Payables Invoice Import Parameters

Batch Name. Payables groups the invoices created from the expense reports you import and creates an invoice batch with the batch name you enter. You can enter a batch name only if you have enabled the Use Batch Control Payables option. Payables verifies that the batch name you enter is unique.

> **Suggestion:** A systematic naming convention for batches helps you to file your physical documents and quickly retrieve them later.

Summarize Report. Payables automatically prints two reports when you submit Payables Invoice Import: the Payables Invoice Import Report, and the Payables Invoice Import Exceptions Report. This option controls the level of detail on the Payables Invoice Import Report.

- **Yes.** Submit the Payables Invoice Import Report in summary. A summary report shows the total number and dollar amount of invoices created from expense reports, and the total number and dollar amount of advances applied to expense reports.
- **No.** Submit the Payables Invoice Import Report in detail. A detail report shows information about each of the expense reports from which Payables Invoice Import created invoices, as well as the total number and dollar amount of invoices. The detail report also shows all the advances you applied to each expense report.

Both versions of the Payables Invoice Import Report also list any exceptions Payables finds during an import.

Source. Enter the source of the expense reports. Payables automatically creates invoices from the source you enter.

- **Payables Expense Reports.** Expense reports entered in Oracle Payables or Oracle Web Employees. This corresponds to a value of XpenseXpress in the Source column in the Payables Invoice Import interface tables.
- **Oracle Projects.** Expense reports transferred from Oracle Projects to the Payables Invoice Import Interface tables. These may include expense reports originally entered in Oracle Personal Time and Expense.

GL Date: You can enter a GL Date only if the source you select is Payables Expense Report. The date you enter must be in an Open or Future period or Payables will not create invoices from the expense reports. If you import invoices from Oracle Projects, Payables uses the GL Date you entered in Projects.

For expense reports, the default GL Date Payables enters depends on the GL Date Payables option defined in the Payables Options window. If the GL Date Payables option is Invoice or Receipt-Invoice, Payables enters the Period Ending Date of the expense report as the default GL Date for all imported expense reports. If the GL Date Payables option is System or Receipt-System, Payables enters the system date as the default GL Date for all imported expense reports. You can override this default when you submit the Payables Invoice Import Report.

> **Attention:** If you are using encumbrance accounting, you must enter a GL Date in a period that is within the latest open encumbrance year. (See also: Budgetary Control In Payables).

Transfer Descriptive Flexfield. Enter Yes if you want to import Descriptive Flexfield details for the source you select. If you enter Yes, Payables transfers any Descriptive Flexfield information you have defined for

the expense report you are importing, and creates invoices and invoice distributions with the same Descriptive Flexfield details.

> **Attention:** If you choose to transfer Descriptive Flexfield details for expense reports or invoices, you should enable the corresponding invoice and invoice distribution Descriptive Flexfield segments. If you do not enable the segments, you will not be able to view your Descriptive Flexfield details in the Invoice workbench.
>
> You should also ensure that the value sets you define for your invoice and invoice distribution Descriptive Flexfield segments match the value sets for your expense report header and lines Descriptive Flexfield segments. If they do not match, when you navigate to the Descriptive Flexfield fields in the Invoice Workbench, Payables will prompt you to enter valid values.

Purge Date. Enter the date you want Payables to use to purge expense reports or invoices from the Payables Invoice Import Interface Tables. Payables does not delete any expense reports or invoices for which it has not yet created invoices.

If the source is Payables Expense Report, Payables deletes all records for expense reports that were entered before this date and have already been imported.

If the source is Oracle Projects, Payables deletes all records for Oracle Projects expense reports that were entered before this date, have already been imported and tied back to the original expense report in Oracle Projects, and have the purgeable flag in the Payables Invoice Import Interface Tables set to Yes.

If the source is user-defined, Payables deletes all invoice records that have already been imported and have a purgeable flag in the Payables Invoice Import Interface Tables set to Yes.

See Also

Tieback Invoices from Oracle Payables

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