

Validating an Invoice

1. Purpose

1.1. To have a standard navigational instruction to Payable users of Oracle in validating an **Invoice**.

2. Scope

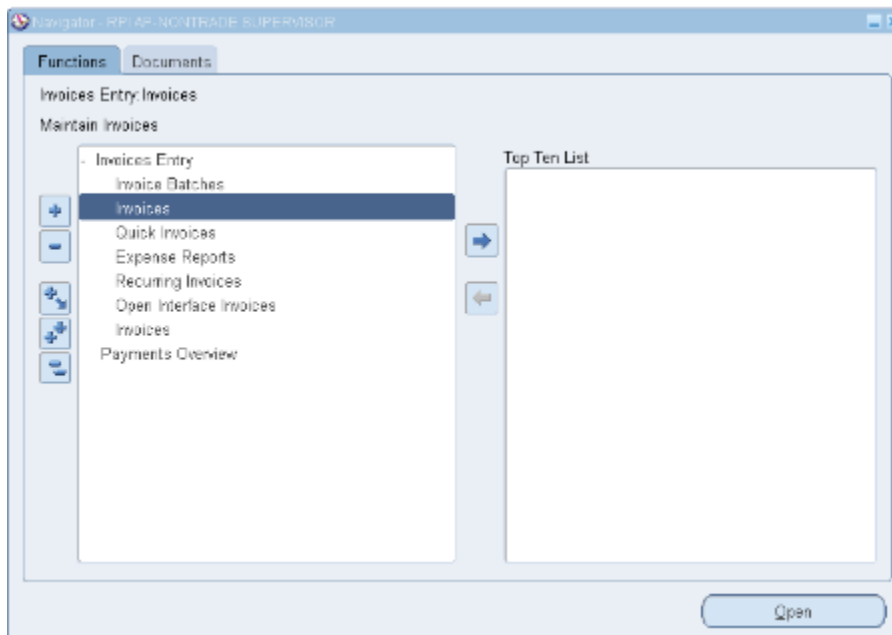
2.1. Payable Users of Oracle nationwide.

3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in validating an invoice.

4. Navigation Procedures

4.1. Navigate to **RPI AP-NONTRADE SUPERVISOR > Invoices Entry > Invoices**



4.2. Click search icon > supply the **Supplier number and Invoice number** or **Supplier number and voucher number** to find the invoice to be validated > click **FIND**.

Note: Before validation, notice that the status for Standard, Debit Memo and Expense Report Invoice Type are **Never Validated** while status for Prepayment Invoice Type is **Unvalidated**. After validation, the status shall be updated to **VALIDATED** and **UNPAID** respectively.

Search an Invoice thru Supplier number and Invoice number

Batch Control Total: Batch Actual Total:

AP

Operating Unit:

Rose Pharmacy

Trading Partner

Name: ROSE PHARMACY, INC. Supplier Number: 900018

Supplier Site: Taxpayer ID:

PO Num: PO Shipment:

Invoice

Number: SALARYLOAN-11152018 Items:

Type: Pay Group:

Amounts: Invoice Batch:

Dates: Currency:

Invoice Status

Status: Accounting:

Approval: Payment:

Voucher Audit

Category: Holds:

Name: Status:

Numbers: Name:

Reason:

Calculate Balance Owed... Clear New Find

Actions: 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Search an Invoice thru Supplier number and Voucher number

Batch Control Total: Batch Actual Total:

AP

Operating Unit:

Rose Pharmacy

Trading Partner

Name: ROSE PHARMACY, INC. Supplier Number: 900018

Supplier Site: Taxpayer ID:

PO Num: PO Shipment:

Invoice

Number: Items:

Type: Pay Group:

Amounts: Invoice Batch:

Dates: Currency:

Invoice Status

Status: Accounting:

Approval: Payment:

Voucher Audit

Category: Holds:

Name: Status:

Numbers: 101663214 - 101693214 Name:

Reason:

Calculate Balance Owed... Clear New Find

Actions: 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

4.3. Click to **actions** button > check **Validate** checkbox > click **OK** button

The screenshot shows the 'Batch Control Totals' window in SAP. The window is divided into several sections. On the left, there is a 'Batch Control Totals' section with a 'Batch Control Totals' button. Below it, there is a 'Document Category' section with a 'Document Category' button. In the center, there is a 'General' section with a 'Summary' button. On the right, there is a 'Batch Actual Totals' section with a 'Batch Actual Totals' button. The 'Validate' checkbox is checked, and the 'OK' button is highlighted. Red boxes and labels indicate the steps: '1st step' for the 'Actions... 1' button, '2nd step' for the 'Validate' checkbox, and '3rd step' for the 'OK' button.

Batch Control Totals

Document Category

General

Summary

Batch Actual Totals

Validate

OK

1st step

2nd step

3rd step

Date	GL Date	Invoice Num	Invo
16-NOV-2018	16-NOV-2018	SALARY LOAN-11162018	

Scheduled Payments

View Prepayment Applications

Status: Never Validated

Accounted: No

Approval: Not Required

Holds: 0

Scheduled Payment Holds: 0

Batch

Batch

All Distributions