

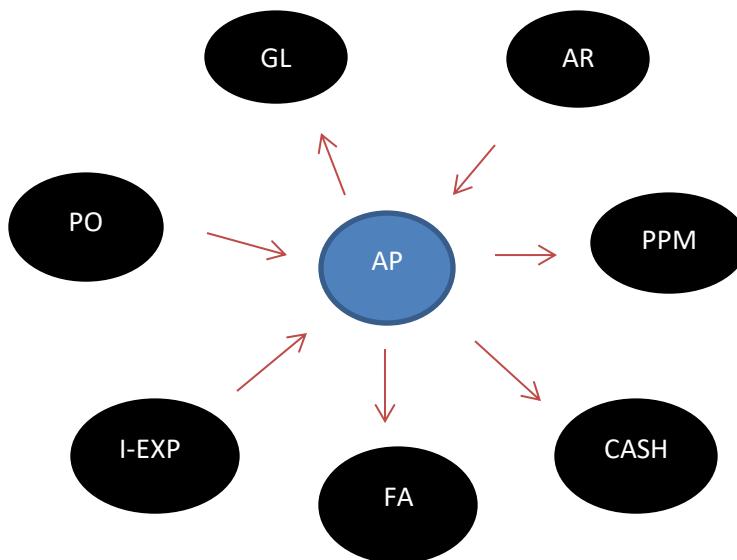
Accounts Payable

Accounts payable is money owed by a business to its suppliers shown as a liability on a company's balance sheet. It is distinct from notes payable liabilities, which are debts created by formal legal instrument documents

Objectives

1. AP works at Business Level
2. AP Is the sub ledger application in Oracle ERP
3. To determine or calculate outstanding payables amounts means liabilities at organization level
4. AP back end name is SQLAP
5. AP having application ID in database like AP → 200, GL → 101, AR → 222 etc

Integration



1. PO → AP : We can share the PO which is approved and we can share the GRN
2. I-Ex → AP : Employee travel bills
3. AP → FA : Asset into invoice (Mass Addition)
4. AP → CM : Issues check, EFT and cash clearing
5. AP → PPM : Project related information Ex: Material cost
6. AR → AP : Refund Process
7. AP → GL : Liability balances, Item expenses, Service expenditure, prepayments.

Work Benches

We have 3 work benches in AP, and these three will control the AP

1. Supplier workbench
 2. Invoice workbench
 3. Payment workbench
-
1. Supplier work bench
 - a. Supplier data
 - b. Supplier types
 - c. Supplier Pay groups
 - d. Supplier Payments methods
 - e. Supplier bank accounts
 2. Invoice work bench
 - Manual
 - a. Standard invoice (Positive)
 - b. Debit memo (Negative)
 - c. Credit memo (Negative)
 - d. Prepayment
 - Automatic
 - a. Interest invoice
 - b. Payment request
 - c. WHT (withholding tax)
 3. Payment work bench
 - a. Single payment
 - b. Batch payment (Payment process request (PPR))
 - c. Refund to vendor

Roles to be assigned to user

1. Accounts Payable Manager
2. Accounts Payable specialist
3. Accounts Payable supervisor
4. Accounts Payable invoice supervisor
5. Accounts Payable Payment supervisor
6. Supplier Manager (For creating supplier)

Setups

1. Manage Reference data sets (Common and BU)
2. Manage Location for Business Unit (BU Level)
3. Manage Business unit (BU Level)
4. Assign Business Unit Business Functions (BU Level)
5. Manage payment terms (Common and BU)

6. Manage common options for payables and procurement (BU Level)
7. Manage Invoice options (BU Level)
8. Manage payment options (BU Level)
9. Manage business unit data access for user (BU Level)
10. Bank account creation
11. Manage Purchase Process Profile (PPF)
12. Manage Payables Document sequences
13. Open periods

1. Manage reference data sets (RDS) (HCM)

It is available in cloud only. It allows you to access the data across business units or across organizations. RDS is share the setup data across the BU or else to restrict. In fresh instances we have only two sets Common and Enterprise sets

- Go to set up and maintenance
- Set up: Procurement/Financials
- Functional area: Enterprise profile
- Task: %Manage% reference% data%
- Select Manage Reference Data Sets
- Click on + to create data sets
- You can create new set or else you can take default once like if you take the default (common) set this set can access world wise
- Save and close

Set Code	Set Name	Description
CELLO_HYD	CELLO_HYD	CELLO HYDERABAD SET
COMMON	Common Set	
ENTERPRISE	Enterprise Set	

- Once you give the details you can't edit and modify the set code you can edit or modify the set name and description

This set can use in other units like while creating data sets just you can give the set name as this access set then you can access the data

2. Manage locations (HCM)

We have to create location for enterprise (Head office), all the stock related information, stock brokers, marketing related information and all the business information will maintain here. Payroll

comes into legal entity level. Head office nothing but that is going to looking some place that is the purpose we have to create location

- Go to set up and maintenance
- Set up: Procurement/Financials
- Functional area: Enterprise profile
- Task: %Manage% location%
- Select Manage Locations
- Click on + to create location
- Under basic details we have location set as common set(default) but we have to change as our data set likewise give the all information like contact details, legislative information(trade name: if it is MNC we have trade name given by exchange)

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Edit Location : Cello enterprise location - CELLO_ENTERPRISE_LOCATI... ?

Back Review Save Submit Cancel

Basic Details

* Effective Start Date: 1/1/00
Effective End Date:

Location Set: CELLO_HYD
Action Reason:

Location Information

* Name: Cello enterprise location
* Code: CELLO_ENTERPRISE_LOCATION
Description: Cello enterprise location
Status: Active
Inventory Organization:
Attachments: None
LocationLatitude:
LocationLongitude: Context Value: Context Value:

- Give the address details
- Click on Review for your understanding if the information is right or wrong

Contact Details

Main Address

* Country: United States
Address Line 1: 3 rd Phase
Address Line 2:
City:
State: NEW YORK
Time Zone Code:

Official Language:
Email:
Geographic Hierarchy:
Main Phone:
Fax:
Other Phone:

Shipping Details

Ship-to Site: Yes No
Receiving Site: Yes No
Bill-to Site: Yes No
Office Site: Yes No
Designated Receiver:

- Save and submit

3. Manage business units (HCM)

- Go to set up and maintenance
- Set up: Procurement/Financials
- Functional area: Organization structure
- Task: %Manage% business% unit%
- Select Manage business unit
- Click on + to create Business unit
- Give the BU name and Location name and code
- Save and close

- In Fusion no need to build the relation between legal entity and business unit. We have another way to do it.

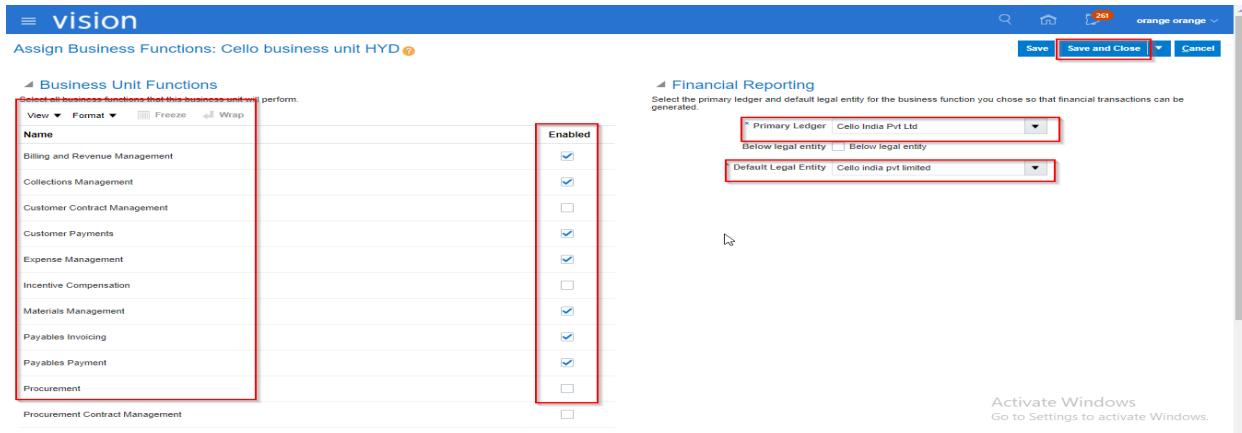
4. Assign business unit business function

Here we can build the relationship between Legal entity and primary ledger and we can assign the functions to business unit

More details about this go throw this link

<https://www.youtube.com/watch?v=E8rvMM0C4bs>

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: Organization structures
- Task: %Assign% business% unit% business% function%
- Select Assign business unit business function
- Scope should be Business unit because we are building the relationship between LE and PL
- Then under financial reporting section give the primary ledger name then automatically legal entity name will come if you assign the relationship between these two in primary ledger creation otherwise give the legal entity name here
- Then give the business unit functions means enable the functions which you want for this unit
- If you enable all the functions you can manage all the functions in the business unit



- Below points related to above points
- Receivable transaction process and revenue management also if you are going to implement along with this billing process you can enable
- Advance collection if you are implementing
- It is different functional information
- If you are going to receipt Process for BU
- If you are going to expenses process for BU
- It is different functional information
- Project accounting – you can't do project costing and billing setups if you are not enable this

5. Manage payment terms

1. Immediate payment term (Without discount)

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: payables
- Task: %payment% terms%
- Select Payment terms
- Click on + to create payment terms
- Give the name of payment term and click on + under installment tab to create discount for payment
- Click on + to create set code for this payment terms you can give our own defined set or default one

Create Payment Terms

* Name: Cello immediate

Description: Cello immediate payment

* From Date: 1/1/00

To Date: mid/yy

Save and Close

Installments

Due (%) Amount Due Calendar Fixed Date Days Day of Month Months Ahead

Discount

First Discount			Second Discount			Third Discount					
Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead

Set Assignments

View + Detach

Set Code	Set Name	Description
COMMON	Common Set	
CELO_HYD	CELO_HYD	CELO HYDERABAD REFERENCE DATA SET

Activate Windows
Go to Settings to activate Windows.

2. With discount (2/10 net of 30)

Net 30 means in 30 days you have to pay total amount, 2/10 means if you pay the payment within 10 days you are eligible for 2% discount like this you can create three discount like if you pay in first 10 days you can eligible for 5% , second pay in 20 days 10% for 25 days you have 12% like this you can create as per your company policy

- Go to set up and maintenance
- Set up: Financials
- Functional area: payables
- Task: %payment% terms%
- Select Payment terms
- Click on + to create payment terms
- Give the name of payment term and click on + under installment tab to create discount for payment

Create Payment Terms: Cello 5%10 Net 30 ?

* Name: Cello 10/10, 5/20, 3/25 Net 30

Description: For 10 days payment have 10% discount, 20 days payment 5 % discount, for 25 days payment 3% discount

Cutoff Day:

Rank:

From Date: 1/1/00 To Date: mid/yy AB Context

Installments

Due (%)	Amount Due	Calendar	Fixed Date	Days	Day of Month	Months Ahead
100					30	

Discount

First Discount			Second Discount			Third Discount					
Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead
10	10			5	20			3	25		

Set Assignments

Set Code	Set Name	Description
COMMON	Common Set	
CELLO_HYD	CELLO_HYD	CELLO HYDERABAD REFERENCE DATA SET

Activate Windows
Go to Settings to activate Windows.

6. Manage common options for payables and procurement

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: payables
- Task: %manage% common% option%
- Select Manage common options for payables and procurement
- Scope should be your BU
- Give the default distribution and currency conversion options

Manage Common Options for Payables and Procurement ?

Business Unit: Cello business unit HYD

Default Distributions

* Liability: 101.0000.22100.0000.0000	* Discount Taken: 101.0000.78260.0000.0000
* Prepayment: 101.0000.13400.0000.0000	Miscellaneous:
Bill Payable:	Freight:
* Conversion Rate Variance Gain: 101.0000.78420.0000.0000	Prepayment Tax Difference:
* Conversion Rate Variance Loss: 101.0000.78440.0000.0000	

Automatic Offsets

Offset Segments: None
 Primary balancing segment
 All segments, except natural account

One Time Payments

Liability: Expense:

Activate Windows

The screenshot shows the Oracle Fusion Applications interface with several sections highlighted by red boxes:

- Currency Conversion:** Contains a checkbox for "Require conversion rate entry" and a dropdown for "Conversion Rate Type" set to "CORPORATE".
- Expense Accruals:** Shows "Accrue Expense Items" set to "At receipt".
- Self-Billed Invoices:** Includes a checkbox for "Gapless invoice numbering" and a field for "Buying Company Identifier".
- Legal Entity Information:** Displays "VAT Registration Member State" and "VAT Registration Number".
- Other:** A watermark for "Activate Windows" is visible.

→ Click on Save and close

7. Manage invoice options

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: payables
- Task: %manage% invoice% option%
- Select Manage invoice options
- Scope should be our BU
- Under Invoice entry enable the all options except require invoice group
- All data bases should be invoice data bases except pay data base is should be discount data base

The screenshot shows the "Manage Invoice Options" screen with the following details:

- Business Unit:** Cello business unit HYD
- Invoice Entry:**
 - Checkboxes: "Require invoice grouping", "Allow document category override" (checked), "Allow adjustments to paid invoices" (checked), "Allow remit-to supplier override for third-party payments" (checked), "Recalculate invoice installments" (checked), "Hold unmatched invoices" (checked), and "Enable invoice account coding workflow" (checked).
 - Fields: "Receipt Acceptance Days" and "Invoice Currency" set to "INR - Indian Rupee".
- Payment Terms and Currencies:**
 - Payment Currency: INR - Indian Rupee
 - Pay Group
 - Payment Priority: 99
 - Payment Terms: Cello immediate
 - Terms Date Basis: Invoice date
 - Pay Date Basis: Discount date
 - Accounting Date Basis: Invoice date
 - Budget Date Basis: Invoice date

- Required invoice group: Acts like invoice batch, in this you can add number of invoices like Batch names (RT-123) under this batch we have so many invoices like (INV-1,2,3,4)like this
- Allow document category override: It assigns a unique numbers like

1. AP INV-123-1000 (When you enter invoice with 123 Starting invoice number)
 2. AP INV-124-2000 (When you enter invoice with 124 Starting invoice number)
- Allow adjustments to paid invoices: When I am creating invoice wrongly entered debit account instead of advertisement expenses debited telephone expenses, if you enable this you can edit the invoice.
 - Allow remit to supplier override for third party payments: If you want to pay the money to third party you can enable this ex: Invoices will be one supplier but payment should pay to another party(third party) along with this supplier
 - Recalculate invoice installments: When you change the due for payments then system automatically change the dates also Ex: NET10 (FEB 23) change the payment term from this to NET50(MAR20) then system will change the due date feb23 to mar 20
 - Hold unmatched invoiced: We have PO and NON PO based invoice if you enable this it holds the NON PO based invoices because it doesn't have any matching PO
 - Payment terms: It depends on suppliers
 - Term data basis: In which date system will generate the payment is called Term data basis we have below dates
1. Goods receipt date
 2. Invoice receipt date
 3. System date
 4. Invoice date

Term D Basis	G.R Date	Inv. Date	Inv. R Date	Sys Date
NET30	01-JAN-19	05-JAN-19	10-JAN-19	15-JAN-19
Due date	30-JAN-19	04-FEB-19	9-FEB-19	14-FEB-19

This option give importance is supplier level, if info not available in this then it go to invoice option level

- Pay date basis: If you enable this on the date of discount date payment will run otherwise normal payment
EX: Discount date NET 30, 5(%)/10(D) if you give this as payment term
01-Jan-2019
11-Jan-2019 (Discount date)
30-Jan-2019 (Net date)
- Accounting date base: **Doubt**

Note: In EBS we have profile option enable but in cloud we don't have

- Under matching tab enable only one option like allow matching distribution override
- Under Discount tab enable only one option like always take discount
- Under prepayments tab give the payment terms and show available prepayments during invoice entry

The screenshot shows the Oracle Fusion Applications interface with several configuration tabs:

- Matching:** Contains options like "Allow final matching" (unchecked), "Allow matching distribution override" (checked and highlighted with a red box), and "Transfer PO distribution additional information" (unchecked).
- Discount:** Contains options like "Exclude tax from calculation" (unchecked) and "Exclude freight from calculation" (unchecked). A checkbox "Always take discount" is checked and highlighted with a red box.
- Prepayment:** Contains a dropdown "Payment Terms" set to "Cello immediate" (highlighted with a red box) and a "Settlement Days" input field.
- Approval:** Contains checkboxes for "Enable invoice approval" (unchecked), "Allow force approval" (unchecked), and "Require validation before approval" (unchecked).
- Accounting Preference:** Shows radio buttons for "Account regardless of approval status" (selected), "Require accounting before approval" (unchecked), and "Require approval before accounting" (unchecked). A link "Activate Windows" is present.

- Under interest tab enable the Create interest invoices and give the account of interest expenses distribution and minimum interest amount is 10
- Under payment request give the payment terms

The screenshot shows the Oracle Fusion Applications interface with two configuration tabs:

- Interest:** Contains a checkbox "Create interest invoices" (checked and highlighted with a red box), a "Minimum Interest Amount" input field set to 10, and a dropdown "Interest Allocation Method" set to "Single distribution" (selected).
- Payment Request:** Contains a dropdown "Payment Terms" set to "Cello immediate" (highlighted with a red box), a "Pay Group" dropdown, and a "Payment Priority" input field set to 99.
- Self-Service Invoices:** Contains checkboxes for "Limit invoice to single purchase order" (unchecked) and "Allow invoice backdating" (unchecked). A link "Activate Windows" is present.

- Click on save and close

8. Manage payment options

- Go to set up and maintenance
- Set up: Financials
- Functional area: payables
- Task: %manage% payment% option%
- Select Manage payment options
- Scope should be our BU
- Enable all options under payment accounting and overrides

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Manage Payment Options ?

Business Unit Cello business unit HYD

Payment Accounting and Overrides

Allow payment date before the system date
 Allow override of supplier site bank account
 Allow document category override
 Allow payee override for third-party payments

Account for Payment At payment issue
 At payment clearing
 At payment issue and clearing

Currency Conversion

Require conversion rate entry

Conversion Rate Type Corporate

Bank Charges ?

Bank Charge Deduction Type None

Activate Windows

→ Save and close

9. Manage business unit data access for users

For more details click on below link

<https://www.youtube.com/watch?v=Rmn-kbZXzk>

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: General ledger
- Task: %Manage %business %unit % data% access%
- Select Manage Business unit data access for user
- Click on + to assign Business unit to user
- Under Business unit security context we have to assign our business unit to user
- Click on save and close

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Manage Data Access for Users ?

Users without Data Access Users with Data Access

Security Context Business unit

Create Data Access for Users

User Name	Role	Security Context	Security Context Value
orange	Accounts Payable Manager	Business unit	Cello business unit HYD

Save and Close Cancel

- Likewise we have to do several roles to business unit
- Click on Done

10. Manage Bank account creation

1. Manage bank
2. Manage Branch
3. Manage Bank account

1.2 Manage Bank and Branch

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: Cash management and Banking
- Task: %Manage % banks %
- Select Manage Banks
- Click on + to create bank
- Give the details of bank and addresses, contacts optional

Create Bank

* Country	United States
* Bank Name	HDFC Bank
Alternate Bank Name	
Bank Code	HDFC0000003

Actions ▾ View ▾ Format ▾ + X ⌂ Wrap

Primary Address

No data to display.

Columns Hidden 2

Description
Taxpayer ID
Tax Registration Number

Country Site Number

Address date range : Current

▶ Contacts

- Save and close
- Then select the bank in same screen and click on create Branch

Manage Banks

Bank Name	Bank Code	Country	Description
HDFC Bank	HDFC0000003	United States	
Abu Dhabi Islamic Bank	ADIB	United Arab Emi...	ADIB
ABN AMRO BANK N.V.	ABNA	Netherlands	
B.N.P	23456	France	Banque BNP Paribas
Banca Nazionale del Lavoro	01095	Italy	Banca Nazionale del Lavoro
Banco Bilbao Vizcaya	0182	Spain	Banco Bilbao Vizcaya
Banco de Crédito	1234	Spain	Banco de Crédito, Madrid
Bank of America		United States	
Barclays Bank	20693	United Kingdom	Main Activity Bank

Actions ▾ View ▾ Format ▾ + ⌂ Freeze ⌂ Wrap View Branches Create Branch

Done

- Give the branch name here addresses and Contacts is optional

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Create Bank Branch

Save **Save and Close** Cancel

* Bank: HDFC Bank
Country: United States
* Branch Name: HDFC Branch

Alternate Branch Name:

Routing Number:

Description:

BIC Code:

Branch Number Type:
Bank Branch Type:
EDI ID Number:
EFT Number:
EDI Location:
RFC Identifier:

► Addresses
► Contacts

3. Manage Bank account

- Go to set up and maintenance
 - Set up: Financials/Procurement
 - Functional area: Cash management and Banking
 - Task: %Manage % bank % accounts%
 - Select Manage Bank accounts
 - Click on + to create bank account and give the details
 - Give the cash account under the general tab it is mandatory to bank

Create Bank Account

* Bank Branch	HDFC Branch
* Account Name	HDFC corporate bank
* Account Number	236001501818
* Currency	USD - US Dollar
* Legal Entity Name	Cello Legal entity US
Account Type	
Description	

IBAN:

Check Digit:

Secondary Account Reference:

Account Suffix:

Account Use: Payables
 Payroll
 Receivables

General **Controls** **Security** **Business Unit Access**

GL Accounts

Cash: 101*0000*11200	
Cash Clearing	

Reconciliation Differences:

Additional Information

Alternate Account Name:

Account Holder:

Active: [Activate Windows](#)
 Go to Settings to activate Windows.

Multicurrency account.

- Go to Payment documents tab and click on + to create
 - Give the Document Information details and give the document numbers also

General Controls Security Business Unit Access

GL Accounts

Cash	101-000
Cash Clearing	

Additional Information

Alternate Account Name	
Account Holder	
Alternate Account Holder	
EFT Number	
Agency Location Code	

Contacts

Payment Documents

Actions	View	Format	<input type="button" value="New"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Freeze"/>
Payment Document						
Cello Check						

Edit Payment Document Cello Check

Document Information

* Payment Document	Cello Check
* Paper Stock Type	Numbered Stock
<input type="checkbox"/> Attached remittance stub	
Number of Lines per Remittance Stub	
Number of Setup Documents	

Format Standard Check Format

Restrict use to manually issued payments

Status Active

End Date m/d/y

Payment Document Category

Document Numbers

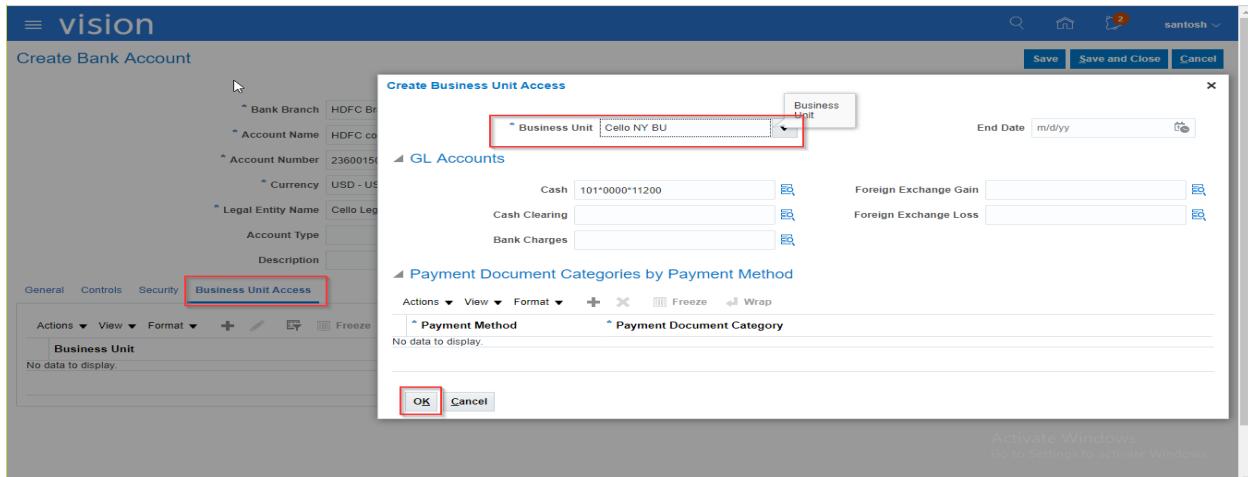
* First Available Document Number	1
* Last Available Document Number	100

Checkbooks

Checkbook	Prefix	* Start Number	* End Number	Received Date	Number of Documents	Skipped Documents
No data to display.						

OK **Cancel**

- Save it
- Go to Business Unit Access tab
- Click on + icon to assign BU to this account

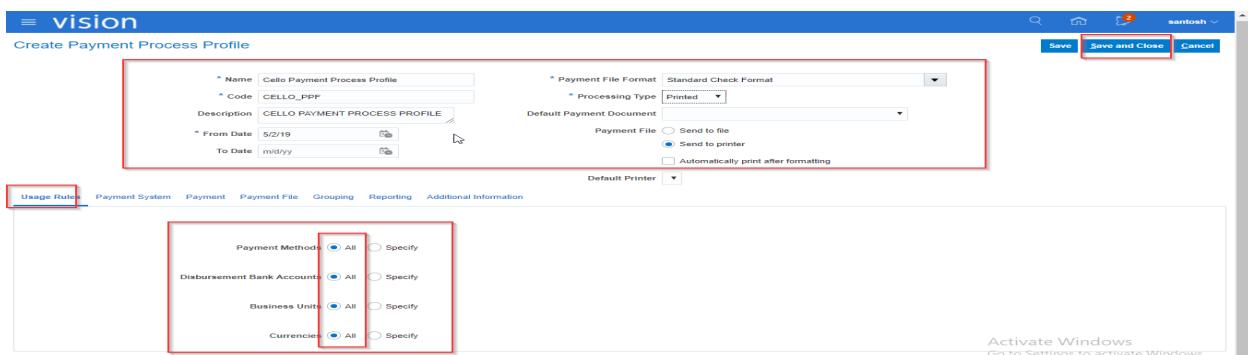


- Save it

11. Manage Payment Process Profile (PPP)

If you want to process the payment what account will follow and for which bank account to cost the payment and other criteria rules will define here

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: Payments
- Task: %Manage % payment% process% profiles%
- Select Manage Payment Process Profiles
- Click on + to create PPF
- Give the details of ppf and under usage rules give the enable the all for all



- Save and close

12. Manage Payables Document sequence

- Go to set up and maintenance
- Set up: Procurement
- Functional area: Payments
- Task: %Manage % payables% document % sequences%
- Select Manage Payables Document Sequences
- Click on + to create sequences
- Give the details and go to assignment tab give the details

Document Sequence Name	Application	Module	Type	Determinant Type	Start Date	End Date
CELLO_PAY_INVOICE	Payables	Invoices	Automatic	Ledger	5/21/19	mid/yy

Document Sequence Category Name	Method	Start Date	End Date	Ledger Value
STD INV - Standard Invoice	Manual	5/21/19	mid/yy	Cello US Primary Ledger

- Save and Close

13. Open periods

- Go to Home page
- Go to Payments tile and click any one like invoice or payments

- Click on task icon
- Click on Manage accounting period under Payables periods

The screenshot shows the Oracle Fusion Applications Invoices interface. It displays metrics for Scanned (3), Recent (0), Holds (73 Validation, 425 Purchasing, 3 Other), Approval (0 Pending, 0 Others, 1 Rejected), and Prepaid (0-30, 31-60, 61+). The navigation bar on the right has sections for Invoices, Accounting, and Assets, with several sub-options like 'Manage Invoices' and 'Payables Periods' highlighted with red boxes.

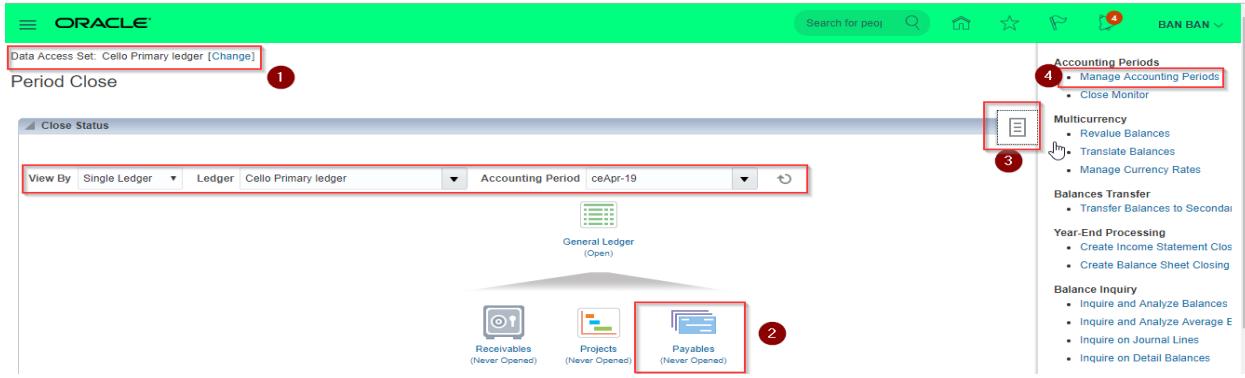
- Then place cursor on the primary ledger then it will show how many ledgers assigned to that primary ledger
- Click on the primary ledger and give the first period and go to Action and click on Target period and give the target month

The screenshot shows the 'Edit Accounting Period Statuses' screen for 'Cello Primary ledger US'. It lists periods for the year 2019, including 'Open' and 'Closed' status indicators. A modal window is open for creating a new period, with the 'Target Period' field set to 'ACJun-19' and the 'Open' button highlighted with a red box.

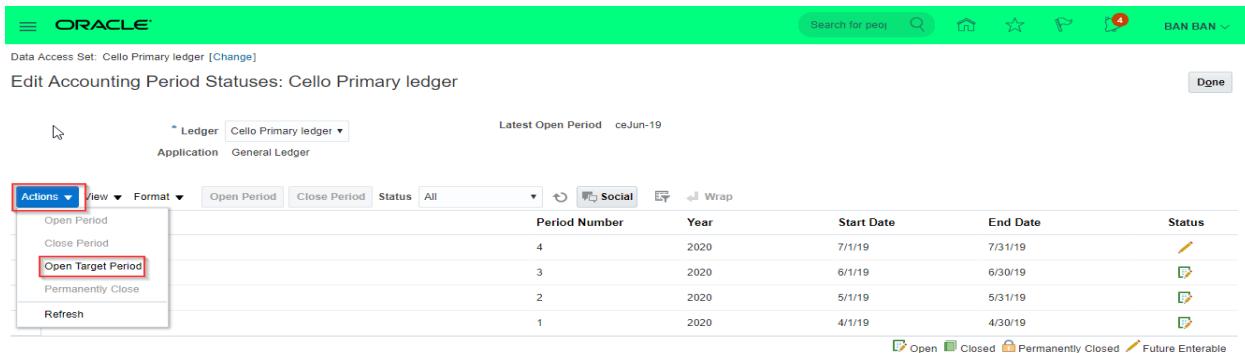
- Click on save
- Then go to the below navigation accounts payables period status will show as open

Another Navigation

- Go to Navigation icon
- Select General accounting option
- Click on Period close
- Data access should be your primary ledger
- Click on Payables icon which is given under the general ledger
- Click on Task Icon and click on Manage Accounting Periods



- Click on your ledger under Ledger tab
- Then Click on actions tab and select the Open target period and open the period which you want to open and click on done



Period status

- Open
- Closed
- Permanently closed → Once you closed you can't reopen
- Future enterable

Payment Batch (PPR)

Bunch of Payment with single run, why should I go for the single check payment. I will run the payment batched daily basis, I want to print the 100 or 50 checks on the daily basis. Payment batch always run based on due date. Payment batch main objective to reduce the manual work to make the bunch of payments with in the single time.

Payment batch can run based on the below criteria

1. Pay through date
2. Supplier type
3. Supplier Name
4. Invoice batch/ Group name
5. Payment method (Most of the clients used through this)

6. Pay group
7. Business Unit
8. Currency
9. Legal entity (Fusion)
10. Source (Fusion)

It consist of below status or stages

- | | |
|---|---|
| 1. Check Payment method | 2. EFT (Electronic Fund transfer_ |
| → Select | → Select |
| → Build | → Build |
| → Format | → Format |
| → Print | → File will generate and send to Banker |
| → Confirm | → Confirm |
| <ul style="list-style-type: none"> • <u>Select the payment batch</u> form above criteria (invoice group name or payment method) it will pic the all eligible invoices based on the today due date • Then you can <u>review</u> the selected invoice • You can <u>modify</u> the amount 100000 to 90000 or 50000 you can't increase the amount but you can decrease the amount • You can <u>add</u> the invoice if it have any discounts • You can <u>remove</u> any high volume invoice is there, you can pay in the next batch • It have <u>build</u> to build the payment • Then what is <u>format</u> to be consider the for the printing • The check format will go to the printer to <u>print</u> the check • That check send to banker then <u>confirm</u> | |

Pre requisites for Payment Batch

- | | |
|--|------------------------------------|
| → Invoice should be validate | It will work for payment batch |
| → Invoice Validated and Accounted | It will work |
| | |
| → Only invoice header is entered and line forget | It will not work for payment batch |
| → Only invoice header, line and distribution entered bud not validated. It will not work for payment batch | It will not work for payment batch |
| → Entered the invoice header validated but kept on hold | It will not work |
| → Partial invoice | It will not work |

It will consider invoice types for Payment Batch

- Standard
- Credit Memo
- Debit Memo
- Prepayments

SNO	Invoice Type	Invoice Header	Line	Distribution	Validated	Accounted	Pmethod	Payment Ter	PB\PPR
1	Standard	Yes	xxxxxx	xxxxxx	xxxxxx	xxxxxx	Check	Immediate	No
2	Standard	Yes	Yes	xxxxxx	xxxxxx	xxxxxx	Check	Immediate	No
3	Standard	Yes	Yes	Yes	xxxxxx	xxxxxx	Check	Immediate	No
4	Standard	Yes	Yes	Yes	Yes	xxxxxx	Check	Immediate	Yes
5	Standard	Yes	Yes	Yes	Yes	xxxxxx	Check	Net30	No
6	Standard	Yes	Yes	Yes	Yes	xxxxxx	Electronic	Immediate	No
7	Standard	Yes	Yes	Yes	Yes But hold	xxxxxx	Check	Immediate	No
8	Standard	Yes	Yes	Yes	Yes	Yes	Check	Immediate	Yes
9	Standard	Yes	Yes	Yes	Yes	Yes	Check	Net30	No
10	Standard	Yes	Yes	Yes	Yes	Yes	Electronic	Immediate	No
11	Debit Memo	Yes	Yes	Yes	Yes	Yes	Check	Immediate	Yes
12	Credit Memo	Yes	Yes	Yes	Yes	Yes	Check	Immediate	Yes
13	Prepayment	Yes	Yes	Yes	Yes	Yes	Check	Immediate	Yes

Setups

1. Payment Methods
2. Payment Templates
3. Payment Format
4. Payment process Request(PPR)
5. Internal Bank accounts
6. Check books

123 done by Tech team

4. Payment Process Request (PPR)

- Go to Home page
- Click on Payables
- Click on Payment
- Go to Task list
- Click on Manage Payment Process Request Templates
- Click on + icon to create
- Give the details and give the selection criteria means date wise, payment method wise

Create Payment Process Request Template

Please do

Selection Criteria **Payment and Processing Options**

Payment Attributes

Payment Date Use request date
 Calculate based on request date

Disbursement Bank Account: HDFC corporate

Payment Document: Cello Check

Payment Process Profile: Cello Payment Proc

Settlement Priority Override

Bank Charge Bearer Override

Starting Voucher Number

* Payment Conversion Rate Type: Corporate

Cross-Currency Rate Type

Processing Options

Apply credits up to zero amount payment

Review installments

Review proposed payments

Create payment files immediately

Validation Failure Handling

Approvals

Document: Reject only documents with errors

Activate Windows

Payment: Reject only payments with errors

- Go to Payment and Processing Options and give the bank account and PPP
- Go to Processing options sub tab enable the Review installment , review proposed payments
- Submit and go to task list go to Manage payment process
- Query with the Creation date will get payment batch details
- Click on action button then click on next then you can review (if you enable the review installment under Processing option tab) the invoices then click on submit
- Then status will be confirmed then you can create payment accounting then status is will be paid
- Run the create accounting program then transfer to GL
- Run Accounts Payable Trail balance to know the outstanding amount
- Eligible invoices will go to for payment through the payment batch
- If you want to modify the money or if you want to delete the invoice form batch you can do.

Distribution sets

You can use a **Distribution Set** to automatically enter **distributions** for an invoice when you are not matching it to a purchase order

- It is available in AP and AR
- It is only user for Non Po or Non receipt invoices
- This function works at BU level and you can create N no of sets

Types of distribution sets

1. 100% (Full In EBS) Know the combination, amount and charge account
2. 0% (Skeleton In EBS) Know the combination, don't know the amount and know the charge account

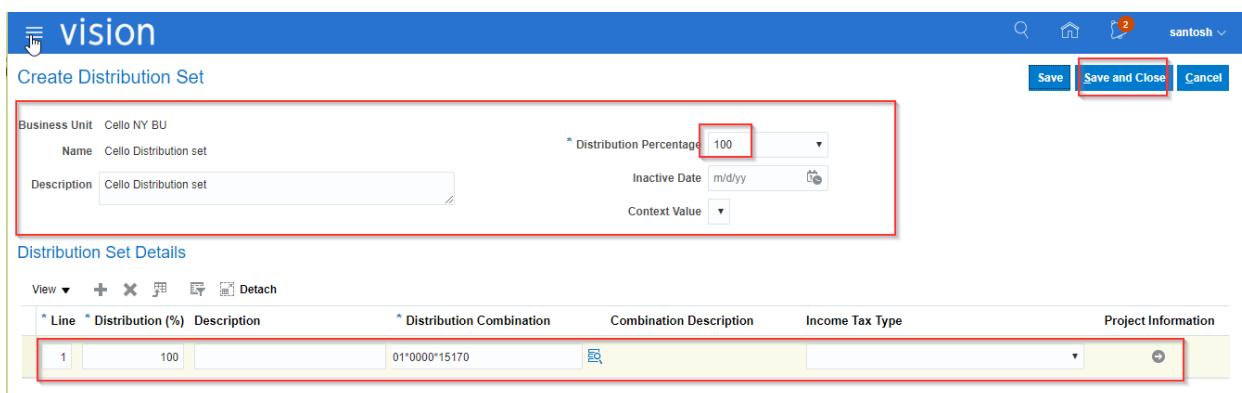
Setups

1. Manage Distribution sets
2. Assign to customer site level
3. Assign in invoice

100%

1. Manage Distribution sets

- Go to Setup and Maintenance
- Setup : Financials
- Functional area: Payables
- Task: %manage% dist% set%
- Select Manage Distribution Sets
- Click on + icon to create sets
- Give the details under distribution set and give the distribution details



The screenshot shows the 'Create Distribution Set' page. At the top, there are tabs for 'View', '+', 'X', 'F', 'Detach'. Below them is a table with columns: Line, Distribution (%), Description, Distribution Combination, Combination Description, Income Tax Type, and Project Information. The first row has values: 1, 100, and 01*0000*15170. The 'Save and Close' button at the top right is highlighted with a red box.

2. Assign at customer site level

- Go to Home page
- Click on Procurement
- Select the supplier
- Query the supplier and go to site assignment tab and give the distribution set

vision

Supplier: Abc supplier

Edit Site: Abc site 1

Procurement BU: Cello NY BU
Address Name: Abc supplier
Address: HOLTSVILLE, NY 00501 Suffolk

* Site: Abc site 1
Inactive Date: m/d/y
Status: Active

* Site Purpose: Purchasing
 Procurement card
 Pay
 Primary pay

Attachments: None

General Purchasing Receiving Invoicing Payments Site Assignments Qualifications

Actions View Format + Autocreate Assignments Freeze Detach Wrap Status Active

Client BU	Bill-to BU	Use Withholding Tax	Withholding Tax Group	Liability Distribution	Prepayment Distribution	Bill Payable Distribution	Distribution Set	
Cello NY BU	Cello NY BU				101*0000*221	101*0000*135	101*0000*211	Cello Distrib

Columns Frozen: 2

Activate Windows
Go to Settings to activate Windows.

Save Save and Close Cancel

Last Saved: 5/2/19 10:21 AM

3. Create invoice for check the results

0%

- Go to Setup and Maintenance
- Setup : Financials
- Functional area: Payables
- Task: %manage% dist% set%
- Select Manage Distribution Sets
- Click on + icon to create sets
- Give the details under distribution set and give the distribution details

ORACLE

Create Distribution Set

* Business Unit: Cello NY Business Unit
* Name: CELLO_MISC_EXPENSES
Description:

* Distribution Percentage: 0
Inactive Date: m/d/y
Context Value:

Distribution Set Details

* Line	* Distribution (%)	Description	* Distribution Combination	Combination Description	Income Tax Type	Project Information
1	0		101=0000=63550			

View + Detach

Save Save and Close Cancel

- Save and Close

Standard Invoice creation (Non PO)

- Go to Home page
- Click on payment tile
- Select the Invoice
- Go to task list/panel

- Click on create invoice (if you not assigned the Accounts Payable supervisor and specialist create invoice will not appear)
- Give the details go to lines select the line matching option

The screenshot shows the Oracle Fusion Applications interface for creating an invoice. At the top, there's a header bar with the Oracle logo and navigation links. Below it, the main title is "Create Invoice". The "Invoice Header" section is expanded, showing fields for Business Unit (Cello NY Business Unit), Supplier (ABC Supplier), Amount (17,000.00 USD), Type (Standard), Date (5/9/19), Payment Terms (Cello Immediate), and Terms Date (5/9/19). The "Lines" section is also expanded, showing a table with three rows of item details. The first row has a red box around its entire row. The second and third rows have red boxes around their "Number" and "Type" columns. The table includes columns for Number, Type, Amount, Distribution Set, Distribution Combination, Accounting Date, Prorate Across All Item Lines, Description, Tax Classification, and Ship-to. The bottom right of the screen shows some system notifications.

- Identify PO : If you match the PO then here we have to give the PO numbers
- Why number of business units is showing Business unit LOV's : If you assign the common data set to Bu then that will show under this means which Units are assigned to Common sets that all units are show under BU. If you don't want to show all units you can create the separate sets for separate BU or create the security rule/MOIC
- Supplier, supplier site and currency details will default from supplier site
- If you click on show more few details like General, Accounting, Tax and additional information will show

This screenshot shows the Oracle Fusion Applications Create Invoice screen with the "General" tab selected. Other tabs like "Accounting", "Tax", and "Additional Information" are also visible. The "General" tab displays basic identifying information such as Business Unit (Cello NY Business Unit), Supplier (ABC Supplier), and Amount (17,000.00 USD). The "Accounting" tab is highlighted with a red box and contains fields for Payment Currency (USD), Type (Standard), and various dates (Date, Payment Terms, Goods Received, Invoice Received, Terms Date). The "Tax" tab and "Additional Information" tab are also partially visible.

- In the Accounting tab account information is available it comes from supplier site second from common options

Invoice Header Show Less

General Accounting Tax Additional Information

* Accounting Date 5/9/19 Conversion Rate Type Document Category

* Liability Distribution 101*0000*22100 Voucher Number

Address 4 th phase, BEECH CREEK, PA
16822 Centre, UNITED STATES

Conversion Date midyy Conversion Rate
Inverse Conversion Rate

First-Party Tax Registration Number Supplier Tax Registration Number

- In tax tab we have tax related information
 - Additional information is related to DFF
- Go to the lines and give the matching line
- We have four lines
 - a. Match Invoice Lines
 - b. Match to Receipt Lines
 - c. Correct Matched Invoices
 - d. Correct Unmatched Invoices
- If you do the Non PO invoice/ standard invoice then give the line item as Correct Unmatched Invoices

Invoice Header Show Less

General Accounting Tax Additional Information

* Accounting Date 5/9/19 Conversion Rate Type Document Category

* Liability Distribution 101*0000*22100 Voucher Number

Address 4 th phase, BEECH CREEK, PA
16822 Centre, UNITED STATES

Conversion Date midyy Conversion Rate
Inverse Conversion Rate

First-Party Tax Registration Number Supplier Tax Registration Number

- Go to lines tab and give the details like Type, amount, Distribution sets (if you defines) if you not give the Distribution combination

Lines Correct Unmatched Invoices

View		Allocate		Cancel Line		Distributions		Distribution		Reference		Tax		Purchase Order								
Distribution	Reference	Tax	Purchase Order	Asset	Project			Number	Type	Amount	Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship to Location	Number	Line	Schedule	Track as Asset	Asset
1	Item	17,000.00				101*0000*15170	5/9/19	<input type="checkbox"/>	For buy the office equipment			Cello									<input checked="" type="checkbox"/>	
2	Item						5/9/19	<input type="checkbox"/>				Cello BU Loca										
3	Item						5/9/19	<input type="checkbox"/>				Cello BU Loca										
4	Item						5/9/19	<input type="checkbox"/>				Cello BU Loca										
5	Item						5/9/19	<input type="checkbox"/>				Cello BU Loca										

- If you want to do any amendments in account combination just go and amend the accounts through Distribution Tab
- If you want to add any columns like asset category asset model in the line you can add through the View→Columns→ under this we have some many columns if you want to add it add

The screenshot shows the Oracle Fusion Applications interface for managing purchase orders. A context menu is open over a distribution line, with the 'Asset' option selected. A red box highlights the 'Asset' option in the menu.

- Save the invoice
- Validate and post to ledger under Invoice actions
- After the validation status will change as validated
- Post to Ledger

The screenshot shows the Oracle vision interface for creating an invoice. The 'Invoice Actions' dropdown menu is open, with the 'Post to Ledger' option highlighted by a red box. Three numbered callouts (1, 2, 3) point to the 'Not validated' status indicator, the 'Validate' button, and the 'Post to Ledger' option respectively.

→ After post to ledger one pop will come in that you can see the view accounting

The screenshot shows the Oracle vision interface for creating an invoice. A confirmation dialog box titled 'Confirmation' is displayed, stating 'Accounting is complete.' with two buttons: 'View Accounting' and 'OK'. A red box highlights the 'View Accounting' button.

→ You can see the Accounts

Accounting Lines: Standard Invoice INV4					
Ledger	Cello US Primary Ledger	Date	5/9/19	Status Final	
Line	Event	Account	Class	Accounted (USD)	
Debit	Credit				
1	Invoice Validated	101*0000*15170	Item expense	17,000.00	
2	Invoice Validated	101*0000*22100	Liability		17,000.00

- In info lets you can see the recent invoice details if you click on it you will get the invoice

The screenshot shows the Oracle Fusion Applications Invoices module. At the top, there is a dashboard with five summary cards:

- Scanned: 3 (0-7), 0 (8-14), 26 (15+)
- Recent: 0 (24 Hours)
- Holds: 73 Validation, 426 Purchasing, 3 Others
- Approval: 0 Pending, 0 Others, 1 Rejected
- Prepaid: 0 (0-30), 0 (31-60), 24 (61+)

Below the dashboard is a table titled "Invoices" with the following columns:

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Invoice Date	Business Unit	Creation Date	Assignee
Invalid	0.00 USD			Incomplete	5/2/19	US1 Business Unit	5/2/19 9:37 AM	Edward Mehl
Invalid	0.00 USD			Incomplete	5/2/19	US1 Business Unit	5/2/19 9:37 AM	Edward Mehl
LEE-0502001	11,138.34 USD	Lee Supplies	Lee US1	Not validated	5/2/19	US1 Business Unit	5/2/19 9:14 AM	

1. Scanned copies 3 in between 0 to 7 hours like that
2. Recent means there is no invoice form 24 hours
3. Holds 73 validation holds 426 purchasing related ad 3 others
4. Approval 1 approval is rejected
5. Prepaid 0 prepaid invoices for 0 to 30 hours

- After Post to Ledger go and check this invoice in GL (General accounting → journals → select your ledger → go to task list → Click on manage journals → query the journal with period and source like Ap then you will find the JV

The screenshot shows the Oracle Fusion Applications Manage Journals screen. The table has the following columns:

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
ceMay-19Purchase Invoices	Payables A 157451500000...	ceMay-19	Payables	Purchase Invoices	17,000.00 USD	17,000.00 USD	Posted

A red box highlights the last column, "Batch Status", which shows "Posted".

The screenshot shows the Oracle Fusion Applications Payables Journal Batch screen. A red box highlights the 'Batch Status' field set to 'Posted' and the 'Completion Status' field set to 'Complete'. Another red box highlights the 'Journal Actions' dropdown menu, which is currently set to 'ceMay-10Purchase Invoices'. The journal entry details show a debit of 17,000.00 to account 1010000*22100 and a credit of 17,000.00 to account 1010000*15170.

- After transferred to GL, if Payables team or any other team identified in the lines wrongly select the account or department still we have a time to modify throw the payables for this no approvals is required
- Go to invoice info lets and open the invoice which is already posted to GL
- Go to invoice status accounted click on it

The screenshot shows the Oracle Fusion Applications Edit Invoice screen for invoice INV4. The 'Invoice Summary' tab is active, showing validation status 'Validated' and accounting coding 'Complete'. The 'Lines' tab is also visible, showing a single line item for an item purchase.

- Place the cursor on the line which you want to override just click on the Override Account option then you can override that

The screenshot shows the Oracle Fusion Applications Accounting Lines screen for Standard Invoice INV4. A red box highlights the 'Override Account' button. The table below shows two lines: line 1 is 'Invoice Validated' with account 1010000*15170 and class 'Item expense'; line 2 is 'Invoice Validated' with account 1010000*22100 and class 'Liability'. A red box highlights the first line.

- After payment also we can do this but after close the period we shouldn't do this
- + Why the payment term is defaulting : it is defaulting from Business unit it is defaulting from reference data set

Business Unit keep as default

If you want to keep the BU as default value you can follow the below steps

- Go to Setup and maintenance
- Click on Task list
- And click on search
- Search for Manage Administrator Profile Values

- And search for Profile Display name is Default Business Unit

- Go down and click on +
- Profile level is user, user name is your user name and profile values Is you BU

DEFAULT_ORG_ID: Profile Values

Action	View	Add	Edit	Detach
User	FNC_IMP	Cello NY Business Unit		
User	AMEX1	Amex_Bngl_BU		
User	AXISHCM	AXIS Business Unit		
User	Finuser	ITC India BU1		
User	Roll_Test	FOSSIL_US_BU		
User	SD_User	SD_NY_OU		
User	TCSSATHISH	TCS BU		
User	Trainee	MM Thermal_BU		
User	Transsys	NIYAMAD COMP		
User	VUFS	VU_HYD_BU		

Activate Windows
Go to Settings to activate Windows.

→ Save it

Payment to the invoice

- Go to Home page
- Click on payment tile
- Select the Invoice
- Go to task list/panel
- Manage invoice Query the invoice and select the invoice
- Go to Invoice actions tab click on Pay in Full

Edit Invoice: INV4

Invoice Header

Identifying PO	Number: INV4
Business Unit: Cello NY Business Unit	* Amount: USD 17,000.00
Supplier: ABC Supplier	Type: Standard
Supplier Number: 1375	Description:
Supplier Site: ABC suppliers	
* Legal Entity: Cello US Legal entity	
Invoice Group:	

Lines

* Number	* Type	* Amount	Distribution	Reference	Tax	Purchase Order	Asset				
Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location	Number	Line	Schedule	Track as Asset	Asset Category
1	Item	17,000.00	101*0000*15170	5/9/19	<input type="checkbox"/>	Cello				<input checked="" type="checkbox"/>	

Invoice Actions

- Validate
- Save
- Save and Close
- Cancel
- Manage Installments
- Calculate Tax
- Validate
- Apply or Unapply Prepayments
- Manage Holds
- Account Coding
- Approval
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice
- Pay in Full**
- Post to Ledger
- Account in Draft

- Give the bank account, PPF ,payment document and payment number will come from PPF

Pay in Full: INV1

Payment Amount	5,000.00 USD
Payment Method	Check
* Bank Account	HDFC corporate
* Payment Process Profile	Cello Payment Process Profile
Remit-to Account	
Remit-to Bank Name	
Remit-to Branch Name	

Payment Document: Cello Check
 Payment Number: 1
 Conversion Rate Type:
 Conversion Date:
 Conversion Rate:
 Document Category:
 Document Sequence:
 Voucher Number:
Submit **Cancel**

→ We can see the status as paid

Edit Invoice: INV1

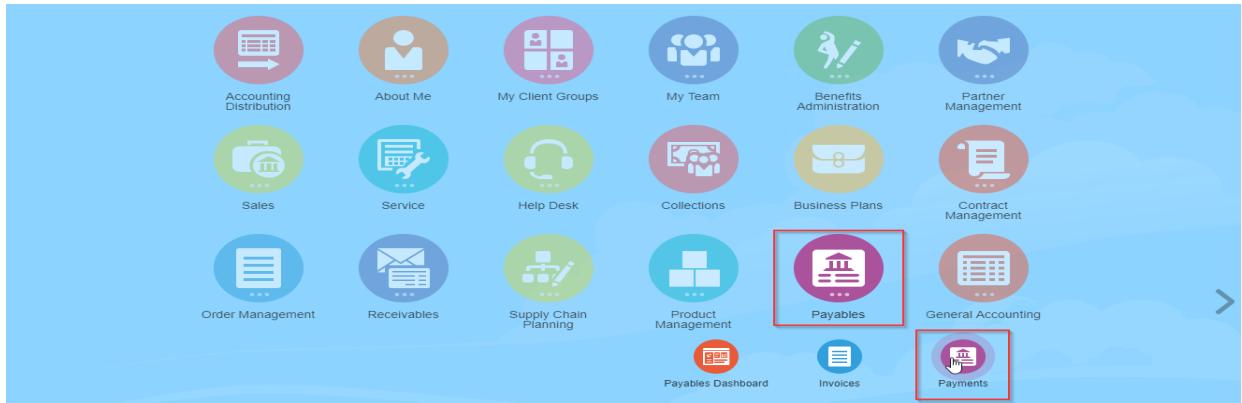
Invoice Header	Show More
Identifying PO	
Business Unit	Cello NY Business Unit
Supplier	Santosh suppliers
Supplier Number	100187
Supplier Site	Santosh supplie
* Legal Entity	Cello NY Legal Entity
Invoice Group	
Lines	Match Invoice Lines

Invoice Summary

Status	Validation: Validated
Account Coding	Complete
Accounting	Accounted
Payments	5,000.00 USD Paid

Invoice Actions: Save, Save and Edit Another, Save and Close, Cancel

- And we can pay payment from payment bench also
- Go to Home page
- Go to payables
- Go to payments



- Go to task list
- Then click on Create Payment
- Give the details under Payments details tab
- And click on Select and add button to select the invoice

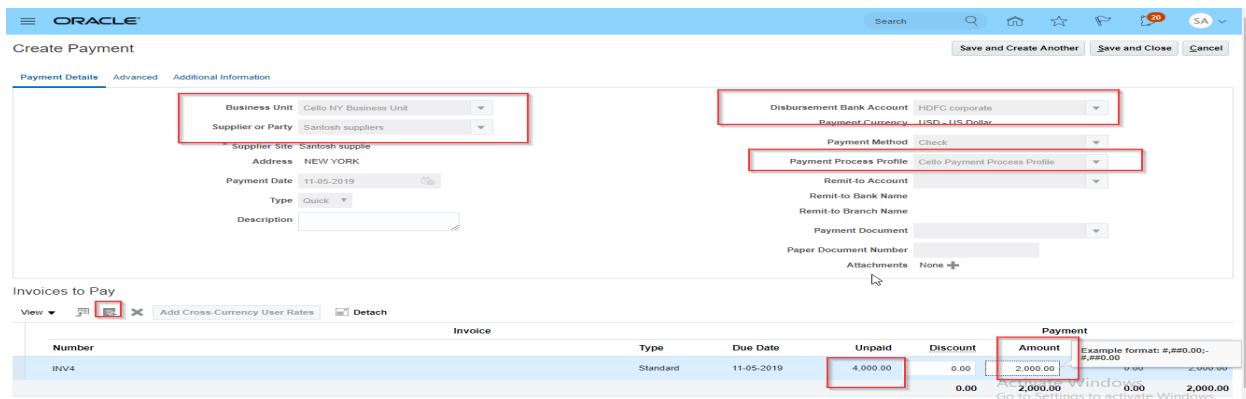
→ Query with the unpaid invoice and select the invoice and click on apply

- Click on save and close
- Then query the payment for check the status
- Navigation same click on Task list
- Click on Manage payment
- Query with the supplier
- Then you will the payment invoices list and click on the payment number for check the status and other details

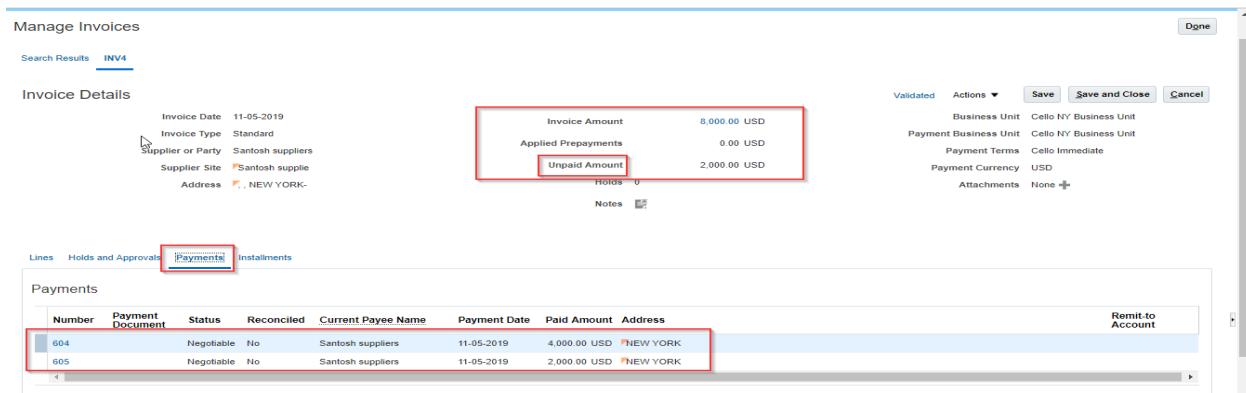
→ Save and close

Partial Payment invoice

- Query the standard invoice
- Go to Home
- Select the Payables option
- Click on Payments
- Go to task list
- Click on create Payments give the details
- Click on Select and add button and apply invoice and click on amount and change the amount the save and close partial amount will paid



- Navigation same go to task list and click the manage payment then you can see the payment details only, if you want to see the how much paid and how much is pending we have to see the invoice in invoice work bench
- Navigation same go to task list select the Manage invoice
- Query the invoice and open the invoice in the invoice header level you can see the unpaid amount and in the payments tab you can see the how much paid



Invoice creation via Spreadsheet (ADFDI)

In EBS WEBID (no installation need) but in fusion we have to download ADF desktop integrator it is available in Tools

Application Development Framework Data Integrator (ADFDI)

Pending

Debit memo

Debit memo raised by us to return the goods and correction of amount, to reduce supplier outstanding balance

PO Bases Debit memo

1. Create PO
2. Create GRN
3. Invoice
4. Apply to Debit memo

1. Create PO

- Go to Home Page
- Go to Procurement
- Click on Purchase order

2. Create Receipt

- Go to Home page
-

3. Invoice creation

Create the invoice

Debit memo

- Go to home page
- Click on Payables tile
- Select the invoice option
- Go to Task list
- Create Invoice
- Give the supplier details ,Type is debit memo amount is with negative sign and type as debit memo
- Go to lines select the matching type as correct unmatched invoices means these debit memo you want to apply to which invoice it is non po based means standalone invoice then use this, if it is PO based use the Correct matched invoices then click on go
- Search with the invoice which you want to apply to this debit memo
- Enable the correct option give the amount with negative sign and click on apply and ok

The screenshot shows the Oracle Fusion Applications interface for correcting unmatched invoices. The main header includes fields for Identifying PO, Business Unit (Cello NY Business Unit), Supplier (Santosh suppliers), Supplier Number (100187), and various dates. A sub-dialog titled 'Correct Unmatched Invoices' is open, showing a search bar with 'INV4' and a table with two rows. The first row has a checked checkbox under 'Amount correction' with a value of '-2,000.00'. The second row has an unchecked checkbox. The 'Apply' button at the bottom right of the dialog is highlighted.

- Save, validate and Post to ledger
- Click on view accounting

The screenshot shows the 'Accounting Lines' screen for a debit memo. It includes tabs for 'Ledger' (set to Cello US Primary Ledger), 'Date' (11-05-2019), and 'Status' (Final). The main table lists two accounting lines: one for a debit memo validating account 101*0000*22100 (Liability) and another for a debit memo validating account 101*0000*12300 (Item expense).

Payment to this invoice after adjust the debit memo

- Go to home page
- Click on Payables tile
- Select the Payments option
- Click on Task list and click on Create payment
- Give the supplier name, whom you want to pay, select bank account, method, PPF and document
- Go to invoice pay main tab in this click on add and select icon then unpaid invoices will available then select the invoice which you want to pay and debit memo also

The screenshot shows the 'Create Payment' screen. It includes tabs for 'Payment Details' (selected) and 'Advanced'. The 'Payment Details' section shows a business unit (Cello NY Business Unit), supplier (Santosh suppliers), address (NEW YORK), and payment date (11-05-2019). The 'Select and Add: Invoices to Pay' dialog is open, showing a search bar and a table of invoices. The table includes columns for Number, Due Date, Unpaid Amount, Type, Pay Alone, and Invoice Business Unit. The invoices listed are INV6, INV4, and INV5, with INV5 being a debit memo.

- Save and close
- After adjust the Debit memo will see the customer balance or invoice amount

The screenshot shows the 'Create Payment' screen in Oracle Fusion Applications. The top navigation bar includes 'Search', 'Home', 'Star', 'Print', 'Help', 'SA', and buttons for 'Save and Create Another', 'Save and Close', and 'Cancel'. The main form has tabs for 'Payment Details', 'Advanced', and 'Additional Information'. Under 'Payment Details', fields include 'Business Unit' (Cello NY Business Unit), 'Supplier or Party' (Santosh suppliers), 'Address' (NEW YORK), 'Payment Date' (11-05-2010), 'Type' (Quick), and 'Description'. On the right, there are sections for 'Disbursement Bank Account' (HDFC corporate), 'Payment Currency' (USD - US Dollar), 'Payment Method' (Check), 'Payment Process Profile' (Cello Payment Process Profile), 'Remit-to Account', 'Remit-to Bank Name', 'Remit-to Branch Name', 'Payment Document', 'Paper Document Number', and 'Attachments'. Below the main form is a section titled 'Invoices to Pay' with a table:

Number	Invoice	Type	Due Date	Unpaid	Discount	Amount	Interest	Total
		INVB	Debit memo	11-05-2019	-2,000.00	0.00	-2,000.00	0.00
INVB	Standard	11-05-2019	10,000.00	0.00	10,000.00	0.00	10,000.00	
				0.00	8,000.00	0.00	8,000.00	

- ⊕ Save and close
- ⊕ If you want to know the customer outstanding amount we have to run the “ Import Payables invoice Report”

How to create automatic debit memo for return goods

1. Po created Receipt created Invoice created validated and accounted
Returns the goods to vendor and Debit memo automatically created
2. Po created Receipt created but invoice not created and validation and accounted is not done
Returns the goods to vendor and it should not create debit memo and foods will not adjust

Setups

1. Enable debit memo option at supplier site
2. Create PO, GRN and Invoice
3. Return goods to vendor (system automatically create debit memo in AP)

1. Enable debit memo option at supplier site

- Go to Home page
- Select the Procurement option
- Click on Supplier
- Go to task list
- Query the supplier
- Go to supplier site tab then go to purchasing sub tab enable the option (it is located in Self billing sub tab)

The screenshot shows the Oracle Fusion Applications Purchasing General settings page. It includes sections for Communication, Controls, Freight, Consigned Inventory, and Self-Billing. On the right side, there is a 'Language' section and a 'Required Acknowledgment' dropdown. Below these are fields for FOB, Country of Origin, and Buyer Managed Transportation. At the bottom right, there is a section for Consumption Advice Frequency and Summary, followed by a red-bordered box containing the 'Selling Company Identifier' section. This section includes checkboxes for 'Gapless invoice numbering' and 'Create debit memo from return'. To the right of this box is a note: 'Activate Windows Go to Settings to activate Windows.'

2.3.4. Create PO, GRN and Invoice

Do the same as above PO GRN and Invoice creation

5. Return the goods to supplier



Credit memo

Credit memo issued by supplier with acceptance

To reduce customer outstanding balance

- Go to home page
- Click on Payables tile
- Select the invoice option
- Go to Task list
- Create Invoice
- Give the supplier details , amount is with negative sign and type as Credit memo
- Go to lines select the matching type as correct unmatched invoices means these Credit memo you will apply to which invoice it is non po based means standalone invoice then use is if it is PO based use the Correct matched invoices then click on go
- Search with the invoice which you want to apply to this Credit memo
- Enable the correct option give the amount with negative sign and click on apply and ok

The screenshot shows the Oracle Fusion Applications interface for editing an invoice. The main window is titled 'Edit Invoice: CM1'. In the top left, there's a 'Identifying PO' section with fields like Business Unit (Cello NY Business Unit), Supplier (Santosh suppliers), and Supplier Number (100187). Below this is the 'Invoice Header' section. A red box highlights the 'Correct Unmatched Invoices' button in the toolbar. A modal dialog box titled 'Correct Unmatched Invoices' is open, showing a grid of corrected invoice lines. The grid has columns for Line, Corrected Invoice, Quantity, Unit Price, Amount, Number, Item, Line, Amount, Quantity, Unit Price, and UOM Name. One row in the grid is highlighted with a red box, showing an 'Amount correction' of -2000. The 'OK' button at the bottom right of the dialog is also highlighted.

→ Save, validate and post to ledger

Payment to this invoice after adjust the Credit memo

- Go to home page
- Click on Payables tile
- Select the Payments option
- Click on Task list and click on Create payment
- Give the supplier name, whom you want to pay, select bank account, method, PPF and document
- Go to invoice pay main tab in this click on add and select icon then unpaid invoices will available then select the invoice which you want to pay and credit memo also

The screenshot shows the Oracle Fusion Applications interface for creating a payment. The main window is titled 'Create Payment'. In the top left, there's a 'Payment Details' section with fields like Business Unit (Cello NY Business Unit), Supplier or Party (Santosh suppliers), and Payment Date (11-05-2019). A red box highlights the 'Supplier or Party' section. Below this is the 'Invoices to Pay' section. A red box highlights the 'Invoices to Pay' grid, which lists two invoices: INV7 and CM1. The grid has columns for Number, Due Date, Unpaid Amount, Type, Pay Alone, and Invoice Business Unit. The 'OK' button in the grid is also highlighted.

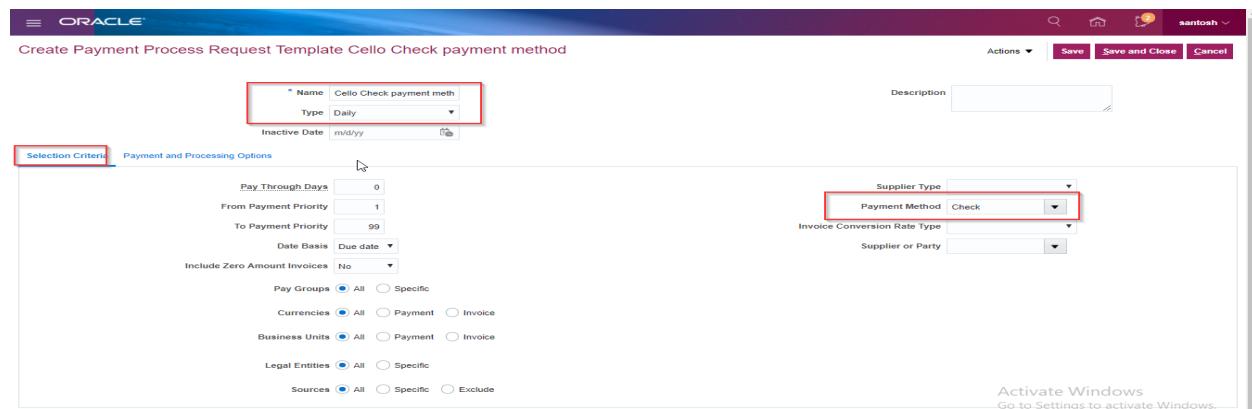
→ Save and close

Payment process request (PPR)

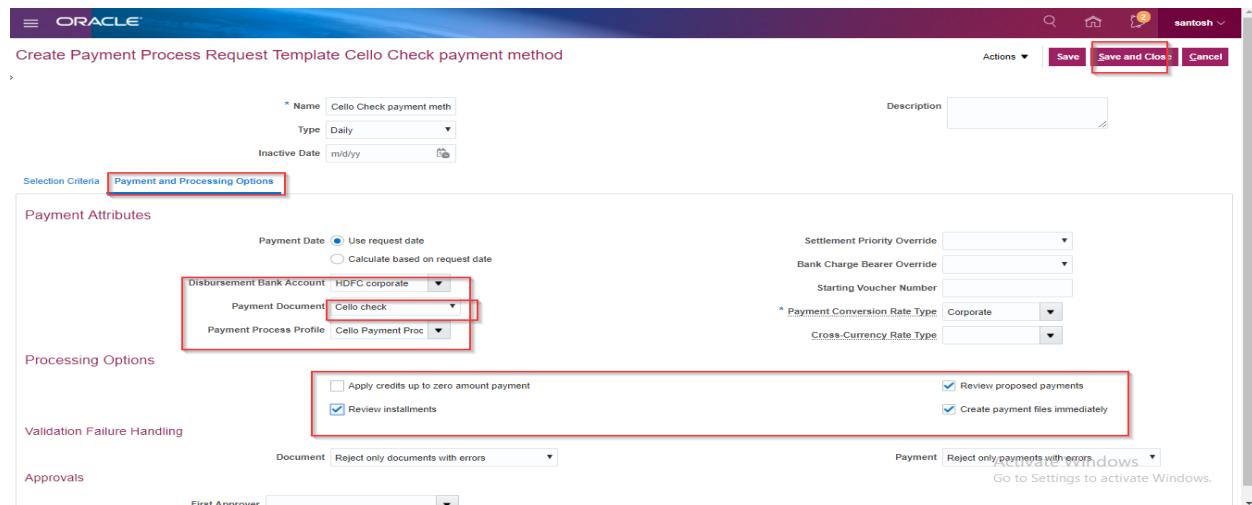
If you want to frequently run the payment schedule the PPR .It is a program, we can done in two ways manually and automatic means create the payment process request then proceed with the payment

Check payment PPR

- Go to home page
- Click on Payables tile
- Go to Task list
- Manage Payment process request template
- Go to Actions click on create button
- Give the details and under selection criteria give the details, if it is check give the Payment method Is check if EFT give the Electronic



- Go to Payment and Processing options tab give the details



- Save and close

EFT payment PPR

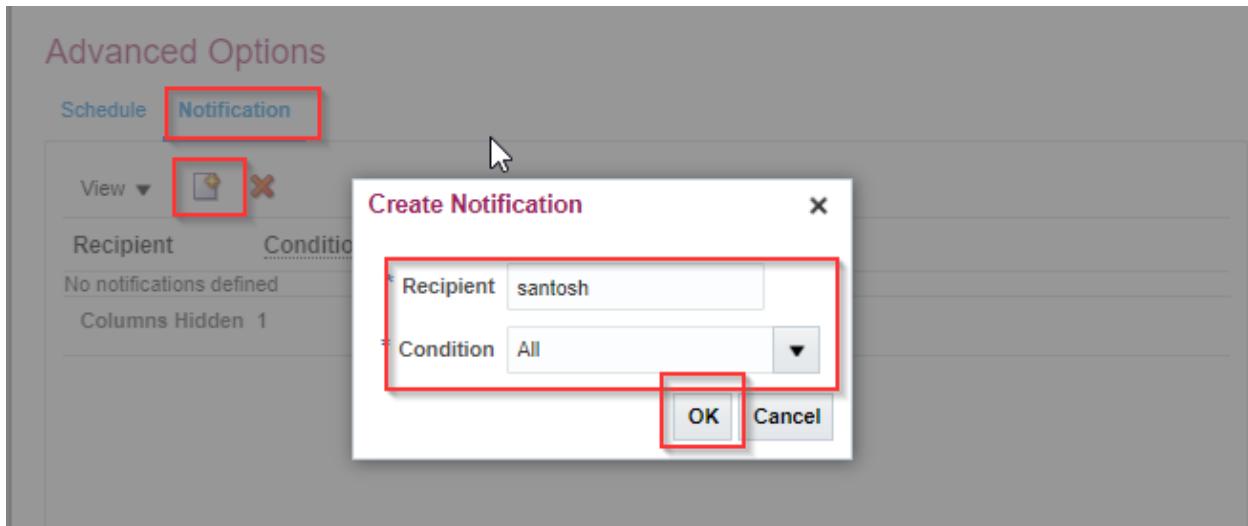
- If you want to do the Electronic fund transfer (EFT) you can create another PPR
- Same navigation

→ Go to Payment and Processing options tab give the details

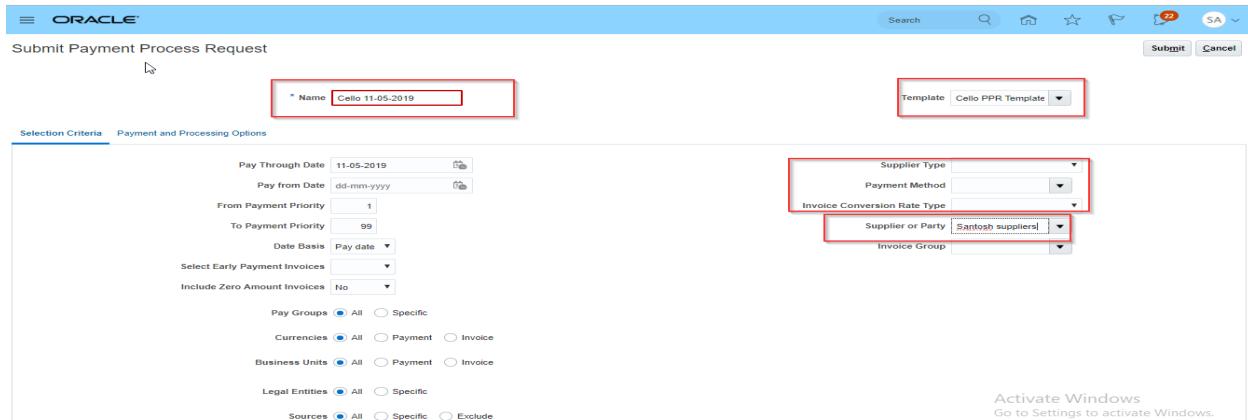
- Don't enable the review proposed payments, review installments because of it is EFT so we can't enable
- Go to action and click on schedule request we have another option in that Go to single request (you can run in the same time)
- Go to advanced tab and under that we have using schedule option enable it to do the schedule
- Click on advance option and give the details means schedule details and time

- Go to Notification tab give the person name if you want to receive the notification after complete the request

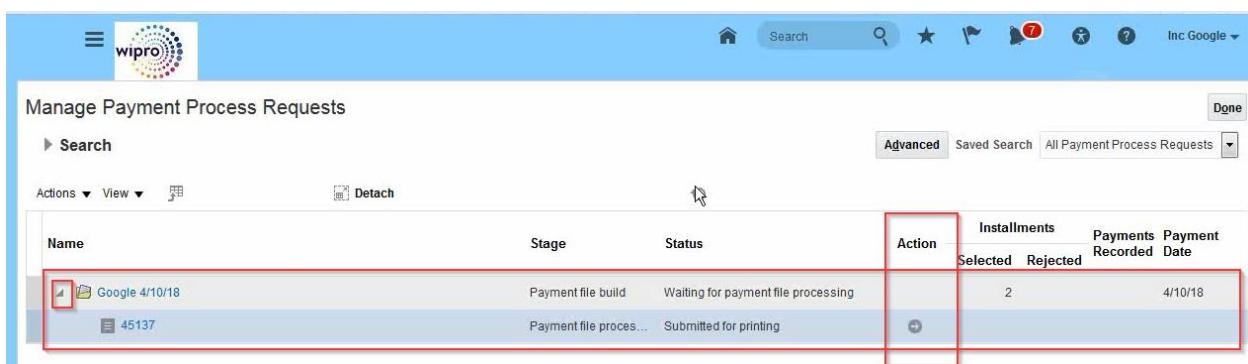
- Click on Create notification icon give the name



- Click on Submit
- When you want to pay the bulk of invoices payment then go same navigation go to task click on submit PPR option and give the defined template name



- Check the process go to same navigation
- Click on task list and click on PPR requests
- Query the PPR and select the request



- ⊕ Status : If any invoices is there for payment then status will select otherwise installments selected status will appear
- ⊕ Under installments we can see how many invoices to paid that number will appear here
 - Then click on go under Action it will show status of the invoices
 - If you click the drop down for request name then it will give the status of the invoice payment
 - Click on save and close

⊕ Delete and cancel invoices

Delete

- Query the invoice in manage invoice page
- Go to actions and click on delete

Note: Never validated status invoices only we can delete, validated invoices we can't delete)

Cancel

- Query the invoice in manage invoice page
- Go to action and click on cancel

Note:

1. Paid invoices will not allow cancel
2. If you cancel the accounting invoice run the create accounting

⊕ Payment Setups

We have 3 types of Payments

1. Cash → Not there in oracle
2. Check
3. EFT (Electronic fund transfer)

Setups:

1. Create Payment Method (WIRE, CHECK, EFT)
2. Finalize check format with cancelled check provided by AP Team
3. Tech Team develop the check layout
4. Create Payment template
5. Create Payment format
6. Create Payment process profile

1. Create Payment Method (WIRE, CHECK, EFT)

Oracle provided seeded payment methods like Checks

- Go to Setup & Maintenance
- Setup : Financials

- Functional area : Payables
- Task : %Manage% Payment% Methods%
- Select Manage Payment Methods
- If you want to use the seeded one otherwise create your own method
- Click on + icon to create method

2. Finalize check format with cancelled check provided by AP Team

3. Tech Team develop the check layout

4. Create Payment template

Oracle provided seeded templates you can use it or create new one

- Go to Setup & Maintenance
- Setup : Financials
- Functional area : Payments
- Task : %Manage% BI % publisher% templates%
- Select Manage BI Publisher Templates
- Getting error check with seniors

5. Create Payment format

Oracle provided seeded templates you can use it or create new one

- Go to Setup & Maintenance
- Setup : Financials
- Functional area : Payments
- Task : %Manage % formats%
- Select Manage Formats
- Query the Disbursement corporate check format select that and click on create

Name	Code	Type	Message Direction	BI Publisher Template
Disbursement Corporate Credit Card Remittance Format	IBY_AMEX_REMITTANCE	Disbursement Corporate Credit Ca...	Outbound	Corporate Credit Ci...

- Doubt

6. Create Payment process profile

For each Payment Method we can create one

- Go to Setup & Maintenance
- Setup : Financials
- Functional area : Payments
- Task : %Manage% Payment %Process %Profile%
- Select Manage Payment Process Profile
- Click on + to create

- Save and close

Discounts invoice

Create invoice with 100000 due dates 30, if you pay 1-10 days then will get 3%, 1-15 days then will get 1%

Setups

1. Assign discount account at common options for payables and procurement setup
2. Enable Always discount option in invoice options
3. Enable discount option at supplier level
4. Manage payment terms (Discount)
5. Assign discount option at invoice or supplier site level

1. Assign discount account at common options for payables and procurement setup

- Go to Setup & Maintenance
- Setup : Procurement
- Functional area : Payables
- Task : %Manage% common% options% payables%
- Select Manage Common Options for Payables and Procurement
- Give the Discount taken account under Default Distributions

Manage Common Options for Payables and Procurement

Business Unit: Cello NY Business Unit

Default Distributions

* Liability	101=0000-22100	
* Prepayment	101=0000-13500	
Bill Payable		
* Conversion Rate Variance Gain	101=0000-95022	
* Conversion Rate Variance Loss	101=0000-95022	

Discount Taken: 101=0000-77600

Miscellaneous

Freight

Prepayment Tax Difference

Save Save and Close Cancel

Automatic Offsets

Offset Segments: None
 Primary balancing segment
 All segments, except natural account

One Time Payments

Liability

Expense

Currency Conversion

Require conversion rate entry

Conversion Rate Type: Corporate

* Realized Gain Distribution: 101=0000-78610

* Realized Loss Distribution: 101=0000-78620

Activate Windows
Go to Settings to activate Windows.

Expense Accruals

→ Save and close

2. Enable Always discount option in invoice options

- Go to Setup & Maintenance
- Setup : Procurement
- Functional area : Payables
- Task : %Manage% invoice% options%
- Select Manage Invoice Options
- Enable the Always takes discount

Manage Invoice Options

Business Unit: Cello NY Business Unit

Invoice Entry

Require invoice grouping

Allow document category override

Allow adjustments to paid invoices

Allow remit-to supplier override for third-party payments

Recalculate invoice installments

Hold unmatched invoices

Enable invoice account coding workflow

Receipt Acceptance Days

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Pay Group: Standard

* Payment Priority: 99

* Payment Terms: Immediate

* Terms Date Basis: Invoice date

* Pay Date Basis: Discount date

* Accounting Date Basis: Invoice date

* Budget Date Basis: Accounting date

Matching

Allow final matching

Allow matching distribution override

Transfer PO distribution additional information

Quantity Tolerances

Amount Tolerances

Discount

Exclude tax from calculation

Exclude freight from calculation

Activate Windows
Go to Settings to activate Windows.

Always take discount

→ Save and close

3. Enable discount option at supplier level

- Go to Home Page
- Go to Procurement tab
- Click on Supplier
- Go to Task list and click on Manage suppliers
- Query the customer which you want to give the discount
- Go to sites tab, select and edit the sites
- Go to invoicing sub tab then go to Terms sub tab change the Always take discount option as Yes

The screenshot shows the 'Edit Site: ABC Supplier' page. In the 'Terms' section, the 'Always Take Discount' dropdown is set to 'Yes' and is highlighted with a red box. The 'Save and Close' button at the top right is also highlighted with a red box.

- Save and close and submit

4. Manage payment terms (Discount)

- Go to Setup & Maintenance
- Setup : Procurement
- Functional area : Payables
- Task : %Manage% payment % terms%
- Select Manage Payment Terms
- Click on + icon to create terms
- Give the details, discount and set assignment

Name: Cello 10/5% Net 30days
Description: If they pain in 10 days they will get the 5 percent off
From Date: 5/20/19
To Date: m/d/yy
Cutoff Day:
Rank:
AB Context:

Installments

Due (%)	Amount Due	Calendar	Fixed Date	Days	Day of Month	Months Ahead
100				30		

Discount

First Discount			Second Discount			Third Discount			
Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead	Day of Month	Months Ahead
5	10								

Set Assignments

Set Code	Set Name	Description
COMMON	Common Set	

Activate Windows
Go to Settings to activate Windows.

→ Save and Close

5. Assign discount option at invoice or supplier site level

- Go to Home page
- Click on Payables
- Go to invoice
- Go to Task list and click on create invoice
- Give the details and payment term validate it
- Go Actions and click on Manage Installments then you will see the due date

Manage Installments

Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
Pay Group: Standard
Bank Charge Bearer:
Settlement Priority:
Delivery Channel:
Payment Reason:
Payment Reason Comments:
 Pay alone
Discountable Amount: 1,500.00

Installment

Installment	Due Date	Gross Amount	Unpaid Amount	Payment Priority	Payment Method	Bank Account	Details
1	6/13/19	1,500.00	1,500.00	99	Check		<input type="button" value="Edit"/>
Totals		1,500.00	1,500.00				

Installment 1: Details

Discounts (1)

Date	Discount	Net Amount
5/30/19	75.00	1,425.00
m/d/yy		
m/d/yy		

→ Save and Close

Prepayments

A vendor issues **prepayment invoices** to require a deposit on the purchase before the purchase order is fulfilled. ... A **prepayment** value can be defined on the purchase order, a **prepayment invoice** is recorded

and paid, and then the **prepayment invoice** is applied to the final invoice. Prepayment is nothing but advances to supplier for goods and services.

We have two types of prepayments

- Temporary
- Permanent
 1. Create the prepayment invoice
 2. Process the payments for prepayment invoices
 3. Create standard invoice
 4. Apply prepayment on standard invoice

Temporary

1. Create the prepayment invoice

- Go to home page
- Go to Account Payable
- Click on Invoices
- Go to Task list
- Click on create invoice
- Click on show more then only you can see the prepayment option
- Give the details at header level Type as : prepayment and enable the Allow prepayment application (if it enable it can apply for invoice if not you can't apply) and give the apply after date (Means when you want to apply the prepayments in the future)
- Give the lines amount and account details (In EBS account default from financial options to supplier site as mandatory whenever you create supplier it takes the prepayments form financial options) in fusion not like that you can give directly in the line level

The screenshot shows the 'Create Invoice' screen for INVPRE1. The 'Invoice Header' tab is selected. Key fields shown include:

- Number:** INVPRE1
- Amount:** 14,500.00
- Type:** Prepayment
- Date:** 5/21/19
- Payment Terms:** Cello Immediate
- Allow prepayment application:** Checked
- Apply After:** 5/21/19

The 'Lines' tab is also visible, showing a single line item with an amount of 14,500.00.

- Save and validate the invoice
- Status is unpaid then pay the payment

2. Process the payments for prepayment invoices

- Go to invoice action and click on Pay in full give the details and then click on submit
- Then status is available means this prepayment invoice amount is available for supplier

The screenshot shows the 'Create Payment' screen. At the top, there are tabs for 'Payment Details', 'Advanced', and 'Additional Information'. The 'Payment Details' tab is selected. The form includes fields for 'Business Unit' (Cello NY Business Unit), 'Supplier or Party' (ABC supplier), 'Address' (3rd Phase), 'Payment Date' (5/21/19), 'Type' (Quick), 'Description' (empty), 'Disbursement Bank Account' (HDFC corporate), 'Payment Currency' (USD - US Dollar), 'Payment Method' (Check), 'Payment Process Profile' (Cello Payment Process Profile), 'Remit-to Account' (empty), 'Remit-to Bank Name' (empty), 'Remit-to Branch Name' (empty), 'Payment Document' (Cello check), 'Paper Document Number' (3), and 'Attachments' (None). At the bottom right, there are buttons for 'Save and Create Another', 'Save and Close' (highlighted with a red box), and 'Cancel'.

Below the main form, there is a section titled 'Invoices to Pay' with a table:

Number	Type	Due Date	Payment			
			Unpaid	Discount	Amount	Interest
INVPRE1	Prepayment	5/21/19	14,500.00	0.00	14,500.00	0.00
			0.00	14,500.00	0.00	14,500.00

A message at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows.'

- Save and Close

3. Create standard invoice for same supplier

In EBS system will give one popup for prepayments but in Fusion by default system will not give the popup, if you want to get the prepayment popup we have enable the show available prepayments during invoice entry option under prepayment tab in the invoice option setup

- Go to home page
- Accounts Payable
- Click on Invoices
- Go to task list
- Click on Create Invoice
- Give the details at header level depends on supplier system will identify the prepayments

The screenshot shows the 'Create Invoice: INV6' screen. At the top, there are tabs for 'Validated', 'Invoice Actions', and buttons for 'Save and Create Next', 'Save', 'Save and Close' (highlighted with a red box), and 'Cancel'.

The 'Invoice Header' section includes fields for 'Supplier Number' (1), 'Supplier Site' (AB), 'Supplier Site Description' (Available Prepayments: 1. Amount: 14500 USD), 'Date' (5/21/19), 'Payment Terms' (Immediate), 'Terms Date' (5/21/19), 'Requester' (empty), 'Attachments' (None), and 'Note' (empty).

The 'Lines' section has a table with columns: Number, Type, Amount, Distribution Set, Distribution Combination, Accounting Date, Prorate Across All Item Lines, Reference, Description, Tax Classification, and Ship-to L. There is one row with 'Number' 1, 'Type' Item, 'Amount' 20,000.00, 'Distribution Set' 101-0000-63580, and 'Reference' Cello NY.

At the bottom, there are sections for 'Taxes' and 'Totals'.

A message at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows.'

- Save the invoice (here you can see the prepayment information)
- On the supplier one bell icon will show it tells about the prepayments
- Validate the invoice

4. Apply prepayment on standard invoice

- Navigation is same
- Go to Invoice actions
- Click on Apply or Un apply Prepayments, you can't do the payment throw the invoice work bench for prepayment invoices
- Then prepayment invoices will show for the that supplier
- Select the prepayment line and click on Apply this is when invoice is open will work
- Otherwise query the invoice go to payments tab apply the prepayment invoice and click on apply

The screenshot shows the 'Manage Invoices' interface. At the top, there's a header with tabs like 'Validated', 'OPTIONS', 'Search', and 'Print/Email/Close'. Below the header, there's a 'Invoice Details' section with fields for 'Invoice Date' (5/21/19), 'Invoice Type' (Standard), 'Supplier or Party' (ABC supplier), and 'Supplier Site' (ABC Supplier). To the right of this, there's a summary box with 'Invoice Amount' (20,000.00 USD), 'Applied Prepayments' (14,500.00 USD), and 'Unpaid Amount' (5,500.00 USD). Further down, there are sections for 'Payments' (no payments listed) and 'Prepayments' (no data to display). The main focus is the 'Applied' section, which lists a single prepayment entry for 'INVPRE1' with details: Site (ABC S...), Purchase Order (A1450001), Currency (USD), Applied (14,500.00), and Accounting Date (5/21/19).

- Then validate the invoice
- Then go to payments give the details and select the invoice

The screenshot shows the 'Create Payment' screen. At the top, there are buttons for 'Save and Create Another', 'Save and Close', and 'Cancel'. Below this, there are tabs for 'Payment Details', 'Advanced', and 'Additional Information'. The 'Payment Details' tab is active, showing fields for 'Business Unit' (Cello NY Business Unit), 'Supplier or Party' (ABC supplier), 'Supplier Site' (ABC Supplier), 'Address' (3rd Phase), 'Payment Date' (5/21/19), 'Type' (Quick), 'Disbursement Bank Account' (HDFC corporate), 'Payment Currency' (USD - US Dollar), 'Payment Method' (Check), 'Payment Process Profile' (Cello Payment Process Profile), 'Remit-to Account', 'Remit-to Bank Name', 'Remit-to Branch Name', 'Payment Document' (Cello check), 'Paper Document Number' (4), and 'Attachments' (None). Below this, the 'Invoices to Pay' section shows a table with columns for 'Invoice' (Number, Type, Due Date, Unpaid, Discount, Amount, Win Interest, Total) and 'Payment'. A single row for 'INV6' is selected, with its entire row highlighted by a red box.

- Then status is paid

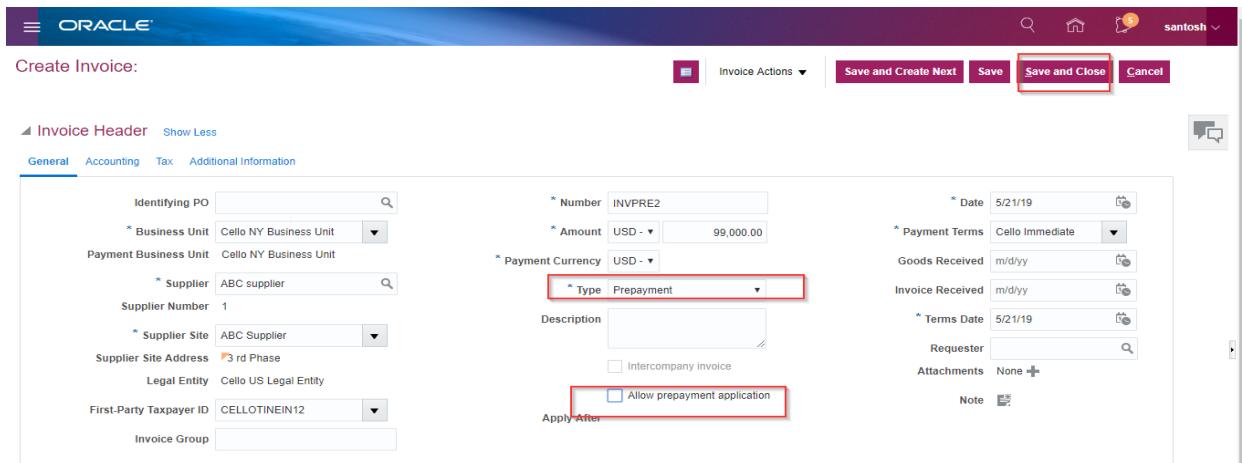
5. Entries

1. Prepayment Invoice

- Prepayment DR
 Supplier liabilities CR
2. Prepayment release
 Supplier liabilities DR
 Cash CR

Permanent

- Go to Home page
- Click on Payments
- Go to task lists
- Click on Create invoice
- Give the details, change the type as prepayments then one popup will appear unable the Allow prepayment application.



The screenshot shows the Oracle Fusion Applications interface for creating an invoice. The top navigation bar includes the Oracle logo, a search icon, a home icon, a user icon labeled 'santosh', and a dropdown menu. Below the header, the title 'Create Invoice:' is displayed, followed by a toolbar with 'Invoice Actions' (dropdown), 'Save and Create Next', 'Save', and 'Save and Close' (highlighted with a red box) buttons. A 'Cancel' button is also present. The main form has tabs for 'General', 'Accounting', 'Tax', and 'Additional Information'. The 'General' tab is active. On the left, there are sections for Identifying PO, Business Unit, Payment Business Unit, Supplier, Supplier Number, Supplier Site, Supplier Site Address, Legal Entity, First-Party Taxpayer ID, and Invoice Group. On the right, there are sections for Number (INVPRE2), Amount (USD - 99,000.00), Payment Currency (USD), Date (5/21/19), Payment Terms (Cello Immediate), Goods Received (m/d/y), Invoice Received (m/d/y), Terms Date (5/21/19), Requester, Attachments (None), and Note. A 'Description' field and an 'Intercompany invoice' checkbox are also present. At the bottom of the form, there is an 'Apply After' section and a checkbox for 'Allow prepayment application' (which is checked). The status bar at the bottom indicates 'ROWS 1 OF 1'.

→ Save and Close

How to convert permanent to Temporary prepayment

You can convert the Permanent to Temporary but you shouldn't do the Temporary to permanent

- Query the prepayment invoice
- Go to Actions and click on Edit
- Click on Show more than enable the Allow prepayment application

The screenshot shows the Oracle Fusion Applications interface for editing an invoice. The top navigation bar includes the Oracle logo, a search icon, a home icon, a notification icon with 'santosh', and user information. The main title is 'Edit Invoice: INVPRE2'. Below the title, there are tabs for 'General', 'Accounting' (which is selected), 'Tax', and 'Additional Information'. The 'Accounting' tab displays various fields: Business Unit (Cello NY Business Unit), Payment Business Unit (Cello NY Business Unit), Supplier (ABC supplier), Supplier Number (1), Supplier Site (ABC Supplier), Supplier Site Address (3rd Phase), Legal Entity (Cello US Legal Entity), First-Party Taxpayer ID (CELLOTINEIN12), and Invoice Group. On the right side, there are sections for payment terms, goods received, invoice received, terms date, requester, and attachments. The 'Type' field is set to 'Prepayment' and the 'Allow prepayment application' checkbox is checked. Buttons at the bottom include 'Save', 'Save and Edit Another', 'Save and Close' (which is highlighted in red), and 'Cancel'. A note at the bottom right indicates the last save was on 5/21/19 at 6:24 AM.

→ Save and close

Bills Payables

A **bill payable** is a document which shows the amount owed for goods or services received on credit (**meaning** not paid at the time that the goods or services were received). The provider of the goods or services is referred to as the supplier or vendor. Hence, a **bill payable** is also known as an unpaid vendor invoice

Setups

1. Give the Bill Payable account in the common option for payables and procurement under default distribution
2. Create payment method for bills payable
3. Create standard invoice
4. Make payment include maturity date

1. Give the Bill Payable account in the common option for payables and procurement

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % common% options % for % payables%
- Select Manage Common Options for Payables and Procurement
- Scope should be your BU
- Give the Bill Payable account

Manage Common Options for Payables and Procurement

Business Unit Cello NY Business Unit

Default Distributions

* Liability 101=0000=22100	* Prepayment 101=0000=13500	* Bill Payable 101=0000=26223	* Discount Taken 101=0000=77600
Miscellaneous			Freight
			Prepayment Tax Difference

Conversion Rate Variance Gain 101=0000=95022
Conversion Rate Variance Loss 101=0000=95022

Save Save and Close Cancel

→ Save and Close

2. Mange payment method

When we enable Bills payable (When we enable this system will give the one additional field called as maturity date without give this we can't process the payment for invoice)

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % Payment% Method%
- Select Manage Payment Method
- Click on + icon to create
- Give the details and go to bills payable tab and enable Bills payable option

Create Payment Method

* Name Cello Check payment	Anticipated Float Value
* Code CELLO_CHECK_PAYME	* From Date 5/24/19
Description CELLO CHECK PAYMENT	To Date m/d/y
Alias	

Usage Rules Validations Bills Payable Additional Information

Bills Payable

Maturity Date Override

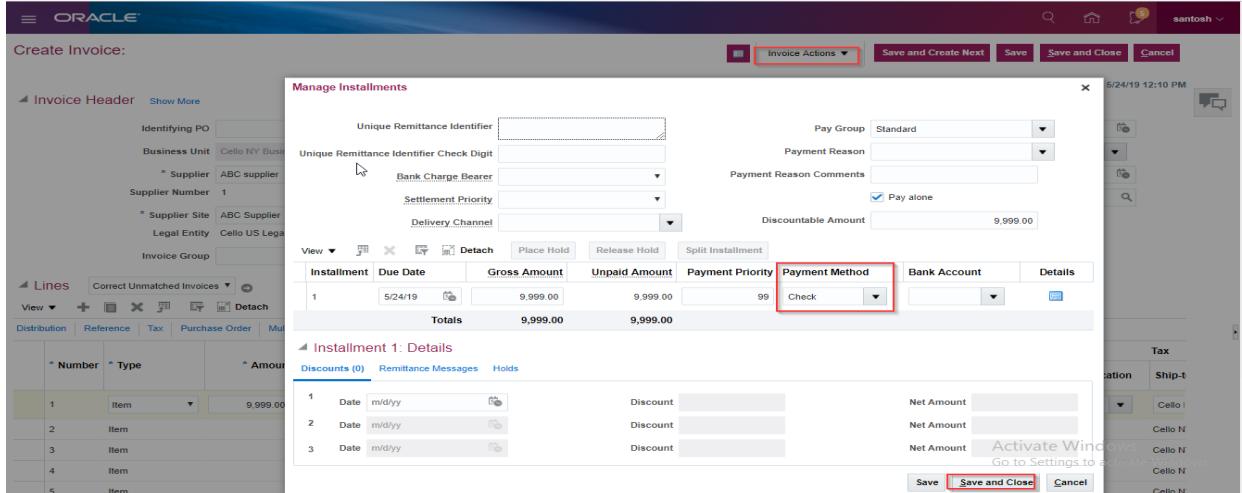
Save Save and Close Cancel

→ Save and close

3. Create standard invoice

- Go to home page
- Click on Accounts Payables
- Select invoice
- Go to task list
- Create Invoice

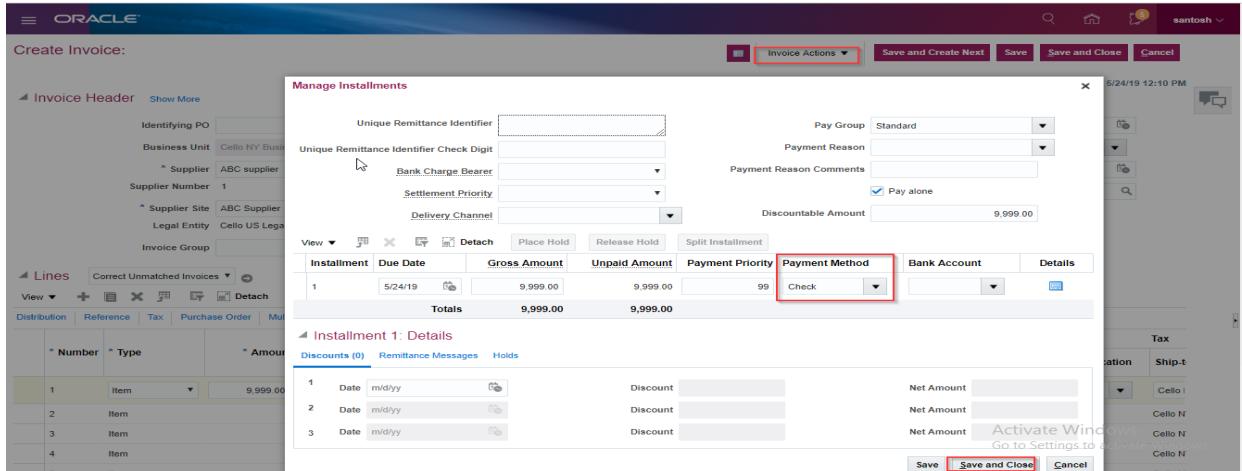
- Give the details , payment methods default from supplier method so we have to modify that and give the this payment method for extra field called maturity date for this save the invoice go to Invoice actions click on installments to over rite the payment method
- Then change the payment method means over write this method



- Validate and post to ledger

4. Make payment include maturity date

- Go to invoice work bench
- Click on task list
- Click on create payments
- Give the details here payment method should be bills payable payment method and go to Advances tab and give the maturity date on that date depends supplier will en cash the check



- Go to invoice pay tab and select the bills payable invoice
- Save and close

Withholding tax

It's all about calculating the tax and holding from the invoice the tax amount means if we are going to create the transaction if withholding tax is applicable system will create the separate invoice with the tax amount which we have to pay to tax authority

Setups

1. Create withholding tax authority as a supplier
2. Create payables calendar (special calendar (EBS)) (optional)
3. Manage withholding tax options
4. Manage tax codes
5. Create tax classification (Task group (EBS))
6. Assign tax group (tax classification) to standard supplier
7. Create standard invoice
8. System create WHT invoice with tax authority

1. Create withholding tax authority as a supplier

It is same as supplier creation but supplier type as a tax authority

- Go to Home page
- Procurement tile
- Click on supplier
- Go to task list and select the create the supplier
- Give the details and click on create
- Under General tax we have supplier type here we have to give the tax authority
- And remaining procedure is same under site assignments tab you can add the business units throw the click on + icon otherwise click on Auto creation assignment (if you click on this, this user acting as procurement for how many BU the same Bu will get default)

2. Create payables calendar (special calendar (EBS)) (optional)

- Go to Setup & Maintenance
- Setup : Financials
- Functional Area: Payables
- Task : %Manage% Payables% calendars%
- Select Manage Payables calendars
- Click on + icon to create calendar
- Give the details calendar type as General purpose (Only for payment terms keep as payment terms other than that means Withholding tax, recurring invoice or key indicators select as a General Purpose)
- After gave the all details click on General periods

3. Manage withholding tax options

- Go to Setup & Maintenance
- Setup : Financials
- Functional Area: Payables
- Task : %Manage% Tax% reporting% withholding%
- Select Manage Tax Reporting and Withholding Tax Options
- Give the Event class as a Standard invoice and remaining details will default
- Save and close

4. Manage tax codes

- Go to Setup & Maintenance
- Setup : Financials
- Functional Area: Payables
- Task : %Manage% Tax% codes%
- Select Manage Tax Codes
- Click on + to create
- Give the details tax regime code taken as inbuilt or create it

5. Create tax classification (Task group (EBS))

6. Assign tax group (tax classification) to standard supplier

- Go to Home page
- Procurement tile
- Click on supplier
- Go to task list and select the manage suppliers
- Under Profile details tab we have Income tax sub tab
- In that we have Enable the Use withholding tax and give the tax group means tax classification
- Save it
- Go to sites tab and click on edit
- Go to site assignments enable withholding tax and give the group name
- Save and close

5. Create standard invoice

- Go to home page
- Go to Account Payable
- Click on Invoices
- Go to Task list
- Click on create invoice
- Give the details
- Save it and validate it

- After saving you can see what is the standard invoice amount and WHT amount
- Now you can see WHT invoice created by system
- Navigation is same
- Go to task list and select the manage invoice
- Query with supplier details then you can find the WHT invoice
- Validate and post to ledger

Pay Alone

By default system will allow us to process the payment for multiple invoices with one check, by using one check we can issue the payment for multiple invoices. If you have a requirement of setting the restrictions on document usage for the invoices we can use the pay alone, if you enable or set the pay alone control system will for each document or each check system will generate the separate check. To implement that condition in the application we can use the pay alone concept

Ex: If we have 10 invoices with the same supplier and same site system will create the check for all 10 invoices it won't create the one check to all 10 invoices

Setups

1. Enable Pay Alone option at supplier Level
2. Create two invoices
3. Payment

1. Enable Pay Alone option at supplier Level

First we have to specify for which supplier this pay alone option should be applicable, even if you don't set pay alone option at supplier level invoice creation time also we can set it, if you set at supplier level that would get default for all the all the supplier invoices

- Go to Home
- Go to Procurement tile
- Go to suppliers
- Go to task list
- Click on Manage Users
- Query the supplier
- In supplier we can assign this at different level like profile level, address level and site level
- Go to payments sub tab go to payment attribute sub tab and select payment specifications tab then enable the Pay each document alone

The screenshot shows the 'Edit Site: ABC Supplier' page in Oracle Fusion Applications. The 'Payments' tab is selected. Under 'Payment Methods', the 'Payment Attributes' section is highlighted with a red box. A specific checkbox, 'Pay Each Invoice Alone', is also highlighted with a red box. A tooltip for this checkbox states: 'Pay each document payable in a separate payment, even if other documents payable with like attributes exist.' The status bar at the bottom right says 'Activate Windows'.

- Finally it is required at site level whatever we have site level that only will reflect for the transaction at invoice
- This is applicable for invoices which you created from now, for the past invoices it won't enable
- Save and Close

Create two invoices

Create invoices before validate just go to invoice actions and click on manage installments in that you can see pay alone option enable because we enabled at supplier level validate it

The screenshot shows the 'Manage Installments' dialog box. In the 'Payment Reason Comments' section, the 'Pay alone' checkbox is highlighted with a red box. The 'Discountable Amount' field shows '26,500.00'. At the bottom right of the dialog, there are 'Save', 'Save and Close', and 'Cancel' buttons.

- Save and close

2. Payment

- Go to home
- Click on Accounts Payable
- Select the payments
- Go to Task list and click on create payment
- Then give the details
- Click on Add and select button then you will the unpaid invoices list
- In that list you can see which invoice is eligible for pay alone payment

Select and Add: Invoices to Pay

Number	Due Date	Unpaid Amount	Payee	Payee Site	Type	Pay Alone	Invoice Business Unit
FASPL1	5/16/19	50,005.00 USD	ABC supplier	ABC Supplier	Standard	No	Cello NY Business Unit
INV7	5/21/19	100,000.00 USD	ABC supplier	ABC Supplier	Standard	No	Cello NY Business Unit
INVPRE2	5/21/19	99,000.00 USD	ABC supplier	ABC Supplier	Prepayment	No	Cello NY Business Unit
INV6	5/21/19	5,500.00 USD	ABC supplier	ABC Supplier	Standard	No	Cello NY Business Unit
INV9	5/21/19	-100,000.00 USD	ABC supplier	ABC Supplier	Debit memo	No	Cello NY Business Unit
INV8	5/21/19	-100,000.00 USD	ABC supplier	ABC Supplier	Credit memo	No	Cello NY Business Unit
INV11	5/22/19	10,000.00 USD	ABC supplier	ABC Supplier	Standard	No	Cello NY Business Unit
INV15	5/24/19	26,500.00 USD	ABC supplier	ABC Supplier	Standard	Yes	Cello NY Business Unit
INVG1	5/24/19	10,000.00 USD	ABC supplier	ABC Supplier	Standard	Yes	Cello NY Business Unit
INV1	6/19/19	1,500.00 USD	ABC supplier	ABC Supplier	Standard	No	Cello NY Business Unit

- Select the invoice apply and ok
- Save and close

Foreign currency / Multi currency invoice

For this first we have to make sure we have a bank account which allows to process foreign currency payments.

1. Enable currency conversion rate entry, realized gain or loss and conversion rate variance gain loss account details at common options for payables and procurement
2. Enable currency conversion rate entry at Payment Options
3. Enable multi-currency option for Bank account
4. Manage daily rates
5. Create invoice for foreign currency and payment

1. Enable currency conversion rate entry, realized gain or loss account and conversion rate variance gain loss account details at common options for payables and procurement

- Go to setup & maintenance
- Setup: Procurement
- Functional area: Payables
- Task: Manage % common% options% for % payables%
- Select Manage Common Options for Payables and Procurement
- Scope should be your BU
- Check the account details and currency conversion normally while creating your setups these fields are mandatory

The screenshot shows the 'Default Distributions' section with fields for Liability, Prepayment, Payable, Conversion Rate Variance Gain, and Conversion Rate Variance Loss. The 'Conversion Rate Variance Gain' and 'Conversion Rate Variance Loss' fields are highlighted with a red box and connected by a blue arrow labeled 'Po Based invoices' to the 'Realized Gain Distribution' and 'Realized Loss Distribution' fields in the 'Expense Accruals' section, which are also highlighted with a red box.

Other sections visible include 'Automatic Offsets', 'One Time Payments', 'Currency Conversion' (with a 'Require conversion rate entry' checkbox checked), 'Expense Accruals' (with a 'Conversion Rate Type' dropdown set to 'Corporate'), and 'Self-Billed Invoices'.

- Conversion rate variance gain and loss accounts will generate between the GRN and Invoice (Invoice accounting).
- Realized Gain Distribution and loss Distribution accounts will generate between payment (Payment accounting)

→ Save and close

2. Enable currency conversion rate entry at Payment Options

- Go to setup & maintenance
- Setup: Procurement
- Functional area: Payables
- Task: Manage % Payment % Options%
- Select Manage Payment Options
- Enable the Require currency rate entry

The screenshot shows the 'Manage Payment Options' screen under 'Payment Accounting and Overrides'. It includes sections for 'Allow payment date before the system date', 'Allow override of supplier site bank account', 'Allow document category override', 'Allow payee override for third-party payments', and 'Account for Payment' (set to 'At payment issue and clearing').

The 'Currency Conversion' section is highlighted with a red box and contains a 'Require conversion rate entry' checkbox (checked) and a 'Conversion Rate Type' dropdown set to 'Corporate'. A blue arrow points from this section to the 'Bank Charges' section below it.

The 'Bank Charges' section includes a 'Bank Charge Deduction Type' dropdown set to 'None'.

→ Save and Close

3. Enable multi-currency option for Bank account

- Go to setup & maintenance
- Setup: Procurement
- Functional area: Cash Management and Banking
- Task: Manage % Bank% Accounts%

- Select Manage Banks Accounts
- Query your bank accounts and edit the bank account
- In general tab we have Multicurrency account option enable it

- Save and close

4. Manage daily rates

We can do this setup throw the spreadsheet we don't have another way to upload rates

- Go to setup & maintenance
- Setup: Finance
- Functional area: Financial Reporting structure
- Task: Manage % daily% rates%
- Select Manage Daily Rates
- Go to Daily Rates tab
- Click on Create spread sheet save file and give your user name and password
- Give the rates and submit

- Check the rates in system

5. Create invoice for foreign currency and payment

- Go to Home
- Go to Payables
- Go to Invoice

- Click on Task list
- Create invoice
- Give the currency as INR (Foreign currency) then go to the show more check the accounting tab then you can see the conversion rate

The screenshot shows the Oracle Fusion Applications interface for creating an invoice. The top navigation bar includes the Oracle logo, a search icon, a home icon, a notifications icon with a '3' notification, and a user profile for 'santosh'. Below the header, the page title is 'Create Invoice:'.

The main content area is titled 'Invoice Header' with a 'Show Less' link. It has tabs for General, Accounting (which is selected), Tax, and Additional Information. Under the Accounting tab, there are fields for Accounting Date (5/23/19), Liability Distribution (101=0000=22100), and Address (3rd Phase, NEW YORK, NY 10000 New York, UNITED STATES). To the right of these fields, a dropdown menu for 'Conversion Rate Type' is set to 'Corporate'. Below this, another dropdown for 'Conversion Date' is set to '5/23/19', which is also highlighted with a red box. The 'Conversion Rate' field shows the value '69'. Other visible fields include 'Document Category', 'Voucher Number', 'First-Party Tax Registration Number', and 'Supplier Tax Registration Number'. At the bottom right of the form, there are buttons for 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'.

- Save and close
- Same navigation
- Go to Payments
- Task list
- Create Payments give the details and pay the payments

This screenshot is identical to the one above, showing the Oracle Fusion Applications Create Invoice screen with the Accounting tab selected. The 'Conversion Date' field is again highlighted with a red box to indicate it is the current focus of the instructions.

- Validate and post to ledger
- Go to Invoice actions and click on pay in full in that payment currency should be foreign currency
- You can pay through the invoice bench

Supplier Merge

Supplier sites can be merged within the same supplier or between two suppliers. Additionally, the supplier merge process results in updates to transactions when the site referenced on an order, for example, is merged to another site. Once a merge is completed, it cannot be undone. This works at BU Level

- Go to home page
- Go to Procurement tile
- Go to Suppliers

- Go to Task list
- Click on merge suppliers
- Click on add under request
- Give the details and Check the transfer options which you want to merge form options

The screenshot shows the 'Merge Suppliers' screen in Oracle Fusion Applications. The 'From Supplier' field is set to 'ABC1 suppliers' and the 'To Supplier' field is set to 'ABC supplier'. The 'Transfer Options' dropdown menu is open, with 'All Invoices' selected. The 'Submit' button is highlighted with a red box.

- It is an irreversible activity once you done you can't reverse it
- Give the Form supplier and give the To supplier enable copy site if you want to and transfer options
- Click on submit check the schedule status
- Then you can check the merge status throw query with supplier name and check the invoices

Q: While doing merge if we transfer only the Purchase order what about the others

Interest Invoice

Interest invoice will come in to the picture when late payment is done

Setups

1. Enable “Create interest invoice” at invoice options
2. Enable Create interest invoice at supplier site level (In EBS we enable at supplier level but in fusion enable at supplier site level)
3. Define interest rates
4. Create invoice with past date with immediate payment term
5. Create Payment today

1. Enable “Create interest invoice” at invoice options

- Go to setup & maintenance
- Setup: Procurement
- Functional area:

- Task: %Manage % Invoice% options%
- Select Manage Invoice options
- Under interest tab we have option like create interest invoices enable it then give the interest expense account and minimum interest amount

Manage Invoice Options

Prepayment

Approval

Interest

Payment Terms: Celio Immediate

Settlement Days:

Enable invoice approval

Allow force approval

Require validation before approval

Create Interest Invoices

Minimum Interest Amount: 10

Interest Allocation Method: Single distribution

All invoice lines

Accounting Preference: Account regardless of approval status

Use distribution from purchase order

Show available payments during invoice entry

Interest Expense Distribution: 101=0000=78210

Payment Request

Self-Service Invoices

Activate Windows

- Save and close

2. Enable Create interest invoice at supplier site level

- Go to Home page
- Procurement tile
- Click on supplier
- Go to task list and select the manage the supplier
- Query the supplier and edit the supplier
- Go to sites tab and go to invoicing sub tab
- Under Terms tab we have one option like Create interest invoices keep it as yes

Edit Site: ABC Supplier

Invoice Match Option

Match Approval Level

Quantity Tolerances

Amount Tolerances

Payment Hold Controls

Hold All Invoices: No

Hold Unmatched Invoices: Default from Payables Options

Hold Unvalidated Invoices: No

Payment Hold Reason

Terms

Payment Terms

Terms Date Basis

Pay Date Basis

Bank Charge Deduction Type: Default from Payables Options

Always Take Discount: Yes

Exclude Freight from Discount: Default from Payables Options

Exclude Tax from Discount: Default from Payables Options

Create Interest Invoices: Yes

Third-Party Payment Relationships

Actions: Default, Remit-to-Supplier, Address Name, From Date, To Date, Description

Activate Windows

- Save and close

3. Define interest Rates

You can do in three ways 1. Implementation project 2 Home page 3 FSM page

Throw FSM Page

- Go to home page
- Click on Tasks list
- Click on search button

The screenshot shows the Oracle Fusion Applications interface. The top navigation bar includes the Wipro logo, a search bar, and various application icons. The main content area is titled 'Setup: Compensation Management'. On the left, there's a sidebar with 'Functional Areas' like 'Initial Users' (which is selected and highlighted in blue), 'Enterprise Profile', 'Legal Structures', etc. The main panel displays a 'Task' list with a single item: 'Run User and Roles Synchronization Process'. To the right of the task list is a context menu with several options, some of which are highlighted with red boxes: 'Tasks', 'Search', and 'Search' again.

- Search for task called as Interest rates
- Click on Manage Interest rates
- Give the date and rate

The screenshot shows the 'Manage Interest Rates' page. The top navigation bar has the Oracle logo and a user profile. The main form has a title 'Manage Interest Rates' and contains fields for 'From Date' (5/20/19) and 'To Date' (5/25/19). A red box highlights the 'From Date' field. At the bottom right of the form are buttons: 'Save', 'Save and Close' (highlighted with a red box), and 'Cancel'.

- Save and close

4. Create invoice with past date

- Go to Home page
- Click on Payables
- Go to invoice
- Go to Task list and click on create invoice
- Give the details , date is old date and payment term is immediate

The screenshot shows the Oracle Fusion Applications Accounts Payable interface. At the top, there's a toolbar with buttons for search, home, and navigation, and a user dropdown for 'santosh'. Below the toolbar, the title 'Create Invoice: INV2' is displayed. In the center, there's a form for an 'Invoice Header' with fields like Number (INV2), Amount (7,500.00 USD), Date (5/18/19), and Payment Terms (Immediate). To the right of the header, there's a section for 'Lines' with a table showing one distribution line for 'Being Furniture purchased from abc supplier'. Below the table, there are sections for 'Taxes' and 'Totals'. At the bottom right, there's a note about activating Windows.

5. Create Payment today

- Go to Home page
- Click on Payables
- Go to Payment
- Go to Task list and click on Create Payments
- Give the all details then go to invoice pay tab then click the add and select button, select the invoice which you want to pay after apply the invoice you can see the interest rate amount.

The screenshot shows the Oracle Fusion Applications Accounts Payable interface for creating a payment. The 'Payment Details' tab is selected. It includes fields for Business Unit (Cello NY Business Unit), Supplier or Party (ABC supplier), Disbursement Bank Account (HDFC corporate), Payment Currency (USD - US Dollar), and Payment Method (Check). Below this, there's a table for 'Invoices to Pay' showing one invoice (INV2) with a total amount of 65,000.00. The 'Interest' column shows values of 343.06 and 343.06, and the 'Total' column shows 65,343.06. A note at the bottom right says 'Activate Windows'.

- Save and close

Recurring invoice

In case of EBS we create recurring invoice template from recurring invoice template and we can create recurring invoices for each period, as a part of recurring invoice definition we have to specify we want to

create recurring invoices for how many periods and that period specifications also accordingly system will allow.

In case Fusion recurring invoices we can create from spread sheet

Repeated nature of the transaction

Ex: Advertisement, Telephone expenses, Service expenses

Setups

1. Manage Payables calendar (Special calendar)

2. Manage distribution set

3. Manage recurring invoices from spread sheet

1. Manage Payables calendar (Special calendar)

- Go to setup and maintenance
- Setup: Financials
- Functional Area : Payables
- Task : %Manage % payables %calendar%
- Select Manage Payables Calendar
- Click on + Icon to create Special calendar
- Give the details calendar type as General purpose (Only for payment terms keep as payment terms other than that means Withholding tax, recurring invoice or key indicators select as a General Purpose)
- After gave the all details click on General periods then periods will generate

*	Period Name Prefix	*	Year	*	Sequence	*	Start Date	*	End Date	Due Date	Period Name
▶	May		2019		1	5/1/19		5/31/19			May-19
▶	Jun		2019		2	6/1/19		6/30/19			Jun-19
▶	Jul		2019		3	7/1/19		7/31/19			Jul-19
▶	Aug		2019		4	8/1/19		8/31/19			Aug-19
▶	Sep		2019		5	9/1/19		9/30/19			Sep-19
▶	Oct		2019		6	10/1/19		10/31/19			Oct-19
▶	Nov		2019		7	11/1/19		11/30/19			Nov-19

- Save and close

2. Manage distribution set

If you want assign this at supplier site level you can assign

- Go to setup and maintenance
- Setup: Financials
- Functional Area : Payables
- Task : %Manage % distribution %sets%
- Select Manage Distribution Sets
- Click on + Icon to create set
- Give the details and click on + icon under distribution set then give the charge account

The screenshot shows the Oracle Fusion Applications interface for creating a distribution set. At the top, there's a navigation bar with the Oracle logo and user information ('santosh'). Below it, a title bar says 'Create Distribution Set'. The main area has several input fields: 'Business Unit' (Cello NY Business Unit), 'Name' (CELLO_SERVICE_EXPENSES), and 'Description' (Cello service expenses). A dropdown for 'Distribution Percentage' is set to 100, which is highlighted with a red box. Below these, a section titled 'Distribution Set Details' contains a grid. The grid has columns for 'Line', 'Distribution (%)', 'Description', 'Distribution Combination', 'Combination Description', 'Income Tax Type', and 'Project Information'. The first row of the grid is also highlighted with a red box. The grid header includes buttons for 'View', '+', 'X', 'Print', 'Detach', and a dropdown.

- Save and close

3. Manage recurring invoices from spread sheet

- Go to Home page
- Click on Payables
- Click on Invoices
- Go to Task list
- Click on create recurring invoice (means spread sheet only)
- Spread sheet will download
- Give the details like business unit and Invoice number (system will take as this as prefix and suffix will be period name)
- From period and To period (In EBS what we do is we want specify the number of periods like 5 and 10 but in Fusion you can't specify the number of periods it's all about selecting the range of periods) like from to to period
- If you want to give the Po number you can or you can select line you can Receipt also same
- In EBS we can Match with Po or else we have to select the distribution set
- As a part of recurring invoice template we can't select distribution, this is required if you are not matching with PO but in fusion you can enter distribution template or distribution combination
- If you give the distribution set at supplier level in recurring invoice no need to give the distribution set
- * and ** indicates * means one field is mandatory and ** means At least one is required

The screenshots show three different tabs of the same Excel template:

- CEULL_SERVICE_EXPENSES:** This tab contains a table with columns for *Template Row Line, *Business Unit, *Invoice Number, *Invoice Amount, **Supplier[...], **Supplier Number, *Supplier Site[...], *Invoice Currency, and Paym Curr. A single row is highlighted with a red border.
- Recurring Invoices:** This tab shows a table with columns for *Template Row Status, *Invoice Currency, Payment Currency, Description, *Calendar Name[...], *From Period[...], *To Period[...], *Type, and *Item. Several rows are highlighted with red borders.
- BS:** This tab displays a table with columns for Receipt Line[...], Consumption Advice[...], Consumption Advice Line Number[...], Distribution Combination[...], Distribution Set[...], Accounting Date, Budget Date, Tax Classification Code, and Ship Loca. A single row is highlighted with a red border.

- Go to Create invoice then click on generate, if template status is success no problem otherwise fix the error and re generate the template

This screenshot shows the Excel interface after generating the template. The 'Create Invoices' button in the ribbon is highlighted with a red box. The 'Template Row Status' column for the first row now contains the message "Row Inserted successfully".

- Go back to the invoice work bench click on task list the click on Manage Invoice
 → Query with invoice number (which is given in the recurring template as prefix)
 → You can see the invoices

The screenshot shows the Oracle Fusion Applications Payables interface. At the top, there's a navigation bar with 'Manage Invoices' and a search bar labeled 'Search: invoice'. Below the search bar are several filter fields: 'Business Unit' (set to 'Cello NY Business Unit'), 'Invoice Number' (containing 'RI_'), 'Invoice Amount', 'Invoice Date' (set to 'm/d/yy'), and 'Supplier or Party'. To the right of these filters are more advanced search options: 'Supplier Number', 'Supplier Site', 'Taxpayer ID', and 'Invoice Group'. A note says '** At least one is required'. At the bottom of the search area are 'Search', 'Reset', and 'Save...' buttons.

The main area displays a grid of invoices. The columns include: Actions, Invoice Number, Invoice Date, Creation Date, Supplier or Party, Supplier Site, Unpaid Amount, Invoice Amount, Applied Prepayments, Invoice Type, Notes, Validation Status, Approval Status, Holds, and Details. Three specific rows are highlighted with red boxes: RI_1, RI_2, and RI_3. Each row shows an invoice date of 5/1/19, creation date of 5/22/19 6:33 AM, supplier as 'ABC supplier', supplier site as 'ABC Supplier', and an unpaid amount of 25.0000 USD. The validation status for all three invoices is 'Not validated'.

- Open the invoice and rest of procedure is same like validating accounting payment
- Save and close

Stop and Void Payment

When you void a payment, Payables automatically reverses the accounting and payment records so your general ledger will have the correct information, and so the status of the paid invoices is reset to Unpaid. Payables also reverse any realized gains or losses on foreign currency invoices recorded as paid by the payment.

https://docs.oracle.com/cd/A60725_05/html/comnls/us/ap/adjpmt05.htm

Process

1. Create invoice
2. Payment throw the check(check not yet deposited)
3. Then we realized supplier delivered the damaged goods and we want to stop the payment
4. If check in not deposited then you can cancel the payment

How to stop the check

- Go to Home Page
- Go to Payables
- Click on Payments
- Click on Task list
- Click on Manage Payments
- Query the payments

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
2	Cello check	Negotiable	No	ABC supplier	5/20/19	65,343.06 USD	3 rd Phase		
1	Cello check	Negotiable	No	ABC supplier	5/20/19	5,250.00 USD	3 rd Phase		
3	Cello check	Negotiable	No	ABC supplier	5/21/19	14,500.00 USD	3 rd Phase		
4	Cello check	Negotiable	No	ABC supplier	5/21/19	5,500.00 USD	3 rd Phase		

- If status is negotiable then we can do the void or stop the payment because check is not deposited
- If you run the remittance program then this status is gone

Actions	View	+	Search	Advanced	Saved Search	All Payments
Create						
Void						
Initiate Stop						
Reissue						
Print Remittance						
Post to Ledger						
Account in Draft						
View Accounting						
Attachments						

- Click on ok then status changes as void
- Go to actions Click on Initiate stop (status is stop initiated)
- Go to actions click on cancel stop this initial stop will be stop and status is negotiable
- If you void the payment that invoice status is open then you can re payment that

Supplier Refund Process

Supplier will give the refund

Ex1 : We purchased the printer and invoice created for that payment also done that printer is returned to supplier due to damaged so supplier doesn't have the same model printer so he decided to refund the amount

Set ups

1. Create Non PO based Invoice (100000)
2. Create Debit or Credit Memo (100000)
3. Pay the invoice Type should be refund and select the invoice go to Advanced tab enable account and post to ledger option

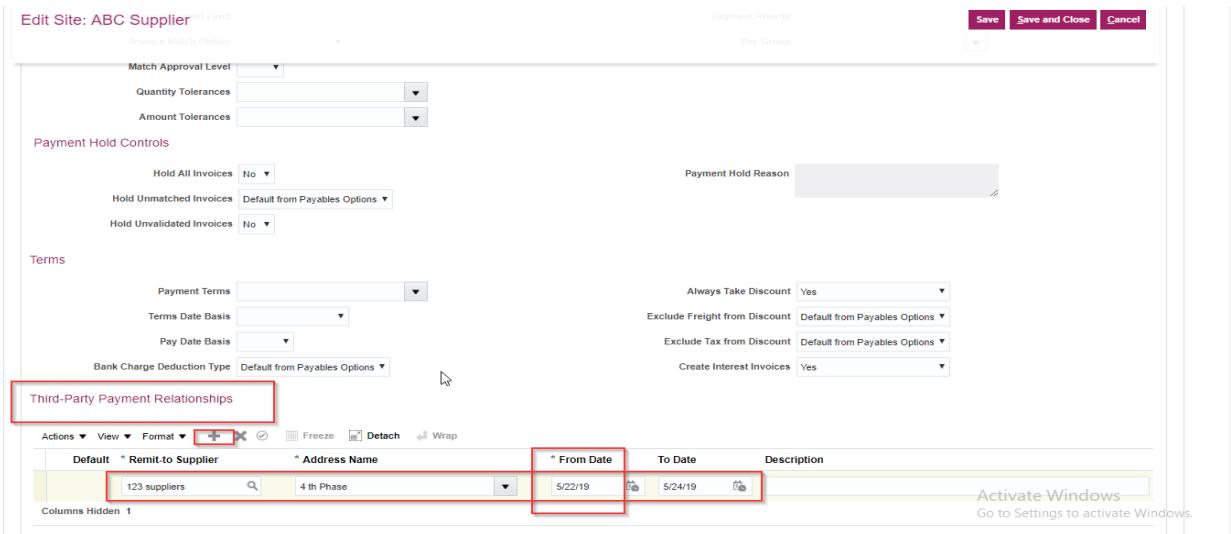
Ex 2 : Prepayment is paid with 100000 and invoice created with 75000 now 25000 customer want to refund the money

1. Create Prepayment 100000
2. Process Payment invoice 100000
3. Create standard invoice 75000
4. Apply 75000 prepayment to invoice
5. Create dummy invoice 25000 (In this which account you used (Supplier refund) same account is used in credit memo)
6. Apply dummy invoice with 25000
7. Create credit memo -25000
8. Record Payment for Credit memo -25000 (Refund) (payment type as refund)

Third Party Payment

Have to pay the payment to third person (It should be our supplier) instead of supplier.

1. Enable the Third party relationship under invoice tab in the supplier site level
 - Go to Home page
 - Go to Procurement Tab
 - Click on supplier
 - Go to task list and click on Manage suppliers
 - Query and edit the invoice go to sites level then click on invoices sub tab
 - Go to Third Party Payment Relationships sub tab
 - Click on + icon to create relationship and give the third party name and details



The screenshot shows the 'Edit Site: ABC Supplier' page. In the 'Third-Party Payment Relationships' section, there is a table with one row. The row contains the text '123 suppliers', a search icon, '4 th Phase', and two date fields: 'From Date: 5/22/19' and 'To Date: 5/24/19'. The 'From Date' and 'To Date' fields are highlighted with a red box.

- Save and close
- After build the relationship amount will settle for this supplier but check will print on third party name
- Go and pay to the particular supplier and check the check printout

Payment Details Advanced Additional Information

Business Unit: Cello NY Business Unit
 Supplier or Party: ABC supplier
 * Supplier Site: ABC Supplier
 Payee: 123 suppliers
 Payee Site: 4th Phase
 Address: HOLTSVILLE, NEW YORK 00501 Suffolk
 Payment Date: 5/22/19
 Type: Quick
 Description:

Disbursement Bank Account: HDFC corporate
 Payment Currency: USD - US Dollar
 Payment Method: Check
 Payment Process Profile: Cello Payment Process Profile
 Remit-to Account
 Remit-to Bank Name
 Remit-to Branch Name
 Payment Document: Cello check
 Paper Document Number: 7
 Attachments: None

Invoices to Pay

Number	Type	Due Date	Unpaid	Discount	Amount	Interest	Total
INV2	Standard	5/16/19	7,500.00	0.00	7,500.00	0.00	7,500.00

0.00 ctiva7,500.00 windows 0.00 7,500.00
 Go to Settings to activate Windows.

- Save and Close
- Check will print on the payee name that payee is third person

Manage Payments

Actions ▾ View ▾ + Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
5	Cello check	Voided	No	ABC supplier	5/21/19	100,000.00 USD	3 rd Phase		
6	Cello check	Negotiable	No	ABC supplier	5/21/19	100,000.00 USD	3 rd Phase		
7	Cello check	Negotiable	No	123 suppliers	5/22/19	7,500.00 USD	HOLTSVILLE, NEW YORK 00501 Suffolk		
2	Cello check	Negotiable	No	ABC supplier	5/20/19	65,343.06 USD	3 rd Phase		
1	Cello check	Negotiable	No	ABC supplier	5/20/19	5,250.00 USD	3 rd Phase		
3	Cello check	Negotiable	No	ABC supplier	5/21/19	14,500.00 USD	3 rd Phase		
4	Cello check	Voided	No	ABC supplier	5/21/19	5,500.00 USD	3 rd Phase		
123456		Negotiable	No	ABC supplier	5/21/19	-25,000.00 USD	3 rd Phase		

- Save and Close.

Hold and Release

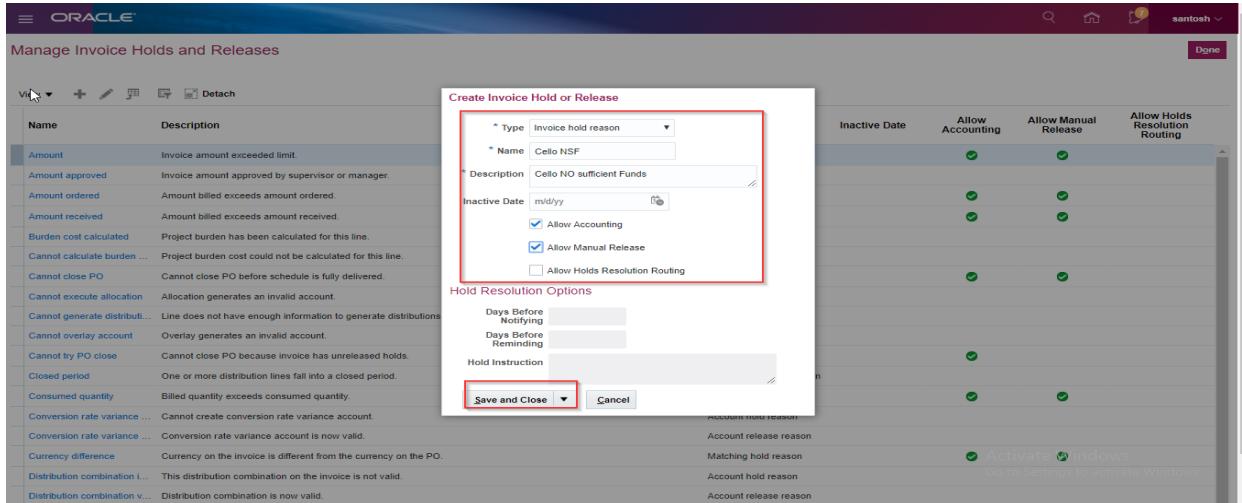
Types of Holds

- Installments hold
- Line Variance hold
- Distribution variance hold
- Manual holds
- System holds
- Supplier site

Create Hold Reason

- Go to Setup and Maintenance
- Setup: Procurement

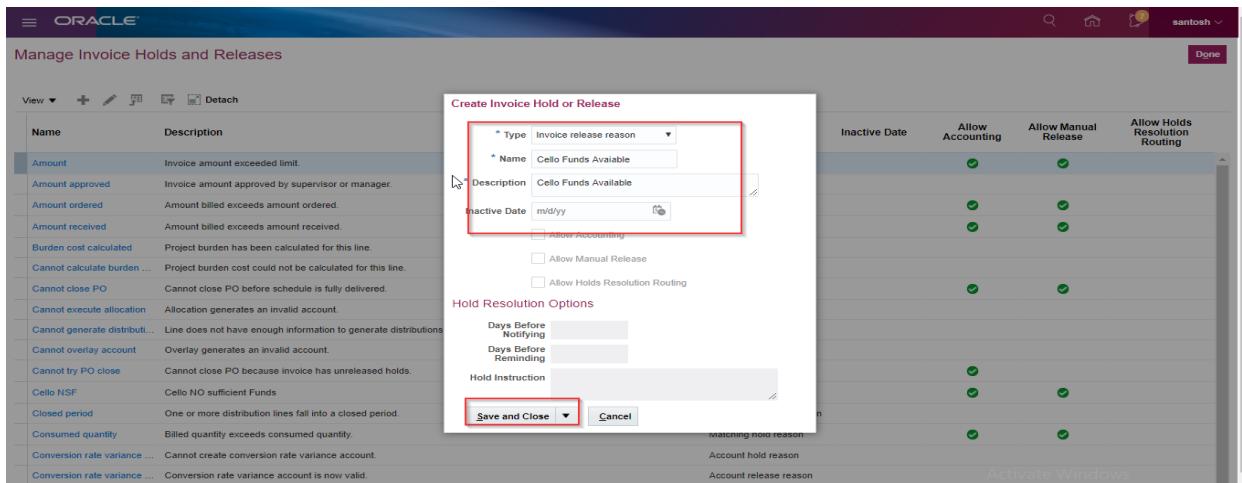
- Functional Area : Payables
- Task %Manage% Invoice% Holds%
- Select Manage Invoice Holds and Releases
- Click on icon to create give the details



- Save and Close

Create Release Reason

- Go to Setup and Maintenance
- Setup: Procurement
- Functional Area : Payables
- Task %Manage% Invoice% Holds%
- Select Manage Invoice Holds and Releases
- Give the details



- Save and Close

Create invoice, Place Hold Reason

- Create the invoice from work bench and you can keep it on hold
- Validate it and go to Actions click on Manage holds

The screenshot shows the Oracle Fusion Applications Work Bench interface. A modal window titled 'Manage Holds' is open, with the 'Hold' tab selected. It lists a single entry: 'Cello NSF' under 'Name' and 'Cello NO sufficient Funds' under 'Reason'. The 'Save and Close' button at the bottom right of the modal is highlighted with a red box.

- Click on+ to give the hold reason

The screenshot shows the 'Manage Holds' modal window with the 'Hold' tab selected. A single hold is listed: 'Cello NSF' with reason 'Cello NO sufficient Funds'. The 'Save and Close' button at the bottom right is highlighted with a red box.

- Save and close
- Then status of the invoice is needs validation it is hold under manual

The screenshot shows the 'Invoice Summary' page. In the 'Status' section, 'Validation' is listed with a warning icon and the text 'Needs revalidation'. In the 'Holds' section, there is a summary of holds: 'Installments' (0), 'Line Variance' (0), 'Distribution Variance' (0), 'Manual Holds' (1, highlighted with a red box), 'System Holds' (0), and 'Supplier Site' (No).

- If you want to release the hold open the same invoice go to action click on Manage holds and click on + and give the Release hold.

Hold						Release		
Name	Reason	Details	Line Held	Held By	Date	Name	Reason	Details
Cello NSF	Cello NO sufficient Funds			santosh	5/22/19 11:03 AM	Cello Funds Available	Cello Funds Available	5/22/19 11:03 ...

Buttons at the bottom: Cello Funds Available, Save and Close, Cancel.

- Save and close.
- Invoice status is validated then you can do the payment and post.

Tolerance

When you submit Approval for an invoice you have matched to a purchase order, Payables checks that the invoice matches the purchase order within the matching tolerances you define. ... For example, you enter a \$108 invoice and the tax rate is 8%. You have a 10% tax tolerance

Ex: Your PO have 100 quantity with 100 rupee price but supplier sent more than in the Po then invoice will not validated, in this time we have to give the tolerances in supplier sites

Setup

1. Manage Tolerance
2. Assign at supplier site

1. Manage Tolerance

- Go to Setup and Maintenance
- Setup: Financials
- Functional Area : Payables
- Task %Manage% Invoice% Tolerances%
- Click on + icon to create tolerance

Tolerance	Active	Tolerance Limit	Associated Hold Name
Ordered Percentage	<input type="checkbox"/>	Ordered quantity	Maximum ordered quantity
Maximum Ordered	<input type="checkbox"/>	Maximum ordered quantity	Maximum received quantity
Received Percentage	<input checked="" type="checkbox"/>	10	Received quantity
Maximum Received	<input type="checkbox"/>	Maximum received quantity	Maximum total amount
Price Percentage	<input checked="" type="checkbox"/>	10	Price
Conversion Rate Amount	<input type="checkbox"/>	Maximum rate amount	Consumed quantity
Schedule Amount	<input type="checkbox"/>	Maximum schedule amount	Maximum consumed quantity
Total Amount	<input type="checkbox"/>	Maximum total amount	
Consumed Percentage	<input type="checkbox"/>	Consumed quantity	
Maximum Consumed	<input type="checkbox"/>	Maximum consumed quantity	

Buttons at the top right: Save, Save and Close, Cancel.

Text at the bottom right: Activate Windows
Go to Settings to activate Windows.

- Save and close

2. Assign at supplier site

- Go to Home
- Go to procurement
- Go to Suppliers
- Query the suppliers
- Select and Edit go to supplier site select and edit the supplier
- Go to Invoice tab and give the Quantity tolerance under controls

The screenshot shows the 'Edit Site: ABC Supplier' screen. The 'Invoicing' tab is active. In the 'Controls' section, the 'Quantity Tolerances' dropdown is highlighted with a red box and set to 'Cello Tolerance'. Other fields in this section include 'Invoice Currency' (US Dollar), 'Invoice Amount Limit', 'Invoice Match Option', 'Match Approval Level', 'Payment Currency' (US Dollar), 'Payment Priority', and 'Pay Group'. Below this is the 'Payment Hold Controls' section with dropdowns for 'Hold All Invoices' (No), 'Hold Unmatched Invoices' (Default from Payables Options), and 'Hold Unvalidated Invoices' (No). The 'Terms' section includes 'Payment Terms', 'Terms Date Basis', and 'Pay Date Basis'. To the right, there are options for 'Always Take Discount' (Yes), 'Exclude Freight from Discount' (Default from Payables Options), 'Exclude Tax from Discount' (Default from Payables Options), and a note to 'Activate Windows' with a link to settings.

- Save and close
- Then you can raise the invoice with 10%extra amount and 10 numbers extra quantity as per our setups.

Multi Period Accounting (MPA)

We are paying the expenditure and converting to the multiple period expenditure, will pay the amount one time but it will give the service for further months

Ex: We paid the Internet charges 12000 in this month but they provide service for next 5 months.

When we paid the money entry is

Accrued expense/ Prepaid expenses DR 12000

Liability CR 12000

In the Last Month entry is

Liability DR

Cash Clearing CR

For this system will generate the below entries for the total months

May-19

Jun-19

July-19

Interest expenses DR 2000

Interest expenses DR 2000

Interest expenses DR 2000

Accrued expenses CR 2000

Accrued expenses CR 2000

Accrued expenses CR 2000

- Like this system will generate the remaining two month like Aug, June and July
- In AP vice versa (Bill in advance)

1. Create Invoice

- Go to Home page
- Click on Payables
- Go to Invoice
- Go to Task list
- Click on Create invoice
- Give the header details then go to lines and give the amount
- Select the line go to action and then click on Columns then go to Multi period accounting and give the start date , end date and accrual account

The screenshot shows the Oracle Fusion Applications interface for creating an invoice. At the top, there are buttons for 'Invoice Actions' (Save and Create Next, Save, Save and Close, Cancel) and a note about the last save time (5/23/19 1:17 PM). The main area is divided into 'Invoice Header' and 'Lines' sections.

Invoice Header: Contains fields for Number (INV14), Amount (12,000.00), Type (Standard), Date (5/23/19), Payment Terms (Immediate), Terms Date (5/23/19), Requester, and Attachments.

Lines: This is the active tab, showing a list of invoice lines. It includes columns for Distribution, Reference, Tax, and Miscellaneous. A red box highlights the 'Columns' dropdown menu, which is open to show options like 'Unfreeze', 'Detach', 'Sort', 'Reorder Columns...', 'Query By Example', and 'Totals'. Another red box highlights the 'Multiperiod Accounting' section within the line details, specifically the 'Start Date' and 'End Date' fields.

- Then go to multiple accounting tab in the lines give the start date, end date and accrual account

This screenshot shows the 'Lines' tab of the Oracle Fusion Applications interface, specifically focusing on the 'Multiperiod Accounting' section. The 'Multiperiod Accounting' tab is selected. A red box highlights the 'Start Date' and 'End Date' fields, both of which are set to '5/23/19'. The 'Accrual Account' field is also highlighted with a red box and contains the value '101-0000-24220'.

- Go to distribution then give the charge account is internet expense because of we are creating the Multi period accounting
- Validate and post it
- Do the payment

2. Run the Create Multi period accounting at the month end

- Go to navigation

- Click on Tools
- Click on New schedule Process
- Run the report Create Multi period Accounting program
- Give the details and save

Process Details

This process will be queued up for submission at position 1

Name	Create Multiperiod Accounting	Process Options	Advanced	Submit	Cancel
Description	Creates multiperiod recognition journal entries...	<input type="checkbox"/> Notify me when this process ends			
Schedule	As soon as possible	Submission Notes			

Basic Options

Parameters

* Subledger Application	Payables
* Ledger	Cello US Primary Ledger
* Accounting Period	CEMay-19
* Accounting Mode	Final
* Transfer to General Ledger	Yes
* Post in General Ledger	Yes
Journal Batch	
* Include User Transaction Identifiers	No

- Submit

Then run the “Create Multi period accounting execution report”

- Download the report and see the accounting entries

Self-billed invoices/ Pay on receipt invoice/ Automatic invoice generation

- When we create PO and GRN system will generate the invoice.
- If client ask this then we can do the setups, it is very rare case

Setups

1. Enable Self-billed invoice at common options for payables and procurement
2. Enable Pay on receipt and self-billing at supplier site level
3. Create the receipt against the PO
4. Check the invoice, validate it and post it

1.

2. Enable Self-billed invoice at common options for payables and procurement

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % common% options % for % payables%
- Select Manage Common Options for Payables and Procurement
- Scope should be your BU

The screenshot shows the 'Expense Accruals' and 'Self-Billed Invoices' sections of the setup interface. A red box highlights the 'Gapless invoice numbering' checkbox and the 'Buying Company Identifier' field, both of which are checked. The 'Buying Company Identifier' field contains 'SBI'. Below these fields, there is a note: 'Enter the identifier used as part of the invoice number when creating invoices from pay on receipt process or debit memos from return on receipt transactions.'

- Save and close

3. Enable Pay on receipt and self-billing at supplier site level

- Go to Home page
- Go to Procurement
- Click on Suppliers
- Go to task list and click on Manage suppliers
- Query the suppliers and select it and click on edit
- Go to sites level click on edit and go to Purchasing tab level
- Enable the Pay on receipt under freight tab and Invoice summery level should be pay site (if you give this on head pay site should be enable) and enable the gapless invoicing invoice (if you give this system will take here otherwise take from common options for payables and procurement options)

The screenshot shows the 'Freight' and 'Self-Billing' sections of the setup interface. A red box highlights the 'Pay on receipt' checkbox under 'Freight Terms'. Another red box highlights the 'Invoice Summary Level' dropdown, which is set to 'Pay Site'. In the 'Self-Billing' section, a red box highlights the 'Gapless invoice numbering' checkbox and the 'Selling Company Identifier' field, both of which are checked. The 'Selling Company Identifier' field contains 'SBI'. Below these fields, there is a note: 'Enter the identifier used as part of the invoice number when creating invoices from pay on receipt process or debit memos from return on receipt transactions.' There is also a checkbox for 'Create debit memo from return'.

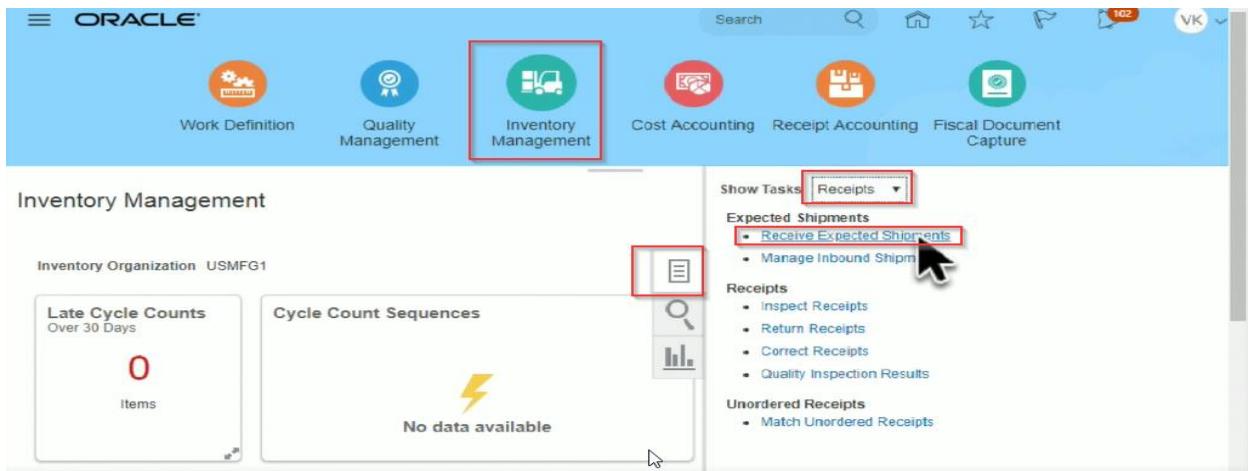
- If invoice summary level pay site enable on header level Pay on site options should be enable

- Go to invoicing tab under controls Invoice match level is Receipt and Matching approval level is 3 way (We want to generate the receipt against the Purchase order it should generate)

- If you want to create automatic generate invoice we must check the few pre requisites
 - Currency activation
 - Period Opens
 - Payment methods
 - Liabilities combination
 - And above options

4. Create the receipt against the PO

- Go to Home
- Go to Supply chain execution
- Go to Inventory management
- Click on Task list (select the task list as Receipt)
- Click on Receipt expected shipment



- Query the supplier and select the supplier
- Select the PO then click on Receive

Organization	Item	Item Description	Document Type	Document Number	Document Line	Document Schedule	Due Date	Quantity
ICICIHYD		Test Po	Purchase order	9005	1	1	10/2/18	20
ICICIHYD	Test 456	Test 456	Purchase order	9007	1	1	10/3/18	10.000
ICICIHYD	Raw Materials ...	Raw materials 756	Purchase order	9013	1	1	10/14/18	50
ICICIHYD		Test	Purchase order	9006	1	1		100

- Give the received quantity and click on create Receipt

Item	Item Description	Document Number	Quantity	UOM Name	Destination Type	Subinventory	Locator	Deliver-to Location
Test Po	9005	20	Each	Receiving				

- Submit
- Check the scheduled process (It should run the payable open interface program)

5. Check the invoice, validate it and post it

- Go to invoice work bench
- Query the invoice with date

- Open it, validate and Post it

Aging Periods

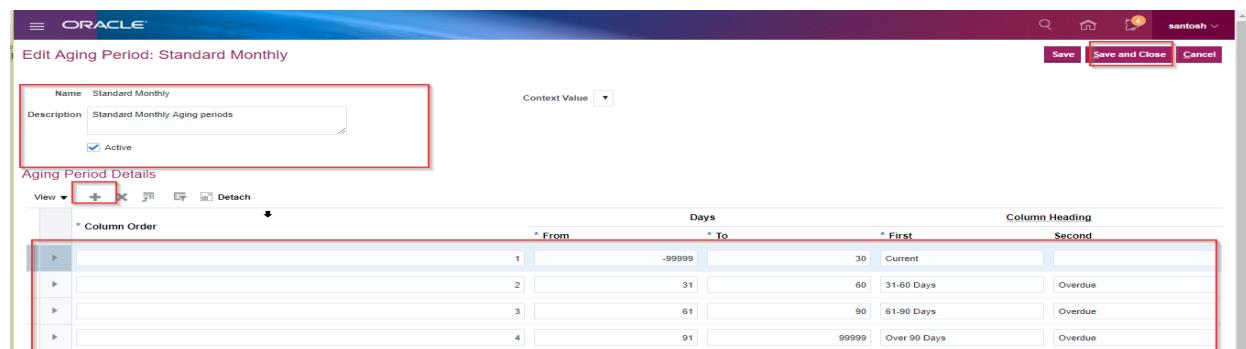
The Invoice Aging Report provides information about invoice payments due during four periods you specify. Payables display the invoice information in four columns. Each column corresponds to one period. When you submit the Invoice Aging Report, you select the type of aging periods to use for the report

https://docs.oracle.com/cd/A60725_05/html/comnls/us/ap/agingper.htm

1. Manage aging reports
2. Run the aging report

1. Manage aging reports

- Oracle provided the seeded details if you want to use you can otherwise create new one
- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage %Aging% periods%
- Select Manage Aging Periods
- Click on + to create aging periods
- Positive sign represent Past due Negative sign represent Positive due



Column Order	From	To	Days	First	Second
1	-99999	30	30	Current	
2	31	60	31-60 Days		Overdue
3	61	90	61-90 Days		Overdue
4	91	99999	Over 90 Days		Overdue

- Save and close

2. Run the aging report

- Go to Schedule process
- Run the “Payables invoicing Aging report”
- You can run this report for individual as well as Organization level

Process Details

This process will be queued up for submission at position 1

Basic Options

Parameters

* Business Unit	Cello NY Business Unit
* Sort Invoices By	Invoice type
* Include Invoice Detail	Yes
* Include Supplier Site Detail	Yes
Minimum Amount Due	[Text Box]
Maximum Amount Due	[Text Box]
Invoice Type	[Text Box]
Supplier or Party	ABC supplier
* Aging Period	Monthly Aging Periods

Submit

- If you want to run the supplier level keep yes for supplier site level
- If you want to run the particular invoice keep the invoice at invoice type
- Click on Submit
- Check the results

Invoice Group

Grouping the invoices based on date or purpose or nature

1. Enable invoice group at invoice options
2. Create the invoice

1. Enable invoice group at invoice options

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % invoice % options%
- Select Manage Invoice Options
- Enable the Required invoice grouping
- If you enable this in the invoice header level it will convert as a mandatory field

Manage Invoice Options

Business Unit Cello NY Business Unit

Invoice Entry

Matching

Discount

Activate Windows
Always take discounts to activate Windows.

→ Save and close

2. Create the invoice

- Go to Home page
- Click on Payables then go to invoices
- Click task list then click on invoice
- You can see the

Invoice Paid adjustment (Charge account)

- You can change the charge account for paid invoice. You can do this for Non Po invoices (Expenses), you can't do for PO based invoices (Inventory)
1. Enable the Adjustments to Paid options at invoice options
 2. Reverse the line in the paid invoice

1. **Enable the Adjustments to Paid options at invoice options**

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % invoice % options%
- Select Manage Invoice Options
- Enable the Adjustments to paid invoices

Manage Invoice Options

Business Unit ICICI BK-HYD

Invoice Entry

Require invoice grouping

Allow document category override

Allow adjustments to paid invoices

Allow remit-to supplier override for party payments

Recalculate invoice installments

Hold unmatched invoices

Pay Group Standard

* Payment Priority 99

* Payment Terms Immediate

* Terms Date Basis Invoice date

* Pay Date Basis Discount date

* Accounting Date Basis Invoice date

* Budget Date Basis Accounting date

Receipt Acceptance Days

Invoice Currency

Payment Currency

Save Save and Close Cancel

→ Save and close

2. Reverse the line in the paid invoice

- Go to invoice work bench
- Query the paid invoice
- Go to line level click on distributions
- Select the line which you want to change the charge account
- Then click on reverse

Creating Accounting entries and Transferring to GL

If you want to create accounting entries and transfer to GL. The accounting entries for invoices and payments when you talk about Cash Management, reconciled payments whatever if you want to payment

If you want to run the program can do in two ways

1. Through invoice work bench

- Go to Home page
- Go to Payables
- Go to Invoice and go to task list
- Click on Create Accounting

→ Give the details

- Click on Submit
- Go to ESS (Enterprise Scheduler service) window nothing but schedule Process and check the status
- Then go to GL and check the Invoices whether those or transferred to GL or Not
- Go to navigation → Click on Journal accounting → Click on Journals → Click on Task list → Manage Journals

2. Schedule process

- Go to navigation
- Go to Tools
- Click on Schedule Process
- Run the Create Accounting Program

Payables to General ledger reconciliation

In case of EBS it's completely manual Process where we have to run the reports and manually we have to verify

In case Fusion they did some enhancement for such kind of processes which can do manually. If you want to reconcile Payables with General Ledger application first we have to run

1. Set the financial category for control accounts (Account payable)
2. Run “Payables to Ledger Reconciliation” Process

1. Set the financial category for control accounts (Account payable)

While we are doing the reconciliation between AP to GL we have to set the financial category as source account means Accounts payable

- Go to setup and maintenance
- Setup: Financials
- Functional Area : Financial Reporting Structure
- Task : %Manage % chart % account% value% set% values%
- Select Manage Chart of Accounts Values Set Values
- Query the control account and check the financial category
- Then only system will allow us to reconciliation

The screenshot shows the 'Manage Values' interface. At the top, there are buttons for Save, Save and Close (which is highlighted), and Cancel. Below that, there's a search bar with a 'Value' field containing '22100'. The main area is titled 'Search Results' and contains a grid of columns: Description, Enabled, Start Date, End Date, Sort Order, *Summary, *Allow Posting, *Allow Budgeting, *Account Type, *Third Party Control Account, *Reconcile, and Financial Category. The 'Financial Category' column is highlighted with a red box. A callout bubble above the grid explains: 'Value attributes in EBS we call as Segment qualifiers. In fusion Financial category is the new field.' The bottom of the screen shows various toolbar icons.

- Save and close

2. Run “Prepare to Payables to General Ledger Reconciliation” Process

- Go to ESS (Enterprise Schedule Service) job Page nothing but Schedule Process
- Click on Navigator click on tools then click on Schedule new process
- Instead of doing all time like this just mark as favorites
- Run “Prepare to Payables to General Ledger Reconciliation”
- Give the Request name (this name use in the report)
- Give the account condition means for which account you want to run this report

This process will be queued up for submission at position 1

Submit

Name: Prepare Payables to General Ledger Reconciliation
 Description: Prepares transaction and accounting information... Notify me when this process ends

Schedule: As soon as possible Submission Notes:

Basic Options

Parameters

* Request Name	AP-GL-RECON-MAY-19
* Ledger	Cello US Primary Ledger
Business Unit	Cello NY Business Unit
* Accounting Period	CEMay-19
Include Intercompany Transactions	Yes
Include Bills Payable	Yes

Account 1 Filter Conditions Defined

Account

ACCOUNTS Equals 22100
Search Reset Add Fields Reorder
OK Cancel

- Submit
- After completed this go to payables work bench
- Go to task list then click on Payables to Ledger Reconciliation
- Then one page will open in that you can see the details

Payables to Ledger Reconciliation Report

* Ledger: Cello US Primary * Request Name: AP-GL-RECON

Apply Reset

Data Preparation Attributes

Extraction Date	Request Name	Ledger	Accounting Period	Include Intercompany Transactions	Include Bills Payable	Business Unit
5/25/19 7:14 AM	AP-GL-RECON	Cello US Primary Ledger	CEMay-19	Yes	Yes	Cello NY Business Unit

Refresh - Print - Export - Add to Briefing Book -

Payables to Ledger Reconciliation Summary

	Payables Amount (USD)	Accounting Amount (USD)	Difference (USD)
Accounting Begin Balance (Non-Payables Begin Balance)		0.00	
Payables Begin Balance	5,250.00	(5,250.00)	0.00
Invoices	928,704.00	(928,704.00)	0.00
Payments	(215,749.00)	215,749.00	0.00
Prepayments	(114,500.00)	114,500.00	0.00
Payables Variance	0.00	0.00	0.00
Payables End Balance	603,705.00	(603,705.00)	0.00
Non-Payables Begin Balance		0.250.00	
Non-Payables Journals		0.00	
Other Accounting (Not Transferred to General Ledger) (Not Posted in General Ledger)		0.00	
Accounting Variance		598,455.00	
Accounting End Balance		0.00	

Refresh - Print - Export - Add to Briefing Book -

→ Save and close

Invoice Approval Configuration & Testing

Invoice Approval

In EBS we have AME (Approval Management Engine)

In Fusion if you want configure any approvals that can be related to invoice or journals. Journal related configuration we do from GL only, if you want to implement journal approvals we can setup the approvals from GL itself when you talk about AP we do from BPM, in EBS we do from AME but here all AP and procurement related configuration directly from purchasing that why we have user interface. But when you talking about Invoice approvals and Journal approvals, everything we just configure from BPM (Business Process Management).

User limit

1. Santosh same or less than 50000
2. Sattosh1 More than 50000

We can group multiple employees in to one group here testing purpose we creating one group for one employee.

3. Approval Group (Santosh)
4. Approval Group (Santosh1)

These are not Mandatory but we will check once

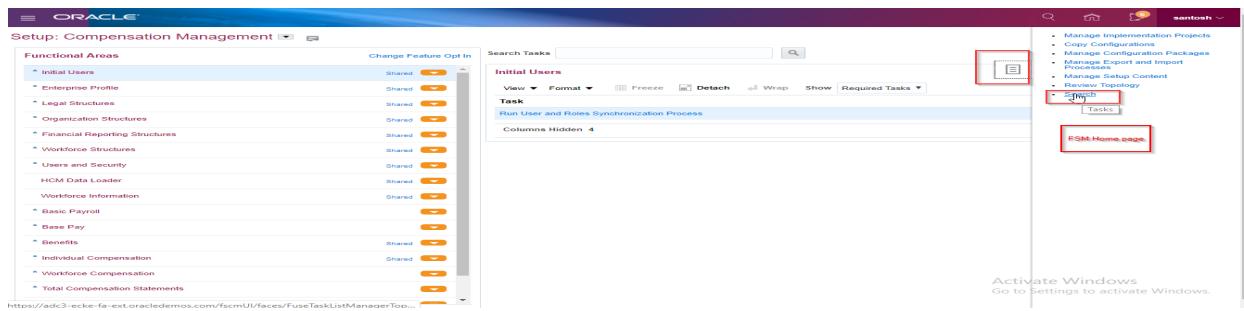
Then we have to create the rules for that group

5. Create Rule 1: Same or Less than 50000
6. Create Rule 2: More than 50000
7. Enable invoice approvals for business unit in invoice options
8. Create invoice in santosh user with limit
9. Create one more invoice in santosh user without limit

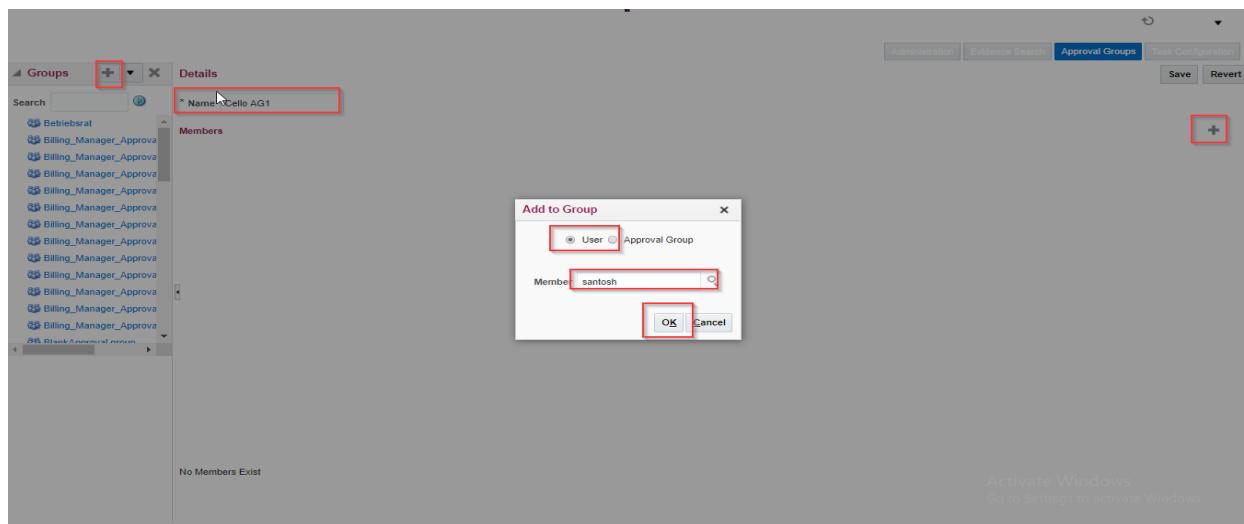
1, 2. Done

3. Approval group 1

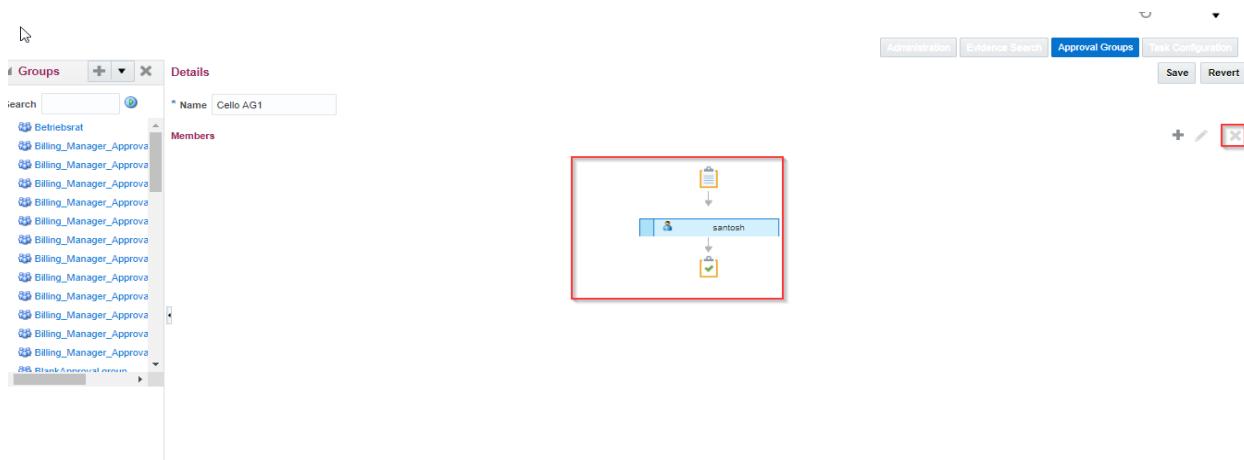
- Go to setup & Maintenance
- Click on search on FSM page



- Manage approval Groups
- Click on + to create group
- Give the group name and for adding the users under this group click on + icon under the members tab



- Query the user and add that user then that user will add under that group
- If you want to delete the user from that group click on cross icon



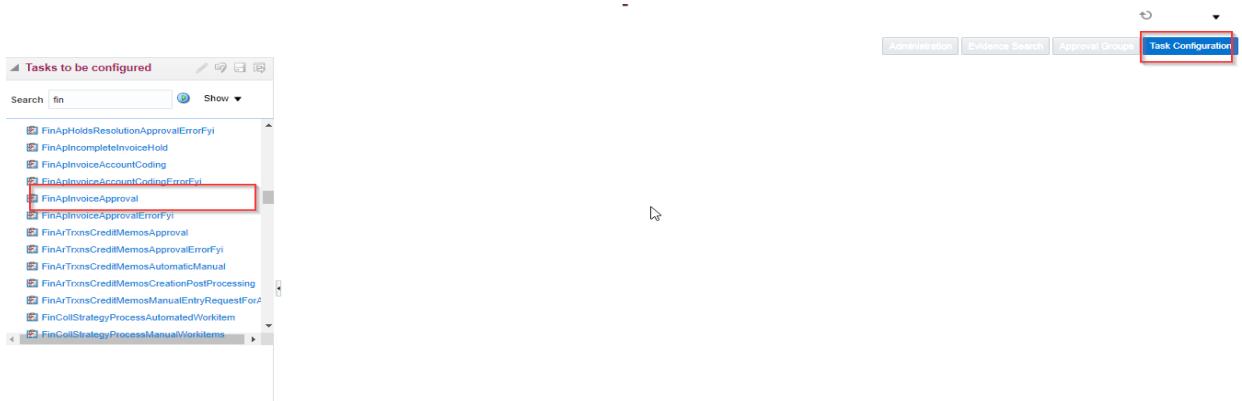
- Save and Close

4. Approval group 2

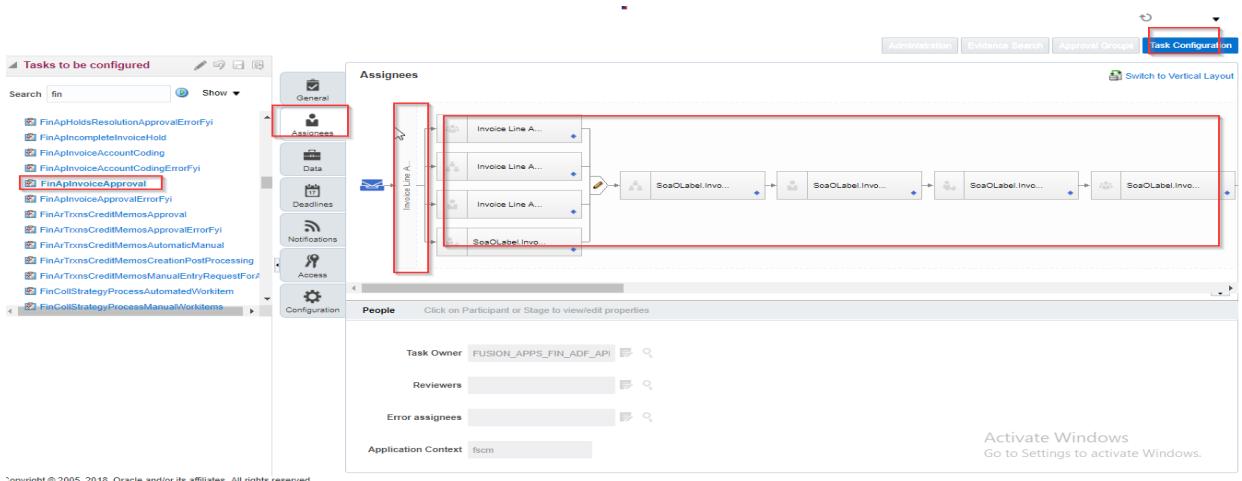
Do the same as above add the santosh 1 to this group

5. Create Rule 1: Same or Less than 50000

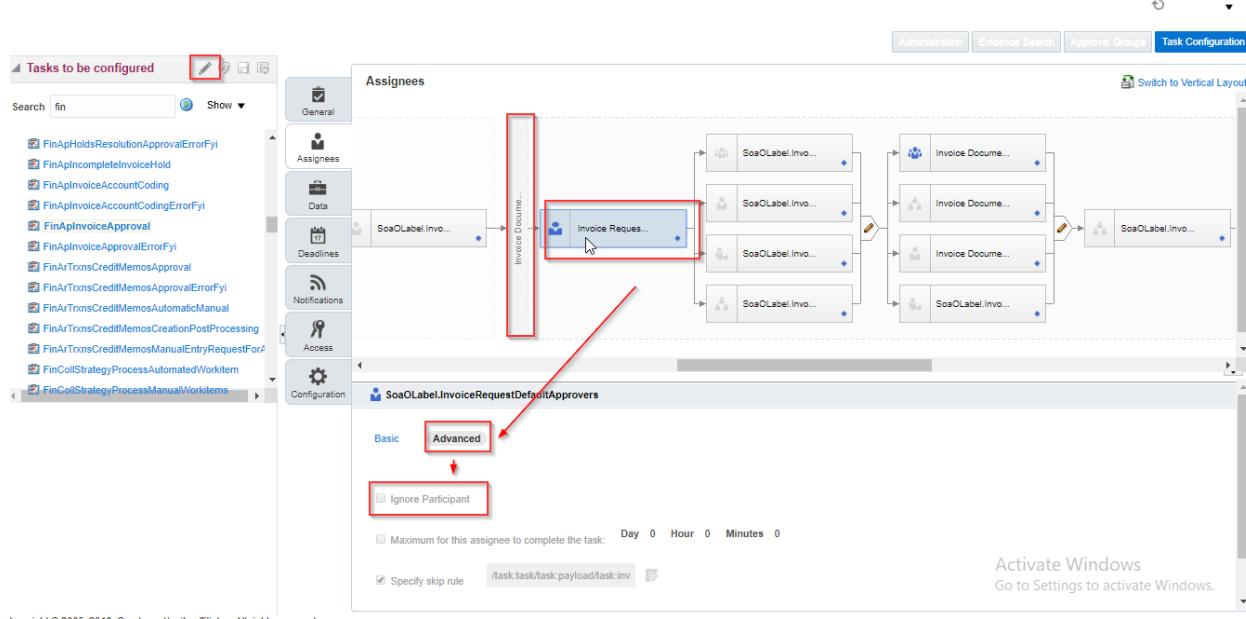
- Go to setup & Maintenance
- Click on search on FSM page
- You can do through from Manage groups or else can do in another task also
- Search the task called “Manage Task Configuration for Financials”
- Go to Task configuration
- Now we are doing invoice approvals so check the task called “finApInvoiceApproval”



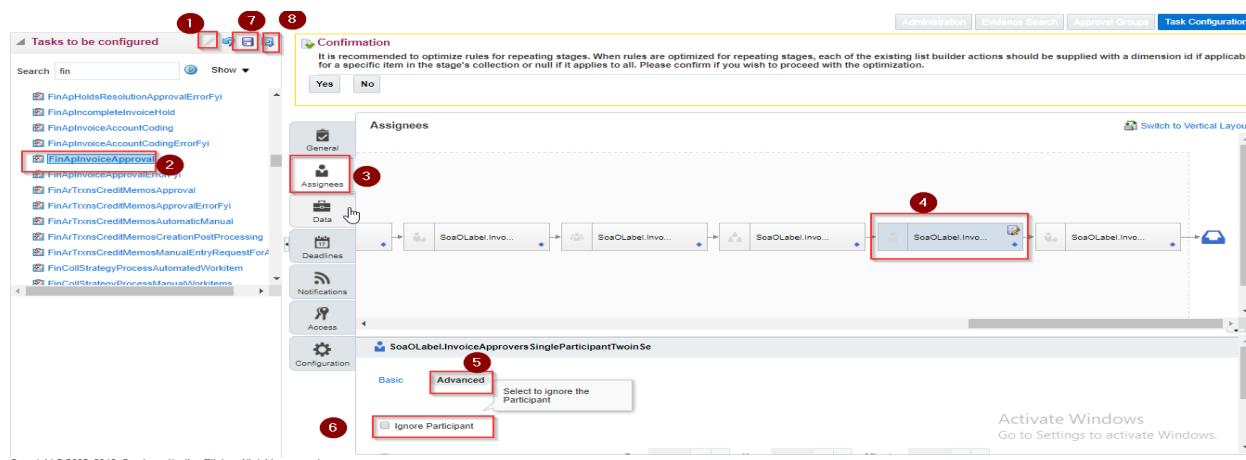
- Go to Assignees then you can see invoice lines level approvals and invoice document level approvals



- If you see that all hierarchy is disabled if you want to enable it
- Click on any one person then below panel will open in that click on advanced option and enable the ignore participant then that will enable or disable depends on your request, if you want to do this first we have edit this on the task bar



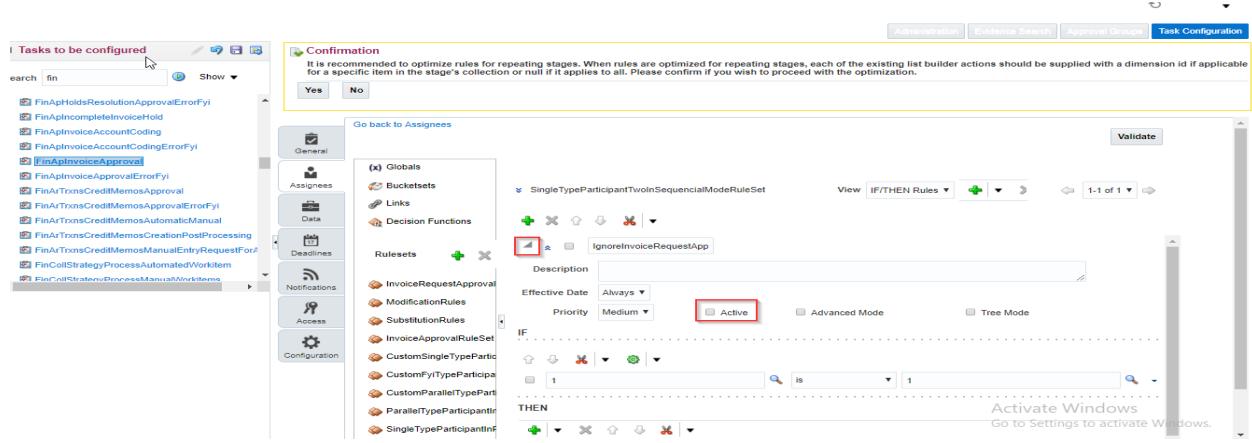
- Now click on edit then go to finApinvoiceApproval then go assignees then go to Invoice document level then click on single participant invoice then below one pop will enable go to advanced option disable the ignore participant then that assignee will enable then
- Save it and click on commit task



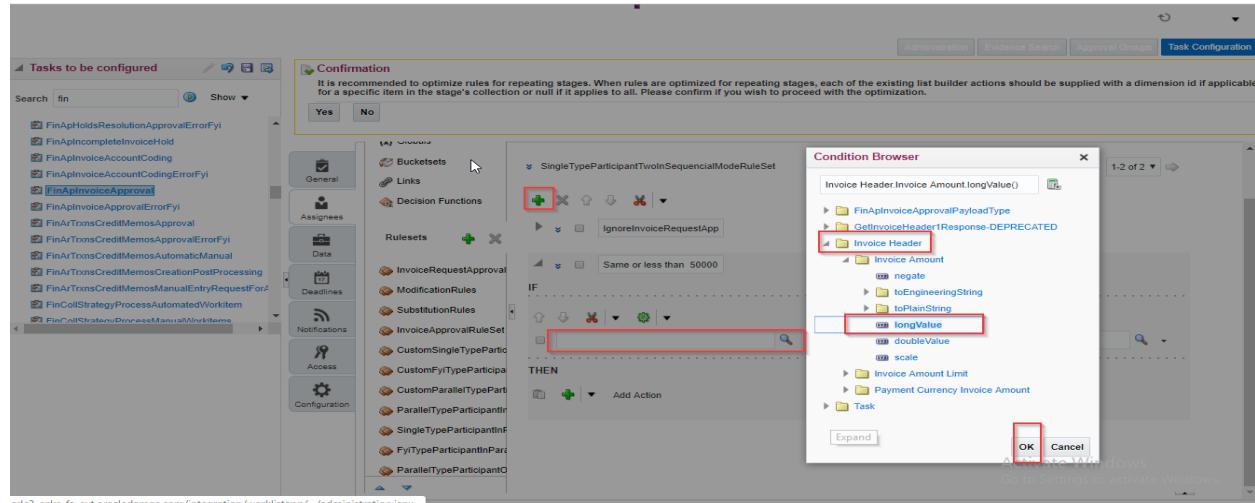
- Then click on go to rule icon under the node



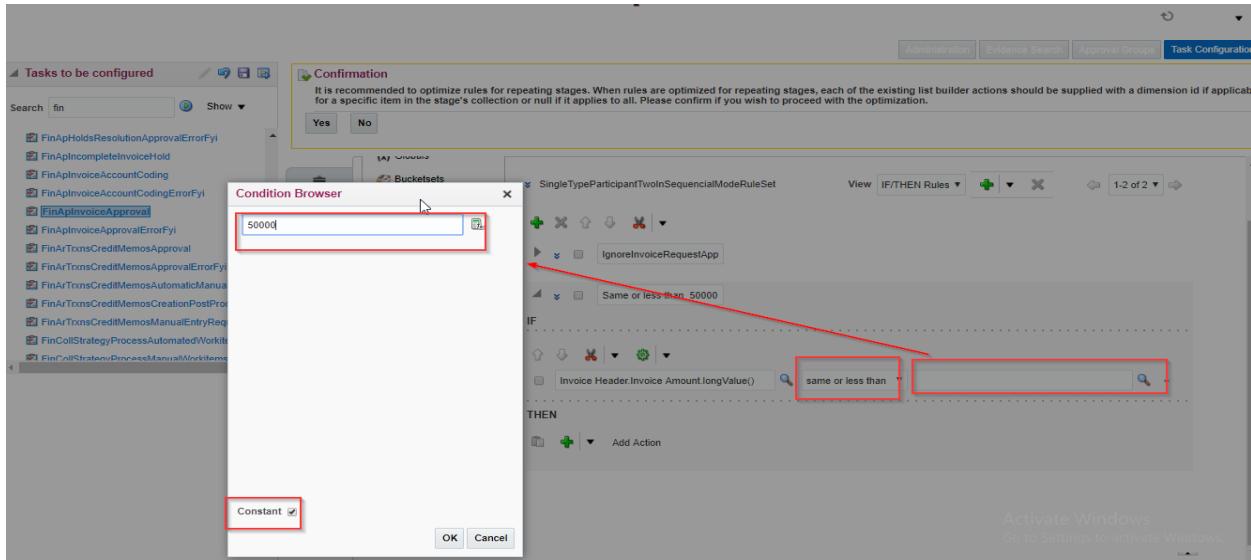
- By default we have one rule called as ignore invoice request, if you want disable the rule just expand the rule and disable the Active option



- Save and Click on commit to task
- Navigation is same click on + to create rule give the name expand the name here you can write the rule name means IF condition



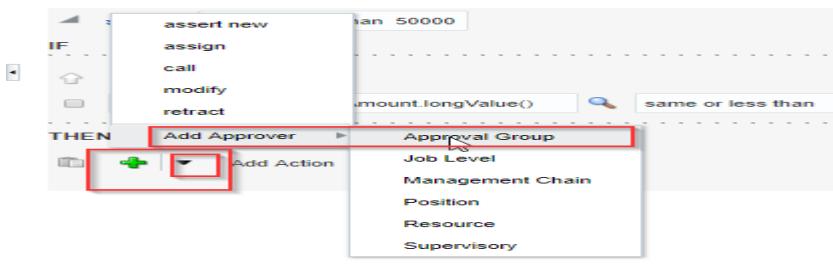
- Give the second one is as same or less than and third one don't give the directly amount go to the search button enable the constant then give the amount



→ If invoice header amount is same or less than 50000 then who can approve



→ Click on drop down in the + icon and click the approve group



→ Then give the Approval group name

→ Validate it

The screenshot shows the Oracle Fusion Applications interface for rule set configuration. On the left, there's a sidebar with various navigation links like General, Assignees, Data, Deadlines, Notifications, Access, and Configuration. The main area is titled 'SingleTypeParticipantTwoInSequentialModeRuleSet' and shows an 'IF/THEN Rules' view. A specific rule named 'IgnoreInvoiceRequestApprov' is selected. The 'IF' condition is set to 'Same or less than 50000' with a dropdown for 'Invoice Header.Invoice Amount.LongValue()' and a search term 'same or less than 50,000'. The 'THEN' part shows an 'Approval Group' section with 'List Builder Approval Group' and 'Response Type' set to 'Required'. A dropdown menu shows 'Approval Group: Celio AG1' which is also highlighted with a red box. At the top right, there's a 'Validate' button, also highlighted with a red box. A tooltip 'Activate Windows Go to Settings to activate Windows.' is visible at the bottom right.

- Then you can see the validation rule message below
- Click on save and commit it

6. Create Rule 2: More than 50000

Do the same as above

This screenshot shows the continuation of rule creation. It displays two additional rules under the 'IgnoreInvoiceRequestApprovalRuleSetRule' section. The first rule is 'Sameor lessthan50000' and the second is 'Morethan 50000'. Both of these rules are highlighted with a red box.

- Save and Close

7. Enable invoice approvals for business unit in invoice options

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % invoice % options%
- Select Manage Invoice Options
- Enable the Enable invoice approval

Prepayment

Single distribution

* Payment Terms: Cello Immediate

Settlement Days: []

Enable invoice approval

Allow force approval

Require validation before approval

Interest

Create interest invoices

* Minimum Interest Amount: 10

Interest Allocation Method: Single distribution (selected)

Payment Request

* Payment Terms: Cello Immediate

Pay Group: []

* Payment Priority: 99

Accounting Preference: Account regardless of approval status (selected)

Require accounting before approval

Require approval before accounting

* Interest Expense Distribution: 101=0000=76210

→ Save and Close

8. Create invoice in santosh user with limit

- Create the invoice from the invoice work bench within limit
- Validate it
- Go to Actions and click on Approval then choose the initiate (it tells the rooting of the approval)

Create Invoice: INV17

Invoice Header

Identifying PO
Business Unit: Cello NY Business Unit
Supplier: ABC supplier

Supplier Number: 1
Supplier Site: ABC Supplier
Legal Entity: Cello US Legal Entity

Number: INV17
Amount: USD - 50,000.00
Type: Standard
Description: []

Lines

Number	Type	Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to
1	Item	50,000.00	CELLO_SERVICE_EXPENSES		5/25/19				

Actions

- Invoice Actions
- Save and Create Next
- Save
- Save and Close
- Canceled
- Validated
- Manage Instalments
- Calculate Tax Ctrl+Alt+X
- Validate Ctrl+Alt+V
- Apply or Unapply Prepayments
- Manage Holds
- Account Coding
- Approval** (highlighted with a red box)
 - Initiate
 - View Approval and Notification History
 - Cancel Invoice
 - Delete Invoice
 - Pay in Full
 - Post to Ledger
 - Account in Draft

→ Save and Close

- You can get the notification or else you can see the notification in info let pending approvals under Approval box

Invoices

Scanned: 0 0 18 (0-7 8-14 15+)

Recent: 24 Hours (1)

Holds: 58 Validation (3 Other)

Approval: 1 Pending (1 Rejected)

Prepaid: 0 0 24 (0-30 31-60 61+)

Actions	View	Print	Detach	Approve	Reject	Force Approve	
Invoice Number	Due Date	Amount	Requester	Supplier	Business Unit	Notifications	Description
INV17	5/25/19	50,000.00 USD		ABC supplier	Cello NY Business Unit	Approval of Invoice INV17 from ABC su...	

→ you can see through the Payables dashboard

The screenshot shows the Oracle Fusion Applications Payables Dashboard. A modal window titled "Invoices Requiring Attention" is open, showing a single invoice entry. The "Approve" button in the toolbar is highlighted with a red box. The invoice details are as follows:

Title	Invoice Number	Due Date	Amount	Requester	Supplier	Business Unit	Description
Approval of Invoice INV17 from ABC supplier (50,000.00 USD)	INV17	5/25/19	50,000.00 USD		ABC supplier	Cello NY Business Unit	

→ Click on Approve

9. Create one more invoice in santosh1 user without limit

- Create the invoice form the invoice work bench within limit
- Validate it
- Go to Actions then click on Approvals and initiate
- Logout from santosh user and login santosh1 user
- Go to Payables dash board then you can see the invoice waiting for approval

The screenshot shows the Oracle Fusion Applications Payables Dashboard. A modal window titled "Invoices Requiring Attention" is open, showing a single invoice entry. The "Approve" button in the toolbar is highlighted with a red box. The invoice details are as follows:

Title	Invoice Number	Due Date	Amount	Requester	Supplier	Business Unit	Description
Approval of Invoice INV18 from ABC supplier (65,999.00 USD)	INV18	5/25/19	65,999.00 USD		ABC supplier	Cello NY Business Unit	

→ Click on Approve

Security profile /MOAC

Witch allows to access multiple organization from single responsibility. When you say organization operating unit in EBS or it could be inventory organization or HR organization that can be any organization but financials point of view the organization will simply say operating unit In EBS as per EBS. That means in case of EBS you have access to multiple operating units from single responsibility we can use MOAC, here (Fusion) not through responsibility we don't have any concept called as responsibility we can talk about role, you have access to specific or selected business unit from specific role, if you want to have a access you have to go with security profile.

Ex : If you want to access one user to one business unit only

In Ebs we have security profile and Global security profile so we can use security profile to access operating units within the Business group and when you talk about Global security Profile we can access the operating units across the Business groups. But here for everything they given only task called as organization security profile with this we can just specify which business unit user required access.

Setups

1. Manage Organization security profile
2. Assign security profile to Role
3. Assign Role to User
4. Manage Business unit data access set to user
5. Check the results

1. Manage Organization security profile

- Go to setup & Maintenance
- Click on search on FSM page
- Search task as Organization security profile
- Select Manage Organization security Profile
- Click on + icon to create
- Give the details and go to Organization hierarchy tab if you have this you can give otherwise go to Organization Classification
- Enable the Secure by Secure by organization Classification
- Click on + icon and give the Business unit

Create Organization Security Profile

Save and Close Cancel

Basic Details

Name: Cello BU Security Profile

Enabled

View All

Include future organizations

Organization Hierarchy

Secure by Organization Hierarchy

Tree Structure: Department hierarchy (radio button selected), Generic organization hierarchy (radio button)

Top Organization Selection: Specify organization (radio button selected), Use the department on the user's assignments

Department Tree

Organization Tree

Organization

Include Top Organization

Organization Classification

Secure by Organization Classification

View Format

Classification Name

Business Unit

Activate Windows
Go to Settings to activate Windows.

- Go to Organizations Click on + icon and give the business unit details while you are querying the BU classification is mandatory (Business unit) if you want to one or multiple business units

Organizations

Secure by Organization List

View Format

+

Organization

Cello NY Business Unit

Include or Exclude Organizations

Exclude (radio button)

Include (radio button selected)

Activate Windows
Go to Settings to activate Windows.

- Save and Close

2. Assign security profile to Role (HCM)

- Go to setup & Maintenance

- Click on search on FSM page
- Search task as Assign Security Profile Roles or HCM Data Role Security Profile
- Click on + icon to assign access
- Give the details and give the Job role as Accounts payable Manager (why Accounts Payable because of we are assigning the role to Business unit)
- Click on Next and under person we have to assign the Person Security Profile (If you want to create you can create or take default one) there is no meaning in this but just create that and Enable the business unit under that
- Under Public person tab also create new or take default one and enable Secure by Business unit under this
- Go to Payroll tab and create the new name or take default ones

- Click on Next
- Depends on enable feature under the person tab that will enable here
- Give the business unit for Secure business unit under the workforce structures tab and give the Assignments to evaluate as all (it is mandatory)

- Click o Next then click one Next then Click on Next
- Click on Submit

3. Assign Role to User

- Go to Navigation
- Go to Tools

- Go to Schedule Process
- Query your user and assign the roles
- Assign the Accounts payable role and our own defined role to user

The screenshot shows the 'Edit User Account' page for 'santosh'. The left sidebar includes links for Roles, Users, Analytics, Certificates, User Categories, Single Sign-On, and Administration. The main form has sections for 'User Information' (User Category: DEFAULT, User Name: santosh, First Name: santosh, Last Name: santosh, Email: santu182@gmail.com), 'Account Information' (Password Expiration Date: 8/25/19, Active checked, Locked unchecked), and 'Associated Worker Information' (Worker Name: santosh, Person Number: 4245, Manager, Job, Business Unit: Cello NY Business Unit, Department). The 'Roles' section lists several procurement roles: Procurement Application Administrator, Procurement Manager, Procurement Preparer, Procurement Requester, Purchase Analysis, Supplier Manager, and 'Cello 1 BU access'. The 'Auto-Provisioned' column contains checkboxes, some of which are checked. A red box highlights the 'Save and Close' button in the top right corner. A tooltip 'Activate Windows' with the sub-instruction 'Go to Settings to activate Windows.' is visible.

- If you assign only Accounts Payable Manager you shouldn't restrict the BU you have to assign the our own defined role

4. Manage Business unit data access set to user

- Go to setup and maintenance
- Setup: Financials
- Functional Area : General Ledger
- Task : %Manage %data% access% set%
- Select Manage Data Access for Users
- Click on + icon to create data access set

The screenshot shows the 'Manage Data Access for Users' page. It features a search bar and a 'Create Data Access for Users' dialog box. The dialog box has fields for 'User Name' (santosh), 'Role' (Accounts), 'Security Context' (Business unit), and 'Security Context Value' (Cello NY Business Unit). A red box highlights the 'Save and Close' button in the dialog. The main page shows a table with columns: User Name, Role, Security Context, and Security Context Value. A red box also highlights the '+' button in the Actions column of the table.

- Save and Close

5. Check the results

Go to the Invoice work bench click on LOV in the BU then you can see only one BU

The screenshot shows the 'Manage Invoices' search interface. At the top right is a 'Done' button. Below it is a search bar with 'Search Results' and a dropdown for 'Advanced' search. A 'Saved Search' dropdown is set to 'All Invoices'. A note says 'At least one is required'. The main search area has fields for 'Supplier Number', 'Supplier Site', 'Taxpayer ID', and 'Invoice Group'. On the left, there's a 'Search: Invoice' section with fields for 'Business Unit', 'Invoice Number', 'Invoice Amount', 'Invoice Date', and 'Supplier or Party'. The 'Business Unit' field is expanded, showing 'Google US Business Unit' and 'Google USA Primary Ledger' with a 'Search...' button. A red box surrounds this expanded dropdown.

→ Click on Done

Custom roles

Creating BI Reports

Creating OTBI Reports

Payment format

Invoice Image Solution

While creating PO charge account manual updation doubt

In EBS we will call Segment qualifiers in Fusion will call as value attributes

admin@123\$ (oracle13)

P@ssword (netgare2g)

Reports

1. Customer outstanding amount