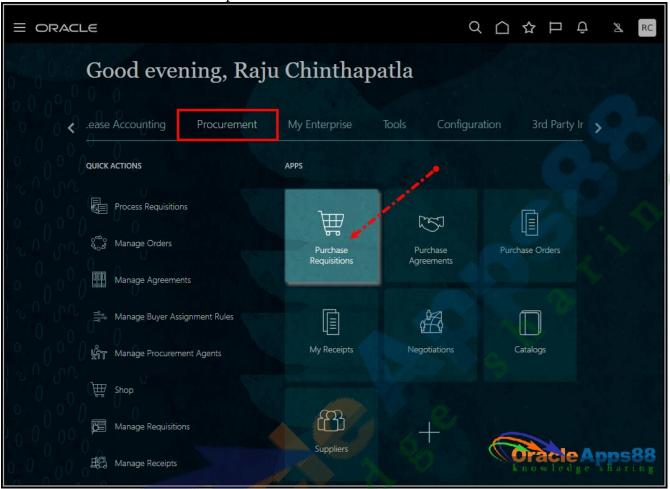
The PO-AP-FA-GL cycle comprises of the following steps,

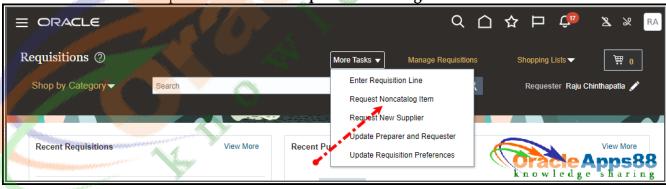
- 01: Create Requisitions
- 02: Create Purchase Order with Requisition
- 03: Purchase Order Receive Goods
- 04: Create Payables invoice with Match PO Lines
- 05: Invoice Payment to Supplier (Optional)
- 06: Transfer Payables data to General Ledger (Mandatory)
- 07: Create Mass Additions
- 08: Prepare Mass Additions
- 09: Post Mass Additions
- 10: Verify the Asset
- 11: Calculate Depreciation
- 12: Asset Create Accounting

01: Create Requisitions

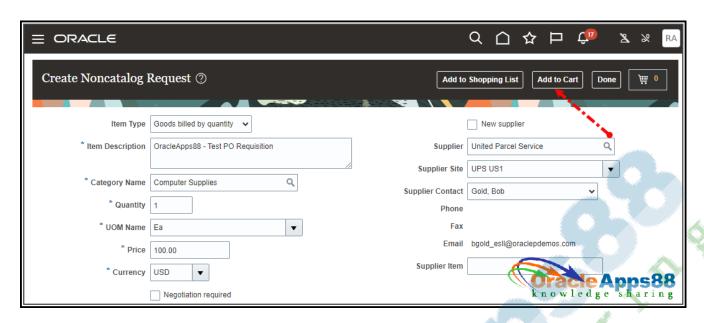
Nav: Procurement → Purchase Requisitions



Click the More Tasks dropdown and select Request Noncatalog Item.



Enter the below requisition details and click on Add to Cart button



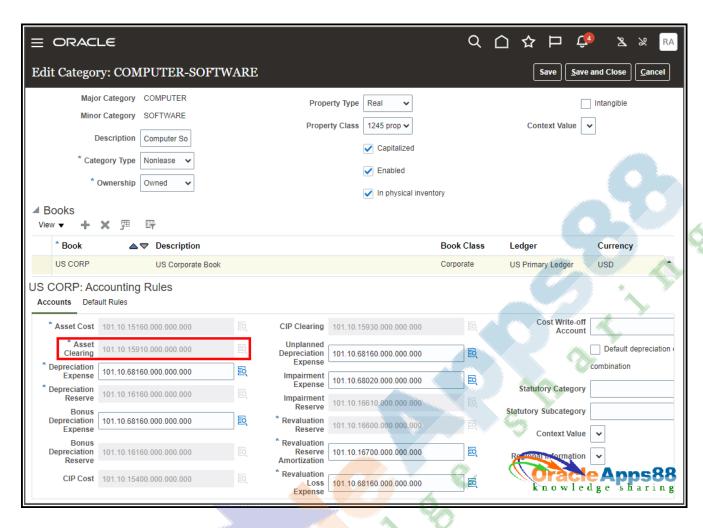
Requisition added to cart



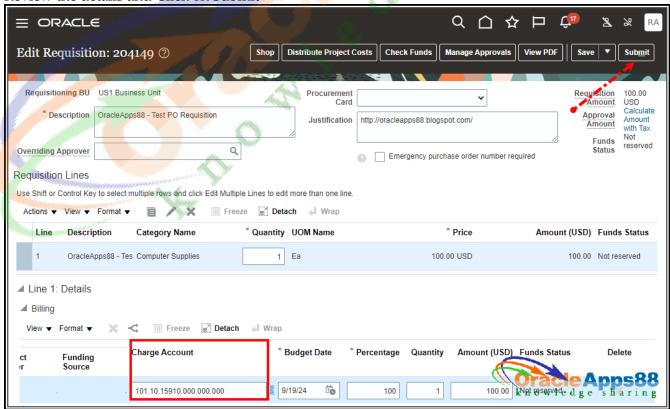
Click on the cart and click on the Review button



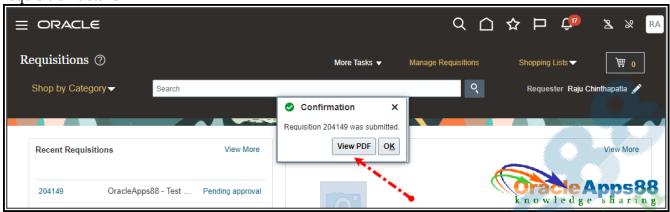
Review the requisition details and make sure the Charge Account is an Asset Clearing account

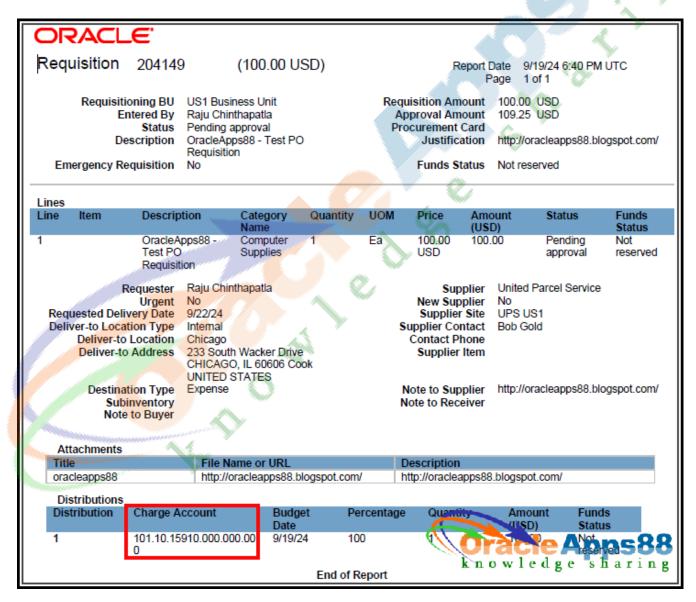


Review the details and Click on Submit

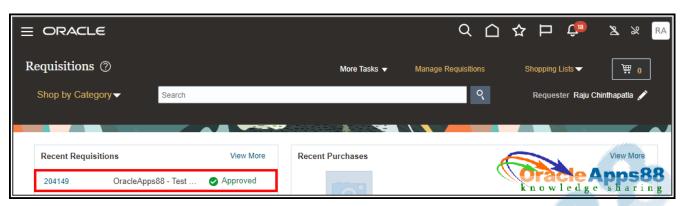


Requisition will create ad it will submit for approval, click on the View PDF button to check the requisition details





Approve the Requisition

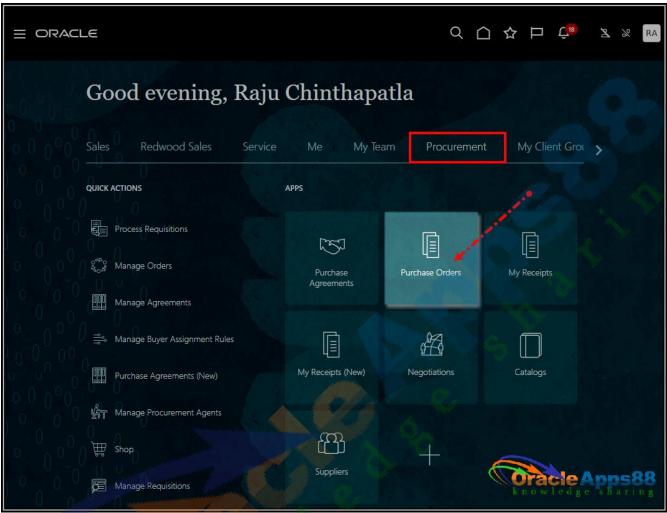




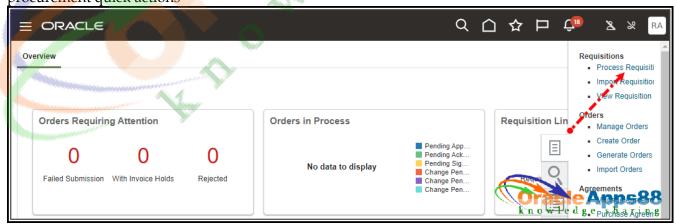
02: Create Purchase Order with Requisition

Once the requisition is Approved create the Purchase order with requisition

Nav: Procurement → Purchase Orders

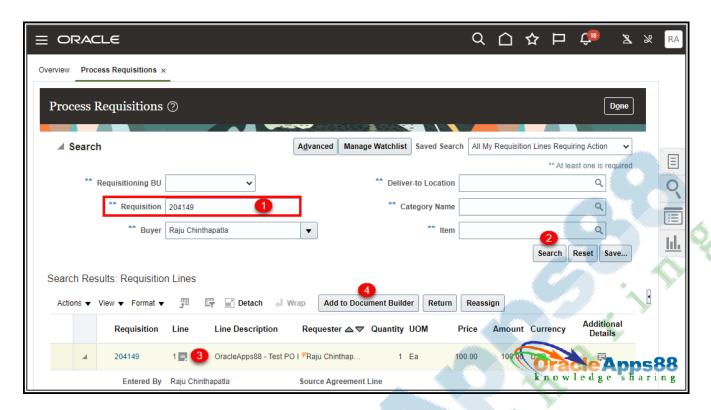


Click on the tasks and click on the **Process Requisitions** task from Requisitions or select from procurement quick actions

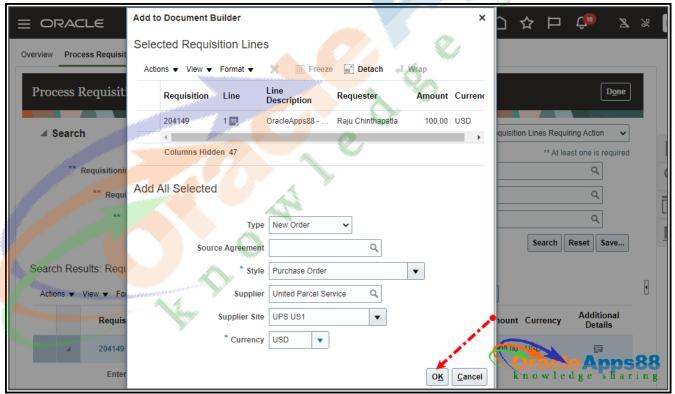


Search with requisition and select the requisition and click on Add to Document Builder button

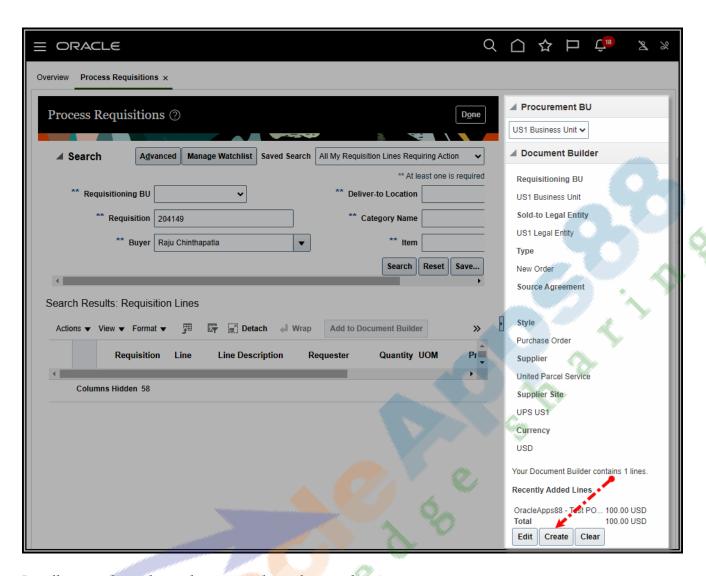




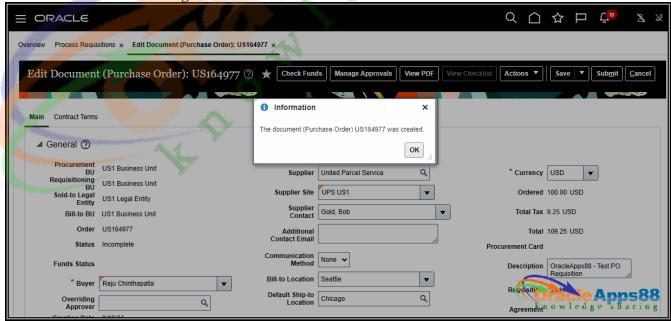
Select the line click on Ok button



Click on the Create button to create the order

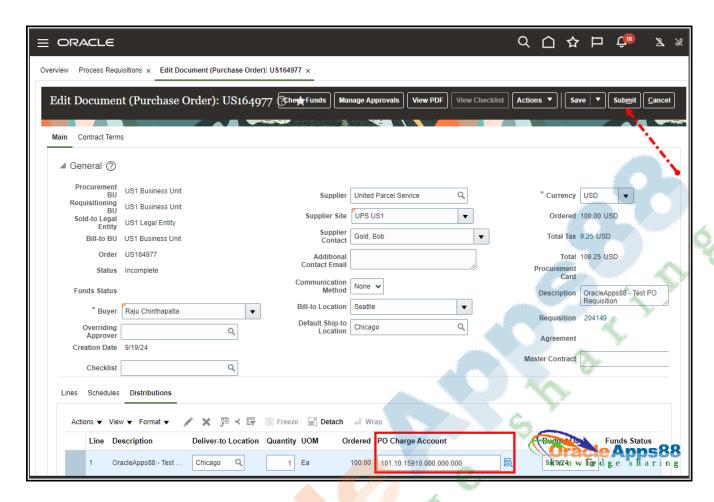


It will create the order and generate the order number

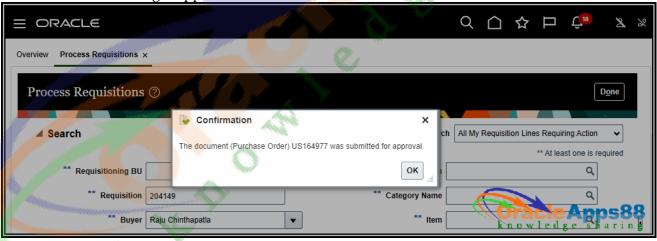


Verify the details (PO Charge Account should be Asset Clearing Account) and click on the submit button

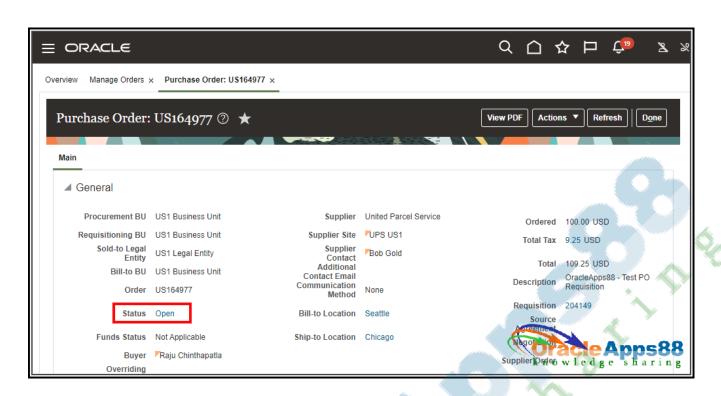




It will Submit for manager approval



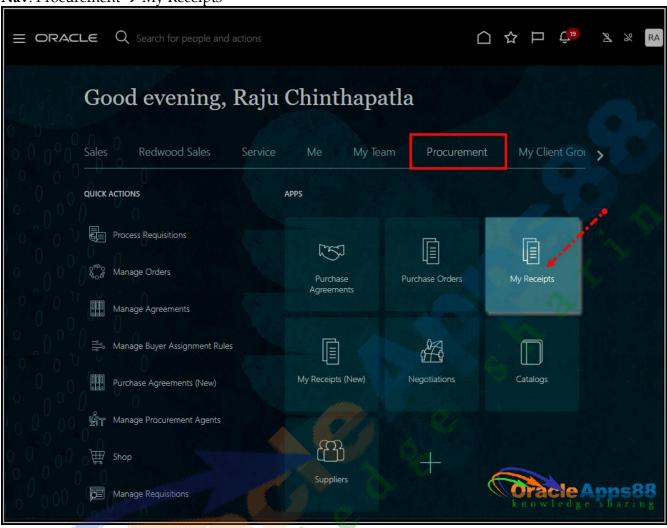
Approve the Purchase Order



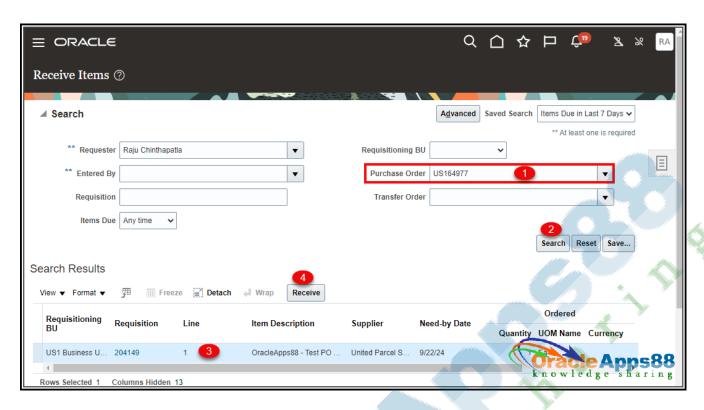


03: Purchase Order Receive Goods

Nav: Procurement → My Receipts



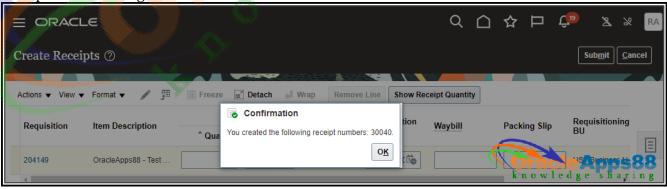
Search with Requisition number or Purchase Order number and select the line and click on **Receive** button



Enter the receive quantity and click on Submit button

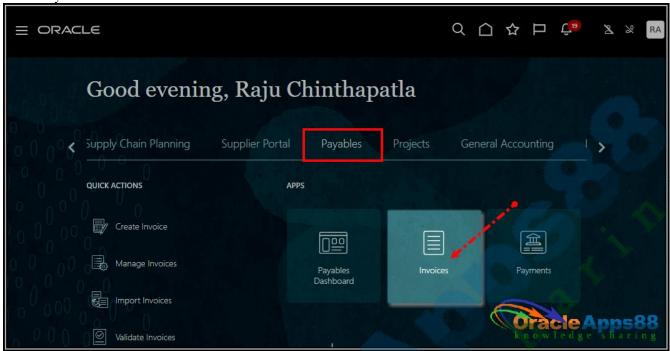


Receipt number will generate

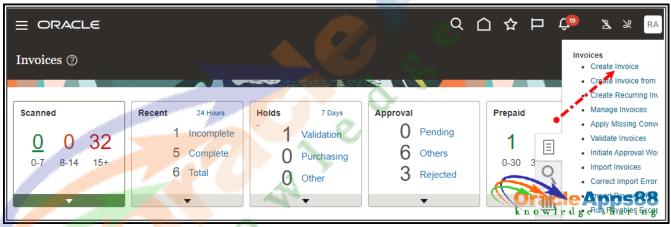


04: Create Payables invoice with Match PO Lines

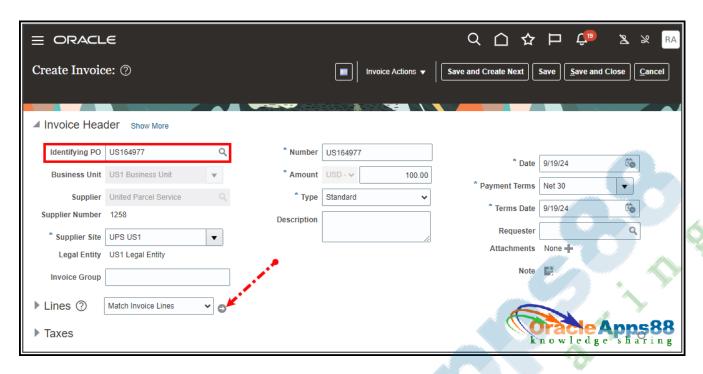
Nav: Payables →Invoices



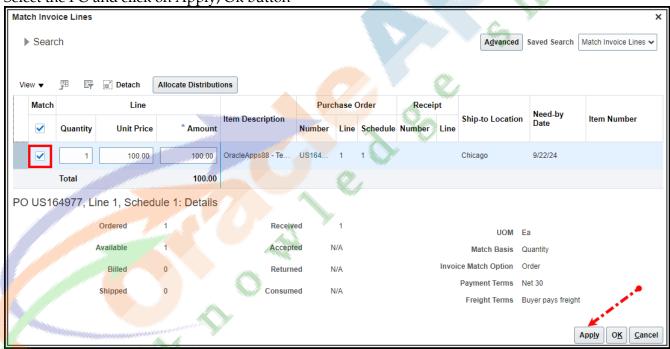
Click on the Create Invoice link from Invoices task



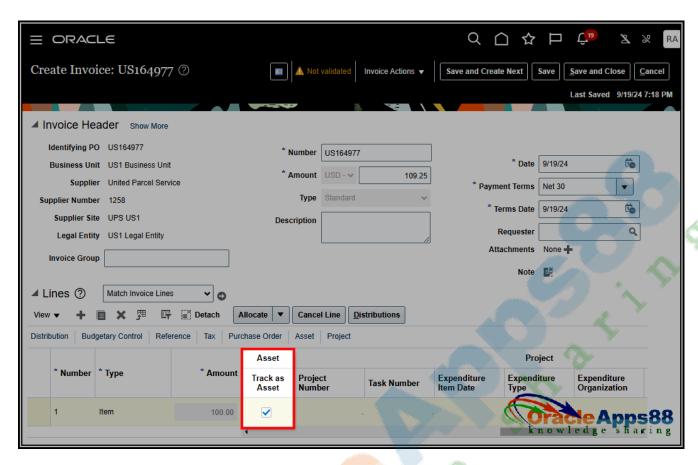
Search with PO number and enter the invoice details and select the **Match Invoice Lines** and click on the Go button



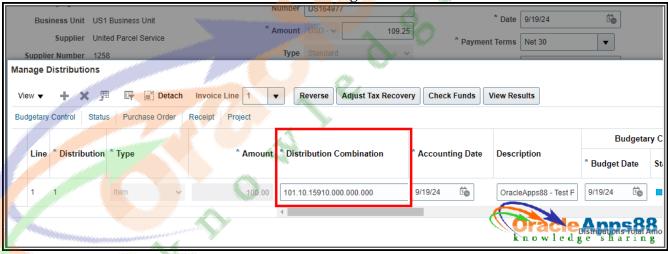
Select the PO and click on Apply, Ok button



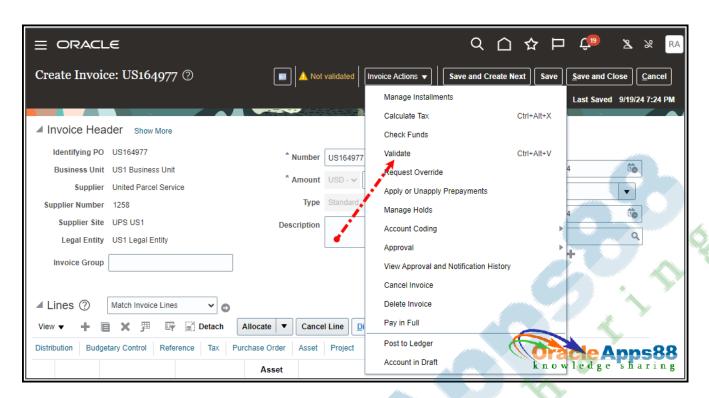
PO lines will be defaulted in invoice lines and Track as Asset should be selected



And Distribution Account should be an Asset Clearing Account



Validate the invoice, Click on Invoice Actions → Validate

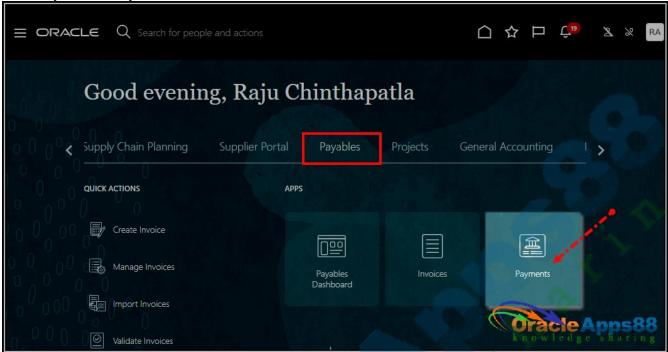


Back to invoice page, click Save and close button



05: Invoice Payment to Supplier (Optional)

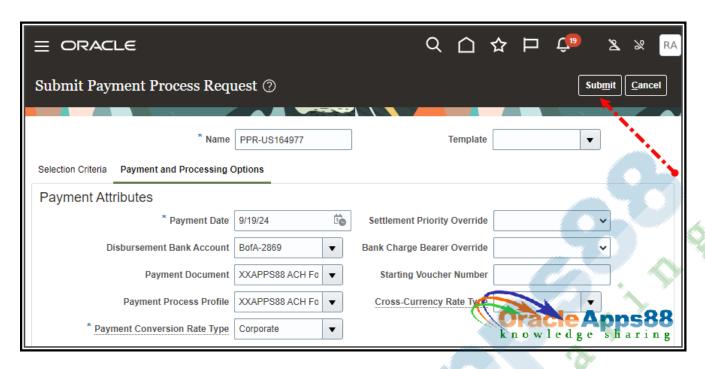
Nav: Payables → Payments



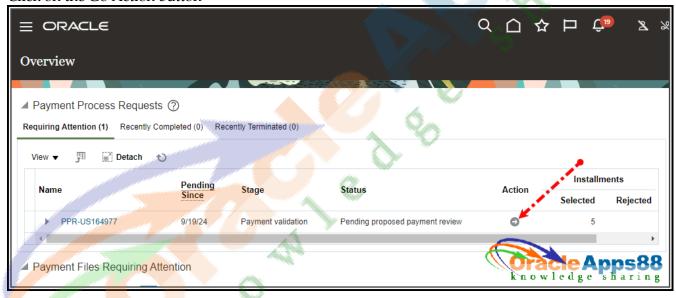
Click on the Submit Payment Process Request link from Payments task



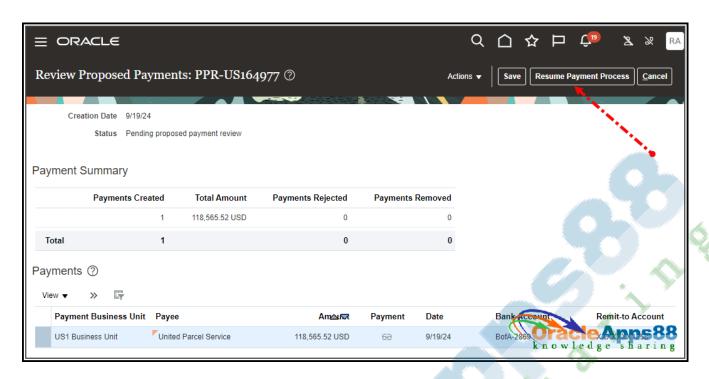
Enter the PPR name and select the Payment Method, Supplier, Bank, Payment process profile and Approver and click on the Submit button



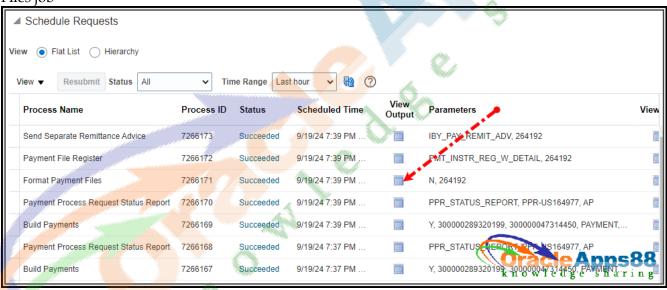
Click on the Go Action button



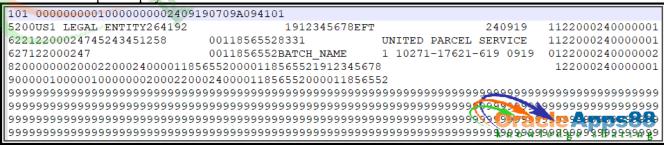
Verify the payments and click on Submit button



It will complete the process and submit the programs, Click on the View Output on Format Payment Files job



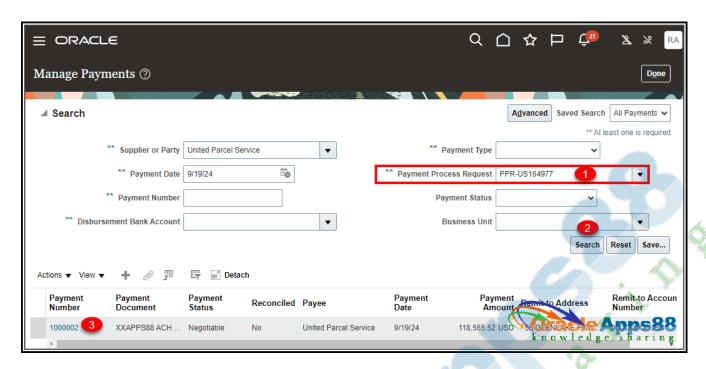
Here is the output of payment



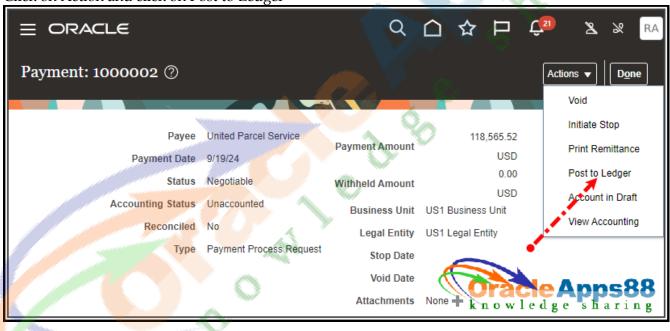
Transfer the Payments to GL

Nav: Payments → Manage Payments, Search with PPR name and click on the payment number



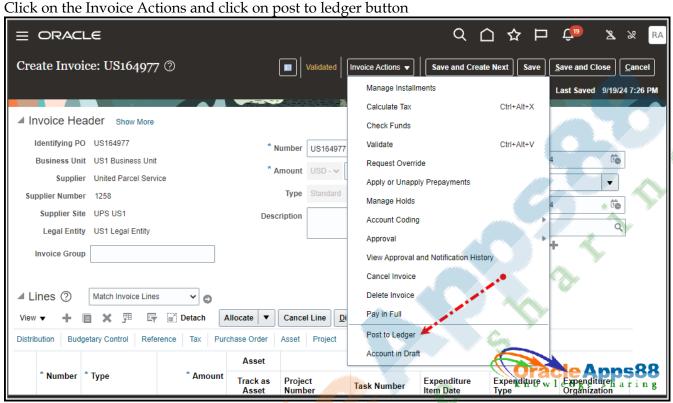


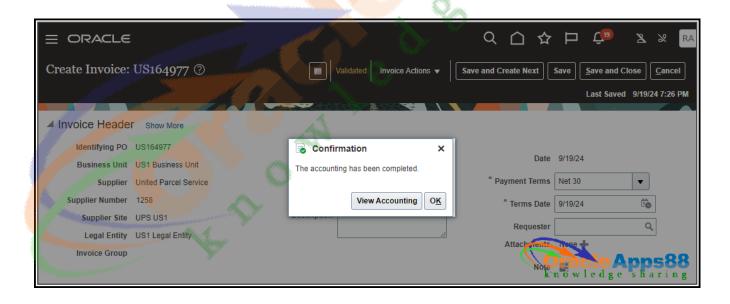
Click on Action and click on Post to Ledger

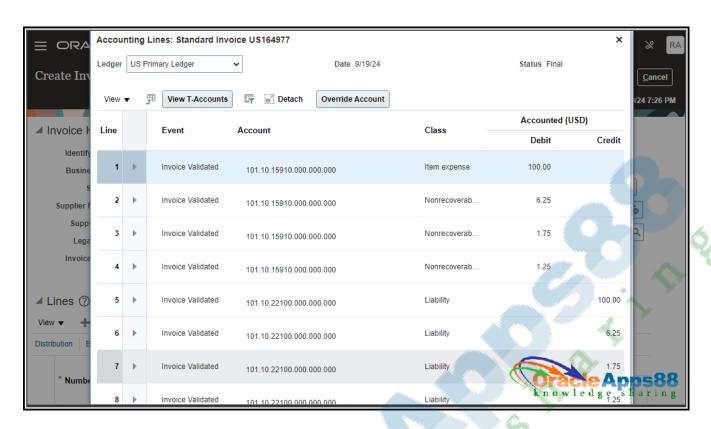


06: Transfer Payables data to General Ledger (Mandatory)

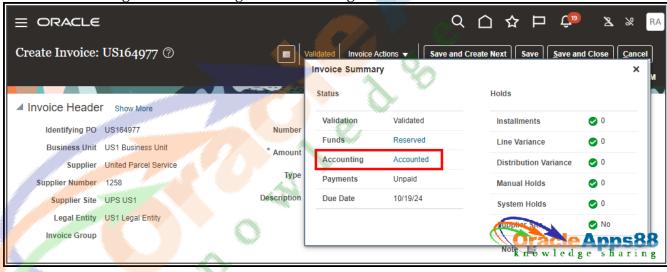
Note: Invoice should be accounted before creating the Asset
Navigate to Payables, Search with invoice number in Manage invoice task
Click on the Invoice Actions and click on pact to ladger button







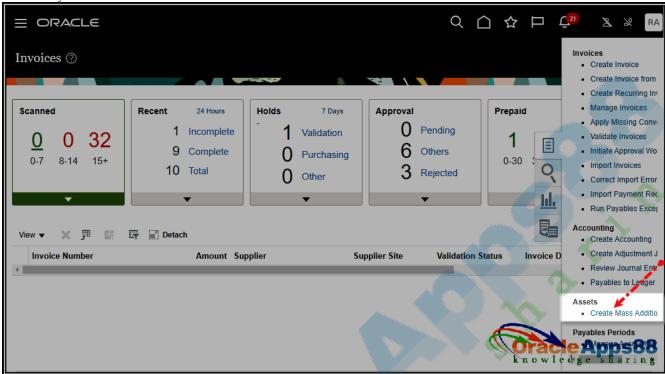
Invoice Accounting status will changed to Accounting



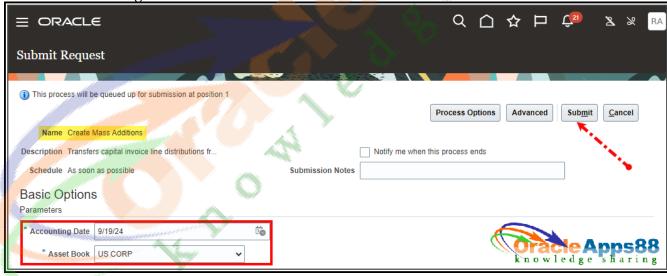
07: Create Mass Additions

Create Mass additions from Invoice

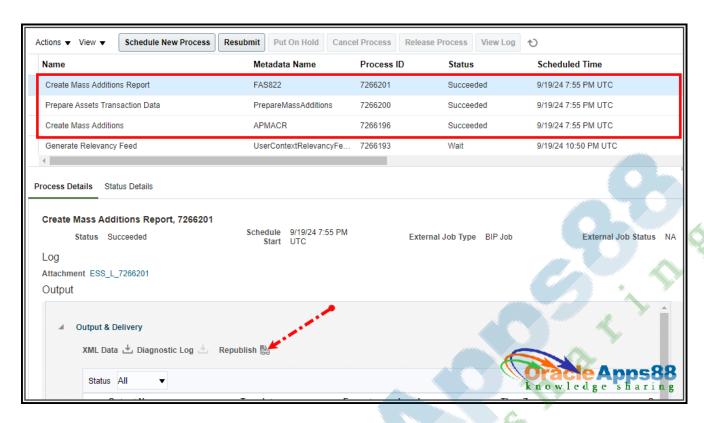
Nav : Payables → Invoices → Assets → Create Mass Additions



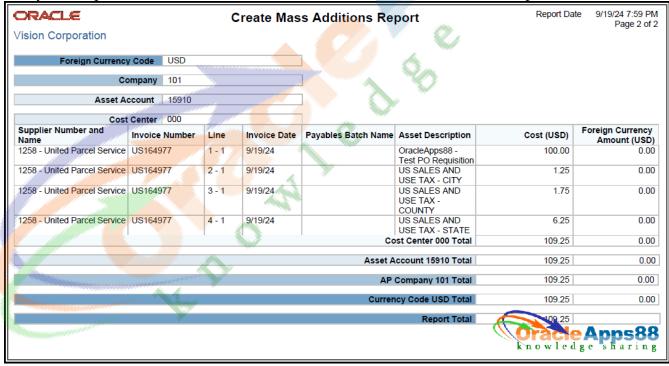
Enter the Accounting Date and Asset Book, Click on Submit



It will be submitted and Verify the Scheduled Processes

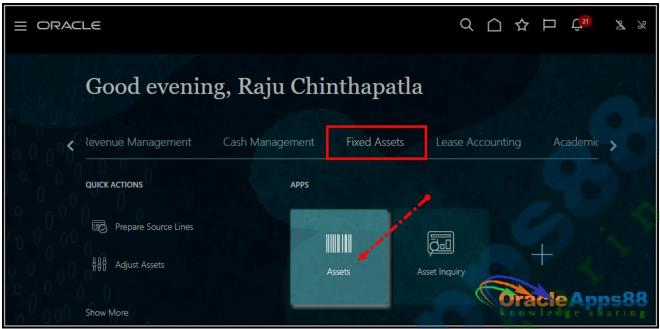


Verify the output file and invoice should be available in create mass additions report

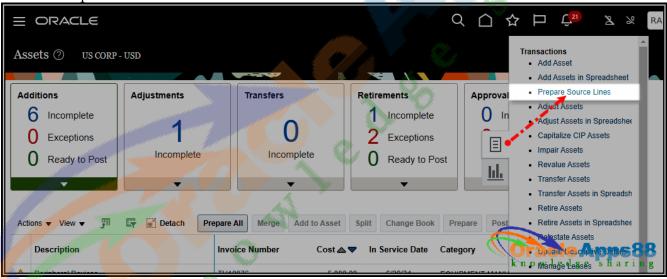


08: Prepare Mass Additions

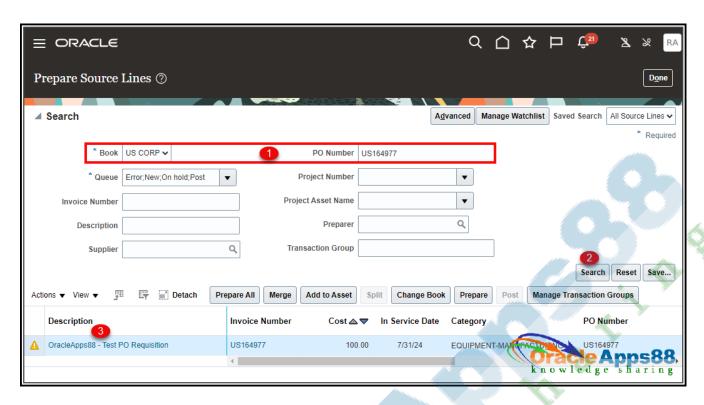
Nav : Fixed Assets → Assets



Click on Prepare Source Lines under Transactions

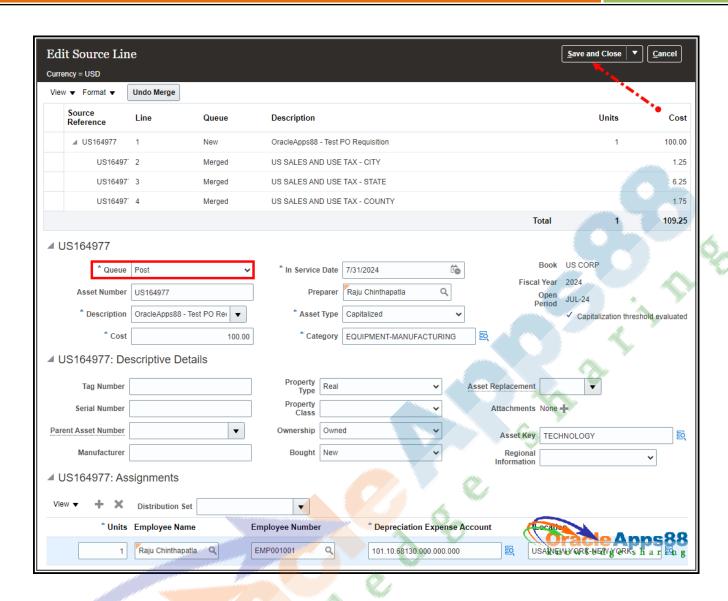


Search with Asset Book/PO Number and open the asset



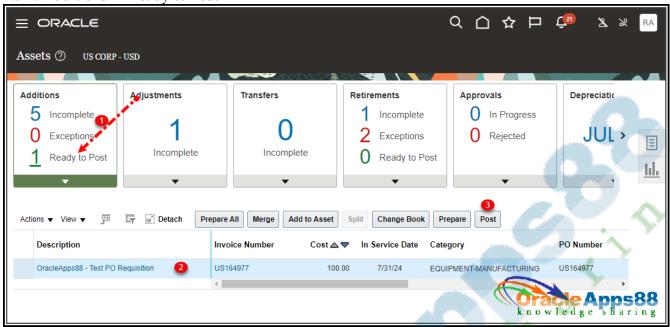
Enter the Asset Number, Asset Key, Category, Depreciation account, and location values, change the Asset Queue to **Post**, and click on **Save and Close**





09: Post Mass Additions

Nav : Additions → Ready to Post

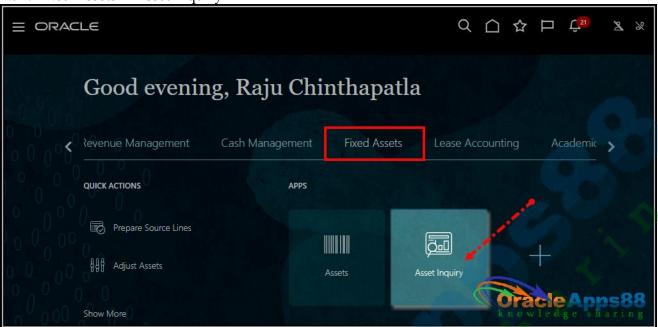


Verify the Scheduled Process, The Source line will be converted into Asset

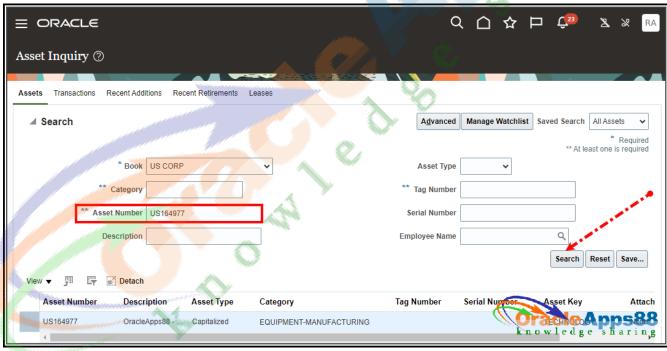


10: Verify the Asset

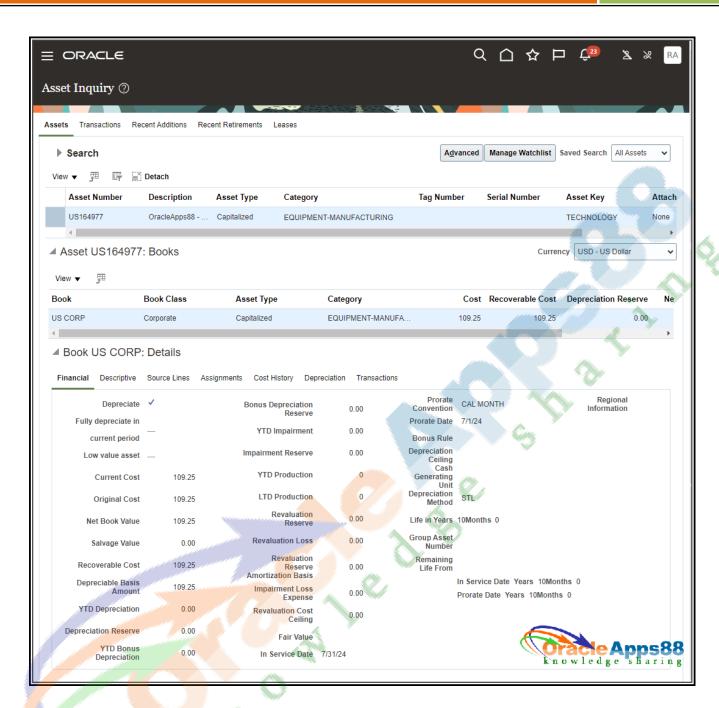
Nav: Fixed Assets → Asset Inquiry



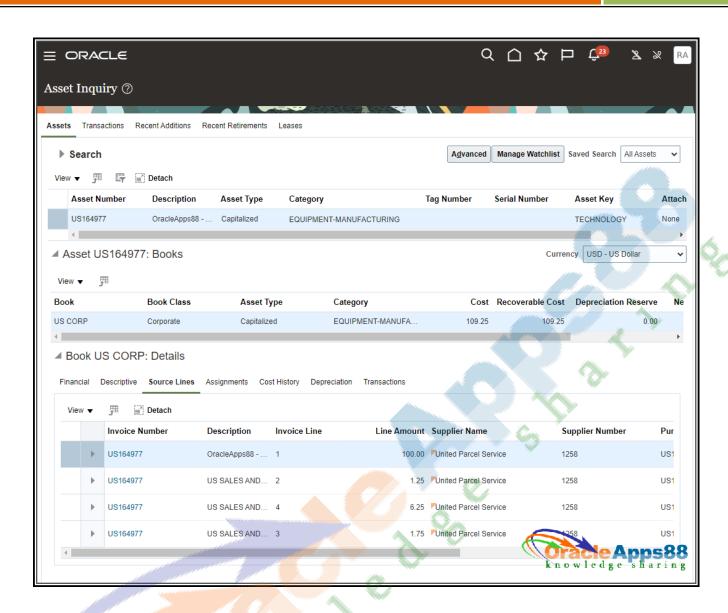
Enter the Asset Number and click on Search

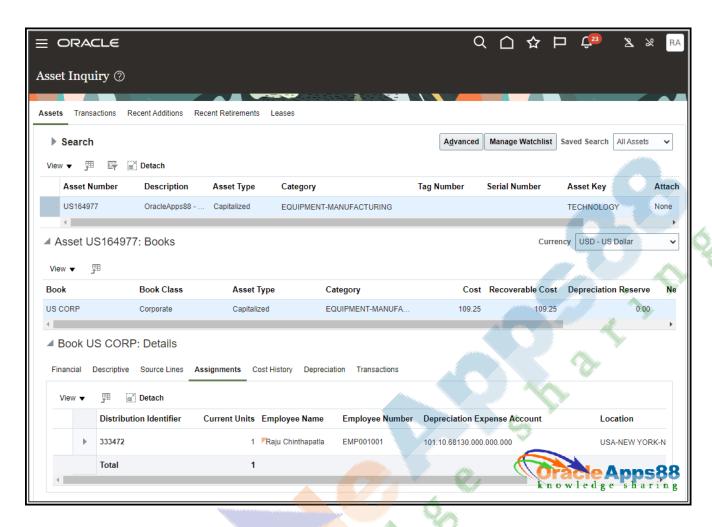


Financials

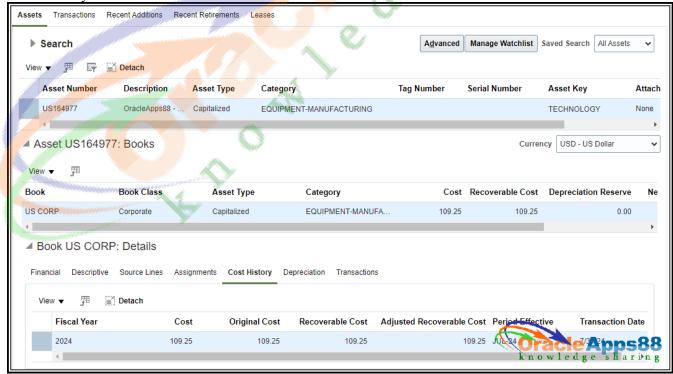


Source Lines



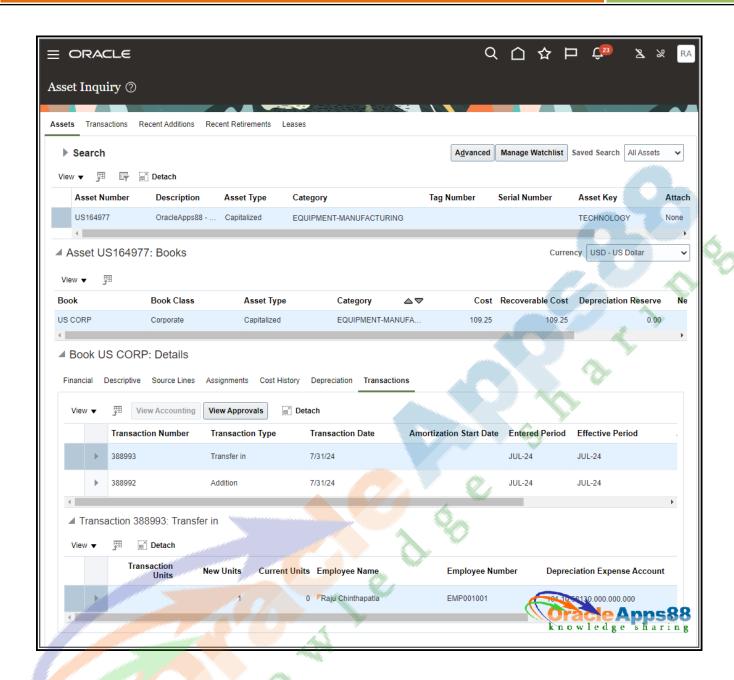


Cost History



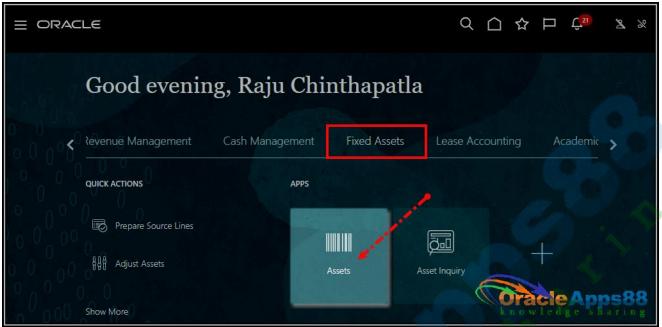
Transaction



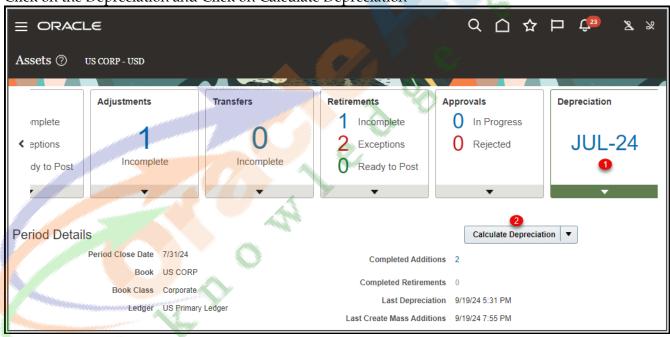


11: Calculate Depreciation

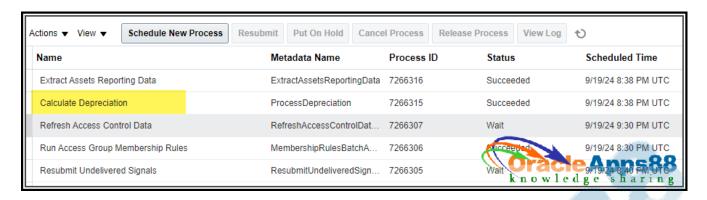
Nav : Fixed Assets → Assets



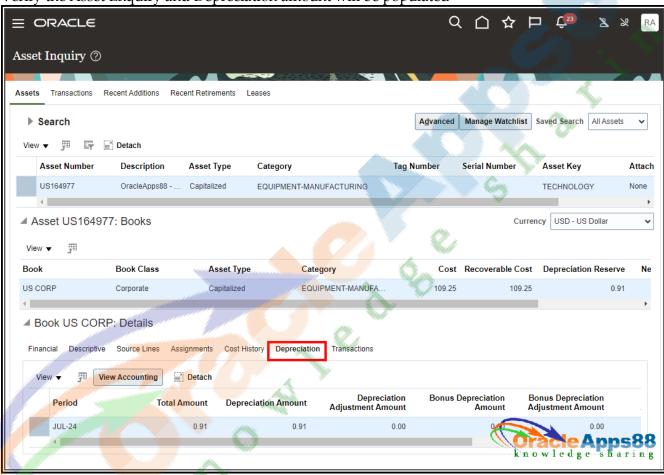
Click on the Depreciation and Click on Calculate Depreciation



Verify the Scheduled Process

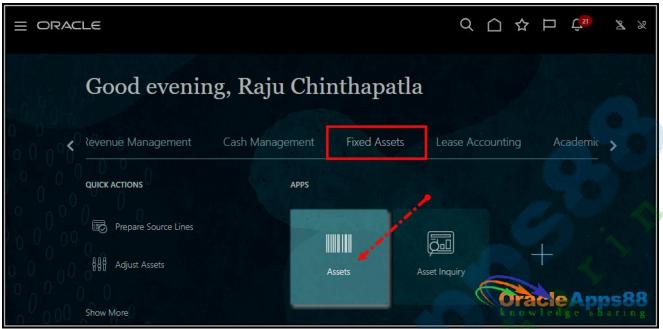


Verify the Asset Enquiry and Depreciation amount will be populated

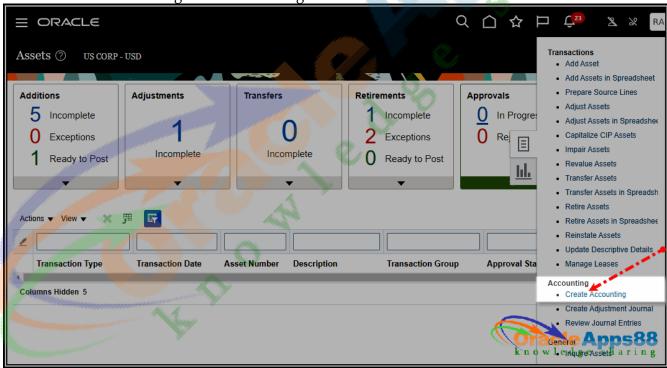


12: Asset Create Accounting

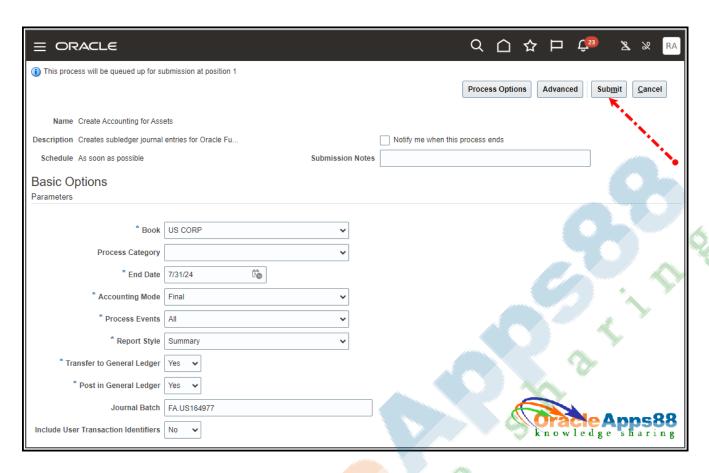
Nav : Fixed Assets → Assets



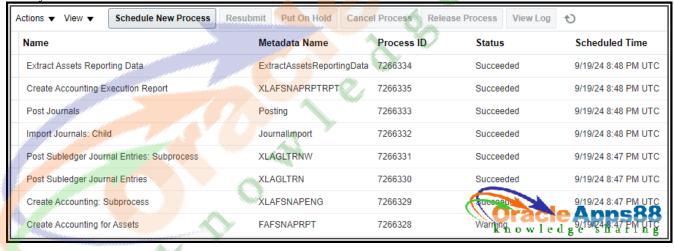
Click on Create Accounting under Accounting



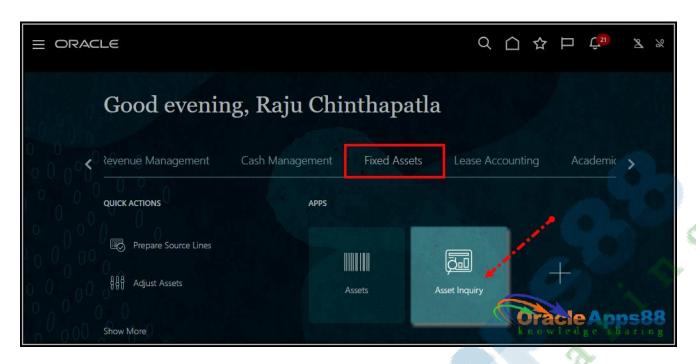
Select the Book, End Date (Period End Date), Journal Batch and click on Submit



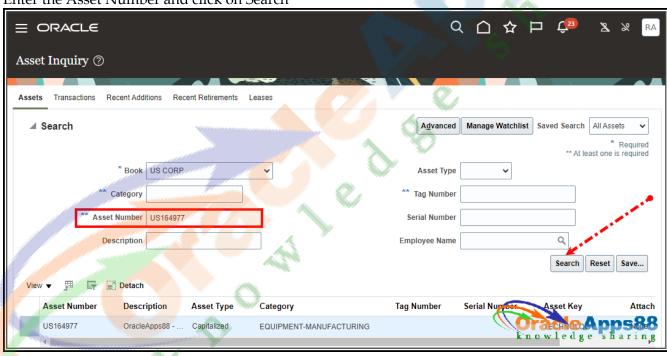
Verify the Scheduled Process



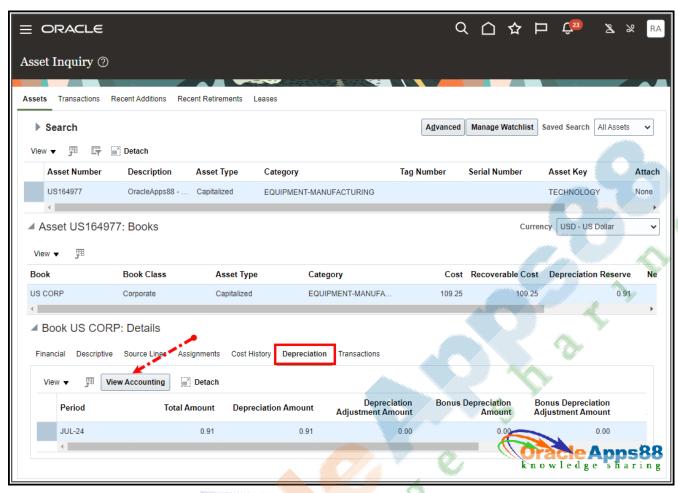
Verify the Asset Accounting
Nav: Fixed Assets → Asset Inquiry

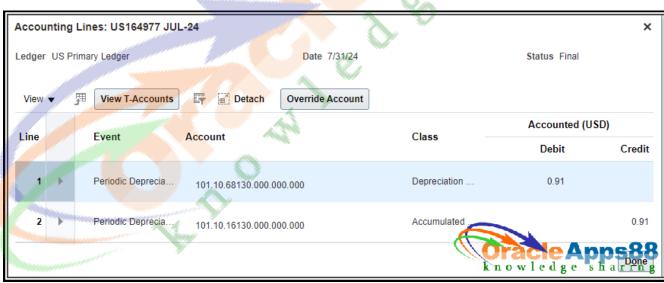


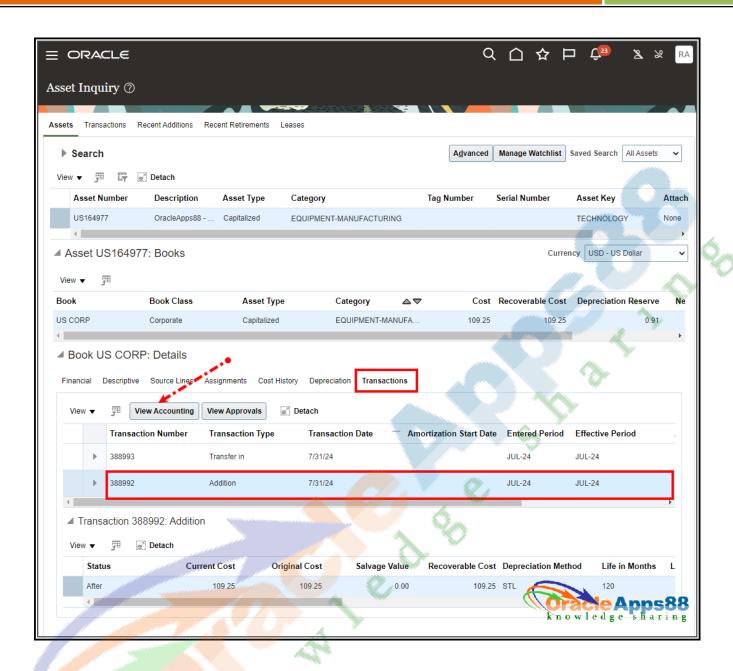
Enter the Asset Number and click on Search



Verify the Accounting







edger US Primary Ledger			y Ledger	Date 7/31/24			Status Final	
View ▼	,	興	View T-Accounts	Detach	Override Account			
ine			Event	Account		Class	Accounted (USD)	
Liiio				Account		Ciudo	Debit	Credit
1	Þ		Addition	101.10.15130.000.00	00.000	Cost	109.25	
2	•		Addition	101.10.15910.000.000.000		Cost clearing		100.00
3	•		Addition	101.10.15910.000.000.000		Cost clearing		6.25
4	•		Addition	101.10.15910.000.000.000		Cost clearing	1	1.75
5	•		Addition	101.10.15910.000.000.000		Cost clearing		1.25



Join the https://t.me/OracleApps88 group or message me at @apps88 (https://t.me/apps88) or (+91) 9059574321 in Telegram, to get more information on Oracle EBS R12/Cloud (Fusion) applications.

