

# Procure To Pay P2P

## INTRODUCTION: Invoice, Payment

### User Roles

- **IT Security Manager= Security Console:** Able to add new role.
- **Accounts Payable Manager, Accounts Payable Supervisor and Accounts Payable Specialist:** Create and Manage Payable
- **Procurement Application Administrator, Procurement Manager, Supplier Administrator and Supplier Manager:** Create and Manage Supplier
- **General Accountant and General Accounting Manager:** Create and manage accounts.
- **Application Implementation Consultant and Application Implementation manger:** Ability to Setup and maintenance.
- **Cash Manger and Cashier:** Ability to Create and Manage Payment Methode Like Create Bank or Treasury.

### Must start by ORA

### Configuration Enterprise Structure:

- Enterprise: Related to HCM Team
- Geography: Related to HCM Team
- Legal Entity: Name, Address and Identifier
- Ledger: Currency, Calendar, Chart of accounts and accounting convention method.
- Business Unit: Function that Links General Ledger and 4 Subledger.
  - Accounts Payables
  - Accounts Receivables
  - Cash Management
  - Fixed Assets
- Inventory Organization: Supply Chain Management Team.

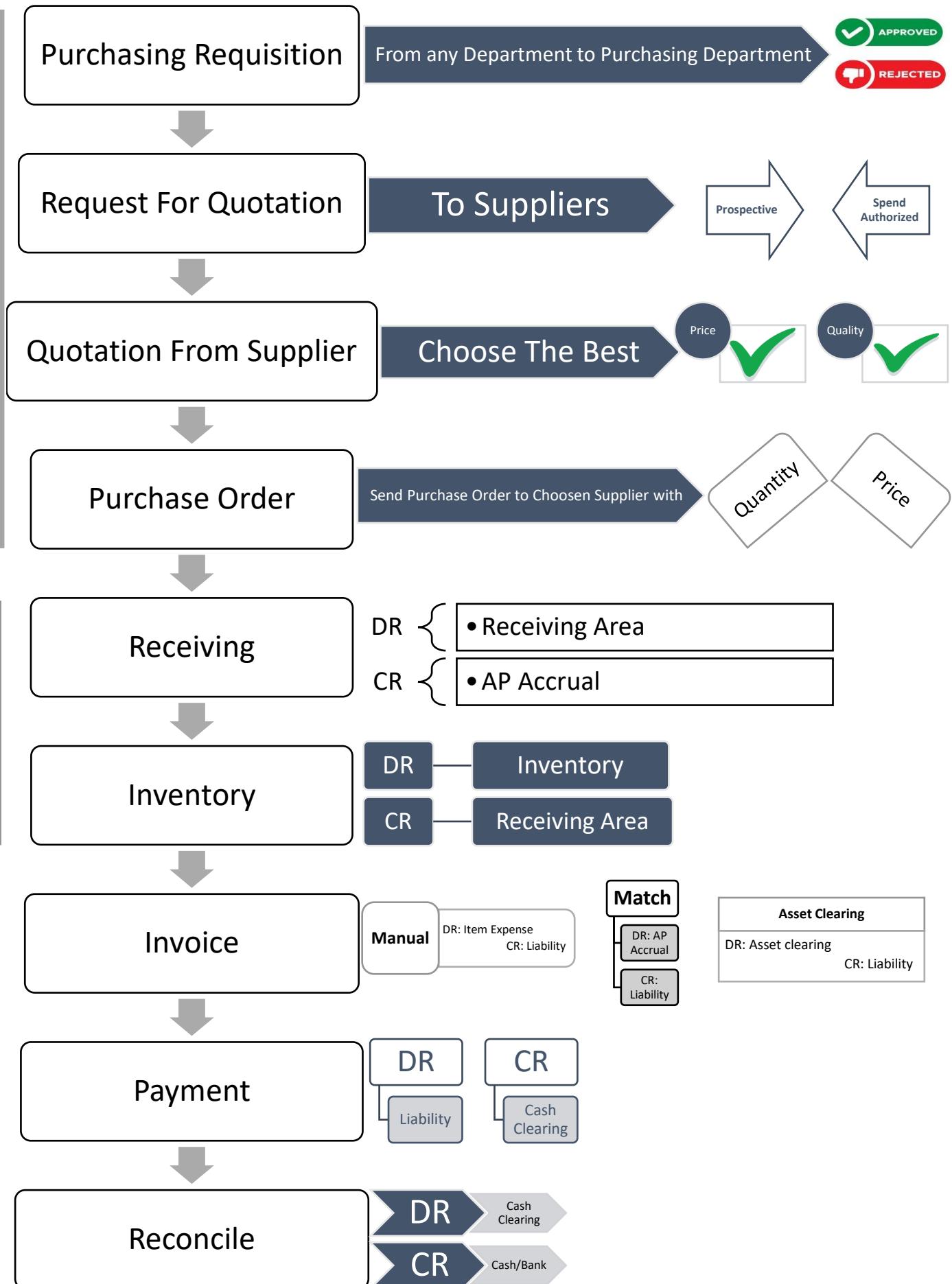
## Procure to Pay Life Cycle P2P:

Procurement

Cost Management

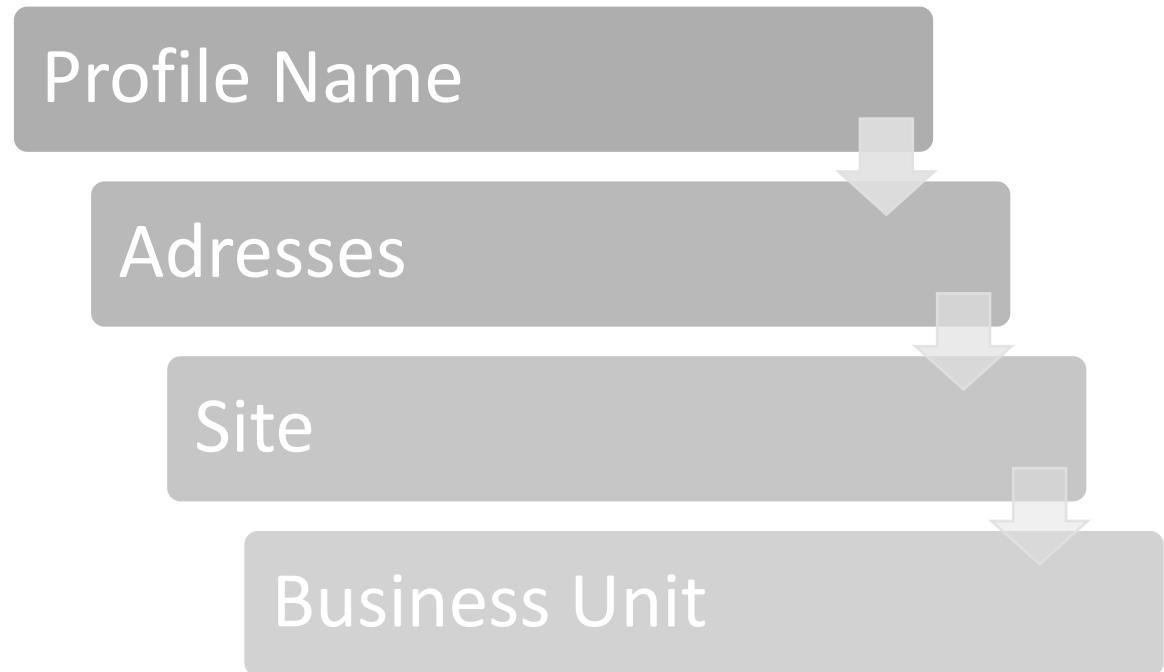
Accounts Payable

Cash Management

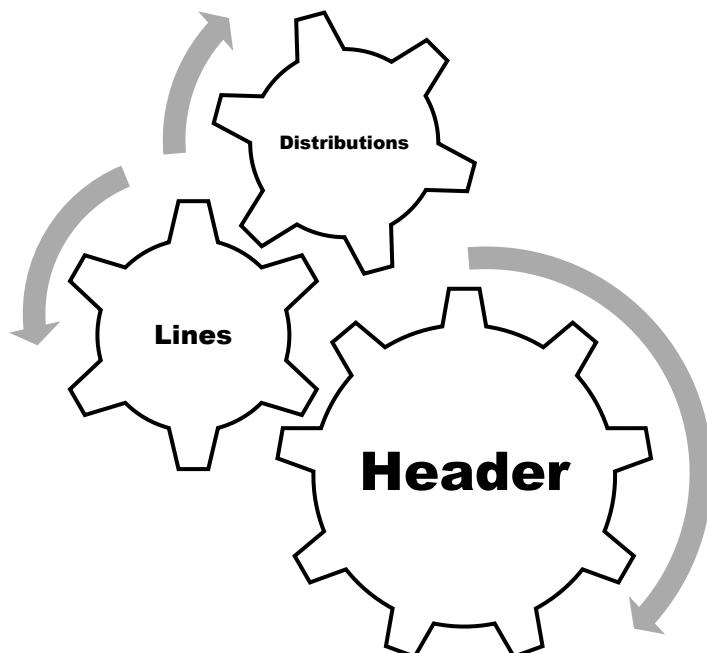


- Liability Account Code Combination record from Mange Common Options for Payables and Procurement or Supplier Sites.

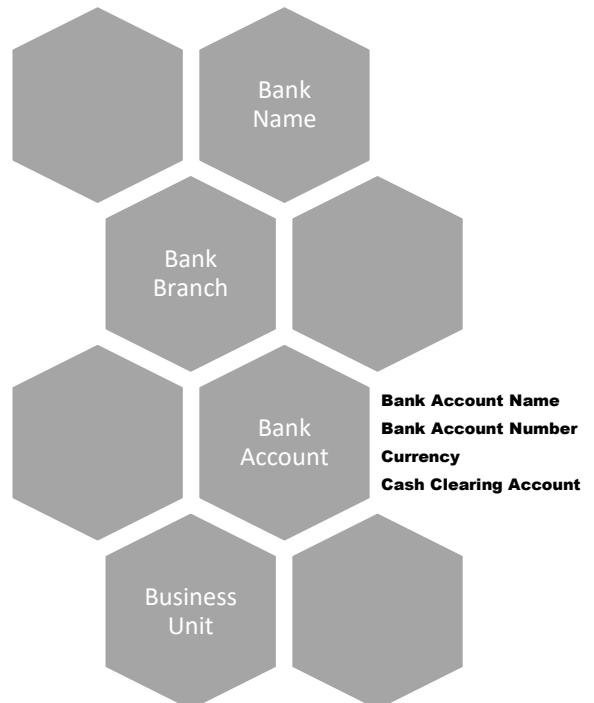
### Supplier Structure:



### Invoice Structure:



### Bank Structure:



- Bank, Cash and Cash Clearing record from Bank Account.

# What Is Accounts Payable Configuration Setup Steps?

- Prerequisite

- Create User as Employee and assign in BU
- Create Business Unit
- Select Scop in BU, Assign Business Unit Business Function

- AP Invoice Setup Steps

- Role:

- Accounts Payable Manager
- Accounts Payable Supervisor
- Accounts Payable Specialist

- Manage Data Access Set Data Access for Users

- Manage Common Options for Payables and Procurement

- Manage Invoice Options

- Manage Payment Options

- Manage Procurement Agents

- Role:

- Procurement Application Administrator
- Procurement Manager
- Supplier Administrator
- Supplier Manager

- Manage Data Access Set Data Access for Users

- Create Supplier

- Open AP Period

## ● AP Payment Setup Steps

➤ Role:

- Cashier
- Cash Manager

➤ Manage Data Access Set Data Access for Users

➤ Manage Banks

➤ Manage Bank Branches

➤ Manage Bank Accounts

➤ Manage Payable Calander

➤ Manage Payment Terms

➤ Manage Tax Reporting and Withholding Tax Options

➤ Manage Tax Codes

# **Application**

## Invoice Setup Steps:

### **How to Assign Roles?**

Open Tools

Click Security Console

The screenshot shows the Oracle Fusion Home page. At the top, there is a search bar with the placeholder "Search for people and actions". Below the search bar, there are several navigation tabs: Fixed Assets, Academics, Academic Tools, Sustainability, My Enterprise, Tools (which is highlighted with a red box), Configuration, and Partner Management. In the center, there is a grid of icons labeled "QUICK ACTIONS" and "APPS". The "APPS" section contains ten icons: Set Preferences, Developer Connect, Approvals, Reports and Analytics, Scheduled Processes, Security Console (which is highlighted with a red box), Sales and Service Access Management, SmartText, Transaction Console, and Notification Preferences. At the bottom right, there is a message: "Activate Windows Go to Settings to activate Windows."

Or From Navigator

The screenshot shows the Oracle Fusion Navigator. On the left, there is a sidebar with a tree view of various modules: Budgetary Control, Cash Management, Fixed Assets, Academics, Academic Tools, Sustainability, My Enterprise, Tools (which is highlighted with a red box), Configuration, Partner Management, and Others. Under the "Tools" menu, there are several sub-options: Set Preferences, Deep Links, Spaces, Scheduled Processes, File Import and Export, Transaction Console, Download ADF Desktop Integrator, Announcements, Developer Connect, Contact Search, Security Console (which is highlighted with a red box), Audit Reports, and Notification Preferences. To the right, there is a main workspace displaying a process titled "Sales Synchronization Process". At the bottom right, there is a message: "Activate Windows Go to Settings to activate Windows."

Search About User

Click on user

The screenshot shows the Oracle Fusion User search results. At the top, there is a search bar with the placeholder "\*Search All" and a dropdown menu set to "User Name". Below the search bar, there is a table with columns: Display Name, User, Status, and Action. One row in the table is highlighted, showing a user named "Mohammed Kamal" with the User Name "mkamal" and Email "kamal.edu.2011@gmail.com". The status is "Active" and the lock status is "No". There is also an "Info" icon next to the user row. At the bottom right, there is a link: <http://linkedin.com/in/mohamed-badawy-393821240>.

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## Press Edit

User Account Details: Mohammed Kamal

User Information

User Category: DEFAULT  
User Name: mkamal  
First Name: Mohammed  
Last Name: Kamal  
Email: kamal.edu.2011@gmail.com

Account Information

Password Expiration Date: 2/16/22  
 Active  Locked

Assignable Auto-Provisioned

Roles

No data to display.

## Click Add Role

User Information

User Category: DEFAULT  
\*User Name: mkamal  
First Name: Mohammed  
\*Last Name: Kamal  
Email: kamal.edu.2011@gmail.com

Account Information

Password Expiration Date: 2/16/22  
 Active  Locked

Add Role Add Auto-Provisioned Roles Remove All Roles

Assignable Auto-Provisioned

Roles

Updates involving more than twenty role memberships are processed using the user-to-user role memberships transfer job.

No data to display.

## Search About roles

Click add role membership

Add User Account

Associated Person Info

Account Information

Advanced Information

Roles

No data to display.

Add Role Membership from Role

\* Search: Roles  
IT Security Manager

Search Result Count : 2

Name: IT Security Manager	Code: ORA_FND_IT_SECURITY_MANAGER_JOB
Name: IT Security ManagerCopy Do Not Use	Code: ORA_FND_IT_SECURITY_MANAGER_JOB_COPY

Add Role Membership Done

# Click Save And Close

The screenshot shows the Oracle Fusion User Management interface. On the left, a sidebar lists navigation options: Users, Analytics, Certificates, User Categories, Single Sign-On, API Authentication, and Administration. The main area displays a user profile for 'YOUSSEF' with fields for First Name, Last Name, Email, and Phone. It also shows 'Associated Worker Information' with details like Worker Name, Person Number, Manager, Job, Business Unit, and Department. A section for 'Advanced Information' includes a checkbox for enabling administration access via sign-in/sign-out audit REST API. Below this is a 'Roles' section containing a table with columns: Role, Role Code, Assignable, and Auto-Provisioned. The table lists various Oracle roles, with the first seven rows highlighted by a red border. A note at the bottom right of the table says 'Activate Windows' with a link to settings.

Role	Role Code	Assignable	Auto-Provisioned
Accounts Payable Manager	ORA_AP_ACCOUNTS_PAYABLE_MANAGER_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accounts Payable Supervisor	ORA_AP_ACCOUNTS_PAYABLE_SUPERVISOR_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accounts Payable Specialist	ORA_AP_ACCOUNTS_PAYABLE_SPECIALIST_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Application Administrator	ORA_PO PROCUREMENT APPLICATION ADMIN_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Manager	ORA_PO PROCUREMENT_MANAGER_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplier Administrator	ORA_P0Z_SUPPLIER_ADMINISTRATOR_ABSTRACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplier Manager	ORA_P0Z_SUPPLIER_MANAGER_ABSTRACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# How to Assign Data Access Sets?

Open Setting and Actions

Choose Setup and maintenance

The screenshot shows the Oracle Fusion Home page. At the top, there's a search bar and a navigation bar with links like Fixed Assets, Academics, Academic Tools, Sustainability, My Enterprise, Tools, and Configuration. Below this is a grid of quick actions and apps. On the right, a sidebar menu is open under 'Tools'. The 'Setup and Maintenance' option is highlighted with a red box. Other options in the sidebar include Personalization, Access Accessibility Settings, Set Preferences, Administration, Edit Pages, Edit Global Page Template, Manage Configurations, Troubleshooting, Record Issue, Print Me, Hide Help Icons, Applications Help, and About This Application.

Open Offering

Choose Financials

Press General Ledger

Open All tasks

Choose Data access set data access for users

The screenshot shows the 'General Ledger' task list. The left sidebar lists functional areas: Initial Users, Enterprise Profile, Legal Structures, Financial Reporting Structures, General Ledger, Organization Structures, Resources, Workforce Structures, Users and Security, Payables, Payments, Cash Management, Transaction Tax, Expenses, and Fixed Assets. The 'General Ledger' area is selected and highlighted with a red box. The main pane shows a list of tasks: Manage Reporting Currencies, Assign Balancing Segment Values to Ledger, Review and Submit Accounting Configuration, Manage Ledger Data Access for Users, Open First Period, Manage Ledger Sets, Manage Data Access Sets, and Manage Data Access Set Data Access for Users. The 'Manage Data Access Set Data Access for Users' option is highlighted with a red box. A 'Scope' column on the right shows 'Select...' and 'youssef1 EG'. At the bottom, there's an 'Activate Windows' message: 'Go to Settings to activate Windows.'

OR

Open Organization Structures

Click Mange Business Unit Data Access for Users

The screenshot shows the Oracle Fusion interface. On the left, there's a sidebar titled 'Functional Areas' with various options like 'Financial Reporting Structures', 'General Ledger', and 'Organization Structures'. The 'Organization Structures' option is highlighted with a red box. On the right, there's a main panel titled 'Organization Structures' with a list of tasks. One task, 'Manage Business Unit Data Access for Users', is also highlighted with a red box. The interface includes standard navigation elements like a search bar, a toolbar with icons, and a top bar with user information.

Click Create

The screenshot shows the 'Manage Data Provisioning Rules' screen. It has sections for 'Users without Data Access' and 'Users with Data Access'. A search bar is present, along with filters for 'Security Context' and 'Role'. The results table shows columns for 'User Name', 'Role', 'Security Context', and 'Security Context Value'. A message at the bottom indicates 'No data to display'.

## Fill Data

Save and Close

**VISION**

Manage Data Access for Users ?

Users without Data Access    Users with Data Access

Security Context: Business unit

Search

User Name: \* User Name

Search Results

Actions View + Detach Author

User Name	Role	Security Context	Security Context Value
youssef	Procurement Manager	Business unit	Youssef_B_U
youssef	Procurement Application Ad	Business unit	Youssef_B_U
youssef	Accounts Payable Specialis	Business unit	Youssef_B_U
youssef	Accounts Payable Supervis	Business unit	Youssef_B_U
youssef	Accounts Payable Manager	Business unit	Youssef_B_U

No data to display.

Columns Hidden 5

Save and Close    Cancel

**VISION**

Manage Data Access for Users ?

Users without Data Access    Users with Data Access

Security Context: Business unit

Search

User Name: \* User Name

Search Results

Actions View + Detach Author

User Name	Role	Security Context	Security Context Value
youssef	Supplier Manager	Business unit	Youssef_B_U
youssef	Supplier Administrator	Business unit	Youssef_B_U

No data to display.

Columns Hidden 2

Save and Close    Cancel

# How to Create User as Employee?

Open User and Security

Mange Users

The screenshot shows the Oracle Fusion 'User and Security' page. On the left, there's a sidebar with 'Functional Areas' like Initial Users, Enterprise Profile, Legal Structures, etc., and a section for 'Workforce Structures' where 'Users and Security' is selected and highlighted with a red box. On the right, under the 'Task' section, 'Manage Users' is also highlighted with a red box. The top navigation bar shows 'Setup: Financials'.

Click Create

The screenshot shows the VISION application's search results page. It has a search bar at the top with '( Search Person )'. Below it is a 'Keywords' input field and an 'Advanced' link. A 'Search Results' section follows, featuring a 'Actions' dropdown with a '+' button, a 'Show Photo' button, and a 'Sort By' dropdown. A message 'No search conducted.' is displayed below the search results.

Fill Data

Save and Close

The screenshot shows the 'Create User' form. It includes sections for 'Personal Details' (Last Name, First Name, Middle Names, Title), 'User Details' (User Name, Enter user name), 'User Notification Preferences' (Send user name and password checked), 'Employment Information' (Person Type set to Employee, Legal Employer set to Chevrolet\_Legal\_Entity, Business Unit set to Chevrolet\_BU, Job, Grade), and 'Additional Details' (Email, Hire Date, Phone, Work Fax, Link user account set to Chevrolet). Buttons for 'Save and Close' and 'Cancel' are at the top right.

# Check From Security Console

The screenshot shows the Oracle Fusion Security Console interface. The top navigation bar includes icons for search, home, star, and notifications (with 19). Below the header, there are buttons for 'Reset Password', 'Edit', and 'Done'.

**User Information:**

- User Category: DEFAULT
- User Name: youssef
- First Name: YOUSSEF
- Last Name: YOUSSEF
- Email: yousef@gmail.com
- Phone

**Advanced Information:**

Enable Administration Access for Sign In-Sign Out Audit REST API

**Associated Worker Information:**

- Worker Name: YOUSSEF
- Person Number: 7472
- Manager
- Job
- Business Unit: youssef1\_b\_u
- Department

**Roles:**

Role	Role Code	Assignable	Auto-Provisioned
Application Implementation Consultant	ORA_ASM_APPLICATION_IMPLEMENTATION_CONSULTANT_JOB	Yes	No
Application Implementation Manager	ORA_ASM_APPLICATION_IMPLEMENTATION_MANAGER_JOB	Yes	No
Budget Manager	ORA_XCC_BUDGET_MANAGER_JOB	Yes	No
Employee	ORA_PER_EMPLOYEE_ABSTRACT	Yes	No
General Accountant	ORA_GL_GENERAL_ACCOUNTANT_JOB	Yes	No

# How To Manage Organization Structures?

## Important Notes:

- Business Units: Function that Links General Ledger and 4 Subledger (Account Payable, Account Receivable, Cash Management and Fixed Assets), Linked to Ledger and Legal Entity, contain group of functions of AP Invoice, Payment Procurement, Requisitioning, Receiving and Procurement.

## Select Organization Structure

The screenshot shows the Oracle Fusion interface. On the left, there's a sidebar titled 'Functional Areas' with various options like Initial Users, Enterprise Profile, Legal Structures, etc. The 'Organization Structures' option is highlighted with a red box. On the right, there's a main panel titled 'Organization Structures' with a list of tasks. The first task, 'Manage Business Unit', is also highlighted with a red box. The interface has a dark theme with some orange UI elements.

## Manage Business Unit

## Not Create B-U but Search

The screenshot shows the 'Edit Business Unit' dialog box. It contains fields for 'Name' (Chevrolet\_BU), 'Location' (Frankfurt), 'Manager' (Zyada), and 'Default Set' (COMMON). At the bottom, there are 'Save', 'Save and Close', and 'Cancel' buttons. The 'Save and Close' button is highlighted with a red box.

## Fill Data

## Select and Add

## Assign Business Unit Business Function

The screenshot shows the Oracle Fusion interface with the 'Financials' setup module selected. In the 'Task' section, the 'Assign Business Unit Business Function' task is highlighted with a red box. The 'Scope' column shows 'Selected...' for this task.

Check B\_U Assigned By Ledger and Legal Entity

Click Save and Close

**Assign Business Functions: Youssef\_B\_U**

**Business Unit Functions**  
Select all business functions that this business unit will perform.

Name	Enabled
Payables Invoicing	<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"/>

**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: Youssef EG  
Below legal entity:  Below legal entity

\*Default Legal Entity: Youssef\_L\_E

Save **Save and Close** Cancel

## Manage Business unit Data Access for User= Access to Roles

The screenshot shows the Oracle Fusion interface with the 'Financials' setup module selected. In the 'Task' section, the 'Manage Business Unit Data Access for Users' task is highlighted with a red box. The 'Scope' column shows 'Youssef\_B\_U' for this task.

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# Manage Business Unit Set Assignment

The screenshot shows the Oracle Fusion interface with the following details:

- Top Bar:** Includes the VISION logo, Setup: Financials, and various navigation icons.
- Left Sidebar:** Functional Areas list including Initial Users, Enterprise Profile, Legal Structures, Financial Reporting Structures, General Ledger, Organization Structures (highlighted in blue), Resources, Workforce Structures, Users and Security, Payables, Payments, Cash Management, and Transaction Tax.
- Right Panel:** Organization Structures section with tasks like Manage Business Unit, Assign Business Unit Business Function, Manage Business Unit Data Access for Users, and **Manage Business Unit Set Assignment** (highlighted with a red box).
- Bottom Right:** Scope dropdown set to Youssef\_B\_U, and a small note "Activate Windows".

Can Change Common Data Object= Common Set in Manage Business Unit

The screenshot shows the Oracle Fusion interface with the following details:

- Top Bar:** View, Format, Freeze, Detach.
- Table:** Reference Data Object, Reference Data Set Code, Reference Data Set Name.
 

Reference Data Object	Reference Data Set Code	Reference Data Set Name
Opportunity Assessment Override ...	COMMON	Common Set
Orchestration Process	COMMON	Common Set
Payables Payment Terms	COMMON	Common Set
Performance Templates	10SALES	10 Sales
Pricing Rules	12SALES	12 SALES
Project Accounting Definition	19SALES	19 Sales
Project Rates	ACS	ACS Set
Receivables Accounting Rules	ACS_IT	ACS IT Set
Receivables Aging Buckets	AEBUSET	UAE Business Unit Set
Receivables Application Exception ...	AEDEPT	UAE Department Set
Receivables Auto Cash Rules	AELOCs	UAE Location Set
Receivables Auto Match Rules	AMMA_REFERENCE_DATA_SET	Amma_Reference_data_set
Receivables Collectors	ARBUSET	Argentina Business Unit Set
Receivables Lockbox	COMMON	Common Set
Receivables Memo Lines	COMMON	Common Set
- Bottom Right:** Note "Activate Windows".

# How to Setup Payable?

## Important Notes:

- Conversion Rate Variance Gain/Loss: Deference between Purchase Order and Invoice/Receipts in Case Foreign Currency Only.
- Realized Gain/Loss Distribution: Deference between Invoice and Payment.
- Accounting Date Basis= Invoice Date= Record in General Ledger with same Invoice Date.
- At payment issue and clearing= Active Intermediate Accounts.

Click to Payables

The screenshot shows two main sections. On the left, under 'Functional Areas', the 'Payables' option is selected and highlighted with a red box. On the right, the 'Manage Common Options for Payables and Procurement' task is also highlighted with a red box.

Click Manage Common Options for Payables and Procurement

In case you Create Invoice Liability Side from Default Distributions in Manage Common Options for Payables and Procurement

The screenshot displays the 'Manage Common Options for Payables and Procurement' page. Under 'Default Distributions', several liability accounts are listed. In the top right corner, there are boxes for 'Discount Taken', 'Miscellaneous', 'Freight', 'Prepayment Tax Difference', and 'Retainage'. Below these, under 'Automatic Offsets', there are options for 'Offset Segments' (None, Primary balancing segment, All segments, except natural account). Other sections include 'One Time Payments', 'Currency Conversion' (with a checked 'Require conversion rate entry' checkbox), and 'Expense Accruals'.

# Open Manage Invoice Options

The screenshot shows the Oracle Fusion Payables setup interface. On the left, a sidebar lists functional areas like Organization Structures, Resources, and Payables. The Payables area is selected and highlighted with a red box. On the right, a main pane displays tasks under the 'Payables' category. The 'Manage Invoice Options' task is highlighted with a red box. The top right corner has an 'Actions' dropdown.

## Fill Data Required

This screenshot shows the 'Manage Invoice Options' configuration screen. It includes sections for 'Invoice Entry' and 'Matching'. In the 'Invoice Entry' section, several checkboxes are highlighted with red boxes: 'Allow adjustments to paid invoices' and 'Recalculate invoice installments'. In the 'Matching' section, three checkboxes are highlighted with red boxes: 'Allow final matching', 'Allow matching distribution override', and 'Transfer PO distribution additional information'. A large red box encloses a group of currency and date basis configuration fields. The top right has 'Save', 'Save and Close', and 'Cancel' buttons.

## Open Mange Payment Options

The screenshot shows the Oracle Fusion Payables setup interface, similar to the previous one but with a different set of highlighted items. The Payables area in the sidebar is selected. On the right, the 'Manage Payment Options' task is highlighted with a red box. The top right corner has an 'Actions' dropdown.

# Fill Data Required

Click Save and Close

Manage Payment Options ⑦

Business Unit: Chevrolet\_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 entry

Conversion Rate Type: Corporate ▾

Bank Charges ⑦

Bank Charge Deduction Type: None ▾

# How to Create Agent?

## Important Notes:

- Must have Agent to Able to Create Suppliers

## Open Manage Procurement Agents

The screenshot shows the Oracle Fusion Payables setup interface. On the left, there's a sidebar with various functional areas like Initial Users, Enterprise Profile, Legal Structures, etc., under the Payables category. The 'Payables' area is currently selected. On the right, there's a 'Task' list with options like 'Manage Payment Terms', 'Manage Procurement Agents', 'Manage Common Options for Payables and Procurement', 'Manage Invoice Options', and 'Manage Payment Options'. The 'Manage Procurement Agents' task is specifically highlighted with a red box.

## Click Create

This screenshot shows the 'Manage Procurement Agents' search screen. It has fields for 'Procurement BU' (Chevrolet\_BU), 'Agent' (Zyada), and 'Status'. Below the search bar, there are filters for 'Actions', 'View', 'Format', and a 'Create' button, which is highlighted with a red box. The results table shows no results found.

## Fill Data Required

This screenshot shows the 'Create Procurement Agent' form. It requires filling in 'Procurement BU' (Chevrolet\_BU) and 'Agent' (Zyada). Other fields include 'Default Requisitioning BU', 'Default Printer', and 'Status' (Active). Below this, there's an 'Agent Access' section with a table showing allowed actions like 'Manage Requisitions', 'Manage Purchase Orders', etc., with checkboxes checked. At the bottom right, there are 'Save', 'Save and Close', and 'Cancel' buttons.

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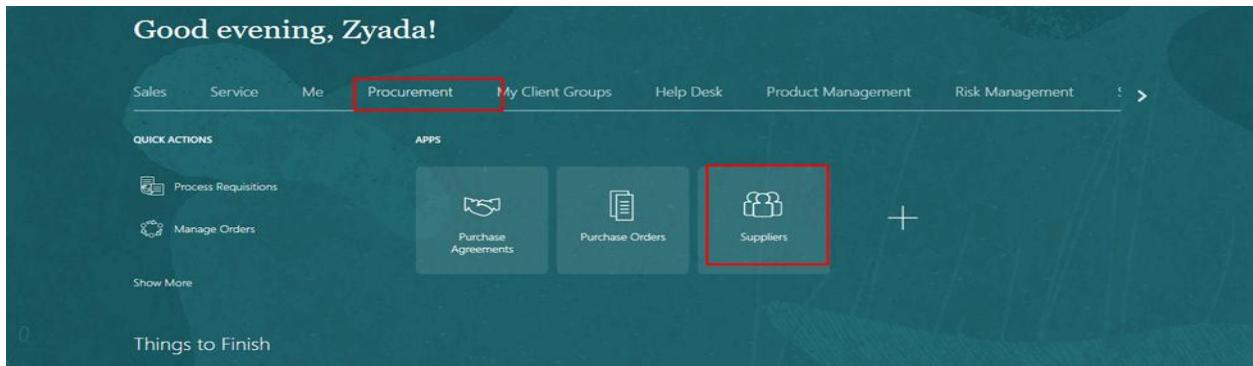
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# How to Create Suppliers?

## Important Notes:

- In case Create in Site don't open check Agent and Employee.
- Can Create More than Address and Site under Same Supplier.
- Supplier Site Override Payables Options, this means exceed setup business unit.

## Open Procurement



## Click to Suppliers

## Open Task Panel

## Click Create Supplier

## Fill Data Required

## Click Create

# Fill Data Required

Overview Manage Suppliers > Supplier: Chevrolet\_Supplier x

Edit Supplier: Chevrolet\_Supplier ⓘ ★

Profile Addresses Sites Contacts Qualifications	Business Relationship Spend Authorized
* Supplier Chevrolet_Supplier	Parent Supplier <input type="text"/>
Supplier Number 1422	Creation Date 6/9/22
Alternate Name <input type="text"/>	Creation Source Manual
Tax Organization Type Corporation	DataFox Intelligence N/A
Supplier Type Supplier <input checked="" type="checkbox"/>	Attachments None <input type="button"/>
Inactive Date m/d/y <input type="button"/>	
Status Active	Debt Rating <input type="button"/>
Additional Information	
Office Recycling Percentage <input type="text"/>	
Profile Details ⓘ	
Organization Business Classifications Products and Services Transaction Tax Income Tax Payments	
Identification	
Alias <input type="text"/>	Customer Number <input type="text"/>
D-U-N-S Number <input type="text"/>	SIC <input type="text"/>
<input type="checkbox"/> One-time supplier	National Insurance Number <input type="text"/>
Regional Information	
Corporate Web Site <input type="text"/>	

## Open Address

## Fill Data Required

## Click Save and Close

Overview Supplier: Youssef\_Supplier x

Create Address ⓘ

Search Address <input type="text"/>	* Address Purpose Ordering <input type="checkbox"/>
* Address Name Youssef_Supplier_Address <input checked="" type="checkbox"/>	Remit to <input checked="" type="checkbox"/>
* Country Egypt <input type="button"/>	RFQ or Bidding <input type="checkbox"/>
* Address Line 1 Giza <input type="text"/>	Phone 20 <input type="button"/>
Address Line 2 <input type="text"/>	Fax 20 <input type="button"/>
Address Line 3 <input type="text"/>	Email <input type="text"/>
* City 6th of October City <input type="button"/>	Inactive Date m/d/y <input type="button"/>
State Giza <input type="button"/>	Status Active
Postal Code <input type="text"/>	
Language <input type="text"/>	
Additional Information	
Address Details	
Sites Transaction Tax Contacts Payments	Activate Windows Go to Settings to activate Windows

## Click to Site

## Fill Data Required

## Click Save

## Click in Site Assignments

Overview Manage Suppliers > Supplier: Youssef\_Supplier x

Edit Site: youssef\_Site ⓘ

Last Saved 3/23/25 10:55 PM

Procurement BU Youssef_B_U	* Site Purpose Sourcing only <input type="checkbox"/>
Address Name youssef_a_S	Purchasing <input checked="" type="checkbox"/>
Address Giza,6TH OF OCTOBER CITY GIZA,EGYPT	Procurement card <input type="checkbox"/>
* Site youssef_Site <input checked="" type="checkbox"/>	Pay <input checked="" type="checkbox"/>
Inactive Date m/d/y <input type="button"/>	Primary pay <input type="checkbox"/>
Status Active	Attachments None <input type="button"/>
General Purchasing Receiving Invoicing Payments Site Assignments Qualifications	
Identification	
<input type="checkbox"/> Income tax reporting site	Customer Number <input type="text"/>
Alternate Site Name <input type="text"/>	
Regional Information <input type="text"/>	
B2B Supplier Site Code <input type="text"/>	

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Click Create Assign with Business Unit Fill Data Required Click Save and Close

The screenshot shows the 'Edit Site' screen for 'Chevrolet\_Site'. The top navigation bar includes 'Overview', 'Manage Suppliers', and 'Supplier: Chevrolet\_Supplier'. The main title is 'Edit Site: Chevrolet\_Site'. On the right, there are 'Save', 'Save and Close', and 'Cancel' buttons.

Site details: Procurement BU - Chevrolet\_BU; Address Name - Chevrolet\_Add\_Name; Address - 'Chevrolet\_Add\_Line.CAIRO,CAIRO,EGYPT'; Site - Chevrolet\_Site; Inactive Date - 'midyy'; Status - Active.

Site Purpose checkboxes: Sourcing only (unchecked), Purchasing (checked), Procurement card (unchecked), Pay (checked), Primary pay (unchecked). Attachments: None.

Below the site details, tabs include General, Purchasing, Receiving, Invoicing, Payments, Site Assignments (selected), and Qualifications.

The Site Assignments section contains a table with columns: \* Client BU, Bill-to BU, Ship-to Location, Bill-to Location, Use Withholding Tax, Withholding Tax Group, Liability Distribution, Prepayment Distribution, Bill Payable Distribution, Distribution Set, and Inactive Date. A red box highlights the first two columns: \* Client BU (Chevrolet\_BU) and Bill-to BU (Chevrolet\_BU).

# How to Open Period?

## Important Notes:

- Accounting Period for Invoice 12 not 13, Open Ledger Period then Subledger, Close Subledger then Ledger.

## Open General Ledger



## Click Period Close

## Select Payables

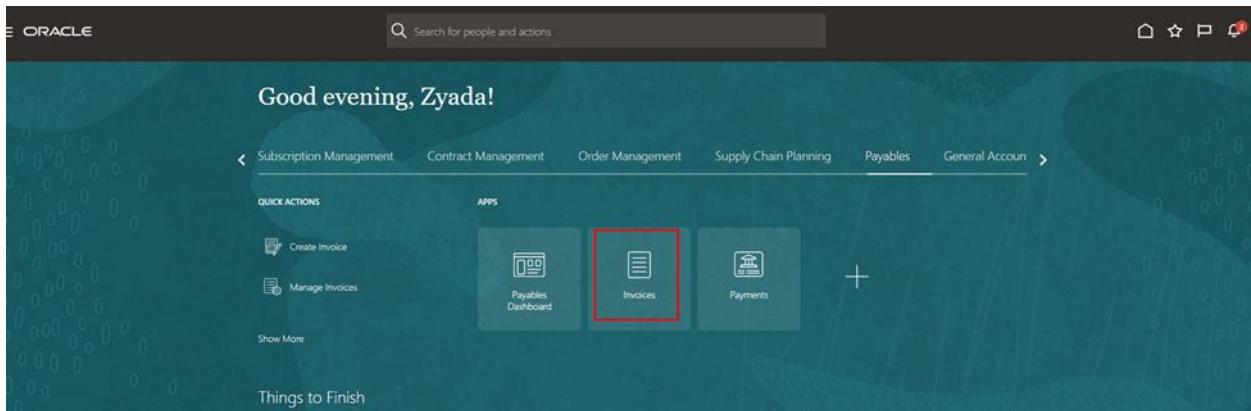
This screenshot shows the 'Close Status' window in Oracle Fusion. It displays the 'View By' dropdown set to 'Single Ledger', 'Ledger' set to 'Youssef EG', and 'Accounting Period' set to 'Mar-25'. Below this, there are several subledger status icons. One of them, 'Payables (Never Opened)', is highlighted with a red box. Other visible icons include 'General Ledger (Never Opened)', 'Receivables (Never Opened)', and 'Projects (Never Opened)'. At the bottom, there are sections for 'Outstanding Subledger Transactions' and 'Translation Status'.

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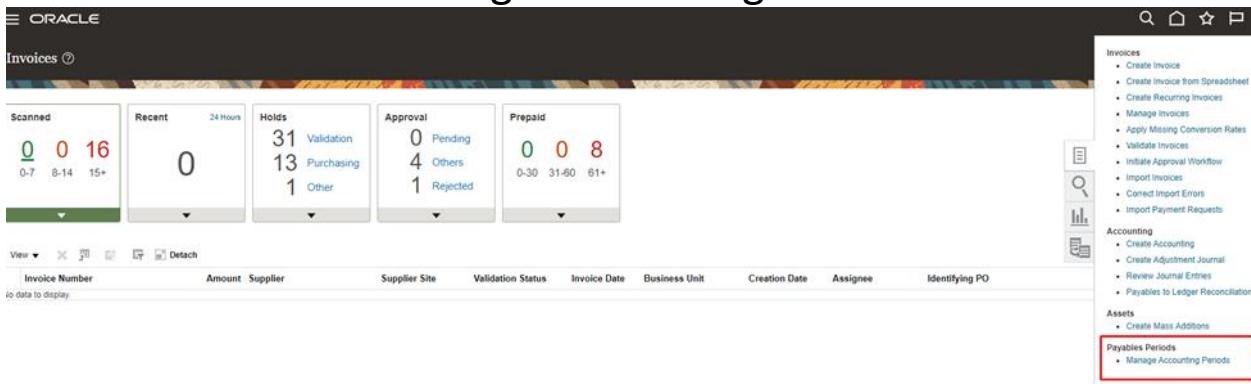
## Or From Invoice

### Select Payables

### Click Invoices



### Select from Task Panel Manage Accounting Period



### Open Search

### Write Ledger Name

A screenshot of the Oracle Fusion Manage Accounting Periods screen. The search bar contains the text "youssef\*". The results table shows a single row for "Youssef EG". The entire search bar and the ledger name in the results table are highlighted with red boxes.

# End User Test:

## Create Invoice

Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a navigation bar with icons for search, home, star, etc. Below the bar, the text "Good evening, YOUSSEF" is displayed. The main menu has several items: Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, and Payables. The "Payables" item is highlighted with a red box. In the center, there is a section titled "QUICK ACTIONS" with "Create Invoice" and "Manage Invoices" options, and an "Invoices" button which is also highlighted with a red box. Below this, there is a section titled "Things to Finish".

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. At the top, there is a navigation bar with icons for search, home, star, etc. A context menu is open on the right side, with the "Invoices" section highlighted by a red box. The "Invoices" section contains a list of tasks: Create Invoice, Create Invoice from Spreadsheet, Create Recurring Invoices, Manage Invoices, Apply Missing Conversion Rates, Validate Invoices, Initiate Approval Workflow, Import Invoices, Correct Import Errors, Import Payment Requests, and Run Payables Exceptions Listing. Below the task panel, there are two cards: "Approval" and "Prepaid". The "Approval" card shows 0 Pending, 6 Others, and 3 Rejected. The "Prepaid" card shows 0, 0, and 13 for the 0-30, 31-60, and 61+ day ranges respectively. At the bottom, there is a table with columns: Supplier, Supplier Site, Business Unit, and Description.

# Additional Information

This screenshot shows the Oracle Fusion Invoices dashboard. At the top, there are several status tiles: Scanned (0 0 31), Recent (24 Hours: 0 Incomplete, 0 Complete, 0 Total), Holds (7 Days: 1 Validation, 0 Purchasing, 2 Other), Approval (0 Pending, 10 Others, 4 Rejected), and Prepaid (1 0 17). Below the tiles is a search bar with icons for magnifying glass, user, and other filters. The main area displays a table with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Invoice Date, Business Unit, Creation Date, Assignee, and Identifying PO. A message indicates "No data to display".

## Or Click Recent in Info Tiles

This screenshot is similar to the previous one, but the 'Recent' button in the 'Recent' tile has been highlighted with a red box. The rest of the interface is identical, showing the same status tiles and search bar.

## Write Data Required

This screenshot shows the 'Create Invoice' screen. It includes fields for Identifying PO, Business Unit, Supplier, Supplier Number, Supplier Site, Legal Entity, and Invoice Group. Below these is a table for 'Lines' with columns: \* Number, \* Type, \* Amount, Distribution, Reference, Tax, and Project. The 'Distribution' column contains rows for Item 1 (200.00) and Item 2 (300.00). An 'Invoice Actions' dropdown menu is open, showing options like Validate, Save, and Cancel. The 'Validate' option is highlighted with a red box.

## Save

## Invoice Action

## Validate

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## Click Post to Ledger

The screenshot shows the 'Create Invoice' screen in Oracle Fusion. On the right side, there is a vertical menu of actions. The 'Post to Ledger' option is highlighted with a red box. Other options in the menu include Manage Installments, Calculate Tax, Check Funds, Validate, Request Override, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, and Account in Draft.

## Open General Accounting

## Press Manage Journals

The screenshot shows the Oracle General Accounting home page. A red arrow points from the 'General Accounting' tab at the top to the 'Manage Journals' quick action button in the 'QUICK ACTIONS' section. Below the tabs, there is a 'APPS' section with three buttons: 'General Accounting Dashboard', 'Journals', and 'Period Close'.

## Click Manage Journals from Task Panel

The screenshot shows the Oracle Journals task panel. A red box highlights the 'Manage Journals' option under the 'Journals' heading. To the right, there is a sidebar with sections for 'Journals', 'Clearing Accounts Reconciliation', 'Allocations', 'Journal Import', 'Subledger Accounting', and 'Import Journal'.

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# Click to Journal

Data Access Set: Youssef EG [Change]

Manage Journals ②

Done

Search

Actions ▾ View ▾ Format ▾ + ⌂ Detach Wrap Post Batch Reverse Batch Reverse Journal

	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
▶	Jan-25 Purchase Invoices	Payables A 780719600001 7807196 N	Jan-25	Payables	Purchase Invoices	1,000.00 EGP	1,000.00 EGP	Posted

*(i)*

## Check Results

Journal Batch: Payables A 780719600001 7807196 N ② | show More

Batch Actions ▾

No lines selected

Journal Batch: Payables A 780719600001 7807196 N

Description: Journal Import Payables  
7807196

Balance Type: Actual

\* Accounting Period: Jan-25

Attachments: None

Source: Payables

Approval Status: Not required

Funds Status: Not applicable

Batch Status: Posted

Completion Status: Complete

Journal ② | Show More

Journal: Jan-25 Purchase Invoices

Description: Journal Import 7807196

\* Ledger: Youssef EG

Accounting Date: 1/31/25

\* Category: Purchase Invoices

Currency: EGP Egyptian Pound

Conversion Date: 1/31/25

Conversion Rate Type: User

Conversion Rate: 1

Inverse Conversion Rate: 1

Journal Lines ②

Activate Windows  
Go to Settings to activate Windows.

Entered (EGP)

Line \* Account      Description

Debit      Credit

Line	Account	Entered (EGP)	Description
1	10-000-2110-10	1,000.00	Journal Import Created
2	10-000-52231-10	300.00	Journal Import Created
3	10-000-52232-10	200.00	Journal Import Created
4	10-000-21150-10	500.00	Journal Import Created
Total		1,000.00	1,000.00

*(i)*

# Accounts Payable Transactions

## How to Create Invoice Distribution?

Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion Home page with a dark teal background. At the top, there's a navigation bar with icons for search, home, star, etc. Below it, a greeting "Good evening, YOUSSEF" is displayed. A horizontal menu bar includes "Contract Management", "Order Management", "Supply Chain Execution", "Supply Chain Planning", and "Payables". The "Payables" button is highlighted with a red rectangle. Underneath, there's a section titled "QUICK ACTIONS" with "Create Invoice" and "Manage Invoices" options. To the right, there's a grid of three buttons labeled "Payables Dashboard", "Invoices" (which is also highlighted with a red rectangle), and "Payments". A sidebar on the left shows "Things to Finish".

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. On the left, there are two cards: "Approval" (0 Pending, 6 Others, 3 Rejected) and "Prepaid" (0-30, 31-60, 61+). On the right, there's a list of tasks under "Invoices" which is highlighted with a red rectangle. The tasks include: Create Invoice, Create Invoice from Spreadsheet, Create Recurring Invoices, Manage Invoices, Apply Missing Conversion Rates, Validate Invoices, Initiate Approval Workflow, Import Invoices, Correct Import Errors, Import Payment Requests, and Run Payables Exceptions Listing. Below this, there are sections for "Accounting" and "Assets".

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## Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with a top navigation bar and several info tiles. One tile, labeled 'Recent' with a count of 31, is highlighted with a red box. Below the tiles is a table for creating invoices, with the 'Create' button also highlighted in red.

## Write Data Required

The screenshot shows the 'Create Invoice' screen. The 'Distributions' tab is highlighted with a red box. A specific amount '1,000.00' in the distribution table is also highlighted with a red box.

## Fill Data Required

The screenshot shows the 'Manage Distributions' screen. Two distribution lines are listed, both with amounts of '600.00' and '400.00'. The total amount '1,000.00' is shown at the bottom right. The 'Save and Close' button is highlighted with a red box.

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## Chek Distribution Combination

This screenshot shows the Oracle Fusion Create Invoice interface. The top navigation bar includes 'Create Invoice' and various action buttons like 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. The date 'Last Saved 3/20/25 6:16 PM' is also displayed. The main area is titled 'Invoice Header' with a 'Show More' link. It contains fields for Identifying PO, Business Unit (SOBHY\_BU), Supplier (sobhy\_supplier), Supplier Number (1493), Supplier Site (sobhy\_add), Legal Entity (LESOBHY), and Invoice Group. On the right, there are fields for Number (TEST1002), Amount (1,000.00 EGP), Type (Standard), Description, Date (3/20/25), Payment Terms (Immediate), Terms Date (3/20/25), Requester, and Attachments. A note section is also present. Below the header is a 'Lines' section with tabs for 'Match Invoice Lines', 'View', '+', 'X', 'Detach', 'Allocate', 'Cancel Line', and 'Distributions'. The 'Distributions' tab is selected. The distribution table has columns for Number, Type, Amount, Distribution Set, Distribution Combination, Accounting Date, Prorate Across All Item Lines, Description, and Tax Class. A row for item 1 is shown with an amount of 1,000.00. The 'Distribution Combination' column for this row is highlighted with a red box. The bottom of the screen shows a 'Taxes' section.

## Click Validate

This screenshot shows the Oracle Fusion Create Invoice interface after validation. The top navigation bar includes 'Create Invoice: 10001' and various action buttons. The main area is titled 'Invoice Header' with a 'Show More' link. It contains fields for Identifying PO, Business Unit (Youssef\_B\_U), Supplier (Youssef\_Supplier), Supplier Number (1484), Supplier Site (Youssef\_Supplier\_Address), Legal Entity (Youssef\_L\_E), and Invoice Group. On the right, there are fields for Number (10001), Amount (1,000.00 EGP), Type (Standard), Description, Date (3/20/25), Payment Terms (Immediate), Terms Date (3/20/25), Requester, and Attachments. A note section is also present. Below the header is a 'Lines' section with tabs for 'Match Invoice Lines', 'View', '+', 'X', 'Detach', 'Allocate', 'Cancel Line', and 'Distributions'. The 'Distributions' tab is selected. The distribution table has columns for Number, Type, Amount, Distribution Set, Distribution Combination, Accounting Date, Prorate Across All Item Lines, Description, Tax Classification, and SI. Two rows are shown: item 1 (amount 200.00) and item 2 (amount 300.00). The 'Distribution Combination' column for item 2 is highlighted with a red box. To the right of the distribution table, a 'Invoice Actions' dropdown menu is open, showing options like 'Validate' (which is highlighted with a red box), 'Calculate Tax', 'Manage Instalments', 'Apply or Unapply Prepayments', 'Manage Holds', 'Account Coding', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'. A watermark for 'Activate Windows' is visible at the bottom right.

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## Click Post to Ledger

The screenshot shows the Oracle Fusion 'Create Invoice' interface. In the top right corner, a context menu is open under 'Invoice Actions'. The 'Post to Ledger' option is highlighted with a red box. Other options in the menu include Manage Installments, Calculate Tax, Check Funds, Validate, Request Override, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, and Account in Draft.

## Click View Accounting

The screenshot shows the Oracle Vision 'Create Invoice' interface. A confirmation dialog box is displayed in the center, stating 'The accounting has been completed.' Two buttons are visible: 'View Accounting' and 'OK'. The background shows the invoice header and lines sections. The 'View Accounting' button is highlighted with a red box.

## Check Results

The screenshot shows the Oracle Vision 'Create Invoice' interface. A modal dialog titled 'Accounting Lines: Standard Invoice TEST1002' is open. It displays a table of accounting entries:

Line	Event	Account	Class	Accounted (EGP)	
				Debit	Credit
1	Invoice Validated	10-000-53421-10	Item expense	600.00	
2	Invoice Validated	10-110-53421-10	Item expense		400.00
3	Invoice Validated	10-000-21010-10	Liability		1,000.00

The dialog also shows the ledger as 'Sobhy EG', date as '3/20/25', and status as 'Final'. Buttons at the bottom include 'View T-Accounts', 'Override Account', and 'Done'.

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# How to Edit Amount in Invoice?

Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a navigation bar with icons for Home, Star, Copy, Lock (with a red notification dot), Print, and Export. Below the navigation bar, the text "Good evening, YOUSSEF" is displayed. The main menu has several options: Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, and Payables (which is highlighted with a red box). Under the "QUICK ACTIONS" section, there are links for "Create Invoice" and "Manage Invoices". Under the "APPS" section, there are three cards: "Payables Dashboard", "Invoices" (which is also highlighted with a red box), and "Payments". A plus sign icon is located to the right of the apps. At the bottom left, there is a "Things to Finish" section. The background features a dark teal color with binary code patterns.

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. At the top, there is a navigation bar with icons for Search, Home, Star, Copy, Lock (with a red notification dot), Print, and Export. The main panel has two sections: "Approval" and "Prepaid". The "Approval" section shows 0 Pending, 6 Others, and 3 Rejected items. The "Prepaid" section shows counts for 0-30, 31-60, and 61+ days. To the right, there is a sidebar with a "Invoices" section expanded, showing a list of tasks: Create Invoice, Create Invoice from Spreadsheet, Create Recurring Invoices, Manage Invoices, Apply Missing Conversion Rates, Validate Invoices, Initiate Approval Workflow, Import Invoices, Correct Import Errors, Import Payment Requests, and Run Payables Exceptions Listing. Below this, there are sections for Accounting and Assets, each with a single item listed. The background features a dark teal color with a grid pattern.

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## Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with a top navigation bar. Below it is a dashboard with four cards: Scanned (0/0/31), Recent (0 Incomplete, 0 Complete, 0 Total), Holds (1 Validation, 0 Purchasing, 2 Other), and Approval (0 Pending, 10 Others, 4 Rejected). A toolbar below the cards includes 'Create' (highlighted with a red box), 'Validate', 'Cancel', and 'Post to Ledger'. The main area displays a table of invoices with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit.

Write Data Required

Save

Invoice Action

Validate

The screenshot shows the 'Create Invoice' screen for invoice number 10001. The header includes fields for Identifying PO, Business Unit, Supplier, and Supplier Site. The main area shows two lines: line 1 with amount 200.00 and line 2 with amount 300.00. A context menu is open under 'Invoice Actions' with 'Validate' highlighted (boxed in red).

Click Post to Ledger

The screenshot shows the 'Create Invoice' screen again, this time with the context menu open under 'Invoice Actions'. The 'Post to Ledger' option is highlighted (boxed in red).

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## In Case After Posting Supervisor Discover Amount Entered Not true

Write The Right Amount

Click Needs Revalidation

The screenshot shows the Oracle Fusion Create Invoice interface for invoice TEST1002. The 'Invoice Header' section is visible, showing fields like Business Unit (SOBHY\_BU), Supplier (sobhy\_supplier), and Supplier Number (1493). The 'Amount' field is set to 10,000.00 EGP. A red box highlights the 'Needs revalidation' status indicator in the top right corner of the header. The 'Lines' section shows one line item with an amount of 1,000.00. The 'Distribution' tab is selected.

Click Validate

Put in Number to View Error

The screenshot shows the Oracle Fusion Create Invoice interface for invoice TEST1002. A red box highlights the 'Invoice Summary' dialog box, which displays validation errors. It shows 'Line Variance' and 'System Holds' both with a count of 1, indicated by yellow warning icons. The 'Validation' status is 'Needs revalid...'.

Read Error

The screenshot shows the Oracle Fusion Create Invoice interface for invoice TEST1002. A red box highlights the 'Manage Holds' dialog box, which displays an error message: 'Total of invoice lines does not equal invoice amount.' This message corresponds to the validation error shown in the previous screenshot.

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## Write right amount

This screenshot shows the Oracle Fusion Create Invoice interface. The top navigation bar includes 'VISION' and 'Create Invoice: TEST1002'. The main area is titled 'Invoice Header' with fields for Identifying PO, Business Unit, Supplier, and Supplier Number. On the right, the invoice number is TEST1002, amount is 10,000.00 EGP, type is Standard, and date is 3/20/25. The 'Distributions' tab is highlighted with a red box. Below it, the 'Lines' tab is selected, showing a table with columns for Number, Type, Amount, Distribution Combination, Accounting Date, Prorate Across All Item Lines, Description, and Tax Class. A row for item 1 has an amount of 1000.00.

## Write The Right Amount

## Click Save and Close

This screenshot shows the 'Manage Distributions' dialog box. It lists two invoice lines: one for item 1 with an amount of 600.00 and another for item 2 with an amount of 400.00. The total amount is 1,000.00. The 'Save and Close' button is highlighted with a red box. Other buttons include 'Reverse' and 'Adjust Tax Recovery'.

## Click Validate

## Click Save

This screenshot shows the Oracle Fusion Create Invoice interface again. The 'Invoice Actions' dropdown menu is open, showing options like 'Validate', 'Calculate Tax', and 'Post to Ledger'. The 'Validate' option is highlighted with a red box. The main area shows the same invoice header and line items as before. The status bar at the bottom right says 'Activate Windows'.

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## Click Post to Ledger

The screenshot shows the Oracle Fusion 'Create Invoice' interface. In the top right corner, a context menu is open under 'Invoice Actions'. The 'Post to Ledger' option is highlighted with a red box. Other options in the menu include Manage Installments, Calculate Tax, Check Funds, Validate, Request Override, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, and Account in Draft.

## Click View Accounting

The screenshot shows the Oracle Vision 'Create Invoice' interface. A confirmation dialog box is displayed in the center, stating 'The accounting has been completed.' Two buttons are visible: 'View Accounting' (highlighted with a red box) and 'OK'. The background shows the invoice header and lines sections.

## Check Results

The screenshot shows the Oracle Vision 'Create Invoice' interface. A modal dialog box titled 'Accounting Lines: Standard Invoice TEST1002' is open. It displays ledger information (Sobhy EG), date (3/20/25), and status (Final). The dialog lists three accounting entries:

Line	Event	Account	Class	Accounted (EGP)
				Debit Credit
1	Invoice Validated	10-000-53421-10	Item expense	600.00
2	Invoice Validated	10-110-53421-10	Item expense	400.00
3	Invoice Validated	10-000-21010-10	Liability	1,000.00

Buttons at the bottom of the dialog include 'View T-Accounts', 'Override Account', and 'Done'.

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# How to Edit Cod Combination in Invoice?

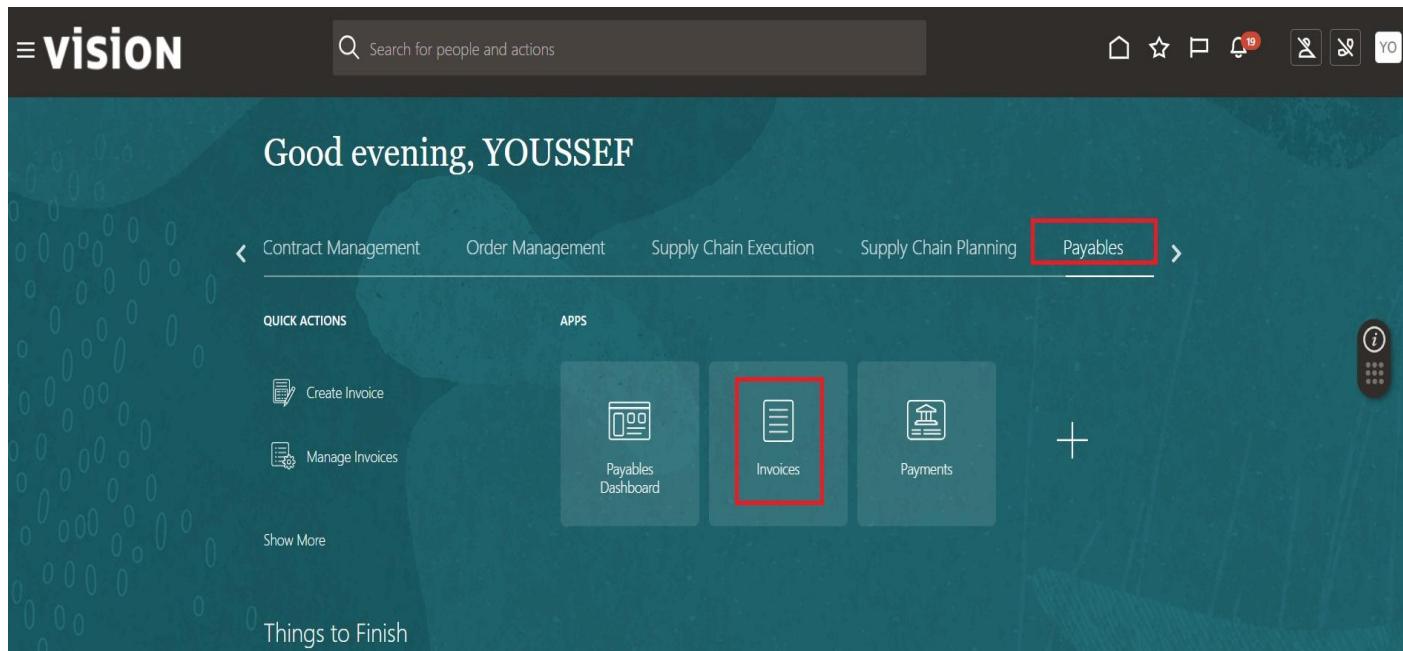
## Important Notes:

- Cod Combination Include: Account, Company, Department and Intercompany.

Home page

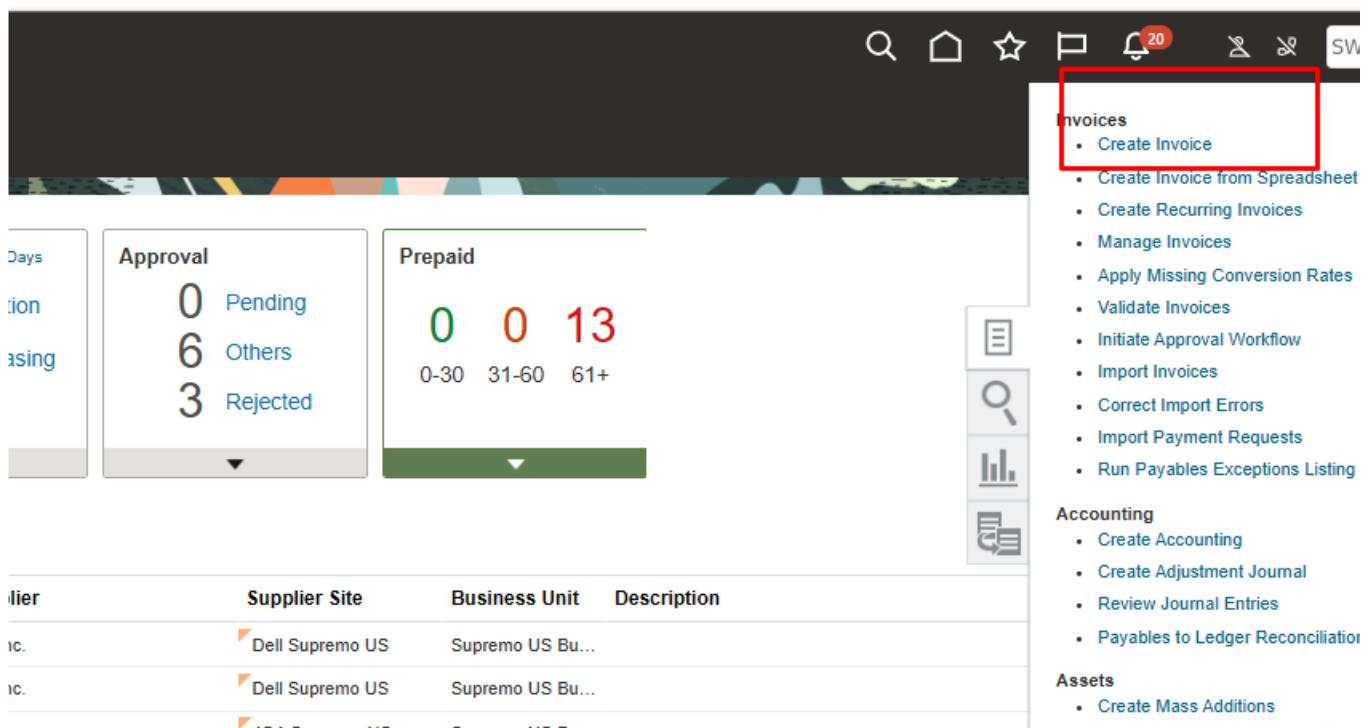
Click Payables

Open Invoice



Open Task Panel

Click Create invoice



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## Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with a top navigation bar. Below it is a dashboard with four cards: Scanned (0/0/31), Recent (0 Incomplete, 0 Complete, 0 Total), Holds (1 Validation, 0 Purchasing, 2 Other), and Approval (0 Pending, 10 Others, 4 Rejected). A toolbar below the cards includes 'Create' (highlighted with a red box), 'Validate', 'Cancel', and 'Post to Ledger'. The main area displays a table of invoices with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. A search icon and a 'Recent' button are also visible.

Write Data Required

Save

Invoice Action

Validate

The screenshot shows the 'Create Invoice' screen for invoice number 10001. It includes fields for Identifying PO, Business Unit, Supplier, Supplier Number, Supplier Site, Legal Entity, and Invoice Group. The 'Lines' section shows two items with amounts of 200.00 and 300.00. A context menu is open over the invoice header, with the 'Validate' option highlighted with a red box. Other options in the menu include Manage Installments, Calculate Tax, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger, and Account in Draft.

Click Post to Ledger

The screenshot shows the 'Create Invoice' screen again, this time with the 'Post to Ledger' option highlighted with a red box in the context menu. The menu options are identical to the previous screenshot, including Validate, Calculate Tax, Check Funds, Request Override, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger, and Account in Draft.

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## Click to Line

The screenshot shows the Oracle Fusion Create Invoice interface. At the top, it says "Create Invoice: TEST1002". Below the header, there's an "Invoice Header" section with fields like Business Unit (SOBHY\_BU), Supplier (sobhy\_supplier), and Supplier Number (1493). To the right, there are fields for Number (TEST1002), Amount (10,000.00), Type (Standard), Date (3/20/25), Payment Terms (Immediate), Terms Date (3/20/25), Requester, and Attachments. Under the "Lines" section, there's a toolbar with buttons like "Match Invoice Lines", "Detach", "Allocate", "Cancel Line", and "Distributions". The "Distributions" button is highlighted with a red box. The main table area has columns for Line, Distribution, Type, Amount, Distribution Combination, Accounting Date, Description, Validation, and Accounting.

## Click to Line

## Click Reverse

The screenshot shows the Oracle Fusion Manage Distributions interface. It has a toolbar with "View", "New", "Delete", "Detach", "Invoice Line 1", "Reverse", and "Adjust Tax Recovery". The "Reverse" button is highlighted with a red box. The main table lists distribution lines with columns for Line, Distribution, Type, Amount, Distribution Combination, Accounting Date, Description, Validation, and Accounting. A message at the bottom indicates "Distributions Total Amount 10,000.00" and "Remaining Amount 0.00".

## Write the right distributions

## Click Save and Close

The screenshot shows the Oracle Fusion Manage Distributions interface. It has a toolbar with "View", "New", "Delete", "Detach", "Invoice Line 1", "Reverse", and "Adjust Tax Recovery". The "New" button is highlighted with a red box. The main table lists distribution lines with columns for Line, Distribution, Type, Amount, Distribution Combination, Accounting Date, Description, Validation, and Accounting. A message at the bottom indicates "Distributions Total Amount 9,400.00" and "Remaining Amount 600.00".

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ORACLE FUSION

## Click Validate

The screenshot shows the Oracle Fusion Create Invoice interface. The top right corner has a context menu with 'Validate' highlighted. The main area shows an invoice header with fields like Number (10001), Amount (1,000.00 EGP), and Type (Standard). Below it is a table of invoice lines with two items. The bottom right corner displays a message: 'Activate Windows' and 'Go to Settings to activate windows'.

Click Save

## Click Post to Ledger

The screenshot shows the Oracle Fusion Create Invoice interface. The top right corner has a context menu with 'Post to Ledger' highlighted. The main area shows an invoice header with fields like Number (612), Amount (1,000.00 EGP), and Type (Standard). Below it is a table of invoice lines with one item. The bottom right corner displays a message: 'Activate Windows' and 'Go to Settings to activate windows'.

## Click View Accounting

The screenshot shows the Oracle Fusion Create Invoice interface. A confirmation dialog box is open in the center, stating 'The accounting has been completed.' with 'View Accounting' and 'OK' buttons. The background shows an invoice header with fields like Number (TEST1002), Amount (1,000.00 EGP), and Type (Standard). Below it is a table of invoice lines with one item. The bottom right corner displays a message: 'Activate Windows' and 'Go to Settings to activate windows'.

## Check Results

The screenshot shows the Oracle Fusion Accounting Lines screen for Standard Invoice TEST1002. It displays a table of accounting lines with 9 rows, all labeled 'Invoice Validated'. The columns include Line, Event, Account, Class, Debit, Credit, Date (3/20/25), Payment Terms (Immediate), Terms Date (3/20/25), Requester, Attachments, and Note. The status is 'Final'. The bottom right corner shows a summary: Total 10,000.00 Due 10,000.00.

Line	Event	Account	Class	Debit	Credit	Date	Payment Terms	Terms Date	Requester	Attachments	Note
1	Invoice Validated	10-110-53421-10	Item expense	9,000.00		3/20/25					
2	Invoice Validated	10-000-53421-10	Item expense	600.00		3/20/25					
3	Invoice Validated	10-000-21010-10	Liability	600.00		3/20/25					
4	Invoice Validated	10-000-52146-10	Item expense	600.00		3/20/25					
5	Invoice Validated	10-110-53421-10	Item expense	400.00		3/20/25					
6	Invoice Validated	10-000-21010-10	Liability	9,000.00		3/20/25					
7	Invoice Validated	10-000-21010-10	Liability	1,000.00		3/20/25					
8	Invoice Validated	10-000-53421-10	Item expense	600.00		3/20/25					
9	Invoice Validated	10-000-21010-10	Liability	600.00		3/20/25					

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# How to Cancel Lines in Invoice?

Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a search bar with the placeholder "Search for people and actions". To the right of the search bar are several icons: a house, a star, a document, a bell with a red notification badge (showing 9), and other standard application icons. Below the search bar, the text "Good evening, YOUSSEF" is displayed. A navigation bar contains links for "Contract Management", "Order Management", "Supply Chain Execution", "Supply Chain Planning", and "Payables". The "Payables" link is highlighted with a red box. Under the navigation bar, there is a section titled "QUICK ACTIONS" with links for "Create Invoice" and "Manage Invoices", and a "Show More" button. On the right side, there is a section titled "APPS" with three buttons: "Payables Dashboard", "Invoices" (which is also highlighted with a red box), and "Payments". Below these sections, there is a "Things to Finish" area.

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Payables Dashboard. On the left, there are two cards: "Approval" (0 Pending, 6 Others, 3 Rejected) and "Prepaid" (0-30, 31-60, 61+). Below these are tables for "Supplier" and "Supplier Site". The "Supplier" table lists Dell Supremo US and ICA Supremo US. The "Supplier Site" table lists Supremo US Bu... and Supremo US Bu... for both suppliers. On the right, there is a "Task Panel" with a sidebar containing "Invoices" (with "Create Invoice" highlighted with a red box), "Accounting", and "Assets". The main area of the task panel is currently empty.

ORACLE FUSION

## Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with a top navigation bar. Below it is a dashboard with four cards: Scanned (0/0/31), Recent (0 Incomplete, 0 Complete, 0 Total), Holds (1 Validation, 0 Purchasing, 2 Other), and Approval (0 Pending, 10 Others, 4 Rejected). A toolbar below the cards includes 'Create' (highlighted with a red box), 'Validate', 'Cancel', and 'Post to Ledger'. The main area displays a table of invoices with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. A search icon and a 'Recent' button are also visible.

Write Data Required

Save

Invoice Action

Validate

The screenshot shows the 'Create Invoice' screen for invoice number 10001. It includes fields for Identifying PO, Business Unit, Supplier, Supplier Number, Supplier Site, Legal Entity, and Invoice Group. The 'Lines' section shows two items with amounts of 200.00 and 300.00. A context menu is open over the invoice header, with the 'Validate' option highlighted with a red box. Other options in the menu include Manage Installments, Calculate Tax, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger, and Account in Draft.

Click Post to Ledger

The screenshot shows the 'Create Invoice' screen again, this time with the 'Post to Ledger' option highlighted with a red box in the context menu. The menu options are identical to the previous screenshot, including Validate, Calculate Tax, Check Funds, Request Override, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger, and Account in Draft.

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ORACLE FUSION

Click to the Line

Click Cancel Line

Click Add

This screenshot shows the Oracle Fusion Create Invoice interface. At the top, there's a navigation bar with icons for search, home, star, and other functions. Below it, a message says "Create Invoice: TEST1002". The main area is divided into sections: "Invoice Header" and "Lines".

**Invoice Header:** Contains fields for Identifying PO, Business Unit (SOBHY\_BU), Supplier (sobhy\_supplier), Supplier Number (1493), Supplier Site (sobhy\_addr), Legal Entity (LESOBHY), and Invoice Group. The "Number" field is TEST1002, "Amount" is 10,000.00, "Type" is Standard, and "Description" is empty.

**Lines:** This section shows a table of invoice lines. A row for item number 1 is selected and highlighted with a red box. The table has columns for Number, Type, Amount, Distribution Set, Distribution Combination, Accounting Date, Prorate Across All Item Lines, Description, Reference, and Tax Class. The "Cancel Line" button in the toolbar is also highlighted with a red box.

Click Validate

Click Save

This screenshot shows the Oracle Fusion Create Invoice interface with validation options open. The "Invoice Actions" dropdown menu is displayed, showing various options like Calculate Tax, Validate, Apply or Unapply Prepayments, Manage Holds, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger, and Account in Draft. The "Validate" option is highlighted with a red box.

Click Post to Ledger

This screenshot shows the Oracle Fusion Create Invoice interface with ledger posting options open. The "Invoice Actions" dropdown menu is displayed, showing various options like Manage Installments, Calculate Tax, Check Funds, Validate, Request Override, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger, and Account in Draft. The "Post to Ledger" option is highlighted with a red box.

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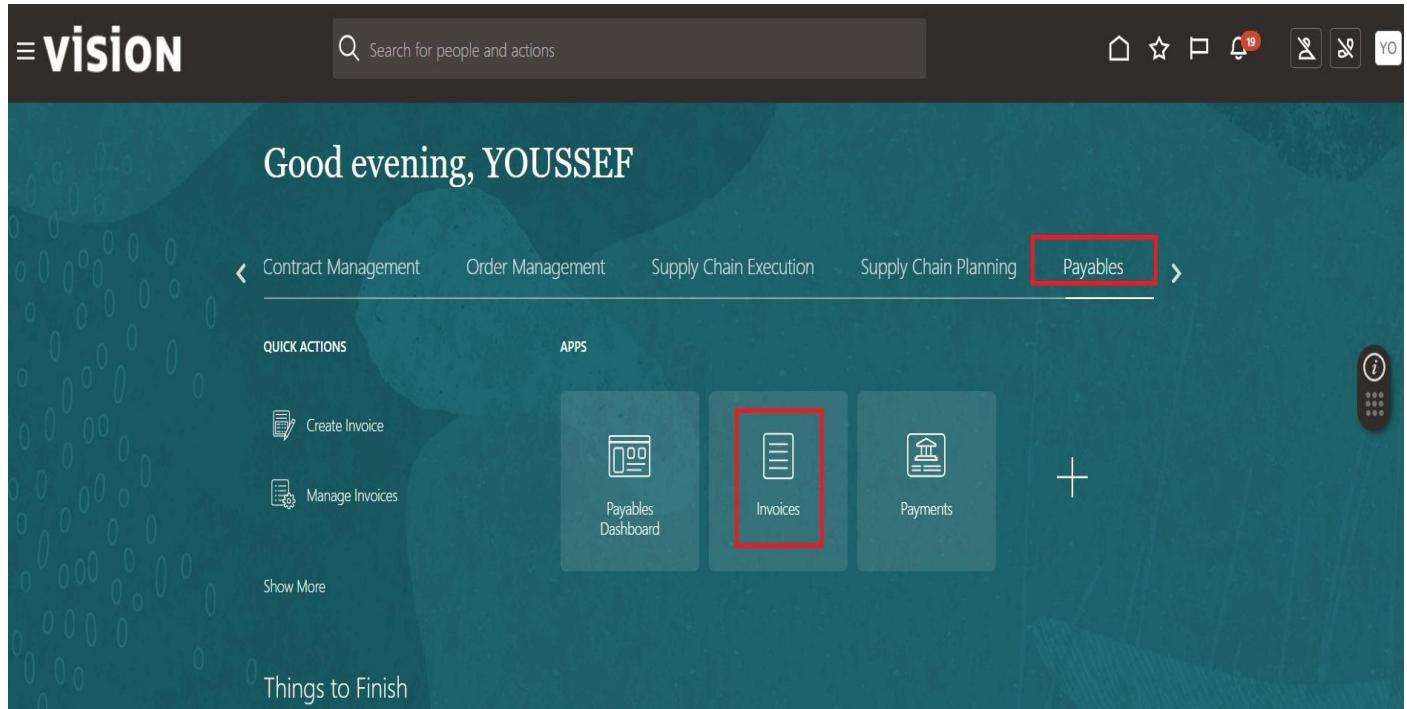
<http://linkedin.com/in/mohamed-badawy-393821240>

# How to Edit Supplier in Invoice?

Home page

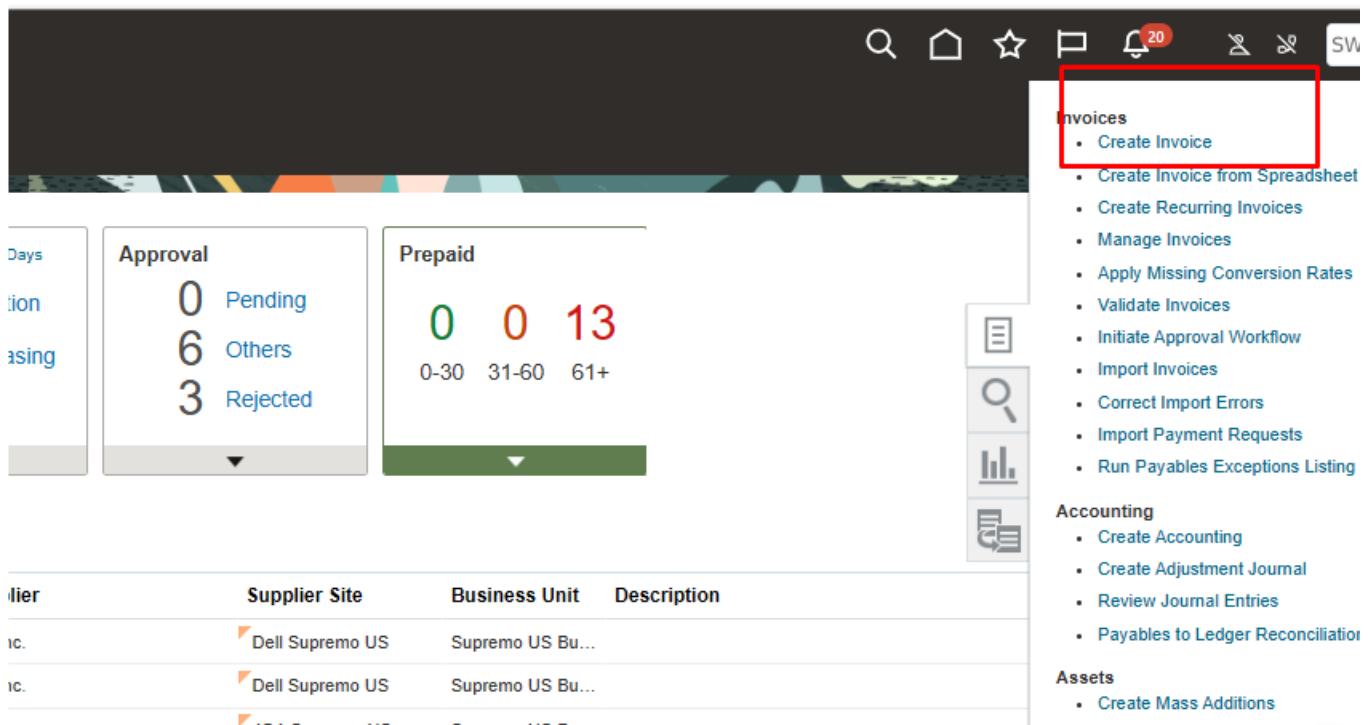
Click Payables

Open Invoice



Open Task Panel

Click Create invoice



ORACLE FUSION

## Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with a top navigation bar and several info tiles. One tile is highlighted with a red border and labeled 'Recent'. Below the tiles is a table with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. A 'Create' button is visible at the top of the table.

Write Data Required

Save

Invoice Action

Validate

The screenshot shows the 'Create Invoice' screen. On the right, a context menu is open under 'Invoice Actions' with 'Validate' highlighted. The main form includes fields for Identifying PO, Business Unit, Supplier, and Amount. The distribution table shows two lines with amounts of 200.00 and 300.00.

Click Post to Ledger

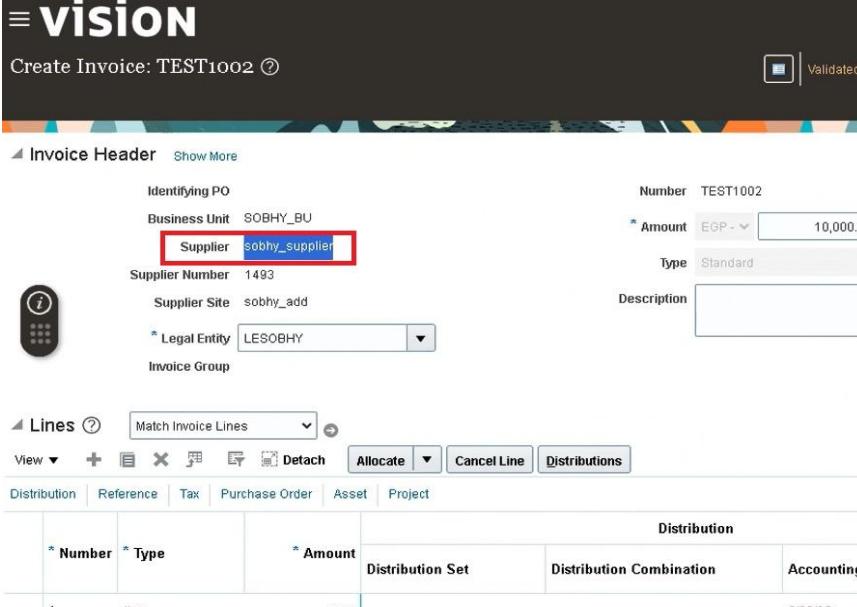
The screenshot shows the 'Create Invoice' screen again. On the right, a context menu is open under 'Invoice Actions' with 'Post to Ledger' highlighted. The main form and distribution table are similar to the previous screenshot.

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ORACLE FUSION

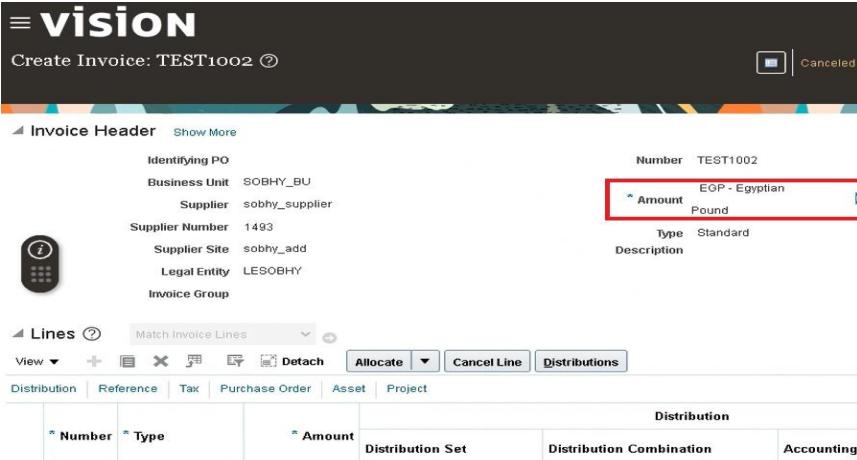
## Can't Edit Supplier



The screenshot shows the Oracle Fusion Create Invoice interface. In the 'Invoice Header' section, the 'Supplier' field is highlighted with a red box. The invoice number is TEST1002, amount is 10,000.00 EGP, and type is Standard. A context menu is open at the top right, with the 'Cancel Invoice' option highlighted with a red box.

## Statues Convert to Cancelled

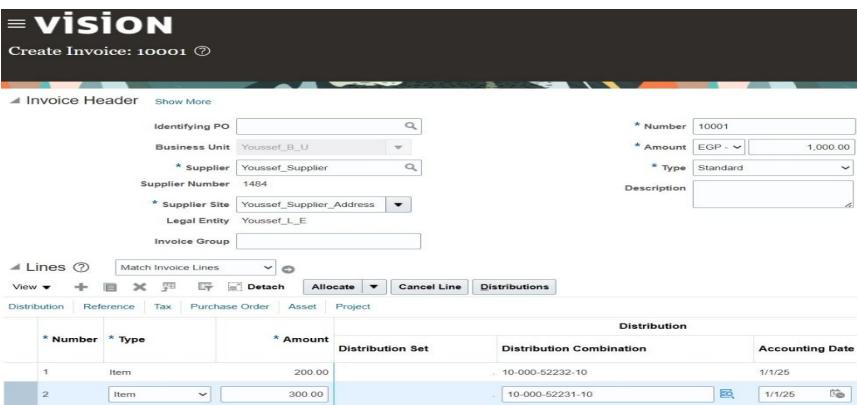
Amount 0.00



The screenshot shows the Oracle Fusion Create Invoice interface after cancellation. The status is now 'Canceled'. The amount field is highlighted with a red box, showing 0.00 EGP - Egyptian Pound. The distribution table shows one item with an amount of 0.00.

## Click Validate

Click Save



The screenshot shows the Oracle Fusion Create Invoice interface with validation steps. The 'Validate' button in the context menu is highlighted with a red box. The distribution table shows two items with amounts of 200.00 and 300.00 respectively.

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ORACLE FUSION

## Click Post to Ledger

The screenshot shows the Oracle Fusion Create Invoice interface. In the top right corner, there is a vertical list of 'Invoice Actions' with a red box around the 'Post to Ledger' option. Other actions listed include Manage Installments, Calculate Tax, Check Funds, Validate, Request Override, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, and Account in Draft.

## Click View Accounting

The screenshot shows the Oracle Fusion Create Invoice interface. A 'Confirmation' dialog box is displayed in the center, stating 'The accounting has been completed.' with a 'View Accounting' button and an 'OK' button. The background shows the invoice header and distribution details.

## Check Results

The screenshot shows the Oracle Fusion Accounting Lines screen for Standard Invoice TEST1002. It displays a table of accounting entries:

Line	Event	Account	Class	Debit	Credit
1	Invoice Validated	10-110-53421-10	Item expense	9,000.00	
2	Invoice Validated	10-000-53421-10	Item expense	600.00	
3	Invoice Validated	10-000-21010-10	Liability	600.00	
4	Invoice Validated	10-000-52146-10	Item expense	600.00	
5	Invoice Validated	10-110-53421-10	Item expense	400.00	
6	Invoice Validated	10-000-21010-10	Liability	9,000.00	
7	Invoice Validated	10-000-21010-10	Liability	1,000.00	
8	Invoice Validated	10-000-53421-10	Item expense	600.00	
9	Invoice Validated	10-000-21010-10	Liability	600.00	

The total debit is 10,000.00 and the total credit is 10,000.00.

# How to Assign Distribution Sets?

Click to Settings and Actions

Click Setup and Maintenance

The screenshot shows the Oracle Fusion Home page. At the top right, there is a 'Settings and Actions' button. A dropdown menu titled 'Settings and Actions' is open, showing various options like Personalization, Administration, Troubleshooting, and About This Application. The 'Setup and Maintenance' option is highlighted with a red box.

Choose Financials Click Payables All Tasks Manage Distribution Sets

The screenshot shows the Oracle Fusion Payables page. On the left, there is a sidebar titled 'Functional Areas' with several items listed. The 'Payables' item is highlighted with a red box. In the main content area, there is a 'Payables' section with a 'Tasks' tab. The 'Show' dropdown menu is open, and the 'All Tasks' option is highlighted with a red box. Within the tasks list, the 'Manage Distribution Sets' option is also highlighted with a red box.

Click Create

The screenshot shows the Oracle Fusion 'Manage Distribution Sets' page. At the top, there is a 'Create' button highlighted with a red box. Below it, there is a table with columns for 'Name' and 'Description'. A new row is being added, indicated by a red box around the '+' icon. To the right of the table, there is a 'Business Unit' dropdown menu with several options listed.

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ORACLE FUSION

## Fill Data Required

Click Save and Close

\* Business Unit Youssef\_B\_U  
\* Name Youssef\_D\_S  
Description  
\* Distribution Percentage 100  
Inactive Date m/d/y

\* Line \* Distribution (%) Description \* Distribution Combinations Income Tax Type Project Information

3	25	10-000-21150-10		
2	50	10-000-52231-10		
1	25	10-000-52232-10		

Create New Invoice

Click Distribution Sets

Choose your distribution sets

Identifying PO  
\* Business Unit Youssef\_B\_U  
\* Supplier Youssef\_Supplier  
Supplier Number 1468  
\* Supplier Site youssef\_Site  
Legal Entity Youssef\_L\_E  
Invoice Group

\* Number test1  
\* Amount EGP - 1,000.00  
\* Type Standard  
Description  
\* Date 3/23/25  
\* Payment Terms Immediate  
\* Terms Date 3/23/25  
Requester  
Attachments None

\* Number \* Type \* Amount Youssef\_D\_S  
1 Item 25.00  
2 Item 50.00  
3 Item 25.00

Click Distributions

Check Results

Click Save and Close

Identifying PO  
Business Unit Youssef\_B\_U  
\* Number test1  
\* Date 3/23/25

Manage Distributions  
View + Detach Invoice Line 1 Reverse Adjust Tax Recovery

Line	* Distribution	* Type	* Amount	* Distribution Combination	* Accounting Date	Description	Status	Validation	Accounting
1	1	Item	25.00	10-000-52232-10	3/23/25		Not validated	Unprocessed	
1	2	Item	50.00	10-000-52231-10	3/23/25		Not validated	Unprocessed	
1	3	Item	25.00	10-000-21150-10	3/23/25		Not validated	Unprocessed	

Distributions Total Amount 100.00  
Remaining Amount 0.00  
Line Amount 100.00  
Save and Close Cancel

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ORACLE FUSION

## Click Validate

The screenshot shows the Oracle Fusion Create Invoice interface. In the top right corner, a context menu is open under 'Invoice Actions'. The 'Validate' option is highlighted with a red box. Other visible options include 'Calculate Tax', 'Manage Instalments', 'Apply or Unapply Prepayments', 'Manage Holds', 'Account Coding', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'. The main form displays invoice header details like Number (10001), Amount (1,000.00 EGP), and Type (Standard). Below the header is a table for 'Lines' with three rows, each containing an item number, type, and amount.

## Click Post to Ledger

This screenshot shows the same Oracle Fusion Create Invoice interface as the previous one. The 'Invoice Actions' context menu is open again, but this time the 'Post to Ledger' option is highlighted with a red box. The rest of the menu and the invoice header fields are identical to the first screenshot.

## Click View Accounting

The screenshot shows the Oracle Fusion Create Invoice interface. A 'Confirmation' dialog box is centered on the screen with the message 'The accounting has been completed.' and two buttons: 'View Accounting' and 'OK'. The background shows the invoice header and lines sections. The 'Invoice Actions' menu is also visible at the top right.

## Check Results

This screenshot shows the Oracle Fusion Create Invoice interface after accounting has been completed. A modal dialog titled 'Accounting Lines: Standard Invoice test1' is displayed, listing four accounting entries for 'Invoice Validated' events. The modal includes tabs for 'View', 'T-Accounts', 'Detach', and 'Override Account'. The background shows the completed invoice header and lines sections. The 'Invoice Actions' menu is still present at the top right.

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# How to Create Invoice with Freight and Allocation Freight?

Home page

Click Payables

Open Invoice

Good evening, YOUSSEF

Contract Management Order Management Supply Chain Execution Supply Chain Planning **Payables**

QUICK ACTIONS APPS

- Create Invoice
- Manage Invoices

Payables Dashboard Invoices Payments

Show More

Things to Finish

Open Task Panel

Click Create invoice

Supplier	Supplier Site	Business Unit	Description
IC.	Dell Supremo US	Supremo US Bu...	
IC.	Dell Supremo US	Supremo US Bu...	
	DCA Supremo US	Supremo US Bu...	

ORACLE FUSION

## Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with a top navigation bar and several info tiles. One tile is highlighted with a red border and labeled 'Recent' with a '24 Hours' time range. Below the tiles is a table with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. A 'Create' button is visible at the top of the table.

## Fill Invoice Data

The screenshot shows the 'Create Invoice' screen. It includes fields for Identifying PO, Business Unit, Supplier, Supplier Number, Supplier Site, Legal Entity, Invoice Group, and various payment terms. The 'Lines' section shows three items: Item 1 (6,000.00), Item 2 (3,000.00), and Item 3 (1,000.00). The 'Allocate' button is highlighted with a red box. The 'Distributions' tab is selected, showing distribution details for each item line.

## Click Validate

The screenshot shows the 'Create Invoice' screen again. The 'Invoice Actions' dropdown is open, highlighting the 'Validate' option with a red box. Other options include Manage Installments, Calculate Tax, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger, and Account in Draft.

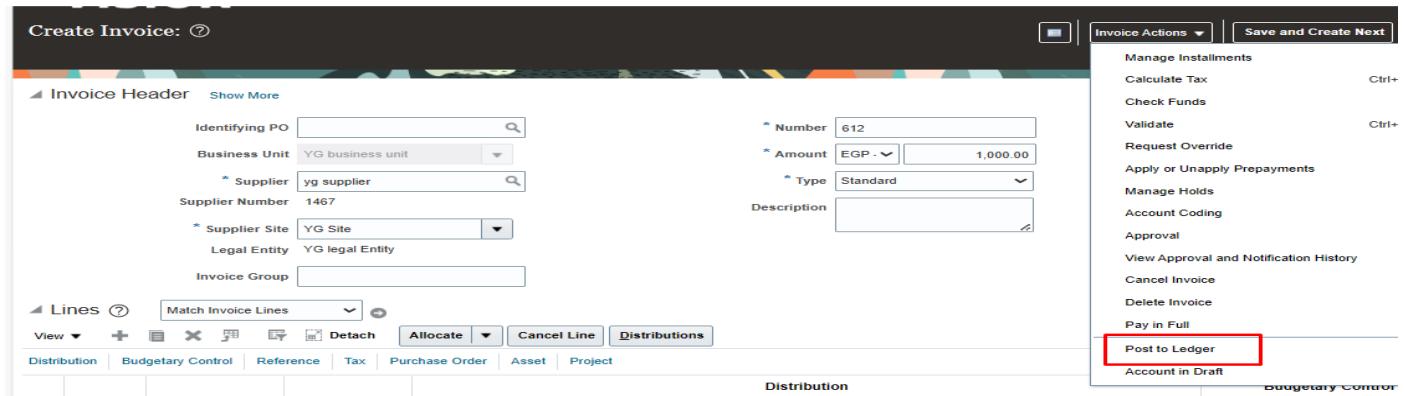
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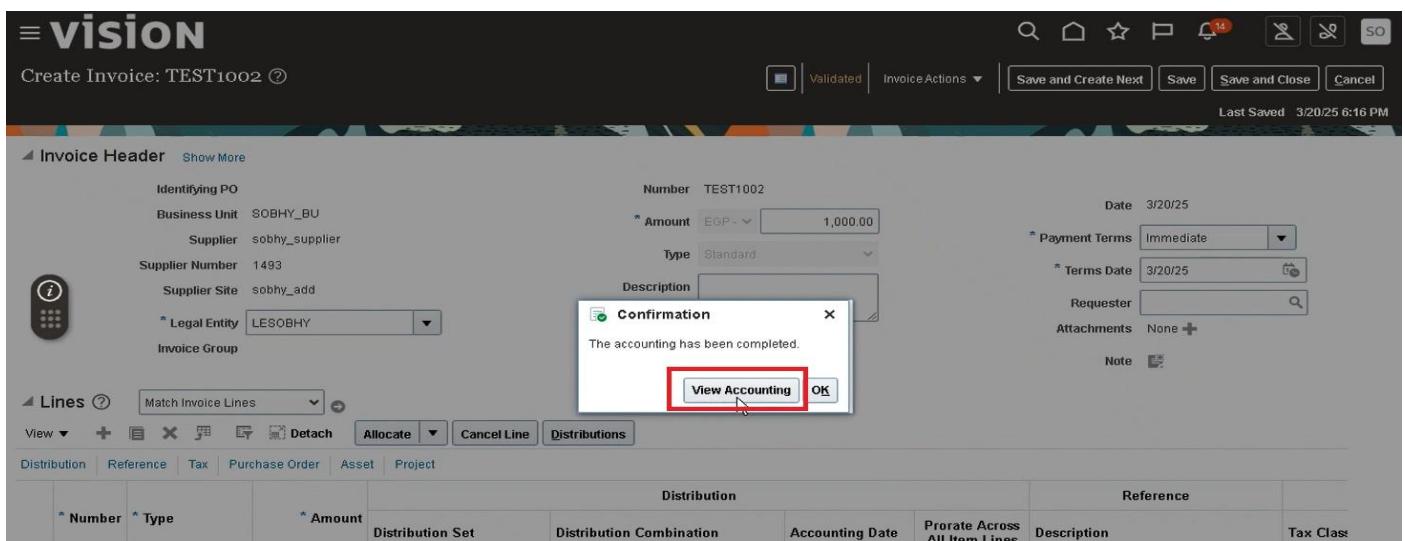
## Click Create

ORACLE FUSION

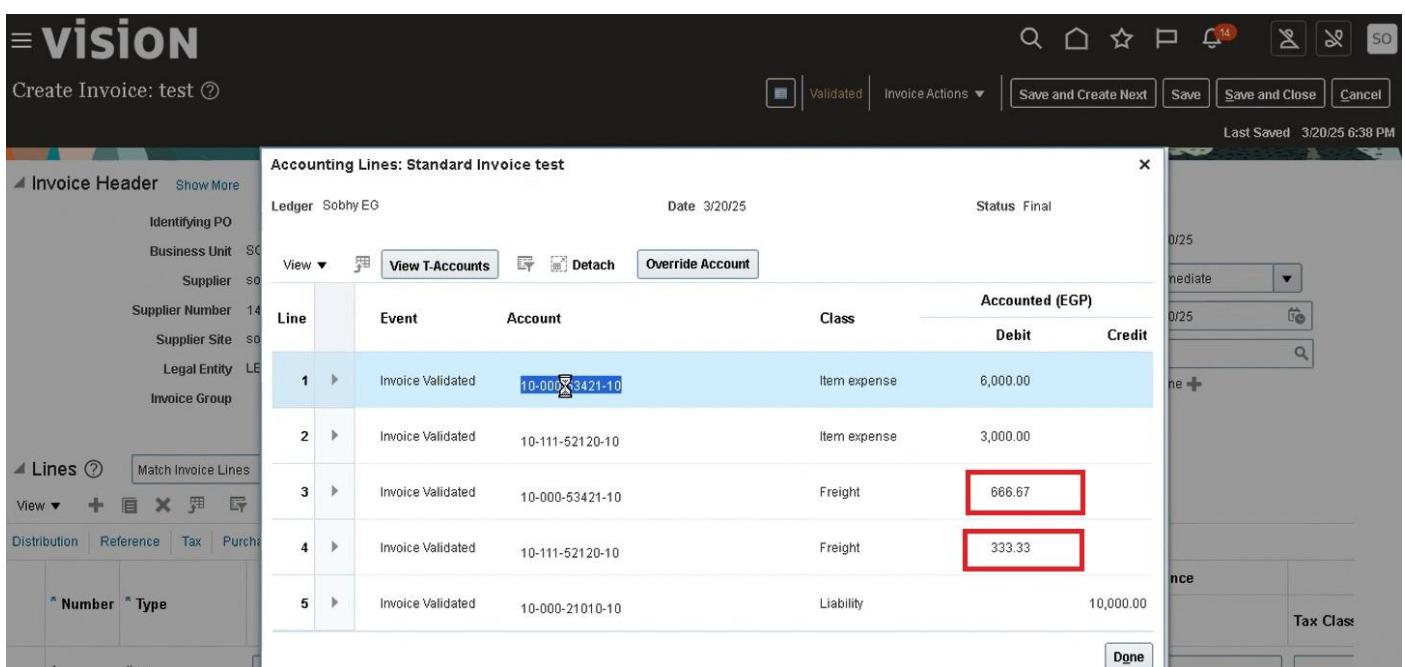
## Click Post to Ledger



## Click View Accounting



## Check Results



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# How to Create Debt Memo?

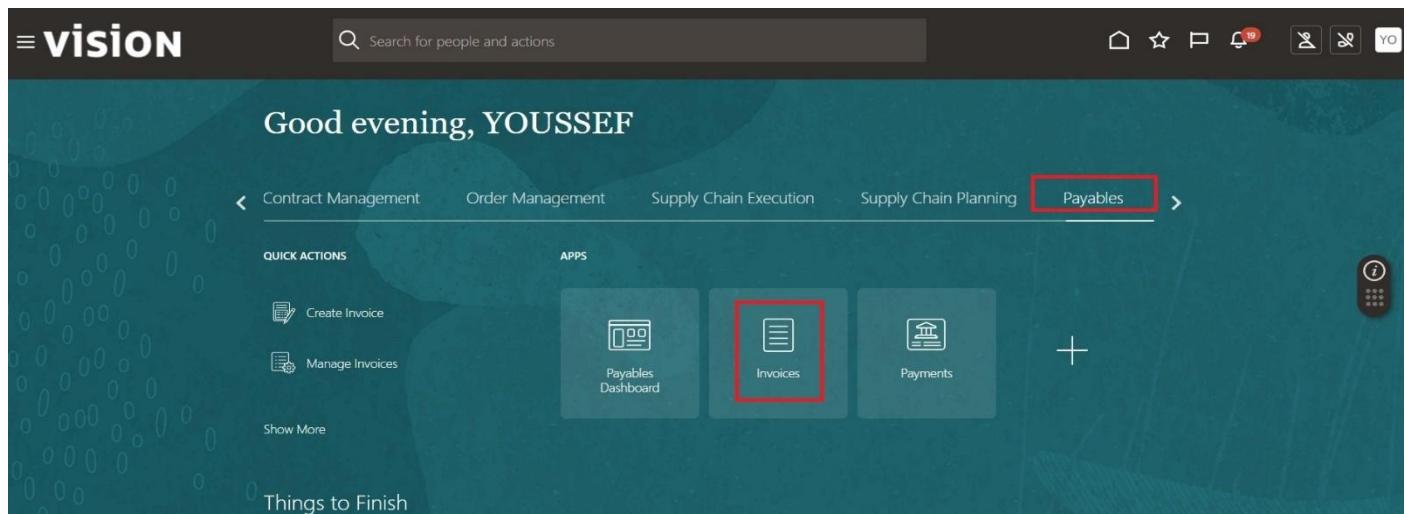
## Important Notes:

- Debit Memo in Payables: In case you entered the invoice and posted to general ledger, Then the goods back to supplier.
- Credit Memo in Receivables: As the asset to be transferred is not an inventory item, it does not go in the invoice line. You can use a memo line to update the asset information in an invoice.
- Oracle View: If supplier ask to get his goods will be debit memo.
- Oracle View: If company ask to back goods to supplier will be credit memo.

Home page

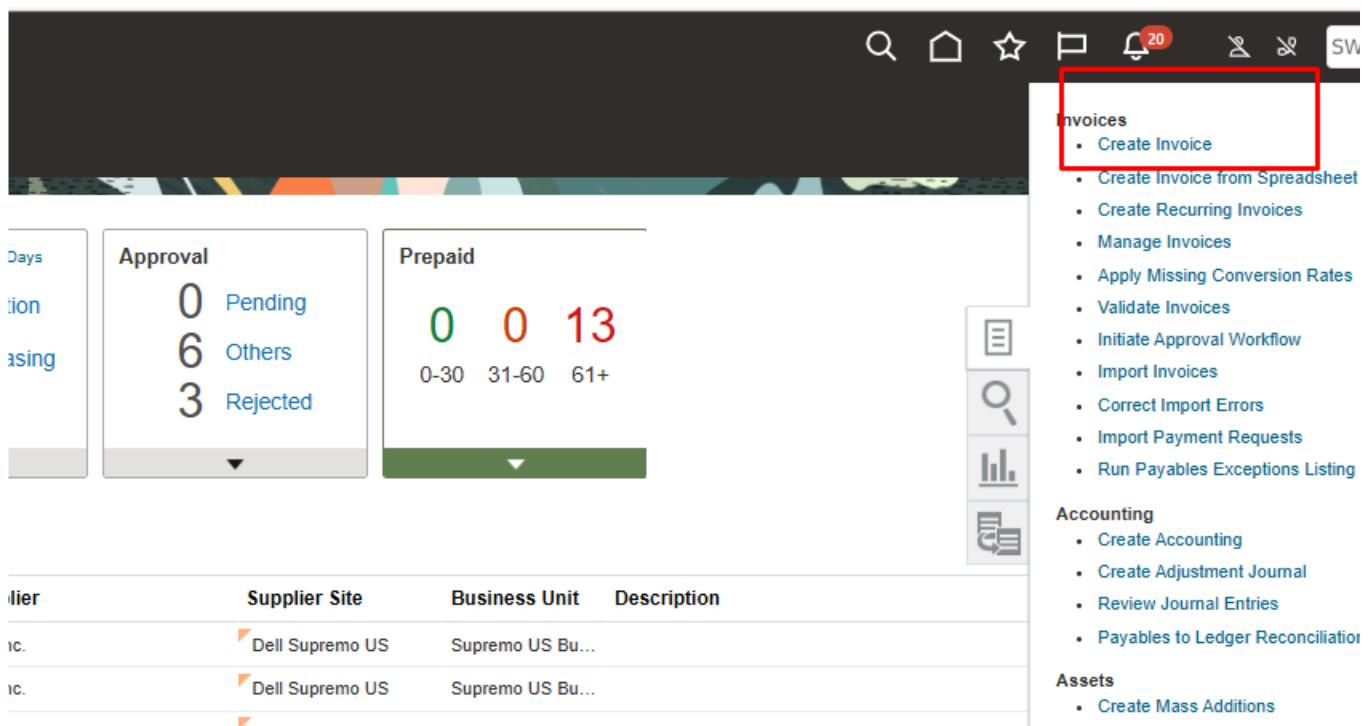
Click Payables

Open Invoice



Open Task Panel

Click Create invoice



ORACLE FUSION

## Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with a top navigation bar. Below it is a dashboard with four cards: Scanned (0/0/31), Recent (0 Incomplete, 0 Complete, 0 Total), Holds (1 Validation, 0 Purchasing, 2 Other), and Approval (0 Pending, 10 Others, 4 Rejected). A toolbar below the cards includes 'Create' (highlighted with a red box), 'Validate', 'Cancel', and 'Post to Ledger'. The main area displays a table of invoices with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. A search icon and a 'Recent' button are also visible.

Write Data Required

Save

Invoice Action

Validate

The screenshot shows the 'Create Invoice' screen for invoice number 10001. It includes fields for Identifying PO, Business Unit, Supplier, Supplier Number, Supplier Site, Legal Entity, and Invoice Group. On the right, there are fields for Number (10001), Amount (1,000.00 EGP), Type (Standard), and Description. A context menu is open under 'Invoice Actions' with options like Validate (highlighted with a red box), Calculate Tax, Manage Instalments, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger, and Account in Draft. The 'Validate' option is highlighted.

Click Post to Ledger

The screenshot shows the same 'Create Invoice' screen for invoice number 612. The fields are identical to the previous screenshot. A context menu is open under 'Invoice Actions' with the 'Post to Ledger' option highlighted with a red box. The menu also includes other options like Manage Instalments, Calculate Tax, Check Funds, Validate, Request Override, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, and Account in Draft.

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## Home page

## Click Payables

## Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a navigation bar with icons for search, home, star, etc. Below the bar, the text "Good evening, YOUSSEF" is displayed. A horizontal menu bar includes "Contract Management", "Order Management", "Supply Chain Execution", "Supply Chain Planning", "Payables" (which is highlighted with a red box), and "Things to Finish". Under "QUICK ACTIONS", there are links for "Create Invoice" and "Manage Invoices", with "Show More" below them. In the "APPS" section, there are three tiles: "Payables Dashboard" (disabled), "Invoices" (highlighted with a red box), and "Payments".

## Open Task Panel

## Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. On the left, there is a sidebar with sections like "Days", "Approval", "Prepaid", and "Supplier". The "Approval" section shows 0 Pending, 6 Others, and 3 Rejected. The "Prepaid" section shows counts for 0-30, 31-60, and 61+ days. The "Supplier" section lists suppliers with their site names. On the right, there is a sidebar with sections for "Invoices", "Accounting", "Assets", and "Actions". The "Invoices" section is expanded, showing a list of options: "Create Invoice", "Create Invoice from Spreadsheet", "Create Recurring Invoices", "Manage Invoices", "Apply Missing Conversion Rates", "Validate Invoices", "Initiate Approval Workflow", "Import Invoices", "Correct Import Errors", "Import Payment Requests", and "Run Payables Exceptions Listing".

## Or Click Recent in Info Tiles

## Click Create

The screenshot shows the Oracle Fusion Invoices screen. At the top, there is a navigation bar with icons for search, home, star, etc. Below the bar, the text "Invoices" is displayed. The main area contains several info tiles: "Scanned" (0 Scanned, 0 Incomplete, 31 Total), "Recent" (24 Hours, 0 Incomplete, 0 Complete, 0 Total), "Holds" (7 Days, 1 Validation, 0 Purchasing, 2 Other), "Approval" (0 Pending, 10 Others, 4 Rejected), and "Prepaid" (1 0 17). At the bottom, there is a table with columns: "Invoice Number", "Amount", "Supplier", "Supplier Site", "Validation Status", "Accounting Status", "Paid Status", "Creation Date", "Last Updated Date", and "Business Unit". A "Create" button is highlighted with a red box at the bottom of the table.

ORACLE FUSION

## Fill Invoice Data

This screenshot shows the Oracle Fusion Create Invoice interface. The top navigation bar includes icons for search, home, star, and save, along with a 'Save and Create Next' button. The main area is divided into sections: 'Invoice Header' (with fields for Identifying PO, Business Unit, Supplier, Amount, Type, Date, Payment Terms, and Requester), 'Lines' (with a dropdown menu showing 'Match Invoice Lines', 'Match to Receipt Charges', 'Correct Matched Invoices', and 'Correct Unmatched Invoices'), 'Taxes', and 'Totals'. Below these are sections for 'Items', 'Freight', 'Miscellaneous', 'Tax', 'Included Prepayments', and a 'Total' section.

## Search About Invoice

Click Search

This screenshot shows the 'Correct Unmatched Invoices' search dialog. It features a search bar with 'Invoice Starts with' set to 'test8000', an 'Advanced' button, and a 'Search' button. The results table has columns for Line (Quantity, Unit Price, Amount, Number, Item), Corrected Invoice (Line, Amount, Quantity, Unit Price, UOM Name), Retainage, Withholding, and Applied Prepayments. The total amount shown is 0.00.

## Fill Data to memo

This screenshot shows the 'Correct Unmatched Invoices' dialog with data entered. The 'Amount correction' dropdown is set to '-1000', and the 'Apply' button is highlighted with a red box. The table rows show the original line and the corrected invoice line with the same values.

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ORACLE FUSION

## Line Insert Automatic

Create Invoice: ②

Supplier Number 1493  
\* Supplier Site sobhy\_add  
Legal Entity LESOBHY  
Invoice Group

Description   
Terms Date 3/20/25  
Requester   
Attachments None

Invoice Actions ▾ Save and Create Next Save Save and Close Cancel

Lines ② Correct Unmatched Invoices ▾  
View + X Detach Allocate ▾ Cancel Line Distributions

Number	Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Reference Description	Tax Class
1	Item	-1,000.00			3/20/25 <input type="button"/>	<input type="checkbox"/>		
2	Item				3/20/25	<input type="checkbox"/>		
3	Item				3/20/25	<input type="checkbox"/>		
4	Item				3/20/25	<input type="checkbox"/>		

## Click Distribution to Check

Create Invoice: ②

Supplier Number 1493  
\* Supplier Site sobhy\_add

Description   
Terms Date 3/20/25  
Requester   
Attachments None

Manage Distributions

View + X Detach Invoice Line 1 ▾ Reverse Adjust Tax Recovery

Status Purchase Order Receipt Project

Line	* Distribution	* Type	* Amount	* Distribution Combination	* Accounting Date	Description	Status Validation	Validation Accounting
1	1	Item	-1,000.00	10-110-53421-10	3/20/25 <input type="button"/>		Not validated	Unprocessed
2								
3								
4								
5								

Distributions Total Amount -1,000.00  
Remaining Amount  0.00  
Line Amount -1,000.00  
Save and Close  Cancel

## Click Save

## Invoice Action

## Validate

VISION

Create Invoice: 10001 ②

Invoice Header Show More  
Identifying PO   
Business Unit Youssef\_B\_U  
\* Supplier Youssef\_Supplier   
Supplier Number 1484  
\* Supplier Site Youssef\_Supplier\_Address   
Legal Entity Youssef\_L\_E  
Invoice Group

Invoice Actions ▾ Save and Create Next Save Save and Close Cancel

Manage Instalments  
Calculate Tax Ctrl+Alt+X  
Validate  Ctrl+Alt+V  
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

Lines ② Match Invoice Lines ▾  
View + X Detach Allocate ▾ Cancel Line Distributions

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Reference Description	Tax Classification	Ta
1	Item	200.00	10-000-52232-10		1/1/25	<input type="checkbox"/>			
2	Item	300.00	10-000-52231-10		1/1/25 <input type="button"/>	<input type="checkbox"/>			
3	Hours	600.00	10-000-52231-10		1/1/25	<input type="checkbox"/>			

Activate Windows Go to Settings to activate Windows

Authorized by Mohamed Badawy

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## Click Post to Ledger

The screenshot shows the Oracle Fusion Create Invoice interface. On the right side, a context menu is open under 'Invoice Actions'. The 'Post to Ledger' option is highlighted with a red box.

**Invoice Header:**

- Identifying PO: [ ]
- Business Unit: YG business unit
- \* Supplier: yg supplier
- Supplier Number: 1467
- \* Supplier Site: YG Site
- Legal Entity: YG legal Entity
- Invoice Group: [ ]

**Lines:**

- Match Invoice Lines
- View, +, -, X, Detach, Allocate, Cancel Line, Distributions

**Distribution:**

- Distribution | Budgetary Control | Reference | Tax | Purchase Order | Asset | Project

**Invoice Actions:**

- Manage Installments
- Calculate Tax
- Check Funds
- Validate
- Request Override
- Apply or Unapply Prepayments
- Manage Holds
- Account Coding
- Approval
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice
- Pay in Full
- Post to Ledger** (highlighted)
- Account in Draft

## Check Account Results

The screenshot shows the Oracle Fusion Accounting Lines: Debit memo TEST80000000 screen. A modal dialog is open, displaying the following information:

**Number:** TEST80000000

**Ledger:** Sobhy EG      **Date:** 3/20/25      **Status:** Final

**View T-Accounts**, **Detach**, **Override Account**

Line	Event	Account	Class	Accounted (EGP)
				Debit      Credit
1	Debit Memo Valid...	10-000-21010-10	Liability	1,000.00
2	Debit Memo Valid...	10-110-53421-10	Item expense	1,000.00

**Done**

**Accounting Lines: Debit memo TEST80000000**

# How to Custom Distribution Sets on Supplier?

Click to Procurement

Open Suppliers

The screenshot shows the Oracle Fusion Procurement interface. At the top, there is a navigation bar with tabs: Sales, Redwood Sales, Service, Me, Procurement (which is highlighted with a red box), My Client Groups, Help Desk, and Product M. Below the navigation bar, there is a search bar labeled "Search for people and actions". Under the "QUICK ACTIONS" section, there are icons for Process Requisitions, Purchase Orders, and Show More. In the "APPS" section, there are three cards: Purchase Agreements, Purchase Orders, and Suppliers (which is also highlighted with a red box). The background has a teal and white binary pattern.

Open task panel

Click to Manage Suppliers

The screenshot shows the Oracle Fusion task panel. On the left, there is an "Overview" section with a "Supplier Spend Authorization Requests" table. On the right, there is a context menu with a red box around the "Manage Suppliers" option. The menu also includes other options like "Suppliers (New)", "Register Supplier", "Create Supplier", "Manage Supplier Registration", "Import Suppliers", and "Merge Suppliers".

Search about Supplier

Click Edit

The screenshot shows the Oracle Fusion "Manage Suppliers" page. At the top, there is a search bar with the keyword "sobhy" and a red box around it. Below the search bar, there is a "Search Results" table with columns: Supplier, Supplier Number, Alternate Name, Business Relationship, Parent Supplier, Creation Date, Inactive Since, Tax Registration Number, Taxpayer ID, and D-U-N-S Number. One row in the table is highlighted with a red box, showing the supplier name "sobhv\_supplier" and supplier number "1493". At the bottom of the page, there is a signature that says "Authorized by Mohamed Badawy".

<http://linkedin.com/in/mohamed-badawy-393821240>

ORACLE FUSION

## Click on Sites

Click Edit

The screenshot shows the 'Edit Supplier: sobhy\_supplier' screen. The 'Sites' tab is selected. A red box highlights the 'Sites' tab and the 'Edit' icon in the toolbar. The main table displays one site record:

Procurement BU	Site	Address	Site Purpose	Alternate Pay Site	Attachments	Status
SOBHY_BU	sobhy_add	Hadayiq Al-Ahram,GIZA GIZA,EGYPT	Purchasing; Pay	None		Active

## Choose Distribution Sets

Click Save and Close

The screenshot shows the 'Edit Site: sobhy\_add' screen. The 'Site Assignments' tab is selected. A red box highlights the 'Site Assignments' tab and the 'Save and Close' button in the toolbar. The 'Distribution Set' dropdown is also highlighted with a red box.

## Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion home page. The 'Payables' tab is highlighted with a red box. The main content area displays a message 'Good evening, YOUSSEF' and navigation links for Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, and Payables.

Authorized by Mohamed Badawy

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ORACLE FUSION

## Open Task Panel

The screenshot shows the Oracle Fusion Open Task Panel. On the left, there are two info tiles: 'Approval' (0 Pending, 6 Others, 3 Rejected) and 'Prepaid' (0 0 13). Below these is a table of supplier information. On the right, a sidebar menu is open under 'Invoices', with 'Create Invoice' highlighted. Other sections include 'Accounting' and 'Assets'.

Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with the 'Recent' info tile highlighted. It displays 24 hours of activity: 0 Incomplete, 0 Complete, and 0 Total. Other tiles show 'Scanned' (0 0 31), 'Holds' (1 Validation, 0 Purchasing, 2 Other), 'Approval' (0 Pending, 10 Others, 4 Rejected), and 'Prepaid' (1 0 17).

Fill Invoice Data

The screenshot shows the 'Create Invoice' screen. The top section includes fields for Identifying PO, Business Unit (SOHY\_BU), Supplier (sobhy\_supplier), Supplier Number (1493), Supplier Site (sobhy\_add), Legal Entity (LESOHY), and Invoice Group. The right side shows fields for Number (TEST9898), Amount (EGP - 1,000.00), Type (Standard), Date (3/20/25), Payment Terms (Immediate), Terms Date (3/20/25), Requester, and Attachments. The bottom section shows a distribution table with three rows, each with a 'Distribution Set' dropdown set to 'SOHY\_DS'. The 'Distribution' tab is selected.

Authorized by Mohamed Badawy

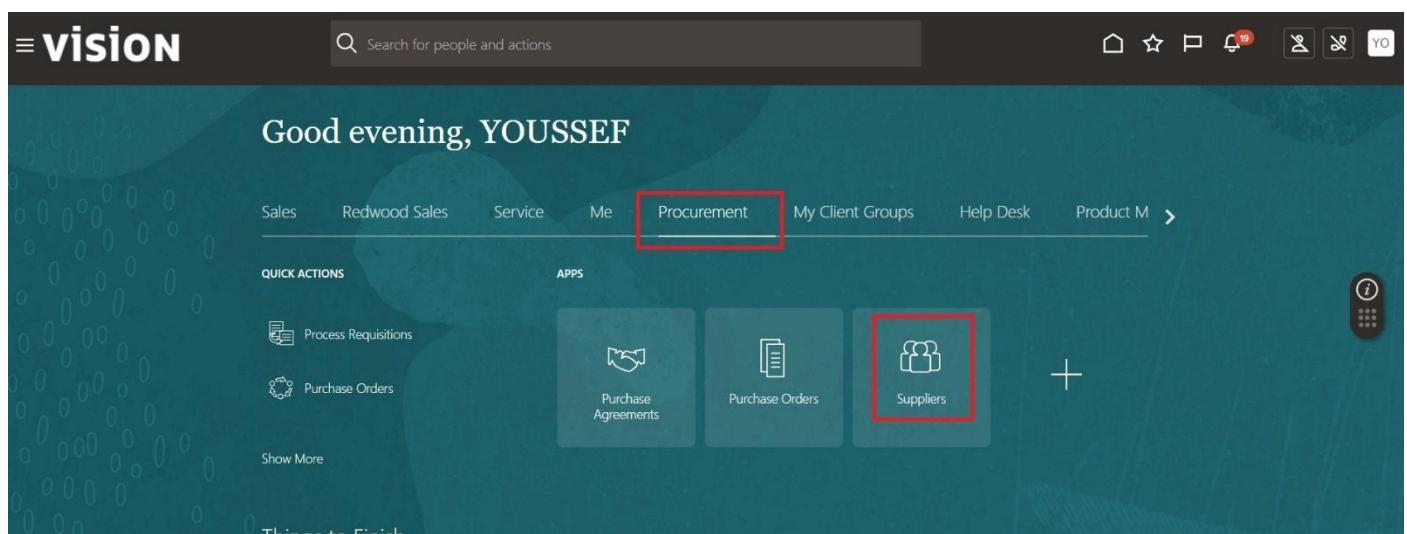
<http://linkedin.com/in/mohamed-badawy-393821240>

# How to Change Liability on Supplier Site Level?

## Important Notes:

- Liability account record as a Credit side from supplier side or from manage common options for payables and procurement or Supplier Site.

Click to Procurement



Open Suppliers

Open task panel

Click to Manage Suppliers

The screenshot shows the Oracle Fusion task panel interface. On the right, a navigation menu is open with several options listed under 'Manage Suppliers': 'Suppliers (New)', 'Register Supplier', 'Create Supplier', 'Manage Supplier Registration', 'Import Suppliers', and 'Merge Suppliers'. The 'Supplier' column header in the main table is also highlighted with a red box.

ORACLE FUSION

## Search about Supplier

Click Edit

The screenshot shows the 'Manage Suppliers' page. A red box highlights the 'Keywords' search input field containing 'sobhy'. Below the search bar is a table with one row, where the 'Supplier' column shows 'sobhy\_supplier'. The table has columns: Supplier, Supplier Number, Alternate Name, Business Relationship, Parent Supplier, Creation Date, Inactive Since, Tax Registration Number, Taxpayer ID, and D-U-N-S Number.

## Click on Sites

Click Edit

The screenshot shows the 'Edit Supplier: sobhy\_supplier' page. A red box highlights the 'Sites' tab. Below it is a table with one row, where the 'Site' column shows 'sobhy\_add'. The table has columns: Procurement BU, Site, Address, Site Purpose, Alternate Pay Site, Attachments, and Status.

## Choose Liability Distribution

Click Save and Close

The screenshot shows the 'Edit Site: sobhy\_add' page. A red box highlights the 'Save and Close' button. Below it is a table with one row, where the 'Liability Distribution' column shows '10-111-2101'. The table has columns: Client BU, Bill-to BU, Use Withholding Tax, Withholding Tax Group, Liability Distribution, Prepayment Distribution, Bill Payable Distribution, Distribution Set, and Inactive Date.

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## Home page

## Click Payables

## Open Invoice

Good evening, YOUSSEF

Contract Management Order Management Supply Chain Execution Supply Chain Planning **Payables**

**QUICK ACTIONS**

- Create Invoice
- Manage Invoices

Show More

Things to Finish

APPS

- Payables Dashboard
- Invoices**
- Payments

## Open Task Panel

**Invoices**

- Create Invoice
- Create Invoice from Spreadsheet
- Create Recurring Invoices
- Manage Invoices
- Apply Missing Conversion Rates
- Validate Invoices
- Initiate Approval Workflow
- Import Invoices
- Correct Import Errors
- Import Payment Requests
- Run Payables Exceptions Listing

Approval

0 Pending	6 Others	3 Rejected
-----------	----------	------------

Prepaid

0 0 13	0-30	31-60	61+
--------	------	-------	-----

Supplier Site Business Unit Description

Dell Supremo US	Supremo US Bu...
Dell Supremo US	Supremo US Bu...
Dell Supremo US	Supremo US Bu...

## Or Click Recent in Info Tiles

**Recent** 24 Hours

Scanned	0 0 31	
0-7	8-14	15+

Holds	7 Days
1 Validation	0 Pending
0 Purchasing	10 Others
2 Other	4 Rejected

Approval	0 Pending
10 Others	4 Rejected

Prepaid	1 0 17	
0-30	31-60	61+

**Create**

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated Date	Business Unit
----------------	--------	----------	---------------	-------------------	-------------------	-------------	---------------	-------------------	---------------

Fill Invoice Data

Click Show More

Check Liability Account

**Invoice Header** [Show Less](#)

General **Accounting** Tax Additional Information

\* Accounting Date: 3/20/25 [Change](#) Liability Distribution: [Change](#) Conversion Rate Type:

\* Liability Distribution: 10-111-21011-10 [Change](#)

Conversion Date: m/d/y [Change](#)

Conversion Rate: [Change](#)

Inverse Conversion Rate: [Change](#)

Document Category: [Change](#)

Voucher Number: [Change](#)

First-Party Tax Registration Number: [Change](#)

Supplier Tax Registration Number: [Change](#)

Address: [Change](#)

Lines [Match Invoice Lines](#) [Change](#)

Taxes

Totals

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage: 0.00	Withholding: 0.00	Applied Prepayments: 0.00	Due: 20,000.00

# How to do Automatic Offset?

## Important Notes:

### Offset Segment

- None: Must define Intercompany, In Posting to ledger will create debit and credit intercompany.
- Primary Balancing Segment: Change Company account in liability code combination like entered in lines.
- All Segments, Except Natural Accounts: Change all liability cod combination except account.

Click to Payables



Click Manage Common Options for Payables and Procurement

Click None

The screenshot shows the 'Manage Common Options for Payables and Procurement' page. At the top, there are buttons for Save, Save and Close, and Cancel. Below that, there's a section for 'Default Distributions' with fields for Liability, Prepayment, Bill Payable, Conversion Rate Variance Gain, Conversion Rate Variance Loss, and Discount Taken, each with a dropdown arrow icon. Further down, there's a section for 'Automatic Offsets' with a red box around it. Under 'Offset Segments', the 'None' radio button is selected, while 'Primary balancing segment' and 'All segments, except natural account' are options. There are also sections for Miscellaneous, Freight, Prepayment Tax Difference, Retainage, and Unclaimed Fund, each with a dropdown arrow icon.

Click Save and Close

## Home page

## Click Payables

## Open Invoice

Good evening, YOUSSEF

Contract Management Order Management Supply Chain Execution Supply Chain Planning **Payables**

**QUICK ACTIONS**

- Create Invoice
- Manage Invoices

Show More

Things to Finish

APPS

- Payables Dashboard
- Invoices**
- Payments

## Open Task Panel

**Invoices**

- Create Invoice
- Create Invoice from Spreadsheet
- Create Recurring Invoices
- Manage Invoices
- Apply Missing Conversion Rates
- Validate Invoices
- Initiate Approval Workflow
- Import Invoices
- Correct Import Errors
- Import Payment Requests
- Run Payables Exceptions Listing

Approval

0 Pending	6 Others	3 Rejected
-----------	----------	------------

Prepaid

0 0 13	0-30	31-60	61+
--------	------	-------	-----

Supplier Site Business Unit Description

Dell Supremo US	Supremo US Bu...
Dell Supremo US	Supremo US Bu...
Dell Supremo US	Supremo US Bu...

## Or Click Recent in Info Tiles

**Recent** 24 Hours

0 Scanned	0 Incomplete	31 0 15+
0-7	8-14	15+

0 Hold	7 Days
1 Validation	
0 Purchasing	
2 Other	

**Approval**

0 Pending	10 Others	4 Rejected
-----------	-----------	------------

**Prepaid**

1 0 17	0-30	31-60	61+
--------	------	-------	-----

**Create**

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated Date	Business Unit

ORACLE FUSION

Write Another Company

Validate

save

Post to Ledger

The screenshot shows the Oracle Fusion Create Invoice interface. The top navigation bar includes 'VISION' logo, search, home, star, and other icons. Below it, the title 'Create Invoice: TEST999' is displayed. The main area has tabs for 'General', 'Accounting' (which is selected), 'Tax', and 'Additional Information'. In the 'Accounting' tab, fields include 'Accounting Date' (3/20/25), 'Liability Distribution' (10-111-21011-10, highlighted with a red box), 'Conversion Rate Type' (m/dly), 'Conversion Date' (m/dly), 'Conversion Rate' (empty), 'Document Category' (empty), 'Voucher Number' (empty), 'First-Party Tax Registration Number' (empty), and 'Supplier Tax Registration Number' (empty). The 'Lines' section below shows a table with columns: \* Number, \* Type, \* Amount, Distribution, Reference, and Tax Class. One row is visible: Line 1, Type Item, Amount 1,000.00, Distribution 20-000-52110-20, Reference 3/20/25.

## Check Results

The screenshot shows the 'Accounting Lines: Standard Invoice TEST999' dialog. It displays a table of accounting entries. The table has columns: Line, Event, Account, Class, Debit, Credit, and Accounted (EGP). The entries are:

Line	Event	Account	Class	Debit	Credit	Accounted (EGP)
1	Invoice Validated	20-000-52110-20	Item expense	1,000.00		
2	Invoice Validated	10-000-13011-20	Intracompany		1,000.00	
3	Invoice Validated	20-000-21081-10	Intracompany		1,000.00	
4	Invoice Validated	10-111-21011-10	Liability	1,000.00		

The 'Intracompany' class for lines 2 and 3 is highlighted with a red box. The 'Done' button is visible at the bottom right of the dialog.

## In Case Primary Balancing Segment

Click to Payables

Click Manage Common Options for Payables and Procurement

The screenshot shows the 'Setup: Financials' interface. On the left, under 'Functional Areas', the 'Payables' item is highlighted with a red box. On the right, under 'Task', the 'Manage Common Options for Payables and Procurement' option is also highlighted with a red box.

Click Primary Balancing Segment

Click Save and Close

The screenshot shows the 'Payables' screen with various account fields. Below the fields, the 'Offset Segments' section has three radio button options: 'None', 'Primary balancing segment' (which is selected and highlighted with a red box), and 'All segments, except natural account'.

Home page

Click Payables

Open Invoice

The screenshot shows the vISION home page. At the top, the 'Payables' tab is highlighted with a red box. In the center, there's a grid of icons. The 'Invoices' icon, which is a document with a grid pattern, is highlighted with a red box.

ORACLE FUSION

## Open Task Panel

The screenshot shows the Oracle Fusion Open Task Panel. On the left, there are two info tiles: 'Approval' (0 Pending, 6 Others, 3 Rejected) and 'Prepaid' (0 0 13). Below these is a table of supplier information. On the right, a sidebar menu is open, with the 'Invoices' section highlighted and a red box around it. Other sections include Accounting, Assets, and Payables.

- Invoices
  - Create Invoice
  - Create Invoice from Spreadsheet
  - Create Recurring Invoices
  - Manage Invoices
  - Apply Missing Conversion Rates
  - Validate Invoices
  - Initiate Approval Workflow
  - Import Invoices
  - Correct Import Errors
  - Import Payment Requests
  - Run Payables Exceptions Listing
- Accounting
  - Create Accounting
  - Create Adjustment Journal
  - Review Journal Entries
  - Payables to Ledger Reconciliation
- Assets
  - Create Mass Additions

Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with a sidebar menu. The 'Recent' info tile is highlighted with a red box. Below it is a table of invoice details with a 'Create' button highlighted.

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated Date	Business Unit
1234567890	1000.00	Dell Supremo US	Dell Supremo US	Incomplete	Validation	Pending	2025-03-25	2025-03-25	Supremo US Bu...

Write Another Company

Validate

save

Post to Ledger

The screenshot shows the Oracle Fusion 'Create Invoice' screen. The 'Accounting' tab is selected. A red box highlights the 'Liability Distribution' field, which contains the value '10-000-21011-10'. Below this is a table of invoice lines with a single row visible, showing distribution details like 'Distribution Set' and 'Distribution Combination'.

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-
1	Item	1,000.00		30-000-52232-30	3/25/25				

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## Check Results

The screenshot shows the Oracle Fusion Check Results interface. At the top, there's a navigation bar with icons for search, home, star, and more, along with tabs for 'Validated' and 'Invoice Actions'. Below the bar are buttons for 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. The main area is titled 'Invoice Header' and 'Show Less'. It displays the 'General' tab, with 'Accounting' selected. The 'Accounting Date' is set to 3/20/25. A red box highlights the 'Liability Distribution' field, which contains the value '10-11'. The 'Tax' tab is also visible. A modal window titled 'Accounting Lines: Standard Invoice test\_pbs' is open. It shows the 'Ledger' as 'Sobhy EG', the 'Date' as '3/20/25', and the 'Status' as 'Final'. The 'Override Account' button is active. The table below lists two accounting lines:

Line	Event	Account	Class	Accounted (EGP)
				Debit Credit
1	Invoice Validated	30-000-52110-30	Item expense	1,000.00
2	Invoice Validated	30-111-21011-10	Liability	1,000.00

A 'Done' button is at the bottom right of the modal. The background shows other tabs like 'Lines' and 'Distribution'.

## In Case All Segments, Except Natural Accounts

Click to Payables

Click Manage Common Options for Payables and Procurement

The screenshot shows the Oracle Fusion Payables setup interface. On the left, under 'Functional Areas', 'Payables' is selected and highlighted with a red box. In the center, the 'Task' section lists several options: 'Manage Payment Terms', 'Manage Procurement Agents', 'Manage Common Options for Payables and Procurement' (which is also highlighted with a red box), 'Manage Invoice Options', and 'Manage Payment Options'. On the right, there is a 'Scope' column showing 'Chevrolet\_B' for the first two items and 'Select...' for the others.

Click All Segments, Except Natural Accounts

Click Save and Close

This screenshot shows the 'Automatic Offsets' section of the Oracle Fusion Payables configuration. It includes fields for 'Bill Payable', 'Conversion Rate Variance Gain', 'Conversion Rate Variance Loss', and 'Discount Taken'. Below these, the 'Offset Segments' section has three radio button options: 'None', 'Primary balancing segment', and 'All segments, except natural account', with the last one selected and highlighted with a red box. Other sections visible include 'Currency Conversion' (with 'Conversion Rate Type' set to 'Corporate') and 'Expense Accruals'.

Home page

Click Payables

Open Invoice

The screenshot shows the vISION mobile application home page. At the top, it says 'Good evening, YOUSSEF'. Below the navigation bar, the 'Payables' tab is selected and highlighted with a red box. In the 'QUICK ACTIONS' section, there are buttons for 'Create Invoice' and 'Manage Invoices'. In the 'APPS' section, there are three cards: 'Payables Dashboard', 'Invoices' (which is highlighted with a red box), and 'Payments'. A plus sign icon is also present.

ORACLE FUSION

## Open Task Panel

The screenshot shows the Oracle Fusion Open Task Panel. On the left, there are two info tiles: 'Approval' (0 Pending, 6 Others, 3 Rejected) and 'Prepaid' (0-30, 0, 13). On the right, a sidebar lists tasks under 'Invoices' (Create Invoice, Create Invoice from Spreadsheet, Create Recurring Invoices, Manage Invoices, Apply Missing Conversion Rates, Validate Invoices, Initiate Approval Workflow, Import Invoices, Correct Import Errors, Import Payment Requests, Run Payables Exceptions Listing), 'Accounting' (Create Accounting, Create Adjustment Journal, Review Journal Entries, Payables to Ledger Reconciliation), and 'Assets' (Create Mass Additions).

Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with the 'Recent' info tile selected in the Task Panel. The 'Recent' tile displays 24 hours of activity: 0 Incomplete, 0 Complete, and 0 Total. Other tiles show Scanned (0-7, 8-14, 15+), Holds (1 Validation, 0 Purchasing, 2 Other), Approval (0 Pending, 10 Others, 4 Rejected), and Prepaid (1, 0, 17). Below the tiles is a table for managing invoices.

Write Another Company

Validate

save

Post to Ledger

The screenshot shows the Oracle Fusion 'Create Invoice' screen. The 'Accounting' tab is selected. The 'Lines' section shows a single line with Number 1, Type Item, Amount 1,000.00, Distribution Set 30-000-52232-30, Accounting Date 3/25/25, and Prorate Across All Item Lines checked. Buttons at the top include 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'.

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## Check Results

The screenshot shows the Oracle Fusion Check Results interface. At the top, there's a navigation bar with icons for search, home, star, etc., and a message "Create Invoice: PBSENACC1001". Below the navigation bar, a sub-header "Invoice Header" is visible. A modal window titled "Accounting Lines: Standard Invoice PBSENACC1001" is open, displaying the following details:

- Ledger: Sobhy EG
- Date: 3/20/25
- Status: Final

The modal contains a table with two rows of accounting lines:

Line	Event	Account	Class	Accounted (EGP)	
				Debit	Credit
1	Invoice Validated	30-210-52151-30	Item expense	1,000.00	
2	Invoice Validated	30-210-21011-30	Liability		1,000.00

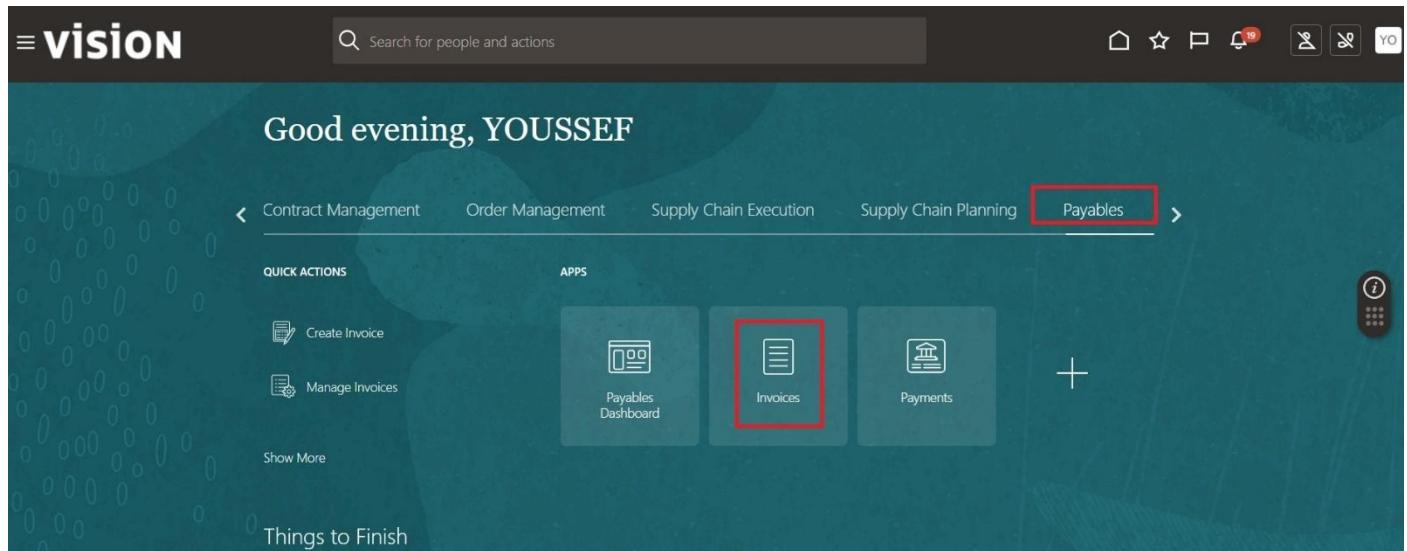
At the bottom right of the modal, there's a "Done" button.

# How to Create Invoice in Spreadsheet with two Line?

Home page

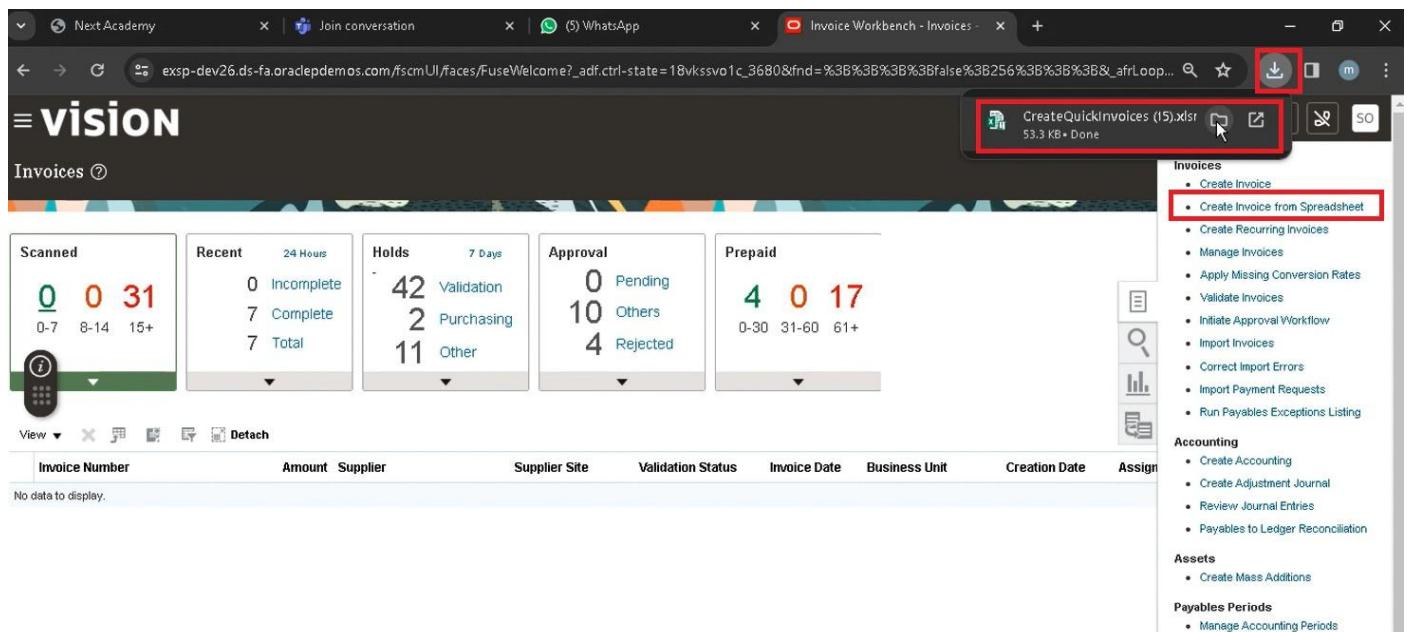
Click Payables

Open Invoice



Open Task Panel

Click Create invoice in Spreadsheet



## Open Excel Sheet from Download

Login

Sign In  
Oracle Applications Cloud

User ID: omasobhy

Password:

Forgot Password

**Sign In**

Select Language: English

Invoice Header Identifier      Same Number      Must Choose Bu in Two line

Create Invoices

\*Required \*\* At least one is required

Changed	Row Status	*Invoice Header Identifier	*Business Unit	Import Set	*Invoice Number	*Invoice Currency	*Invoice Amount	*Invoice Date	**Supplier[..]	*Supplier Number	*Supplier Si
▲		1 Youssef_B_U		Test_SS	EGP	1,000.00	01/01/2025	youssef_test_supplier	575	youssef_Tes	
▲		1									
		3									
		4									
		5									

Fill Data Required

Click Statuses Viewer

Click Save and Submit

Create Invoices

\*Required \*\* At least one is required

Changed	Row Status	*Invoice Header Identifier	Line	*Type	*Amount	Purchase Order Line[..]	Purchase Order Line[..]	Distribution Combination[..]	Budget Date
0	Row Inserted.	1	1	Item	500.00	10-000-52232-10		10-000-52232-10	2025-01-01
1		1	2	Item	500.00				
2		3	3	Item					
3		4	4	Item					
4		5	5	Item					
5		6	6	Item					
6		7	7	Item					

Status Viewer

No error.

No error.

# How to Recurring Invoice Configuration?

Click to Settings and Actions

Click Setup and Maintenance

The screenshot shows the Oracle Fusion Home page. At the top is a dark header bar with the 'vision' logo, a search bar, and various icons. Below it is a teal-colored main area with a 'Good evening, youssef' greeting. A navigation bar at the top of this area includes tabs for Sales, Redwood Sales, Service, Me, My Client Groups, Help Desk, and Products. Underneath the tabs are sections for 'QUICK ACTIONS' (Create Contact, Create Appointment, Create Task, Create Call Report, Create Opportunity, Create Lead) and 'APPS' (Workspace, Activities, Deal Registrations, Opportunities, Accounts, Contacts). On the right side, there's a sidebar titled 'Settings and Actions' with options like Personalization, Administration, Troubleshooting, and About This Application. A red box highlights the 'Setup and Maintenance' option under Administration.

Choose Financials Click Payables All Tasks Manage Payables calendar

The screenshot shows the Oracle Fusion Payables screen. At the top is a dark header bar with the 'vision' logo, a search bar, and various icons. Below it is a main area with a sidebar titled 'Functional Areas' containing items like Financial Reporting Structures, General Ledger, Organization Structures, Resources, Workforce Structures, Users and Security, and Payables. The 'Payables' item is highlighted with a red box. The main content area shows a 'Payables' section with a task list. A red box highlights the 'Manage Payables Calendars' task. Other tasks listed include Define Automated Invoice Processing Configuration, Manage Intelligent Document Recognition Options, Manage Payment Terms, Manage Invoice Tolerances, Manage Tax Regions, Manage Reporting Entities, Manage Tax Codes, Manage Withholding Tax Classifications, and Manage Withholding Certificates.

Click Create

The screenshot shows the Oracle Fusion 'Manage Payables Calendars' screen. At the top is a dark header bar with the 'vision' logo, a search bar, and various icons. Below it is a main area with a toolbar at the top containing 'View', a red box around the 'Add' button, and other icons. The main content is a table listing various payables calendars. The columns are Name, Description, Calendar Type, Periods per Year, and Latest Defined Period. A red box highlights the 'Add' button in the toolbar.

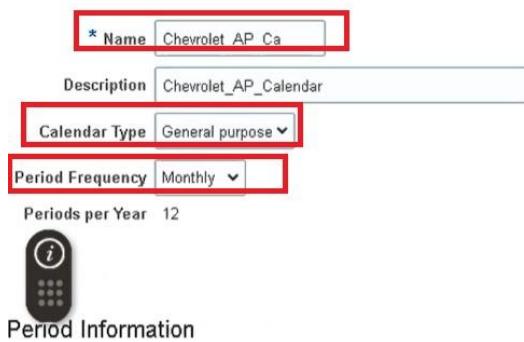
Name	Description	Calendar Type	Periods per Year	Latest Defined Period
DECCAN VHT C...	DECCAN VHT CAL	General purpose	12	Dec-25
India TDS Year		General purpose	1	2027-28
Monthly		General purpose	12	Dec-28
Quarterly		General purpose	4	Quarter4-28
SS Recurring	SS Recurring invoice	General purpose	12	Dec-25
VHT Calendar		General purpose	12	Dec-28
Weekly		General purpose	52	Week52-28

ORACLE FUSION

Fill data required

\* Name Chevrolet\_AP\_Ca  
Description Chevrolet\_AP\_Calendar  
Calendar Type General purpose  
Period Frequency Monthly  
Periods per Year 12

Period Information



Click Generate Periods

\* Start Date 1/1/25  
Period Name Format MMM  
From Date 1/1/25  
To Date 12/31/25  
Context  
Generate Periods



Click Save and Close

	* Period Name Prefix	* Year	* Sequence	* Start Date	* End Date	Due Date	Period Name
▶	Jan	2025	1	1/1/25	1/31/25		Jan-25
▶	Feb	2025	2	2/1/25	2/28/25		Feb-25
▶	Mar	2025	3	3/1/25	3/31/25		Mar-25

Home page

Click Payables

Open Invoice

VISION

Good evening, YOUSSEF

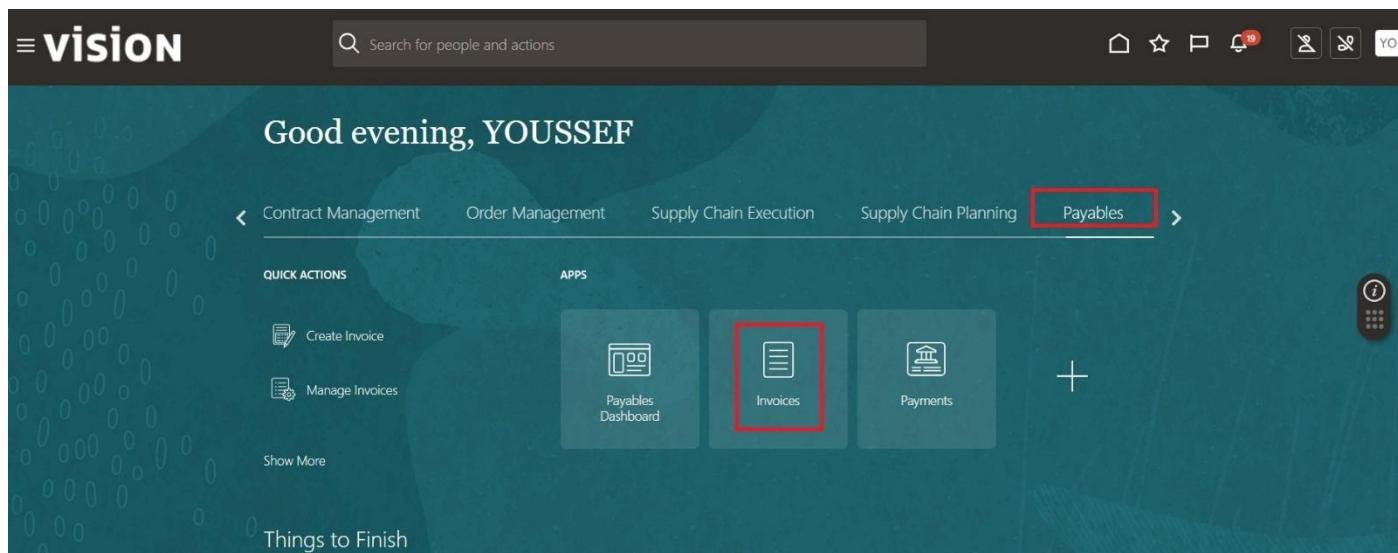
Contract Management Order Management Supply Chain Execution Supply Chain Planning **Payables**

QUICK ACTIONS APPS

Create Invoice Manage Invoices Payables Dashboard **Invoices** Payments

Show More

Things to Finish



Open Task Panel

VISION

Invoices

Scanned 0 31 Recent 24 Hours 1 Incomplete 8 Complete 9 Total Holds 45 Validation 2 Purchasing 12 Other Approval 0 Pending 10 Others 4 Rejected Prepaid 4 0 17 0-30 31-60 61+

View Detach

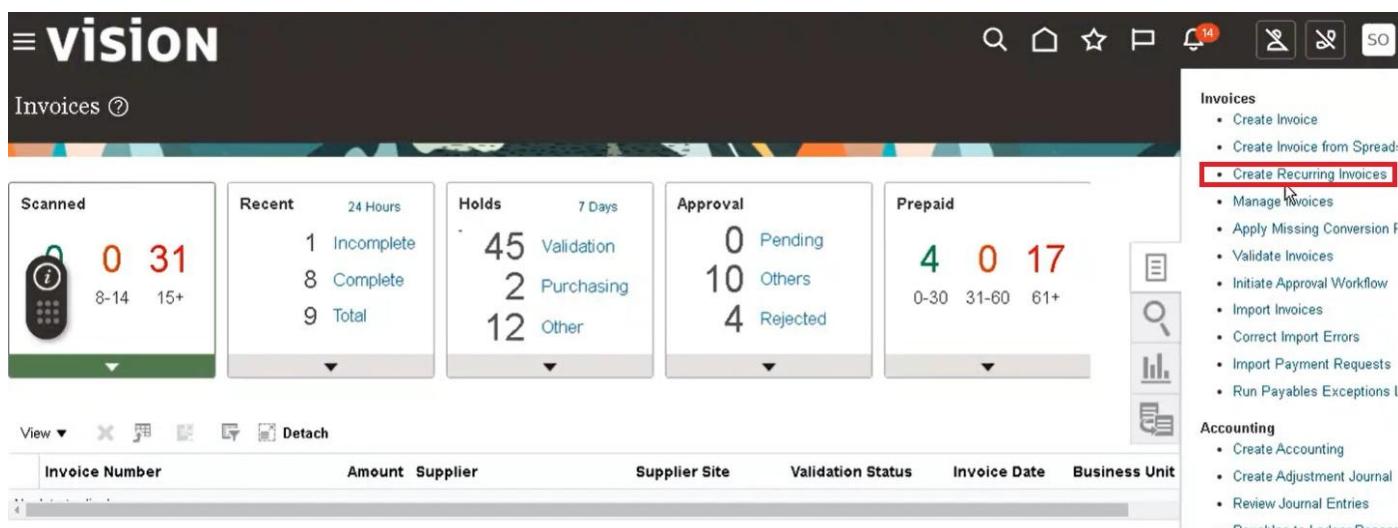
Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Invoice Date	Business Unit
4						

Invoices

- Create Invoice
- Create Invoice from Spread:
- Create Recurring Invoices**
- Manage Invoices
- Apply Missing Conversion F
- Validate Invoices
- Initiate Approval Workflow
- Import Invoices
- Correct Import Errors
- Import Payment Requests
- Run Payables Exceptions l

Accounting

- Create Accounting
- Create Adjustment Journal
- Review Journal Entries
- Payables to Ledger Reconc



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## Open Excel Sheet from Download

Login

The screenshot shows the Oracle Applications Cloud Sign In page with fields for User ID (omasobhy) and Password. A red box highlights the "Sign In" button. To the left, a Microsoft Excel sheet titled "CreateRecurringInvoices" is open, showing a table of recurring invoices. A red box highlights the "Statuses Viewer" button in the ribbon.

## Fill Data Required

## Statuses Viewer

## Save and Submit

The screenshot shows an Excel sheet titled "CreateRecurringInvoices" with a table of recurring invoices. The table includes columns for \*Template Row Line, \*Business Unit, \*Invoice Number, \*Invoice Amount, \*\*Supplier..., \*\*Supplier Number, \*Supplier Site[...], \*Invoice Currency, Payment Currency, and Description. A red box highlights the "Statuses Viewer" button in the ribbon.

## Choose Calendar

## Double Click on Period

## Write Line Amount

The screenshot shows an Excel sheet with a search dialog for periods. The dialog has fields for Period and Year, with "Search" and "Reset" buttons. Below the dialog is a table with columns for Period, Year, From Date, To Date, \*Calendar Name[...], \*From Period[...], \*To Period[...], \*Type, and \*Amount. A red box highlights the "OK" button in the dialog. The table shows various periods and a row for "Jul-25" with a value of "1,000.00".

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Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a navigation bar with icons for Home, Star, Copy, Lock (with a red notification dot), Print, and Export. A search bar says "Search for people and actions". Below the navigation bar, the text "Good evening, YOUSSEF" is displayed. The main menu has several items: Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, Payables (which is highlighted with a red box), and a right-pointing arrow. Under "QUICK ACTIONS", there are links for "Create Invoice" and "Manage Invoices", with "Show More" below them. Under "APPS", there are three cards: "Payables Dashboard" (disabled), "Invoices" (highlighted with a red box), and "Payments". At the bottom left, it says "Things to Finish".

## Click too Incomplete

The screenshot shows the Oracle Fusion Invoices screen. At the top, there is a navigation bar with icons for Home, Star, Copy, Lock (with a red notification dot), Print, and Export. A search bar says "Search for people and actions". Below the navigation bar, the text "Invoices" is displayed. The main area has five status cards: "Scanned" (0 Scanned, 31 Pending), "Recent 24 Hours" (13 Incomplete, 8 Complete, 21 Total), "Holds 7 Days" (45 Validation, 2 Purchasing, 12 Other), "Approval" (0 Pending, 10 Others, 4 Rejected), and "Prepaid" (4 0 17). Below these cards is a table with columns: View, Detach, Create, Validate, Cancel, Post to Ledger, Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, and Last. The table contains three rows of invoice data:

View	Detach	Create	Validate	Cancel	Post to Ledger	Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last
						REC_5	10,000.00 EGP	sobhy_supplier	sobhy_add	Not validated	Unaccounted	Not paid	3/21/25 12:22 PM	3/21/2
						REC_3	10,000.00 EGP	sobhy_supplier	sobhy_add	Not validated	Unaccounted	Not paid	3/21/25 12:22 PM	3/21/2
						REC_1	10,000.00 EGP	sobhy_supplier	sobhy_add	Not validated	Unaccounted	Not paid	3/21/25 12:22 PM	3/21/2

## Check Results

The screenshot shows the Oracle Fusion Invoices screen. At the top, there is a navigation bar with icons for Home, Star, Copy, Lock (with a red notification dot), Print, and Export. A search bar says "Search for people and actions". Below the navigation bar, the text "Invoices" is displayed. The main area has five status cards: "Scanned" (0 Scanned, 31 Pending), "Recent 24 Hours" (21 Total, 12 Other, 4 Rejected), "Holds 7 Days" (45 Validation, 2 Purchasing, 12 Other), "Approval" (0 Pending, 10 Others, 4 Rejected), and "Prepaid" (4 0 17). Below these cards is a table with columns: View, Detach, Create, Validate, Cancel, Post to Ledger, Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, and Last. The table contains nine rows of invoice data. The row for "REC\_1" is highlighted with a gray background and has a cursor pointing at it.

View	Detach	Create	Validate	Cancel	Post to Ledger	Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last
						REC_5	10,000.00 EGP	sobhy_supplier	sobhy_add	Not validated	Unaccounted	Not paid	3/21/25 12:22 PM	3/21/2
						REC_3	10,000.00 EGP	sobhy_supplier	sobhy_add	Not validated	Unaccounted	Not paid	3/21/25 12:22 PM	3/21/2
						REC_1	10,000.00 EGP	sobhy_supplier	sobhy_add	Not validated	Unaccounted	Not paid	3/21/25 12:22 PM	3/21/2
						REC_6	10,000.00 EGP	sobhy_supplier	sobhy_add	Not validated	Unaccounted	Not paid	3/21/25 12:22 PM	3/21/2
						REC_12	10,000.00 EGP	sobhy_supplier	sobhy_add	Not validated	Unaccounted	Not paid	3/21/25 12:22 PM	3/21/2
						REC_2	10,000.00 EGP	sobhy_supplier	sobhy_add	Not validated	Unaccounted	Not paid	3/21/25 12:22 PM	3/21/2
						REC_10	10,000.00 EGP	sobhy_supplier	sobhy_add	Not validated	Unaccounted	Not paid	3/21/25 12:22 PM	3/21/2
						REC_7	10,000.00 EGP	sobhy_supplier	sobhy_add	Not validated	Unaccounted	Not paid	3/21/25 12:22 PM	3/21/2

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# Payment Setup Steps

## Important Notes:

- Configuration of Bank= Configuration of Treasury.
- Payment for any Invoice must be Validated and Accounted.
- Void Payment Options: None= Cancel Check, Cancel Invoice= Cancel Check and Invoice, Place Hold in Invoice= Cancel Check and Hold Invoice.

## **How to Assign Roles?**

Open Tools

The screenshot shows the Oracle Fusion Home page. At the top, there is a navigation bar with links like Fixed Assets, Academics, Academic Tools, Sustainability, My Enterprise, Tools (which is highlighted with a red box), Configuration, and Partner Management. Below the navigation bar is a section titled "QUICK ACTIONS" containing links for Manage Collaboration Messaging History, Notifications, and AI Apps Administration. The main area features a grid of "APPS" with icons for Set Preferences, Developer Connect, Approvals, Reports and Analytics, Scheduled Processes, Sales and Service Access Management, SmartText, Transaction Console, and Notification Preferences. The "Security Console" icon is highlighted with a red box. At the bottom right, there is a message: "Activate Windows Go to Settings to activate Windows."

Click Security Console

Or From Navigator

The screenshot shows the Oracle Fusion Navigator. On the left is a vertical navigation tree under the heading "My Enterprise". The "Tools" section is expanded, showing items like Set Preferences, Deep Links, Spaces, Scheduled Processes, File Import and Export, Transaction Console, Download ADF Desktop Integrator, Configuration, Partner Management, and Others. The "Security Console" icon is highlighted with a red box. To the right is a main workspace showing a process named "Sales Synchronization Process". At the bottom right, there is a message: "Activate Windows Go to Settings to activate Windows."

Search About User

The screenshot shows a search results page for users. At the top, there is a search bar with fields for "Search All" and "User Name" (set to "mkamal"). Below the search bar is a "Sort By" dropdown set to "Display Name". The results table has columns for "Display Name", "User", "Status", and "Action". One result is shown for "Mohammed Kamal", with "User Name" "mkamal" and "Email" "kamal.edu.2011@gmail.com". The "Status" is listed as "Active Locked No". There is also a small info icon in the "Action" column.

Click on user

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## Press Edit

## Click Add Role

## Search About roles

## Click add role membership

## Click Save And Close

Role	Role Code	Assignable	Auto-Provisioned
IT Security Manager	ORA_FND_IT_SECURITY_MANAGER_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Application Administrator	ORA_PO PROCUREMENT APPLICATION ADMIN JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Manager	ORA_PO PROCUREMENT MANAGER JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplier Administrator	ORA_P0Z_SUPPLIER_ADMINISTRATOR_ABSTRACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplier Manager	ORA_P0Z_SUPPLIER_MANAGER_ABSTRACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cash Manager	ORA_CE_CASH_MANAGER_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cashier	ORA_HES_CASHIER_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# How to Assign Data Access Sets?

Open Setting and Actions

Choose Setup and maintenance

The screenshot shows the Oracle Fusion Home page. At the top, there's a search bar and a navigation bar with links like Fixed Assets, Academics, Academic Tools, Sustainability, My Enterprise, Tools, and Configuration. Below this is a grid of quick actions and apps. On the right, a sidebar menu is open under 'Tools'. The 'Setup and Maintenance' option is highlighted with a red box. Other options in the sidebar include Personalization, Access Accessibility Settings, Set Preferences, Administration, Edit Pages, Edit Global Page Template, Manage Configurations, Troubleshooting, Record Issue, Print Me, Hide Help Icons, Applications Help, and About This Application.

Open Offering    Choose Financials    Press General Ledger    Open All tasks

Choose Data access set data access for users

The screenshot shows the 'Setup: Financials' page. On the left, there's a sidebar with functional areas like Initial Users, Enterprise Profile, Legal Structures, Financial Reporting Structures, General Ledger, Organization Structures, Resources, Workforce Structures, Users and Security, Payables, Payments, Cash Management, Transaction Tax, Expenses, and Fixed Assets. The 'General Ledger' area is selected and highlighted with a red box. The main pane shows a list of tasks under 'General Ledger'. One task, 'Manage Data Access Set Data Access for Users', is highlighted with a red box. Other tasks listed include Manage Reporting Currencies, Assign Balancing Segment Values to Ledger, Review and Submit Accounting Configuration, Manage Ledger Data Access for Users, Open First Period, Manage Ledger Sets, and Manage Suspense Accounts. On the right, there's a 'Scope' section with options like Select... and a list of users: youssef1 EG, youssef1 EG, and youssef1 EG. At the bottom, there's an 'Activate Windows' message: 'Activate Windows Go to Settings to activate Windows.'

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OR

Open Organization Structures

Click Mange Business Unit Data Access for Users

The screenshot shows the Oracle Fusion interface. On the left, under 'Functional Areas', 'Organization Structures' is selected and highlighted with a red box. On the right, the 'Organization Structures' page is displayed with various tasks listed. One task, 'Manage Business Unit Data Access for Users', is also highlighted with a red box.

Click Create

The screenshot shows the 'Manage Data Access for Users' search results page. It includes search filters for 'User Name' (mikamal) and 'Role'. The results table has columns for 'User Name', 'Role', 'Security Context', and 'Security Context Value'. A note at the bottom says 'No data to display'.

Fill Data

Save and Close

The screenshot shows the 'Create Data Access for Users' dialog box. It contains fields for 'User Name' (YOUSSEF), 'Role' (Cashier and Cash Manager), 'Security Context' (Reference data set and Legal entity), and 'Security Context Value' (Common Set and Youssef\_L\_E). The dialog has 'Save and Close' and 'Cancel' buttons.

# How to Create Bank?

Open Setting and Actions

Choose Setup and maintenance

The screenshot shows the Oracle Fusion Home page. At the top right, there is a 'Settings and Actions' button with a red box around it. The main menu bar includes Fixed Assets, Academics, Academic Tools, Sustainability, My Enterprise, Tools, and Configuration. Below the menu, there are sections for 'QUICK ACTIONS' and 'APPS'. The 'APPS' section contains several icons for different tools like Set Preferences, Developer Connect, Approvals, Reports and Analytics, Security Console, Sales and Service Access Management, SmartText, and Transaction Console. A 'Collaboration Messaging' icon is also present. On the far right, there is a sidebar with various links under 'Personalization', 'Administration', 'Troubleshooting', and 'About This Application'. The 'Setup and Maintenance' link in the 'Administration' section is also highlighted with a red box.

Open Cash Management

Click Manage Banks

The screenshot shows the Oracle Vision application interface. On the left, there is a sidebar titled 'Functional Areas' with a list of items like Initial Users, Enterprise Profile, Legal Structures, etc., with 'Cash Management' highlighted with a red box. The main area is titled 'Cash Management' and contains a 'Task' section with 'Manage Bank Statement Transaction Codes' and a 'Scope' section. Within the 'Task' section, the 'Manage Banks' item is highlighted with a red box. There are also other options like Manage Bank Branches, Manage Bank Accounts, and Specify Cash Positioning and Forecasting Options. A 'Columns Hidden 4' link is visible at the bottom of the task list. On the far right, there is a 'Scope' section with a magnifying glass icon and a 'Required Tasks' dropdown. The bottom right corner has an 'Activate Windows' message.

## Click Create

Manage Banks ?

Actions ▾ View ▾ Format ▾				<b>Create Branch</b>
Bank Name	Bank Code	Country	Description	
Abu Dhabi Islamic Bank	ADIB	United Arab Emi...	ADIB	
88Bank of America		United States		
ABN AMRO BANK N.V.	ABNA	Netherlands		
B.N.P	23456	France	Banque BNP Paribas	
BBVA Bancomer	BBVA	Mexico		
Banca Nazionale del Lavoro	01005	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		
Barclay's Bank	206693	United Kingdom	Main Activity Bank	

## Fill Data Required

=VISION

Create Bank ?

Addresses

Contacts

Save **Save and Close** Cancel

* Country	Egypt	Description	
* Bank Name	Youssef_Bank	Taxpayer ID	
Alternate Bank Name		Tax Registration Number	
Bank Code			

## Click Save and Close

## Back to this page

Branches

Manage Banks ?

Actions ▾ View ▾ Format ▾				<b>Create Branch</b>
Bank Name	Bank Code	Country	Description	
Aboelfotoh_Bank_Name		Egypt		
Abu Dhabi Islamic Bank	ADIB	United Arab Emi...	ADIB	
88Bank of America		United States		
ABN AMRO BANK N.V.	ABNA	Netherlands		
B.N.P	23456	France	Banque BNP Paribas	
BBVA Bancomer	BBVA	Mexico		
Banca Nazionale del Lavoro	01005	Italy	Banca Nazionale del Lavoro	

## Select Bank

## Click Create

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Fill Data Required Open Addresses Click Create Click Save and Close

Create Bank Branch ②

Save Save and Close Cancel

* Bank Aboelfotoh_Bank_Name	Branch Number Type
Country Egypt	Bank Branch Type
* Branch Name Aboelfotoh_Bank_Branch_Name	EDI ID Number
Alternate Branch Name	EFT Number
Branch Number	EDI Location
Description	RFC Identifier
BIC Code	

Addresses

Actions ▾ View ▾ Format ▾ + X ✓ Wrap

Primary	Address	Country	Site Number
	Aboelfotoh_Bank_Add_Line.CAIRO CAIRO EGYPT	EG	1195329

Columns Hidden 2 Address date range: Current

Contacts

Select Bank

Click View Branches

VISION

Manage Banks ②

Done

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

Bank Name	Bank Code	Country	Description
Youssef_Bank		Egypt	
Abu Dhabi Islamic Bank	ADIB	United Arab Emi...	ADIB
ABN AMRO BANK N.V.	ABNA	Netherlands	
Abdelrhman_Bank		Egypt	
Al Rajhi Bank		Saudi Arabia	
Alex		Egypt	
Alinma bank		Saudi Arabia	
Arab National Bank		Saudi Arabia	
B.N.P	23456	France	Banque BNP Paribas
BBVA Bancomer	BBVA	Mexico	
Banca Nazionale del Lavoro	01005	Italy	Banca Nazionale del Lavoro
Banco Bilbao Vizcaya	0182	Spain	Banco Bilbao Vizcaya
Banco de Crédito	1234	Spain	Banco de Crédito, Madrid
Bank AlBilad		Saudi Arabia	
Bank AlJazira		Saudi Arabia	
Bank of America		United States	

Activate Windows  
Go to Settings to activate Windows.

Click Create Account

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Manage Bank Branches ②

Actions ▾ View ▾ Format ▾ + ⌂ Freeze ⌂ Wrap View Accounts Create Account

Branch Name	Branch Number	BIC Code	Description	Bank	Bank Code	Country
Aboelfotoh_Bank_Branc...			Aboelfotoh_Bank_Name			Egypt

Columns Hidden 5

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# Fill Data Required

This screenshot shows the 'Create Bank Account' page in Oracle Fusion. The 'General' tab is selected. Several fields are highlighted with red boxes: 'Account Name' (Youssef\_Bank\_Account), 'Account Number' (Youssef\_Bank\_Number), 'Currency' (EGP - Egyptian Pound), 'Legal Entity Name' (Youssef\_L\_E), 'Bank Branch' (Youssef\_Branch), 'Account Use' (Payables, Receivables checked), and 'Reconciliation Differences' (10-000-53422-10). Other visible fields include 'Bank' (Youssef\_Bank), 'Check Digit', 'Secondary Account Reference', 'Account Suffix', 'Description', 'IBAN', 'Account Type', and 'Bank Company Identifier'. A sidebar on the right contains tabs for 'GL Accounts' and 'Additional Information', and a bottom section for 'Payment Documents'.

In Same Page    Go to payment Document to add Checks    Click Create

This screenshot shows the 'Create Bank Account' page with the 'General' tab selected. It includes sections for 'GL Accounts' (with 'Cash' set to 10-000-11010-10) and 'Additional Information' (with fields for 'Alternate Account Name', 'Account Holder', 'EFT Number', 'Agency Location Code', 'Active' checkbox checked, and 'Multicurrency account' and 'Netting account' checkboxes uncheckable). Below these are sections for 'Contacts' and 'Payment Documents'. The 'Payment Document' section has a toolbar with 'Actions', 'View', 'Format', and a red-highlighted 'New' button. A message at the bottom right says 'Activate Windows'.

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## Fill Data Required

Click Ok

Create Payment Document

Document Information

\* Payment Document: Aboelfotoh\_PD

\* Format: Standard Check Format

\* Paper Stock Type: Blank Stock

\* Payment Document Category: Check Payments

Number of Lines per Remittance Stub:

Number of Setup Documents:

Document Numbers

\* First Available Document Number: 1

Last Available Document Number:

Checkbooks

Checkbook Prefix \* Start Number \* End Number Received Date Number of Documents

Aboelfotoh\_Checkbook 1 500 m/d/y

Actions View Format + X Freeze Wrap

OK Cancel

Open Business Unit

Click Create

Fill Data Required

Click Ok

Create Bank Account

Create Business Unit Access

\* Business Unit: Aboelfotoh\_BU

End Date: m/d/y

GL Accounts

Cash: 10-000-11010-10

Cash Clearing: 10-000-11015-10

Bank Charges: 10-000-53421-0

Foreign Exchange Gain: 10-000-80063-0

Foreign Exchange Loss: 10-000-80064-0

Payment Document Categories by Payment Method

\* Payment Method: Check

\* Payment Document Category: Check Payments

Actions View Format + X Freeze Wrap

OK Cancel

Click Save and Close

VISION

Create Bank Account

Bank: Youssef\_Bank

\* Account Name: Youssef\_Bank\_Account

\* Account Number: Youssef\_Bank\_Number

\* Currency: EGP - Egyptian Pound

\* Legal Entity Name: Youssef\_L\_E

Account Type:

Description:

IBAN:

Bank Branch: Youssef\_Branch

Check Digit:

Secondary Account Reference:

Account Suffix:

Account Use:  Payables

Payroll

Receivables

Bank Company Identifier:

General Controls Security Business Unit Access

Actions View Format + X Freeze Wrap

Business Unit: Youssef\_B

End Date:

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# End User Test:

Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a search bar with the placeholder "Search for people and actions". To the right of the search bar are various icons for navigation and notifications. Below the search bar, the text "Good evening, YOUSSEF" is displayed. A navigation bar contains links for "Contract Management", "Order Management", "Supply Chain Execution", "Supply Chain Planning", "Payables" (which is highlighted with a red box), and "Invoices". Under the "QUICK ACTIONS" section, there are buttons for "Create Invoice" and "Manage Invoices". The "APPS" section includes three cards: "Payables Dashboard", "Invoices" (which is also highlighted with a red box), and "Payments". A sidebar on the left lists "Things to Finish".

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. On the left, there are two cards: "Approval" (0 Pending, 6 Others, 3 Rejected) and "Prepaid" (0 0-30, 0 31-60, 13 61+). On the right, there is a table titled "Supplier" with columns "Supplier Site", "Business Unit", and "Description". The table lists three rows: "Dell Supremo US", "Supremo US Bu...", and "ICA Supremo US". To the right of the table is a sidebar with a "Invoices" menu expanded, showing options like "Create Invoice", "Create Invoice from Spreadsheet", etc. Other sections in the sidebar include "Accounting", "Assets", and "Import Requests".

Or Click Recent in Info Tiles

Click Create

The screenshot shows the Oracle Fusion Invoices screen. At the top, there is a header with icons for search, home, and notifications. Below the header, there are four info tiles: "Scanned" (0 0 31), "Recent" (24 Hours), "Holds" (7 Days), and "Approval" (10 Pending, 0 Others, 4 Rejected). A toolbar at the bottom includes buttons for "View", "Detach", "Create" (which is highlighted with a red box), "Validate", "Cancel", and "Post to Ledger". A table below the toolbar lists columns: "Invoice Number", "Amount", "Supplier", "Supplier Site", "Validation Status", "Accounting Status", "Paid Status", "Creation Date", "Last Updated Date", and "Business Unit".

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## Write Data Required

Save

Invoice Action

Validate

This screenshot shows the Oracle Fusion Create Invoice interface. The top navigation bar includes 'Save' and 'Invoice Action' buttons. A context menu is open over the 'Invoice Actions' button, with 'Validate' highlighted. The main form displays an invoice header with fields like Identifying PO, Business Unit, Supplier, and Amount. Below is a table of invoice lines with columns for Number, Type, Amount, Distribution, Reference, and Tax. A status message at the bottom right says 'Activate Windows'.

## Click Post to Ledger

This screenshot shows the Oracle Fusion Create Invoice interface. The top navigation bar includes 'Save and Create Next' and 'Invoice Actions' buttons. A context menu is open over the 'Invoice Actions' button, with 'Post to Ledger' highlighted. The main form displays an invoice header with fields like Identifying PO, Business Unit, Supplier, and Amount. Below is a table of invoice lines. A status message at the bottom right says 'Activate Windows'.

## Open Invoice Actions

Click to Pay in Full

This screenshot shows the Oracle Fusion Edit Invoice interface. The top navigation bar includes 'Save', 'Save and Close', and 'Invoice Actions' buttons. A context menu is open over the 'Invoice Actions' button, with 'Pay in Full' highlighted. The main form displays an invoice header with fields like Identifying PO, Business Unit, Supplier, and Amount. Below is a table of invoice lines. At the bottom, financial details show a total of 1,000.00 and a due amount of 1,000.00.

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## Fill Data Required

Click Submit

Edit Invoice: Test\_1001

Invoice Header

Identifying PO  
Business Unit: Aboelfotoh\_BU  
Supplier: Mohamed\_Supplier\_1  
Supplier Number: 1430  
Supplier Site: Mohamed\_Supplier\_1  
\* Legal Entity: Aboelfotoh\_Legal  
Invoice Group

Number: Test\_1001  
\* Amount: EGP - 1,000.00  
Type: Standard  
Date: 6/16/22  
\* Payment Terms: Immediate  
Terms Date: 6/16/22

Pay in Full: Test\_1001

Payment Amount: 1,000.00 EGP  
Payment Method: Check  
\* Bank Account: Aboelfotoh\_Bank\_Acc  
\* Payment Process Profile: Standard Check - All Currency  
Remit-to Account  
Remit-to Bank Name  
Remit-to Branch Name

\* Payment Document: Aboelfotoh\_PD  
\* Payment Number: 1  
Conversion Rate Type  
Conversion Date  
Conversion Rate  
Document Category: CHECK PAY  
Document Sequence: 2022-00-0037  
Voucher Number

Submit Cancel

Click Ok

Edit Invoice: test

Invoice Header

Identifying PO  
Business Unit: Youssef\_B\_U  
Supplier: Youssef\_Supplier  
Supplier Number: 1468  
Supplier Site: youssef\_Site  
\* Legal Entity: Youssef\_L\_E  
Invoice Group

Date: 3/23/25  
Payment Terms: Immediate  
Terms Date: 3/23/25  
Requester: None  
Attachments: None  
Note:

Lines  
Match Invoice Lines

Taxes

Totals

Items: 1,000.00  
Freight: 0.00  
Miscellaneous: 0.00  
Retainage: 0.00  
Tax: 0.00  
Withholding: 0.00  
Included Prepayments: 0.00  
Applied Prepayments: 0.00

Total: 1,000.00  
Due: 1,000.00

Check Results

Invoices

Scanned: 0 0 31  
Recent: 0 Incomplete 2 Complete 2 Total  
Holds: 4 Validation 0 Purchasing 0 Other  
Approval: 0 Pending 10 Others 4 Rejected  
Prepaid: 0 0 18  
0-7 8-14 15+

View ▾ Detach Create Validate Cancel Post to Ledger

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated Date	Business Unit
test	1,000.00 EGP	Youssef_Supplier	youssef_Site	Validated	Accounted	Fully paid	3/23/25 11:17 PM	3/24/25 4:12 AM	Youssef_B_U M
test1	100.00 EGP	Youssef_Supplier	youssef_Site	Validated	Accounted	Not paid	3/23/25 11:44 PM	3/23/25 11:50 PM	Youssef_B_U M

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ORACLE FUSION

## Open Payables

## Click Payments

The screenshot shows the Oracle Fusion Open Payables interface. At the top, there is a navigation bar with icons for Home, Star, Copy, Refresh, Print, and Export. Below the navigation bar is a search bar labeled "Search for people and actions". The main header says "Good morning, YOUSSEF". Below the header, there are tabs for Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, and Payables. The "Payables" tab is highlighted with a red box. Under the tabs, there is a "QUICK ACTIONS" section with "Create Invoice" and "Manage Invoices" buttons, and a "Show More" link. To the right, there is an "APPS" section with three cards: "Payables Dashboard", "Invoices", and "Payments", with the "Payments" card also highlighted with a red box. At the bottom, there is a "Things to Finish" section.

## Open Task Panel

## Click Manage Payments

The screenshot shows the Click Manage Payments task panel. It includes sections for "Payment Process Requests", "Payment Files Requiring Attention", and "Stop Payment Requests". On the right side, there is a sidebar with a "Payments" menu containing options like "Submit Payment Process Request", "Manage Payment Process Requests", and "Manage Payments" (which is highlighted with a red box). Other sections include "Accounting", "Payables Periods", and a "Selected" button.

## Fill Data Required

## Click Search

The screenshot shows the Click Manage Payments search interface. It features a search bar at the top with fields for "Supplier or Party", "Payment Date" (m/d/y), "Payment Number" (which is highlighted with a red box), "Disbursement Bank Account", "Payment Type", "Payment Process Request", "Payment Status", and "Business Unit". Below the search bar is a "Actions" dropdown and a "Search" button (highlighted with a red box). The main area contains a table with columns for Payment Number, Payment Document, Payment Status, Reconciled, Payee, Payment Date, Payment Amount, Remit-to Address, Remit-to Account Number, and Details. A message at the bottom says "No search conducted".

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# Choose Invoice to Post payment to General Ledger

Manage Payments

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
1	Electronic-4560	Negotiable	No	Mei Zhang	9/30/16	3,530.00 CNY			
1	Youssef_Checks	Negotiable	No	Youssef_Supplier	3/24/25	1,000.00 EGP	Giza, 6TH OF OCTOBER CITY GIZA, EGYPT		
1	Abdelrhman_Doc	Negotiable	No	Abdelrhman_Supplier	1/9/24	900.00 EGP	Zayed, 6TH OF OCTOBER CITY GIZA, EGYPT		
1	not shehab paym...	Negotiable	No	not shehab supplier	3/23/25	100,000.00 EGP	Shehb_Supplier_Add_Line, CAIRO CAIRO, EGYPT		

## Open Actions

Payment: 1

Payee: Youssef_Supplier	Payment Amount: 1,000.00
Payment Date: 3/24/25	Withheld Amount: 0.00
Status: Negotiable	Business Unit: Youssef_B_U
Accounting Status: Unaccounted	Legal Entity: Youssef_L_E
Reconciled: No	Stop Date:
Type: Quick	Void Date:
	Attachments: None

**Payment Details** **Paid Invoices** **History** **Other**

**Payee**

Current Name: Youssef_Site	Remit-to Account: IBAN
Payee Site: youssef_Site	BIC
Remit-to Address: Giza, 6TH OF OCTOBER CITY GIZA, EGYPT	Remit-to Bank Name
Payment Function: Payables disbursements	Remit-to Branch Name

**Processing Details**

Disbursement Bank Account: Youssef_Bank_Account	Payment Process Request: Payment Document: Youssef_Checks
Payment Method: Check	Payment File Reference: 907401
All Details: No	Activate Windows: Go to Settings to activate Windows.

Click Post to Ledger

## Check Results

Payment: 1

Payee: Youssef_Supplier	Payment Amount: 1,000.00
Payment Date: 3/24/25	EGP
Status: Final	0.00
Accounting Status: Final	EGP
Reconciled: Yes	
Type: View	View T-Accounts
	Override Account
	Line Event Account Class Debit Credit
	1 Payment Created 10-000-21010-10 Liability 1,000.00
	2 Payment Created 10-000-11015-10 Cash clearing 1,000.00

**Payment Details** **Paid Invoices** **History** **Other**

**Payee**

Current Name: Youssef_Site	Remit-to Bank Name
Payee Site: youssef_Site	Remit-to Branch Name
Remit-to Address: Giza, 6TH OF OCTOBER CITY GIZA, EGYPT	
Payment Function: Payables disbursements	Payment Process Request

**Processing Details**

Disbursement Bank Account: Youssef_Bank_Account	
---	--

ORACLE FUSION

## Click to Void in Case Wronge Invoice

This screenshot shows the Oracle Fusion Payments interface. At the top right, there's a context menu with options like 'Void', 'Initiate Stop', 'Reissue', etc. The main area displays payment details for a supplier named 'Youssef\_Supplier' with a payment amount of 1,000.00 EGP. Below this, sections for 'Payee' and 'Processing Details' are visible, along with a 'Payment Process Request' section.

## Choose Action

Click Submit

In this screenshot, a 'Void Payment' dialog box is open over the main payment screen. The dialog shows fields for 'Void Date' (3/24/25), 'Accounting Date' (3/24/25), and 'Invoice Action' dropdown. The dropdown menu is open, showing options: 'None' (selected), 'Cancel invoice', and 'Place hold on invoice'. Other parts of the screen show payment details and a process request.

## Check Statuses

Click Post to Ledger

This screenshot shows the payment screen after the void action has been taken. The 'Status' field is highlighted with a red box and shows 'Voided'. The rest of the screen remains similar to the previous steps, with payment details and a context menu at the top right.

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ORACLE FUSION

## Check Results

Payment: 1 ②

Actions ▾ Done

Accounting Lines: Payment 1

Ledger Youssef EG Date 3/24/25 Status Final

View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (EGP)
				Debit Credit
1	Payment Created	10-000-21010-10	Liability	1,000.00
2	Payment Cancelled	10-000-11015-10	Cash clearing	1,000.00
3	Payment Cancelled	10-000-21010-10	Liability	1,000.00
4	Payment Created	10-000-11015-10	Cash clearing	1,000.00

Done

## Open Same Invoice

Click Post to Ledger

Create Invoice: ②

Invoice Actions ▾ Save and Create Next

Manage Installments

Calculate Tax Ctrl+  
Check Funds  
Validate  
Request Override  
Apply or Unapply Prepayments  
Manage Holds  
Account Coding  
Approval  
View Approval and Notification History  
Cancel Invoice  
Delete Invoice  
Pay in Full  
Post to Ledger

Post to Ledger (highlighted with red box)

Invoice Header Show More

Identifying PO  Number

Business Unit  Amount  EGP - Egyptian Pound

\* Supplier  Type

Supplier Number  Description

\* Supplier Site  Legal Entity

Invoice Group

Lines ② Match Invoice Lines

View + Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

Distribution

Budgetary Control

## Check Results

VISION

Edit Invoice: test ②

Canceled Invoice Actions ▾ Save Save and Close Cancel Last Saved 3/24/25 4:52 AM

Accounting Lines: Standard Invoice test

Ledger Youssef EG Status Final

View T-Accounts Detach Override Account

Line	Date	Event	Account	Class	Accounted (EGP)
					Debit Credit
1	3/24/25	Invoice Cancelled	10-000-21010-10	Liability	1,000.00
2	3/24/25	Invoice Cancelled	10-000-52232-10	Item expense	1,000.00
3	3/23/25	Invoice Validated	10-000-52232-10	Item expense	1,000.00
4	3/23/25	Invoice Validated	10-000-21010-10	Liability	1,000.00

Total 0.00 Due 0.00

Activate Windows Go to Settings to activate Windows Done

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# How to Manage Payment Terms?

Open Setting and Actions

Choose Setup and maintenance

The screenshot shows the Oracle Fusion Home page. At the top right, there is a navigation bar with various icons and a "Sign Out" link. Below the navigation bar, a red box highlights the "Settings and Actions" link under the "Administration" section. The main content area displays a "Good evening, YOUSSEF" message and a grid of application tiles. The tiles include "Set Preferences", "Developer Connect", "Approvals", "Reports and Analytics", "Security Console", "Sales and Service Access Management", "SmartText", and "Transaction Console". On the left, there is a sidebar with "QUICK ACTIONS" like "Manage Collaboration Messaging History", "Notifications", and "AI Apps Administration".

Open Payables

Click to Manage Payment Terms

The screenshot shows the Oracle Financials setup page. On the left, there is a sidebar titled "Functional Areas" with a list of items. The "Payables" item is highlighted with a red box. The main content area shows a search bar and a table of tasks. The "Payables" section is expanded, and the "Manage Payment Terms" task is highlighted with a red box. Other tasks listed include "Manage Procurement Agents", "Manage Common Options for Payables and Procurement", and "Manage Invoice Options".

Click Create

The screenshot shows the "Manage Payment Terms" screen. At the top, there is a toolbar with various icons. The main content area is a table with columns for "Name", "Description", "Cutoff Day", "Rank", "From Date", and "To Date". One row in the table is highlighted with a red box. The table contains entries such as "2/10 Net 30", "Abdelrhman\_Payment", "End of Month", "Hold 10 Immediate", "Immediate", "JP-20th-EOM", "JP-20th-2-EOM", "JP-EOM-1-EOM", "JP-EOM-2-EOM", "Net 30", "Net 45", "Net 60", "Net 90", "Net Monthly Account", and "Prompt .1% 10 Net 30". The bottom right corner of the table has a "Done" button.

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# Fill Data Required

Click Save and Close

Edit Payment Terms: Chevrolet\_PT\_1

Name: Chevrolet_PT_1	From Date: 1/1/20						
Description: Chevrolet_PT_1	To Date: mid/yy						
Cutoff Day:	AB Context:						
Rank:	Regional Information:						
<b>Installments</b>							
View ▾ <span style="border: 1px solid red; padding: 2px;">+</span> <span style="border: 1px solid red; padding: 2px;">X</span> <span style="border: 1px solid red; padding: 2px;">grid</span> <span style="border: 1px solid red; padding: 2px;">list</span> <span style="border: 1px solid red; padding: 2px;">Detach</span>							
Due (%)	Amount Due	Calendar	Fixed Date	Days	Day of Month	Months Ahead	
50				0			
50				10			
Discount							
First Discount		Second Discount			Third Discount		
Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead
<b>Set Assignments</b>							
View ▾ <span style="border: 1px solid red; padding: 2px;">+</span> <span style="border: 1px solid red; padding: 2px;">X</span> <span style="border: 1px solid red; padding: 2px;">grid</span> <span style="border: 1px solid red; padding: 2px;">list</span> <span style="border: 1px solid red; padding: 2px;">Detach</span>							
Set Code	Set Name	Description					
COMMON	Common Set						

# End User Test:

Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a search bar with the placeholder "Search for people and actions". To the right of the search bar are various icons for navigation and notifications. Below the search bar, the text "Good evening, YOUSSEF" is displayed. A navigation bar with tabs includes "Contract Management", "Order Management", "Supply Chain Execution", "Supply Chain Planning", "Payables" (which is highlighted with a red box), and "Invoices". Under the "QUICK ACTIONS" section, there are links for "Create Invoice" and "Manage Invoices". The "APPS" section contains three buttons: "Payables Dashboard", "Invoices" (which is also highlighted with a red box), and "Payments". A sidebar on the left lists "Things to Finish".

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. On the left, there are two cards: "Approval" (0 Pending, 6 Others, 3 Rejected) and "Prepaid" (0 0 13). On the right, there is a table with columns "Supplier", "Supplier Site", "Business Unit", and "Description". The table has three rows. To the right of the table is a vertical sidebar with icons for search, magnifying glass, chart, and document. A dropdown menu titled "Invoices" is open, listing various options: "Create Invoice", "Create Invoice from Spreadsheet", "Create Recurring Invoices", "Manage Invoices", "Apply Missing Conversion Rates", "Validate Invoices", "Initiate Approval Workflow", "Import Invoices", "Correct Import Errors", "Import Payment Requests", and "Run Payables Exceptions Listing".

Or Click Recent in Info Tiles

Click Create

The screenshot shows the Oracle Fusion Invoices screen. At the top, there is a header with icons for search, home, star, etc. Below the header are four info tiles: "Scanned" (0 0 31), "Recent" (24 Hours: 0 Incomplete, 0 Complete, 0 Total), "Holds" (7 Days: 1 Validation, 0 Purchasing, 2 Other), and "Approval" (0 Pending, 10 Others, 4 Rejected). At the bottom, there is a table with columns "Invoice Number", "Amount", "Supplier", "Supplier Site", "Validation Status", "Accounting Status", "Paid Status", "Creation Date", "Last Updated Date", and "Business Unit". A toolbar at the bottom includes buttons for "View", "Detach", "Create" (which is highlighted with a red box), "Validate", "Cancel", and "Post to Ledger".

ORACLE FUSION

## Write Data Required

This screenshot shows the Oracle Fusion Create Invoice interface. The 'Invoice Header' section is visible, containing fields for Supplier (Youssef\_Supplier), Amount (1,000.00 EGP), Payment Terms (Youssef\_P\_T), and Date (1/1/2025). The 'Lines' section shows a single line item with Number 1, Type Item, Amount 1,000.00, and Distribution Set Youssef\_D\_S. The 'Invoice Actions' bar at the top right includes 'Save' and 'Save and Close' buttons.

Click Save

Invoice Action

Validate

This screenshot shows the Oracle Fusion Create Invoice interface after saving. The 'Invoice Actions' menu is open, displaying various options like Calculate Tax, Validate, and Post to Ledger. The 'Validate' option is highlighted with a red box. The 'Lines' section now shows two items: one with Number 1, Type Item, Amount 200.00, and another with Number 2, Type Item, Amount 300.00.

Click Post to Ledger

This screenshot shows the Oracle Fusion Create Invoice interface after validating. The 'Invoice Actions' menu is open again, with the 'Post to Ledger' option highlighted with a red box. The 'Lines' section shows the same two items as before.

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ORACLE FUSION

## Click on Manage Instalments

This screenshot shows the Oracle Fusion Create Invoice interface. In the top right corner, there is a context menu with various options. The 'Manage Instalments' option is highlighted with a red box. Other visible options include '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', and 'Account in Draft'. The main area of the screen shows the invoice header details and lines.

## Review Instalments

This screenshot shows the 'Manage Instalments' screen. It displays two installments for a total amount of 1,000.00. The first installment is due on 1/1/25 and the second is due on 1/11/25, both in the amount of 500.00. The payment method is set to 'Check'. The 'Split Installment' button is highlighted with a red box. The 'Installment 1: Details' section shows three discount entries with dates and amounts.

Installment	Due Date	Gross Amount	Unpaid Amount	Payment Priority	Payment Method	Bank Account	Details
1	1/1/25	500.00	500.00	99	Check		
2	1/11/25	500.00	500.00	99	Check		

## Open Payables

## Click Payments

This screenshot shows the Oracle Fusion Payables screen. At the top, there is a navigation bar with tabs: Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, Payables (which is highlighted with a red box), and a right-pointing arrow. Below the navigation bar, there is a 'QUICK ACTIONS' section with 'Create Invoice' and 'Manage Invoices' options. On the right side, there is a 'APPS' section with three icons: 'Payables Dashboard', 'Invoices', and 'Payments' (which is highlighted with a red box). The bottom of the screen shows a 'Things to Finish' section.

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ORACLE FUSION

## Open Task Panel



Overview

### Payment Process Requests

Requiring Attention (0) Recently Completed (0) Recently Terminated (0)

View Detach

Name

Pending Since

Stage

Status

Action

Select

No data to display.

### Payment Files Requiring Attention

Actions View Detach

Reference Administrator Reference

Creation Date

Status

No results found.

### Stop Payment Requests

View Detach Cancel Stop Request Void Payment

Payment Number

Payment Date

Amount

Stop Request Date

Payment Method

Bank Account

Bank Name

Payee

### Payments

- Submit Payment Process Request
- Manage Payment Process Requests
- Manage Payment Process Request Transactions
- Create Payment
- Manage Payments
- Create Electronic Payment Files
- Create Printed Payment Files
- Manage Payment Files
- Apply Missing Conversion Rates
- Create Positive Pay File
- Send Separate Remittance /
- Create Regulatory Reporting
- Payment File Accompanying Letter
- Retrieve Disbursement Acknowledgment

### Accounting

- Create Accounting
- Create Adjustment Journal
- Review Journal Entries
- Payables to Ledger Reconciliation

### Payables Periods

- Manage Accounting Periods

## Fill Data Required



Create Payment

Search Home Star Print 20 Detach Save and Create Another Save and Close Cancel

Payment Details Advanced Additional Information

* Business Unit	Youssef_B_U
* Supplier or Party	Youssef_Supplier
* Supplier Site	youssef_Site
Address	Giza,6TH OF OCTOBER CITY GIZA,EGYPT
* Payment Date	1/1/25
* Type	Quick
Description	

* Disbursement Bank Account	Youssef_Bank_Account
Payment Currency	EGP - Egyptian Pound
* Payment Method	Check
* Payment Process Profile	Standard Check - All Currency
Remit-to Account	
Remit-to Bank Name	
Remit-to Branch Name	
* Payment Document	Youssef_Checks
* Paper Document Number	2
Attachments	None

Invoices to Pay

View Detach Add Cross-Currency User Rates

Invoice

Payment

Number

Type

Due Date

Unpaid

Discount

Amount

Interest

Total Activate Windows

No invoices selected.

## Choose your Invoice

## Click Apply

## Click Save and Close



Create Payment

Search Home Star Print 21 Detach Save and Create Another Save and Close Cancel

Payment Details Advanced Additional Information

Select and Add: Invoices to Pay

Search					
Invoice Number					
Invoice Amount					
Invoice Type					
Advanced Saved Search All Available Invoices					
Voucher Number					
Invoices Due Today					
Search Reset Save...					
Number	Due Date	Unpaid Amount	Type	Pay Alone	Invoice Business Unit
test2	1/1/25	500.00 EGP	Standard	No	Youssef_B_U
test2	1/11/25	500.00 EGP	Standard	No	Youssef_B_U

Invoice

Number Due Date Unpaid Amount Type Pay Alone Invoice Business Unit

test2 1/1/25 500.00 EGP Standard No Youssef\_B\_U

test2 1/11/25 500.00 EGP Standard No Youssef\_B\_U

Apply OK Cancel

Invoices to Pay

View Detach Add Cross-Currency User Rates

Type

Due Date

Unpaid

Discount

Amount

Interest

Total Activate Windows

No invoices selected.

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## Open Task Panel

## Click Manage Payments

Payment Process Requests (0) Recently Completed (0) Recently Terminated (0)

Name	Pending Since	Stage	Status	Action
No data to display.				

Payment Files Requiring Attention

Reference	Administrator Reference	Creation Date	Status
No results found.			

Stop Payment Requests

View	Actions	Cancel Stop Request	Void Payment
No stop requests found.			

- Payments
  - Submit Payment Process Request
  - Manage Payment Process Requests
  - Manage Payment Process Request
  - Create Payment
  - Manage Payments
  - Create Electronic Payment Files
  - Create Printed Payment Files
  - Manage Payment Files
  - Apply Missing Conversion Rates
  - Create Positive Pay File
  - Send Separate Remittance
  - Create Regulatory Reporting
  - Payment File Accompanying Letter
  - Retrieve Disbursement Acknowledgment
- Accounting
  - Create Accounting
  - Create Adjustment Journal
  - Review Journal Entries
  - Payables to Ledger Reconciliation
- Payables Periods
  - Manage Accounting Periods

## Fill Data Required

## Click Search

Supplier or Party

Payment Date  m/d/y

Payment Number

Disbursement Bank Account

Payment Type

Payment Process Request

Payment Status

Business Unit

**Search**

Actions ▾ View ▾ + ⌂ ⌂ Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
No search conducted.									

## Choose Invoice to Post payment to General Ledger

Actions ▾ View ▾ + ⌂ ⌂ Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
1	Electronic-4560	Negotiable	No	Mei Zhang	9/30/16	3,530.00 CNY			
1	Youssef_Checks	Negotiable	No	Youssef_Supplier	3/24/25	1,000.00 EGP	Giza, 6TH OF OCTOBER CITY GIZA, EGYPT		
1	Abdelrhman_Doc	Negotiable	No	Abdelrhman_Supplier	1/9/24	900.00 EGP	Zayed, 6TH OF OCTOBER CITY GIZA, EGYPT		
1	not shehab paym...	Negotiable	No	not shehab supplier	3/23/25	100,000.00 EGP	Shehb_Supplier_Add_Line, CAIRO CAIRO, EGYPT		

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## Open Actions

Click Post to Ledger

Payment: 1

Payee	Youssef_Supplier
Payment Date	3/24/25
Status	Negotiable
Accounting Status	Unaccounted
Reconciled	No
Type	Quick

Payment Amount	1,000.00
Withheld Amount	0.00
Business Unit	Youssef_B_U
Legal Entity	Youssef_L_E
Stop Date	
Void Date	
Attachments	None

Actions: **Post to Ledger** (highlighted)

Payment Details: Paid Invoices, History, Other

Payee: Current Name, Payee Site, Remit-to Address, Payment Function

Processing Details: Disbursement Bank Account, Payment Method, Bill Payable

Payment Process Request: Payment Document, Payment File Reference

Activate Windows: Go to Settings to activate Windows.

## Check Results

Payment: 3

Payee	Youssef_Supplier
Payment Date	1/1/25
Status	Final

Accounting Lines: Payment 3

Line	Event	Account	Class	Accounted (EGP)
				Debit Credit
1	Payment Created	10-000-21010-10	Liability	500.00
2	Payment Created	10-000-11015-10	Cash clearing	500.00

Payment Details: Paid Invoices, History, Other

Payee: Current Name, Payee Site, Remit-to Address

Payment Function: Payables disbursements

Processing Details: Disbursement Bank Account, Payment Method

Payment Process Request: Payment Document

Activate Windows: Go to Settings to activate Windows.

# How to Manage Discount?

## End User Test:

Home page

Click Payables

Open Invoice

Good evening, YOUSSEF

Contract Management Order Management Supply Chain Execution Supply Chain Planning **Payables**

QUICK ACTIONS APPS

- Create Invoice
- Manage Invoices
- Show More

Payables Dashboard Invoices Payments

Things to Finish

Open Task Panel

Click Create invoice

Supplier	Supplier Site	Business Unit	Description
IC.	Dell Supremo US	Supremo US Bu...	
IC.	Dell Supremo US	Supremo US Bu...	
IC.	Dell Supremo US	Supremo US Bu...	

Or Click Recent in Info Tiles

Click Create

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated Date	Business Unit
----------------	--------	----------	---------------	-------------------	-------------------	-------------	---------------	-------------------	---------------

ORACLE FUSION

## Write Data Required

This screenshot shows the Oracle Fusion Create Invoice interface. The 'Invoice Header' section contains fields for Supplier (Youssef\_Supplier), Amount (1,000.00 EGP), Payment Terms (Youssef\_P\_T), and Accounting Date (1/1/2025). The 'Lines' section shows a single line item with Number 1, Type Item, Amount 1,000.00, and Distribution Set Youssef\_D\_S.

Click Save

Invoice Action

Validate

This screenshot shows the Oracle Fusion Create Invoice interface after saving. The 'Actions' menu is open, showing options like Validate, Calculate Tax, and Post to Ledger. The invoice header and lines are identical to the previous screenshot.

Click Post to Ledger

This screenshot shows the Oracle Fusion Create Invoice interface after validating. The 'Actions' menu is open, and the 'Post to Ledger' option is highlighted with a red box. The invoice header and lines remain the same.

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ORACLE FUSION

## Click on Manage Instalments

The screenshot shows the Oracle Fusion Create Invoice interface. At the top right, there is a toolbar with various buttons like 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. A dropdown menu labeled 'Invoice Actions' is open, and the 'Manage Instalments' option is highlighted with a red box. The main form contains fields for 'Supplier Number' (Youssef\_Supplier), 'Amount' (1,000.00), 'Type' (Standard), and 'Description'. Below the main form, there is a section for 'Lines' with buttons for 'Match Invoice Lines', 'Detach', 'Allocate', 'Cancel Line', and 'Distributions'. At the bottom, there are tabs for 'Distribution', 'Reference', 'Tax', 'Purchase Order', 'Asset', and 'Project'.

## Select Instalment

The screenshot shows the Oracle Fusion Edit Invoice interface. On the left, there is a sidebar with sections like 'Invoice Header', 'Lines', 'Taxes', and 'Totals'. The main area shows an invoice for 'test2' with a total amount of 1,000.00. A modal window titled 'Manage Instalments' is open, displaying two instalment rows. The second row, which has a due date of 1/11/25 and a gross amount of 500.00, is highlighted with a red box. The modal also includes fields for 'Pay Group', 'Payment Reason', 'Settlement Priority', 'Delivery Channel', and a 'Discountable Amount' of 1,000.00. At the bottom of the modal, there are buttons for 'Save', 'Save and Close', and 'Cancel'.

## Write Discount

This screenshot shows the 'Manage Instalments' dialog box from the previous step. It displays the second instalment row with a red box around it. Below the instalment table, there is a section titled 'Installment 1: Details' with a table for 'Discounts'. The first discount row, which has a date of 1/1/25 and a discount of 5.00, is highlighted with a red box. The dialog also includes a summary table at the bottom showing 'Totals' of 1,000.00 for both gross and unpaid amounts.

## Click Save and Close

This screenshot shows the 'Manage Instalments' dialog box again. The 'Save and Close' button at the bottom right is highlighted with a red box. The background shows a blurred view of the Oracle Fusion interface with a 'Total Due 1,000.00' message.

## Open Payables

The screenshot shows the Oracle Fusion Payables dashboard. At the top, there is a navigation bar with 'Contract Management', 'Order Management', 'Supply Chain Execution', 'Supply Chain Planning', 'Payables' (which is highlighted with a red box), and 'Things to Finish'. Below the navigation, there is a 'QUICK ACTIONS' section with 'Create Invoice' and 'Manage Invoices' buttons. There is also a 'SHOW MORE' link. On the right, there is a 'APPS' section with three icons: 'Payables Dashboard', 'Invoices', and 'Payments' (which is highlighted with a red box). A search bar at the top says 'Search for people and actions'.

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## Open Task Panel

Click Create Payments

The screenshot shows the Oracle Fusion Open Task Panel interface. On the right side, a sidebar menu is open under the 'Payments' section, with 'Create Payment' highlighted. The main content area displays three sections: 'Payment Process Requests', 'Payment Files Requiring Attention', and 'Stop Payment Requests'. Each section has its own set of filters and data tables.

## Fill Data Required

The screenshot shows the 'Create Payment' page. Several fields are highlighted with red boxes to indicate they are required:

- \* Business Unit: Youssef\_B\_U
- \* Supplier or Party: Youssef\_Supplier
- \* Supplier Site: youssef\_Site
- \* Payment Date: 1/1/25
- \* Type: Quick
- \* Disbursement Bank Account: Youssef\_Bank\_Account
- \* Payment Currency: EGP - Egyptian Pound
- \* Payment Method: Check
- \* Payment Process Profile: Standard Check - All Currency
- \* Payment Document: Youssef\_Checks
- \* Paper Document Number: 2

Invoices to Pay

The screenshot shows the 'Invoices to Pay' section. A table is displayed with the following columns:

Number	Type	Due Date	Unpaid	Discount	Amount	Interest	Total
No invoices selected							Activate Windows

Choose your Invoice

Click Apply

Click Save and Close

The screenshot shows the 'Create Payment' page with a modal dialog titled 'Select and Add: Invoices to Pay'. The dialog contains a search bar and a table of invoices:

Number	Due Date	Unpaid Amount	Type	Paid Alone	Invoice Business Unit
test2	1/1/25	500.00 EGP	Standard	No	Youssef_B_U
test2	1/11/25	500.00 EGP	Standard	No	Youssef_B_U

At the bottom of the dialog, there are 'Apply', 'OK', and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

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## Check Discount

Payment Details Advanced Additional Information

Business Unit Youssef_B_U	Disbursement Bank Account Youssef_Bank_Account
Supplier or Party Youssef_Supplier	Payment Currency EGP - Egyptian Pound
* Supplier Site youssef_Site	Payment Method Check
Address Giza,6TH OF OCTOBER CITY GIZA,EGYPT	Payment Process Profile Standard Check - All Currency
Payment Date 1/1/25	Remit-to Account
Type Quick	Remit-to Bank Name
Description	Remit-to Branch Name
	Payment Document Youssef_Checks
	Paper Document Number 5
	Attachments None

### Invoices to Pay

View ▾ Add Cross-Currency User Rates

Invoice				Payment			
Number	Type	Due Date	Unpaid	Discount	Amount	Interest	Total
test2	Standard	1/11/25	500.00	0.00	500.00	0.00	500.00
test2	Standard	1/1/25	500.00	5.00	495.00	0.00	495.00
					5.00	0.00	5.00
					995.00	0.00	995.00

## Open Task Panel

## Click Manage Payments

= vision

Overview

Payment Process Requests

Requiring Attention (0) Recently Completed (0) Recently Terminated (0)

View ▾ Detach

Name	Pending Since	Stage	Status	Action
No data to display.				

Payment Files Requiring Attention

Actions ▾ View ▾ Detach

Reference	Administrator Reference	Creation Date	Status
No results found.			

Stop Payment Requests

View ▾ Detach Cancel Stop Request Void Payment

Document	Stop Request	Document

Payments

- Submit Payment Process Request
- Manage Payment Process Requests
- Manage Payment Process Request Type
- Create Payment
- Manage Payments
- Create Electronic Payment Files
- Create Printed Payment Files
- Manage Payment Files
- Apply Missing Conversion Rates
- Create Positive Pay File
- Send Separate Remittance File
- Create Regulatory Reporting
- Payment File Accompanying Letter
- Retrieve Disbursement Acknowledgment

Accounting

- Create Accounting
- Create Adjustment Journal
- Review Journal Entries
- Payables to Ledger Reconciliation

Payables Periods

- Manage Accounting Periods

## Fill Data Required

## Click Search

= vision

Manage Payments

Search

Advanced Saved Search All Payments

At least one is required

** Supplier or Party	** Payment Type
** Payment Date m/d/y	** Payment Process Request
** Payment Number 1	Payment Status
** Disbursement Bank Account	Business Unit

Actions ▾ View ▾ Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
No search conducted.									

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# Choose Invoice to Post payment to General Ledger

Manage Payments

Search

Actions ▾ View ▾ + Detach Advanced Saved Search All Payments ▾

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
1	Electronic-4560	Negotiable	No	Mei Zhang	9/30/16	3,530.00 CNY			
1	Youssef_Checks	Negotiable	No	Youssef_Supplier	3/24/25	1,000.00 EGP	Giza, 6TH OF OCTOBER CITY GIZA, EGYPT		
1	Abdelrhman_Doc	Negotiable	No	Abdelrhman_Supplier	1/9/24	900.00 EGP	Zayed, 6TH OF OCTOBER CITY GIZA, EGYPT		
1	not shehab paym...	Negotiable	No	not shehab supplier	3/23/25	100,000.00 EGP	Shehb_Supplier_Add_Line, CAIRO CAIRO, EGYPT		

## Open Actions

Payment: 1

Actions ▾ Done

Void  
Initiate Stop  
Reissue  
Print Remittance  
**Post to Ledger**  
Account in Draft  
View Account

Payee: Youssef_Supplier	Payment Amount: 1,000.00 EGP
Payment Date: 3/24/25	Withheld Amount: 0.00 EGP
Status: Negotiable	Business Unit: Youssef_B_U
Accounting Status: Unaccounted	Legal Entity: Youssef_L_E
Reconciled: No	Stop Date:
Type: Quick	Void Date:
	Attachments: None

Payment Details Paid Invoices History Other

Payee Current Name: Youssef\_Site  
Payee Site: Youssef\_Site  
Remit-to Address: Giza, 6TH OF OCTOBER CITY GIZA, EGYPT  
Payment Function: Payables disbursements

Processing Details Disbursement Bank Account: Youssef\_Bank\_Account  
Payment Method: Check  
Bill Payable: No

Payment Process Request Payment Document: Youssef\_Checks  
Payment File Reference: 298190

Activate Windows Go to Settings to activate Windows.

## Check Results

Payment: 5

Actions ▾ Done

Accounting Lines: Payment 5

Line	Event	Account	Class	Debit	Credit
1	Payment Created	10-000-21010-10	Liability	1,000.00	
2	Payment Created	10-000-11015-10	Cash clearing		995.00
3	Payment Created	10-000-56550-10	Discount		5.00

Remit-to Branch Name

Payment Process Request  
Payment Document: Youssef\_Checks  
Payment File Reference: 298190

Activate Windows Go to settings to activate Windows.

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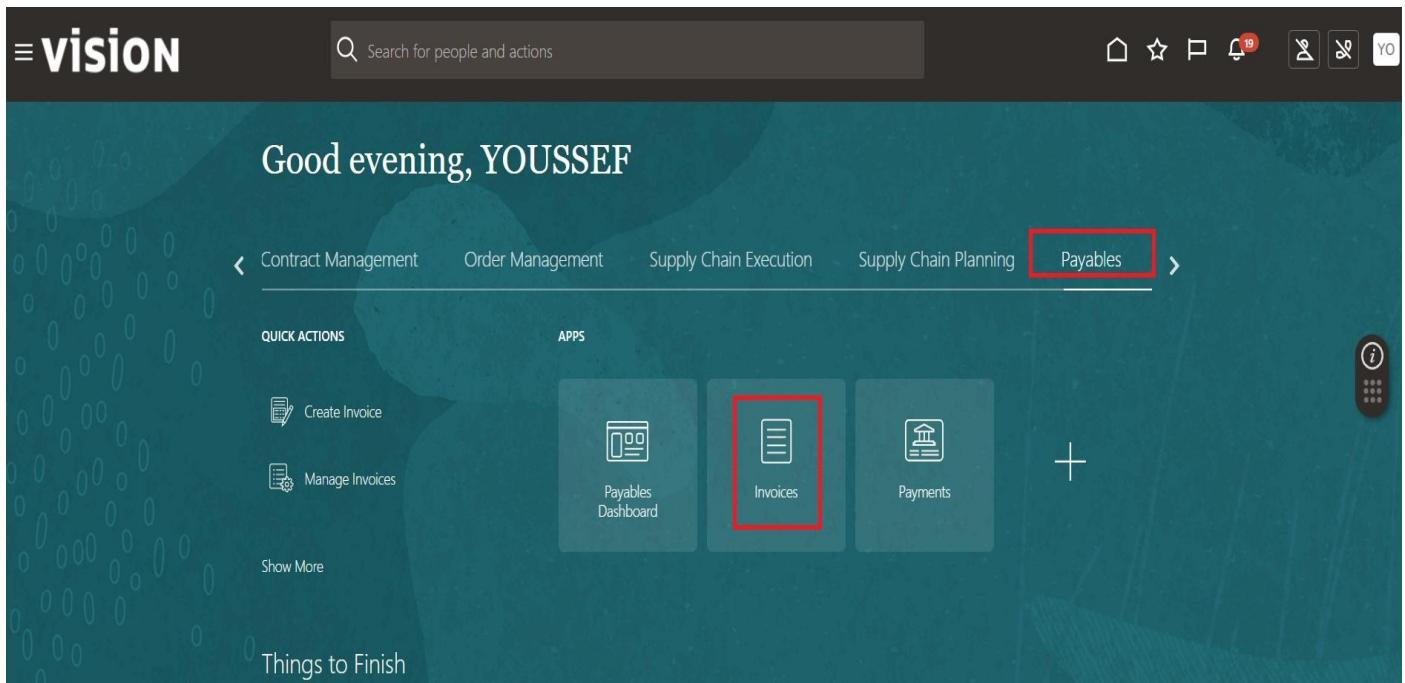
<http://linkedin.com/in/mohamed-badawy-393821240>

# How to Create Invoice with Type Prepayment?

Home page

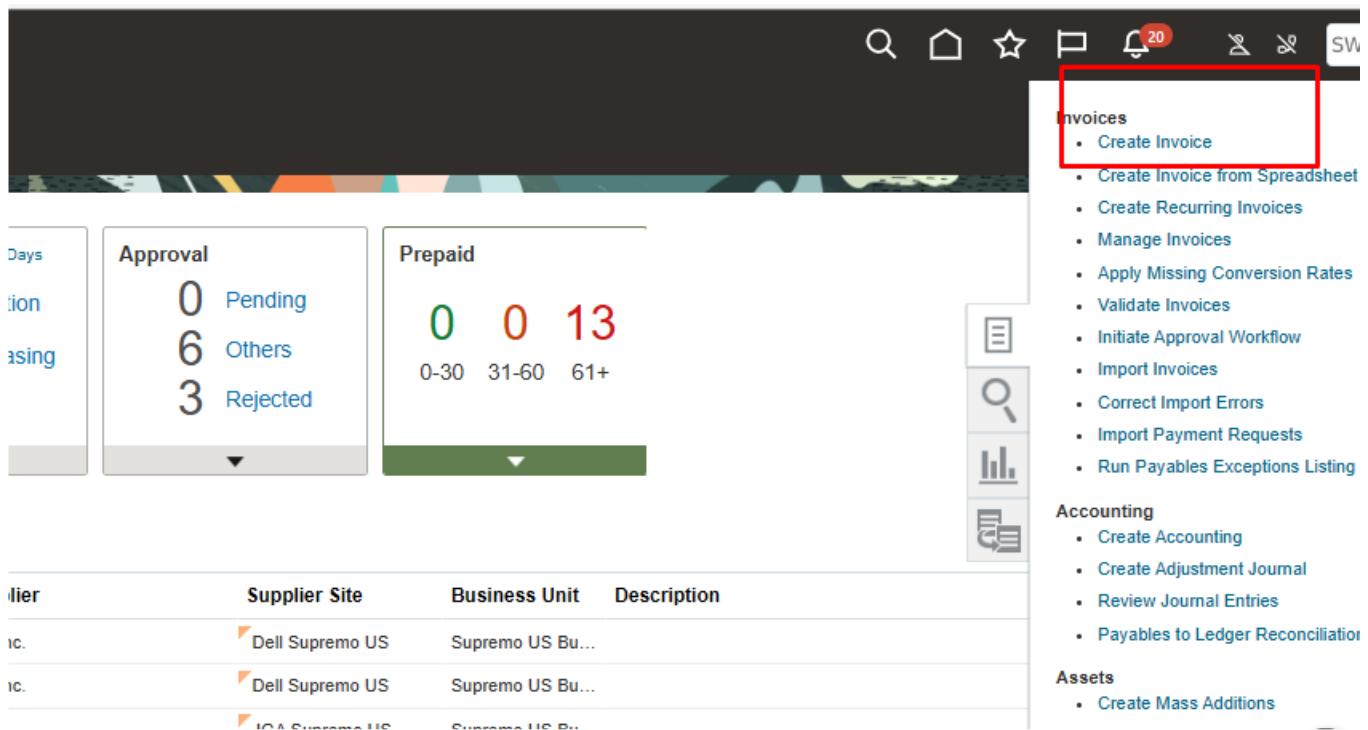
Click Payables

Open Invoice



Open Task Panel

Click Create invoice



ORACLE FUSION

## Additional Information

The screenshot shows the Oracle Fusion Invoices dashboard. At the top, there are several status tiles: Scanned (0 0 31), Recent (0 Incomplete, 0 Complete, 0 Total), Holds (1 Validation, 0 Purchasing, 2 Other), Approval (0 Pending, 10 Others, 4 Rejected), and Prepaid (1 0 17). Below these are filters for View, Detach, and a search bar. A main table header row includes columns for Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Invoice Date, Business Unit, Creation Date, Assignee, and Identifying PO. A message indicates "No data to display".

## Or Click Recent in Info Tiles

This screenshot is similar to the previous one, but the 'Recent' button in the 'Recent' info tile has been highlighted with a red box. The rest of the interface is identical to the first screenshot.

## Write Data Required

The screenshot shows the 'Create Invoice' screen. The 'Identifying PO' field is highlighted with a red box. Other fields highlighted with red boxes include 'Business Unit' (Youssef\_B\_U), 'Supplier' (Youssef\_Supplier), 'Supplier Site' (youssef\_Site), 'Number' (test3), 'Amount' (1,000.00), 'Type' (Prepayment), 'Date' (3/24/25), 'Payment Terms' (Immediate), 'Terms Date' (3/24/25), and 'Requester'. The 'Invoice Header' section contains fields for 'Supplier Number' (1468), 'Supplier Site' (youssef\_Site), 'Legal Entity' (Youssef\_L\_E), and 'Invoice Group'. The 'Lines' section shows a single line with 'Number' (1), 'Type' (Item), 'Amount' (1,000.00), 'Distribution Set' (10-000-15015-10), 'Accounting Date' (3/24/25), and 'Description' (empty). Buttons at the bottom include 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'.

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Click Save

Invoice Action

Validate

The screenshot shows the Oracle Fusion 'Create Invoice' interface. In the top right corner, there is a 'Save' button highlighted with a red box. Below it, the 'Invoice Actions' dropdown menu is open, and the 'Validate' option is also highlighted with a red box. The main form contains fields for Identifying PO, Business Unit, Supplier, and other invoice details. The 'Lines' section shows two items with amounts of 200.00 and 300.00.

Check Statuses

This screenshot shows the same Oracle Fusion 'Create Invoice' interface as the previous one, but the 'Unpaid' status is highlighted with a red box in the 'Invoice Actions' dropdown menu. The invoice header and lines section are identical to the first screenshot.

Click Post to Ledger

This screenshot shows the Oracle Fusion 'Create Invoice' interface again. The 'Post to Ledger' option in the 'Invoice Actions' dropdown menu is highlighted with a red box. The invoice header and lines section are consistent with the previous screenshots.

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## Check Results

The screenshot shows the Oracle Fusion interface for creating an invoice. A modal dialog titled "Accounting Lines: Prepayment test3" is open, displaying two accounting entries:

Line	Event	Account	Class	Debit	Credit
1	Prepayment Valid...	10-000-15015-10	Prepaid expense	1,000.00	
2	Prepayment Valid...	10-000-21010-10	Liability		1,000.00

The main window shows the invoice header details and a distribution table.

## Open Invoice Actions

Click to Pay in Full

The screenshot shows the Oracle Fusion interface for editing an invoice. The "Invoice Actions" dropdown menu is open, and the "Pay in Full" option is highlighted.

The main window displays the invoice header and a distribution table.

## Fill Data Required

Click Submit

The screenshot shows the Oracle Fusion interface for editing an invoice. A modal dialog titled "Pay in Full: Test\_1001" is open, containing the following fields:

Payment Amount: 1,000.00 EGP	Payment Document: Aboelfotoh_PD
Payment Method: Check	Payment Number: 1
* Bank Account: Aboelfotoh_Bank_Acc	Conversion Rate Type
* Payment Process Profile: Standard Check - All Currency	Conversion Date
Remit-to Account	Conversion Rate
Remit-to Bank Name	Document Category: CHECK PAY
Remit-to Branch Name	Document Sequence: 2022-00-0037
	Voucher Number

The "Submit" button is highlighted with a red box.

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ORACLE FUSION

## Check Statuses

Click Ok

The screenshot shows the Oracle Fusion Payables application interface. A confirmation dialog box is open in the center, stating "Payment 6 for 1,000.00 EGP has been created." with an "OK" button highlighted with a red box. The background shows the invoice header details and a distribution table. The top navigation bar includes "Available" (highlighted with a red box), "Invoice Actions", "Save and Create Next", "Save", "Save and Close", and "Cancel". The status bar at the bottom right shows "Last Saved 3/24/25 8:23 AM".

## Open Payables

Click Payments

The screenshot shows the Oracle Fusion Payables application dashboard. It features a greeting "Good morning, YOUSSEF". Below it are tabs for Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, and Payables (highlighted with a red box). On the left, there's a "QUICK ACTIONS" section with "Create Invoice" and "Manage Invoices" buttons. In the center, there are three cards: "Payables Dashboard", "Invoices", and "Payments" (highlighted with a red box). The bottom of the screen shows a "Things to Finish" section.

## Open Task Panel

Click Manage Payments

The screenshot shows the Oracle Fusion Payables application task panel. It includes sections for "Payment Process Requests", "Payment Files Requiring Attention", and "Stop Payment Requests". The "Payment Process Requests" section has a "Select" button highlighted with a red box. To the right, there is a sidebar with a "Payments" section containing a list of tasks such as "Submit Payment Process Request", "Manage Payment Process Requests", and "Create Payment". The "Payments" button in the sidebar is also highlighted with a red box.

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## Fill Data Required

Click Search

Manage Payments

Search

Supplier or Party: [ ]

Payment Date: [m/d/y] [ ]

Payment Number: **1** [ ]

Disbursement Bank Account: [ ]

Payment Type: [ ]

Payment Process Request: [ ]

Payment Status: [ ]

Business Unit: [ ]

Advanced | Saved Search | All Payments | Done

At least one is required

Actions: View, Detach, Search, Reset, Done

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
No search conducted.									

## Choose Invoice to Post payment to General Ledger

Manage Payments

Search

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
1	Electronic-4560	Negotiable	No	Mei Zhang	9/30/16	3,530.00 CNY			
<b>1</b>	<b>Youssef_Checks</b>	Negotiable	No	<b>Youssef_Supplier</b>	<b>3/24/25</b>	<b>1,000.00 EGP</b>	<b>Giza, 6TH OF OCTOBER CITY GIZA, EGYPT</b>		
1	Abdelrhman_Doc	Negotiable	No	Abdelrhman_Supplier	1/9/24	900.00 EGP	Zayed, 6TH OF OCTOBER CITY GIZA, EGYPT		
1	not shehab pay...	Negotiable	No	not shehab supplier	3/23/25	100,000.00 EGP	Shehb_Supplier_Add_Line, CAIRO CAIRO, EGYPT		

## Open Actions

Click Post to Ledger

Payment: 1

Payee: Youssef\_Supplier  
Payment Date: 3/24/25  
Status: Negotiable  
Accounting Status: Unaccounted  
Reconciled: No  
Type: Quick

Payment Details: Paid Invoices, History, Other

Payee: Current Name: Youssef\_Site  
Payee Site: Giza, 6TH OF OCTOBER CITY GIZA, EGYPT  
Remit-to Address: Giza, 6TH OF OCTOBER CITY GIZA, EGYPT  
Payment Function: Payables disbursements

Processing Details: Disbursement Bank Account: Youssef\_Bank\_Account  
Payment Method: Check  
Bill Payable: No

Payment Amount: 1,000.00 EGP  
Withheld Amount: 0.00 EGP  
Business Unit: Youssef\_R\_U  
Legal Entity: Youssef\_L\_E  
Stop Date:  
Void Date:  
Attachments: None

Actions: Void, Initiate Stop, Reissue, Print Remittance, Post to Ledger, Account in Draft, View Account

## Check Results

Payment: 6

Payee: Youssef\_Supplier  
Payment Date: 3/24/25  
Status: Negotiable  
Accounting Status: Unaccounted  
Reconciled: No  
Type: Quick

Payment Details: Paid Invoices, History, Other

Payee: Current Name: Youssef\_Site  
Payee Site: Giza, 6TH OF OCTOBER CITY GIZA, EGYPT  
Remit-to Address: Giza, 6TH OF OCTOBER CITY GIZA, EGYPT  
Payment Function: Payables disbursements

Payment Amount: 1,000.00 EGP  
Withheld Amount: 0.00 EGP  
Business Unit: Youssef\_R\_U  
Legal Entity: Youssef\_L\_E  
Stop Date:  
Void Date:  
Attachments: None

Accounting Lines: Payment 6

Line	Event	Account	Class	Accounted (EGP)
1	Payment Created	10-000-21010-10	Liability	1,000.00
2	Payment Created	10-000-11015-10	Cash clearing	1,000.00

Remit-to Bank Name:  
Remit-to Branch Name:

Actions: View T-Accounts, Detach, Override Account, Done

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## Open Setting and Actions

## Choose Setup and maintenance

The screenshot shows the Oracle Fusion Home page. At the top right, there is a 'Settings and Actions' menu with several options: Personalization, Administration, Troubleshooting, and others. The 'Administration' section is expanded, showing 'Setup and Maintenance' which is also highlighted with a red box. The main content area displays a 'Good evening, YOUSSEF' message and various quick actions and apps.

## Open Payables

**=vision**  
Setup: Financials

The screenshot shows the =vision Payables setup interface. On the left, there is a sidebar titled 'Functional Areas' with various categories like Initial Users, Enterprise Profile, Legal Structures, etc. The 'Payables' category is highlighted with a red box. On the right, there is a 'Scope' section listing users associated with the Payables scope.

## Fill Data Required

The screenshot shows the 'Fill Data Required' configuration screen. It includes sections for Receipt Acceptance Days, Matching (with checkboxes for Allow final matching, Allow matching distribution override, and Transfer PO distribution additional information), Discount (with checkboxes for Exclude tax from calculation, Exclude freight from calculation, and Always take discount), Prepayment (with Payment Terms set to Immediate and Settlement Days field), and Approval (with a checkbox for Show available prepayments during invoice entry).

## Click Manage Invoice Options

The screenshot shows the 'Manage Invoice Options' configuration screen. It features a 'Task' list with tasks like Manage Payment Terms, Manage Procurement Agents, Manage Common Options for Payables and Procurement, and Manage Invoice Options. The 'Manage Invoice Options' task is highlighted with a red box. The right side of the screen shows a 'Scope' section with user names.

## Click Save and Close

The screenshot shows the 'Save and Close' configuration screen. It includes sections for Account Derivation Method, Quantity Tolerances, Amount Tolerances, and a distribution method section with checkboxes for Use distribution from purchase order and Show available prepayments during invoice entry. A help icon is visible on the right.

## Home page

## Click Payables

## Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a navigation bar with icons for search, home, star, etc. Below the navigation bar, the text "Good evening, YOUSSEF" is displayed. The main menu has several categories: Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, Payables (which is highlighted with a red box), and a right-pointing arrow. Under the "QUICK ACTIONS" section, there are links for "Create Invoice" and "Manage Invoices". Under the "APPS" section, there are three tiles: "Payables Dashboard", "Invoices" (which is highlighted with a red box), and "Payments". A sidebar on the left lists "Things to Finish".

## Open Task Panel

## Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. At the top, there is a navigation bar with icons for search, home, star, etc. Below the navigation bar, the text "Invoices" is highlighted with a red box. The main panel contains several sections: "Approval" (0 Pending, 6 Others, 3 Rejected), "Prepaid" (0-30: 0, 31-60: 0, 61+: 13), and a table for "Supplier Site" and "Business Unit". On the right side, there is a sidebar with a tree view of tasks under "Invoices" (e.g., Create Invoice, Create Invoice from Spreadsheet) and other modules like Accounting and Assets.

## Additional Information

The screenshot shows the Oracle Fusion Invoices module. At the top, there is a navigation bar with icons for search, home, star, etc. Below the navigation bar, the text "Invoices" is highlighted with a red box. The main panel displays several status counts: Scanned (0, 0, 31), Recent (0 Incomplete, 0 Complete, 0 Total), Holds (1 Validation, 0 Purchasing, 2 Other), Approval (0 Pending, 10 Others, 4 Rejected), and Prepaid (1, 0, 17). Below these counts, there is a table with columns for Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Invoice Date, Business Unit, Creation Date, Assignee, and Identifying PO. A message at the bottom states "No data to display."

ORACLE FUSION

## Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with a dark theme. At the top, there's a navigation bar with icons for search, home, star, etc. Below it is a header bar with the VISION logo and a 'Invoices' button. The main area features four info tiles: 'Scanned' (0/0/31), 'Recent' (0 incomplete, 0 complete, 0 total), 'Holds' (1 Validation, 0 Purchasing, 2 Other), and 'Approval' (0 Pending, 10 Others, 4 Rejected). A 'Create' button is highlighted in red. Below the tiles is a table with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. The table has a single row of data.

## Write Data Required

The screenshot shows the 'Create Invoice' screen. The 'Invoice Header' section includes fields for Identifying PO, Business Unit (Youssef\_B\_U), Supplier (Youssef\_Supplier), Supplier Number (1468), Supplier Site (youssef\_Site), Legal Entity (Youssef\_L\_E), and Invoice Group. The 'Lines' section shows a distribution table with one item line (Number 1, Type Item, Amount 10,000.00, Distribution Set 10-000-52232-10, Accounting Date 3/24/25). The 'Invoice Actions' dropdown menu is open, with the 'Save' button highlighted in red. Other buttons include 'Save and Create Next', 'Save and Close', and 'Cancel'.

## Click Save

## Invoice Action

## Validate

The screenshot shows the 'Create Invoice' screen after saving. The 'Invoice Header' and 'Lines' sections are identical to the previous screenshot. The 'Invoice Actions' dropdown menu is open, with the 'Validate' option highlighted in red. Other options include 'Manage Instalments', 'Calculate Tax', 'Apply or Unapply Prepayments', 'Manage Holds', 'Account Coding', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'. The bottom of the screen shows a distribution table with two items (Number 1 and 2) and a note about activating windows.

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ORACLE FUSION

## Check Statuses

This screenshot shows the Oracle Fusion Create Invoice interface. The top navigation bar includes 'Validated' status, 'Invoice Actions' dropdown, and buttons for 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. The date 'Last Saved 3/24/25 8:50 AM' is also displayed. The main area is titled 'Invoice Header' with a 'Show More' link. It contains fields for 'Number' (test4), 'Amount' (10,000.00 EGP), 'Type' (Standard), 'Description' (empty), 'Payment Terms' (Immediate), 'Date' (3/24/25), 'Terms Date' (3/24/25), 'Requester' (empty), and 'Attachments' (None). Below the header is a 'Lines' section with tabs for 'Match Invoice Lines', 'View', '+', 'X', 'Detach', 'Allocate', 'Cancel Line', and 'Distributions'. A toolbar below these tabs includes 'Distribution', 'Reference', 'Tax', 'Purchase Order', 'Asset', and 'Project'. The bottom part of the screen shows 'Distribution', 'Reference', and 'Tax' sections.

## Open Actions

Click on Apply or Un-apply Payments

This screenshot shows the same Oracle Fusion Create Invoice interface as above, but with the 'Actions' menu open. The menu includes options like 'Manage Installments', 'Calculate Tax', 'Validate', 'Apply or Unapply Prepayments' (which is highlighted with a red box), 'Manage Holds', 'Account Coding', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'. The rest of the interface remains the same, including the 'Invoice Header' details and the 'Lines' section.

## Select Line

Click Apply

Click Done

This screenshot shows the 'Apply or Unapply Prepayments' dialog box. The 'Available' section lists a single row for 'test3' with a value of '1,000.00'. The 'Apply' button is highlighted with a red box. The 'Applied' section shows no data. At the bottom right of the dialog box is a 'Done' button, also highlighted with a red box. The background of the dialog box is semi-transparent, showing the underlying Oracle Fusion interface.

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ORACLE FUSION

## Check Results

This screenshot shows the Oracle Fusion Create Invoice interface. The top navigation bar includes 'VISION' and 'Create Invoice: test4'. The main area is divided into 'Invoice Header' and 'Lines' sections. In the 'Header' section, fields include 'Number' (test4), 'Amount' (10,000.00 EGP), 'Type' (Standard), 'Description' (empty), and 'Date' (3/24/25). Payment terms are set to 'Immediate' and 'Terms Date' to '3/24/25'. The 'Lines' section contains two items: 'Item' (10,000.00) and 'Prepayment' (-1,000.00). A red box highlights the 'Prepayment' line.

Click Save

Invoice Action

Validate

This screenshot shows the Oracle Fusion Create Invoice interface after saving. The top navigation bar now shows 'Validated'. The 'Header' and 'Lines' sections remain the same as in the previous screenshot. A red box highlights the 'Prepayment' line in the 'Lines' section.

Click Post to Ledger

This screenshot shows the Oracle Fusion Create Invoice interface with a context menu open over the 'Prepayment' line. The menu includes options like 'Manage Installments', 'Calculate Tax', 'Check Funds', 'Validate', 'Request Override', 'Apply or Unapply Prepayments', 'Manage Holds', 'Account Coding', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', and 'Post to Ledger'. A red box highlights the 'Post to Ledger' option.

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## Check Results

This screenshot shows the Oracle Fusion Create Invoice interface. The header includes fields for Number (test4), Amount (10,000.00 EGP), Type (Standard), Date (3/24/25), Payment Terms (Immediate), and Terms Date (3/24/25). The Lines section shows two items: Item (10,000.00) and Prepayment (-1,000.00). The right side of the screen displays various buttons like Save and Create Next, Save, Save and Close, and Cancel.

## Open Invoice Actions

Click to Pay in Full

This screenshot shows the Oracle Fusion Edit Invoice interface for invoice Test\_1001. The header includes fields for Number (Test\_1001), Amount (1,000.00 EGP), Type (Standard), and Description. The right side features a context menu with options like Manage Installments, Calculate Tax, Validate, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, and Pay in Full. The Pay in Full option is highlighted with a red box.

## Check Pay in Full Amount

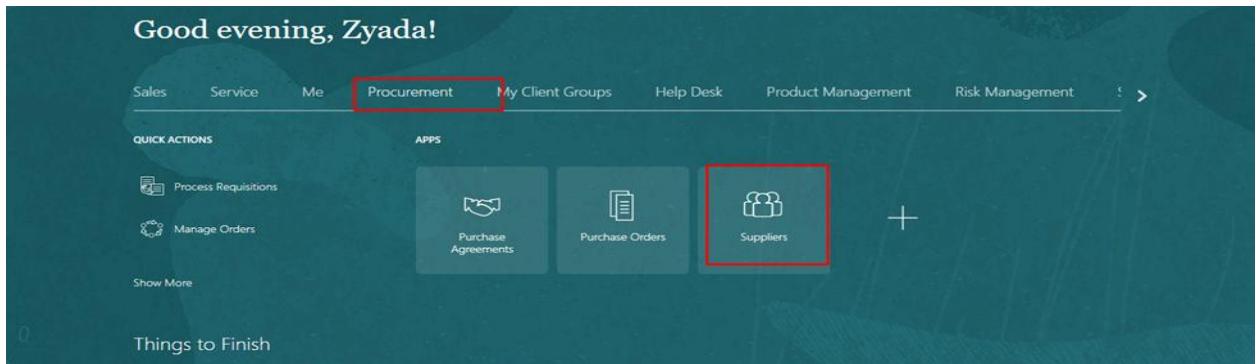
This screenshot shows the Oracle Fusion Create Invoice interface for invoice test4. A Pay in Full dialog is open, displaying the Payment Amount (9,000.00 EGP), Payment Method (Check), Payment Document (dropdown), Payment Number (dropdown), and other payment details. The main invoice header and lines are visible in the background.

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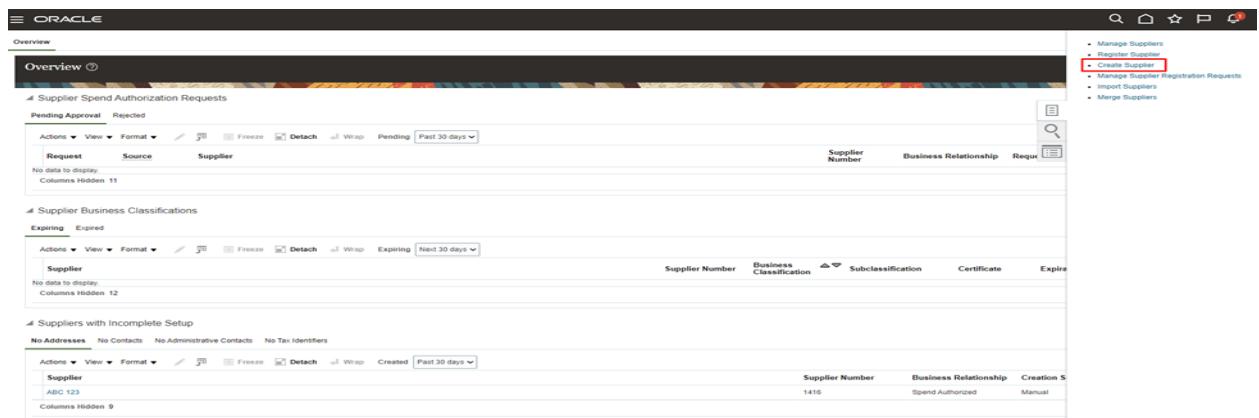
# How to Create Withholding Tax Authority as a Supplier?

Open Procurement



Click to Suppliers

Open Task Panel



Click Create Supplier

Fill Data Required

**Create Supplier**

- \* Supplier: Chevrolet\_Supplier
- \* Business Relationship: Spend Authorized
- \* Tax Organization Type: Corporation
- Tax Country: Egypt
- Tax Registration Number: TRN\_656565565
- Taxpayer ID: TPID\_545454454
- D-U-N-S Number: [empty]

**Create Cancel**

Click Create

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## Fill Data Required

Overview Supplier: youssef\_tax x

### Edit Supplier: youssef\_tax ⓘ ★

**Profile Addresses** Sites Contacts Qualifications

**General**

* Supplier: youssef_tax	Business Relationship: Spend Authorized
Supplier Number: 556	Parent Supplier: <input type="text"/>
Alternate Name:	Creation Date: 3/24/25
Tax Organization Type: Corporation	Creation Source: Manual
Supplier Type: Tax Authority	Registration Request
Inactive Date: m/d/y	Attachments: None
Status: Active	

**Additional Information**

Office Recycling Percentage: <input type="text"/>	Debt Rating: <input type="text"/>
---	-----------------------------------

Profile Details ⓘ

Organization Business Classifications Products and Services Transaction Tax Income Tax Payments

Activate Windows Go to Settings to activate Windows

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

## Open Address

## Fill Data Required

## Click Save and Close

Overview Supplier: Youssef\_Supplier x

### Create Address ⓘ

**Address**

* Address Name: Youssef_Supplier_Address	* Address Purpose: Ordering
* Country: Egypt	<input checked="" type="checkbox"/> Remit to
* Address Line 1: Giza	<input type="checkbox"/> RFQ or Bidding
Address Line 2:	Phone: 20
Address Line 3:	Fax: 20
* City: 6th of October City	Email: <input type="text"/>
State: Giza	Inactive Date: m/d/y
Postal Code:	Status: Active
Language:	

**Additional Information**

Address Details

Sites Transaction Tax Contacts Payments

Activate Windows Go to Settings to activate Windows

**Save** **Save and Close** **Save and Create Another** **Cancel**

## Click to Site

## Fill Data Required

## Click Save

## Click in Site Assignments

Overview Manage Suppliers x Supplier: Youssef\_Supplier x

### Edit Site: youssef\_Site ⓘ

Procurement BU: Youssef\_B\_U

Address Name: youssef\_a\_S

Address: Giza, 6TH OF OCTOBER CITY GIZA, EGYPT

\* Site: youssef\_Site

Inactive Date: m/d/y

Status: Active

**Site Assignments**

* Site Purpose: Sourcing only	<input checked="" type="checkbox"/> Purchasing
<input type="checkbox"/> Procurement card	<input checked="" type="checkbox"/> Pay
<input type="checkbox"/> Primary pay	

Attachments: None

**General** **Purchasing** **Receiving** **Invoicing** **Payments** **Site Assignments** **Qualifications**

**Identification**

<input type="checkbox"/> Income tax reporting site	Customer Number: <input type="text"/>
Alternate Site Name: <input type="text"/>	
Regional Information: <input type="text"/>	
B2B Supplier Site Code: <input type="text"/>	

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

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# Open Income Tax

# Click in Use Withholding Tax

**Profile** Addresses Sites Contacts Qualifications

**General**

* Supplier	youssef_tax
Supplier Number	556
Alternate Name	
Tax Organization Type	Corporation
Supplier Type	Tax Authority
Inactive Date	m/d/yy
Status	Active

**Business Relationship** Spend Authorized

Parent Supplier	
Parent Supplier Number	
Creation Date	3/24/25
Creation Source	Manual
Registration Request	
Attachments	None

**Additional Information**

Office Recycling Percentage	
Debt Rating	

**Profile Details** (7)

Organization Business Classifications Products and Services Transaction Tax: **Income Tax** Payments

Taxpayer Country	
Taxpayer ID	
<input type="checkbox"/> Federal reportable	
Federal Income Tax Type	
<input type="checkbox"/> State reportable	
Tax Reporting Name	
Name Control	
Verification Date	m/d/yy
<input checked="" type="checkbox"/> Use withholding tax	
Withholding Tax Group	

Activate Wi  
Go to Settings t

## Click Create

## Assign with Business Unit

## Fill Data Required

Overview Manage Suppliers x **Supplier: youssef\_tax** x

Edit Site: Giza (7)

Save **Save and Close** Cancel  
Last Saved 3/24/25 9:47 AM

Procurement BU	Youssef_B_U							
Address Name	Youssef_tax_add							
Address	Giza, 6TH OF OCTOBER CITY GIZA, EGYPT							
* Site	Giza							
Inactive Date	m/d/yy							
Status	Active							
<b>Site Assignments</b>								
Actions ▾ View ▾ Format ▾ <b>+ X</b> Autocreate Assignments <b>Autocreate Assignments</b> <b>Freeze</b> <b>Detach</b> <b>Wrap</b> Status Active ▾								
* Client BU	Bill-to BU	Ship-to Location	Bill-to Location	Use Withholding Tax	Withholding Tax Group	Liability Distribution	Prepayment Distribution	Bill Payat
Youssef_B_U	Youssef_B_U			<input checked="" type="checkbox"/>				

\* Site Purpose  Sourcing only  
 Purchasing  
 Procurement card  
 Pay  
 Primary pay

Attachments None +

# How to Manage Tax Reporting and Withholding Tax Options?

Open Setting and Actions

Choose Setup and maintenance



Click on Manage Tax Reporting and Withholding Tax Options

The screenshot shows the Oracle Fusion Payables screen. On the left, there's a sidebar titled 'Functional Areas' with a list of items like Initial Users, Enterprise Profile, Legal Structures, Financial Reporting Structures, General Ledger, Organization Structures, Resources, Workforce Structures, Users and Security, Payables (which is highlighted with a red box), Payments, and Cash Management. The main content area is titled 'Payables' and shows a list of tasks. One task, 'Manage Tax Reporting and Withholding Tax Options', is highlighted with a red box. The 'Scope' dropdown shows 'Youssef\_B\_U'. There are also other tasks listed such as Manage Payment Options, Manage Payables Lookups, etc.

Fill Data Required

Click Save and Close

The screenshot shows the 'Manage Tax Reporting and Withholding Tax Options' form. At the top, it says 'Business Unit - Youssef\_B\_U'. The form has two main sections: 'Income Tax Reporting' and 'Withholding Tax Options'. In the 'Withholding Tax Options' section, there are several input fields: 'Event Class' (dropdown with 'Standard'), 'Apply Withholding' (checkbox checked), 'Process Transaction Taxes' (checkbox checked), 'Allow Manual Withholding' (checkbox checked), 'Calculation Point' (dropdown with 'Invoice'), 'Tax Invoice Creation Point' (dropdown with 'Invoice'), 'Include Discount' (checkbox checked), 'Rounding Level' (dropdown with 'Header'), 'Start Date' (date input field with value '1/1/21' highlighted with a red box), 'End Date' (dropdown with 'm/d/y'), 'Tax Determination Date' (dropdown with 'Accounting date'), and 'Enable' (checkbox checked). There are also buttons for 'Save', 'Save and Close' (highlighted with a red box), and 'Cancel' at the bottom right.

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## Click Manage Tax Codes

The screenshot shows the Oracle Fusion Payables interface. On the left, there's a sidebar titled 'Functional Areas' with various options like 'Initial Users', 'Enterprise Profile', etc., each with a 'Shared' button. One item, 'Payables', is highlighted with a red box. The main area is titled 'Payables' and contains a list of tasks: 'Manage Tax Codes' (which is also highlighted with a red box), 'Manage Withholding Tax Classifications', 'Manage Withholding Certificates', 'Manage Procurement Agents', 'Manage Common Options for Payables and Procurement', 'Manage Invoice Options', 'Manage Payment Options', 'Manage Tax Reporting and Withholding Tax Options', and 'Manage Payables Lookups'. There's also a section for 'Manage Payables Descriptive Flexfields'. A vertical toolbar on the right has icons for search, home, etc.

## Click Create

The screenshot shows the 'Manage Tax Codes' screen. At the top, there's a search bar and some buttons. Below it is a table header with columns: 'Tax Rate Code', 'Tax Status Code', 'Tax', 'Tax Regime Code', 'Business Unit', and 'Country'. A red box highlights the '+' button in the 'View' dropdown menu. The main area is labeled 'Search Results' and shows a table with no data. At the bottom right, there are 'Search', 'Reset', and 'Save...' buttons.

## In Tax Regime Code and Tax Click Create from Slider

The screenshot shows the 'Create Withholding Tax Code' screen. It has two main sections: a left panel for 'Threshold Controls' and a right panel for 'Create Withholding Tax Regime'. The left panel includes fields for 'Business Unit' (Youssef\_B\_U), 'Country' (Egypt), 'Tax Regime Code' (T), 'Tax' (dropdown), and 'Tax Status Code' (dropdown). The right panel has fields for 'Tax Regime Code' (Youssef\_Tax\_R\_C), 'Tax Regime Name' (Youssef\_Tax\_R\_C), and 'Start Date' (1/1/21). At the top right, there are buttons for 'Save', 'Save and Close' (highlighted with a red box), 'Save and Create Another', and 'Cancel'. Below the panels are sections for 'Rate Periods' and 'Threshold Basis'.

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## Fill Tax Data

Click Save and Close

Create Withholding Tax Code ②

Save Save and Close Save and Create Another Cancel

Business Unit: Youssef\_B\_U  
Country: Egypt  
Tax Regime Code: YOUSSEF-T-T-R  
Tax Status Code: Standard tax rate  
Tax Rate Code: (empty)  
Tax Rate Type: Percentage  
Create Tax Classification Code:   
Threshold Controls:  
View Format + Detach  
Threshold Basis: Withholding Tax Calendar  
No data to display.  
Rate Periods:  
View Format + Detach  
Rate Percentage: \* Effective Start Date: 1/1/2021 Effective End Date: Description: Ledger: \* Tax Liability Account: Tax Transaction Type: No data to display.

## Fill data Required

Click Save and Close

= vision

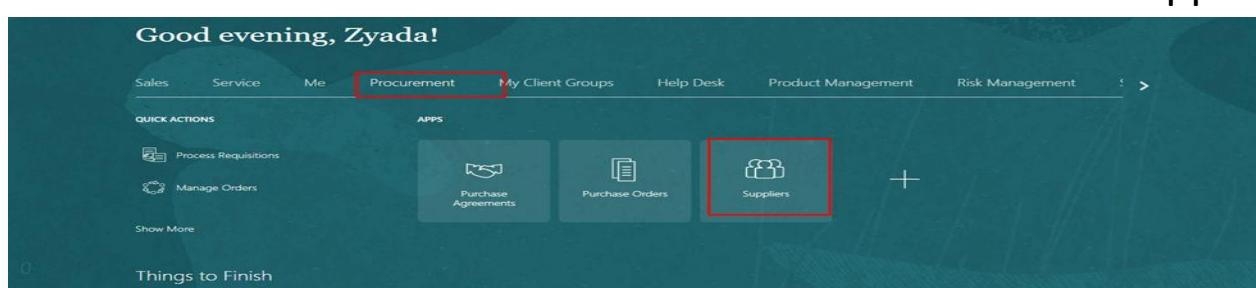
Create Withholding Tax Code ②

Save Save and Close Save and Create Another Cancel

Business Unit: Youssef\_B\_U  
Country: Egypt  
Tax Regime Code: YOUSSEF\_TAX\_R\_C  
Tax: YOUSSEF  
Tax Status Code: Standard tax rate  
Tax Rate Code: youssef-t-r  
Tax Rate Type: Percentage  
Create Tax Classification Code:   
Threshold Controls: YOUSSEF  
View Format +  
Threshold Basis: Withholding Tax Calendar  
Threshold Type: Minimum Value(EGP): Maximum Value(EGP): \* Effective Start Date: Effective End Date: No data to display.  
Rate Periods:  
View Format + Detach  
\* Rate Percentage: \* Effective Start Date: 1/1/2021 Effective End Date: m/d/y Description: Ledger: \* Tax Liability Account: Tax Transaction Type: Youssef EG 10-000-21525-10

## Open Procurement

Click to Suppliers



## Open Task Panel

Click Manage Supplier

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Overview

Overview ②

Supplier Spend Authorization Requests

Pending Approval: Rejected

Actions	View	Format	Freeze	Detach	Wrap	Pending	Past 30 days			
Request	Source	Supplier								
No data to display.										
Columns Hidden: 11										

- 
- Manage Suppliers (highlighted with a red box)
  - Suppliers (New)
  - Register Supplier
  - Create Supplier
  - Manage Supplier Registration Requests
  - Import Suppliers
  - Merge Suppliers

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## Search about Main Supplier Not tax

Click to Edit

The screenshot shows the Oracle Fusion Manage Suppliers interface. At the top, there's a search bar with 'Keywords' set to 'you'. Below the search bar is a table titled 'Search Results' with columns: Supplier, Supplier Number, Alternate Name, Business Relationship, Parent Supplier, Creation Date, Inactive Since, Tax Registration Number, Taxpayer ID, and D-U-N-S Number. Two entries are listed:

Supplier	Supplier Number	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number	Taxpayer ID	D-U-N-S Number
Youssef_Supplier	1468		Spend Authorized		3/23/25				
youssef_tax	556		Spend Authorized		3/24/25				

At the bottom right of the table, there's a link 'Activate Windows'.

## Fill Data Required

The screenshot shows the Oracle Fusion supplier profile edit screen. Under the 'General' tab, fields like Supplier (youssef\_tax), Supplier Number (556), Alternate Name, Tax Organization Type (Corporation), Supplier Type (Tax Authority), Inactive Date (m/d/y), and Status (Active) are filled. On the right, Business Relationship (Spend Authorized), Parent Supplier, Parent Supplier Number, Creation Date (3/24/25), Creation Source (Manual), and Registration Request are shown. Under 'Additional Information', Office Recycling Percentage and Debt Rating are present. In the 'Income Tax' tab, Taxpayer Country, Taxpayer ID, Federal Income Tax Type, and Withholding Tax Group (YOUSSEF-T-R) are filled. A checkbox 'Use withholding tax' is checked. A red box highlights the 'Withholding Tax Group' dropdown.

## Fill Data in Level Site

Click Save and Close

The screenshot shows the Oracle Fusion site assignment edit screen. Under the 'Site Assignments' tab, fields like Procurement BU (Youssef\_B\_U), Address Name (Youssef\_tax\_add), Address (Giza, 6TH OF OCTOBER CITY GIZA, EGYPT), Site (Giza), Inactive Date (m/d/y), and Status (Active) are filled. On the right, Site Purpose checkboxes (Sourcing only, Purchasing, Procurement card, Pay, Primary pay) are checked. Under 'Autocreate Assignments', Client BU (Youssef\_B\_U), Bill-to BU (Youssef\_B\_U), Ship-to Location, Bill-to Location, Use Withholding Tax (checked), Withholding Tax Group (YOUSSEF-T-R), Liability Distribution, Prepayment Distribution, and Bill Payat Distribution are configured. A red box highlights the 'Withholding Tax Group' dropdown.

# End User Test:

Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a navigation bar with icons for Home, Star, Copy, Alert (with 9 notifications), Print, and Logout. Below the navigation bar is a search bar with the placeholder "Search for people and actions". The main header says "Good evening, YOUSSEF". Below the header, there are several tabs: Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, Payables (which is highlighted with a red box), and a right-pointing arrow. Under the tabs, there is a section titled "QUICK ACTIONS" with links to "Create Invoice" and "Manage Invoices", and a "Show More" button. There is also a "Things to Finish" section. On the right side, there is a "APPS" section with three cards: "Payables Dashboard", "Invoices" (which is highlighted with a red box), and "Payments". A small "i" icon is in the top right corner.

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. At the top, there is a search bar and a navigation bar with icons for Home, Star, Copy, Alert (with 20 notifications), Print, and Logout. Below the navigation bar is a section titled "Invoices" with a red box around it. The "Invoices" section contains a list of tasks: Create Invoice, Create Invoice from Spreadsheet, Create Recurring Invoices, Manage Invoices, Apply Missing Conversion Rates, Validate Invoices, Initiate Approval Workflow, Import Invoices, Correct Import Errors, Import Payment Requests, and Run Payables Exceptions Listing. To the left of the "Invoices" section are two info tiles: "Approval" (0 Pending, 6 Others, 3 Rejected) and "Prepaid" (0 0 13). To the right of the "Invoices" section is a sidebar with icons for List, Search, Report, and Grid, and a "More" button. Below the "Invoices" section is a table of invoices with columns: Tier, Supplier Site, Business Unit, and Description. The table lists three rows of data.

Or Click Recent in Info Tiles

Click Create

The screenshot shows the Oracle Fusion Invoices screen. At the top, there is a search bar and a navigation bar with icons for Home, Star, Copy, Alert (with 9 notifications), Print, and Logout. Below the navigation bar is a section titled "Invoices" with a red box around the "Recent" info tile. The "Recent" info tile shows statistics for the last 24 hours: 0 Incomplete, 0 Complete, and 0 Total. To the left is a "Scanned" info tile (0 0 31) and to the right are "Holds" (1 Validation, 0 Purchasing, 2 Other) and "Approval" (0 Pending, 10 Others, 4 Rejected) info tiles. Below the info tiles is a table with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. At the bottom of the table is a toolbar with buttons for View, Detach, Create (which is highlighted with a red box), Validate, Cancel, and Post to Ledger.

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## Write Data Required

The screenshot shows the Oracle Fusion Create Invoice interface. The top navigation bar includes 'Invoice Actions' with options like 'Save and Create Next', 'Save' (highlighted with a red box), 'Save and Close', and 'Cancel'. The date 'Last Saved 3/24/25 5:18 AM' is also visible.

**Invoice Header:** Fields include 'Supplier' (Youssef\_Supplier), 'Supplier Site' (youssef\_Site), 'Amount' (1,000.00), 'Type' (Standard), 'Description' (empty), 'Payment Terms' (Youssef\_P\_T), 'Date' (1/1/2025), 'Requester' (empty), and 'Attachments' (None).

**Lines:** A table with columns: \* Number, \* Type, \* Amount, Distribution, Reference, Tax, and Ship-. A single row is shown with 'Number' 1, 'Type' Item, 'Amount' 1,000.00, 'Distribution Set' Youssef\_D\_S, 'Accounting Date' 1/1/25, and 'Reference' empty.

Click Save

Invoice Action

Validate

The screenshot shows the Oracle Fusion Create Invoice interface after saving. The top navigation bar includes 'Invoice Actions' with options like 'Save and Create Next', 'Save' (highlighted with a red box), 'Save and Close', and 'Cancel'.

**Invoice Header:** Fields include 'Supplier' (Youssef\_Supplier), 'Supplier Site' (Youssef\_Supplier\_Address), 'Amount' (1,000.00), 'Type' (Standard), 'Description' (empty), and 'Tax Classification' (empty).

**Lines:** A table with columns: \* Number, \* Type, \* Amount, Distribution, Reference, Tax, and Ship-. Two rows are shown: Row 1 with 'Number' 1, 'Type' Item, 'Amount' 200.00, 'Distribution Set' 10-000-52232-10, 'Accounting Date' 1/1/25, and 'Reference' empty; Row 2 with 'Number' 2, 'Type' Item, 'Amount' 300.00, 'Distribution Set' 10-000-52231-10, 'Accounting Date' 1/1/25, and 'Reference' empty.

A context menu is open under 'Invoice Actions' with options: Manage Installments, Calculate Tax, Validate (highlighted with a red box), Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger, and Account in Draft.

Click Post to Ledger

The screenshot shows the Oracle Fusion Create Invoice interface after validating. The top navigation bar includes 'Invoice Actions' with options like 'Save and Create Next'.

**Invoice Header:** Fields include 'Supplier' (yg supplier), 'Supplier Site' (YG Site), 'Amount' (1,000.00), 'Type' (Standard), 'Description' (empty), and 'Tax Classification' (empty).

**Lines:** A table with columns: \* Number, \* Type, \* Amount, Distribution, Reference, Tax, and Ship-. One row is shown with 'Number' 612, 'Type' Standard, 'Amount' 1,000.00, 'Distribution Set' empty, 'Accounting Date' empty, and 'Reference' empty.

A context menu is open under 'Invoice Actions' with options: Manage Installments, Calculate Tax, Check Funds, Validate (highlighted with a red box), Request Override, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger (highlighted with a red box), and Account in Draft.

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## Check Results

The screenshot shows the Oracle Fusion Check Results interface. The main title is "Create Invoice: test5". On the left, there's a sidebar with "Invoice Header" and "Lines" sections. The "Lines" section has tabs for "Match Invoice Lines", "View", "+", "X", "Detach", and "Done". Below these are columns for "Number", "Type", and "Amount". The "Amount" column shows "1,000.00" for item 10-000-52232-10. In the center, a modal window titled "Accounting Lines: Standard Invoice test5" displays a table of accounting entries. The table has columns for Line, Event, Account, Class, Debit, and Credit. The entries are:

Line	Event	Account	Class	Debit	Credit
1	Invoice Validated	10-000-52232-10	Item expense	1,000.00	
2	Invoice Validated	10-000-21010-10	Liability	10.00	
3	Invoice Validated	10-000-21010-10	Liability		1,000.00
4	Invoice Validated	10-000-21525-10	Withholding tax		10.00

On the right side of the interface, there are various buttons like "Validated", "Invoice Actions", "Save and Create Next", "Save", "Save and Close", and "Cancel". There are also date fields for "Date" (3/24/25), "Terms" (Immediate), and "Due Date" (3/24/25). A note field says "None" and a "Done" button is visible.

## Search about Tax Invoice to Pay

The screenshot shows the Oracle Fusion search interface for "Tax Invoice to Pay". The search criteria are displayed in a modal window. The fields include "Party Name" (youssef), "Supplier Number", "Taxpayer ID", "Tax Registration Number", "Alternate Name", and "Alias". Below the search fields is a table with columns: Party Name, Supplier Number, Taxpayer ID, Tax Registration Number, and Alternate Name. The table contains two rows: "Youssef\_Supplier" with Supplier Number 1468, and "youssef\_tax" with Supplier Number 556. The "youssef\_tax" row is highlighted with a red box. At the bottom of the modal are "Search" and "Reset" buttons, and at the very bottom are "OK" and "Cancel" buttons. The background shows the Oracle Fusion header with "Search", "Advanced", and "OK" buttons.

## Choose Invoice To pay

The screenshot shows the Oracle Fusion "Manage Invoices" interface. The top bar includes "Manage Invoices" and "Advanced" buttons. The main area is titled "Search Results" and has a "Search: Invoice" input field. Below the search is a table with columns: 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 Detail. Two invoices are listed: "test5" (Supplier: youssef\_tax, Amount: 990.00 EGP) and "Withholding tax-300000..." (Supplier: youssef\_tax, Amount: 10.00 EGP). The "Withholding tax-300000..." row is highlighted with a red box. The table includes "Actions", "View", "Validate", "Pay in Full", "Approval", "Post", and "Detail" buttons.

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Click Validate

Click Post to Ledger

Click Pay in Full

The screenshot shows the Oracle Fusion Manage Invoices interface. At the top, there's a search bar with the result 'Withholding tax-300000299212740-2'. Below it, the 'Invoice Details' section displays various fields: Invoice Date (3/24/25), Invoice Type (Withholding tax), Supplier or Party (youssef\_tax), Supplier Site (Giza), Address (Giza, 6th of October City, Giza), Invoice Amount (10.00 EGP), Applied Prepayments (0.00 EGP), Unpaid Amount (10.00 EGP), Holds (0), and Notes. Below these are tabs for Lines, Holds and Approvals (which is selected), Payments, Installments, and Distribution Details. On the right, a context menu is open under the 'Actions' dropdown, with several options highlighted with red boxes: Validate, Pay in Full, Post to Ledger, and Account in Draft.

Check Results

This screenshot shows the same Oracle Fusion interface after validation. A modal window titled 'Accounting Lines: Withholding tax Withholding tax-300000299212740-2' is open, displaying two entries: 'Invoice Validated' with account 10-000-21525-10 and class Item expense, and another 'Invoice Validated' with account 10-000-21010-10 and class Liability. The main interface shows the validation status at the top right and the 'Holds and Approvals' tab selected. Below it, the 'Approval and Notification History' section indicates 'No approval or notification history.'

# How to Create Invoice with Foreign Currency?

Open Setting and Actions

Choose Setup and maintenance

The screenshot shows the Oracle Fusion Home page with a dark teal background. At the top right, there's a 'Settings and Actions' button with a gear icon, which is highlighted with a red box. Below the header, there's a 'QUICK ACTIONS' section and a grid of 'APPS'. On the far right, a vertical sidebar lists various setup and maintenance options, with 'Setup and Maintenance' also highlighted with a red box.

Manage Conversion Rate Type

Manage Daily Rate

This screenshot shows the 'Financial Reporting Structures' setup screen under the 'Financials' tab. In the 'Task' section, two items are highlighted with red boxes: 'Manage Conversion Rate Types' and 'Manage Daily Rates'. The rest of the interface includes a sidebar with functional areas like Initial Users, Enterprise Profile, Legal Structures, and Financial Reporting Structures, all of which are also highlighted with red boxes.

OR, Open Period Close

Click Task Panel

Manage Currency Rates

The screenshot shows the Oracle Financials workspace. The task panel on the right side has several items highlighted with red boxes: 'Manage Accounting Periods', 'Manage Currency Rates' (which is specifically highlighted), and 'Revalue Balances'. Other visible items include 'Close Monitor', 'Translate Balances', 'Transfer Balances to Secondary Ledgers', 'Create Income Statement Closing Journals', 'Create Balance Sheet Closing Journals', 'Inquire and Analyze Balances', 'Inquire and Analyze Average Balances', 'Inquire on Journal Lines', 'Inquire on Detail Balances', and 'Open Workspace for Financial Reports'.

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## Click Create Rate Type

Click Save

Rate Types

Name: Wegz\_Rate\_Type

Description: Wegz\_Rate\_Type

Default Rate Type:

Save

## Open Daily Rates

Create in Spreadsheet

From Currency:

To Currency:

Rate Date:

Rate Type:

Create in Spreadsheet

Search Results

## Fill data in Excel sheet

Click statuses viewer then Submit

Required

Worksheet Status

Daily Rates

Changed	Record Status	*From Currency	*To Currency	*Conversion Rate	*From Conversion	*To Conversion Date	Conversion Rate	Invers
		USD	EGP	Youssef_R_T	01/01/2025	12/31/2025	50.000000	

Status Viewer

No error.

No error.

Submit

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## Check From Setup and maintenance, Open Financial Reporting Structures

### Open Manage Daily Rate

### Fill Data and Search

Rate Types Daily Rates Historical Rates

From Currency: USD - US Dollar To Currency: EGP - Egyptian Pound Rate Date: 1/1/22 - 1/31/22 Rate Type: Wegz\_Rate\_Type

**Search Results**

From Currency	To Currency	Rate Date	Rate Type	Rate	Inverse Rate
USD - US Dollar	EGP - Egyptian ...	1/31/22	Wegz_Rate_Type	20	0.05
USD - US Dollar	EGP - Egyptian ...	1/30/22	Wegz_Rate_Type	20	0.05
USD - US Dollar	EGP - Egyptian ...	1/29/22	Wegz_Rate_Type	20	0.05
USD - US Dollar	EGP - Egyptian ...	1/28/22	Wegz_Rate_Type	20	0.05
USD - US Dollar	EGP - Egyptian ...	1/27/22	Wegz_Rate_Type	20	0.05
USD - US Dollar	EGP - Egyptian ...	1/26/22	Wegz_Rate_Type	20	0.05

### Click General Ledger

### Open Specify ledger options

VISION

Setup: Financials

Functional Areas

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

Change Feature Opt In

Search Tasks

General Ledger

Task

- Manage Primary Ledgers
  - Specify Ledger Options**
  - Manage Secondary Ledgers
- Specify Ledger Options
  - Complete Primary to Secondary Ledger Mapping
  - Review and Submit Accounting Configuration
  - Open First Period
  - Manage Data Access Sets
  - Complete Primary to Secondary Ledger Mapping
  - Create Cross Validation Rules in Spreadsheet

Scope

### Choose Rate Type

### Click Save and Close

VISION

Specify Ledger Options: Youssef EG

General Information

Name: Youssef EG

Currency: EGP

Chart of Accounts: Youssef

Description:

Accounting Calendar

Select a period after the first defined period in the ledger calendar to enable running translation. You can't run translation in the first defined period of a ledger calendar.

Accounting Calendar: Youssef

First Opened Period: Jan-25

\* Number of Future Enterable Periods: 1

Subledger Accounting

Accounting Method: Standard Accrual

\* Journal Language: American English

Period Close

\* Retained Earnings Account: 10-000-31010-10

Cumulative Translation Adjustment Account:

Net Closing Balance Journal:

Default Period End Rate Type: Youssef\_R\_T

Default Period Average Rate Type: Youssef\_R\_T

Conversion Rate Type:

Activate Windows:

Track Revaluation Gain or Loss by Multiple Segments:

Go to Settings to activate Windows.

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The screenshot shows the Oracle Fusion Payables setup interface. On the left, a sidebar lists 'Functional Areas' such as Initial Users, Enterprise Profile, Legal Structures, Financial Reporting Structures, General Ledger, Organization Structures, Resources, Workforce Structures, Users and Security, and Payables. The 'Payables' item is selected and highlighted with a red box. On the right, a main panel titled 'Payables' displays a list of tasks: Manage Payment Terms, Manage Procurement Agents, Manage Common Options for Payables and Procurement (which is also highlighted with a red box), Manage Invoice Options, and Manage Payment Options. A search bar at the top right allows for task searching.

## Choose Conversion Rate Type

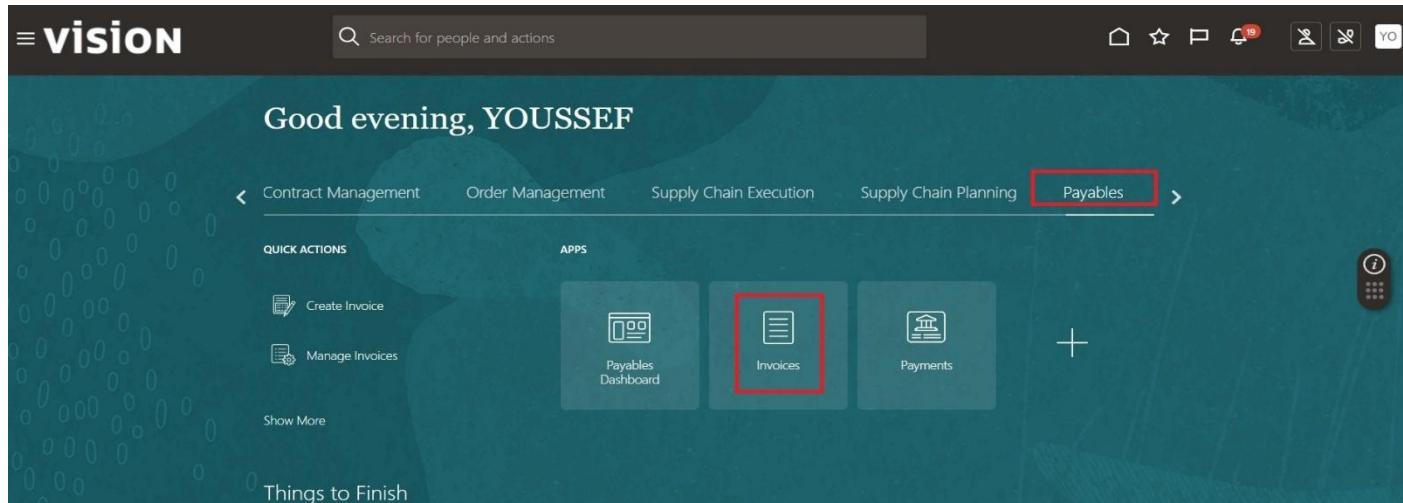
The screenshot shows the 'Manage Common Options for Payables and Procurement' page. It includes sections for Default Distributions (Liability, Prepayment, Bill Payable, Conversion Rate Variance Gain, Conversion Rate Variance Loss, Discount Taken) and Miscellaneous (Miscellaneous, Freight, Prepayment Tax Difference, Retainage, Unclaimed Fund). Under Automatic Offsets, it shows Offset Segments (None, Primary balancing segment, All segments, except natural account). One Time Payments section shows Liability and Expense fields. In the Currency Conversion section, there is a checkbox for 'Require conversion rate entry' and a dropdown menu for 'Conversion Rate Type' which is set to 'Youssef\_R\_T' and highlighted with a red box. At the bottom right, there are 'Save', 'Save and Close', and 'Cancel' buttons.

**End User Test:**

Home page

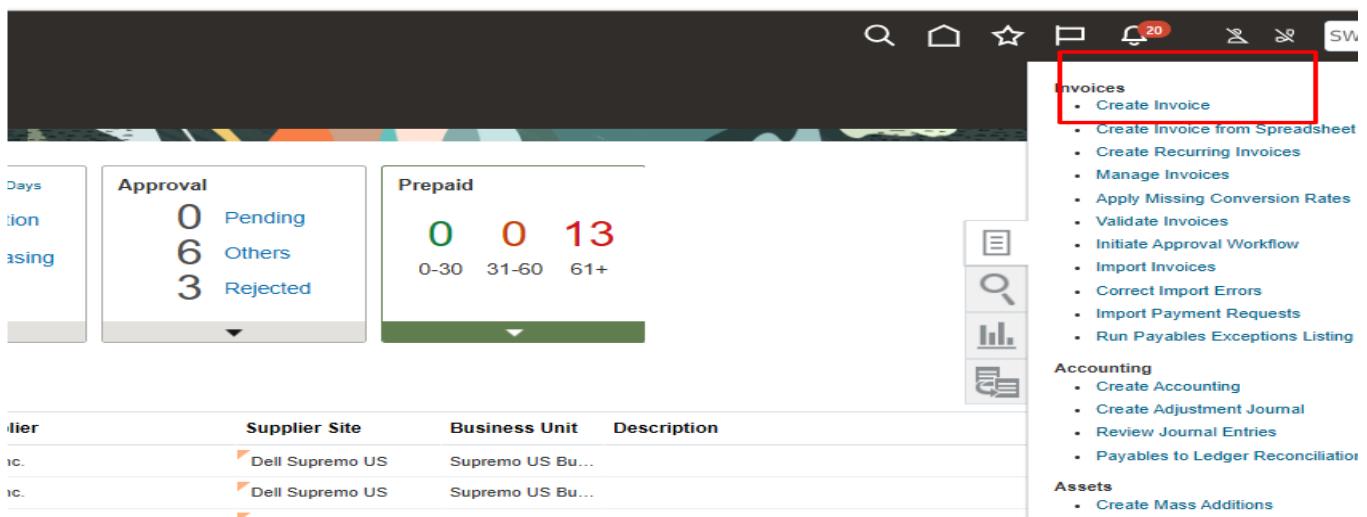
Click Payables

Open Invoice



Open Task Panel

Click Create invoice

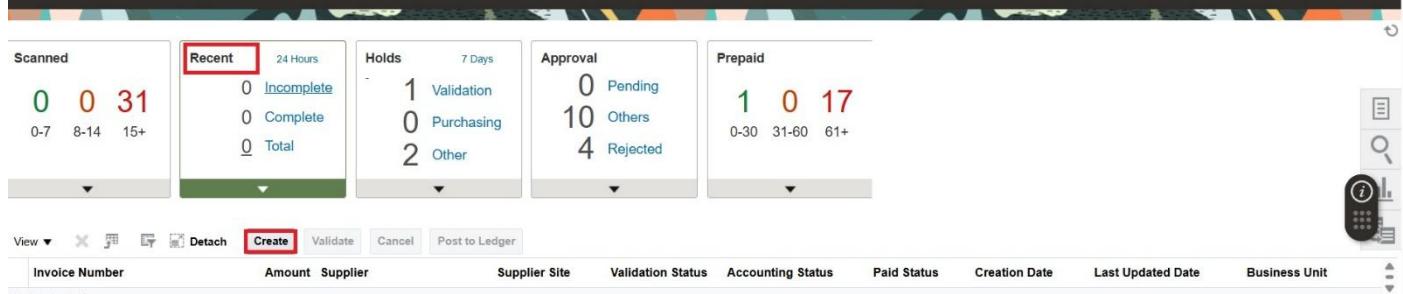


Or Click Recent in Info Tiles

= VISION

Invoices ?

Click Create



ORACLE FUSION

## Write Data Required

Choose Amount in USD

The screenshot shows the Oracle Fusion Create Invoice interface. In the 'Invoice Header' section, fields like 'Business Unit' (Youssef\_B\_U), 'Supplier' (Youssef\_Supplier), and 'Amount' (100.00) are highlighted with red boxes. In the 'Lines' section, a single line item is shown with an amount of 100.00.

Click Save

Invoice Action

Validate

The screenshot shows the Oracle Fusion Create Invoice interface with validation options open in the 'Invoice Actions' dropdown. The 'Validate' option is highlighted with a red box.

Click Post to Ledger

The screenshot shows the Oracle Fusion Create Invoice interface with the 'Post to Ledger' option highlighted in the 'Invoice Actions' dropdown.

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# Check Results

Create Invoice: Test555

Validated | Invoice Actions | Save and Create Next | Save | Save and Close | Cancel | Last Saved 4/6/25 10:29 PM

**Accounting Lines: Standard Invoice Test555**

Line	Event	Account	Class	Entered (USD)		Accounter Debit
				Debit	Credit	
1	Invoice Validated	10-000-52231-10	Item expense	400.00	20,000.00	
2	Invoice Validated	10-000-52232-10	Item expense	300.00	15,000.00	
3	Invoice Validated	10-000-58430-10	Item expense	300.00	15,000.00	
4	Invoice Validated	10-000-21010-10	Liability	20.00	1,000.00	
5	Invoice Validated	10-000-21010-10	Liability		1,000.00	
6	Invoice Validated	10-000-21525-10	Withholding tax		20.00	

**Taxes**

**Totals**

Date 4/6/25  
Terms Immediate  
Date 4/6/25  
Entered [ ]  
Clients None  
Note [ ]  
Tax Classification [ ]  
Ship- [ ]

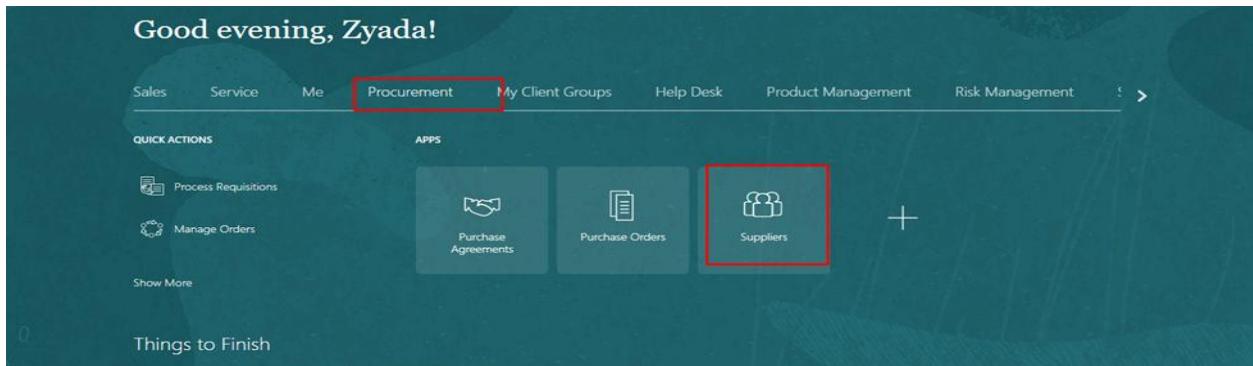
Activate Windows  
Go to Settings to activate Windows

# How to Merge Supplier

## Important Notes:

- In case accountant Create New supplier to same invoices, Merge suppliers needed to close wrong supplier and move invoices and purchase order to Right one.
- Merge Supplier means Close chosen supplier and move all invoices to right one.

## Open Procurement



Click to Suppliers

## Open Task Panel

Click Create Supplier

## Fill Data Required

Click Create

# Fill Data Required

Overview Manage Suppliers > Supplier: Chevrolet\_Supplier x

Edit Supplier: Chevrolet\_Supplier ⓘ ★

Profile Addresses Sites Contacts Qualifications	Business Relationship Spend Authorized
* Supplier Chevrolet_Supplier	Parent Supplier <input type="text"/>
Supplier Number 1422	Creation Date 6/9/22
Alternate Name <input type="text"/>	Creation Source Manual
Tax Organization Type Corporation	DataFox Intelligence N/A
Supplier Type Supplier <input checked="" type="checkbox"/>	Attachments None <input type="button"/>
Inactive Date m/d/y <input type="button"/>	
Status Active	Debt Rating <input type="button"/>
Additional Information	
Office Recycling Percentage <input type="text"/>	
Profile Details ⓘ	
Organization Business Classifications Products and Services Transaction Tax Income Tax Payments	
Identification	
Alias <input type="text"/>	Customer Number <input type="text"/>
D-U-N-S Number <input type="text"/>	SIC <input type="text"/>
<input type="checkbox"/> One-time supplier	National Insurance Number <input type="text"/>
Regional Information	
Corporate Web Site <input type="text"/>	

## Open Address

## Fill Data Required

## Click Save and Close

Overview Supplier: Youssef\_Supplier x

Create Address ⓘ

Search Address <input type="text"/>	* Address Purpose Ordering <input type="checkbox"/>
* Address Name Youssef_Supplier_Address <input checked="" type="checkbox"/>	Remit to <input checked="" type="checkbox"/>
* Country Egypt <input type="button"/>	RFQ or Bidding <input type="checkbox"/>
* Address Line 1 Giza <input type="text"/>	Phone 20 <input type="button"/>
Address Line 2 <input type="text"/>	Fax 20 <input type="button"/>
Address Line 3 <input type="text"/>	Email <input type="text"/>
* City 6th of October City <input type="button"/>	Inactive Date m/d/y <input type="button"/>
State Giza <input type="button"/>	Status Active
Postal Code <input type="text"/>	
Language <input type="text"/>	
Additional Information	
Address Details	
Sites Transaction Tax Contacts Payments	Activate Windows Go to Settings to activate Windows

## Click to Site

## Fill Data Required

## Click Save

## Click in Site Assignments

Overview Manage Suppliers > Supplier: Youssef\_Supplier x

Edit Site: youssef\_Site ⓘ

Last Saved 3/23/25 10:55 PM

Procurement BU Youssef_B_U	* Site Purpose Sourcing only <input type="checkbox"/>
Address Name youssef_a_S	Purchasing <input checked="" type="checkbox"/>
Address Giza,6TH OF OCTOBER CITY GIZA,EGYPT	Procurement card <input type="checkbox"/>
* Site youssef_Site <input checked="" type="checkbox"/>	Pay <input checked="" type="checkbox"/>
Inactive Date m/d/y <input type="button"/>	Primary pay <input type="checkbox"/>
Status Active	Attachments None <input type="button"/>
General Purchasing Receiving Invoicing Payments Site Assignments Qualifications	
Identification	
<input type="checkbox"/> Income tax reporting site	Customer Number <input type="text"/>
Alternate Site Name <input type="text"/>	
Regional Information <input type="text"/>	
B2B Supplier Site Code <input type="text"/>	

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ORACLE FUSION

Click Create Assign with Business Unit Fill Data Required Click Save and Close

The screenshot shows the 'Edit Site: Chevrolet\_Site' page. In the top navigation bar, it says 'Supplier: Chevrolet\_Supplier'. The main section is titled 'Edit Site: Chevrolet\_Site'. It contains fields for Procurement BU (Chevrolet\_BU), Address Name (Chevrolet\_Add\_Name), and Address (Chevrolet\_Add\_Line.CAIRO CAIRO.EGYPT). Below these are fields for Site (Chevrolet\_Site), Inactive Date (midyy), and Status (Active). On the right, there's a 'Site Purpose' section with checkboxes for Sourcing only, Purchasing (checked), Procurement card (unchecked), Pay (checked), and Primary pay (unchecked). A 'Attachments' section shows 'None'. At the bottom, tabs include General, Purchasing, Receiving, Invoicing, Payments, Site Assignments (which is selected), and Qualifications. A table titled 'Autocreate Assignments' lists 'Client BU' (Chevrolet\_BU) and 'Bill-to BU' (Chevrolet\_BU). The entire 'Autocreate Assignments' table is highlighted with a red box.

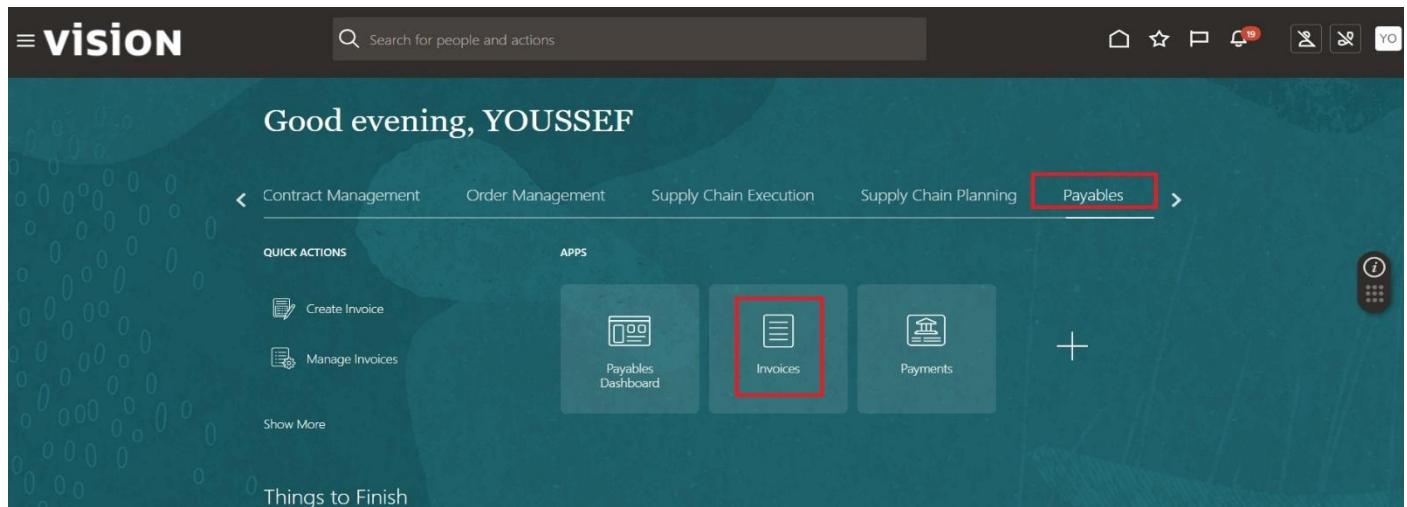
Now accountant create more than one invoice on Chevrolet supplier, then discover Chevrolet is Wrong and true one is youssef Supplier.

Create Invoice on Chevrolet Supplier to test

Home page

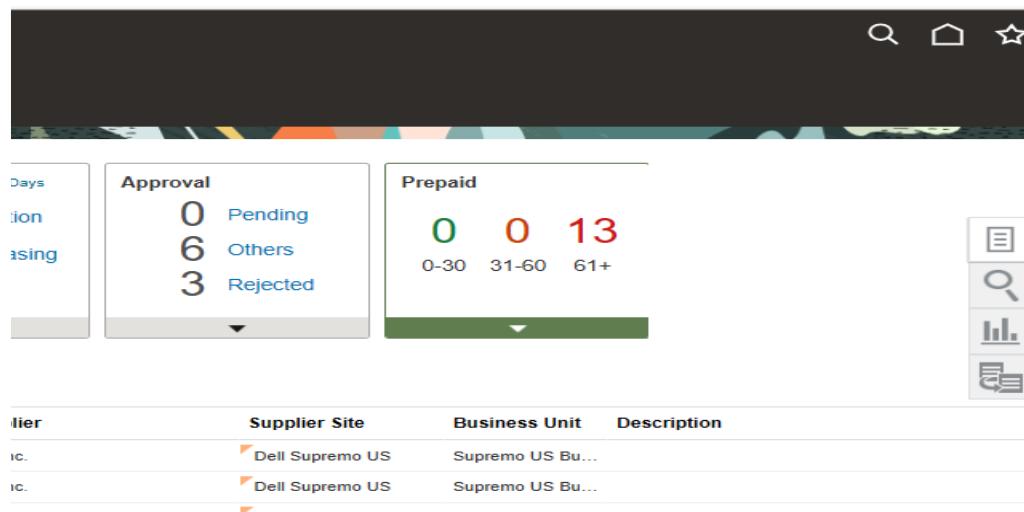
Click Payables

Open Invoice



Open Task Panel

Click Create invoice



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## Or Click Recent in Info Tiles



Invoices ②

This screenshot shows the Oracle Fusion Invoices interface. At the top, there are four info tiles: Scanned (0/0/31), Recent (0 incomplete, 0 complete, 0 total), Holds (1 Validation, 0 Purchasing, 2 Other), and Approval (0 Pending, 10 Others, 4 Rejected). Below the tiles is a table header for invoices, followed by a list of invoices. A red box highlights the 'Create' button in the toolbar.

Fill data Required

Choose Wrong Supplier

This screenshot shows the 'Create Invoice' screen. The 'Supplier' field is set to 'Chevrolet\_Supplier' and the 'Supplier Site' field is set to 'Chevrolet\_Supplier'. Both fields are highlighted with a red box. The rest of the form is filled with sample data, and the 'Save and Create Next' button is visible in the toolbar.

Click Save

Invoice Action

Validate

This screenshot shows the 'Create Invoice' screen again. The 'Supplier' and 'Supplier Site' fields are still incorrect. The 'Invoice Actions' dropdown menu is open, and the 'Validate' option is highlighted with a red box. The rest of the form and table are identical to the previous screenshot.

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## Click Post to Ledger

The screenshot shows the 'Create Invoice' screen in Oracle Fusion. On the right, a context menu is open with various options like 'Manage Installments', 'Calculate Tax', and 'Post to Ledger'. The 'Post to Ledger' option is highlighted with a red box. The main form contains fields for Identifying PO, Business Unit, Supplier, Amount, Type, and Description.

Now we need to Change Supplier in Invoice Test\_M-S from Chevrolet Supplier to youssef\_Supplier.

## Open Procurement

Click to

The screenshot shows the Oracle Vision procurement dashboard. The 'Procurement' tab is selected. In the 'QUICK ACTIONS' section, the 'Suppliers' icon is highlighted with a red box. The dashboard also includes sections for Sales, Service, Me, My Team, My Client Groups, Help Desk, and various apps like Purchase Agreements and Purchase Orders.

## Open Task Panel

Click Merge Suppliers

The screenshot shows the Oracle Vision task panel. The sidebar includes a 'Merge Suppliers' option, which is highlighted with a red box. The main area displays 'Supplier Spend Authorization Requests' and 'Supplier Business Classifications' tables.

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ORACLE FUSION

## Fill Data

Click Submit

Merge Suppliers

From Supplier: Chevrolet2\_Suppli

To Supplier Site: Giza

Transfer Options: Purchase Orders and All Invoices

Submit button highlighted with a red box.

## Check Statuses

Click Cancel

Merge Suppliers

Process Name: Merge Suppliers

Status: Succeeded

Scheduled Time: 4/6/25 6:35 PM UTC

View Log button highlighted with a red box.

## Click to View Report

Merge Suppliers

From Supplier: Chevrolet2\_Suppli

To Supplier Site: Giza

Transfer Options: Purchase Orders and All Invoices

Process Name: Merge Suppliers

Status: Succeeded

Scheduled Time: 4/6/25 11:12 PM ...

View Log button highlighted with a red box.

Process Name: Merge Suppliers

Status: Succeeded

Scheduled Time: 4/6/25 6:35 PM UTC

View Log button highlighted with a red box.

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Then Click here to download report

## Check Report

Supplier Site Merge Requests				
From Supplier	From Supplier Site	To Supplier	To Supplier Site	Merge Status
Chevrolet_Supplier	Chevrolet_Supplier	Youssef_Supplier	Giza	Merged
<b>Total Supplier Sites</b>	<b>1</b>			
<b>Merged</b>				
<b>Total Supplier Sites Not Merged</b>	<b>0</b>			

Suppliers Merged	
From Supplier	To Supplier
Chevrolet_Supplier	Youssef_Supplier
<b>Total Suppliers Merged</b>	<b>1</b>

Transactions Summary	
Transactions	Total
Purchasing Documents Updated	0
Invoices Updated	1
Duplicate Invoices Not Updated	0
Supplier Qualifications and Assessments Updated	0
Supplier Qualification Responses Updated	0

Open Same Invoice and Check Right Supplier

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# How to Manage Descriptive Flex-fields?

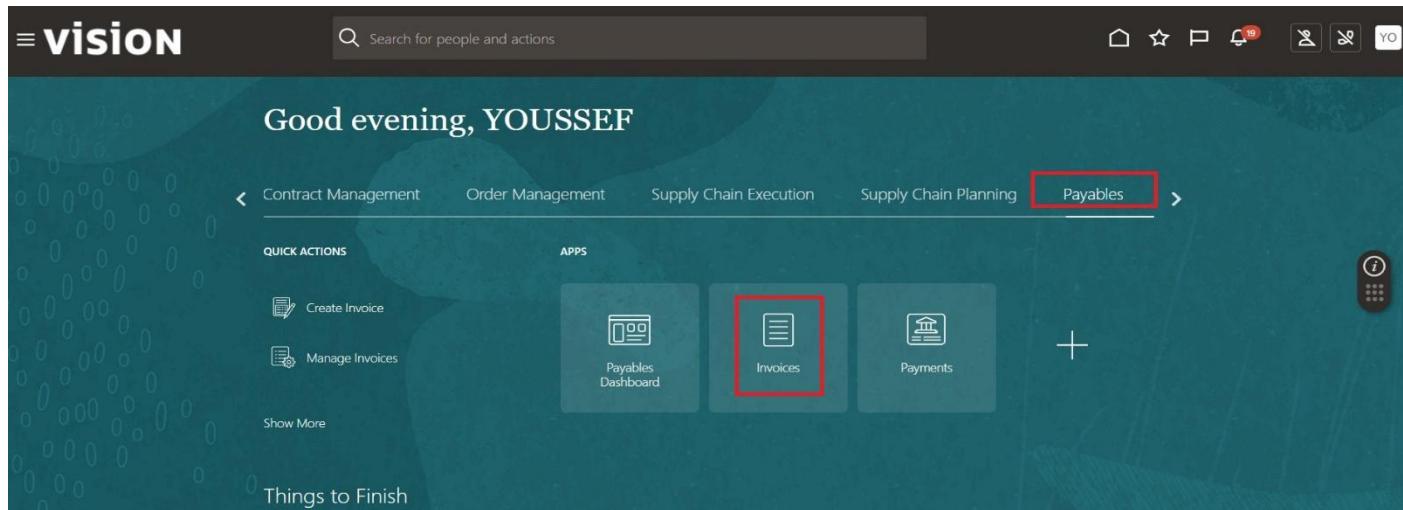
## Important Notes:

- Flex-fields= Create Segment.
- Add Segment in Additional Information in all applications like General ledger and AP, AR, Fixed Asset and Cash Management.

Home page

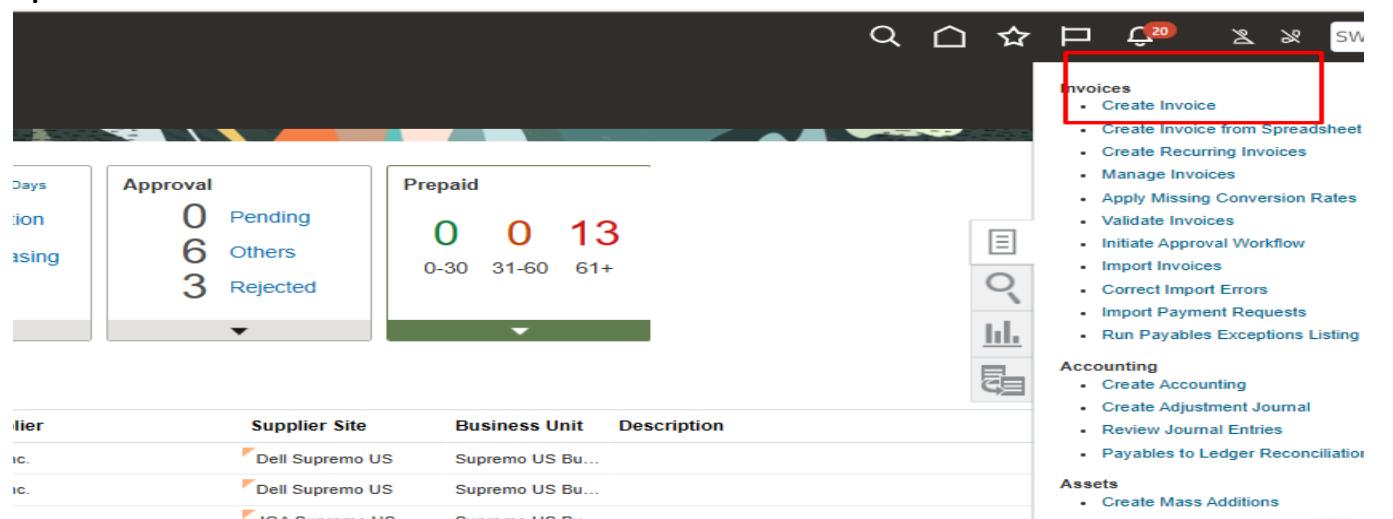
Click Payables

Open Invoice



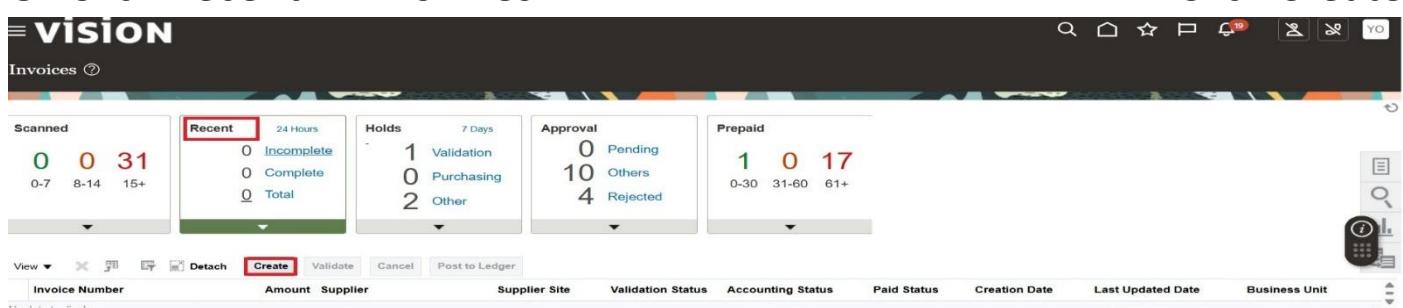
Open Task Panel

Click Create invoice



Or Click Recent in Info Tiles

Click Create



## Click Show More

## Open Additional Information

This screenshot shows the Oracle Fusion interface for creating an invoice. The 'Additional Information' tab is highlighted with a red box. The page includes fields for 'My Description', 'My Date' (m/d/y), 'DS Comments', 'CHEVROLET\_SEG', 'My Group', 'Regional Information', and five routing attribute fields (Routing Attribute 1 to 5). Navigation tabs at the top include General, Accounting, Tax, and Additional Information.

**Now, we will add new Segment Here.**

From Setup and Maintenance

Click Payables

Choose Manage Payables Descriptive Flex-fields

This screenshot shows the Oracle Fusion setup interface. The 'Functional Areas' list on the left has 'Payables' selected and highlighted with a red box. On the right, under the 'Payables' section, the 'Manage Payables Descriptive Flexfields' option is also highlighted with a red box. The interface includes standard navigation and search tools.

Write Module

Click Search

Choose in Header or lines

Click Edit

This screenshot shows the search results for descriptive flexfields. The 'Module' column is highlighted with a red box. A specific row for 'Invoices' is also highlighted with a red box. The table includes columns for Name, Type, Module, Flexfield Code, Entity Usages, Description, Deployment Status, Deployment Error Message, and Deployment Date. Buttons for 'Search' and 'Reset' are visible on the right.

Name	Type	Module	Flexfield Code	Entity Usages	Description	Deployment Status	Deployment Error Message	Deployment Date
Invoice Gateway Header	Descriptive Flexfield	Payables	AP_INVOICES_INTERFACE	Icon	Fields for invoice details o...	Green checkmark	Icon	9/20/17 12:52 AM
Invoice Gateway Lines	Descriptive Flexfield	Payables	AP_INVOICE_LINES_INTERFACE	Icon	Fields for invoice lines in t...	Green checkmark	Icon	9/20/17 12:51 AM
Invoice Holds	Descriptive Flexfield	Payables	AP_HOLDS	Icon	Fields for hold details on i...	Green checkmark	Icon	9/20/17 12:49 AM
Invoice Lines	Descriptive Flexfield	Payables	AP_INVOICE_LINES	Icon	Fields for invoice lines det...	Green checkmark	Icon	9/20/17 12:52 AM
Invoice Payments	Descriptive Flexfield	Payables	AP_PAYMENT_SCHEDULED_PAYMENTS	Icon	Fields for Payment details...	Green checkmark	Icon	11/11/18 2:32 AM
Invoices	Descriptive Flexfield	Payables	AP_INVOICES	Icon	Fields for invoice details o...	Green checkmark	Icon	4/6/25 4:58 PM

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ORACLE FUSION

## Click Create

= VISION

Edit Descriptive Flexfield: Invoices ⑦

The screenshot shows the 'Edit Descriptive Flexfield: Invoices' screen. At the top, there are tabs for 'Manage Contexts', 'Manage Segment Labels', 'Save', 'Save and Close', and 'Cancel'. Below the tabs, the 'Segment Separator' dropdown is set to 'Application' and 'Payables'. The 'Module' dropdown is also set to 'Payables'. The main area displays a table titled 'Global Segments' with columns: Sequence, Name, Table Column, Value Set, and Prompt. The table contains five rows with the following data:

Sequence	Name	Table Column	Value Set	Prompt
10	My Description	ATTRIBUTE1	30 Characters	My Description
20	My Date	ATTRIBUTE_DATE1	GSE_Date_Format	My Date
30	DS Comments	ATTRIBUTE5	30 Characters	DS Comments
40	CHEVROLET_SEG	ATTRIBUTE6	Chevrolet_VS	CHEVROLET_SEG
50	rod-desc	ATTRIBUTE7	rod-desc-value	rod-desc

Below the table, there is a note: 'Columns Hidden 9'. A 'Context Segment' section is also present.

## Fill Data Required

## Click Create Value Set

= VISION

Create Segment ⑦

The screenshot shows the 'Create Segment' screen. At the top, there are tabs for 'Manage', 'Save', 'Save and Close', and 'Cancel'. The 'Flexfield Name' is set to 'Invoices'. The 'Flexfield Code' is 'AP\_INVOICES'. The 'Description' field is empty, and the 'Enabled' checkbox is checked. The 'Column Assignment' section shows 'Data Type' set to 'Character'. The 'Validation' section includes 'Value Set' and 'Value Set Description' (150Char). The 'Initial Default' section has a 'Default Type' dropdown. The 'Display Properties' section includes 'Prompt' (Youssef\_Segment) and 'Display Type' (Text Box). The 'Definition Help Text' field contains 'Activate Windows' with a note 'Go to Settings to activate Windows.'

## Fill data Required

## Click Save

## Click Manage Values

= VISION

Create Value Set ⑦

The screenshot shows the 'Create Value Set' screen. At the top, there are tabs for 'Manage Values', 'Save', 'Save and Close', and 'Cancel'. The 'Value Set Code' is 'Youssef\_V\_S'. The 'Description' field is empty. The 'Module' dropdown is set to 'Payables'. The 'Validation Type' is 'Independent'. The 'Value Data Type' is 'Character'. The 'Security enabled' checkbox is unchecked. The 'Data Security Resource Name' field is empty, and the 'Edit Data Security' button is visible. The 'Definition' section includes 'Value Subtype' (Text), 'Maximum Length' (9), 'Minimum Value' (empty), 'Maximum Value' (empty), 'Uppercase only' (unchecked), and 'Zero fill' (unchecked).

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## Click Create

Manage Values ?

Value Set Code: Youssef\_V\_S

Description:

Search

Value:

Description:

Actions ▾ View ▾ Format ▾ + X F G Freeze Detach Wrap

* Value	Description	Enabled	Start Date	End Date	Sort Order
11/4/2001	Date of Birth	<input checked="" type="checkbox"/>	m/d/yy	m/d/yy	
10/4/2001	Date of Birth	<input checked="" type="checkbox"/>	m/d/yy	m/d/yy	

Search Results

Columns Hidden: 1

## Choose Value Set

Create Segment ?

Flexfield Name: Invoices

\* Name: Youssef\_Segment

\* Code: Youssef\_Segment

\* API Name: youssefSegment

Column Assignment

\* Data Type: Character

Flexfield Code: AP\_INVOICES

Description:

Enabled

Validation

\* Value Set: Youssef\_V\_S

Value Set Description:

Range Type:

Required

Initial Default

Default Type:

Display Properties

## Click Save and Close

Edit Descriptive Flexfield: Invoices ?

Name: Invoices

Flexfield Code: AP\_INVOICES

Description: Fields for invoice details on the invoice page.

Segment Separator:

Application: Payables

Module: Payables

Global Segments

Actions ▾ View ▾ Format ▾ + F D X G Freeze Detach Wrap

* Sequence	Name	Table Column	Value Set	Prompt
10	My Description	ATTRIBUTE1	30 Characters	My Description
20	My Date	ATTRIBUTE_DATE1	GSE_Date_Format	My Date
30	DS Comments	ATTRIBUTE5	30 Characters	DS Comments
40	CHEVROLET_SEG	ATTRIBUTE6	Chevrolet_VS	CHEVROLET_SEG
50	rod-desc	ATTRIBUTE7	rod-des-value	rod-desc
60	Youssef_Segment	ATTRIBUTE8	Youssef_V_S	Youssef_Segment

Columns Hidden: 9

ORACLE FUSION

## Click to Invoices



Manage Payables Descriptive Flexfields ⑦

▲ Search

Name

Flexfield Code

Module  Payables

Done

Click Deploy Flex-fields



Search Results

Name	Type	Module	Flexfield Code	Entity Usages	Description	Deployment Status	Deployment Error Message	Deployment Date
Invoice Lines	Descriptive Flexfield	Payables	AP_INVOICE_LINES		Fields for invoice lines det...			9/20/17 12:52 AM
Invoice Payments	Descriptive Flexfield	Payables	AP_PAYMENT_SCHEDU...		Fields for Payment details...			11/11/18 2:32 AM
Invoices	Descriptive Flexfield	Payables	AP_INVOICES		Fields for invoice details o...			4/6/25 4:58 PM
Payment Information	Descriptive Flexfield	Payables	AP_CHECKS					10/15/24 10:28 AM
Payment Terms	Descriptive Flexfield	Payables	AP_TERMS_B					3/23/17 12:21 PM

## Check Statuses

Name	Type	Module	Flexfield Code	Entity Usages	Description	Deployment Status	Deployment Error Message	Deployment Date
Invoice Lines	Descriptive Flexfield	Payables	AP_INVOICE_LINES		Fields for invoice lines det...			9/20/17 12:52 AM
Invoice Payments	Descriptive Flexfield	Payables	AP_PAYMENT_SCHEDU...		Fields for Payment details...			11/11/18 2:32 AM
Invoices	Descriptive Flexfield	Payables	AP_INVOICES		Fields for invoice details o...			4/6/25 4:58 PM
Payment Information	Descriptive Flexfield	Payables	AP_CHECKS					10/15/24 10:28 AM
Payment Terms	Descriptive Flexfield	Payables	AP_TERMS_B					3/23/17 12:21 PM

Click Ok

Click Done

## Home page

Click Payables

Open Invoice

≡ VISION

Search for people and actions

Contract Management Order Management Supply Chain Execution Supply Chain Planning Payables >

QUICK ACTIONS APPS

Create Invoice Manage Invoices Payables Dashboard Invoices Payments

Show More

Things to Finish

Good evening, YOUSSEF

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ORACLE FUSION

## Open Task Panel

The screenshot shows the Oracle Fusion Open Task Panel. It features three main info tiles: 'Approval' (0 Pending, 6 Others, 3 Rejected), 'Prepaid' (0 0 13 for 0-30, 31-60, 61+ days), and a table of supplier site information for 'Supremo US'. A red box highlights the 'Invoices' section of the navigation menu.

Supplier Site	Business Unit	Description
Dell Supremo US	Supremo US Bu...	
Dell Supremo US	Supremo US Bu...	
ICG Supremo US	Supremo US Bu...	

Click Create invoice

- Invoices**
  - Create Invoice
    - Create Invoice from Spreadsheet
    - Create Recurring Invoices
    - Manage Invoices
    - Apply Missing Conversion Rates
    - Validate Invoices
    - Initiate Approval Workflow
    - Import Invoices
    - Correct Import Errors
    - Import Payment Requests
    - Run Payables Exceptions Listing
- Accounting**
  - Create Accounting
    - Create Adjustment Journal
    - Review Journal Entries
    - Payables to Ledger Reconciliation
- Assets**
  - Create Mass Additions

Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with the 'Invoices' section selected. The 'Recent' tile is highlighted with a red box, showing 0 incomplete, 0 complete, and 0 total invoices. Other tiles show holds (1 validation, 0 purchasing, 2 other), approval (0 pending, 10 others, 4 rejected), and prepaid (1 0 17 for 0-30, 31-60, 61+ days). A red box highlights the 'Create' button in the toolbar.

Click Create

Click Show More

Open Additional Information

The screenshot shows the 'Additional Information' tab for an invoice header. Fields include My Description, My Date (m/d/y), DS Comments, CHEVROLET\_SEG, My Group, Regional Information, Routing Attribute 1 through 5. A red box highlights the 'Additional Information' tab in the navigation bar.

Check Results

The screenshot shows the 'Additional Information' tab with results for Youssef\_Segment, My Group, and Regional Information. The 'Youssef\_Segment' field is highlighted with a red box. The 'Regional Information' table shows two rows: 10/4/2001 Date of Birth and 11/4/2001 Date of Birth2. A red box highlights the 'Regional Information' row.

Authorized by Mohamed Badawy

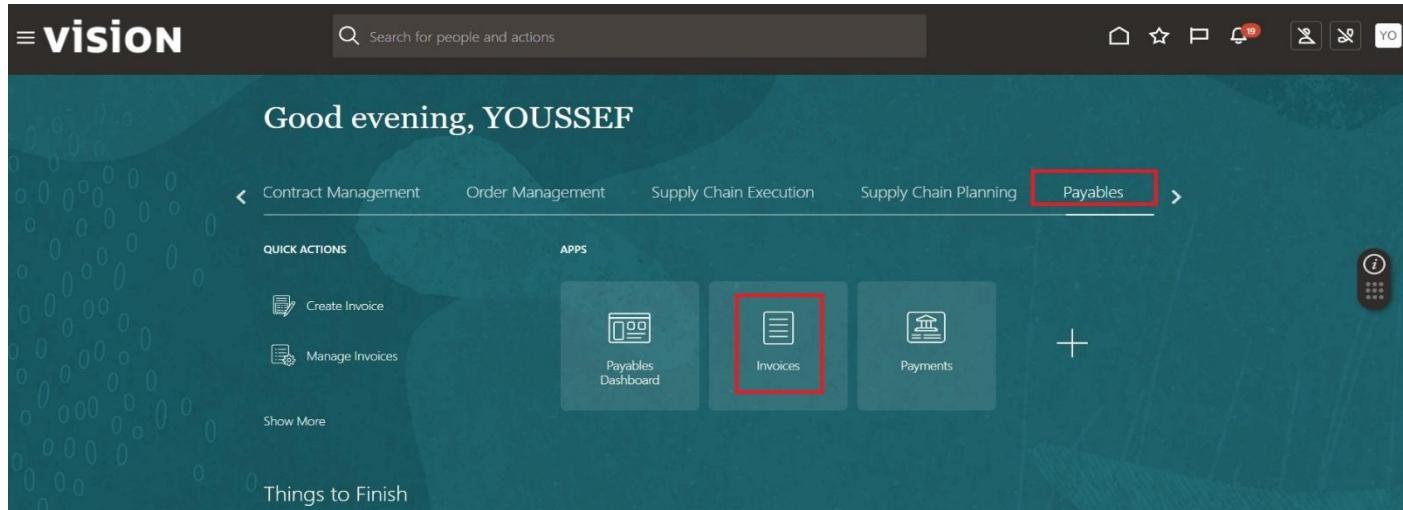
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# How to Run Reports in Payables

Home page

Click Payables

Open Invoice



Open Reports and analytics

This screenshot shows the Oracle Fusion Invoices dashboard. It features a grid of five summary cards: Scanned (0, 0, 31), Recent (24 Hours: 1 Incomplete, 17 Complete, 18 Total), Holds (7 Days: 1 Validation, 0 Purchasing, 0 Other), Approval (0 Pending, 10 Others, 4 Rejected), and Prepaid (0-30, 31-60, 61+). Below the cards is a table with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Invoice Date, Business Unit, Creation Date, and Assignee. On the right, a sidebar titled "Shared Reports and Analytics" is open, showing a list of reports like "Supplier Dashboard - Graph view", "Payables Invoice Aging Report", etc. Red arrows point from the sidebar to the "Report" and "Dash Board" buttons at the bottom of the sidebar.

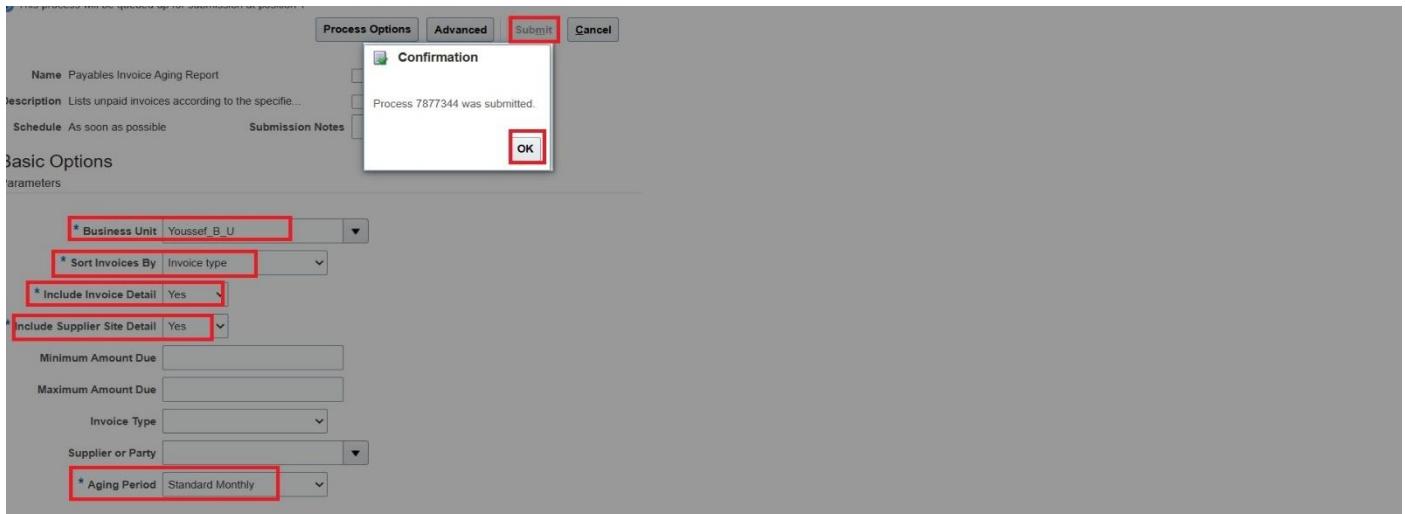
Choose any Report to test

This screenshot shows the same Oracle Fusion Invoices dashboard as the previous one, but with the "Payables Invoice Aging Report" selected in the sidebar. The report details are visible: Type Report, Created By, Last Run Date (11/18/24 4:19 AM), and various report options like "Post", "Print", and "Email". The rest of the interface is identical to the first screenshot.

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## Fill Data Required

Click Submit



## Check Results from Tools, Schedule Process

Click on Request

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Submission Notes
Payables Invoice Aging Report	APXINAGE	7877344	Succeeded	4/7/25 1:28 AM UTC	4/7/25 1:28 AM UTC	oracle.apps.crmCommon.elasticSearch.ess.progr...
Index Active Meta Model Version	IndexActiveMetaModelVer...	7877341	Wait	4/7/25 2:25 AM UTC	4/7/25 1:26 AM UTC	oracle.apps.crmCommon.elasticSearch.ess.progr...
Update References for Entity	UpdateDocumentsWhose...	7877340	Succeeded	4/7/25 1:26 AM UTC	4/7/25 1:26 AM UTC	oracle.apps.crmCommon.elasticSearch.ess.progr...
Update References for Entity	UpdateDocumentsWhose...	7877339	Succeeded	4/7/25 1:26 AM UTC	4/7/25 1:26 AM UTC	oracle.apps.crmCommon.elasticSearch.ess.progr...

## Check Results

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Submission Notes
Payables Invoice Aging Report	APXINAGE	7877344	Succeeded	4/7/25 1:28 AM UTC	4/7/25 1:28 AM UTC	oracle.apps.crmCommon.elasticSearch.ess.progr...
Index Active Meta Model Version	IndexActiveMetaModelVer...	7877341	Wait	4/7/25 2:25 AM UTC	4/7/25 1:26 AM UTC	oracle.apps.crmCommon.elasticSearch.ess.progr...
Update References for Entity	UpdateDocumentsWhose...	7877340	Succeeded	4/7/25 1:26 AM UTC	4/7/25 1:26 AM UTC	oracle.apps.crmCommon.elasticSearch.ess.progr...
Update References for Entity	UpdateDocumentsWhose...	7877339	Succeeded	4/7/25 1:26 AM UTC	4/7/25 1:26 AM UTC	oracle.apps.crmCommon.elasticSearch.ess.progr...

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