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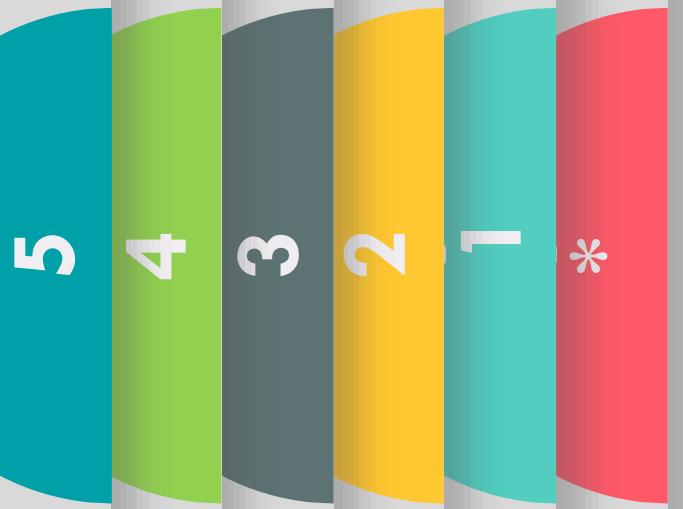
Oracle Account Payable

Account Payable Group

Brief Definition of Accounts Payables

Accounts Payables (AP) represent company's financial obligation to pay suppliers for goods or services purchased on credit.

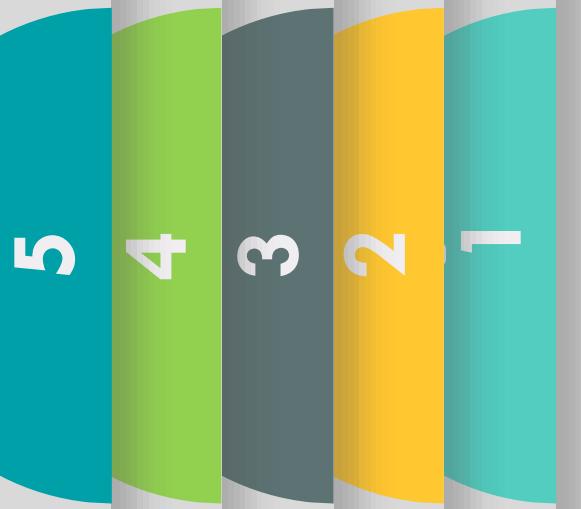
These are short-term liabilities that must be settled within a specific period and are a crucial part of the accounting cycle.



Importance

OF USING ORACLE FOR

ACCOUNT PAYABLE MANAGEMENT

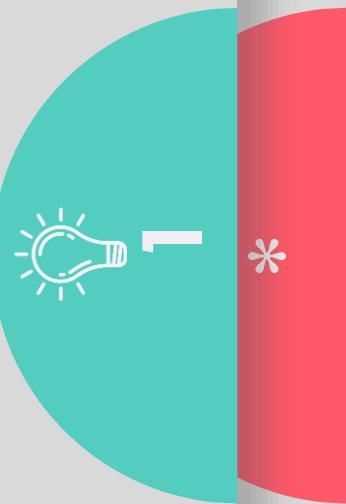


The Oracle Accounts Payables system helps businesses automate and efficiently manage the payment process through :





Accelerating invoice entry and processing to
reduce time and effort.



5 4 3

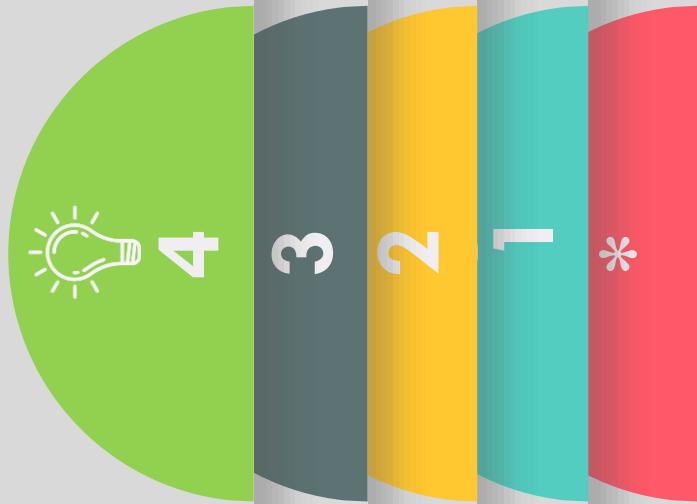
Enhancing data accuracy and minimizing
human errors through integration with other
systems like Procurement and Inventory.

1 * 2



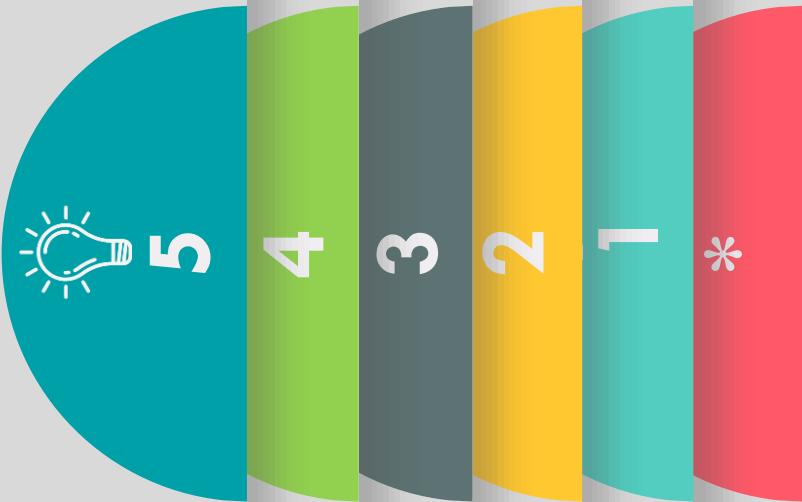
5

Ensuring compliance with company financial policies and procedures.



Improving cash flow management by scheduling and prioritizing payments.

So, Using Oracle makes managing accounts payables more efficient and transparent, supporting the operational efficiency of businesses.



Objectives Of The Project

1

**Automating
payment
processes**

to enhance
efficiency and
reduce manual
work.



2

**Improving
invoice
management**

for better tracking
and organization
of supplier
transactions.

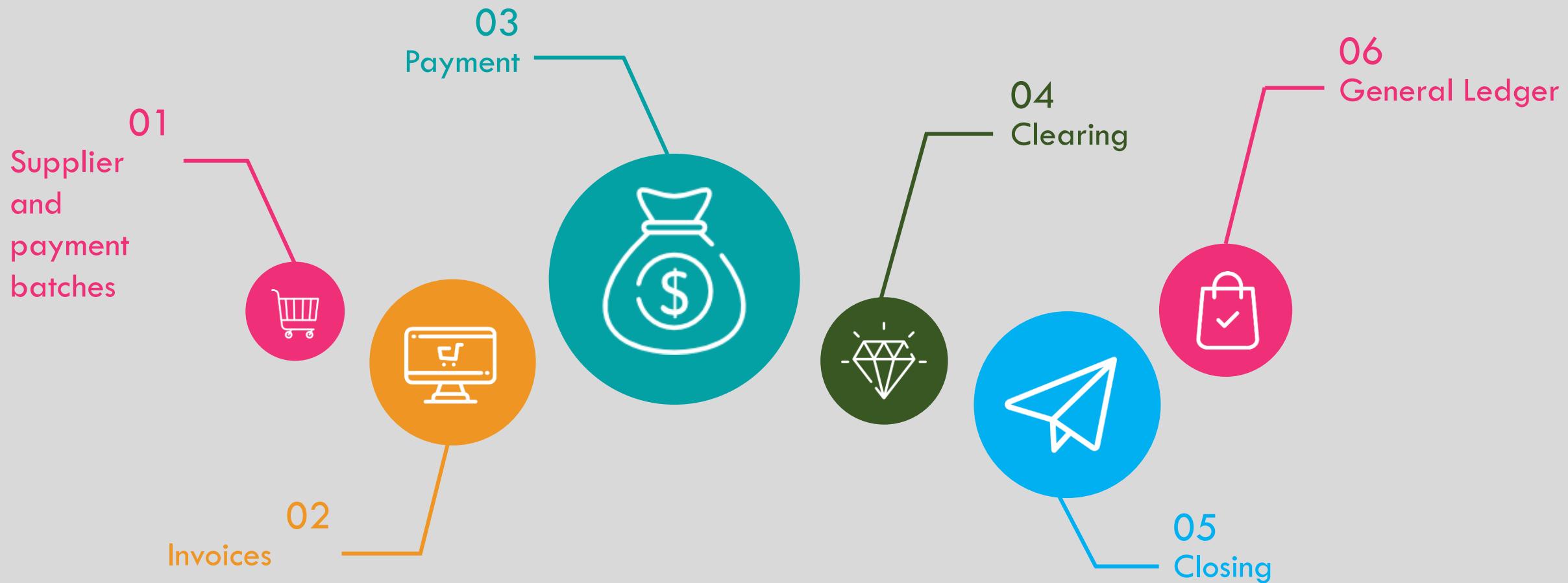


3

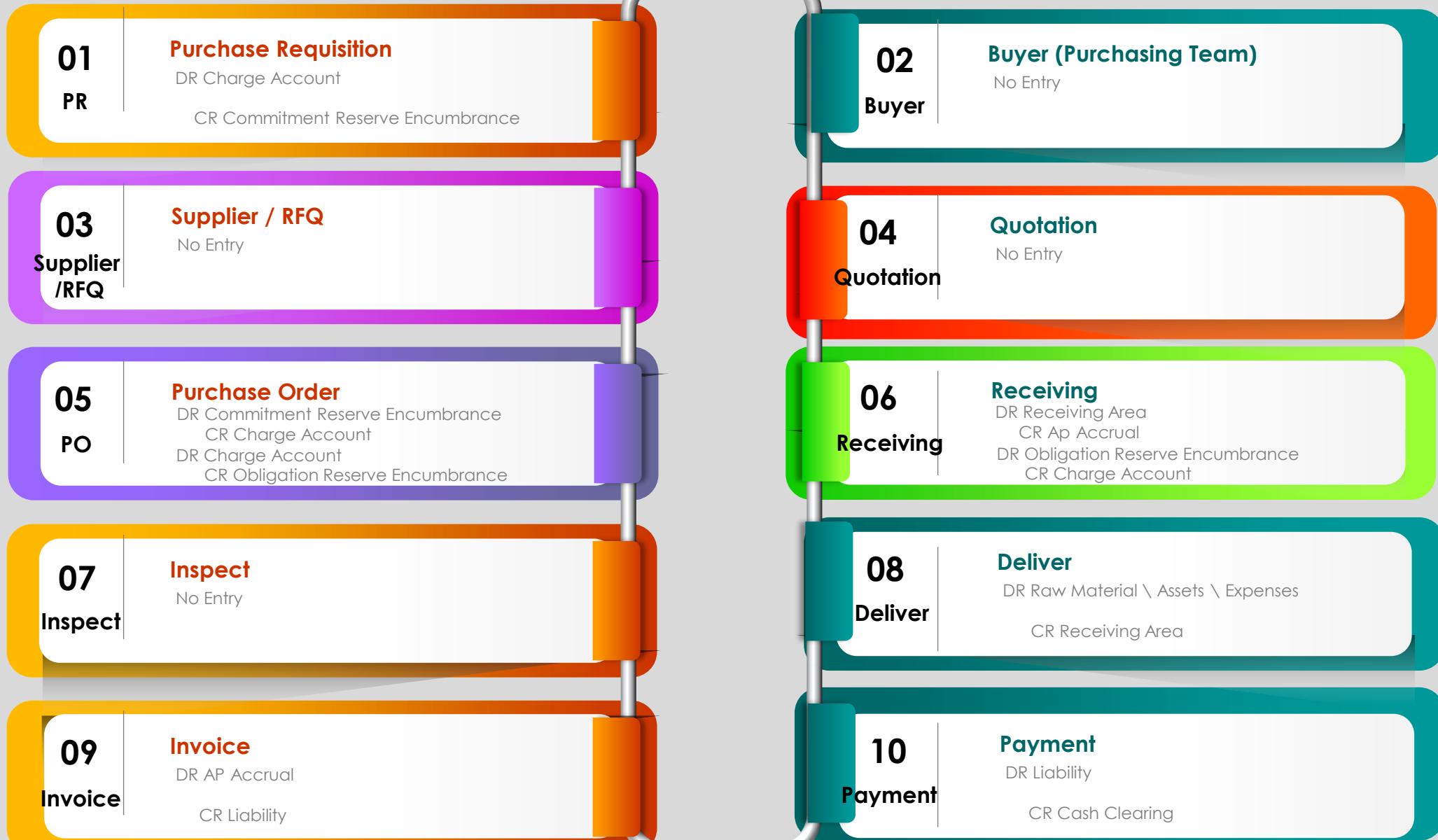
**Ensuring data
accuracy**
and minimizing
errors through
system integration
and validation.



WORK FLOW



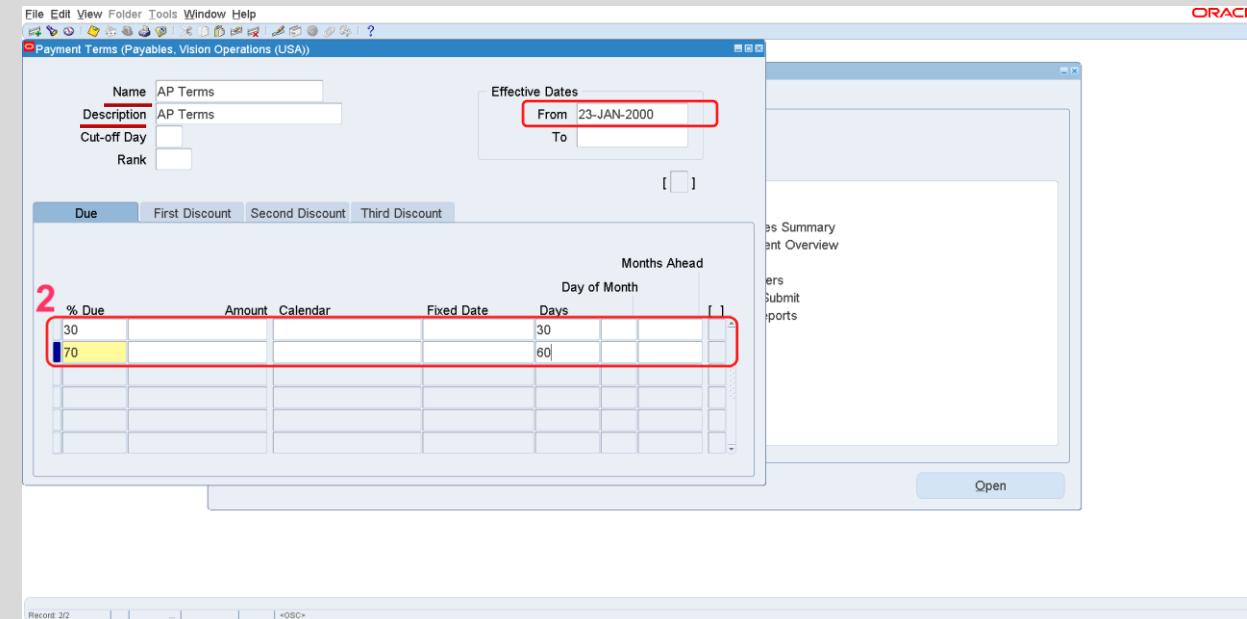
Procure to Pay P2P



01 Supplier and payment batches

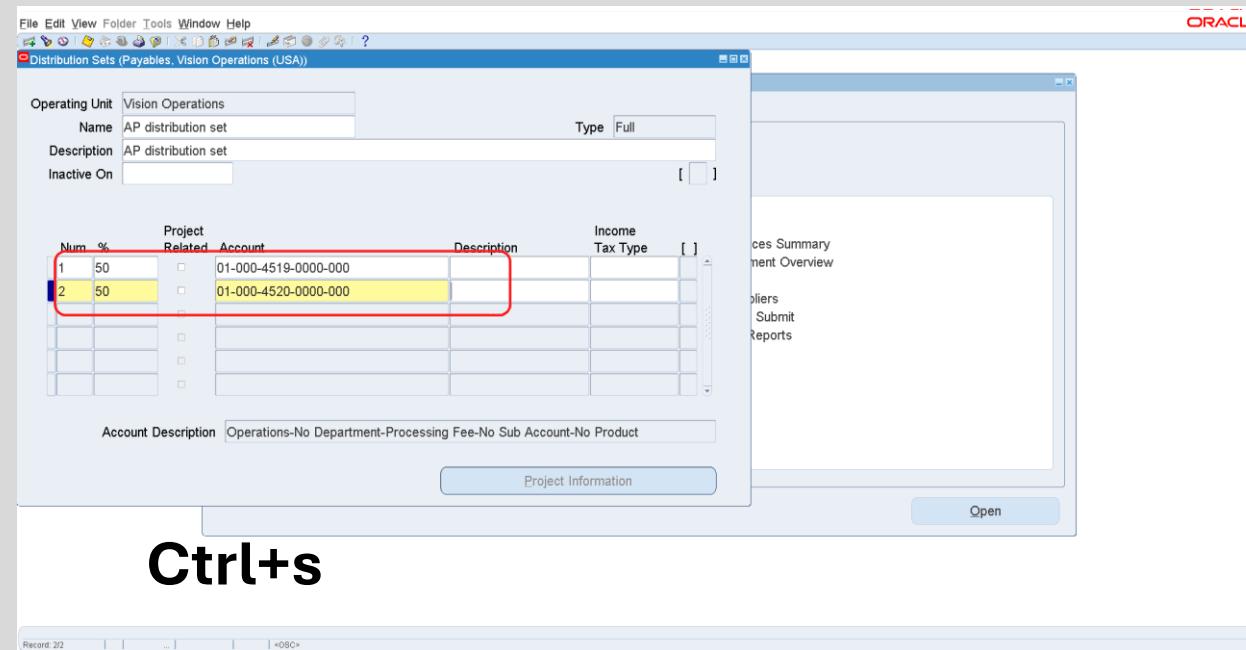
Making payment terms

- Setup
- Invoices
- Payment terms



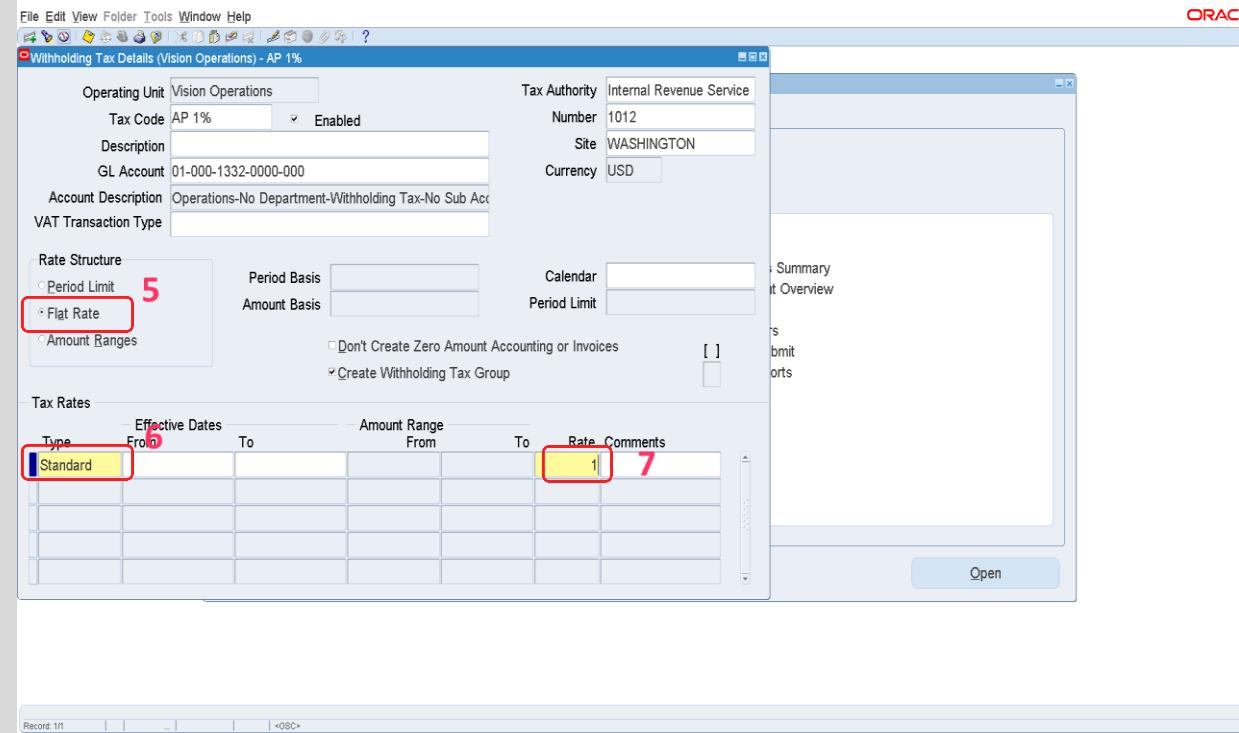
Making Distribution Set

- Setup
- invoices
- Distribution Sets

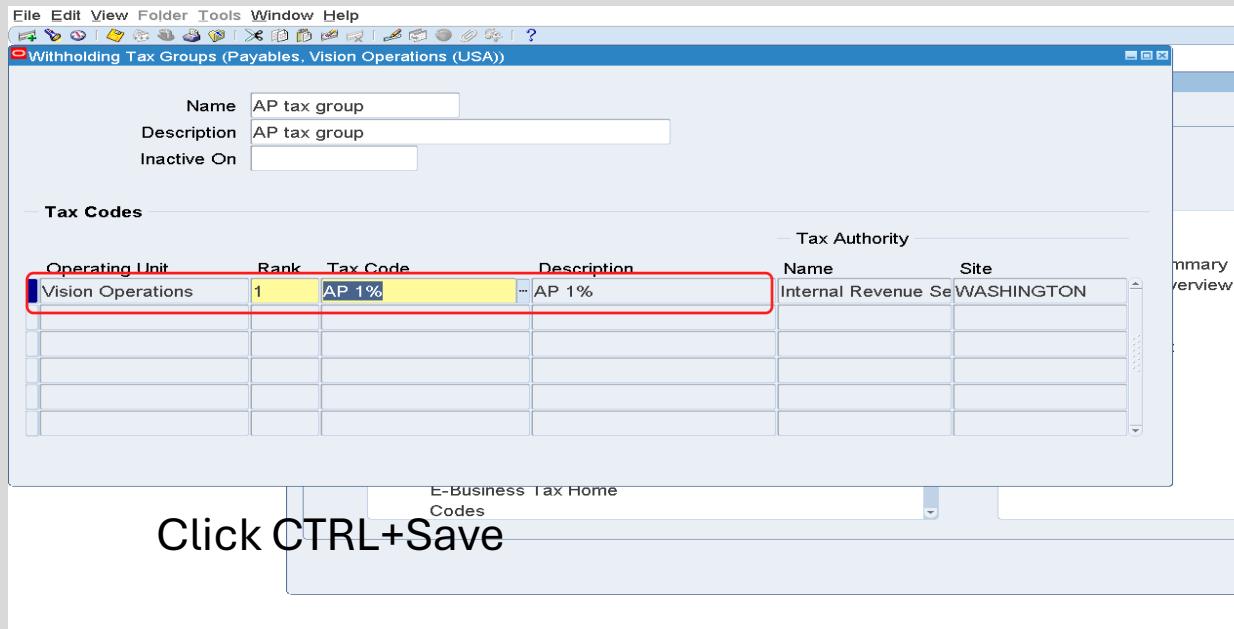


Making withholding

- **Withholding code**
- **Setup**
- **Tax**
- **Withholding**
- **Code**



- **Withholding Group**
 - Setup
 - Tax
 - Withholding
 - Groups



1. Create supplier

- Suppliers
- Entry

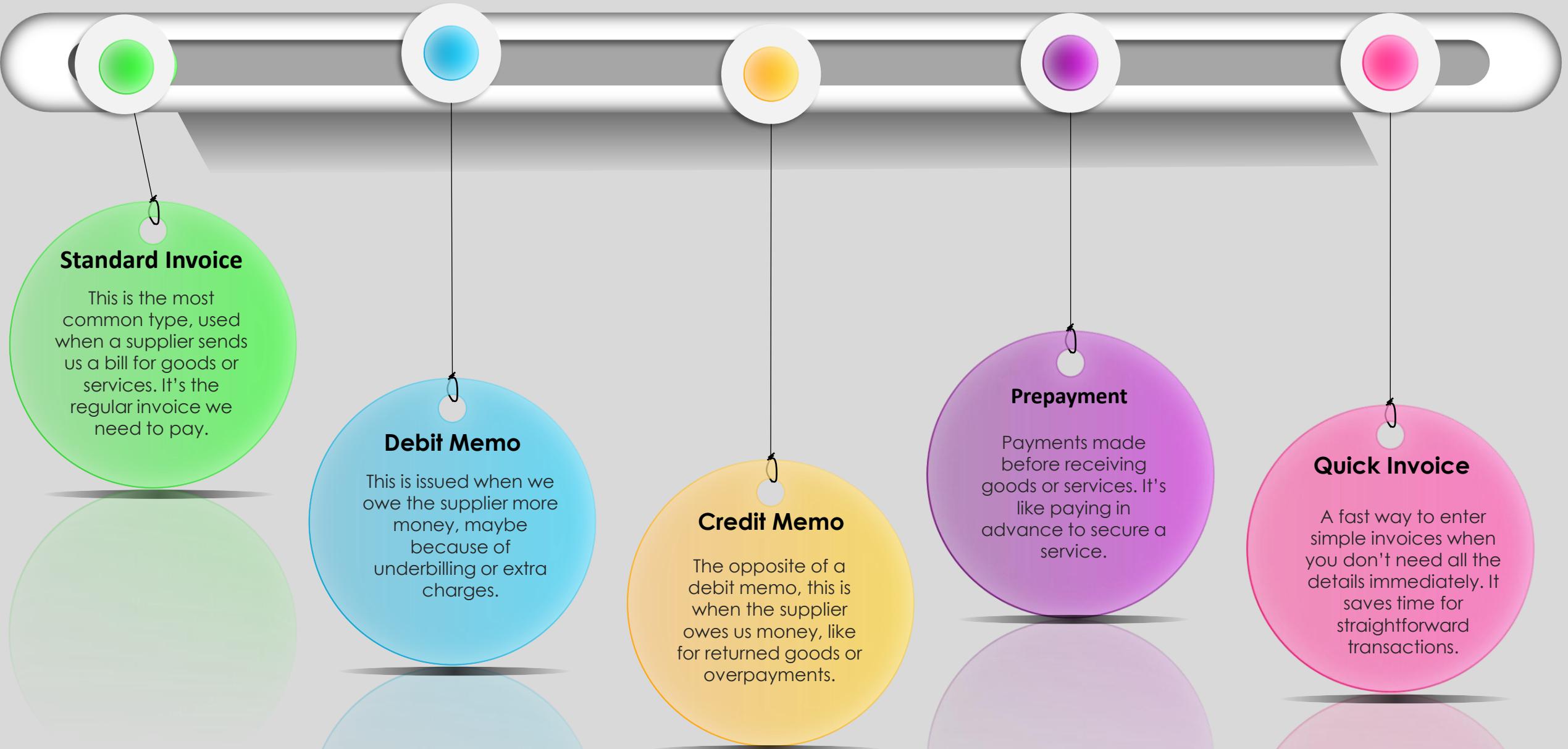
The screenshot shows the Oracle Payables application interface for creating a supplier. The main title bar reads "ORACLE Payables". The left sidebar has a "Suppliers" section with various tabs: Quick Update, Company Profile, Organization (which is selected and highlighted with a red box), Tax Details, Address Book, Contact Directory, Business Classification, Products & Services, Banking Details, Surveys, Terms and Control, Accounting, Tax and Reporting, Purchasing, Receiving, Payment Details, Relationship, and Invoice Management. The main content area is titled "Update AP Supplier - 10: Organization". It includes fields for Supplier Name (AP Supplier), Supplier Number (10), Alternate Supplier Name, SIC, National Insurance Number, Type, Parent Supplier Name, Parent Supplier Number, Customer Number, and Inactive Date (01-Jan-2035). A note at the top says "* Indicates required field". The "Save" button in the top right corner is also highlighted with a red box. The bottom of the window shows sections for Global Details, Additional Information, and Organization, each with various input fields.

Adding Tax, Distribution set and Terms To The Supplier

- Suppliers
- Entry
- Tax
- Distribution set
- Payment Terms

The screenshot shows the Oracle Payables software interface. The main title bar says "ORACLE Payables". The left sidebar has a "Suppliers" tab selected, with a list of options including "Quick Update", "Company Profile", "Organization", "Tax Details", "Address Book", "Contact Directory", "Business Classification", "Products & Services", "Banking Details", "Surveys", "Terms and Control", "Accounting", "Tax and Reporting", "Purchasing", "Receiving", "Payment Details", "Relationship", and "Invoice Management". The "Invoice Management" option is highlighted with a red box and labeled "13". The main content area has tabs for "Invoice Management", "Invoice Payment Terms", and "Supplier Sites". The "Invoice Management" tab is active. It contains fields for "Invoice Currency" (Hryvnia), "Invoice Amount Limit" (Receipt), and "Invoice Match Option" (Receipt). On the right, there are checkboxes for "Hold from Payment" (All Invoices, Unmatched Invoices, Unvalidated Invoices) and buttons for "Cancel" and "Save" (labeled "15"). The "Invoice Payment Terms" tab is also visible, showing "Payment Currency" (Hryvnia), "Payment Priority" (99), "Terms" (30 Net (terms date + 30)), "Terms Date Basis" (Invoice), "Pay Date Basis" (Due), and a "Pay Group" section with "Standard Supplier Payer" and checkboxes for "Always Take Discount", "Exclude Freight From Discount", and "Create Interest Invoice". The "Supplier Sites" tab shows a table with columns: Site Name, Operating Unit, Terms, Terms Date Basis, Pay Date Basis, Retainage Rate (%), Always Take Discount, and Exclude Freight From Discount. A row is shown for "CALIFORNIA,USA" with "Vision Operations" as the operating unit and "AP Terms" as the terms. The "Terms" column is highlighted with a red box and labeled "14". At the bottom, there are links for "About this Page", "Privacy Statement", "Suppliers", "Close Window", "Preferences", "Diagnostics", and copyright information ("Copyright (c) 2006, Oracle. All rights reserved").

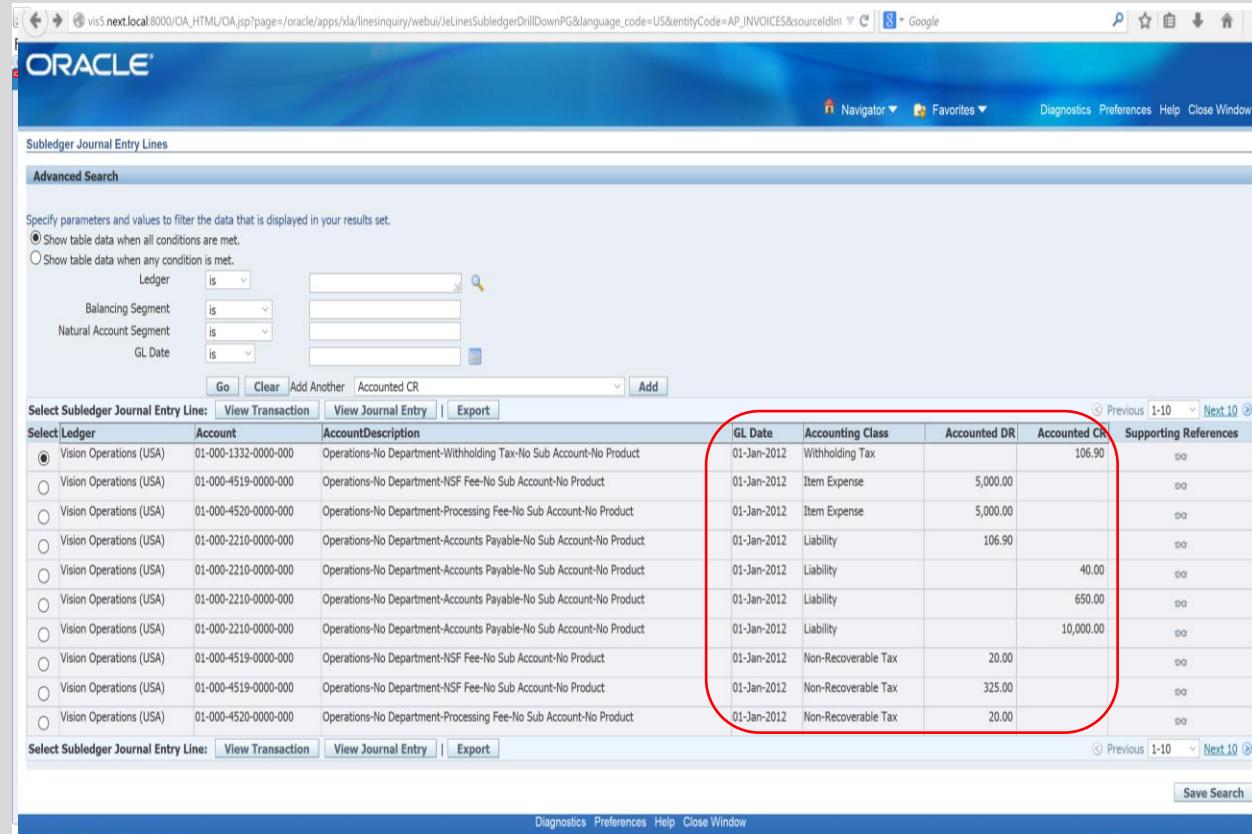
02 Invoices



1. Create invoice

- 1- Standard invoice
- Invoices
- Entry
- Invoices

To view entries



The screenshot shows the Oracle Subledger Journal Entry Lines interface. At the top, there is an Advanced Search section with dropdowns for Ledger, Balancing Segment, Natural Account Segment, and GL Date. Below the search is a table of journal entries. The first 10 entries are highlighted with a red box. To the right of the table, there is a sidebar with categories: Expenses, Tax, Liability, and Withholding Tax.

Select Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
(●) Vision Operations (USA)	01-000-1332-0000-000	Operations-No Department-Withholding Tax-No Sub Account-No Product	01-Jan-2012	Withholding Tax		106.90	00
(○) Vision Operations (USA)	01-000-4519-0000-000	Operations-No Department-NSF Fee-No Sub Account-No Product	01-Jan-2012	Item Expense	5,000.00		00
(○) Vision Operations (USA)	01-000-4520-0000-000	Operations-No Department-Processing Fee-No Sub Account-No Product	01-Jan-2012	Item Expense	5,000.00		00
(○) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability	106.90		00
(○) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability		40.00	00
(○) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability		650.00	00
(○) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability		10,000.00	00
(○) Vision Operations (USA)	01-000-4519-0000-000	Operations-No Department-NSF Fee-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax	20.00		00
(○) Vision Operations (USA)	01-000-4519-0000-000	Operations-No Department-NSF Fee-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax	325.00		00
(○) Vision Operations (USA)	01-000-4520-0000-000	Operations-No Department-Processing Fee-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax	20.00		00

Expenses
Tax
Liability
Withholding Tax

2- Debit Memo invoice

Subledger Journal Entry Lines

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.
 Show table data when any condition is met.

Ledger: is
Balancing Segment: is
Natural Account Segment: is
GL Date: is

Go Clear Add Another Accounted CR

Select Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/> Vision Operations (USA)	01-000-1332-0000-000	Operations-No Department-Withholding Tax-No Sub Account-No Product	01-Jan-2012	Withholding Tax	106.90		qq
<input type="radio"/> Vision Operations (USA)	01-000-4519-0000-000	Operations-No Department-NSF Fee-No Sub Account-No Product	01-Jan-2012	Item Expense		5,000.00	qq
<input type="radio"/> Vision Operations (USA)	01-000-4520-0000-000	Operations-No Department-Processing Fee-No Sub Account-No Product	01-Jan-2012	Item Expense		5,000.00	qq
<input type="radio"/> Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability	106.90		qq
<input type="radio"/> Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability	40.00		qq
<input type="radio"/> Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability	650.00		qq
<input type="radio"/> Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability	10,000.00		qq
<input type="radio"/> Vision Operations (USA)	01-000-4519-0000-000	Operations-No Department-NSF Fee-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax		20.00	qq
<input type="radio"/> Vision Operations (USA)	01-000-4519-0000-000	Operations-No Department-NSF Fee-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax		325.00	qq
<input type="radio"/> Vision Operations (USA)	01-000-4520-0000-000	Operations-No Department-Processing Fee-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax		20.00	qq

Select Subledger Journal Entry Line:

Save Search

Liability
Withholding Tax
Expense
Tax

To view entries

Mixed Invoice

Expenses
Liability

Supplier Info

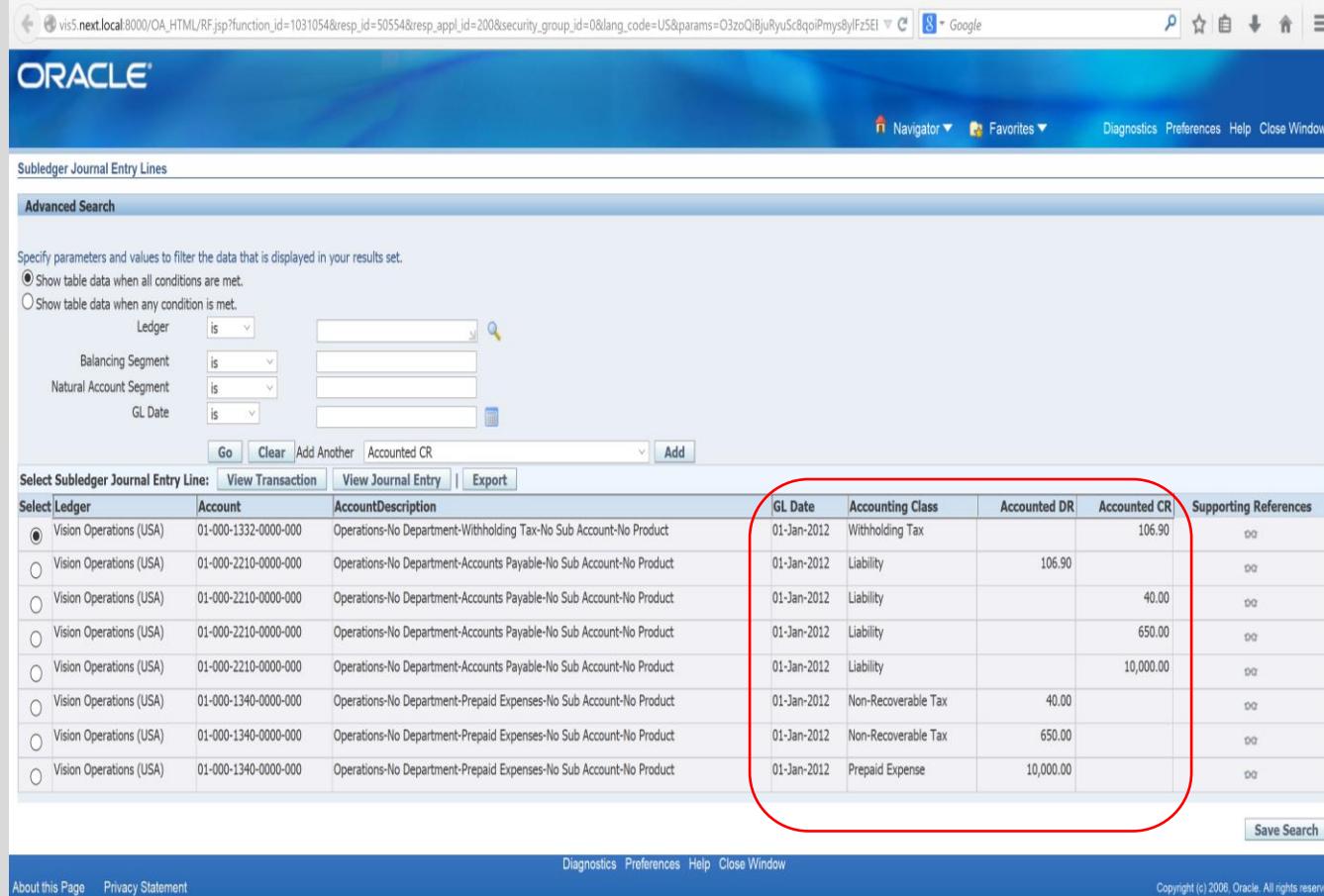
To view entries

Lines									
Export									
Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (USD)	Accounted CR (USD)	Supporting References
Show 1		01-000-4519-0000-000	Item Expense	USD	13,000.00		13,000.00		00
Show 2		01-000-2210-0000-000	Liability	USD	3,000.00		3,000.00		00
Show 3		01-000-4519-0000-000	Non-Recoverable Tax	USD	845.00		845.00		00
Show 4		01-000-2210-0000-000	Liability	USD	195.00		195.00		00
Show 5		01-000-2210-0000-000	Liability	USD	138.97		138.97		00
Show 6		01-000-4519-0000-000	Non-Recoverable Tax	USD	52.00		52.00		00
Show 7		01-000-2210-0000-000	Liability	USD	12.00		12.00		00
Show 8		01-000-2210-0000-000	Liability	USD		13,000.00		13,000.00	00
Show 9		01-000-4520-0000-000	Item Expense	USD		3,000.00		3,000.00	00
Show 10		01-000-2210-0000-000	Liability	USD		845.00		845.00	00

3- Prepayment invoice

Prepaid Expenses
Tax
Liability
Withholding Tax

To view entries

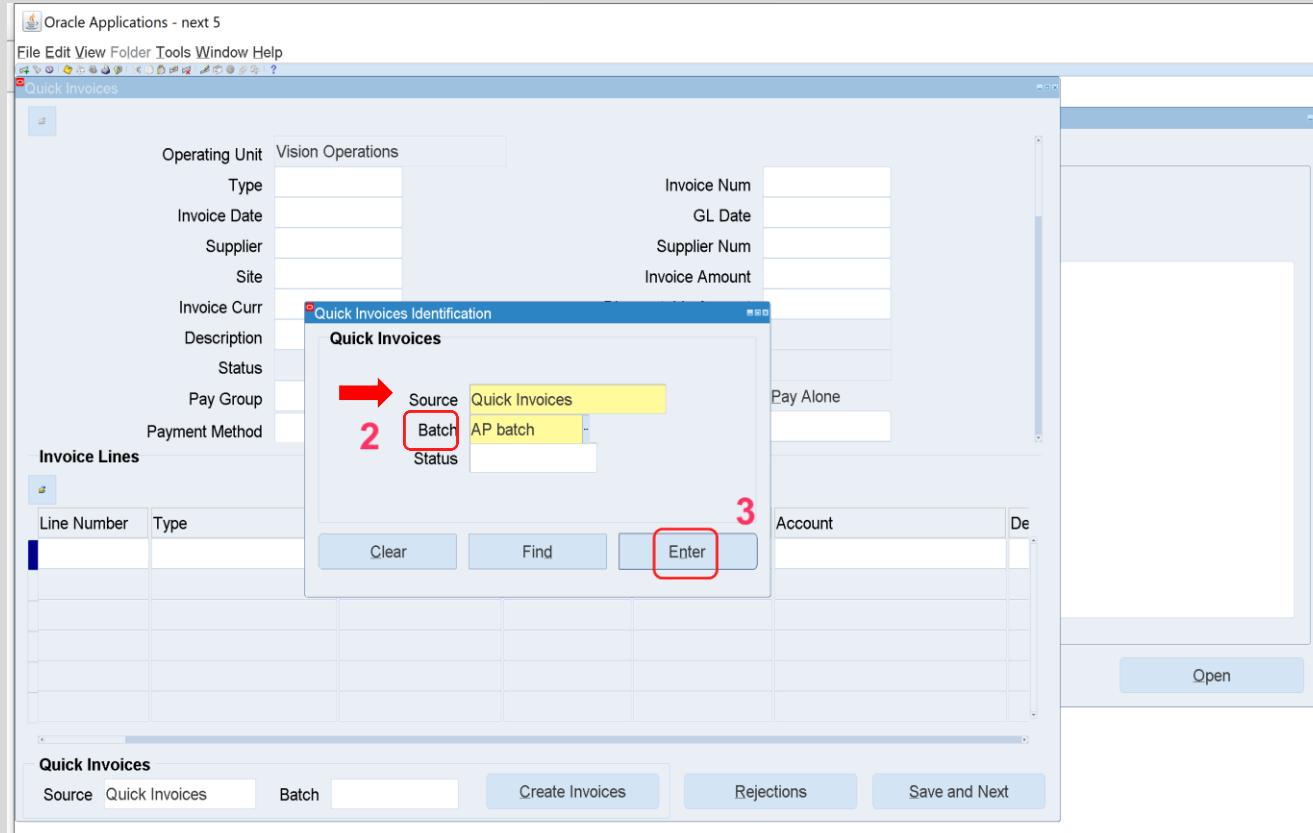


The screenshot shows the Oracle Subledger Journal Entry Lines search interface. The search criteria are set to show table data when all conditions are met. The search results table has columns: Select Ledger, Account, AccountDescription, GL Date, Accounting Class, Accounted DR, Accounted CR, and Supporting References. A red circle highlights the GL Date column header. The table data is as follows:

Select Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
(radio) Vision Operations (USA)	01-000-1332-0000-000	Operations-No Department-Withholding Tax-No Sub Account-No Product	01-Jan-2012	Withholding Tax		106.90	00
(radio) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability		106.90	00
(radio) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability		40.00	00
(radio) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability		650.00	00
(radio) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability		10,000.00	00
(radio) Vision Operations (USA)	01-000-1340-0000-000	Operations-No Department-Prepaid Expenses-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax		40.00	00
(radio) Vision Operations (USA)	01-000-1340-0000-000	Operations-No Department-Prepaid Expenses-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax		650.00	00
(radio) Vision Operations (USA)	01-000-1340-0000-000	Operations-No Department-Prepaid Expenses-No Sub Account-No Product	01-Jan-2012	Prepaid Expense		10,000.00	00

4- Quick invoice

- Invoices
- Entry
- Quick Invoice



5- Credit Memo Using Quick invoice

To view Request

To view Entries

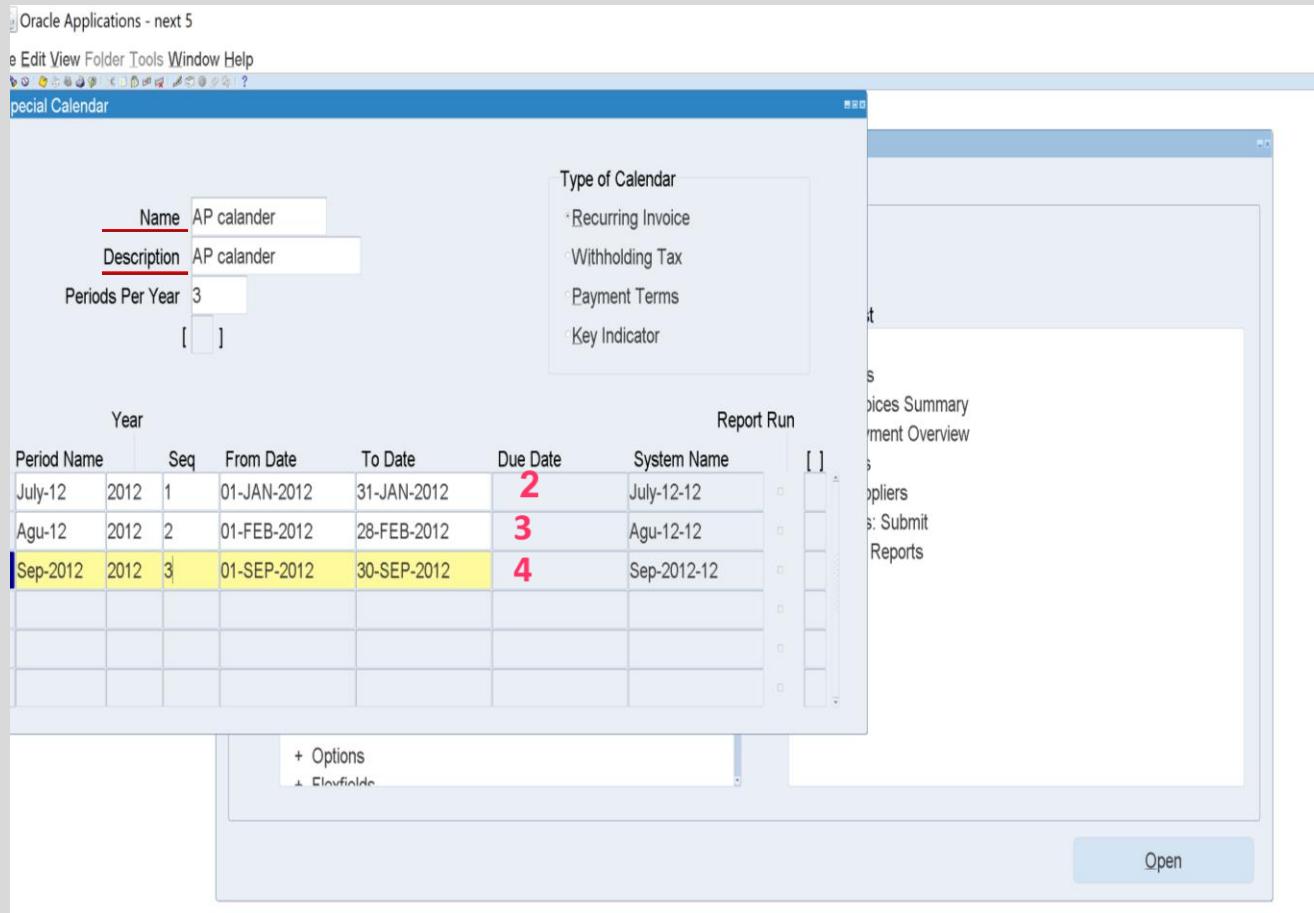
The screenshot shows the Oracle Subledger Journal Entry Lines interface. At the top, there is an 'Advanced Search' section with dropdowns for Ledger, Balancing Segment, Natural Account Segment, and GL Date, each followed by an 'is' operator and a text input field. Below this is a search bar with 'Go', 'Clear', 'Add Another', 'Accounted CR', and 'Add' buttons. The main area displays a grid of journal entries. The columns are: Select Ledger, Account, AccountDescription, GL Date, Accounting Class, Accounted DR, Accounted CR, and Supporting References. The first few entries are circled in red:

Select Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
(●) Vision Operations (USA)	01-000-1332-0000-000	Operations-No Department-Withholding Tax-No Sub Account-No Product	01-Jan-2012	Withholding Tax	106.90		00
(○) Vision Operations (USA)	01-000-4519-0000-000	Operations-No Department-NSF Fee-No Sub Account-No Product	01-Jan-2012	Item Expense		5,000.00	00
(○) Vision Operations (USA)	01-000-4520-0000-000	Operations-No Department-Processing Fee-No Sub Account-No Product	01-Jan-2012	Item Expense		5,000.00	00
(○) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability		106.90	00
(○) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability		40.00	00
(○) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability		650.00	00
(○) Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability		10,000.00	00
(○) Vision Operations (USA)	01-000-4519-0000-000	Operations-No Department-NSF Fee-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax		20.00	00
(○) Vision Operations (USA)	01-000-4519-0000-000	Operations-No Department-NSF Fee-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax		325.00	00
(○) Vision Operations (USA)	01-000-4520-0000-000	Operations-No Department-Processing Fee-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax		20.00	00

Liability
Withholding Tax
Expenses
Tax

Special Calander

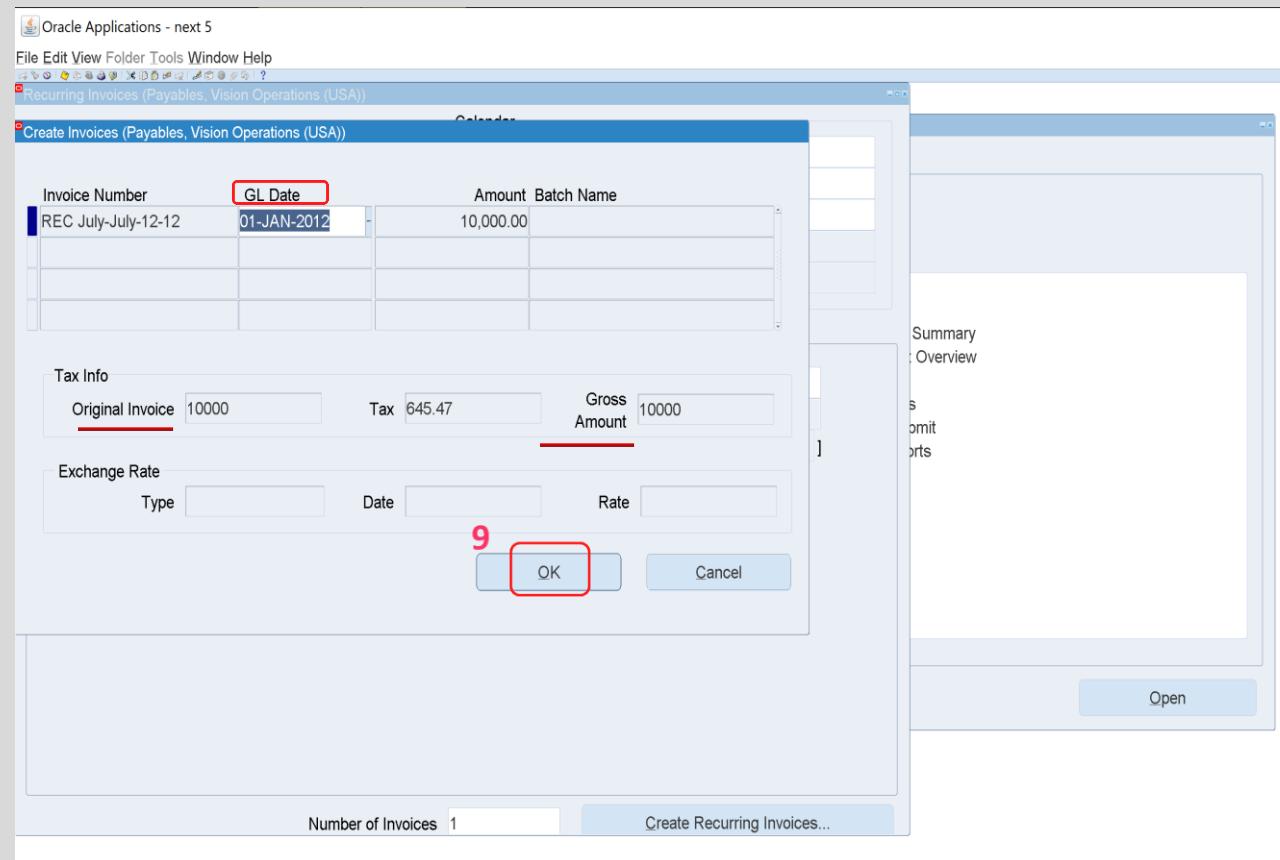
- Setup
- Accounting
- Special Calander



The year divided into three accounting periods

Recurring Invoice

- Invoices
- Entry
- Recurring Invoice

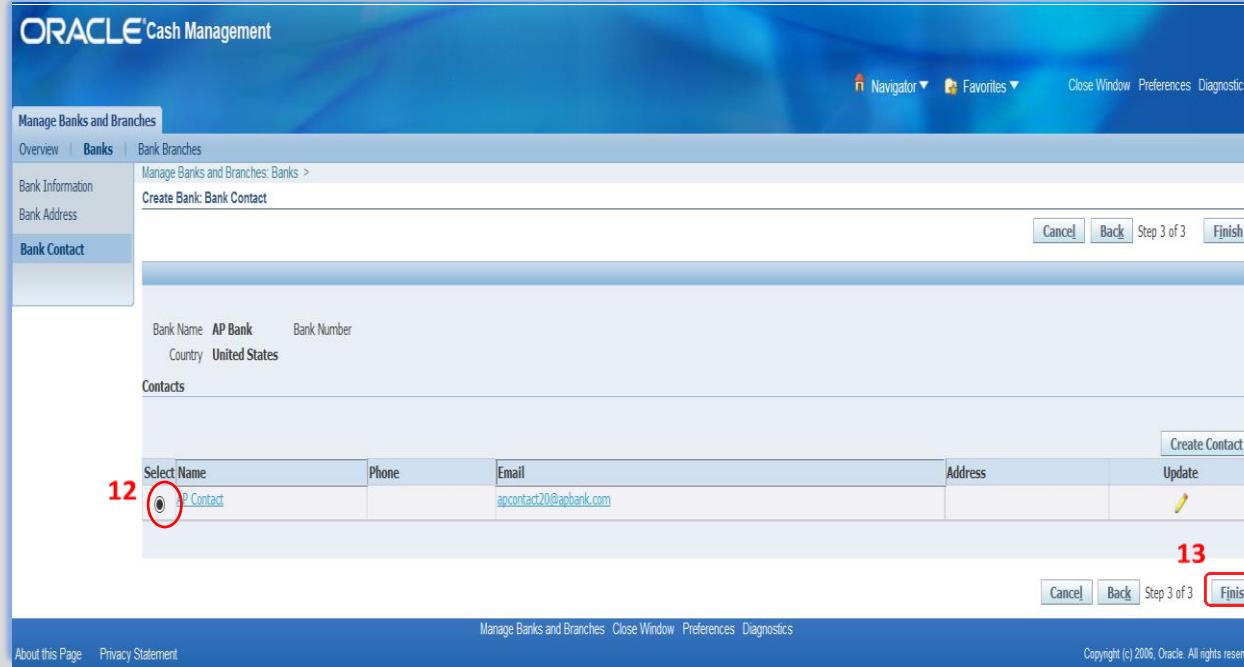


03 Payment

1. Create Bank Account

1. Create Bank

- Setup
- Payment
- Banks and bank branches

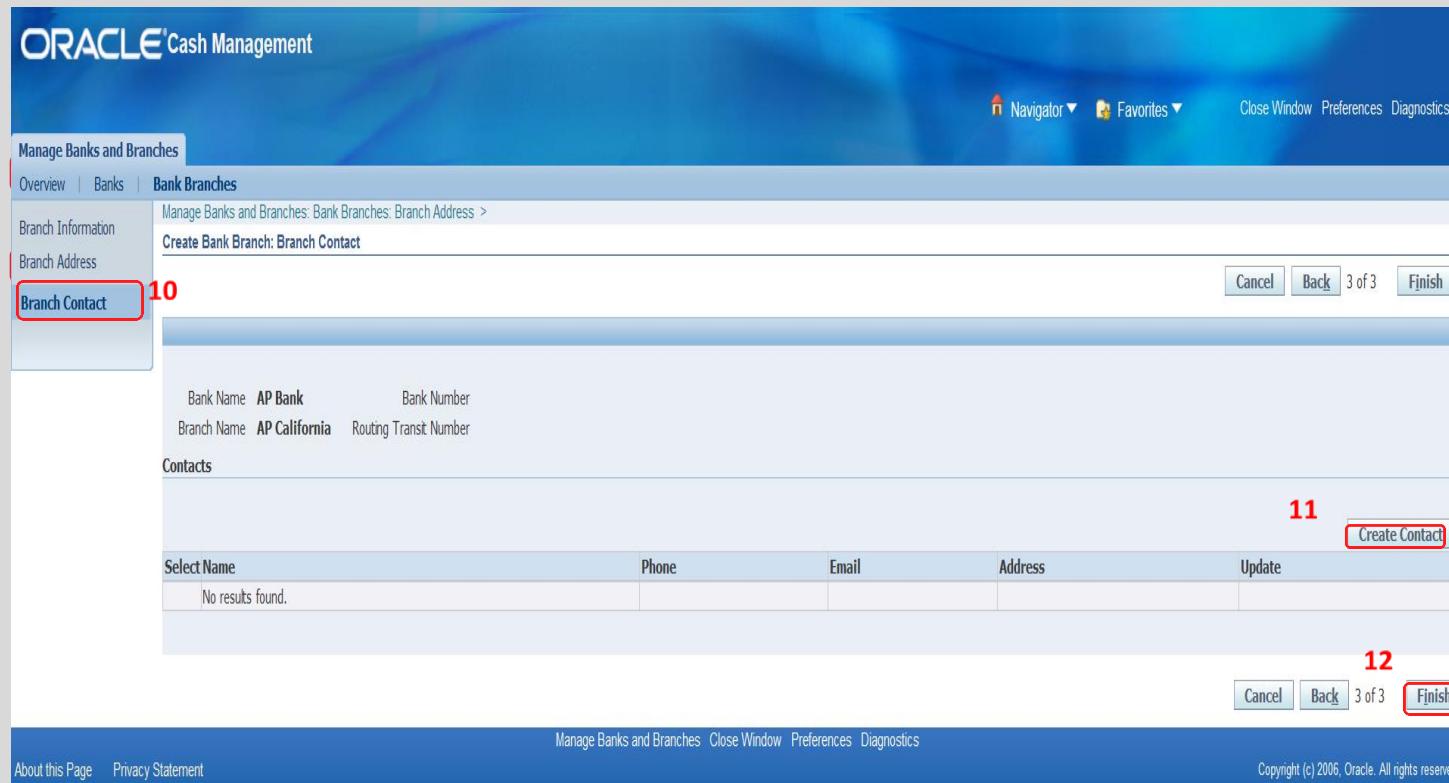


if you want to add bank address



and then if you have a bank contact and want to add it

Create bank branch



if you have a contact add want to add it

Create bank Account

- Setup
- Payment
- Bank Account

ORACLE Cash Management

Manage Bank Accounts > Create Bank Account: Account Access

Bank Name AP Bank Branch Name AP California
Account Number 123456789 Country United States

Click Add Organization Access to grant access to an organization.

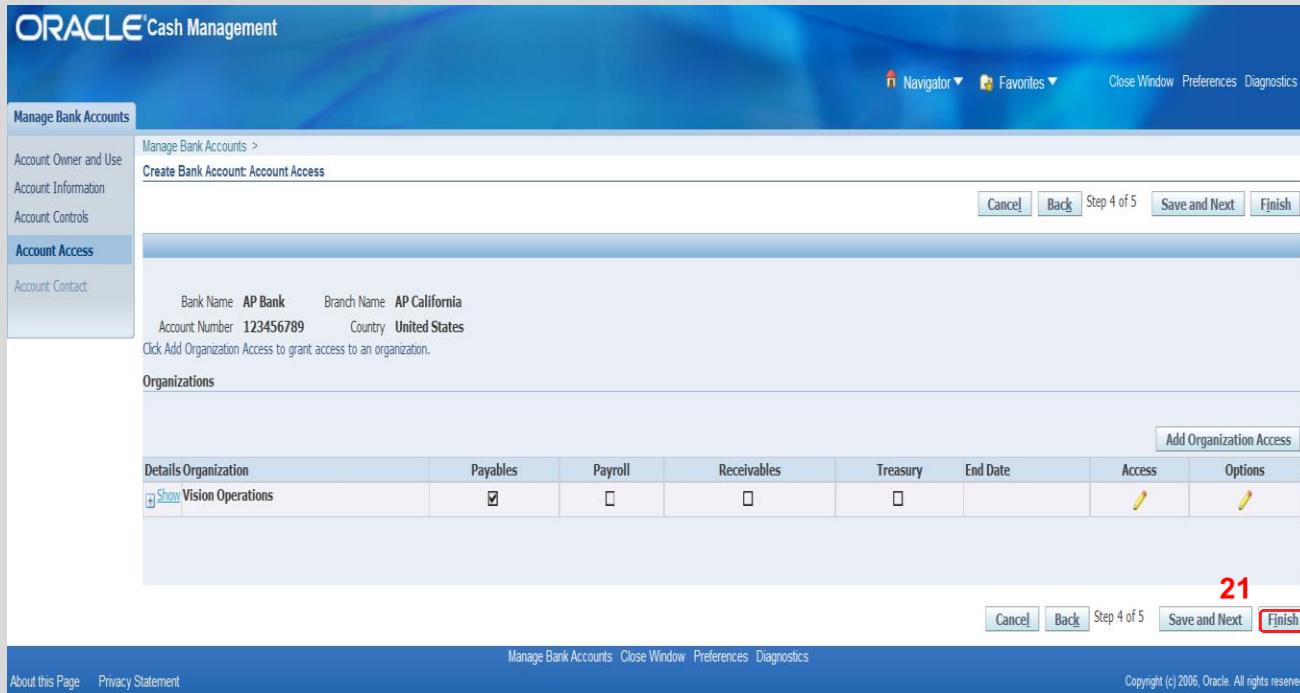
Organizations

Details Organization	Payables	Payroll	Receivables	Treasury	End Date	Access	Options
Show Vision Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

21

Cancel Back Step 4 of 5 Save and Next **Finish**

About this Page Privacy Statement Manage Bank Accounts Close Window Preferences Diagnostics Copyright (c) 2006, Oracle. All rights reserved.



To add payment documents

The screenshot shows the Oracle Manage Bank Accounts interface for creating a payment document. The window title is "Create Payment Document". The top navigation bar includes "Manage Bank Accounts", "Payment Documents", and "Create Payment Document". The main form fields are:

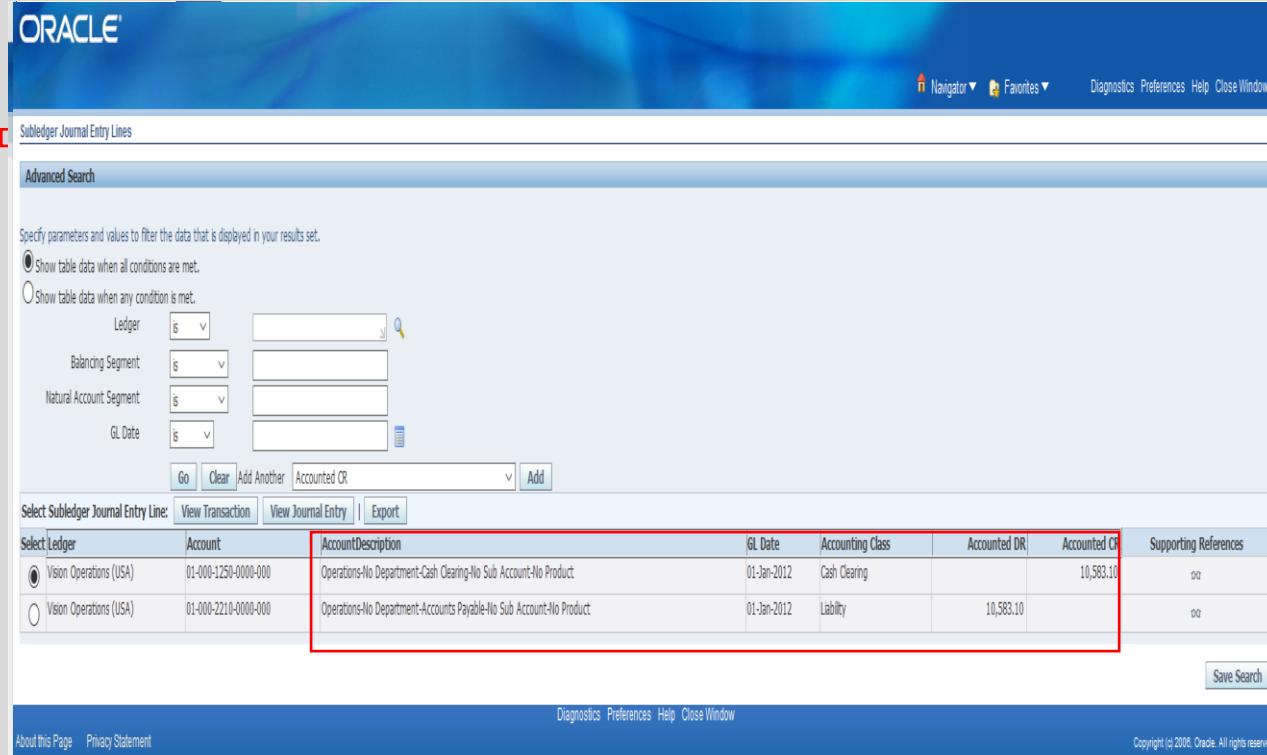
- Bank Information:** Bank Name: AP Bank, Branch Name: AP California, Country: United States.
- Account Information:** Account Name: AP Current, Account Number: 123456789, Currency: US dollar.
- Document Information:** Name: AP Check, Paper Stock Type: Blank Stock, Attached Remittance Stub: unchecked. Fields for Number of Lines per Remittance Stub, Number of Setup Documents, Format (Standard Check Format), and Payment Document Category are also present.
- Document Numbers:** First Available Document Number: 001, Last Available Document Number: 025.
- Checkbooks:** A section with a checkbox labeled "Checkbooks".
- Additional Information:** Context Value dropdown.

A red number "3" is overlaid near the bottom right corner of the window, and the "Apply" button is highlighted with a red border.

To pay invoices

- Payments
 - Entry
 - Payment
-
- To view journals
 - Tools
 - Accounting View

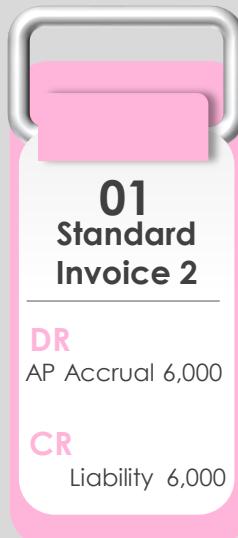
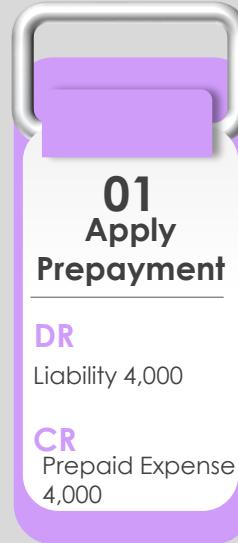
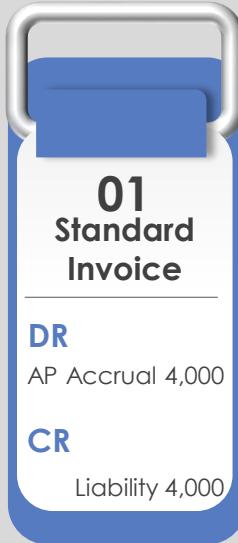
Accounting Class	DR	CR
Liability	10,583.10	
Cash Clearing		10,583.10



The screenshot shows the Oracle Subledger Journal Entry Lines interface. At the top, there's an 'Advanced Search' section with fields for Ledger, Balancing Segment, Natural Account Segment, and GL Date. Below this is a table titled 'Select Subledger Journal Entry Line' with columns: Select Ledger, Account, AccountDescription, GL Date, Accounting Class, Accounted DR, Accounted CR, and Supporting References. Two rows are listed: one for 'Vision Operations (USA)' with account 01-000-1250-0000-000 and another for 'Vision Operations (USA)' with account 01-000-2210-0000-000. The last two columns, 'Accounted DR' and 'Accounted CR', are highlighted with a red box. At the bottom of the page, there are links for 'About this Page', 'Privacy Statement', 'Diagnostics', 'Preferences', 'Help', 'Close Window', and copyright information.

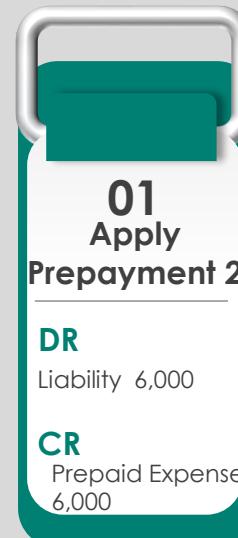
Select Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/> Vision Operations (USA)	01-000-1250-0000-000	Operations-No Department-Cash Clearing-No Sub Account-No Product	01-Jan-2012	Cash Clearing		10,583.10	oo
<input type="radio"/> Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability	10,583.10		oo

Prepayment Cycle



If all of this Payment done by mistake
you can reverse all of this

- Cancel the invoice
- Void the payment



Paying Prepayment Invoice

To View entries

To View entries

To View entries

The screenshot shows the Oracle Subledger Journal Entry Lines interface. At the top, there is an 'Advanced Search' section with dropdown menus for Ledger, Balancing Segment, Natural Account Segment, and GL Date. Below the search section is a table header with columns: Select Ledger, Account, AccountDescription, GL Date, Accounting Class, Accounted DR, Accounted CR, and Supporting References. The table contains three rows of data. The third row, which corresponds to the last row of the previous table, is highlighted with a red box. This row shows a GL Date of 31-Jan-2012, an Accounting Class of Prepaid Expense, and Accounted DR and CR amounts of 10,690.00.

Select Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
Vision Operations (USA)	01-000-4520-0000-000	Operations-No Department-Processing Fee-No Sub Account-No Product	01-Jan-2012	Non-Recoverable Tax	487.50		00
Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	31-Jan-2012	Liability	10,690.00		00
Vision Operations (USA)	01-000-1340-0000-000	Operations-No Department-Prepaid Expenses-No Sub Account-No Product	31-Jan-2012	Prepaid Expense		10,690.00	00

Prepaid Exp
Tax

Liability
Withholding Tax

Liability
Cash Clearing

Expense
Tax
Liability
Withholding Tax

Tax
Liability
Prepaid Exp

04 Clearing

- Bank statements
- Manual clearing
- clear transactions

Payment disappeared

Payments

Entry

Payments

Search for the Payment :
(Number of payment is (6)

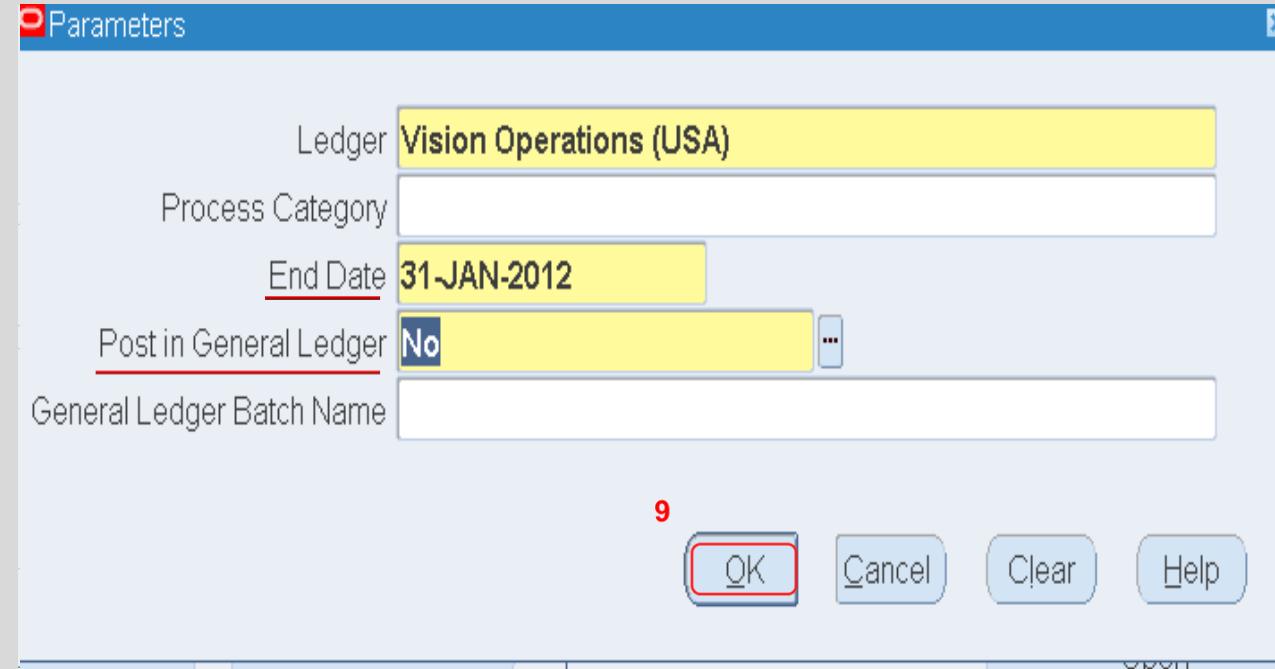
Select Ledger	Account	Account Description	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/> Vision Operations (USA)	01-000-1250-0000-000	Operations-No Department-Cash Clearing-No Sub Account-No Product	01-Jan-2012	Cash Clearing		10,583.10	oo
<input type="radio"/> Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-Jan-2012	Liability	10,583.10		oo
<input type="radio"/> Vision Operations (USA)	01-000-1110-0000-000	Operations-No Department-Cash-No Sub Account-No Product	01-Jan-2012	Cash		10,583.10	oo
<input type="radio"/> Vision Operations (USA)	01-000-1250-0000-000	Operations-No Department-Cash Clearing-No Sub Account-No Product	01-Jan-2012	Cash Clearing		10,583.10	oo

Liability
Cash

1- Create Accounting

- View
- Requests
- Submit a new request

Set up your Parameters



Transfer Journal Entries to GL

Set up your Parameters

Submit

Subledger Period Close Exceptions Report

Set up your Parameters

Period Close Exceptions Report
(XML)

Set up your Parameters

Submit

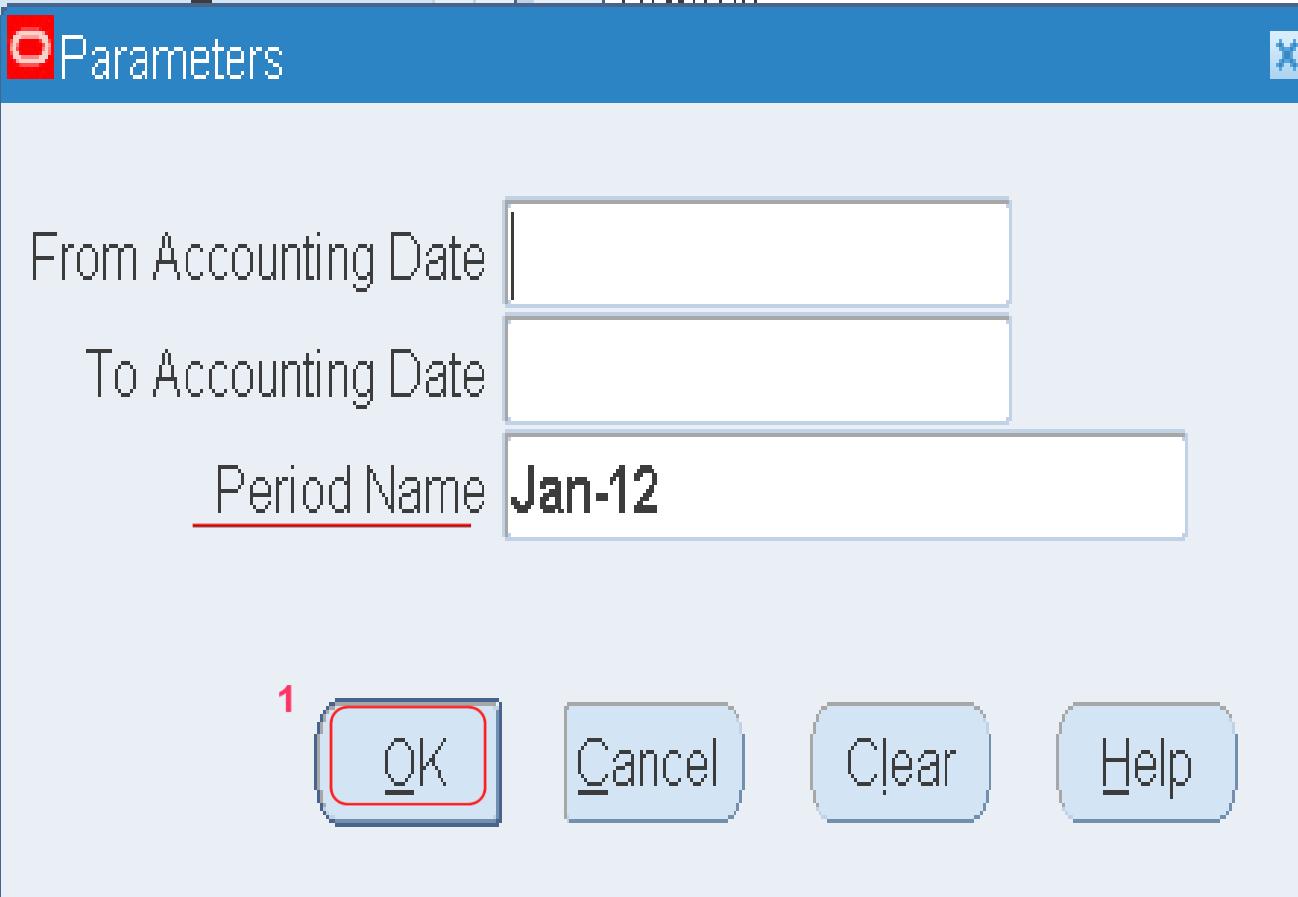
Parameters

From Accounting Date

To Accounting Date

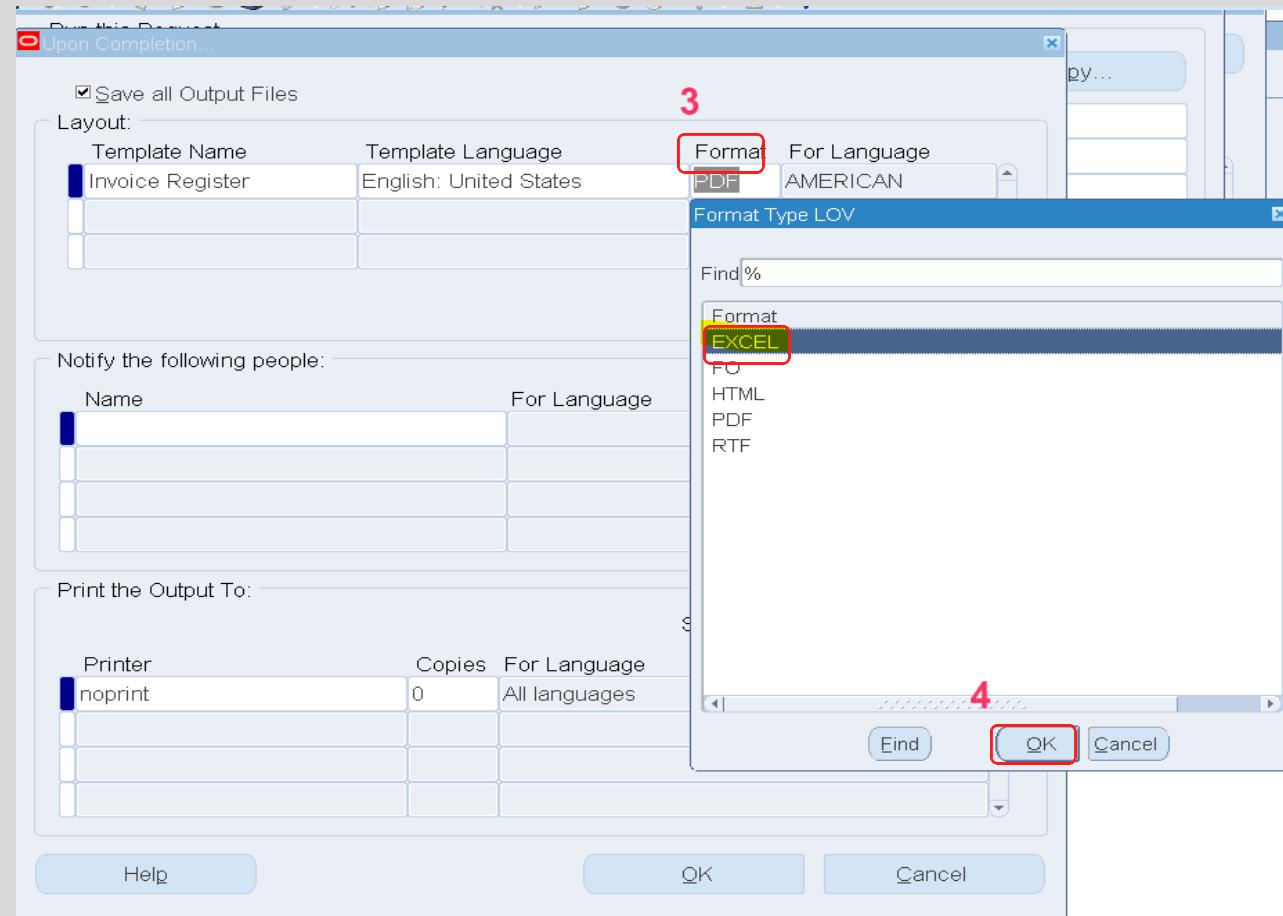
Period Name **Jan-12**

1 **OK** Cancel Clear Help



Invoice Register

Set up your Parameters



Invoice Validation

Submit

Invoice History

Set up your Parameters

Submit

Parameters

Supplier Name	AP Supplier
Supplier Site	CALIFORNIA,USA
Prepayments Only	<input type="checkbox"/>
Invoice Number From	
Invoice Number To	
Sequence Name	
Voucher Number From	
Voucher Number To	
From Invoice Date	
To Invoice Date	

2

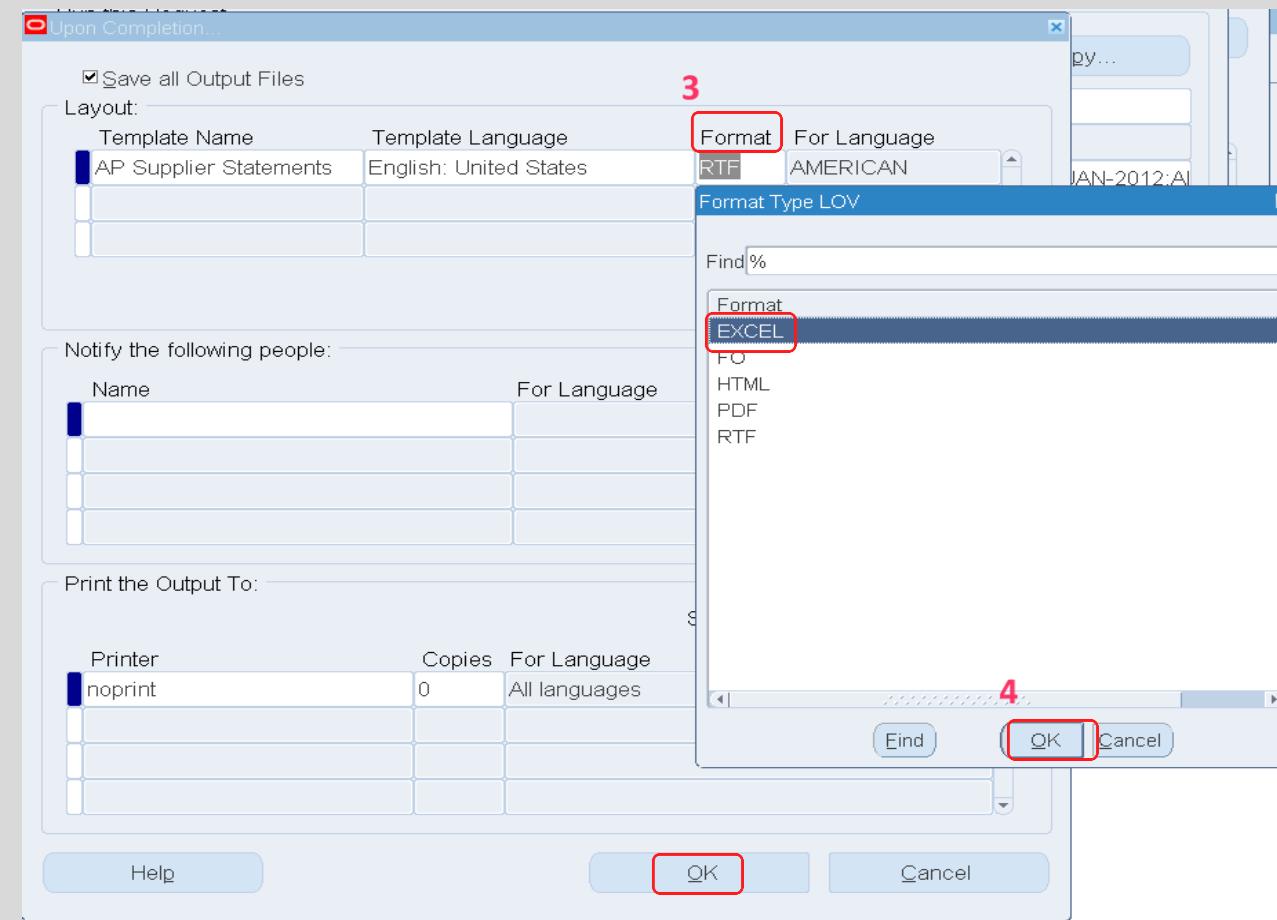
OK Cancel Clear Help

Supplier Statement

Set up your Parameters

To setup the Format

Submit



Supplier Payment History

Set up your Parameters

Parameters

Supplier Type (skip for All)	
Supplier Name (skip for All)	
Start Payment Date	01-JAN-2012
End Payment Date	31-JAN-2012
Invoice Detail	No
Order By Option	Payment Date

1

Invoice Aging Report

CTRL+L

View – Requests

Submit a new request

Set up your Parameters

Submit

View – Requests – Find

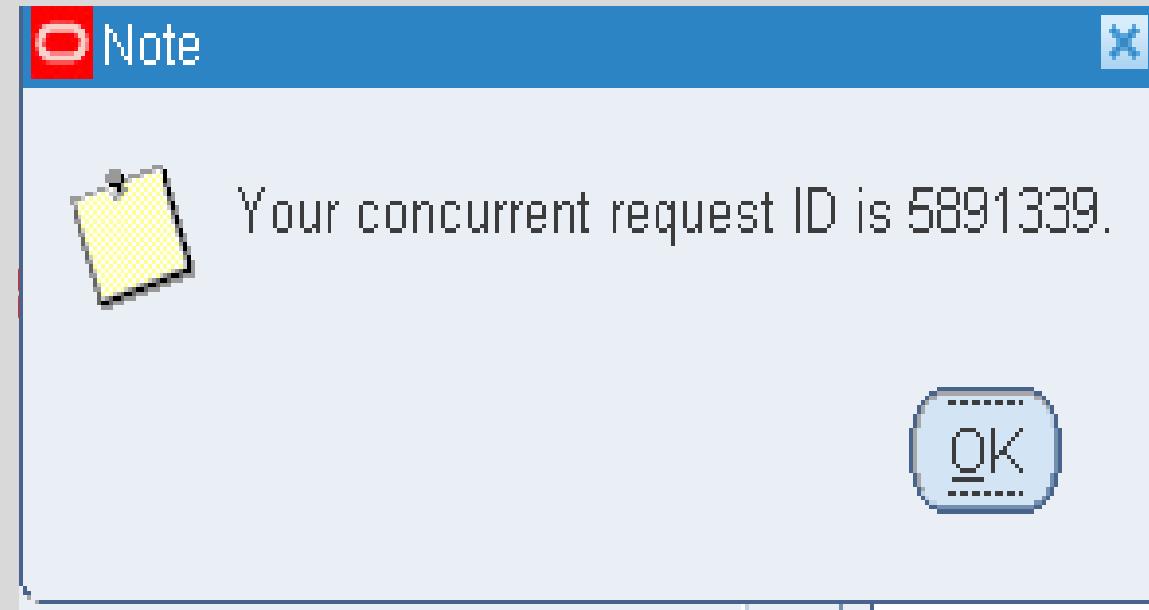
Report, View Output

Supplier Number	Trading Partner	Amount Remaining	Current	1 to 30 days	31 to 60 days	61 to 90 days
			0\$	0\$	0\$	0\$
1013	Advanced Network Devices	1,484,617.22	0.00	0.00	0.00	0.00
1013	Advanced Network Devices	89,334,939.18	0.00	0.00	0.00	0.00
1010	Advantage Corp	10,448,478.10	0.00	0.00	0.00	0.00
2007	Allied Manufacturing	160,306.58	0.00	0.00	0.00	0.00
2007	Allied Manufacturing	1,532,888.45	0.00	0.00	0.00	0.00
1005	American Telephone and Telegraph	5,130.60	0.00	0.00	0.00	0.00
1005	American Telephone and Telegraph	856,326.86	0.00	0.00	0.00	0.00
15	AP Supplier	19,416.90	0.00	0.00	0.00	0.00

06 General Ledger

1- Create Journals Entry, Post and Reverse Journal with 2 Ways.

- Journal
- Enter



Reverse Journals

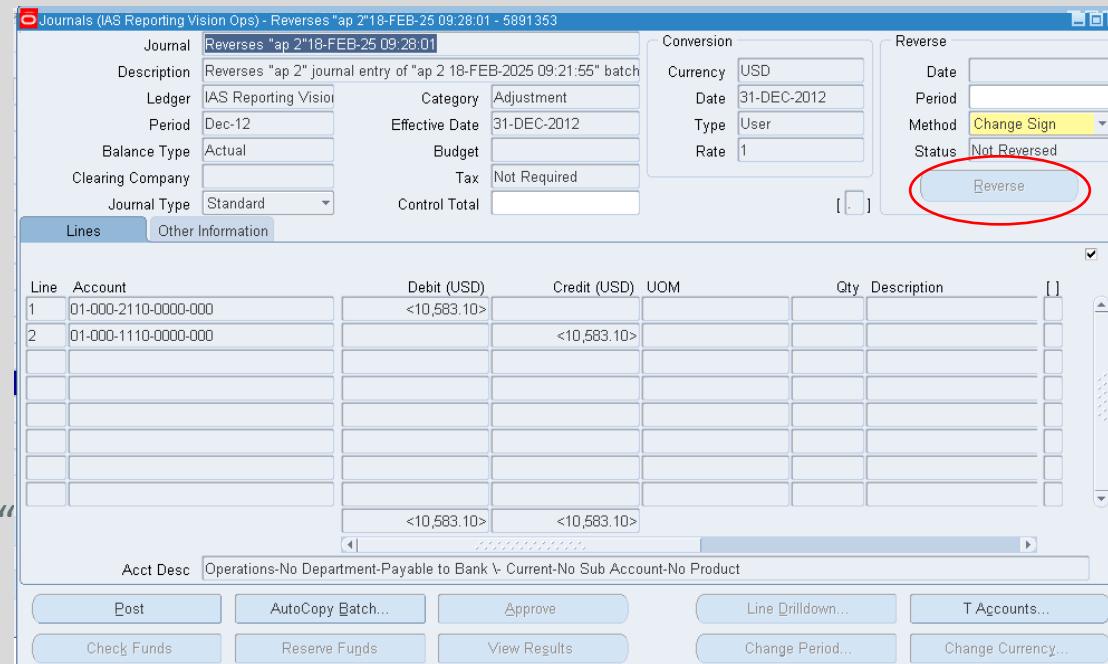
- 1-Switch (Dr/Cr)

the journal status is “unposted” so click on post to make it post

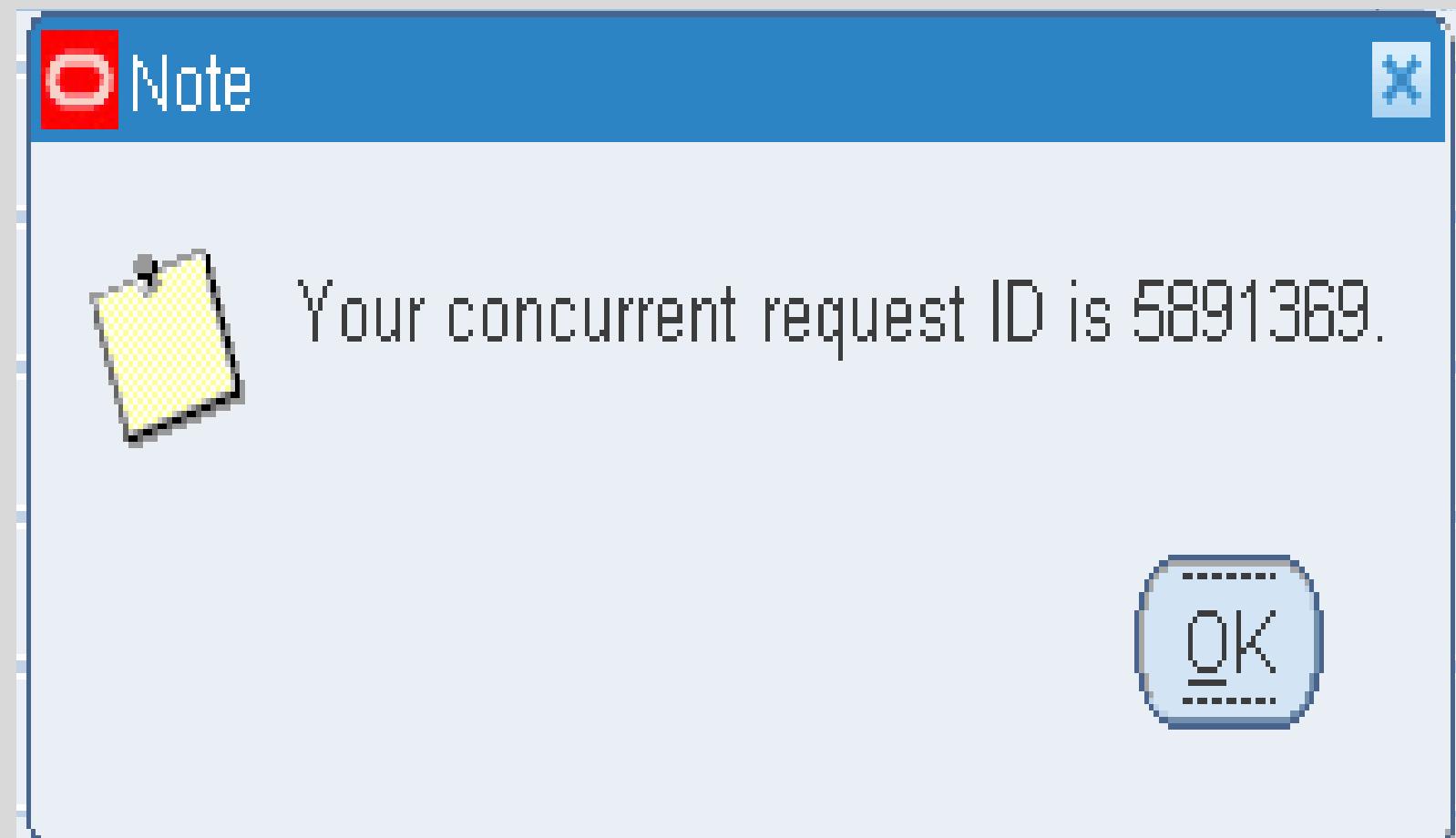
- 2- “Change Sign <>”

Same steps
but the difference is click on “Change Sign”

Inactive Icon



Auto Copy entry



Recurring Journal

- 1
 - Journal
 - Define
 - Recurring
-
- 2

Enter Journals (IAS Reporting Vision Ops)

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Unposted	Recurring	Addition	Jan-13	AP Recurring.: 14-FE	AP Recurring.: 14-FE	USD	10,000.00	0.00
Unposted	Recurring	Addition	Adj-12	AP Recurring1: 14-FE	AP Recurring1: 14-FE	USD	0.00	0.00
Unposted	Recurring	Addition	Oct-12	AP Recurring2: 14-FE	AP Recurring2: 14-FE	USD	0.00	0.00
Unposted	Recurring	Addition	Dec-12	AP Recurring: 14-FEE	AP Recurring: 14-FEB	USD	0.00	40,000.00
Unposted	Recurring	Addition	May-12	AP . 4: 18-FEB-25 10:5	AP . 4: 18-FEB-25 10:5	USD	5,000.00	5,000.00
Unposted	Manual	Adjustment	Dec-12	AP . 2 18-FEB-2025 0	AP . 2	USD	10,583.10	10,583.10
Posted	Manual	Adjustment	Dec-12	AP 1 18-FEB-2025 00	AP 1	USD	10,583.10	10,583.10
Posted	Manual	Adjustment	Dec-12	AP 2 18-FEB-2025 08	AP 2	USD	10,583.10	10,583.10
Posted	Manual	Adjustment	Dec-12	AP.2 18-FEB-2025 08	AP.2	USD	10,583.10	10,583.10
Unposted	Recurring	Addition	Sep-12	AP: 18-FEB-25 11:01:	AP: 18-FEB-25 11:01:	USD	5,000.00	5,000.00
Posted	Assets	Addition	Jul-04	Assets Addition OPS	Addition	USD	310,000.00	310,000.00
Posted	Assets	Addition	Jun-04	Assets Addition OPS	Addition	USD	2,171,308.00	2,171,308.00
Posted	Assets	Addition	May-04	Assets Addition OPS	Addition	USD	73,500.00	73,500.00
Posted	Assets	Depreciation	Jul-04	Assets Depreciation C	Depreciation	USD	554,153.98	554,153.98
Posted	Assets	Depreciation	Jun-04	Assets Depreciation C	Depreciation	USD	561,398.76	561,398.76
Posted	Assets	Depreciation	May-04	Assets Depreciation C	Depreciation	USD	544,512.88	544,512.88

7

Post

Review Journal Review Batch Post Reverse Batch Regquery

New Journal New Batch Tax Batch Approve AutoCopy...

Define Daily rate and Create Journal with foreign Currency.

- Setup
- Currencies
- Daily

9

Journals (IAS Reporting Vision Ops) - Manual 2948199 18-FEB-2025 11:31:22

Journal	Manual 4700169 18-FEB-2025 11:31:23
Description	
Ledger	IAS Reporting Vision
Period	Dec-12
Balance Type	Actual
Clearing Company	
Journal Type	Standard
Category	Adjustment
Effective Date	31-DEC-2012
Budget	
Tax	Not Required
Control Total	

Conversion

Currency	INR
Date	18-FEB-2025
Type	Corporate
Rate	.012

Reverse

Date	
Period	
Method	Switch Dr/Cr
Status	Not Reversed

Reverse

Lines Other Information

Entered Account Accounted

Line	Account	Debit (INR)	Credit (INR)	Debit (USD)	Credit (USD)	UOM
1	01-000-2210-0000-000	881,925.00		10,583.10		
2	01-000-1110-0000-000		881,925.00		10,583.10	
		881,925.00	881,925.00	10,583.10	10,583.10	

10 Acct Desc Operations-No Department-Cash-No Sub Account-No Product

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...
Check Funds Reserve Funds View Results Change Period... Change Currency...

Thank You
Do You Have Any Q

Payment Terms

- Refer to the conditions agreed upon between a buyer and a supplier regarding when and how payments should be made for goods or services. These terms specify the due date, any discounts for early payment, late payment penalties, and the accepted payment methods.
- Common Payment Terms Examples:
- Net 30: Payment is due within 30 days of the invoice date.
- Due on Receipt: Payment is required immediately upon receiving the invoice.
- Payment terms help manage cash flow, set clear expectations, and ensure smooth financial transactions between businesses.



Distribution Set

- is a predefined template that automatically allocates invoice amounts across multiple accounting distributions. It helps streamline the invoice entry process by ensuring consistent and accurate financial postings.
- **Types of Distribution Sets:**
- **Full Distribution Set:** Automatically assigns specific amounts or percentages to accounts.
- **Skeleton Distribution Set:** Provides account coding without pre-assigned amounts, allowing flexibility to enter values manually.



Withholding Tax Code

Is a predefined code that determines the tax percentage or amount that must be deducted from supplier payments before processing. It ensures compliance with tax regulations by automatically calculating and applying withholding tax.



Withholding Tax Group

Is a collection of multiple Withholding Tax Codes applied together to a supplier or transaction. It allows businesses to apply multiple tax rates at the same time, simplifying tax deduction and compliance.



Why Do We Create Suppliers?

- We create suppliers in Oracle to keep track of who we're buying from. This makes it easy to manage payments, invoices, and contact details.
- Even if you're not familiar with accounting, think of it like saving a contact in your phone, you need the supplier's info to send them payments and manage your business relationship.



Special Calendar

- Is a user-defined calendar used for specific financial processes, such as recurring invoices, withholding tax, or depreciation schedules. It allows businesses to define custom periods that may differ from the standard accounting calendar.
- Why Use a Special Calendar?
- Manages recurring transactions (e.g., rent, subscriptions).
- Aligns tax reporting periods with government requirements.
- Provides flexibility for non-standard financial operations.



Recurring Invoice

- Is an invoice that is automatically generated at regular intervals for expenses that occur repeatedly, such as rent, subscriptions, or utility bills. Instead of manually entering the same invoice every period, Oracle allows businesses to set up a recurring schedule.



Why Do We Create a Bank in Oracle?

- **We create bank accounts in Oracle so we can process payments to suppliers efficiently. It's like linking your bank account to an online shopping site, you need it to transfer money securely and track transactions.**



04 Clearing

- a report showing only the transactions that have been fully processed and finalized, with no pending items.



05 Closing

- A Set of financial statements and analyses generated during the period-end closing process.
- These reports summarize and provide detailed insights into the account payable activities for a specific period, ensuring that all transactions have been accounted for and reconciled.



Create Accounting

Create Accounting is an essential report that provides a detailed summary of the journal entries created during the accounting process for transactions recorded in the Accounts Payable (AP) module. It is typically run after the completion of transactions and before posting to the General Ledger (GL) to ensure the proper recording of financial data.



Transfer Journal Entries to GL

is a report generated during the process of transferring accounting entries from the subledger (such as Accounts Payable) to the General Ledger (GL). This report provides details about the journal entries that have been successfully transferred or are pending transfer to the GL, ensuring that the financial data is accurately reflected in the General Ledger.



Subledger Period Close Exceptions Report

Is a report generated during the period-end closing process in the subledger modules (such as Accounts Payable, Accounts Receivable, and others). It identifies any discrepancies, errors, or issues that prevent the subledger from closing successfully, ensuring that all transactions are properly accounted for before transferring them to the General Ledger (GL).



Period Close Exceptions Report (XML)

is an electronic version of the Subledger Period Close Exceptions Report. It provides the same information about discrepancies or errors that prevent the subledger from closing successfully but in an XML format, which is useful for automated processing, integrations, and external reporting purposes.



Invoice Register

Is a standard report in Oracle Financials R12 Accounts Payable (AP) that provides a detailed listing of all invoices entered into the system within a specified period. This report helps businesses track, review, and reconcile invoices before financial closing and reporting.



Invoice Validation

Is a process in Oracle R12 Accounts Payable (AP) that ensures all invoices entered into the system meet predefined accounting and business rules before they are approved for payment. This process checks for errors, inconsistencies, and missing information to prevent incorrect payments and maintain financial accuracy.



Invoice History Report

- Provides a detailed audit trail of all activities and changes related to invoices within a specified period. It helps track the lifecycle of an invoice, including creation, approvals, modifications, holds, and payments.



Supplier Statement

A detailed summary of transactions between a company and a supplier within a specific period. It helps track outstanding balances, payments made, and pending invoices, ensuring reconciliation between the supplier's records and the company's financial records. This report is critical for finance teams and accounts payable departments to maintain transparency, avoid payment delays, and strengthen supplier relationships.



Supplier Payment History

provides a detailed record of all payments made to a supplier over a specific period. It helps businesses track payment transactions, reconcile supplier accounts, and ensure that all invoices have been settled correctly



Invoice Aging Report

provides a detailed analysis of outstanding supplier invoices by categorizing them based on their due dates. This report helps businesses track overdue invoices, prioritize payments, and manage cash flow effectively.



General Ledger

- **Create Journals Entry, Post and Reverse Journal with 2 Ways.**
- **Create Auto Copy Batch.**
- **Create Recurring Journal.**
- **Define Daily rate and Create Journal with foreign Currency.**



Reverse Journal

- means creating an opposite (negative) entry to nullify a previously recorded transaction. This is commonly used for adjustments, accruals, and error corrections. Oracle allows two types of journal reversals:
- **Switch Dr/Cr (Switch Debit & Credit)**
- **How it works:** This method swaps the debits and credits in the journal entry.
- **Change Sign**
- **How it works:** This method simply negates the original amounts, keeping debits as debits and credits as credits but changing their values to negative.



Auto Copy Batch

- Is a feature in Oracle that allows users to duplicate a group of journal entries or transactions from a previous period and apply them to a new period. This is useful for repetitive financial entries, such as monthly expenses, payroll, or accruals.



Recurring Journal

- Is a journal entry that is automatically generated periodically (e.g., monthly, quarterly) for repeated financial transactions. Instead of manually entering the same journal each period, Oracle allows users to set up Recurring Journals to save time and reduce errors.

