from the interface tables

Invoice Information



Invoice Information

Invoices contain the following information:

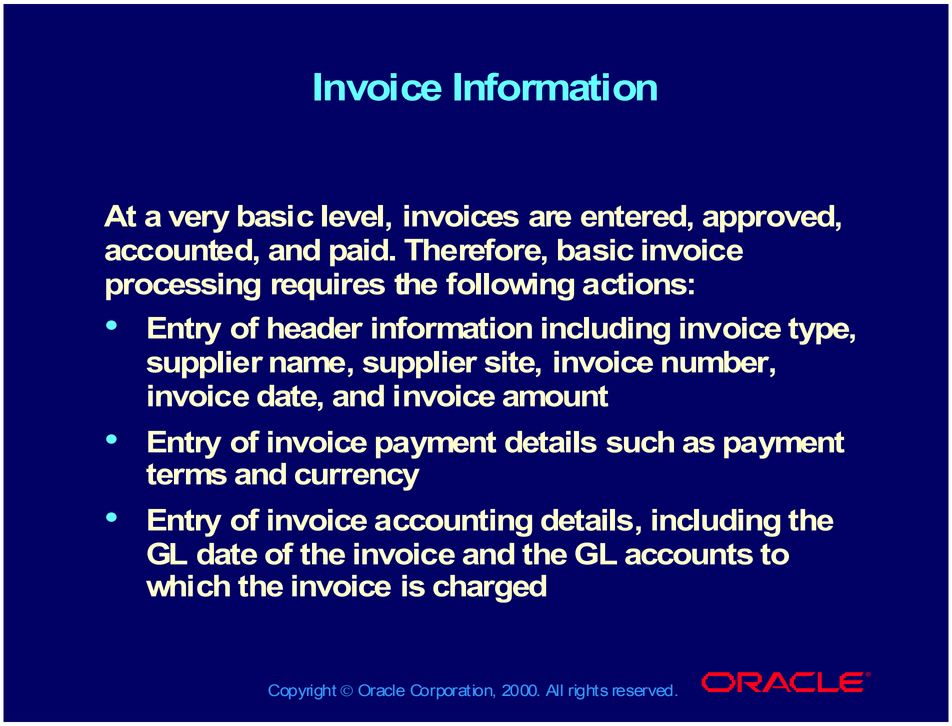
HEADER

- Supplier information
- Default information

DETAIL

- Invoice distribution information
- Scheduled payment information

Invoice Information

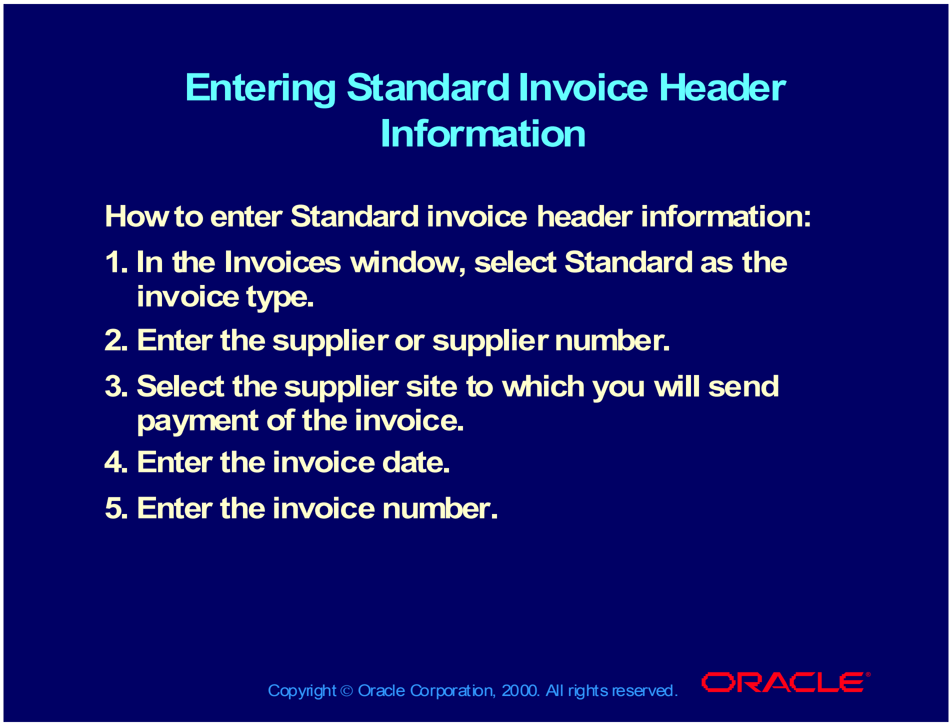


Invoice Information

At a very basic level, invoices are entered, approved, accounted, and paid. Therefore, basic invoice processing requires the following actions:

- Entry of header information including invoice type, supplier name, supplier site, invoice number, invoice date, and invoice amount
- Entry of invoice payment details such as payment terms and currency
- Entry of invoice accounting details, including the GL date of the invoice and the GL accounts to which the invoice is charged

Entering Standard Invoice Header Information



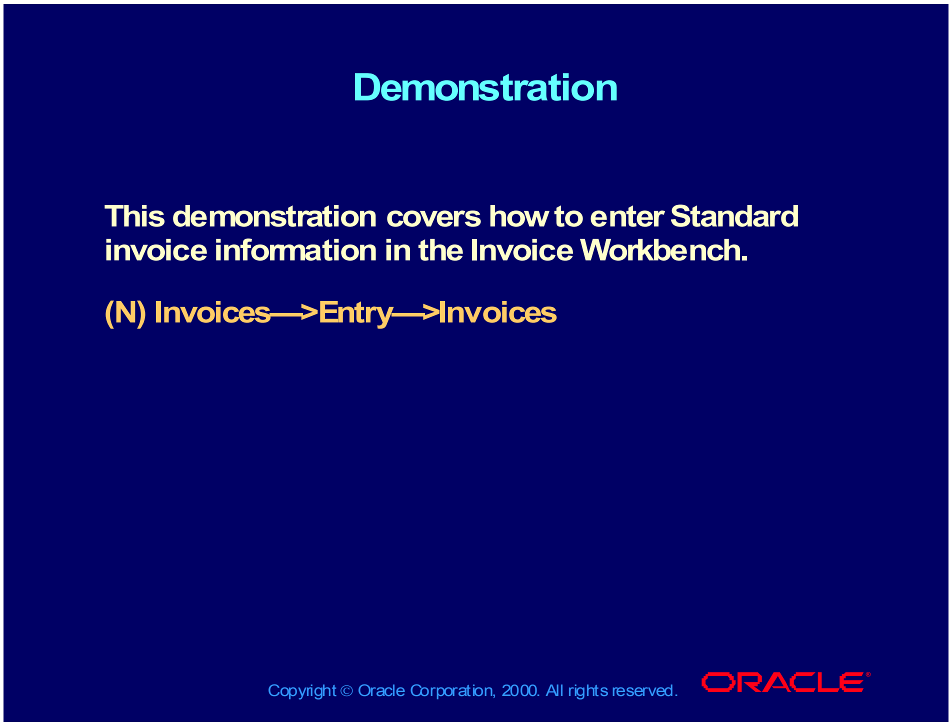
Entering Standard Invoice Header Information

How to enter Standard invoice header information:

1. In the Invoices window, select Standard as the invoice type.
2. Enter the supplier or supplier number.
3. Select the supplier site to which you will send payment of the invoice.
4. Enter the invoice date.
5. Enter the invoice number.

(Help) Oracle Financial Applications—>Oracle Payables—>Invoices—>Invoice Workbench—>Entering Basic Invoices in the Invoice Workbench

Demonstration

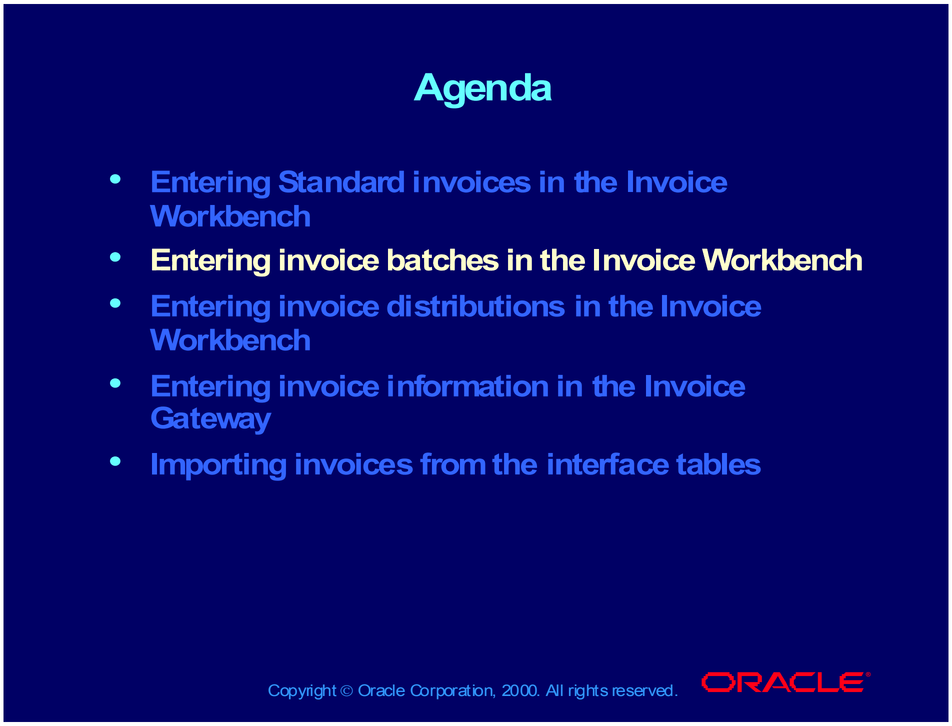


Demonstration

This demonstration covers how to enter Standard invoice information in the Invoice Workbench.

(N) Invoices—>Entry—>Invoices

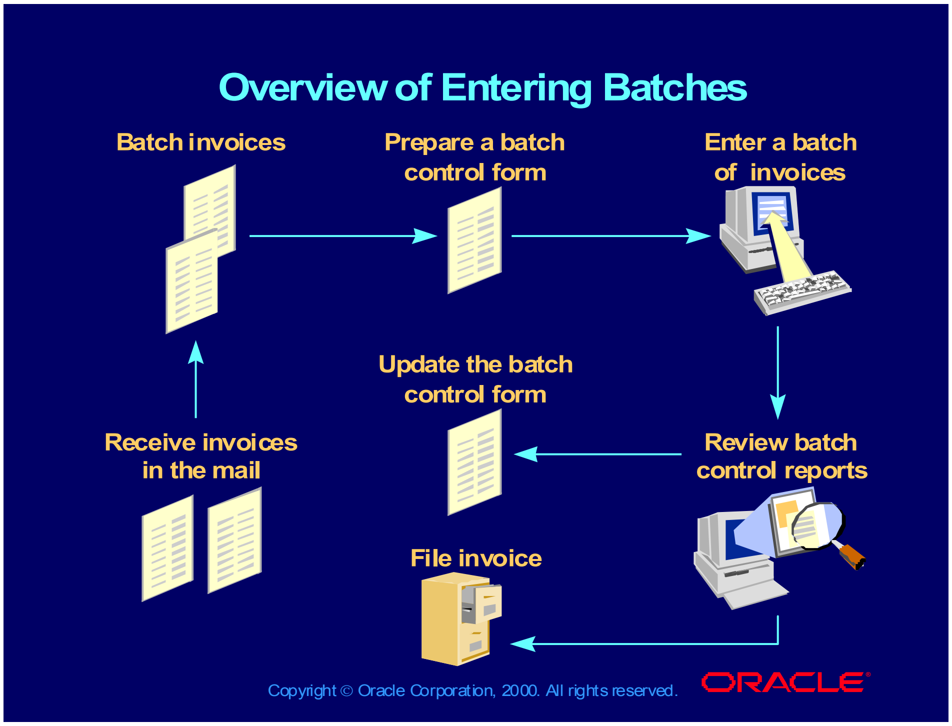
Agenda



Agenda

- Entering Standard invoices in the Invoice Workbench
- Entering invoice batches in the Invoice Workbench
- Entering invoice distributions in the Invoice Workbench
- Entering invoice information in the Invoice Gateway
- Importing invoices from the interface tables

Overview of Entering Batches



Overview of Entering Batches

Batch invoices

Prepare a batch control form

Enter a batch of invoices

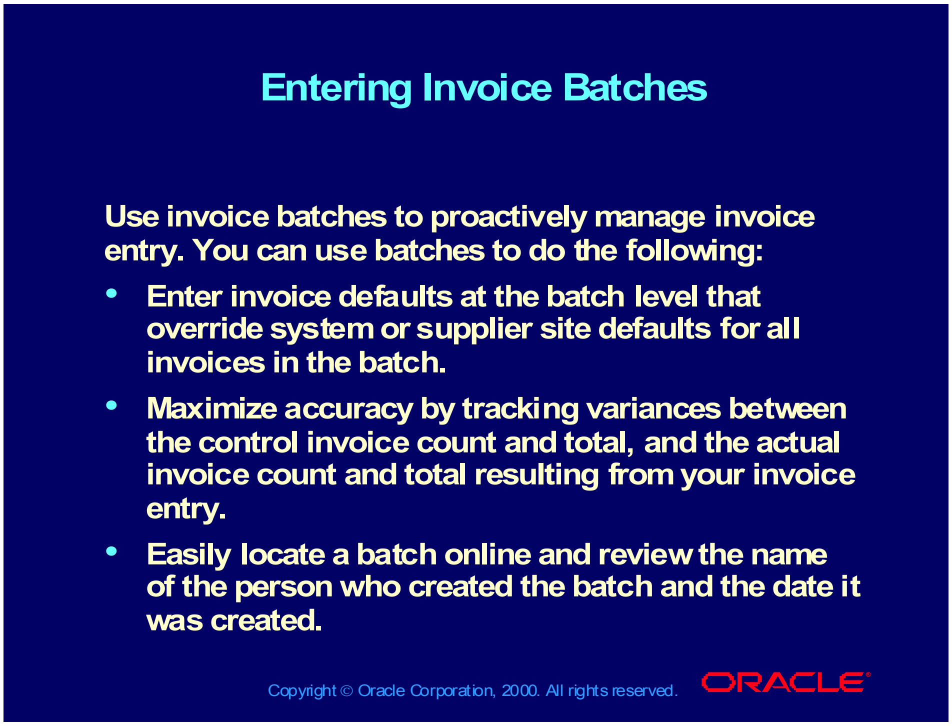
Review batch control reports

Update the batch control form

File invoice

Receive invoices in the mail

Entering Invoice Batches

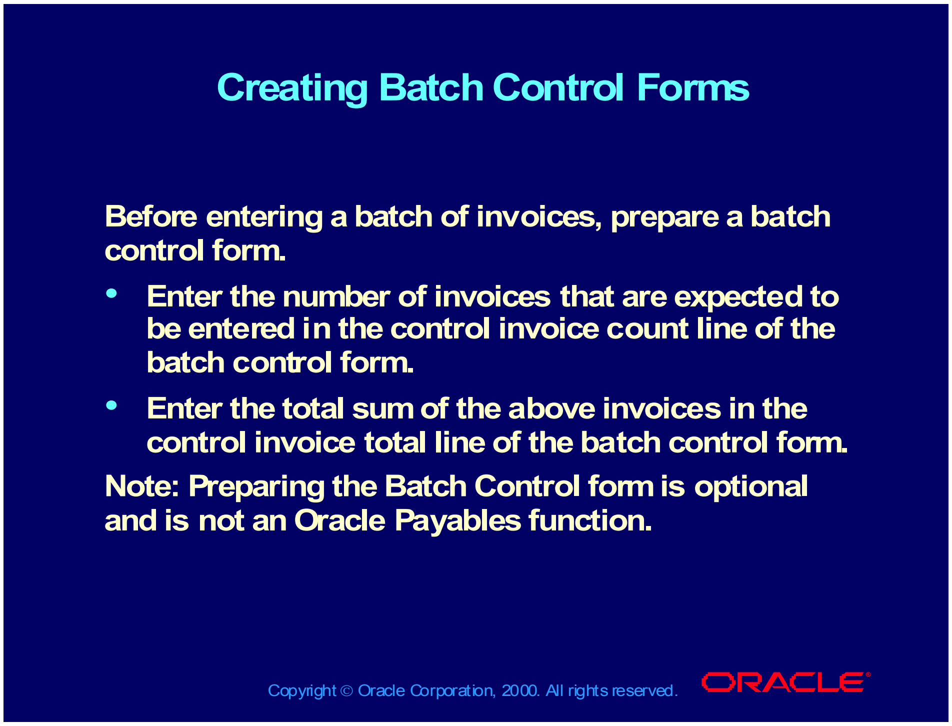


Entering Invoice Batches

Use invoice batches to proactively manage invoice entry. You can use batches to do the following:

- Enter invoice defaults at the batch level that override system or supplier site defaults for all invoices in the batch.
- Maximize accuracy by tracking variances between the control invoice count and total, and the actual invoice count and total resulting from your invoice entry.
- Easily locate a batch online and review the name of the person who created the batch and the date it was created.

Creating Batch Control Forms



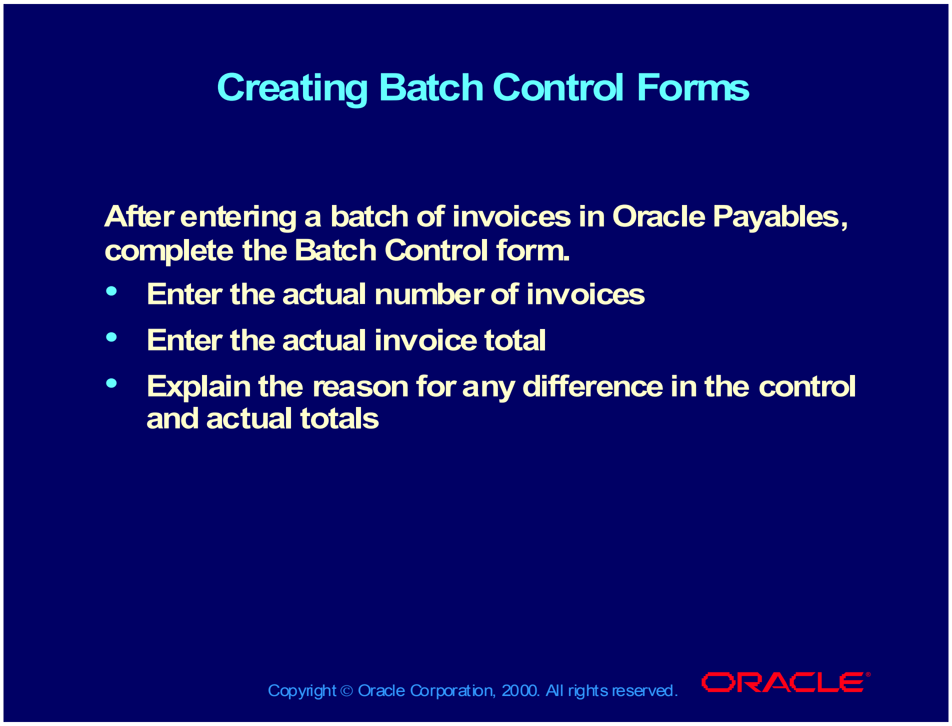
Creating Batch Control Forms

Before entering a batch of invoices, prepare a batch control form.

- Enter the number of invoices that are expected to be entered in the control invoice count line of the batch control form.
- Enter the total sum of the above invoices in the control invoice total line of the batch control form.

Note: Preparing the Batch Control form is optional and is not an Oracle Payables function.

Creating Batch Control Forms

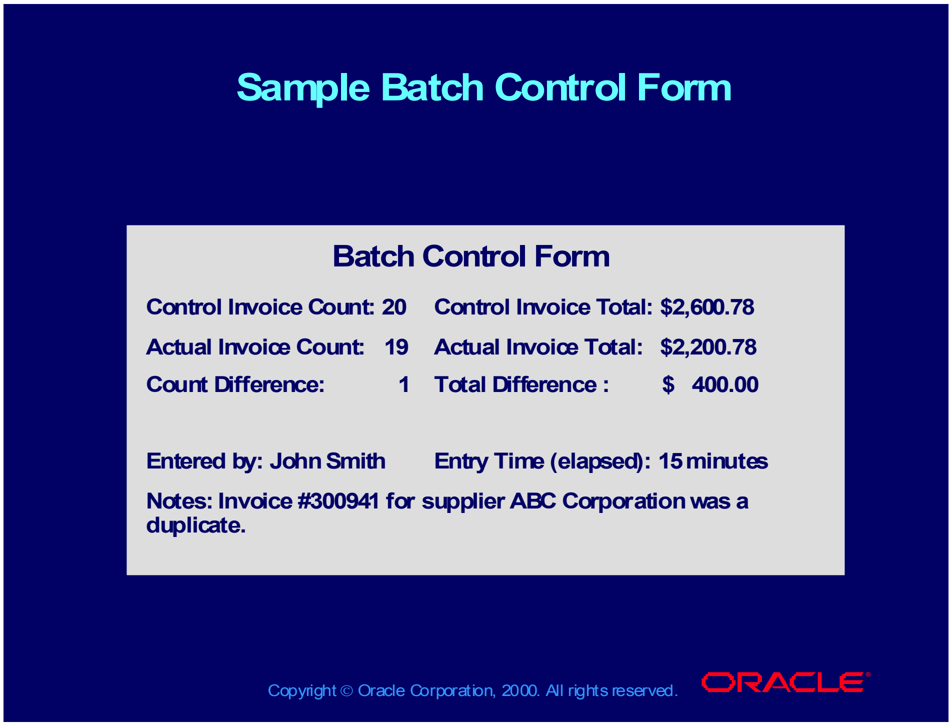


Creating Batch Control Forms

After entering a batch of invoices in Oracle Payables, complete the Batch Control form.

- Enter the actual number of invoices
- Enter the actual invoice total
- Explain the reason for any difference in the control and actual totals

Sample Batch Control Form



Sample Batch Control Form

Batch Control Form

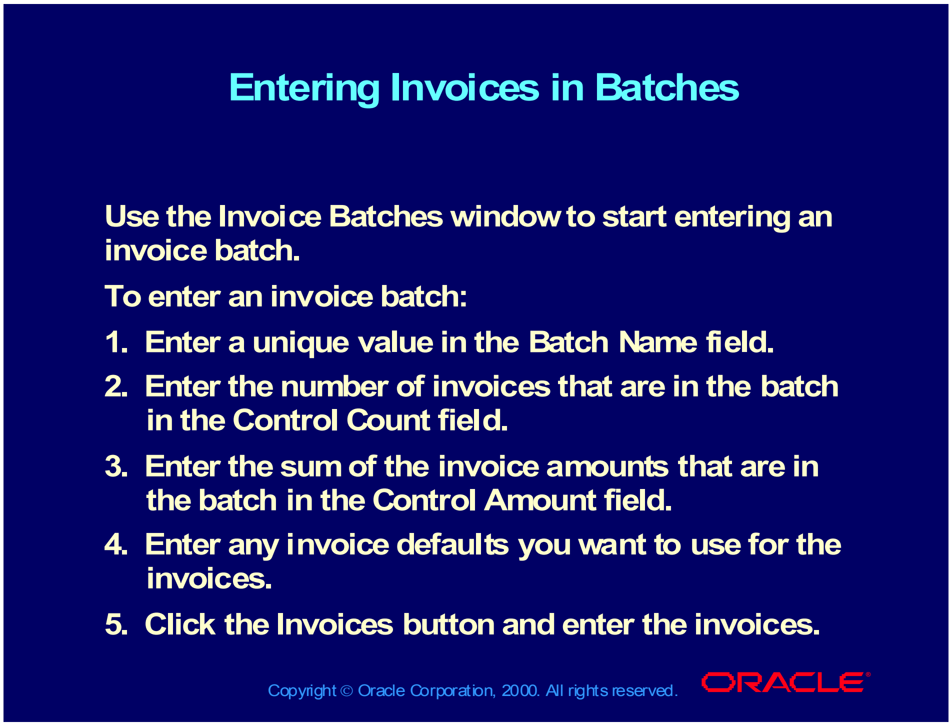
Control Invoice Count:	20	Control Invoice Total:	$2,600.78
Actual Invoice Count:	19	Actual Invoice Total:	$2,200.78
Count Difference:	1	Total Difference :	$ 400.00

Entered by: John Smith

Entry Time (elapsed): 15 minutes

Notes: Invoice #300941 for supplier ABC Corporation was a duplicate.

Entering Invoices in Batches



Entering Invoices in Batches

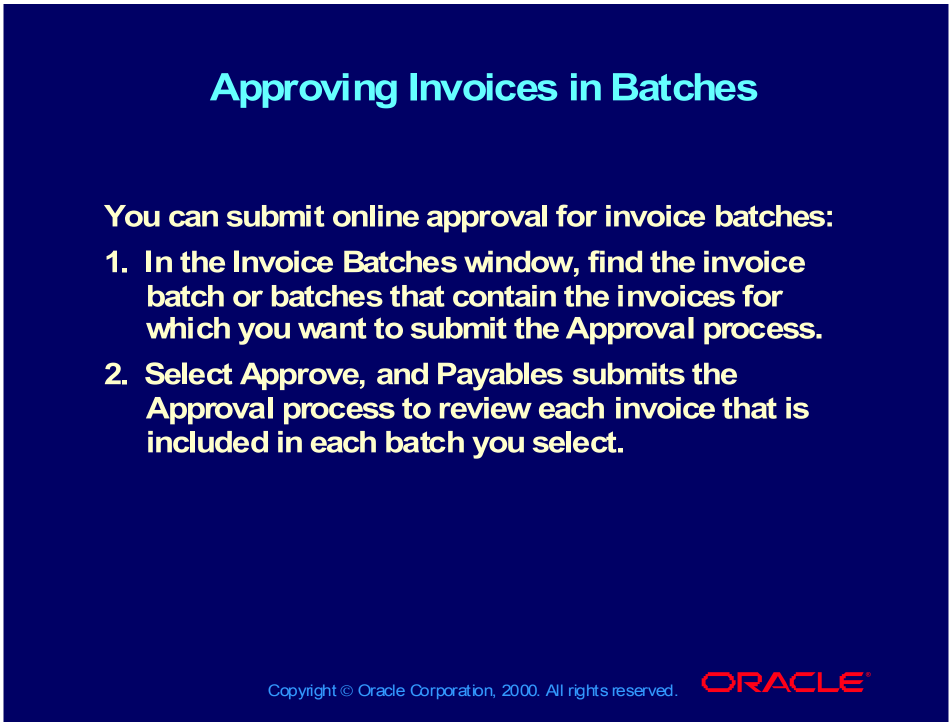
Use the Invoice Batches window to start entering an invoice batch.

To enter an invoice batch:

1. Enter a unique value in the Batch Name field.
2. Enter the number of invoices that are in the batch in the Control Count field.
3. Enter the sum of the invoice amounts that are in the batch in the Control Amount field.
4. Enter any invoice defaults you want to use for the invoices.
5. Click the Invoices button and enter the invoices.

(Help) Oracle Financial Applications—>Oracle Payables—>Invoices—>Invoice Batches—>Entering Invoice Batches in the Invoice Workbench

Approving Invoices in Batches

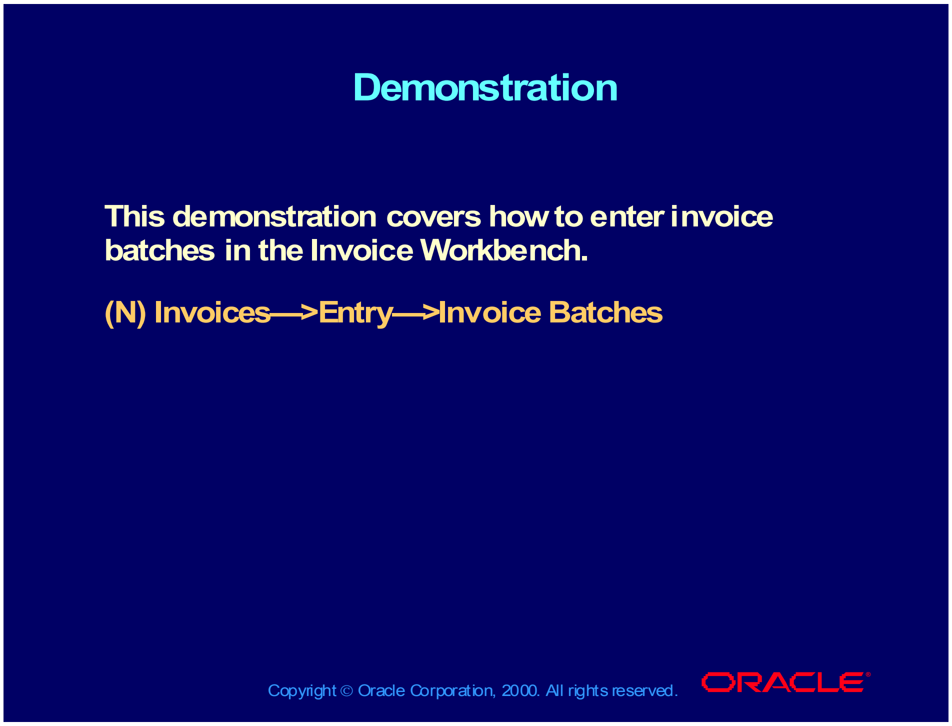


Approving Invoices in Batches

You can submit online approval for invoice batches:

1. In the Invoice Batches window, find the invoice batch or batches that contain the invoices for which you want to submit the Approval process.
2. Select Approve, and Payables submits the Approval process to review each invoice that is included in each batch you select.

Demonstration

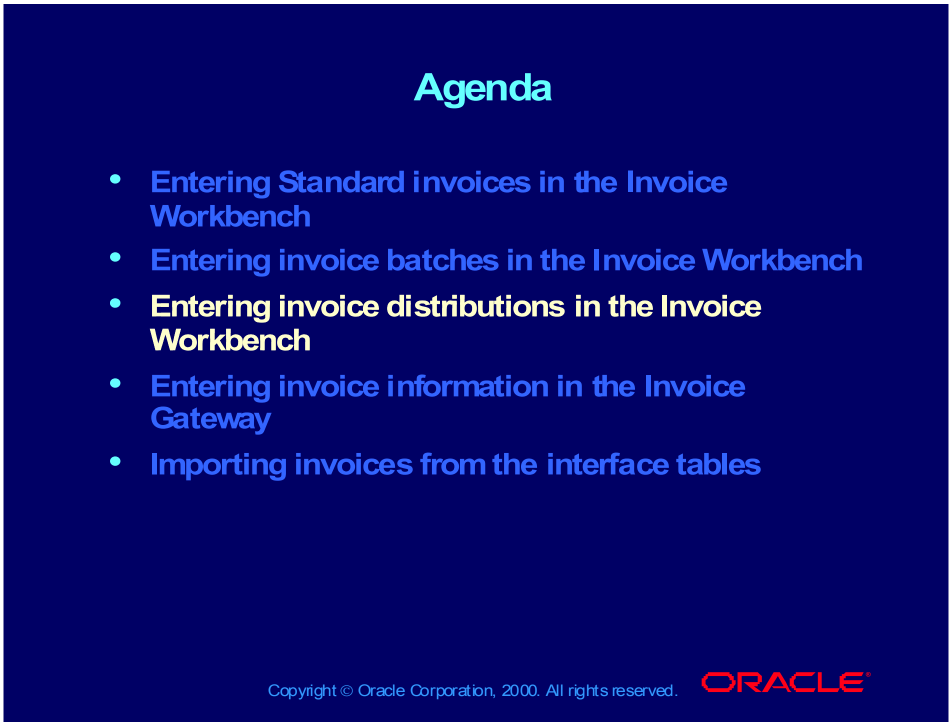


Demonstration

This demonstration covers how to enter invoice batches in the Invoice Workbench.

(N) Invoices—>Entry—>Invoice Batches

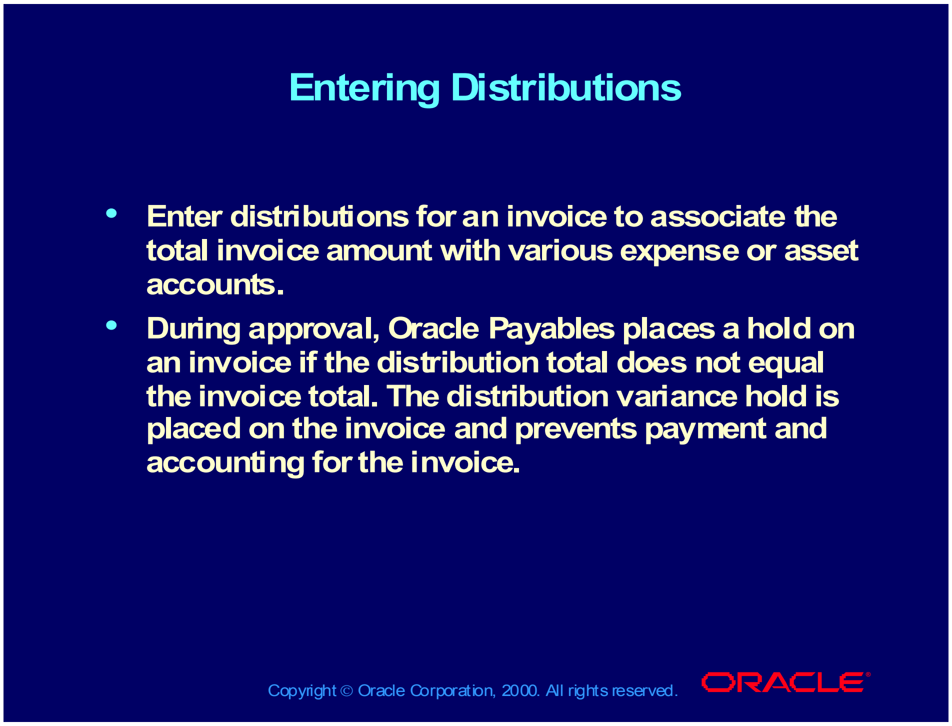
Agenda



Agenda

- Entering Standard invoices in the Invoice Workbench
- Entering invoice batches in the Invoice Workbench
- Entering invoice distributions in the Invoice Workbench
- Entering invoice information in the Invoice Gateway
- Importing invoices from the interface tables

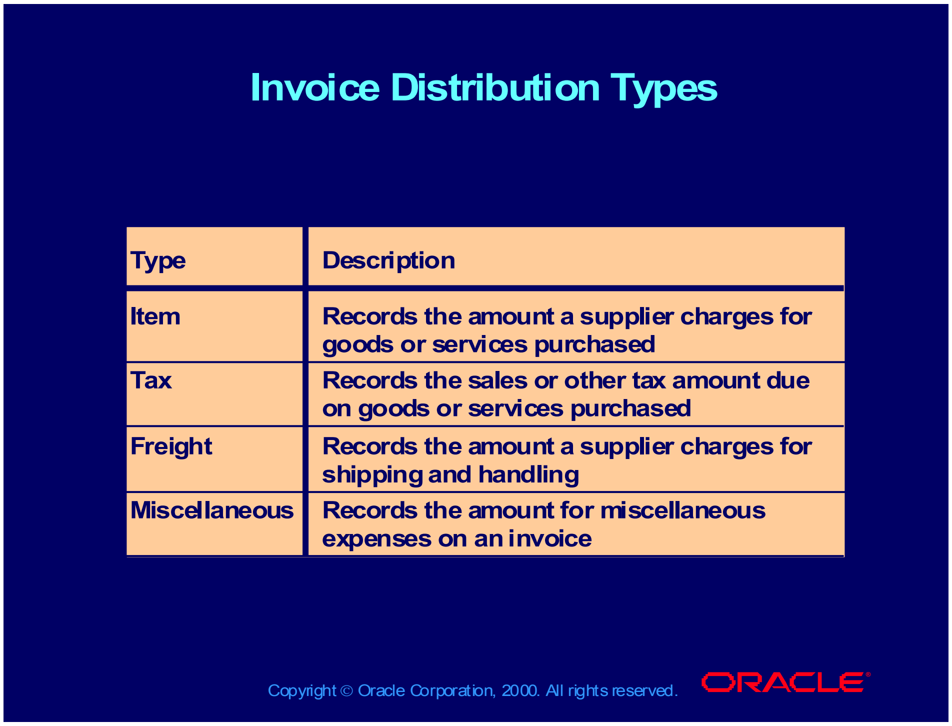
Entering Distributions



Entering Distributions

- Enter distributions for an invoice to associate the total invoice amount with various expense or asset accounts.
- During approval, Oracle Payables places a hold on an invoice if the distribution total does not equal the invoice total. The distribution variance hold is placed on the invoice and prevents payment and accounting for the invoice.

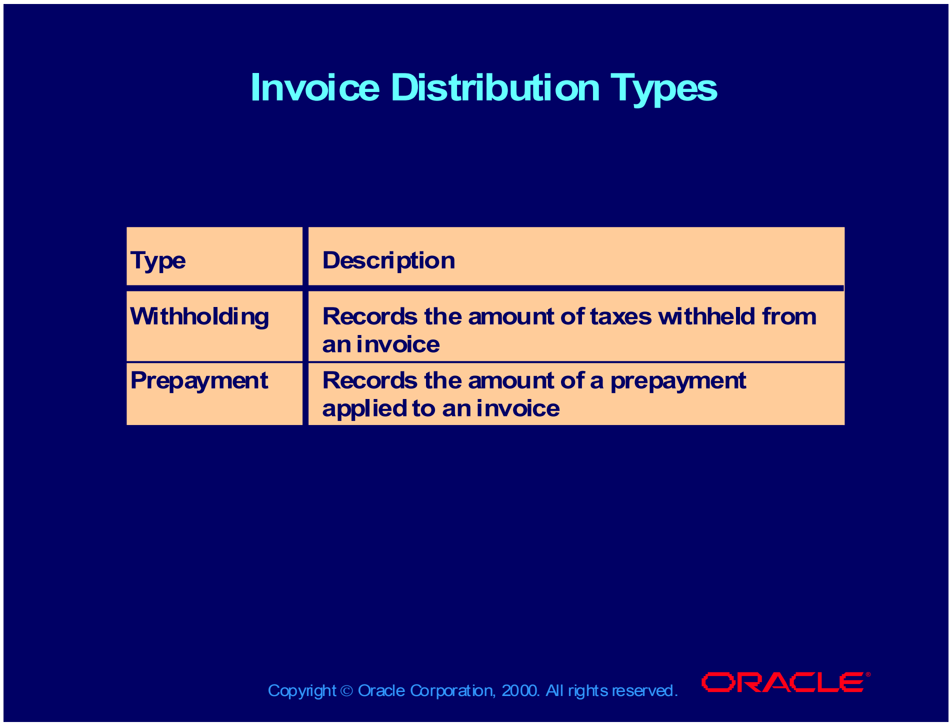
Invoice Distribution Types



Invoice Distribution Types

Type	Description
Item	Records the amount a supplier charges for goods or services purchased
Tax	Records the sales or other tax amount due on goods or services purchased
Freight	Records the amount a supplier charges for shipping and handling
Miscellaneous	Records the amount for miscellaneous expenses on an invoice

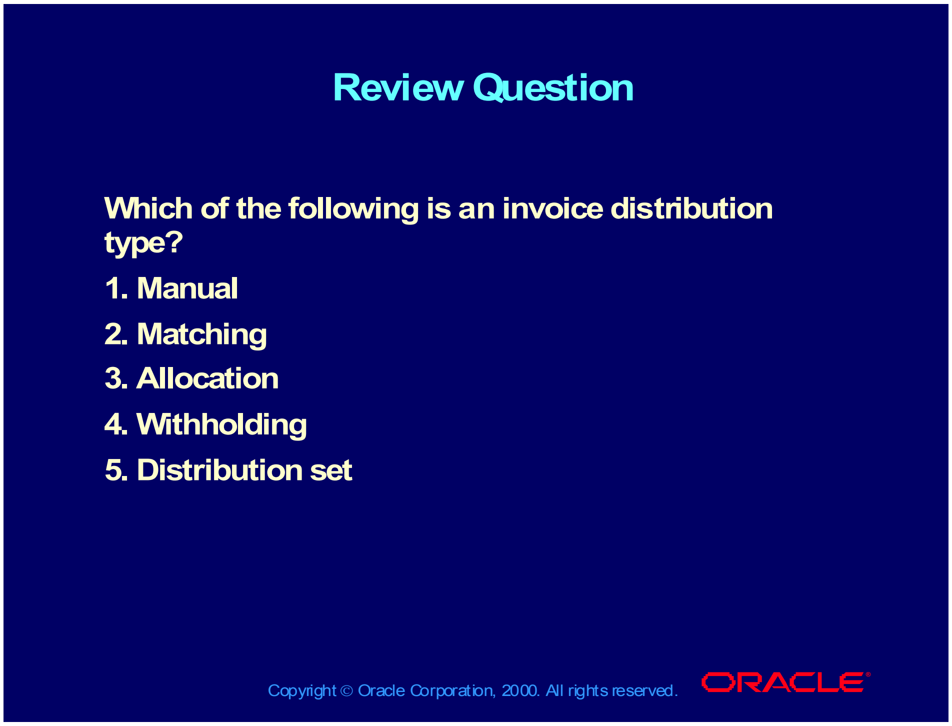
Invoice Distribution Types



Invoice Distribution Types

Type	Description
Withholding	Records the amount of taxes withheld from an invoice
Prepayment	Records the amount of a prepayment applied to an invoice

Review Question

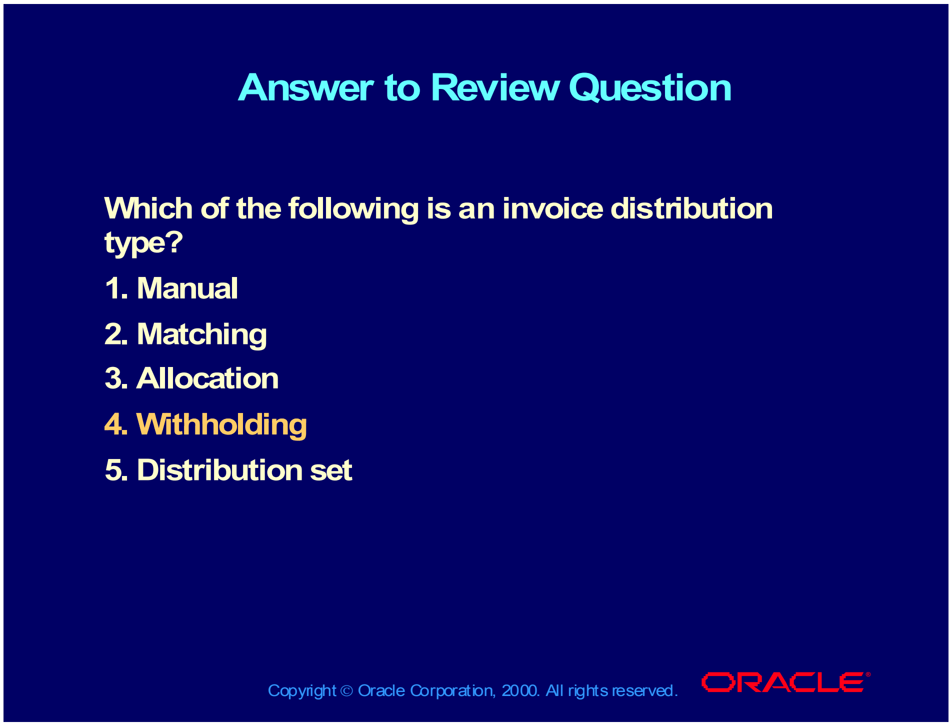


Review Question

Which of the following is an invoice distribution type?

1. Manual
2. Matching
3. Allocation
4. Withholding
5. Distribution set

Answer to Review Question

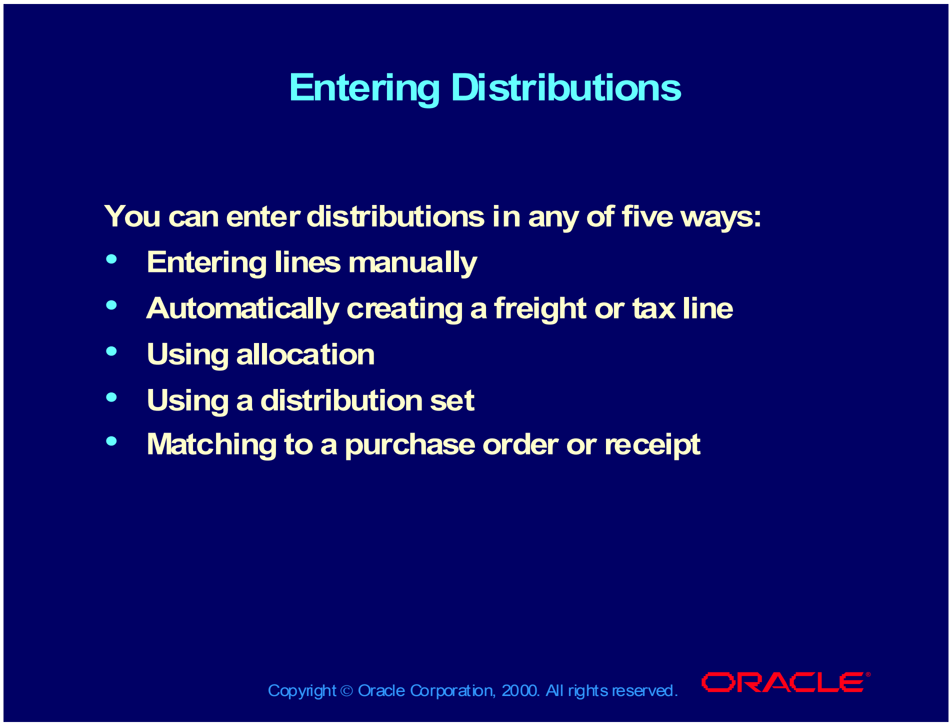


Answer to Review Question

Which of the following is an invoice distribution type?

1. Manual
2. Matching
3. Allocation
4. Withholding
5. Distribution set

Entering Distributions



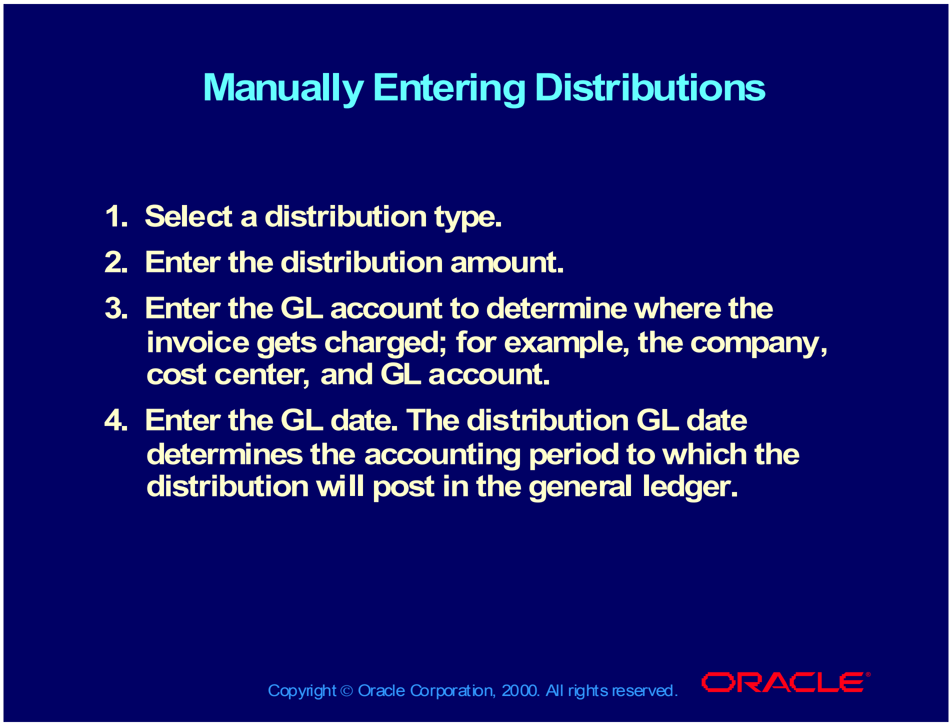
Entering Distributions

You can enter distributions in any of five ways:

- Entering lines manually
- Automatically creating a freight or tax line
- Using allocation
- Using a distribution set
- Matching to a purchase order or receipt

(Help) Oracle Financial Applications—>Oracle Payables—>Invoices—>Invoice Workbench—>Entering Distributions in the Invoice Workbench

Manually Entering Distributions

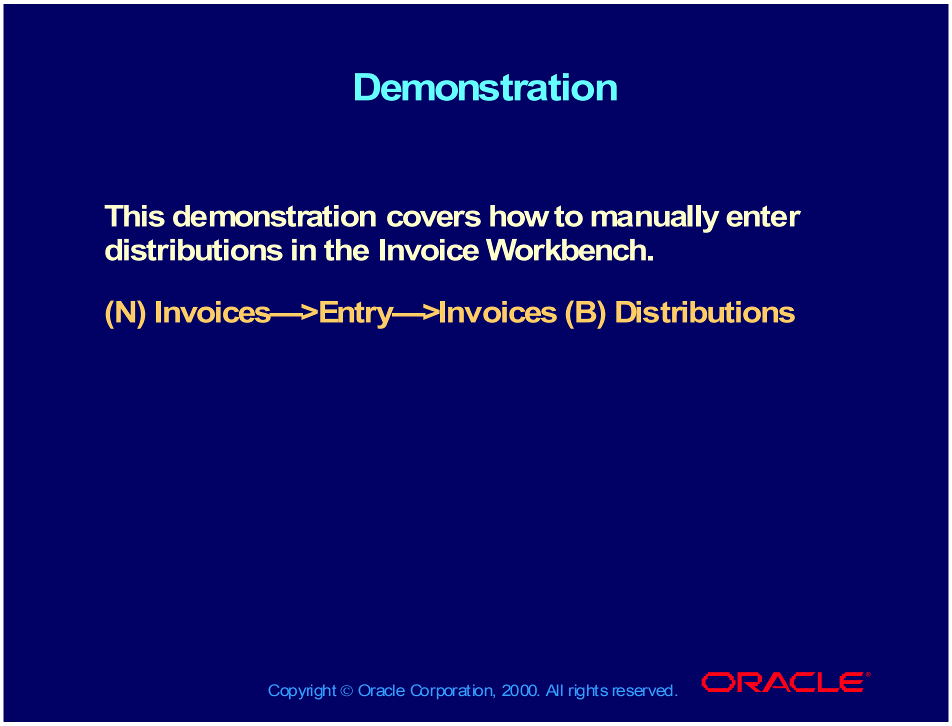


Manually Entering Distributions

1. Select a distribution type.
2. Enter the distribution amount.
3. Enter the GL account to determine where the invoice gets charged; for example, the company, cost center, and GL account.
4. Enter the GL date. The distribution GL date determines the accounting period to which the distribution will post in the general ledger.

(Help) Oracle Financial Applications—>Oracle Payables—>Invoices—>Invoice Workbench—>Entering Distributions in the Invoice Workbench (scroll down to Entering Distributions Manually in the Distributions window)

Demonstration

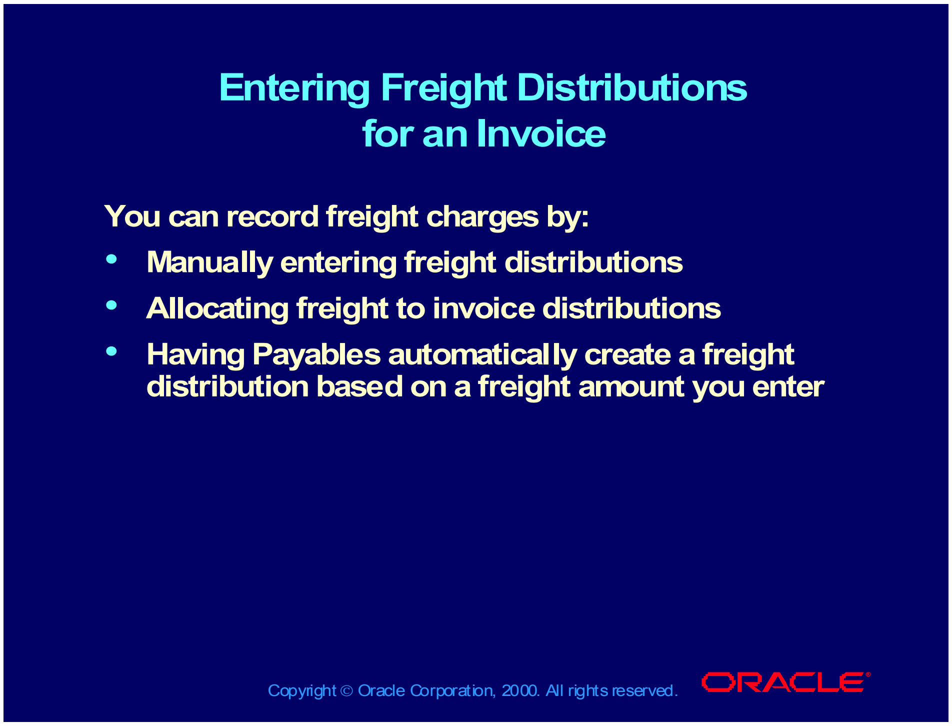


Demonstration

This demonstration covers how to manually enter distributions in the Invoice Workbench.

(N) Invoices—>Entry—>Invoices (B) Distributions

Entering Freight Distributions for an Invoice



Entering Freight Distributions for an Invoice

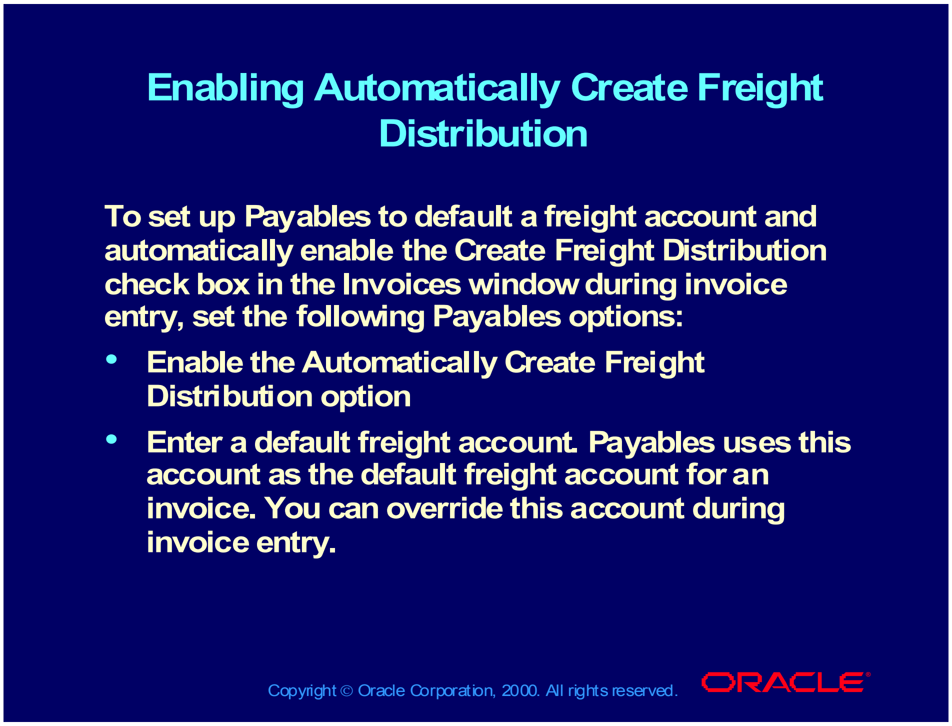
You can record freight charges by:

- Manually entering freight distributions
- Allocating freight to invoice distributions
- Having Payables automatically create a freight distribution based on a freight amount you enter

(Help) Oracle Financial Applications—>Oracle Payables—>Invoices —>Freight on Invoices

(Help) Oracle Financial Applications—>Oracle Payables—>Invoices —>Invoice Workbench—>Allocating Freight and Miscellaneous Distributions by Allocation

Enabling Automatically Create Freight Distribution

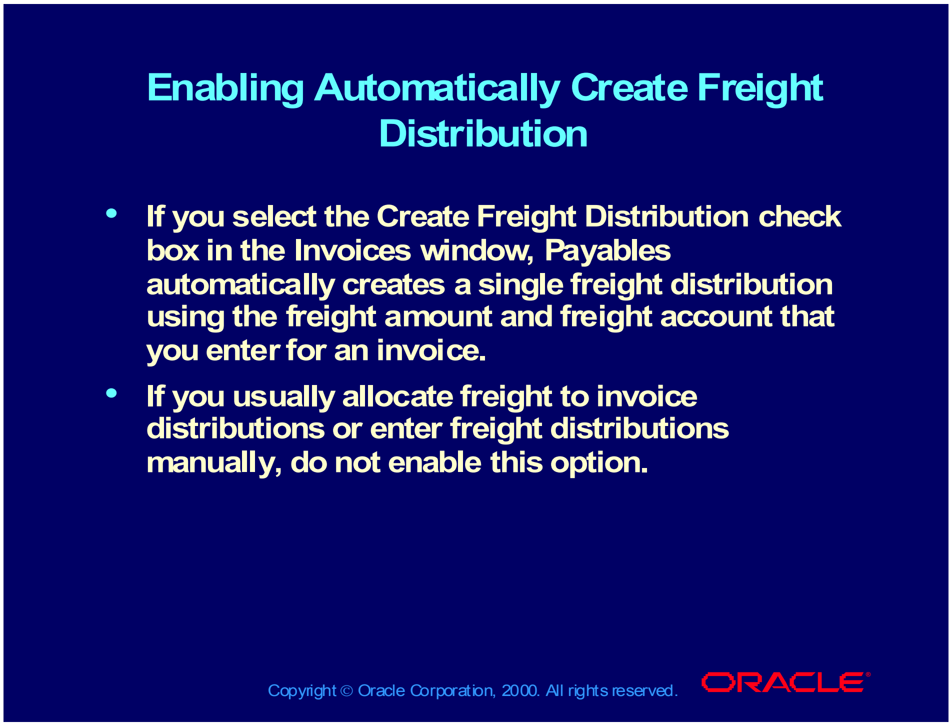


Enabling Automatically Create Freight Distribution

To set up Payables to default a freight account and automatically enable the Create Freight Distribution check box in the Invoices window during invoice entry, set the following Payables options:

- Enable the Automatically Create Freight Distribution option
- Enter a default freight account. Payables uses this account as the default freight account for an invoice. You can override this account during invoice entry.

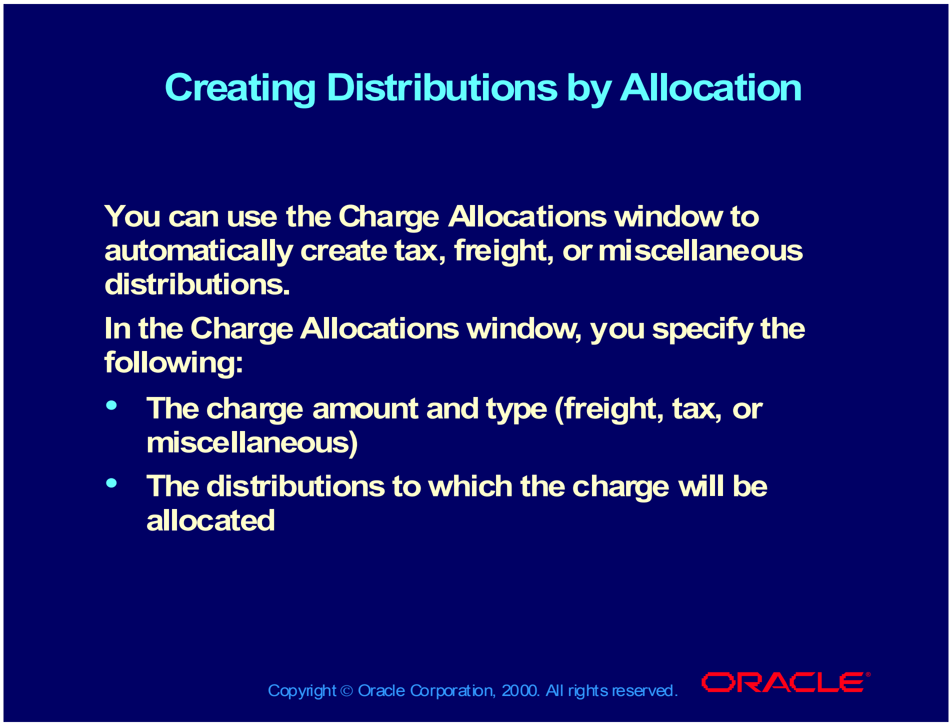
Enabling Automatically Create Freight Distribution



Enabling Automatically Create Freight Distribution

- If you select the Create Freight Distribution check box in the Invoices window, Payables automatically creates a single freight distribution using the freight amount and freight account that you enter for an invoice.
- If you usually allocate freight to invoice distributions or enter freight distributions manually, do not enable this option.

Creating Distributions by Allocation



Creating Distributions by Allocation

You can use the Charge Allocations window to automatically create tax, freight, or miscellaneous distributions.

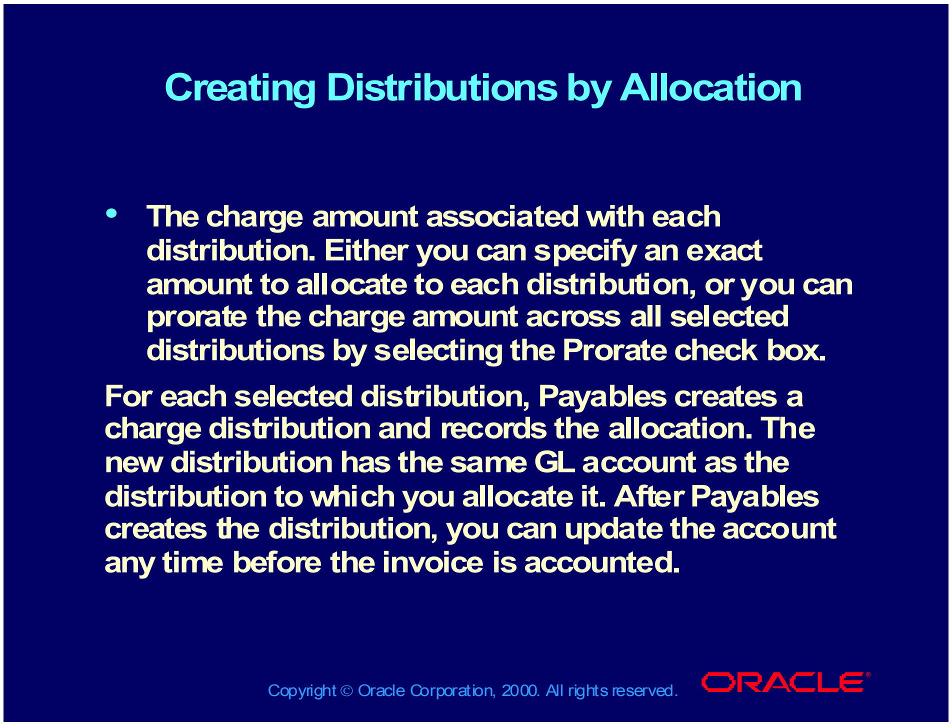
In the Charge Allocations window, you specify the following:

- The charge amount and type (freight, tax, or miscellaneous)
- The distributions to which the charge will be allocated

(Help) Oracle Financial Applications—>Oracle Payables—>Invoices —>Invoice Workbench—>Creating Distributions by Allocation

(Help) Oracle Financial Applications—>Oracle Payables—>Invoices—>Allocation

Creating Distributions by Allocation

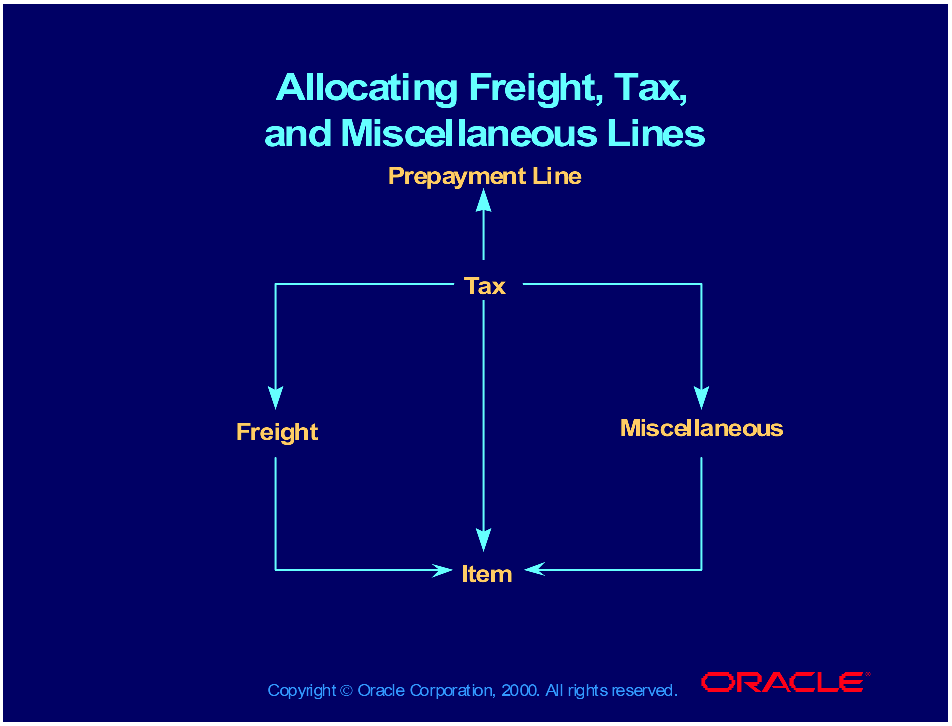


Creating Distributions by Allocation

- The charge amount associated with each distribution. Either you can specify an exact amount to allocate to each distribution, or you can prorate the charge amount across all selected distributions by selecting the Prorate check box.

For each selected distribution, Payables creates a charge distribution and records the allocation. The new distribution has the same GL account as the distribution to which you allocate it. After Payables creates the distribution, you can update the account any time before the invoice is accounted.

Allocating Freight, Tax, and Miscellaneous Lines



Allocating Freight, Tax, and Miscellaneous Lines

Prepayment Line

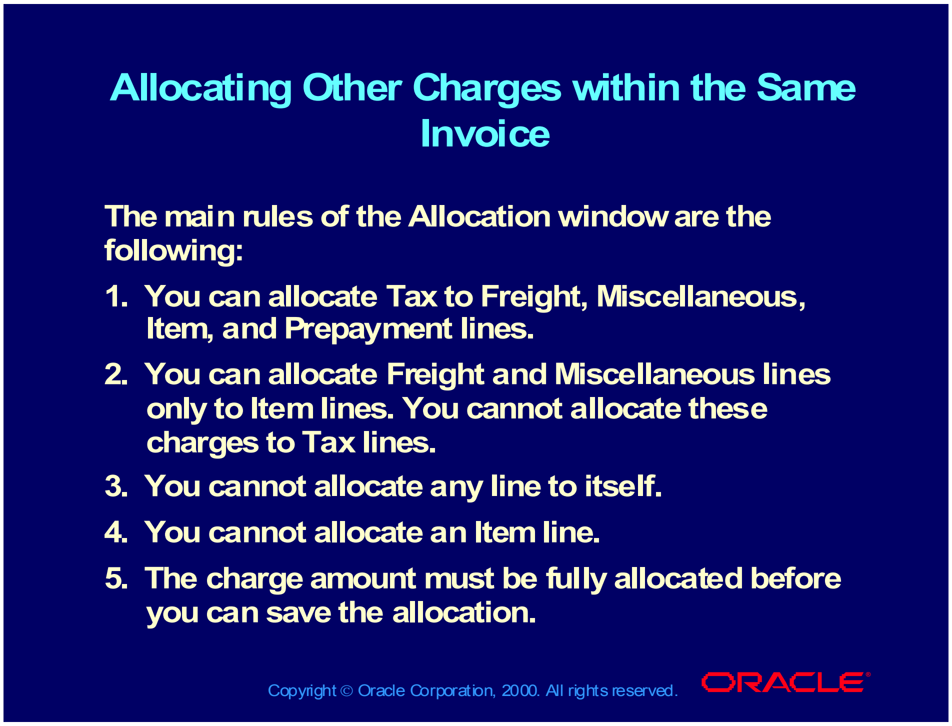
Tax

Freight

Miscellaneous

Item

Allocating Other Charges within the Same Invoice

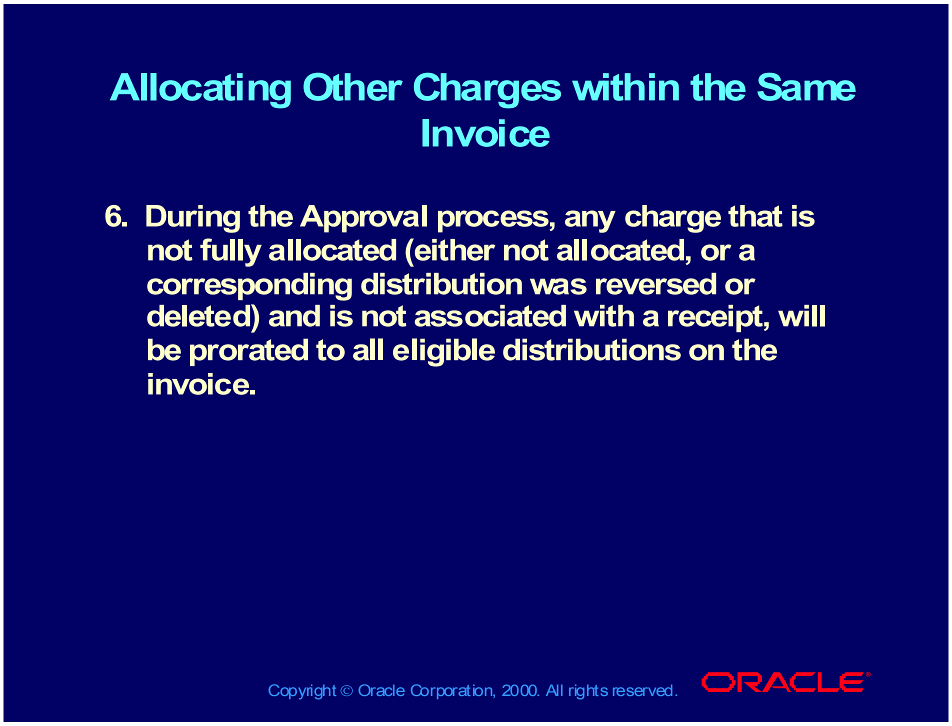


Allocating Other Charges within the Same Invoice

The main rules of the Allocation window are the following:

1. You can allocate Tax to Freight, Miscellaneous, Item, and Prepayment lines.
2. You can allocate Freight and Miscellaneous lines only to Item lines. You cannot allocate these charges to Tax lines.
3. You cannot allocate any line to itself.
4. You cannot allocate an Item line.
5. The charge amount must be fully allocated before you can save the allocation.

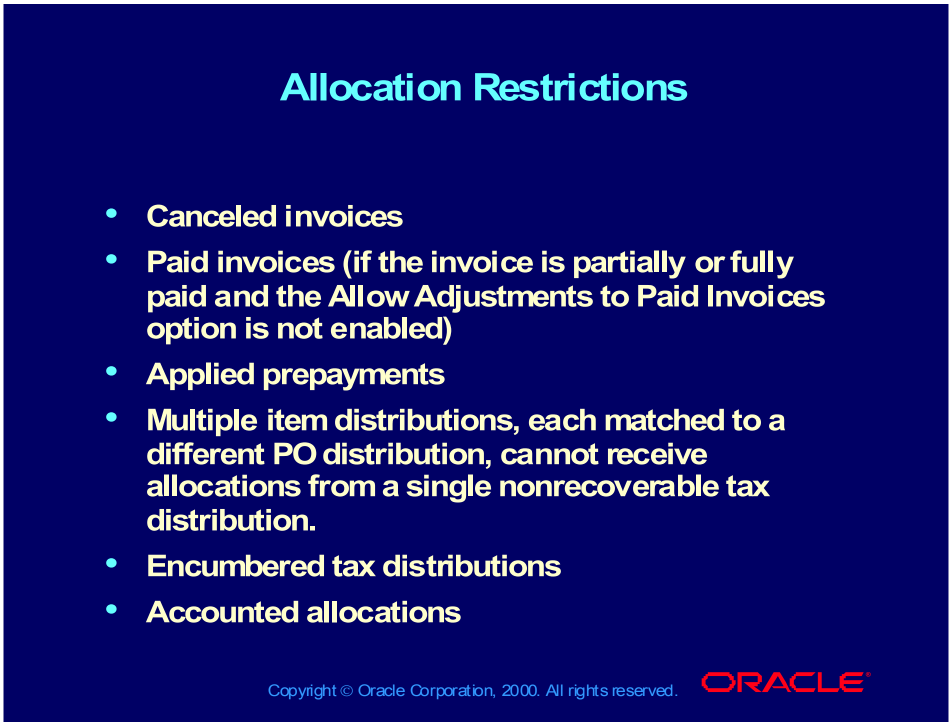
Allocating Other Charges within the Same Invoice



Allocating Other Charges within the Same Invoice

6. During the Approval process, any charge that is not fully allocated (either not allocated, or a corresponding distribution was reversed or deleted) and is not associated with a receipt, will be prorated to all eligible distributions on the invoice.

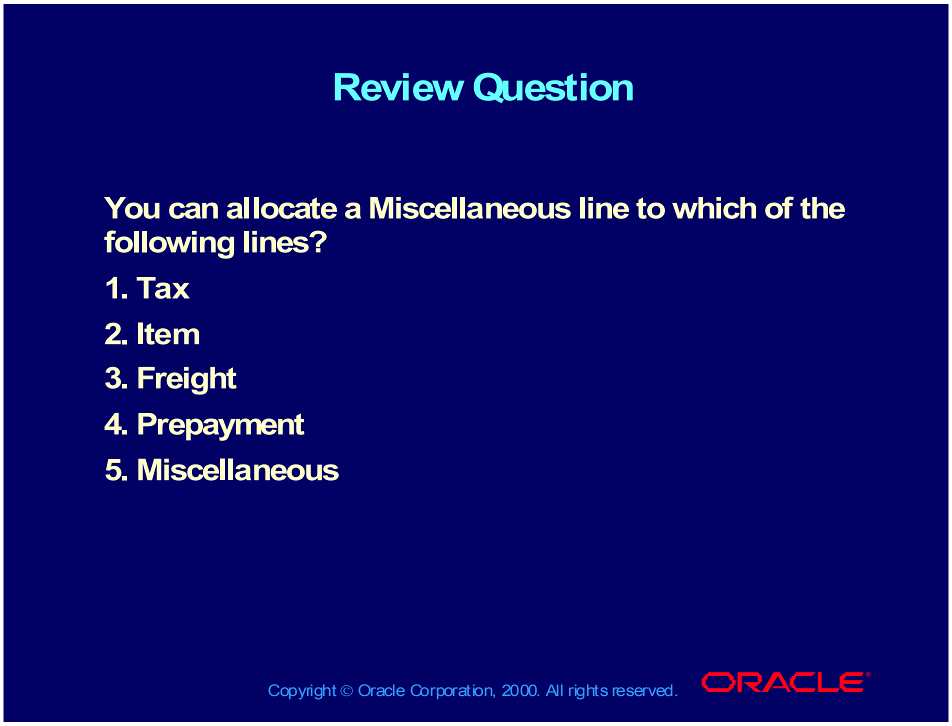
Allocation Restrictions



Allocation Restrictions

- Canceled invoices
- Paid invoices (if the invoice is partially or fully paid and the Allow Adjustments to Paid Invoices option is not enabled)
- Applied prepayments
- Multiple item distributions, each matched to a different PO distribution, cannot receive allocations from a single nonrecoverable tax distribution.
- Encumbered tax distributions
- Accounted allocations

Review Question

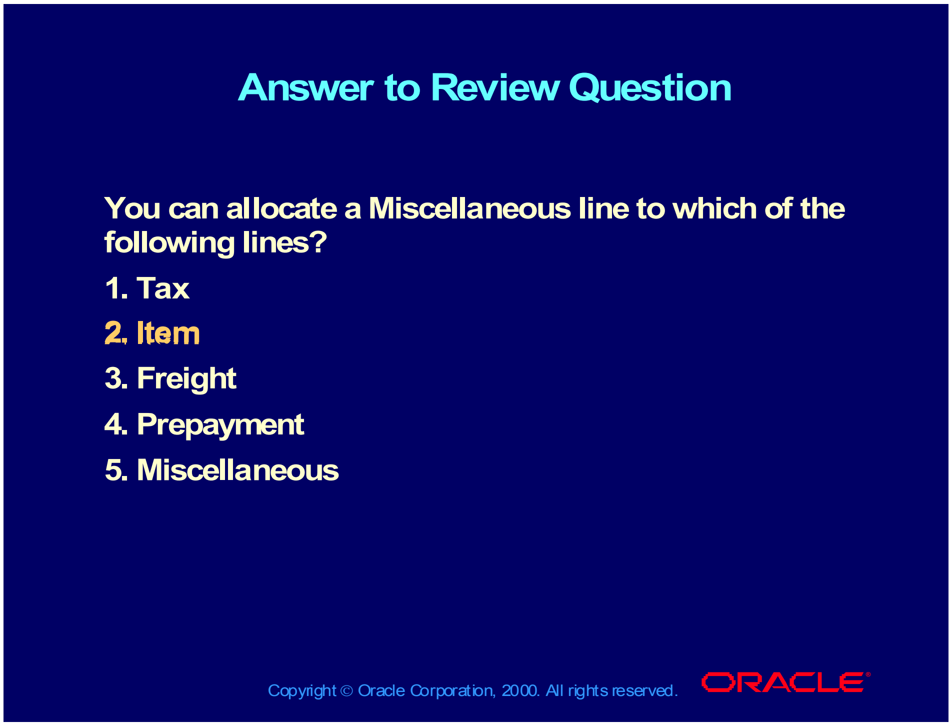


Review Question

You can allocate a Miscellaneous line to which of the following lines?

1. Tax
2. Item
3. Freight
4. Prepayment
5. Miscellaneous

Answer to Review Question

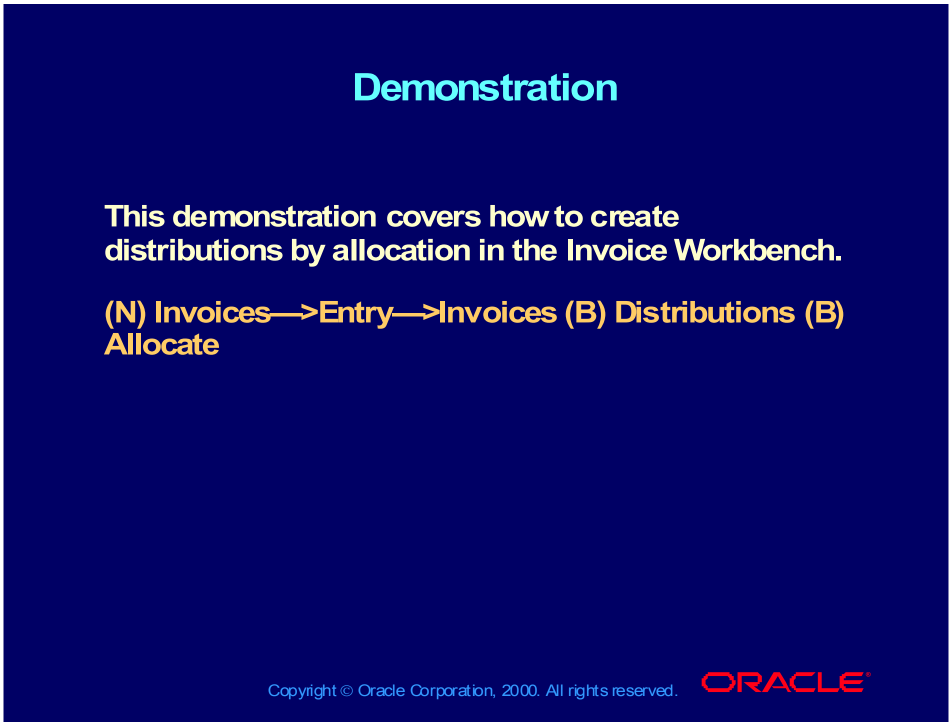


Answer to Review Question

You can allocate a Miscellaneous line to which of the following lines?

1. Tax
2. Item
3. Freight
4. Prepayment
5. Miscellaneous

Demonstration

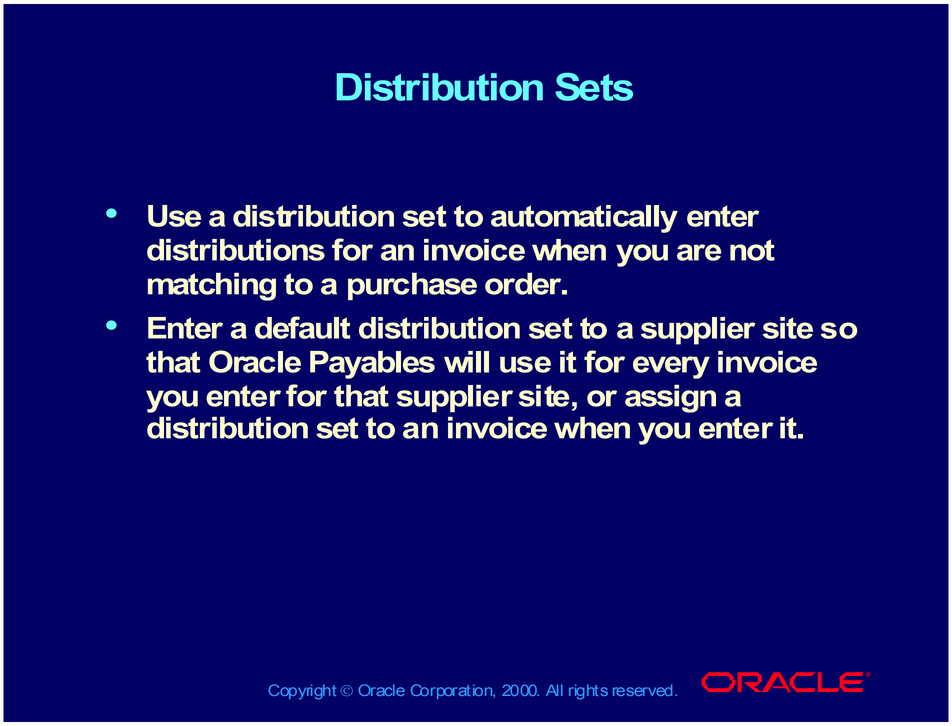


Demonstration

This demonstration covers how to create distributions by allocation in the Invoice Workbench.

(N) Invoices—>Entry—>Invoices (B) Distributions (B) Allocate

Distribution Sets

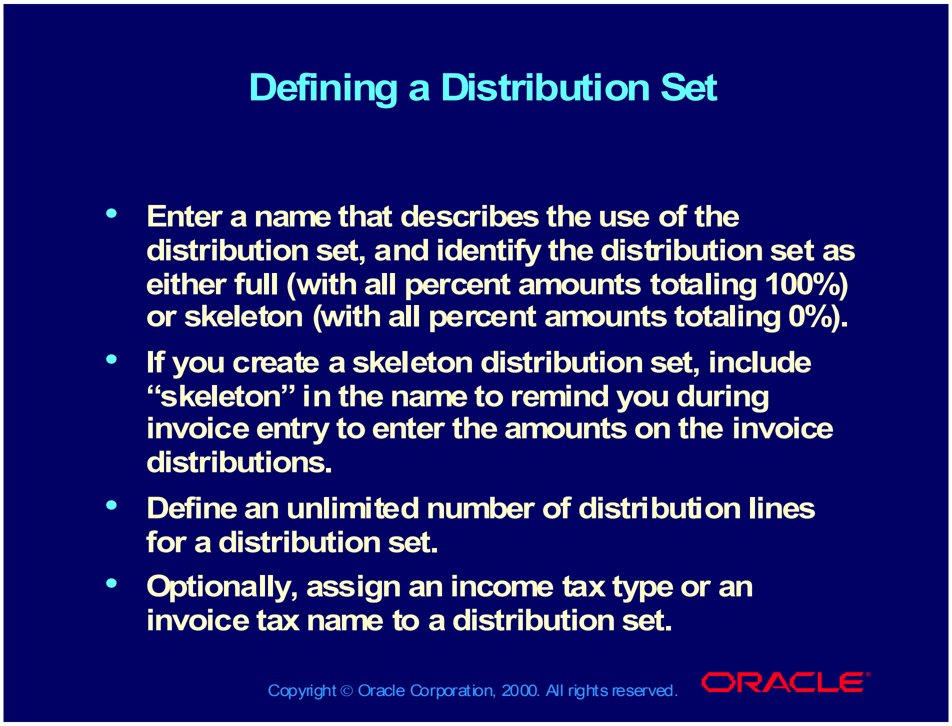


Distribution Sets

- Use a distribution set to automatically enter distributions for an invoice when you are not matching to a purchase order.
- Enter a default distribution set to a supplier site so that Oracle Payables will use it for every invoice you enter for that supplier site, or assign a distribution set to an invoice when you enter it.

(Help) Oracle Financial Applications—>Oracle Payables—> Setup—>Distribution Sets

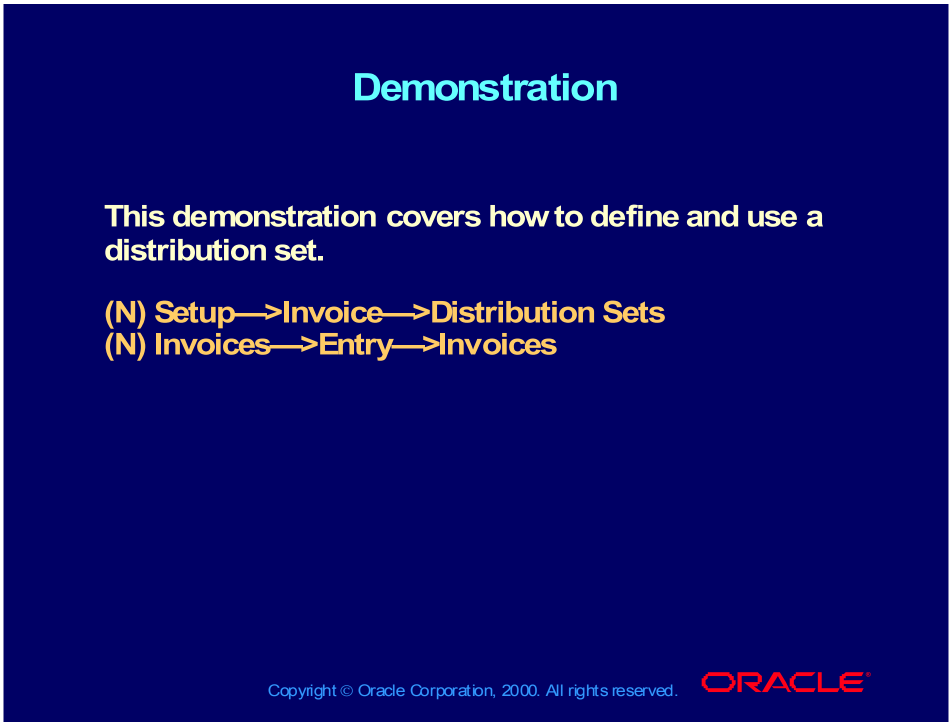
Defining a Distribution Set



Defining a Distribution Set

- Enter a name that describes the use of the distribution set, and identify the distribution set as either full (with all percent amounts totaling 100%) or skeleton (with all percent amounts totaling 0%).
- If you create a skeleton distribution set, include “skeleton” in the name to remind you during invoice entry to enter the amounts on the invoice distributions.
- Define an unlimited number of distribution lines for a distribution set.
- Optionally, assign an income tax type or an invoice tax name to a distribution set.

Demonstration

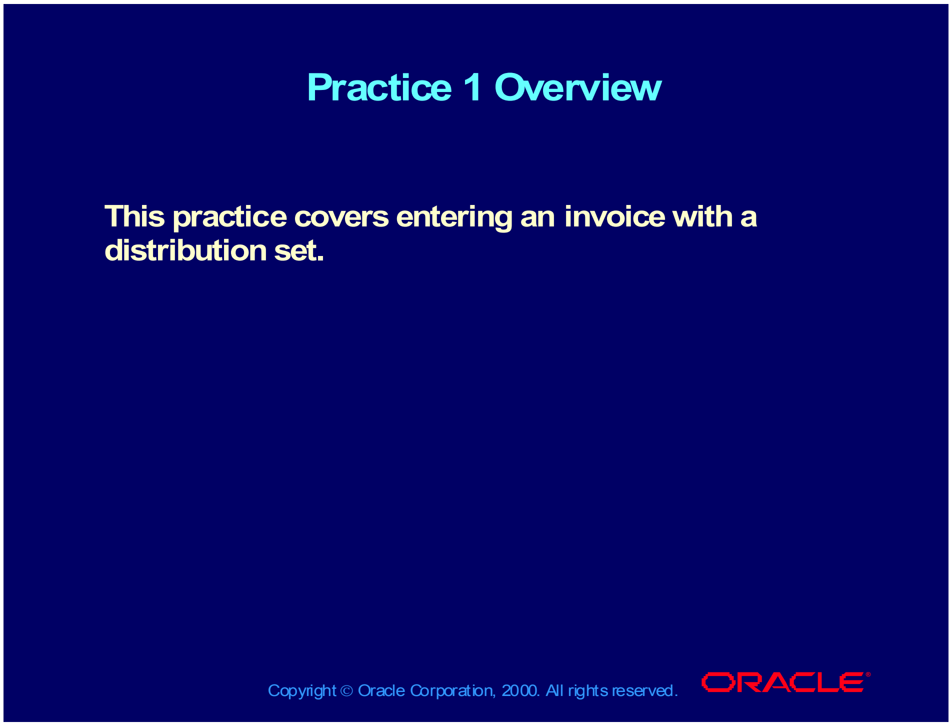


Demonstration

This demonstration covers how to define and use a distribution set.

(N) Setup—>Invoice—>Distribution Sets
(N) Invoices—>Entry—>Invoices

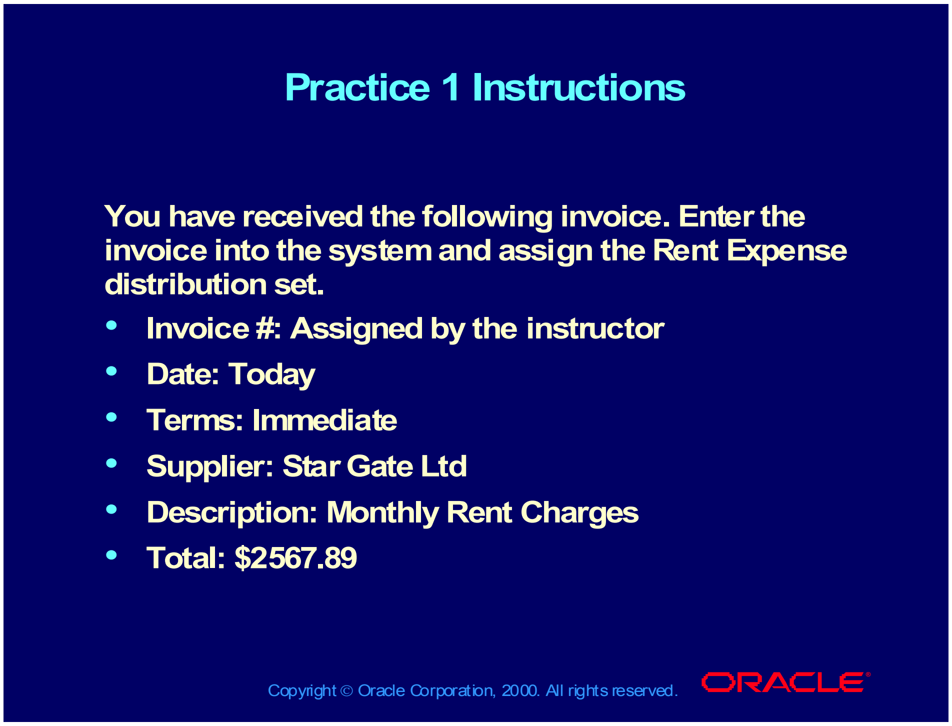
Practice 1 Overview



Practice 1 Overview

This practice covers entering an invoice with a distribution set.

Practice 1 Instructions



Practice 1 Instructions

You have received the following invoice. Enter the invoice into the system and assign the Rent Expense distribution set.

- Invoice #: Assigned by the instructor
- Date: Today
- Terms: Immediate
- Supplier: Star Gate Ltd
- Description: Monthly Rent Charges
- Total: $2567.89

Practice 1 Solutions

1. Navigate to the Invoices window.

(N) Invoices—>Entry—>Invoices

2. Accept the Standard as the default for invoice type.

3. Enter `Star Gate Ltd` in the Supplier field.

4. Select Star Gate - Pay as the site.

5. Because the invoice is dated today, press the [Tab] key to accept the default date.

6. Enter the invoice number assigned by the instructor.

7. Enter `2,567.89` in the Invoice Amount field.

8. In the Distribution Set field, enter the Rent Expense distribution set.

9. In the Description field, enter the description for this invoice.

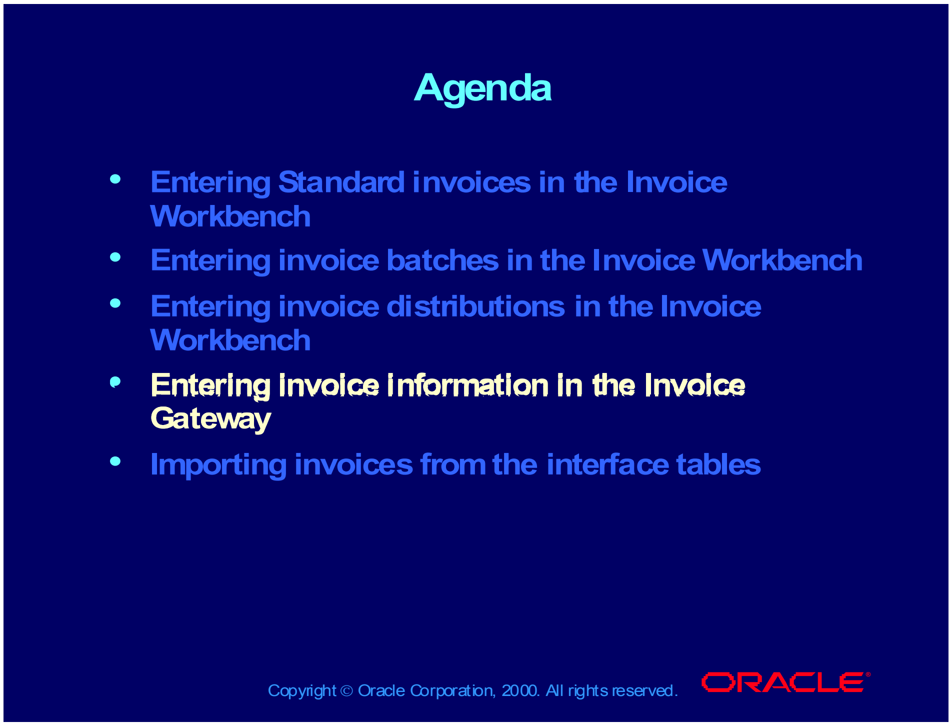
10. In the Terms field, select Immediate.

11. Save your work.

12. Click Distributions.

13. In the Distributions window, verify that the distribution amount is equal to the invoice amount.

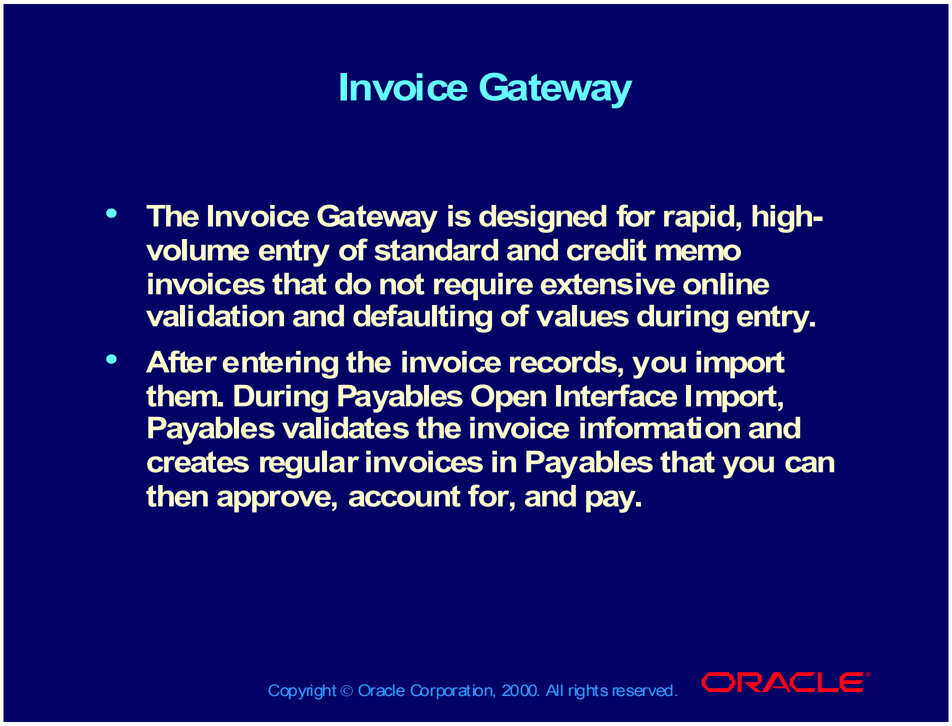
Agenda



Agenda

- Entering Standard invoices in the Invoice Workbench
- Entering invoice batches in the Invoice Workbench
- Entering invoice distributions in the Invoice Workbench
- Entering invoice information in the Invoice Gateway
- Importing invoices from the interface tables

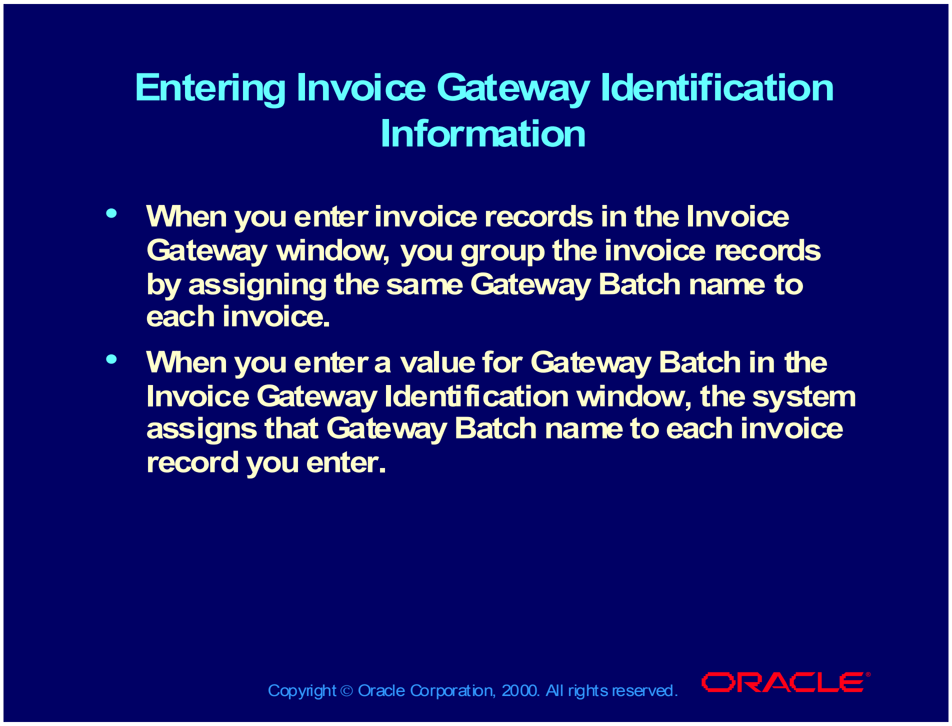
Invoice Gateway



Invoice Gateway

- The Invoice Gateway is designed for rapid, high-volume entry of standard and credit memo invoices that do not require extensive online validation and defaulting of values during entry.
- After entering the invoice records, you import them. During Payables Open Interface Import, Payables validates the invoice information and creates regular invoices in Payables that you can then approve, account for, and pay.

Entering Invoice Gateway Identification Information

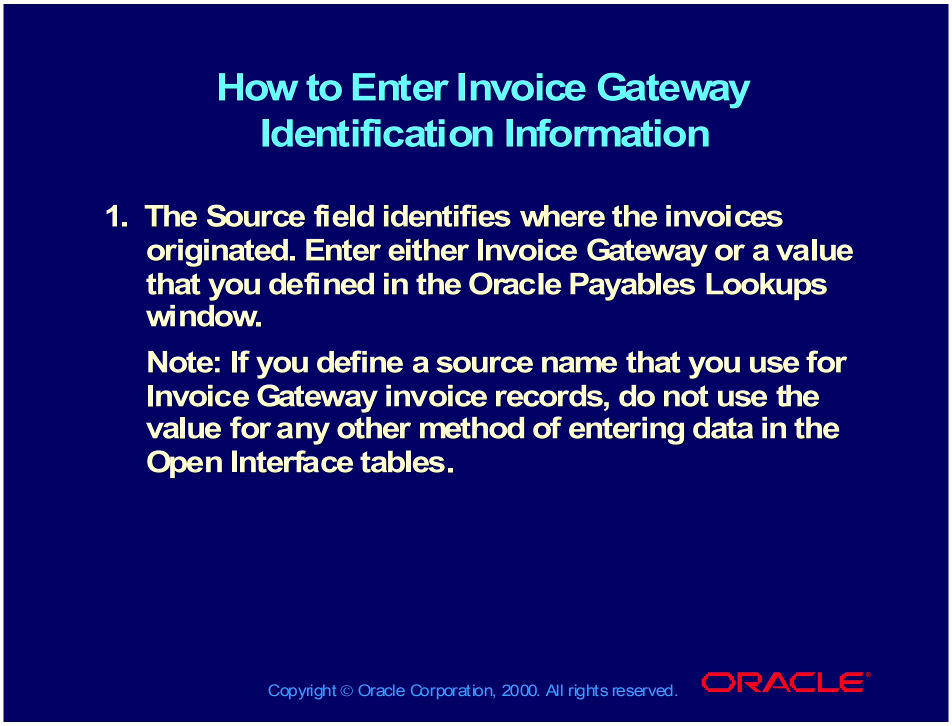


Entering Invoice Gateway Identification Information

- When you enter invoice records in the Invoice Gateway window, you group the invoice records by assigning the same Gateway Batch name to each invoice.
- When you enter a value for Gateway Batch in the Invoice Gateway Identification window, the system assigns that Gateway Batch name to each invoice record you enter.

(Help) Oracle Financial Applications—>Oracle Payables—>Invoices—>Invoice Gateway

How to Enter Invoice Gateway Identification Information

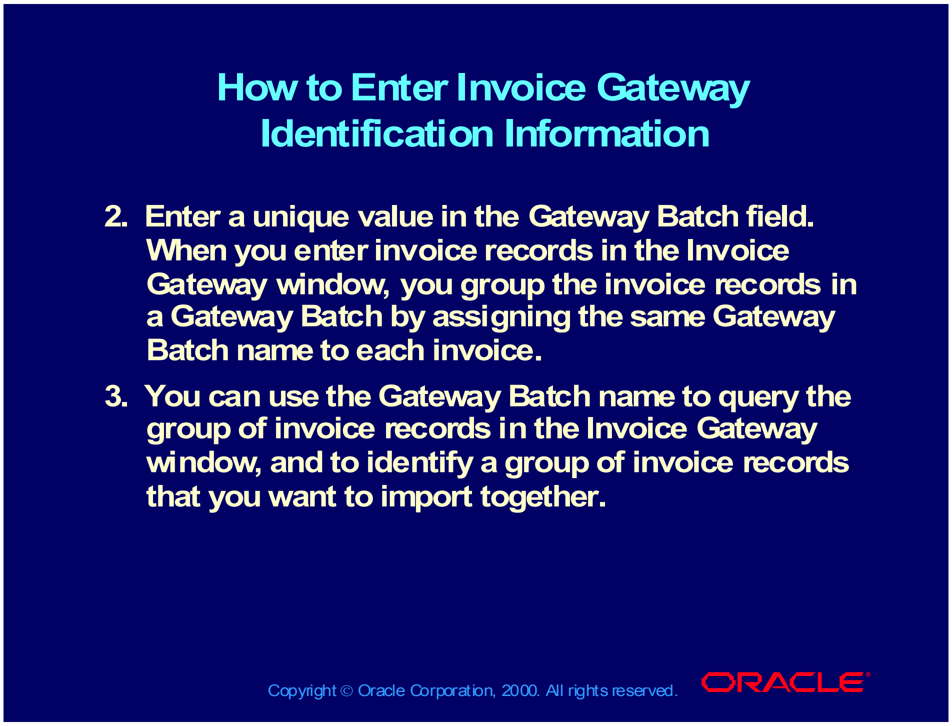


How to Enter Invoice Gateway Identification Information

1. The Source field identifies where the invoices originated. Enter either Invoice Gateway or a value that you defined in the Oracle Payables Lookups window.

   Note: If you define a source name that you use for Invoice Gateway invoice records, do not use the value for any other method of entering data in the Open Interface tables.

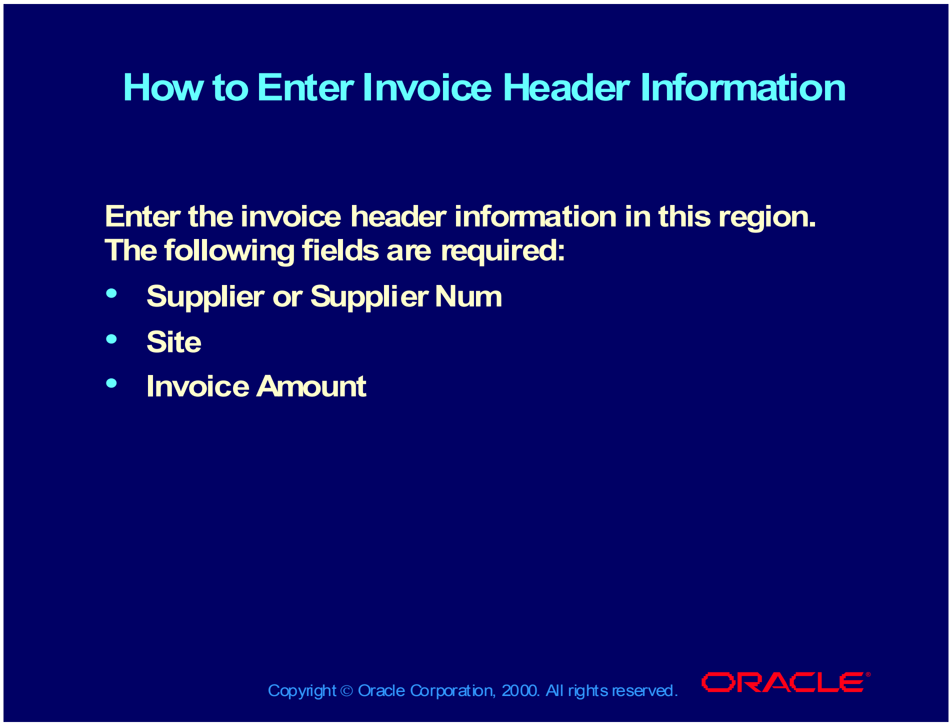
How to Enter Invoice Gateway Identification Information



How to Enter Invoice Gateway Identification Information

2. Enter a unique value in the Gateway Batch field. When you enter invoice records in the Invoice Gateway window, you group the invoice records in a Gateway Batch by assigning the same Gateway Batch name to each invoice.
3. You can use the Gateway Batch name to query the group of invoice records in the Invoice Gateway window, and to identify a group of invoice records that you want to import together.

How to Enter Invoice Header Information



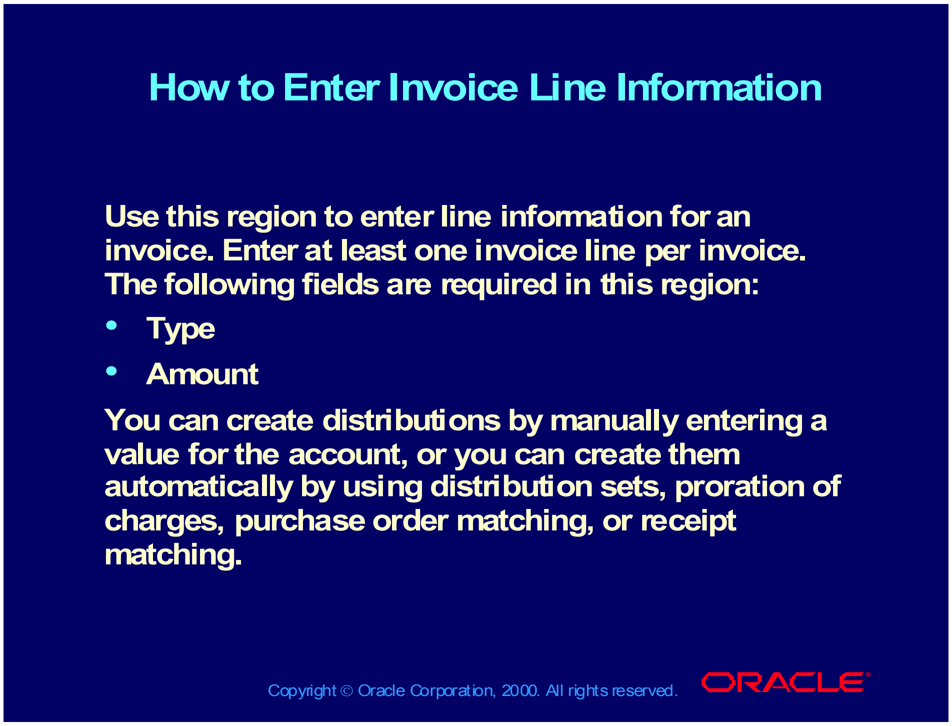
How to Enter Invoice Header Information

Enter the invoice header information in this region. The following fields are required:

- Supplier or Supplier Num
- Site
- Invoice Amount

(Help) Oracle Financial Applications—>Oracle Payables—>Invoices—>Invoice Gateway—>Entering Invoice Records in the Invoice Gateway Window

How to Enter Invoice Line Information



How to Enter Invoice Line Information

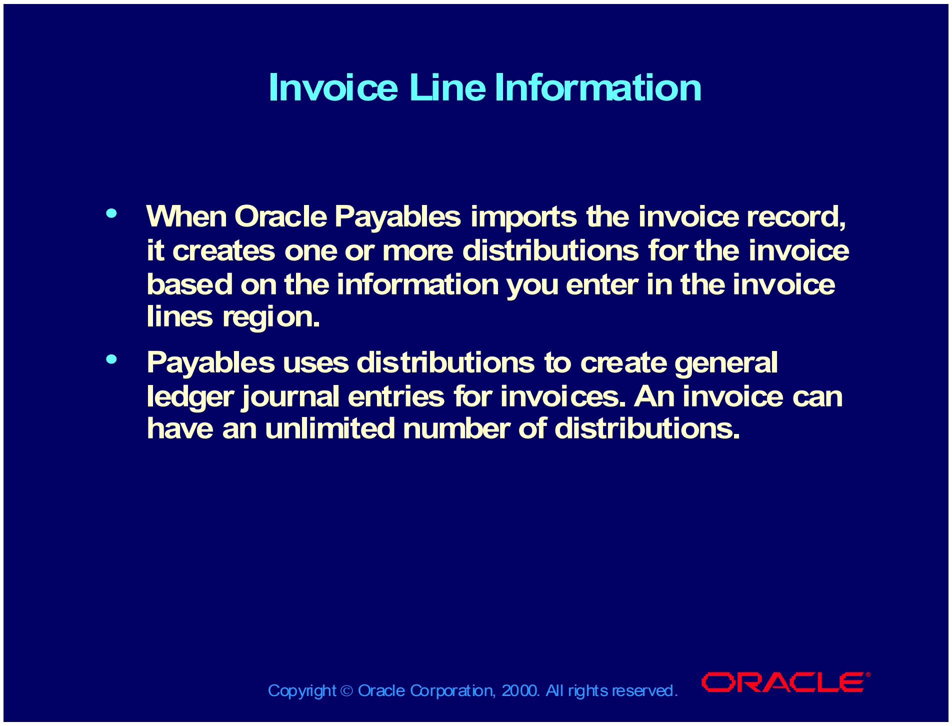
Use this region to enter line information for an invoice. Enter at least one invoice line per invoice. The following fields are required in this region:

- Type
- Amount

You can create distributions by manually entering a value for the account, or you can create them automatically by using distribution sets, proration of charges, purchase order matching, or receipt matching.

(Help) Oracle Financial Applications—>Oracle Payables—>Invoices—>Invoice Gateway—>Entering Invoice Records in the Invoice Gateway Window

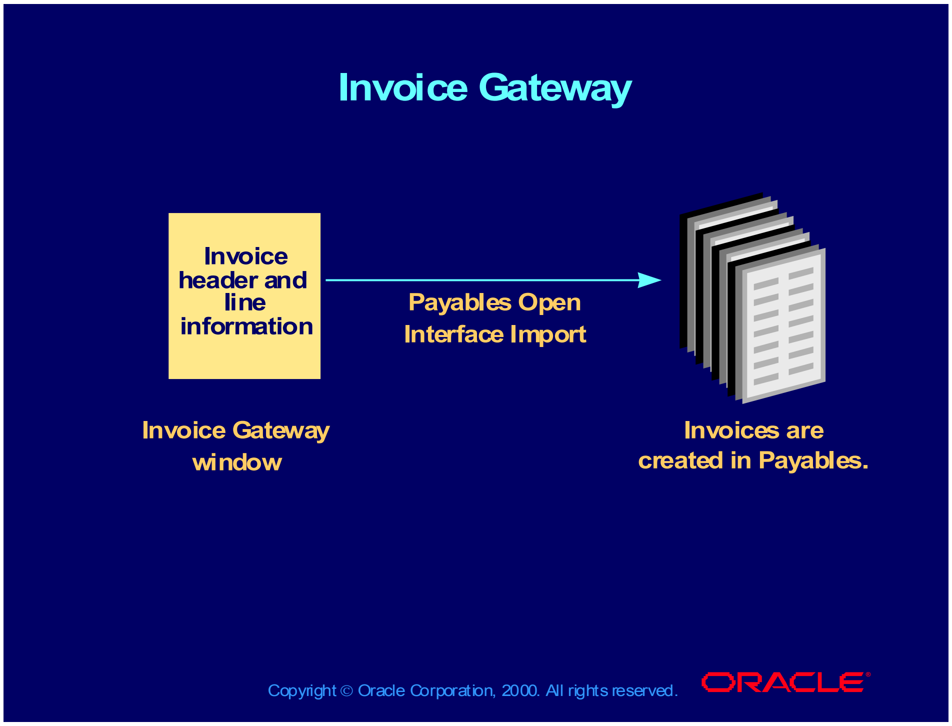
Invoice Line Information



Invoice Line Information

- When Oracle Payables imports the invoice record, it creates one or more distributions for the invoice based on the information you enter in the invoice lines region.
- Payables uses distributions to create general ledger journal entries for invoices. An invoice can have an unlimited number of distributions.

Invoice Gateway



Invoice Gateway

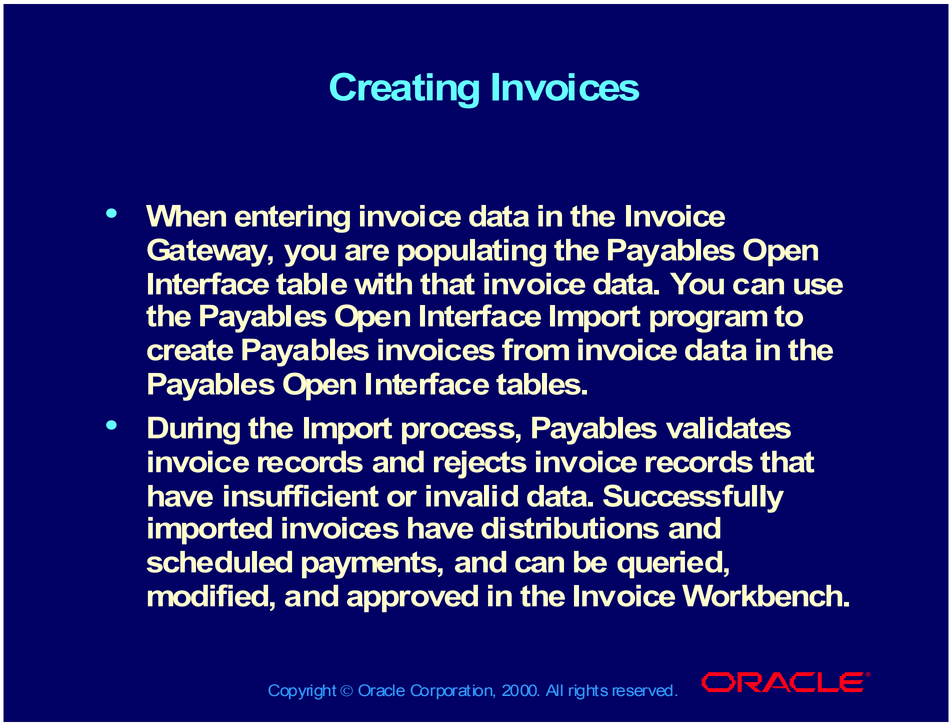
Invoice header and line information

Payables Open Interface Import

Invoice Gateway window

Invoices are created in Payables.

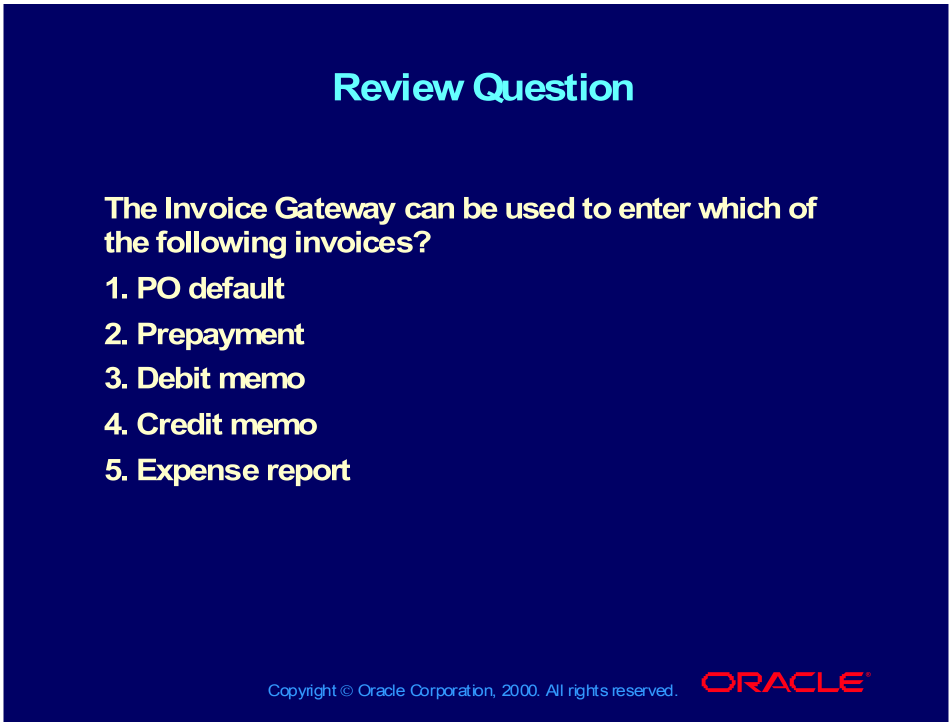
Creating Invoices



Creating Invoices

- When entering invoice data in the Invoice Gateway, you are populating the Payables Open Interface table with that invoice data. You can use the Payables Open Interface Import program to create Payables invoices from invoice data in the Payables Open Interface tables.
- During the Import process, Payables validates invoice records and rejects invoice records that have insufficient or invalid data. Successfully imported invoices have distributions and scheduled payments, and can be queried, modified, and approved in the Invoice Workbench.

Review Question

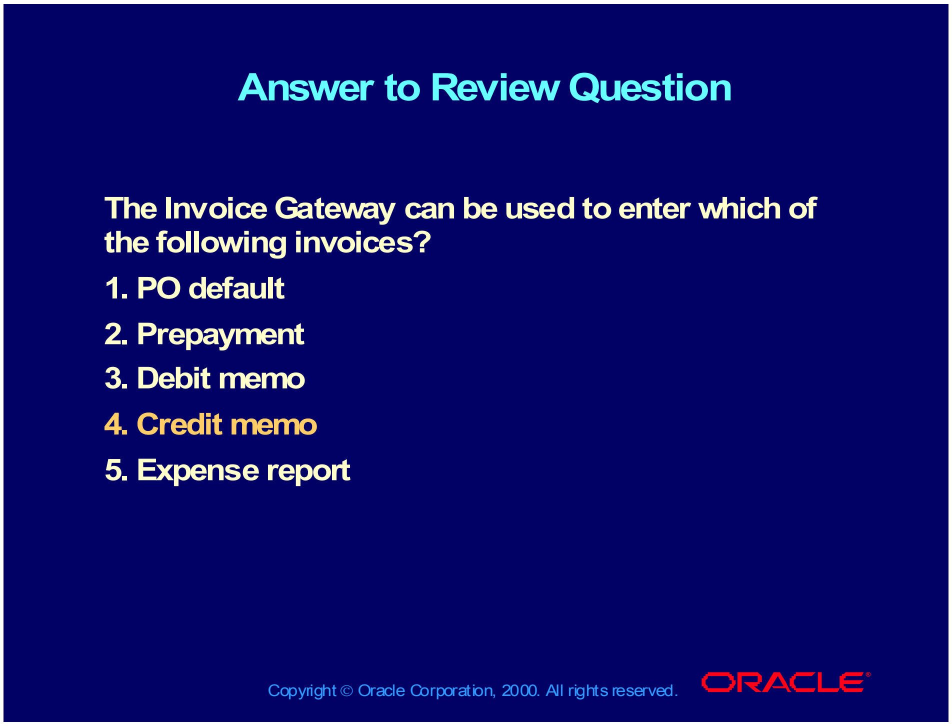


Review Question

The Invoice Gateway can be used to enter which of the following invoices?

1. PO default
2. Prepayment
3. Debit memo
4. Credit memo
5. Expense report

Answer to Review Question



Answer to Review Question

The Invoice Gateway can be used to enter which of the following invoices?

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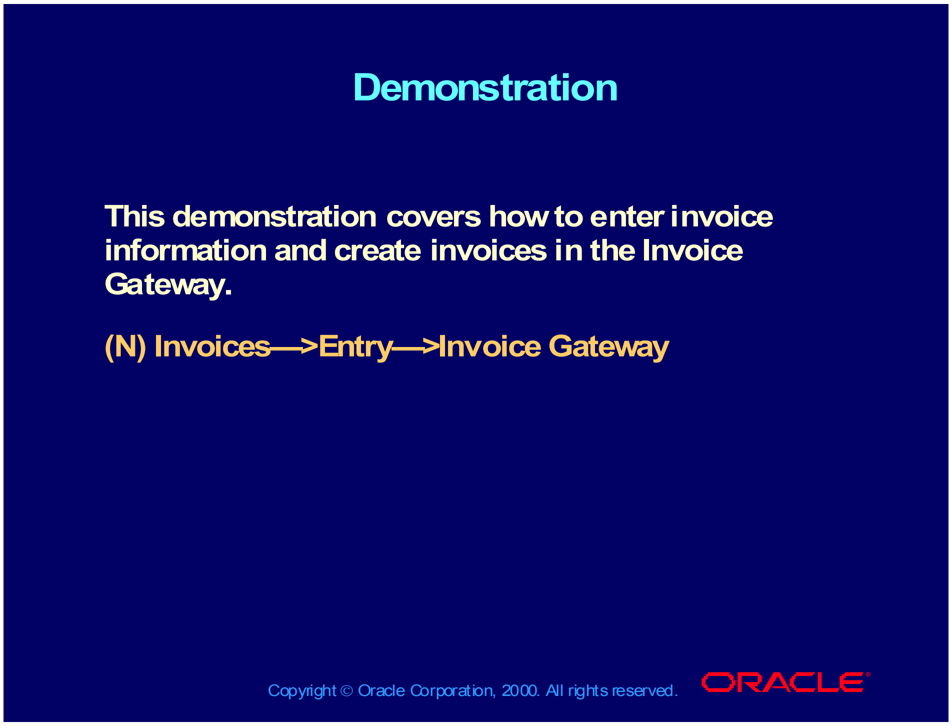
2. Prepayment
3. Debit memo
4. Credit memo
5. Expense report

Demonstration

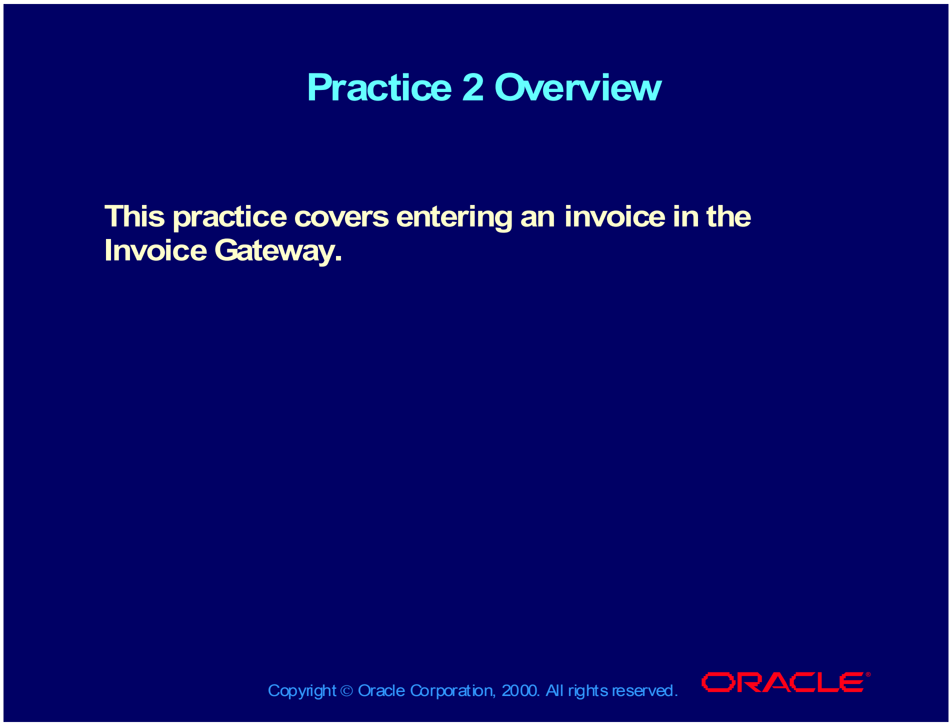


Demonstration

This demonstration covers how to enter invoice information and create invoices in the Invoice Gateway.

(N) Invoices—>Entry—>Invoice Gateway

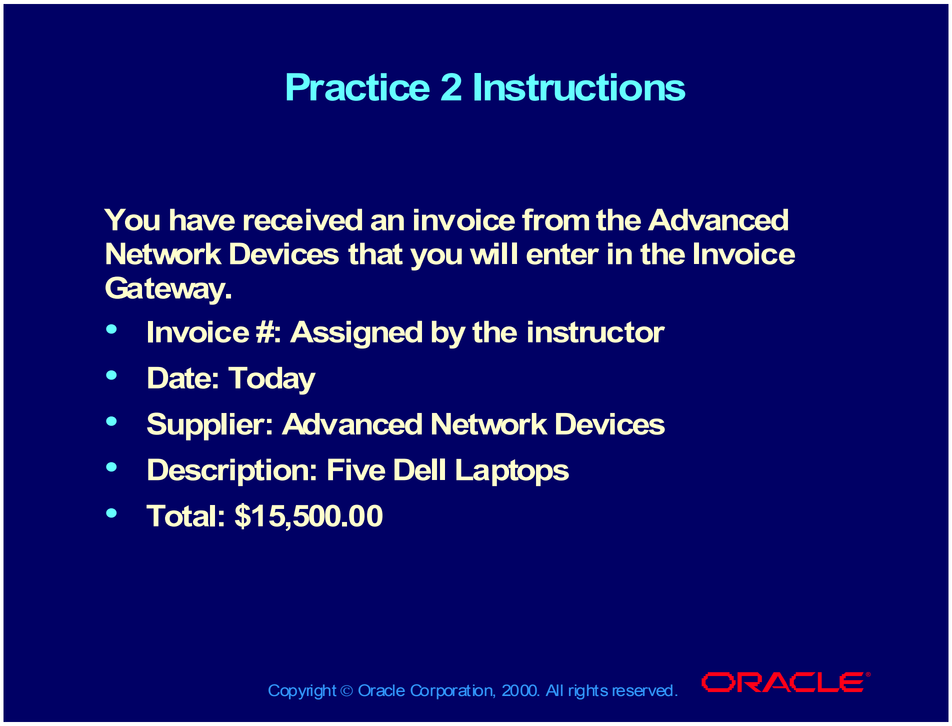
Practice 2 Overview



Practice 2 Overview

This practice covers entering an invoice in the Invoice Gateway.

Practice 2 Instructions



Practice 2 Instructions

You have received an invoice from the Advanced Network Devices that you will enter in the Invoice Gateway.

- **Invoice #: Assigned by the instructor**
- **Date: Today**
- **Supplier: Advanced Network Devices**
- **Description: Five Dell Laptops**
- **Total: $15,500.00**

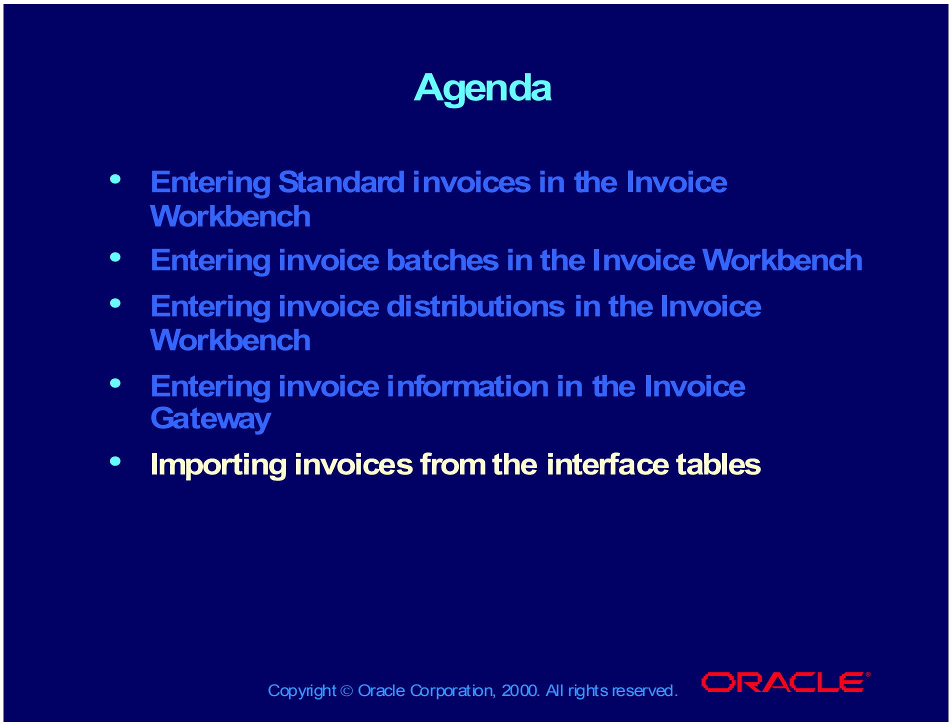
Practice 2 Solutions

1. Navigate to the Invoice Gateway Identification window.

(N) Invoices—>Entry—>Invoice Gateway

2. Accept Invoice Gateway as the default value in the Source field.
3. Enter *XX* `Batch` (*XX* is your unique identifier) in the Gateway Batch field.
4. Select Enter.
5. Enter the invoice number assigned by the instructor.
6. Enter `Advanced Network Devices` as the supplier and enter `Santa Clara` as the supplier site.
7. Enter the dollar amount of the invoice in the Invoice Amount field.
8. Enter `Item` in the Type field.
9. Enter the invoice line amount.
10. Enter `01.130.1560.0000.000` in the Account field.
11. Enter the line description in the Description field.
12. Save your work.

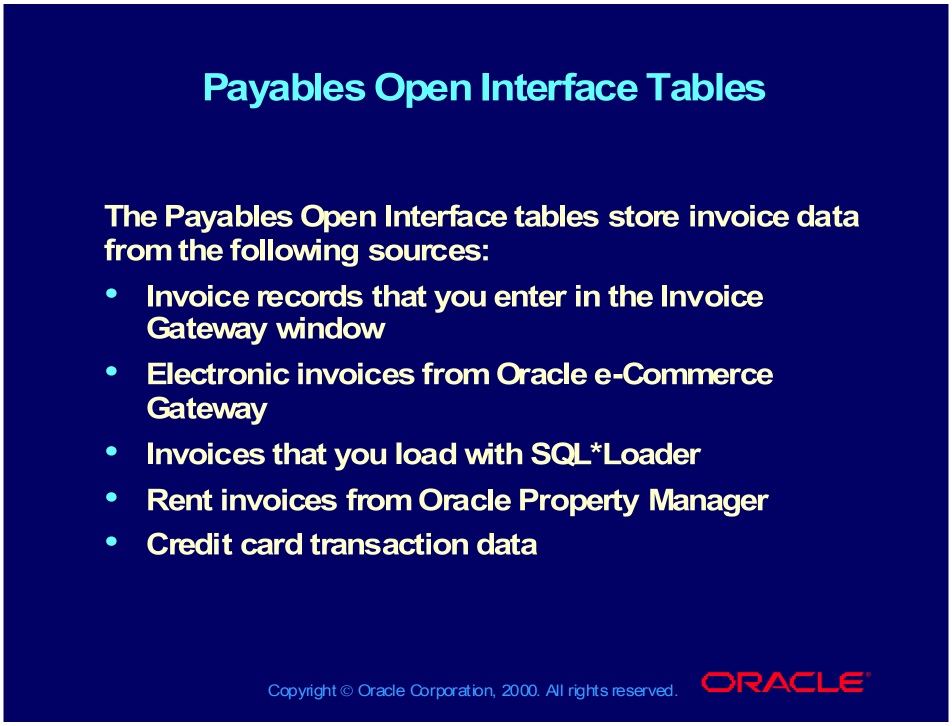
Agenda



Agenda

- Entering Standard invoices in the Invoice Workbench
- Entering invoice batches in the Invoice Workbench
- Entering invoice distributions in the Invoice Workbench
- Entering invoice information in the Invoice Gateway
- Importing invoices from the interface tables

Payables Open Interface Tables

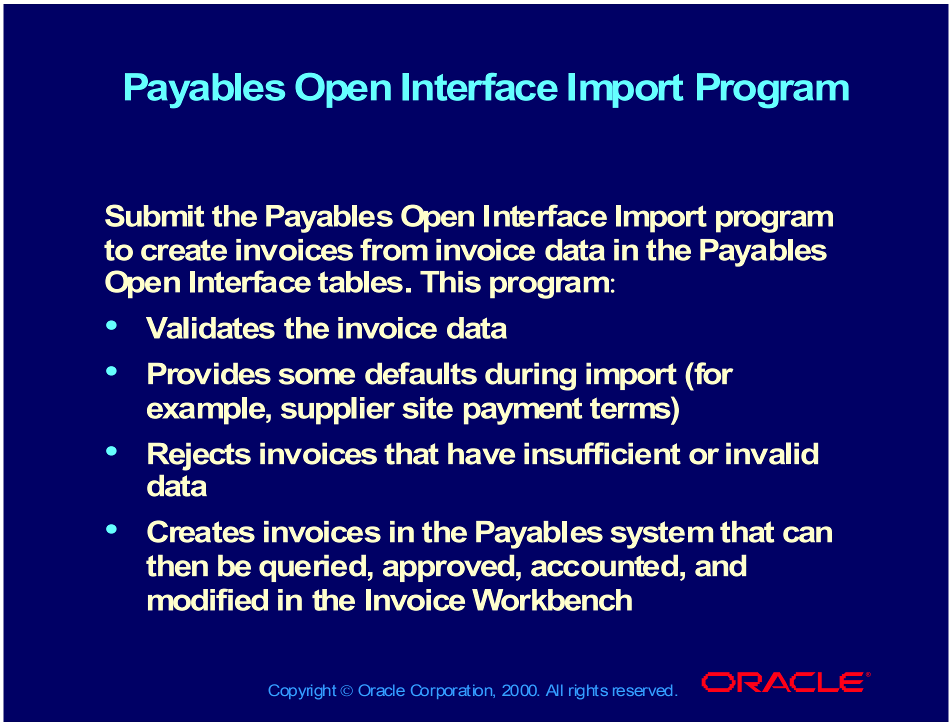


Payables Open Interface Tables

The Payables Open Interface tables store invoice data from the following sources:

- Invoice records that you enter in the Invoice Gateway window
- Electronic invoices from Oracle e-Commerce Gateway
- Invoices that you load with SQL*Loader
- Rent invoices from Oracle Property Manager
- Credit card transaction data

Payables Open Interface Import Program

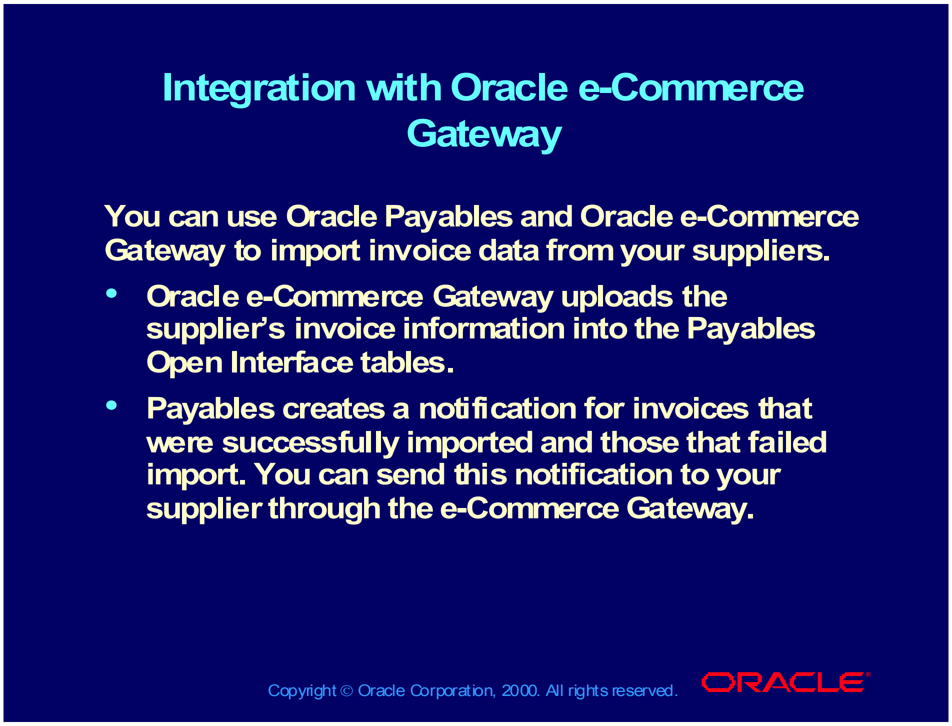


Payables Open Interface Import Program

Submit the Payables Open Interface Import program to create invoices from invoice data in the Payables Open Interface tables. This program:

- Validates the invoice data
- Provides some defaults during import (for example, supplier site payment terms)
- Rejects invoices that have insufficient or invalid data
- Creates invoices in the Payables system that can then be queried, approved, accounted, and modified in the Invoice Workbench

Integration with Oracle e-Commerce Gateway

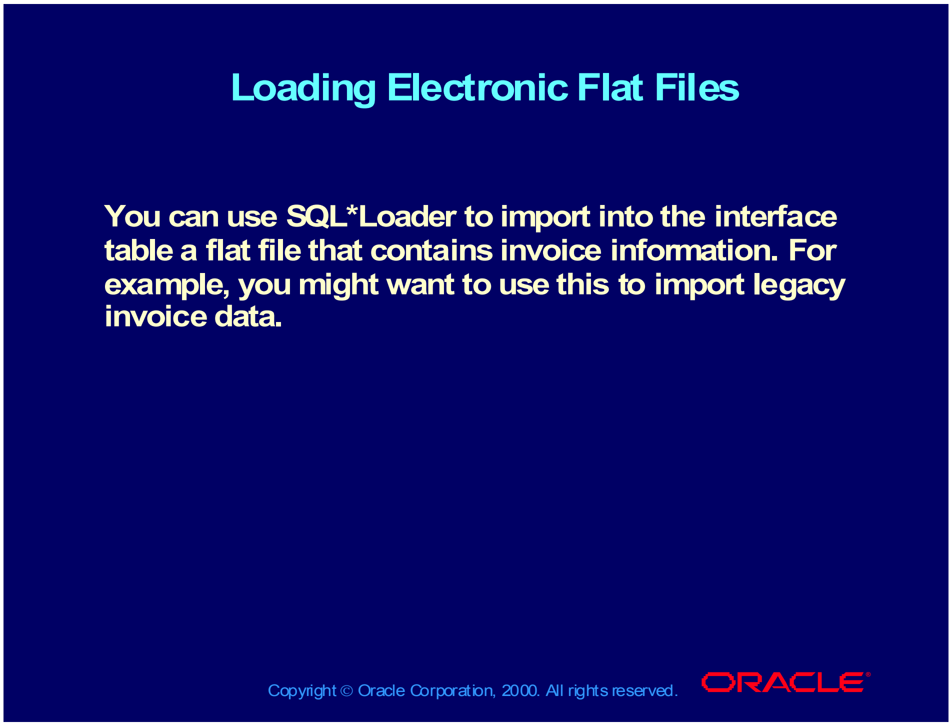


Integration with Oracle e-Commerce Gateway

You can use Oracle Payables and Oracle e-Commerce Gateway to import invoice data from your suppliers.

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

Loading Electronic Flat Files

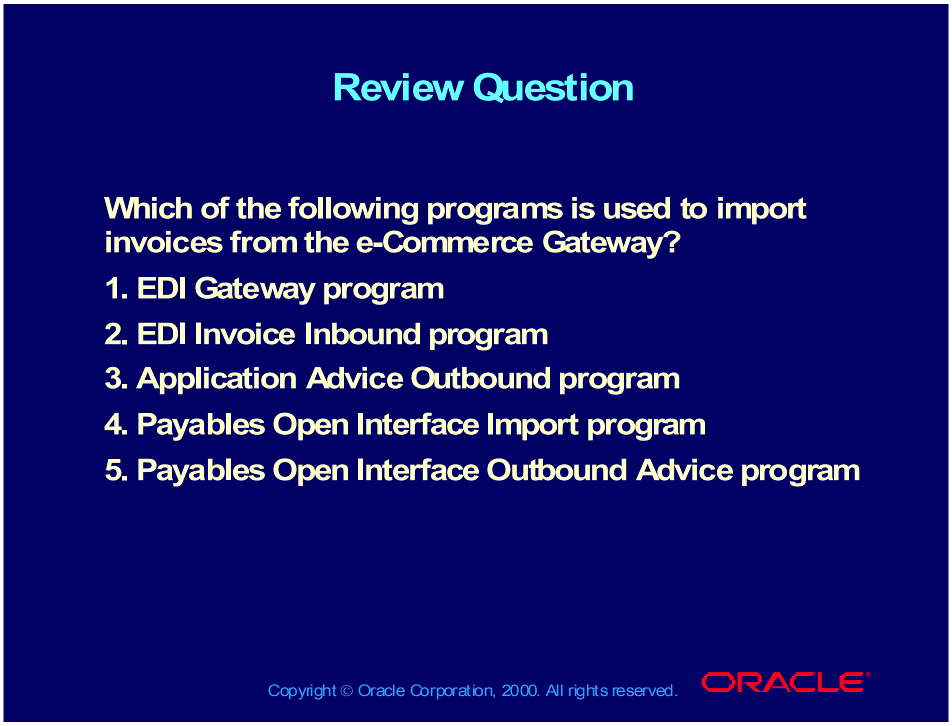


Loading Electronic Flat Files

You can use SQL*Loader to import into the interface table a flat file that contains invoice information. For example, you might want to use this to import legacy invoice data.

(Help) Oracle Financial Applications—>Oracle Payables—>Appendix—>Payables Open Interface Tables—>Using SQL*Loader

Review Question

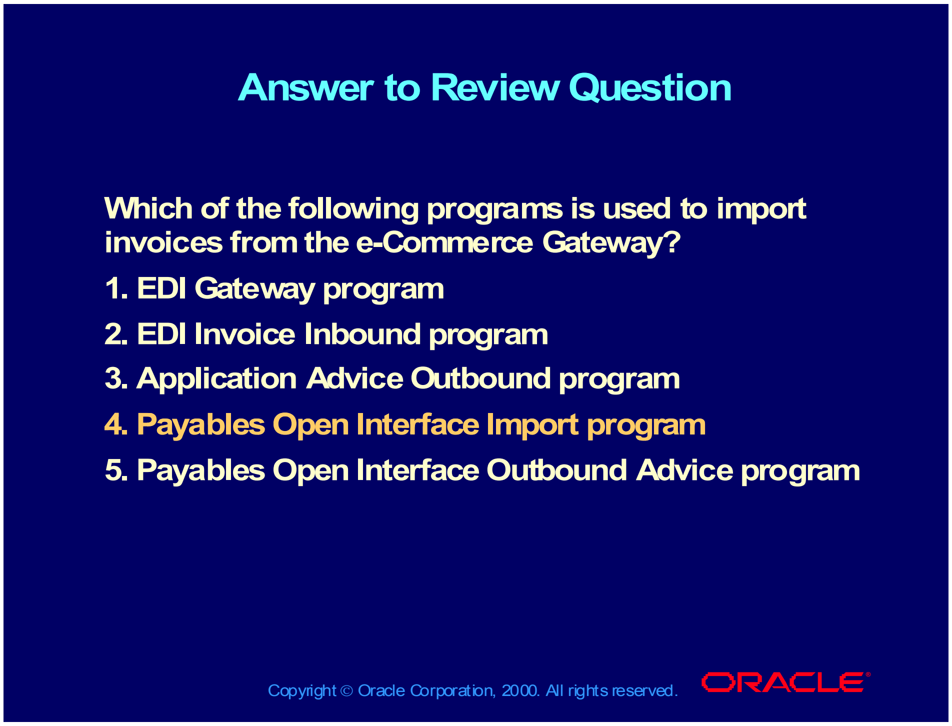


Review Question

Which of the following programs is used to import invoices from the e-Commerce Gateway?

1. EDI Gateway program
2. EDI Invoice Inbound program
3. Application Advice Outbound program
4. Payables Open Interface Import program
5. Payables Open Interface Outbound Advice program

Answer to Review Question

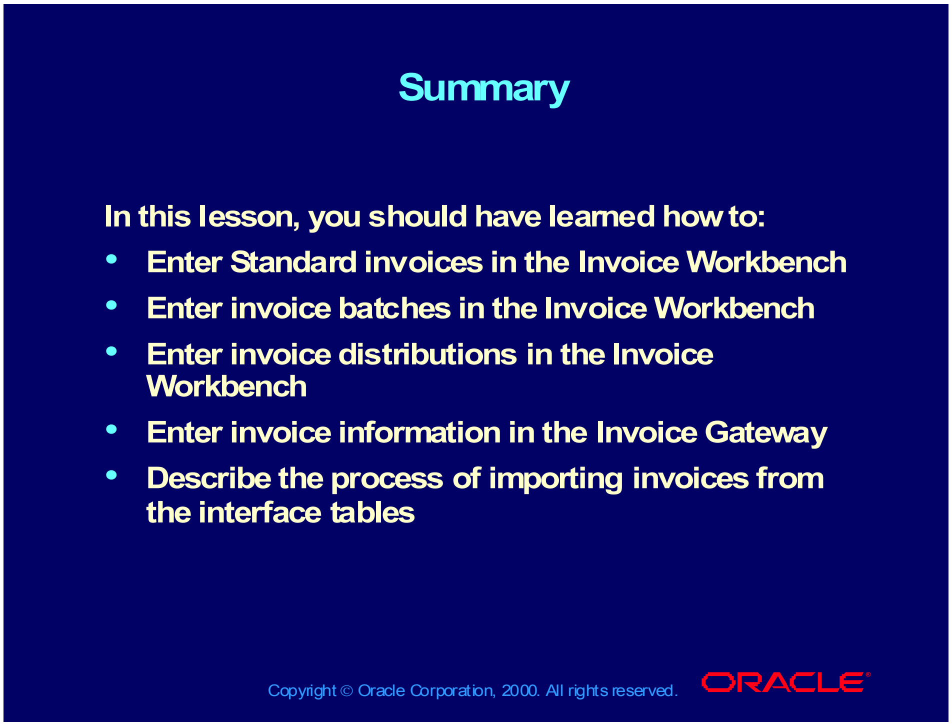


Answer to Review Question

Which of the following programs is used to import invoices from the e-Commerce Gateway?

1. EDI Gateway program
2. EDI Invoice Inbound program
3. Application Advice Outbound program
4. Payables Open Interface Import program
5. Payables Open Interface Outbound Advice program

Summary



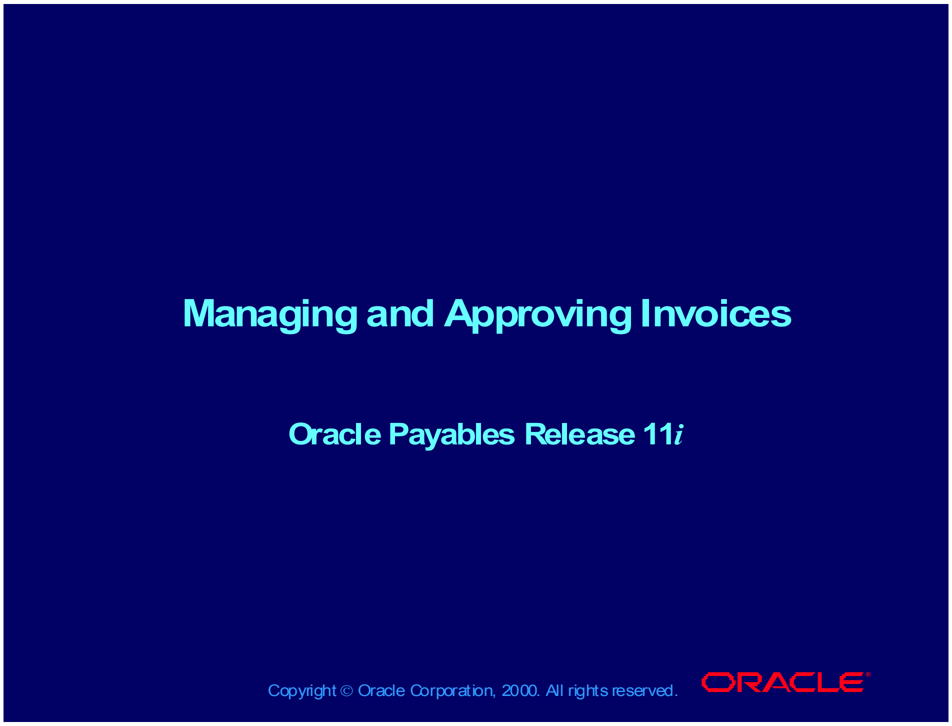
Summary

In this lesson, you should have learned how to:

- Enter Standard invoices in the Invoice Workbench
- Enter invoice batches in the Invoice Workbench
- Enter invoice distributions in the Invoice Workbench
- Enter invoice information in the Invoice Gateway
- Describe the process of importing invoices from the interface tables

R11i Managing and Approving Invoices

Chapter 4



Managing and Approving Invoices

Oracle Payables Release 11*i*

Notations:

(N) = Navigator

(T) = Tab

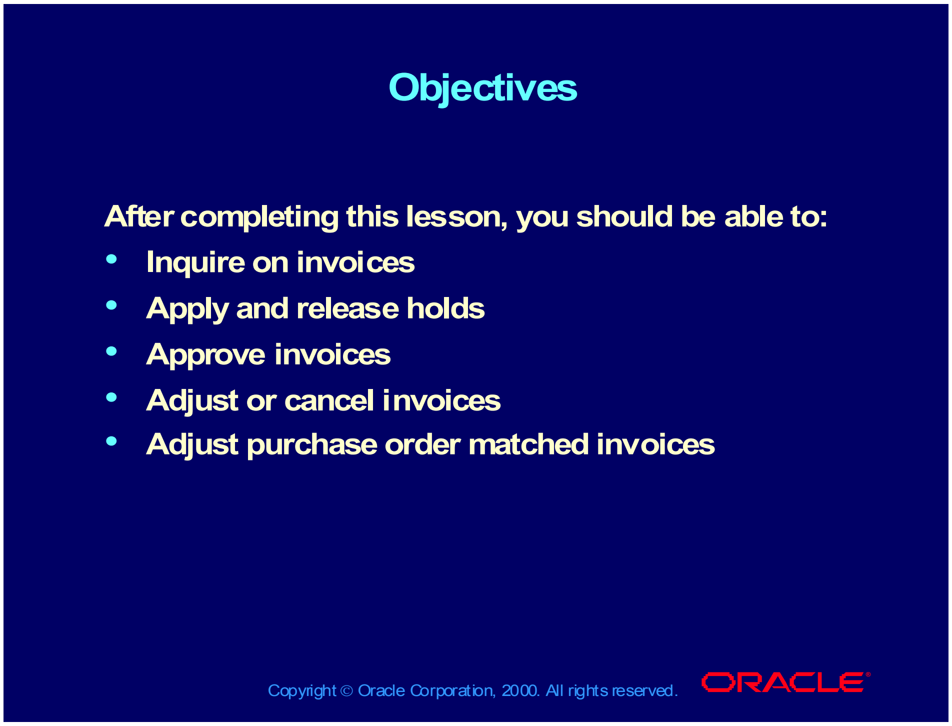
(I) = Icon

(H) = Hyperlink

(B) = Button

(Help) = Oracle Applications Help System

Objectives

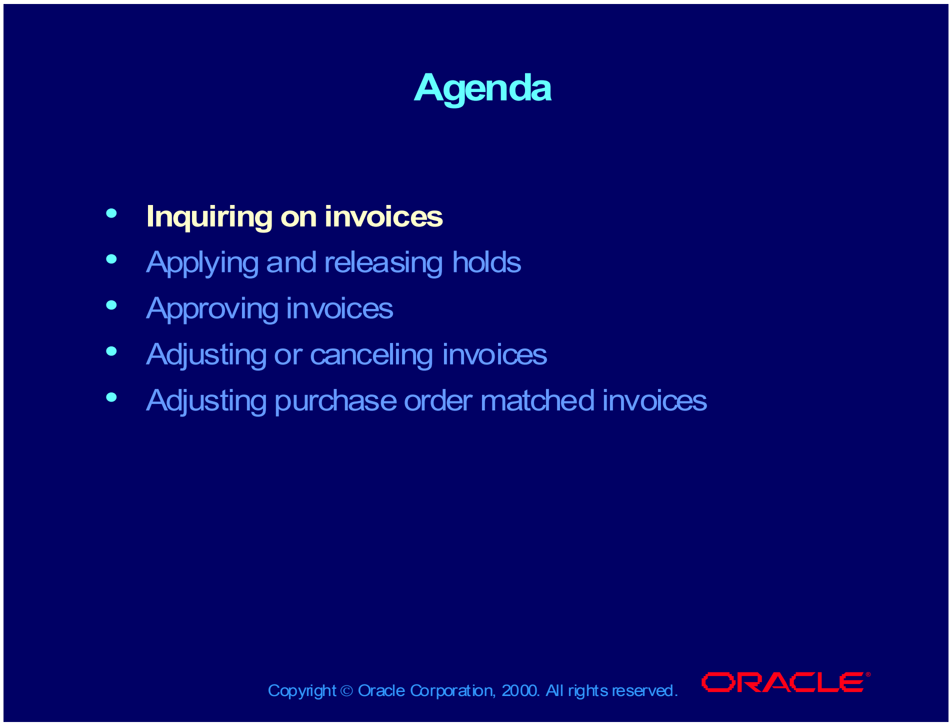


Objectives

After completing this lesson, you should be able to:

- Inquire on invoices
- Apply and release holds
- Approve invoices
- Adjust or cancel invoices
- Adjust purchase order matched invoices

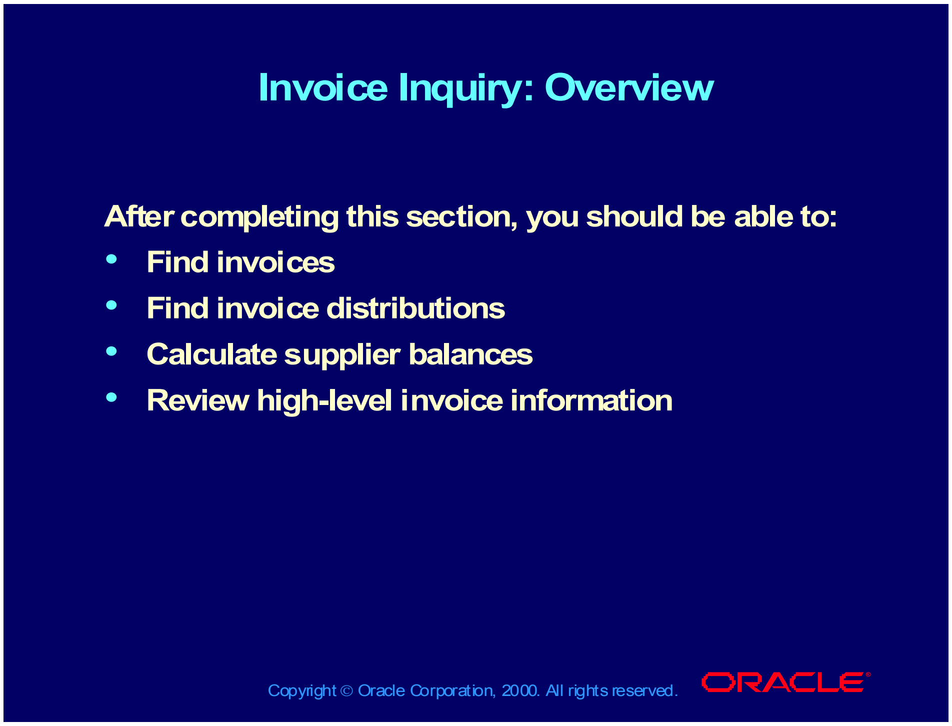
Agenda



Agenda

- **Inquiring on invoices**
- Applying and releasing holds
- Approving invoices
- Adjusting or canceling invoices
- Adjusting purchase order matched invoices

Invoice Inquiry: Overview

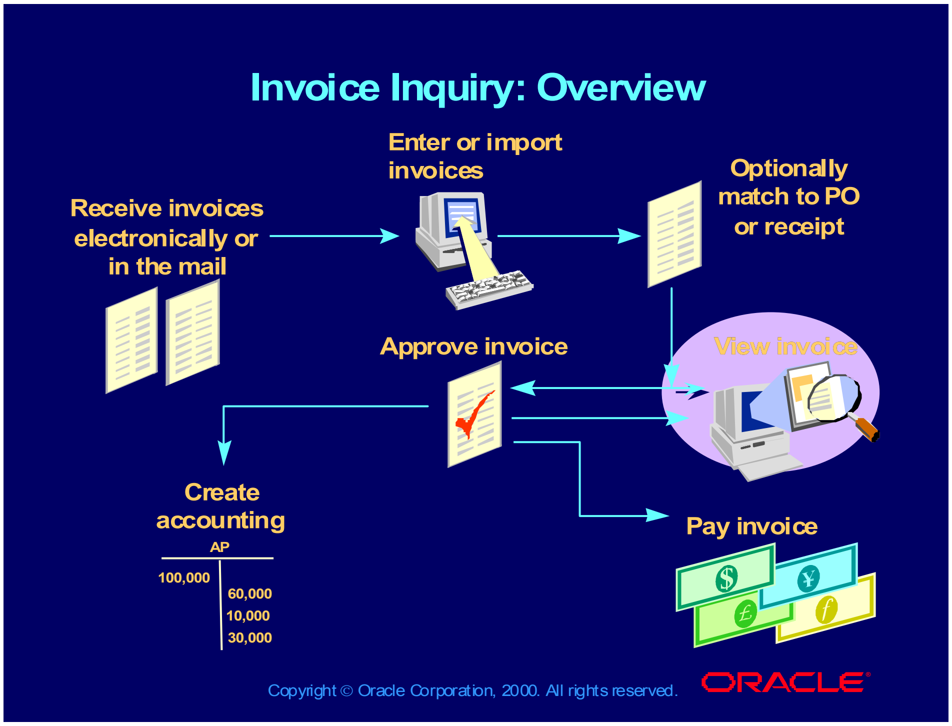


Invoice Inquiry: Overview

After completing this section, you should be able to:

- Find invoices
- Find invoice distributions
- Calculate supplier balances
- Review high-level invoice information

Invoice Inquiry: Overview



Invoice Inquiry: Overview

Enter or import invoices

Optionally match to PO or receipt

Receive invoices electronically or in the mail

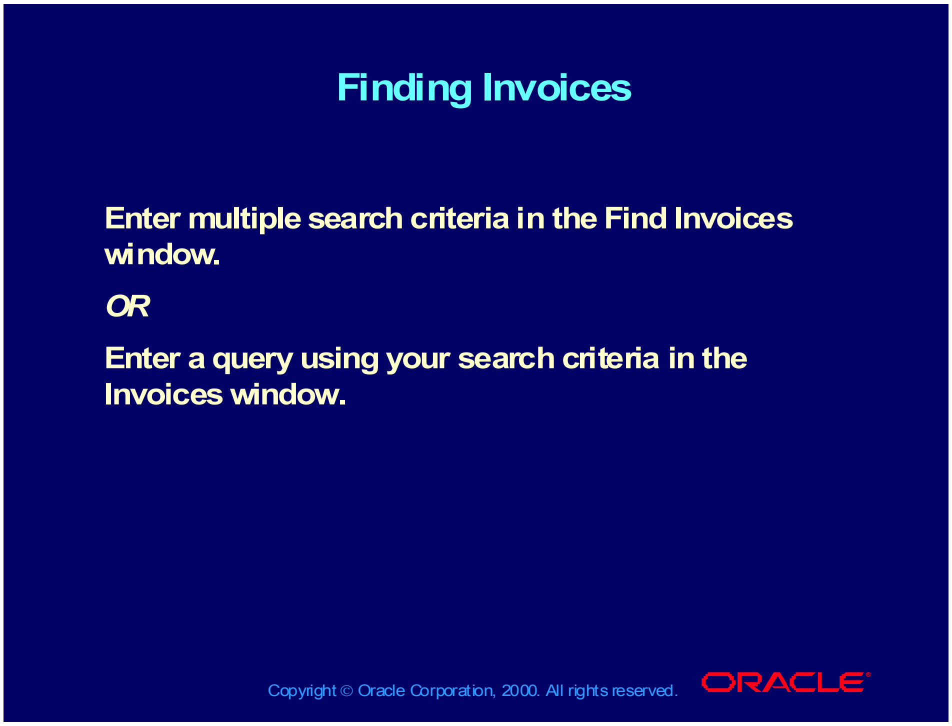
Approve invoice

View invoice

Create accounting

Pay invoice

Finding Invoices



Finding Invoices

Enter multiple search criteria in the Find Invoices window.

OR

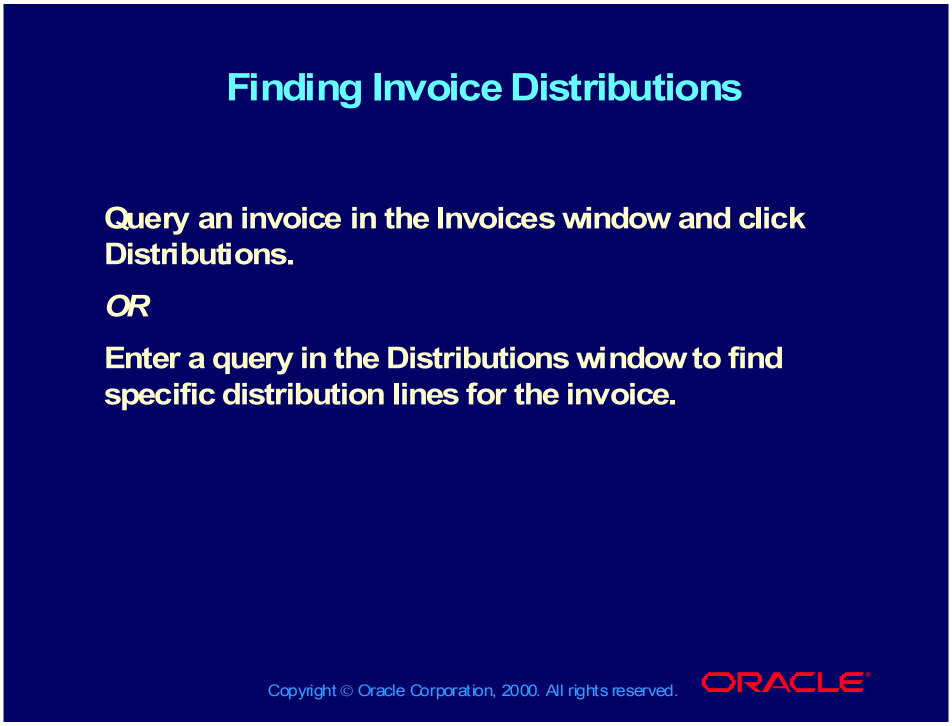
Enter a query using your search criteria in the Invoices window.

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Finding and Reviewing Invoices > Finding Invoices

(N) Invoices > Inquiry > Invoices

(N) Invoices > Entry > Invoices (M) View > Find

Finding Invoice Distributions



Finding Invoice Distributions

Query an invoice in the Invoices window and click Distributions.

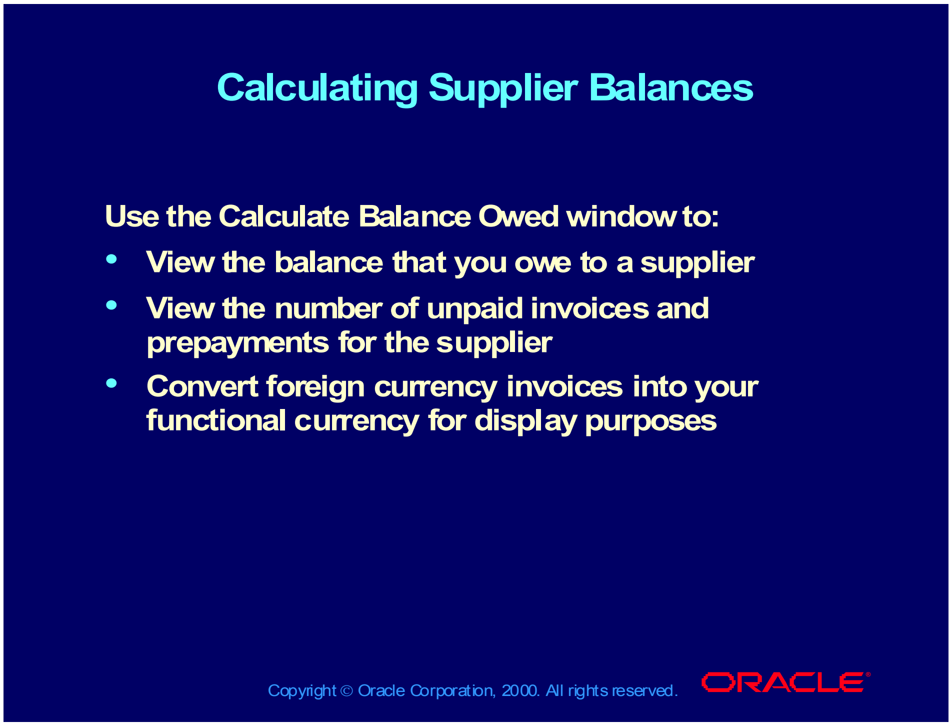
OR

Enter a query in the Distributions window to find specific distribution lines for the invoice.

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Finding and Reviewing Invoices > Reviewing Invoice Distributions

(N) Invoices > Entry > Invoices (B) Distributions (M) View > Find

Calculating Supplier Balances



Calculating Supplier Balances

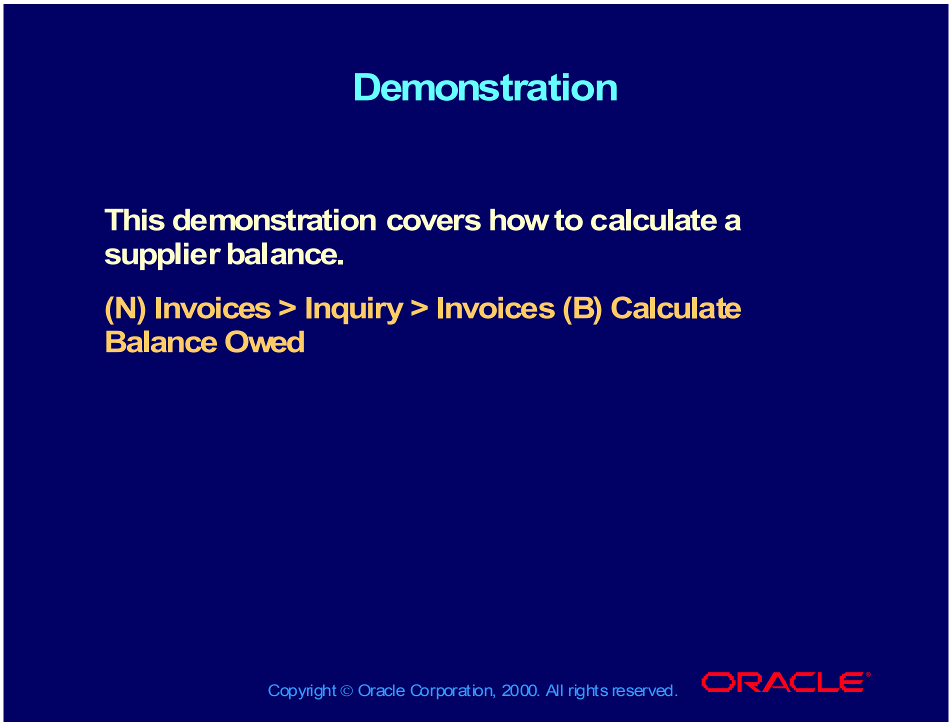
Use the Calculate Balance Owed window to:

- View the balance that you owe to a supplier
- View the number of unpaid invoices and prepayments for the supplier
- Convert foreign currency invoices into your functional currency for display purposes

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Finding and Reviewing Invoices > Calculating a Supplier or Supplier Site Balance

(N) Invoices > Inquiry > Invoices (B) Calculate Balance Owed

Demonstration



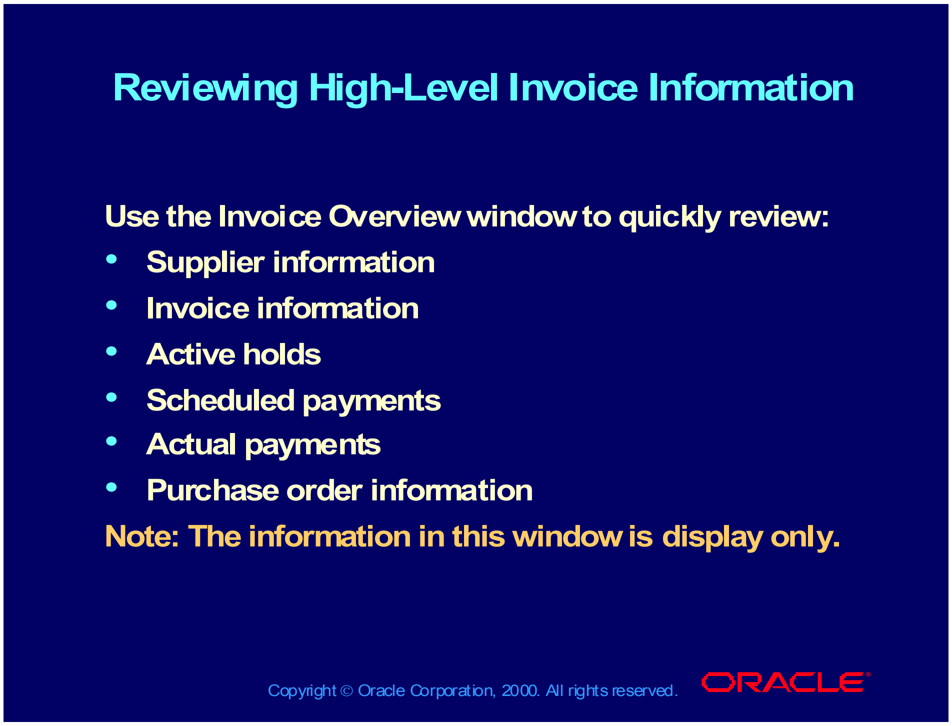
Demonstration

This demonstration covers how to calculate a supplier balance.

(N) Invoices > Inquiry > Invoices (B) Calculate Balance Owed

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Finding and Reviewing Invoices > Calculating a Supplier or Supplier Site Balance

Reviewing High-Level Invoice Information



Reviewing High-Level Invoice Information

Use the Invoice Overview window to quickly review:

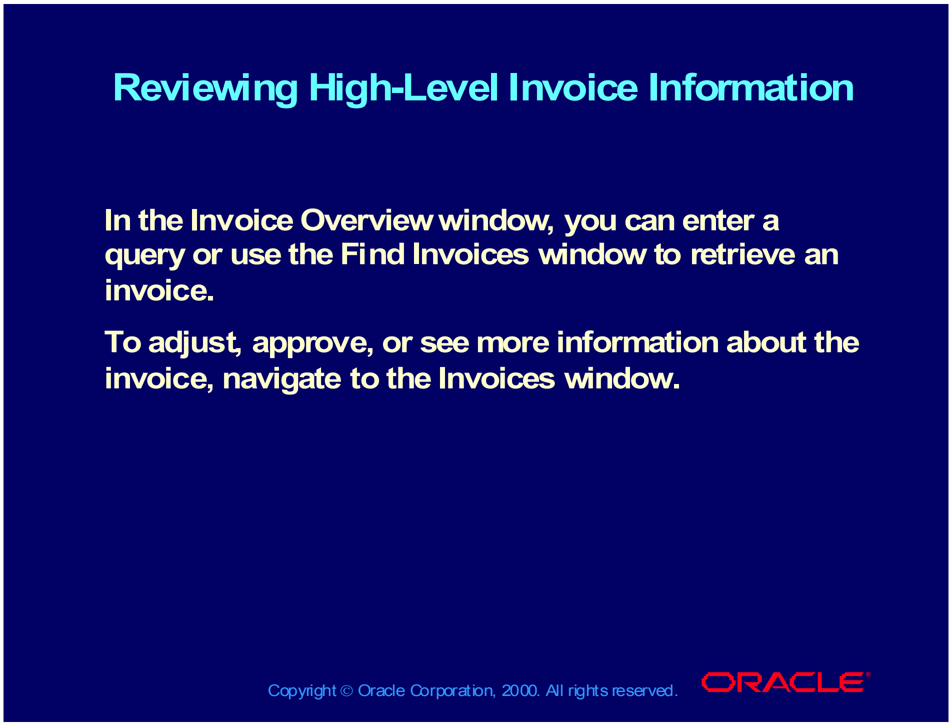
- Supplier information
- Invoice information
- Active holds
- Scheduled payments
- Actual payments
- Purchase order information

Note: The information in this window is display only.

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Finding and Reviewing Invoices > Invoice Overview

(N) Invoices > Inquiry > Invoice Overview

Reviewing High-Level Invoice Information



Reviewing High-Level Invoice Information

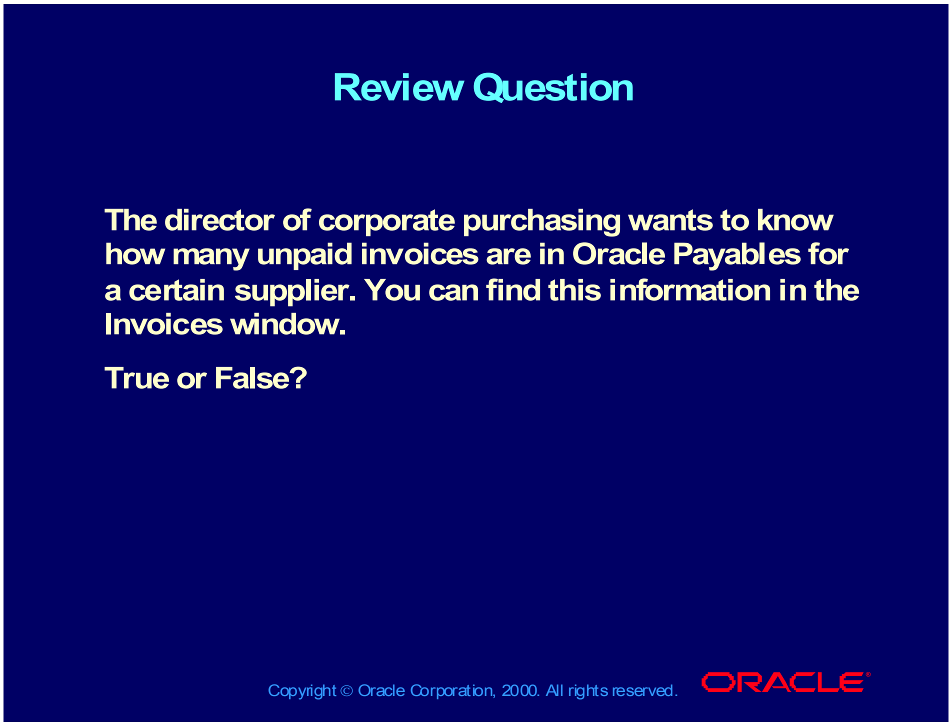
In the Invoice Overview window, you can enter a query or use the Find Invoices window to retrieve an invoice.

To adjust, approve, or see more information about the invoice, navigate to the Invoices window.

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Finding and Reviewing Invoices > Invoice Overview

(N) Invoices > Inquiry > Invoice Overview

Review Question

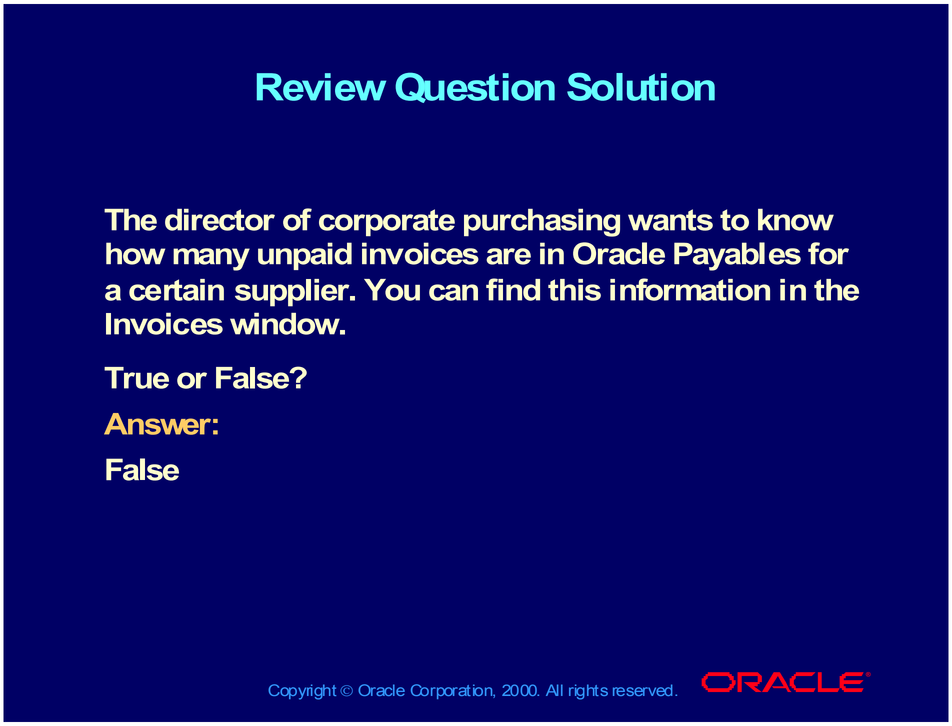


Review Question

The director of corporate purchasing wants to know how many unpaid invoices are in Oracle Payables for a certain supplier. You can find this information in the Invoices window.

True or False?

Review Question Solution



Review Question Solution

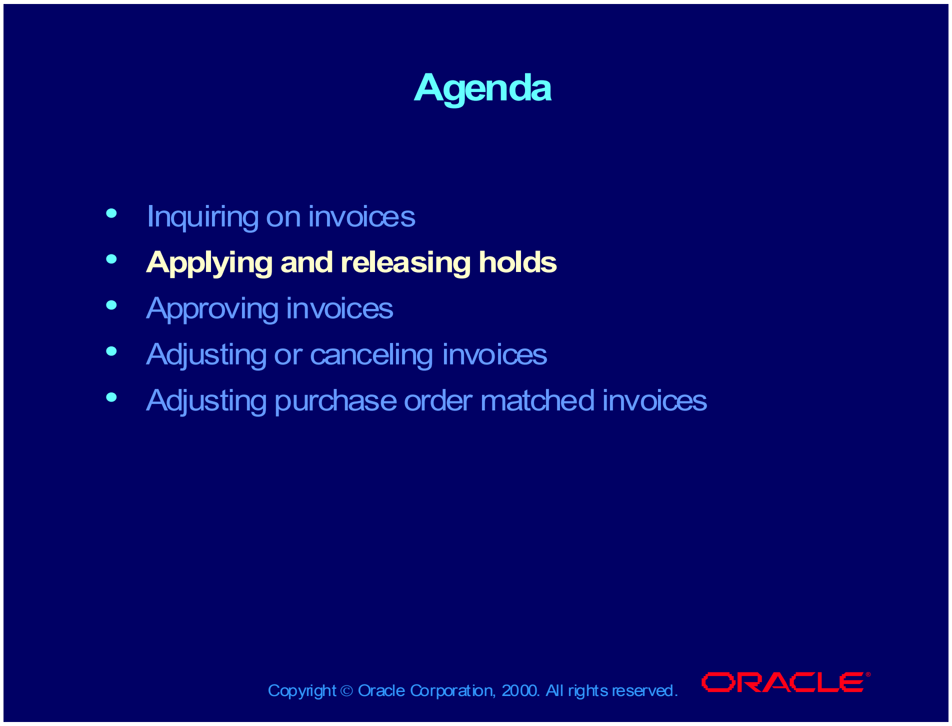
The director of corporate purchasing wants to know how many unpaid invoices are in Oracle Payables for a certain supplier. You can find this information in the Invoices window.

True or False?

Answer:

False

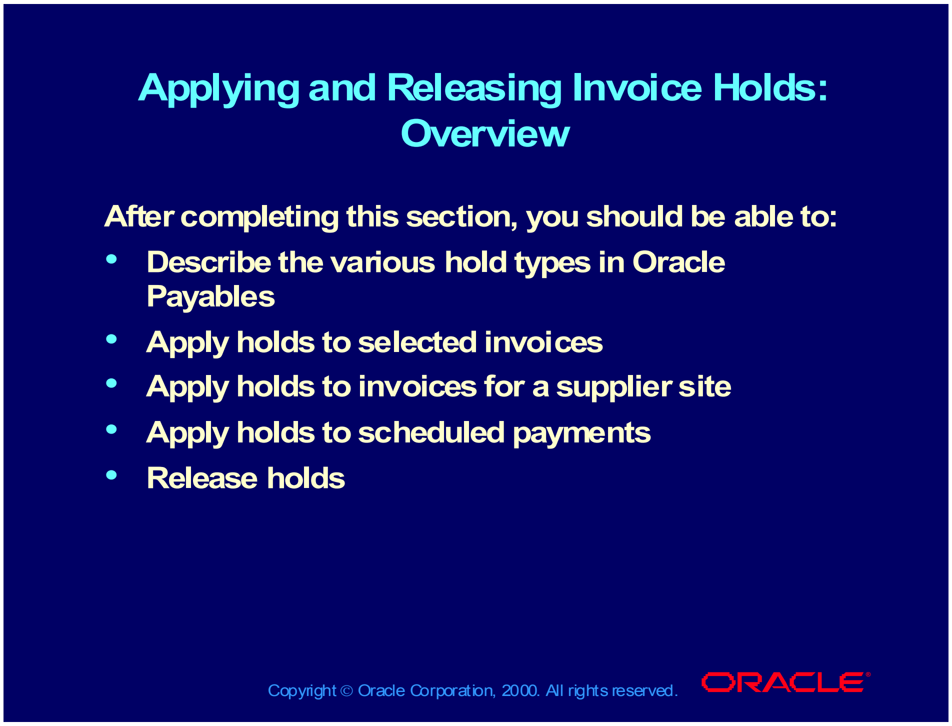
Agenda



Agenda

- Inquiring on invoices
- **Applying and releasing holds**
- Approving invoices
- Adjusting or canceling invoices
- Adjusting purchase order matched invoices

Applying and Releasing Invoice Holds: Overview

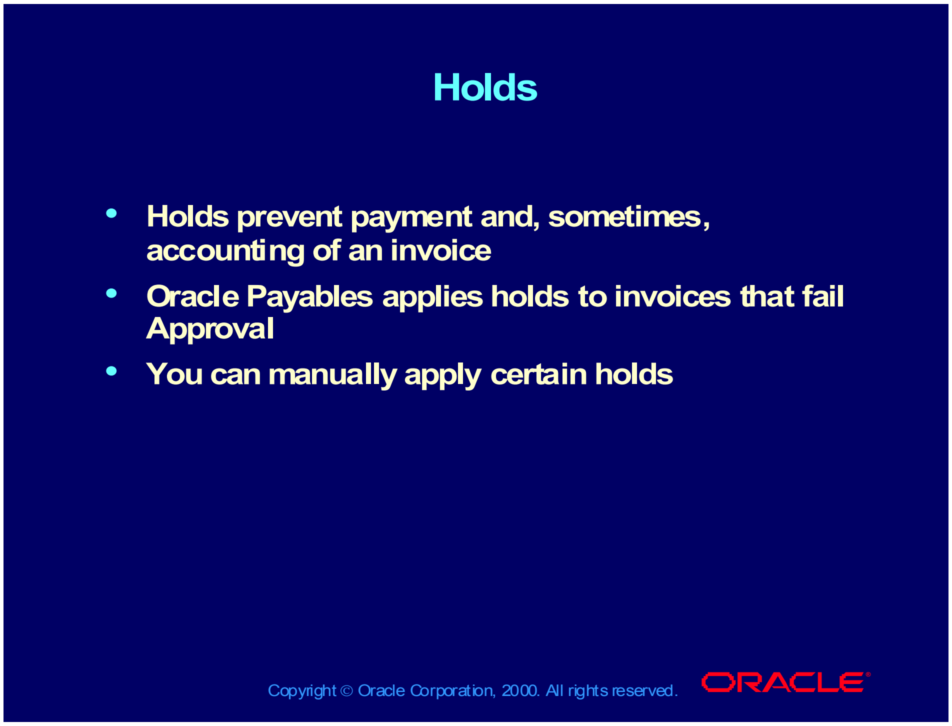


Applying and Releasing Invoice Holds: Overview

After completing this section, you should be able to:

- Describe the various hold types in Oracle Payables
- Apply holds to selected invoices
- Apply holds to invoices for a supplier site
- Apply holds to scheduled payments
- Release holds

Holds



Holds

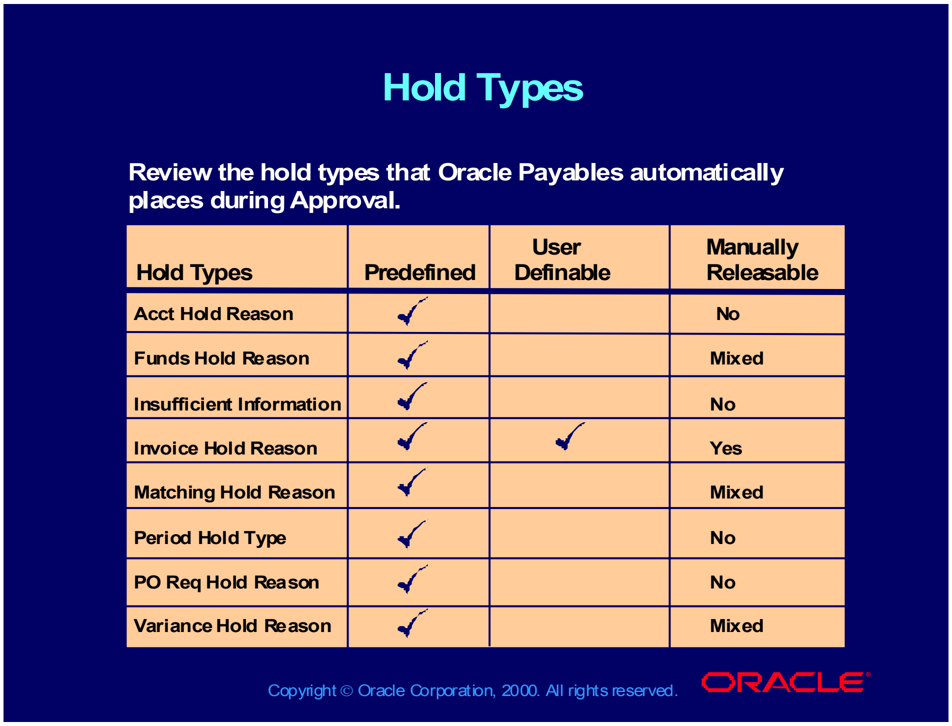
- Holds prevent payment and, sometimes, accounting of an invoice
- Oracle Payables applies holds to invoices that fail Approval
- You can manually apply certain holds

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Holds > Applying Holds

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

(N) Invoices > Entry > Invoices (B) Holds

Hold Types



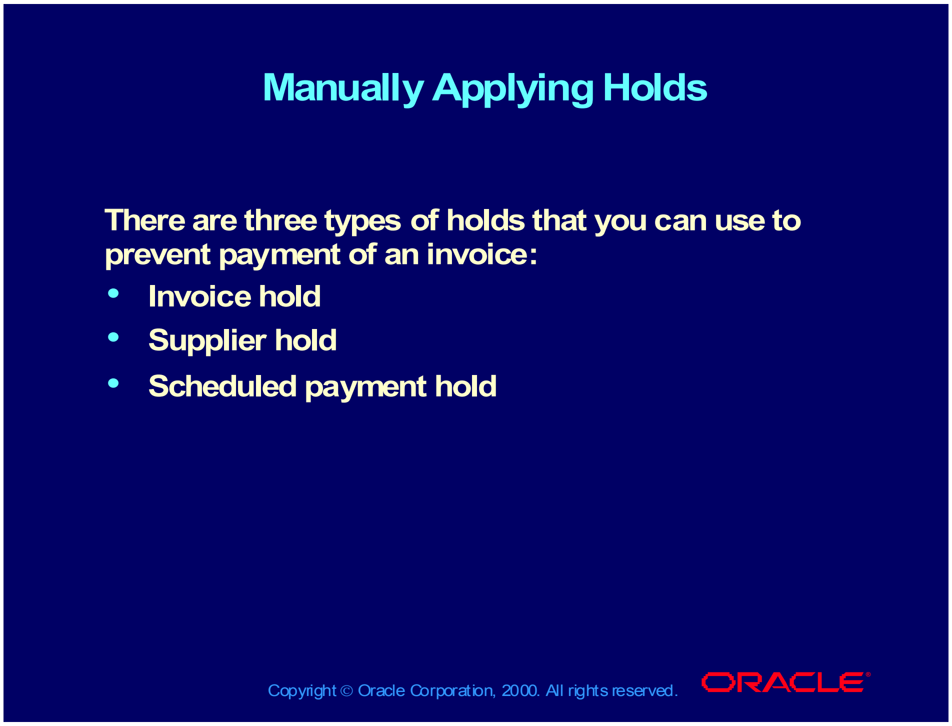
Hold Types

Review the hold types that Oracle Payables automatically places during Approval.

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

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Appendix > Summary of Approval Hold Codes

Manually Applying Holds



Manually Applying Holds

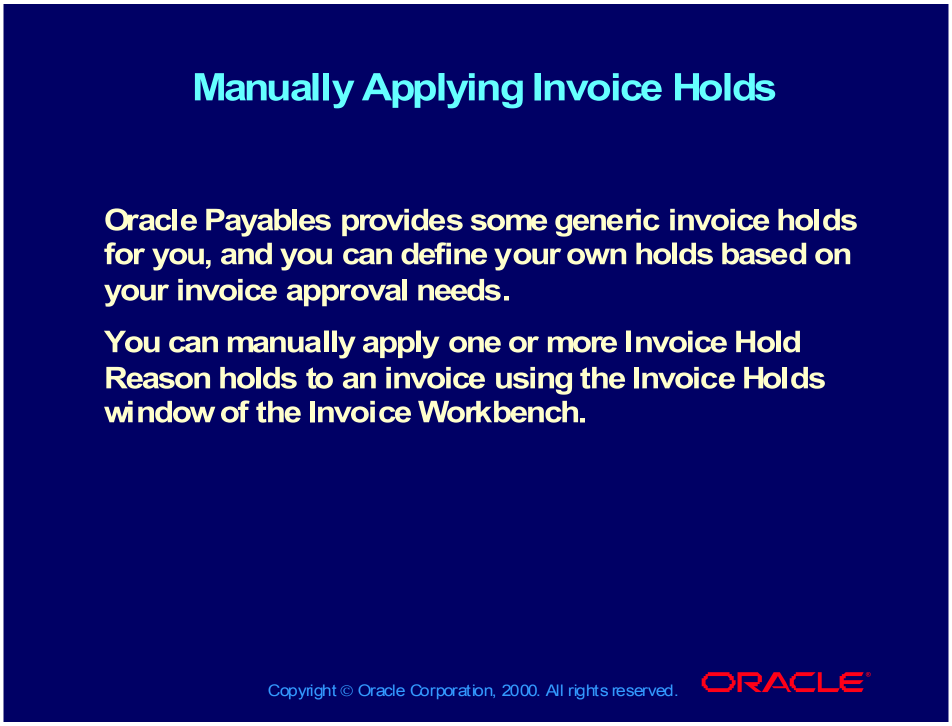
There are three types of holds that you can use to prevent payment of an invoice:

- Invoice hold
- Supplier hold
- Scheduled payment hold

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Holds > Applying Holds

(N) Invoices > Entry > Invoices (B) Holds

Manually Applying Invoice Holds



Manually Applying Invoice Holds

Oracle Payables provides some generic invoice holds for you, and you can define your own holds based on your invoice approval needs.

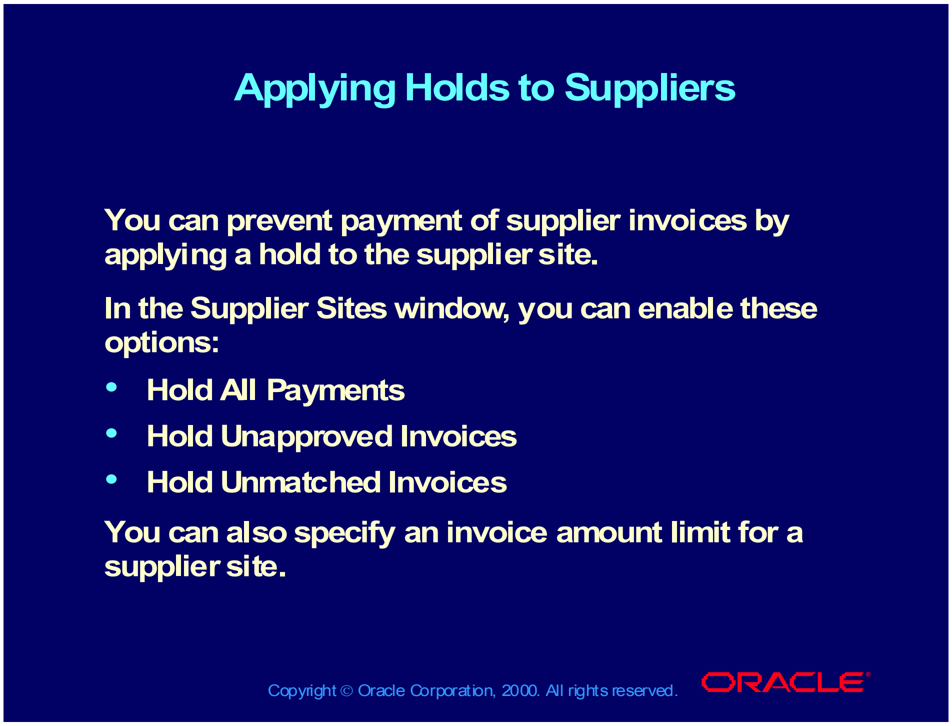
You can manually apply one or more Invoice Hold Reason holds to an invoice using the Invoice Holds window of the Invoice Workbench.

(Help) Applications Help Library > Oracle Financial Applications >
Oracle Payables > Invoices > Holds >
Applying Holds ***scroll down to*** **Applying a Hold to an Invoice**

(N) Setup > Invoice > Approvals

(N) Invoices > Entry > Invoices (B) Holds

Applying Holds to Suppliers



Applying Holds to Suppliers

You can prevent payment of supplier invoices by applying a hold to the supplier site.

In the Supplier Sites window, you can enable these options:

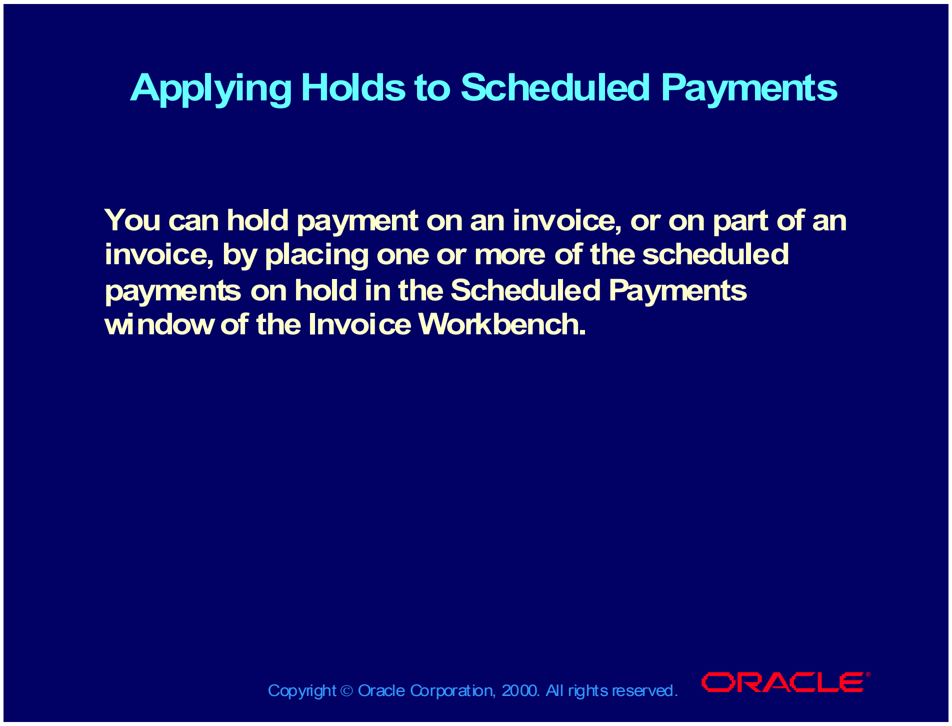
- Hold All Payments
- Hold Unapproved Invoices
- Hold Unmatched Invoices

You can also specify an invoice amount limit for a supplier site.

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Holds > Applying Holds ***scroll down to*** **Applying Supplier Site Holds**

(N) Suppliers > Entry (M) View > Find (B) Sites (T) Control

Applying Holds to Scheduled Payments



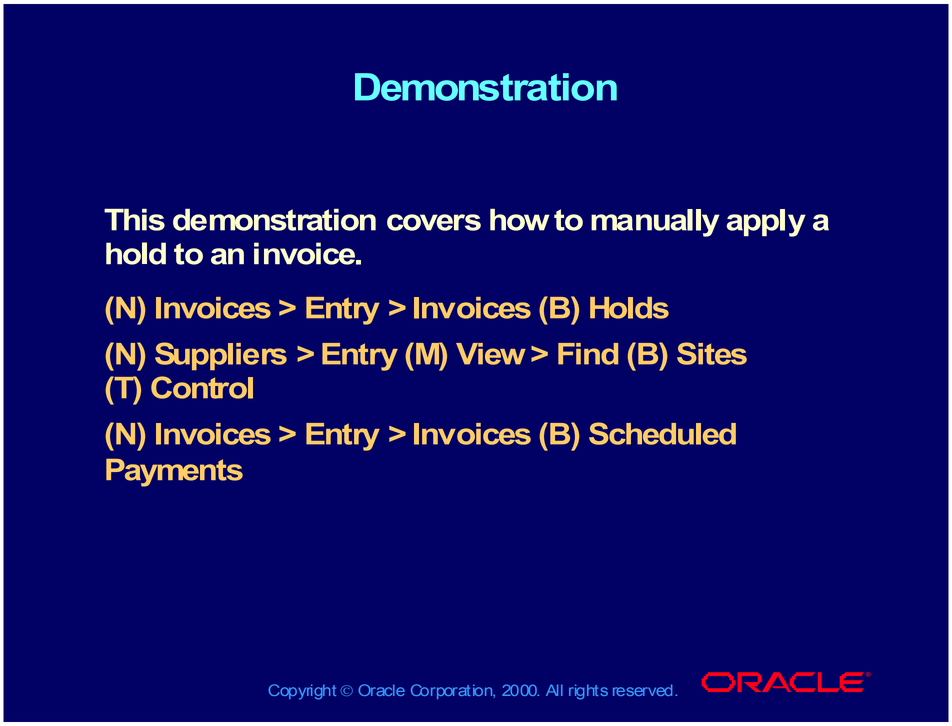
Applying Holds to Scheduled Payments

You can hold payment on an invoice, or on part of an invoice, by placing one or more of the scheduled payments on hold in the Scheduled Payments window of the Invoice Workbench.

(Help) Applications Help Library > Oracle Financial Applications >
Oracle Payables > Invoices > Holds >
Applying Holds ***scroll down to*** **Applying a Hold to a Scheduled Payment**

(N) Invoices > Entry > Invoices (B) Scheduled Payments

Demonstration



Demonstration

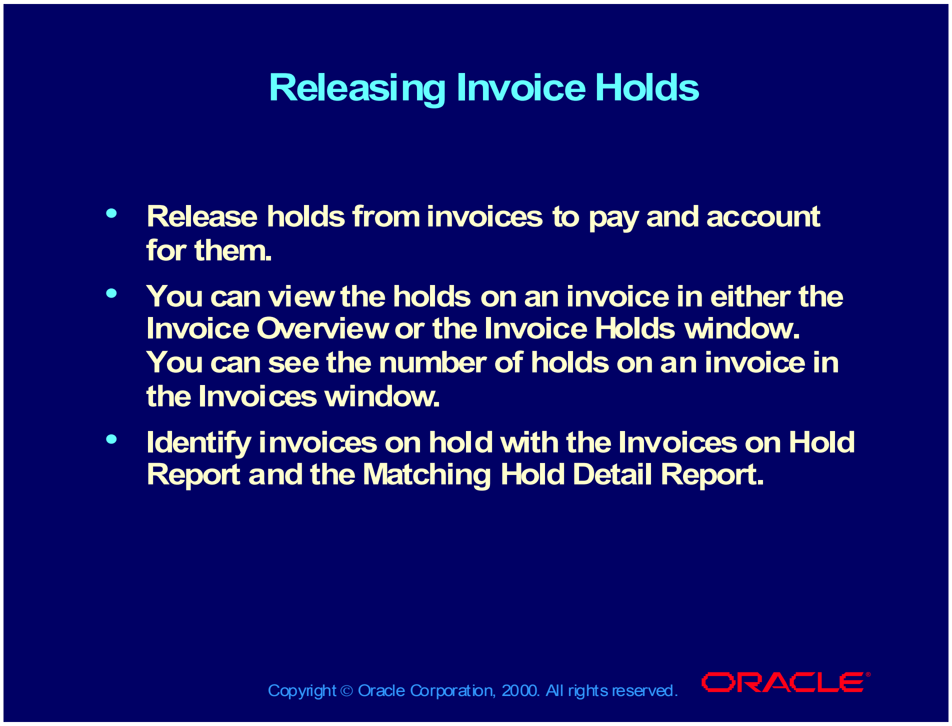
This demonstration covers how to manually apply a hold to an invoice.

(N) Invoices > Entry > Invoices (B) Holds

(N) Suppliers > Entry (M) View > Find (B) Sites (T) Control

(N) Invoices > Entry > Invoices (B) Scheduled Payments

Releasing Invoice Holds



Releasing Invoice Holds

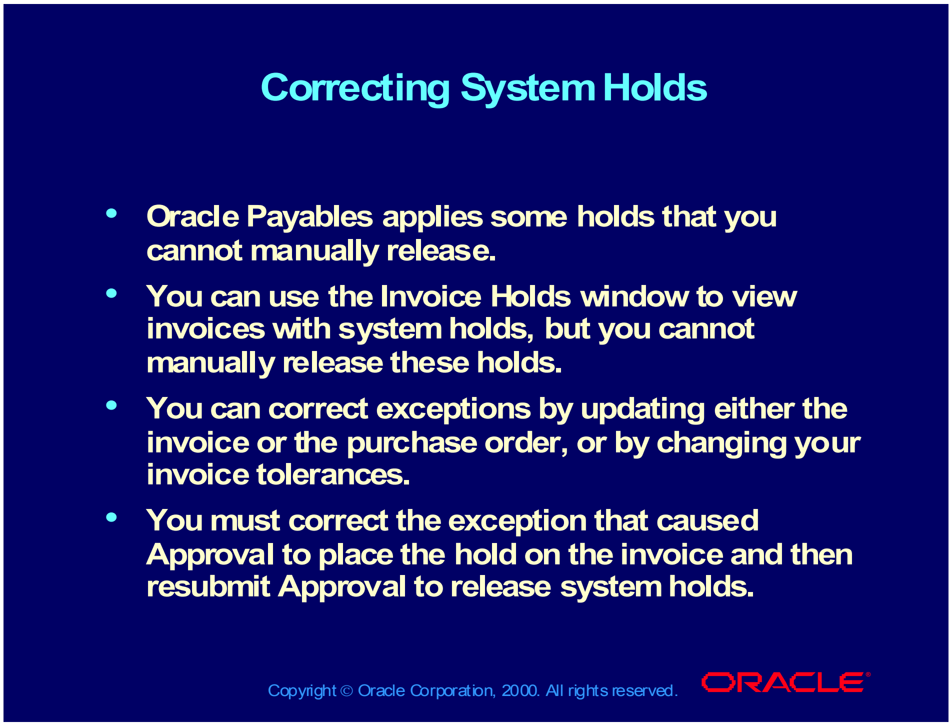
- Release holds from invoices to pay and account for them.
- You can view the holds on an invoice in either the Invoice Overview or the Invoice Holds window. You can see the number of holds on an invoice in the Invoices window.
- Identify invoices on hold with the Invoices on Hold Report and the Matching Hold Detail Report.

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

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Appendix > Using Oracle Alert for Exception Reporting

(N) Invoices > Entry > Invoices (M) View > Find (B) Holds

Correcting System Holds



Correcting System Holds

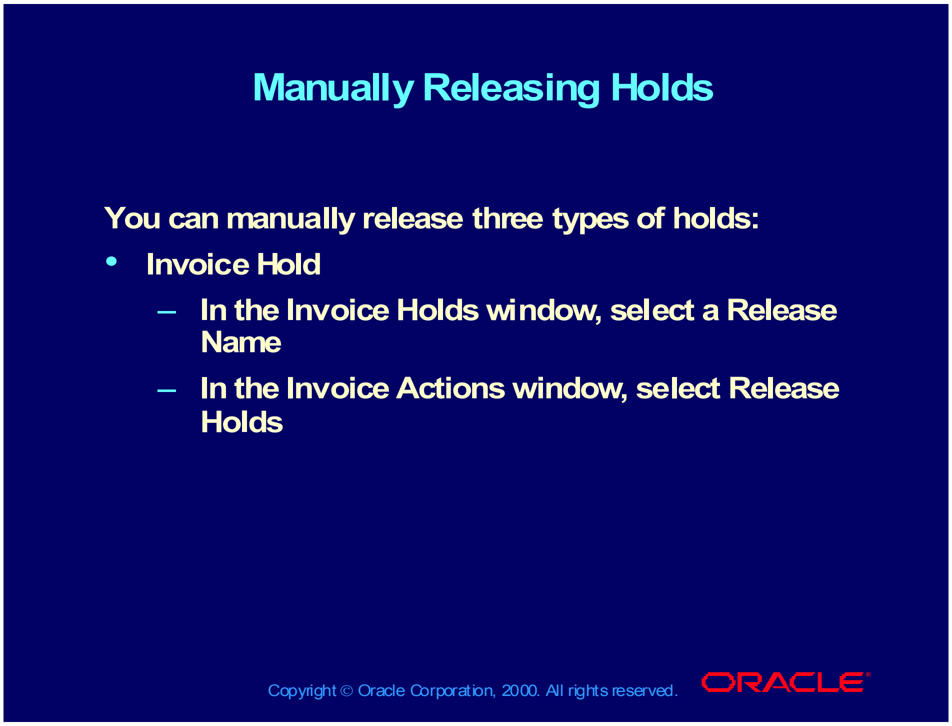
- Oracle Payables applies some holds that you cannot manually release.
- You can use the Invoice Holds window to view invoices with system holds, but you cannot manually release these holds.
- You can correct exceptions by updating either the invoice or the purchase order, or by changing your invoice tolerances.
- You must correct the exception that caused Approval to place the hold on the invoice and then resubmit Approval to release system holds.

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Holds > Releasing Holds > Hold Release Restrictions

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

(N) Invoices > Entry > Invoices (M) View > Find (B) Holds

Manually Releasing Holds



Manually Releasing Holds

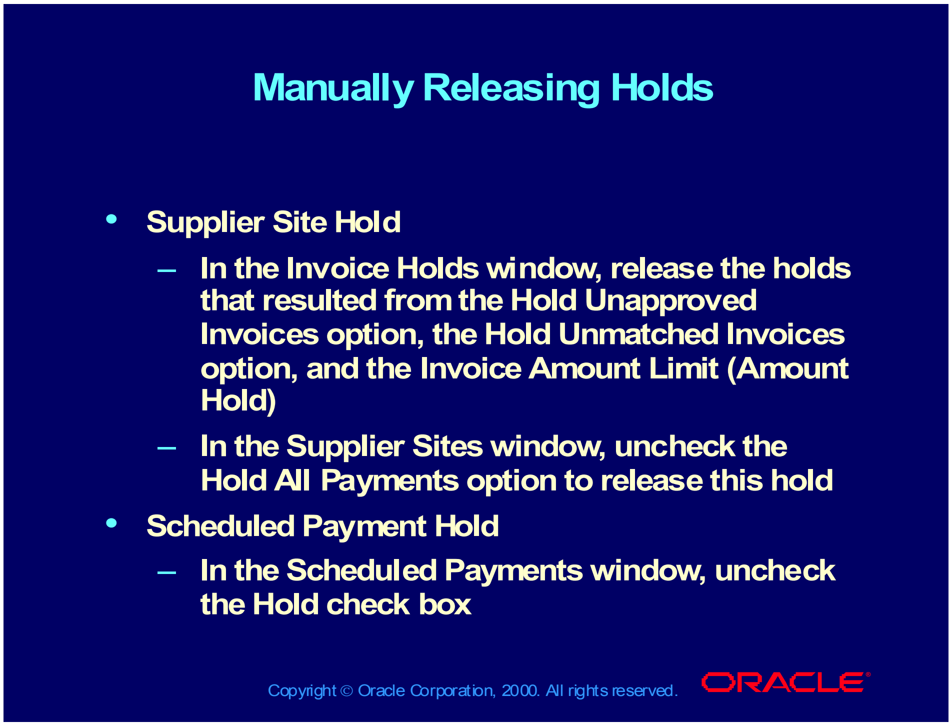
You can manually release three types of holds:

- Invoice Hold
  - In the Invoice Holds window, select a Release Name
  - In the Invoice Actions window, select Release Holds

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

(N) Invoices > Entry > Invoices (M) View > Find (B) Holds

Manually Releasing Holds



Manually Releasing Holds

- Supplier Site Hold
  - In the Invoice Holds window, release the holds that resulted from the Hold Unapproved Invoices option, the Hold Unmatched Invoices option, and the Invoice Amount Limit (Amount Hold)
  - In the Supplier Sites window, uncheck the Hold All Payments option to release this hold
- Scheduled Payment Hold
  - In the Scheduled Payments window, uncheck the Hold check box

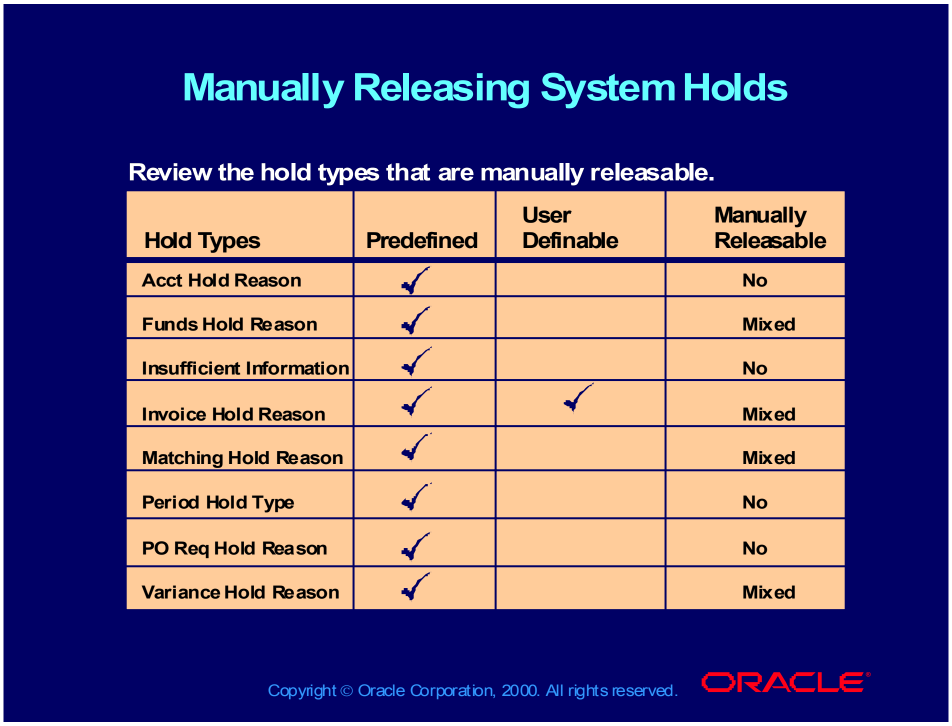
(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Holds > Releasing Holds > Releasing Holds

(N) Invoices > Entry > Invoices (M) View > Find (B) Holds

(N) Suppliers > Entry (M) View > Find (B) Sites (T) Control

(N) Invoices > Entry > Invoices (B) Scheduled Payments

Manually Releasing System Holds



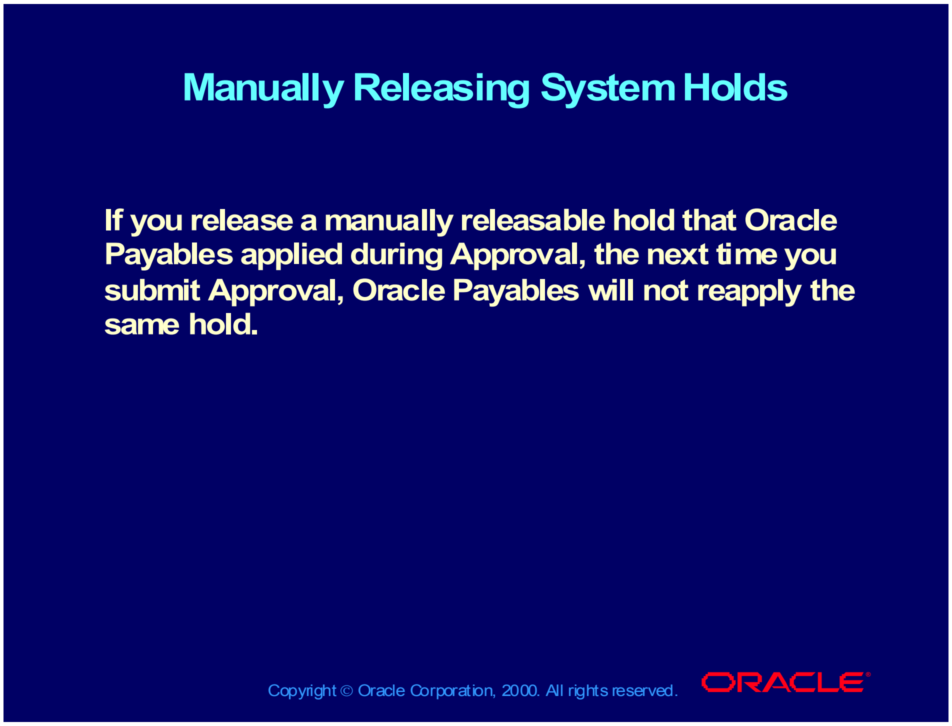
Manually Releasing System Holds

Review the hold types that are manually releasable.

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

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

Manually Releasing System Holds



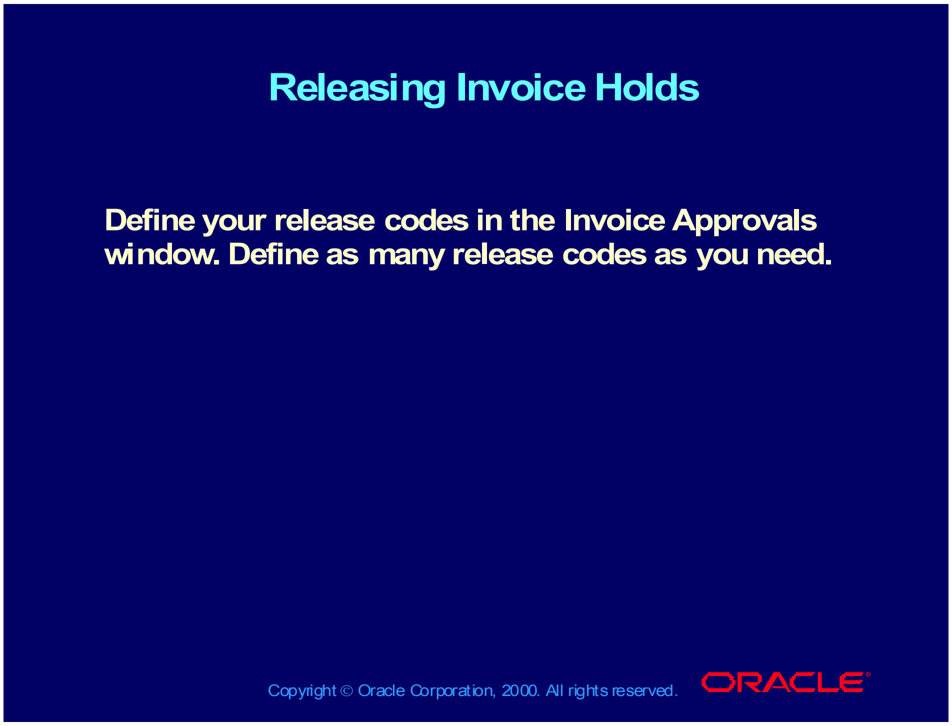
Manually Releasing System Holds

If you release a manually releasable hold that Oracle Payables applied during Approval, the next time you submit Approval, Oracle Payables will not reapply the same hold.

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

(N) Invoices > Entry > Invoices (M) View > Find (B) Holds

Releasing Invoice Holds



Releasing Invoice Holds

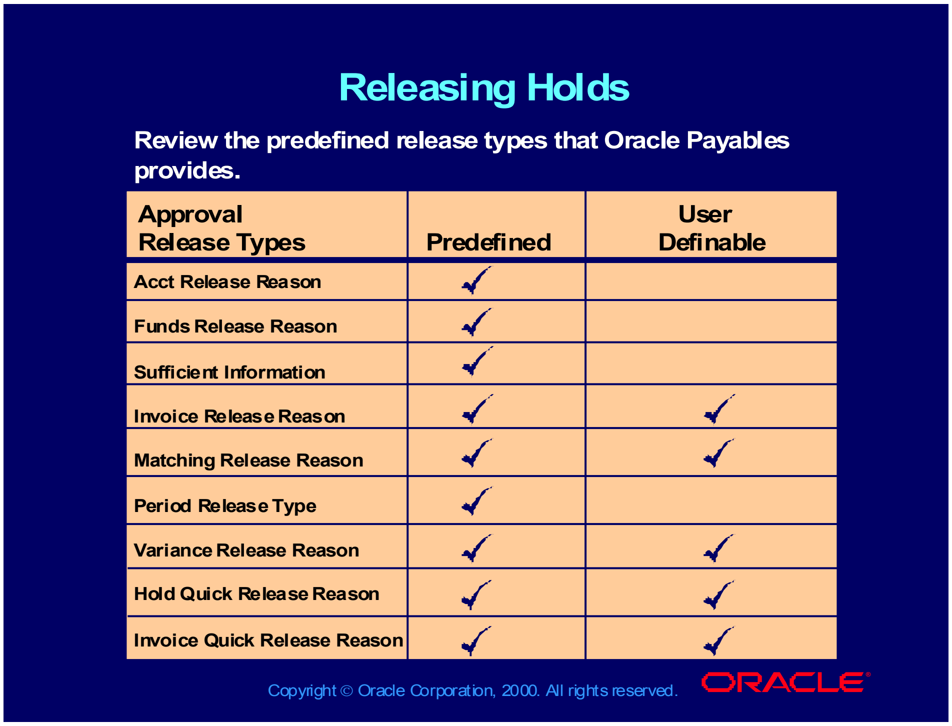
Define your release codes in the Invoice Approvals window. Define as many release codes as you need.

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

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

(N) Setup > Invoice > Approvals

Releasing Holds



Releasing Holds

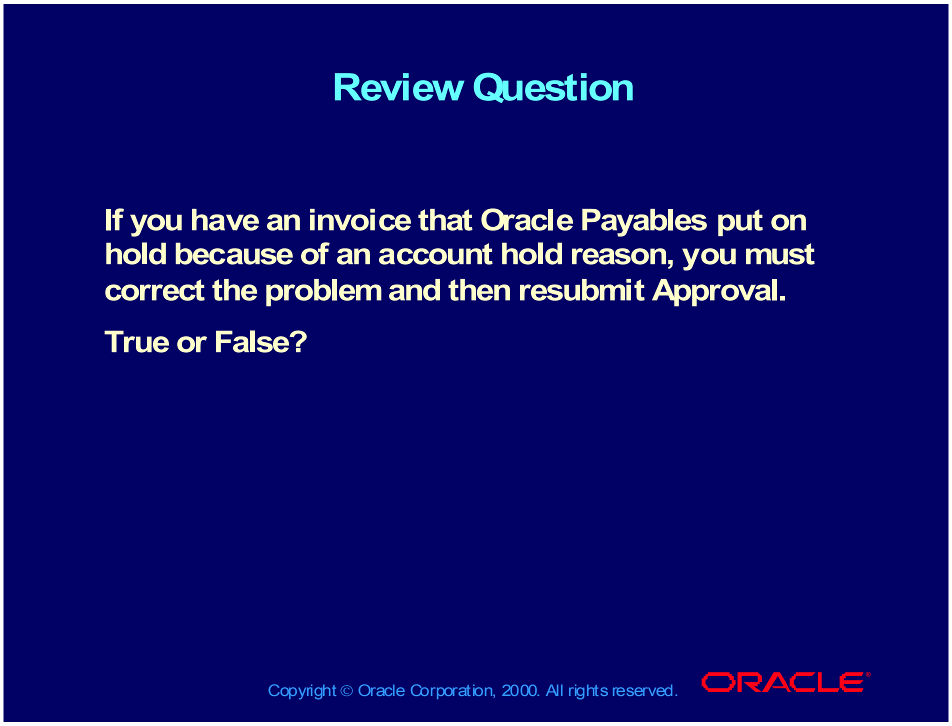
Review the predefined release types that Oracle Payables provides.

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

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

(N) Setup > Invoice > Approvals

Review Question

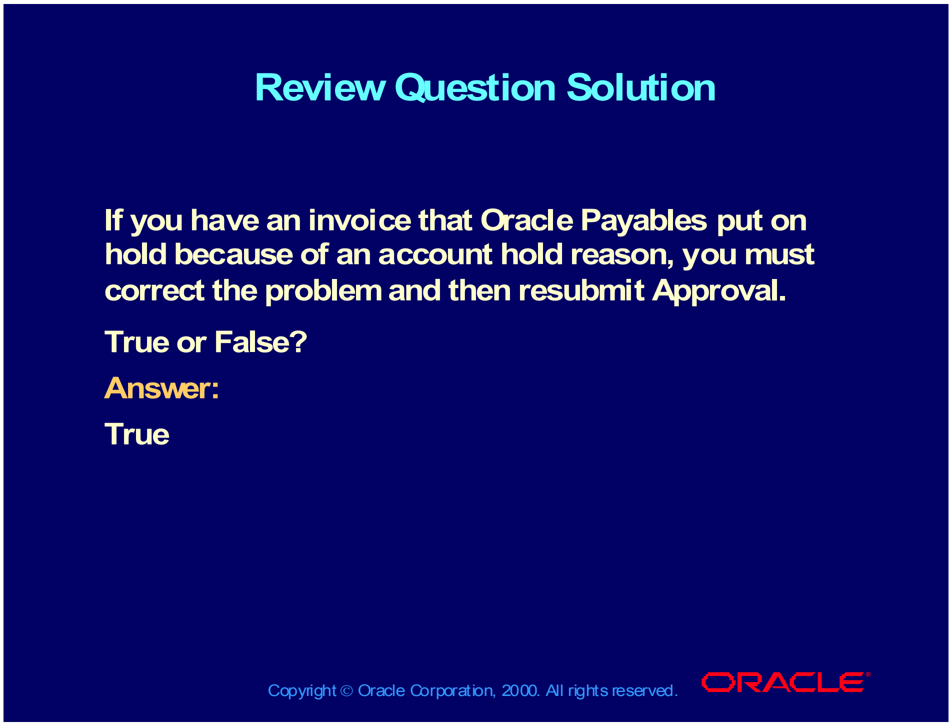


Review Question

If you have an invoice that Oracle Payables put on hold because of an account hold reason, you must correct the problem and then resubmit Approval.

True or False?

Review Question Solution



Review Question Solution

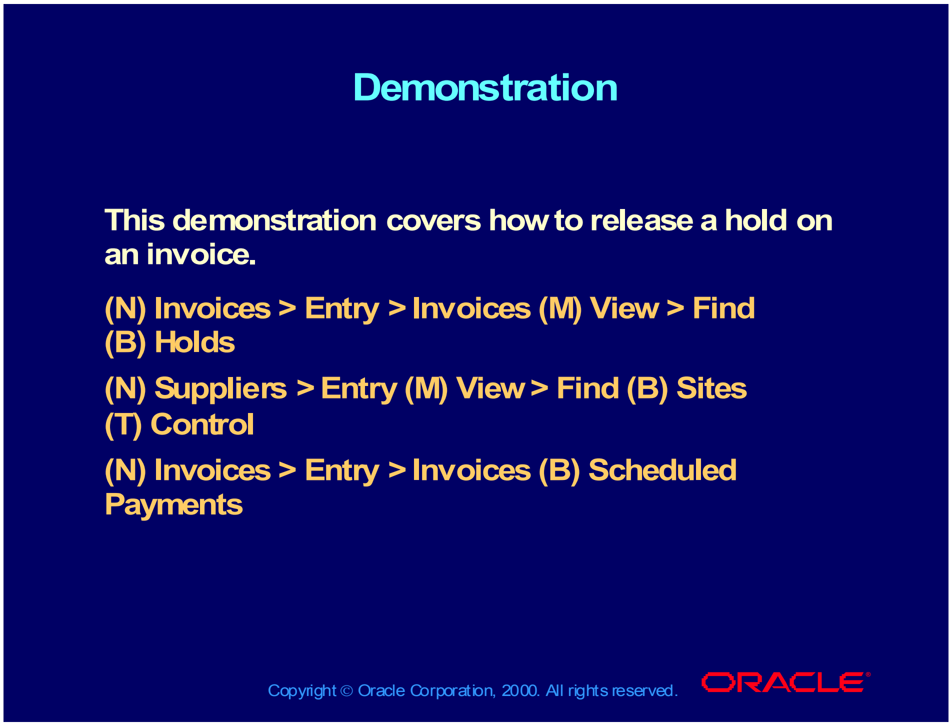
If you have an invoice that Oracle Payables put on hold because of an account hold reason, you must correct the problem and then resubmit Approval.

True or False?

Answer:

True

Demonstration



Demonstration

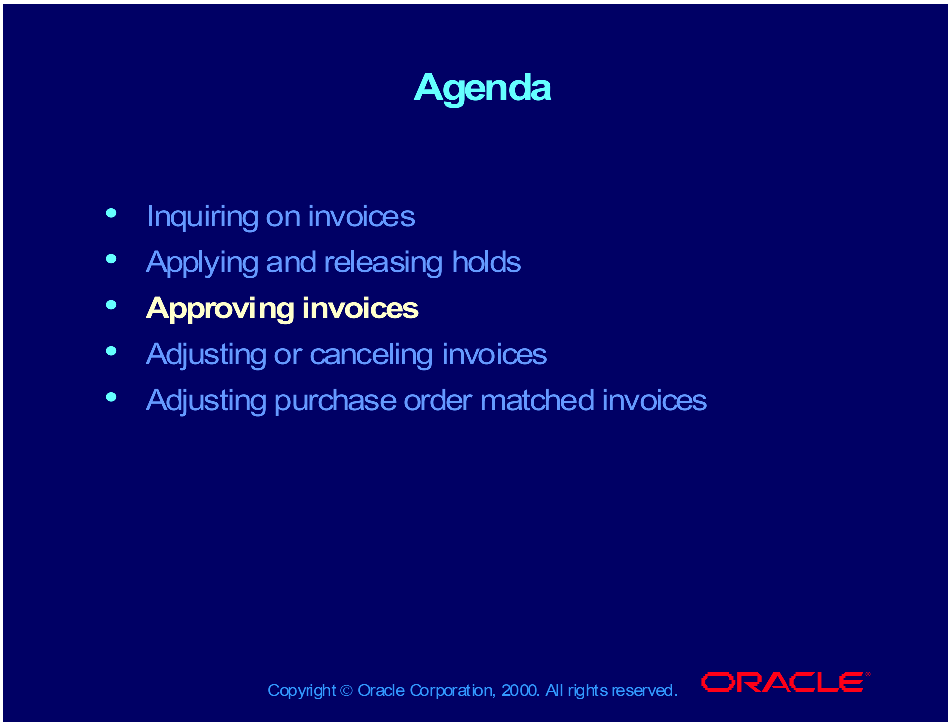
This demonstration covers how to release a hold on an invoice.

(N) Invoices > Entry > Invoices (M) View > Find (B) Holds

(N) Suppliers > Entry (M) View > Find (B) Sites (T) Control

(N) Invoices > Entry > Invoices (B) Scheduled Payments

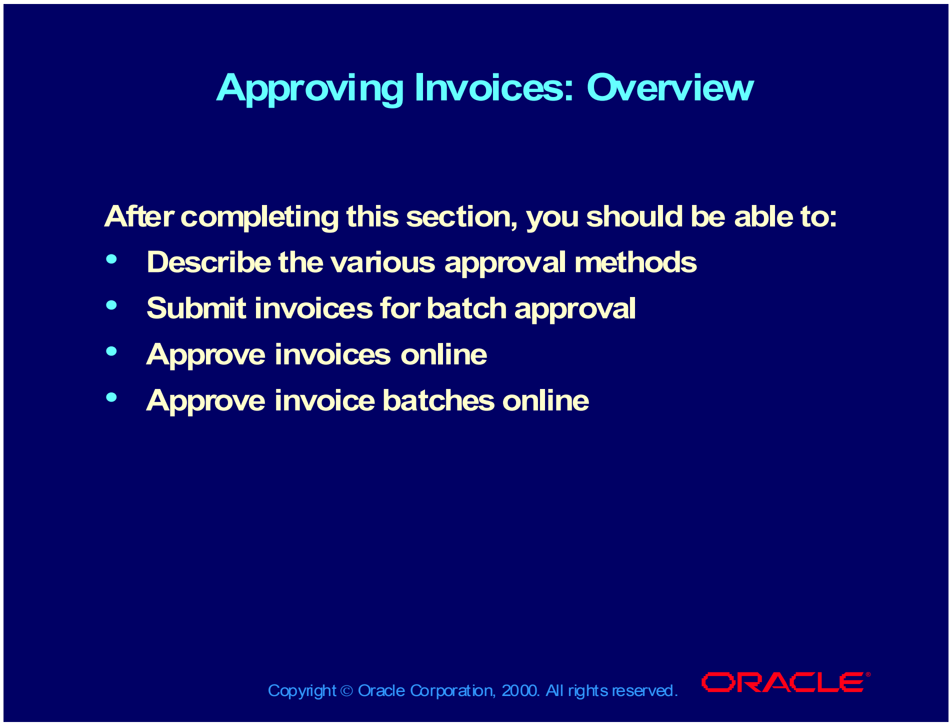
Agenda



Agenda

- Inquiring on invoices
- Applying and releasing holds
- **Approving invoices**
- Adjusting or canceling invoices
- Adjusting purchase order matched invoices

Approving Invoices: Overview

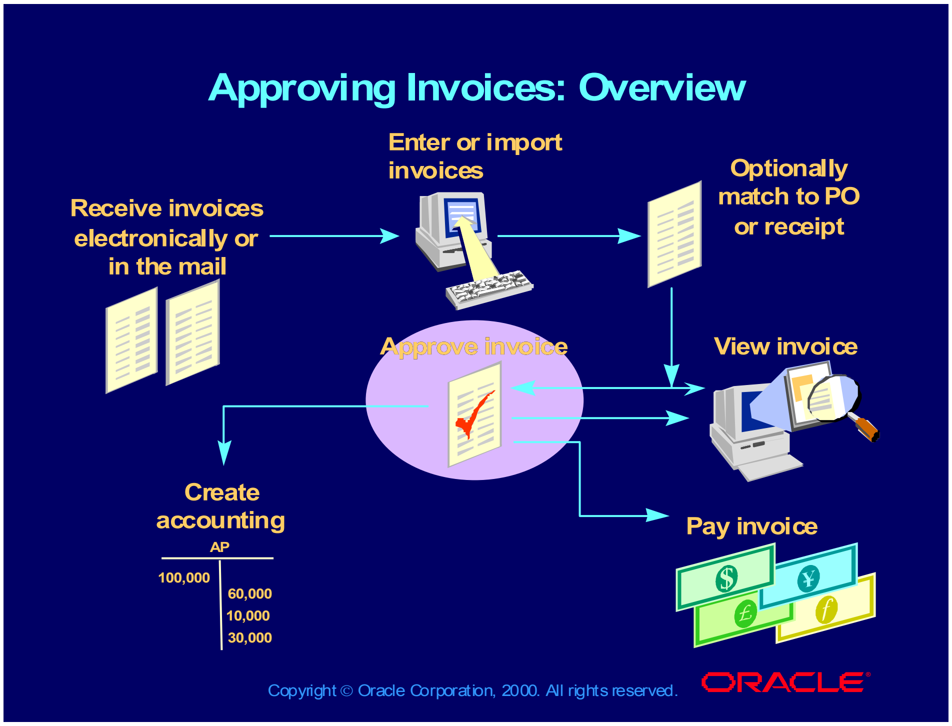


Approving Invoices: Overview

After completing this section, you should be able to:

- Describe the various approval methods
- Submit invoices for batch approval
- Approve invoices online
- Approve invoice batches online

Approving Invoices: Overview



Approving Invoices: Overview

Enter or import invoices

Receive invoices electronically or in the mail

Optionally match to PO or receipt

Approve invoice

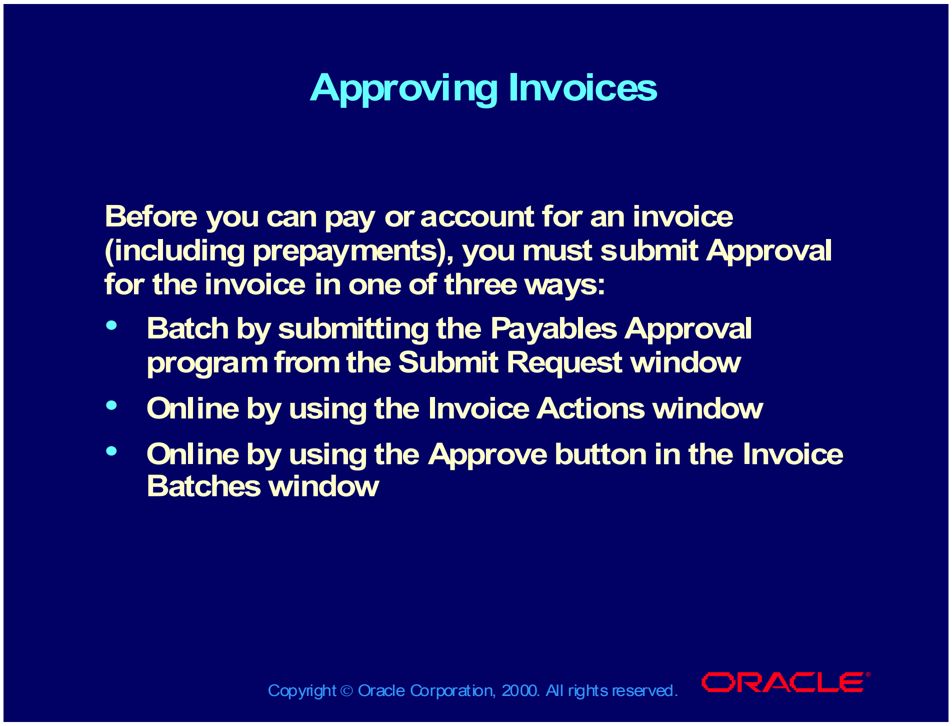
View invoice

Create accounting

AP	
100,000	60,000
	10,000
	30,000

Pay invoice

Approving Invoices



Approving Invoices

Before you can pay or account for an invoice (including prepayments), you must submit Approval for the invoice in one of three ways:

- Batch by submitting the Payables Approval program from the Submit Request window
- Online by using the Invoice Actions window
- Online by using the Approve button in the Invoice Batches window

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Approval > Approval

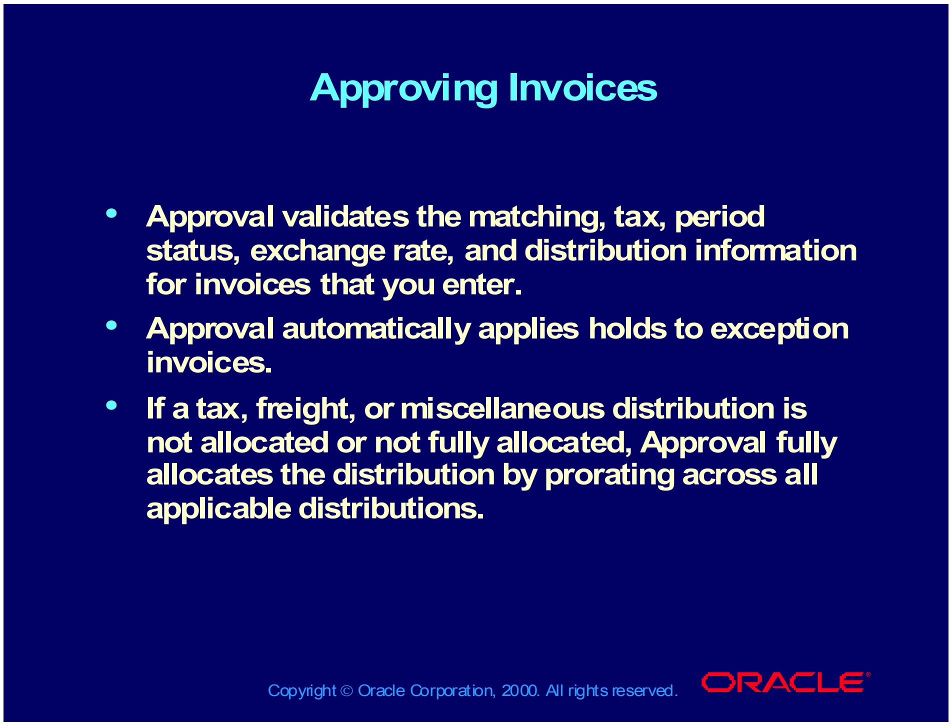
(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Approval > Payables Approval Program

(N) Other > Requests > Run

(N) Invoices > Entry > Invoices (M) View > Find (B) Actions

(N) Invoices > Entry > Invoices Batches (B) Approve

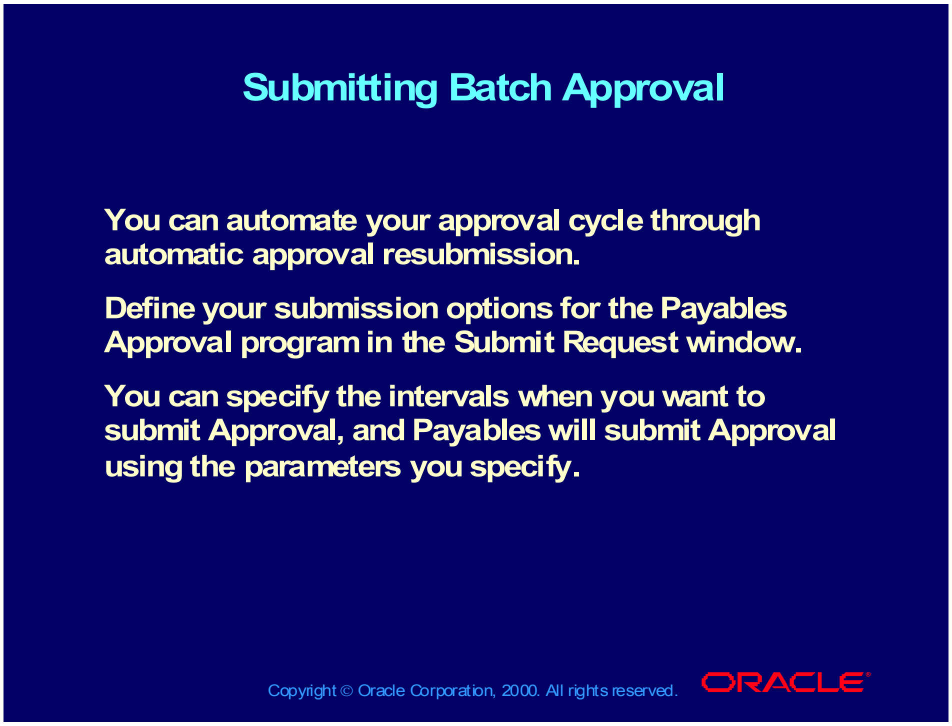
Approving Invoices



Approving Invoices

- Approval validates the matching, tax, period status, exchange rate, and distribution information for invoices that you enter.
- Approval automatically applies holds to exception invoices.
- If a tax, freight, or miscellaneous distribution is not allocated or not fully allocated, Approval fully allocates the distribution by prorating across all applicable distributions.

Submitting Batch Approval



Submitting Batch Approval

You can automate your approval cycle through automatic approval resubmission.

Define your submission options for the Payables Approval program in the Submit Request window.

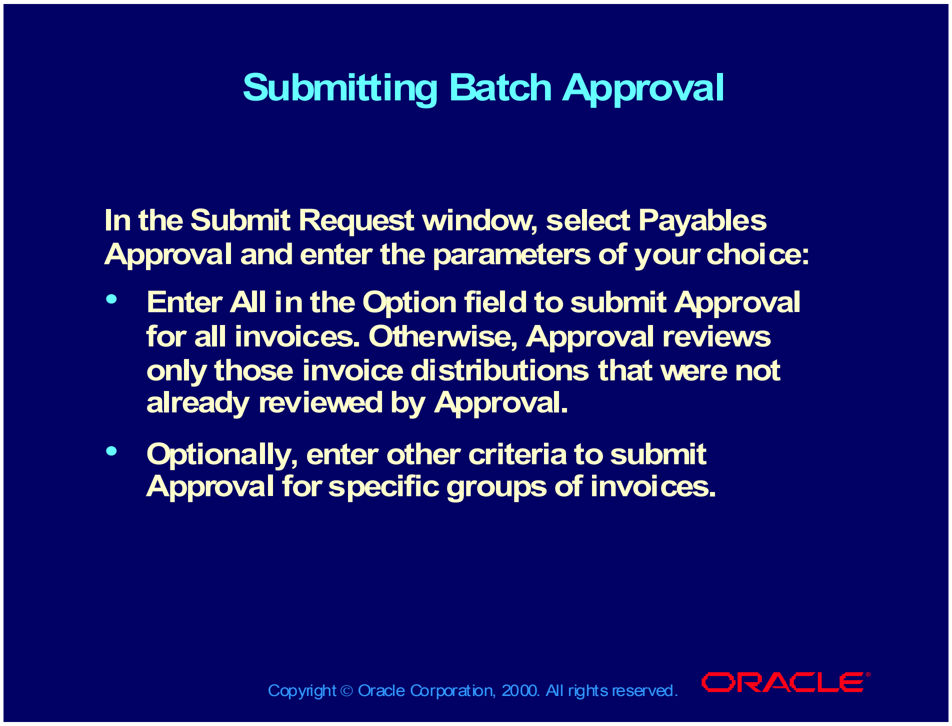
You can specify the intervals when you want to submit Approval, and Payables will submit Approval using the parameters you specify.

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Approval > Approval

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Approval > Payables Approval Program

(N) Other > Requests > Run

Submitting Batch Approval



Submitting Batch Approval

In the Submit Request window, select Payables Approval and enter the parameters of your choice:

- Enter All in the Option field to submit Approval for all invoices. Otherwise, Approval reviews only those invoice distributions that were not already reviewed by Approval.
- Optionally, enter other criteria to submit Approval for specific groups of invoices.

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Approval > Approval

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Approval > Payables Approval Program

(N) Other > Requests > Run

Approving Invoices Online

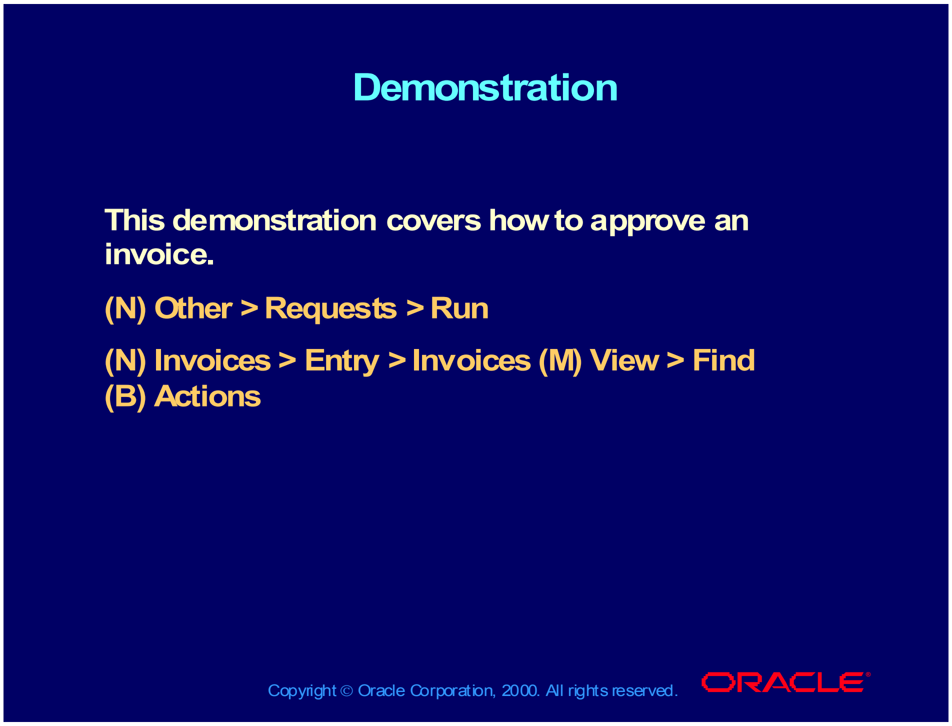
Approving Invoices Online

If the Payables option to allow online approval is enabled, you can submit online approval for individual invoices when an invoice must be approved and paid immediately.

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Approval > Submitting Online Approval for Invoices

(N) Invoices > Entry > Invoices (M) View > Find (B) Actions

Demonstration



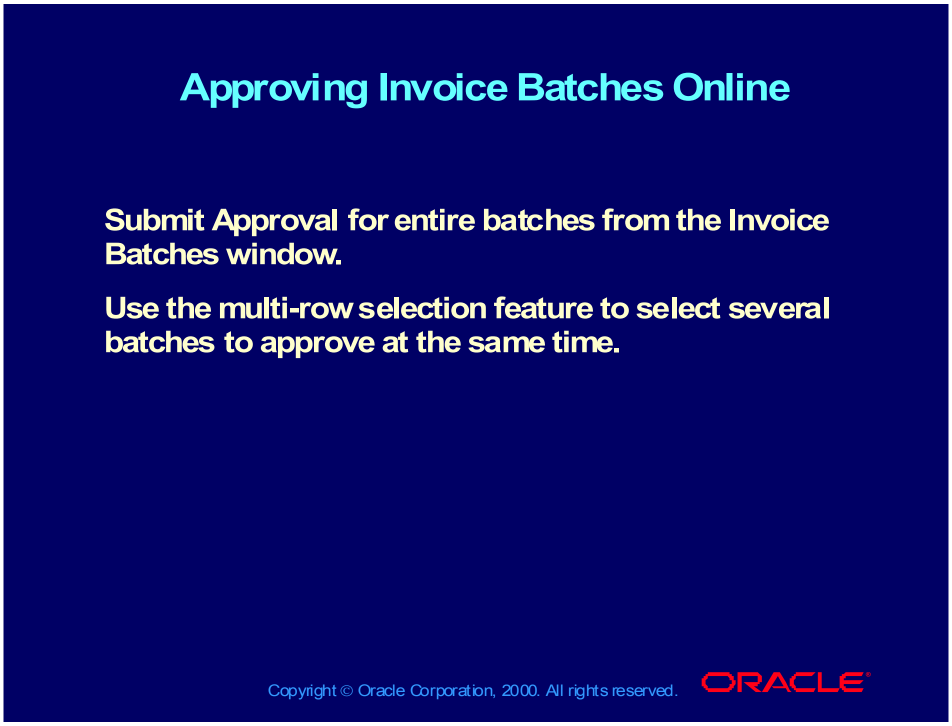
Demonstration

This demonstration covers how to approve an invoice.

(N) Other > Requests > Run

(N) Invoices > Entry > Invoices (M) View > Find (B) Actions

Approving Invoice Batches Online



Approving Invoice Batches Online

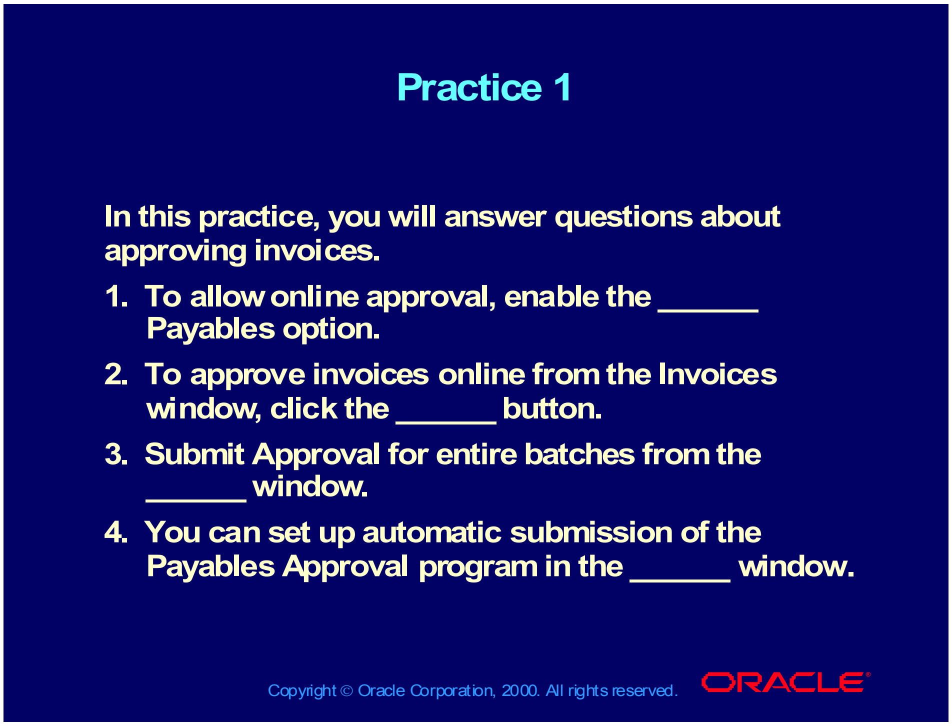
Submit Approval for entire batches from the Invoice Batches window.

Use the multi-row selection feature to select several batches to approve at the same time.

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Approval > Submitting Online Approval for Invoice Batches

(N) Invoices > Entry > Invoice Batches (M) View > Find (B) Approve

Practice 1

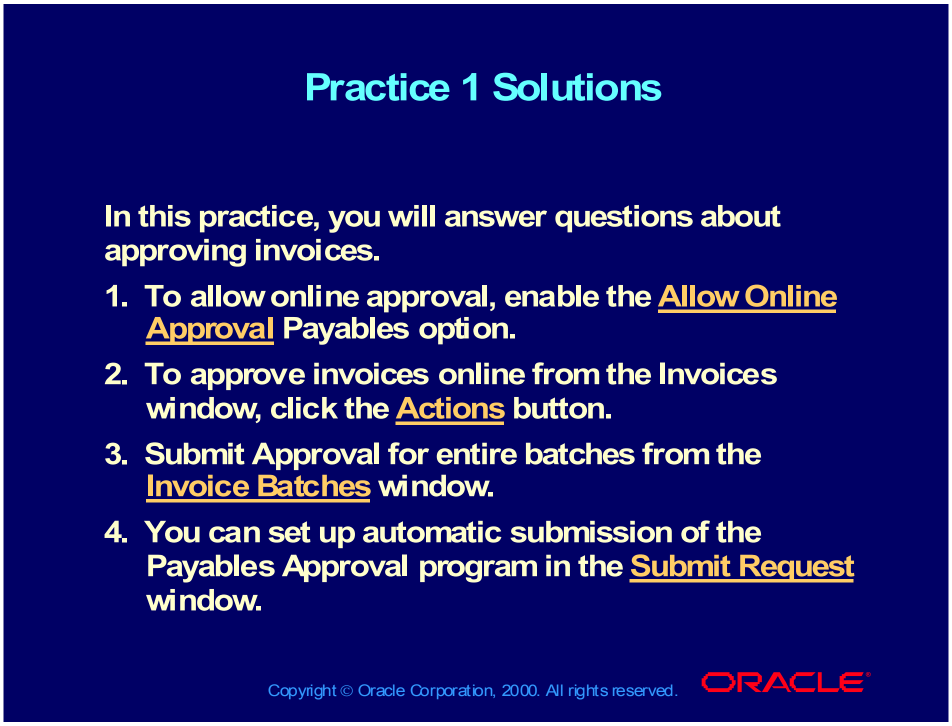


Practice 1

In this practice, you will answer questions about approving invoices.

1. To allow online approval, enable the ______ Payables option.
2. To approve invoices online from the Invoices window, click the ______ button.
3. Submit Approval for entire batches from the ______ window.
4. You can set up automatic submission of the Payables Approval program in the ______ window.

Practice 1 Solutions

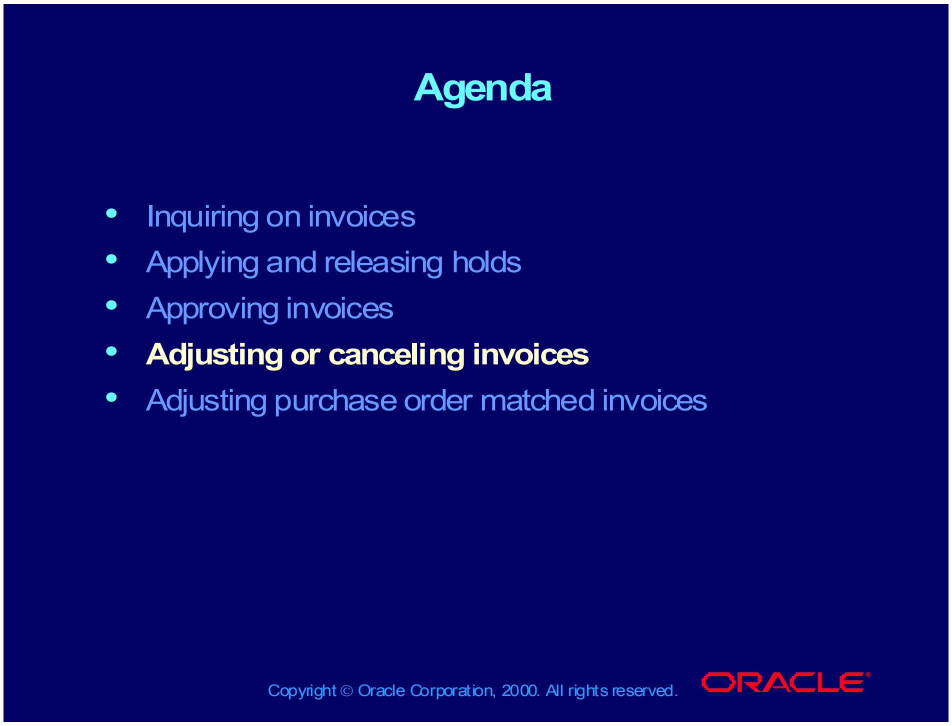


Practice 1 Solutions

In this practice, you will answer questions about approving invoices.

1. To allow online approval, enable the Allow Online Approval Payables option.
2. To approve invoices online from the Invoices window, click the Actions button.
3. Submit Approval for entire batches from the Invoice Batches window.
4. You can set up automatic submission of the Payables Approval program in the Submit Request window.

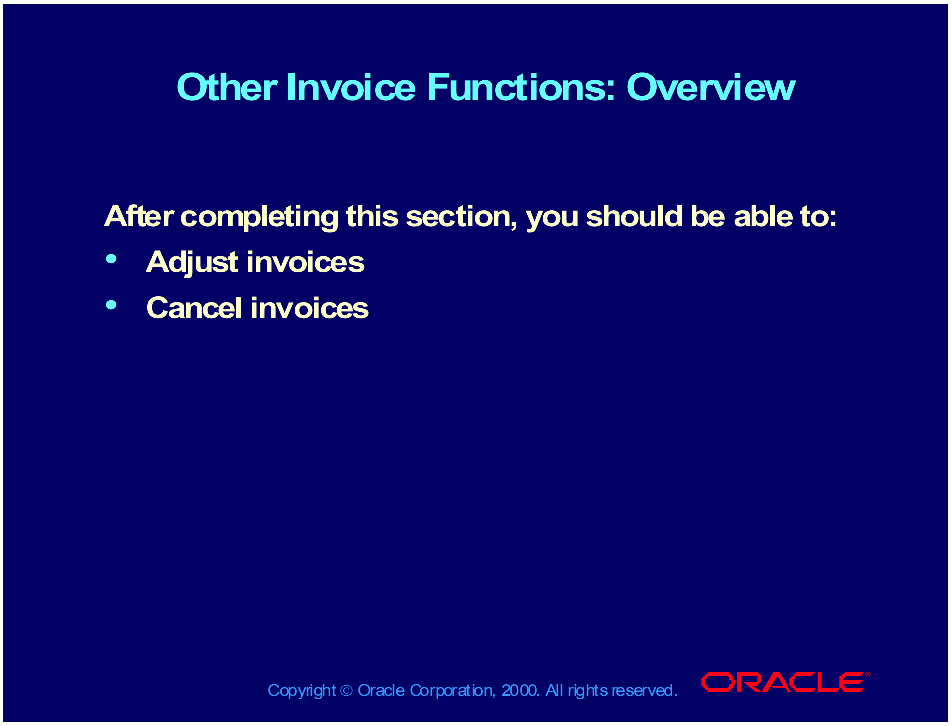
Agenda



Agenda

- Inquiring on invoices
- Applying and releasing holds
- Approving invoices
- **Adjusting or canceling invoices**
- Adjusting purchase order matched invoices

Other Invoice Functions: Overview

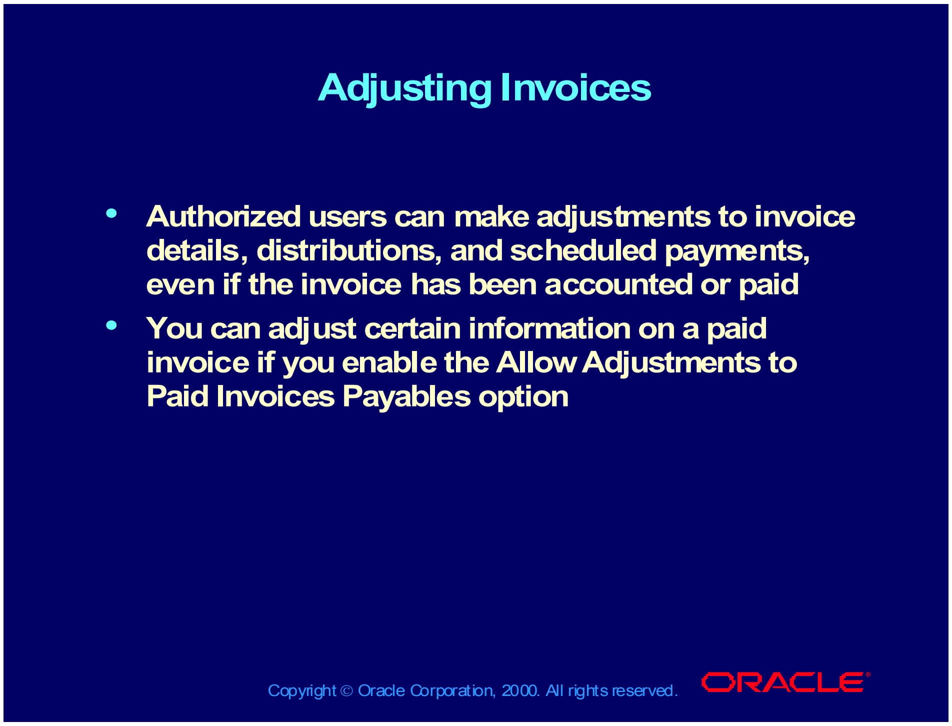


Other Invoice Functions: Overview

After completing this section, you should be able to:

- Adjust invoices
- Cancel invoices

Adjusting Invoices



Adjusting Invoices

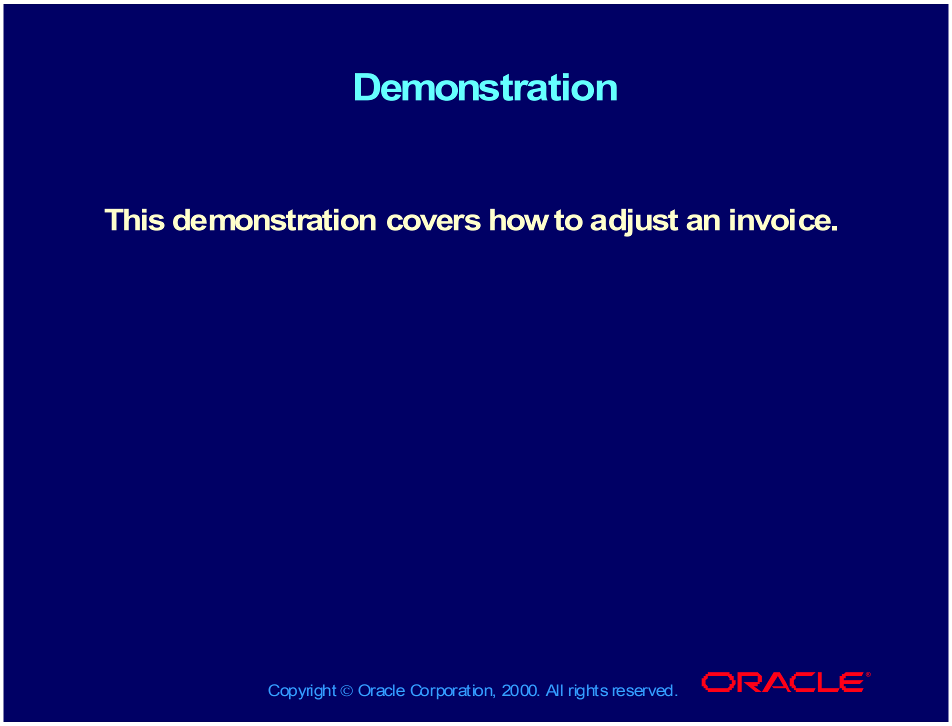
- Authorized users can make adjustments to invoice details, distributions, and scheduled payments, even if the invoice has been accounted or paid
- You can adjust certain information on a paid invoice if you enable the Allow Adjustments to Paid Invoices Payables option

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Adjusting Invoices > Adjusting Invoice Amounts ***scroll down to*** **Adjusting Invoice Amounts**

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Adjustment Charts > Invoice Adjustment Chart

(N) Invoices > Entry > Invoices (M) View > Find

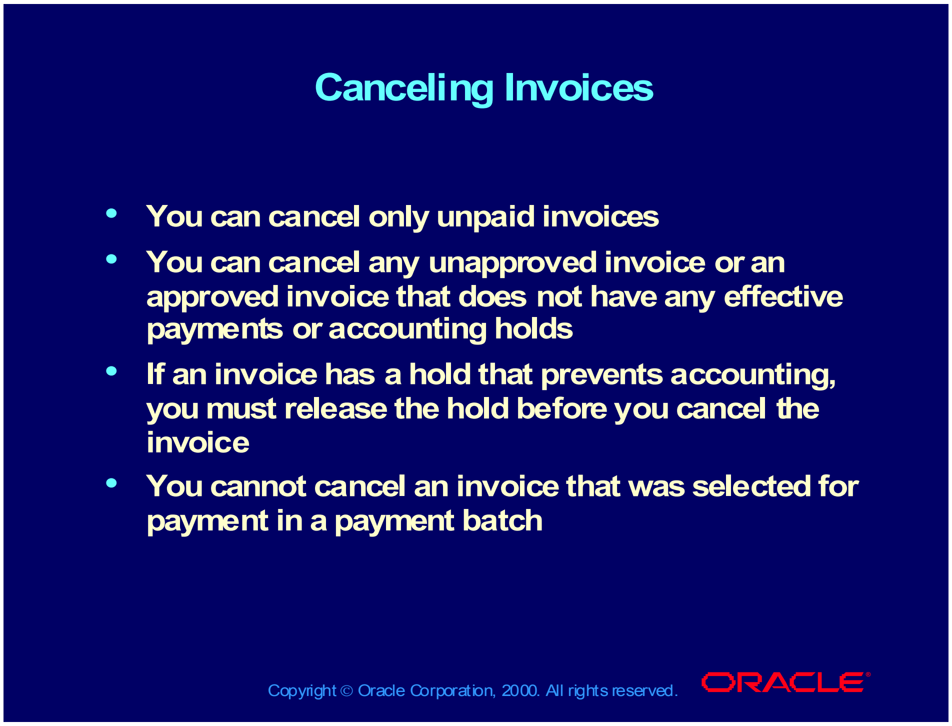
Demonstration



Demonstration

This demonstration covers how to adjust an invoice.

Canceling Invoices



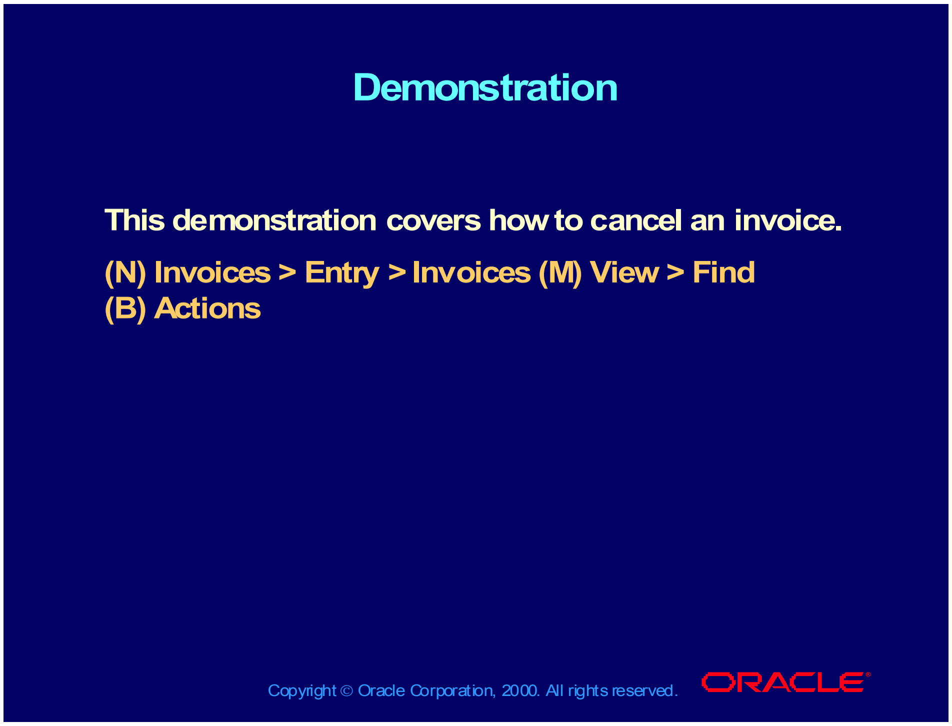
Canceling Invoices

- You can cancel only unpaid invoices
- You can cancel any unapproved invoice or an approved invoice that does not have any effective payments or accounting holds
- If an invoice has a hold that prevents accounting, you must release the hold before you cancel the invoice
- You cannot cancel an invoice that was selected for payment in a payment batch

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Adjusting Invoices > Canceling Invoices

(N) Invoices > Entry > Invoices (M) View > Find (B) Actions

Demonstration

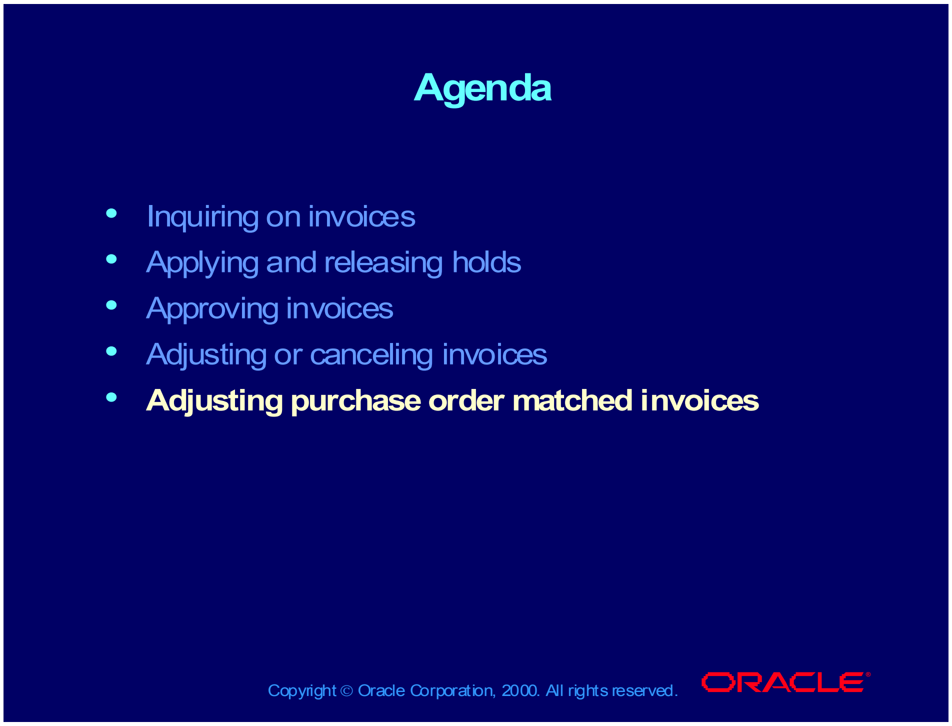


Demonstration

This demonstration covers how to cancel an invoice.

(N) Invoices > Entry > Invoices (M) View > Find
(B) Actions

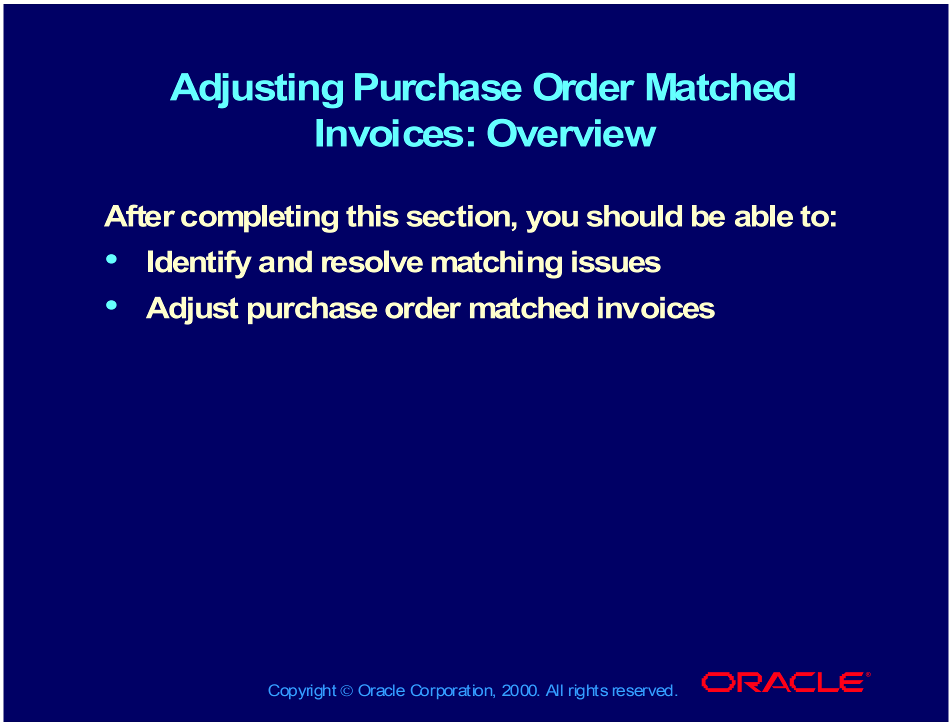
Agenda



Agenda

- Inquiring on invoices
- Applying and releasing holds
- Approving invoices
- Adjusting or canceling invoices
- **Adjusting purchase order matched invoices**

Adjusting Purchase Order Matched Invoices: Overview

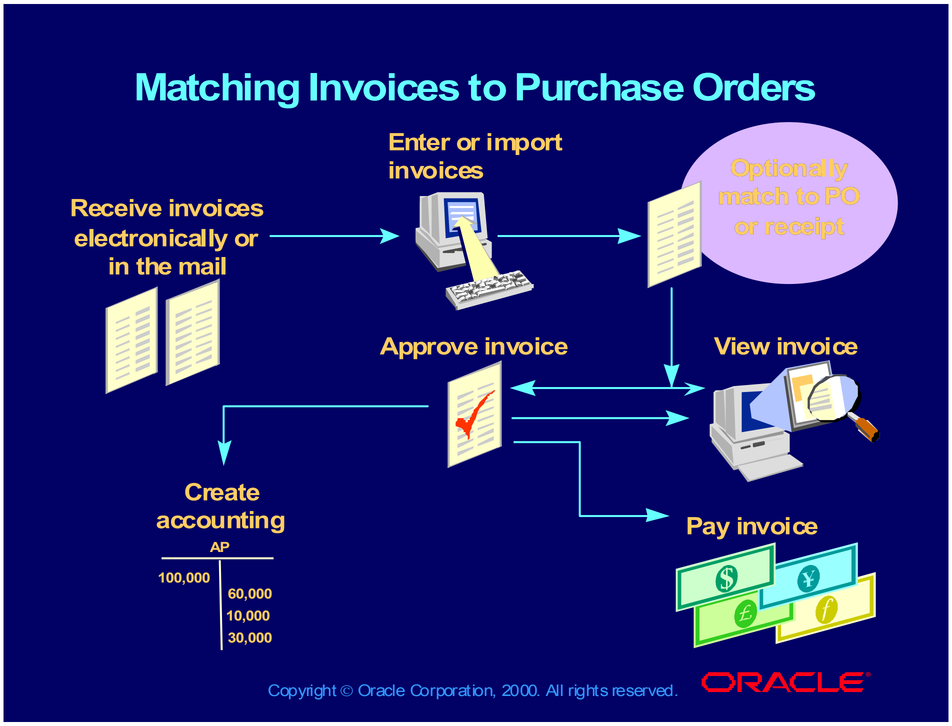


Adjusting Purchase Order Matched Invoices: Overview

After completing this section, you should be able to:

- Identify and resolve matching issues
- Adjust purchase order matched invoices

Matching Invoices to Purchase Orders



Matching Invoices to Purchase Orders

Receive invoices electronically or in the mail

Enter or import invoices

Optionally match to PO or receipt

Approve invoice

View invoice

Create accounting

AP

100,000

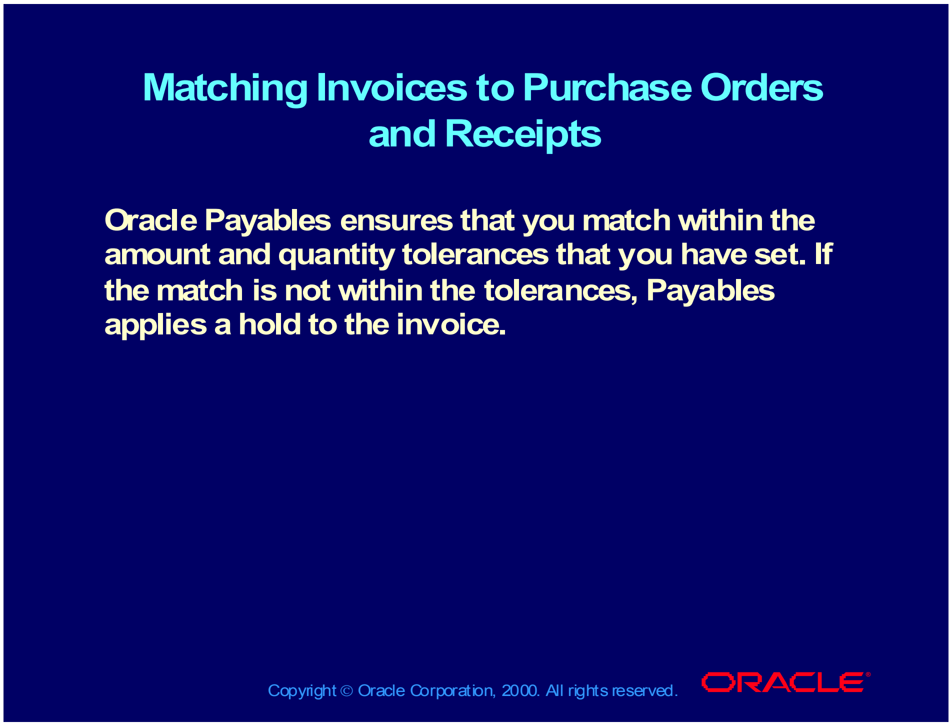
60,000

10,000

30,000

Pay invoice

Matching Invoices to Purchase Orders and Receipts

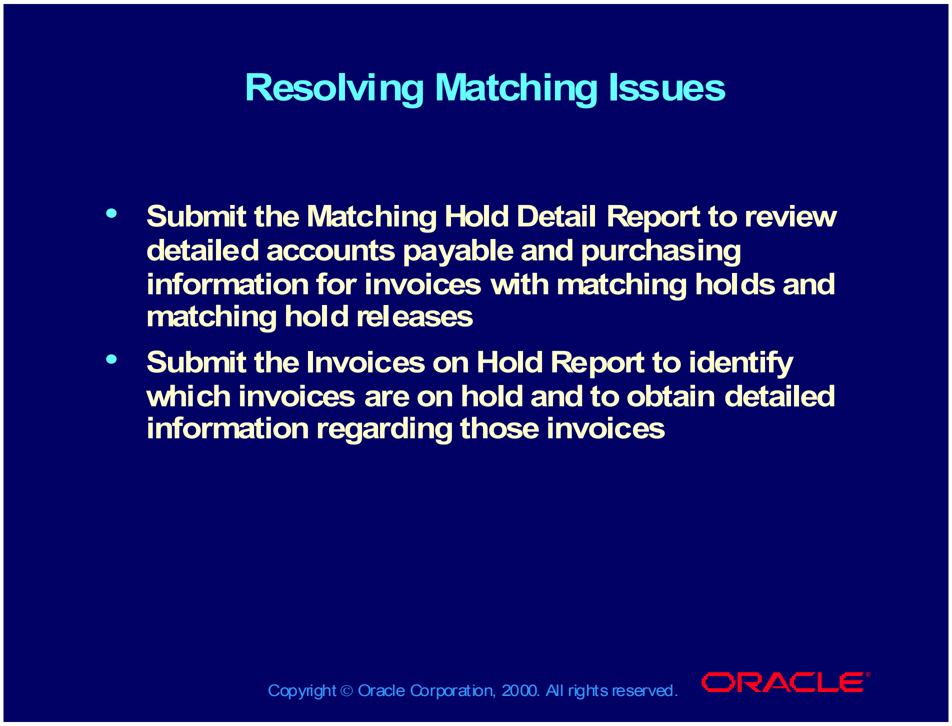


Matching Invoices to Purchase Orders and Receipts

Oracle Payables ensures that you match within the amount and quantity tolerances that you have set. If the match is not within the tolerances, Payables applies a hold to the invoice.

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

Resolving Matching Issues



Resolving Matching Issues

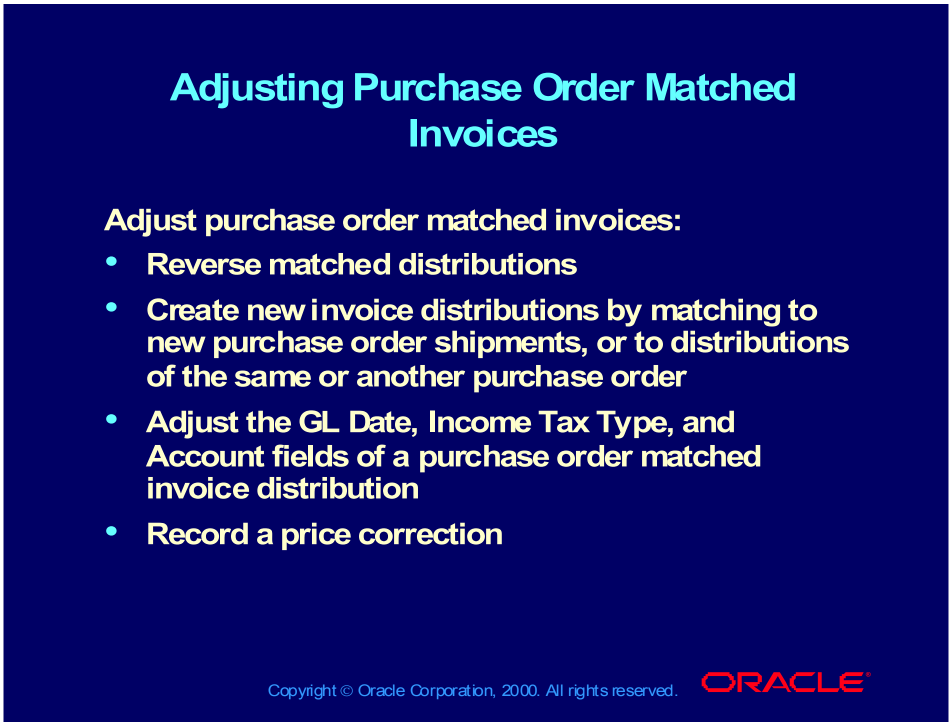
- Submit the Matching Hold Detail Report to review detailed accounts payable and purchasing information for invoices with matching holds and matching hold releases
- Submit the Invoices on Hold Report to identify which invoices are on hold and to obtain detailed information regarding those invoices

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Reports and Programs > Invoice Reports > Matching Hold Details Report

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Finding and Reviewing Invoices > Reviewing Invoices

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Reports and Programs > Invoice Reports > Invoice on Hold Report

Adjusting Purchase Order Matched Invoices



Adjusting Purchase Order Matched Invoices

Adjust purchase order matched invoices:

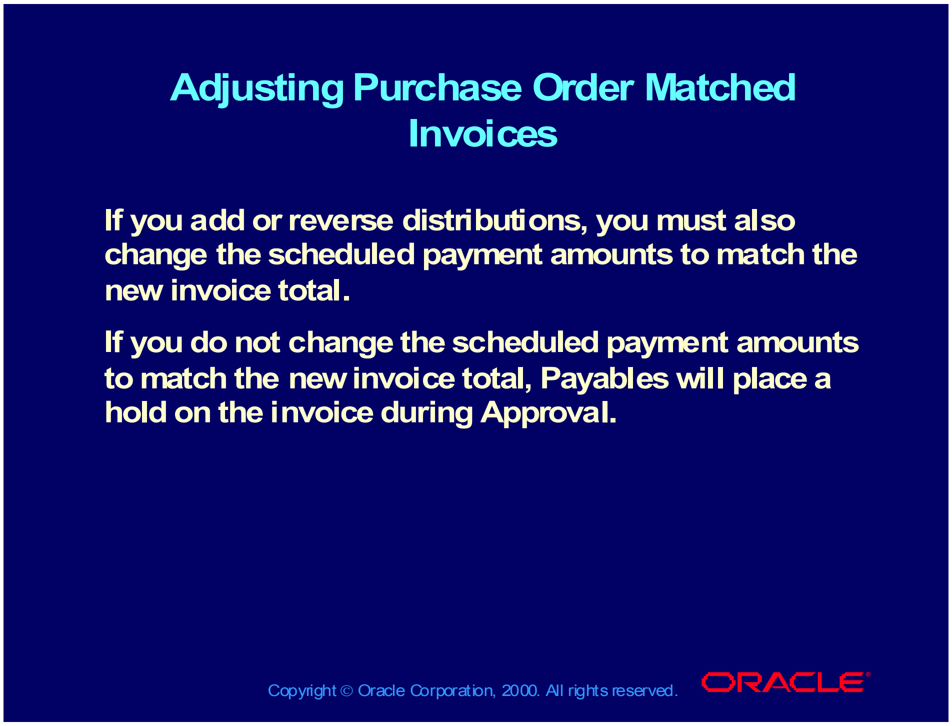
- Reverse matched distributions
- Create new invoice distributions by matching to new purchase order shipments, or to distributions of the same or another purchase order
- Adjust the GL Date, Income Tax Type, and Account fields of a purchase order matched invoice distribution
- Record a price correction

(Help) Applications Help Library > Oracle Financial Applications >
Oracle Payables > Invoices >
Adjusting Invoices *scroll down to* Adjusting Purchase Order Matched Invoices

(Help) Applications Help Library > Oracle Financial Applications >
Oracle Payables > Invoices > Adjusting Invoices >
Adjusting Invoice Distributions *scroll down to* Reversing Invoice Distributions

(Help) Applications Help Library > Oracle Financial Applications >
Oracle Payables > Invoices > Adjustment Charts > Invoice Adjustment Chart

Adjusting Purchase Order Matched Invoices



Adjusting Purchase Order Matched Invoices

If you add or reverse distributions, you must also change the scheduled payment amounts to match the new invoice total.

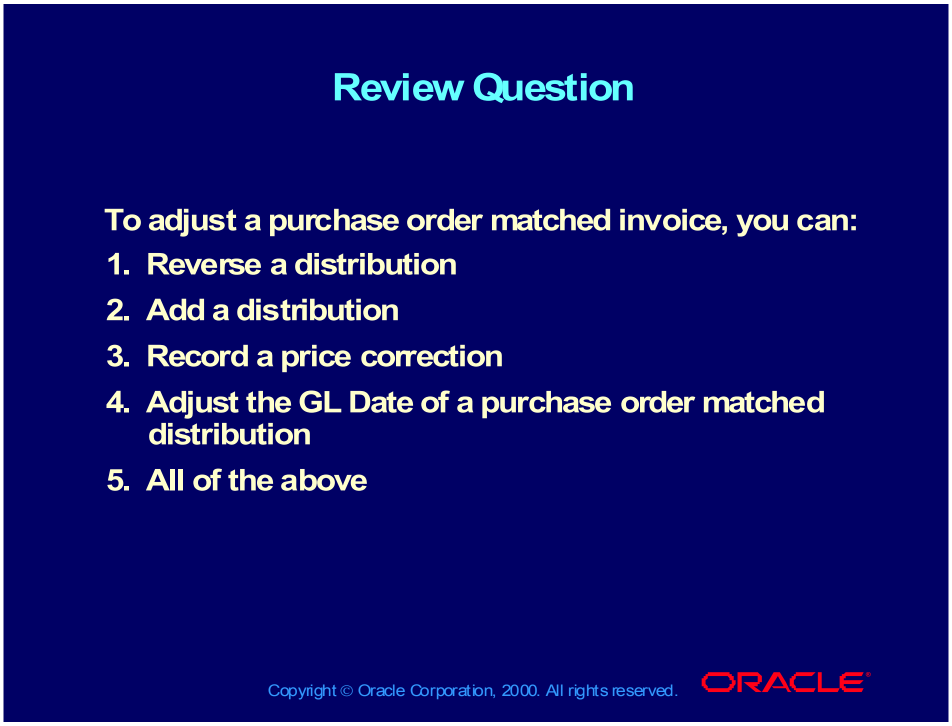
If you do not change the scheduled payment amounts to match the new invoice total, Payables will place a hold on the invoice during Approval.

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Adjusting Invoices *scroll down to* Adjusting Purchase Order Matched Invoices

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Adjusting Invoices > Adjusting Invoice Distributions *scroll down to* Reversing Invoice Distributions

(Help) Applications Help Library > Oracle Financial Applications > Oracle Payables > Invoices > Adjustment Charts > Invoice Adjustment Chart

Review Question

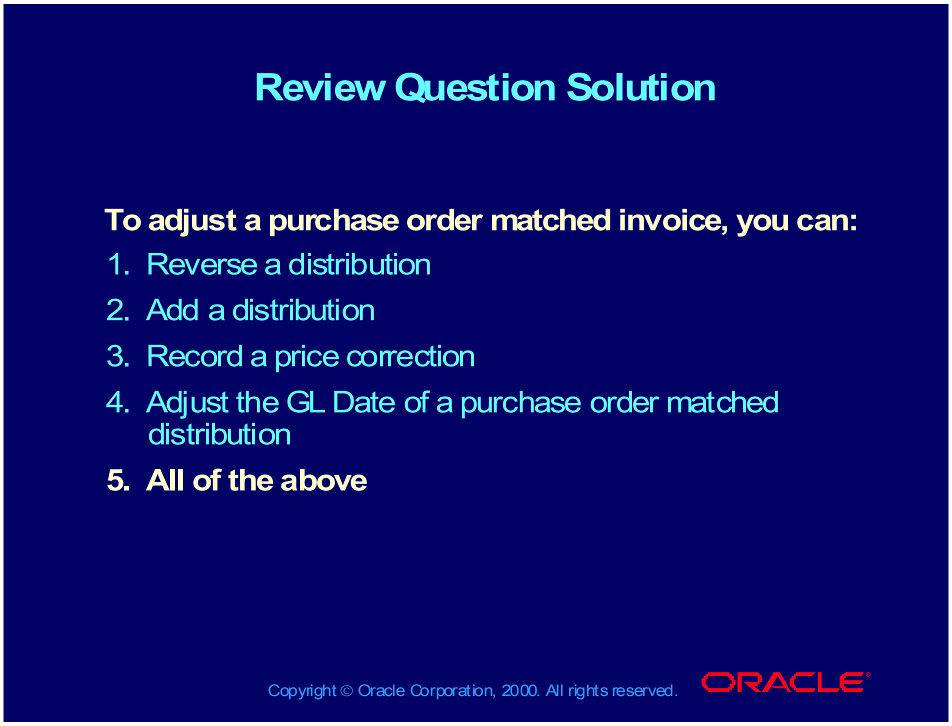


Review Question

To adjust a purchase order matched invoice, you can:

1. Reverse a distribution
2. Add a distribution
3. Record a price correction
4. Adjust the GL Date of a purchase order matched distribution
5. All of the above

Review Question Solution

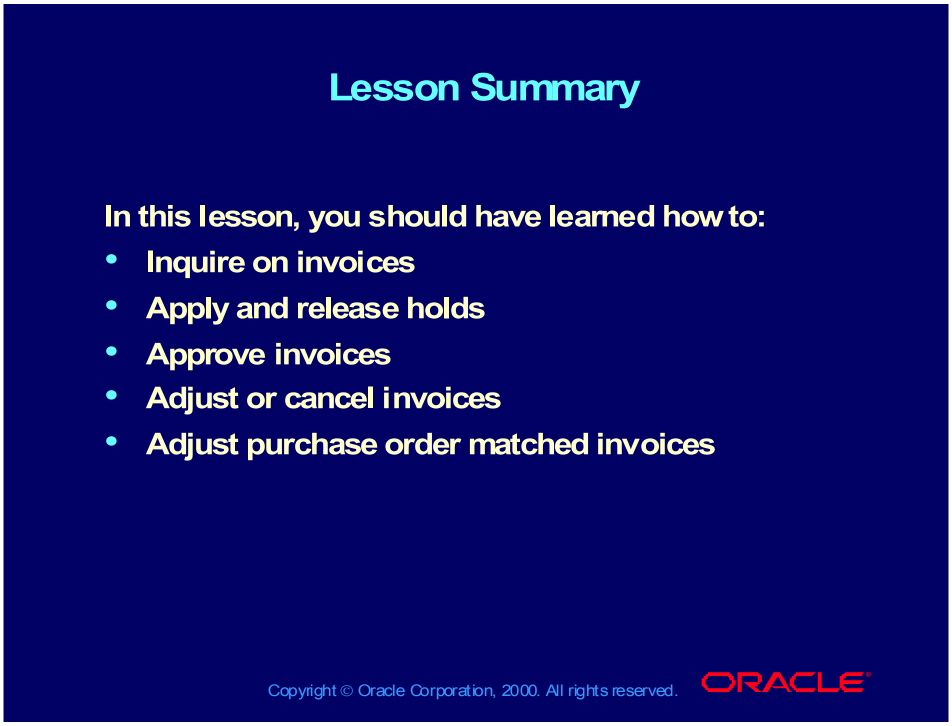


Review Question Solution

To adjust a purchase order matched invoice, you can:

1. Reverse a distribution
2. Add a distribution
3. Record a price correction
4. Adjust the GL Date of a purchase order matched distribution
5. **All of the above**

Lesson Summary



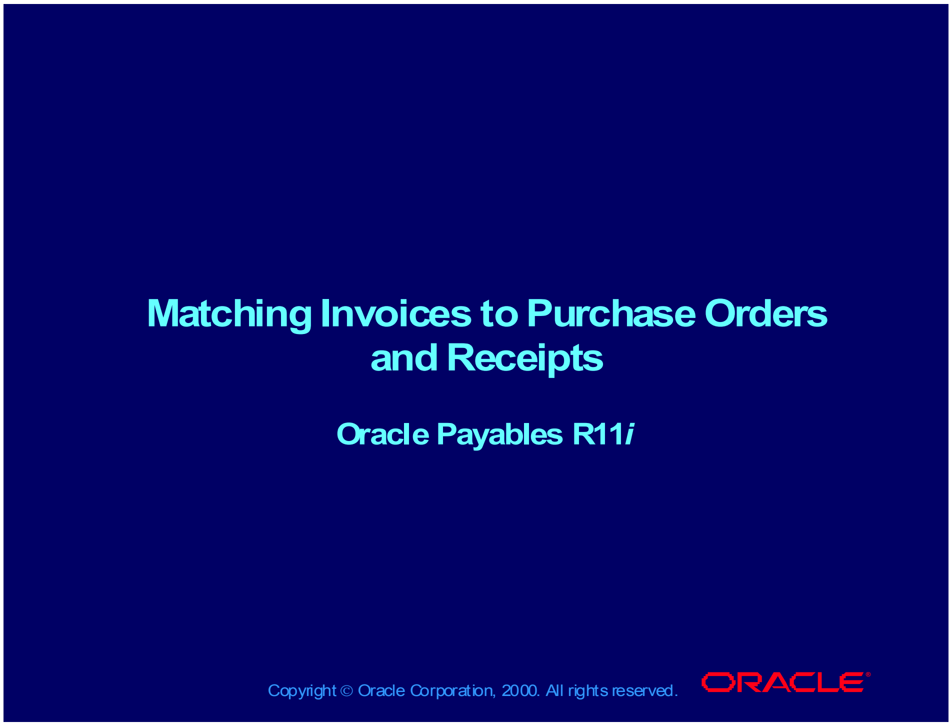
Lesson Summary

In this lesson, you should have learned how to:

- Inquire on invoices
- Apply and release holds
- Approve invoices
- Adjust or cancel invoices
- Adjust purchase order matched invoices

Matching Invoices to Purchase Orders and Receipts

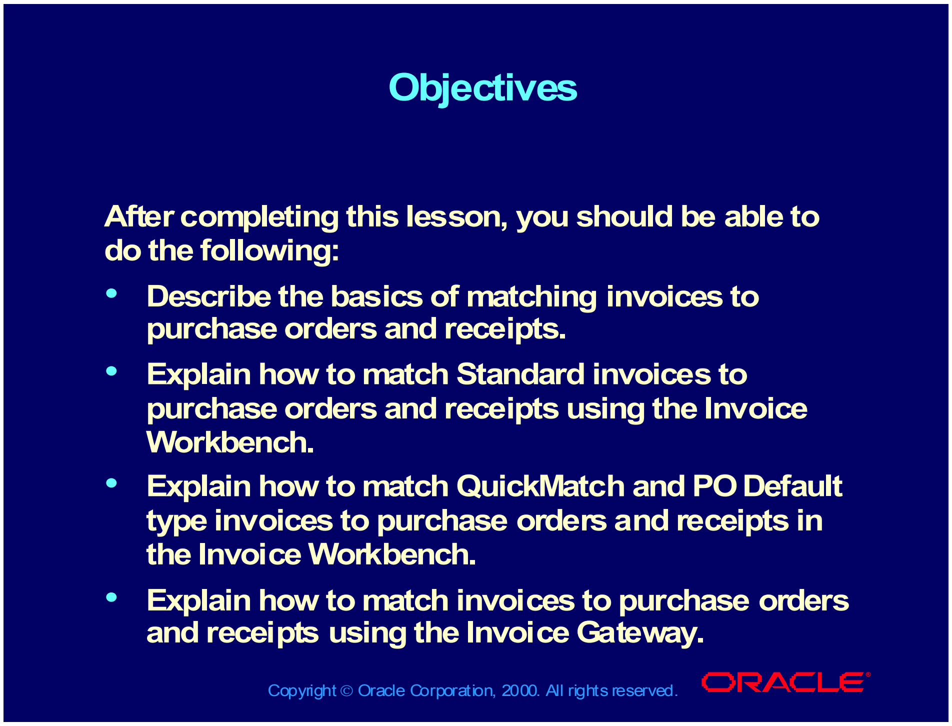
Chapter 5



Matching Invoices to Purchase Orders and Receipts

Oracle Payables R11*i*

Objectives

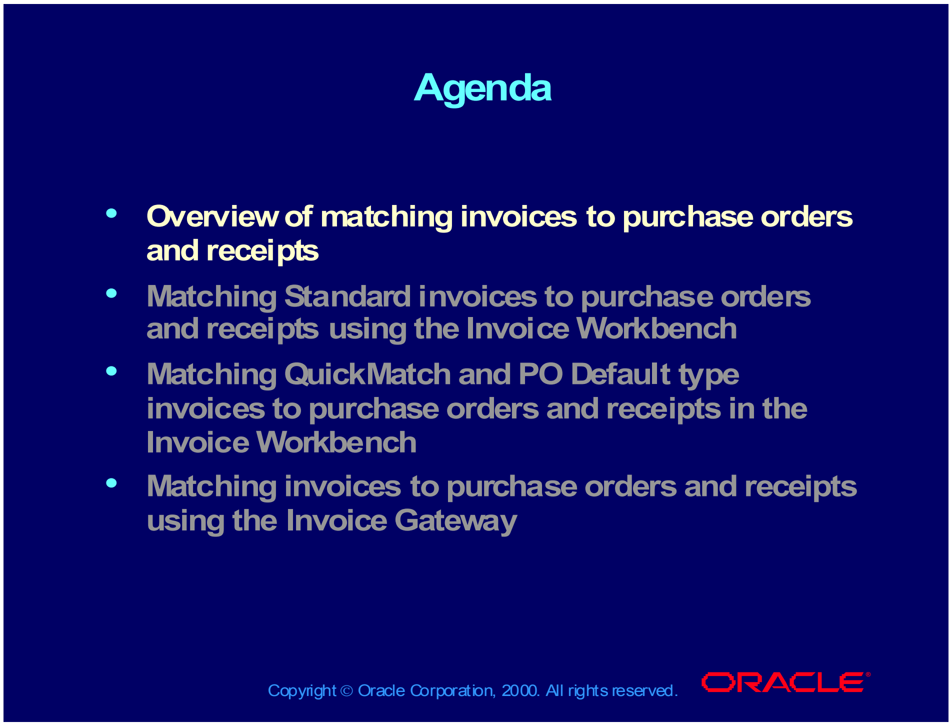


Objectives

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

- Describe the basics of matching invoices to purchase orders and receipts.
- Explain how to match Standard invoices to purchase orders and receipts using the Invoice Workbench.
- Explain how to match QuickMatch and PO Default type invoices to purchase orders and receipts in the Invoice Workbench.
- Explain how to match invoices to purchase orders and receipts using the Invoice Gateway.

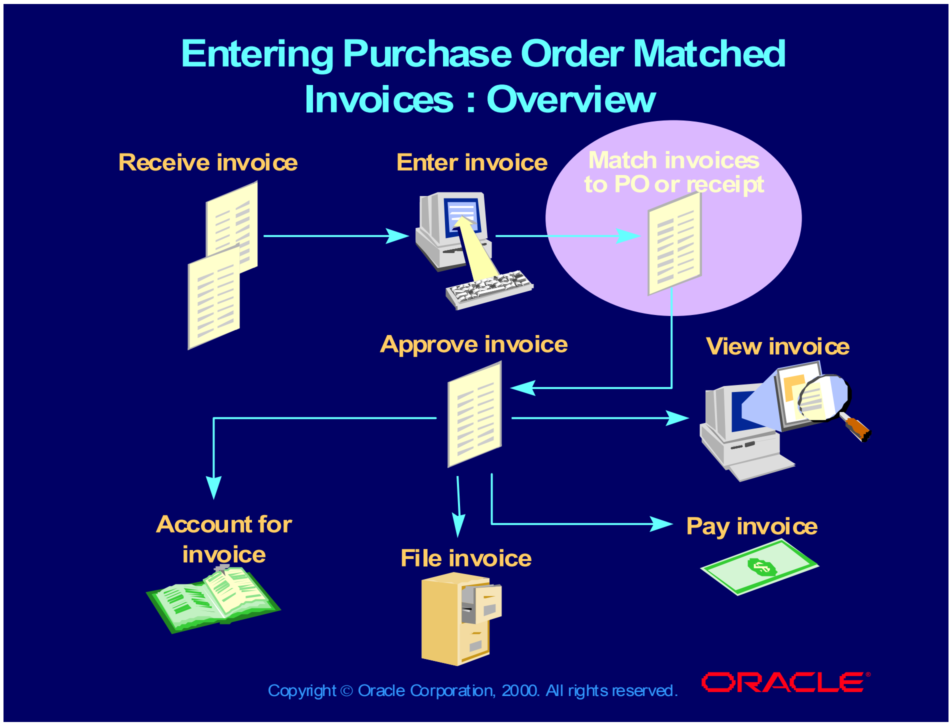
Agenda



Agenda

- Overview of matching invoices to purchase orders and receipts
- Matching Standard invoices to purchase orders and receipts using the Invoice Workbench
- Matching QuickMatch and PO Default type invoices to purchase orders and receipts in the Invoice Workbench
- Matching invoices to purchase orders and receipts using the Invoice Gateway

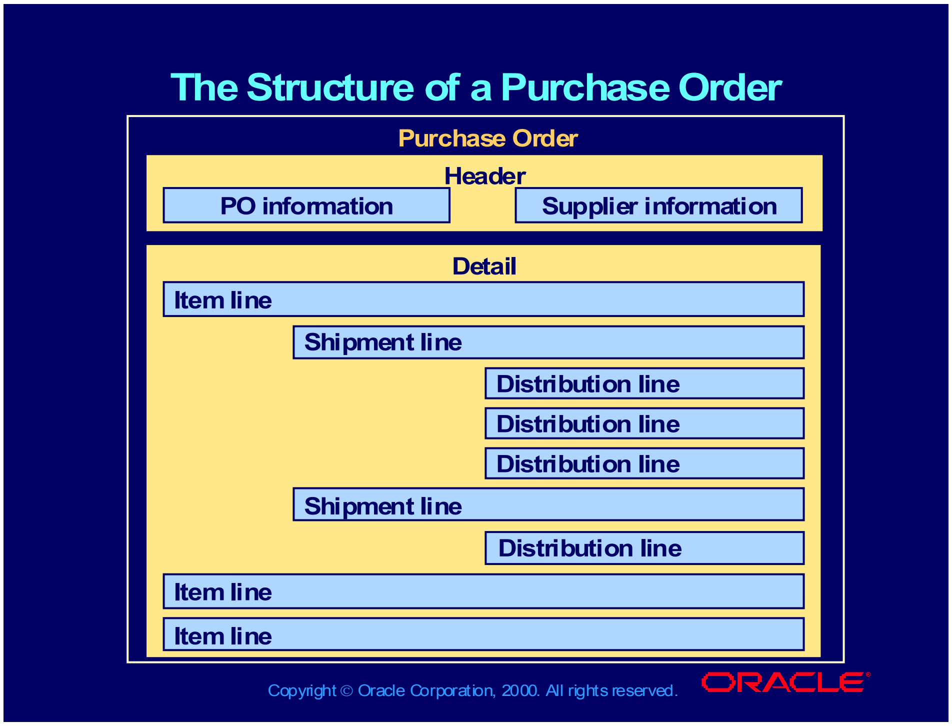
Entering Purchase Order Matched Invoices : Overview



Entering Purchase Order Matched Invoices : Overview

Receive invoice
Enter invoice
Match invoices to PO or receipt
Approve invoice
View invoice
Account for invoice
File invoice
Pay invoice

The Structure of a Purchase Order



The Structure of a Purchase Order

Purchase Order

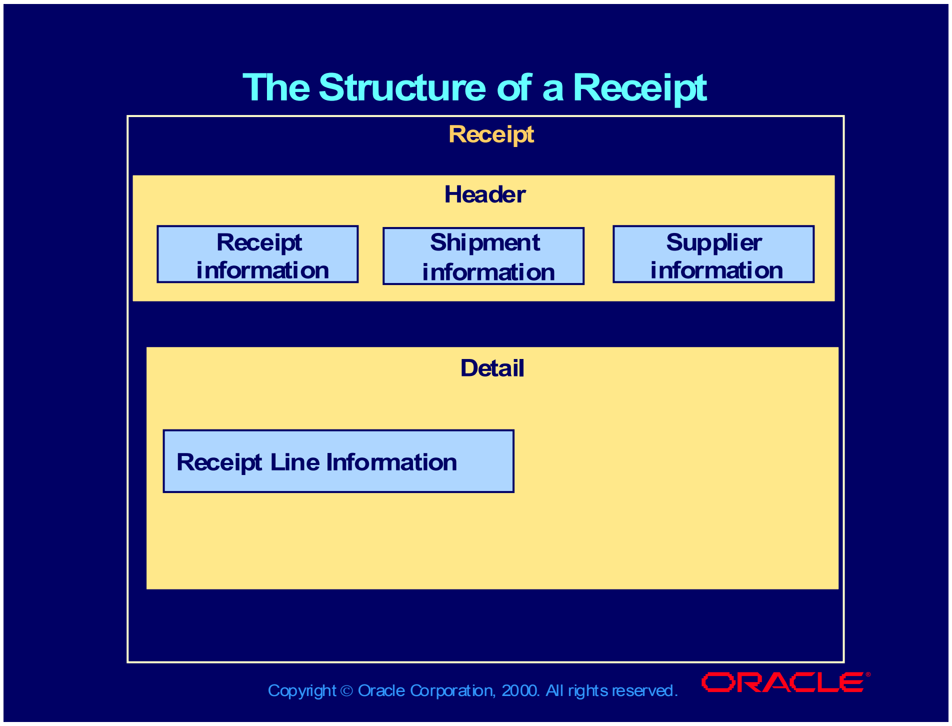
Header

- PO information
- Supplier information

Detail

- Item line
  - Shipment line
    - Distribution line
    - Distribution line
    - Distribution line
  - Shipment line
    - Distribution line
- Item line
- Item line

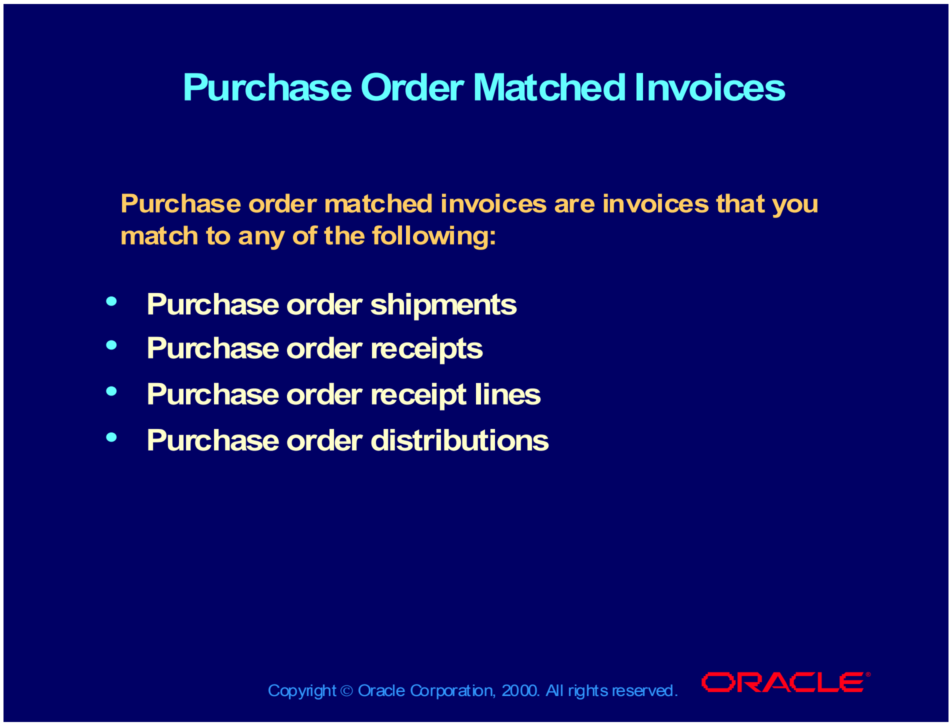
The Structure of a Receipt



The Structure of a Receipt

Receipt
Header
Receipt information
Shipment information
Supplier information
Detail
Receipt Line Information

Purchase Order Matched Invoices

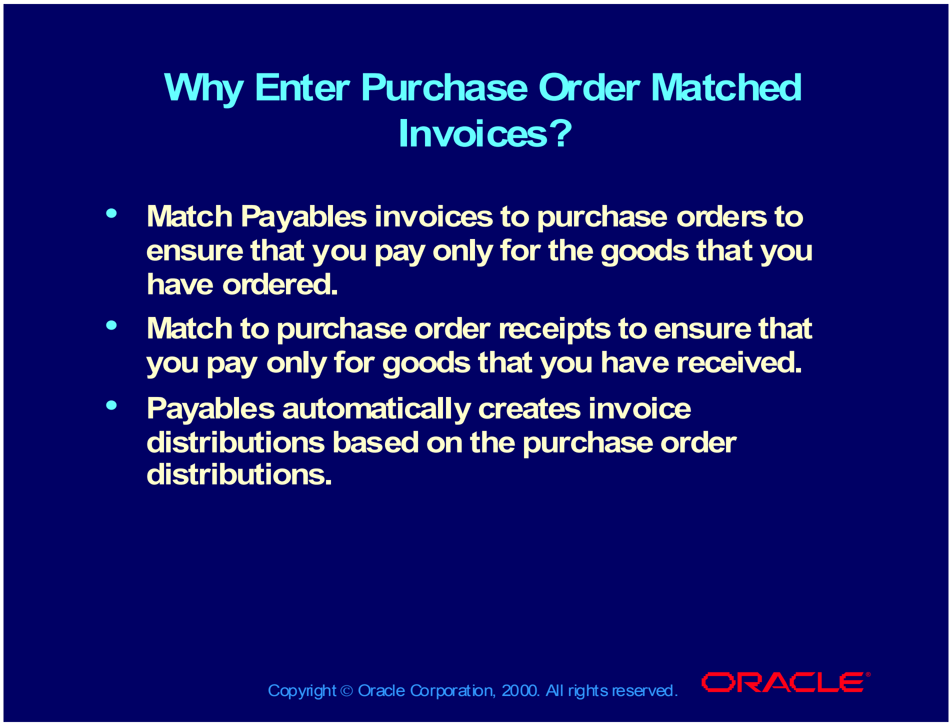


Purchase Order Matched Invoices

Purchase order matched invoices are invoices that you match to any of the following:

- Purchase order shipments
- Purchase order receipts
- Purchase order receipt lines
- Purchase order distributions

Why Enter Purchase Order Matched Invoices?

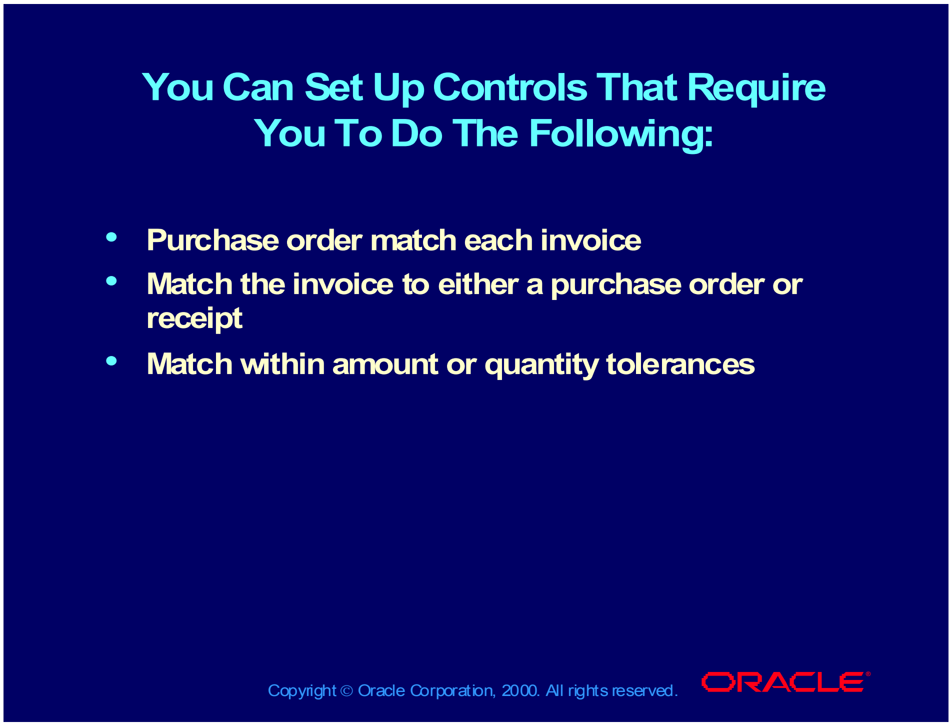


Why Enter Purchase Order Matched Invoices?

- Match Payables invoices to purchase orders to ensure that you pay only for the goods that you have ordered.
- Match to purchase order receipts to ensure that you pay only for goods that you have received.
- Payables automatically creates invoice distributions based on the purchase order distributions.

(Help) Oracle Financial Applications > Payables > Invoices > Matching to Purchase Orders and Receipts > Entering Purchase Order Matched Invoices

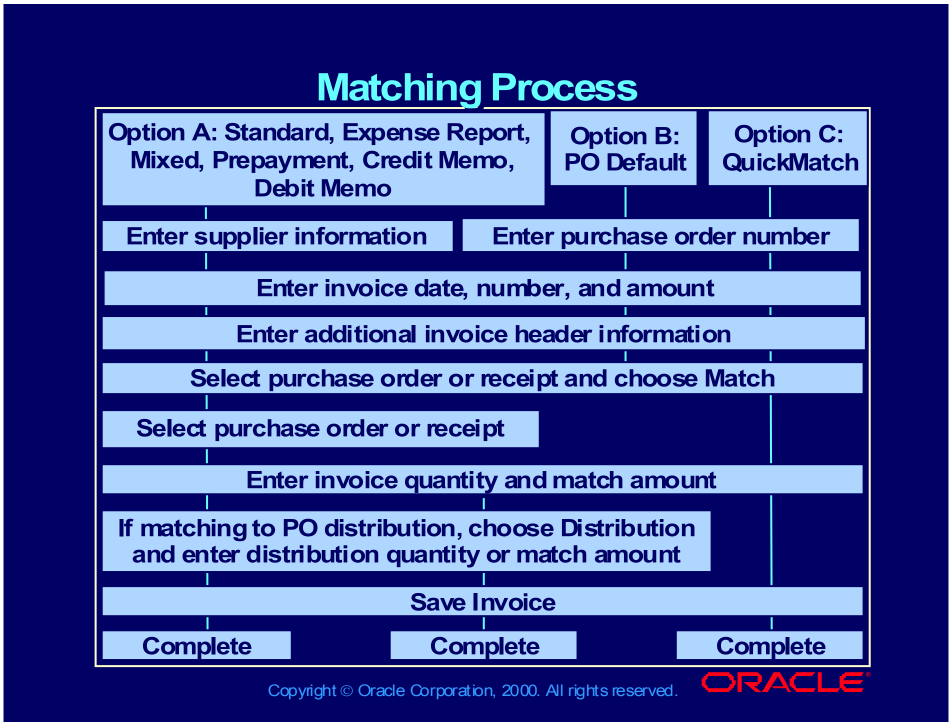
You Can Set Up Controls That Require You To Do The Following:



You Can Set Up Controls That Require You To Do The Following:

- Purchase order match each invoice
- Match the invoice to either a purchase order or receipt
- Match within amount or quantity tolerances

Matching Process



Matching Process

Option A: Standard, Expense Report, Mixed, Prepayment, Credit Memo, Debit Memo

Option B: PO Default

Option C: QuickMatch

Enter supplier information

Enter purchase order number

Enter invoice date, number, and amount

Enter additional invoice header information

Select purchase order or receipt and choose Match

Select purchase order or receipt

Enter invoice quantity and match amount

If matching to PO distribution, choose Distribution and enter distribution quantity or match amount

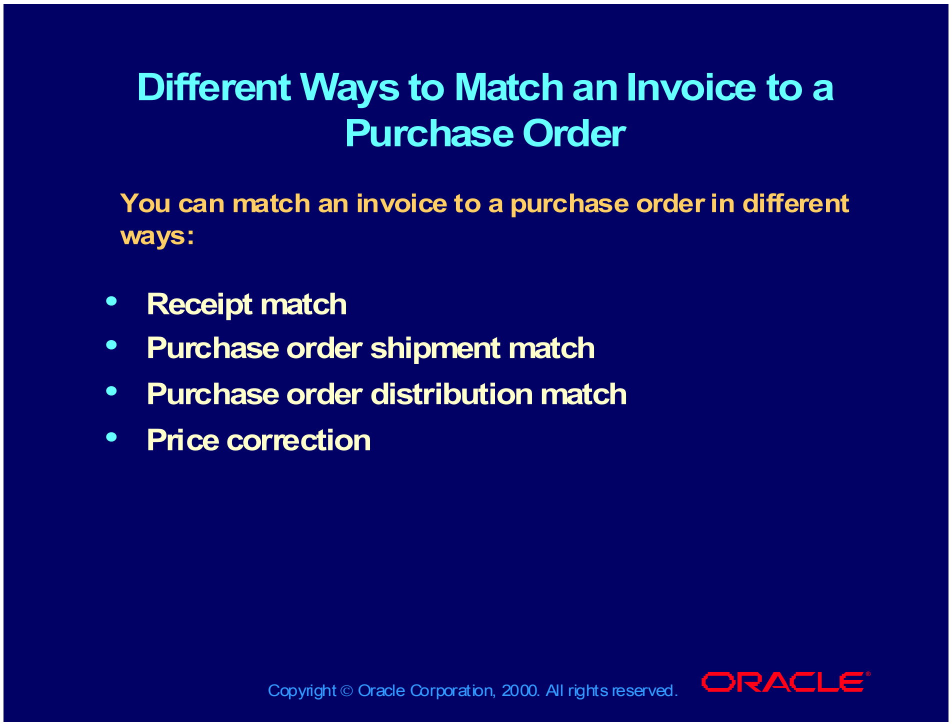
Save Invoice

Complete

Complete

Complete

Different Ways to Match an Invoice to a Purchase Order

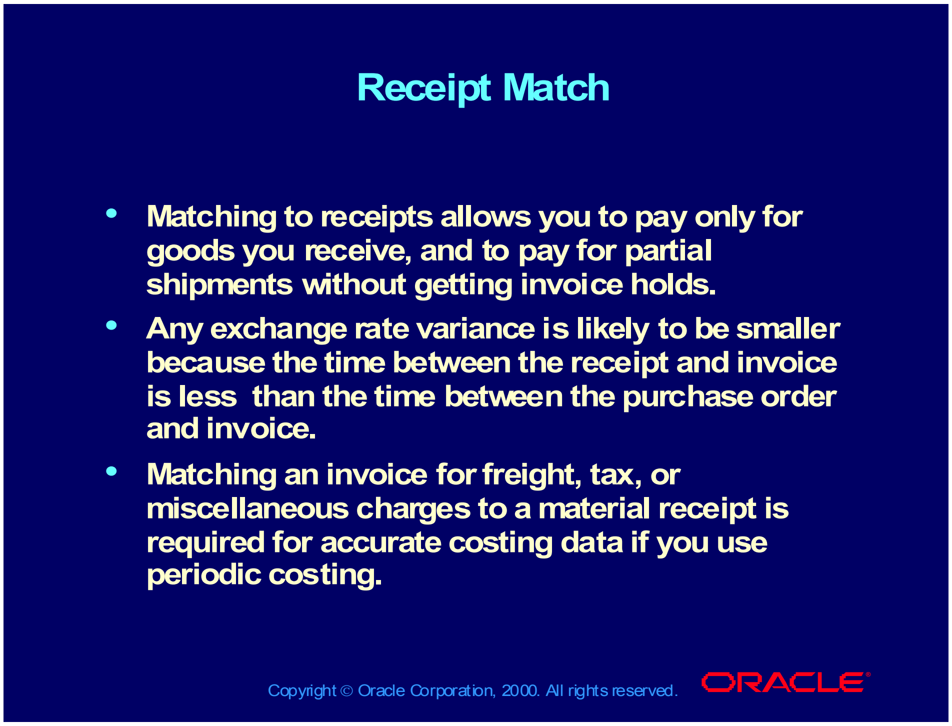


Different Ways to Match an Invoice to a Purchase Order

You can match an invoice to a purchase order in different ways:

- **Receipt match**
- **Purchase order shipment match**
- **Purchase order distribution match**
- **Price correction**

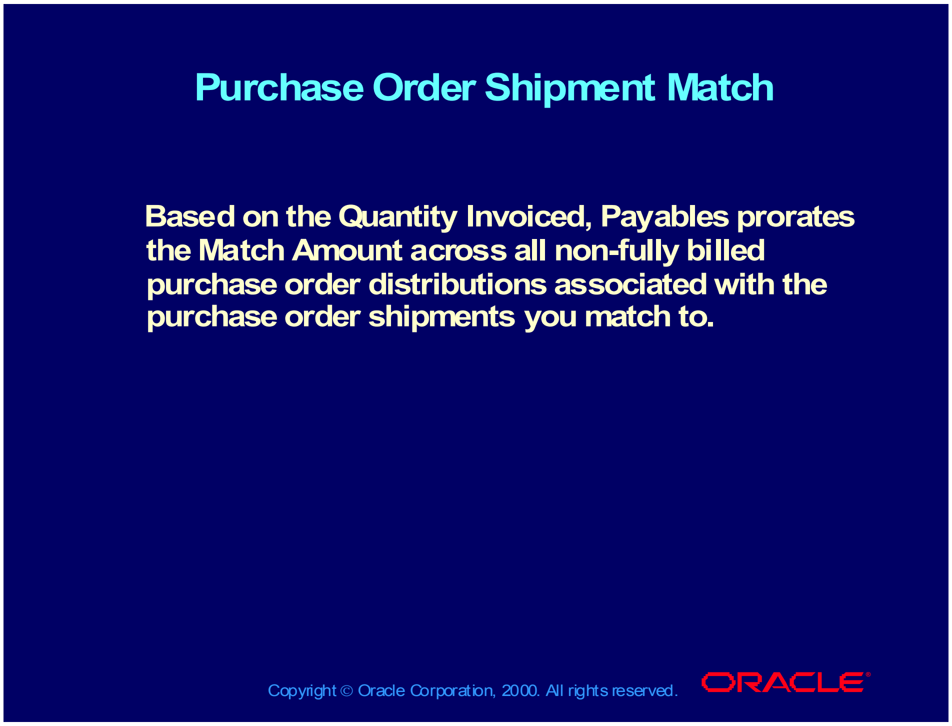
Receipt Match



Receipt Match

- Matching to receipts allows you to pay only for goods you receive, and to pay for partial shipments without getting invoice holds.
- Any exchange rate variance is likely to be smaller because the time between the receipt and invoice is less than the time between the purchase order and invoice.
- Matching an invoice for freight, tax, or miscellaneous charges to a material receipt is required for accurate costing data if you use periodic costing.

Purchase Order Shipment Match



Purchase Order Shipment Match

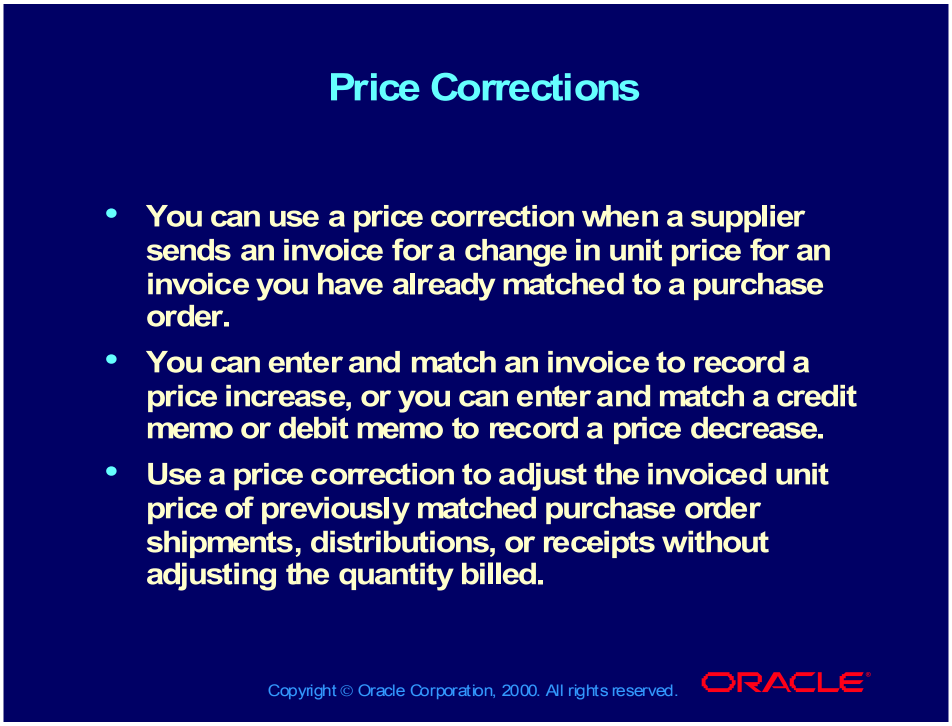
Based on the Quantity Invoiced, Payables prorates the Match Amount across all non-fully billed purchase order distributions associated with the purchase order shipments you match to.

Purchase Order Distribution Match

Purchase Order Distribution Match

You can allocate the match amount to specific purchase order distributions.

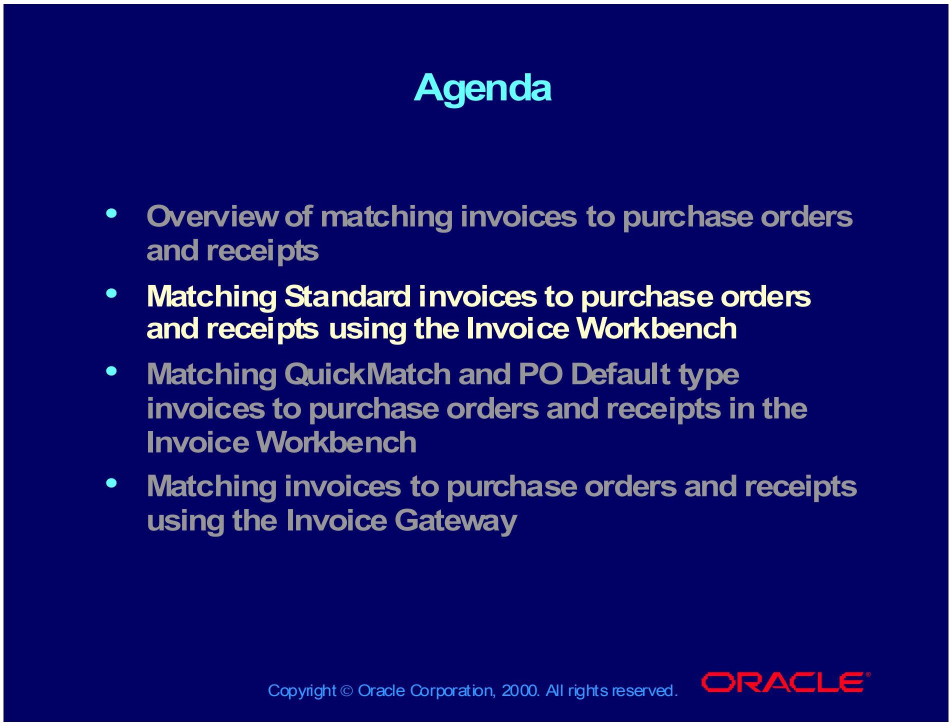
Price Corrections



Price Corrections

- You can use a price correction when a supplier sends an invoice for a change in unit price for an invoice you have already matched to a purchase order.
- You can enter and match an invoice to record a price increase, or you can enter and match a credit memo or debit memo to record a price decrease.
- Use a price correction to adjust the invoiced unit price of previously matched purchase order shipments, distributions, or receipts without adjusting the quantity billed.

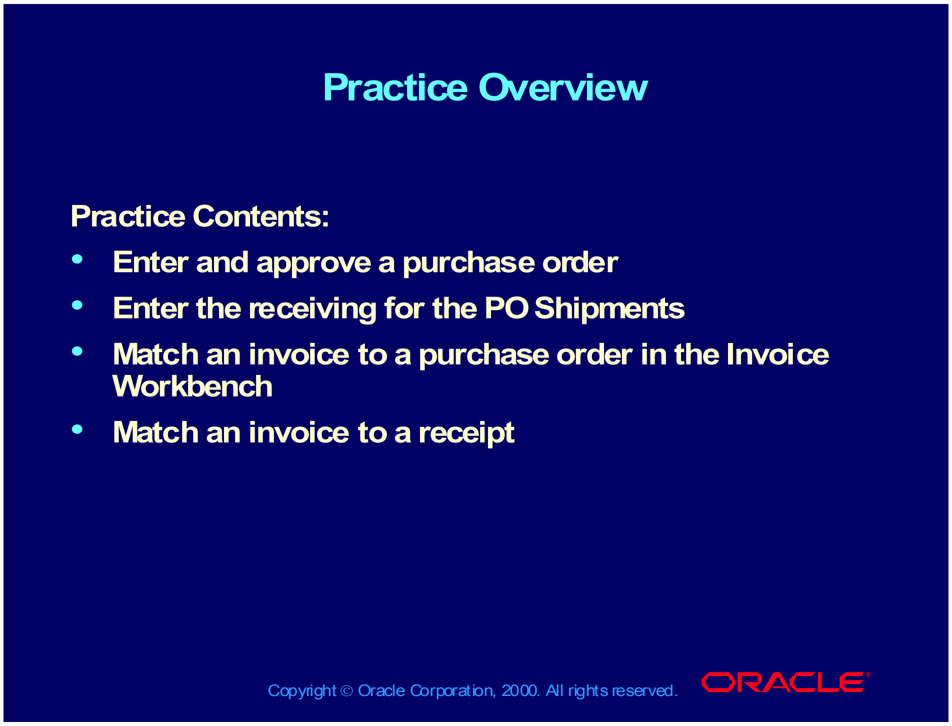
(Help) Oracle Financial Applications > Payables > Invoices > Matching to Purchase Orders and Receipts > Recording Price Corrections in the Invoice Workbench



Agenda

- Overview of matching invoices to purchase orders and receipts
- **Matching Standard invoices to purchase orders and receipts using the Invoice Workbench**
- Matching QuickMatch and PO Default type invoices to purchase orders and receipts in the Invoice Workbench
- Matching invoices to purchase orders and receipts using the Invoice Gateway

Practice Overview



Practice Overview

Practice Contents:

- Enter and approve a purchase order
- Enter the receiving for the PO Shipments
- Match an invoice to a purchase order in the Invoice Workbench
- Match an invoice to a receipt

Practice Solution

Enter and Approve a Purchase Order

1. Change your responsibility to Oracle Purchasing:

- (M) File—>Switch Responsibility—>Purchasing, Vision Operations (USA)
- Navigate to the Enter Purchase Orders window.
- (N) Purchase Orders—Purchase Orders
- Enter Standard Purchase Order in the Type field.
- Enter Advanced Network Devices in the Supplier field and the site should default in.
- Place your cursor on the first line and tab to the Item field, accepting the defaults for the first two fields. Enter item number AS18947.
- Enter 10 in the Quantity field.
- Choose the Shipments button. This will take you to the Shipments window.
- Change the quantity from 10 to 6 on the first line.
- Enter a date five days from today's date in the Promised field.
- Select the More tab.
- Select 2-Way in the Match Approval Level field.

- Select PO in the Invoice Match Option field.
- Select the Shipments tab.
- Click the second line.
- The four remaining units should default in the second shipment line.
- Enter a date five days from today's date in the Promised field.
- Select the More tab.
- Select 3-Way in the Match Approval Level field.
- Select Receipt in the Invoice Match Option field.
- Save your work.
- Close the Shipments window.
- Click the Approve button.
- You should see the Approve Document window.
- Click OK.
- You should see a message.
- Click OK to acknowledge the message.
- Verify the Status field on your PO shows Approved.
- Write down your PO number _____________.
- Write down the Ship-To organization ____________.

2. Enter the Receiving for the PO Shipments

- Navigate to the Find Expected Receipts window. (N) Receiving—>Receipts
- Select the Ship-To organization from the previous step.
- Enter your PO number in the Purchase Order field.
- Click the Find button. This will take you to the Receipt Header window.
- Close the Receipt Header window and you will be in the Lines window.
- Select the box to the left of the each line, to indicate the quantities have been received.
- Save your work.
- Select the Header button and this will take you back to the Receipt Header window.
- Write down your receipt number ____________.

3. Match an Invoice to a Purchase Order

- Change your responsibility to Oracle Payables:(M) File—> Switch Responsibility—> Payables, Vision Operations (USA)
- Navigate to the Invoice Workbench (N) Invoices—>Entry—>Invoices
- Enter Standard in the Invoice Type field.

- Enter Advanced Network Devices in the Supplier Name field. The site should default in.
- Enter today's date as the invoice date.
- Enter the invoice number.
- Enter 7,247.16 in the Invoice Amount field.
- Set the Match Option to Purchase Order and select the Match button. This opens the Find Purchase Orders for Matching window. Notice that this new window has been enhanced to include 10 search criteria fields.
- Enter your purchase order from step 1 and select the Find button.
- The new Match to Purchase Orders window opens.
- Select the line that corresponds to PO shipment 1.
- The Quantity Invoiced field should default to 6.
- The Unit Price field should default to 1207.86.
- Select the Match button to complete the matching process.

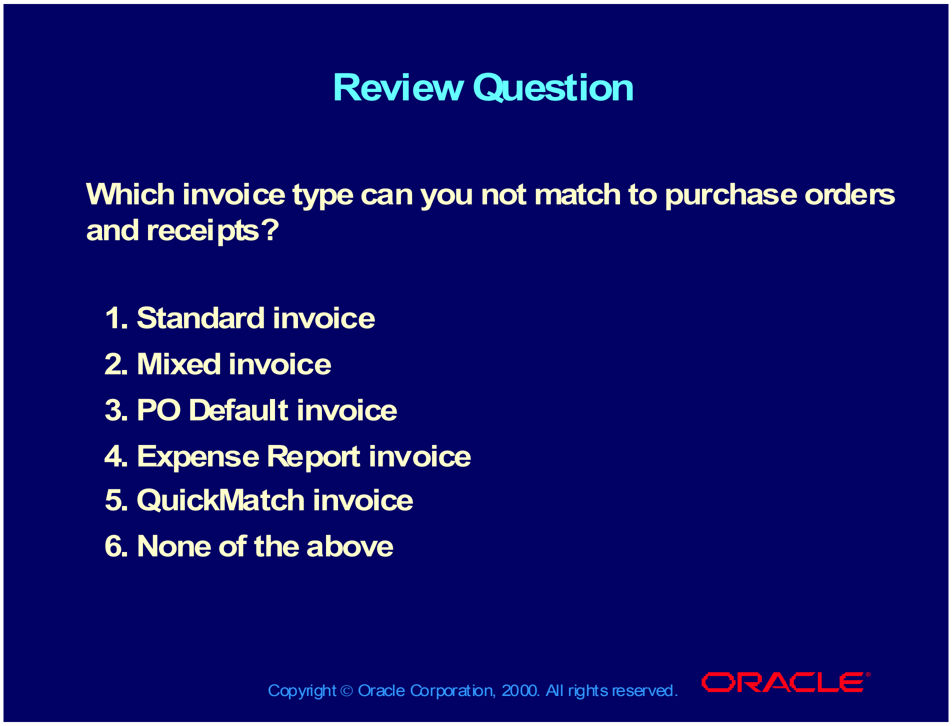
4.Match an Invoice to a Receipt

- Navigate to the Invoice Workbench: (N) Invoices—>Entry—>Invoices
- Enter Standard in the Invoice Type field.
- Enter Advanced Network Devices in the Supplier Name field. The site should default in.
- Enter today's date as the invoice date.
- Enter the invoice number.
- Enter 4,831.44 in the Invoice Amount field.
- Verify the Match option is set to Receipt and select the Match button. This will take you to the Find Receipts for Matching window.
  - **Note:** In the Find Receipts for Matching window, certain fields are dependent on other fields. For example, entering a valid PO number will result in only receipts for that PO appearing in the receipt number LOV. If no PO number is entered, the receipt number LOV will show all receipts for the supplier on the invoice. In the Find Receipts for Matching window you have several ways of retrieving the receipt to which you want to match. You can enter any combination or single entry of the PO number, receipt number, or packing slip number.
- Enter your receipt number then click Find. This will take you to the Match to Receipts window.
  - **Note:** When the Match to Receipts window opens, notice that you can see both PO shipments, even though the match option on shipment 1 is Match to Purchase Order. You will see all shipments meeting the search criteria entered in the Find

window,regardless of the match option. This gives a complete view of the lines entered on that receipt.

- Select the Match check box to indicate you have been billed for all four units on PO shipment 2.
- Select the Match button. The invoice has now been matched to the receipt.

Review Question

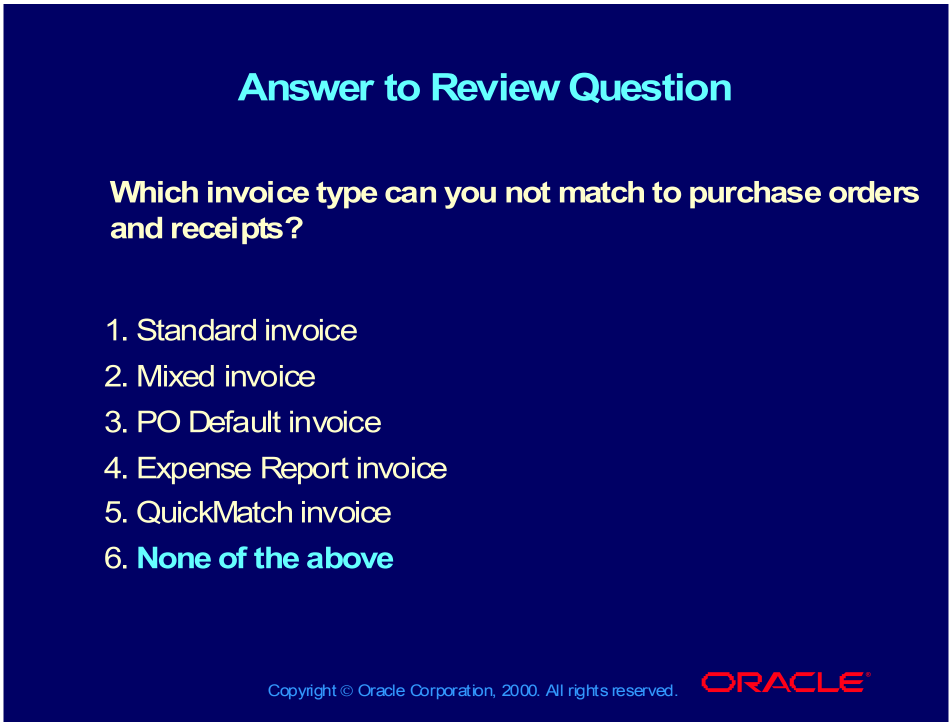


Review Question

Which invoice type can you not match to purchase orders and receipts?

1. Standard invoice
2. Mixed invoice
3. PO Default invoice
4. Expense Report invoice
5. QuickMatch invoice
6. None of the above

Answer to Review Question

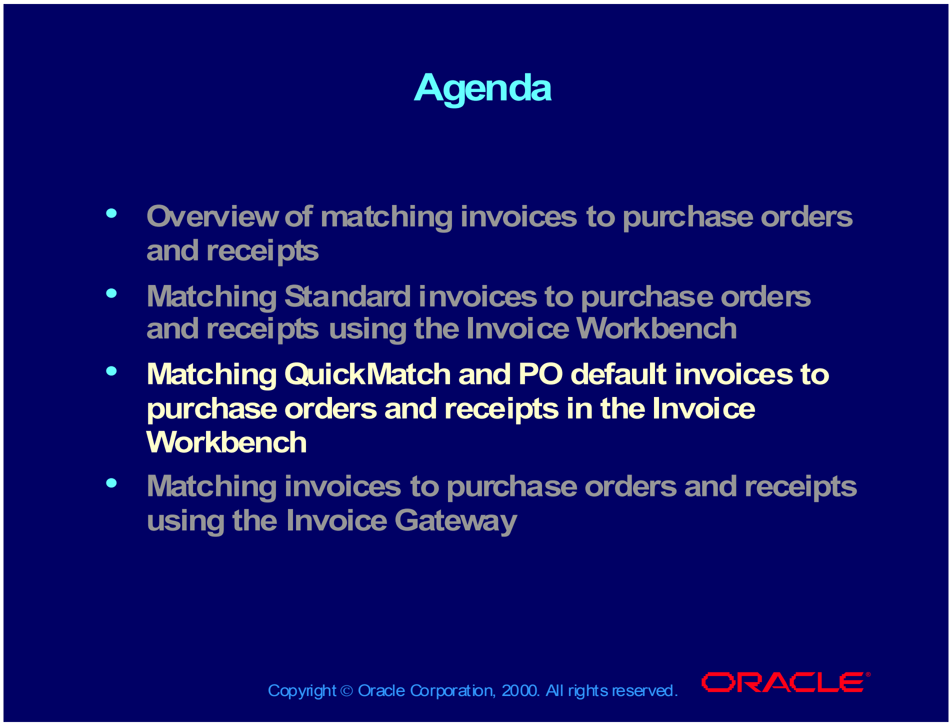


Answer to Review Question

Which invoice type can you not match to purchase orders and receipts?

1. Standard invoice
2. Mixed invoice
3. PO Default invoice
4. Expense Report invoice
5. QuickMatch invoice
6. **None of the above**

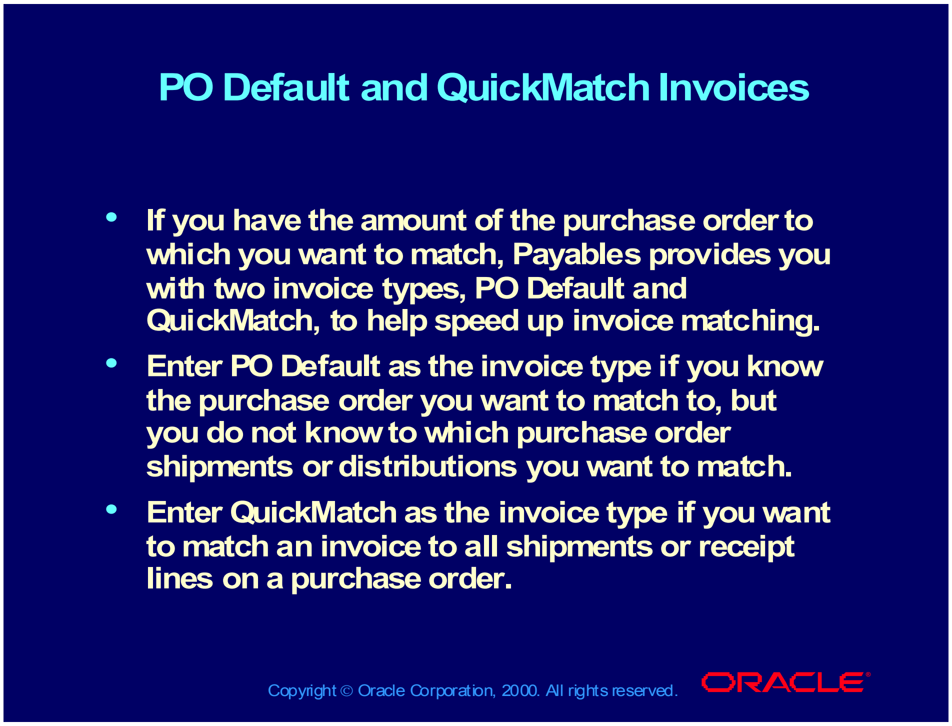
Agenda



Agenda

- Overview of matching invoices to purchase orders and receipts
- Matching Standard invoices to purchase orders and receipts using the Invoice Workbench
- **Matching QuickMatch and PO default invoices to purchase orders and receipts in the Invoice Workbench**
- Matching invoices to purchase orders and receipts using the Invoice Gateway

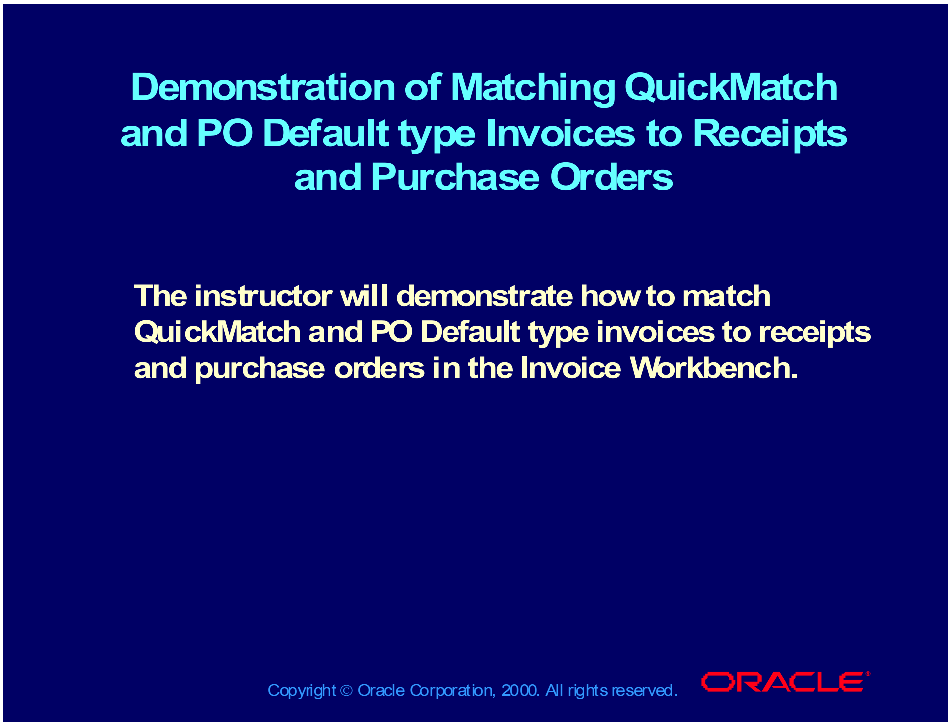
PO Default and QuickMatch Invoices



PO Default and QuickMatch Invoices

- If you have the amount of the purchase order to which you want to match, Payables provides you with two invoice types, PO Default and QuickMatch, to help speed up invoice matching.
- Enter PO Default as the invoice type if you know the purchase order you want to match to, but you do not know to which purchase order shipments or distributions you want to match.
- Enter QuickMatch as the invoice type if you want to match an invoice to all shipments or receipt lines on a purchase order.

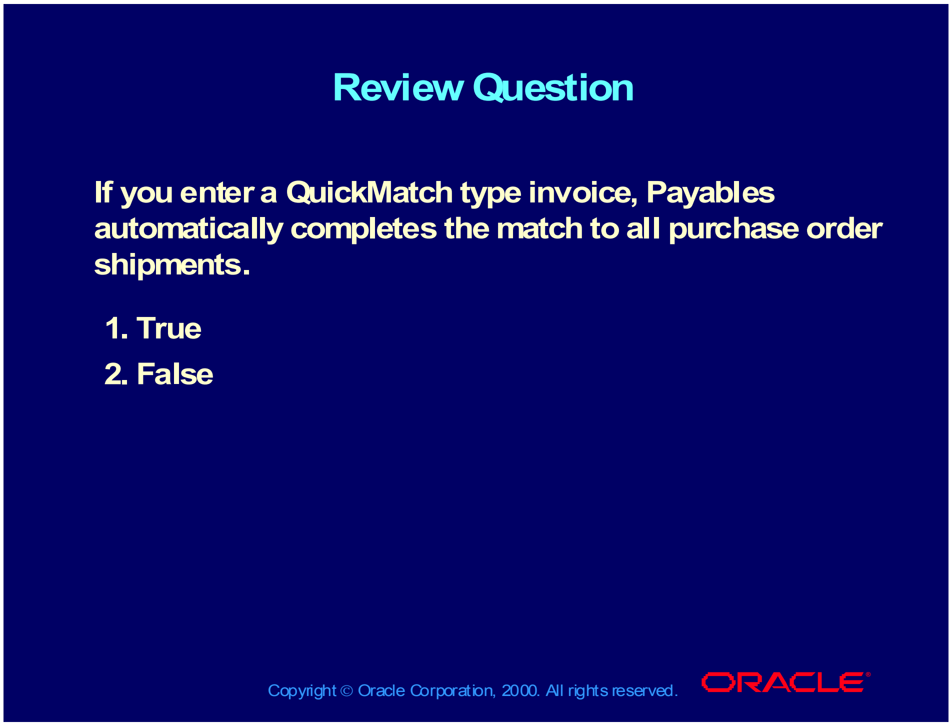
Demonstration of Matching QuickMatch and PO Default type Invoices to Receipts and Purchase Orders



Demonstration of Matching QuickMatch and PO Default type Invoices to Receipts and Purchase Orders

The instructor will demonstrate how to match QuickMatch and PO Default type invoices to receipts and purchase orders in the Invoice Workbench.

Review Question

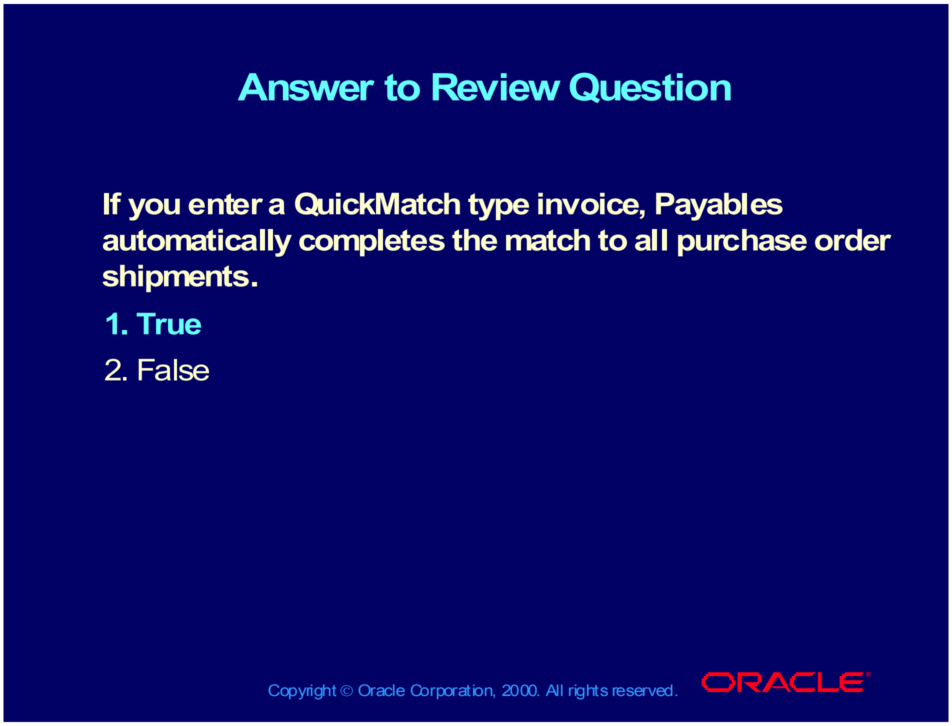


Review Question

If you enter a QuickMatch type invoice, Payables automatically completes the match to all purchase order shipments.

1. True
2. False

Answer to Review Question

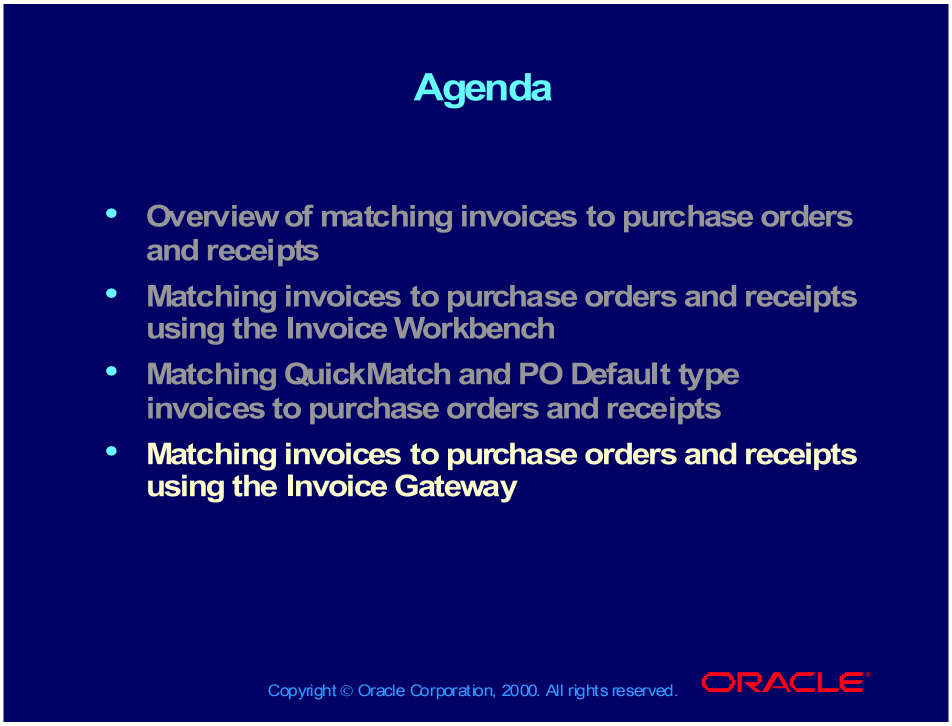


Answer to Review Question

If you enter a QuickMatch type invoice, Payables automatically completes the match to all purchase order shipments.

1. **True**
2. False

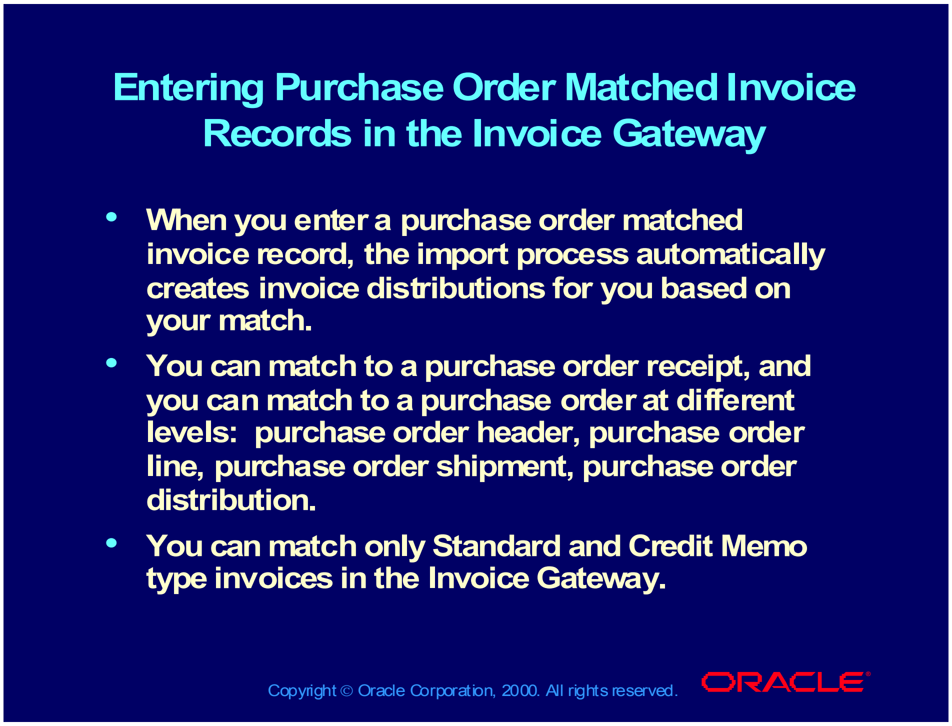
Agenda



Agenda

- Overview of matching invoices to purchase orders and receipts
- Matching invoices to purchase orders and receipts using the Invoice Workbench
- Matching QuickMatch and PO Default type invoices to purchase orders and receipts
- Matching invoices to purchase orders and receipts using the Invoice Gateway

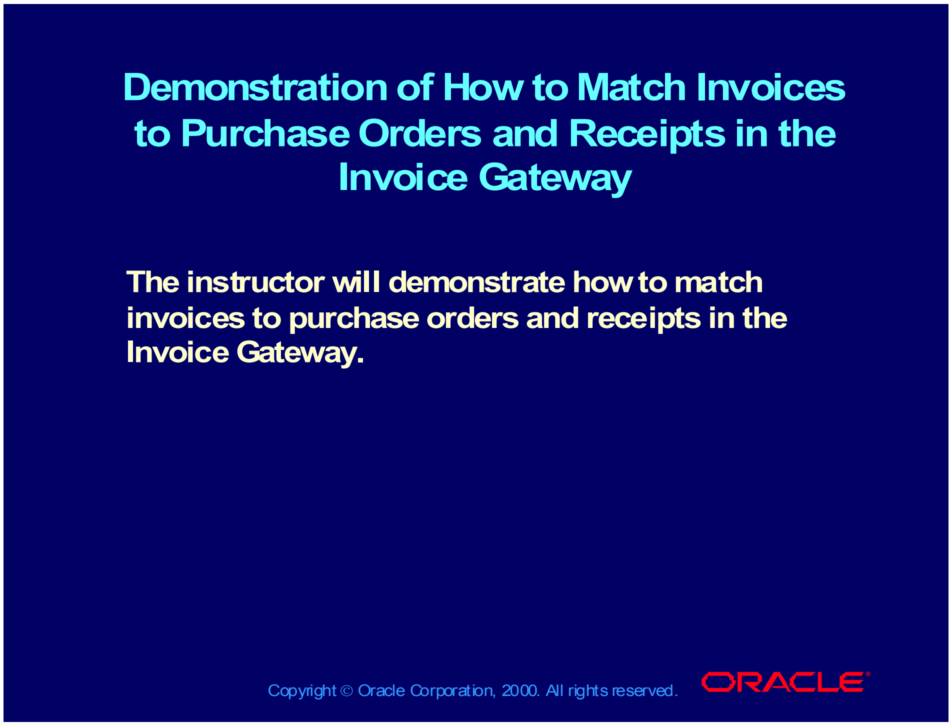
Entering Purchase Order Matched Invoice Records in the Invoice Gateway



Entering Purchase Order Matched Invoice Records in the Invoice Gateway

- When you enter a purchase order matched invoice record, the import process automatically creates invoice distributions for you based on your match.
- You can match to a purchase order receipt, and you can match to a purchase order at different levels: purchase order header, purchase order line, purchase order shipment, purchase order distribution.
- You can match only Standard and Credit Memo type invoices in the Invoice Gateway.

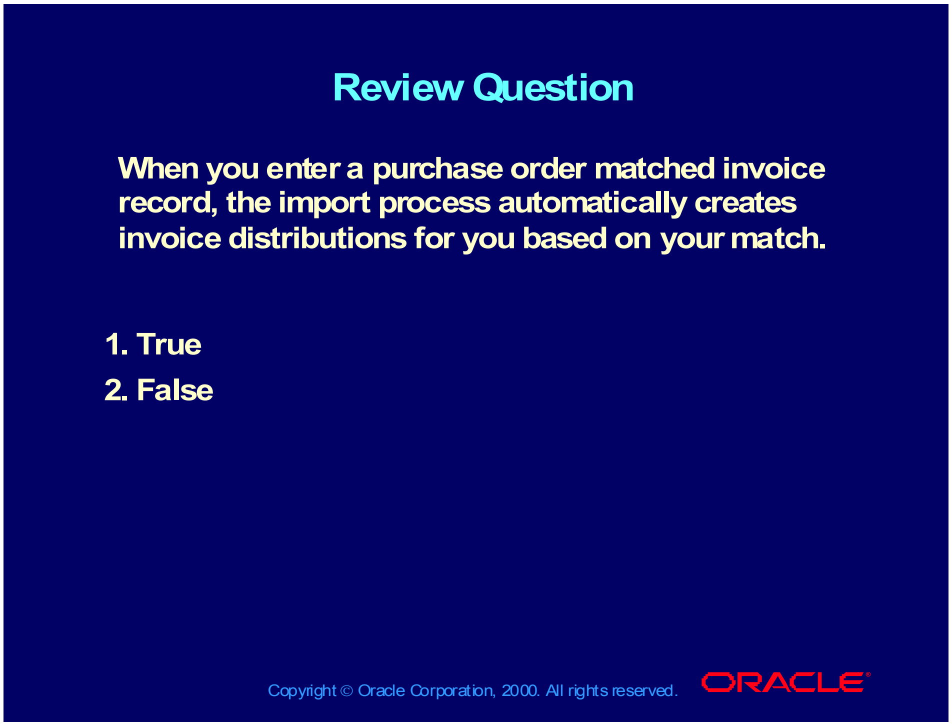
Demonstration of How to Match Invoices to Purchase Orders and Receipts in the Invoice Gateway



Demonstration of How to Match Invoices to Purchase Orders and Receipts in the Invoice Gateway

The instructor will demonstrate how to match invoices to purchase orders and receipts in the Invoice Gateway.

Review Question

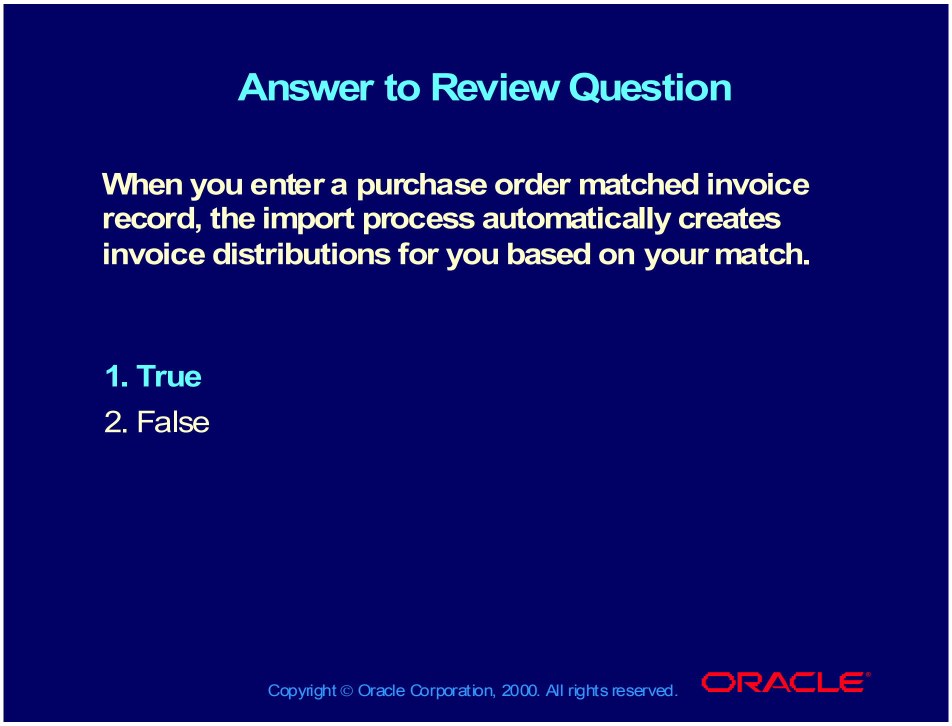


Review Question

When you enter a purchase order matched invoice record, the import process automatically creates invoice distributions for you based on your match.

1. True
2. False

Answer to Review Question

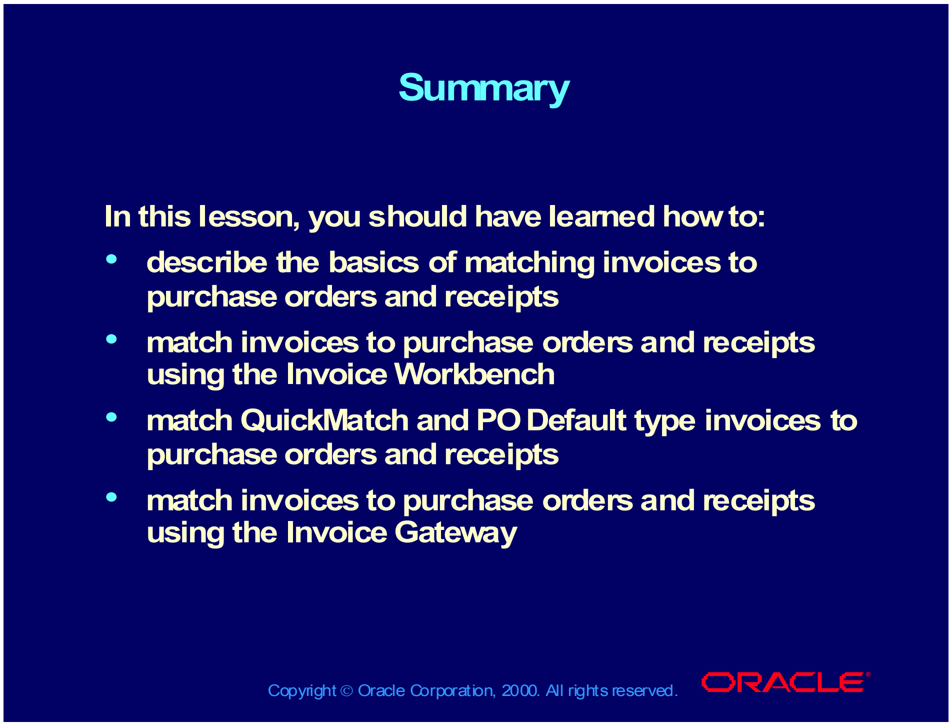


Answer to Review Question

When you enter a purchase order matched invoice record, the import process automatically creates invoice distributions for you based on your match.

1. **True**
2. False

Summary



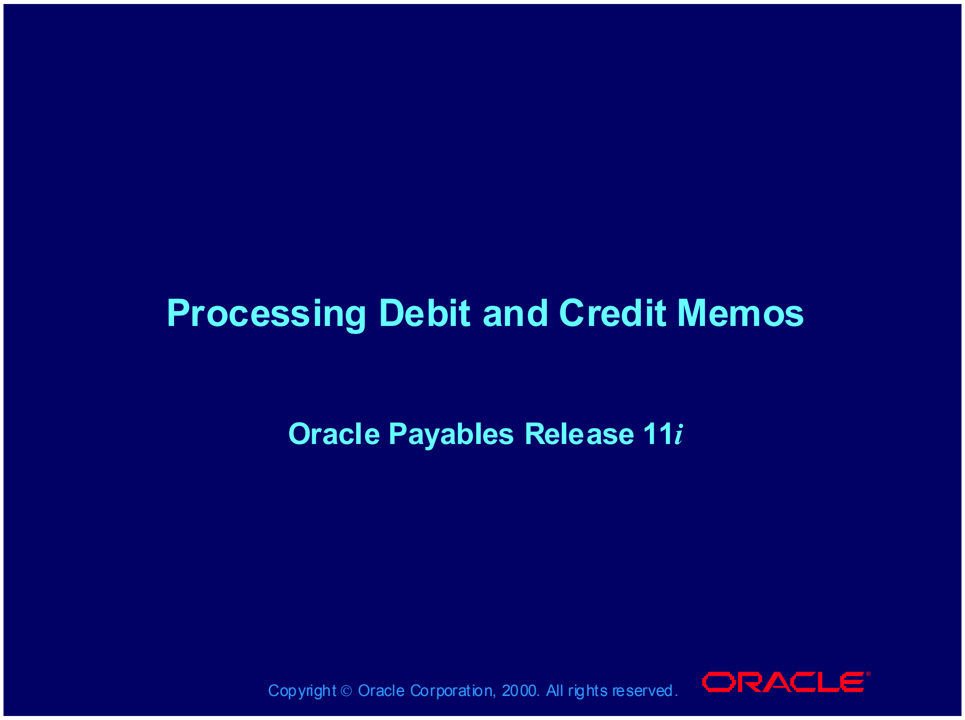
Summary

In this lesson, you should have learned how to:

- describe the basics of matching invoices to purchase orders and receipts
- match invoices to purchase orders and receipts using the Invoice Workbench
- match QuickMatch and PO Default type invoices to purchase orders and receipts
- match invoices to purchase orders and receipts using the Invoice Gateway

Processing Debit and Credit Memos

Chapter 6



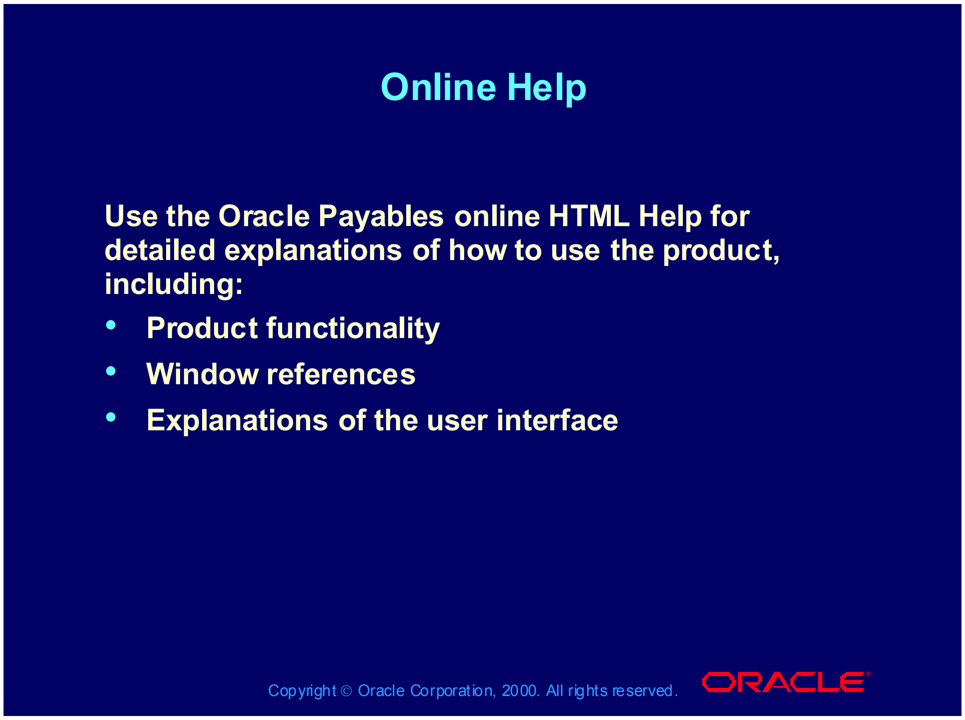
Processing Debit and Credit Memos

Oracle Payables Release 11*i*

Notations

(N) = Navigator
(T) = Tab
(I) = Icon
(H) = Hyperlink
(B) = Button
(Help) = Oracle Applications Help System

Online Help

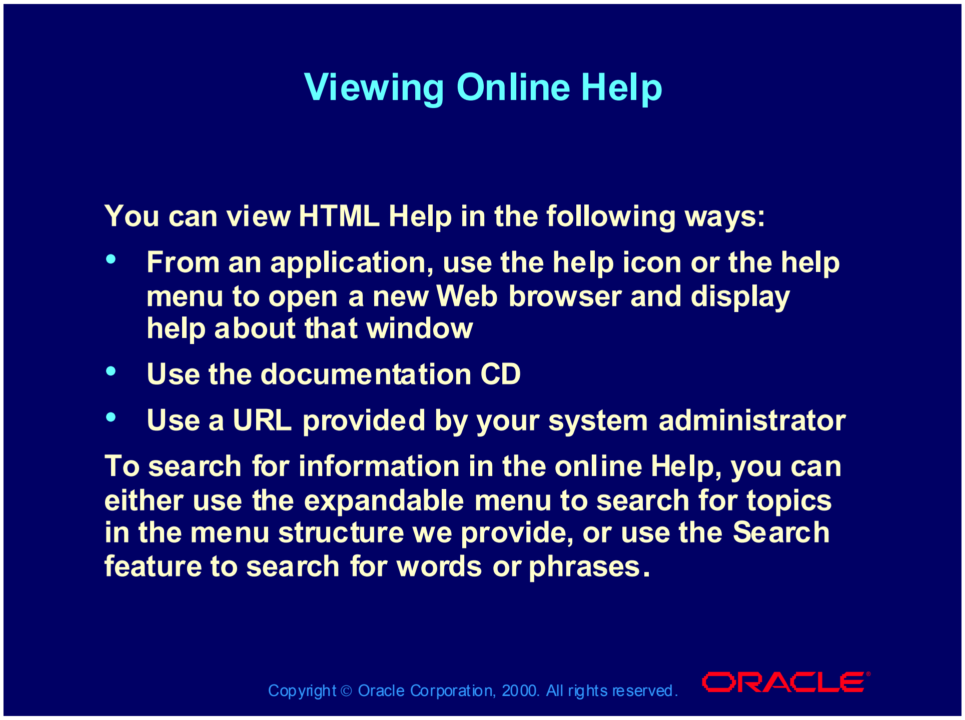


Online Help

Use the Oracle Payables online HTML Help for detailed explanations of how to use the product, including:

- Product functionality
- Window references
- Explanations of the user interface

Viewing Online Help



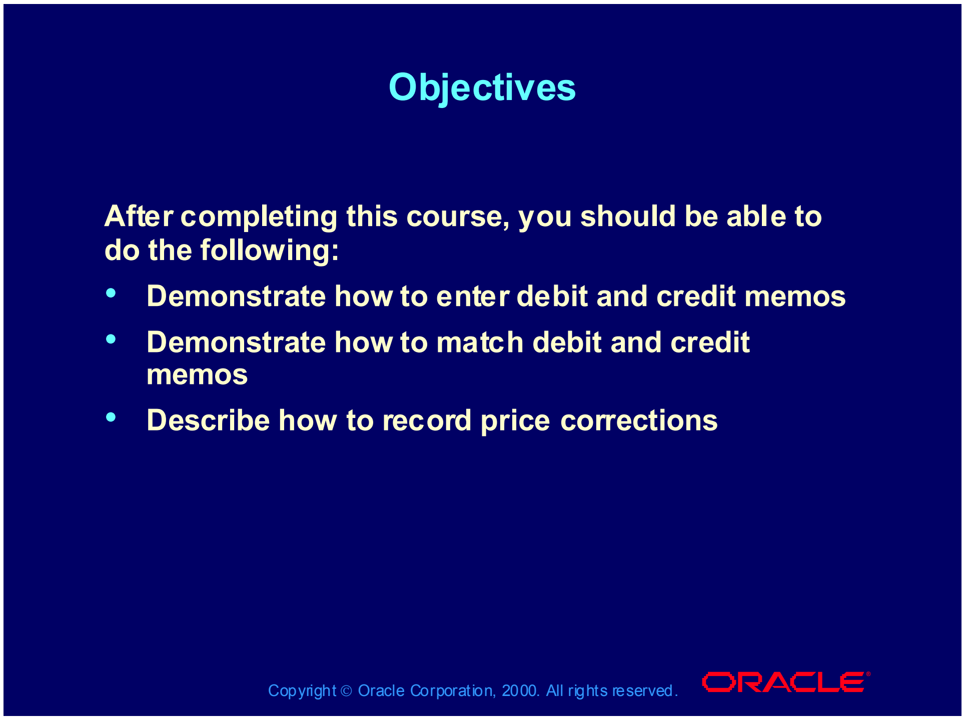
Viewing Online Help

You can view HTML Help in the following ways:

- From an application, use the help icon or the help menu to open a new Web browser and display help about that window
- Use the documentation CD
- Use a URL provided by your system administrator

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.

Objectives

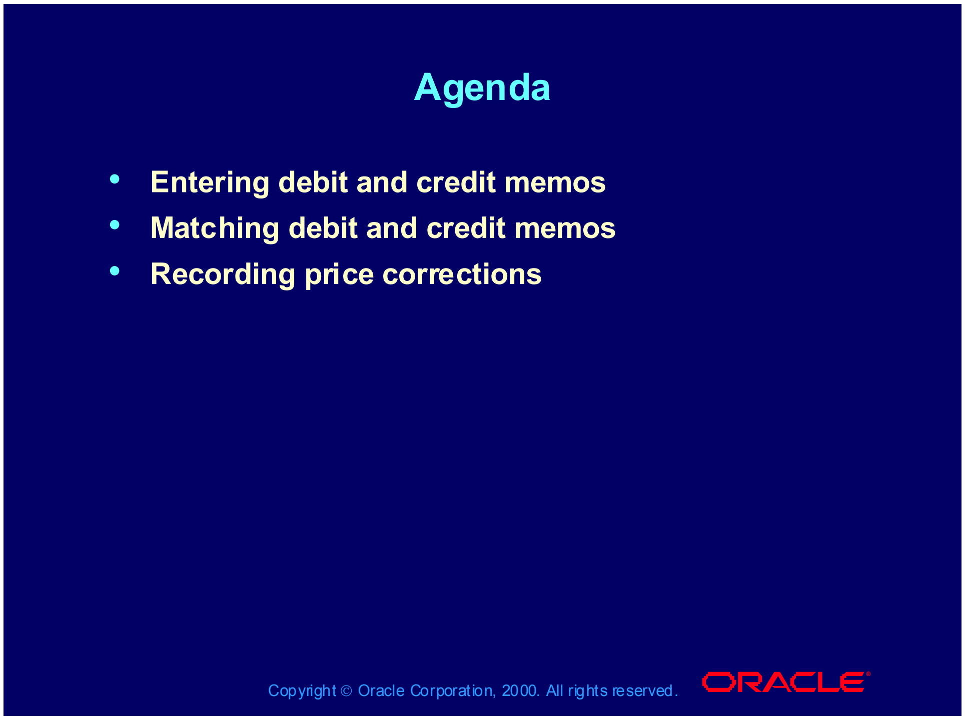


Objectives

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

- Demonstrate how to enter debit and credit memos
- Demonstrate how to match debit and credit memos
- Describe how to record price corrections

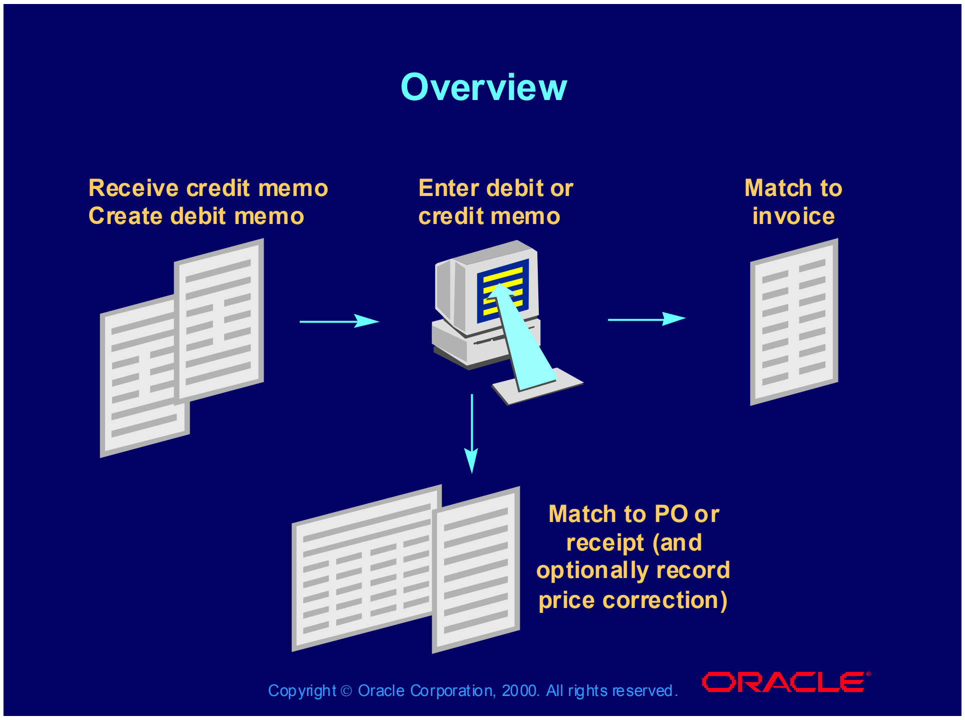
Agenda



Agenda

- Entering debit and credit memos
- Matching debit and credit memos
- Recording price corrections

Overview



Overview

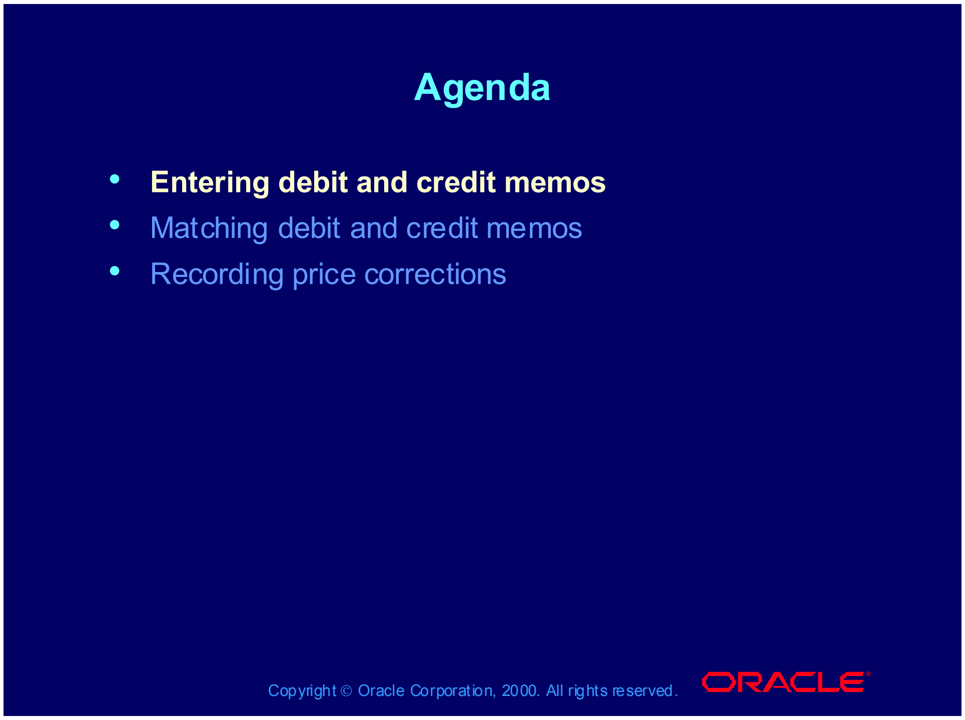
Receive credit memo
Create debit memo

Enter debit or
credit memo

Match to
invoice

Match to PO or
receipt (and
optionally record
price correction)

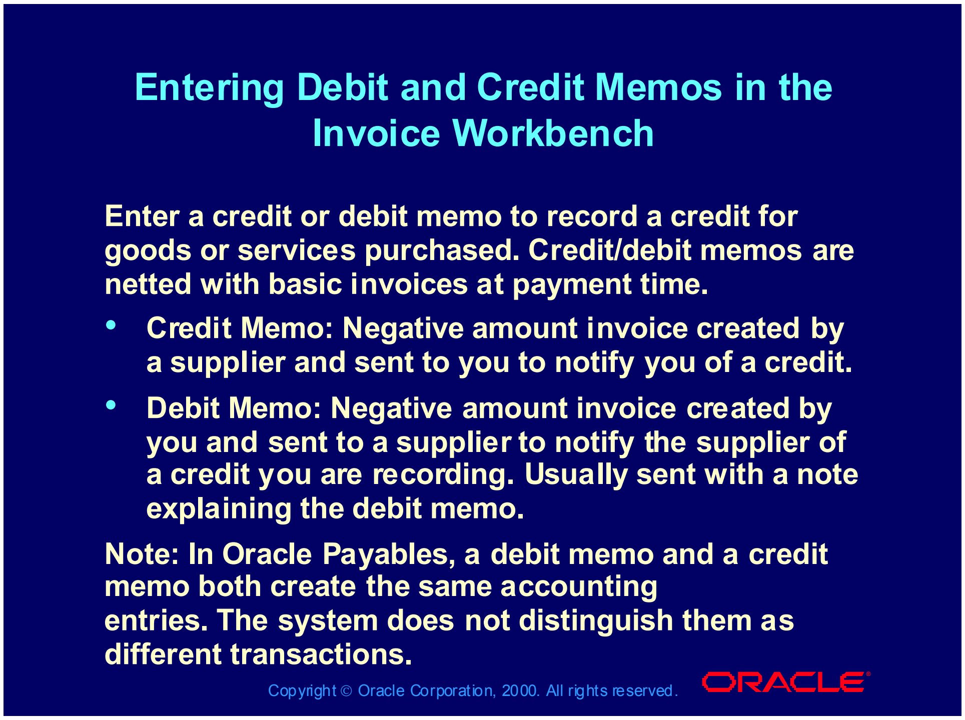
Agenda



Agenda

- **Entering debit and credit memos**
- Matching debit and credit memos
- Recording price corrections

Entering Debit and Credit Memos in the Invoice Workbench



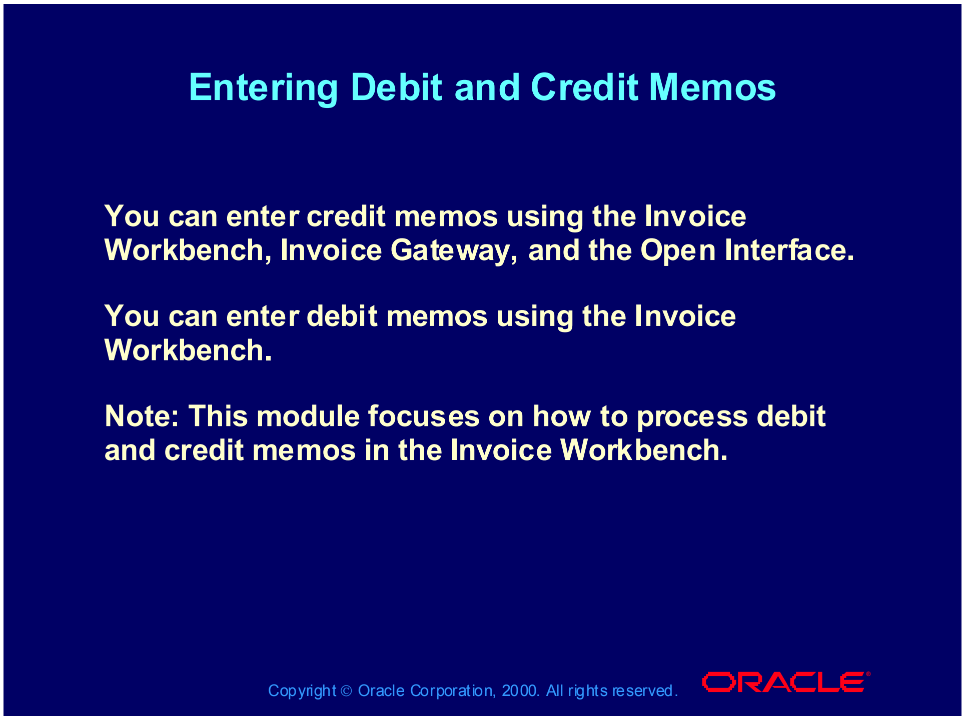
Entering Debit and Credit Memos in the Invoice Workbench

Enter a credit or debit memo to record a credit for goods or services purchased. Credit/debit memos are netted with basic invoices at payment time.

- Credit Memo: Negative amount invoice created by a supplier and sent to you to notify you of a credit.
- Debit Memo: Negative amount invoice created by you and sent to a supplier to notify the supplier of a credit you are recording. Usually sent with a note explaining the debit memo.

Note: In Oracle Payables, a debit memo and a credit memo both create the same accounting entries. The system does not distinguish them as different transactions.

Entering Debit and Credit Memos



Entering Debit and Credit Memos

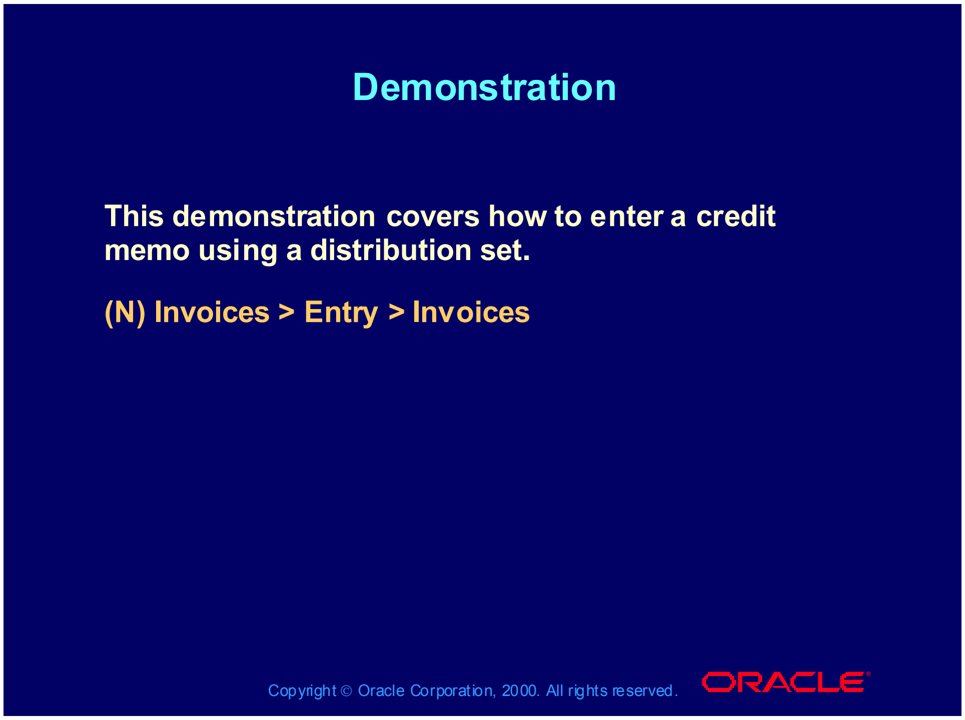
You can enter credit memos using the Invoice Workbench, Invoice Gateway, and the Open Interface.

You can enter debit memos using the Invoice Workbench.

Note: This module focuses on how to process debit and credit memos in the Invoice Workbench.

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Credit and Debit Memos > Entering Credit/Debit Memos

Demonstration

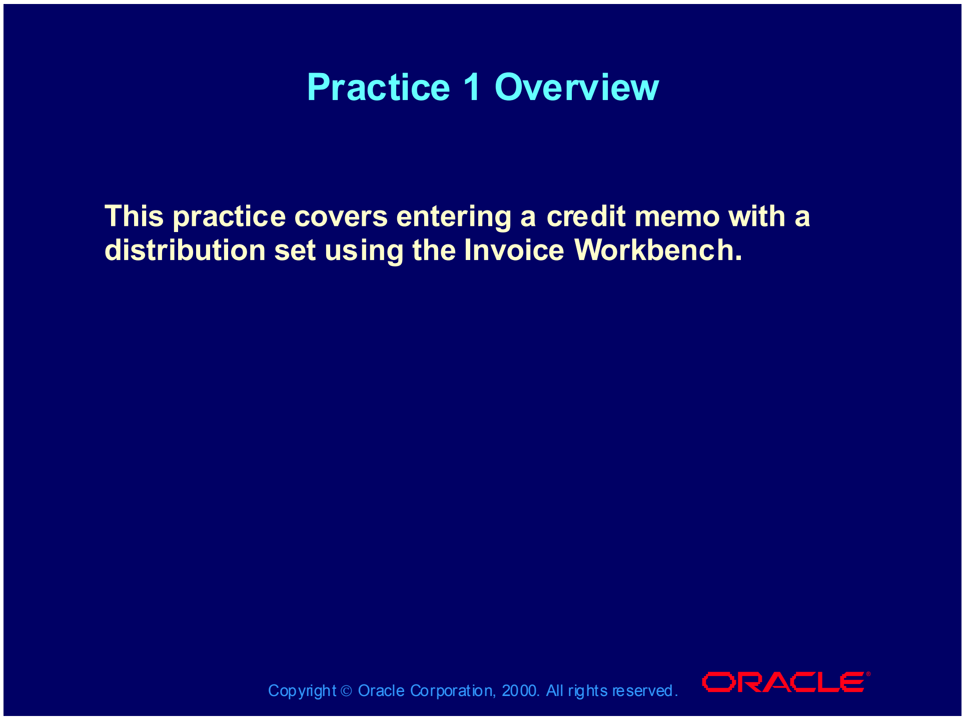


Demonstration

This demonstration covers how to enter a credit memo using a distribution set.

(N) Invoices > Entry > Invoices

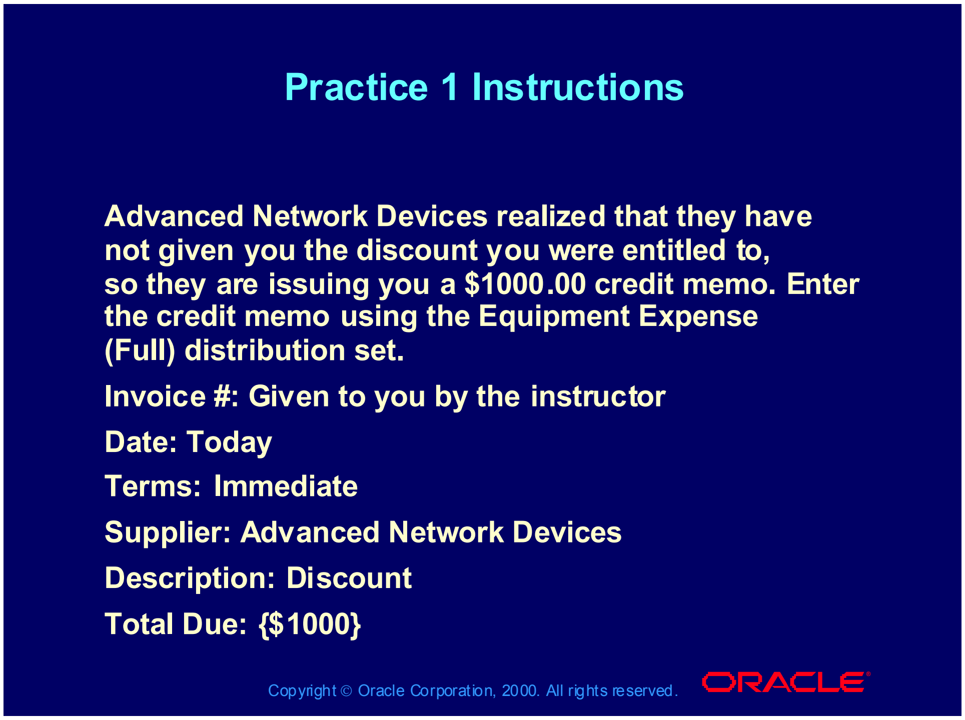
Practice 1 Overview



Practice 1 Overview

This practice covers entering a credit memo with a distribution set using the Invoice Workbench.

Practice 1 Instructions



Practice 1 Instructions

Advanced Network Devices realized that they have not given you the discount you were entitled to, so they are issuing you a $1000.00 credit memo. Enter the credit memo using the Equipment Expense (Full) distribution set.

Invoice #: Given to you by the instructor

Date: Today

Terms: Immediate

Supplier: Advanced Network Devices

Description: Discount

Total Due: {$1000}

Practice 1 Solutions

1. Navigate to the Invoices window.

(N) Invoices > Entry > Invoices

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

3. Click OK to acknowledge the message.

4. Enter Advanced Network Devices as the supplier.

5. Enter Santa Clara as the site.

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

7. Enter the credit memo number.

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

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

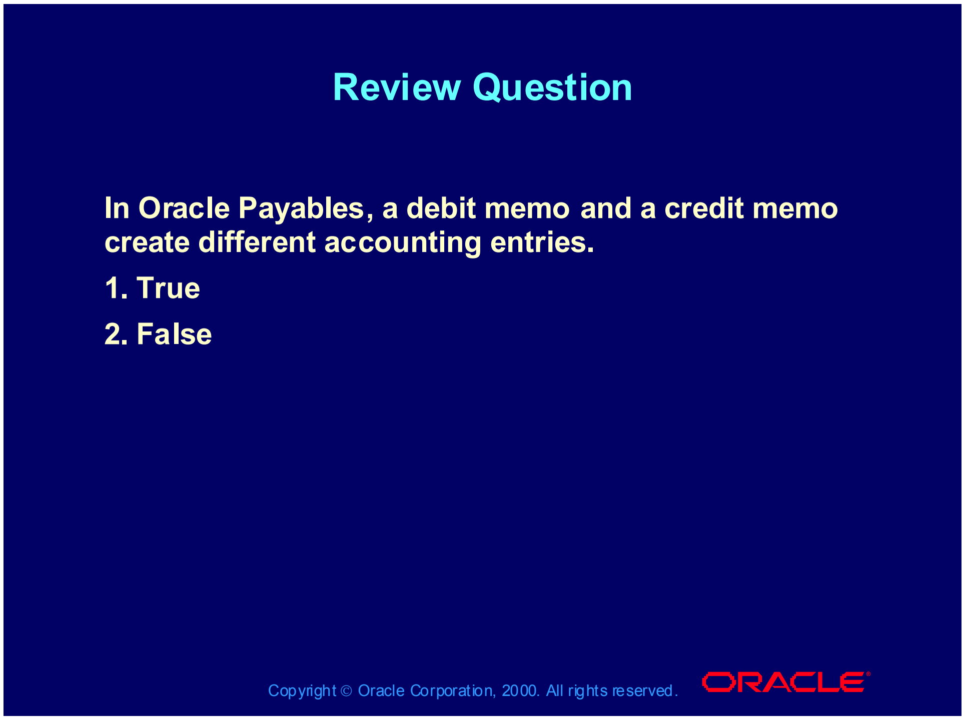
10. In the Description field, enter the description for this credit memo.

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

12. Choose Distributions.

13. Verify the distributions were created.

Review Question



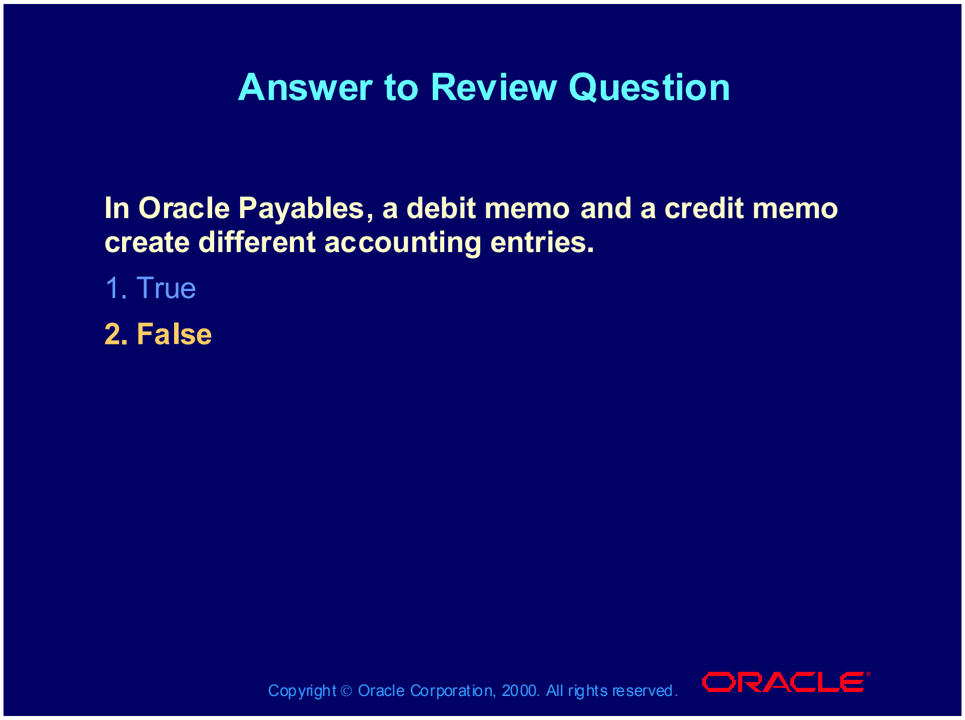
Review Question

In Oracle Payables, a debit memo and a credit memo create different accounting entries.

1. True

2. False

Answer to Review Question



Answer to Review Question

In Oracle Payables, a debit memo and a credit memo create different accounting entries.

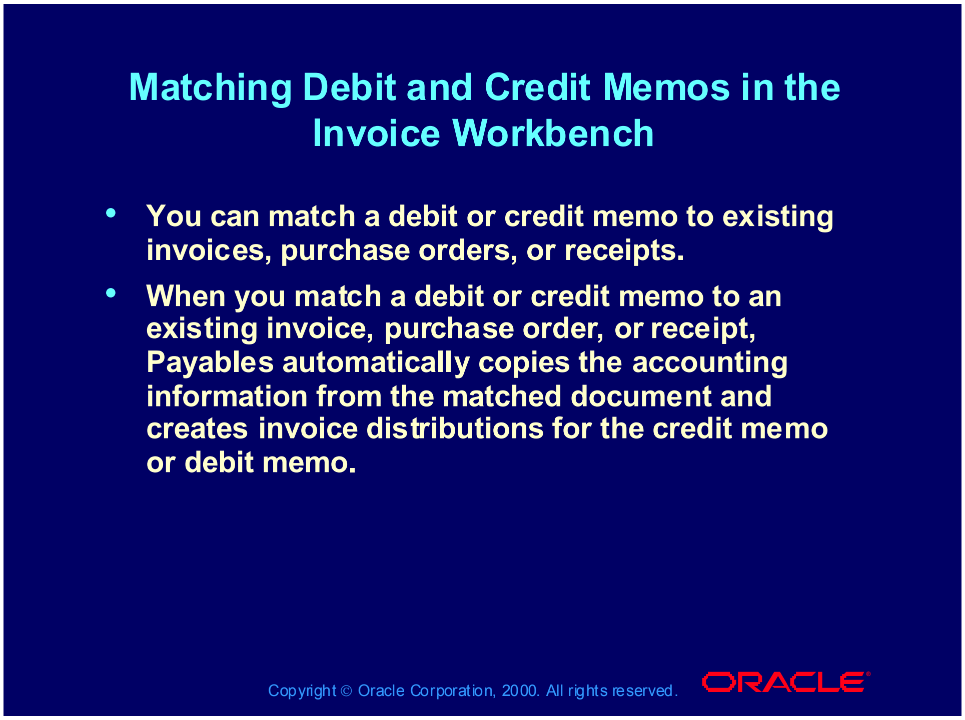
1. True
2. **False**

Agenda

Agenda

- Entering debit and credit memos
- **Matching debit and credit memos**
- Recording price corrections

Matching Debit and Credit Memos in the Invoice Workbench

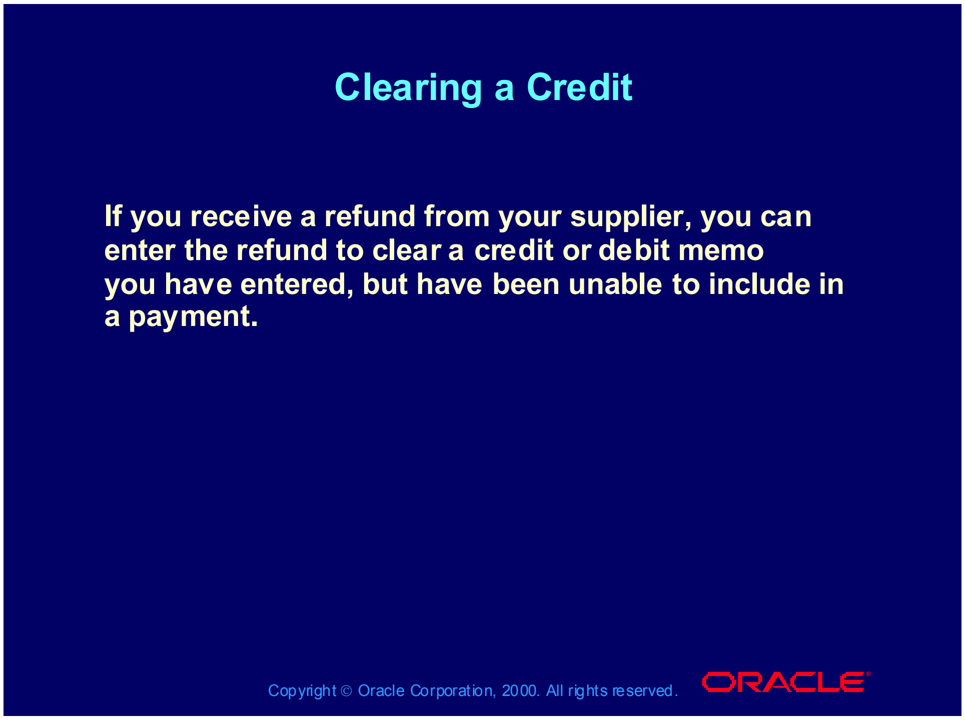


Matching Debit and Credit Memos in the Invoice Workbench

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

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Credit and Debit Memos > Matching Credit/Debit Memos

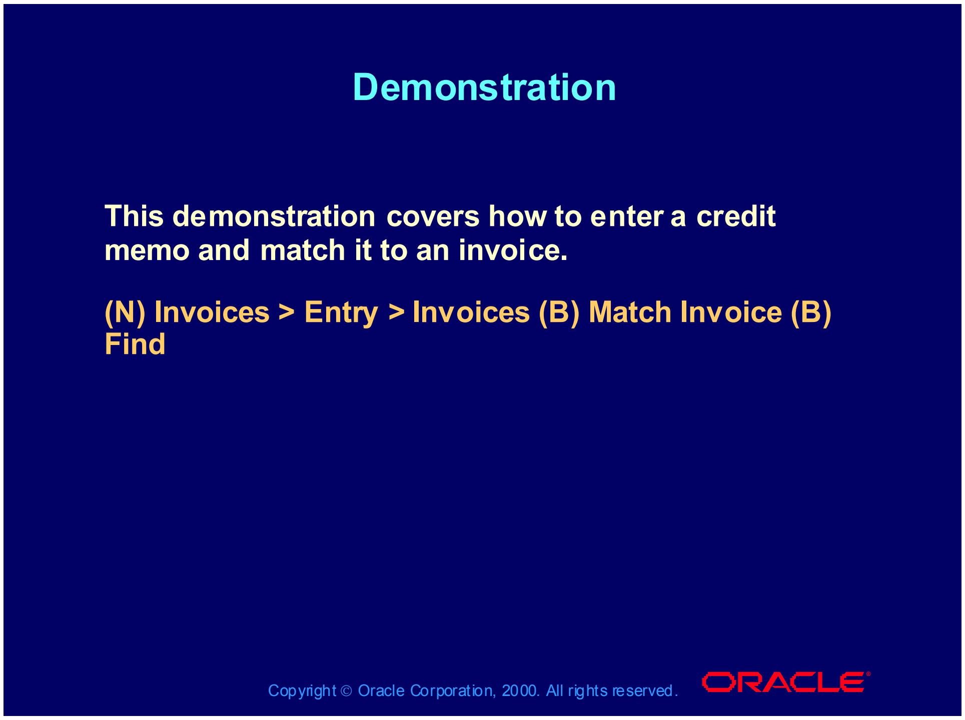
Clearing a Credit



Clearing a Credit

If you receive a refund from your supplier, you can enter the refund to clear a credit or debit memo you have entered, but have been unable to include in a payment.

Demonstration

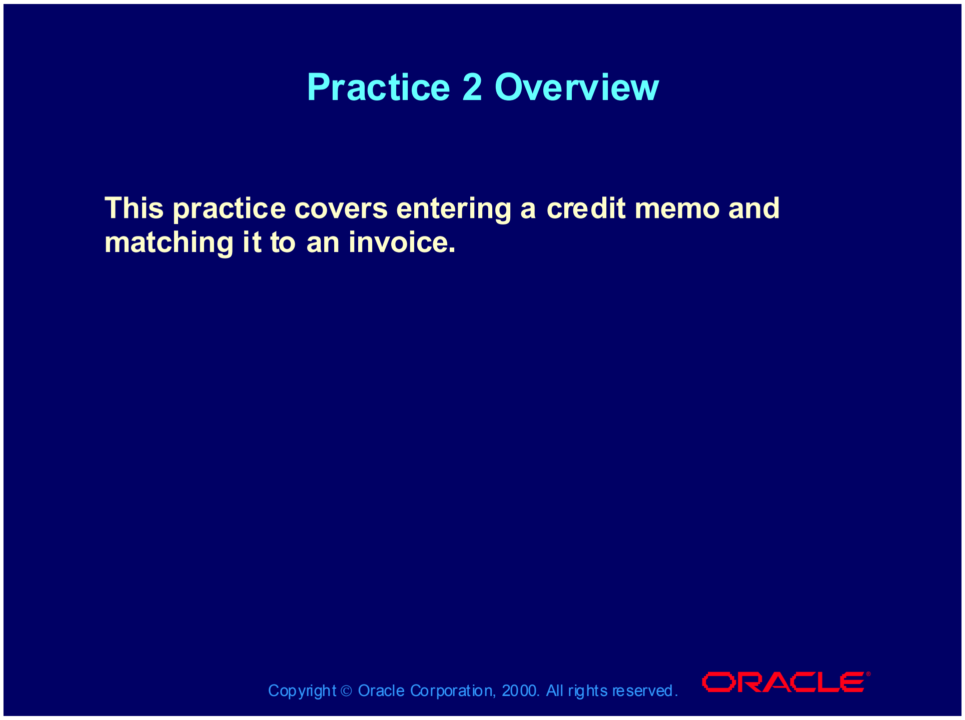


Demonstration

This demonstration covers how to enter a credit memo and match it to an invoice.

(N) Invoices > Entry > Invoices (B) Match Invoice (B) Find

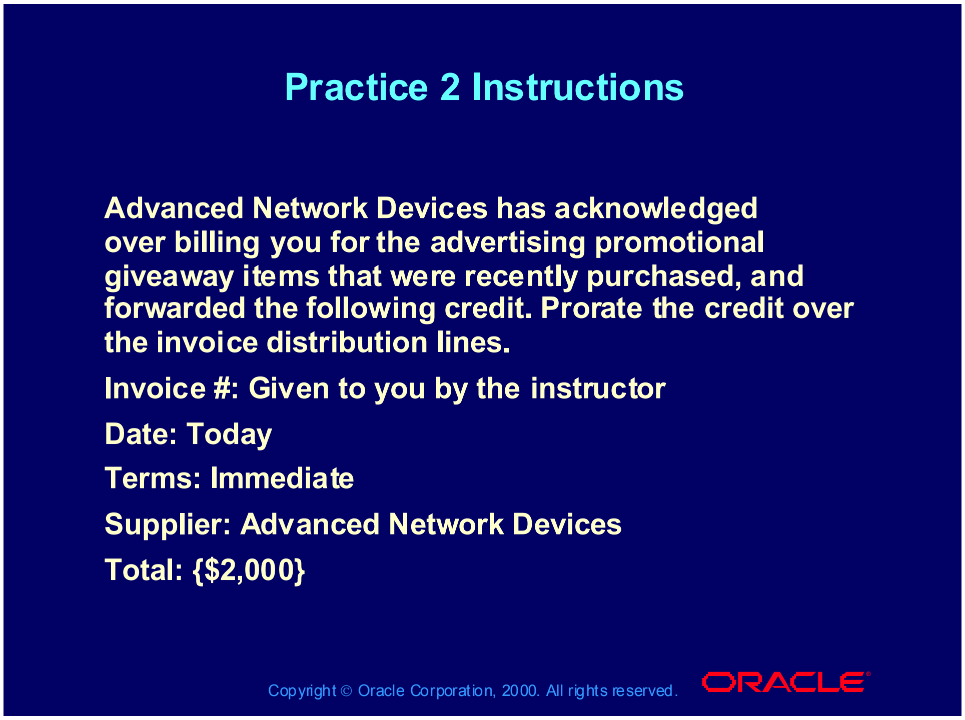
Practice 2 Overview



Practice 2 Overview

This practice covers entering a credit memo and matching it to an invoice.

Practice 2 Instructions



Practice 2 Instructions

Advanced Network Devices has acknowledged over billing you for the advertising promotional giveaway items that were recently purchased, and forwarded the following credit. Prorate the credit over the invoice distribution lines.

Invoice #: Given to you by the instructor

Date: Today

Terms: Immediate

Supplier: Advanced Network Devices

Total: {$2,000}

Practice 2 Solutions

1. Navigate to the Invoices window.

(N) Invoices > Entry > Invoices

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

3. Click OK to acknowledge the message.

4. Enter Advanced Network Devices as the supplier.

5. Enter Santa Clara as the site.

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

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

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

9. In the Description field, enter `Advertising Items`.

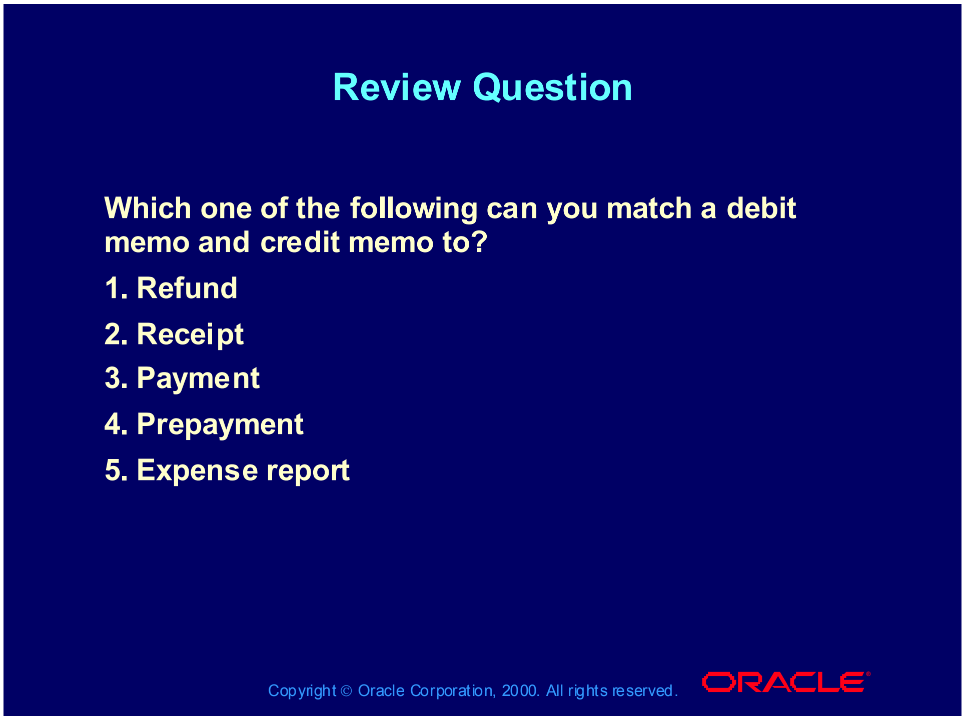
10. In the Terms field, make sure the terms are Immediate; if they are not, select Immediate.

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

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

13. In the Match to Invoices window, select the Match check box.
14. In the Credit Amount field, enter -2,000.
15. Select Match.
16. When the matching process is completed, select the Distributions button and verify that the distributions were created.

Review Question

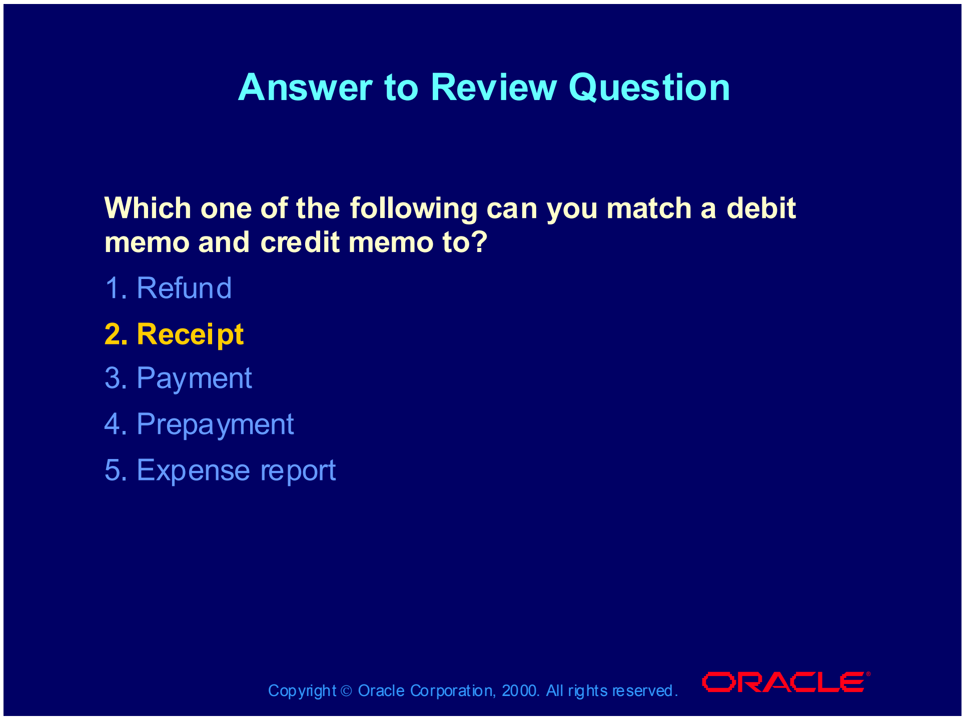


Review Question

Which one of the following can you match a debit memo and credit memo to?

1. Refund
2. Receipt
3. Payment
4. Prepayment
5. Expense report

Answer to Review Question



Answer to Review Question

Which one of the following can you match a debit memo and credit memo to?

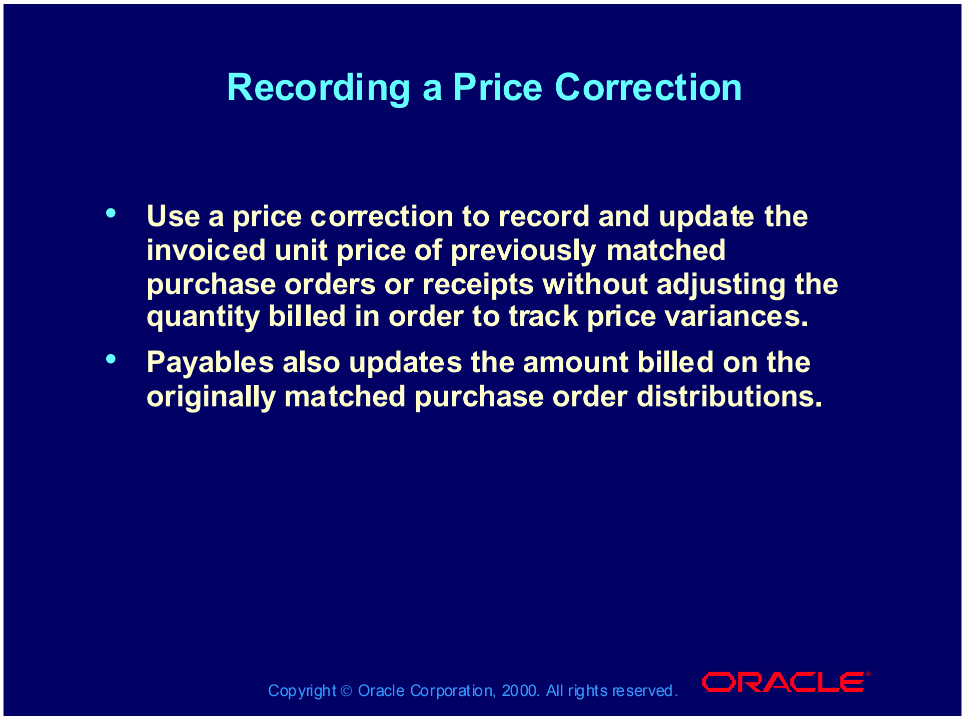
1. Refund
2. **Receipt**
3. Payment
4. Prepayment
5. Expense report

Agenda

Agenda

- Entering debit and credit memos
- Matching debit and credit memos
- **Recording price corrections**

Recording a Price Correction

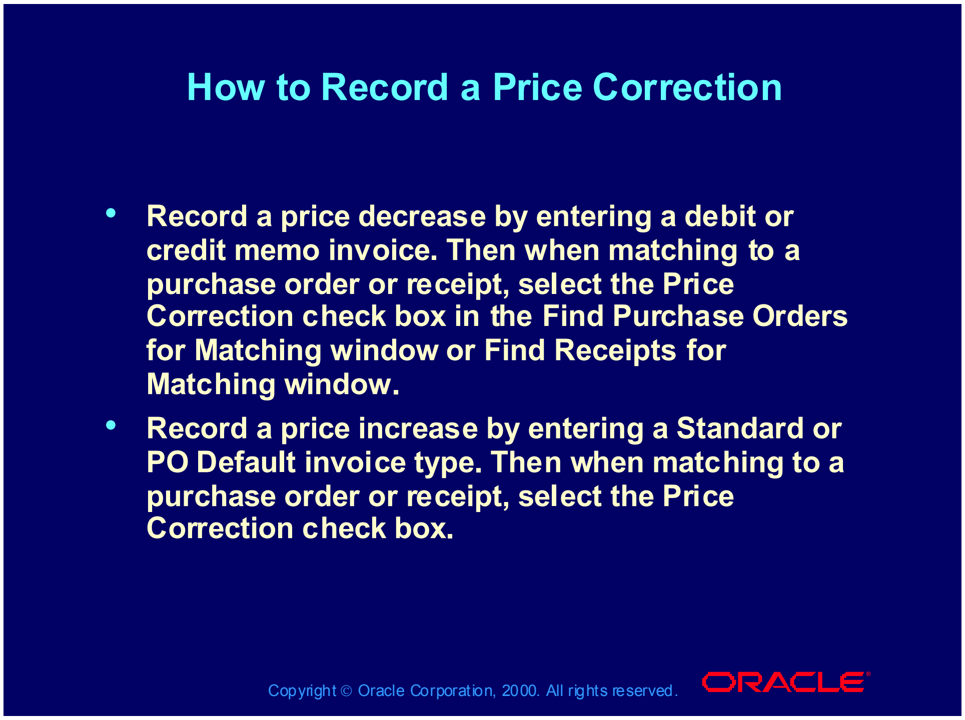


Recording a Price Correction

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

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Matching to Purchase Orders and Receipts > Recording Price Corrections in the Invoice Workbench

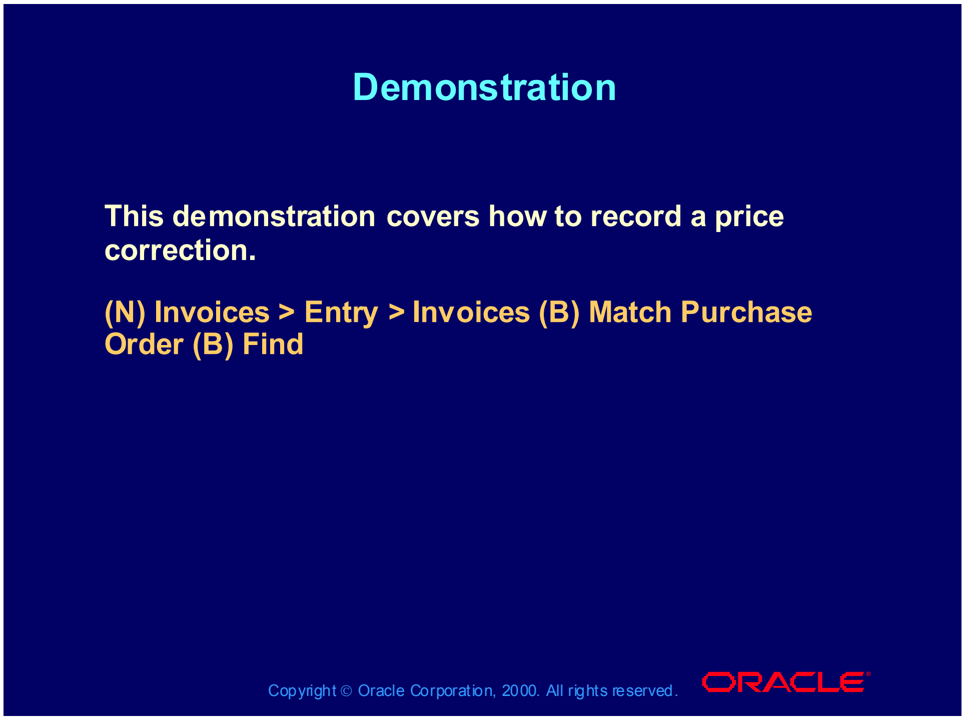
How to Record a Price Correction



How to Record a Price Correction

- Record a price decrease by entering a debit or credit memo invoice. Then when matching to a purchase order or receipt, select the Price Correction check box in the Find Purchase Orders for Matching window or Find Receipts for Matching window.
- Record a price increase by entering a Standard or PO Default invoice type. Then when matching to a purchase order or receipt, select the Price Correction check box.

Demonstration

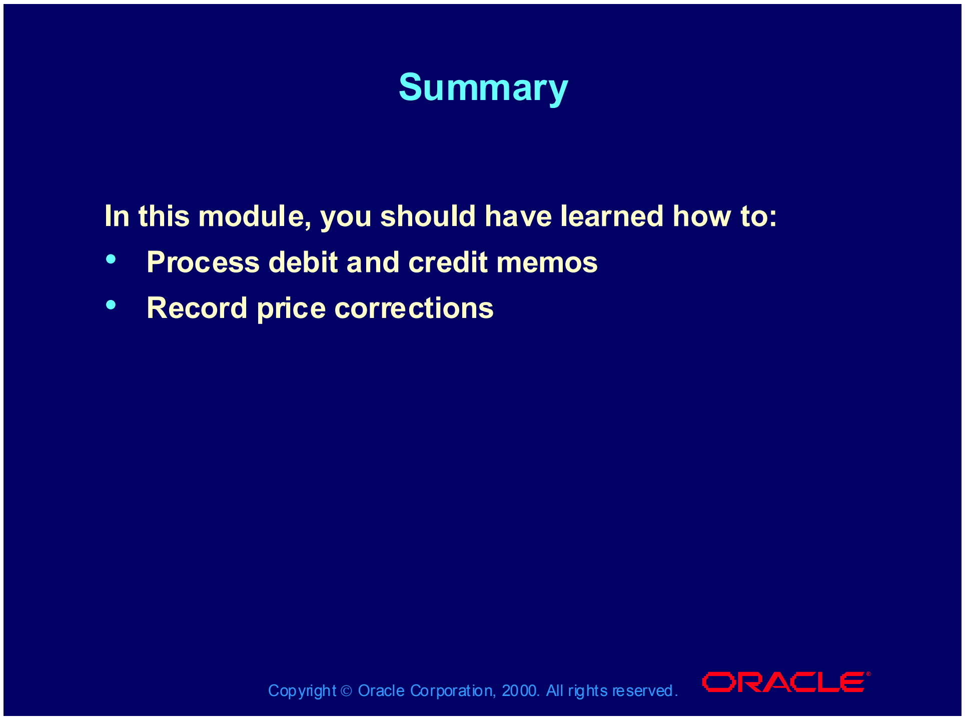


Demonstration

This demonstration covers how to record a price correction.

(N) Invoices > Entry > Invoices (B) Match Purchase Order (B) Find

Summary



Summary

In this module, you should have learned how to:

- Process debit and credit memos
- Record price corrections

Processing Recurring Invoices

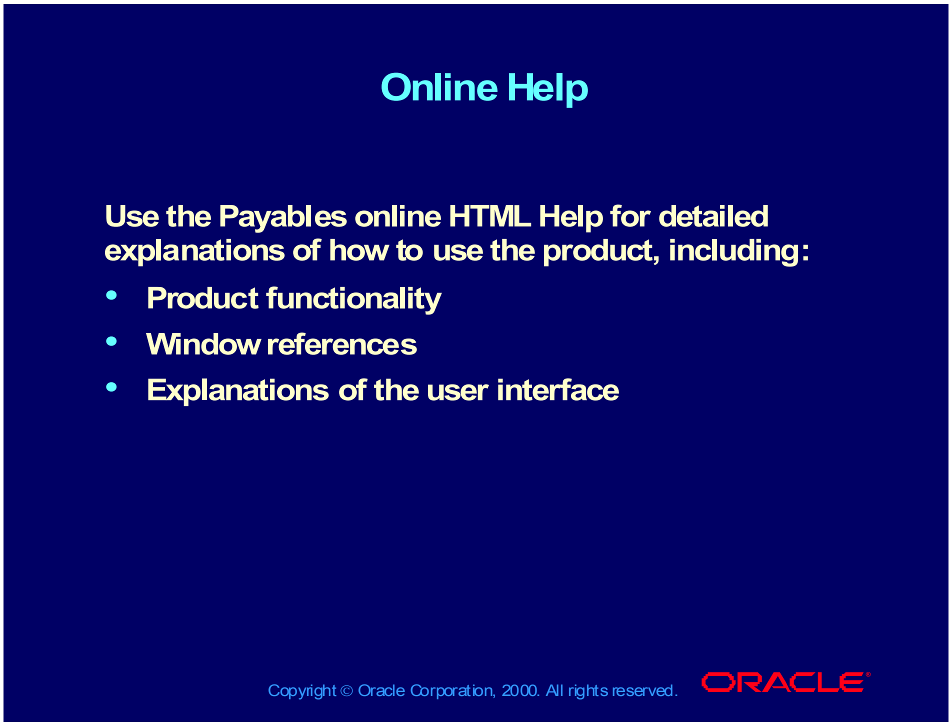
Chapter 7

Processing Recurring Invoices

Oracle Payables Release 11*i*

ORACLE®

Online Help

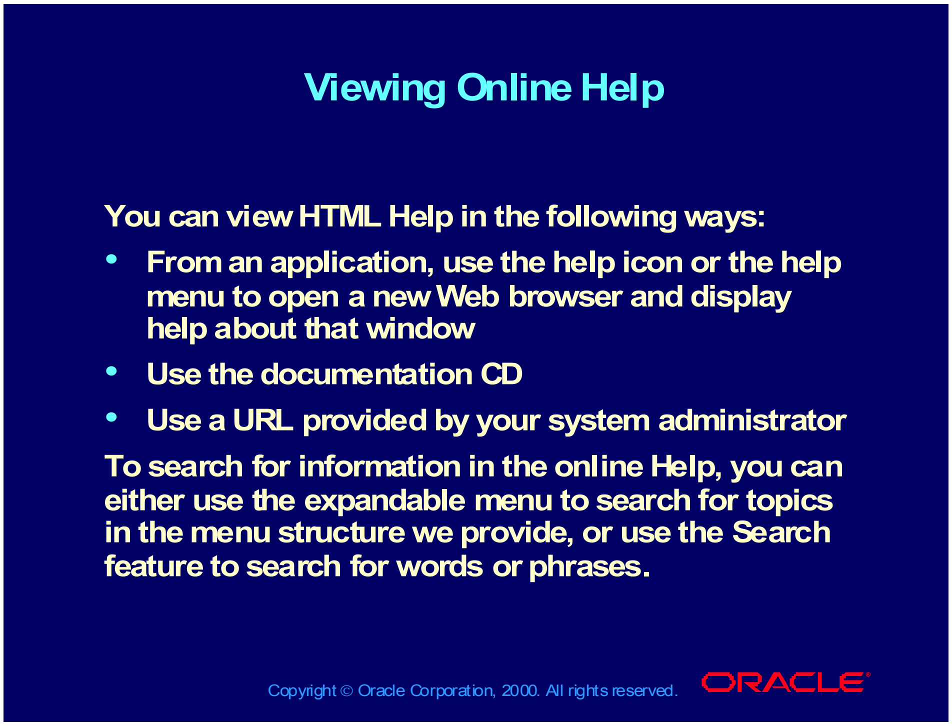


Online Help

Use the Payables online HTML Help for detailed explanations of how to use the product, including:

- Product functionality
- Window references
- Explanations of the user interface

Viewing Online Help



Viewing Online Help

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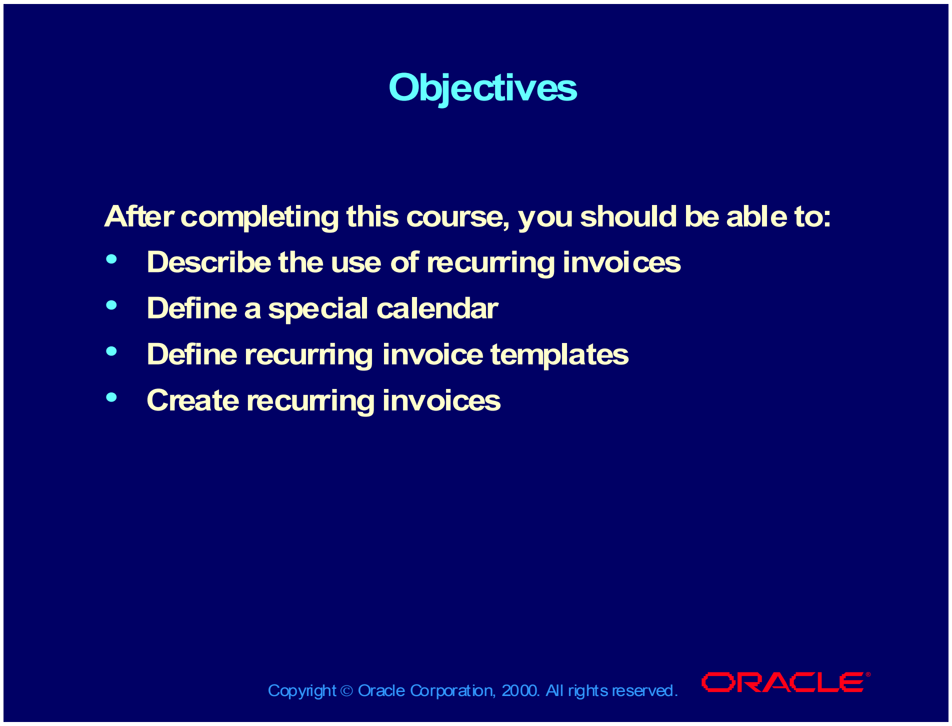
To search for information in the online Help, you can either use the expandable menu to search for topics in the menu structure we provide, or use the Search feature to search for words or phrases.

Objectives

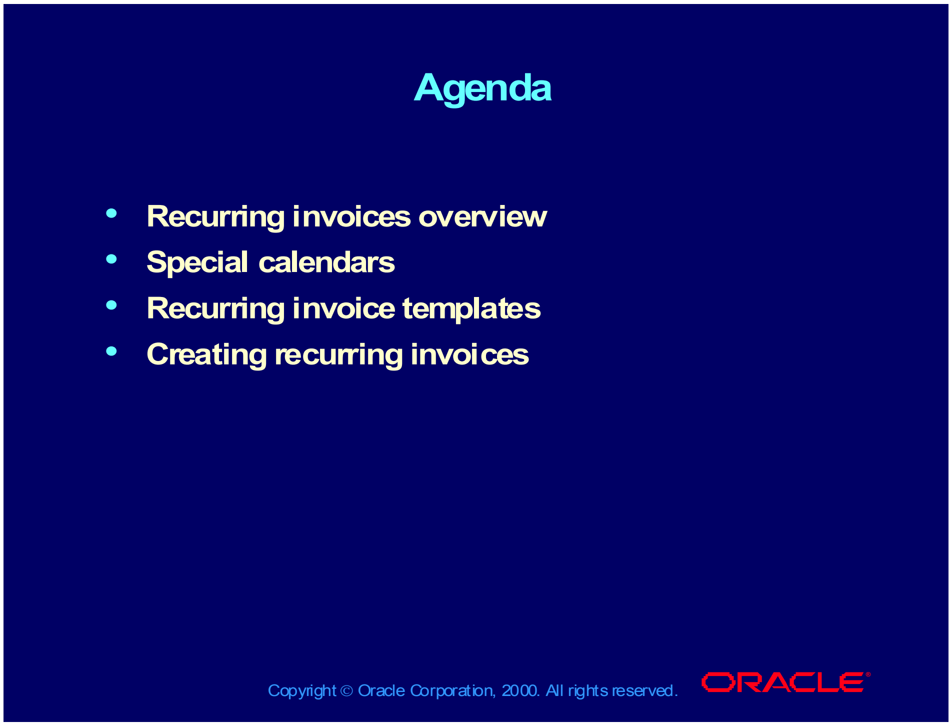


Objectives

After completing this course, you should be able to:

- Describe the use of recurring invoices
- Define a special calendar
- Define recurring invoice templates
- Create recurring invoices

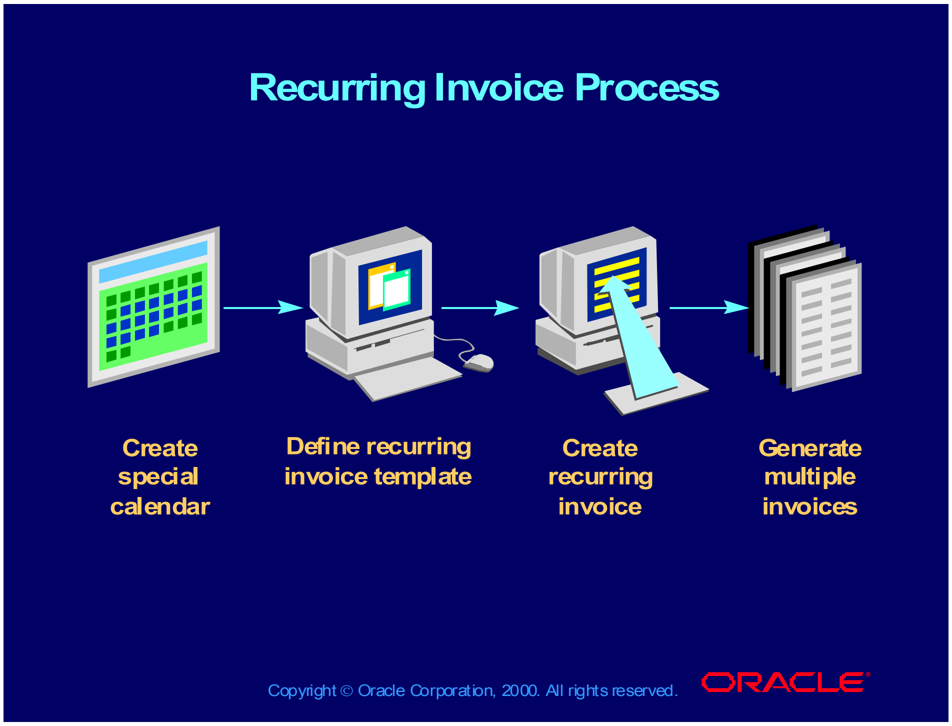
Agenda



Agenda

- Recurring invoices overview
- Special calendars
- Recurring invoice templates
- Creating recurring invoices

Recurring Invoice Process



Recurring Invoice Process

Create special calendar

Define recurring invoice template

Create recurring invoice

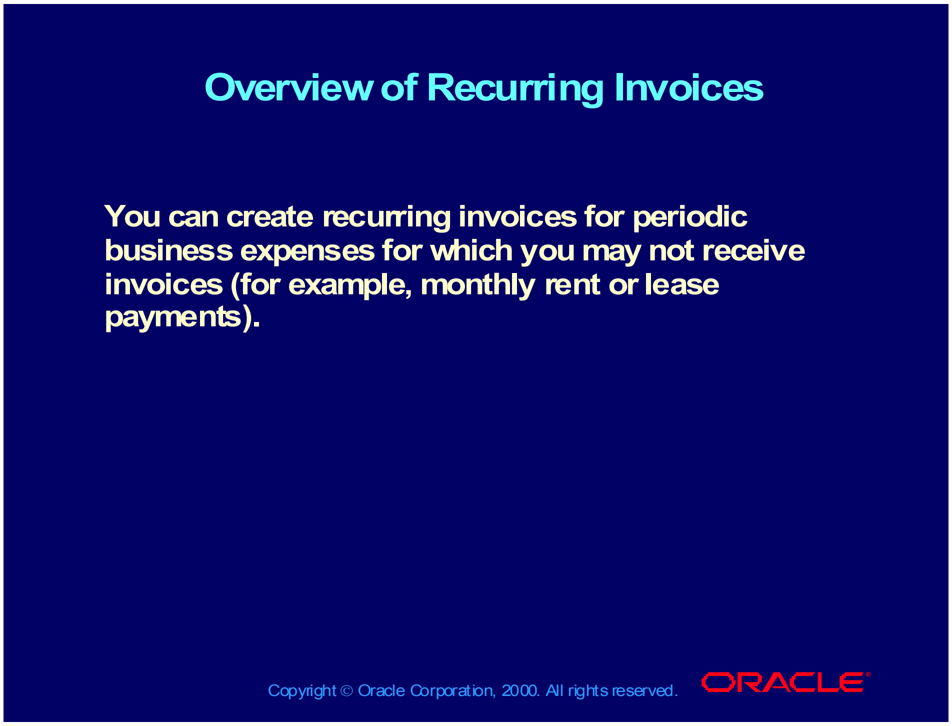
Generate multiple invoices

Agenda

Agenda

- **Recurring invoices overview**
- Special calendars
- Recurring invoice templates
- Creating recurring invoices

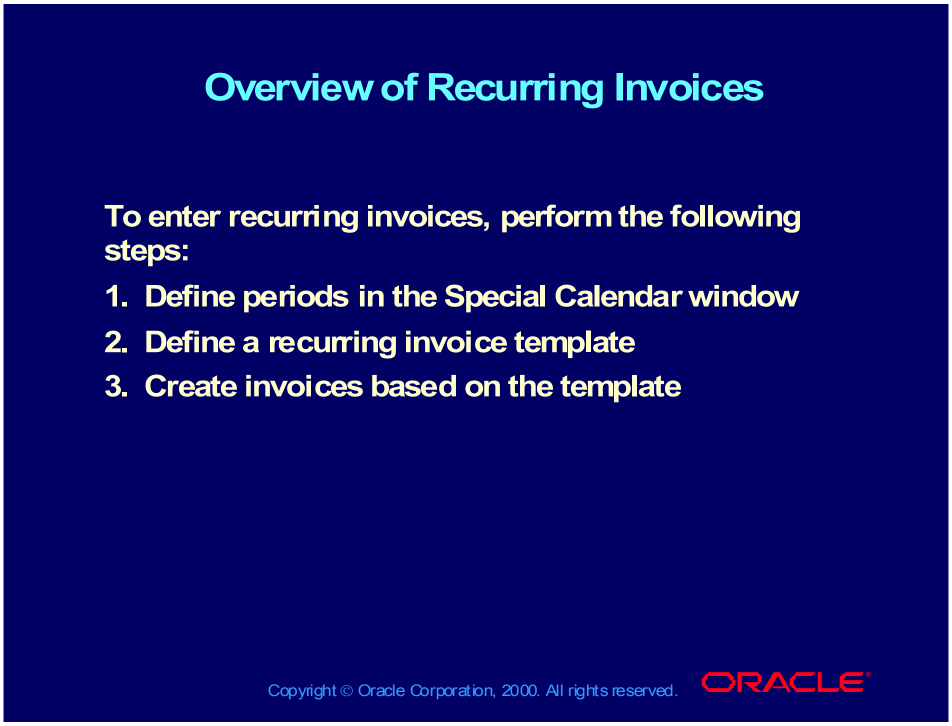
Overview of Recurring Invoices



Overview of Recurring Invoices

You can create recurring invoices for periodic business expenses for which you may not receive invoices (for example, monthly rent or lease payments).

Overview of Recurring Invoices

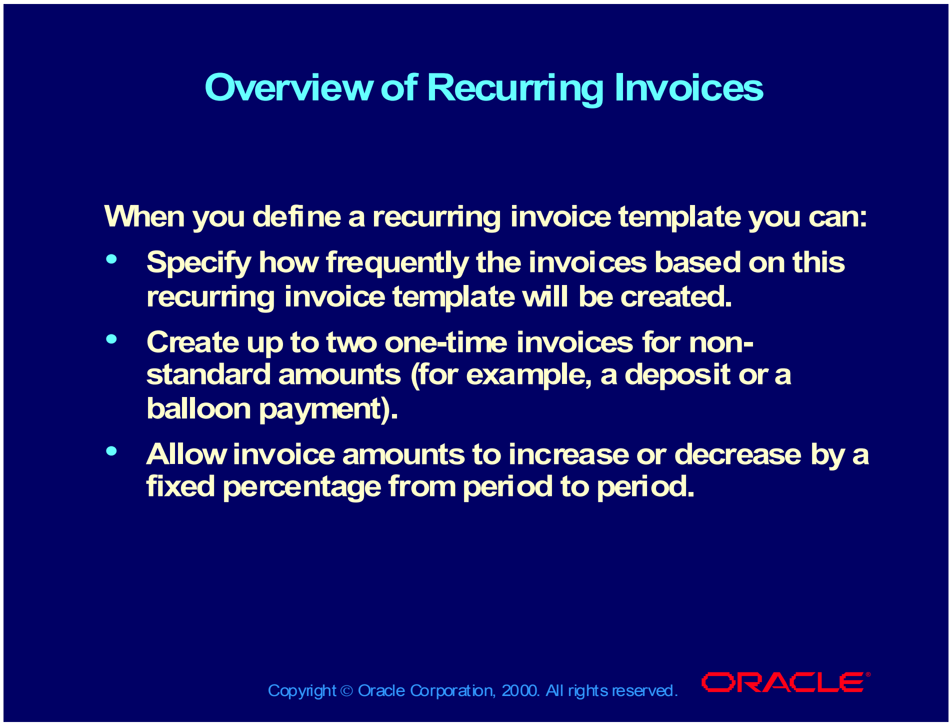


Overview of Recurring Invoices

To enter recurring invoices, perform the following steps:

1. Define periods in the Special Calendar window
2. Define a recurring invoice template
3. Create invoices based on the template

Overview of Recurring Invoices



Overview of Recurring Invoices

When you define a recurring invoice template you can:

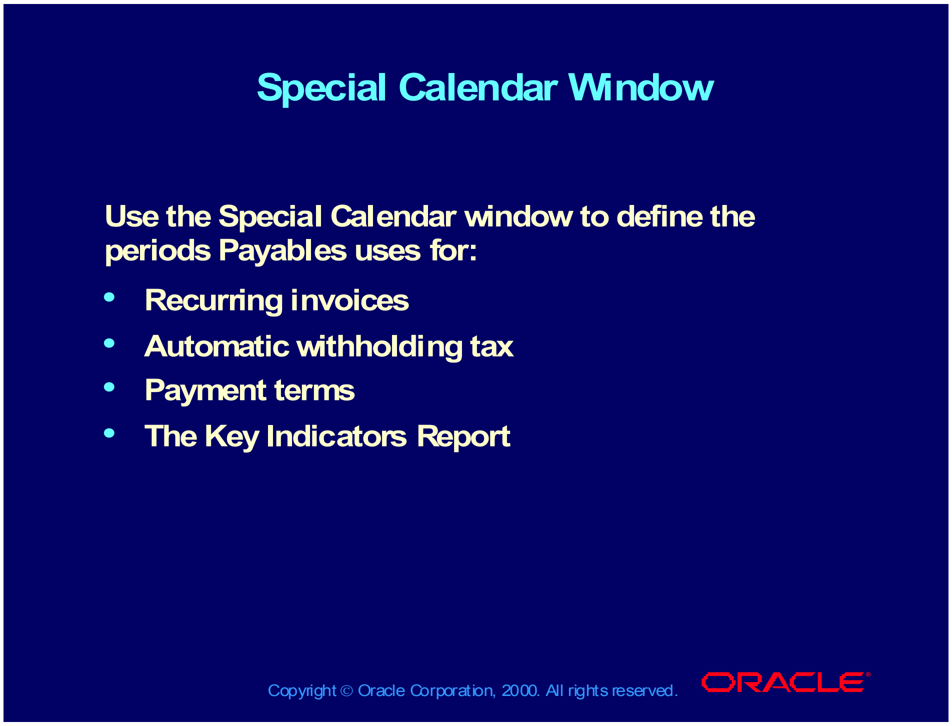
- **Specify how frequently the invoices based on this recurring invoice template will be created.**
- **Create up to two one-time invoices for non-standard amounts (for example, a deposit or a balloon payment).**
- **Allow invoice amounts to increase or decrease by a fixed percentage from period to period.**

Agenda

Agenda

- Recurring invoices overview
- **Special calendars**
- Recurring invoice templates
- Creating recurring invoices

Special Calendar Window



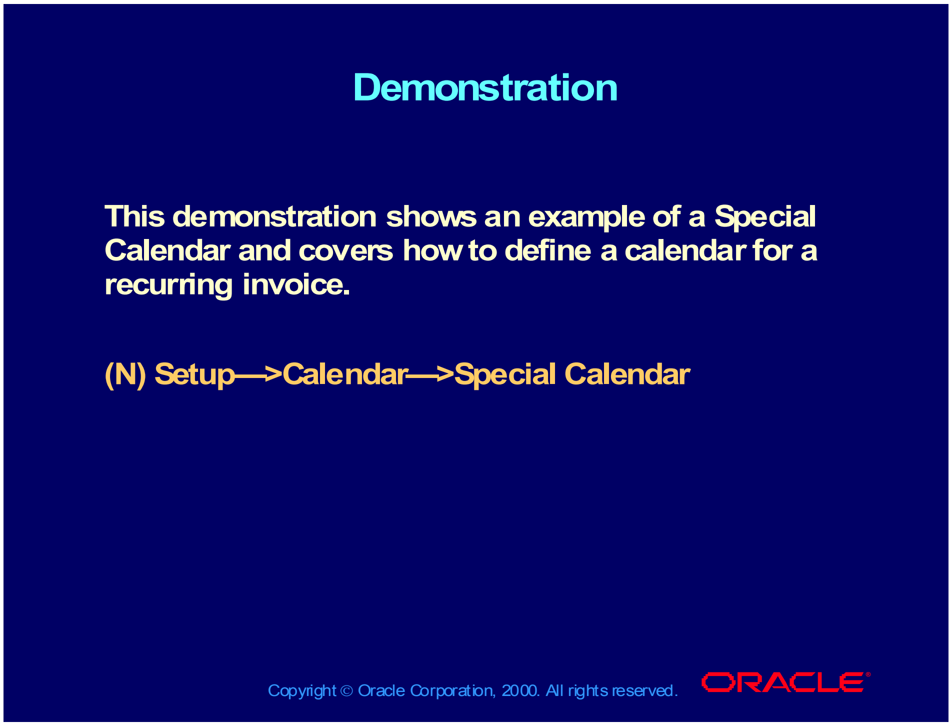
Special Calendar Window

Use the Special Calendar window to define the periods Payables uses for:

- Recurring invoices
- Automatic withholding tax
- Payment terms
- The Key Indicators Report

(Help) Oracle Financial Applications > Oracle Payables > Setup > Controlling the Status of AP Accounting Periods > Special Calendar

Demonstration

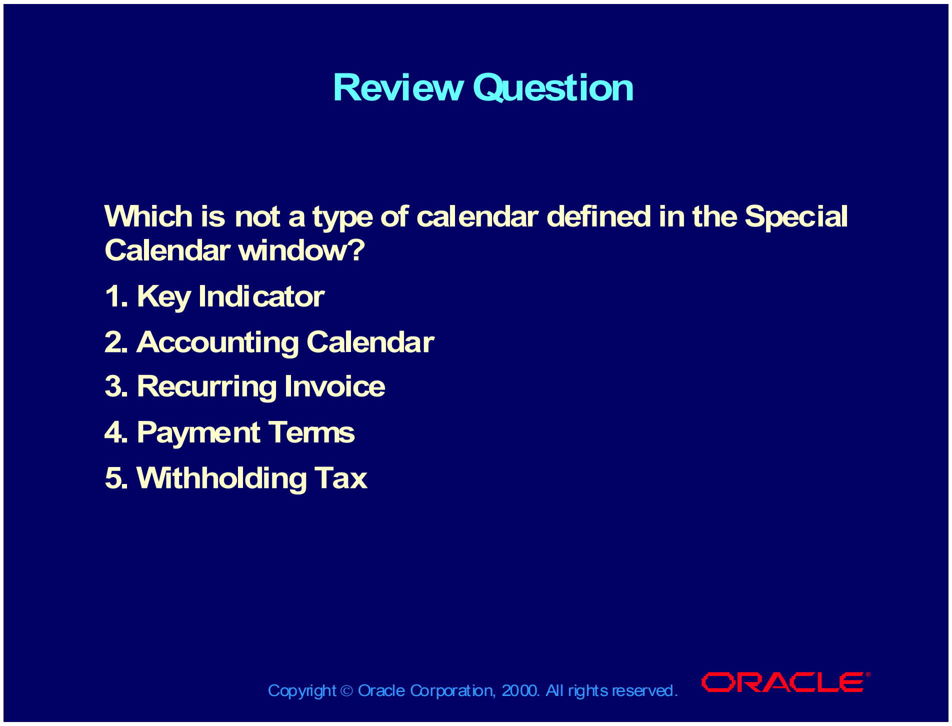


Demonstration

This demonstration shows an example of a Special Calendar and covers how to define a calendar for a recurring invoice.

(N) Setup—>Calendar—>Special Calendar

Review Question

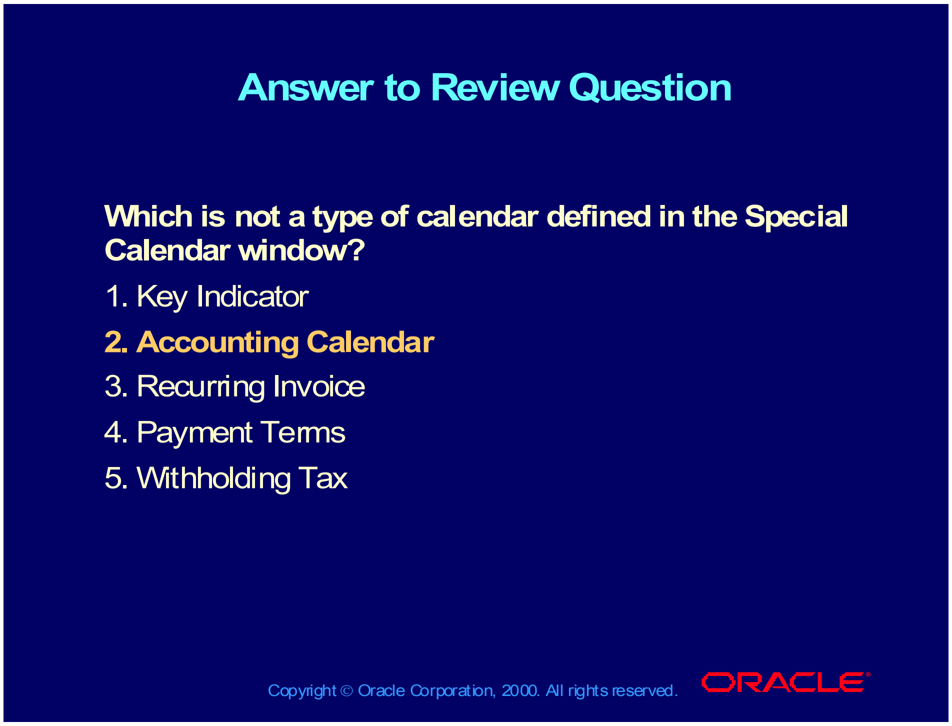


Review Question

Which is not a type of calendar defined in the Special Calendar window?

1. Key Indicator
2. Accounting Calendar
3. Recurring Invoice
4. Payment Terms
5. Withholding Tax

Answer to Review Question

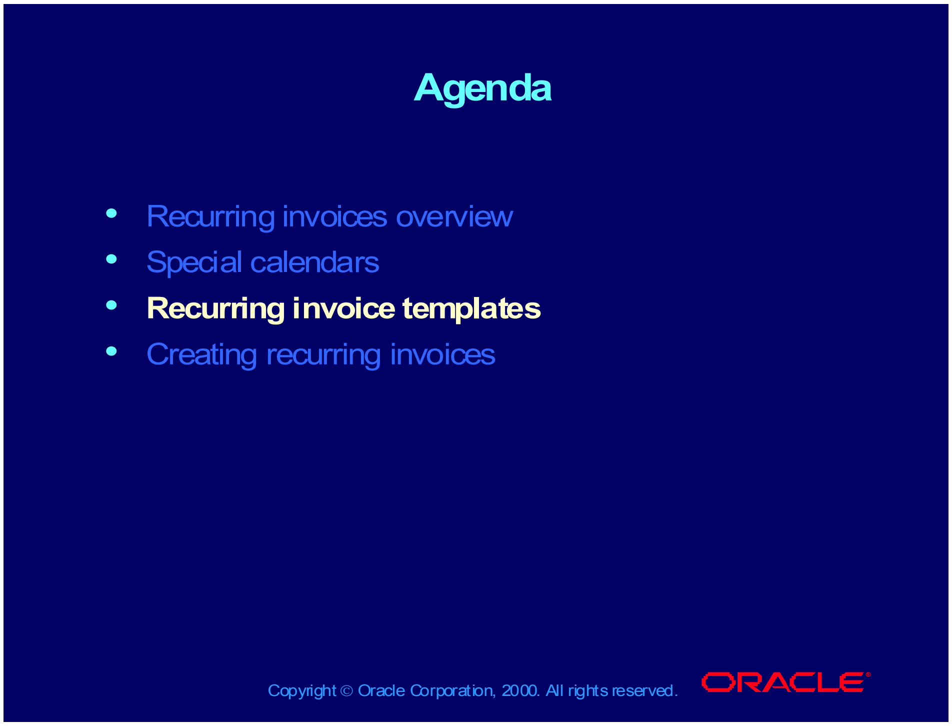


Answer to Review Question

Which is not a type of calendar defined in the Special Calendar window?

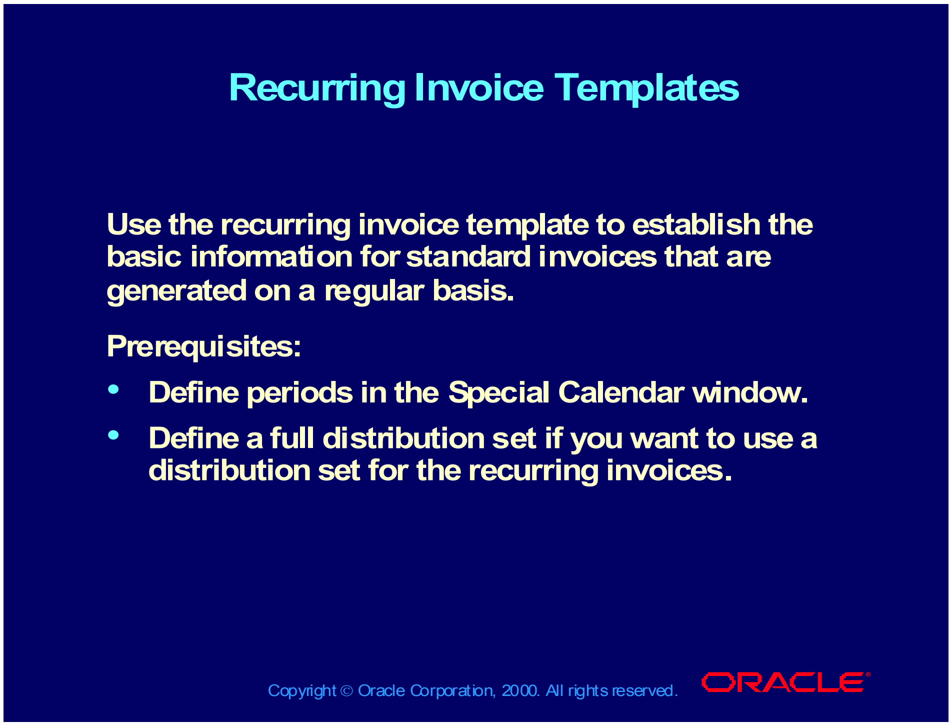
1. Key Indicator
2. **Accounting Calendar**
3. Recurring Invoice
4. Payment Terms
5. Withholding Tax

Agenda



Agenda

- Recurring invoices overview
- Special calendars
- **Recurring invoice templates**
- Creating recurring invoices



Recurring Invoice Templates

Use the recurring invoice template to establish the basic information for standard invoices that are generated on a regular basis.

Prerequisites:

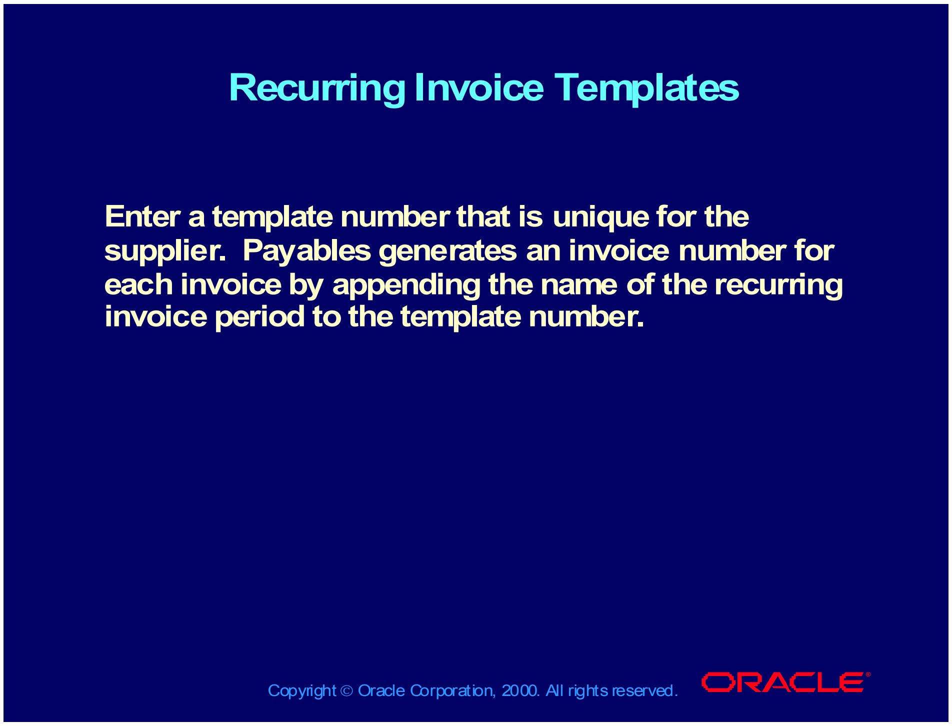
- Define periods in the Special Calendar window.
- Define a full distribution set if you want to use a distribution set for the recurring invoices.

Recurring Invoice Templates

Recurring Invoice Templates

- The invoice date is the first date of the period in which the invoice is created.
- The terms date depends on the terms date basis setting at the supplier site, but the date is calculated differently than for regular invoices.
  - If the terms date basis is equal to the system date, then the terms date is the same date that the recurring invoice was created.
  - If the terms date basis is not equal to the system date, then the terms date is the invoice date.

Recurring Invoice Templates

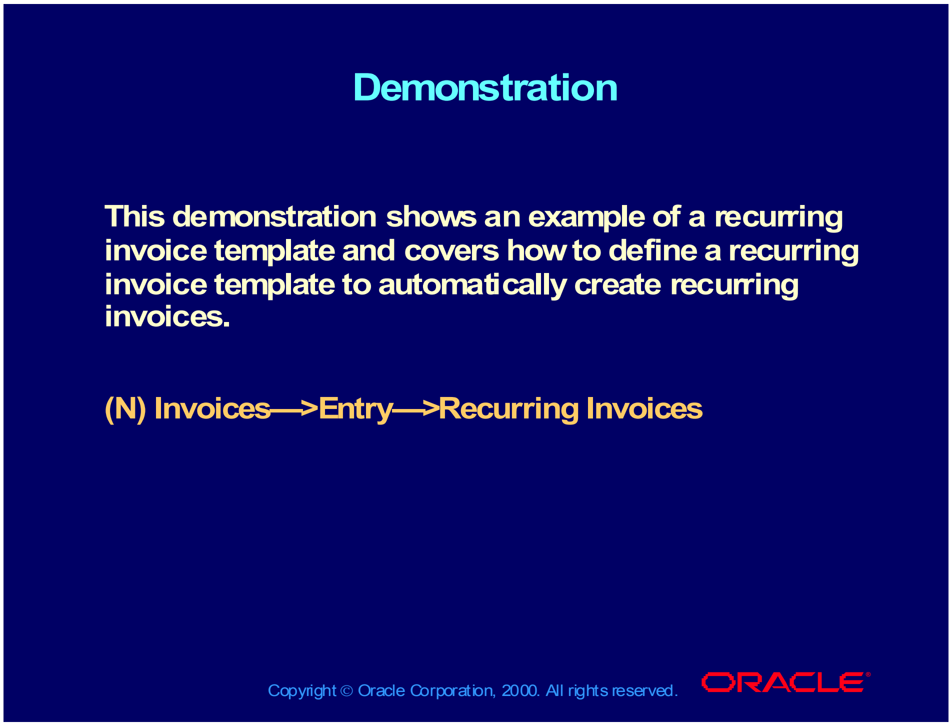


Recurring Invoice Templates

Enter a template number that is unique for the supplier. Payables generates an invoice number for each invoice by appending the name of the recurring invoice period to the template number.

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Recurring Invoices > Defining a Recurring Invoice Template

Demonstration

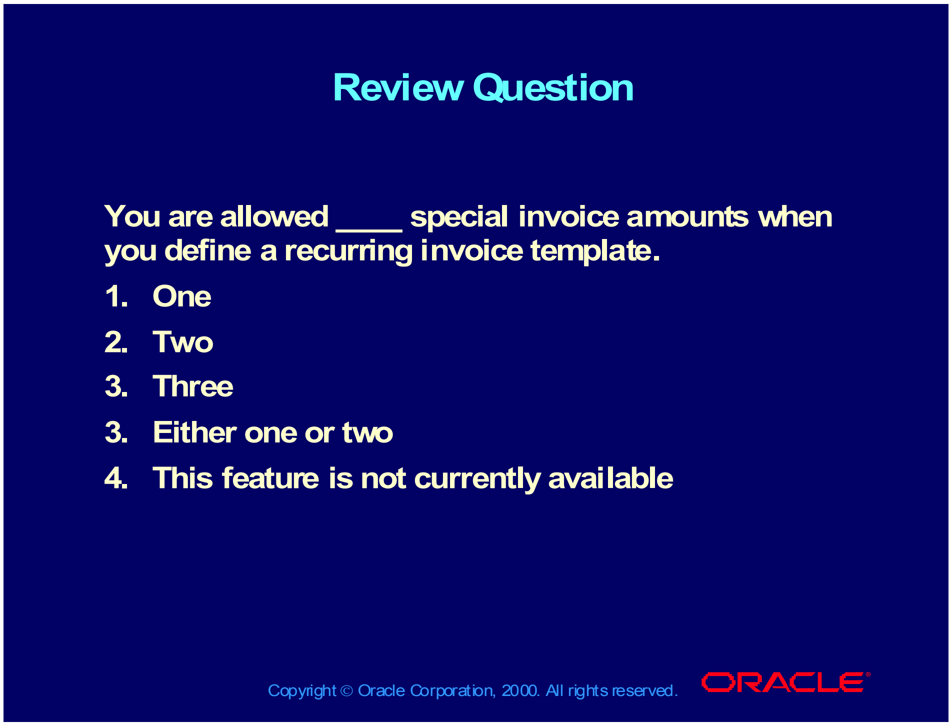


Demonstration

This demonstration shows an example of a recurring invoice template and covers how to define a recurring invoice template to automatically create recurring invoices.

(N) Invoices—>Entry—>Recurring Invoices

Review Question

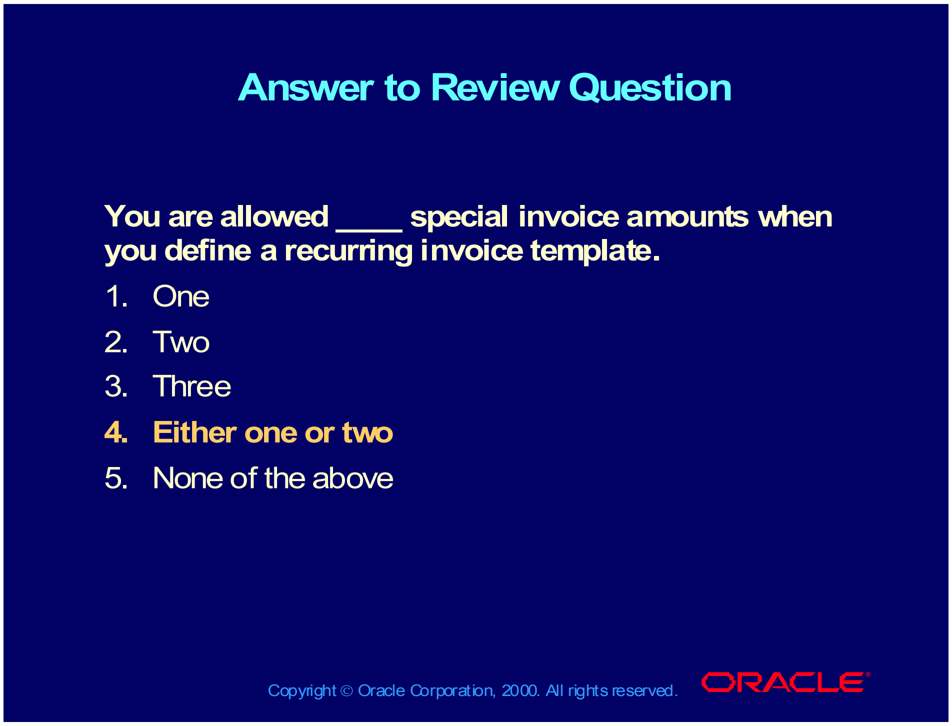


Review Question

You are allowed ____ special invoice amounts when you define a recurring invoice template.

1. One
2. Two
3. Three
3. Either one or two
4. This feature is not currently available

Answer to Review Question



Answer to Review Question

You are allowed ____ special invoice amounts when you define a recurring invoice template.

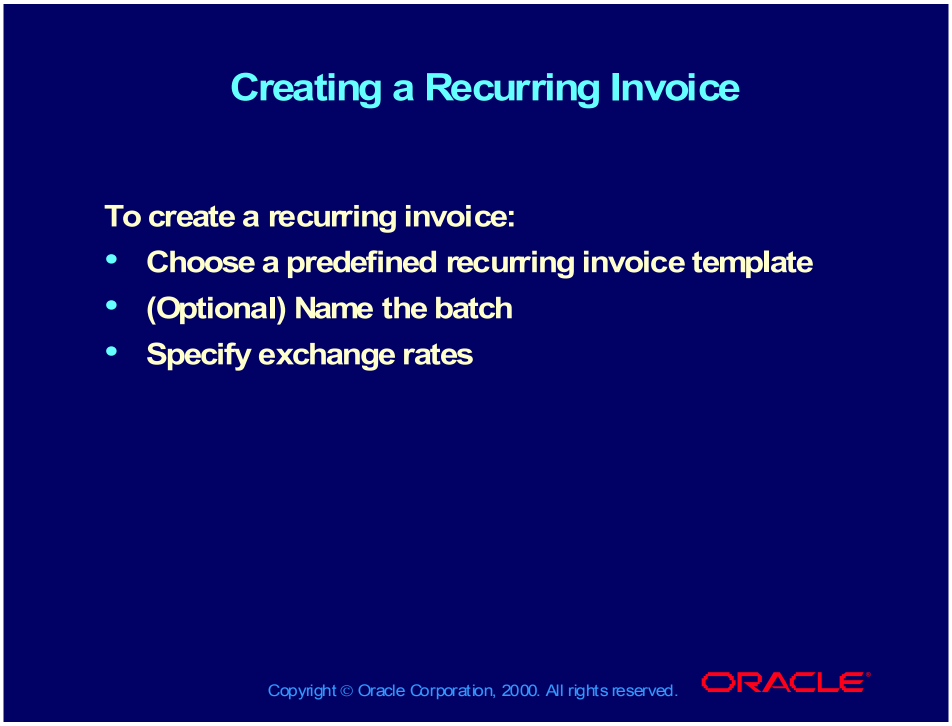
1. One
2. Two
3. Three
4. **Either one or two**
5. None of the above

Agenda

Agenda

- Recurring invoices overview
- Special calendars
- Recurring invoice templates
- **Creating recurring invoices**

Creating a Recurring Invoice



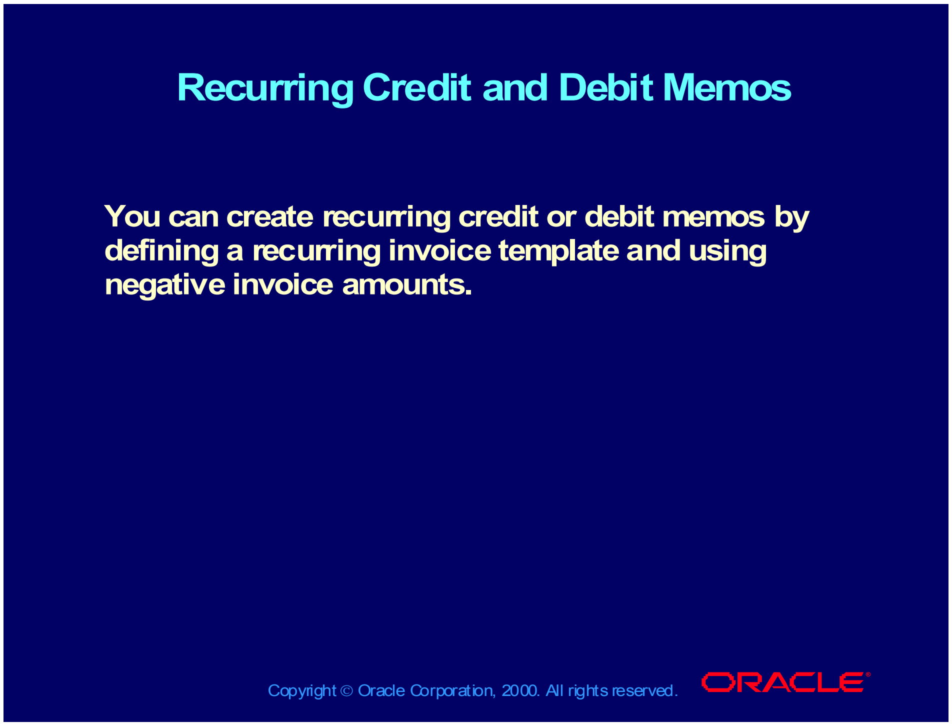
Creating a Recurring Invoice

To create a recurring invoice:

- Choose a predefined recurring invoice template
- (Optional) Name the batch
- Specify exchange rates

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Recurring Invoices > Creating Recurring Invoices

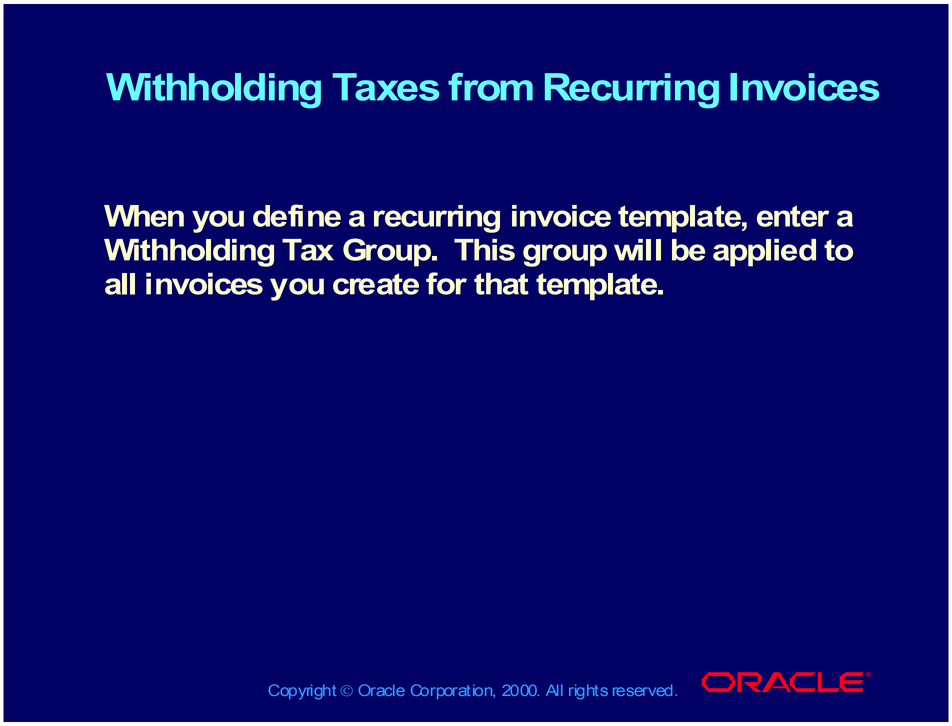
Recurring Credit and Debit Memos



Recurring Credit and Debit Memos

You can create recurring credit or debit memos by defining a recurring invoice template and using negative invoice amounts.

Withholding Taxes from Recurring Invoices

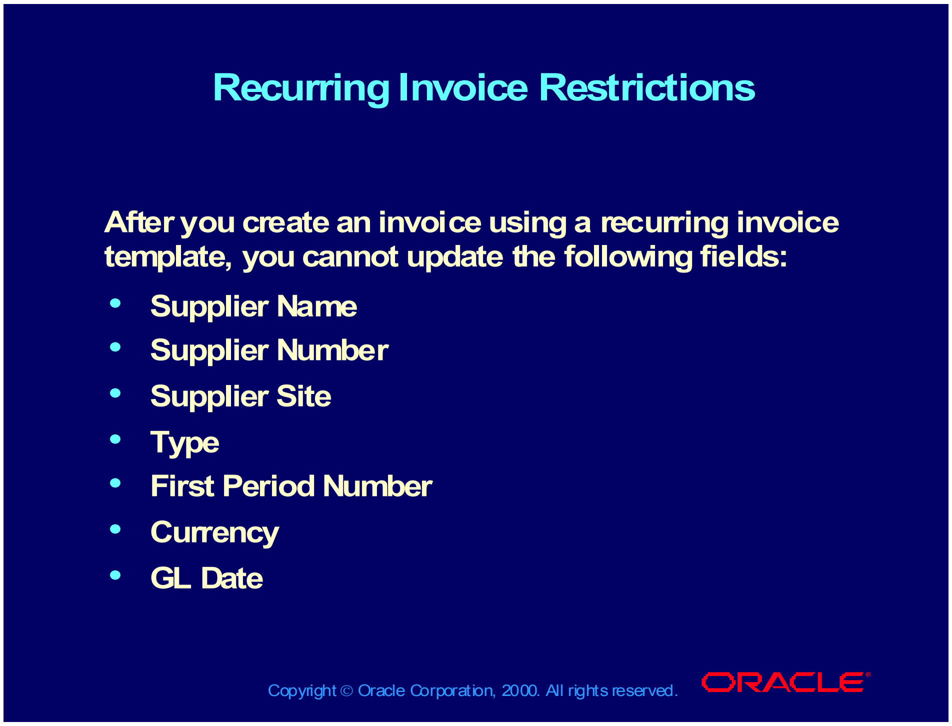


Withholding Taxes from Recurring Invoices

When you define a recurring invoice template, enter a Withholding Tax Group. This group will be applied to all invoices you create for that template.

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Recurring Invoices > Withholding Taxes from Recurring Invoices

Recurring Invoice Restrictions

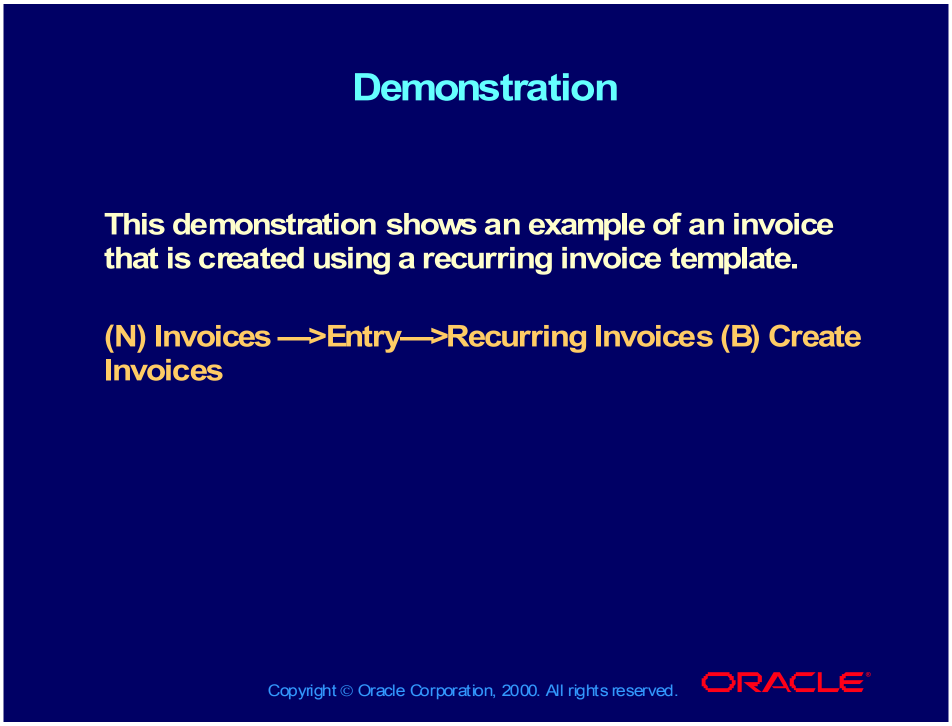


Recurring Invoice Restrictions

After you create an invoice using a recurring invoice template, you cannot update the following fields:

- Supplier Name
- Supplier Number
- Supplier Site
- Type
- First Period Number
- Currency
- GL Date

Demonstration

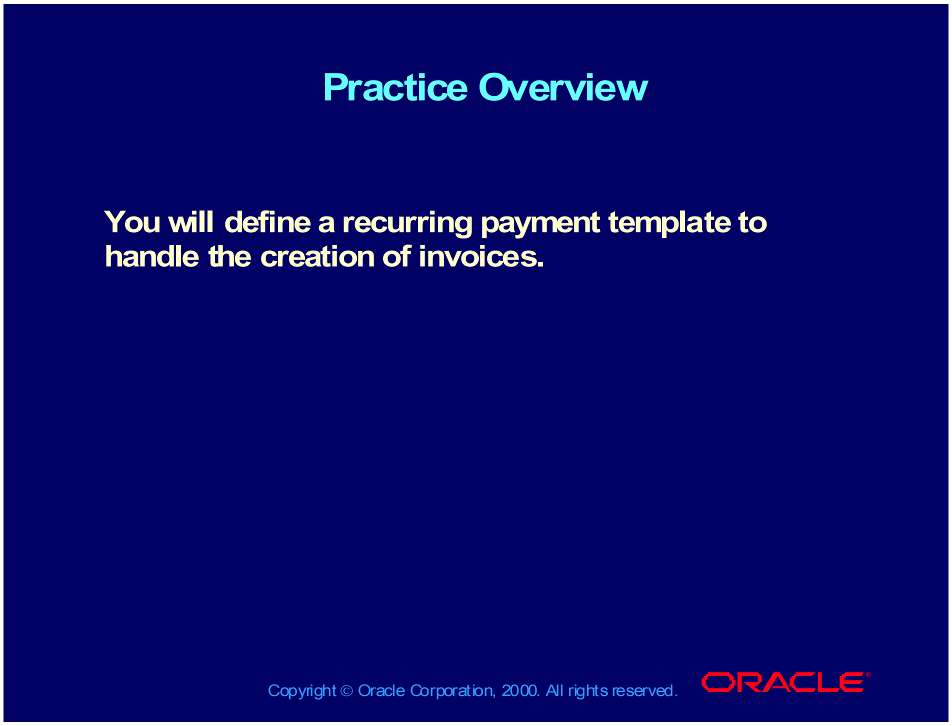


Demonstration

This demonstration shows an example of an invoice that is created using a recurring invoice template.

(N) Invoices —>Entry—>Recurring Invoices (B) Create Invoices

Practice Overview

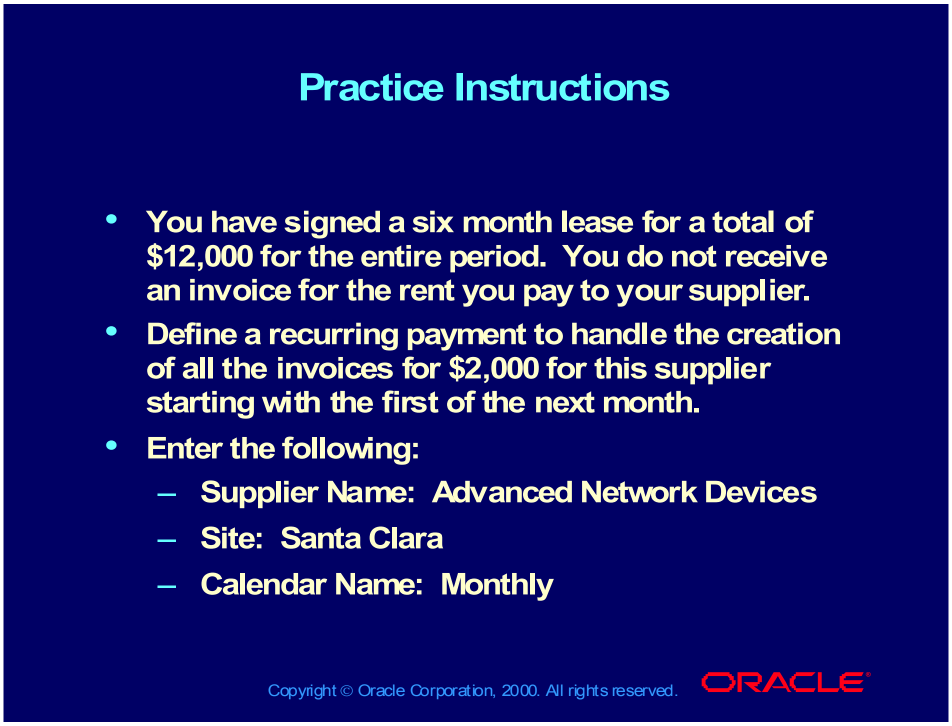


Practice Overview

You will define a recurring payment template to handle the creation of invoices.

(Help) Oracle Financial Applications > Oracle Payables > Invoices > Recurring Invoices > Creating Recurring Invoices

Practice Instructions



Practice Instructions

- You have signed a six month lease for a total of $12,000 for the entire period. You do not receive an invoice for the rent you pay to your supplier.
- Define a recurring payment to handle the creation of all the invoices for $2,000 for this supplier starting with the first of the next month.
- Enter the following:
  - Supplier Name: Advanced Network Devices
  - Site: Santa Clara
  - Calendar Name: Monthly

Solution to the practice exercise:

1. Navigate to the Recurring Invoices window.

   (N) Invoices > Entry > Recurring Invoices (B) Create Invoices.
2. Enter the following Supplier Region information:

   Name: Advanced Network Devices

   Site: Santa Clara
3. Enter the following Calendar Region information:

   Name: Monthly

   Number of Periods: 6

   First: Next Month
4. Enter the following Template Definition information:

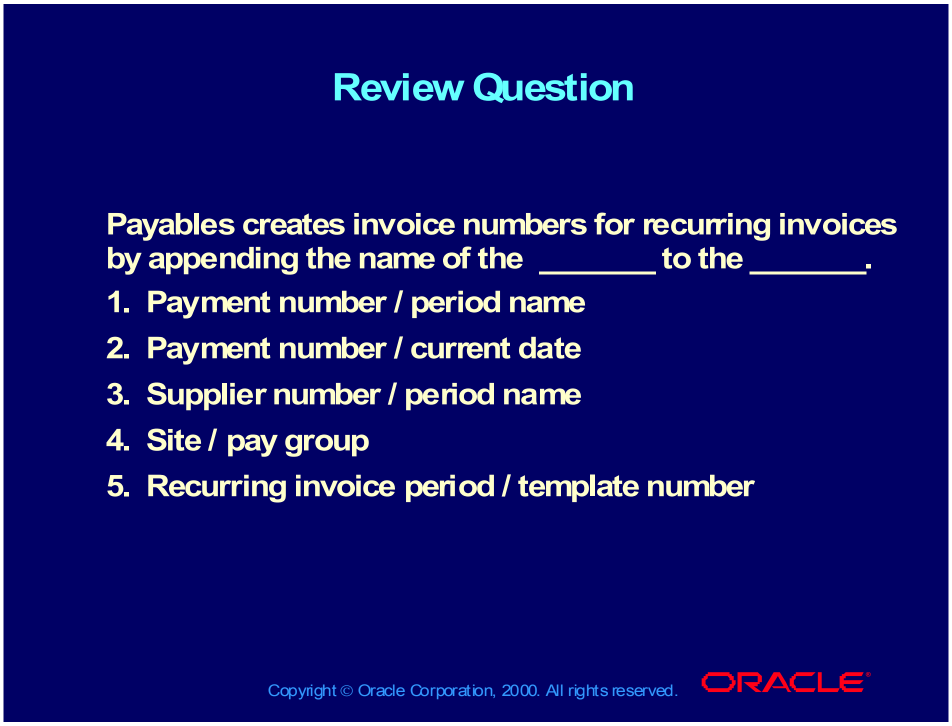
   Number: Assign a number

   Description: Monthly Rent

   Payment Method: Check

   Accept the default values for the remainder of the fields.

Review Question

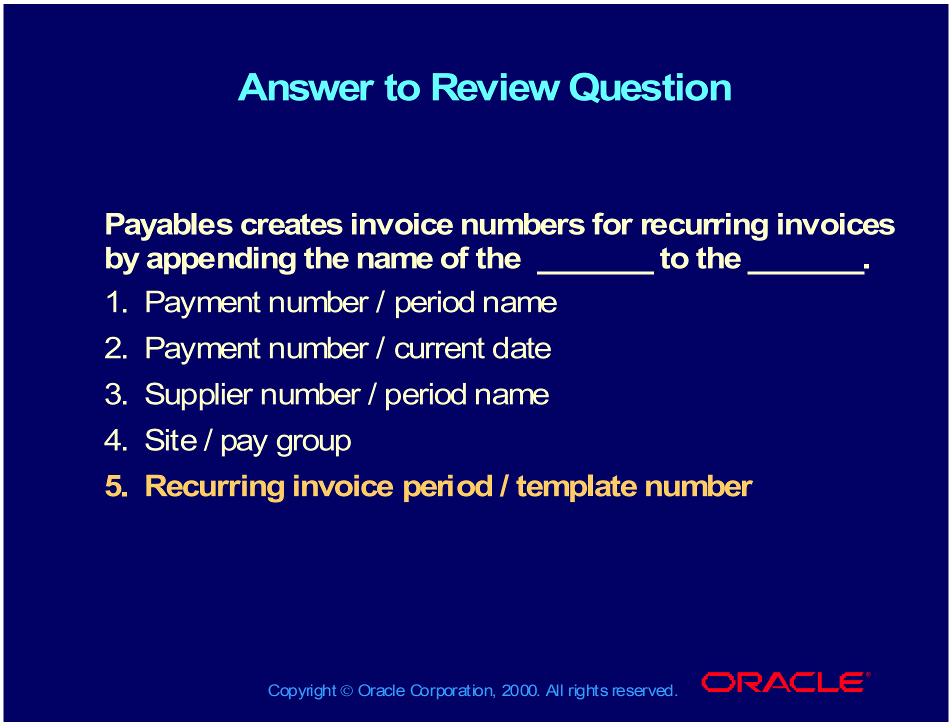


Review Question

Payables creates invoice numbers for recurring invoices by appending the name of the _______ to the _______.

1. Payment number / period name
2. Payment number / current date
3. Supplier number / period name
4. Site / pay group
5. Recurring invoice period / template number

Answer to Review Question

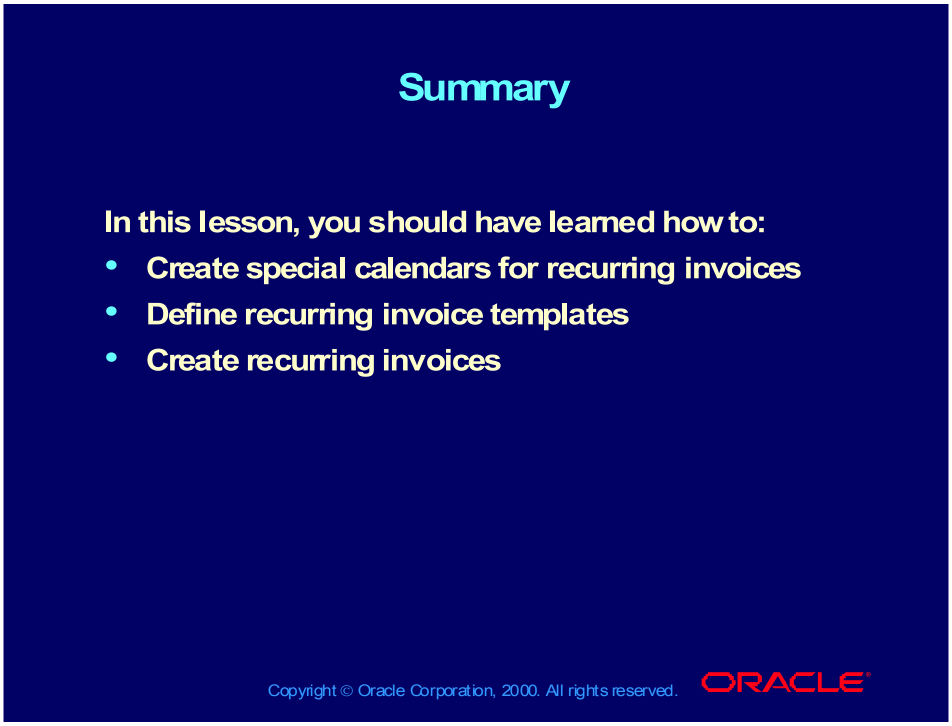


Answer to Review Question

Payables creates invoice numbers for recurring invoices by appending the name of the _______ to the _______.

1. Payment number / period name
2. Payment number / current date
3. Supplier number / period name
4. Site / pay group
5. **Recurring invoice period / template number**

Summary



Summary

In this lesson, you should have learned how to:

- Create special calendars for recurring invoices
- Define recurring invoice templates
- Create recurring invoices