



CLOUD

Oracle fusion financial consultant guide

Setup Accounts Payable Module

this guide covers the essential stages of system setup, including :

- 1 - Adding required role
- 2- Assign Data Access Set
- 3- Create employee
- 4- Create agent procurement
- 5- Create location
- 6- Assigning business unit
- 7- Create bank
- 8- Create bank branch
- 9- Create bank account
- 10- Setup Common Options Payables and Procurement-
- 11- Setup Invoice Options
- 12- Setup Payment Options
- 13- Setup Payment Method
- 14- Setup Payment Formats
- 15- Setup Payment Docs
- 16- Create Payment Process Profile
- 17- Create Distribution set
- 18- Create Procurement Agent

Author: Momen Mnasour

accounts payable



Accounts Payable Invoice Supervisor

ORA_AP_ACCOUNTS_PAYABLE_INVOICE_SUPERVISOR_JOB

Accounts Payable Manager

ORA_AP_ACCOUNTS_PAYABLE_MANAGER_JOB

Accounts Payable Payment Supervisor

ORA_AP_ACCOUNTS_PAYABLE_PAYMENT_SUPERVISOR_JOB

Accounts Payable Specialist

ORA_AP_ACCOUNTS_PAYABLE_SPECIALIST_JOB

Accounts Payable Supervisor

ORA_AP_ACCOUNTS_PAYABLE_SUPERVISOR_JOB

Supplier man



Supplier Manager

ORA_POZ_SUPPLIER_MANAGER_ABSTRACT

supplier ad



Supplier Administrator

ORA_POZ_SUPPLIER_ADMINISTRATOR_ABSTRACT

Procurement m



Procurement Manager

ORA_PO PROCUREMENT_MANAGER_JOB

Procurement ap



Procurement Application Administrator

ORA_PO PROCUREMENT_APPLICATION_ADMIN_JOB

cash

Cash Manager

ORA_CE_CASH_MANAGER_JOB

Cashier

ORA_HES_CASHIER_JOB

Functional Areas

Change Feature Opt In

* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* General Ledger	
* Organization Structures	Shared
* Resources	
Workforce Structures	Shared
* Users and Security	Shared
* Payables	Shared

Search Tasks

Users and Security

View ▾ Format ▾ Freeze Detach Wrap Show Required Tasks ▾

Task	Scope
Manage Job Roles	
Manage Duties	
Manage Data Access Sets	
Manage Data Security Policies	
Manage Data Role and Security Profiles	
Manage HCM Role Provisioning Rules	
Manage Users	

Columns Hidden 4

(Search Person) ②

Done

Keywords  Advanced

▲ Search Results ②

 Actions ▾  Show Photo Sort By ▾

No search conducted.

Personal Details

*Last Name

First Name

Middle Names

Title

*Email

*Hire Date 

Phone

Work Mobile Phone

Work Fax

User Details

Enter user name

User Name

Link user account

 No user account selected.

User Notification Preferences

Send user name and password

Employment Information

*Person Type

*Legal Employer

*Business Unit

Job

Department

Location

Mail Stop

Functional Areas	
* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* General Ledger	
* Organization Structures	Shared
* Resources	
Workforce Structures	Shared
* Users and Security	Shared
* Payables	Shared
Payments	Shared
* Cash Management	Shared
* Transaction Tax	Shared
* Expenses	

Change Feature Opt In

Search Tasks

Payables

View ▾ Format ▾ Freeze Detach Show All Tasks ▾

Task	Scope
Manage Procurement Agents	WWE_BU
Manage Common Options for Payables and Procurement	WWE_BU
Manage Invoice Options	WWE_BU
Manage Payment Options	WWE_BU
Manage Tax Reporting and Withholding Tax Options	WWE_BU
Manage Payables Lookups	
Manage Payables Descriptive Flexfields	
Manage Payables Profile Options	
Manage Payables Document Sequences	
Manage Distribution Sets	
Columns Hidden 4	

Create Procurement Agent

Save **Save and Close** ▾ **Cancel**

* Procurement BU	<input type="text" value="WWE_BU"/> 
* Agent	<input type="text" value="Abdelrhman, mohamed"/> 
Default Requisitioning BU	<input type="text" value="WWE_BU"/> 
Default Printer	<input type="text"/> 
Status	<input type="text" value="Active"/> 

Agent Access

View ▾

Action	Allowed	Access to Other Agents' Documents
Manage Requisitions	<input checked="" type="checkbox"/>	Full
Manage Purchase Orders	<input checked="" type="checkbox"/>	Full
Manage Purchase Agreements	<input checked="" type="checkbox"/>	Full
Manage Negotiations	<input checked="" type="checkbox"/>	Full
Manage Sourcing Programs	<input checked="" type="checkbox"/>	Full
Manage Catalog Content	<input checked="" type="checkbox"/>	Not Applicable



create Location

The screenshot displays a software interface with two main sections: 'Functional Areas' on the left and 'Enterprise Profile' on the right.

Functional Areas:

Item	Status
* Initial Users	Shared ▾
* Enterprise Profile	Shared ▾
* Legal Structures	Shared ▾
* Financial Reporting Structures	Shared ▾
* General Ledger	▴
* Organization Structures	Shared ▾
* Resources	▴
Workforce Structures	Shared ▾
* Users and Security	Shared ▾
* Payables	Shared ▾
Payments	Shared ▾
* Cash Management	Shared ▾

Enterprise Profile:

Search Tasks: manage location

Enterprise Profile

View ▾ Format ▾ Freeze Detach Wrap Show All Tasks ▾

Task Scope

- Load Geography Interface Data
- Run Geography Loader
- Run Maintain Geography Name Referencing
- Run Geocode Generation
- Manage Geography Lookups
- Manage Enterprise HCM Information
- Manage Locations
- Manage Calendar Profile Option
- Manage Data Warehouse Profile Option
- Manage Public Unique Identifier Profile Options

Columns Hidden 4

Manage Locations

Done

Search

[Advanced](#) [Saved Search](#) [Active Locations](#) 

** At least one is required

** Name

Country

** Code

City

Status Active 

Postal Code

Location Set 

Effective As-of Date 

[Search](#) [Reset](#) [Save...](#)

Search Results

Results on Map



Results in Table

[View](#) [Format](#) [Create](#) [Edit](#) [Export](#) [Manage in Spreadsheet](#)

Map Results	Name	Code	Location Set	Status	Pending Changes	Address Line 1	City	Postal Code	Country
-------------	------	------	--------------	--------	-----------------	----------------	------	-------------	---------

No search conducted.

Create Location

[Back](#)[Review](#)[Save](#) ▾[Submit](#)[Cancel](#)

*Effective Start Date 

Action Reason

*Location Set ▾

Location Information

*Name

*Status ▾

*Code

Inventory Organization

Description

Attachments None 

Context Value ▾

Contact Details

Main Address

*Country ▾

Official Language ▾

*Address Line 1

Email

Address Line 2

Geographic Hierarchy ▾

step 2 : scope and select your BU

The screenshot shows the Oracle Financials setup interface. On the left, a sidebar lists functional areas: Initial Users, Enterprise Profile, Legal Structures, Financial Reporting Structures, General Ledger, Organization Structures (which is selected), Resources, and Workforce Structures. Each item has a "Shared" button next to it. The main area displays organization structures with tasks and their scopes:

Task	Scope
Manage Business Unit	
Assign Business Unit Business Function	WWE_BU
Manage Business Unit Data Access for Users	WWE_BU
Manage Business Unit Set Assignment	WWE_BU
Manage Facility Shifts	
Manage Facility Workday Patterns	
Manage Facility Schedules	

Scope your BU

The screenshot shows a software interface for managing organization structures. A modal dialog box titled "Select Scope" is open in the foreground. Inside the dialog, there are two radio button options: "Manage Business Unit" and "Assign Business Unit Business Function". The second option is selected. Below the radio buttons is a dropdown menu labeled "* Business Unit" with "WWE_BU" selected. The background features a search bar at the top with the text "manage location" and a list of tasks on the left. On the right side, there is a column labeled "Scope" containing three entries, each circled in red.

Search Tasks manage location

Organization Structures

View ▾ Format ▾ Freeze Detach Wrap Show Required Tasks ▾

Task

Manage Business Unit

Scope

WWE_BU

WWE_BU

WWE_BU

Select Scope

Manage Business Unit

Assign Business Unit Business Function

* Business Unit WWE_BU

Apply and Go to Task Cancel

Manage Inventory Organizations

Manage Inventory Organization Data Access for Users

Manage Resource Organization Hierarchies

Columns Hidden 4

Manage Business Units

Search

 Name
 Manager
 LocationAdvanced Saved Search Active Search Reset Save...

Search Results

Actions ▾ View ▾ Format ▾ Freeze Wrap

Name	Active	Location	Manager
AB BU	✓	سعود	
Furat KSA BU	✓	Riyadh	
M.MM_BU	✓	Riyadh_1	mmdouh, mo...
Mou.Iss_BU	✓	Riyadh	
Riyadh Company	—	Riyadh loc	
TMG_BU	✓		
WWE_BU	✓		
Washington Heart	✓	United Satate	
XYZ Business Unit	✓		
Zidan BU	✓		

Columns Hidden 1



Edit Business Unit

Save

Save and Close

Cancel

***Name** WWE_BU

Manager

 Active

Location

***Default Set** COMMON

Common Set

Functional Areas	Change Feature Opt In
* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* General Ledger	
* Organization Structures	Shared
* Resources	

Search Tasks

Organization Structures	
Task	Scope
Manage Business Unit	
Assign Business Unit Business Function	WWE_BU
Manage Business Unit Data Access for Users	WWE_BU
Manage Business Unit Set Assignment	WWE_BU
Manage Facility Shifts	

Assign Business Functions: WWE_BU

Business Unit Functions

Select all business functions that this business unit will perform.

View ▾ Format ▾

Name	Enabled
Payables Invoicing	<input checked="" type="checkbox"/>
Payables Payment	<input checked="" type="checkbox"/>
Billing and Revenue Management	<input checked="" type="checkbox"/>
Customer Payments	<input checked="" type="checkbox"/>
Service Request Management	<input checked="" type="checkbox"/>
Collections Management	<input checked="" type="checkbox"/>
Materials Management	<input checked="" type="checkbox"/>
Customer Contract Management	<input checked="" type="checkbox"/>
Project Accounting	<input checked="" type="checkbox"/>
Procurement	<input checked="" type="checkbox"/>
Requisitioning	<input checked="" type="checkbox"/>
Receiving	<input checked="" type="checkbox"/>
Expense Management	<input checked="" type="checkbox"/>
Sales	<input checked="" type="checkbox"/>

Financial Reporting

Select the primary ledger and default legal entity for the business function you chose so that financial transactions can be generated.

 *Primary Ledger Below legal entity Below legal entity *Default Legal Entity

Functional Areas

Change Feature Opt In

* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* General Ledger	
* Organization Structures	Shared
* Resources	
Workforce Structures	Shared
* Users and Security	Shared
* Payables	Shared
Payments	Shared
* Cash Management	Shared
* Transaction Tax	Shared
* Expenses	

Search Tasks

Organization Structures

View ▾ Format ▾ Show Required Tasks ▾

Task	Scope
Manage Business Unit	
Assign Business Unit Business Function	WWE_BU
Manage Business Unit Data Access for Users	WWE_BU
Manage Business Unit Set Assignment	WWE_BU
Manage Facility Shifts	
Manage Facility Workday Patterns	
Manage Facility Schedules	
Manage Inventory Organizations	
Manage Inventory Organization Data Access for Users	
Manage Resource Organization Hierarchies	

Columns Hidden 4

Manage Set Assignments: WWE_BU

SaveSave and CloseCancel

View ▾ Format ▾ Freeze Detach

Reference Data Object	Reference Data Set Code	Reference Data Set Name
Apply Hold Reasons	COMMON	Common Set
Cancellation Reasons	COMMON	Common Set
Channel Adjustment Types	COMMON	Common Set
Channel Claim Class Source Map	COMMON	Common Set
Channel Claim Types	COMMON	Common Set
Claim Reasons	COMMON	Common Set
Close Reasons	COMMON	Common Set
Collections Setups	COMMON	Common Set
Contract Types	COMMON	Common Set
Credit Allocation Templates	COMMON	Common Set
Customer Account Relationship	COMMON	Common Set
Customer Account Site	COMMON	Common Set
Deal Type Reference Group	COMMON	Common Set
Decision Level	COMMON	Common Set
Departments	COMMON	Common Set
Dunning Plans	COMMON	Common Set



2- Bank Setup

2.1 Create Bank

2.2 Create Bank Branches

2.3 Create Bank Accounts

Functional Areas	
* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* General Ledger	
* Organization Structures	Shared
* Resources	
Workforce Structures	Shared
* Users and Security	Shared
* Payables	Shared
Payments	Shared
* Cash Management	Shared
* Transaction Tax	Shared
* Expenses	
* Fixed Assets	
*	

Search Tasks

Cash Management

View ▾ Format ▾ Freeze Show All Tasks ▾

Task

Scope

Manage Banks

Manage Bank Branches

Manage Bank Accounts

Manage Payment Instruments

Specify Cash Positioning and Forecasting Options

Manage Cash Positioning and Forecasting Transaction Grouping

Create Cash Positioning Report

Manage Subledger Application

Update Subledger Application Options

Manage Subledger Application Transaction Objects

Columns Hidden 4

Manage Banks ?

Done

Actions ▾ View ▾ Format ▾ + Pencil Print Freeze Wrap View Branches Create Branch

	Bank Name	Bank Code	Country	Description
	AHLI_GADA		Saudi Arabia	
	ALAWWAL BANK	AAAL	Saudi Arabia	
	ALINMA BANK	INMA	Saudi Arabia	
	ARAB NATIONAL BANK	ARNB	Saudi Arabia	
	AI RAJHI BANK	RJHI	Saudi Arabia	
	BANK AL BILAD	ALBI	Saudi Arabia	
	BANK ALJAZIRA	BJAZ	Saudi Arabia	
	BANK SAUDI FRANSI	BSFR	Saudi Arabia	
	CIB		Saudi Arabia	
	CIB Riyadh		Saudi Arabia	
	Cib		Egypt	
	Commercial International Bank		Egypt	
	EMIRATES NBD	EBIL	Saudi Arabia	
	NATIONAL COMMERCIAL BANK	NCBK	Saudi Arabia	
	Netting bank		Saudi Arabia	bank for netting only
	Opening Balance Bank		Saudi Arabia	Opening Balance Bank

Columns Hidden 4



* Country ▾

Description

* Bank Name

Charitable Organization Number

Alternate Bank Name

Tax Registration Number

Bank Code

▶ Addresses

▶ Contacts

Functional Areas	Change Feature Opt In
* Initial Users	Shared ▾
* Enterprise Profile	Shared ▾
* Legal Structures	Shared ▾
* Financial Reporting Structures	Shared ▾
* General Ledger	▼
* Organization Structures	Shared ▾
* Resources	▼
Workforce Structures	Shared ▾
* Users and Security	Shared ▾
* Payables	Shared ▾
Payments	Shared ▾
* Cash Management	Shared ▾
* Transaction Tax	Shared ▾
* Expenses	▼
* Fixed Assets	▼
* -	▼

Search Tasks 

Cash Management

View ▾ Format ▾    Show All Tasks ▾

Task

Scope

Manage Banks

Manage Bank Branches

Manage Bank Accounts

Manage Payment Instruments

Specify Cash Positioning and Forecasting Options

Manage Cash Positioning and Forecasting Transaction Grouping

Create Cash Positioning Report

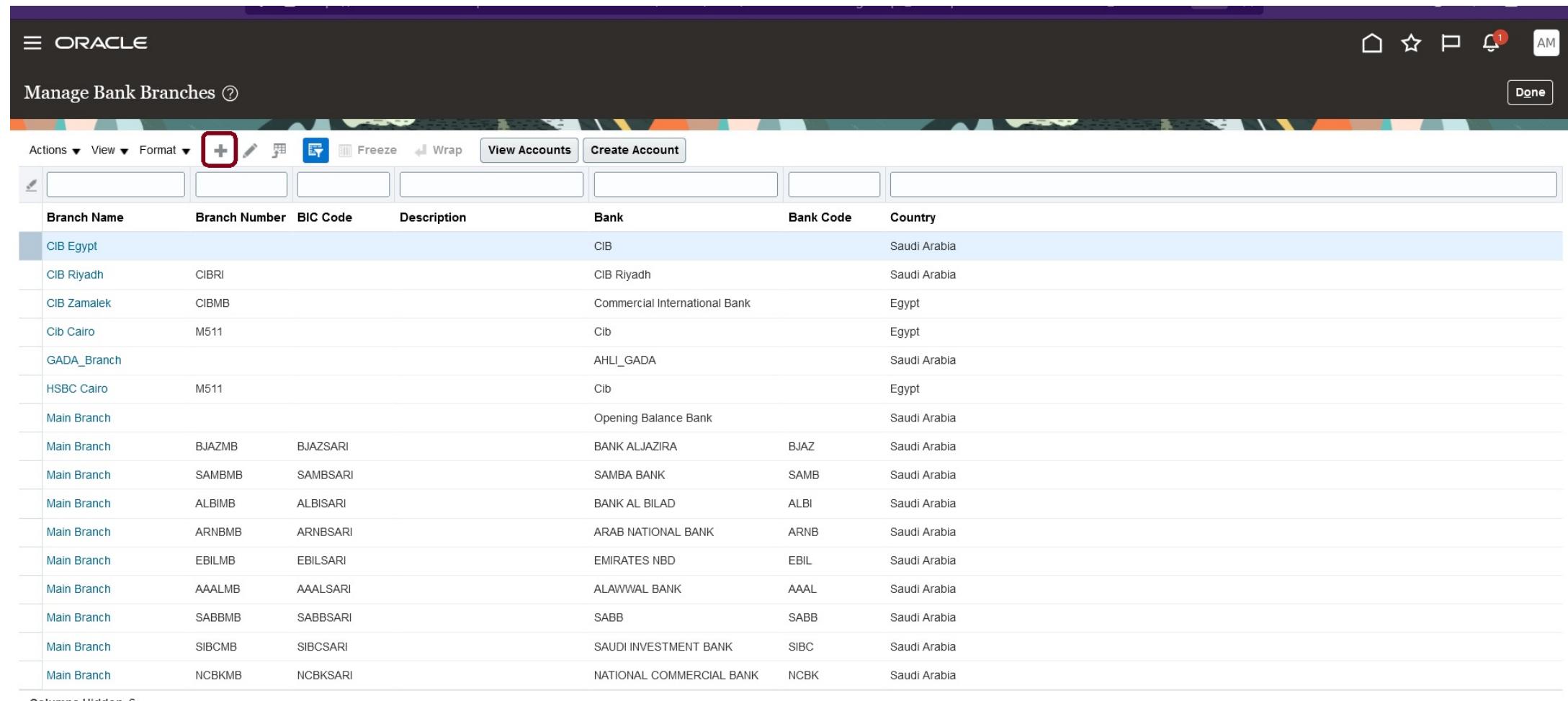
Manage Subledger Application

Update Subledger Application Options

Manage Subledger Application Transaction Objects

Columns Hidden 4





search bank name



* Bank HSBC WWE
Country Egypt
* Branch Name cairo Branch
Alternate Branch Name
Branch Number
Description
BIC Code

Branch Number Type

Bank Branch Type

EDI ID Number

EFT Number

EDI Location

RFC Identifier

▶ Addresses

▶ Contacts



Functional Areas

Change Feature Opt In

- * Initial Users Shared
- * Enterprise Profile Shared
- * Legal Structures Shared
- * Financial Reporting Structures Shared
- * General Ledger
- * Organization Structures Shared
- * Resources
- Workforce Structures Shared
- * Users and Security Shared
- * Payables Shared
- Payments Shared
- * Cash Management Shared

Search Tasks

manage Banks

**Cash Management**View Format Freeze Detach Wrap Show All Tasks **Task****Scope****Manage Bank Accounts**

Manage Payment Instruments

Specify Cash Positioning and Forecasting Options

Manage Cash Positioning and Forecasting Transaction Grouping

Create Cash Positioning Report

Manage Subledger Application

Update Subledger Application Options

Manage Subledger Application Transaction Objects

Create and Assign Sources

Manage Sources

Columns Hidden 4

Manage Bank Accounts

Done

▲ Search

Advanced Saved Search All Bank Accounts

** At least one is required

** Account Name

** Bank

** Account Number

** Bank Branch

** Currency

** Country

** Legal Entity Name

Search Reset Save...

▲ Search Results

Actions View



Account Name	Account Number	Currency	Bank	Bank Branch	Legal Entity Name	Country	Active
--------------	----------------	----------	------	-------------	-------------------	---------	--------

No search conducted.

Columns Hidden 1



Create Bank Account

* Bank Branch

* Account Name

* Account Number

* Currency

* Legal Entity Name

Account Type

Description

IBAN

Check Digit

Secondary Account Reference

Account Suffix

Account Use Payables
 Payroll
 Receivables

Bank Company Identifier

[General](#) [Controls](#) [Security](#) [Business Unit Access](#)

GL Accounts

Cash

Enable multiple cash account combinations for reconciliation

Cash Clearing

Reconciliation Differences

Additional Information

Alternate Account Name

Account Holder

Alternate Account Holder

EFT Number

Active
 Multicurrency account
 Netting account

Regional Information



Edit Bank Account HSBC WWE account ②

Save **Save and Close** **Cancel**

Bank HSBC WWE

* Account Name

* Account Number

Currency EGP - Egyptian Pound

* Legal Entity Name

Account Type

Description

IBAN

Check Digit

Bank Branch cairo Branch

Secondary Account Reference

Account Suffix

Account Use Payables
 Payroll
 Receivables

Bank Company Identifier

Banking Integration Source

General Controls Security

Business Unit Access

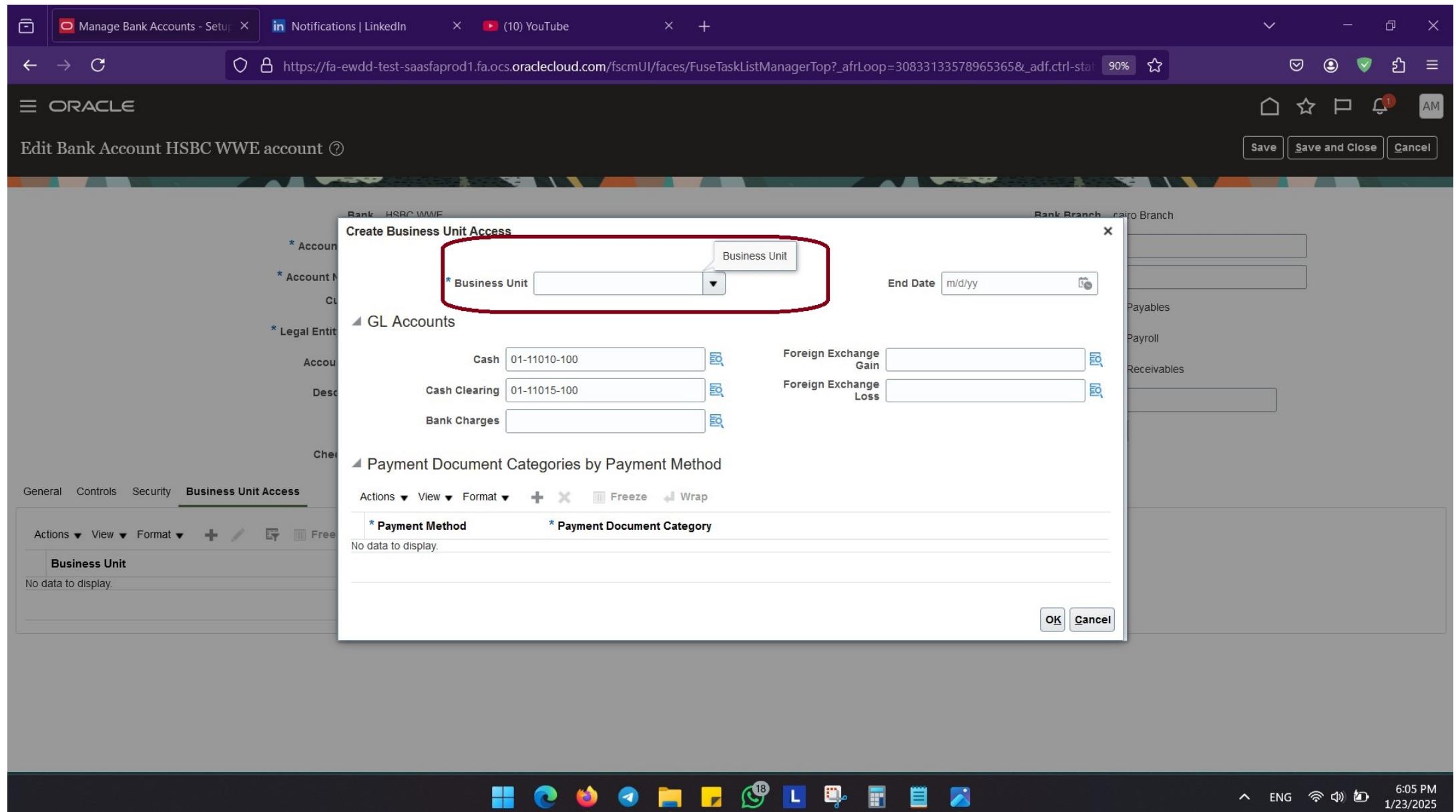
Actions ▾ View ▾ Format ▾ + ⌛ Freeze ⌛ Wrap

Business Unit	End Date
---------------	----------

No data to display.



6:02 PM
1/23/2025



3- Setup Options

**3.1 Setup Common Options Payables
and Procurement**

3.2 Setup Invoice Options

3.3 Setup Payment options

Functional Areas

Change Feature Opt In

Search Tasks Manage Common

Functional Area	Scope
* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* General Ledger	
* Organization Structures	Shared
* Resources	
Workforce Structures	Shared
* Users and Security	Shared
* Payables	الصناديق - وحدة الأعمال
Payments	WWE_BU
* Cash Management	WWE_BU
* Transaction Tax	WWE_BU
* Expenses	
* Fixed Assets	
-	

Payables

View ▾ Format ▾ Freeze Detach Wrap Show All Tasks ▾

Task

Manage Common Options for Payables and Procurement

Manage Invoice Options

Manage Payment Options

Manage Tax Reporting and Withholding Tax Options

Manage Payables Lookups

Manage Payables Descriptive Flexfields

Manage Payables Profile Options

Manage Payables Document Sequences

Manage Distribution Sets

Manage Invoice Holds and Releases

Columns Hidden 4



Manage Common Options for Payables and Procurement ②

Save **Save and Close** **Cancel**

Business Unit WWE_BU

Default Distributions

* Liability	01-21010-100		Miscellaneous	01-60041-100	
* Prepayment	01-15015-100		Freight		
Bill Payable			Prepayment Tax Difference		
* Conversion Rate Variance Gain	01-52149-100		Retainage		
* Conversion Rate Variance Loss	01-52149-100		Unclaimed Fund		
* Discount Taken	01-56550-100				

Automatic Offsets ②

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

Currency Conversion

<input checked="" type="checkbox"/> Require conversion rate entry	* Realized Gain Distribution	01-60061-100		
Conversion Rate Type	Corporate	* Realized Loss Distribution	01-60061-100	

Expense Accruals

Accrue Expense Items At receipt ▾

Self-Billed Invoices

Accounts Payables Setup

① Manage Common Options Payment and Procurement

لإعداد الحسابات المتعلقة بالفاتورة والموردين والالتزامات:

① Liability: الالتزامات

- يمثل الحسابات المستحقة دفعها للموردين أو الأطراف الخارجية

② Prepayment: الدفع المسبق

- يستخدم لتسجيل الدفعات المقدمة التي تدفع قبل استلام الاردة

③ Bill Payable: فاتورة مستحقة الدفع

- يستخدم لتسجيل الفواتير التي يتوجب دفعها في الفواتير المرتبطة

④ Conversion Rate Variance Gain

- حساب الأرباح الناتجة عن فروق أسعار الصرف [سعر الصرف عند الدفع أقل]

⑤ Conversion Rate Variance Loss

- حساب الخسائر الناتجة عن فروق أسعار الصرف [سعر الصرف عند الدفع أكبر]

⑥ Discount Taken: الخصم المكتسب

- الخصومات التي يتم إكتسابها أثناء الدفع عند مده مدته

⑦ Miscellaneous

- يستخدم لتسجيل بعض التفاصيل غير متوقعة

⑧ Freight: الشحن

⑨ Retainage: حساب الاحتجاز

- حساب ملخص لتسجيل جزء من الجملة المستحقة يتم احتاجه لتحقيق شروط متعلقة بارتفاع العمل

⑩ Payment Tax Difference: الفرق بين الضرائب على المبيعات

Functional Areas		Change Feature Opt In
* Initial Users		Shared 
* Enterprise Profile		Shared 
* Legal Structures		Shared 
* Financial Reporting Structures		Shared 
* General Ledger		
* Organization Structures		Shared 
* Resources		
Workforce Structures		Shared 
* Users and Security		Shared 
* Payables		Shared 
Payments		Shared 
* Cash Management		Shared 
* Transaction Tax		Shared 

Search Tasks 

Payables	
Task	Scope
Manage Withholding Certificates	
Manage Procurement Agents	WWE_BU
Manage Common Options for Payables and Procurement	WWE_BU
Manage Invoice Options	WWE_BU
Manage Payment Options	WWE_BU
Manage Tax Reporting and Withholding Tax Options	WWE_BU
Manage Payables Lookups	
Manage Payables Descriptive Flexfields	
Manage Payables Profile Options	
Manage Payables Document Sequences	
Columns Hidden 4	

check options as per business needs

Manage Invoice Options ⓘ

Business Unit : WWE_BU

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

Prevent Deletion of Invoice Attachments

Evaluate duplicate invoice hold during validation

Receipt Acceptance Days :

Invoice Currency :

Payment Currency :

Pay Group :

* 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

Account Derivation Method :

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

Discount Allocation Method :

All invoice lines

Tax lines and single distribution

Single distribution

Always take discount

Prepayment

Functional Areas	Change Feature Opt In
* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* General Ledger	
* Organization Structures	Shared
* Resources	
Workforce Structures	Shared
* Users and Security	Shared
* Payables	Shared
Payments	Shared

Search Tasks

Payables

View ▾ Format ▾ Show All Tasks ▾

Task	Scope
Manage Procurement Agents	WWE_BU
Manage Common Options for Payables and Procurement	WWE_BU
Manage Invoice Options	WWE_BU
Manage Payment Options	WWE_BU
Manage Tax Reporting and Withholding Tax Options	WWE_BU
Manage Payables Lookups	
Manage Payables Descriptive Flexfields	
Manage Payables Profile Options	
Manage Payables Document Sequences	
Manage Distribution Sets	

Manage Payment Options

Business Unit WWE_BU

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 entryConversion Rate Type

Bank Charges

Bank Charge Deduction Type

Escheatment

Minimum days to initiate escheatment

4- Payment Setup

4.1 Setup Payment Terms

4.2 Setup Payment Method

4.3 Setup Payment Formats

4.4 Setup Payment Docs

Functional Areas

Change Feature Opt In

* Initial Users	Shared 
* Enterprise Profile	Shared 
* Legal Structures	Shared 
* Financial Reporting Structures	Shared 
* General Ledger	
* Organization Structures	Shared 
* Resources	
Workforce Structures	Shared 
* Users and Security	Shared 
* Payables	Shared 

Search Tasks

Manage Payment



Payables

View ▾ Format ▾    Show All Tasks ▾

Task

Scope

Manage Payment Terms

Manage Invoice Tolerances

Manage Tax Regions

Manage Reporting Entities

Manage Tax Codes

Manage Withholding Tax Classifications

Manage Withholding Certificates

Manage Procurement Agents

WWE_BU

Manage Common Options for Payables and Procurement

WWE_BU

Manage Payment Terms ②

Done

View ▾     

Name	Description	Cutoff Day	Rank	From Date	To Date
2/10 Net 30	Two percent discount deducted if paid within 10 days, remainder paid 30 days from invoice terms date.			11/1/92	
End of Month	Pay by end of current month.			6/3/00	
Immediate	Scheduled for payment immediately.			11/1/92	
Net 30	Payment due in 30 days.			1/1/90	
Net 45	Payment due in 45 days.			1/1/90	
Net 60	Payment due in 60 days.			1/1/90	
Net Monthly Account	Payment due on last day of the month following the one in which the invoice is dated.			1/1/90	
دفع آجل 30 يوم	دفع آجل 30 يوم			1/1/21	
دفع آجل 45 يوم	دفع آجل 45 يوم			1/1/21	
دفع آجل 60 يوم	دفع آجل 60 يوم			1/1/21	
دفع آجل 90 يوم	دفع آجل 90 يوم			1/1/21	
دفع فوري	دفع فوري			1/1/21	

**as per business need
you can create payment terms and discount**

≡ ORACLE

Create Payment Terms ⓘ

Save Save and Close Cancel

* Name	WWE2/10Net30	* From Date	1/24/25
Description	Taken 2% discount in case he paid through 10 days	To Date	m/d/yy
Cutoff Day			
Rank			

Installments

View ▾ + X Detach

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
2	10				

Functional Areas

Change Feature Opt In

* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* General Ledger	
* Organization Structures	Shared
* Resources	
Workforce Structures	Shared
* Users and Security	Shared
* Payables	Shared
Payments	Shared
* Cash Management	Shared
* Transaction Tax	Shared
* Expenses	
*	

Search Tasks

Manage Payment

**Payments**

View Format Freeze Detach Wrap Show All Tasks

Task**Scope**

Manage Payment Methods

Manage Payment Method Defaulting Rules

Manage Payment Codes

Manage Payment Process Profiles

Manage Disbursement System Options

Grant Payment Function Access

Manage Virtual Card Programs

Manage Payment System Connectivity Lookups

Manage Payment System Connectivity Flexfields

Manage BI Publisher Templates

Columns Hidden 4



Manage Payment Methods

Done

Search

** At least one is required

** Code

Payables

** Name

Receivables

** Status Active

Cash Management

Search Results

View

Name	Code	Description
No search conducted.		

Create Payment Method ②

Save **Save and Close** **Cancel**

* Name

* Code

Description

Alias

Anticipated Float Value

* From Date 

To Date 

Usage Rules [Validations](#) [Bills Payable](#) [Additional Information](#)



Automatically assign payment method to all payees

Payables [Receivables for Customer Refunds](#) [Cash Management](#)



Enable for use in Payables

Business Units All Specific

First Party Legal Entities All Specific

Payment Process Transaction Types All Specific

Functional Areas	
* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* General Ledger	
* Organization Structures	Shared
* Resources	
Workforce Structures	Shared
* Users and Security	Shared
* Payables	Shared
Payments	Shared
* Cash Management	Shared
* Transaction Tax	Shared

Change Feature Opt In
Search Tasks Manage Format

Payments

View ▾ Format ▾ Freeze Detach Wrap Show All Tasks ▾

Task

Scope

Manage Payment System Connectivity Lookups

Manage Payment System Connectivity Flexfields

Manage BI Publisher Templates

Manage Code Map Groups

Manage Formats

Manage Transmission Configurations

Manage Payment Systems

Integrate External Payment Systems

View Validations

Manage System Security Options

Columns Hidden 4

**as per business needs
you can select payment format**

Manage Formats ⑦

Done

 Search

** At least one is required

**** Name**

**** Type**

** Code

**** Message Direction**

Search **Reset**

Search Results

View ▾

Freeze

Freeze

Wrap

Selección

Disbursement Payment File Formats

Create

View Available Format Types

Name _____

Message Direction

Template

CREATE PAYMENT DOC

The screenshot shows the Oracle Financials application interface. On the left, a sidebar lists "Functional Areas" with items like Initial Users, Enterprise Profile, Legal Structures, etc., many of which are marked with an asterisk (*). A blue highlight is applied to the "Cash Management" item. On the right, a search bar at the top contains the text "Manage BANK". Below it, a section titled "Cash Management" displays a list of tasks. The first task, "Manage Bank Accounts", is highlighted with a red rectangle. Other visible tasks include Manage Payment Instruments, Specify Cash Positioning and Forecasting Options, Manage Cash Positioning and Forecasting Transaction Grouping, Create Cash Positioning Report, Manage Subledger Application, Update Subledger Application Options, Manage Subledger Application Transaction Objects, Create and Assign Sources, and Manage Sources. A message at the bottom indicates "Columns Hidden 4".

ORACLE

Setup: Financials Actions

Functional Areas

Change Feature Opt In

* Initial Users Shared

* Enterprise Profile Shared

* Legal Structures Shared

* Financial Reporting Structures Shared

* General Ledger

* Organization Structures Shared

* Resources

Workforce Structures Shared

* Users and Security Shared

* Payables Shared

Payments Shared

* Cash Management Shared

* Transaction Tax Shared

Search Tasks Manage BANK

Cash Management

View Format Freeze Detach Wrap Show All Tasks

Task Scope

Manage Bank Accounts

Manage Payment Instruments

Specify Cash Positioning and Forecasting Options

Manage Cash Positioning and Forecasting Transaction Grouping

Create Cash Positioning Report

Manage Subledger Application

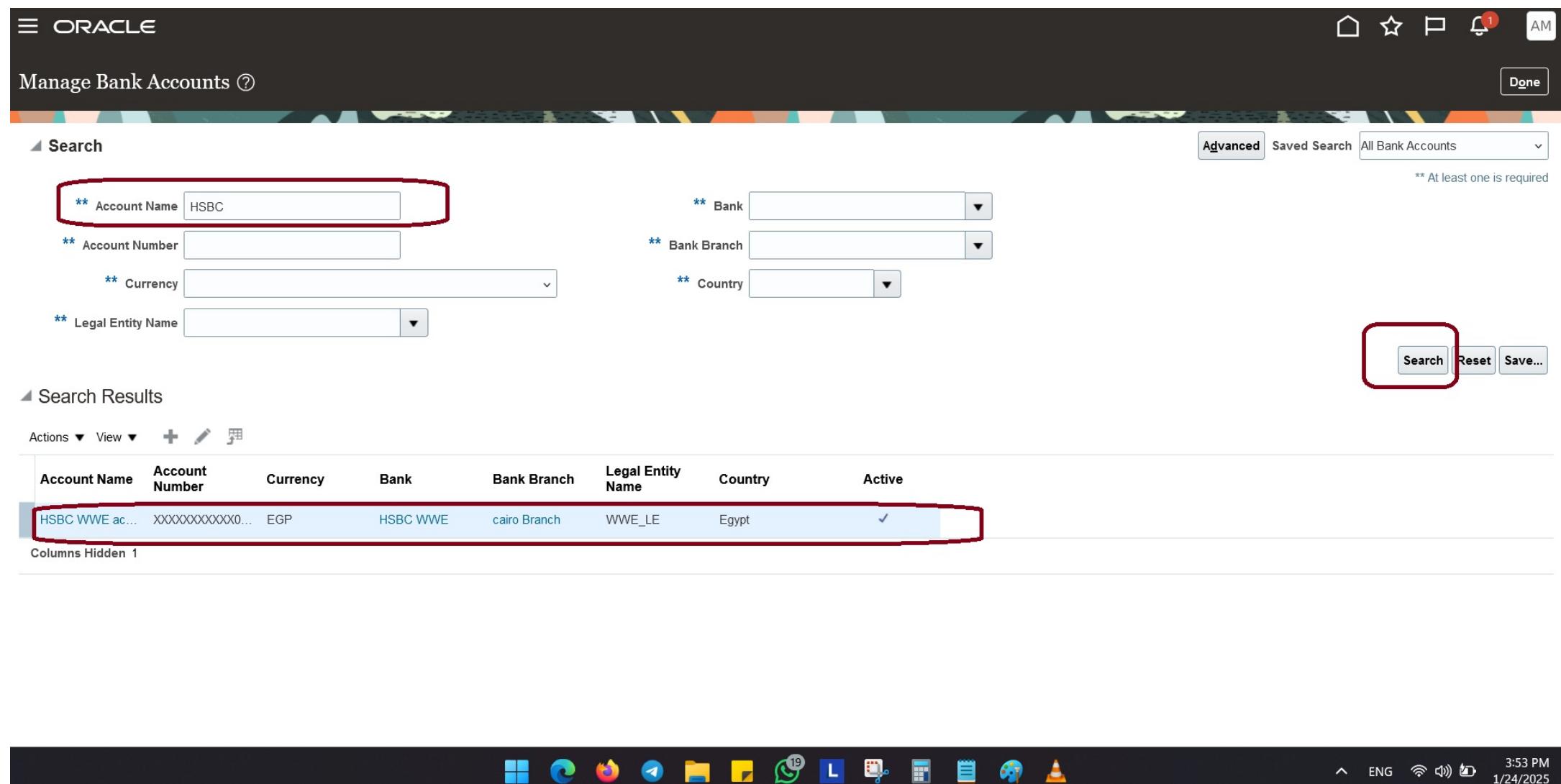
Update Subledger Application Options

Manage Subledger Application Transaction Objects

Create and Assign Sources

Manage Sources

Columns Hidden 4



Bank HSBC WWE

* Account Name	HSBC WWE account
* Account Number	456841516530553
Currency	EGP - Egyptian Pound
* Legal Entity Name	WWE_LE
Account Type	<input type="button" value="▼"/>
Description	
IBAN	
Check Digit	

Bank Branch cairo Branch

Secondary Account Reference	
Account Suffix	
Account Use	<input checked="" type="checkbox"/> Payables <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Receivables
Bank Company Identifier	
Banking Integration Source	<input type="button" value="▼"/>

General Controls Security Business Unit Access

- ▶ GL Accounts
- ▶ Additional Information
- ▶ Contacts
- ◀ Payment Documents

Actions ▾ View ▾ Format ▾    Freeze Wrap

Payment Document	Paper Stock Type	Format	Status	Skipped Documents
No data to display.				



General Controls Security Business Unit Access

GL Accounts

Additional Information

Payment Documents

Actions ▾ View ▾ Format ▾ + ⌂ Freeze ⌄ Wrap

Payment Document

Account Type

Description

IB

Check D

Payroll

Receivables

Create Payment Document

Document Information

* Payment Document

* Paper Stock Type

Attached remittance stub

* Format

* Payment Document Category

Number of Lines per Remittance Stub

Number of Setup Documents

Document Numbers

* First Available Document Number

Last Available Document Number

Checkbooks

Actions ▾ View ▾ Format ▾ + ⌂ Freeze ⌄ Wrap

Checkbook	Prefix	* Start Number	* End Number	Received Date	Number of Documents
WWE checkbook		1,000	1,999	<input type="button" value="m/d/y"/> <input type="button" value="Calendar"/>	

OK Cancel

Paper Stock Format Status Skipped

6:27 PM 1/24/2025

Check Digit

General Controls Security Business Unit Access

GL Accounts

Additional Information

Alternate

Alternate

Agency

Contacts

Payment Documents

Actions ▾ View ▾ Format ▾ + ⌛

Payment Document
HSBC WWE CHECK DOC

Create Payment Document

Document Information

* Payment Document *

* Paper Stock Type ▼

Attached remittance stub

* Format ▼

* Payment Document Category *

Number of Lines per Remittance Stub

Number of Setup Documents

Document Numbers

* First Available Document Number *

Last Available Document Number *

Checkbooks

Actions ▾ View ▾ Format ▾ + ⌛ Freeze Wrap

Checkbook	Prefix	* Start Number	* End Number	Received Date	Number of Documents
WWE WIRE BOOK		2,000	2,999	m/d/yy	

OK Cancel

Edit Bank Account HSBC WWE account ?

Save **Save and Close** **Cancel**

Bank HSBC WWE

Bank Branch cairo Branch

* Account Name HSBC WWE account

Secondary Account Reference

* Account Number 456841516530553

Account Suffix

Currency EGP - Egyptian Pound

Account Use Payables

* Legal Entity Name WWE_LE

Payroll

Account Type

Receivables

Description

Bank Company Identifier

IBAN

Banking Integration Source

Check Digit

General Controls Security

Business Unit Access

Actions ▾ View ▾ Format ▾ +  Freeze Wrap

Business Unit

End Date

WWE_BU



6:34 PM
ENG    1/24/2025

Edit Bank Account HSBC WWE account ②

Save **Save and Close** **Cancel**

Edit Business Unit Access WWE_BU

Business Unit WWE_BU

End Date

GL Accounts

Cash

Foreign Exchange Gain

Cash Clearing

Foreign Exchange Loss

Bank Charges

Payment Document Categories by Payment Method

Actions ▾ View ▾ Format ▾ + X Freeze Wrap

* Payment Method

* Payment Document Category

WWE wire methoud

Wire Payments

WWE Checks Methoud

Check Payments

OK **Cancel**

5- Procurement Setup

5.1 Create Payment Process Profile

5.2 Create Distribution set

5.3 Create Procurement Agent

Functional Areas	Change Feature Opt In
* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* General Ledger	
* Organization Structures	Shared
* Resources	
Workforce Structures	Shared
* Users and Security	Shared
* Payables	Shared
Payments	Shared
* Cash Management	Shared
* Transaction Tax	Shared
* Expenses	
* Financials	

Search Tasks

Task	Scope
Manage Payment Process Profiles	
Manage Disbursement System Options	
Grant Payment Function Access	
Manage Virtual Card Programs	
Manage Payment System Connectivity Lookups	
Manage Payment System Connectivity Flexfields	
Manage BI Publisher Templates	
Manage Code Map Groups	
Manage Formats	
Manage Transmission Configurations	

Columns Hidden 4

6:47 PM
1/24/2025

Create Payment Process Profile

Save **Save and Close** **Cancel**

* Name <input type="text" value="WWE check Payment Process Profiles"/>	* Payment File Format <input type="text" value="Standard Check Format"/> 
* Code <input type="text" value="WWE check Payment Process Pro"/>	* Processing Type <input type="text" value="Printed"/> 
Description <input type="text" value="WWE check Payment Process Profiles"/> 	Default Payment Document <input type="text"/> 
* From Date <input type="text" value="1/24/25"/> 	Payment File <input type="radio"/> Send to file <input checked="" type="radio"/> Send to printer <input type="checkbox"/> Automatically print after formatting
To Date <input type="text" value="m/d/yy"/> 	Default Printer 

Usage Rules [Payment System](#) [Payment](#) [Payment File](#) [Grouping](#) [Reporting](#) [Additional Information](#)

Create Payment Process Profile ?

Save Save and Close Cancel

Last Saved 1/24/25 4:53 PM

* Name

Code

Description 

* From Date 

To Date 

* Payment File Format 

* Processing Type 

Default Payment Document 

Payment File Send to file
 Send to printer
 Automatically print after formatting

Default Printer 

Functional Areas	
* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* General Ledger	
* Organization Structures	Shared
* Resources	
Workforce Structures	Shared
* Users and Security	Shared
* Payables	Shared
Payments	Shared
* Cash Management	Shared
* Transaction Tax	Shared
* Expenses	
*	

Search Tasks Manage Dist

Payables

View ▾ Format ▾ Freeze Detach Wrap Show All Tasks ▾

Task

Scope

Manage Distribution Sets

Manage Invoice Holds and Releases

Manage Aging Periods

Manage Payables Workflow Rules

Manage User-Defined Rules for Payables

Manage Interest Rates

Manage Bank Charges

Manage Subledger Application

Update Subledger Application Options

Manage Subledger Application Transaction Objects

Columns Hidden 4

Edit Distribution Set: ② مصروف الكهرباء

Business Unit الصندوق - وحدة العمل

Name مصروف الكهرباء

Description

* Distribution Percentage	100
Inactive Date	m/d/yy
Context Value	

Distribution Set Details

View ▾ Detach

* Line	* Distribution (%)	Description	* Distribution Combination	Combination Description	Income Tax Type	Project Information
1	40	ادارة تقييم المنح	10.0000.11101.521110001.00000.0000			
2	35	عام	10.0000.00000.521110001.00000.0000			
3	25	ادارة حشد الموارد البشرية	10.0000.11202.521110001.00000.0000			

6- Security Setup

6.1 Assign Roles & Access for user



6.2 Run LDAP & User Sync

Functional Areas

Change Feature Opt In

- * Initial Users Shared ▾
- * Enterprise Profile Shared ▾
- * Legal Structures Shared ▾
- * Financial Reporting Structures Shared ▾
- * General Ledger ▾
- * Organization Structures Shared ▾
- * Resources ▾
- Workforce Structures Shared ▾
- * Users and Security Shared ▾
- * Payables Shared ▾
- Payments Shared ▾
- * Cash Management Shared ▾

Search Tasks Manage Data Access Set Data Access for Users

General Ledger

View ▾ Format ▾ Freeze Detach Wrap Show All Tasks ▾

Task Scope

Manage Data Access Set Data Access for Users

Manage Accounting Automation

Manage Suspense Accounts

Manage Statistical Units of Measure

Manage Accounting and Reporting Sequences

Manage Journal Sources

Manage Journal Categories

Manage Journal Approval Rules

Manage AutoPost Criteria Sets

Manage Journal Reversal Criteria Sets

Columns Hidden 4

