

---

# Oracle Payables Release 11

Volume 2 • Student Guide

---

14014GC11

Production 1.1

February 1999

M08252

**ORACLE®**

**Author**

David Millin

**Technical  
Contributors and  
Reviewers**

Victoria Anderson

Guriqpal Gill

Shannon Kreps

Adam Rutkowski

Lauren Scott

Robert Wald

**Publisher**

Stephanie Jones-Collins

Copyright © Oracle Corporation, 1999. All rights reserved.

This documentation contains proprietary information of Oracle Corporation. It is provided under a license agreement containing restrictions on use and disclosure and is also protected by copyright law. Reverse engineering of the software is prohibited. If this documentation is delivered to a U.S. Government Agency of the Department of Defense, then it is delivered with Restricted Rights and the following legend is applicable:

**Restricted Rights Legend**

Use, duplication or disclosure by the Government is subject to restrictions for commercial computer software and shall be deemed to be Restricted Rights software under Federal law, as set forth in subparagraph (c) (1) (ii) of DFARS 252.227-7013, Rights in Technical Data and Computer Software (October 1988).

This material or any portion of it may not be copied in any form or by any means without the express prior written permission of Oracle Corporation. Any other copying is a violation of copyright law and may result in civil and/or criminal penalties.

If this documentation is delivered to a U.S. Government Agency not within the Department of Defense, then it is delivered with "Restricted Rights," as defined in FAR 52.227-14, Rights in Data-General, including Alternate III (June 1987).

The information in this document is subject to change without notice. If you find any problems in the documentation, please report them in writing to Education Products, Oracle Corporation, 500 Oracle Parkway, Box SB-6, Redwood Shores, CA 94065. Oracle Corporation does not warrant that this document is error-free.

Oracle is a registered trademark and Oracle Payables, Oracle Human Resources, Oracle Projects, Oracle Cash Management, Oracle EDI Gateway, Oracle General Ledger, Oracle Assets, Oracle Purchasing, Oracle Workflow, Oracle Web Employees, Oracle Applications, Oracle Self-Service Web Applications, Oracle Financials, and Oracle Receivables are trademarks or registered trademarks of Oracle Corporation.

All other products or company names are used for identification purposes only and may be trademarks of their respective owners.

## Contents

### Preface

- Profile xxiii
- Related Publications xxiv
- Typographic Conventions xxv

### Lesson 1: Introduction to Oracle Payables Release 11

- Course Objectives 1-2
- Product Integration 1-3
- Agenda 1-4
- Course Overview 1-5
- Tracing the Flow of Default Values 1-6

---

## Unit I: Suppliers

### Lesson 2: Unit I Introduction

- Unit Objectives 2-2
- Setting Up Suppliers 2-3
- Using Supplier Information 2-4

### Lesson 3: Setting Up Suppliers

- Objectives 3-2
- Tracing the Flow of Default Values 3-3
- Setting Up Suppliers and Supplier Sites 3-4
- Avoiding Duplicate Suppliers 3-5
- Entering Basic Supplier Information 3-6
- Entering Detailed Supplier Information 3-8
- Entering Information at the Supplier Site Level 3-22
- Entering Basic Supplier Site Information 3-23
- Entering Detailed Supplier Site Information 3-24
- Using Flexible Address Format 3-27
- Entering Employees as Suppliers 3-29
- Practice 3-1 Overview 3-30

Searching and Reviewing Supplier Information Online 3-31  
Maintaining Supplier and Supplier Site Information 3-32  
Selecting Supplier Reports 3-33  
Practice 3-2 Overview 3-34  
Summary 3-35

**Lesson 4: Merging Suppliers**

Objectives 4-2  
Merging Suppliers 4-3  
Identifying Duplicate Suppliers 4-5  
Merging Suppliers 4-6  
Maintaining Reports As an Audit Trail 4-8  
Summary 4-9

**Lesson 5: Unit I Setup**

Suppliers Setup 5-2  
Entering Options in the Supplier-Payables Region 5-3  
Entering Options in the Supplier Entry Region 5-5  
Entering Payables Options in the Supplier Region 5-6

**Lesson 6: Unit I Summary**

Unit Summary 6-2

---

**Unit II: Invoices**

**Lesson 7: Unit II Introduction**

Unit Objectives 7-2  
Entering Invoices 7-4  
Using the Workbench Model 7-5  
Invoices: Integration with Oracle Projects 7-8

**Lesson 8: Entering Basic Invoices**

Objectives 8-2  
Entering Invoices 8-3

Assigning a Default GL Date 8-4  
 Entering Batch Invoices 8-5  
 Creating Batch Control Forms 8-6  
 Entering an Invoice Batch 8-7  
 Entering Invoices in Batches 8-8  
 Oracle Payables Invoice Types 8-9  
 Entering Invoice Information 8-10  
 Entering Basic Invoice Information 8-11  
 Using AutoEntry Defaults to Speed Invoice Entry 8-12  
 Practice 8-1 Overview 8-13  
 Entering Distributions Manually 8-14  
 Entering Invoice Accounting Details 8-15  
 Recording Freight Charges 8-16  
 Enabling Automatically Create Freight Distribution 8-17  
 Entering Freight Distribution for an Invoice 8-18  
 Prorating Freight and Miscellaneous Charges 8-20  
 Defining a Distribution Set 8-21  
 Practice 8-2 Overview 8-22  
 Practice 8-3 Overview 8-23  
 Reviewing and Maintaining Batch Invoices 8-24  
 Practice 8-4 Overview 8-25  
 Practice 8-5 Overview 8-26  
 Practice 8-6 Overview 8-27  
 Summary 8-28

**Lesson 9: Matching Invoices to Purchase Orders**

Objectives 9-2  
 Matching Invoices to PO 9-3  
 The Structure of a Purchase Order 9-4  
 Payables Matching Options 9-5  
 Matching an Invoice to Purchase Order Shipments or Distributions 9-6  
 Practice 9-1 Overview 9-8  
 Practice 9-2 Overview 9-9

- Practice 9-3 Overview 9-10
- Matching All Purchase Order Shipments (QuickMatch) 9-11
- Practice 9-4 Overview 9-12
- Entering Credit and Debit Memos 9-13
- Matching Credit and Debit Memos to Invoices 9-14
- Practice 9-5 Overview 9-16
- Practice 9-6 Overview 9-17
- Practice 9-7 Overview 9-18
- Recording Price Corrections 9-19
- Review and Maintain 9-20
- Summary 9-22

## **Lesson 10: Processing Expense Reports**

- Objectives 10-2
- Managing the Expense Report Process 10-3
- Setting Up Oracle Payables to Enter Expense Report 10-4
- Entering Employees and Locations 10-5
- Defining Expense Report Templates 10-6
- Entering Expense Report Information 10-7
- Reviewing, Auditing, and Approving Expense Reports 10-9
- Submitting Payables Invoice Import 10-12
- Importing Invoices from Oracle Payables 10-13
- Importing Invoices from Oracle Projects 10-14
- Importing Invoices from Other Accounting Systems 10-15
- Practice 10-1 Overview 10-16
- Practice 10-2 Overview 10-17
- Summary 10-18

## **Lesson 11: Entering Recurring Invoices**

- Objectives 11-2
- Recurring Invoices 11-3
- Defining Special Calendar Names 11-4
- Defining Recurring Invoice Templates 11-6
- Creating Recurring Invoices 11-9

Practice 11-1 Overview 11-10

Summary 11-11

## **Lesson 12: Processing Other Invoice Functions**

Objectives 12-2

Applying Holds 12-3

Applying Holds to Supplier Site Invoices 12-4

Applying Holds to Selected Invoices 12-5

Applying Holds to Scheduled Payments 12-6

Releasing Holds 12-7

Manually Releasing Holds 12-8

Releasing Holds for One Invoice or Group of Invoices 12-9

Approving Invoices 12-10

Submitting Batch Approval 12-11

Approving Invoices Online 12-12

Practice 12-1 Overview 12-13

Practice 12-2 Overview 12-14

Practice 12-3 Overview 12-15

Practice 12-4 Overview 12-16

Practice 12-5 Overview 12-17

Practice 12-6 Overview 12-18

Practice 12-7 Overview 12-19

Approving Invoice Batches Online 12-20

Canceling Invoices 12-21

Adjusting Invoice Amounts 12-22

Summary 12-24

## **Lesson 13: Performing Invoice Inquiry**

Objectives 13-2

Invoice Inquiry 13-3

Finding Invoices 13-4

Finding Invoice Distributions Using the Find Invoice Distributions Window 13-5

Reviewing High-Level Invoice Information 13-6

Calculating Supplier Balances 13-7

Practice 13-1 Overview 13-8

Summary 13-9

### **Lesson 14: Loading Invoices Electronically**

Objectives 14-2

Integration with Oracle EDI Gateway and Oracle Workflow 14-3

Oracle EDI Gateway Prerequisites 14-5

Importing Invoices to Oracle EDI Gateway 14-6

Importing Invoices from Oracle EDI Gateway 14-7

Correcting Importing Errors 14-9

Notifying Suppliers of the Status of Their Invoices 14-10

Summary 14-11

### **Lesson 15: Processing Procurement Card Transactions**

Objectives 15-2

Overview 15-3

Setting Up Credit Card Programs in Oracle Payables 15-4

Creating Credit Card Code Sets 15-5

Defining a Credit Card Program 15-7

Defining Credit Card GL Account Sets 15-9

Defining Credit Card Profiles 15-10

Assigning Credit Cards to Card Holders 15-13

Importing Transactions from the Credit Card Issuer 15-14

Verifying Transactions by Employees and Managers 15-15

Setting Up the Credit Card Transaction Employee Workflow 15-17

Setting Up the Credit Card Transaction Manager Workflow 15-18

Reviewing and Updating Transaction Distributions 15-19

Creating Invoices 15-20

Practice 15-1 15-21

Summary 15-22

### **Lesson 16: Unit II Setup**

Invoices Setup 16-2

Defining Invoice Tolerances 16-3



Setting Tolerance Levels for PO Matching 16-4  
 Setting Tolerance Levels for Invoice Taxes 16-6  
 Setting Up Oracle Payables to Enter Expense Reports 16-7  
 Entering Employee and Locations 16-8  
 Defining Expense Report Templates 16-9  
 Setting Up Oracle Web Employees Expense Reporting 16-11  
 Setting Up Invoice Defaults 16-19  
 Setting Up Invoice Tax Defaults 16-22  
 Setting Up Matching Defaults 16-23

**Lesson 17: Unit II Summary**

Unit Summary 17-2

---

**Unit III: Invoice Payments**

**Lesson 18: Unit III Introduction**

Unit Objectives 18-2  
 Invoice Payment 18-3  
 Oracle Payables Payment Methods 18-4  
 Oracle Payable Payment Disbursement Types 18-5  
 Using the Workbench Model 18-6

**Lesson 19: Entering Manual Payments**

Objectives 19-2  
 What Is a Manual Payment? 19-3  
 Recording a Manual Payment 19-4  
 Selecting Invoices to Pay 19-5  
 Paying Invoices from the Invoice Workbench 19-6  
 Scheduling Payments from the Invoice Workbench 19-8  
 Paying Suppliers with Future Dated Payments 19-9  
 Adjusting Selected Invoices for Manual Payments 19-10  
 Practice 19-1 Overview 19-11  
 Practice 19-2 Overview 19-12  
 Summary 19-13

## **Lesson 20: Processing Computer-Generated Single Payments**

- Objectives 20-2
- Computer-Generated Payments 20-3
- Selecting Invoices to Pay 20-4
- Paying Invoices from the Invoice Workbench 20-5
- Creating and Maintaining Computer-Generated Payments 20-7
- Practice 20-1 Overview 20-8
- Summary 20-9

## **Lesson 21: Processing Payment Batches**

- Objectives 21-2
- Payment Batches 21-3
- Initiating New Payment Batches 21-4
- Practice 21-1 Overview 21-7
- Finding Payment Batch Templates 21-8
- Modifying Payment Batches 21-9
- Practice 21-2 Overview 21-10
- Formatting Payment Batches 21-11
- Practice 21-3 Overview 21-12
- Confirming Payment Batches 21-13
- Confirming Complete Payment Batches 21-14
- Practice 21-4 Overview 21-15
- Finding High-Level Payment Information 21-16
- Finding Payments in the Payment Workbench 21-17
- Processing EDI Payments 21-18
- Creating an EDI Outbound Format Payment Document 21-21
- Creating EDI Payments 21-22
- Processing Flexible Payments 21-23
- Summary 21-28

## **Lesson 22: Entering Prepayments**

- Objectives 22-2
- Prepayments 22-3
- Entering Prepayments 22-4

Entering Prepayment Distributions 22-5  
 Applying Prepayments to Invoices 22-6  
 Unapplying Prepayments from Invoices 22-7  
 Approving and Paying Prepayments 22-9  
 Applying Advances to Expense Reports 22-10  
 Identify and Review Available Prepayments 22-12  
 Controlling Availability of Prepayments 22-13  
 Canceling Prepayments 22-14  
 Practice 22-1 Overview 22-15  
 Practice 22-2 Overview 22-16  
 Practice 22-3 Overview 22-17  
 Practice 22-4 Overview 22-18  
 Summary 22-19

**Lesson 23: Recording Stop and Void Payments**

Objectives 23-2  
 Stop and Void Payments: Overview 23-3  
 Recording Stop Payments 23-4  
 Releasing Stop Payments 23-5  
 Voiding Payments 23-6  
 Voiding Unused Payment Documents 23-8  
 Practice 23-1 Overview 23-9  
 Practice 23-2 Overview 23-10  
 Summary 23-11

**Lesson 24: Setting Up Cash-Control Features**

Objectives 24-2  
 Oracle Payables Cash Control Features 24-3  
 Defining Pay Groups 24-4  
 Defining Payment Priorities 24-5  
 Defining Payment Terms 24-6  
 Practice 24-1 Overview 24-8  
 Defining Pay Date Basis 24-9  
 Taking Invoice Discounts 24-10

Available Discount Reports 24-11  
Applying Credit and Debit Invoices 24-12  
Cash Requirements Report 24-13  
Assigning Pay Alone 24-14  
Practice 24-2 Overview 24-15  
Summary 24-16

**Lesson 25: Unit III Setup**

Payments Setup 25-2  
Setting Up Oracle Financials Payment Defaults 25-3  
Setting Up Payment Defaults 25-5  
Setting Up Supplier Defaults 25-8  
Defining Banks 25-10  
Defining Pay Groups 25-17  
Defining Payment Terms 25-18  
Setting Up Future-Dated Payments 25-20  
Setting Up Oracle Payables Options to Work with Oracle Cash  
Management 25-22

**Lesson 26: Unit III Summary**

Unit Summary 26-2

---

**Unit IV: Taxes and Freight**

**Lesson 27: Unit IV Introduction**

Unit Objectives 27-2  
Tax Types 27-3

**Lesson 28: Setting Up Tax Requirements**

Objectives 28-2  
Tax Types 28-3  
Tax Defaulting 28-4  
Defining Tax Names 28-12  
Defining Tax Names for Withholding Taxes 28-13  
Practice 28-1 Overview 28-15

Defining Withholding Tax Groups 28-16

Summary 28-17

### **Lesson 29: Prorating Freight, Sales Tax, and Miscellaneous Charges**

Objectives 29-2

Recording Freight Charges 29-3

Enabling Automatically Create Freight Distribution 29-4

Prorating Freight and Miscellaneous Charges 29-5

Entering Freight Distribution for an Invoice 29-6

Prorating Taxes Across Invoice Distributions 29-8

Practice 29-1 Overview 29-10

Summary 29-11

### **Lesson 30: Automatic Tax Calculation**

Objectives 30-2

Setting Up Automatic Tax Calculation 30-3

Setting Up Suppliers and Supplier Sites to Use Automatic Tax Calculation 30-6

Using Automatic Tax Calculation 30-7

Practice 30-1 Overview 30-10

Practice 30-2 Overview 30-11

Practice 30-3 Overview 30-12

Practice 30-4 Overview 30-13

Summary 30-14

### **Lesson 31: Setting Up VAT Requirements**

Objectives 31-2

Tax Types 31-3

Setting Up VAT 31-4

Defining VAT Tax Names 31-5

Defining EU Suppliers 31-6

Recording VAT Charges for an Invoice 31-7

Reviewing VAT Charges 31-8

Summary 31-9

**Lesson 32: Setting Up Automatic Tax Withholding Requirements**

- Objectives 32-2
- Automatic Withholding Tax 32-3
- Enabling the Use Withholding Tax Function 32-4
- Creating Withholding Tax Invoices 32-6
- Review Withheld Amounts Online 32-7
- Reviewing Projected Withholding Tax 32-8
- Submitting Withholding Tax Reports 32-9
- Summary 32-10

**Lesson 33: Setting Up 1099 Requirements**

- Objectives 33-2
- 1099 Reporting: Overview 33-3
- Setting Up Oracle Payables for 1099 Reporting 33-4
- Enabling the Combined Filing Program 33-5
- Defining Income Tax Regions 33-6
- Defining Reporting Entities That Produce 1099 Reports 33-7
- Entering 1099 Suppliers 33-8
- Creating 1099 Payment Information 33-9
- Identifying and Correcting 1099 Exceptions 33-10
- Submitting the Update Income Tax Details Utility 33-12
- Submitting 1099 Forms 33-14
- Submitting 1099 Tape 33-16
- Submitting 1096 Forms 33-18
- Summary 33-19

**Lesson 34: Unit IV Setup**

- Taxes Setup 34-2
- Defining Reporting Entities (1099 Reporting) 34-3

**Lesson 35: Unit IV Summary**

- Unit Summary 35-2

---

## **Unit V: Reporting, Accounting, and Auditing Functions**

### **Lesson 36: Unit V Introduction**

Unit Objectives 36-2

### **Lesson 37: Reporting**

Objectives 37-2

Reports and Request Sets 37-3

Submitting Requests (Reports or Programs) 37-4

Summary 37-9

### **Lesson 38: Completing the AP Cycle**

Objectives 38-2

AP Close Cycle 38-3

Submitting Mass Additions 38-5

Recording Asset Information in Oracle Payables 38-8

Submitting Mass Additions Create Program 38-9

Transferring Accounting Details to General Ledger 38-10

Moving Unresolved Exceptions to the Next Period 38-11

Controlling AP Accounting Periods (Closing the Period) 38-12

Reconciling Accounts Payable Activity for the Period 38-13

Purging Records 38-14

Summary 38-15

### **Lesson 39: Using Optional Accounting Features**

Objectives 39-2

Using Intercompany Accounting 39-3

Euro Settlements 39-4

Processing Invoices: Euro Settlements 39-12

Using Multiple Currencies: Overview 39-15

Entering Exchange Rate Information for Invoices 39-16

Paying Foreign-Currency Invoices 39-18

Reviewing Unrealized Gains and Losses 39-19

Using Automatic Offsets 39-20

Implementing Sequential Numbering 39-24

Using Sequential Numbering 39-25

Summary 39-27

**Lesson 40: Reporting, Accounting, and Auditing Setup**

Reporting, Accounting, and Auditing Setup 40-2

Selecting a Set of Books 40-3

Setting Up Oracle Payables to Use Multiple Currencies 40-4

Setting Up Foreign-Currency Bank Accounts 40-5

Defining Accounting and Audit Levels 40-6

**Lesson 41: Unit V Summary**

Unit Summary 41-2

---

**Unit VI: Course Summary**

**Lesson 42: Course Summary**

Course Summary 42-2

**Appendix A: System and Profile Options**

Profile Options in Oracle Payables A-2

**Appendix B: Report Samples**

Suppliers Report B-3

New Supplier/New Supplier Site Listing B-4

Supplier Payment History Report B-6

Supplier Paid Invoice History B-8

Supplier Audit Report B-10

Supplier Merge Report B-11

Matching Hold Detail Report B-12

Batch Control Report by Batch Name B-14

Prepayments Status Report B-15

Invoice Aging Report B-17

Cash Requirement Report B-19



Posting Hold Report B-21  
 Distribution Set Listing B-22  
 Discounts Taken and Lost Report B-23  
 Unrealized Gain/Loss Report B-25  
 Mass Additions Create Report B-26  
 Use Tax Liability Report B-27  
 Intra-EU VAT Audit Trail B-28  
 Tax Information Verification Letter B-30  
 1099 Invoice Exceptions Report B-31  
 1099 Supplier Exceptions Report B-32  
 1099 Payments Report B-33  
 Withholding Tax By Invoice Report B-34  
 Withholding Tax By Payment Report B-35

**Appendix C: Practices and Solutions**

Practice 3-1 C-2  
 Practice 3-1 Solutions C-4  
 Practice 3-2 C-8  
 Practice 3-2 Solutions C-9  
 Practice 8-1 C-13  
 Practice 8-1 Solutions C-14  
 Practice 8-2 C-16  
 Practice 8-2 Solutions C-17  
 Practice 8-3 C-18  
 Practice 8-3 Solutions C-19  
 Practice 8-4 C-21  
 Practice 8-4 Solutions C-22  
 Practice 8-5 C-24  
 Practice 8-5 Solutions C-25  
 Practice 8-6 C-27  
 Practice 8-6 Solutions C-28  
 Practice 9-1 C-29  
 Practice 9-1 Solutions C-30

## Contents

---

Practice 9-2	C-33
Practice 9-2 Solutions	C-34
Practice 9-3	C-37
Practice 9-3 Solutions	C-38
Practice 9-4	C-40
Practice 9-4 Solutions	C-41
Practice 9-5	C-42
Practice 9-5 Solutions	C-43
Practice 9-6	C-45
Practice 9-6 Solutions	C-46
Practice 9-7	C-49
Practice 9-7 Solutions	C-50
Practice 10-1	C-53
Practice 10-1 Solutions	C-54
Practice 10-2	C-56
Practice 10-2 Solutions	C-57
Practice 11-1	C-58
Practice 11-1 Solutions	C-59
Practice 12-1	C-61
Practice 12-1 Solutions	C-62
Practice 12-2	C-64
Practice 12-2 Solutions	C-65
Practice 12-3	C-67
Practice 12-3 Solutions	C-68
Practice 12-4	C-69
Practice 12-4 Solutions	C-70
Practice 12-5	C-72
Practice 12-5 Solutions	C-73
Practice 12-6	C-75
Practice 12-6 Solutions	C-76
Practice 12-7	C-79
Practice 12-7 Solutions	C-80
Practice 13-1	C-82
Practice 13-1 Solutions	C-83

Practice 15-1 C-84  
 Practice 15-1 Solutions C-87  
 Practice 19-1 C-91  
 Practice 19-1 Solutions C-92  
 Practice 19-2 C-95  
 Practice 19-2 Solutions C-96  
 Practice 20-1 C-98  
 Practice 20-1 Solutions C-99  
 Practice 21-1 C-102  
 Practice 21-1 Solutions C-103  
 Practice 21-2 C-105  
 Practice 21-2 Solutions C-106  
 Practice 21-3 C-108  
 Practice 21-3 Solutions C-109  
 Practice 21-4 C-110  
 Practice 21-4 Solutions C-111  
 Practice 22-1 C-113  
 Practice 22-1 Solutions C-114  
 Practice 22-2 C-116  
 Practice 22-2 Solutions C-117  
 Practice 22-3 C-120  
 Practice 22-3 Solutions C-121  
 Practice 22-4 C-123  
 Practice 22-4 Solutions C-124  
 Practice 23-1 C-126  
 Practice 23-1 Solutions C-127  
 Practice 23-2 C-129  
 Practice 23-2 Solutions C-130  
 Practice 24-1 C-132  
 Practice 24-1 Solutions C-133  
 Practice 24-2 C-135  
 Practice 24-2 Solutions C-136  
 Practice 28-1 C-138  
 Practice 28-1 Solutions C-139

## Contents

---

Practice 29-1	C-140
Practice 29-1 Solutions	C-141
Practice 30-1	C-144
Practice 30-1 Solutions	C-145
Practice 30-2	C-146
Practice 30-2 Solutions	C-147
Practice 30-3	C-149
Practice 30-3 Solutions	C-150
Practice 30-4	C-152
Practice 30-4 Solutions	C-153

---

## **Unit IV**

---

### **Taxes and Freight**



## **Unit IV Introduction**

## Unit Objectives

### Unit Objectives

**At the end of this unit, you should be able to do the following:**

- **Set up and process sales tax requirements**
- **Prorate taxes and freight charges**
- **Use the Automatic Tax Calculation function**
- **Set up and process automatic tax withholding requirements**
- **Set up and process VAT requirements**
- **Set up and process 1099 requirements**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



---

## Tax Types

### Tax Types

Tax Type	Description
Sales	Used to record sales tax charges on invoices and taxable invoice distributions
Use	A tax you pay directly to a tax authority instead of to a supplier (suppliers do not include use taxes on invoices; and by assigning use taxes to invoices, you can create a record of the taxes you owe to tax authorities)
User Defined (VAT, GST)	In the Define Payables QuickCodes window, you can define as many tax types as you require
Offset	A negative-rate tax you use to offset a positive tax to enable you to record and report on zero-rated taxes
Automatic Withholding	A feature you use to withhold taxes from expense reports and supplier invoices

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



## **Setting Up Tax Requirements**

## Objectives

### Objectives

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

- **Assign the source and hierarchy for tax defaulting**
- **Define tax names**
- **Define withholding tax groups**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## Tax Types

### Tax Types

Tax Type	Description
Sales	Used to record sales tax charges on invoices and taxable invoice distributions
Use	A tax you pay directly to a tax authority instead of to a supplier (suppliers do not include use taxes on invoices, and by assigning use taxes to invoices, you can create a record of the taxes you owe to tax authorities)
User Defined (VAT, GST)	In the Define Payables QuickCodes window you can define as many tax types as you require
Offset	A negative-rate tax you use to offset a positive tax to enables you to record and report on zero-rated taxes
Automatic Withholding	A feature you use to withhold taxes from expense reports and supplier invoices

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## Tax Defaulting

**Tax Defaulting**

**You can select the default tax from the following sources:**

- **Financial options**
- **Suppliers**
- **Supplier sites**
- **Invoice header**
- **Account**
- **PO for matched invoices**
- **Templates**

**ORACLE®**

Copyright © Oracle Corporation, 1999. All rights reserved.

### Overview

Oracle Payables can default tax information from a variety of sources. You can customize the source hierarchy that Oracle Payables uses to default the tax name onto documents throughout the application.

Oracle Payables provides the following sources for tax defaulting:

- Financials options
- Supplier
- Supplier site
- Invoice header
- Account
- PO for matched invoices
- Template

You select the sources you want to use in the above hierarchy and specify the sequence of the hierarchy. When you create a document, for example, an invoice, Oracle Payables searches the source hierarchy you have defined until a source value is found, at which point the search stops.

Tax Name Defaults		Hierarchy
<input type="checkbox"/>	Enforce Tax From Account	
<input checked="" type="checkbox"/>	Enforce PO Tax Name	
<input checked="" type="checkbox"/>	PO for Matched Invoices	2
<input checked="" type="checkbox"/>	Supplier Site	3
<input type="checkbox"/>	Supplier	
<input type="checkbox"/>	Account	
<input checked="" type="checkbox"/>	Financial Options	5
<input checked="" type="checkbox"/>	Invoice Header	4
<input checked="" type="checkbox"/>	Template	1

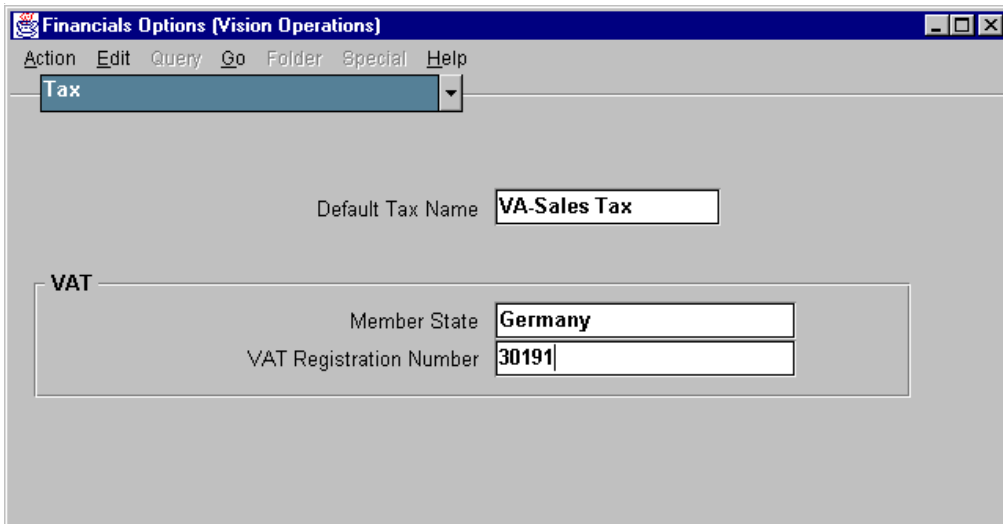
### Payables Options: Tax Name Defaults Region

(N) Setup—>Options—>Payables

#### Setting Up a Tax Defaulting Hierarchy

Use the Tax Name Defaults region to set a hierarchy for Oracle Payables to use when it provides default tax names. Oracle Payables searches the sources you select, in the order you designate until it finds a tax name. When it finds a tax name, it stops the search and defaults the tax name to the document you are creating.

- Select the Enforce Tax From Account check box if you want to enforce the relationship between the tax name and the expense or asset account for distributions.
- Select the Enforce PO Tax Name check box if you want Oracle Payables to verify that the tax name assigned to an invoice matches the tax name on the purchase order to which you matched. If you enable this option, the primary tax name default will be from the purchase order, if the purchase order has a tax name.
- In the Tax Name Defaults segment, enable each source you want to use by selecting its check box. For each source, enter a rank and give each source a unique, consecutive number starting with number one.



### Financials Options: Tax Region

(N) Setup—>Options—>Financials

#### Setting Up the Tax Default in the Financials Options Window

- In the Default Tax Name field, you can set a default tax name that can be used by Oracle Payables and Oracle Purchasing. The tax name that you enter in the Financial options window, defaults to all new suppliers at the time of supplier entry.
- In the Member State field, enter the location (country name) of your company or organization. Oracle Payables uses the information to determine if your company or organization is located in a member state of the European Union (EU).
- In the VAT Registration Number field, enter the value-added tax (VAT) registration number for your organization. Your organization is assigned a VAT registration number if you register to pay VAT. The first two characters of a VAT registration number are the country code for the country or state where the registered company or organization is located. Oracle Payables prints this number on the header of the Intra-EU VAT Audit Trail Report.



The screenshot shows the 'Suppliers (Vision Operations)' window with the following fields and options:

- Supplier Name: **GE Plastics**
- Alternate Name: [Empty]
- Taxpayer ID: [Empty]
- Inactive After: [Empty]
- Number: **1000**
- Tax Registration Number: [Empty]
- Invoice Tax: [Dropdown menu]
- Invoice Tax Name: [Empty]
- Offset Tax Name: [Empty]
- Automatic Calculation:
  - Calculation Level: **Header** (Dropdown)
  - Allow Calculation Level Override
  - Rounding Rule: **Nearest** (Dropdown)
  - Distribution Amounts Include Tax

## Suppliers: Income Tax Region

(N) Suppliers—>Entry (B) Open

### Setting Up the Tax Default in the Suppliers Window

- You can set an invoice tax name at the supplier level. The tax name defaults to all new supplier sites that you enter for the supplier.
- You can rank this tax name in your default hierarchy.

**Note:** For a multiorg installation you cannot enter an invoice tax name in the Suppliers window.

## Lesson 28: Setting Up Tax Requirements

---

The screenshot shows the 'Supplier Sites (Vision Operations) - GE Plastics, 1000' window. The 'Name' field is 'CHICAGO', 'Country' is 'United States', and 'Address' is '499 Schuyler Ave #2089'. The 'City' is 'Chicago', 'State' is 'IL', and 'Postal Code' is '67890'. The 'Invoice Tax' dropdown is set to 'VA-Sales Tax'. The 'Automatic Calculation' section shows 'Calculation Level' as 'Header' and 'Rounding Rule' as 'Nearest'. There are checkboxes for 'Allow Calculation Level Override' and 'Distribution Amounts Include Tax', both of which are currently unchecked.

### Supplier Sites: Tax Region

(N) Suppliers—>Entry (B) New

### Setting Up the Tax Default in the Supplier Sites Window

- The invoice tax name at a new supplier site defaults from the invoice tax name set at the Suppliers window.
- If you have a multiorg installation, it defaults from the Financials Options window.
- You can enter a different invoice tax name for a supplier site and include it as part of your default hierarchy.

The screenshot shows the 'Invoices (Vision Operations)' window. At the top right, there are fields for 'Batch Control Total' and 'Actual Total'. Below these is a table with columns: 'ment PO Number', 'Original Prepayment Amount', 'Tax Name', 'Tax Amount', and 'Withholding Tax Group'. The first row shows 'VA-Sales Tax' with a 'Tax Amount' of '344.50'. Below the table is a section for 'Amount Paid' with a dropdown set to 'USD' and a value of '0.00'. To the right of this are fields for 'Holds', 'Status' (set to 'Never Approved'), 'DistributionTotal' (set to '0.00'), and 'Posted' (set to 'No'). At the bottom, there are several buttons: 'Actions... 1', 'Holds', 'Payments', 'Match', 'Scheduled Payments', 'Overview', and 'Distributions'.

## Invoices

(N) Invoices—>Entry—>Invoices

### Setting Up the Tax Default in the Invoices Window

- The invoice tax name on the invoice header defaults from the invoice tax name set at the Supplier Site.
- In the Invoices window, you can enter a different invoice tax name and include it as part of your default hierarchy.

**Tax Options (Vision Operations, Vision Operations)**

Action Edit Query Go Folder Special Help

**Tax Calculation Options**

Reporting Currency:  Precision:   
 Minimum Accountable Unit:  Calculation Level:   
 Allow Rounding Rule Override

Account Level:

Account	Description	Tax Type	Tax Code	Allow Tax Code Override	Amount Includes Tax
1540	Furniture	Input	VA-Sales Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

## Tax Options

(N) Setup—>Tax—>GL Tax Adjustments

### Setting Up the Tax Default in the Tax Options Window

You can assign tax names to your accounts in the Tax Options window. This Oracle General Ledger window was added to the Oracle Payables menu.

- In the Tax Type field, select Input.
- In the Tax Code field, enter the appropriate tax name.

**Distribution Sets (Vision Operations)**

Action Edit Query Go Folder Special Help

Name: **Equipment Expense (Full)** Type: Full

Description: **Full Distribution Set, creates distributions with set percentage amounts.**

Inactive On: [ ]

Num	%	Project Related	Account	Description	Income Tax Type	Invoice Tax Name
1	5	<input type="checkbox"/>	01-110-7530-0000-000			VAT-15%
2	5	<input type="checkbox"/>	01-120-7530-0000-000			
3	5	<input type="checkbox"/>	01-130-7530-0000-000			
4	5	<input type="checkbox"/>	01-140-7530-0000-000			
5	5	<input type="checkbox"/>	01-402-7530-0000-000			
6	5	<input type="checkbox"/>	01-404-7530-0000-000			

Account Description: **Operations-Facilities Resources-Equipment Expense-No Sub Account-No**

Project Accounting

## Distribution Sets

(N) Setup—>Invoice—>Distribution Sets

### Setting Up the Tax Default in the Distribution Sets Window

You can enter tax names in the Invoice Tax Name field for each distribution line you create in a distribution set template.

The tax name defaults based on the Tax Name Defaults hierarchy you defined in the Payables Options window. You can change the tax name for each line you create.

## Defining Tax Names

The screenshot shows the 'Tax Names (Vision Operations)' window. It features a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu is a table with columns: Tax Name, Tax Type, Rate, Description, Enable for Self-Service Users (checkbox), and Inactive Date (calendar icon). The table contains four rows of tax names: CA-Sales Tax (Sales, 8.25, California Sales Tax - 8.25%), VA-Sales Tax (Sales, 4.5, Virginia Sales Tax - 4.5%), VAT-5% (Sales, 5, Value Added Tax - 5%), and VAT-15% (Sales, 15, Value Added Tax - 15%). Below the table are fields for 'GL Account' (01420-7710-0000-000), 'Account Description' (Operations-Consulting-Sales Tax-No Sub Account-No Product), and 'VAT Transaction Type'. A 'Withholding Tax Details' button is located at the bottom right.

Tax Name	Tax Type	Rate	Description	Enable for Self-Service Users	Inactive Date
CA-Sales Tax	Sales	8.25	California Sales Tax - 8.25%	<input type="checkbox"/>	
VA-Sales Tax	Sales	4.5	Virginia Sales Tax - 4.5%	<input type="checkbox"/>	
VAT-5%	Sales	5	Value Added Tax - 5%	<input type="checkbox"/>	
VAT-15%	Sales	15	Value Added Tax - 15%	<input type="checkbox"/>	

GL Account: 01420-7710-0000-000  
 Account Description: Operations-Consulting-Sales Tax-No Sub Account-No Product  
 VAT Transaction Type:

Withholding Tax Details

### Tax Names

(N) Setup—>Tax—>Names

### How to Define Tax Names

In the Tax Names window, you define the tax names you use on invoices to record invoice taxes you pay to your suppliers and to your tax authorities. Each tax name has a tax type, tax rate, and account to which you charge tax amounts.

To define tax names for sales, use, offset, and user-defined invoice taxes:

- 1 In the Tax Names window, enter a unique tax name.
- 2 Select the tax type from the list of values in the Tax Type field.
- 3 Enter the tax rate percentage. For example, for a 5% tax rate, enter 5. For a 5% offset tax, enter -5.
- 4 Enter a description for the tax name.
- 5 Select the Enable for Self-Service Users check box if you have installed Oracle Self-Service Web Applications and you want this tax name to appear on the Tax Name list of values in the Enter Receipts page for Oracle Web Employees.
- 6 Enter the account to which you will charge this tax.
- 7 To inactivate this tax on a certain date, enter an inactive date.

## Defining Tax Names for Withholding Taxes

The screenshot shows a window titled "Tax Names (Vision Operations)" with a menu bar (Action, Edit, Query, Go, Folder, Special, Help). The main area contains a table with columns: Tax Name, Tax Type, Rate, Description, Enable for Self-Service Users (checkbox), and Inactive Date (calendar icon). The first row is highlighted and contains: "1099 - Backup", "Withholding T", an empty Rate field, "1099 Backup Withholding", an unchecked checkbox, and an empty Inactive Date field. Below the table are three input fields: "GL Account" with value "01-000-1332-0000-000", "Account Description" with value "Operations-Balance Sheet-Withholding Tax-No Sub Account-No Product", and "VAT Transaction Type" which is empty. A "Withholding Tax Details" button is located at the bottom right.

Tax Name	Tax Type	Rate	Description	Enable for Self-Service Users	Inactive Date
1099 - Backup	Withholding T		1099 Backup Withholding	<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

GL Account: 01-000-1332-0000-000  
 Account Description: Operations-Balance Sheet-Withholding Tax-No Sub Account-No Product  
 VAT Transaction Type:   
 Withholding Tax Details

### Tax Names

(N) Setup—>Tax—>Names

### How to Define Tax Names for Withholding Taxes

- 1 In the Tax Names window, enter a unique tax name.
- 2 Select Withholding Tax as the tax type.
- 3 Enter a Description of the tax name.
- 4 Do not enter a rate.
- 5 Enter the account to which you will charge this tax.
- 6 To inactivate this tax on a certain date, enter an inactive date.
- 7 Click the Withholding Tax Details button to navigate to the Withholding Tax Details window.

Withholding Tax Details (Vision Operations) - 1099 - Backup

Action Edit Query Go Folder Special Help

Tax Authority: Internal Revenue Servi Number: 1012 Site: WASHINGTON  
 Amount Basis: Gross Amount Period Basis: Period  
 Calendar: Month Currency: USD Period Limit: 999,999,999.00

Create Tax Group

**Tax Rates**

Type	Effective Dates		Amount Range		Rate	Comments
	From	To	From	To		
Standard	01-JAN-1996	31-DEC-1996	0		30	
Standard	01-JAN-1997		0		31	

### Withholding Tax Details

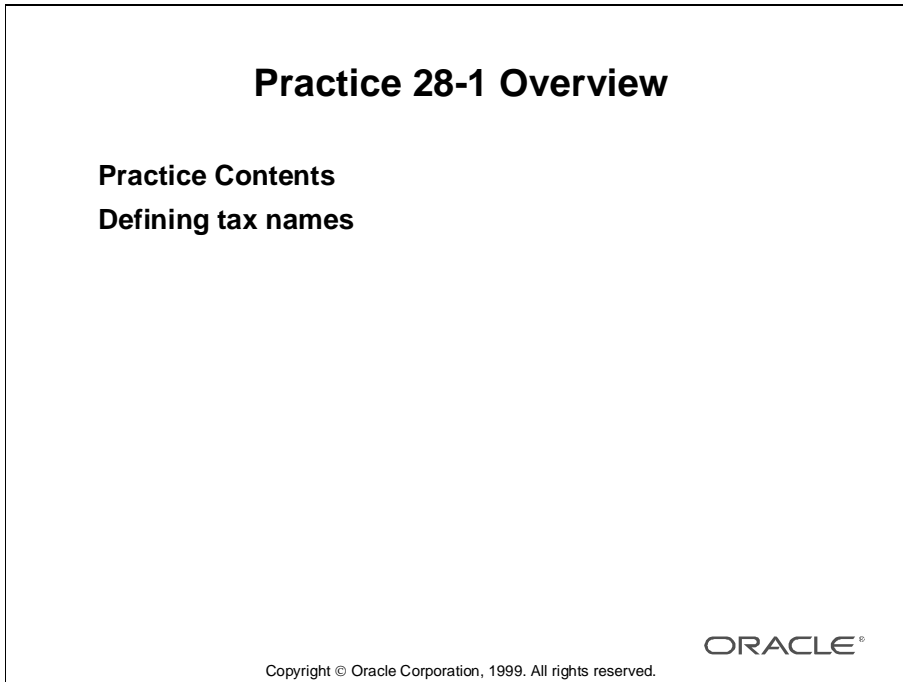
(N) Setup—>Tax—>Names (B) Withholding Tax details

### How to Define Tax Names for Withholding Taxes (continued)

- 8 Enter a withholding tax period basis if you want to be able to review online the period-to-date withheld amounts for this tax name. The period basis is also used by the period limit to determine which invoices to include in its calculation.
- 9 To limit the amount withheld for each period, enter a period limit.
- 10 To enter amount limit ranges in the Tax Rates region, define an amount basis (Gross or Net) and a period basis (Invoice or Period).
- 11 To automatically create a tax withholding group for this tax name, select the Create Tax Group check box.
- 12 In the Tax Rates region, enter the rate type, and enter any effective dates for the rate.
- 13 Enter one or both Amount Range fields if you want to set upper and lower amount limits for taxable amounts.
- 14 Enter the rate percentage for the tax name you are defining.
- 15 Enter any comments for your future reference.
- 16 Save you work.



## Practice 28-1 Overview



### Performing This Practice

For detailed instructions on performing this practice, please refer to Appendix C, “Practices and Solutions.”

## Defining Withholding Tax Groups

Rank	Tax Name	Description	Name	Site
1	1099 - Backup	1099 Backup Withholding	Internal Revenue Ser	WASHINGTON

### Withholding Tax Groups

(N) Setup—>Tax—>Withholding—>Groups

### How to Define Withholding Tax Groups

Use the Withholding Tax Groups window to define withholding tax groups that include multiple withholding tax type tax names. You can assign the same tax name to more than one group. When you assign a withholding tax group to an invoice or distribution, Oracle Payables calculates invoice withholding tax based on every tax name in the withholding tax group.

- 1 In the Withholding Tax Groups window, enter a unique name for your withholding tax group, and enter a description of the group. The name and description will appear on a list of values whenever you need to select a withholding tax group.
- 2 To inactivate this withholding tax group on a certain date, enter an inactive date.
- 3 Assign a rank to each tax name in the tax group. The highest rank is 1. You can assign the same rank to more than one tax name.
- 4 Enter each withholding tax type tax name that you want to assign to this group.
- 5 Save your work.

## Summary

### Summary

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

- **Assign the source and hierarchy for tax defaulting**
- **Define tax names**
- **Define withholding tax groups**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



**Prorating Freight, Sales Tax,  
and Miscellaneous Charges**

## Objectives

### Objectives

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

- **Automatically create freight distributions**
- **Prorate freight charges across invoice distributions**
- **Enter freight distributions manually**
- **Automatically prorate sales tax across invoice distributions**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## Recording Freight Charges

### Recording Freight Charges

You can record freight charges by using one of the following methods:

- Enable the Automatically Create Freight Distribution option
- Prorate freight across invoice distributions
- Enter freight distributions manually

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## Enabling Automatically Create Freight Distribution

The screenshot shows the 'Payables Options (Vision Operations)' window. The 'Invoice' region is selected in the dropdown menu. Under the 'Main' section, the 'Automatically Create Freight Distribution' checkbox is checked. The 'Freight Account' field contains the value '01-450-7220-0000-000'. The 'GL Date Basis' section has 'Invoice' selected with a radio button.

### Payables Options: Invoice Region

(N) Setup—>Options—>Payables

### Enabling Automatically Create Freight Distribution

- By selecting the Automatically Create Freight Distribution check box, the Create Freight Distribution check box in the Invoices window is automatically selected and as the result, a single freight distribution is created using the Freight Amount and Freight Account you enter for an invoice.
- If you usually prorate freight to invoice distributions or enter freight distributions manually, do not enable this option.
- If you enable the Automatically Create Freight Distribution Payables option, you must enter a freight account. Oracle Payables uses this account as the default freight account for an invoice. You can override this account during invoice entry.



## Prorating Freight and Miscellaneous Charges

The screenshot shows the 'Prorate' dialog box with the following fields and values:

- Tax
  - Tax Name: [Empty]
  - Amount: [Empty]
  - Description Prefix: [Empty]
- Freight
  - Tax Name: [Empty]
  - Amount: 100.00
  - Description Prefix: Created By Proration :
- Miscellaneous
  - Tax Name: [Empty]
  - Amount: [Empty]
  - Description Prefix: [Empty]

Buttons: Cancel, OK

### Prorate

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

### How to Prorate Freight and Miscellaneous Charges

- 1 In the Invoices window, enter all basic invoice information.
- 2 Do not select the Create Freight Distribution check box.
- 3 Enter invoice distributions using the method of your choice: Purchase Order Match, Distribution Set, or manual entry.
- 4 In the Distributions Summary window, select the lines that are to receive a prorated freight charge.
- 5 In the Prorate window, select the Freight or Miscellaneous check box, and enter an amount. Optionally, enter a description prefix; the default description prefix is Created by Proration.
- 6 When you choose Prorate, Oracle Payables automatically creates the distribution.
- 7 Open the Distribution window to review the invoice distribution.

## Entering Freight Distribution for an Invoice

The screenshot shows the Oracle Invoices (Vision Operations) window. At the top, there is a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu bar, there are two input fields: 'Batch Control Total' and 'Actual Total'. A small icon is visible to the right of these fields. Below this, there is a table with columns: 'Freight Amount', 'Create Freight Distribution', 'Distribution Set', 'Description', and 'Transaction Code'. The first row has '100.00' in the 'Freight Amount' column and a checked checkbox in the 'Create Freight Distribution' column. Below the table, there is a section for 'Amount Paid' with 'USD' and '0.00'. To the right, there are fields for 'Holds', 'Status' (set to 'Never Approved'), 'DistributionTotal' (set to '0.00'), and 'Posted' (set to 'No'). At the bottom, there are several buttons: 'Actions... 1', 'Holds', 'Payments', 'Match', 'Scheduled Payments', 'Overview', and 'Distributions'.

### Invoices

(N) Invoices—>Entry—>Invoices

### How to Enter Freight Distribution for an Invoice

- 1 In the Invoices window, enter all basic invoice information, but do not enter the distributions yet.
- 2 Enter the freight amount.
- 3 If the Automatically Create Freight Distribution Payables option is selected and you have entered a default freight account, Oracle Payables selects the Create Freight Distribution check box and displays the freight account in the Freight window. In this window, you can, optionally, override the freight account, record tax on the freight amount, and add a description for the freight distribution. Based on this information, Oracle Payables automatically creates a freight distribution for the invoice.

The screenshot shows the 'Invoices (Vision Operations)' application window. At the top, there is a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu bar, there are fields for 'Batch Control Total' and 'Actual Total'. A table with columns 'Freight Amount', 'Create Freight Distribution', 'Distribution Set', 'Description', and 'Transaction Code' is visible. The 'Freight Amount' column shows '100.00'. A 'Freight' dialog box is open, containing the following fields: 'Account' (01-470-7220-0000-000), 'Tax Name', and 'Description'. Below these fields are 'Cancel' and 'OK' buttons. At the bottom of the dialog, there are 'Amount Paid' (USD 0.00), 'Holds', 'Status' (Never Approved), 'Distribution Total' (0.00), and 'Posted' (No). At the very bottom of the application window, there are buttons for 'Actions... 1', 'Holds', 'Payments', 'Match', 'Scheduled Payments', 'Overview', and 'Distributions'.

### How to Enter Freight Distribution for an Invoice (continued)

- 4 If the Automatically Create Freight Distribution Payables option is not selected, you can select the Create Freight Distribution check box and enter the freight account in the Freight window Oracle Payables displays after you select the check box. Based on this information, Oracle Payables automatically creates a freight distribution for the invoice.
- 5 Alternatively, you can manually enter a freight distribution directly in the Distributions window.
- 6 Complete the invoice entry.
- 7 Save your work.

## Prorating Taxes Across Invoice Distributions

The screenshot shows the 'Prorate' dialog box with the following details:

- Tax Section (checked):**
  - Tax Name: VA-Sales Tax
  - Amount: 100
  - Description Prefix: Created By Proration :
- Freight Section (unchecked):**
  - Tax Name: [Empty]
  - Amount: [Empty]
  - Description Prefix: [Empty]
- Miscellaneous Section (unchecked):**
  - Tax Name: [Empty]
  - Amount: [Empty]
  - Description Prefix: [Empty]

### Prorate

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

### How to Prorate Taxes Across Invoice Distributions

To automatically prorate taxes, the Use Automatic Tax Calculation Payables option must not be selected, and the Require Tax Entry at Header Payables option must not be selected.

- 1 In the Invoices window, enter all basic invoice information.
- 2 Do not enter a tax name or tax amount in the tax region.
- 3 Enter invoice distributions using the method of your choice: Purchase Order Match, Distribution Set, or manual entry. Do not enter tax names for the distributions, and do not enter tax type distributions.
  - Purchase Order Match: If you are matching to a purchase order shipment, you have the option of prorating directly in the Match to PO window, without navigating to the Distributions window. In the Match to PO window, select the Prorate check box for the shipments to which you want to prorate tax. When you select the check box, Oracle Payables displays the Prorate window. Oracle Payables does not create the proration distributions until you choose Match. If you are matching to a purchase order distribution, prorate tax directly in the Distributions window.

The screenshot shows the 'Prorate' dialog box with the following details:

- Menu:** Action, Edit, Query, Go, Folder, Special, Help
- Tax Section (checked):**
  - Tax Name: VA-Sales Tax
  - Amount: 100
  - Description Prefix: Created By Proration :
- Freight Section (unchecked):**
  - Tax Name: [Empty]
  - Amount: [Empty]
  - Description Prefix: [Empty]
- Miscellaneous Section (unchecked):**
  - Tax Name: [Empty]
  - Amount: [Empty]
  - Description Prefix: [Empty]
- Buttons:** Cancel, OK

### How to Prorate Taxes Across Invoice Distributions (continued)

- Distribution Set or manual entry: Choose Distributions to navigate to the Distributions window. Select all distributions you want to prorate. Click Prorate. Oracle Payables displays the Prorate window.
- 4** In the Prorate window, select Tax, and enter a tax name and amount. Optionally, enter a description prefix if you want to prefix the tax distribution descriptions with text of your choice. Oracle Payables constructs the descriptions of the tax distributions by applying the prefix to the description of each distribution you prorated to. The default description prefix is Created by Proration.
- 5** Click OK to have Payables prorate the tax amount you entered to the distributions. Oracle Payables automatically creates tax distributions for you and assigns the tax name to the invoice distributions to which you prorated the tax.

## Practice 29-1 Overview

**Practice 29-1 Overview**

**Practice Contents**

- **Entering an invoice**
- **Prorating taxes**

**ORACLE®**

Copyright © Oracle Corporation, 1999. All rights reserved.

### Performing This Practice

For detailed instructions on performing this practice, please refer to Appendix C, “Practices and Solutions.”

## Summary

### Summary

In this lesson, you should have learned how to do the following:

- **Automatically create freight distributions**
- **Prorate freight charges across invoice distributions**
- **Enter freight distribution manually**
- **Automatically prorate sales tax across invoice distributions**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

Lesson 29: Prorating Freight, Sales Tax, and Miscellaneous Charges .....



---

30

---

**Automatic Tax  
Calculation**

## Objectives

### Objectives

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

- **Set up Automatic Tax Calculation**
- **Use Automatic Tax Calculation**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## Setting Up Automatic Tax Calculation

The screenshot shows the 'Payables Options [Vision Operations]' window. The 'Invoice Tax' dropdown is selected. The following options are visible:

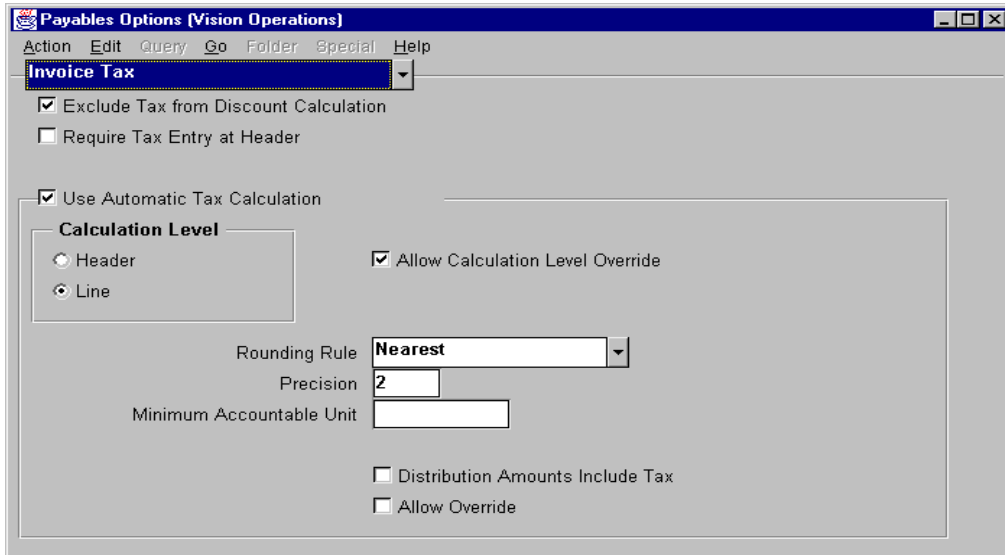
- Exclude Tax from Discount Calculation
- Require Tax Entry at Header
- Use Automatic Tax Calculation
  - Calculation Level**
    - Header
    - Line
  - Allow Calculation Level Override
  - Rounding Rule:
  - Precision:
  - Minimum Accountable Unit:
  - Distribution Amounts Include Tax
  - Allow Override

### Payables Options: Invoice Tax Region

(N) Setup—>Options—>Payables

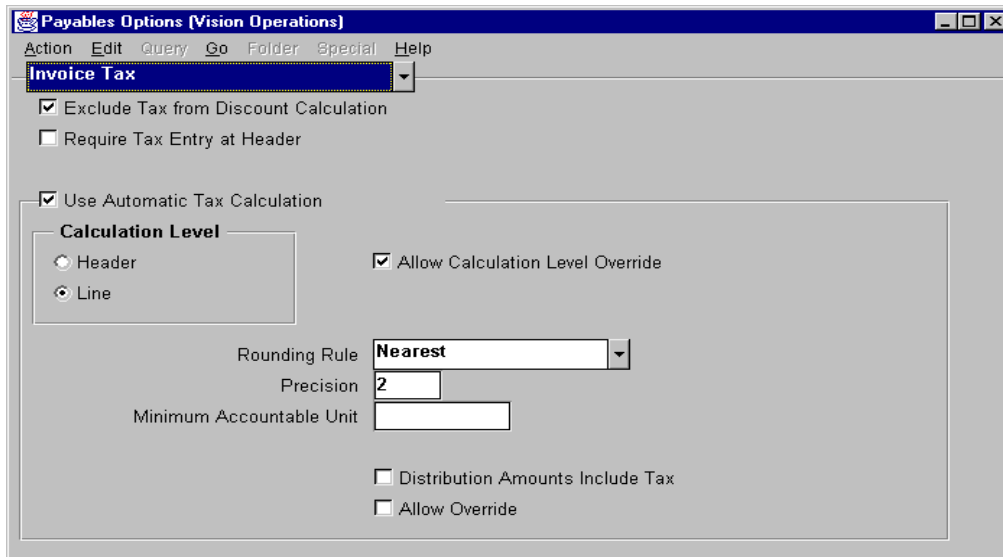
### How to Set Up Automatic Tax Calculation

- Select the Exclude Tax From Discount Calculation check box, if you want Oracle Payables to subtract the tax amount from the invoice amount when calculating the default for the invoice amount applicable to discount. If you enable this option, you cannot select Prorate Tax or Prorate Expense for your Discount Distribution Method Payables option.
- To use Automatic Tax Calculation, the Use Automatic Tax Calculation check box must be selected. The Calculation Level can be either at the header or line level.
  - Header: Oracle Payables calculates the tax, inclusively, based on the gross invoice amount and the tax rate implied by the tax name entered in the Invoices window. It creates a single tax type distribution line automatically with a GL tax account specific to the associated tax name. Only one tax name may be applied to an invoice.



### How to Set Up Automatic Tax Calculation (continued)

- Line: Oracle Payables calculates at least one tax type distribution line per tax name entered in the Distributions window. It can calculate the tax either inclusively or exclusively, based on whether the distribution amounts include tax options.
- If the calculation level is to be allowed overridden at the supplier level, the Allow Calculation Level Override check box must be selected. This applies to both new and existing suppliers.
- Rounding Rule: Enter Up, Down, or Nearest.
- Precision: Optionally, enter the number of decimal figures you want the calculations rounded to, up to the default precession associated with the functional currency. Entering 2 will result in a precision of two places after the decimal point.



**Payables Options (Vision Operations)**

Action Edit Query Go Folder Special Help

**Invoice Tax**

Exclude Tax from Discount Calculation

Require Tax Entry at Header

Use Automatic Tax Calculation

**Calculation Level**

Header

Line

Allow Calculation Level Override

Rounding Rule: **Nearest**

Precision: **2**

Minimum Accountable Unit:

Distribution Amounts Include Tax

Allow Override

### How to Set Up Automatic Tax Calculation (continued)

- **Minimum Accountable Unit:** Optionally, enter the smallest unit which you use for your accounting. Entering 1 will result in rounding based on a whole currency unit. Entering .01 will round based on hundredths of the currency unit. If a minimum accountable unit is entered, the precision is set based on the number of digits entered after the decimal, and the Precision field is disregarded.
- Select the **Distribution Amounts Include Tax** check box, if you want Oracle Payables to make an inclusive tax calculation where the calculated tax amount is subtracted from the Item distribution lines. The calculation level must be set at line level in order to enable **Distribution Amounts Include Tax**. The value of this check box is defaulted to the supplier level, but may be overridden there if the **Allow Override** check box is enabled. The **Distribution Amounts Includes Tax** defaults to new suppliers, but the **Allow Override** applies to all existing suppliers as well.

## Setting Up Suppliers and Supplier Sites to Use Automatic Tax Calculation

The screenshot shows the 'Suppliers (Vision Operations)' window. The 'Supplier Name' field is filled with 'GE Plastics' and the 'Number' field is filled with '1000'. Other fields include 'Alternate Name', 'Taxpayer ID', 'Inactive After', and 'Tax Registration Number'. A dropdown menu is set to 'Invoice Tax'. Below this, there are fields for 'Invoice Tax Name' and 'Offset Tax Name'. An 'Automatic Calculation' section contains a 'Calculation Level' dropdown set to 'Header', an 'Allow Calculation Level Override' checkbox, a 'Rounding Rule' dropdown set to 'Nearest', and a 'Distribution Amounts Include Tax' checkbox.

### Suppliers: Invoice Tax Region

(N) Suppliers—>Entry (B) Open

### How to Set Up Suppliers and Supplier Site to Use Automatic Tax Calculation

- If the Allow Calculation Level Override check box was selected at the Payables Option level, you can, optionally, adjust the calculation level at the supplier level. If the Calculation Level Allow Override check box is selected at the Supplier level, you will be able to adjust the calculation level at the site level. If the Calculation Level Allow Override option is selected at the Site level, you will be able to adjust the calculation level at the invoice level.
- At the supplier level, you can, optionally, adjust the default rounding rule for new sites created for the supplier. At the site level you can, optionally, adjust the rounding rule to be used on new invoices.
- If the Allow Override for Distribution Amounts Include Tax check box at the Payables Option level was selected, you can, optionally, adjust the Distribution Amounts Include Tax check box at the supplier and the site levels.

## Using Automatic Tax Calculation

The screenshot shows the Oracle Invoices (Vision Operations) window. At the top, there is a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu bar, there are fields for 'Batch Control Total' and 'Actual Total'. A table with columns 'Prepayment PO Number', 'Original Prepayment Amount', 'Tax Name', 'Tax Amount', and 'Withholding Tax C' is visible. A 'Decision' dialog box is open in the center, titled 'Tax Calculation Level', with a question mark icon and three buttons: 'None', 'Line', and 'Header'. Below the table, there are fields for 'Amount Paid' (USD, 0.00), 'Holds', 'Status' (Never Approved), 'DistributionTotal' (0.00), and 'Posted' (No). At the bottom, there are buttons for 'Actions... 1', 'Holds', 'Payments', 'Match', 'Scheduled Payments', 'Overview', and 'Distributions'.

### Invoices

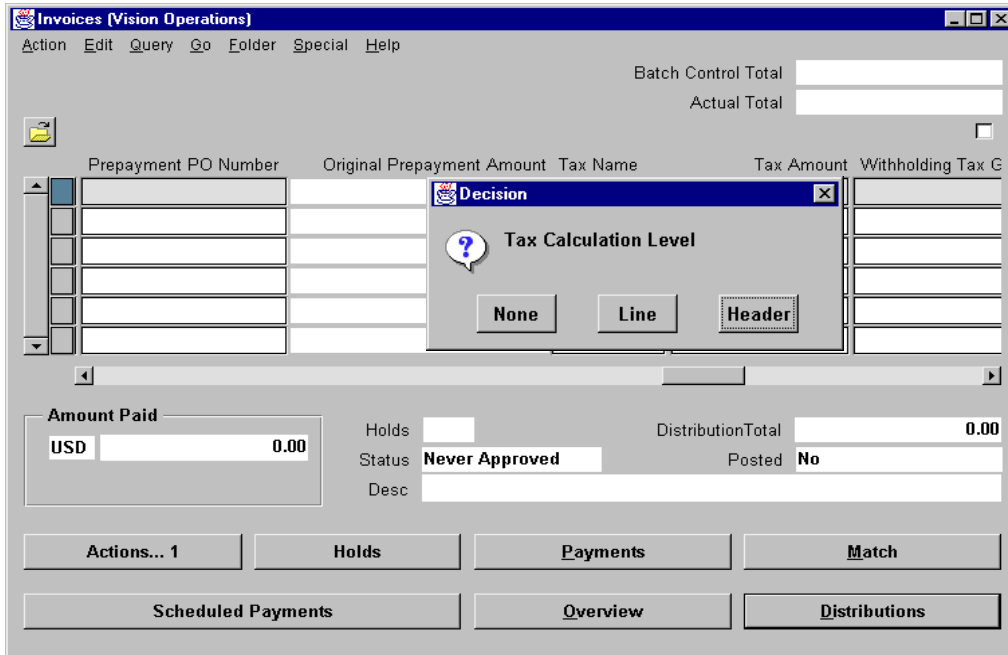
(N) Invoices—>Entry—>Invoices

### How to Use Automatic Tax Calculation

If Calculation Level Allow Override is on at the supplier site level, a window will be displayed when you enter the Tax Name field in the Invoices window. You have the option to choose Header or Line automatic tax calculation or to choose None, in which case no automatic tax calculation will be done; and you have the option of entering taxes manually or entering no taxes.

Oracle Payables automatically calculates tax at one of two levels, header or line.

- At the header level, Oracle Payables calculates the tax, inclusively, based on the gross invoice amount and the tax rate implied by the tax name entered in the Invoices window. It creates a single Tax type distribution line automatically. Only one tax name may be applied to an invoice.
- At the line level, Oracle Payables calculates at least one tax type distribution line per tax name entered in the Distributions window. It can calculate the tax either inclusively or exclusively based on whether the Includes Tax check box is selected.

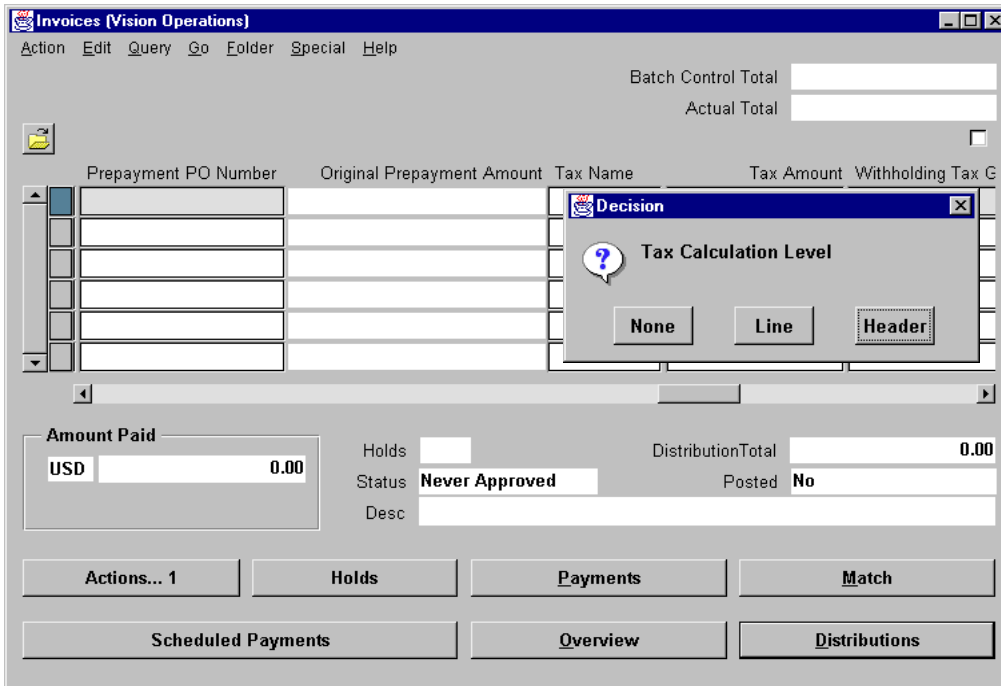


### How to Use Automatic Tax Calculation (continued)

Oracle Payables calculates taxes inclusively or exclusively at the line level.

- If the Includes Tax check box is not selected, Oracle Payables will do an exclusive calculation. It will multiply that distribution line's amount by the tax rate implied by the tax name and create a tax type distribution line for that amount. For example, if you have an invoice for a total of \$100 comprised of one item of \$90.91 and tax of \$9.09, you can enter the Item distribution of \$90.91 using PO Matching or manual entry, and then click the Calculate Tax button. Oracle Payables will automatically multiply \$90.91 by 10 percent and create a tax type distribution line for \$9.09.
- If the Includes Tax check box is selected, Oracle Payables will do an inclusive calculation. It will multiply that distribution line's amount by the tax rate implied by the tax name and create a tax type distribution line for that amount. For example, if you have an invoice for a total of \$100 but do not have the tax broken out on the invoice, you can enter the item distribution of \$100 using a distribution set or manual entry, and then click the Calculate Tax button. Oracle Payables will automatically multiply \$100 by  $100 / (100 \text{ plus the } 10\% \text{ tax rate})$  and create a tax type distribution line for \$9.09. It will then decrease the original item distribution by the amount of the tax type distribution line.





### How to Use Automatic Tax Calculation (continued)

You can include both inclusive and exclusive line calculations on the same invoice. The tax amounts calculated automatically are subject to tax variance limits just as a manually entered tax amount would be. If you do not click the Calculate Tax button to immediately view the results of the tax calculation, Payables will initiate the calculations automatically upon approval. Once the calculation is done on any distribution line, it will never be redone automatically, even if you make manual changes to the line or click the Calculate Tax button again. However, if you enter a new distribution line after having calculated the tax, the new distribution line will be subject to automatic tax calculation. If you have Use Automatic Tax Calculation selected, never enter a tax type line manually.

## Practice 30-1 Overview

**Practice 30-1 Overview**

**Practice Contents**

- **Entering an invoice**
- **Calculating taxes automatically**

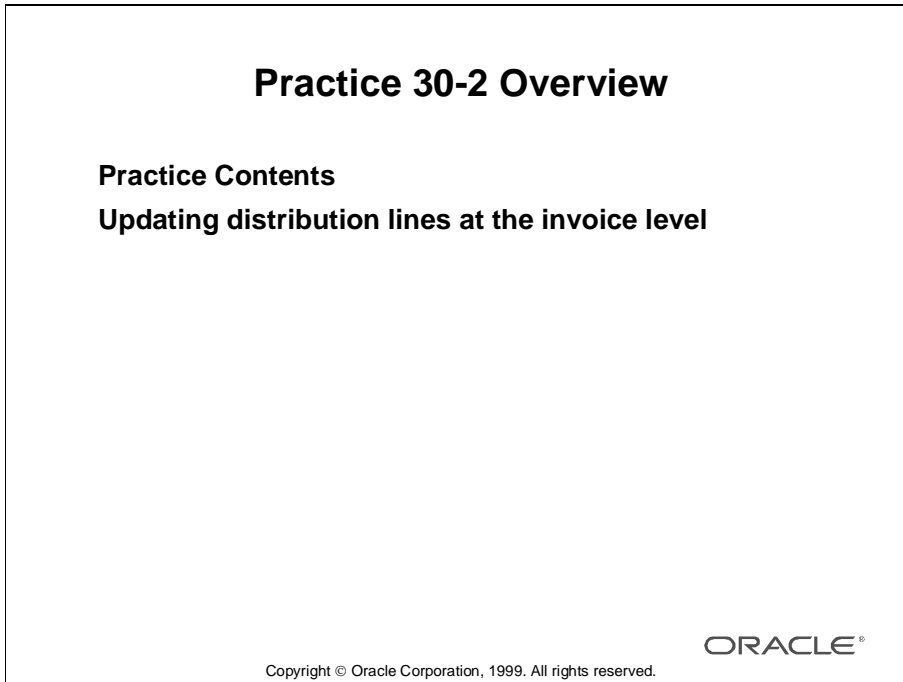
**ORACLE®**

Copyright © Oracle Corporation, 1999. All rights reserved.

### Performing This Practice

For detailed instructions on performing this practice, please refer to Appendix C, “Practices and Solutions.”

## Practice 30-2 Overview



### Performing This Practice

For detailed instructions on performing this practice, please refer to Appendix C, “Practices and Solutions.”

## Practice 30-3 Overview

**Practice 30-3 Overview**

**Practice Contents**  
**Entering the invoice in Oracle Payables**

**ORACLE®**

Copyright © Oracle Corporation, 1999. All rights reserved.

### Performing This Practice

For detailed instructions on performing this practice, please refer to Appendix C, “Practices and Solutions.”

## Practice 30-4 Overview

**Practice 30-4 Overview**

**Practice Contents**

- **Entering an invoice**
- **Prorating the tax and freight**

**ORACLE®**

Copyright © Oracle Corporation, 1999. All rights reserved.

### Performing This Practice

For detailed instructions on performing this practice, please refer to Appendix C, “Practices and Solutions.”

## Summary

### Summary

In this lesson, you should have learned how to do the following:

- Set up Automatic Tax Calculation
- Use Automatic Tax Calculation

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## **Setting Up VAT Requirements**

## Objectives

### Objectives

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

- **Define VAT tax names**
- **Define EU suppliers**
- **Record VAT charges**
- **Review VAT charges**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



---

## Tax Types

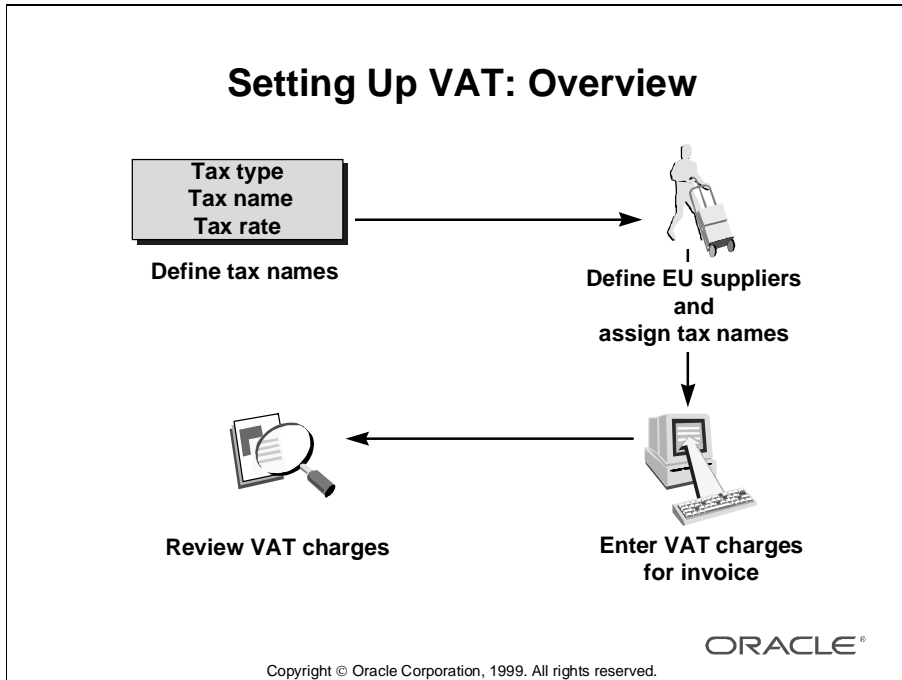
### Tax Types

Tax Type	Description
Sales	Used to record sales tax charges on invoices and taxable invoice distributions
Use	A tax you pay directly to a tax authority instead of to a supplier (suppliers do not include use taxes on invoices; and by assigning use taxes to invoices, you can create a record of the taxes you owe to tax authorities)
User Defined (VAT, GST)	In the Define Payables QuickCodes window, you can define as many tax types as you require
Offset	A negative-rate tax you use to offset a positive tax to enable you to record and report on zero-rated taxes
Automatic Withholding Tax	A feature you use to withhold taxes from expense reports and supplier invoices

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## Setting Up VAT



### Overview

- When you enter a supplier that is registered to pay Value-Added Tax (VAT) charges, you should enter the VAT registration number and related information during supplier entry. Specify a country as a European Union (EU) member state.
- If your organization is VAT-registered and you receive an invoice from a VAT-registered supplier site, you are required to pay VAT charges to the supplier. However, if your organization is located in an EU member state and the VAT-registered supplier site is located in a different EU member state, you are not required to pay VAT charges on invoices from the supplier, but you are required to report the charges to your tax authorities. You can use offset tax distributions to eliminate your VAT liability while maintaining a record of the charges.
- You can use the Intra-EU VAT Audit Trail Report to review the original VAT charges for your Intra-EU invoices. Oracle Payables includes in this report any charges from supplier sites located in other EU member states.
- If you assign a default VAT tax name and an offsetting tax name to a VAT-registered supplier in a EU member state different from yours, then Oracle Payables can automatically create VAT and offsetting tax distributions for you when you enter invoices for that supplier.

## Defining VAT Tax Names

The screenshot shows a window titled "Tax Names (Vision Operations)" with a menu bar (Action, Edit, Query, Go, Folder, Special, Help). The main area contains a table with columns: Tax Name, Tax Type, Rate, Description, Enable for Self-Service Users (checkbox), and Inactive Date (calendar icon). Below the table are input fields for GL Account, Account Description, and VAT Transaction Type, and a "Withholding Tax Details" button.

Tax Name	Tax Type	Rate	Description	Enable for Self-Service Users	Inactive Date
VAT-5%	Sales	5	Value Added Tax - 5%	<input type="checkbox"/>	
VAT-15%	Sales	15	Value Added Tax - 15%	<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

GL Account: 01-420-7710-0000-000  
 Account Description: Operations-Consulting-Sales Tax-No Sub Account-No Product  
 VAT Transaction Type:

Withholding Tax Details

### Tax Names

(N) Setup—>Tax—>Names

### How to Define Tax Names

- Use the Tax Names window to enter all relevant information.
- Establish a tax name, tax type, and a rate for each type of tax.
- Enter the appropriate GL account to charge for each tax type.  
 VAT Transaction Type field is used only for Belgian VAT tax reporting.

## Defining EU Suppliers

The screenshot shows a software window titled "Supplier Sites (Vision Operations) - GE Plastics, 1000". The window has a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The main area contains several input fields and checkboxes. The "Name" field is filled with "LONDON". The "Country" field is filled with "United Kingdom". The "Address" field is filled with "123 Main St.". The "City" field is filled with "London". The "County" field is filled with "United Kingdom". The "Invoice Tax" dropdown menu is set to "VAT-15%". The "Offset Tax Name" field is filled with "EC Offset VAT". The "Calculation Level" dropdown menu is set to "Header". The "Rounding Rule" dropdown menu is set to "Nearest". There are checkboxes for "Alternate Name", "Alternate Address", "Allow Calculation Level Override", and "Distribution Amounts Include Tax".

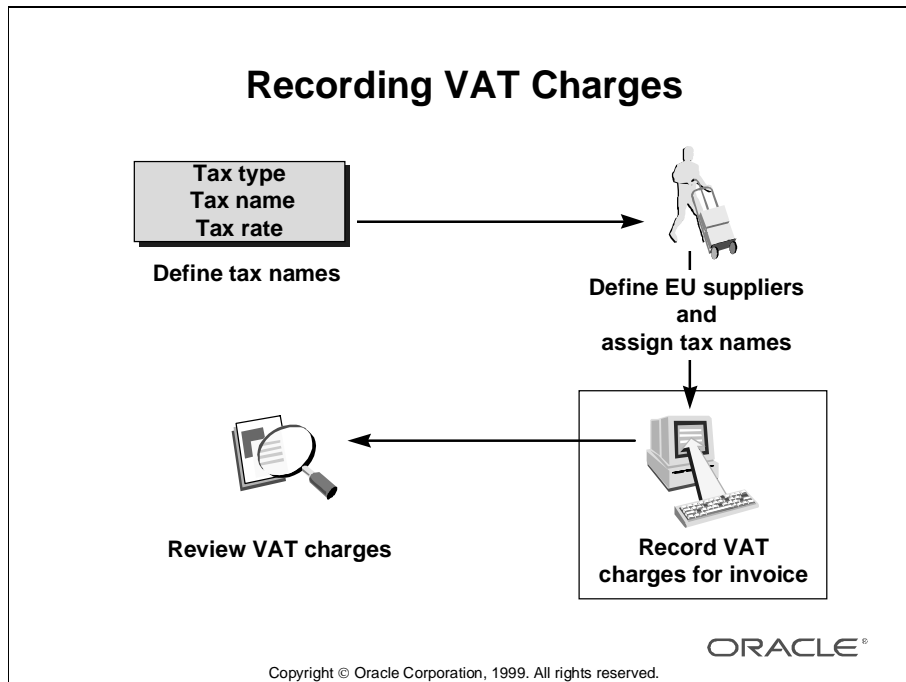
### Supplier Sites

(N) Suppliers—>Entry (B) Open (B) Open

### How to Define EU Suppliers

- In the Suppliers window or Supplier Sites window, enter the VAT registration number in the Tax Registration Number field. Oracle Payables automatically assigns the supplier's VAT numbers to each new supplier site and to all invoices you enter for those supplier sites.
- In the Invoice Tax Name field, select a VAT default tax name for supplier sites to pay VAT charges on invoices.
- In the Offset Tax Name field, select a tax name that will be used in conjunction with a VAT invoice tax name for reporting intra-EU VAT charges on invoices. Oracle Payables uses the offset tax name for a supplier site to create a default offsetting tax distribution for each default tax distribution on an invoice. The tax distribution and the offset tax distribution net to zero.

## Recording VAT Charges for an Invoice



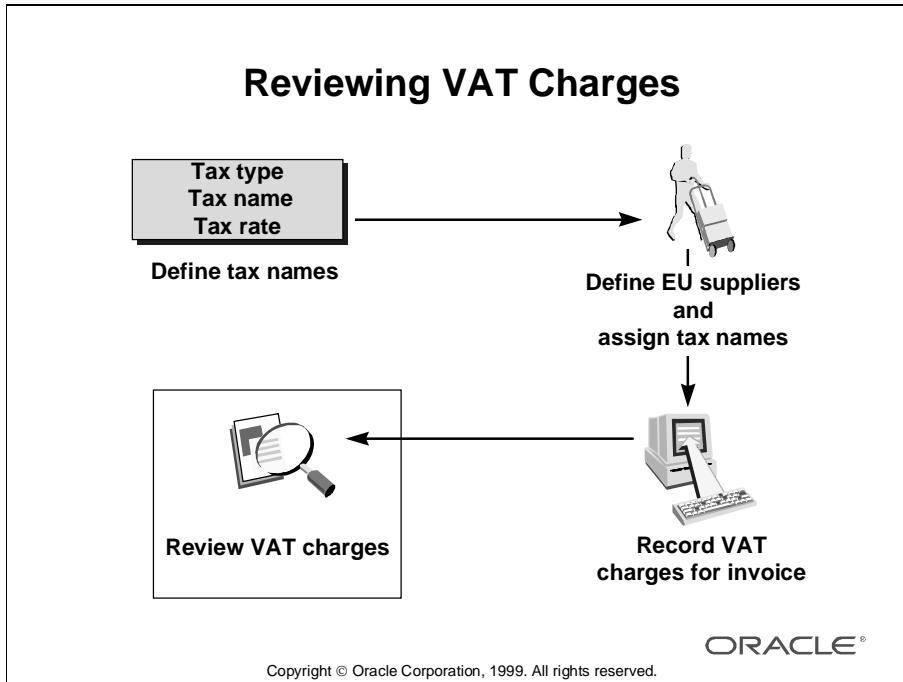
### How to Record VAT Charges for an Invoice

- Use a default VAT tax name for a supplier site to automatically assign the VAT tax name to all invoice distributions.
- Manually create a tax distribution with the VAT tax name, or have Oracle Payables automatically calculate the tax amount and create a tax distribution for the VAT charge.
- Approval verifies the total of the tax distribution based on the total of taxable distributions and the defined rate for the VAT tax name.

### Recording Zero-Rated VAT Charges for Intra-EU Invoices

- Use a default VAT tax name and offset tax name for a supplier site to create a tax distribution for the VAT charges and an offset tax distribution to net the VAT charges to zero.
- Manually create a tax distribution with the VAT tax name and a tax distribution for the offset tax, or have Oracle Payables automatically calculate the tax amount and create both a tax distribution for the VAT tax and a tax distribution for the offset tax.
- Approval does not verify the tax amounts for offset tax distributions.

## Reviewing VAT Charges



### How to Review VAT Charges

Use the Tax Declaration Report to review VAT charges.

- Oracle Payables prints the Tax Declaration Report for all tax types for a reporting period.
- Review VAT charges for one balancing segment or all balancing segments.
- Review detailed information including supplier name, invoice number, and tax amount.

Use the Intra-EU VAT Audit Trail to review invoice and tax information for Intra-EU invoices.

- Review summary or detailed information for all Intra-EU invoices for a range of invoice dates.
- Oracle Payables automatically converts foreign-currency amounts into functional currency.

## Summary

### Summary

In this lesson, you should have learned how to do the following:

- Define VAT names
- Define EU suppliers
- Record VAT charges
- Review VAT charges

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.





## **Setting Up Automatic Tax Withholding Requirements**

## Objectives

### Objectives

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

- **Enable the Withholding Tax Payable option**
- **Automatically withhold taxes**
- **Create Withholding Tax invoices**
- **Review withheld amounts online**
- **Review projected withholding taxes online**
- **Submit withholding tax reports**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## Automatic Withholding Tax

### Automatic Withholding Tax: Overview

Tax Type	Description
Sales	Used to record sales tax charges on invoices and taxable invoice distributions
Use	A tax you pay directly to a tax authority instead of to a supplier (suppliers do not include use taxes on invoices; and by assigning use taxes to invoices, you can create a record of the taxes you owe to tax authorities)
User Defined (VAT, GST)	In the Define Payables QuickCodes window, you can define as many tax types as you require
Offset	A negative-rate tax you use to offset a positive tax to enable you to record and report on zero-rated taxes
Automatic Withholding Tax	A feature you use to withhold taxes from expense reports and supplier invoices

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

### Overview

You may be required to withhold taxes from your employee expense reports and supplier invoices. Once you set up Oracle Payables to automatically withhold tax, you can withhold tax either during approval or during payment processing.

- You can control all withholding tax options in the Withholding Tax region of the Payables Options window.
- To perform automatic withholding, assign a withholding tax group to an invoice or invoice distribution. Accept the default withholding tax group from the supplier site, or select another from a list of values.
- To withhold tax, Oracle Payables creates one Withholding Tax type invoice distribution per Withholding Tax type tax name per withholding tax group.
- For each invoice, Oracle Payables automatically updates the invoice amount and scheduled payments to reflect the withholding.
- Review withheld amounts online, or submit standard reports.
- You can also automatically create withholding tax invoices to remit withheld taxes to the appropriate tax authorities.

## Enabling the Use Withholding Tax Function

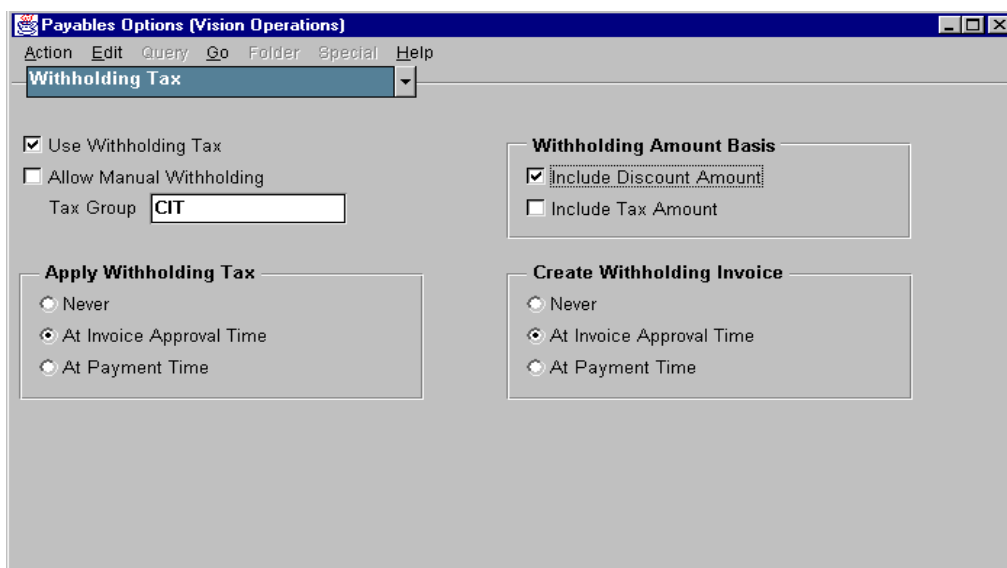
The screenshot shows the 'Payables Options (Vision Operations)' dialog box with the 'Withholding Tax' region selected. The 'Use Withholding Tax' checkbox is checked. The 'Allow Manual Withholding' checkbox is unchecked. The 'Tax Group' field contains the text 'CIT'. The 'Withholding Amount Basis' section has 'Include Discount Amount' checked and 'Include Tax Amount' unchecked. The 'Apply Withholding Tax' and 'Create Withholding Invoice' sections both have 'At Invoice Approval Time' selected.

### Payables Options: Withholding Tax Region

(N) Setup—>Options—>Payables

#### How to Enable the Use Withholding Tax Function

- 1 Use Withholding Tax: Select this option to enable the automatic withholding tax feature. You cannot enable this option if you use either of the Automatic Offsets Payables options.
- 2 Allow Manual Withholding: Enable this option to allow manual creation and adjustments of Withholding Tax type distributions for your invoices.
- 3 Tax Group: Enter the name of the withholding tax group that you want to use as the default withholding tax group for the new suppliers you enter.
- 4 Apply Withholding Tax: Select the time at which you want Oracle Payables to apply withholding taxes to your invoices: Never, At Invoice Approval Time, or At Payment Time.



### How to Enable the Use Withholding Tax Function (continued)

- 5 Withholding Amount Basis: Select the Include Discount Amount option if you want Oracle Payables to include the invoice discount amount when it calculates withholding tax amounts for the invoice. Select the Include Tax Amount option if you want Oracle Payables to include the invoice tax amount when it calculates withholding tax amounts for the invoice.
- 6 Create Withholding Invoice: Select the time at which you want Oracle Payables to automatically create withholding tax invoices: Never, At Invoice Approval Time, or At Payment Time.

## Creating Withholding Tax Invoices

The screenshot shows the 'Payables Options (Vision Operations)' window with the 'Withholding Tax' region selected. The window has a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. The 'Withholding Tax' region contains the following options:

- Use Withholding Tax
- Allow Manual Withholding
- Tax Group:
- Withholding Amount Basis**
  - Include Discount Amount
  - Include Tax Amount
- Apply Withholding Tax**
  - Never
  - At Invoice Approval Time
  - At Payment Time
- Create Withholding Invoice**
  - Never
  - At Invoice Approval Time
  - At Payment Time

### Payables Options: Withholding Tax Region

(N) Setup—>Options—>Payables

### How to Create Withholding Tax Invoices

Oracle Payables can automatically create withholding tax invoices, or you can perform this task manually.

- 1 To automatically create withholding tax invoices, you must choose whether to do this during approval or during payment processing. Indicate this choice in the Withholding Tax region of the Payables Options window.
- 2 If you choose to create withholding tax invoices during Approval, Oracle Payables creates unapproved withholding tax invoices for tax authority suppliers assigned to tax names.
- 3 If you choose to create withholding tax invoices during payment processing, Oracle Payables creates unapproved withholding tax invoices (for those invoices where you have applied withholding tax) during the Confirm program of payment batch processing or during processing of a quick payment.
- 4 To create withholding tax invoices manually, create an invoice for each Withholding Tax type invoice distribution on an invoice. Create the invoice for the tax authority supplier and site assigned to the Withholding Tax type tax name and for the amount of the Withholding Tax type invoice distribution.

## Review Withheld Amounts Online

		Supplier		Currency Code		
Tax Name	Period Name	Name	Number		Amount Subject to Withholding	Amount Withheld
CIT	Q4.95	John Woodma	54	GBP	1,000.00	300.00
CIT	Q1.96	Mortel Ltd.	90	GBP	11,914.90	3,574.47
CIT	Q1.96	Warren Consu	91	GBP	1,700.00	510.00

### View Period-To-Date Withheld Amounts

(N) Invoices—>Inquiry—>Withheld Amounts

### How to Review Withheld Amounts Online

Use this window to review period-to-date withheld amounts for a Withholding Tax type tax name for a supplier. You can review the amount subject to withholding and the period-to-date withheld amount. To view period-to-date withheld amounts.

- 1 Open the Period-To-Date Withheld Amounts window.
- 2 Enter query criteria directly into the window.
- 3 Execute the query by selecting Run from the Query menu.

Oracle Payables displays the period-to-date withheld amounts.

The information in this window is display only.

## Reviewing Projected Withholding Tax

Date	Group	Name	Rate	Gross Amount	Withheld Amount
06-MAR-1998	Withholding_Tax	Withholding_Tax	10	600,000.00	60,000.00

Current Accounting Flexfield

Account: 01.000-1332-0000-000

Description: Operations-Balance Sheet-Withholding Tax-No

Close

### Projected Withholding Tax

(N) Invoices—>Entry—>Invoices (M) Special—>Projected Withholding Tax

### How to Review Projected Withholding Tax

Use the Projected Withholding Tax window to review projected withholding tax invoice distributions for an invoice. Oracle Payables creates one Withholding Tax type invoice distribution for each Withholding Tax type tax name per withholding tax group assigned to an invoice distribution.

#### Prerequisites

- The Use Withholding Tax Payables option is enabled.
- The Apply Withholding Tax Payables option is set to At Payment Time.
- The invoice is approved and completely unpaid.
- The invoice has not been selected for payment.
- The invoice has at least one Withholding Tax group assigned.

To use the Projected Withholding Tax window:

- 1 Select an invoice in the Invoices Summary window.
- 2 Choose View Projected Withholding from the Special menu. Oracle Payables displays projected withholding tax invoice distributions for the selected invoice.



## Submitting Withholding Tax Reports

### Submit Request

(N) Other—>Requests—>Run

### Submitting Withholding Tax Reports

Use the Submit Requests window to process the following standard reports to satisfy tax authority, supplier, and management reporting requirements.

- Withholding Tax by Invoice Report
- Withholding Tax by Payment Report
- Withholding Tax by Vendor Report
- Withholding Tax by Tax Authority Report
- Withholding Tax Certificate Listing Report

## Summary

### Summary

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

- **Enable the Withholding Tax Payable option**
- **Automatically withhold taxes**
- **Create Withholding Tax invoices**
- **Review withheld amounts online**
- **Review projected withholding taxes online**
- **Submit withholding tax reports**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

**Setting Up 1099  
Requirements**

## Objectives

### Objectives

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

- **Set up 1099 reporting**
- **Enter 1099 details for suppliers**
- **Enter and pay 1099 invoices**
- **Identify and resolve 1099 exceptions**
- **Submit 1099 forms**
- **Submit 1099 tapes**
- **Submit 1096 forms**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## 1099 Reporting: Overview

### 1099 Reporting: Overview

**In the United States, you must report to the Internal Revenue Service certain types of payments you make to your suppliers.**

- **In the Supplier window, you can designate suppliers as federally reportable.**
- **When you enter invoices for the supplier, you classify invoice distributions by type 1099 MISC using the Income Tax Type field.**
- **At year end, you can then report, in standard formats, your accumulated 1099 payment information to the Internal Revenue Service, other tax agencies, and your suppliers.**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## Setting Up Oracle Payables for 1099 Reporting

### Setting Up Oracle Payables for 1099 Reporting

- **Enable the Combined Filing Program**
- **Define tax regions**
- **Define the reporting entities that produce 1099 reports**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

### Overview

- To use combined federal and state 1099 filing, and to produce K-Records and B-Records, select the Combined Filing Program Payables option.
  - K-Records: A summary record of all 1099 payments made to a supplier for a single tax region that participates in Combined Filing Program
  - B-Records: A summary record of all 1099 payments made to a supplier for one tax region
- If you use combined federal and state filing, define your tax regions.
- Define your tax reporting entities that produce 1099 reports.

## Enabling the Combined Filing Program

The screenshot shows the 'Payables Options (Vision Operations)' window for a 'Supplier'. The window has a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu bar, there is a dropdown menu for 'Supplier'. The main area contains several fields and checkboxes:

- Pay Date Basis: Due
- Terms Date Basis: Invoice
- PayGroup: Standard
- Bank Charge Bearer: (empty dropdown)
- Invoice Currency: USD
- Tax Reporting** section:
  - Combined Filing Program
  - Use Pay Site's Tax Region
  - Income Tax Region: (empty text field)

### Payables Options: Supplier Region

(N) Setup—>Options—>Payables

### How to Enable the Combined Filing Program

- **Combined Filing Program:** Select this option if you are using 1099 Combined Filing Program reporting. When you submit the 1099 tape, Oracle Payables will produce K records for all tax regions participating in the Combined Filing Program that have qualifying payments.
- **Use Pay Site's Tax Region:** You can select this option only if you select the Combined Filing Program option. Select this option if you want to use a 1099 supplier's tax region as the default tax region. You can override this default region for each invoice distribution in the Distributions window. Do not select this option if you do not want to use a supplier site's tax region as the default tax region. You must then enter the default tax region you want to use for all invoices in the Income Tax Region Name field.
- **Income Tax Region:** You can enter information in this field only if you select the Combined Filing Program option and do not select the Use Pay Site's Tax Region option. Enter the tax region you want to use as the default for the invoice distributions of your 1099 suppliers. You can override this default region for each invoice distribution.

## Defining Income Tax Regions

Abbreviation	Code	Description	Reporting Limit	Method
AK		Alaska		Same As Federal
AL	1	Alabama	1,500.00	Compare Individually
AR	5	Arkansas	2,500.00	Compare Individually
AS		American Samoa		Same As Federal
AZ	4	Arizona		Same As Federal
CA	6	California		Same As Federal

Effective  -

### Income Tax Regions

(N) Setup—>Tax—>Regions

### How to Define Income Tax Regions

Enter tax regions only if you are participating in the Combined Filing Program. Consult tax publications for the reporting requirements of each tax region.

- 1 Enter the region abbreviation you are defining, or locate the region abbreviation you are updating.
- 2 Enter the region's Internal Revenue Service code.
- 3 Enter a description for the region if it is not predefined.
- 4 For the reporting limit amount enter the minimum amount Oracle Payables uses to determine whether to report on a supplier's payments. If you do not enter an amount, Oracle Payables assumes the limit is zero.
- 5 Select one of the following three methods that Oracle Payables uses to compare actual payments to the reporting limit amount:
  - Compare Individually
  - Compare Sum
  - Same as Federal



## Defining Reporting Entities That Produce 1099 Reports

The screenshot shows a window titled "Reporting Entity [Vision Operations]". The window has a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". Below the menu bar, there are four input fields:

- Name: Vision Operations
- Location: V1- New York City
- Description: NYC, Vision Operations HQ
- Tax ID Number: 15918265-1253108

Below these fields is a section titled "Balancing Segment Values" which contains a table with two columns: "Value" and "Description".

Value	Description
01	Operations (Vision USA)

### Reporting Entity

(N) Setup—>Tax—>Reporting Entities

### How to Define Reporting Entities That Produce 1099 Reports

Use the Reporting Entity window to define reporting entities for your 1099 tax reporting. A reporting entity is any person or organization that has a unique tax identification number (TIN).

- 1 Enter the name of the entity you are defining.
- 2 Select the location of the entity you are defining.
- 3 Enter the tax ID number.
- 4 Enter one or more balancing segment values that comprise the reporting entity.
- 5 Save your work.

## Entering 1099 Suppliers

The screenshot shows a software window titled "Suppliers (Vision Operations: USD)". The window has a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The main form area contains several input fields:

- Supplier Name: **ABC CORPORATION**
- Number: **2013**
- Alternate Name: [Empty]
- Taxpayer ID: [Empty]
- Inactive After: [Empty]
- Tax Registration Number: [Empty]

A "Tax Reporting" tab is selected. Below it, a "Reportable" section contains:

- Federal
- Income Tax Type: [Empty]
- State

At the bottom, there are more input fields:

- Reporting Site: [Empty]
- Reporting Name: [Empty]
- Name Control: [Empty]
- Verification Date: [Empty]
- Organization Type: [Empty]

### Suppliers: Tax Reporting Region

(N) Suppliers—>Entry (B) New

### How to Enter 1099 Suppliers

- 1 Identify a 1099 supplier as federal and state reportable.
- 2 In the Income Tax Type field, select from a list of 1099 miscellaneous tax types.
- 3 In the Verification Date field, enter the date you received tax verification from the supplier. In Oracle Payables you can submit Tax Information Verification Letters for your suppliers. Oracle Payables prevents the generation of any further letters to a supplier after the verification date.

## Creating 1099 Payment Information

Distributions (Vision Operations: USD) - 10002, ABC CORPORATION

Action Edit Query Go Folder Special Help

Invoice Total **1,500.78**  
Distribution Total **1,500.78**

Tax	Track as Asset	Description	Income Tax Type	Income Tax Region
	<input type="checkbox"/>	Consulting	MISC7	CA
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Account Description

Status **Never Approved** PO Number

Posted **No**

Prorate... 1 Reverse 1 View PO Calculate Tax

### Distributions

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

### How to Create Payment Information

- 1 Assign, or accept the default for income tax type and income tax region for invoice distributions entered for a 1099 supplier.
  - If you are entering distributions by using a distribution set that does not include an Income tax type for any distribution, Oracle Payables automatically enters the supplier's default Income tax type.
  - In the Income Tax Region field, enter a region to identify a distribution as applicable to the United States state 1099 reporting requirements. If you select the Use Pay Site's Tax Region Payable option, the default for the Region is the state in the address for the supplier site.
- 2 Approve and pay invoices assigned with 1099 payment information.

## Identifying and Correcting 1099 Exceptions

### Identifying 1099 Exceptions

Submit the following reports to review, identify, and correct 1099 exceptions:

- 1099 Invoice Exceptions Report
- 1099 Supplier Exceptions Report

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

### How to Identify and Correct 1099 Exceptions

Submit the following reports to review, identify, and correct 1099 exceptions:

- 1099 Invoice Exception Reports
  - Use the 1099 Invoice Exceptions Report to review paid invoice distributions with inaccurate or missing 1099 income tax information. Before you run your 1099 reports, run the 1099 Invoice Exceptions Report for each tax entity to identify any invoice distributions that Oracle Payables will treat as exceptions in your 1099 reports.
  - You can use the Update Income Tax Details Utility to correct incorrect or missing income tax types or income tax regions. If the supplier's 1099 status is incorrect, you can correct it in the Tax region of the Suppliers window.
  - The 1099 Invoice Exceptions Report is divided into three sections:
    - Invoice distribution lines for 1099 suppliers with no income tax type
    - Invoice distribution lines for non-1099 suppliers with an income tax type
    - Invoice distribution lines with null or invalid income tax regions
  - For each exception, the report lists invoice and distribution information. This report is sorted by supplier, invoice, and invoice distribution number.

## Identifying 1099 Exceptions

Submit the following reports to review, identify, and correct 1099 exceptions:

- 1099 Invoice Exceptions Report
- 1099 Supplier Exceptions Report

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

### How to Identify and Correct 1099 Exceptions (continued)

- 1099 Supplier Exception Reports
  - Use the 1099 Supplier Exceptions Report to review 1099 suppliers with inaccurate or outdated 1099 income tax information.
  - Run the 1099 Supplier Exceptions Report before you submit your 1099 reports to identify suppliers that Oracle Payables will treat as exceptions in your 1099 reports.
  - You can correct these supplier exceptions in the Suppliers window.
  - Submit the 1099 Supplier Exceptions Report for each of your tax reporting entities.
  - For each exception, Oracle Payables lists the supplier name, supplier number, taxidentification number, tax reporting site, state, and exception condition. The report includes a brief description of each exception type condition it finds.
  - Oracle Payables sorts this report by exception condition and supplier name. A supplier is listed once for each exception condition it meets.

## Submitting the Update Income Tax Details Utility

**Submit Request**

Action Edit Query Go Folder Special Help

Run this Request...

Request Name: Update Income Tax Details Utility

Parameters: :01-JAN-98:31-MAR-98:Report:Report:No Change

Language: American English

At these Times...

As Soon As Possible Schedule...

Upon Completion...

Save all Output Files

Notify: [ ] Completion Options...

Print To: 30P407

Copy a Prior Request... Cancel Submit Request

### Submit Request

(N) Other—>Requests—>Run (B) OK

### How to Submit the Update Income Tax Detail Utility

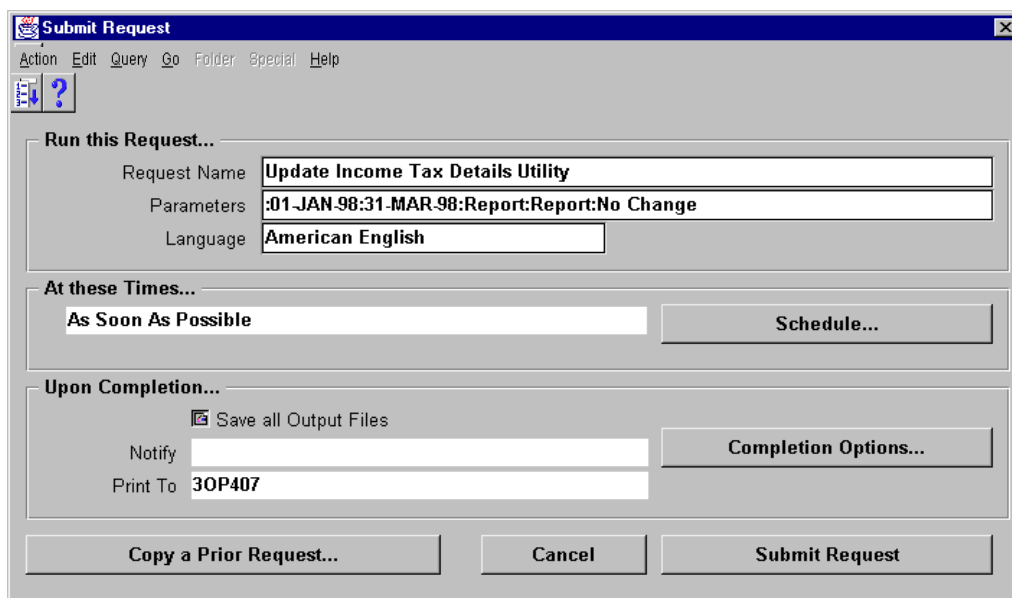
Submit this utility to report on or update the Income Tax Type and Income Tax Region fields on invoice distributions. These fields are required for all invoice distributions of United States federally reportable suppliers, because the fields are necessary for 1099 reporting.

To correct inaccurate or missing Income Tax Type or Income Tax Region fields for 1099 suppliers:

- 1 Ensure that the supplier site has accurate 1099 information.
- 2 Submit the utility.

You can also use this utility to correct invoice distributions of non-1099 suppliers that have income tax types assigned. If the supplier is a non-1099 supplier but you have inadvertently assigned Income Tax Types:

- 1 Ensure that the supplier is not federally reportable in the Suppliers window and that the site Income Tax Type field is blank.



## How to Submit the Update Income Tax Detail Utility (continued)

2 Submit the Update Income Tax Details utility.

If the supplier should be a 1099 supplier, update the supplier as federally reportable in the Suppliers window. In this case, the invoice distributions are accurate, so you need not submit the Update Income Tax Details Utility. Oracle Payables will then include the invoices for the supplier in 1099 reports.

The report is divided into two sections and ordered by supplier within each section:

- **Income Tax Type:** The Income Tax Type section lists the supplier name and number of invoice distributions that do not have income tax types for your 1099 suppliers. It also lists the invoice distributions that have income tax types for non-1099 suppliers.
- **Income Tax Region:** The Income Tax Region section lists the supplier name and number of invoice distributions with incorrect or missing income tax regions.

You can choose to run this utility in one of two modes:

- **Report mode:** If you submit the utility in report mode, for each section, the report lists the number of distributions that will be updated when you submit the utility in Update mode.
- **Update mode:** If you run the utility in Update mode, the report lists the number of distributions updated by the utility.

## Submitting 1099 Forms

**Submit Request**

Action Edit Query Go Folder Special Help

Run this Request...

Request Name: 1099 Forms

Parameters: 01-JAN-98:31-DEC-98:Vision Distribution::

Language: American English

At these Times...

As Soon As Possible

Schedule...

Upon Completion...

Save all Output Files

Notify

Print To: 3OP407

Completion Options...

Copy a Prior Request... Cancel Submit Request

### Submit Request

(N) Other—>Requests—>Run (B) OK

### How to Submit 1099 Forms

Use the 1099 Forms report to print, on preformatted forms from the Internal Revenue Service, the total 1099 MISC payments for a particular 1099 supplier. Submit the 1099 Forms report for each tax reporting entity in your organization.

In accordance with the Internal Revenue Service rules, Oracle Payables does not print a 1099 Form for a supplier unless you paid the supplier at least \$600 for the calendar year. However, Oracle Payables prints a 1099 form for the supplier if you pay a 1099 supplier at least \$10 in royalties (Box 2), substitute payments in lieu of dividends or interest (Box 8), or if you pay any fishing boat proceeds (Box 5).

Oracle Payables does not identify a 1099 payment by any criterion other than income tax type. Oracle Payables supports 1099 MISC types 1–10, except MISC4. For Golden Parachute payments (MISC9), Oracle Payables provides a separate total, appended with EPP, in Box 7.

Oracle Payables prints the 1099 Forms in order by state code and then alphabetically by supplier name.



**Submit Request**

Action Edit Query Go Folder Special Help

**Run this Request...**

Request Name

Parameters

Language

**At these Times...**

**Upon Completion...**

Save all Output Files

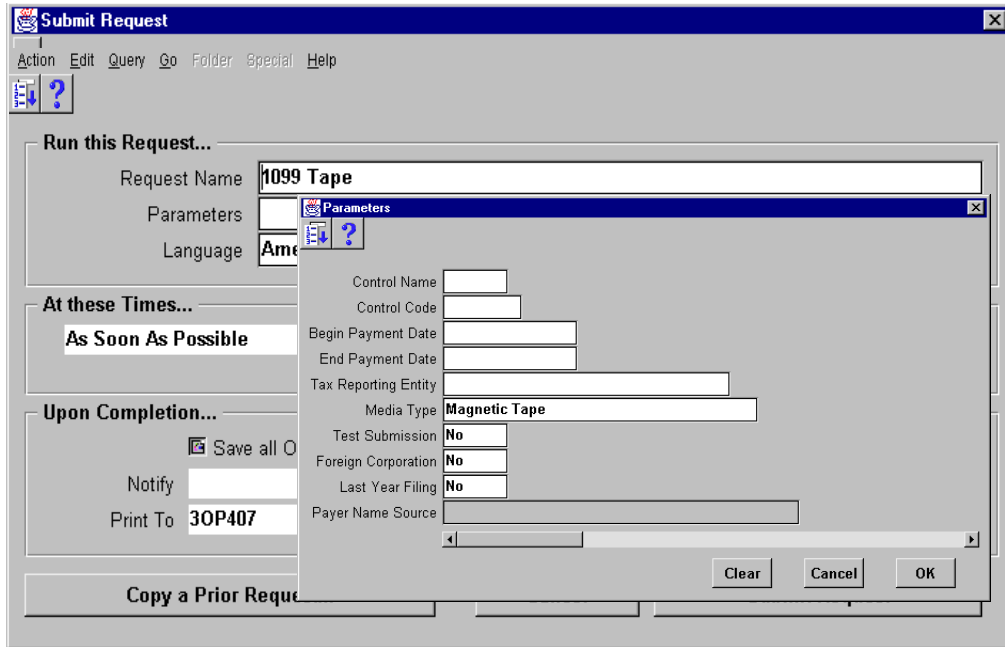
Notify

Print To

### How to Submit 1099 Forms (continued)

- 1 Insert and align the 1099 forms in your printer.
- 2 Navigate to the Submit Requests window.
- 3 In the Name field, select 1099 Form.
- 4 Navigate to the Report Parameters window.
- 5 In the Tax Reporting Entity field, select the name of the tax reporting entity for which you want to submit the 1099 Forms report.
- 6 In the Format for Laser Printer field, enter Yes if you want to format the print setting for a laser printer. Enter No or leave the field blank if you do not want to format the print setting for a laser printer. The default print setting for Oracle Payables is defined for a dot matrix printer.
- 7 In the Payer Name Source field, select the source from which Oracle Payables obtains the payer name for the report. The sources are:
  - Address: Address line 1 for the address entered in the Location window
  - Location: Location Name entered in the Location window
  - Tax Entity: Entity Name entered in the Reporting Entity window
- 8 Submit the request.

## Submitting 1099 Tape



### Submit Request

(N) Other—>Requests—>Run (B) OK

### How to Submit 1099 Tapes

Submit the 1099 Tape report to generate your summarized 1099 and 1096 information on a magnetic media file, in the format required by the Internal Revenue Service. The IRS requires that you send them a tape of your 1099 information if you need to submit 250 or more 1099 forms for your suppliers.

Report submission as follows:

- 1 Navigate to the Submit Requests window.
- 2 In the Name field, select 1099 Tape.
- 3 Navigate to the Report Parameters window.
- 4 In the Control Name field, enter your payer name control.
- 5 In the Control Code field, enter your five-digit transmitter control code (TCC).
- 6 In the Tax Reporting Entity field, enter the name of the tax reporting entity for which you want to submit the 1099 Tape.
- 7 In the Media Type field, select 5 1/4" and 3 1/2" Diskette or Magnetic Tape.

### How to Submit 1099 Tapes (continued)

- 8 In the Test Submission field, enter Yes only if you are submitting a test 1099 tape to the Internal Revenue Service.
- 9 In the Foreign Corporation field, enter Yes if your organization is a foreign tax reporting entity as recognized by the Internal Revenue Service.
- 10 In the Last Year Filing field, enter Yes if (due to merger, bankruptcy, or other reasons) this is the last year that this tax reporting entity will be filing.
- 11 In the Payer Name Source field, select the source from which Oracle Payables obtains the payer name for the report. The sources are:
  - Address: Address line 1 for the address entered in the Location window
  - Location: Location Name entered in the Location window
  - Tax Entity: Entity Name entered in the Reporting Entity window

## Submitting 1096 Forms

The screenshot shows the 'Submit Request' dialog box with the following details:

- Run this Request...:** Request Name: 1096 Form
- At these Times...:** As Soon As Possible
- Upon Completion...:** Save all Output Files (checked), Notify (empty), Print To: 30P407
- Parameters Dialog:** Tax Reporting Entity: Vision Distribution (1936916391.1231897), Payer Name Source: Tax Entity

### Submit Request

(N) Other—>Requests—>Run (B) OK

### How to Submit 1096 Forms

Submit the 1096 Form report to print an annual summary of total 1099 payments for a particular 1099 MISC type for all 1099 suppliers. The United States Internal Revenue Service requires that you send one 1096 form for each type of 1099 payment you use. Oracle Payables prints the report on preformatted forms from the Internal Revenue Service. To submit the request:

- 1 Navigate to the Submit Requests window.
- 2 In the Name field, select 1096 Form.
- 3 Navigate to the Report Parameters window.
- 4 In the Tax Reporting Entity field, enter the name of the reporting entity for which you want to submit the 1096 Form report.
- 5 In the Payer Name Source field, select Address, or Location, or Tax Entity as the source from which Oracle Payables obtains the payer name for the report.

## Summary

### Summary

In this lesson, you should have learned how to do the following:

- Set up 1099 reporting
- Enter 1099 details for suppliers
- Enter and pay 1099 invoices
- Identify and resolve 1099 exceptions
- Submit 1099 forms
- Submit 1099 tapes
- Submit 1096 forms

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



**Unit IV Setup**

## Taxes Setup

### Taxes Setup

**To set up taxes, you must define reporting entities  
(1099 Reporting).**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



## Defining Reporting Entities (1099 Reporting)

Reporting Entity [Vision Operations: USD]

Action Edit Query Go Folder Special Help

Name: Vision Distribution

Location: New York City

Description: New York City Office, Vision Opera

Tax ID Number: 1936916391-1231897

— Balancing Segment Values —

Value	Description
02	Distribution (Vision Singapore)

### Reporting Entity

(N) Setup—>Tax—>Reporting Entities

### How to Define Reporting Entities (1099 Reporting)

Use the Reporting Entity window to define reporting entities for your 1099 tax reporting. A reporting entity is any person or organization that has a unique tax identification number (TIN).

For each reporting entity, you assign one or more balancing segment values. For example, you define a reporting entity called Headquarters, which is comprised of Company 1, Company 2, and Company 3 (three balancing segment values). When you submit a 1099 report, you specify Headquarters as the reporting entity for which you want to submit the report. Oracle Payables prints on the 1099 report the accumulated payments for Companies 1, 2, and 3. Oracle Payables sums up the paid invoice distributions that have these company balancing segment values in their accounts. To define tax entities in the Reporting Entity window:

- 1 Enter the name, location, and tax ID number of the reporting entity you are defining.
- 2 Enter one or more balancing segment values that comprise the reporting entity.



## Unit IV Summary

## Unit Summary

### Unit Summary

**In this unit you should have learned how to set up, record, withhold, review, and pay different taxes using Oracle Payables.**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

### Summary

In this unit you learned the stages of setting up Oracle Payables to record and pay different kinds of taxes set by tax authorities. You learned how to set up Oracle Payables to meet 1099, Sales tax, and VAT requirements. You learned how to enable and use the Automatic Tax Withholding function.

---

## **Unit V**

---

# **Reporting, Accounting, and Auditing Functions**



## **Unit V Introduction**

## Unit Objectives

### Unit Objectives

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

- **Submit standard reports**
- **Define, submit, and modify report sets**
- **Transfer fixed assets detail to Oracle Assets**
- **Transfer accounting detail to general ledger**
- **Close and reconcile the period in Oracle Payables**
- **Purge records**
- **Balance entries for intercompany transactions**
- **Pay invoices in a currency other than the invoice currency (Euro Settlements)**
- **Enter and pay multiple-currency invoices**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



## Reporting

## Objectives

### Objectives

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

- **Submit reports**
- **Submit request sets**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## Reports and Request Sets

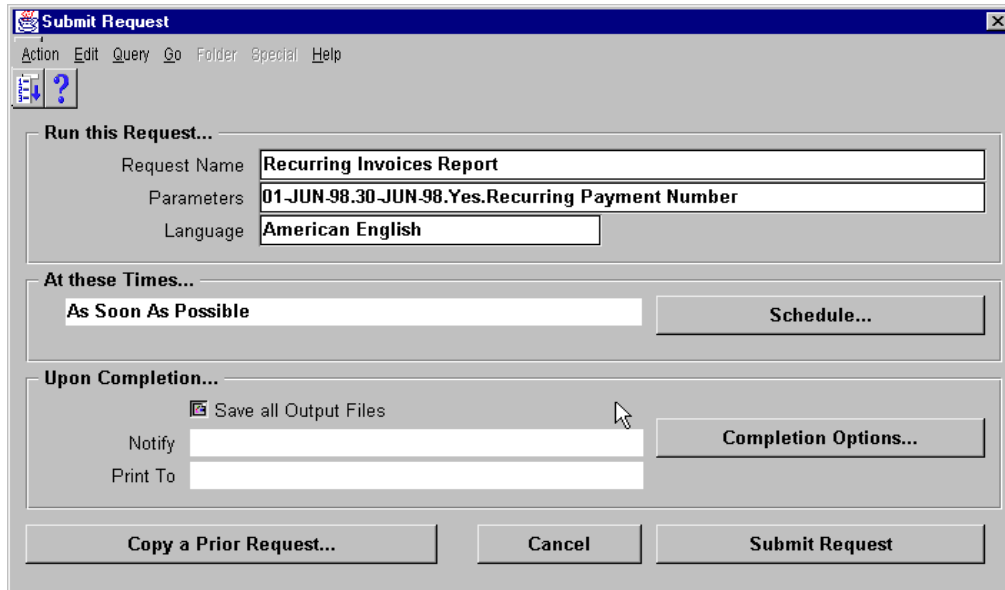
### Reports and Request Sets

Reports	A report is an organized presentation of specific Oracle Applications information. You can view a report online or send it to a printer. The content of a report can range from summary information to a complete listing of values. Reports are run as concurrent programs in Oracle Applications.
Request sets	A request set is a collection of reports and programs that you group together. You can submit the reports and programs in a request set all at once using a single transaction.

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## Submitting Requests (Reports or Programs)



### Submit Request

(N) Other—>Requests—>Submit a New Request—>Single Request (B) OK

### How to Submit Requests

There are three elements to submitting a request:

- 1 Select the request or request set to be submitted.

Selecting the request or request set may require you to provide request parameters and the output language.

- 2 Define a submission schedule.

Defining a schedule can be as simple as submitting as soon as possible or using a more complex schedule that you define when you first submit your request and may be used for other requests in the future.

- 3 Provide completion options.

Completion options allow you to deliver request output to others and specify which printers and how many copies of the output you want to produce for each request.

**Submit Request**

Action Edit Query Go Folder Special Help

Run this Request...

Request Name **Recurring Invoices Report**

Parameters **01-JUN-98.30-JUN-98.Yes.Recurring Payment Number**

Language **American English**

At these Times...

**As Soon As Possible** **Schedule...**

Upon Completion...

Save all Output Files **Completion Options...**

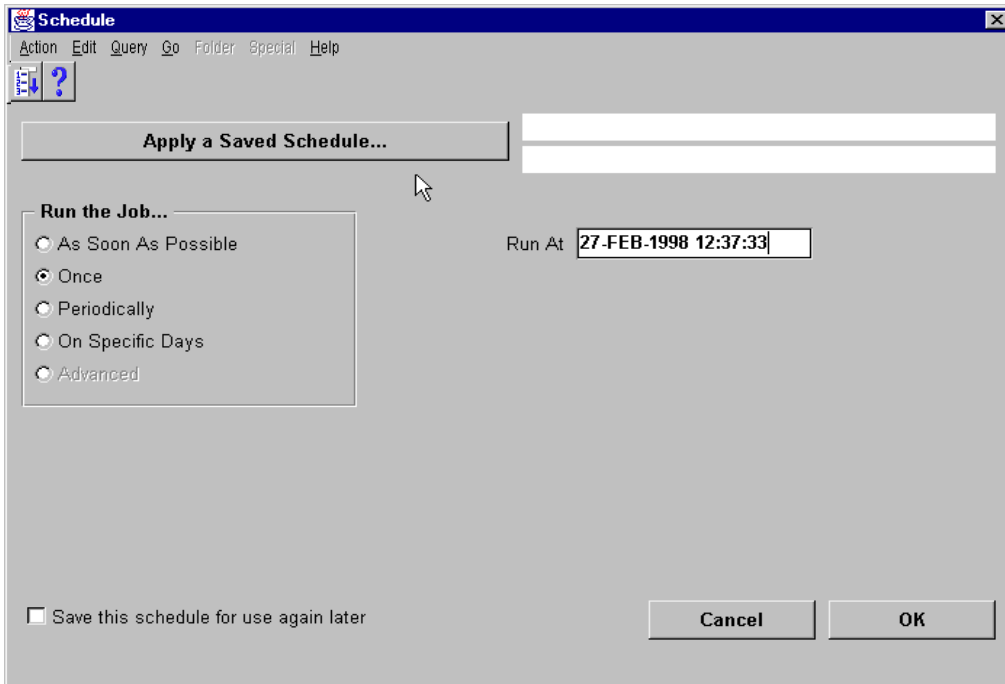
Notify

Print To

**Copy a Prior Request...** **Cancel** **Submit Request**

### How to Submit a Single Request

- 1 Navigate to the Submit a New Request window.
- 2 Select the Single Request check box.
- 3 Click OK.
- 4 Use the Copy a Prior Request... button to take advantage of previously entered request submissions, or in the Request Names field, select the name of the report or program you want to run from the list of available requests.
- 5 A Parameters window is displayed if you select a request that requires parameter values. The prompts in the Parameters window are specific to the request you select. Some requests require you to enter parameter values so that you can specify the scope of information you want in the request output. Some requests do not have parameters at all.
- 6 Once you enter the values in the required parameter fields and click OK, the Parameters window closes, and your parameter values are concatenated and displayed in the Parameters field.
- 7 If your site supports multiple languages, in the Language field, you can select which language is used for your request output.



## Schedule

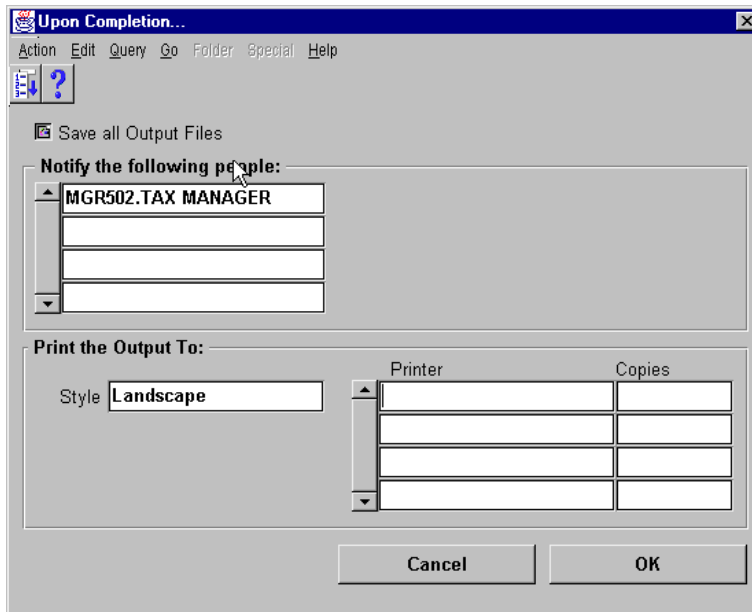
(N) Other—>Requests—>Submit Request (B) Schedule

### How to Define a Submission Schedule

The Scheduling window provides you with several scheduling options. You can choose to reuse a schedule you previously defined and saved, or define a new schedule. Choose a type of schedule from the following:

- **As Soon as Possible:** Submits your request as soon as possible
- **Once:** Submits your request once at the time and date you specify
- **Periodically:** Submits your request repeatedly at the interval you specify
- **On Specific Days:** Submits your request repeatedly on specific days of the week or month
- **Advanced:** This option is reserved for future releases

To save your schedule, select the “Save this schedule for use again later” check box. You must also provide a unique name and optionally a description for each schedule you save.



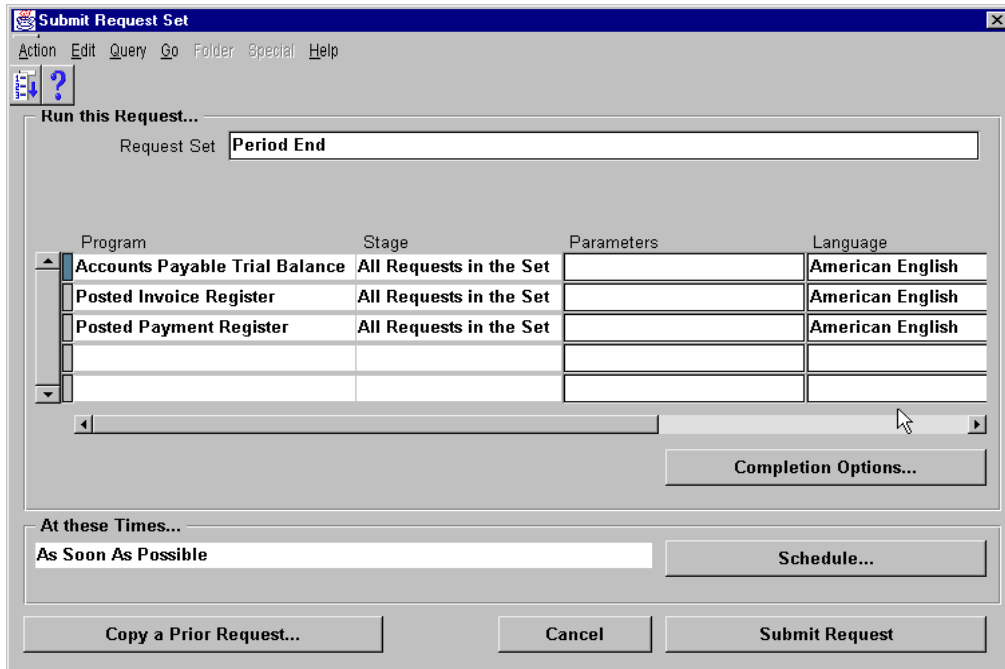
### Upon Completion...

(N) Other—>Requests—>Submit Request (B) Completion Options

### How to Define Completion Options

- 1 In the Upon Completion segment, select the Save all Output Files check box, if you want to write your request output to a file. To view your output online, you must select this check box.
- 2 Choose Completion Options.
- 3 In the Notify the following people field, specify additional people to be notified.
- 4 In the Style field, select a print style.
- 5 Select the printers you want to produce a hard copy of your report. Each printer produces at least one copy of the report. If you need more than one copy for a particular printer, use the Copies field to indicate the number of copies.
- 6 Click OK.
- 7 When you specified the scheduling and completion options, click Submit Request.

Once you submit your request, the Requests window opens and provides the current status of your request and the request ID number.



## Submit Request Set

(N) Other—>Requests—>Submit a New Request—>Request Set (B) OK

## How to Submit a Request Set

The steps for submitting a request set are very similar to those for submitting a single request.

- 1 In the Request Set field, select the name of the set you want to run from the list of available sets. Alternatively, click the Copy a Prior Request button to use a previously defined request set submission.
- 2 Oracle Payables displays the requests assigned to the request set. You can modify them for this request set submission. In the Parameters field for a request, Oracle Payables displays a Parameters window specific to that request.
- 3 To define completion options, open the Upon Completion... window for each request and enter your completion options.
- 4 Choose the Schedule window to define a schedule for this request set submission.
- 5 Submit your request set. When you submit a request set, Oracle Payables assigns a request ID to the request set and to each request in the request set.



## Summary

### Summary

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

- **Submit reports**
- **Submit request sets**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



## Completing the AP Cycle

## Objectives

### Objectives

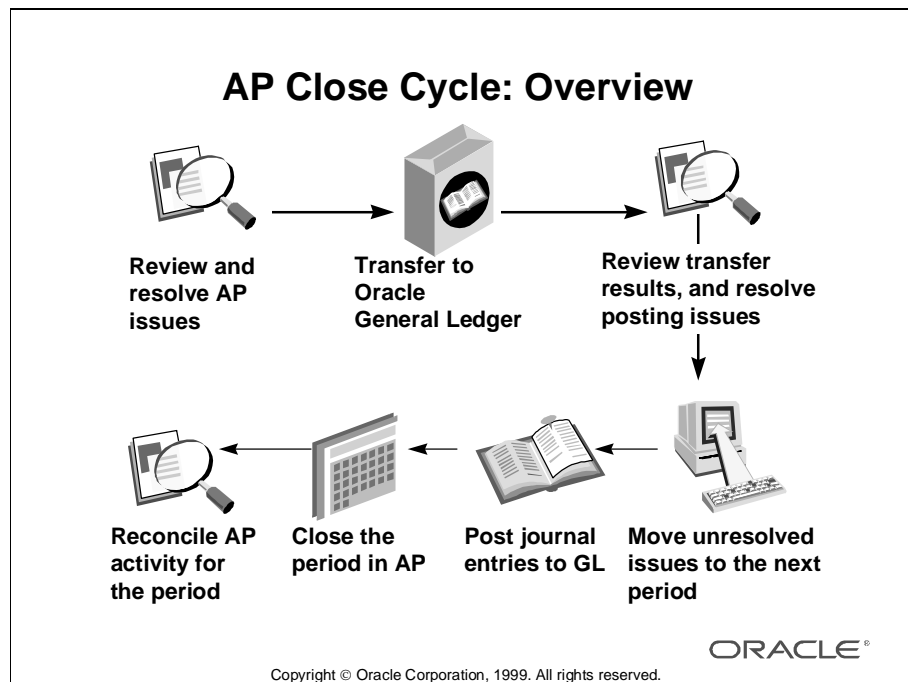
**After completing this lesson, you should be able to do the following:**

- **Transfer fixed assets detail to Oracle Fixed Assets**
- **Transfer accounting detail to general ledger**
- **Close the period in Oracle Payables**
- **Reconcile accounts payable activity for the period**
- **Purge records**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## AP Close Cycle

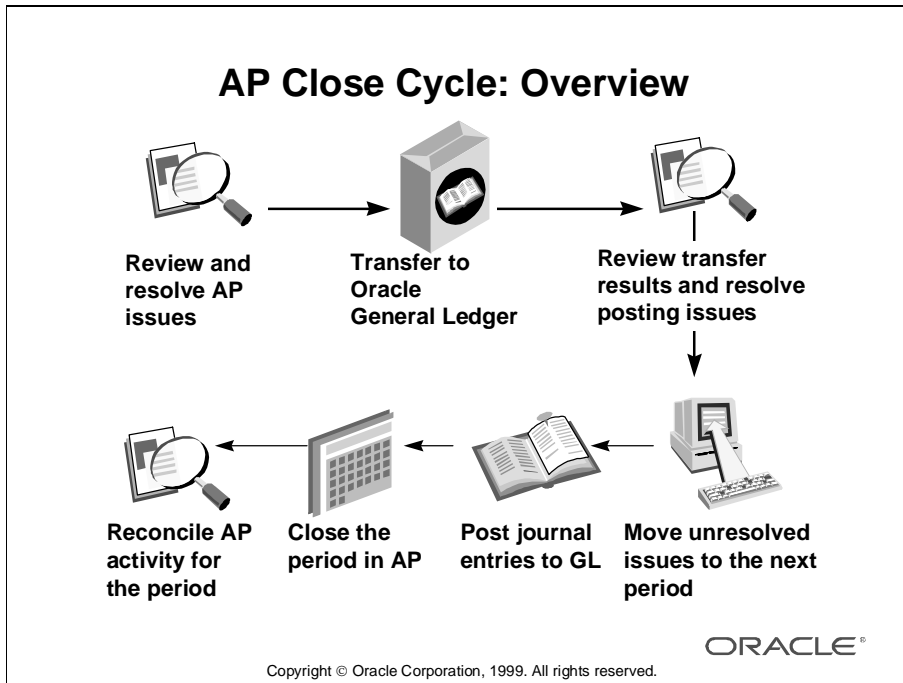


### Overview

Oracle Payables prevents you from closing an accounting period until you post all transactions with an accounting date in that period. If there are unposted invoices or payments that you want to move forward into the next accounting period, you can submit the Unposted Invoice Sweep program to move them forward. You should close a period when no one is entering any invoices or payments. This way you avoid the possibility of someone entering (without saving) a transaction, while you are closing the period.

To complete the close process in Payables:

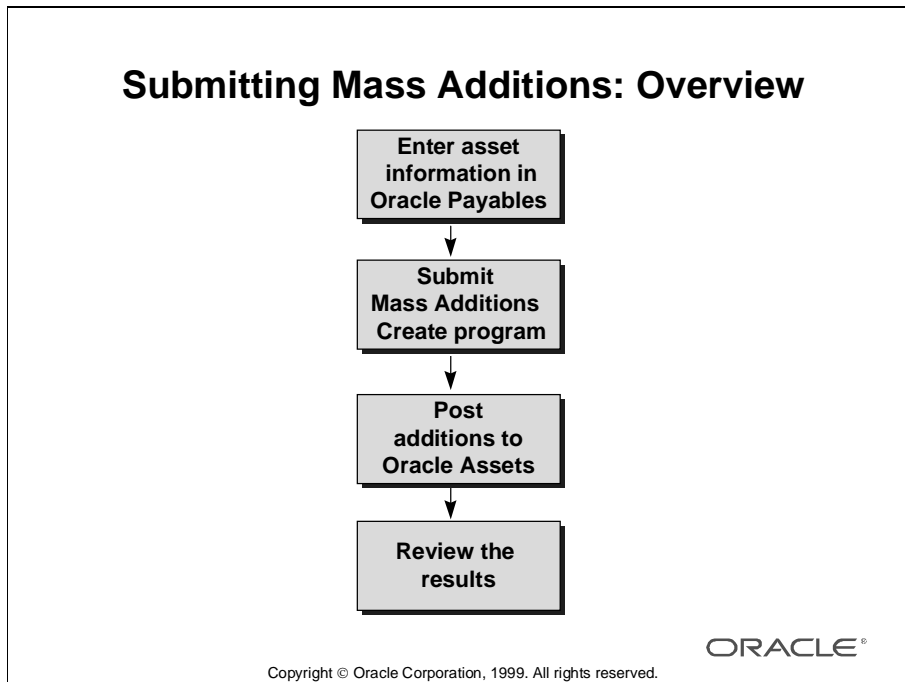
- 1 Approve all invoices and confirm all payment batches.
- 2 Review the amounts you will transfer to the general ledger.
  - Submit the Expense Distribution Detail Report for unposted invoices.
  - Submit the Posting Hold Report, and resolve holds before posting.
  - Review the Payment Register.
- 3 Transfer invoices and payments to the general ledger, and create journal entries by submitting the Transfer to General Ledger program.



### Overview (continued)

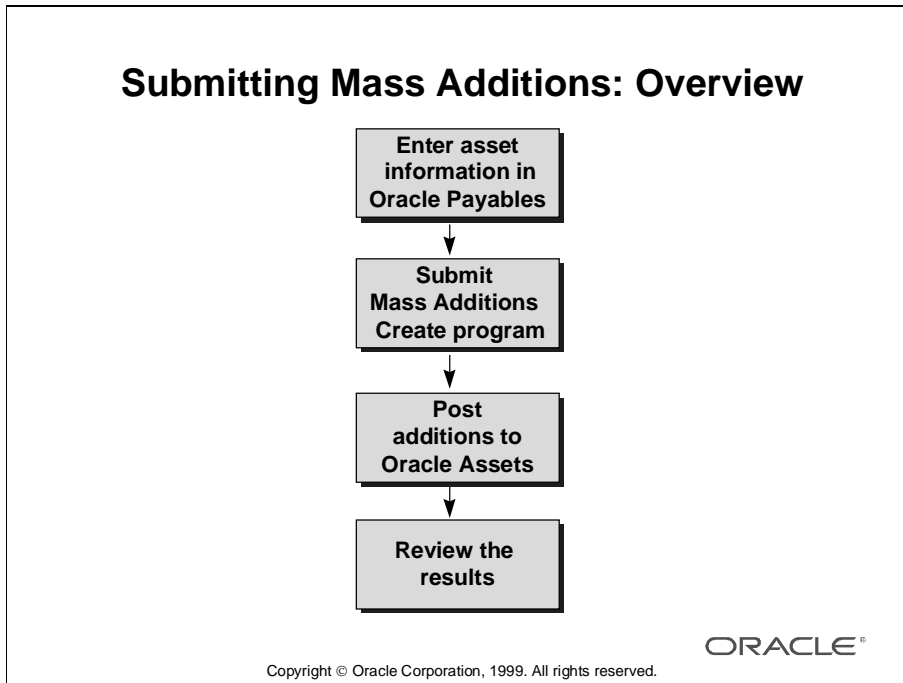
- 4 Review transfer results, and resolve posting exceptions by submitting the following reports:
  - Accounts Payable Journal Entry Exception Report
  - Accounts Payable Journal Entry Audit Report
  - Posting Hold Report
- 5 Submit the Unposted Invoice Sweep program to transfer any unresolved posting exceptions to the next period (optional).
- 6 Post journal entries to the general ledger, and reconcile the trial balance to the general ledger.
- 7 Close the period in Oracle Payables.
- 8 Reconcile Oracle Payables activity for the period by submitting the following reports:
  - Accounts Payable Trial Balance Report (current and prior periods)
  - Posted Invoice Register
  - Posted Payment Register
- 9 If you use Oracle Purchasing, accrue uninvoiced receipts.

## Submitting Mass Additions



### Overview

The Mass Additions create program selects invoice lines from Oracle Payables, copies them to a table in Oracle Assets (FA\_MASS\_ADDITIONS), and marks invoice lines as having been considered for selection. These invoice lines are then used to create assets or to cost adjust existing assets. Invoice lines not used by Oracle Assets can be deleted by the Asset personnel; however, an invoice distribution adjustment must be performed in Oracle Payables to clear these items from the clearing account.



### Overview (continued)

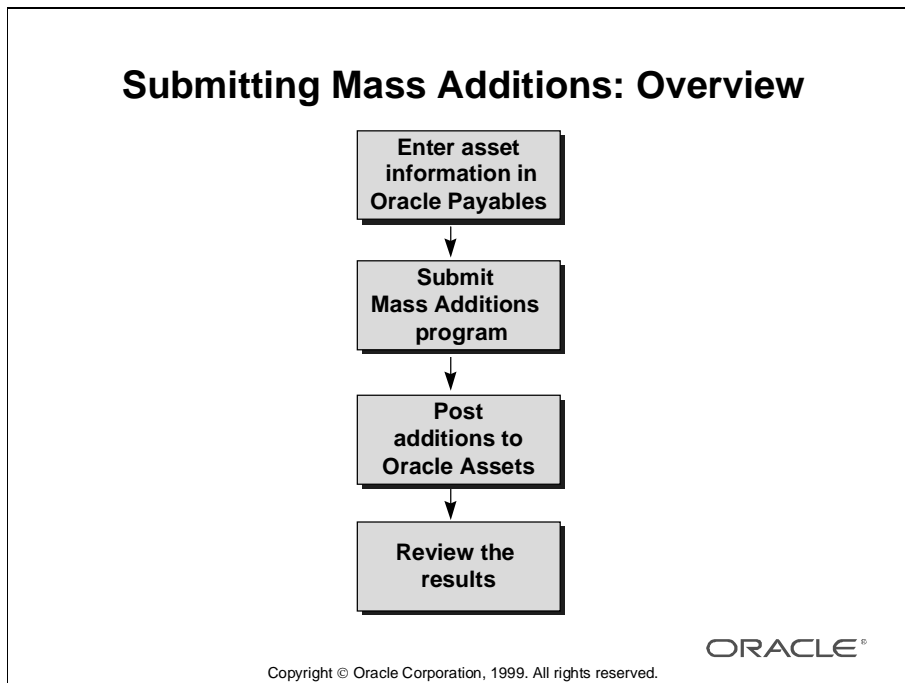
In this process data is only sent; no data is received by Oracle Payables from Oracle Assets. Data sent by the Mass Additions create program includes the following items: invoice number, invoice line number, supplier number, supplier name, concurrent request ID number of the mass additions create process, invoice date, invoice distribution line description, invoice distribution line Accounting Flexfield, number of units, and invoice distribution line amount as cost

If the invoice was matched to a Purchase Order, the Purchase Order Number and Purchase Order Batch Number will be sent. Additionally, if the Purchase Order used an Item for which the Item Attribute called Asset Category was defined, the Asset Category will also be sent to Oracle Assets.

Supplier tables are shared between Oracle Payables and Oracle Assets. Oracle Assets only uses Supplier Number and Supplier Name. Also, Asset Categories must be defined in Oracle Assets before you can define this Attribute for an Item in Oracle Payables.

All posted invoice distribution lines are reviewed by the Mass Additions create program. Once reviewed, they are marked as being reviewed and will never be considered again by the Mass Additions Create process. If an invoice line did not come over due to a set-up issue, that Invoice Distribution Line must be reversed in Oracle Payables, reentered, approved, and posted before the Mass Additions Create process will select it.





### Overview (continued)

Oracle Assets reviews all posted invoice distribution lines, but only considers those with the “Track as an Asset” flag set to Yes. The flag is set to Yes by one of the following actions:

- Coding an invoice distribution line to any asset account causes the Track flag to automatically be set to Yes and the field to be protected against update.
- When coding an invoice distribution line to an expense account, the Track flag defaults to No, but can be manually set to Yes. These items will always transfer to Oracle Assets as Expensed Asset type. This is done to use the asset tracking functionality in Oracle Assets without affecting depreciation.

For invoice distribution lines coded to Asset accounts, Mass Additions only selects those lines where the asset account used is the same account as an asset clearing or CIP clearing account in setup of any of the asset categories. All invoice distribution lines coded to *any* other asset accounts will *not* be sent to Oracle Assets. To avoid the situation where invoice distribution lines get posted to the asset cost account instead of the asset clearing account, define segment security rules for all Oracle Payables responsibilities that bar input to all fixed asset account except the asset clearing and CIP clearing accounts.

## Recording Asset Information in Oracle Payables

The screenshot shows the Oracle Distributions window for Vision Operations: USD on 27-FEB-98 for GE Plastics. The window title is "Distributions [Vision Operations: USD] - 27-FEB-98, GE Plastics". The menu bar includes Action, Edit, Query, Go, Folder, Special, and Help. The summary section shows Invoice Total and Distribution Total, both at 1,000.00. The main table lists six distribution lines, each with an amount of 43.48, tax name Standard VA, date 27-FEB-1998, and various GL accounts. The 'Track as Asset' checkbox is checked for all lines. Below the table, the account description is "Operations-West Region Sales-Machinery & Equipment-No Sub Account-No Pro", status is "Never Approved", and posted is "No". Buttons for Prorate... 1, Reverse 1, View PO, and Calculate Tax are visible at the bottom.

Amount	Tax Name	GL Date	Account	Includes Tax	Track as Asset
43.48	Standard VA	27-FEB-1998	01-120-1530-0000-000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
43.48	Standard VA	27-FEB-1998	01-120-1530-0000-000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
43.48	Standard VA	27-FEB-1998	01-130-1530-0000-000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
43.48	Standard VA	27-FEB-1998	01-140-1530-0000-000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
43.48	Standard VA	27-FEB-1998	01-402-1530-0000-000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
43.48	Standard VA	27-FEB-1998	01-404-1530-0000-000	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Account Description: Operations-West Region Sales-Machinery & Equipment-No Sub Account-No Pro  
 Status: Never Approved  
 Posted: No  
 PO Number: [ ]

Buttons: Prorate... 1, Reverse 1, View PO, Calculate Tax

### Distributions

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

### How to Record Asset Information in Oracle Payables

- Oracle Payables automatically selects the Track as Asset check box if the account segment for the GL account is assigned to an asset category.
- Optionally, select the Track as Asset check box if that is not the default value.
- Enter additional asset information in the distribution description; any text in this field is displayed in the Mass Additions Summary window in Oracle Assets.
- When you make a payment for an invoice with distributions that have been (or will be) transferred to Oracle Assets, Oracle Payables automatically transfers any information about discounts taken through the Mass Additions create process. Once the discount is in Oracle Assets, you can perform a manual cost adjustment for the discount amount on the appropriate asset. This enables you to depreciate the actual cost of the asset.

## Submitting Mass Additions Create Program

### Submit Request

(N) Other—>Requests—>Submit a New Request—>Single Request (B) OK

### How to Submit Mass Addition Create Program

- 1 To import asset information (including discounts taken) from Oracle Payables to Oracle Assets, navigate to the Submit Requests form.
- 2 Choose Mass Additions Create from the Request Name list of values.
- 3 In the Parameters window, enter a GL date and book.
  - GL Date: Oracle Payables creates mass additions from invoice lines with GL dates that are on or before the date you enter in this field. You must enter a date on or before the current date.
  - Book: Enter the name of the Oracle Assets corporate book for which you want to create mass additions.
- 4 Click Submit Request to submit the concurrent request.
- 5 Oracle Payables automatically runs the Mass Additions Create report so you can review a list of the mass additions created.
- 6 Review the log files and report after the request is completed.

## Transferring Accounting Details to General Ledger

**Submit Request**

Action Edit Query Go Folder Special Help

Home ?

**Run this Request...**

Request Name

Parameters

Language

**At these Times...**

**Upon Completion...**

Save all Output Files

Notify

Print To

### How to Transfer Accounting Details to General Ledger

Submit the Payables Transfer to General Ledger program to transfer invoice and payment accounting information to the Payables General Ledger Interface table. You can then use your general ledger to create and post journal entries.

To create journal entries for Oracle General Ledger:

- 1 In the Submit Requests window, Choose Payables Transfer to General Ledger from the Request Name list of values.
- 2 Enter the report parameters, and click OK. The parameters you enter determine how Oracle Payables transfers invoice and payment information to your general ledger. You also specify if you want to maintain audit information and, if you use General Ledger with Oracle Payables, you can also specify your journal entry creation method.
- 3 In the Submit Requests window, click Submit.
- 4 Resolve posting issues by reviewing the following reports:
  - Accounts Payable Journal Entry Audit Report
  - Accounts Payable Journal Entry Exception Report
  - Posting Hold report

## Moving Unresolved Exceptions to the Next Period

The screenshot shows the 'Submit Request' dialog box with the following details:

- Request Name:** Unposted Invoice and Payment Sweep Program
- Parameters:** Parameters (open window)
- Language:** ?
- At these Times...:** As Soon As Possible
- From Period:** Jun-98
- To Period:** Jun-98
- Detail:** Yes
- Sweep Now:** No
- Buttons:** Clear, Cancel, OK, Schedule..., Completion Options...
- Bottom Buttons:** Copy a Prior Request..., Cancel, Submit Request

### How to Move Unresolved Exceptions to the Next Period

Oracle Payables does not allow you to close a period with unposted invoices and payments. Use the Unposted Invoice Sweep program to transfer all unposted invoices and payments from one accounting period to another.

- 1 Choose Unposted Invoice Sweep from the Request Name list of values. Oracle Payables opens the Report Parameters window.
- 2 In the From Period field, enter the accounting period in Oracle Payables from which you want to transfer all unposted invoice distributions or payments.
- 3 In the To Period field, enter the accounting period in Oracle Payables to which you want to transfer all unposted invoice distributions or payments.
- 4 In the Detail field, select the level of detail in the Invoice Sweep report.
  - Select Yes to include individual distributions and payments.
  - Select No to include only a summary of distributions and payments.
- 5 In the Sweep Now field, select one of following options:
  - Yes: Submit the program now, and print the Actual Invoice Sweep report
  - No: Defer submission of the sweep program, but print the Preliminary Invoice Sweep report

## Controlling AP Accounting Periods (Closing the Period)

Period Status	Period Number	Fiscal Year	Period Name	Begin Date	End Date
Never Opened	5	2000	May-00	01-MAY-2000	31-MAY-2000
Never Opened	4	2000	Apr-00	01-APR-2000	30-APR-2000
Future	3	2000	Mar-00	01-MAR-2000	31-MAR-2000
Open	2	2000	Feb-00	01-FEB-2000	29-FEB-2000
Open	1	2000	Jan-00	01-JAN-2000	31-JAN-2000
Open	12	1999	Dec-99	01-DEC-1999	31-DEC-1999
Open	11	1999	Nov-99	01-NOV-1999	30-NOV-1999
Open	10	1999	Oct-99	01-OCT-1999	31-OCT-1999
Open	9	1999	Sep-99	01-SEP-1999	30-SEP-1999
Open	8	1999	Aug-99	01-AUG-1999	31-AUG-1999
Open	7	1999	Jul-99	01-JUL-1999	31-JUL-1999
Open	6	1999	Jun-99	01-JUN-1999	30-JUN-1999

### AP Accounting Periods

(N) Setup—>Calendar—>Accounting—>AP Accounting Periods

### How to Close Accounting Periods

Oracle Payables allows invoice entry, payment entry, and payment voiding in open accounting periods. You can enter invoices in future accounting periods, but you cannot post any invoices in Future accounting periods until you change the status of the period to Open. You can open and close accounts payable periods independently of your General Ledger periods.

To change the status of an accounting period, in the AP Accounting Periods window, update the period status to one of the following:

- **Never Opened:** Payables does not allow invoice entry, payment entry, or payment voiding in a period that has never been opened.
- **Future:** Oracle Payables allows invoice entry in a future period. Approval places a posting and payment hold on any invoice you enter in a future period. Approval releases the hold when you open the period and resubmit approval.
- **Open:** Oracle Payables allows invoice entry, payment entry, payment voiding, and posting in an Open period.
- **Closed:** Oracle Payables does not allow any entry in a Closed period.
- **Permanently Closed:** You cannot reopen a Permanently Closed period.

## Reconciling Accounts Payable Activity for the Period

### Reconciling Accounts Payable Activity for the Period

Use the following reports to reconcile your posted invoices and payments to your Accounts Payable Trial Balance:

- Posted Invoice Register
- Posted Payment Register
- Accounts Payable Trial Balance

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

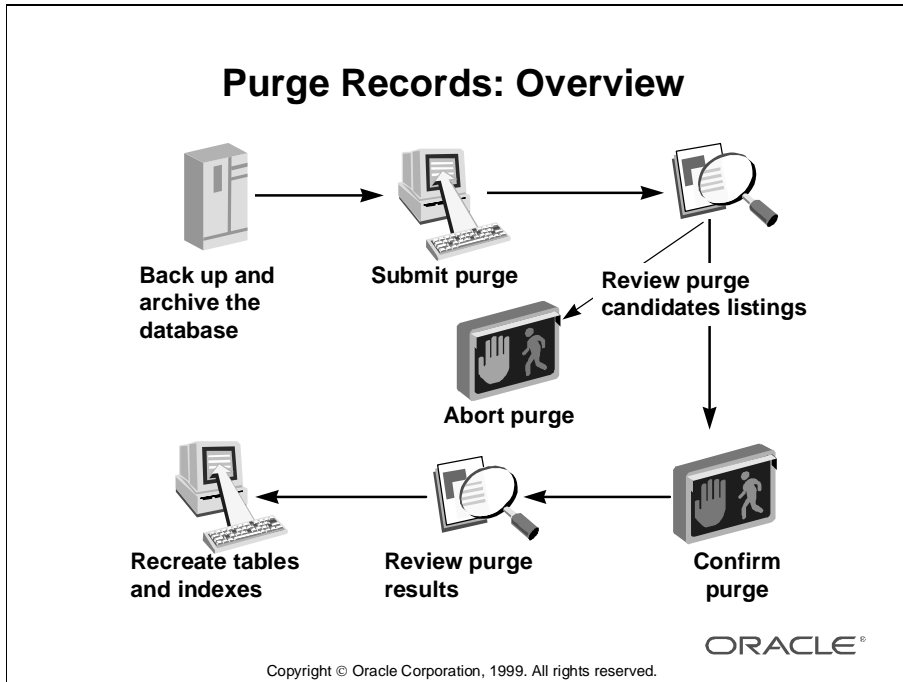
### How to Record Accounts Payable Activity for the Period

Use the following Oracle Payables reports to reconcile your posted invoices and payments to your Accounts Payable Trial Balance to ensure that your Trial Balance accurately reflects your accounts payable liability:

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

To reconcile your Accounts Payable Trial Balance for a given period add the current period's posted invoices (total invoice amount from the Posted Invoice Register), and subtract the current period's posted payments (total cash plus discounts taken from the Posted Payments Register) from the prior period's Accounts Payable Trial Balance. This amount should equal the current period's Accounts Payable Trial Balance.

## Purging Records



### How to Purge Records

You can delete Oracle Payables or Oracle Purchasing records that you no longer need to access online to free up space in your database. You can purge invoices, purchase orders, suppliers, and related records such as invoice payments and purchase receipts. After a record is purged, it is no longer queryable and the record will no longer appear on standard reports. However, the system maintains summary information of deleted records to prevent you from entering duplicate invoices or purchase orders. Create a special responsibility called Payables Purge Administrator for purging information from Oracle Payables and Oracle Purchasing, and assign this responsibility only to the person responsible for purging information from the database. After initiating a purge, you can abort the purge except during the Initiating, Revalidating, and Summarizing phases.

Use the following steps for purging records:

- 1 Back up and archive the Oracle Payables database.
- 2 Confirm the integrity of the backup for safety.
- 3 Initiate a purge.
- 4 Based on the review of purge candidates listings, abort or confirm the purge.
- 5 Review the purge results. Drop and recreate the database tables and indexes.



## Summary

### Summary

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

- **Transfer fixed assets detail to Oracle Fixed Assets**
- **Transfer accounting detail to general ledger**
- **Close the period in Oracle Payables**
- **Reconcile accounts payable activity for the period**
- **Purge records**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



## **Using Optional Accounting Features**

## Objectives

### Objectives

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

- Balance entries for intercompany transactions
- Pay invoices in a currency other than the invoice currency
- Enter and pay multiple currency invoices
- Review unrealized gains or losses
- Use automatic offsets
- Use sequential numbering

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

## Using Intercompany Accounting

Using Intercompany Accounting							
Step 1							
	Company 01 Expenses		AP	Company 02 Expenses		Company 03 Expenses	
Invoice for \$150	50		150	50		50	
Step 2							
	Company 01 Intercompany Receivable		Company 02 Intercompany Payable		Company 03 Intercompany Payable		
Intercompany Balancing Entry	100			50		50	
ORACLE®							
Copyright © Oracle Corporation, 1999. All rights reserved.							

### Using Intercompany Accounting

When you use Oracle General Ledger, you can perform accounting for multiple companies within one set of books. When you post journal entries, if a journal entry is out of balance for a balancing segment or company, Oracle General Ledger automatically posts any difference against the intercompany account you defined for the combination of source and category. The following example explains the process further. An organization owns three companies: A, B, and C. Company A receives a \$150 invoice for supplies that all three companies use. Company A enters the invoice in Oracle Payables and splits the expense three ways, creating three distributions, one for each company. At this point, the journal entries for this transaction are out of balance, because company A has a liability of \$150 and an expense of \$50. Companies B and C are also out of balance with expenses of \$50 and no liability. The T-accounts in Step 1 on the slide illustrate this situation. During the posting process, Oracle General Ledger identifies unbalanced entries and automatically creates additional intercompany balancing entries. Then it posts both the invoice and balancing entries. The T-accounts in Step 2 illustrate the intercompany balancing entries that Oracle General Ledger creates to resolve the imbalance presented in Step 1.

## Euro Settlements

### Setting Up Euro Settlements in Oracle Payables

- Set up fixed rate currencies in the Define Currency window.
- Set up the rounding account in the Payables Options window.
- Set up the Rounding Account Journal Entry Creation Audit option the Payables Options window.
- Set up default currencies for suppliers in the Suppliers window.

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

### Overview

Oracle Payables supports businesses operating in the European Monetary Union (EMU) during their transition from national currencies to the common euro currency. With Oracle Payables you can pay an invoice in a currency other than the invoice currency as long as the currencies are related to each other by a fixed rate.

The screenshot shows the Oracle Currencies window with a table of currency derivations. The table has columns for Code, Name, Type, Factor, Effective, and From. The data is as follows:

Code	Name	Type	Factor	Effective	From
EUR	Euro	Euro Currency			01-JAN-1998
FIM	Markka				
FJD	Fiji Dollar				
FKP	Falkland Islands Poun				
FRF	French Franc	Euro Derived	2.5	01-JAN-1999	01-JAN-1900
GBP	Pound Sterling				
GEK	Georgian Coupon				
GHC	Cedi				
GIP	Gibraltar Pound				
GMD	Dalasi				

## Currencies

(N) Setup—>Currency—>Define

### Setting Up Fixed Rate Currencies

All standard ISO currencies, including the EMU currencies and euro, are predefined in Oracle Payables.

- The Precision and Extended Precision fields, are predefined. However, the precision data may change for the euro-derived currencies at the time of rate determination. In this case, update the precision fields accordingly.
- In the Currency Derivation Type field, you can select one of the following options:
  - Blank: For nonfixed currencies, leave this field blank.
  - Euro Currency: Only one currency code can be assigned to the euro current type.
  - Euro Derived: Should be assigned to all currencies fixed to the euro currency.

Currency Derivation				Effective Date	
Code	Name	Type	Factor	Effective	From
EUR	Euro	Euro Currency			01-JAN-1998
FIM	Markka				
FJD	Fiji Dollar				
FKP	Falkland Islands Pou				
FRF	French Franc	Euro Derived	2.5	01-JAN-1999	01-JAN-1900
GBP	Pound Sterling				
GEK	Georgian Coupon				
GHC	Cedi				
GIP	Gibraltar Pound				
GMD	Dalasi				

### Setting Up Fixed Rate Currencies (continued)

- In the Factor field, enter the fixed currency rate for euro derived currencies.
- In the Effective field, enter the date on which the fixed currency rate (Factor) will become effective.
- In the Effective Dates fields, enter the date range which the currency is available for transaction processing.

For example, the French franc may be effective for use in transaction processing from January 1, 1983 to January 1, 2999. However, the fixed currency (Factor) will be effective only as of May 15, 1998.

- Enable check box is used by the system for verification during transaction entry and committal. If you want to quickly disable a currency, use this check box to disable that currency from use in transaction processing.



Currency		Conversion				
From	To	Date	Type	USD To EUR	EUR To USD	[ ]
USD	EUR	30-NOV-1998	Reporting	.914	1.0940919037	
USD	EUR	29-NOV-1998	Corporate	.914	1.0940919037	
USD	EUR	29-NOV-1998	Reporting	.914	1.0940919037	
USD	EUR	28-NOV-1998	Corporate	.914	1.0940919037	
USD	EUR	28-NOV-1998	Reporting	.914	1.0940919037	
USD	EUR	27-NOV-1998	Corporate	.914	1.0940919037	
USD	EUR	27-NOV-1998	Reporting	.914	1.0940919037	
USD	EUR	26-NOV-1998	Corporate	.914	1.0940919037	
USD	EUR	26-NOV-1998	Reporting	.914	1.0940919037	
USD	EUR	25-NOV-1998	Corporate	.914	1.0940919037	

## Daily Rates

(N) Setup—>Currency—>Define

### Entering Daily Rates

- You cannot enter any rates for active euro derived currencies in the euro-derived Daily Rates window.
- All euro-derived rates are calculated by the system at the time of transaction entry. The rates cannot be modified.
- In the Daily Rates window, you only need to enter rates if:
  - Functional currency is a nonfixed currency: Enter daily rate between the functional currency and the euro.
  - Functional currency is a nonfixed currency and you have defined other nonfixed currencies: Enter daily rates between the functional currency and all other nonfixed currencies.

Name	Description	[ ]
Corporate	Corporate Exchange Rate	
EMU Fixed	EMU Fixed Rate	
Reporting	Default Reporting Rate	
Spot	Spot Exchange Rate	
User	User Specified Rate	

### Conversion Rate Types

(N) Setup—>Currency—>Rates—>Types

Oracle Payables supports conversion and exchange rate types as follows:

- Several exchange rate types are predefined in the system, including the EMU Fixed exchange rate type.
- EMU Fixed exchange rate type is automatically assigned at the time of transaction entry if:
  - The invoice currency is not the same as payment currency and
  - The relationship between the two currencies has been defined as Fixed

Payables Options (Vision Operations: USD)

Menu: Action Edit Query Go Folder Special Help

Currency: [Dropdown]

Use Multiple Currencies

Require Exchange Rate Entry

Exchange Rate Type: Corporate

**GL Accounts**

Realized Gain	01-740-7842-0000-000	Operations-Corporate Finance
Realized Loss	01-740-7844-0000-000	Operations-Corporate Finance
Rounding	01-740-7844-0000-000	Operations-Corporate Finance

## Payables Options

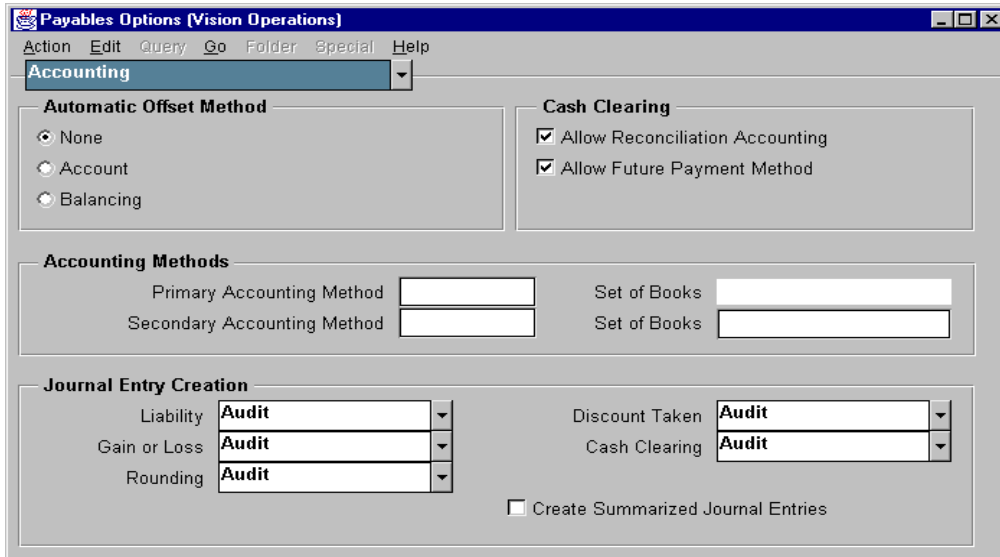
(N) Setup—>Options—>Payables

### Setting Up a Rounding Account

Oracle Payables creates journal entries in the transaction currency and your functional currency for all invoices and payments. Oracle Payables continues to record gains and losses in the Gain/Loss Accounts you assign.

- When you pay invoices in a different currency than the payment currency, Oracle Payables uses the Rounding Errors account you define in the Currencies region of the Payables Options window to record the rounding error.

For example, your functional currency is French franc (FRF) and you enter an invoice in 1000 FRF and enter Euro as the payment currency. The payment amount converts to 152.53917 euros, at the fixed conversion rate of 6.555693, and is rounded to 152.54 euros. The payment, converted back to your functional currency is 1000.0054, which is rounded to 1000.01. The .01 FRF difference is recorded in the rounding account.



### Setting Up a Rounding Account (continued)

Oracle Payables uses the rounding errors account you define in the Currencies region of the Payables Options window to record the rounding error. In the Accounting region of the Payables Options window, select one of the following audit information options:

- **Audit:** Oracle Payables maintains audit information and detail accounting records for your rounding errors account.
- **No Audit:** Oracle Payables maintains only summary records of the transactions for each unique rounding errors account, when you post payments to set of books.

Supplier Sites (Vision Operations) - Star Gate Ltd, 1004

Action Edit Query Go Folder Special Help

Name **LYON** Alternate Name

Country **France**

Address **89034 Rue de Caille** Alternate Address

City **Lyon** State  Postal Code **7654J2**

Province  County **France**

Language  Inactive On  [ ]

**Payment**

Terms **15 Net (terms date + 15)** Invoice Currency **FRF**

PayGroup  Payment Currency **FRF**

Payment Priority **99**

Terms Date Basis **Invoice**  Always Take Discount

Pay Date Basis **Due**  Exclude Freight From Discount

Payment Method **Check**  Pay Alone

Attention AR

## Supplier Sites

(N) Suppliers—>Entry—>Open

### How to Set Up Default Currencies for Suppliers

In the Suppliers or Suppliers Sites window, you can set different default currencies for invoices and payments.

- In the Invoice Currency field, select the default currency for recording supplier invoices.
- In the Payment Currency field, select the default currency for invoice payments.
- The default currencies cascade down to new supplier sites.
- At the supplier site level, the default from the parent supplier can be changed.

## Processing Invoices: Euro Settlements

The screenshot shows the Oracle Invoices (Vision Operations: USD) window. At the top, there are fields for 'Batch Control Total' and 'Actual Total'. Below these is a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. A toolbar contains a folder icon and a checkbox. The main area is a table with columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amount. The first row is populated with 'Standard', 'Star Gate L', '1004', 'LYON', and 'FRF'. Below the table is a scroll bar. At the bottom, there are several sections: 'Amount Paid' with a table for FRF (0.00) and EUR (0.00); 'Holds' with a field; 'Status' set to 'Never Approved'; 'DistributionTotal' set to 0.00; 'Posted' set to 'No'; and 'Desc'. At the very bottom are buttons for 'Actions... 1', 'Holds', 'Payments', 'Match', 'Scheduled Payments', 'Overview', and 'Distributions'.

### Invoices

(N) Invoices—>Entry

### Processing Invoices: Euro Settlements

When you enter invoice information, enter an associated fixed rate currency as the payment currency. For example, you can enter FRF as the invoice currency, and another EMU currency as the payment currency. Enter the cross rate date or accept the default. Oracle Payables provides the fixed rate, the rate type of EMU Fixed, and the default rate date. You can override the rate date.

- Invoice currency defaults from supplier or supplier site. The invoice currency can be any currency *enabled* in the Currencies window. You can only modify the invoice currency during the invoice entry.

The screenshot shows a software window titled "Invoices (Vision Operations: USD)". At the top right, there are fields for "Batch Control Total" and "Actual Total". Below this is a table with the following columns: "Payment Curr", "Payment Rate Dat", "Payment Rate Type", "Payment Rate", and "Payment Amount". The first row of the table has "EUR" in the "Payment Curr" column. Below the table, there is a section titled "Amount Paid" which contains a small table with two rows: "FRF" with a value of "0.00" and "EUR" with a value of "0.00". To the right of this section, there are fields for "Holds", "Status" (set to "Never Approved"), "DistributionTotal" (set to "0.00"), and "Posted" (set to "No"). At the bottom of the window, there are several buttons: "Actions... 1", "Holds", "Payments", "Match", "Scheduled Payments", "Overview", and "Distributions".

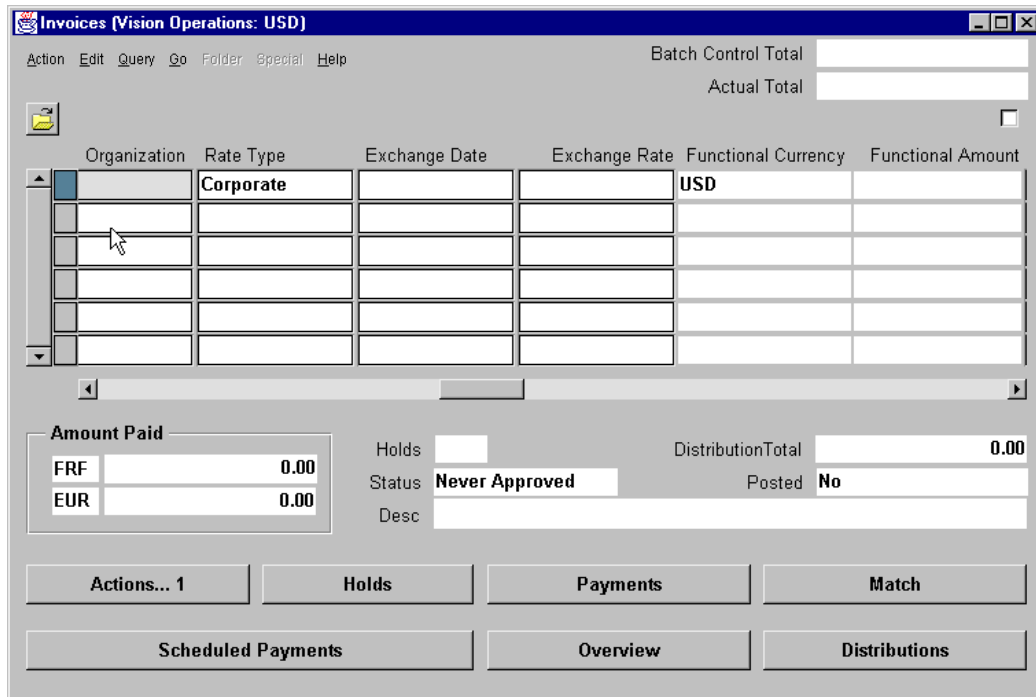
**Processing Invoices: Euro Settlements (continued)**

- In the Payment Currency field, enter the currency in which you want to pay the invoice. You must first define a fixed relationship between the invoice currency and the payment currency.
- In the Payment Rate Date field, the date that system validates the payment currency by verifying that there is a fixed relationship defined in the Currencies window.

For example, based on the following assumptions:

- Invoice currency is FRF and the payment currency is euro.
- The FRF is defined as a fixed rate currency as of May 1, 1998.
- A nonfixed rate for the FRF is defined in the Daily Rates window, effective from January 1, 1960 to April 1, 1998.

The transaction is rejected if the Payment Rate is before May 1, 1998 and it is accepted if the payment rate is on or after May 1, 1998.

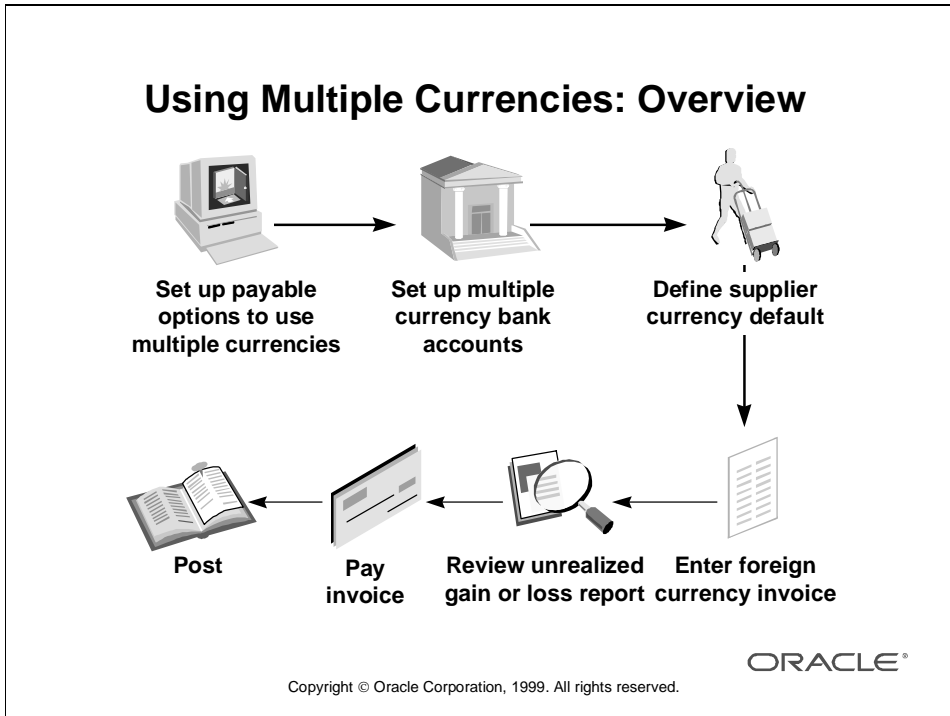


### Processing Invoices: Euro Settlements (continued)

- Payment Rate Type and Payment Rate: Oracle Payables displays the information in these fields only when the invoice and payment currencies are different.
  - Oracle Payables verifies that the two currencies have a fixed rate relationship.
  - Assigns a Payment Rate Type of EMU Fixed.
  - If the two currencies have a defined rate, Oracle Payables retrieves that rate.
  - If the two currencies have a defined relationship through a fixed rate, Oracle Payables calculates the rate.
- Rate Type, Exchange Date, and Exchange Rate: The information in these fields, pertain to the relation between the functional currency and the invoice currency. Oracle Payables retrieves or calculates the rates from the Daily Rates, Period Rates, or Currencies windows.



## Using Multiple Currencies: Overview



## Entering Exchange Rate Information for Invoices

The screenshot shows the Oracle Invoices (Vision Operations: USD) window. At the top, there are menu options: Action, Edit, Query, Go, Folder, Special, Help. On the right, there are fields for Batch Control Total and Actual Total. Below this is a table with the following columns: Rate Type, Exchange Date, Exchange Rate, Functional Currency, Functional Amount, and Terms Date. The first row contains: Corporate, 10-MAY-1997, .588235294117647, USD, 13,346.19, and 10-MAY-1997. Below the table, there are several input fields: Amount Paid (NLG, 0.00), Holds (0), Status (Approved), Desc, DistributionTotal (22,688.52), and Posted (Partial). At the bottom, there are buttons for Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, and Distributions.

Rate Type	Exchange Date	Exchange Rate	Functional Currency	Functional Amount	Terms Date
Corporate	10-MAY-1997	.588235294117647	USD	13,346.19	10-MAY-1997

Amount Paid: NLG 0.00

Holds: 0

Status: Approved

Desc:

DistributionTotal: 22,688.52

Posted: Partial

Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

### Invoices

(N) Invoices—>Entry—>Invoices

### How to Enter Exchange Rate Information for Invoices

- 1 Rate Type: For Spot or Corporate rate types, Oracle Payables automatically enters an exchange rate if the rate exists in the Daily Rates table. For a User rate type, enter your own exchange rate.
  - Spot rate type: A daily exchange rate that is a quoted market rate
  - Corporate rate type: A standard market rate determined by senior management for use throughout the organization
  - User rate type: Used to manually enter your own exchange rate during invoice entry or at payment time

If you select Spot or Corporate rate type, Oracle Payables automatically enters the invoice exchange rate from the Daily Rates table.

The screenshot shows a software window titled "Invoices (Vision Operations: USD)". At the top right, there are two input fields: "Batch Control Total" and "Actual Total". Below these is a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". A toolbar contains a printer icon and a checkbox. The main area features a table with the following columns: "Rate Type", "Exchange Date", "Exchange Rate", "Functional Currency", "Functional Amount", and "Terms Date". The first row contains the values: "Corporate", "10-MAY-1997", ".588235294117647", "USD", "13,346.19", and "10-MAY-1997". Below the table is a scroll bar. At the bottom left, there is an "Amount Paid" section with a dropdown menu set to "NLG" and a value of "0.00". To the right of this are fields for "Holds" (0), "Status" (Approved), "Desc", "DistributionTotal" (22,688.52), and "Posted" (Partial). At the very bottom, there are several buttons: "Actions... 1", "Holds", "Payments", "Match", "Scheduled Payments", "Overview", and "Distributions".

Rate Type	Exchange Date	Exchange Rate	Functional Currency	Functional Amount	Terms Date
Corporate	10-MAY-1997	.588235294117647	USD	13,346.19	10-MAY-1997

Amount Paid: NLG 0.00

Holds: 0

Status: Approved

Desc:

DistributionTotal: 22,688.52

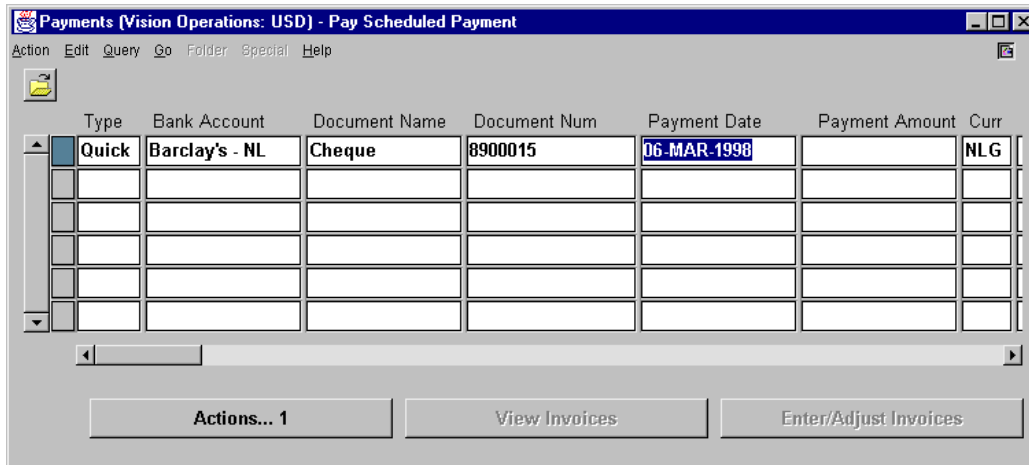
Posted: Partial

Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

**How to Enter Exchange Rate Information for Invoices (continued)**

- 2 Exchange Date: For the User Rate type, enter the exchange rate date.
- 3 Exchange Rate: Enter the corresponding exchange rate for the exchange date.
- 4 Oracle Payables places a No Rate hold on foreign-currency invoices that do not have a defined exchange rate.

## Paying Foreign-Currency Invoices



### Payments

(N) Payments—>Entry—>Payments

### How to Pay Foreign-Currency Invoices

To pay an invoice in the same currency as the invoice currency:

- 1 Select a foreign-currency bank account.
- 2 Use any payment method to pay foreign-currency invoices.
- 3 Enter exchange rate information for the payment.

To enter exchange rate information for foreign-currency payments:

- 1 If exchange rate information exists in the Daily Rates table, Oracle Payables automatically enters exchange rate information for Spot and Corporate rate types.
- 2 Enter exchange rate information manually for the User exchange rate.
- 3 To enter exchange rate information for payments that are missing exchange rates, click Submit Autorate from the Submit Request window.

## Reviewing Unrealized Gains and Losses

### Submit Request

(N) Other—>Requests—>Run

### Reviewing Unrealized Gains and Losses

- Submit Unrealized Gain/Loss report to review unrealized gains and losses on foreign currency invoices.
- An unrealized gain or loss occurs on an unpaid foreign currency invoice when the exchange rate changes.
- Oracle Payables runs this report by currency and supplier.
- The report provides you with a total for each currency and a total for all the currencies. Oracle Payables prints supplier names alphabetically within each currency.
- Use the Submit Requests window to submit this report.

## Using Automatic Offsets

### Using Automatic Offsets

- **Consider using automatic offsets if you enter invoices for expenses or assets for more than one balancing segment.**
- **By enabling automatic offsets, Oracle Payables allocates the liability, discount taken, and gain or loss entries across multiple balancing segments.**
- **If you do not enable automatic offsets, Oracle Payables records the liability, discount, and gain or loss entries in the accounts you specify in the Payables Options and Bank windows.**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

### Overview

If you enter invoices for expenses or asset purchases for more than one balancing segment, consider using automatic offsets to keep Oracle Payables transaction entries balanced at the balancing segment level.

For an invoice, Oracle Payables creates offsetting liability distributions. For a payment, Oracle Payables creates offsetting cash and discount taken distributions. This helps to ensure that each set of accounts remains balanced by balancing segment. Otherwise, Oracle Payables records offsetting entries using the liability account from the supplier site, the cash account associated with the bank account used for payment, and the discount account specified in the Payables Options window.

Alternatively, you can set up intercompany accounting in Oracle General Ledger so that General Ledger automatically creates the intercompany accounting entries necessary to balance a transaction at the balancing segment level. If you choose to use intercompany accounting instead of automatic offsets, Oracle Payables transactions that cross multiple balancing segments will not balance at the balancing segment level until you transfer them to Oracle General Ledger and submit the Journal Import program.

## Payables Options

(N) Setup—>Options—>Payables

### Enabling Automatic Offsets

- In the Accounting region of the Payables Options window, choose Account or Balancing as your automatic offset method.
  - Account: Oracle Payables retains all segments except the distribution's account segment when it builds an offsetting account. Use this option if you want all of your accounts to preserve the same level of distribution detail.
  - Balancing: Oracle Payables retains only the distribution's balancing segment when it builds an offsetting account. Companies typically find this level of detail sufficient.
- Select Audit as the Journal Entry Creation default for liability, discount taken, gain or loss, and cash clearing transactions. This enables Oracle Payables to supply General Ledger with the information needed to create detail balancing journal entries when you run Journal Import.

The screenshot shows the 'Payables Options (Vision Operations)' window. The 'Payment' tab is selected. The settings are as follows:

Bank Account	BofA
Payment Batch Limit	1000000
EFT User Number	13651875
Discount Distribution Method	System Account
Additional Pay Through Days	7

There is an unchecked checkbox for 'Allow Document Category Override'.

**Single Payment**

<input checked="" type="checkbox"/> Allow Print	<input checked="" type="checkbox"/> Allow Void and Reissue
<input checked="" type="checkbox"/> Allow Pre-Date	<input checked="" type="checkbox"/> Allow Address Change

**Remit-To Bank**

<input checked="" type="checkbox"/> Allow Remit-To Account Override
---

**Bank Charges**

<input type="checkbox"/> Use Bank Charges
---

### Enabling Automatic Offsets (continued)

- Optionally, leave the Create Summarized Journal Entries check box cleared. Oracle Payables can then create journal entries with invoice and cash distributions in detail.
- In the Payment region of the Payables Options window, choose System Account as the discount distribution method if you want Oracle Payables to prorate discounts across the invoice distributions when you pay an invoice that crosses multiple balancing segments. The balancing segment from the offsetting invoice distribution replaces the balancing segment of the system discount taken account when Oracle Payables builds the accounts for these entries.



The screenshot shows the 'Bank Accounts (Vision Operations)' window. The 'Bank Accounts' section is expanded, showing details for a Bank of America account in New York. The account name is 'BofA', number is '10271-17621-619', and account type is 'Corporate'. The 'Payables Options' section is also visible, showing payment limits and options for multiple currency payments, zero payments, and pooled accounts. Below this, there is a table for GL Accounts and their descriptions.

GL Account	Description
01-740-7842-0000-000	Operations-Corporate Finance-E
01-740-7844-0000-000	Operations-Corporate Finance-E

## Bank Accounts

(N) Setup—>Payment—>Banks (B) Bank Accounts

### Enabling Automatic Offsets (continued)

- To create a pooled account, select the Pooled Account check box in the Payables Options region of the Bank Accounts window.
  - The cash in a pooled bank account is shared by multiple balancing segments.
  - The cash in a nonpooled bank account is associated with a single balancing segment.

When you create a payment from a pooled bank account by using automatic Offsets, Oracle Payables automatically builds the cash account for each payment distribution on the basis of the bank account's associated cash account by using the chosen automatic offset method.

When you make a payment using a nonpooled bank account, Oracle Payables generates only a single cash offset even if automatic offsets is enabled. For payment distributions that cross balancing segments, you can either enter balancing entries manually or set up Oracle General Ledger to create them automatically on posting.

## Implementing Sequential Numbering

### Implementing Sequential Numbering

- **Select the Sequential Numbering check box in the System Profile Values window.**
- **Optionally, define additional document categories in the Document Categories window.**
- **Define document sequences in the Document Sequences window.**
- **Assign document sequences to categories in the Sequence Assignments window.**
- **Optionally, enable document category override in the Payables Options window in either the Invoice or the Payment region.**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

### How to Implement Sequential Numbering

- 1** Select Sequential Numbering Profile check box. In the System Administrator responsibility, set the Sequential Numbering Profile option to Always Used, Not Used, or Partially Used for the site level.
- 2** Define document categories. In the System Administrator responsibility, define additional document categories. Oracle Payables predefines document categories for invoices and payments.
- 3** Define document sequences. In the system administrator responsibility, define sequence names.
- 4** Assign document sequences to document categories. In the system Administrator responsibility, associate a document sequence to one or more combinations of applications, set of books, document categories, creation method (manual or automatic), and a range of transaction dates.
- 5** Optionally, enable document category override.
  - As a Payables Option, override the default document category assigned to invoice and payment documents.
  - Optionally, override the default document category for invoices.
  - Optionally, override the predefined payment document category.

## Using Sequential Numbering

### Using Sequential Numbering

- Enter sequential numbers manually or automatically for invoices and payments.
- Enter voucher details for invoices and payments.
- Create journal entries with sequential number details.

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

### How to Use Sequential Numbering

You can assign sequential voucher numbers to each invoice and payment in the Oracle Payables system to ensure that you have a unique number for each document. You can also maintain an audit trail if you post detail journal entries in your general ledger, because you can trace a journal entry back to the original document.

For the following documents you manually create, you can manually enter a voucher number in the Voucher Number field of the Invoices or Payments window, or have Oracle Payables enter it automatically:

- Manually entered invoices
- Manual payments
- Quick payments

## Using Sequential Numbering

- Enter sequential numbers manually or automatically for invoices and payments.
- Enter voucher details for invoices and payments.
- Create journal entries with sequential number details.

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

### How to Use Sequential Numbering (continued)

For the following documents that Oracle Payables automatically creates, you can have Oracle Payables automatically assign automatic sequential voucher numbers, but you cannot manually enter voucher numbers:

- Invoices created during Payables Invoice Import
- Invoices created from recurring invoice templates
- Payments created in a payment batch
- Interest invoices

## Summary

### Summary

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

- **Balance entries for intercompany transactions**
- **Pay invoices in a currency other than the invoice currency**
- **Enter and pay multiple currencies invoices**
- **Review unrealized gains or losses**
- **Use automatic offsets**
- **Use sequential numbering**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



**Reporting, Accounting,  
and Auditing Setup**

## Reporting, Accounting, and Auditing Setup

### Reporting, Accounting, and Auditing Setup

- **Selecting a set of books**
- **Setting up multiple currencies**
- **Setting up foreign-currency bank accounts**
- **Defining accounting and audit levels**

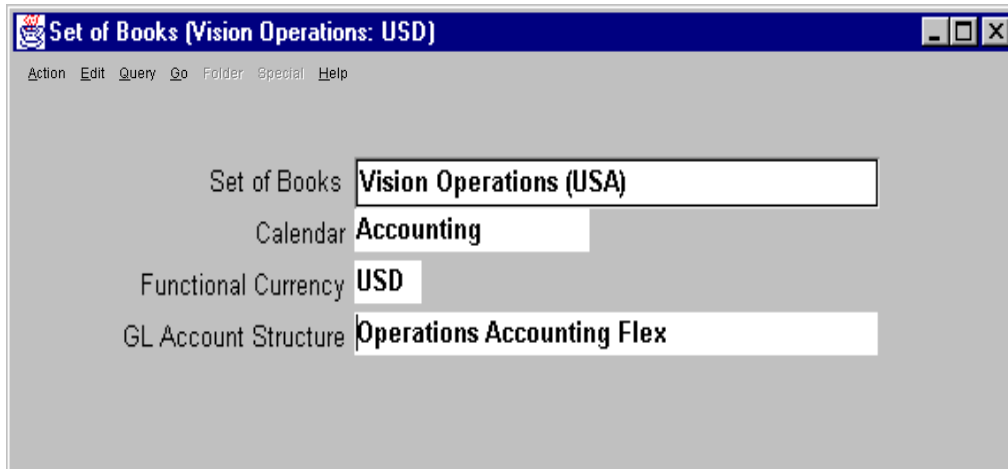
ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



---

## Selecting a Set of Books



### Set of Books

(N) Setup—>Set of Books—>Choose

### How to Select a Set of Books

A set of books defines the account structure, accounting calendar, and functional currency that the organization uses to record transactions in Oracle Payables. You can choose one primary set of books for each installation of Oracle Payables. You can choose a secondary set of books in the Accounting Methods region of the Payables Options window if you are keeping both an accrual and a cash set of books.

Your responsibility determines with which set of books you are working.

To select the primary set of books:

- 1 Open the Set of Books window.
- 2 Enter the name of the set of books.
- 3 Save your work.

## Setting Up Oracle Payables to Use Multiple Currencies

GL Accounts		
Realized Gain	01-740-7842-0000-000	Operations-Corporate Finance
Realized Loss	01-740-7844-0000-000	Operations-Corporate Finance
Rounding	01-740-7826-0000-000	Operations-Corporate Finance

### Payables Options: Currency Region

(N) Setup—>Options—>Payables

- Enable the Use Multiple Currencies option if you want to enter and pay invoices in a currency different from your functional currency. Oracle Payables also enables you to define a multiple currency payment format and bank account if you enable this option.
- Enable the Require Exchange Rate Entry to require entry of an exchange rate whenever you enter an invoice or a payment in a currency other than your functional currency. If you maintain daily rates in the Daily Rates window, Oracle Payables defaults the rate automatically, based on the date and the rate type you enter. Oracle Payables always requires you to enter an exchange rate when you use the User exchange rate type, even if you do not enable this option.
- Select the default exchange rate type for entering invoice and creating payments.
- Enter the GL exchange gain and loss accounts. Oracle Payables uses these accounts as the default realized gain or loss account for payments from the bank accounts.
- Enter the Rounding account. Oracle Payables uses this account when you use multiple currencies.

## Setting Up Foreign-Currency Bank Accounts

**Bank Accounts (Vision Operations)**

Action Edit Query Go Folder Special Help

Bank Name **Bank of America** Branch Name **New York**

**Bank Accounts**

Name **BofA** Alternate Name

Number **10271-17621-619** Account Type **Corporate**

Account Use **Internal** Check Digits

Currency **USD** Inactive Date

Description

**Payables Options**

Maximum Outlay **1,000,000.00**  Multiple Currency Payments

Maximum Payment **500,000.00**  Allow Zero Payments

Minimum Payment **10.00**  Pooled Account

	GL Account	Description
Realized Gain	<b>01-740-7842-0000-000</b>	<b>Operations-Corporate Finance-E</b>
Realized Loss	<b>01-740-7844-0000-000</b>	<b>Operations-Corporate Finance-E</b>

**Payables Documents** **Bank Codes**

### Bank Accounts

(N) Setup—>Payment—>Banks (B) Bank Accounts

### How to Set Up Foreign-Currency Bank Accounts

To define a single-currency bank account:

- Define a bank account currency other than the functional currency to create a single-currency bank account.
- Define payment documents that use single-currency payment formats or multiple-currency payment formats.
- Use a bank account to pay invoices in one currency only by not selecting the Multiple Currency Payments check box.

To define a multiple-currency bank account:

- Define the functional currency as the bank account currency, and select the Multiple Currency Payments check box to use a bank account to pay invoices in multiple currencies.
- Select a payment currency when paying all invoices in a batch. For example, use the same multicurrency bank account to pay British pound sterling invoices in one batch and French francs invoices in another batch.

## Defining Accounting and Audit Levels

The screenshot shows the 'Payables Options (Vision Operations)' window with the 'Accounting' region selected. The window has a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. The 'Accounting' region is divided into several sections:

- Automatic Offset Method:** Radio buttons for 'None', 'Account', and 'Balancing'. 'None' is selected.
- Cash Clearing:** Checkboxes for 'Allow Reconciliation Accounting' and 'Allow Future Payment Method', both of which are checked.
- Accounting Methods:** Text boxes for 'Primary Accounting Method', 'Secondary Accounting Method', 'Set of Books', and another 'Set of Books'.
- Journal Entry Creation:** Dropdown menus for 'Liability', 'Gain or Loss', 'Rounding', 'Discount Taken', and 'Cash Clearing', all set to 'Audit'. A checkbox for 'Create Summarized Journal Entries' is unchecked.

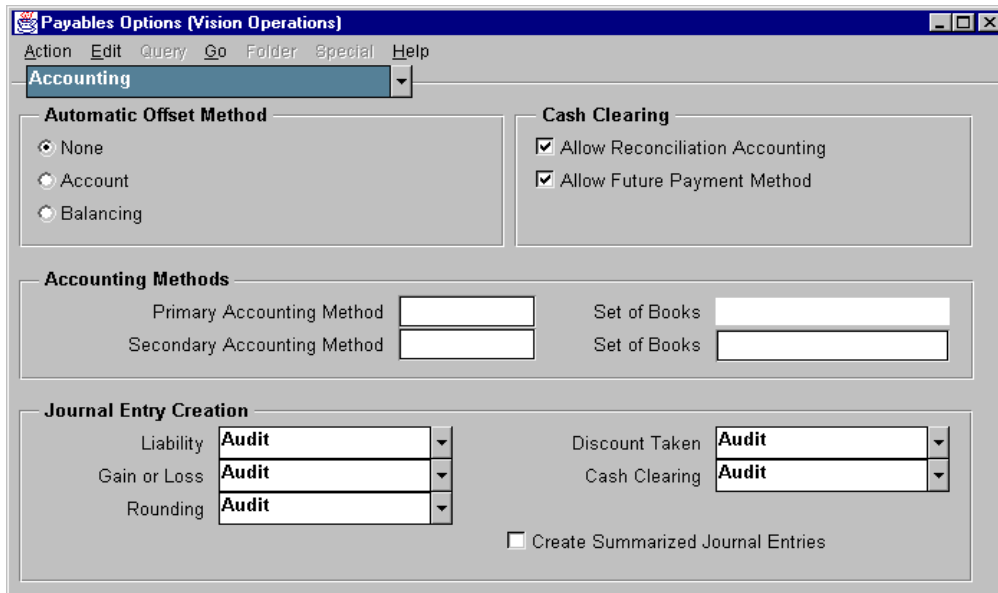
### Payables Options: Accounting Region

(N) Setup—>Option—>Payables

### How to Define Accounting and Audit Levels

Use the Accounting region of the Payables Options window to control accounting information for your Oracle Payables system.

- Enable automatic offsets by selecting Account or Balancing as the offset method if you want Oracle Payables to automatically create balancing entries for the invoice and payment transactions. If you enable automatic offsets, for invoice transactions, Oracle Payables creates one offsetting liability distribution for each invoice distribution, according to the offset method you choose. You can select one of following options:
  - None: Do not use automatic offsets. For invoice transactions, Oracle Payables creates one liability distribution; and for payment transactions, Oracle Payables creates one cash type payment distribution.
  - Account: When creating the offsetting liability account, Oracle Payables uses the expense GL account from the invoice distribution and overwrites the account segment with the default liability account from the supplier site.



### How to Define Accounting and Audit Levels (continued)

- Balancing: Oracle Payables uses the supplier site's default liability account and overwrites the balancing segment (usually the cost center code) with the balancing segment from the expense distribution GL account.
- Cash Clearing: You can enable only one of the following two options:
  - Allow Reconciliation Accounting: Select this option if you want Oracle Payables to create reconciliation accounting entries for cash clearing, bank charges, bank errors, and exchange rate gain or loss when you reconcile payments using Oracle Cash Management.
  - Allow Future Payment Method: Select this option if you want to use the future dated and manual future dated payment methods in Oracle Payables. If you use the future payment method, you can create a payment document with a future date (maturity date). The payment document instructs your bank to disburse funds to your supplier's bank on the maturity date.

You cannot use reconciliation accounting if automatic offsets are used.

The screenshot shows the 'Payables Options (Vision Operations)' window. The 'Accounting' tab is selected. The window is divided into several sections:

- Automatic Offset Method:** Radio buttons for 'None' (selected), 'Account', and 'Balancing'.
- Cash Clearing:** Checkboxes for 'Allow Reconciliation Accounting' and 'Allow Future Payment Method', both checked.
- Accounting Methods:** Fields for 'Primary Accounting Method' and 'Secondary Accounting Method', each with a corresponding 'Set of Books' dropdown menu.
- Journal Entry Creation:** Dropdown menus for 'Liability', 'Gain or Loss', and 'Rounding', all set to 'Audit'. There are also dropdowns for 'Discount Taken' and 'Cash Clearing', both set to 'Audit'. A checkbox for 'Create Summarized Journal Entries' is present and unchecked.

### How to Define Accounting and Audit Levels (continued)

- Accounting Methods: Methods used to create accounting entries for transactions in accordance with cash basis, accrual basis, or both (combined basis) accounting methods.

Primary Accounting Method: Accounting method you use for your primary set of books. Although the Primary Accounting Method is not a required field, you cannot transfer invoice and payment information to your general ledger until you have entered a primary accounting method.

- Set of Books (Primary/Secondary): Oracle Payables displays the primary set of books you selected in the Choose Set of Books window. If you use a secondary set of books, select its name from the list of values. Your secondary set of books must have the same currency, chart of accounts, and calendar as your primary set of books.

### How to Define Accounting and Audit Levels (continued)

- **Journal Entry Creation:** These are default audit information options for your invoice and payment transactions. You can override these defaults each time you initiate the Oracle Payables Transfer to General Ledger program. Oracle Payables automatically maintains audit information for all expense and cash transactions.
- **Liability:** Select the method for maintaining audit information:
  - **Audit:** Oracle Payables maintains detail audit information for your liability transactions when you post to your accrual set of books.
  - **Partial Audit:** Oracle Payables maintains audit information and invoice-level accounting records for your liability transactions when you post to your accrual set of books. This option groups liability lines by invoice and does not include the distribution level detail that the Audit option includes.
  - **No Audit:** Oracle Payables maintains summary records of the invoice and payment transactions for each unique liability account when you post to your accrual set of books.

The screenshot shows the 'Payables Options (Vision Operations)' window. The 'Accounting' tab is selected. The window is divided into several sections:

- Automatic Offset Method:** Radio buttons for 'None', 'Account', and 'Balancing'. 'None' is selected.
- Cash Clearing:** Checkboxes for 'Allow Reconciliation Accounting' and 'Allow Future Payment Method', both of which are checked.
- Accounting Methods:** Two rows of text boxes. The first row has 'Primary Accounting Method' and 'Set of Books'. The second row has 'Secondary Accounting Method' and 'Set of Books'. All boxes are empty.
- Journal Entry Creation:** Four dropdown menus. 'Liability', 'Gain or Loss', and 'Rounding' are all set to 'Audit'. 'Discount Taken' is also set to 'Audit'. 'Cash Clearing' is set to 'Audit'. There is a checkbox for 'Create Summarized Journal Entries' which is unchecked.

### How to Define Accounting and Audit Levels (continued)

- **Gain or Loss:** Select the method for maintaining audit information for the foreign currency gains and losses if you use multiple currencies.
  - **Audit:** Oracle Payables maintains detail audit information for your gain or loss transactions when you post payments to your accrual set of books.
  - **No Audit:** Oracle Payables maintains summary records of the invoice and payment transactions for each unique foreign currency gain or loss account when you post payments to your accrual set of books.
- **Discount Taken:** Select the method for maintaining audit information for your discount distributions.
  - **Audit:** Oracle Payables maintains detail audit information for the invoice discount transactions, when you post payments to your accrual and cash sets of books.
  - **No Audit:** Oracle Payables maintains summary records of the invoice and payment transactions for each unique discount taken account when you post payments to your accrual and cash sets of books



### How to Define Accounting and Audit Levels (continued)

- **Cash Clearing:** You need only enter a value in this field if you select either the Allow Future Payment Method Payables option or the Allow Reconciliation Accounting Payables option.
  - **Audit:** Oracle Payables maintains audit information and detail accounting records for future payment and cash-clearing transactions when you post payments to your accrual and cash sets of books.
  - **No Audit:** Oracle Payables maintains only summary records of the transactions for each unique future payment or cash clearing account when you post payments to your accrual and cash sets of books.
- **Create Summarized Journal Entries:** If Oracle Payables creates summarized journal entries, it combines all the invoice or payment transactions for a particular account into a single journal entry line when you submit the Payables Transfer to General Ledger program. If you do not create summarized journal entries, Oracle Payables creates a journal entry line for each invoice or payment distribution. You cannot enter a value in this field if General Ledger is not installed. If General Ledger is not installed, Oracle Payables transfers the accounting information to your general ledger but does not create journal entry batches, headers, or lines.



## Unit V Summary

## Unit Summary

### Unit Summary

In this unit, you should have learned how to do the following:

- **Submit standard reports**
- **Define, submit, and modify report sets**
- **Transfer fixed assets detail to Oracle Assets**
- **Transfer accounting detail to general ledger**
- **Close and reconcile the period in Oracle Payables**
- **Purge records**
- **Balance entries for intercompany transactions**
- **Pay invoices in a currency other than the invoice currency (euro settlements)**
- **Enter and pay multiple-currency invoices**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.

---

## **Unit VI**

---

### **Course Summary**



---

42

---

## **Course Summary**

## Course Summary

### Course Summary

**In this course, you should have learned how to do the following:**

- **Set up and manage suppliers**
- **Enter, review, and approve invoices**
- **Pay invoices and reconcile payments to bank records**
- **Enter and apply prepayments**
- **Create journal entries for posting to the general ledger**
- **Use advanced features of Oracle Payables**

ORACLE®

Copyright © Oracle Corporation, 1999. All rights reserved.



---

A

---

## **System and Profile Options**

## Profile Options in Oracle Payables

During your implementation, you set values for profile options in Oracle Financials to specify how Oracle Payables controls access to and processes data. In addition to the Oracle Payables profile options, Oracle Payables uses profile options from other Oracle Financials applications to control features, such as Budgetary Control and Sequential Numbering, which affect more than one application.

If you have installed Oracle Self-Service Web Applications and your organization uses Oracle Web Employees to enter expense reports, you can also enter WebExpense profile options to control expense report entry by your organization's employees. If your organization does not use Oracle Web Employees to enter expense reports, ignore the WebExpense profile options.

In addition to profile options, Oracle Payables provides you with Financials and Payables options that you use to enable the invoice, payment, currency, tax, and accounting controls in Payables.

Your System Administrator sets many of these user profile options at one or more of the following levels:

- Site
- Application
- Responsibility
- User

Use the Personal Profile Options window to view or set your profile options at the user level. Consult your *Oracle Applications System Administrator's Guide* for a list of profile options common to all Oracle Applications.

---

**B**

---

## **Report Samples**



**Suppliers Report**

U.S. Operations

Report Date: 13-JAN-1994 19:02  
Page: 1 of 14

Suppliers Report

Supplier Number: 14  
Supplier Name: 21st Century Multimedia  
Supplier Type: Manufacturing

Customer Number: 54654  
On PO Hold: No  
Status:

One Time Supplier: No  
Income Tax Reportable: Yes  
State Reportable: Yes

Site Name	Address	Payment Terms	Pay Group	Priority Site	Pay Site	RFQ Only Site	Hold Future Payments
ATLANTA	3125 Exploration Way Atlanta GA 55616 US Telephone: (404) 567-8912	Net45	Manufactur 99	Yes	No	Yes	No

Fax:

Status:

Supplier Number: 12  
Supplier Name: Advanced Networking Devices  
Supplier Type: Manufacturing

Customer Number: 135474  
On PO Hold: No  
Status:

One Time Supplier: No  
Income Tax Reportable: No  
State Reportable: No

Site Name	Address	Payment Terms	Pay Group	Priority Site	Pay Site	RFQ Only Site	Hold Future Payments
SANTA CLARA	2000 Century Boulevard Santa Clara CA 38169-4565 US Telephone: (408) 234-4589	Net45	Manufactur 99	Yes	No	Yes	No

Fax:

Status:

Contact Name: Mathew Kasten  
Telephone: (408) 234-4589  
Position: Receivables Clerk  
Status:

Supplier Number: 21  
Supplier Name: Associated Leasing  
Supplier Type: Supply

Customer Number: 52168  
On PO Hold: No  
Status:

One Time Supplier: No  
Income Tax Reportable: No  
State Reportable: No

**New Supplier/New Supplier Site Listing**

U.S. Operations New Supplier Site List Report Date: 13-JAN-1994 19:03  
 Page: 1 of 1 Last Updated By

Supplier Number	Supplier Name	Supplier Site	Pay Site	Flag	Pay Group	Terms	Creation Date	Last Update Date	Created By	Updated By
14	21st Century Multimedia	ATLANTA	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
12	Advanced Networking Devices	SANTA CLARA	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
21	Associated Leasing	BRISTOL	Yes	Equipment	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
30	Atlantic Hotels, Inc.	NEW YORK CITY	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
		PARIS	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
13	Baker & Thomas Group	SACRAMENTO	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
17	Baxter Media	SAN FRANCISCO	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
8	Comprehensive Components, Inc.	NEW YORK	Yes	Priority	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
6	Computer Electronics Supply	SAN JOSE	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
9	Consolidated Plastics	DALLAS	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
18	Desktop Publications	INDIANAPOLIS	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
35	DHL Worldwide	REDWOOD CITY	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
		BRUSSELS	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
36	Federal Express	MEMPHIS	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
19	Fox Publishing Group	SYDNEY	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
16	GatesWay, Inc.	SEATTLE	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
20	Green Packing Services	SACRAMENTO	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
3	Internal Revenue Service	SAN DIEGO	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
		WASHINGTON	Yes	Priority	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
		ODGEN	Yes	Priority	Net30	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
23	International Communications, Inc.	NEW YORK	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
11	JCN Technologies	STUGGART	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
10	Mantell Office Maintenance (MOM)	TUSCON	Yes	Standard	2/10 Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
		BRACKNELL	Yes	Standard	2/10 Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
27	ManuLife Insurance	LONDON	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
22	Megabyte Memory Corp.	BOSTON	Yes	Priority	Net30	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
25	Memory Sciences	SAN JOSE	Yes	Priority	Net30	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
15	Mony, Inc.	TOKYO	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
32	Nationwide Utilities	PORTLAND	Yes	Priority	Net10th	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
4	Plastic Creations	LOS ANGELES	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
		KANSAS CITY	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL
		DENVER	Yes	Manufacturer	Net45	01-NOV-92	01-NOV-92	GLOBAL	GLOBAL	GLOBAL

2	Premium Manufacturing, Inc.	CHICAGO	Yes	Manufactur	Net45	01-NOV-92	01-NOV-92	GLOBAL
26	Prestige Properties, Inc.	BUFFALO	Yes	Equipment	Net10th	01-NOV-92	01-NOV-92	GLOBAL
7	QuickCopy	MANCHESTER	Yes	Equipment	Net10th	01-NOV-92	01-NOV-92	GLOBAL
33	Roadway Trucking	ATLANTA	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL
31	Schaeffer Home and Office	KANSAS CITY	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL
29	Schafer Office	BIRMINGHAM	Yes	Equipment	50% Net0,	01-NOV-92	01-NOV-92	GLOBAL
1	State of California	BIRMINGHAM	Yes	Equipment	50% Net0,	01-NOV-92	01-NOV-92	GLOBAL
5	Temporary Solutions	LIVERPOOL	Yes	Equipment	Net45	01-NOV-92	01-NOV-92	GLOBAL
34	United Postal Service	SACRAMENTO	Yes	Priority	Net30	01-NOV-92	01-NOV-92	GLOBAL
24	Universal Plant & Equipment Corp.	LONDON	Yes	Standard	Net30	01-NOV-92	01-NOV-92	GLOBAL
28	Worldwide Travel Group	SAN FRANCISCO	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL
		DETROIT	Yes	Equipment	4/10,3/20,	01-NOV-92	01-NOV-92	GLOBAL
		LONDON	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL
		LOS ANGELES	Yes	Standard	Net45	01-NOV-92	01-NOV-92	GLOBAL

**Supplier Payment History Report**

U.S. Operations

Supplier Payment History Report

Report Date: 29-JAN-1994 18:08  
Page: 1 of 1

Supplier Type: All  
Payment Start Date: 01-JAN-94  
Payment End Date: 15-JAN-94

Supplier : Green Packing Services  
Number : 20

Site : SAN DIEGO  
Address : 3367 Geranimo Way, San Diego, CA, 87655

Account Name	Payment Number	Payment Date	Payment Amount	Currency	Functional Amount	Void Date	Invoice Number	Invoice Date	Invoice Amount	Amount Paid
CITTIUS-USD	214598	11-JAN-94	7,851.00	USD	7,851.00		84645	11-JAN-94	7,851.00	7,851.00

Site Total: 7,851.00

Supplier Total: 7,851.00

Supplier : Schaeffer Home and Office  
Number : 31

Site : BIRMINGHAM  
Address : 44 Georgia, #3400, Birmingham, HM4 6GL

Account Name	Payment Number	Payment Date	Payment Amount	Currency	Functional Amount	Void Date	Invoice Number	Invoice Date	Invoice Amount	Amount Paid
CITTIUS-USD	214587	11-JAN-94	12,500.00	USD	12,500.00		87155	11-JAN-94	12,500.00	6,250.00
							87155	11-JAN-94	12,500.00	6,250.00



CITTIUS-USD	214600	11-JAN-94	1,592.41	USD	Invoice Number	Invoice Date	1,592.41	Invoice Amount	Amount Paid
			80453		03-JAN-94		3,184.82		1,592.41
CITTIUS-USD	214591	11-JAN-94	62.50	USD	Invoice Number	Invoice Date	62.50	Invoice Amount	Amount Paid
			81044		11-JAN-94		125.00		62.50
					Site Total:		14,154.91		
					Supplier Total:		14,154.91		
					Report Total:		22,185.91		

**Supplier Paid Invoice History**

U.S. Operations

Report Date: 29-JAN-1994 18:10  
Page: 1 of 1

Supplier Paid Invoice History  
Entered between 01-JAN-94 and 15-JAN-94

Supplier Type: All  
Minimum Invoice Amount: 100.00

Supplier Name	Supplier Number	Site Name	Invoice Number	Invoice Date	Invoice Amount	Amount Paid	Discount Taken	Amount Remaining
American Institute of 41		NEW YORK	05-JAN-94	05-JAN-94	440.00	440.00	0.00	0.00
Membership renewals - CPAs								
Total for USD:					440.00	440.00	0.00	0.00
Baker & Thomas Group 13		SACRAMENTO	11-JAN-94	11-JAN-94	15,500.00	15,500.00	0.00	0.00
Total for USD:					15,500.00	15,500.00	0.00	0.00
Baxter Media 17		SAN FRANSI	28704	11-JAN-94	1,234.00	1,234.00	0.00	0.00
Total for USD:					1,234.00	1,234.00	0.00	0.00
Computer Electronics 6		SAN JOSE	39-77605	11-JAN-94	251.64	251.64	0.00	0.00
			39-77608	11-JAN-94	1,036.26	1,036.26	0.00	0.00
Computer equipment								
Total for USD:					1,287.90	1,287.90	0.00	0.00
Desktop Publications 18		INDIANAPOL	12-4663	09-JAN-94	1,960.20	1,960.20	0.00	0.00
Total for USD:					1,960.20	1,960.20	0.00	0.00
Green Packing Servic 20		SAN DIEGO	84645	11-JAN-94	7,851.00	7,851.00	0.00	0.00
Total for USD:					7,851.00	7,851.00	0.00	0.00
National Association 40		NEW JERSEY	07-JAN-94	07-JAN-94	180.00	180.00	0.00	0.00

			180.00	180.00	0.00	0.00
Schaeffer Home and O 31	Total for USD:		180.00	180.00	0.00	0.00
	BIRMINGHAM 81044	11-JAN-94	125.00	62.50	0.00	62.50
	80453	03-JAN-94	3,184.82	1,592.41	0.00	1,592.41
	Furniture					
	87155	11-JAN-94	12,500.00	12,500.00	0.00	0.00
	Total for USD:		15,809.82	14,154.91	0.00	1,654.91
Worldwide Travel Gro 28	LOS ANGELE 63548	11-JAN-94	790.00	790.00	0.00	0.00
	47438	11-JAN-94	2,370.00	2,370.00	0.00	0.00
	Trip tickets and registration fees					
	Total for USD:		3,160.00	3,160.00	0.00	0.00

**Supplier Audit Report**

U.S. Operations Report Date: 24-JAN-1994 19:37  
 SUPPLIER AUDIT REPORT Page: 1 of 1  
 Suppliers Matching in first 2 letters

Supplier Number	Supplier Name	Site	Address	City	State	Zip
13	Baker & Thomas Group	SACRAMENTO	1220 River Road	Sacramento	CA	53582
17	Baxter Media	SAN FRANCISCO	470 Bush Street, 12th Floor	San Francisco	CA	86652
8	Comprehensive Components, Inc\.	NEW YORK	2245 23rd Ave.	New York	NY	43665
6	Computer Electronics Supply	SAN JOSE	180 Industrial Parkway	San Jose	CA	79529
9	Consolidated Plastics	DALLAS	4480 Morningstar	Dallas	TX	70782
3	Internal Revenue Service	ODGEN	P.O. 1000	Ogden	UT	00001
23	International Communications, Inc\.	WASHINGTON	1400 Jefferson	Washington	DC	76750
10	Mantell Office Maintenance (MOM)	NEW YORK	975 Ambrose	New York	NY	41137
27	Manulife Insurance	BRACKNELL	123 Guilford Lane	Bracknell	DF3	2
22	Megabyte Memory Corp\.	TUSCON	12324 Desert Way	Tuscon	AZ	55719
25	Memory Sciences	LONDON	321 Southgate	London	GS1	9
40	National Association of Accountants	BOSTON	60 Paine Street	Boston	MA	96706
32	Nationwide Utilities	SAN JOSE	1311 Lincoln Avenue	San Jose	CA	45361
39	Pratt, Wing & Associates	NEW JERSEY	10 Paragon Drive	Montvale	NJ	07645
2	Premium Manufacturing, Inc\.	PORTLAND	1400 Constitutional Boulevard	Portland	OR	97224
26	Prestige Properties, Inc\.	SACRAMENTO	105 Jackson St	Sacramento	CA	53582
31	Schaeffer Home and Office	CHICAGO	127 Hudson Street	Chicago	IL	95286
29	Schafer Office	BUFFALO	44590 Santio Way East	Buffalo	NY	66398
34	United Postal Service	MANCHESTER	21 SW Burnside	Manchester	GE4	1
24	Universal Plant & Equipment Corp\.	BIRMINGHAM	44 Georgia, #3400	Birmingham	HM4	6
		BIRMINGHAM	1818 River Road	Birmingham	HJ3	5
		LIVERPOOL	4567 SW 23rd Avenue	Liverpool	GT5	8
		SAN FRANCISCO	2300 Jones	San Francisco	CA	69561
		DETROIT	310 Lafayette	Detroit	MI	39254

**Supplier Merge Report**

U.S. Operations

Report Date: 12-MAR-1994 19:50  
Page: 1 of 2

Supplier Merge Report

New Supplier: Schaefer Home and Office - BIRMINGHAM

Old Supplier: Schafer Office - BIRMINGHAM

Duplicate	Invoice Currency	Invoice Number	Invoice Date	Description	Invoice Amount	Amount Paid
No	USD	JT44572	11-JAN-94		1,000.00	0.00
No	USD	J5894032	08-JAN-94		1,151.77	0.00
No	USD	J5893997	07-JAN-94		706.59	0.00
No	USD	J5893990	05-JAN-94		458.00	0.00
Yes	USD	J837334		*** Oracle Payables has not merged this invoice since it would be a duplicate for this Supplier		
No	USD	31810	11-JAN-94		323.62	0.00
					Total for USD:	3639.98

- 5 Invoices changed
- 1 Duplicate Invoices
- 0 Recurring Payments changed
- 0 Duplicate Recurring Payments

\*\*\*\* WARNING: Duplicate invoices not merged \*\*\*\*

- 5 Total Invoices changed
- 1 Total Duplicate Invoices
- 0 Total Recurring Payments changed

**Matching Hold Detail Report**

U. S. Operations				MATCHING HOLD DETAIL REPORT				Report Date: 29-JAN-1994 17:51
								Page: 1 of 1

Supplier Name	Invoice Number	Description	Batch Name	Invoice Date	Invoice Amount	Invoice Status
-----						
P.O. Number	Line Release Location	Item Number	Description			
<--- Tax Code -->	<---Currency-->		Unit Price	<--->	Quantity	Match
P.O.	Invoice P.O.	Inv. Unit	P.O.	Invoice Ordered Received	Billed Accepted	Status Date
Comprehensive Components, K88934 Inc.			Inventory order	12-JAN-94	67,425.	*Held*
				00		
6028	1 2 SACMFG	USD	Motherboard-	"500" Series		
White P1 White P1	USD	Each	620.	50.0	0.0	50.0
					0.0	Tax
						11-JAN-94
						Differe
						rence
						251.
						*Released*
Computer Electronics Supply	39-77605			11-JAN-94	64	
6016	1 SACSLES	**	Car phone			
Austin-T	USD	Each	116.	5.0	0.0	5.0
					0.0	Holds
						11-JAN-94
						Quick
						Relea
						sed
						24,494.
						*Released*
Computer Electronics Supply	657-902			11-JAN-94	40	
6036	1 SACMFG	**	Hard drive-	530MB SCSI/IDE		
Austin-T	USD	Each	378.	60.0	0.0	60.0
					0.0	Manag
						ement
						Appro

ManuLife Insurance	GLB-8009	Insurance Premiums	10-JAN-94	00	val
					4,300. *Held*
6018	1	SACHQ	Life Insurance Premium for 1993		
		Sacramen USD	2,800.	1.0	0.0 Tax
		USD	2,800.	1.0	Differe
		US D	1.0	0.0	rence
					11-JAN-94

**Batch Control Report by Batch Name**

U.S. Operations

Report Date: 10-MAR-1994 16:51  
 Page: 1 of 1  
 Batch Control Report by Batch Name  
 From 01-JUL-93 to 01-AUG-93

Batch Name	Date	Entered By	Control Invoice Count	Actual Invoice Count	Control Invoice Total	Actual Invoice Total	Variance Invoice Total
15-JUL-93JILB	15-JUL-93	GMANINO	5	7	55,000.00	2,192,414.00	-2
19-JUL-93PrePmts	19-JUL-93	LTICHANE	4	3	376,350.45	57,500.00	1 (2,500.00)
22-JUL-93JILB	22-JUL-93	LTICHANE	10	4	9,472,560.00	337,087.45	6 39,263.00
23-JUL-93MISC	22-JUL-93	GMANINO	2	2	1,389,220.00	9,472,560.00	0 0.00
30-JUL-93JILB	30-JUL-93	GMANINO	1	1	1,389,220.00	1,389,220.00	0 0.00

Batch Totals: Control Count: 22  
 Control Total: 11,293,130.45  
 Difference: 5  
 36,763.00

Batch Control Report by Entered By

U.S. Operations

Report Date: 10-MAR-1994 16:47  
 Page: 1 of 1  
 Batch Control Report by Entered By  
 From 01-JUL-93 to 01-AUG-93

Batch Name	Date	Entered By	Control Invoice Count	Actual Invoice Count	Control Invoice Total	Actual Invoice Total	Variance Invoice Total
15-JUL-93JILB	15-JUL-93	GMANINO	5	7	9,472,560.00	2,192,414.00	-2
23-JUL-93MISC	22-JUL-93	GMANINO	2	2	1,389,220.00	9,472,560.00	0 0.00
30-JUL-93JILB	30-JUL-93	GMANINO	1	1	1,389,220.00	1,389,220.00	0 0.00
19-JUL-93PrePmts	19-JUL-93	LTICHANE	4	3	55,000.00	57,500.00	1 (2,500.00)
22-JUL-93JILB	22-JUL-93	LTICHANE	10	4	376,350.45	337,087.45	6 39,263.00

Batch Totals: Control Count: 22  
 Control Total: 11,293,130.45  
 Difference: 5  
 36,763.00

36,763.00



**Prepayments Status Report**

U.S. Operations  
 Supplier Type: All  
 Supplier Name: All  
 Supplier Name: Atlantic Hotels, Inc  
 Currency: USD  
 Prepayment Status Report  
 Report Date: 05-MAR-1994 13:10  
 Page: 1 of 1  
 Include Prepayments: Yes  
 Include Credit/Debit Memos: Yes  
 Include Invoices: Yes  
 Invoice Date Start:  
 Invoice Date End:

Site	Invoice Type	Invoice Number	Date	Settlement Date	Original Amount	Amount Remaining	Approval Status	Number of Holds
NEW YORK CITY	PREPAYMENT	1001	19-JUL-93	19-JUL-93	15,000.00	15,000.00	Approved	0
Subtotal for Prepayments					(15,000.00)			
NEW YORK CITY	STANDARD	74348	08-JAN-94		350.00	350.00	Approved	0
Subtotal for Invoices					350.00			

=====  
 Total for Atlantic Hotels, Inc in USD (14,650.00)

Supplier Name: Baker & Thomas Group  
 Currency: USD

Site	Invoice Type	Invoice Number	Date	Settlement Date	Original Amount	Amount Remaining	Approval Status	Number of Holds
SACRAMENTO	PREPAYMENT	1002	19-JUL-93	19-JUL-93	40,000.00	40,000.00	Approved	0
Subtotal for Prepayments					(40,000.00)			
Subtotal for Baker & Thomas Group in USD					(40,000.00)			

Supplier Name: Mantell Office Maint

Appendix B: Report Samples

Site	Invoice Type	Invoice Number	Date	Settlement Date	Original Amount	Amount Remaining	Approval Status	Number of Holds
TUSCON	PREPAYMENT	1000	19-JUL-93	19-JUL-93	2,500.00	2,500.00	Approved	0
					Subtotal for Prepayments (2,500.00)			
TUSCON	STANDARD	1-JAN-94	01-JAN-94		11,868.57	11,868.57	Approved	0
					Subtotal for Invoices 11,868.57			
					Total for Mantell Office Maint in USD 9,368.57			

**Invoice Aging Report**

U.S. Operations  
 Invoice Type: All

Invoice Aging Report

Report Date: 04-FEB-1994 01:35  
 Page: 1 of 1

Invoice Number	Due Date	Payment Number	Days Due Unpaid	% Unpaid	Amount Remaining	1 Week Overdue	2 Weeks Overdue	3 Weeks Overdue	Over 3 Weeks Overdue
Supplier: Gill, Mrs. Deborah									
08-DEC-93	11-JAN-94	1	24	100.0	1,349.89	0.00	0.00	0.00	1,349.89
Site: New York NY									
Total: 1,349.89 0.00% 0.00% 0.00% 100.00%									
Supplier: TALLEY, CHRISTINE									
11-JAN-94	11-JAN-94	1	24	100.0	1,576.15	0.00	0.00	0.00	1,576.15
Site: Sacramento CA									
Total: 1,576.15 0.00% 0.00% 0.00% 100.00%									
Supplier: Zeller, Mr. Robert									
01-JAN-94	11-JAN-94	1	24	100.0	839.23	0.00	0.00	0.00	839.23
Site: Sacramento CA									
Total: 839.23 0.00% 0.00% 0.00% 100.00%									
Total for: Invoice Type EXPENSE REPORT									
					3,765.27	0.00	0.00	0.00	3,765.27
Supplier: Prestige Properties, Inc.									
01-JAN-94	10-JAN-94	1	25	100.0	4,150.00	0.00	0.00	0.00	4,150.00
Site: Buffalo NY									
Total: 4,150.00 0.00% 0.00% 0.00% 100.00%									
Supplier: Schafer Office									
J5893990	05-JAN-94	1	30	100.0	229.00	0.00	0.00	0.00	229.00
J5893997	07-JAN-94	1	28	100.0	353.30	0.00	0.00	0.00	353.30
J5894032	08-JAN-94	1	27	100.0	575.89	0.00	0.00	0.00	575.89
31810	11-JAN-94	1	24	100.0	161.81	0.00	0.00	0.00	161.81
Site: Birmingham B. Powell 31-785-7322									

Appendix B: Report Samples

JT44572	11-JAN-94	1	24	100.0	500.00	0.00	0.00	0.00	0.00	500.00
			Total:		1,820.00	0.00	0.00	0.00	0.00	1,820.00
						0.00%	0.00%	0.00%	0.00%	100.00%
-----										
			Total for:	Invoice Type	STANDARD					
					5,970.00	0.00	0.00	0.00	0.00	5,970.00
						0.00%	0.00%	0.00%	0.00%	100.00%
=====										
			Total for:	All Invoice Type						
					9,735.27	0.00	0.00	0.00	0.00	9,735.27
=====										

**Cash Requirement Report**

U.S. Operations  
 Report Date: 26-JAN-1994 14:20  
 Page: 1 of 1

Cash Requirements Report

Pay Only When Due: No  
 Pay Through Date: 28-FEB-94  
 Check Date: 28-FEB-94  
 Currency: USD  
 Include Unapproved Invoices: Yes  
 Pay Group: All  
 Summary Option: No

Discount Date	Supplier Name	Invoice Number	Invoice Date	Amount	Description	Pay Group	Approved	Cumulative Total
11-JAN-94	TALLEY, CHRISTINE	11-JAN-94	11-JAN-94	1,576.15	Marketing Seminar Employee	No		
Total for TALLEY, CHRISTINE:								
				1,576.15				
Total for 11-JAN-94:								
				1,576.15				
07-FEB-94	Atlantic Hotels, Inc. 74348		08-JAN-94	350.00	2 nights suite re Standard	Yes		1,576.15
Total for Atlantic Hotels, Inc.:								
				350.00				
Total for 07-FEB-94:								
				350.00				
16-FEB-94	DHL Worldwide	R8395553	02-JAN-94	1,038.25	December packages Standard	No		
Total for DHL Worldwide:								
				1,038.25				
Total for 16-FEB-94:								
				1,038.25				
21-FEB-94	21st Century Multimed	07-JAN-94	07-JAN-94	100.00	Manufactur	No		2,964.40
Total for 21st Century Multimed:								
				100.00				
Total for 21-FEB-94:								
				100.00				
24-FEB-94	ManuLife Insurance	GLB-8009	10-JAN-94	4,300.00	Insurance Premium Standard	2		3,064.40
Total for ManuLife Insurance:								
				4,300.00				

Appendix B: Report Samples

---

Total for 24-FEB-94:			4,300.00			7,364.40
25-FEB-94 QuickCopy	81634	11-JAN-94	1,247.00	Standard	No	
			-----			
Total for QuickCopy:			1,247.00			
			=====			
Total for 25-FEB-94:			1,247.00			8,611.40
			=====			
Currency total for USD:			8,611.40			
			=====			

2 Invoices that have no rates are not reflected in the total.

**Posting Hold Report**

U.S. Operations Report Date: 11-MAR-1994 15:30  
 Posting Holds Report Page: 1 of 1  
 Distributed Invoices

Entered/Updated By: GMANINO Entered/Updated Date: 09-AUG-93

Batch Name	Supplier Name	Supplier Number	Invoice Number	Invoice Date	Inv. Curr	Invoice Amount	Distribution		Need Rate
							In USD	In USD Exception	
N/A	Advanced Networki	12	1009	16-FEB-94	USD	3,400.00	3,400.00		No
	Computer Electron	6	80399	23-JUL-93	USD	1,103,500.00	1,531,500.00		No
	JCN Technologies	11	1034	06-AUG-93	DEM				Yes

Number of invoices: 3  
 Total number of invoices: 3

1,106,900.00  
 1,534,900.00  
 =====

Exception	Meaning	Distributed Invoices
Disabled	At least one distribution invoice uses an account which has been disabled	
Inactive	At least one distribution invoice uses an account which is inactive	
Period	At least one distribution invoice is in a closed accounting period	
Post	At least one distribution uses an account to which detail posting is not allowed	
Summary	At least one distribution uses an account which is a summary account	
Template	At least one distribution uses an account which is a template account	

**Distribution Set Listing**

Science Research Institute  
 Active/Inactive: Both

Report Date: 13-JAN-1994 19:13  
 Page: 1 of 1

Distribution Set Listing

Set Name	Set Description	Inactive Date	Line Num	Account Description	Accounting Flexfield	Income % Tax Type Tax
Research	Research distributio		1	Research distribution	01.110.480.7110.000.0000	15
			2	Research distribution	01.130.480.7110.000.0000	25
			3	Research distribution	01.320.480.7110.000.0000	20
			4	Research distribution	04.510.480.7110.000.0000	25
			5	Research distribution	05.610.480.7110.000.0000	10
			6	Research distribution	04.410.480.7110.000.0000	5
Auto Lease	Monthly Auto Lease Pmts		1	Monthly Auto Lease Pmts	04.320.420.6360.000.0000	100
Office Maint	Monthly Office Cleaning		1	Monthly Office Cleaning	01.110.110.7350.000.0000	100
FedEx	FedEx usage		1	FedEx usage	01.110.410.7540.000.0000	0
			2	FedEx usage	01.110.420.7540.000.0000	0
			3	FedEx usage	01.110.430.7540.000.0000	0
			4	FedEx usage	01.110.440.7540.000.0000	0
			5	FedEx usage	04.510.410.7540.000.0000	0
			6	FedEx usage	04.510.420.7540.000.0000	0
			7	FedEx usage	04.510.430.7540.000.0000	0
			8	FedEx usage	04.510.440.7540.000.0000	0
US HQ Legal	US legal services usage		1	US legal services	01.110.710.7620.000.0000	0



2 US legal services 01.110.720.7620.000.0000 0

**Discounts Taken and Lost Report**

U.S. Operations  
 Supplier Type: All  
 Currency: USD  
 Discounts Taken and Lost Report  
 Paid Between 01-DEC-92 and 01-FEB-93  
 Report Date: 12-MAR-1994 12:47  
 Page: 1 of 1

Supplier Name	Supplier Number	Site Name	Invoice Num	Invoice Date	Last Pay Date	Invoice Amount	Discount Taken	Discount Lost
Description								
A-1 Lighting and Interiors	47	SACRAMENTO	7089B	30-DEC-92	31-DEC-92	119,476.73	2,389.53	0.00
		SACRAMENTO	7090B	30-DEC-92	31-DEC-92	58,684.53	1,173.69	0.00
						178,161.26	3,563.22	0.00
Total invoice amount in USD is 178,161.26								
Total discount taken in USD is 3,563.22								
Total discount lost in USD is 0.00								
Number of payments with no rate is 0								
Mantell Office Maintenance (MOM)	10	TUSCON	90G	28-MAR-92	09-JAN-93	80.39	0.00	1.61
						80.39	0.00	1.61
Total invoice amount in USD is 80.39								
Total discount taken in USD is 0.00								
Total discount lost in USD is 1.61								
Number of payments with no rate is 0								
Prestige Properties, Inc.	26	MANCHESTER	10108	28-APR-92	09-JAN-93	160.79	0.00	3.22
		MANCHESTER	10128	30-APR-92	09-JAN-93	160.79	0.00	3.22
						321.58	0.00	6.44

Universal Plant & Equipment Corp.	24	DETROIT    7077B    28-DEC-92 15-JAN-93	904,226.19	36,169.05	0.00
Total invoice amount in USD is 321.58 Total discount taken in USD is 0.00 Total discount lost in USD is 6.44 Number of payments with no rate is 0					
-----					
			904,226.19	36,169.05	0.00
Total invoice amount in USD is 904,226.19 Total discount taken in USD is 36,169.05 Total discount lost in USD is 0.00 Number of payments with no rate is 0					
-----					
GRAND TOTALS			1,082,789.42	39,732.27	8.05

**Unrealized Gain/Loss Report**

U.S. Operations	UNREALIZED GAIN/LOSS REPORT	Report Date: 05-MAR-1994	20:17
Unrealized gain/loss as of 05-MAR-94	by Supplier	Page:	1 of 1
Currency	Supplier	Invoice Amount Remaining	Unrealised Gain/Loss Invoices Excluded
-----	-----	-----	-----
DEM ( Deutsche Mark )	JCN Technologies	11,639.85	7,442.32
			0
	Total for Deutsche Mark :	11,639.85	7,442.32
		-----	-----
	Grand Total :	11,639.85	7,442.32
		-----	-----
			0

Mass Additions Create Report

GLOBAL COMPUTERS, INC. Request Id: 18243 Foreign Currency Code: USD Report Date: 04-MAR-1994 12:36 Page: 1 of 1

Mass Additions Create Report

Table with columns: AP Co, Asset Account, Supplier Number - Name, Invoice Number, Invoice Line Date, Payables Batch Name Description, Asset Description, Cost (USD), Foreign Currency Amount (USD). Includes rows for AP Company 01 and CC 110 Totals.

**Use Tax Liability Report**

U.S. Operations

Report Date: 12-MAR-1994 13:36  
Page: 1 of 2

Use Tax Report

Report Date Basis: Invoice  
Starting Date: 01-JUL-93  
Ending Date: 01-SEP-93

Invoice Status: All  
Currency: USD  
Ordered By: Supplier

Tax Name	Tax Rate%	Supplier Name	Supplier Site	Invoice Batch	Invoice Number	Invoice Date	Invoice Amount	Taxable Amount	Tax Liability
California	8.00	A-1 Lighting	SACRAMENTO	02-AUG-93	02-AUG-93	02-AUG-93	9,650.00	9,650.00	772.00
ia		DHL Worldwide	REDWOOD CI	12-AUG-93	12-AUG-93	12-AUG-93	27,540.00	27,540.00	2,203.20
		Universal Plant	DETROIT	3445-7	17-JUL-93	17-JUL-93	113,612.00	113,612.00	9,088.96
		Universal Plant	DETROIT	3445-8	21-AUG-93	21-AUG-93	86,225.00	86,225.00	6,898.00
							237,027.00	237,027.00	18,962.16

U.S. Operations

Report Date: 12-MAR-1994 13:36  
Page: 2 of 2

Use Tax Report

Report Date Basis: Invoice  
Starting Date: 01-JUL-93  
Ending Date: 01-SEP-93

Invoice Status: All  
Currency: USD  
Ordered By: Supplier

Tax Name	Tax Rate%	Supplier Name	Supplier Site	Invoice Batch	Invoice Number	Invoice Date	Invoice Amount	Taxable Amount	Tax Liability
Oregon	5.00	Computer	SAN JOSE	80399	80399	23-JUL-93	1,103,500.00	977,000.00	48,850.00
							1,103,500.00	977,000.00	48,850.00
							1,340,527.00	1,214,027.00	67,812.16
Report Totals:									

**Intra-EU VAT Audit Trail**

European Operations  
 VAT Number: 23476487  
 Intra-EC VAT Audit Trail  
 Report Date: 10-MAR-1994 19:33  
 Page: 1 of 1

Option: Detail  
 Order By Country: No  
 Invoice Date Range: 01-JAN-93 to 01-JAN-94  
 Functional Currency: Pound Sterling

VAT Number: BE-2333054 Supplier Name: DHL Worldwide Supplier Number: 8 Supplier Site: BRUSSELS

Invoice Number	Invoice Date	Invoice Currency	Invoice Conversion Rate	Invoice Amount	Sales Tax Amount	Offset Tax Amount	Created By
05-JAN-93	05-JAN-93	GBP		23,578.00	943.12	(943.12)	GLOBAL
Total for VAT Number:				23,578.00	943.12	(943.12)	

VAT Number: DE-2234959 Supplier Name: JCN Technologies Supplier Number: 1 Supplier Site: STUTTGART

Invoice Number	Invoice Date	Invoice Currency	Invoice Conversion Rate	Invoice Amount	Sales Tax Amount	Offset Tax Amount	Created By
02-JAN-93	02-JAN-93	GBP		14,600.00	1,095.00	(1,095.00)	GLOBAL
Total for VAT Number:				14,600.00	1,095.00	(1,095.00)	

VAT Number: DE-6778970 Supplier Name: Baxter & Thomas Group Supplier Number: 17 Supplier Site: MUNICH

Invoice Number	Invoice Date	Invoice Currency	Invoice Conversion Rate	Invoice Amount	Sales Tax Amount	Offset Tax Amount	Created By
K-3447	13-JAN-93	GBP		876.00	65.70	(65.70)	GLOBAL
K-3456	21-JAN-93	GBP		1,276.00	95.70	(95.70)	GLOBAL
Total for VAT Number:				2,152.00	161.40	(161.40)	

Appendix B: Report Samples

VAT Number: FR-23456898      Supplier Name: Atlantic Hotels      Supplier Number: 7      Supplier Site: PARIS

Invoice Number	Invoice Date	Invoice Currency	Conversion Rate	Functional Currency Amounts			Created By
				Invoice Amount	Sales Tax Amount	Offset Tax Amount	
43502	07-JAN-93	GBP		1,250.00	62.50	(62.50)	GLOBAL
43667	14-JAN-93	GBP		2,346.00	117.30	(117.30)	GLOBAL
43720	23-JAN-93	GBP		7,210.00	117.30	(117.30)	GLOBAL
Total for VAT Number:				10,806.00	297.10	(297.10)	
Total for Report:				51,136.00	2,496.62	(2,496.62)	



**Tax Information Verification Letter**

January 4, 1994

21st Century Multimedia  
3125 Exploration Way  
Atlanta GA 55616

Dear Supplier,

The tax information we currently have for 21st Century Multimedia is listed on the following page.

The Internal Revenue Service requires that this information be complete and correct. Failure to provide us with this information will cause Global Computers, Inc. to withhold a percentage of future payments due you.

Please verify or correct the enclosed form and return it to the following address by March 31, 1994.

Global Computers, Inc.  
1400 Global Parkway  
Sacramento, CA 95670

ATTN: Tax Department

Prompt attention to this request will prevent unnecessary delays in processing your future request for payments. We appreciate your cooperation.

Sincerely,

Glen Mannino  
Senior Financial Analyst

**1099 Invoice Exceptions Report**

U.S. Operations ( Tax Reporting Entity: Global Computers )  
 1099 Invoice Exceptions Report

Date: 11-MAR-94 16:30  
 Page: 1

Start Payment Date: 01-JAN-94  
 End Payment Date: 01-FEB-94

Invoice Distribution Lines for 1099 Suppliers with no Income Tax Type

Supplier Name	Supplier Number	Invoice Number	Invoice Date	Invoice Amount	Line Number	Line Amount
Baker & Thomas Group	13	03-JAN-94	03-JAN-94	14,200.00	1	612.00
					2	3,560.00
					3	4,125.00
Baxter Media	17	15-JAN-94	15-JAN-94	2,370.00	1	247.00
					2	720.00
					3	1,403.00
United A/C and Plumbing	48	K-201	22-JAN-94	768.00	3	630.00
					1	1,312.00
					2	238.00
Green Packing Services CLARK, ALAN	20 45	15-JAN-94 07-JAN-94	15-JAN-94 07-JAN-94	3,682.00 470.00	4	537.00 MISC3
					1	127.00 MISC7
					2	234.00 MISC7
Fox Publishing Group	19	26-JAN-94 300067	26-JAN-9 03-JAN-94	132.95 3,450.00	1	419.00 MISC7
					2	93.50 MISC7
					3	39.45 MISC7
Temporary Solutions	5	L-300023 L-300314 L-300473	28-JAN-94 02-JAN-94 10-JAN-94 19-JAN-94	5,250.00 764.00 620.00 764.00	1	1,650.00 Ca
					2	230.00 Ca
					3	1,570.00 Ca
					1	1,250.00 Ca
					2	1,343.00 Ca
					3	1,104.00 Ca
					4	553.00 Ca

**1099 Supplier Exceptions Report**

Science Research Institute ( Tax Reporting Entity: SRI )  
1099 Supplier Exceptions Report

Date: 04-FEB-94 01:37  
Page: 1

Start Invoice Date: 01-DEC-93  
End Invoice Date: 04-FEB-94

Supplier Name	Supplier Number	Tax ID Number	Tax Reporting Site	State	Exception Condition
Fox Publishing Group	19				No Tax Reporting Site
International Communicati	23	NEW YORK		NY	Non-standard State
Associated Leasing	21				Foreign Addressed Supplier
Fox Publishing Group	19				Foreign Addressed Supplier
JCN Technologies	11				Foreign Addressed Supplier
ManuLife Insurance	27				Foreign Addressed Supplier
Mony, Inc.	15				Foreign Addressed Supplier
Prestige Properties, Inc.	26				Foreign Addressed Supplier
Schaeffer Home and Office	31				Foreign Addressed Supplier
Schafer Office	29				Foreign Addressed Supplier
Temporary Solutions	5	93-2234561	LONDON		Foreign Addressed Supplier
Worldwide Travel Group	28				Foreign Addressed Supplier
21st Century Multimedia	14	ATLANTA		GA	Null TIN
International Communicati	23	NEW YORK		NY	Null TIN

Total Number of 1099 Supplier Exceptions: 14  
Exception Notes:

Exception Condition: Description:  
 Null Foreign Address Address line 1 or country is null for Foreign Suppliers Tax Reporting site  
 Null Address, City or Zip Address line 1, city or zip is null for Suppliers Tax Reporting site  
 No Tax Reporting Site No tax reporting site chosen for a multi-site 1099 Supplier  
 Non-standard State State abbreviation is non-standard for Suppliers Tax Reporting site  
 Null State State abbreviation is null for Suppliers Tax Reporting site  
 Non-standard TIN Tax Identification Number is more or less than 9 digits  
 Null TIN Tax Identification Number is null for a 1099 Supplier  
 Duplicate TIN This 1099 Supplier has a duplicate Tax Identification Number  
 Foreign Addressed Supplier Supplier address will be treated as Foreign in the 1099 Tape

**1099 Payments Report**

1400 Global Parkway  
 TIN: 93-5567943

1099 Payments Report  
 From December 1, 1993 to February 4, 1994 (USD)

Date: 02-04-94 01:02  
 Page: 1

Group by: Type  
 Option: Detail

Region: California (CA) Region Code: 6

Income Tax Type: MISC3

Supplier Name: Baker & Thomas Group Supplier Number: 13

Tax ID Number: 94-7765436 Tax Reporting Site: SACRAMEN

Invoice Number	Invoice Date	Invoice Amount of Income Tax Type	Distribution Total	Payment Total of Related Payment	Income Tax Type Document Number	Payment Date
11-JAN-94	11-JAN-94	15,500.00	15,500.00	15,500.00	214595	11-JAN-94
Total for Supplier						
15,500.00						

Supplier Name: Baxter Media Supplier Number: 17

Tax ID Number: 76-8887432 Tax Reporting Site: SAN FRAN

Invoice Number	Invoice Date	Invoice Amount of Income Tax Type	Distribution Total	Payment Total of Related Payment	Income Tax Type Document Number	Payment Date
28704	11-JAN-94	1,234.00	775.91	775.91	214596	11-JAN-94
Total for Supplier						
775.91						
Total for Tax Type						
16,275.91						
Total for Region						
16,275.91						
Total (all regions)						
16,275.91						

Total Number of unique 1099 Suppliers: 2

**Withholding Tax By Invoice Report**

U.S Operations

Period From: 01-JAN-1995  
 To: 31-DEC-1995

Withholding Tax by Invoice Report

Report Date: 14-JUL-1995 10:10  
 Page: 1 of 1

Supplier: Baxter Media

Tax File Number: VI-900000438533

Site: HQ  
 Address: 5 Main Street  
 San Francisco CA, 94010

Currency: USD - US dollar

Invoice Number	Amount	Amount Exempt	Cert.Num.	Tax Code	Tax Rate	Gross Amount	W'Tax Amount	Date Paid
1000	1,050.00	600.00		T1 Normal 10%	10	500.00	50.00	13-JUL-1995

Total 50.00

Invoice Number	Amount	Amount Exempt	Cert.Num.	Tax Code	Tax Rate	Gross Amount	W'Tax Amount	Date Paid
1001	911.75	100.00		T1 Normal 10%	10	500.00	50.00	13-JUL-1995
				T1 Normal 10%	10	455.00	45.50	13-JUL-1995
				T2 Normal 5%	5	500.00	25.00	13-JUL-1995
				T2 Normal 5%	5	455.00	22.75	13-JUL-1995
				T3 Rngs Invoice	5	100.00	5.00	13-JUL-1995
				T3 Rngs Invoice	10	400.00	40.00	13-JUL-1995

Total 188.25  
 Currency Total 238.25  
 Supplier Total 238.25

Report Total 238.25

**Withholding Tax By Payment Report**

U.S. Operations

Withholding Tax by Payment Report

Report Date: 14-JUL-1995 10:23  
Page: 1 of 1

Period From: 01-JAN-1995  
To: 31-DEC-1995

Supplier: Comprehensive Components, Inc.

Tax File Number: V2-000045112376

Site: HQ  
Address: 55 Union Avenue  
San Francisco CA, 94011

Currency: USD - US dollar

Invoice Number	Discount Amount	Payment Amount	Date Paid	Tax Code	Tax Rate	Gross Amount	W'Tax Amount
2000	864.00	13-JUL-95	T1 Normal 10%	10	455.00	45.50	
	864.00	13-JUL-95	T1 Normal 10%	10	500.00	50.00	
	864.00	13-JUL-95	T3 Rngs Invoice	10	400.00	40.00	
	864.00	13-JUL-95	T3 Rngs Invoice	5	100.00	5.00	
	864.00	13-JUL-95	T2 Normal 5%	10	455.00	45.50	
	864.00	13-JUL-95	T2 Normal 5%	10	500.00	50.00	
Total	864.00					236.00	

Invoice Number	Discount Amount	Payment Amount	Date Paid	Tax Code	Tax Rate	Gross Amount	W'Tax Amount
2001	961.72	13-JUL-95	T1 Normal 10%	10	496.00	49.60	
	961.72	13-JUL-95	T3 Rngs Invoice	10	400.00	40.00	
	961.72	13-JUL-95	T2 Normal 5%	8	496.00	39.68	
	961.72	13-JUL-95	T3 Rngs Invoice	5	100.00	4.00	
	961.72	13-JUL-95	T3 Rngs Invoice	5	100.00	5.00	
Total	961.72					138.28	

---

C

---

## Practices and Solutions

## Practice 3-1

### Instructions

Your supervisor has notified you that the company will be purchasing materials and services from three new suppliers. Supplier #1 provides materials, Supplier #2 provides services, and Supplier #3 provides both materials and services.

XX = Unique Identifier

### Supplier #1

Name = XX (You decide)

Type = Manufacturing

Payment Terms = Immediate

Payment Priority = Your terminal ID

Invoice Matching = 3 way

Site = Your home town and a fictional address

Site Uses = Pay and purchasing site

Contact = Yourself

Terms Date Basis = Invoice

### Supplier #2

Name = XX (You decide)

Type = Supplier

Invoice Amount Limit = \$15,000.00

Payment Terms = Immediate

Payment Priority = Your terminal ID

Site 1 = Your favorite vacation spot

Site Uses = Pay and purchasing site

Contact = Your favorite person in the whole world

Site 2 = You make it up and enter contact information

Terms Date Basis = Invoice



**Supplier #3**

Name = XX-FNBUS (Will be used in a future practice)

Type = Subcontractor

Tax Reporting = Federal and state reportable

Taxpayer ID = XX1-22-1560

Income Tax Type = MISC7

Verification Date = Today

Organization Type = Individual

Terms Date Basis = Invoice

Payment Terms = 30 Net

Payment Priority = Your terminal ID

Select Pay Alone.

Create two sites and add contacts for each site.

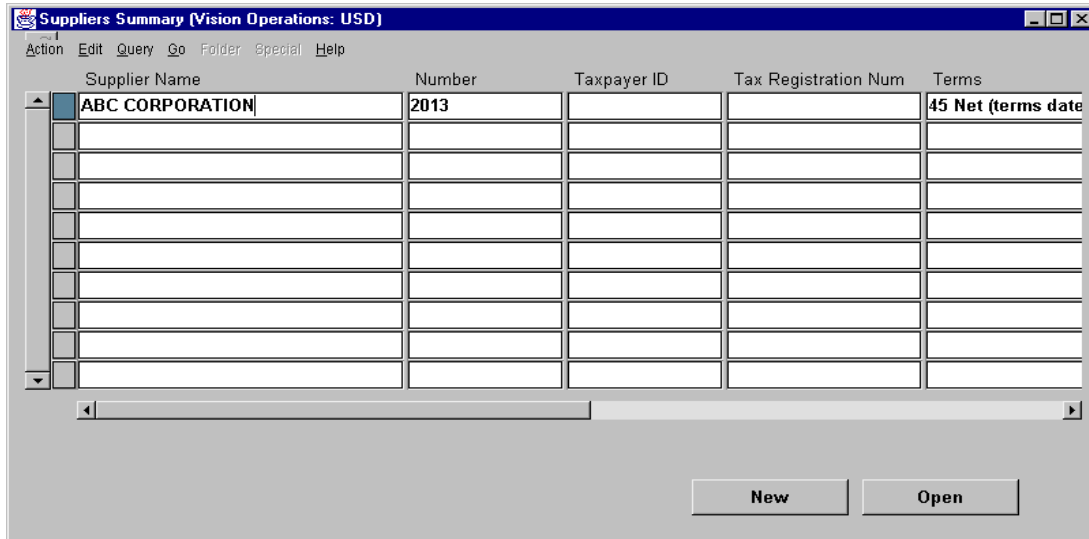
One is a Pay Only Site.

Change the Payment terms on one site to Immediate.

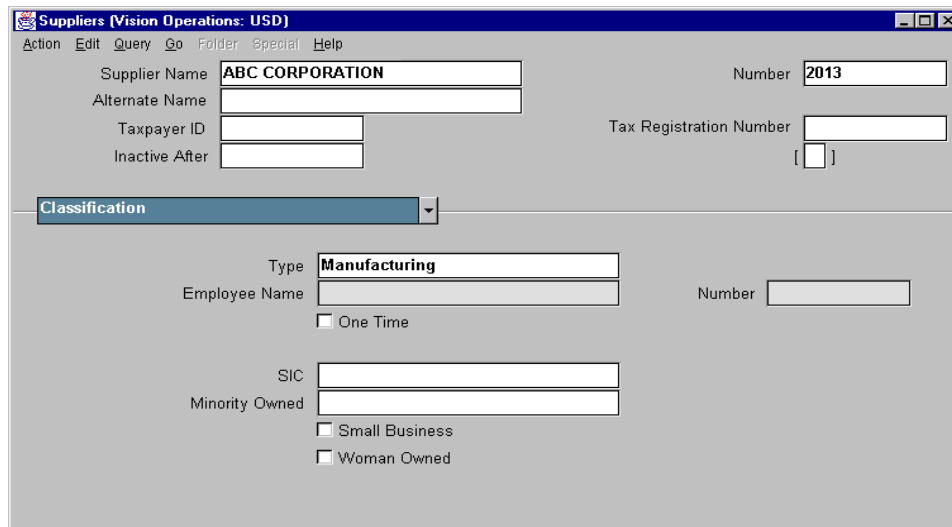
Make one site the Tax Reporting site.

## Practice 3-1 Solutions

- 1 Navigate to the Suppliers Summary window.  
(N) Supplier—>Entry
- 2 Enter your supplier name and the payment term
- 3 Validate that your window appears similar to the one displayed below:



- 4 Choose Open. Oracle Payables displays the Suppliers window.
- 5 In the Classification region, enter the supplier type.
- 6 Validate that your window appears similar to the one displayed below:



- 7 In the Payments region, enter the payment term for your supplier.

8 Validate that your window appears similar to the one displayed below:

9 In other alternate regions of the Suppliers window, enter all other information about your supplier.

10 Navigate to the Supplier Sites window  
(N) Sites—>New

11 Enter your supplier site name and address.

12 In the Contact region, enter the contact information.

13 Validate that your window appears similar to the one displayed below:

Last	First	M	Prefix	Title	Telephone	Mail Stop	Inactive Date
Smith	John			CFO	408 555-1114		

- 14 Save your work.
- 15 Repeat the above steps to create suppliers #2 and #3.
- 16 To set the Invoice limit amount for supplier #2, in the Control region of the Suppliers window, enter the limit amount.
- 17 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Suppliers (Vision Operations)' window. The 'Control' region is selected, displaying the following fields:

- Supplier Name: GE Plastics
- Number: 1000
- Alternate Name: (empty)
- Taxpayer ID: (empty)
- Tax Registration Number: (empty)
- Inactive After: (empty)
- Invoice Amount Limit: 15000
- Hold All Payments:
- Hold Unmatched Invoices:
- Hold Future Invoices:
- Hold Reason: (empty)

- 18 Set up the tax reporting requirements for supplier #3 in the Tax Reporting region of the Suppliers window.
- 19 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Suppliers (Vision Operations)' window. The 'Tax Reporting' region is selected, displaying the following fields:

- Supplier Name: Next Generation Graphics (3A, Art W)
- Number: 1011
- Alternate Name: NextGen.
- Taxpayer ID: 553-88-5564
- Tax Registration Number: (empty)
- Inactive After: (empty)
- Reportable:
  - Federal
  - Income Tax Type: MISC7
  - State
- Reporting Site: NGG
- Reporting Name: Cooke Clay
- Verification Date: 03-MAR-1998
- Name Control: (empty)
- Organization Type: Individual

- 20 You need to specify one of the sites for supplier #3 as the Income Tax Reporting site. From the Sites window, select the Tax Reporting region and select the Income Tax Reporting Site check box.

21 Validate that your window appears similar to the one displayed below:

The screenshot shows a software window titled "Supplier Sites (Vision Operations) - Next Generation Graphics, 2017". The window has a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The form contains the following fields and options:

- Name: CHICAGO
- Country: United States
- Address: 12 Main Street, Suite 1000
- City: Chicago
- State: IL
- County: Cook
- Postal Code: 51001
- Alternate Name: (empty) with a checked checkbox
- Alternate Address: (empty)
- Inactive On: (empty)
- Tax Reporting: (dropdown menu)
- Tax Registration Num: (empty)
- Income Tax Reporting Site: (checked checkbox)

22 Save your work.

## **Practice 3-2**

### **Instructions**

You have just created three new suppliers and want to review and change some of supplier and supplier site information:

- Search for your first supplier and add a second site.
- Search for your second supplier and inactivate the second site.
- Search for your third supplier and change the terms for both sites to Immediate and add a contact name.
- Submit the New Supplier/New Supplier Site Listing Report.

## Practice 3-2 Solutions

### Step 1: Search for the First Supplier and Add a New Site

- 1 Navigate to the Suppliers Summary window.  
(N) Supplier—>Entry
- 2 Click on the Find icon from the Toolbar or choose Find from the Query menu.
- 3 Enter your search criteria for the supplier name that you entered in Guided Practice 1-1.
- 4 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Find Suppliers' window with the following fields and values:

- Supplier Name: ABC CORPORATION
- Supplier Number: (empty)
- Alternate Name: (empty)
- Taxpayer Id: (empty)
- Tax Registration Number: (empty)
- Inactive Dates: (empty) - (empty)
- One Time: (dropdown menu)
- Supplier Type: (empty)
- Employee Name: (empty)
- Employee Number: (empty)
- Parent Supplier: (empty)
- Parent Number: (empty)
- Payment Priorities: (empty) - (empty)
- Reporting Name: (empty)
- Payment Terms: (empty)
- Pay Group: (empty)
- Reportable:
  - Federal: (dropdown menu)
  - Income Tax Type: (empty)
  - State: (dropdown menu)

Buttons at the bottom: Clear, New, Find.

- 5 Choose the Find button in the Find Supplier window.
- 6 To add a new site, navigate to the Supplier Sites window  
(N) Sites—>New
- 7 Enter your new supplier site name and address.
- 8 Validate that your window appears similar to the one displayed below:

Name		Prefix	Title	Telephone	Mail Stop	Inactive Date
Last	First	M				
Smith	Rusty	Ms.	Owner	222 222-2222		

- 9 In the Contact region, enter the contact information.
- 10 Review the information in the other alternate regions of the Supplier Sites window.

**Step 2: Search for the Second Supplier and Inactivate the Second Site**

- 1 Navigate to the Suppliers Summary window.  
(N) Supplier—>Entry
- 2 Click on the Find icon from the Toolbar or choose Find from the Query menu.
- 3 Enter your search criteria for the second supplier that you entered in Guided Practice 3-1.
- 4 Choose the Find button in the Find Supplier window.
- 5 To inactivate the second site, navigate the Sites region and the Supplier window, select the site, and choose Open.  
Oracle Payables opens the Supplier Sites window
- 6 In the Inactive On field, enter today's date.



7 Validate that your window appears similar to the one displayed below:

**Supplier Sites (Vision Operations) - GE Plastics, 1000**

Name	GE PLASTICS		Alternate Name	GE PLASTICS
Country	United States		Alternate Address	
Address	234 Industrial Way			
City	Atlanta	State	GA	Postal Code
Province		County		55616
Language		Inactive On	12-MAR-1998	

**Site Uses and Telephone**

**Site Uses**

Pay Site       Purchasing Site       RFQ Only Site

**Telephones**

Voice	Area Code	Number	Telex
	404	555-9176	
Fax	404	555-1686	

8 Save your work.

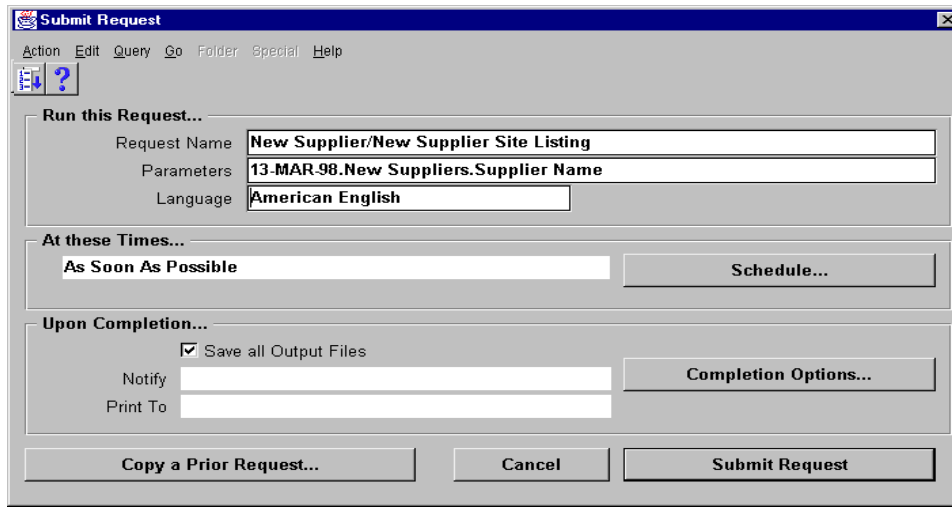
### Step 3: Search for the Third Supplier and Change the Term for One of the Sites and Add a Contact Name

- 1 Follow above steps to search for the third supplier.
- 2 Select one of the sites and open the Supplier Sites window.
- 3 Make the necessary changes.
- 4 Save your work.

### Step 4: Submit the New Supplier/New Supplier Site Listing Report

- 1 Navigate to the Submit Requests window.  
(N) Other—>Request—>Run
- 2 In the Name field, enter New Supplier/New Supplier Site Listing.
- 3 In the Parameters window, enter:
  - Start Date: Today date (DD-MON-YR)
  - List Suppliers or Sites: New Suppliers
  - Order By: Supplier Name

4 Validate that your window appears similar to the one displayed below:



5 Choose OK.

6 Choose Submit Request

7 Review the report. Navigate to Help—>View My Request

---

## Practice 8-1

### Instructions

You have received a number of transactions from “Your Supplier” (set up in Practice 3-1) which you will be entering into the Oracle Payables system. All of them are currency USD.

- 1 Enter a batch header for the transactions. There will be three transactions in this batch for a total of \$52,567.59.
- 2 Enter Invoice #1000.

INVOICE
<b>Invoice #</b> 1000
<b>Date:</b> Today
<b>PO#:</b> N/A
<b>Terms:</b> Immediate
<b>Supplier Name:</b> Your Supplier #1 From Practice 3-1
<b>Description:</b> Promotional Giveaway Items (Advertising Items)
<b>Total Due:</b> \$10,000

## Practice 8-1 Solutions

### Step 1: Enter a Batch Header for the Transactions

- 1 Navigate to the Invoice Batches window.  
(N) Invoices—>Entry—>Invoice Batches (B) Open
- 2 In the Batch Name field, name your batch something meaningful. Use your initials in the first positions to ensure the name is unique for this class.
- 3 In the Date field, accept the default.
- 4 In the Control Count field, enter the number of transactions which is 3.
- 5 In the Control Amount field, enter 52,567.59 in this batch for a total of \$52,567.59.
- 6 In the Payment Terms field, enter Immediate.
- 7 Validate that your window appears similar to the one displayed below:

Batch Name	Date	Control Count	Control Amount		
XX031398	13-MAR-1998	3	52567.59		

- 8 Save your work.

### Step 2: Enter Invoice #1000

- 1 From Invoice Batches window, choose Invoices.
- 2 Accept the default for Invoice Type. This invoice is a standard type invoice.
- 3 Enter your supplier name.
- 4 Select the second site for your supplier.
- 5 Since the invoice is dated today, use the Tab key to accept the default date.
- 6 Enter the invoice number.
- 7 Enter 10,000 (the total amount due) in the Invoice Amount field.
- 8 In the Description field, enter the description for this invoice.

9 Validate that your window appears similar to the one displayed below:

**Invoices (Vision Operations: USD) -  $\times 031398$**

Action Edit Query Go Folder Special Help

Batch Control Total **52567.59**  
 Actual Total **10000**

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	ABC CORP	2013	CHICAGO	13-MAR-1998	1000	USD	10,000.

Amount Paid: USD **0.00**

Holds:   
 Status: **Never Approved**  
 Desc:

Distribution Total: **0.00**  
 Posted: **No**

Actions... 1    Holds    Payments    Match

Scheduled Payments    Overview    Distributions

10 Save your work.

## **Practice 8-2**

### **Instructions**

The Invoice you entered for Practice 8-1 is to be distributed to two cost centers in your company. You need to account for them at the cost center level. Charge \$4,000 to account number 01-402-7110-0000-000 and \$6000 to account number 01-404-7110-0000-000.

## Practice 8-2 Solutions

- 1 From the Invoice window, choose Distributions.
- 2 As these entries are for promotional items, accept the Items default.
- 3 Enter \$4,000.00 in the Amount field.
- 4 As no taxes were charged on this invoice, leave the tax name blank.
- 5 The GL date defaults from the invoice and should be accepted.
- 6 In the Account field, enter the account number for this line of purchase which is 01-402-7110-0000-000.
- 7 Arrow down to enter the second distribution line manually.
- 8 In the Amount field, enter \$6,000.00 which is allocated to the second cost center.
- 9 In the Account field, enter 01-404-7110-0000-000.
- 10 Verify that the distribution total equals the invoice amount.
- 11 Validate that your window appears similar to the one displayed below:

The screenshot shows the Oracle Distributions window for 'USD' - 1000, ABC CORPORATION. The window title is 'Distributions (Vision Operations: USD) - 1000, ABC CORPORATION'. The menu bar includes Action, Edit, Query, Go, Folder, Special, and Help. The Invoice Total is 10,000.00 and the Distribution Total is 10,000.00. The distribution table has the following data:

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	4,000.00		13-MAR-1998	01-402-7110-0000-000
2	Item	6,000.00		13-MAR-1998	01-404-7110-0000-000

Account Description: Operations-East Region Sales-Advertising-No Sub Account-No Product  
 Status: Never Approved  
 Posted: No  
 PO Number: [Empty]

Buttons: Prorate... 1, Reverse 1, View PO, Calculate Tax

- 12 Save your work.
- 13 Close the Distributions window.

## Practice 8-3

### Instructions

You have received invoice #2000 for the purchase of fixed assets. Enter the invoice into Oracle Payables.

<b>INVOICE</b>	
<b>Invoice #</b>	2000
<b>Date:</b>	Today
<b>PO#:</b>	N/A
<b>Terms:</b>	Net 30
<b>Supplier Name:</b>	Your Supplier #1 From Practice 3-1
<b>Description:</b>	Purchased a Red Corvette - Convertible
<b>Total Due:</b> \$40,000	
Charge to GL Account # 01-110-1550-0000-000	



## Practice 8-3 Solutions

- 1 Navigate to the Invoice Batches window and query the batch name that you created in Practice 8-1.  
(N) Invoices—>Entry—>Invoice Batches (B) Open
- 2 From Invoice Batches window, choose Invoices.
- 3 Accept the default for Invoice Type. This invoice is a standard type invoice.
- 4 Enter your supplier name.
- 5 Select the first site for your supplier.
- 6 Since the invoice is dated today, use the Tab key to accept the default date.
- 7 Enter the invoice number.
- 8 Enter 40,000 (the total amount due) in the Invoice Amount field.
- 9 In the Description field, enter the description for this invoice.
- 10 In the Terms field, select the appropriate terms (Net 30).
- 11 Validate that your window appears similar to the one displayed below:

The screenshot shows the Oracle Invoices window with the following data:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amo
Standard	ABC CORP	2013	CHICAGO	13-MAR-1998	1000	USD	10,000.
Standard	GE Plastics	1000	GE PLAS	16-MAR-1998	2000	USD	40,000.

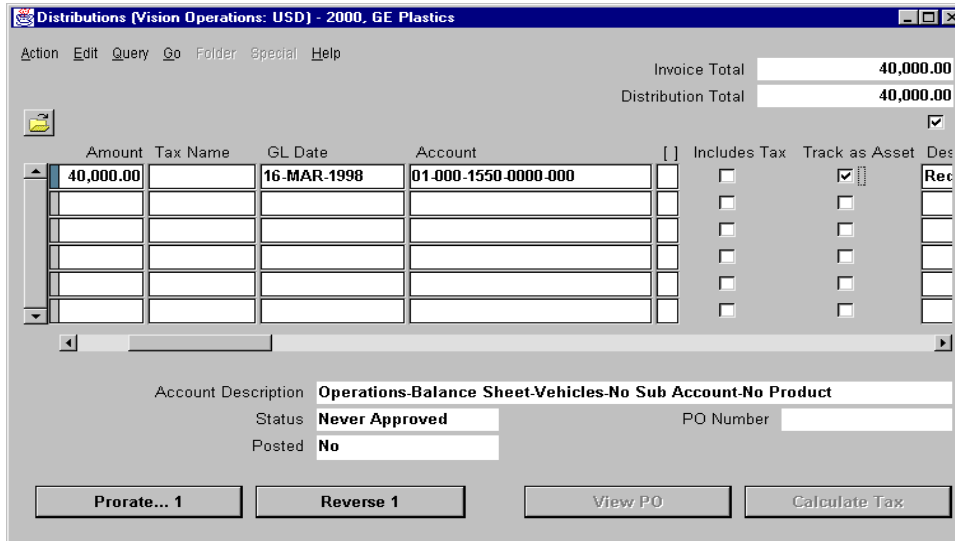
Summary fields:

- Batch Control Total: 52567.59
- Actual Total: 50000
- Amount Paid: USD 0.00
- Holds: [Blank]
- DistributionTotal: 0.00
- Status: Never Approved
- Posted: No
- Desc: Red Corvette - Convertible

Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

- 12 Save your work.
- 13 Choose Distributions.
- 14 In the Distributions window, accept all the default fields.
- 15 In the Amount field, enter 40,000.
- 16 As no taxes were charged on this invoice, leave the tax name blank.
- 17 The GL date defaults from the invoice and should be accepted.
- 18 The accounting for this distribution line is 01-110-1550-0000-000. In the Account field, enter the account number.

- 19 In the Track as Asset field, note that because you entered an asset type account, the check box is selected.
- 20 Validate that your window appears similar to the one displayed below:



- 21 Save your work.
- 22 Close the Distributions window.

---

## Practice 8-4

### Instructions

Often you receive invoices for which the accounting is generally the same. Your controller has asked you to establish a distribution set to enable the accounting entries for some invoices to be automatically generated.

Create a Full distribution set with the following breakdown:

- 25% to account number 01-402-7410-0000-000.
- 50% to account number 01-404-7410-0000-000.
- 25% to account number 01-410-7410-0000-000.

If you have enough time, create a Skeleton distribution set. Use the same account numbers that you used for the Full distribution set.

## Practice 8-4 Solutions

### Step 1: Create a Full Distribution Set

- 1 Navigate to the Distribution Sets window.  
(N) Setup—>Invoices—>Distribution Sets
- 2 In the Name field, enter a name for your distribution set. Make the name with your initials-FULL to ensure it is unique for this class. (Ex. SEK-FULL)
- 3 In the Description field, enter a description.
- 4 Leave the Type field blank; it will default automatically.
- 5 In the % field, enter 25.
- 6 In the Account field, enter 01-402-7410-0000-000.
- 7 Leave the Description, Income Tax Type, and Invoice Tax Name fields blank.
- 8 In the next line, enter 50 in the % field.
- 9 In the Account field, enter 01-404-7410-0000-000.
- 10 Leave the Description, Income Tax Type, and Invoice Tax Name fields blank.
- 11 In the next line, enter 25 in the % field.
- 12 In the Account field, enter 01-410-7410-0000-000.
- 13 Leave the Description, Income Tax Type, and Invoice Tax Name fields blank.
- 14 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Distribution Sets' window in Oracle. The window title is 'Distribution Sets (Vision Operations: USD)'. The menu bar includes 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. The main form has the following fields:

- Name: **XX-Utility Expenses**
- Type: **Full**
- Description: **Full Distribution set for allocation of utilities**
- Inactive On: [ ]

Below these fields is a table with columns: Num, %, Project Related, Account, Description, Income Tax Type, and Invoice Tax Name. The table contains three rows:

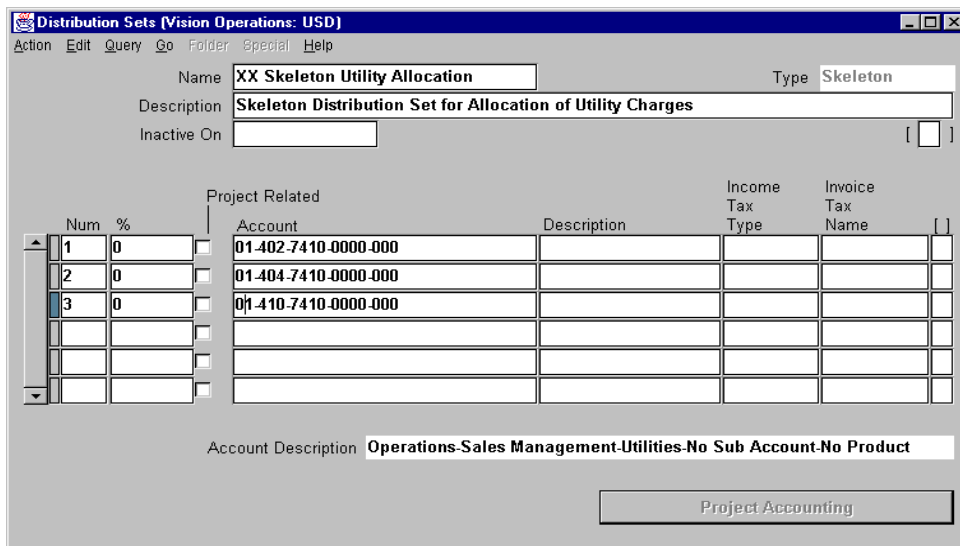
Num	%	Project Related	Account	Description	Income Tax Type	Invoice Tax Name
1	25	<input type="checkbox"/>	01-402-7410-0000-000			
2	50	<input type="checkbox"/>	01-404-7410-0000-000			
3	25	<input type="checkbox"/>	01-410-7410-0000-000			

At the bottom of the window, there is an 'Account Description' field containing 'Operations-Sales Management-Utilities-No Sub Account-No Product' and a 'Project Accounting' button.

- 15 Save your work.

**Step 2: Create a Skeleton Distribution Set**

- 1 Navigate to the Distribution Sets window.  
(N) Setup—>Invoices—>Distribution Sets
- 2 In the Name field, enter a name for your distribution set. Make the name with your initials-SKELETON to ensure it is unique for this class. (Ex. SEK-SKELETON)
- 3 In the Description field, enter a description.
- 4 Leave the Type field blank; it will default automatically.
- 5 In the % field, enter 0.
- 6 In the Account field, enter 01-402-7410-0000-000.
- 7 Leave the Description, Income Tax Type, and Invoice Tax Name fields blank.
- 8 In the next line, enter 0 in the % field.
- 9 In the Account field, enter 01-404-7410-0000-000.
- 10 Leave the Description, Income Tax Type, and Invoice Tax Name fields blank.
- 11 In the next line, enter 0 in the % field.
- 12 In the Account field, enter 01-410-7410-0000-000.
- 13 Leave the Description, Income Tax Type, and Invoice Tax Name fields blank.
- 14 Validate that your window appears similar to the one displayed below:



- 15 Save your work.

## Practice 8-5

### Instructions

You have received the following invoice. Enter it into the system and assign to it the Full distribution set that you created in Practice 8-4.

<b>INVOICE</b>	
<b>Invoice #</b>	3000
<b>Date:</b>	Today
<b>PO#:</b>	N/A
<b>Terms:</b>	Immediate
<b>Supplier Name:</b>	Your Supplier From Practice 3-1
<b>Description:</b>	Utility Charges
<b>Total Due:</b>	\$2,567.59

## Practice 8-5 Solutions

- 1 Navigate to the Invoice Batches window and query the batch name that you created in Practice 8-1.  
(N) Invoices—>Entry—>Invoice Batches
- 2 Query your invoice batch from Practice 8-1. Navigate to Query (M) Enter.
- 3 From Invoice Batches window, click Invoices.
- 4 Accept the default for invoice type. This invoice is a standard type invoice.
- 5 Enter your supplier name.
- 6 Select the first site for your supplier.
- 7 Since the invoice is dated today, use the [Tab] key to accept the default date.
- 8 Enter the invoice number.
- 9 Enter 2,567.89 (the total amount due) in the Invoice Amount field.
- 10 In the Distribution Set field, enter the full distribution set name you defined in Practice 8-4.
- 11 In the Description field, enter the description for this invoice.
- 12 In the Terms field, select the appropriate terms (Immediate).
- 13 Validate that your window appears similar to the one displayed below:

The screenshot shows the Oracle Invoices window with the following data:

ent Amount	Freight Amount	Create Freight Distribution	Distribution Set	Description
10,000.00		<input type="checkbox"/>		Promotional Giveaway Items
40,000.00		<input type="checkbox"/>		Red Corvette - Convertible
2,567.59		<input type="checkbox"/>	XX-Utility Exp	Utility Charges
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Summary fields at the bottom of the window:

- Batch Control Total: 52567.59
- Actual Total: 52567.59
- Amount Paid: USD 0.00
- Holds: [empty]
- Status: Never Approved
- Desc: Utility Charges
- DistributionTotal: 0.00
- Posted: No

Buttons at the bottom: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions.

- 14 Save your work.
- 15 Click Distributions.
- 16 In the Distributions window, verify that the distribution total is equal to the invoice amount.

17 Validate that your window appears similar to the one displayed below:

Distributions (Vision Operations: USD) - 3000, ABC CORPORATION

Action Edit Query Go Folder Special Help

Invoice Total 2,567.59  
Distribution Total 2,567.59

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	641.90		16-MAR-1998	01-402-7410-0000-000
2	Item	1,283.79		16-MAR-1998	01-404-7410-0000-000
3	Item	641.90		16-MAR-1998	01-410-7410-0000-000

Account Description: Operations-East Region Sales-Utilities-No Sub Account-No Product  
Status: Never Approved  
Posted: No  
PO Number:

Prorate... 1    Reverse 1    View PO    Calculate Tax

18 Save your work.



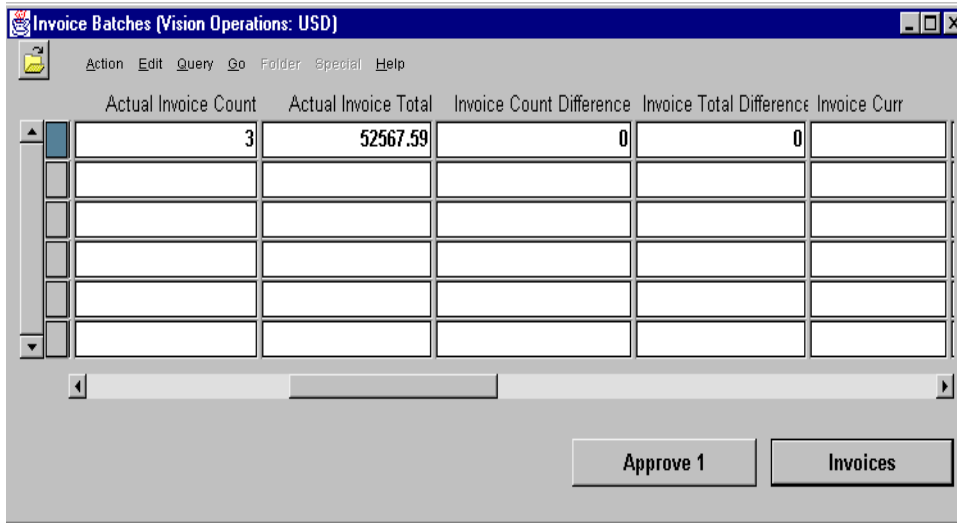
## **Practice 8-6**

### **Instructions**

Verify that your batch control count and amount that you entered in Practice 8-1 are equal to the actual invoices that you entered in subsequent practices.

## Practice 8-6 Solutions

- 1 Navigate to the Invoice Batches window and query the batch name that you created in Practice 8-1.  
(N) Invoices—>Entry—>Invoice Batches
- 2 Verify that the displayed number in the Invoice Count Difference field is zero
- 3 Verify that the displayed amount in the Invoice Total Difference field is zero.
- 4 Validate that your window appears similar to the one displayed below:



## Practice 9-1

### Instructions

Your supervisor has asked you to create a purchase order for “your supplier” (set up in Practice 3-1). Your company is planning to purchase 50 units of item # f10000 for \$100.00 each. The expected dates of delivery and locations are:

Organization	Ship-To	Quantity	Promised Date
M1	M1-Seattle	18	Today+ 5 days
M1	M1-Seattle	12	Today+10 days
M1	M1-Seattle	20	Today+15 days

The 20 units for the third shipment line have been ordered by two different departments. The quantity ordered by each department and charge accounts are:

Destination Type	Quantity	Charge Account
Expense	12	01-110-4120-0000-000
Expense	8	01-120-4120-0000-000

## Practice 9-1 Solutions

- 1 Change your responsibility to Oracle Purchasing.  
(M) Special—>Switch Responsibility—>Purchasing
- 2 Navigate to the Enter Purchase Orders window.  
(N) Purchase Orders—>Purchase Orders
- 3 Type of Purchase Order is Standard Purchase Order.
- 4 Select “your supplier” and one of its sites (defined in Practice 3-1).
- 5 The Ship To location should be M1-Seattle.
- 6 In the Alternative region select Items.
- 7 Use the [Tab] key to move to the Item field accepting the defaults for all other fields. Enter the item number.
- 8 In the Quantity field enter 50.
- 9 In the Price field enter 100.
- 10 Validate that your window appears similar to the one displayed below:

**Purchase Orders (Vision Operations) - [New]**

Action Edit Query Go Folder Special Help

PO, Rev: 0 Type: Standard Purchase Order Created: 06-JAN-1999

Supplier: GE Plastics Site: GE PLASTICS Contact:

Ship-To: M1- Seattle Bill-To: V1- New York City Currency: USD

Buyer: Smith, Mr. Jonath Status: Incomplete Total: 5,000.00 [ ]

Description: 50 items @ \$100/item

Items

Num	Type	Item	Rev	Category	Description	UOM	Quantity
1	Goods	f10000		MISC.MISC	Capitalizable Service	Each	50

Item f10000 Capitalizable Services - Capitalizable non-taxable item

Catalog... Currency... Terms Shipments Approve...

- 11 Click Shipments.
- 12 Enter the three shipment lines.

13 Validate that your window appears similar to the one displayed below:

Num	Org	Ship-To	UOM	Quantity	Promised Date	Need-By	Original Promise
1	M1	M1- Seattle	Each	18	11-JAN-1999		
2	M1	M1- Seattle	Each	12	16-JAN-1999		
3	M1	M1- Seattle	Each	20	21-JAN-1999		

Item f10000 Capitalizable Services - Capitalizable non-taxable item

Receiving Controls Distributions

14 After shipment line 3, choose Distribution.

15 Enter the distribution lines for this PO shipment.

16 Validate that your window appears similar to the one displayed below:

Num	Requestor	Deliver-To	Subinventory	Quantity	Charge Ac
1	nse			12	01-110-412
2	nse			8	01-120-412

Account Description

Charge Operations-Balance Sheet-Asset Cleari Budget

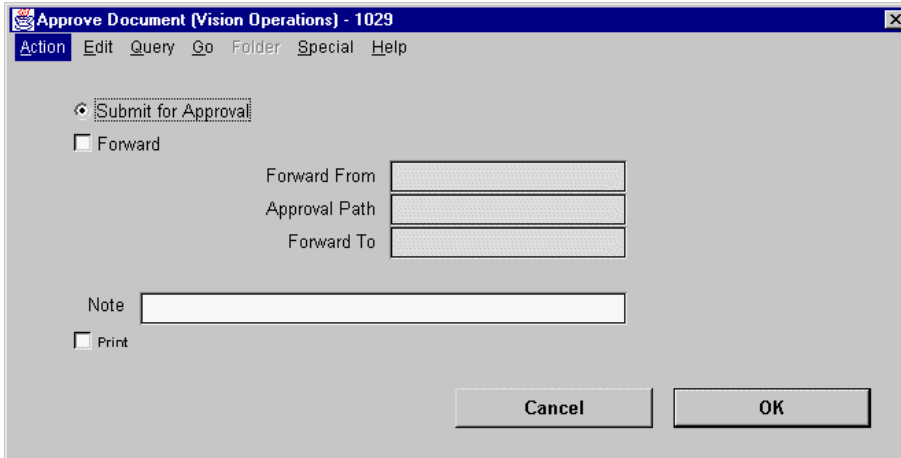
Accrual Operations-Balance Sheet-Accounts Pa Variance Operations-Balance Sheet-Asset Cleari

Outside Processing

17 Save your work and close the windows until the Purchase Order Header is displayed.

18 Choose the Approve button.

19 Validate that your window appears similar to the one displayed below:

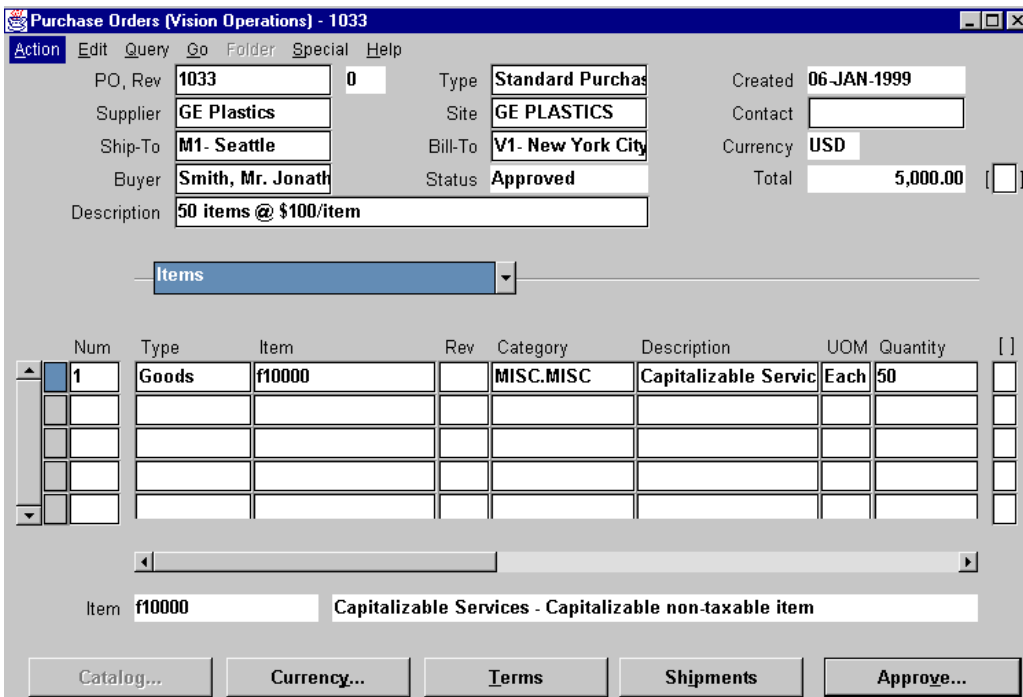


20 In the Approve Document window, select the Submit for Approval.

21 Choose OK.

22 Verify that the status of your purchase order displays Approved.

23 Validate that your window appears similar to the one displayed below:



24 Write down your purchase order number. \_\_\_\_\_

---

## Practice 9-2

### Instructions

Your supplier has shipped 26 units of the item you ordered (Practice 9-1) and therefore has billed you for them. The shipments were for the first and second shipment lines. The rest of the purchase order is on back order and will be shipped and billed at a later date. You have received the following invoice with notes written on it indicating how it should be allocated against the PO. Enter the invoice using the PO Default invoice type in the Accounts Payable system.

**INVOICE**

**Invoice #** 5000

**Date:** Today

**PO#:** Your PO number from Practice 9-1

**Terms:** Immediate

**Supplier Name:** Your Supplier From Practice 3-1

**Description:** 26 items @ \$100 each

**Total Due:** \$2,600

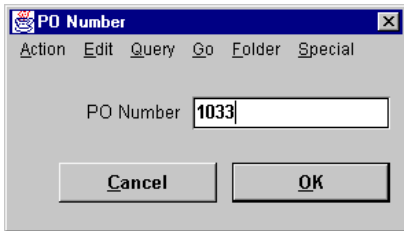
**Shipments:**

18 units towards shipment 1

8 units towards shipment 2

## Practice 9-2 Solutions

- 1 Change your responsibility back to Oracle Payables.  
(M) Special—>Switch Responsibility—>Payables
- 2 Navigate to the Invoices window  
(N) Invoice—>Entry—>Invoices
- 3 In the Type field, select PO Default as the invoice type.
- 4 When the system prompts you for a PO number, enter your PO number from Practice 9-1.

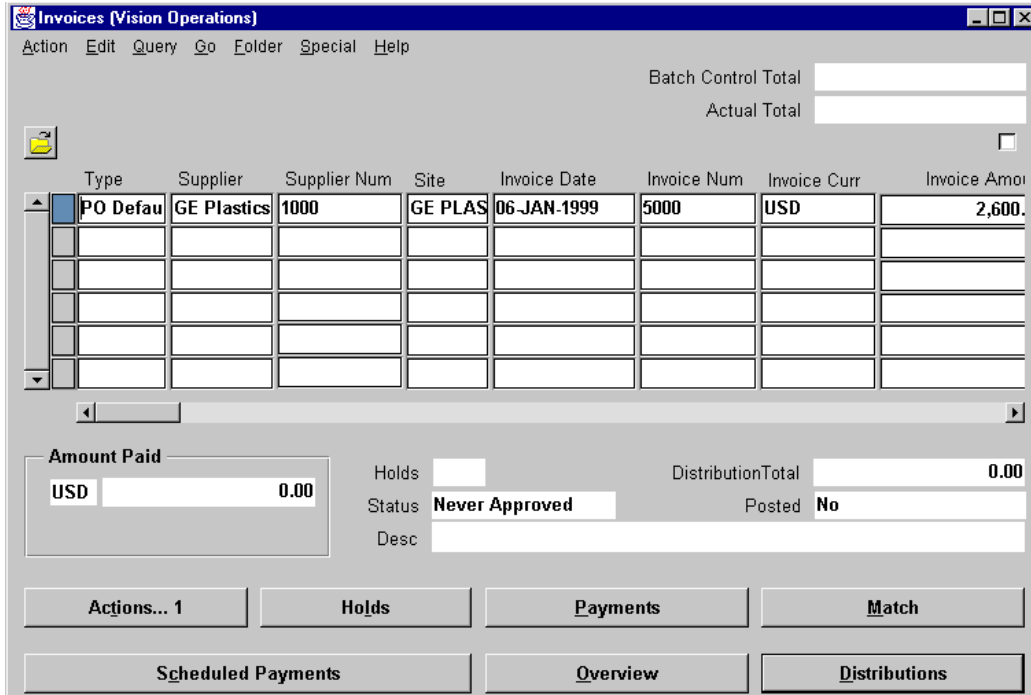


Oracle Payables displays the supplier and supplier site.

- 5 As the invoice is dated Today, tab through the invoice date field allowing the current date to be the default.
- 6 Enter the Invoice number.
- 7 In the Amount field, enter the total due of the invoice.



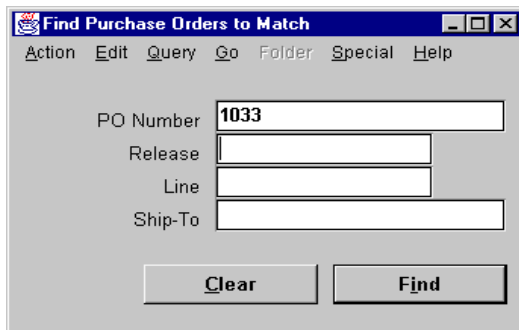
8 Validate that your window appears similar to the one displayed below:



9 Choose Match.

10 Oracle Payables Displays the Find window. Enter your search criteria.

11 Validate that your window appears similar to the one displayed below:



12 Choose Find.

13 In the Match to PO Shipments window, select the far left check box on the first shipment line. Oracle Payables displays the Quantity Invoiced field.

14 Verify the appropriate Quantity (18) for shipment line 1.

15 In the next shipment line select the far left check box and enter the quantity invoiced for the second line (8).

16 Validate that your window appears similar to the one displayed below:

Match to PO (Vision Operations) - 5000, GE Plastics

Action Edit Query Go Folder Special Help

Invoice Amount **2,600.00** Distribution Total **2,600.00**

Price Correction	Quantity Invoiced	Unit Price	Match Amount	Final Match	Prorate	PO Number	Release Line	Item
<input checked="" type="checkbox"/>	18	100	1,800.00	<input type="checkbox"/>	<input type="checkbox"/>	1033	1	f10000
<input checked="" type="checkbox"/>	8	100	800.00	<input type="checkbox"/>	<input type="checkbox"/>	1033	1	f10000
<input type="checkbox"/>		100		<input type="checkbox"/>	<input type="checkbox"/>	1033	1	f10000
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			

**Shipment Qty**

UOM **Each**

Ordered **12**

Billed **0**

Received **0**

Accepted **0**

Taxable

**Proration**

Tax

Freight

Misc

Freight **Due**

Payment **30 Net (terms d)**

Tax Name

**Shipment**

Ship-To **M1- Seattle**

Shipment Num **2**

Last Receipt

Buyer **Smith, Mr. Jonathan**

Requestor

Description **Capitalizable Services - Ca**

**View PO** **Distribute...** **Match**

17 Choose Match.

18 Close the window.

19 Verify that the distribution total equals to the invoice amount.

20 Choose Distributions and note that the account numbers are from the Purchase Order you entered in Practice 9-1.

21 Save your work.

---

## Practice 9-3

### Instructions

Your supplier has shipped 5 more units of the item you ordered and therefore has billed you for them. The shipments were for the second and third shipment lines. The remainder of the purchase order is on back order and will be shipped and billed at a later date. You have received the following invoice with notes written on it indicating how it should be allocated against the PO. Enter the invoice in the Accounts Payable system.

### INVOICE

**Invoice #** 6000

**Date:** Today

**PO#:** Your PO number from Practice 9-1

**Terms:** Immediate

**Supplier Name:** Your Supplier From Practice 3-1

**Description:** 5 items @ \$100 each

**Total Due:** \$500

**Shipments:**

2 units towards shipment 2

3 units towards shipment 3 (2 units to cost center 110 and 1 unit to cost center 120)

## Practice 9-3 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 2 This is a standard invoice. Accept the default invoice type.
- 3 Enter the supplier name.
- 4 Select the supplier site.
- 5 Accept the default current date.
- 6 Enter the invoice number.
- 7 Enter the total due of the invoice in the Amount field.
- 8 Validate that your window appears similar to the one displayed below:

The screenshot shows the Oracle Invoices (Vision Operations) window. The title bar reads "Invoices (Vision Operations)". The menu bar includes "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help".

At the top right, there are two input fields: "Batch Control Total" and "Actual Total". Below them is a checkbox.

The main area contains a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amo. The first row is populated with: Standard, GE Plastics, 1000, GE PLAS, 06-JAN-1999, 6000, USD, and 500. There are four empty rows below it.

Below the table, there are several input fields and labels: "Amount Paid" (USD, 0.00), "Holds" (empty), "DistributionTotal" (0.00), "Status" (Never Approved), and "Posted" (No). There is also a "Desc" label with an empty field.

At the bottom, there are several buttons: "Actions... 1", "Holds", "Payments", "Match", "Scheduled Payments", "Overview", and "Distributions".

- 9 Click Match.
- 10 In the Find window enter your PO number and click Find.
- 11 Note that on the first shipment line you have been billed for the quantity ordered.
- 12 In the second shipment line, select the far left check box.
- 13 Enter the Quantity Invoiced as 2.
- 14 In the third shipment line, select the far left check box.
- 15 Enter the Quantity Invoiced as 3.

- 16 Note that the Distribute button is enabled, because the third shipment line has multiple distributions.
- 17 Choose Distribute.
- 18 In the Match to PO Distributions window, select the first distribution line by selecting the far left check box and enter the quantity invoiced as 2 (noted on the invoice for cost center 110).
- 19 In the second distribution line, again select the appropriate check box. Enter the quantity invoiced as 1 to cost center 120.
- 20 Validate that your window appears similar to the one displayed below:

Num	Quantity Invoiced	Unit Price	Match Amount	Match Account	Variance Account
<input checked="" type="checkbox"/>	2	100	200.00	01-110-4120-0000-000	01-740-7530-0000-000
<input checked="" type="checkbox"/>	1	100	100.00	01-120-4120-0000-000	01-740-7530-0000-000
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

**Distribution Qty**  
 UOM: Each  
 Ordered: 8  
 Billed: 0  
 Delivered: 0

**Account Description**  
 Match: Operations-Machine Resources-Support-No Sub Account-Nc  
 Variance: Operations-Corporate Finance-Equipment Expense-No Sub

Requestor: \_\_\_\_\_

Cancel OK

- 21 Choose OK. This will save your work and update the quantity billed information.
- 22 Close the windows and verify that the distribution total equals the invoice amount.

## Practice 9-4

### Instructions

Your supplier has finally shipped the remaining 19 units and therefore has billed you for them. The shipment was for the balance of the second and third shipment lines. You have received the following invoice with notes written on it indicating how it should be allocated against the PO. Enter the invoice using the QuickMatch invoice type in the accounts payable system.

#### INVOICE

**Invoice #** 7000

**Date:** Today

**PO#:** Your PO number from Practice 9-1

**Terms:** Immediate

**Supplier Name:** Your Supplier From Practice 3-1

**Description:** 19 items @ \$100 each

**Total Due:** \$1,900

#### Shipments:

2 units towards shipment 2

17 units towards shipment 3

- 10 units to cost center 110
- 7 units to cost center 120

## Practice 9-4 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 1 In the Type field, select QuickMatch as the invoice type.
- 2 When prompted for a PO number, enter your PO number from Practice 9-1.  
Oracle Payables displays the supplier and supplier site.
- 3 Accept the default current date.
- 4 Enter the invoice number.
- 5 Enter the total amount of the invoice in the Amount field.
- 6 Click Match.
- 7 In the Match to PO Shipments window, notice how the system defaults the match to be for the remaining quantity to be billed for the unit price on the purchase order.
- 8 Verify the quantity invoiced agrees with the invoice you received.
- 9 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Match to PO (Vision Operations) - 7000. GE Plastics' window. At the top, the 'Invoice Amount' is 1,900.00 and the 'Distribution Total' is empty. Below this is a table with columns for 'Quantity Invoiced', 'Unit Price', 'Match Amount', 'Final Match', 'Prorate', and 'Release'. The table contains three rows of data:

Quantity Invoiced	Unit Price	Match Amount	Final Match	Prorate	Release
	100				
2	100	200.00			
17	100	1,700.00			

Below the table are three panels: 'Shipment Qty' with fields for UOM (Each), Ordered (18), Billed (18), Received (0), and Accepted (0); 'Proration' with fields for Tax, Freight, and Misc; and 'Shipment' with fields for Ship-To (M1- Seattle), Shipment Num (1), Last Receipt, Buyer (Smith, Mr. Jonathan), and Requestor. At the bottom are buttons for 'View PO', 'Distribute...', and 'Match'.

- 10 Click Match.
- 11 Save your work.

## Practice 9-5

### Instructions

Your supplier has notified you that since you have been their best customer, they are sending you a \$1000.00 credit memo. Your controller has asked you to enter the credit memo and use your Full distribution set (created in Practice 8-4) to apply this credit accordingly.

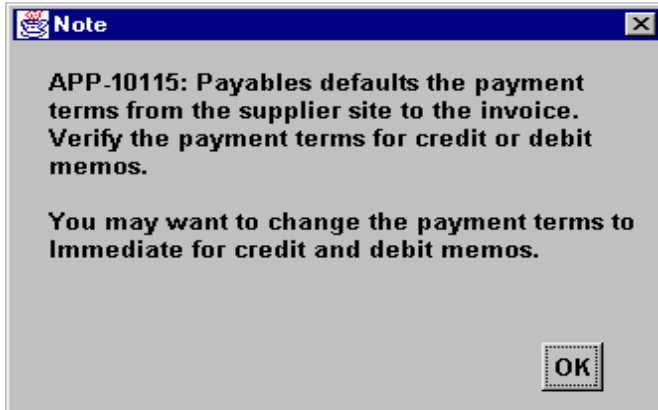
**Hint:** The process for recording a credit memo is the same as entering an invoice but the Type must be credit memo and the amount must be negative.

<b>Credit Memo</b>	
<b>Invoice #</b>	CM1000
<b>Date:</b>	Today
<b>PO#:</b>	N/A
<b>Terms:</b>	Immediate
<b>Supplier Name:</b>	Your Supplier From Practice 3-1
<b>Description:</b>	Best Customer Reward
<b>Total Due:</b> (\$1,000)	



## Practice 9-5 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 2 In the Type field, enter Credit Memo.
- 3 The note below is displayed. Click OK.



- 4 Enter your supplier name.
- 5 Select the first site for your supplier.
- 6 As the credit memo is dated today, accept the default date.
- 7 Enter the credit memo number.
- 8 Enter -1000.00 (the total amount) in the Invoice Amount field. Make sure to enter the amount as a negative value.
- 9 In the Description field, enter the description for this invoice.
- 10 In the Distribution Set field, enter the full distribution set name you defined in Practice 8-4.
- 11 In the Terms field, make sure the terms are immediate; if they are not, select Immediate.

12 Validate that your window appears similar to the one displayed below:

13 Choose Distributions.

14 Validate that your window appears similar to the one displayed below:

15 Save your work.

---

## Practice 9-6

### Instructions

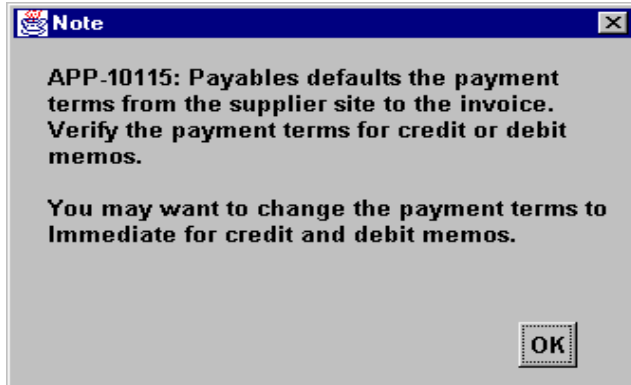
Your Supplier has acknowledged overbilling you for the Advertising Promotional Giveaway items you purchased on invoice #1000 (Practice 8-1) and forwarded the following credit. Enter the credit memo in the Accounts Payable system.

**Hint:** The accounting for this credit is to reverse the original accounting assigned to the invoice. Prorate the credit over both distribution lines that were entered on Invoice #1000.

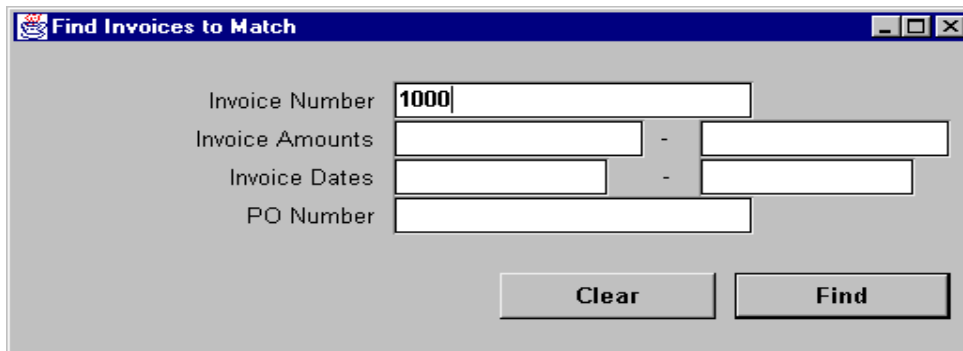
Credit Memo	
<b>Invoice #</b>	CM2000
<b>Date:</b>	Today
<b>PO#:</b>	N/A
<b>Terms:</b>	Immediate
<b>Supplier Name:</b>	Your Supplier From Practice 3-1
<b>Description:</b>	Supplier Overbill
<b>Total Due:</b>	(\$1,000)

## Practice 9-6 Solutions

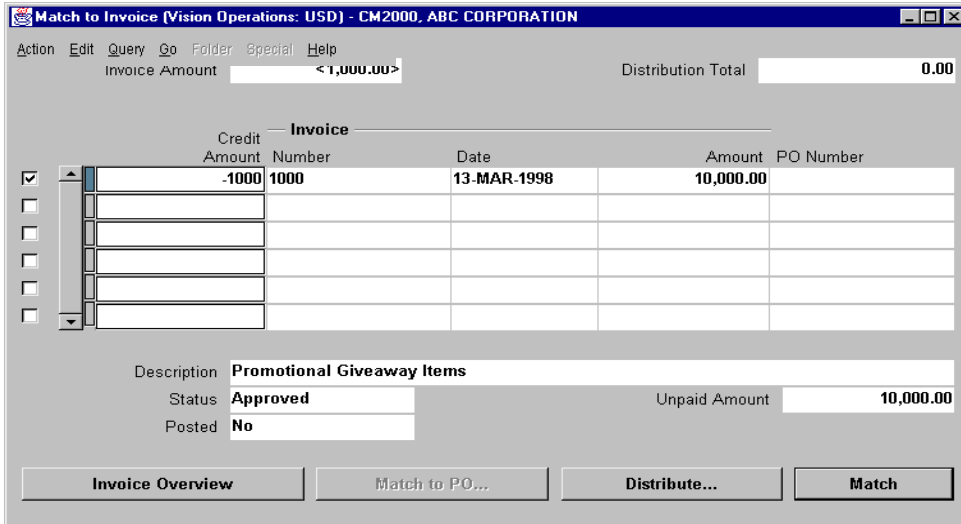
- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 2 In the Type field, enter Credit Memo.
- 3 The below note is displayed. Choose OK.



- 4 Enter your supplier name.
- 5 Select the first site for your supplier.
- 6 As the credit memo is dated today, accept the default date.
- 7 Enter the credit memo number.
- 8 Enter -1000.00 (the total amount) in the Invoice Amount field. Make sure to enter the amount as a negative value.
- 9 In the Terms field, make sure the terms are Immediate; if they are not, select Immediate.
- 10 Choose Match.
- 11 To match this credit memo to the original invoice (Invoice #1000), enter the invoice number.
- 12 Validate that your window appears similar to the one displayed below:



- 13 If you were unable to locate your invoice, verify your credit invoice supplier site is the same as the invoice you are matching to.
- 14 In the Match to Invoice window, select the check box on the left.
- 15 In the Credit Amount field, enter -1000.
- 16 Validate that your window appears similar to the one displayed below:



- 17 Choose Match.
- 18 Close the window.
- 19 In the Invoices window, verify that the distribution total is equal to the invoice amount.
- 20 Choose Distributions to view the distribution line.

21 Validate that your window appears similar to the one displayed below:

The screenshot shows the Oracle Distributions window for 'Vision Operations: USD' - CM2000, ABC CORPORATION. The window title bar includes standard OS controls. The menu bar contains: Action, Edit, Query, Go, Folder, Special, Help. On the right, there are two summary fields: 'Invoice Total' and 'Distribution Total', both showing '<1,000.00>'. Below these is a checkbox that is checked. The main area is a table with the following columns: Num, Type, Amount, Tax Name, GL Date, and Account. The table contains two rows of data:

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	<400.00>		19-MAR-1998	01-402.7110-0000-000
2	Item	<600.00>		19-MAR-1998	01-404.7110-0000-000

Below the table is a scroll bar. At the bottom of the window, there are several fields and buttons:

- Account Description: Operations-East Region Sales-Advertising-No Sub Account-No Product
- Status: Never Approved
- Posted: No
- PO Number: (empty field)
- Buttons: Prorate... 1, Reverse 1, View PO, Calculate Tax

22 Note how the distribution lines were prorated proportionately.

---

## Practice 9-7

### Introduction

A buyer in Purchasing has informed you that your supplier overbilled you for the 19 items invoiced on invoice # 7000. The invoice price was \$100.00 per item. As you had purchased enough of the item to earn a price break, the price should have been \$95.00 per item. Enter the following debit memo and use a price correction to match to the purchase order.

<b>Debit Memo</b>	
<b>Invoice #</b>	DM3000
<b>Date:</b>	Today
<b>PO#:</b>	From Practice 9-1
<b>Terms:</b>	Immediate
<b>Supplier Name:</b>	Your Supplier From Practice 3-1
<b>Description:</b>	Supplier Overbill
<b>Total Due:</b>	(\$95.00)

## Practice 9-7 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 2 In the Type field, enter Debit Memo.
- 3 Choose OK in the Note dialog box.
- 4 Enter the Supplier from invoice number 7000.
- 5 Enter the Supplier Site.
- 6 Accept the default date.
- 7 Enter the debit memo number.
- 8 In the Amount field, enter the total amount of the debit memo. Be sure to enter it as a negative number.
- 9 In the Terms field, make sure the terms are Immediate; if they are not, select Immediate.
- 10 Choose Match.
- 11 In the Find Invoices to Match window, enter 7000 in the Invoice Number field.
- 12 Validate that your window appears similar to the one displayed below:

The screenshot shows a window titled "Find Invoices to Match" with a menu bar containing "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The main area contains four input fields: "Invoice Number" with the value "7000", "Invoice Amounts" (two boxes with a minus sign), "Invoice Dates" (two boxes with a minus sign), and "PO Number". At the bottom are "Clear" and "Find" buttons.

- 13 Choose Find.



14 Validate that your window appears similar to the one displayed below:

Match to Invoice (Vision Operations) - DM3000, GE Plastics

Action Edit Query Go Folder Special Help

Invoice Amount  Distribution Total

**Invoice**

<input type="checkbox"/>	Credit Amount	Invoice Number	Date	Amount	PO Number
<input type="checkbox"/>		7000	06-JAN-1999	1,900.00	1033
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Description

Status **Never Approved** Unpaid Amount

Posted **No**

- 15 Select the far left check box and enter the debit memo amount in the Credit Amount field.
- 16 Choose the Match to PO button.
- 17 In the Find Purchase Order to Match window, enter your PO number from Practice 9-1 in the PO Number field.
- 18 Choose Find.
- 19 You are now in the Match to PO window.
- 20 Invoice number 7000 was for items from two shipments. We need to enter price corrections for both those shipments.
- 21 Select the far left check box for the first shipment line.
- 22 Select the Price Correction check box.
- 23 Enter 2 in the Quantity Invoiced field and <5.00> in the Unit Price field. Be sure to enter the price as a negative number.
- 24 Follow the same steps for the remaining 17 items on the second shipment line.

25 Validate that your window appears similar to the one displayed below:

Match to PO (Vision Operations) - DM3000, GE Plastics

Action Edit Query Go Folder Special Help

Invoice Amount  Distribution Total

Price Correction	Quantity Invoiced	Unit Price	Match Amount	Final Match	Prorate	PO Number	Release Line	Item
<input checked="" type="checkbox"/>	2	.5	<10.00>	<input type="checkbox"/>	<input type="checkbox"/>	1033	1	f10000
<input checked="" type="checkbox"/>	17	.5	<85.00>	<input type="checkbox"/>	<input type="checkbox"/>	1033	1	f10000
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			

**Shipment Qty**

UOM **Each**

Ordered

Billed

Received

Accepted

Taxable

**Proration**

Tax

Freight

Misc

Freight

Payment

Tax Name

**Shipment**

Ship-To

Shipment Num

Last Receipt

Buyer

Requestor

Description

26 Choose Match.

27 Close this window to return to the Invoice window.

28 Verify the distributions are correct for this debit memo.

---

## Practice 10-1

### Instructions

You have been informed by your manager that your company has started a new travel expense policy and you need to enter in a new Expense Report Template. For this template you will only enter the natural account segment for each item. The remaining segments will default from the employees GL account when you enter a expense report for that employee.

The name of the template will be your initials. Enter the following items and GL account codes on your template:

Airfare	7640
Taxi	7680
Hotel	7670
Meals	7690
Car Rental	7650
Phone	7450
Misc.	7699

## Practice 10-1 Solutions

- 1 Navigate to the Expense Report Templates window  
(N) Setup—>Invoice—>Expense Report Templates
- 2 Enter the template name.
- 3 Enter a description.
- 4 In the Expense Item field, enter the first item in your template.
- 5 In the GL account field enter in the natural account for the first expense item. As you are going to have the all segments except the natural account come from the employees default GL account, you should use the segment separator, “-”, for all segments other than the natural account segment. The airfare item would be entered as --7640--.
- 6 Validate that your window appears similar to the one displayed below:

Expense Report Templates (Vision Operations)

Action Edit Query Go Folder Special Help

Template Name  Inactive Date

Description

Enable for Self-Service Users

Expense Item	Type	Includes Tax	Tax Name	GL Account
Airfare	Item	<input type="checkbox"/>		--7640--
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

GL Account Description

**Self-Service Interface Attributes**

Friendly Prompt

Image File Name

Receipt Required Above

Sequence

Justification Required  Calculate Amount

Viewable From All Templates

- 7 Enter the remaining items in the same manner.

8 Validate that your window appears similar to the one displayed below:

The screenshot shows a software window titled "Expense Report Templates (Vision Operations)". The menu bar includes "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help".

Form fields include:

- Template Name: **DJM**
- Inactive Date: (empty)
- Description: **Employee Expenses**
- Enable for Self-Service Users

Expense Item	Type	Includes Tax		GL Account
		<input type="checkbox"/>	Tax Name	
Airfare	Item	<input type="checkbox"/>		--7640--
Taxi	Item	<input type="checkbox"/>		--7680--
Hotel	Item	<input type="checkbox"/>		--7670--
Meals	Item	<input type="checkbox"/>		--7690--
Car Rental	Item	<input type="checkbox"/>		--7650--
Phone	Item	<input type="checkbox"/>		--7450--

Below the table is a "GL Account Description" field (empty).

**Self-Service Interface Attributes**

- Friendly Prompt: (empty)
- Image File Name: (empty)
- Receipt Required Above: (empty)
- Sequence: (empty)
- Justification Required
- Viewable From All Templates
- Calculate Amount

9 Save your work.

## Practice 10-2

### Instructions

One of your employees has just returned from a business trip to Colorado and completed the following expense report. Enter the expenses in the accounts payable system using the template you entered in Practice 10-1.

<b>Travel Expense Report</b>	
<b>Employee Name:</b>	Black, Mr. Chris
<b>Date:</b>	Today
<b>Invoice #</b>	Today's Date - terminal ID (Ex. 01-JAN-1998-13)
<b>Description:</b>	<b>Weekly Total</b>
<b>Airfare</b>	<b>\$ 1,805.78</b>
<b>Meals</b>	<b>194.22</b>
<b>Car Rental</b>	<b>185.00</b>
<b>Total Due Employee</b>	<b>\$ 2,185.00</b>

## Practice 10-2 Solutions

- 1 Navigate to the Expense Report window.  
(N) Invoices—>Entry—>Expense Reports
- 2 Enter Chris Black in the Employee field.
- 3 In the Date field, enter today's date.
- 4 Enter invoice number.
- 5 Enter the description.
- 6 In the Amount field, enter the total amount to be reimbursed to the employee.
- 7 In the Template field, choose the template you created in Practice 10-1.
- 8 Choose the appropriate types of items and enter the amounts as noted on expense report.
- 9 Accept the default accounting flexfield information.
- 10 Validate that your window appears similar to the one displayed below:

The screenshot shows the Oracle Expense Report window with the following details:

- Employee:** Black, Mr. Chris
- Number:** 25
- GL Account:** 01-830-7530-0000-000
- Operations-MIS-Equipment Expense No Sub Account:** Operations-MIS-Equipment Expense No Sub Account
- Send to:** Office
- Date:** 04-JAN-1999
- Invoice Num:** 04-JAN-1999-13
- Description:** Weekly Total
- Hold:** (empty)
- Amount:** 2,185.00
- Lines Total:** 2,185.00
- Invoice Currency:** USD
- Withholding Tax Group:** 1099
- Payment:** (dropdown menu)
- Apply Advances:** (checkbox, unchecked)
- Reviewed By:** (checkboxes for Payables and Management, both unchecked)
- Template:** DJM
- Accounting:** (dropdown menu)

Item	Amount	GL Account	Tax Name	Includes Tax	Withholding Tax Group
Airfare	1,805.78	01-830-7640-0000-000		<input type="checkbox"/>	1099
Meals	194.22	01-830-7690-0000-000		<input type="checkbox"/>	1099
Car Rental	185.00	01-830-7650-0000-000		<input type="checkbox"/>	1099
				<input type="checkbox"/>	

- 11 Save your expense report.

## Practice 11-1

### Instructions

You have signed a six month lease for a total of \$12,000 for the entire period with “Your Supplier.” You are required to pay the same amount each month but do not receive an invoice for the rent. 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.

**Hint:** It is not necessary to create all invoices at once.



## Practice 11-1 Solutions

- 1 Navigate to the Recurring Invoices window.  
(N) Invoices—>Entry—>Recurring Invoices
- 2 Enter the following supplier information:  
Name: Your supplier name  
Site: Second site
- 3 Enter the following calendar information:  
Name: Monthly  
Number of Periods: 6  
First: Next Month
- 4 Enter the following Template Definition information:  
Number: XXRent  
Description: Monthly Rent  
Payment Method: Check  
Accept the default values for the remainder of the fields.
- 5 In the Distribution Origin section, select the Set check box.  
Name: Enter the full distribution set that you created in Practice 8-4.
- 6 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Recurring Invoices (Vision Operations: USD)' window with the following data entered:

Section	Field	Value
Supplier	Name	ABC CORPORATION
	Number	2013
	Site	CHICAGO
	Pay Group	Standard
Calendar	Name	Rent
	Number of Periods	6
	First	Mar-98
	Next	Mar-98
	Number Remaining	6
Template Definition	Number	Rent
	Currency	USD
	Hold	
	GL Date	
	Terms	45 Net (terms date + 4)
	Payment Method	Check
	Description	Monthly Rent
	Liability Account	01-000-2210-0000-000
Distribution Origin	Set (Selected)	
	PO	
	Name	Rent Expense (Full)
	Shipments	
Number of Invoices		
Create Invoices...		

7 In the Amount region, enter the following information:

- First Month: 2,000
- Number of Invoices: 6
- Accept the default values for the remainder of the fields.

8 Validate that your window appears similar to the one displayed below:

9 Save your work.

10 Choose Create Invoices. Oracle Payables displays the Create Invoices window.

11 Validate that your window appears similar to the one displayed below:

Invoice Number	GL Date	Amount	Batch Name
Rent-Mar-98	01-MAR-1998	2,000.00	
Rent-Apr-98	01-APR-1998	2,000.00	
Rent-May-98	01-MAY-1998	2,000.00	
Rent-Jun-98	01-JUN-1998	2,000.00	

12 Choose OK.

## Practice 12-1

### Instructions

You have discovered that Invoice #1000 was entered with incorrect accounting information. \$4,000 should have been charged to Department number 420 instead of 402. Adjust the accounting distribution on this invoice.

**Hint:** You can change or reverse distribution lines before they have been posted to the general ledger.

## Practice 12-1 Solutions

- 1 Navigate to the Find Invoices window.  
(N) Invoices—>Entry—>Invoices (M) Query—>Find
- 2 Enter Your Supplier Name from Practice 3-1.
- 3 In the Invoice Number field, enter 1000.
- 4 Validate that your window appears similar to the one displayed below:

- 5 Choose Find.  
Oracle Payables displays the Invoices window for invoice number 1000.
- 6 Choose Distributions.
- 7 With your cursor on the first line, Choose Reverse.  
A third line is created to reverse line number one for the original amount.
- 8 Move your cursor to the fourth line.
- 9 In the Amount field, enter 4,000.
- 10 In the Account field, enter 01-420-7110-0000-000.
- 11 Verify that the distribution total is equal to the invoice amount.

12 Validate that your window appears similar to the one displayed below:

**Distributions (Vision Operations: USD) - 1000, ABC CORPORATION**

Action Edit Query Go Folder Special Help

Invoice Total **10,000.00**  
 Distribution Total **10,000.00**

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	4,000.00		13-MAR-1998	01-402-7110-0000-000
3	Item	<4,000.00>		13-MAR-1998	01-402-7110-0000-000
2	Item	6,000.00		13-MAR-1998	01-404-7110-0000-000
4	Item	4,000.00		13-MAR-1998	01-420-7110-0000-000

Account Description: **Operations-Consulting-Advertising-No Sub Account-No Product**  
 Status: **Never Approved** PO Number:   
 Posted: **No**

Prorate... 1    Reverse 1    View PO    Calculate Tax

13 Save your work.

14 Close the Distributions window.

## Practice 12-2

### Instructions

Your supplier has sent you invoice # 8000. The AP supervisor has asked you to record the invoice and amend the payment schedule as follows:

First scheduled payment = \$600 on the default date.

Second scheduled payment = \$400 one month after the first scheduled payment.

### INVOICE

**Invoice #** 8000

**Date:** Today

**PO#:** N/A

**Terms:** Immediate

**Supplier Name:** Your Supplier From Practice 3-1

**Description:** 20 items @ \$50 each

**Total Due:** \$1,000

**GL Account:** 01-402-7410-0000-000

## Practice 12-2 Solutions

- 1 Enter Invoice # 8000 by following the steps 1 through 8 in Practice 9-3.
- 2 From the Invoices window, choose Scheduled Payment.  
Oracle Payables displays Schedule Payments window.
- 3 In the Due Date field, accept the default date.
- 4 Amend the dollar amount in the Gross Amount field to 600.
- 5 Validate that your window appears similar to the one displayed below:

Scheduled Payments [Vision Operations: USD] - 8000, GE Plastics

Action Edit Query Go Folder Special Help

Payment Currency **USD** Invoice Amount **1,000.00**

Amount Paid **0.00** Gross Amount Total **600.00**

Scheduled Payments

Hold  Payment Priority  Payment Method **Remit-To Bank**

Hold	Due Date	Gross Amount	Payment Priority	Payment Method	Name	Number	
<input type="checkbox"/>	06-APR-1998	600.00	99	Electronic Payments	GE Primary Account	787878787	<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>

Amount Remaining **600.00**

Discount Amount Remaining **0.00**

Holds Payments Split Schedule Pay... 1

- 6 Choose Split Schedule to create a second scheduled payment.
- 7 In the Due Date field, change the date to 30 days after the first scheduled payment.
- 8 Verify that the Gross Amount Total is equal to the Invoice Amount.

9 Validate that your window appears similar to the one displayed below:

Scheduled Payments (Vision Operations: USD) - 8000, GE Plastics

Action Edit Query Go Folder Special Help

Payment Currency **USD** Invoice Amount **1,000.00**

Amount Paid **0.00** Gross Amount Total **1,000.00**

**Scheduled Payments**

Remit-To Bank

Hold	Due Date	Gross Amount	Payment Priority	Payment Method	Name	Number	
<input type="checkbox"/>	06-APR-1998	600.00	99	Electronic Payments	GE Primary Account	787878787	Nc
<input type="checkbox"/>	06-MAY-1998	400.00	99	Electronic Payments	GE Primary Account	787878787	Nc
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Amount Remaining **400.00**

Discount Amount Remaining **0.00**

Holds Payments Split Schedule Pay... 1

10 Save your work.



## **Practice 12-3**

### **Instructions**

Your supplier just called you to let you know that Invoice # 8000 was issued in error. Cancel Invoice # 8000 that you entered in Practice 12-2.

## Practice 12-3 Solutions

- 1 Navigate to the Find Invoices window.  
(N) Invoices—>Entry—>Invoices (M) Query—>Find
- 2 Enter Your Supplier Name from Practice 12-3.
- 3 In the Invoice Number field, enter 8000.
- 4 Choose Find.  
Oracle Payables displays Invoices window.
- 5 Choose Actions.  
Oracle Payables displays Invoice Actions window.
- 6 Select the Cancel Invoices check box.
- 7 Validate that your window appears similar to the one displayed below:

The screenshot shows a dialog box titled "Invoice Actions". It contains several checkboxes and text input fields. The "Cancel Invoices" checkbox is checked. The other checkboxes are "Approve", "Approve Related Invoices", "Apply/Unapply Prepayment...", "Pay in Full...", "Release Holds", and "Print Notice". Below the checkboxes are text input fields for "Hold Name", "Release Name", "Release Reason", "Printer", "Sender Name", and "Sender Title". At the bottom of the dialog box are "Cancel" and "OK" buttons.

- 8 Choose OK.

## **Practice 12-4**

### **Instructions**

Your system is set up to allow the approval of invoices at entry time. Request approval for invoice number 1000 that you entered in Practice 8-1.

## Practice 12-4 Solutions

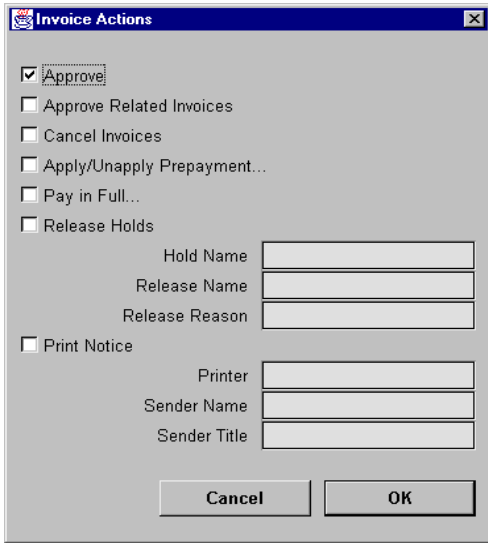
- 1 Navigate to the Find Invoices window.  
(N) Invoices—>Entry—>Invoices (M) Query—>Find
- 2 Enter your supplier name from Practice 8-1.
- 3 In the Invoice Number field, enter 1000.
- 4 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Find Invoices' window with the following data entered:

Section	Field	Value
Supplier	Name	Next Generation Graphics
	Number	2017
	Taxpayer ID	221-22-1212
	Site	
	PO Num	
Invoice	Number	1000
	Terms	
	Pay Group	
	Amounts	
	Dates	
	Batch Name	
	Currency	
Invoice Status	Paid	
	Posted	
	Status	
Holds	Status	
	Name	
	Reason	
Voucher Audit	Category	
	Name	
	Numbers	
Invoice Template	Number	
	Period Type	

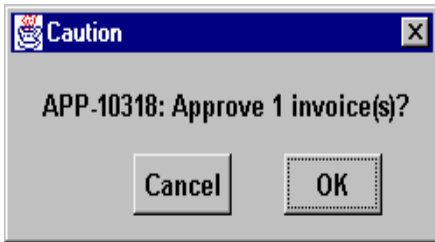
- 5 Click Find.  
Oracle Payables displays the Invoices window for Invoice # 1000.
- 6 Choose Actions.  
Oracle Payables displays the Invoice Actions window.
- 7 Select the Approve check box.

8 Validate that your window appears similar to the one displayed below:



9 Choose OK

10 The below note is displayed. Choose OK.



11 In the Invoices window, verify that the status of the invoice is Approved with zero Holds.

## **Practice 12-5**

### **Instructions**

It is your company policy that all car purchases over \$35,000 requires management approval. Place an Amount hold on the invoice # 2000 for purchase of a red Corvette that you entered in Practice 8-3.

## Practice 12-5 Solutions

- 1 Navigate to the Find Invoices window.  
(N) Invoices—>Entry—>Invoices (M) Query—>Find
- 2 Enter Your Supplier Name from Practice 3-1.
- 3 In the Invoice Number field, enter 2000.
- 4 Validate that your window appears similar to the one displayed below:

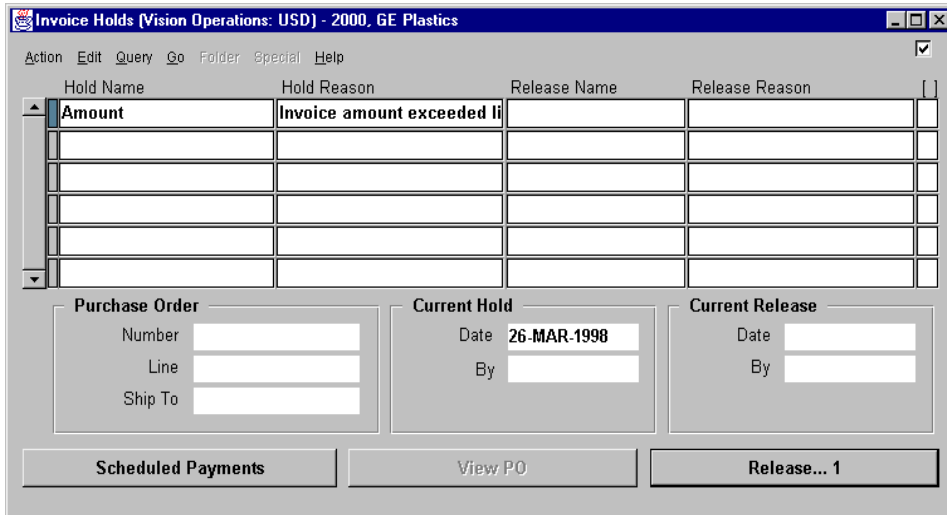
The screenshot shows the 'Find Invoices' window with the following fields and values:

- Supplier:** Name: GE Plastic, Site: [empty], PO Num: [empty], Number: [empty], Taxpayer ID: [empty]
- Invoice:** Number: 2000, Type: [empty], Terms: [empty], Pay Group: [empty], Amounts: [empty] - [empty], Dates: [empty] - [empty], Batch Name: [empty], Currency: [empty]
- Invoice Status:** Paid: [empty], Posted: [empty], Status: [empty]
- Voucher Audit:** Category: [empty], Name: [empty], Numbers: [empty] - [empty]
- Invoice Template:** Number: [empty], Period Type: [empty]
- Holds:** Status: [empty], Name: [empty], Reason: [empty]

Buttons at the bottom: Calculate Balance Owed..., Clear, New, Find

- 5 Choose Find.  
Oracle Payables displays the Invoices window.
- 6 Choose Holds.  
Oracle Payables displays the Invoice Holds window.
- 7 In the Hold Name field, select Amount.  
Oracle Payables displays the Hold Reason.

8 Validate that your window appears similar to the one displayed below:



9 Save your work.



## **Practice 12-6**

### **Instructions**

You are required to approve all invoices you entered at end of the day. Submit Payables Approval for your supplier invoices.

## Practice 12-6 Solutions

### Instructions

- 1 Navigate to the Submit Request window.  
(N) Other—>Requests—>Run—>Single Request (B) OK
- 2 In the Request Name field, enter Payables Approval.  
Oracle Payables displays the Parameters window.
- 3 In the Option field, select All.
- 4 In the Supplier Name field, enter your supplier name.
- 5 Validate that your window appears similar to the one displayed below:

The screenshot shows a 'Parameters' dialog box with the following fields and values:

- Option: All (with 'Process all matching lines' text)
- Invoice Batch Name: (empty)
- Start Invoice Date: (empty)
- End Invoice Date: (empty)
- Supplier Name: ABC CORPORATION
- Pay Group: (empty)
- Invoice Number: (empty)
- Entered By: (empty)

Buttons at the bottom: Clear, Cancel, OK.

- 6 Choose OK.  
Oracle Payables displays the Submit Request window.

7 Validate that your window appears similar to the one displayed below:

8 Choose Submit Request.

Oracle Payables displays below window that includes your Request ID number.

9 Since you do not want to submit another request, choose No.

10 To view your request, navigate to Find Request window.

(M) Help—>View My Requests.

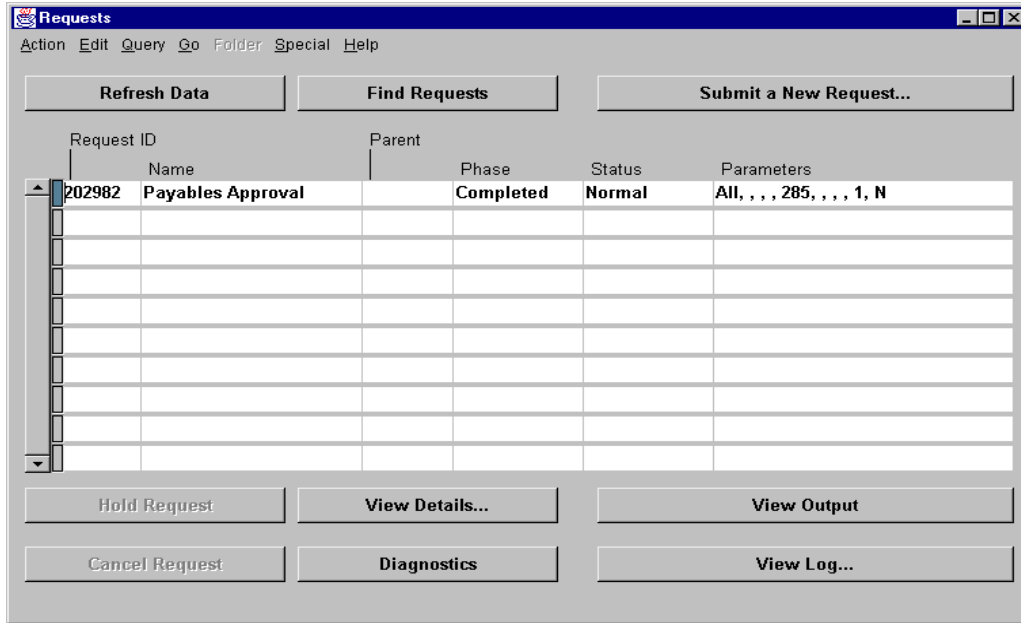
11 Select the Specific Request check box.

12 In the Request ID field, enter your Request ID number.

13 Choose Find.

Oracle Payables displays the status of your request in the Requests window.

14 Validate that your window appears similar to the one displayed below:



15 Choose View Output to review the report online.

## **Practice 12-7**

### **Instructions**

You have received formal approval from the management to release invoice number 2000 that you placed an Amount hold in Practice 12-3.

When you have completed this Practice, please find and approve all the invoices you have entered. If any of your invoices are on hold, please release the hold. Remember you may need to correct the reason the invoice is on hold prior to being able to approve it.

## Practice 12-7 Solutions

- 1 Navigate to the Find Invoices window.  
(N) Invoices—>Entry—>Invoices (M) Query—>Find
- 2 Enter your supplier name from Practice 3-1.
- 3 In the Invoice Number field, enter 2000.
- 4 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Find Invoices' window with the following data entered:

- Supplier:** Name: GE Plastic, Number: (empty), Site: (empty), Taxpayer ID: (empty), PO Num: (empty), PO Shipment: (empty)
- Invoice:** Number: 2000, Type: (empty), Terms: (empty), Pay Group: (empty), Amounts: (empty), Batch Name: (empty), Dates: (empty), Currency: (empty)
- Invoice Status:** Paid: (empty), Posted: (empty), Status: (empty)
- Voucher Audit:** Category: (empty), Name: (empty), Numbers: (empty)
- Holds:** Status: (empty), Name: (empty), Reason: (empty)
- Invoice Template:** Number: (empty), Period Type: (empty)

- 5 Choose Find.  
Oracle Payables displays the Invoices window.
- 6 Choose Holds.  
Oracle Payables displays the Invoice Holds window.
- 7 In the Release Hold filed, select Approved.  
Oracle Payables displays the Release Reason.

8 Validate that your window appears similar to the one displayed below:

Hold Name	Hold Reason	Release Name	Release Reason	
Amount	Invoice amount exceeded li	Approved	Hold Approved	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**Purchase Order**

Number

Line

Ship To

**Current Hold**

Date

By

**Current Release**

Date

By

Scheduled Payments      View PO      Release... 1

9 Save your work.

10 Find and approve *all* invoices you have entered.

## **Practice 13-1**

### **Instructions**

The director of corporate purchasing wants to know how much is the balance due to your supplier.



## Practice 13-1 Solutions

- 1 Navigate to the Find Invoices window.  
(N) Invoices—>Entry—>Invoices (M) Query—>Find
- 2 In the Supplier Name field, enter your supplier name from Practice 3-1.
- 3 Choose Calculate Balance Owed.  
Oracle Payables displays the Calculate Balance Owed window.
- 4 Choose Calculate.
- 5 Validate that your window appears similar to the one displayed below:

Invoice Count and Balance	
	USD
Unpaid Amount	152,658.07
Less Available Prepayments	0.00
<b>Balance Owed</b>	<b>152,658.07</b>
Number of Invoices	15
Number of Prepayments	0

- 6 Choose Done.

## Practice 15-1

### Instructions

You have been assigned to set up a new Procurement Card program in Oracle Payables. Your credit card bank is First National Bank of U.S. (FNBUS). You have decided that you need to only allow certain card transactions to be accepted and FNBUS has agreed to work with you on this. The set up of the Procurement card program has to be completed in required steps. Please use the following instructions to create your new program:

### Step1: Credit Card Code Sets

FNBUS has established codes for all of these transactions and you will charge all of these to the account specified. Please name your Code Set XX-Your initials.

Value	Description	Account
1000	Purchase Computer Equipment	1560
2000	Purchase Small Tools for the Maintenance Shop	1530
3000	Purchase Postage	7510
4000	Purchase Printing Services	7540
3001	Purchase Subscriptions	7740
2001	Arrangement of Testing Equipment	7440
TE4	Block All Travel and Entertainment Charges	N/A Check Blocking Group

### Step 2: Credit Card Programs

You now need to set up a Credit Card Program. Use the following information to create the program:

Name: Your Initials

Description: Procurement Card Program

Card Type: Procurement

Supplier: XX-FNBUS

Site: The site you created

Card Code Set: From step 1

Exception Clearing Account: 01-000-2990-0000-000

Accept the defaults in the Do Not Pay If Status Is region of the window.

### Step 3: Credit Card GL Account Sets

The next step is to create a list of values your employees can use to correct account information for their credit card transactions. Use the following information to create a Credit card GL Account Set:

Name: XX-GL Set

Description: Credit Card GL Set

Account	Description
1560	Computer Equipment
1530	Small Tools
7510	Postage
7540	Printing
7740	Subscriptions
7440	Equipment Testing

### Step 4: Credit Card Profiles

You now will define how the system builds detailed accounting distributions for transactions and define the level of notification you require for employees and managers. Use the following information to create a credit card Profile:

Profile Name: XX-Corporate Card Program

Card Program Name: From Step 2 (Your initials)

Account Set Name: From Step 3 (XX-GL Set)

Default Account Template: 01-2990-0000-000 (leave department blank)

Exception Clearing: 01-000-2990-0000-000

Your managers should be have Notifications Only and employees should have Verifications required. Accept all other defaults.

The Card Code region of this window is for future releases.

### **Step 5: Assigning Credit Cards to Card Holders**

The last step in the set up of a Procurement Card Program, is to assign the credit cards to card holders. Your employees would need to be set up prior to this step, Use the following information to assign the cards:

Card Program: Your program from Step 2

Profile: Your profile from Step 4

Card Member Name: Pat Stock

Card Number: Your imagination is needed here. 16 numbers please.

Employee Name: Stock, Ms. Pat

Department Name: Corporate Purchasing

Maximum Amounts: 1000 per transaction, 5000 per period

Accept all other defaults.

## Practice 15-1 Solutions

### Step 1

- 1 Navigate to the Credit Card Code Sets window.  
(N) Setup—>Credit Cards—>Credit Card Code Sets
- 2 Enter the Card Code Set name.
- 3 Enter your description.
- 4 In the Card Code region, enter the all the Values, Descriptions, and Accounts.
- 5 Validate that your window appears similar to the one displayed below:

Blocking Group	Value	Description	Account	Inactive Date	
<input type="checkbox"/>	1000	urchase Computer Equipment	1560		<input type="checkbox"/>
<input type="checkbox"/>	2000	rs for the Maintenance Shop	1530		<input type="checkbox"/>
<input type="checkbox"/>	3000	Purchase Postage	7510		<input type="checkbox"/>
<input type="checkbox"/>	4000	Purchase Printing Services	7540		<input type="checkbox"/>
<input type="checkbox"/>	3001	Purchase Subscriptions	7740		<input type="checkbox"/>
<input type="checkbox"/>	2001	ange for Testing Equipment	7440		<input type="checkbox"/>
<input checked="" type="checkbox"/>	TE4	and Entertainment Charges			<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>

- 6 Save your work.

### Step 2

- 1 Navigate to the Credit Card Programs window.  
Setup—>Credit Cards—>Credit Card Programs
- 2 Enter the program name.
- 3 In the description field, enter your description.
- 4 Accept the default card Type.
- 5 Enter your Supplier and Supplier Site.
- 6 From the List of Values, select your card Code Set from Step 1.
- 7 Enter the Exception Clearing Acct.

**8** Validate that your window appears similar to the one displayed below:

**9** Save your work.

**Step 3**

- 1 Navigate to the Credit Card GL Account Sets window.  
Setup—>Credit Cards—>Credit Card GL Account Sets
- 2 Enter the set name.
- 3 Enter the description.
- 4 In the GL Accounts region, enter the Account and Description information.
- 5 Validate that your window appears similar to the one displayed below:

Account	Description
1560	Computer Equipment
1530	Small Tools
7510	Postage
7540	Printing
7740	Subscriptions
7440	Equipment Testing

**6** Save your work.

**Step 4**

- 1 Navigate to the Credit Card Profile window.  
Setup—>Credit Cards—>Credit Card Profile
- 2 Enter the Profile Name.
- 3 Enter the description.
- 4 Enter your Card Program Name.
- 5 In the Acct Set name field, enter you account set
- 6 Enter the Default Acct Template and Exception Clearing Acct.
- 7 Select the correct notifications for Managers and Employees.
- 8 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Credit Card Profiles (Vision Operations)' window. The fields are populated as follows:

- Profile Name: 13-Corporate
- Description: Corporate Procurement Card Program
- Card Program Name: SEK
- Program Currency: USD
- Acct Set Name: 13-GL Set
- Default Acct Template: 01-2990-0000-000
- Exception Clearing Acct: 01-000-2990-0000-000
- Operations--Suspense-No Sub Account-1
- Operations-Balance Sheet-Suspense-No
- Allow Status "Personal"
- Build Acct From Code
- Allow Direct Account Entry

Notification options:

- Manager Notification:**
  - No Notifications
  - Notifications Only
  - Approval Required
- Employee Notification:**
  - No Notifications
  - Notifications Only
  - Verification Required

Exclusion table:

Exclusion		Card Code	From	To	Time Unit	Maximum Transactions	Maximum Amount [ ]

- 9 Save your work.

### Step 5

- 1 Navigate to the Credit Cards window.  
(N) Credit Cards—>Credit Cards
- 2 Enter the Card Program Name.
- 3 Select your profile in the Profile field.
- 4 Enter the Card Member Name.
- 5 Create your card number.
- 6 Enter the Employee Name.
- 7 In the Department Name enter Pat Stock’s department.
- 8 Enter the Maximum Amounts.
- 9 Validate that your window appears similar to the one displayed below:

The screenshot shows a window titled "Credit Cards (Vision Operations)" with a menu bar (Action, Edit, Query, Go, Folder, Special, Help). The form contains the following fields and values:

Card Program	SEK	Profile	13-Corporate
Card Member Name	Pat Stock	Card Number	3356569821548798
Employee Name	Stock, Ms. Pat	Employee Number	24
Department Name	Corporate Purchasing	Date of Birth	15-MAY-1955
Mother's Maiden Name		National Identifier	561-77-8990
Card Description		Inactive Date	

**Maximum Amounts**

Per Transaction	1000
Per Period	5000

Physical Card Issued  
 Paper Statement Wanted [ ]

- 10 Save your work.

Congratulations on completing the Procurement Card Program setup.



## **Practice 19-1**

### **Instructions**

Your instructor demonstrates how to establish a bank account to generate payments.

In Oracle Payables a bank account can only have one active payment activity at a time. For single or batch payments, Oracle Payables reserves the payment document when check processing begins.

## Practice 19-1 Solutions

- 1 Navigate to the Banks window.  
(N) Setup—>Payment—>Banks
- 2 In the Bank Name field, name your bank something unique. Preface your bank with your initials to ensure it is unique for this class.
- 3 In the Bank Branch Name field, enter the branch that you will do business with for this bank.
- 4 In the Alternative Region, select Address.
- 5 Enter a Street Address, City, State and Postal Code for your bank.
- 6 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Banks (Vision Operations: USD)' window. It is divided into several sections:

- Bank Section:**
  - Name: JS Bank of America
  - Alternate Name: (empty)
  - Number: (empty)
- Bank Branch Section:**
  - Name: New York
  - Alternate Name: (empty)
  - Number: (empty)
  - Type: (empty)
- General Information Section:**
  - Institution: Bank (dropdown)
  - Description: (empty)
  - Inactive After: (empty)
  - EDI ID Number: (empty)
  - EDI Location: (empty)
  - EFT Number: (empty)
- Address Section:**
  - Country: United States
  - Address: 123 Main St
  - City: New York
  - State: NY
  - County: (empty)
  - Postal Code: 20021
  - Alternate Address: (empty)

At the bottom, there are two buttons: 'Related Banks' and 'Bank Accounts'.

- 7 In the Alternative Region, select Contact.
- 8 Enter the Last Name, First Name, Title, and Phone number of the person you do business with at this bank.
- 9 Choose Bank Accounts.
- 10 Name your account something meaningful. This is the account name that you will later see in your list of values.
- 11 Enter a Bank Account Number, which is your terminal ID.
- 12 In the Account Use field, select Internal.
- 13 Enter a Description for your Bank Account.
- 14 In the Alternative Region, select GL Accounts.

15 Enter the following Accounting Flexfield information:

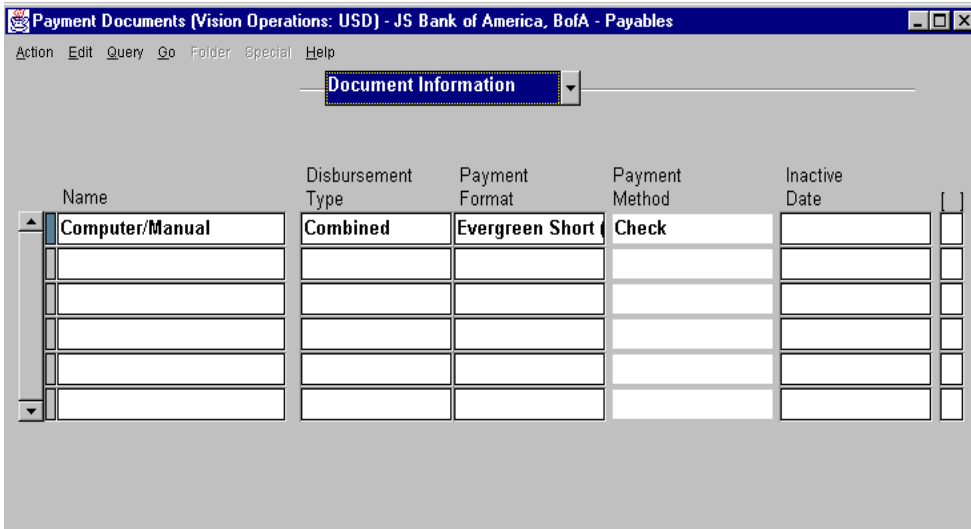
GL Account	Description
Cash 01-000-1110-0000-000	Operations-Balance Sheet-Cash-
Cash Clearing 01-000-1110-0000-000	Operations-Balance Sheet-Cash-
Bank Charges 01-720-7870-0000-000	Operations-CFO Office-Bank Cha
Bank Errors 01-720-7870-0000-000	Operations-CFO Office-Bank Cha
Confirmed Receipts	

- 16 In the Alternate region, select Payables Options.
- 17 Enter a Maximum Outlay for this Bank Account of \$1,000,000.
- 18 Enter a Maximum Payment Amount for this Bank Account of \$750,000.
- 19 Enter a Minimum Payment Amount of \$5.
- 20 Because this is a Multiple Currency Payment Account, select the appropriate check box.
- 21 Validate that your window appears similar to the one displayed below:

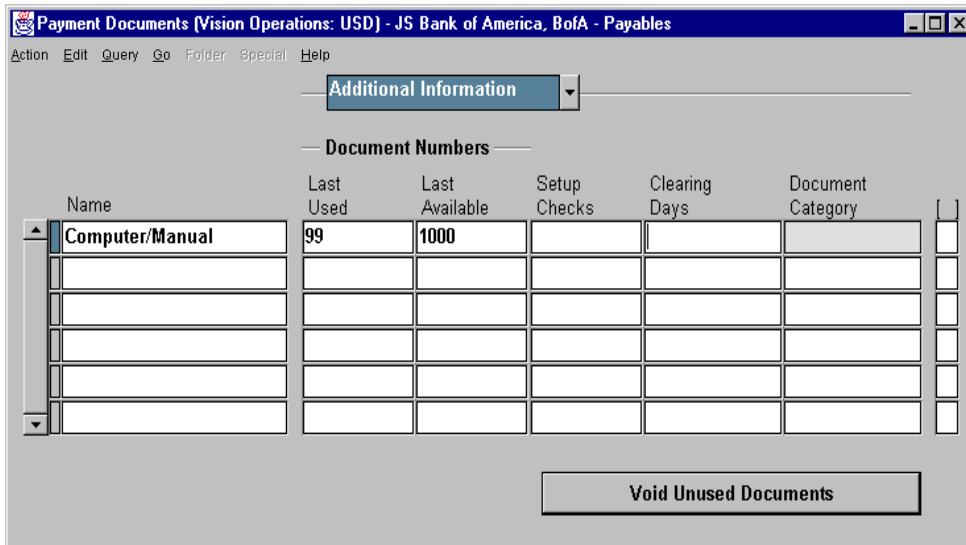
GL Account	Description
Realized Gain 01-740-7842-0000-000	Operations-Corporate Finance-E
Realized Loss 01-740-7844-0000-000	Operations-Corporate Finance-E

- 22 Click Payables Documents to enter your document information.
- 23 Enter the document name of Computer/Manual.

- 24 In the Disbursement Type field, choose Combined from the list of values (as these checks will be for both manual and computer-generated checks).
- 25 For the Payment Format field, select Evergreen Short Check.
- 26 Validate that your window appears similar to the one displayed below:



- 27 In the alternative region, select Additional Information.
- 28 Enter the last used check number of 99.
- 29 Enter 1000 as the last available check number.
- 30 Validate that your window appears similar to the one displayed below:



- 31 Save your work.

## **Practice 19-2**

### **Instructions**

It has been brought to your attention that “Your Supplier” required immediate payment of invoice number 3000. The buyer is on the way to visit the supplier. Record a manual check to pay this invoice as you have typed a check for the amount due.

## Practice 19-2 Solutions

- 1 Navigate to the Payments window.  
(N) Payments—>Entry—>Payments
- 2 In the Payment Type field, select Manual from the list of values.
- 3 Select your Bank Account from Practice 19-1.
- 4 In the Document Name field, select the Computer/Manual from the list of values.
- 5 The System will provide you with a message that it is reserving the payment document. Choose OK.
- 6 Accept the defaults for the remaining fields.
- 7 In the Supplier Name field, Enter “Your Supplier.”
- 8 Validate that your window appears similar to the one displayed below:

The screenshot shows the Oracle Payments (Vision Operations) window. The menu bar includes Action, Edit, Query, Go, Folder, Special, and Help. A table is displayed with the following columns: Type, Bank Account, Document Name, Document Num, Payment Date, Payment Amount, and Curr. The first row contains the following data: Type: Manua, Bank Account: BofA, Document Name: Check, Document Num: 881, Payment Date: 22-DEC-1998, Payment Amount: 2567.59, Curr: USD. Below the table are three buttons: Actions... 1, View Invoices, and Enter/Adjust Invoices.

Type	Bank Account	Document Name	Document Num	Payment Date	Payment Amount	Curr
Manua	BofA	Check	881	22-DEC-1998	2567.59	USD

- 9 Choose Enter/Adjust Invoices, to open the Select Invoices window.
- 10 In the Invoice Number field, select 3000 from the List of Values. If you cannot locate invoice number 3000, pay another one of your invoices.

11 Validate that your window appears similar to the one displayed below:

Payment Amount

Total

Invoice Number	Payment Amount	Discount Amount	Unpaid Amount	Discount Available	<input type="checkbox"/>
3000	2,567.59	0.00	2,567.59	0.00	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Interest Invoice  
Number   
Amount

Invoice Overview

12 Save your payment.

## Practice 20-1

### Instructions

Your Facilities Manager just realized that they did not pay the utility charges for a remote storage facility. Enter Invoice # 9000 for “Your Supplier” in the system, using the Full Distribution set you created in Practice 8-4, approve the invoice, and pay the invoice from the Invoice Workbench.

#### INVOICE

**Invoice #** 9000

**Date:** Today

**PO#:** N/A

**Terms:** Immediate

**Supplier Name:** Your Supplier From Practice 3-1

**Description:** Utility Charges for Storage Facility

**Total Due:** \$10,000



## Practice 20-1 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices (B) Open
- 2 This is a standard invoice. Accept the default invoice type.
- 3 Enter the Supplier Name.
- 4 Select the supplier site.
- 5 As the invoice is dated today, accept the default date.
- 6 Enter the invoice number.
- 7 Enter the total due of the invoice in the amount field.
- 8 In the Distribution Set field, select your distribution set name that you defined in Practice 8-4.
- 9 Save your work.
- 10 Validate that your window appears similar to the one displayed below:

The screenshot shows the Oracle Invoices window with the following data:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amou
Standard	ABC CORP	2013	CHICAGO	08-APR-1998	9000	USD	10,000.

Additional fields and controls shown in the window:

- Batch Control Total: [ ]
- Actual Total: [ ]
- Amount Paid: USD [ ] 0.00
- Holds: 0
- Status: Never Approved
- Desc: [ ]
- DistributionTotal: [ ]
- Posted: No
- Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

- 11 Choose Distributions to review or modify the accounting distribution lines.

12 Validate that your window appears similar to the one displayed below:

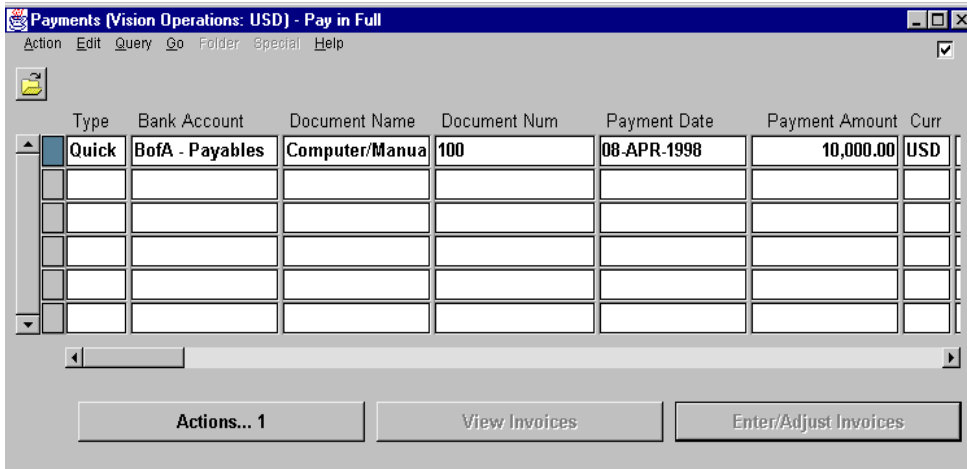
The screenshot shows the Oracle Distributions window for 'Vision Operations: USD) - 9000, ABC CORPORATION'. The window title bar includes standard OS controls. The menu bar contains: Action, Edit, Query, Go, Folder, Special, Help. On the right, there are two summary fields: 'Invoice Total' with a value of 10,000.00 and 'Distribution Total' with a value of 10,000.00. Below these is a table with the following columns: Num, Type, Amount, Tax Name, GL Date, and Account. The table contains three rows of data:

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	2,500.00		08-APR-1998	01-402-7410-0000-000
2	Item	5,000.00		08-APR-1998	01-404-7410-0000-000
3	Item	2,500.00		08-APR-1998	01-410-7410-0000-000

Below the table, there are several fields: 'Account Description' (Operations-East Region Sales-Utilities-No Sub Account-No Product), 'Status' (Never Approved), 'Posted' (No), and 'PO Number'. At the bottom, there are four buttons: 'Prorate... 1', 'Reverse 1', 'View PO', and 'Calculate Tax'.

- 13 Verify that the distribution total is equal to the invoice amount.
- 14 Save your work and close the Distributions window.
- 15 Approve the invoice online by choosing Actions and selecting Approve check box.
- 16 Choose Actions again.
- 17 This time choose Pay in Full check box.
- 18 Choose OK. Oracle Payables displays the Payments window.
- 19 Since you need to issue a Quick Check, accept the default for payment type Quick.
- 20 In the Bank Account name, enter your bank account name.
- 21 Select the Document Name assigned by the instructor.

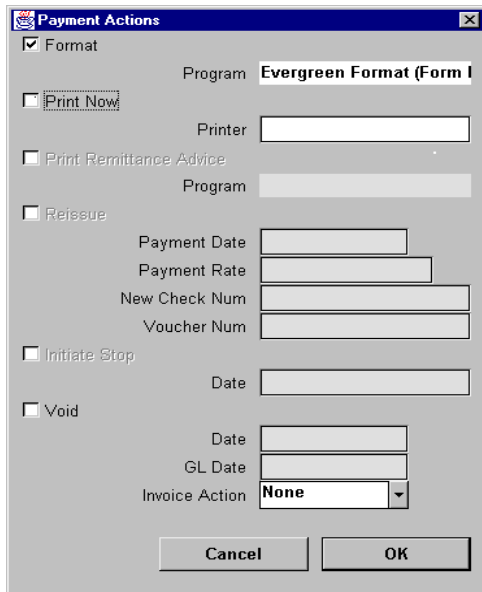
22 Validate that your window appears similar to the one displayed below:



23 Click Actions.

24 Select the Format check box.

25 Validate that your window appears similar to the one displayed below:



26 Click OK. The system displays a Concurrent Request ID number.

27 View your check online.

(M) Help—>View My Requests

## **Practice 21-1**

### **Instructions**

You have the responsibility for your bank account and supplier to produce checks each week. Rather than manually selecting all of the invoices and suppliers, you use the Autoselect feature of Oracle Payables. Begin the selection process for a Computer Check Run. As you only wish to pay your invoices, please enter your Payment Priority in the appropriate fields. If you forget this step, you will pay all approved invoices, resulting in frustrated fellow students. Please use the following for the Payment Batch:

Name: Your initials

Bank Account: Your Bank Account from Practice 19-1

Pay Through Date: 45 days from today

Hi Payment Priority: Your terminal number

Low Payment Priority: Your terminal number

Select Invoices, Build Payments and run the Preliminary Register.

## Practice 21-1 Solutions

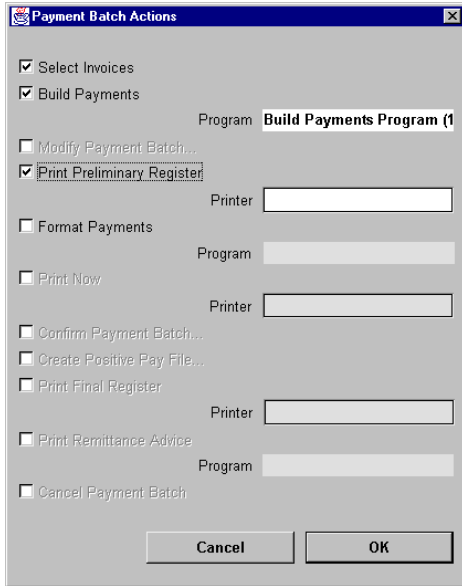
- 1 Navigate to the Payment Batch window.  
(N) Payments—>Entry—>Payment Batches
- 2 In the Batch Name field, use your initials to enter a unique batch name.
- 3 In the Payment Date field, accept the default date.
- 4 In the Bank Account field, select your bank account.
- 5 In the Pay Through Date field, enter the date for 45 days from today. (Just in case you did not make the payment terms Immediate.)
- 6 In the Hi Payment Priority field, enter the payment priority that you assigned to your supplier in Practice 3-1 (it should be the same as your terminal ID number).
- 7 In the Low Payment Priority field, enter the same terminal ID number, as you want to only pay those invoices with your payment priority in this check run.
- 8 Validate that your window appears similar to the one displayed below:

	Next Step	Pay Through Date	Hi Payment Priority	Low Payment Priority	Allow Zero Invoice
▲	Select Invoices (In Pr	28-APR-1998	92	92	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Actions... 1      Copy To... 1      Payments

- 9 Accept the remaining defaults.
- 10 Click Actions.
- 11 In the Payment Batch Actions window select the following check boxes:
  - Select Invoices
  - Build Payments
  - Print Preliminary Register

**12** Validate that your window appears similar to the one displayed below:



**13** Choose OK.

**14** Oracle Payables displays three concurrent ID numbers. Monitor your concurrent requests until they have been successfully completed by choosing View My Requests from the Help menu.

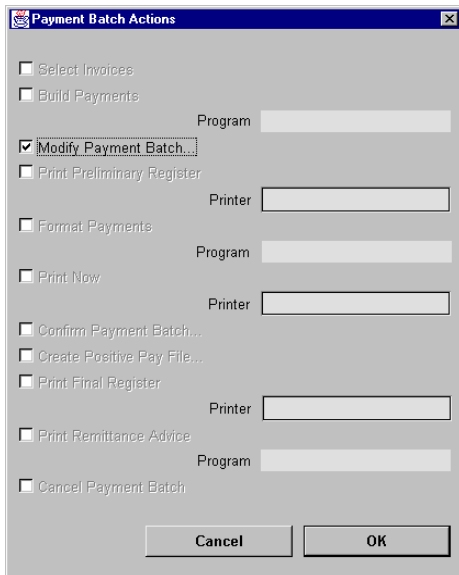
## **Practice 21-2**

### **Instructions**

Review all the invoices and suppliers selected for a payment batch prior to formatting your checks. After reviewing the Preliminary Register, you decide not to pay invoice number 6000. Modify your payment batch to deselect this invoice.

## Practice 21-2 Solutions

- 1 Navigate to the Payment Batch window.  
(N) Payments—>Entry—>Payment Batches
- 2 Open the Find Payment Batches window.  
(M) Query—>Find
- 3 In the Batch Name field, enter your batch name from Practice 21-1.
- 4 Choose Find. In the Payment Batch window Oracle Payables displays your batch.
- 5 Choose Actions to open the Payment Batch Actions window.
- 6 Note that the Format check box is already selected. You must uncheck this box before selecting the Modify check box.
- 7 Select the Modify check box.
- 8 Validate that your window appears similar to the one displayed below:



- 9 Choose OK.
- 10 Oracle Payables displays the Modify Payment Batch window. Locate invoice number 6000 that you do not want to pay. If you are unable to locate invoice number 6000, please select a different invoice.
- 11 In the Pay field for invoice number 6000, select No.
- 12 Note how the total payment amount to the supplier is decreased.



13 Validate that your window appears similar to the one displayed below:

Modify Payment Batch (Vision Operations) - JS100198, ABC CORPORATION

Action Edit Query Go Folder Special Help

Supplier: ABC CORPORATION Site: CALIFORNIA

Pay: Yes Non-Payment Reason:

Amount: 10,000.00 Remit-to Account:

Selected Invoices

Invoice Number	Pay	Discount Amount	Payment Amount	
			Maximum	Proposed
1000	Yes	0.00	10,000.00	10,000.00
6000	No	0.00	5,000.00	0.00

Due Date: 24-FEB-1998 Amount Due: 5,000.00

Amount Withheld: Interest Amount:

Invoice Overview Done

14 Choose Done.

15 Oracle Payables displays a concurrent ID number. Monitor your concurrent request until it is successfully completed by choosing View My Requests from the Help menu.

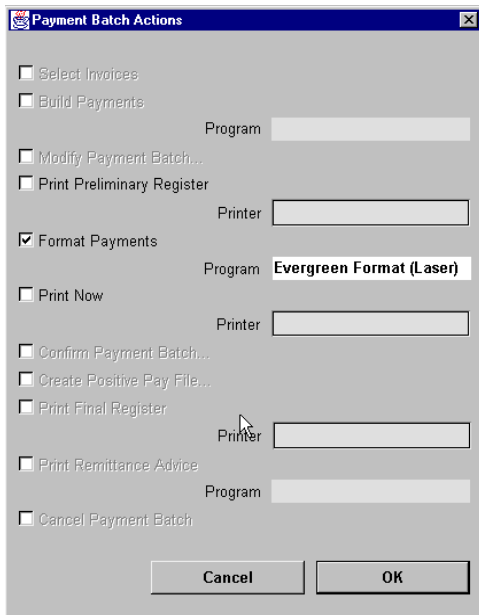
## **Practice 21-3**

### **Instructions**

Your payment batch that you entered in Practice 21-1 and modified it in Practice 21-2 is now ready to be formatted and printed.

## Practice 21-3 Solutions

- 1 Navigate to the Payment Batch window.  
(N) Payments—>Entry—>Payment Batches
- 2 Open the Find Payment Batches window.  
(M) Query—>Find
- 3 In the Batch Name field, enter your batch name from Practice 21-1.
- 4 Choose Find. In the Payment Batch window Oracle Payables displays your batch.
- 5 Choose Actions to open the Payment Batch Actions window.
- 6 Note that the Format check box is already selected.
- 7 Validate that your window appears similar to the one displayed below:



- 8 Choose OK.
- 9 Oracle Payables displays a concurrent ID number. Monitor your concurrent request until it is successfully completed by choosing View My Requests from the Help menu.
- 10 View the checks online and write down the last check number. You will need this number for confirming the payment.
- 11 Your last check number is \_\_\_\_\_.

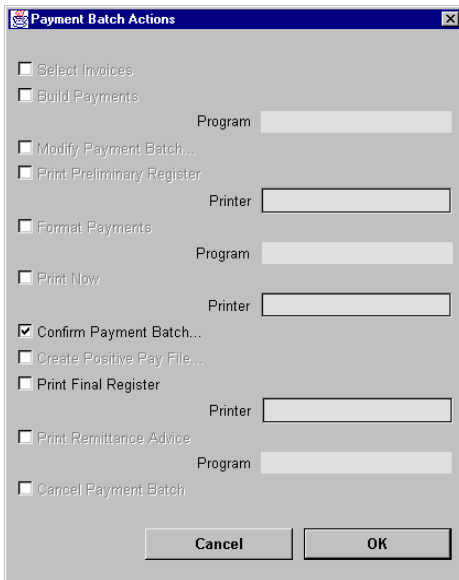
## **Practice 21-4**

### **Instructions**

You have reviewed your checks and they all have been successfully printed. Record them as printed, and complete the payment batch process.

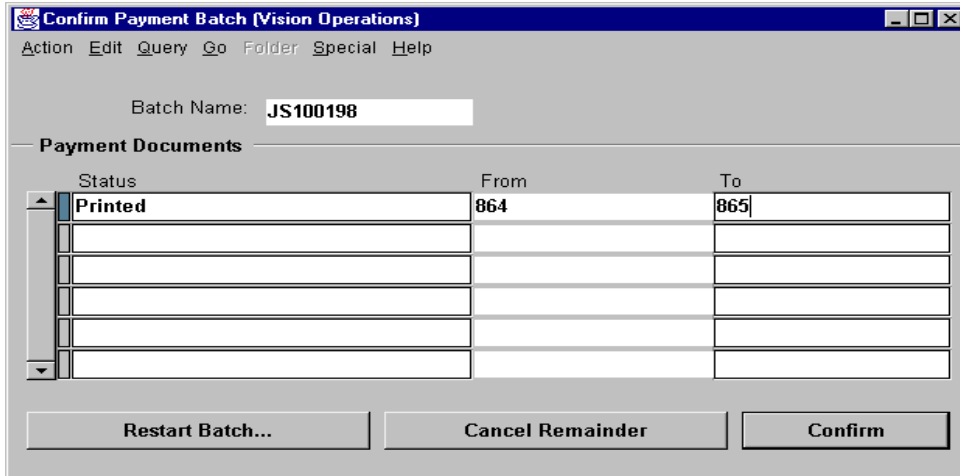
## Practice 21-4 Solutions

- 1 Navigate to the Payment Batch window.  
(N) Payments—>Entry—>Payment Batches
- 2 Open the Find Payment Batches window.  
(M) Query—>Find
- 3 In the Batch Name field, enter your batch name from Practice 21-1.
- 4 Choose Find. In the Payment Batch window Oracle Payables displays your batch.
- 5 Choose Actions to open the Payment Batch Actions window.
- 6 Note that the Confirm check box is already selected.
- 7 Validate that your window appears similar to the one displayed below:



- 8 Choose OK.
- 9 Choose OK again to confirm the payment batch.  
Oracle Payables displays the Confirm Payment Batch window.
- 10 In the Status field, select Printed.
- 11 In the To field, enter the last check number that printed successfully.

12 Validate that your window appears similar to the one displayed below:



13 Choose Confirm.

## Practice 22-1

### Instructions

You are required to pay \$2,500, in advance, for a banquet your company is planning. Your supplier has sent the following invoice for the deposit. Enter a prepayment for the deposit required.

#### INVOICE

**Invoice #** PP-11000

**Date:** Today

**PO#:** N/A

**Terms:** Immediate

**Supplier Name:** Your Supplier From Practice 3-1

**Site:** Site 2

**Description:** Deposit for Sales/Customer Banquet

**Total Due:** \$2,500

## Practice 22-1 Solutions

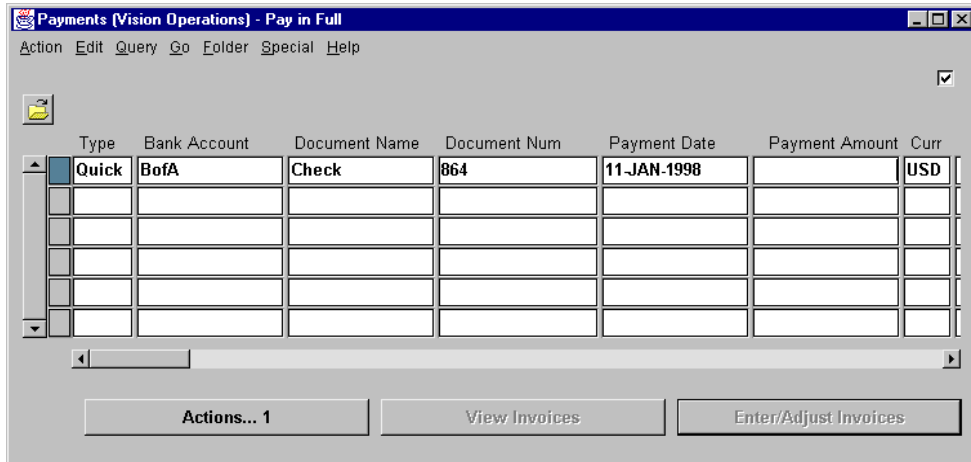
- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices (B) Open
- 2 This is a Prepayment type invoice. In the Type field, select Prepayment.
- 3 Enter the Supplier Name.
- 4 Select the supplier site.
- 5 As the invoice is dated today, accept the default date.
- 6 Enter the invoice number.
- 7 In the Amount field, enter the total due of the invoice.
- 8 In the Description field, enter the description for this invoice.
- 9 In the Prepayment Type field, since this prepayment will be applied to an invoice, accept the default type of Temporary.
- 10 In the Settlement Date field, since the invoice for the balance of the banquet could be received at any time, accept the default date of today's date.
- 11 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Invoices (Vision Operations)' window. At the top, there is a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu bar, there are two input fields: 'Batch Control Total' and 'Actual Total'. A table with 9 columns is displayed, with the first row containing the following data: Type: Prepayme, Supplier: GE Plastics, Supplier Num: 1000, Site: GE PLAS, Invoice Date: 11-JAN-1998, Invoice Num: PP-11000, Invoice Curr: USD, Invoice Amount: 2,500.00. Below the table, there are several input fields: 'Amount Paid' (USD, 0.00), 'Holds' (empty), 'Status' (Never Approved), 'DistributionTotal' (0.00), 'Posted' (No), and 'Desc' (empty). At the bottom, there are several buttons: 'Actions... 1', 'Holds', 'Payments', 'Match', 'Scheduled Payments', 'Overview', and 'Distributions'.

- 12 Save your work.
- 13 Choose Distributions.
- 14 Note how the distribution line is automatically generated to the Prepayment account.
- 15 In the Invoices window, choose Actions.
- 16 Select Approve check box.
- 17 Choose OK.



- 18 Note that the status of your invoice is Unpaid.
- 19 Choose Actions again.
- 20 Select Pay in Full check box.
- 21 Choose OK.  
Oracle Payables displays the Payments window.
- 22 Accept the default for payment type Quick.
- 23 In the Bank Account field, enter your Bank Account Name and Document Name.
- 24 Validate that your window appears similar to the one displayed below:



- 25 Choose Actions.
- 26 In the Payment Actions window, select the Format check box.
- 27 Choose OK.
- 28 Oracle Payables displays a concurrent ID number. Monitor your concurrent request until it is successfully completed by choosing View My Requests from the Help menu.
- 29 Once your concurrent request is completed normally, view the check by choosing Output File.

## Practice 22-2

### Instructions

You have received the final invoice for the banquet that you had planned. Enter the invoice and apply the prepayment from Practice 22-1 to the invoice.

<b>INVOICE</b>	
<b>Invoice #</b>	PP-12000
<b>Date:</b>	Today
<b>PO#:</b>	N/A
<b>Terms:</b>	Immediate
<b>Supplier Name:</b>	Your Supplier From Practice 3-1
<b>Site:</b>	Site 2
<b>Description:</b>	Banquet for Sales Promotion
<b>Total Due:</b> \$6,001.59	
<b>Charge the invoice to:</b> 01-402-7695-0000-000	

## Practice 22-2 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 2 This is a standard invoice. Accept the default invoice type.
- 3 Enter the Supplier Name.
- 4 Oracle Payables reminds you that there is a prepayment available for your supplier. Choose OK.
- 5 Select the supplier site.
- 6 As the invoice is dated today, accept the default date.
- 7 Enter the invoice number.
- 8 Enter the total due of the invoice in the Amount field.
- 9 Validate that your window appears similar to the one displayed below:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	GE Plastics	1000	GE PLAS	11-JAN-1998	PP-12000	USD	6,001.59

Batch Control Total   
Actual Total

Amount Paid: USD

Holds:   
Status:   
Desc:

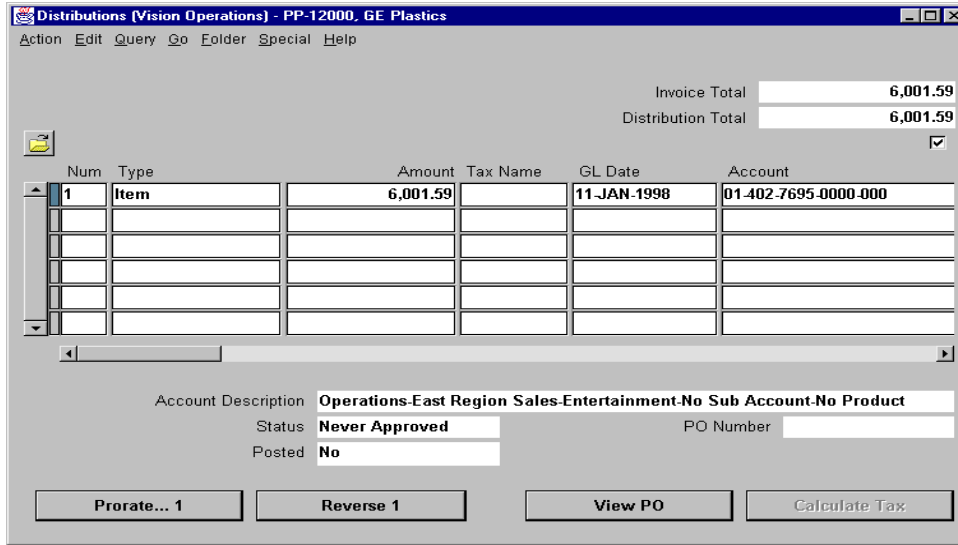
Distribution Total:   
Posted:

Actions... 1    Holds    Payments    Match

Scheduled Payments    Overview    Distributions

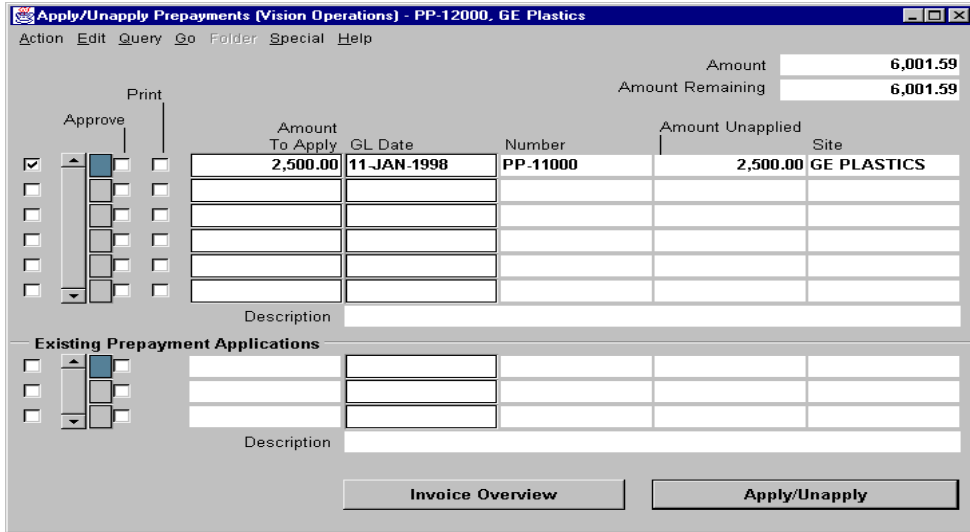
- 10 Save your work.
- 11 To enter the distribution for this invoice, choose Distributions.
- 12 Accept the Items default.
- 13 In the Amount field, enter 6,001.59.
- 14 As no taxes were charged on this invoice, leave the Tax Name field blank.
- 15 Accept the GL Date default.
- 16 In the Account field, enter 01-402-7695-0000-000.
- 17 Verify that the Distribution Total is equal to the Invoice Amount.

18 Validate that your window appears similar to the one displayed below:



- 19 Close the Distributions window.
- 20 Approve the invoice online from the Invoices window. Choose Actions.
- 21 In the Invoice Actions window, select the Approve check box.
- 22 Choose OK.
- 23 To apply the prepayment to the invoice, from the Invoices window choose Actions again.
- 24 In the Invoice Actions window, select Apply/Unapply check box.
- 25 Choose OK.  
Oracle Payables displays the Apply/Unapply window.
- 26 On the left side of the window, select the appropriate check box.
- 27 In the Amount to Apply field, enter 2,500.

28 Validate that your window appears similar to the one displayed below:



- 29 Choose Apply/Unapply.
- 30 Close the Apply/Unapply window.
- 31 Note that in the Invoices window the Amount Paid is updated.
- 32 Choose Payment Schedule to view the payment schedule.

## Practice 22-3

### Instructions

Chris Black, one of your employees, has requested a travel advance for his upcoming business trip to the semiannual Oracle Applications User Group (OAUG) in Orlando, Florida. Chris has requested the advance to be \$1500.00. Please enter the following Prepayment invoice:

<b>Invoice</b>	
<b>Invoice #:</b>	XX-1000
<b>Employee:</b>	Chris Black
<b>PO#:</b>	N/A
<b>Terms:</b>	Immediate
<b>Description:</b>	Travel Advance for OAUG Meeting
<b>Total Due:</b> \$1500.00	
After entering the Prepayment, approve and Pay In Full.	

## Practice 22-3 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 2 This is a prepayment invoice. Change the Invoice Type to Prepayment.
- 3 Enter the Employee (Supplier) Name.
- 4 Select the Employee (Supplier) Site.
- 5 As the invoice is dated today, accept the default date.
- 6 Enter the invoice number.
- 7 Enter the total due of the invoice in the Amount field.
- 8 In the Description field, enter the description for this invoice.
- 9 In the Prepayment Type field, since this prepayment will be applied to an expense report, accept the default type of Temporary.
- 10 In the Settlement Date field, change the default date to today's date.
- 11 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Invoices (Vision Operations)' window with the following details:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Prepayment	Black, Chrt	2006	OFFICE	04-JAN-1999	13-1000	USD	1,500.

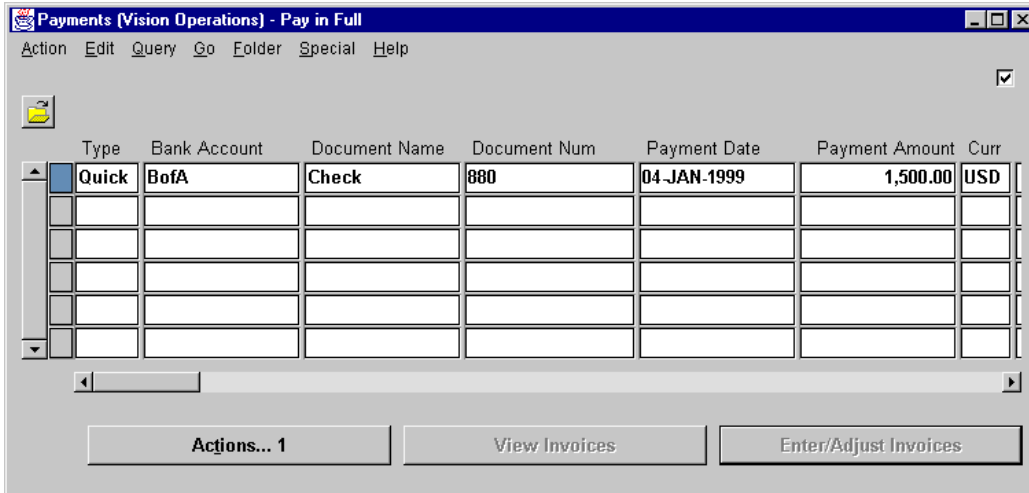
Additional fields and controls:

- Batch Control Total:
- Actual Total:
- Amount Paid: USD
- Holds:
- DistributionTotal:
- Status:
- Posted:
- Desc:

Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

- 12 Save your work.
- 13 Choose Distributions and verify the distributions are correct. Close the Distributions window.
- 14 Choose Actions and approve this Prepayment invoice.

- 15 Choose Actions again and select the Pay In Full check box.
- 16 Choose OK and Oracle Payables displays the Payments-Pay In Full window.
- 17 Accept the default for payment type Quick.
- 18 Enter your Bank Account and Document Name.
- 19 Validate your window appears similar to the one displayed below.



- 20 Choose Actions.
- 21 In the Payment Actions window, select the Format check box.
- 22 Choose OK.
- 23 Oracle Payables displays a concurrent ID number. Monitor your concurrent request until it is successfully completed by choosing View My Requests from the Help menu.
- 24 Once your concurrent request is completed normally, view the check by choosing Output File.



---

## Practice 22-4

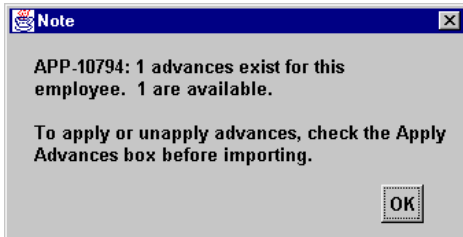
### Introduction

Chris Black has returned from a very successful trip to OAUG, and has forwarded his expense report to you. Use the following to enter the expense report and apply the prepayment from Practice 22-3:

<b>Travel Expense Report</b>	
<b>Employee Name:</b>	Black, Mr. Chris
<b>Date:</b>	Today
<b>Invoice #:</b>	Today's Date-XX
<b>Description:</b>	Expenses from OAUG Meeting
<b>Airfare:</b>	\$ 1,000.00
<b>Meals:</b>	100.00
<b>Hotel:</b>	300.00
<b>Misc.:</b>	200.00
<b>Phone:</b>	50.00
	<b>Total Due:</b> 1,650.00

## Practice 22-4 Solutions

- 1 Navigate to the Expense Report window.  
(N) Invoices—>Entry—>Expense Reports
- 2 Enter Chris Black in the Employee field.
- 3 Oracle Payables alerts you this employee has a Prepayment available.
- 4 Validate that your window appears similar to the one displayed below:



- 5 In the Date field, enter today's date.
- 6 Enter the invoice number.
- 7 Enter the description.
- 8 In the Amount field, enter the total amount to be reimbursed to the employee.
- 9 Note that the Apply Advances box is checked. In the Number field, select *your* prepayment from the List of Values.
- 10 Validate that your window appears similar to the one displayed below:

- 11** In the Template field, choose the template you created in Practice 10-1.
- 12** Choose the appropriate types of items and enter the amounts as noted on the expense report.
- 13** Accept the default accounting flexfield information.
- 14** Save your work.
- 15** Run the Payables Invoice Import program.
- 16** When the import is complete, locate your expense report invoice in the Invoice window, and verify the prepayment has been applied.

## **Practice 23-1**

### **Instructions**

Your supplier has notified you that they have not received payment for invoice number 3000. You have determined this invoice was paid and the check was mailed. You have contacted the bank and asked them to place a stop payment on the check. Record this information in the system.

## Practice 23-1 Solutions

- 1 Navigate to the Payments window.  
(N) Payments—>Entry—>Payment
- 2 Open the Find Payment window  
(M) Query—>Find
- 3 Enter the search criteria for the payment in appropriate fields.
- 4 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Find Payments' window with the following data entered:

- Payment Section:**
  - Numbers: [ ] - [ ]
  - Dates: [ ] - [ ]
  - Amounts: 2567.59 - 2567.59
  - Currency: USD
  - Bank Account: [ ]
  - Method: [ ]
  - Document Name: [ ]
  - Batch: [ ]
- Supplier Section:**
  - Name: ABC CORPORATION
  - Number: [ ]
  - Taxpayer ID: [ ]
  - Site: [ ]
  - Paid-To Name: [ ]
- Voucher Audit Section:**
  - Category: [ ]
  - Sequence Name: [ ]
  - Number From: [ ]
  - Number To: [ ]
- Status Section:**
  - Status: [ ]
  - Dates: [ ] - [ ]

Buttons at the bottom: Clear, New, Find.

- 5 Choose Find.
- 6 Oracle Payables displays the search result in the Payments window. Verify that the information is related to your supplier and the payment.
- 7 Choose Actions.
- 8 In the Payment Actions window, select the Initiate Stop check box.

9 Validate that your window appears similar to the one displayed below:

The screenshot shows a 'Payment Actions' dialog box with the following elements:

- Format: Program [ ]
- Print Now: Printer [ ]
- Print Remittance Advice: Program [ ]
- Reissue: Payment Date [ ], Payment Rate [ ], New Check Num [ ], Voucher Num [ ]
- Initiate Stop: Date [14-APR-1998 16:20:53]
- Void: Date [ ], GL Date [ ], Invoice Action [None]

Buttons: Cancel, OK

10 Choose OK.

## **Practice 23-2**

### **Instructions**

Your bank has confirmed that the check related to invoice number 3000 has not cleared and the stop payment has been issued. Void the check in the system.

## Practice 23-2 Solutions

- 1 Navigate to the Payments window.  
(N) Payments—>Entry—>Payment
- 2 Open the Find Payment window  
(M) Query—>Find
- 3 Enter the search criteria for the payment in appropriate fields.
- 4 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Find Payments' window with the following data entered:

- Payment Section:**
  - Numbers: [ ] - [ ]
  - Dates: [ ] - [ ]
  - Amounts: 2567.59 - 2567.59
  - Currency: USD
  - Bank Account: [ ]
  - Method: [ ]
  - Document Name: [ ]
  - Batch: [ ]
- Supplier Section:**
  - Name: ABC CORPORATION
  - Number: [ ]
  - Taxpayer ID: [ ]
  - Site: [ ]
  - Paid-To Name: [ ]
- Voucher Audit Section:**
  - Category: [ ]
  - Sequence Name: [ ]
  - Number From: [ ]
  - Number To: [ ]
- Status Section:**
  - Status: [ ]
  - Dates: [ ] - [ ]

Buttons at the bottom: Clear, New, Find

- 5 Choose Find.
- 6 Oracle Payables displays the search result in the Payments window. Verify that the information is related to your supplier and the payment.
- 7 Choose Actions.
- 8 In the Payment Actions window, select the Void check box.
- 9 In the Invoice Action field, since you plan to generate another check, select the No Action option.



10 Validate that your window appears similar to the one displayed below:

The screenshot shows a dialog box titled "Payment Actions" with the following fields and options:

- Format: Program [ ]
- Print Now: Printer [ ]
- Print Remittance Advice: Program [ ]
- Reissue: Payment Date [ ], Payment Rate [ ], New Check Num [ ], Voucher Num [ ]
- Release Stop: Date [ ]
- Void: Date [14-APR-1998], GL Date [14-APR-1998], Invoice Action [None]

Buttons: Cancel, OK

11 Choose OK.

## **Practice 24-1**

### **Instructions**

Your supplier has just notified you that they are going to offer 5% discount if you pay their invoices in 45 days. The entire invoice amount will be due in 60 days. Set up the payment terms in the system.

## Practice 24-1 Solutions

- 1 Navigate to the Payment Terms window.  
(N) Setup—>Invoice—>Payment Terms
- 2 In the Name field, enter a unique name for your payment terms (preface it with your initials).
- 3 In the Description field, enter a description for your payment terms (for example 5/45, Net 60).
- 4 In the % Due field, enter 100.
- 5 In the Days field, enter 60.
- 6 Validate that your window appears similar to the one displayed below:

% Due	Amount	Fixed Date	Days	Months Ahead	Day of Month	
100			60			

- 7 From the Alternate region, select the First Discount region.
- 8 In the % Discount field, enter 5.
- 9 In the Days field, enter 45.

10 Validate that your window appears similar to the one displayed below:

Payment Term: 5/45, Net 60

Description: 5% Discount if Paid in 45 Days

Effective Dates: From 14-APR-1998

Payment Term Lines: First Discount

% Due	Amount	% Discount	Days	Months Ahead	Day of Month	Days
100		5	45			

11 Save your work.

---

## Practice 24-2

### Instructions

You have received the following invoice from your supplier. It is your company policy to take advantage of all discounts offered by suppliers. Enter the invoice in Oracle Payables, use the distribution set that you defined in Practice 8-4, and apply the payment terms that you defined in Practice 24-1.

<b>INVOICE</b>
<b>Invoice #</b> 10000
<b>Date:</b> Today
<b>PO#:</b> N/A
<b>Terms:</b> Discount 5% in 45 Days, Due 60 Days
<b>Supplier Name:</b> Your Supplier From Practice 3-1
<b>Description:</b> Utility Charges
<b>Total Due:</b> \$15,000.00

## Practice 24-2 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 2 This is a standard invoice. Accept the default invoice type.
- 3 Enter the Supplier Name.
- 4 Select the supplier site.
- 5 Accept the default current date.
- 6 Enter the invoice number.
- 7 Enter the total due of the invoice in the Amount field.
- 8 In the Distribution Set field, enter the distribution set name you defined in Practice 8-4.
- 9 In the Terms field, enter the payment terms you defined in Practice 24-1.
- 10 Validate that your window appears similar to the one displayed below:

Amount	Terms Date	Terms	Payment Method	Pay Group	Pay Alone
	15-APR-1998	5/45, Net 60	Check	Standard	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Amount Paid: USD 0.00

Holds: 0

Status: Never Approved

DistributionTotal:

Posted: No

Desc:

Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

- 11 Save your work.
- 12 Choose Scheduled Payment.
- 13 Review the schedule payment information. Note that if you pay the invoice in 45 days, you will receive \$750 discount on this invoice.

14 Validate that your window appears similar to the one displayed below:

Scheduled Payments (Vision Operations: USD) - 10000, ABC CORPORATION

Payment Currency: USD      Invoice Amount: 15,000.00  
 Amount Paid: 0.00      Gross Amount Total: 15,000.00

Scheduled Payments

Hold:       Payment Priority: 99      Payment Method: Check      Discount:       Date: 30-MAY-1998

Due Date	Gross Amount	Payment Priority	Payment Method	Date	Amount
14-JUN-1998	15,000.00	99	Check	30-MAY-1998	750.00

Amount Remaining: 15,000.00  
 Discount Amount Remaining: 750.00

Holds      Payments      Split Schedule      Pay... 1

15 Save your work.

## **Practice 28-1**

### **Instructions**

The products and services you purchase from suppliers often have sales tax recorded on the invoice. For those invoices that do not include sales tax, you often need to record a use tax. Define a Sales tax with 10% tax rate in accounts payable system.



## Practice 28-1 Solutions

- 1 Navigate to the Tax Names window.  
(N) Setup—>Tax—>Names
- 2 In the Tax Name field, enter “Your Initials” as a prefix to a state name for example, KAK New York).
- 3 In the Tax Type field, select Sales.
- 4 In the Rate field, enter 10.
- 5 In the Description field, enter a description.
- 6 In the GL Account field, enter 01-000-2520-0000-000.
- 7 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Tax Names (Vision Operations)' window. It features a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu is a table with columns: Tax Name, Tax Type, Rate, Description, Enable for Self-Service Users (checkbox), and Inactive Date (with a dropdown arrow). The first row is populated with 'JS-NY', 'Sales', '10', 'New York State Sales Tax', an unchecked checkbox, and an empty date field. Below the table are three form fields: 'GL Account' with the value '01-000-2520-0000-000', 'Account Description' with the value 'Operations-Balance Sheet-State Sales and Use Tax P-No Sub Account-No', and 'VAT Transaction Type' which is empty. A 'Withholding Tax Details' button is located at the bottom right of the window.

Tax Name	Tax Type	Rate	Description	Enable for Self-Service Users	Inactive Date
JS-NY	Sales	10	New York State Sales Tax	<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

GL Account: 01-000-2520-0000-000  
 Account Description: Operations-Balance Sheet-State Sales and Use Tax P-No Sub Account-No  
 VAT Transaction Type:

Withholding Tax Details

- 8 Save your work.

## Practice 29-1

### Instructions

You have received the following invoice from your supplier. Your company has decided, for these types of purchases, to prorate taxes across the expense and distribution lines. Enter the invoice into the system.

<b>INVOICE</b>	
<b>Invoice #</b> 14000	
<b>Date:</b> Today	
<b>PO#:</b> N/A	
<b>Terms:</b> Immediate	
<b>Supplier Name:</b> Your Supplier From Practice 3-1	
<b>Description:</b>	
6 Laptop Computers	\$30,000.00
6 Laptop Cases	1,180.00
6 Boxes of Diskettes	72.00
Subtotal	31,252.00
Tax 10%	3125.20
<b>Total Due:</b>	<b>\$34,377.20</b>
<b>Distributions:</b>	
6 Laptop Computers	01-110-1560-0000-000
6 Laptop Cases	01-110-7530-0000-000
6 Boxes of Diskettes	01-110-7740-0000-000

## Practice 29-1 Solutions

- 1 Navigate to the Invoices window  
(N) Invoices—>Entry—>Invoices
- 2 This is a standard invoice. Accept the default invoice type.
- 3 Enter the Supplier Name.
- 4 Select the supplier site.
- 5 Accept the default current date.
- 6 Enter the invoice number.
- 7 Enter the total due of the invoice in the Amount field.
- 8 In the Description field, enter the description for this invoice.
- 9 Save your work.
- 10 From Invoices window, choose Distributions.
- 11 As these entries are for computer items, accept the Items default.
- 12 Assign GL accounts to all three items purchased.
- 13 Verify that the distribution total is equal to the subtotal amount from the invoice.
- 14 Validate that your window appears similar to the one displayed below:

Distributions (Vision Operations: USD) - 14000, GE Plastics

Action Edit Query Go Folder Special Help

Invoice Total **34,377.20**  
Distribution Total **31,252.00**

Amount	Tax Name	GL Date	Account	Includes Tax	Track as Asset	Descrij
1,000.00		15-APR-1998	01-110-1560-0000-000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
180.00		15-APR-1998	01-110-7530-0000-000	<input type="checkbox"/>	<input type="checkbox"/>	
72.00		15-APR-1998	01-110-7740-0000-000	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Account Description

Status **Never Approved** PO Number

Posted **No**

Prorate... 1 Reverse 1 View PO Calculate Tax

- 15 Note that at this point the Prorate button displays Prorate...1.
- 16 Select all three items.  
(M) Edit—>Select All

17 Validate that your window appears similar to the one displayed below:

The screenshot shows the Oracle Distributions window for 'Vision Operations: USD' - 14000, GE Plastics. The window title bar includes 'Action Edit Query Go Folder Special Help'. In the top right, the 'Invoice Total' is 34,377.20 and the 'Distribution Total' is 31,252.00. A table with 6 columns (Num, Type, Amount, Tax Name, GL Date, Account) contains 3 rows of data, all highlighted in blue. Below the table, the 'Account Description' is 'Operations-Facilities Resources-Miscellaneous-No Sub Account-No Product', 'Status' is 'Never Approved', and 'Posted' is 'No'. At the bottom, there are buttons for 'Prorate... 3', 'Reverse 3', 'View PO', and 'Calculate Tax'.

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	30,000.00		15-APR-1998	01-110-1560-0000-000
2	Item	1,180.00		15-APR-1998	01-110-7530-0000-000
3	Item	72.00		15-APR-1998	01-110-7740-0000-000

Account Description: Operations-Facilities Resources-Miscellaneous-No Sub Account-No Product  
 Status: Never Approved  
 Posted: No  
 PO Number:

Buttons: Prorate... 3, Reverse 3, View PO, Calculate Tax

18 Note that all three items are selected and the Prorate button displays Prorate...3.

19 Choose Prorate...3.

20 In the Prorate window, select the Tax check box.

21 In the Name field, select the Sales Tax Name that you defined in Practice 28-1.

22 In the Amount field, enter to total tax amount.

23 Validate that your window appears similar to the one displayed below:

24 Choose OK.

25 Note that in the Distributions window there are six distribution lines for this invoice, and the sales tax is allocated over the three line items.

26 Verify that the Distribution total is equal to the invoice amount.

27 Validate that your window appears similar to the one displayed below:

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	30,000.00		15-APR-1998	01-110-1560-0000-000
4	Tax	3,000.00	JS-NY	15-APR-1998	01-110-1560-0000-000
2	Item	1,180.00		15-APR-1998	01-110-7530-0000-000
5	Tax	118.00	JS-NY	15-APR-1998	01-110-7530-0000-000
3	Item	72.00		15-APR-1998	01-110-7740-0000-000
6	Tax	7.20	JS-NY	15-APR-1998	01-110-7740-0000-000

28 Save your work.

## Practice 30-1

### Instructions

You have received the following invoice from your supplier. Enter the invoice however have the system calculate the sales tax automatically. Use the sales tax name that you defined in Practice 28-1.

<b>INVOICE</b>	
<b>Invoice #</b> 13000	
<b>Date:</b> Today	
<b>PO#:</b> N/A	
<b>Terms:</b> Immediate	
<b>Supplier Name:</b> Your Supplier From Practice 3-1	
<b>Description:</b>	
1 Perfect Sound Multimedia Monitor	\$3,800.00
2 Cases of Mouse Pads	200.00
Tax 10%	400.00
<b>Total Due:</b>	<b>\$4,400.00</b>
<b>Distributions:</b>	
Monitor	01-110-1560-0000-000
Mouse Pads	01-110-7530-0000-000

## Practice 30-1 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 2 This is a standard invoice. Accept the default invoice type.
- 3 Enter the supplier name.
- 4 Select the supplier site.
- 5 Accept the default current date.
- 6 Enter the invoice number.
- 7 Enter the total due of the invoice in the Amount field.
- 8 In the Description field, enter the description for this invoice.
- 9 Use the [Tab] key to move to the Tax Name field.
- 10 Select Header as the tax calculation level.
- 11 Enter the sales tax name that you defined in Practice 28-1.
- 12 From the Invoices window, click Distributions. In the Distributions window a tax distribution line is generated and displayed.
- 13 As these entries are for computer items, accept the items default.
- 14 Assign GL accounts to the items purchased.
- 15 Verify that the distribution total is equal to the invoice amount.
- 16 Validate that your window appears similar to the one displayed below:

Invoice Total: 4,400.00  
Distribution Total: 4,400.00

Num	Type	Amount	Tax Name	GL Date	Account
1	Tax	400.00	JS-NY	15-APR-1998	01-000-2520-0000-000
2	Item	3,800.00		15-APR-1998	01-110-1560-0000-000
3	Item	200.00		15-APR-1998	01-110-7530-0000-000

Account Description: Operations-Balance Sheet-State Sales and Use Tax P-No Sub Account-No Prod  
Status: Never Approved  
Posted: No  
PO Number:

Buttons: Prorate... 1, Reverse 1, View PO, Calculate Tax

- 17 Save your work.

## Practice 30-2

### Instructions

You have received below invoice from your supplier. Note that the price for the first item include sales tax. Enter the invoice and update the distribution lines at the invoice level.

<b>INVOICE</b>	
<b>Invoice #</b> 15000	
<b>Date:</b> Today	
<b>PO#:</b> N/A	
<b>Terms:</b> Immediate	
<b>Supplier Name:</b> Your Supplier From Practice 3-1	
<b>Description:</b>	
1 Laptop Case (Sales Tax Included)	\$100.00
1 Case of Diskettes	100.00
Tax 10%	10.00
<b>Total Due:</b> \$210.00	
<b>Distributions:</b>	
Laptop Case (including sales tax)	01-110-7530-0000-000
Diskettes (excluding sales tax)	01-110-7740-0000-000



## Practice 30-2 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 2 This is a standard invoice. Accept the default invoice type.
- 3 Enter the supplier name.
- 4 Select the supplier site.
- 5 Accept the default current date.
- 6 Enter the invoice number.
- 7 Enter the total due of the invoice in the Amount field.
- 8 In the Description field, enter the description for this invoice.
- 9 Use the [Tab] key to move to the Tax Name field.
- 10 Select Line as the tax calculation level.
- 11 Enter the sales tax name that you defined in Practice 28-1.
- 12 Save your work.
- 13 From the Invoices window, click Distributions.
- 14 As these entries are for computer items, accept the items default.
- 15 Assign GL accounts to the items purchased.
- 16 For the first item (Laptop Case) select the Includes Tax check box.
- 17 Validate that your window appears similar to the one displayed below:

Distributions (Vision Operations: USD) - 16000, GE Plastics

Action Edit Query Go Folder Special Help

Invoice Total 210.00  
Distribution Total 200.00

Amount	Tax Name	GL Date	Account	Includes Tax	Track as Asset	Descr
100.00	JS-NY	15-APR-1998	01-110-7530-0000-000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
100.00	JS-NY	15-APR-1998	01-110-7740-0000-000	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Account Description Operations-Facilities Resources-Miscellaneous-No Sub Account-No Product  
Status Never Approved PO Number  
Posted No

Prorate... 1 Reverse 1 View PO Calculate Tax

- 18 Click Calculate Tax.
- 19 Two tax distribution lines are displayed.
- 20 Verify the tax associated with line 1 is 9.09.

- 21 Verify the tax associated with line 2 is 10.00.
- 22 Verify that line 1 was automatically reduced by the tax amount.
- 23 Verify that the distribution total is equal to the invoice total.
- 24 Validate that your window appears similar to the one displayed below:

Account Description: **Operations-Facilities Resources-Equipment Expense-No Sub Account-No Produ**

Status: **Never Approved** PO Number:

Posted: **No**

Buttons: Prorate... 1, Reverse 1, View PO, Calculate Tax

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	90.91	JS-NY	15-APR-1998	01-110-7530-0000-000
2	Item	100.00	JS-NY	15-APR-1998	01-110-7740-0000-000
3	Tax	9.09	JS-NY	15-APR-1998	01-000-2520-0000-000
4	Tax	10.00	JS-NY	15-APR-1998	01-000-2520-0000-000

- 25 Save your work.

**Practice 30-3****Instructions**

You have received below invoice from your supplier. Enter the invoice in Oracle Payables.

<b>INVOICE</b>	
<b>Invoice #</b> 16000	
<b>Date:</b> Yesterday	
<b>PO#:</b> N/A	
<b>Terms:</b> 2/10 Net 45	
<b>Supplier Name:</b> Your Supplier From Practice 3-1	
<b>Description:</b>	
1 Personal Computer	\$2,500.00
Freight	35.00
<b>Total Due:</b>	<b>\$2,535.00</b>
<b>Distributions:</b>	
Personal Computer	01-120-7530-0000-000
Freight	01-110-7220-0000-000

## Practice 30-3 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 2 This is a standard invoice. Accept the default invoice type.
- 3 Enter the supplier name.
- 4 Select the supplier site.
- 5 Enter the invoice date.
- 6 Enter the invoice number.
- 7 Enter the total due of the invoice in the Amount field.
- 8 In the Description field, enter the description for this invoice.
- 9 Enter the freight amount.
- 10 Select the Create Freight Distribution check box. Oracle Payables displays the Freight window.
- 11 In the Account field, enter the freight account number.
- 12 Validate that your window appears similar to the one displayed below:

The screenshot shows the 'Invoices (Vision Operations)' window. The main window has a menu bar (Action, Edit, Query, Go, Folder, Special, Help) and a toolbar. The main area contains a table with columns: Amount, Freight Amount, Create Freight Distribution, Distribution Set, and Description. The first row shows an amount of 2,535.00 and a freight amount of 35.00, with the 'Create Freight Distribution' checkbox checked. A 'Freight' dialog box is open in the foreground, containing fields for Account (01-110-7220-0000-000), Tax Name, and Description. The account name is 'Operations-Facilities Resources-Freight'. The dialog has 'Cancel' and 'OK' buttons. At the bottom of the main window, there are buttons for 'Actions... 1', 'Holds', 'Payments', 'Match', 'Scheduled Payments', 'Overview', and 'Distributions'.

- 13 Click OK.
- 14 From the Invoices window, click Distributions.
- 15 Note the freight line has been entered.
- 16 Enter the GL account number for the item purchased.

17 Validate that your window appears similar to the one displayed below:

Distributions [Vision Operations] - 16000, Next Generation Graphix (DBA, Art Wilde)

Action Edit Query Go Folder Special Help

Invoice Total 2,535.00  
Distribution Total 2,535.00

Num	Type	Amount	Tax Name	GL Date	Account
1	Freight	35.00		22-DEC-1998	01-110-7220-0000-000
2	Item	2,500.00		22-DEC-1998	01-120-7530-0000-000

Account Description: Operations-Machine Resources-Equipment Expense-No Sub Account-No Product  
 Status: Never Approved  
 Posted: No  
 PO Number:

Prorate... 1 Reverse 1 View PO Calculate Tax

18 Save your work.

## Practice 30-4

### Instructions

You have received below invoice from your supplier. Your company policy is that each department pays for all tax and freight charges it incurs. Enter the invoice and prorate the tax and freight across the two departments that are being charged for the vehicle.

<b>INVOICE</b>	
<b>Invoice #</b> 17000	
<b>Date:</b> Yesterday	
<b>PO#:</b> N/A	
<b>Terms:</b> Immediate	
<b>Supplier Name:</b> Your Supplier From Practice 3-1	
<b>Description:</b>	
1 Company Vehicle	\$20,000.00
Freight	500.00
Tax	2,000.00
<b>Total Due:</b>	<b>\$22,500.00</b>
<b>Distributions:</b>	
\$12,000	01-120-1550-0000-000
\$8,000	01-110-1550-0000-000

## Practice 30-4 Solutions

- 1 Navigate to the Invoices window.  
(N) Invoices—>Entry—>Invoices
- 2 This is a standard invoice. Accept the default invoice type.
- 3 Enter the supplier name.
- 4 Select the supplier site.
- 5 Enter the invoice date.
- 6 Enter the invoice number.
- 7 Enter the total due of the invoice in the Amount field.
- 8 In the Description field, enter the description for this invoice.
- 9 Click Distributions.
- 10 Enter the two lines of invoice distributions. Do not enter a tax name at this point.
- 11 From the Edit menu, choose Select All.
- 12 Note the distribution lines have been highlighted and the Prorate button has changed to Prorate...2.
- 13 Validate that your window appears similar to the one displayed below:

Distributions (Vision Operations) - 17000, GE Plastics

Action Edit Query Go Folder Special Help

Invoice Total 22,500.00  
Distribution Total 20,000.00

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	12,000.00		22-MAY-1998	01-120-1550-0000-000
2	Item	8,000.00		22-MAY-1998	01-110-1550-0000-000

Account Description Operations-Machine Resources-Vehicles-No Sub Account-No Product  
Status Never Approved PO Number  
Posted No

Prorate... 2 Reverse 2 View PO Calculate Tax

- 14 Click Prorate...2.
- 15 From the Prorate window select the Tax check box and enter the tax name you defined in Practice 28-1.
- 16 Enter the tax amount in the Amount field.
- 17 Select the Freight check box.
- 18 Enter the freight amount in the Amount field.

**19** Leave the Freight Tax Name field blank.

**20** Validate that your window appears similar to the one displayed below:

**21** Click OK. Oracle Payables displays the Distributions window.

**22** Validate that your window appears similar to the one displayed below:

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	12,000.00		22-MAY-1998	01-120-1550-0000-000
4	Tax	1,200.00	JS-NY	22-MAY-1998	01-120-1550-0000-000
3	Freight	300.00		22-MAY-1998	01-120-1550-0000-000
2	Item	8,000.00		22-MAY-1998	01-110-1550-0000-000
6	Tax	800.00	JS-NY	22-MAY-1998	01-110-1550-0000-000
5	Freight	200.00		22-MAY-1998	01-110-1550-0000-000

**23** Save your work.