

OVERVIEW

Generating payment checks from the Fusion has traditionally required either a third party or considerable customization of the delivered check print reports.

The check print format is very specific to each banking organization, requiring specific fonts and pixel-perfect layout.

The existing E-Business Suite reports generate flat text output and do not support these features. Oracle XML Publisher now offers an integrated, cost-effective method to generate the check output directly from the Fusion.



INTRODUCTION

Check printing from the Fusion has historically required a third-party solution that can either query the necessary data and format the output or accept the existing flat text output generated by the provided check print programs. To then generate the checks, the format components had to be placed with pixel-perfect precision onto the page using the necessary MICR font to format the bank routing number and bank account of the payee. Alternatively, customers could take the existing check print program and customize it to format the output correctly. These solutions are costly in terms of their implementation, their ongoing maintenance and their complexity. This all adds to the total cost of ownership for the E-Business Suite.

Oracle XML Publisher offers integrated functionality that allows customers to design their own check format using familiar desktop tools that can then be applied to a check print data source, whether that is the seeded Fusion Report or a custom solution. This format is easily maintainable and can include all the necessary components required in the final output to be printed onto blank check stock.

Taking this approach reduces the complexity of the systems surrounding the check generation and thereby reducing the total cost of ownership of the Fusion.

Pre-requisite Setups:**1. BI Publisher Desktop****2. Approval Setups (Optional)**

- a). Employee/User – Super Visor Setup
- b). AP Invoice Approval
- c). AP Payment Approval

3. Supplier Setup

- a. Supplier
- b. Supplier Address
- c. Supplier Sites
- d. Supplier Contacts

4. Bank Account Setups

- a. Banks
- b. Branches
- c. Bank Accounts

5. Payment Setups

- a. Payment Templates
- b. Payment Formats
- c. Payment Document
- d. Payment Process Profile (PPP)
- e. Payment Process Request Template (Optional)

Process Flow with Above Setups**1. Create Invoice and Pay in Full****2. Manual Payment**

Create invoice and run the Manual Payment

3. Run the Payment Process Request (PPR)

Create Invoice

Void the Payment (Cancel the Existing payment)

Create the PPR for New Invoices and Void Payments

4. Accounting

Post the Invoice to General Ledger

Post the Payment to General Ledger

1. BI Publisher Desktop

Download BI Publisher Template Builder for Word version 10.1.3.4.1 from download.oracle.com

Basic requirements to start creating checks are to have an RTF file (Template) and an XML file (data definition).

There are 2 ways that you can have an RTF file:

- o Create your own, or
- o (Recommended) Download standard oracle Template
'Standard Check Format' IBYDC_STD1.rtf or
Standard Check Format : IBYDC_STD1A.rtf

àBetter way is to follow the instructions in Doc ID: 465389.1 R12 Create Or Modify A Payment Format Using XML Builder. This note explains the same steps that I have defined below

MICR Fonts

This is another important requirement which you will run into later on. So I have decided to address it right away because you may end up spending a lot more time if you start thinking about it later. One of the easiest way is to buy the MICR font from a third party like IDAutomation (<http://www.idautomation.com/>) and use MICRW1B.ttf. Typical cost is around \$750.00 per user license – you may need to purchase only one license. You may also download their Demo version which is good for testing.

The good news is that Oracle also provides a MICR font which is available if you have downloaded the BI Template Builder. Some banks reject this font, but so far I did not have any problem with the bank that we used.

Download and install BI Publisher ver 10.1.3.4.1

Font File Location: C:\Program Files\Oracle\BI Publisher\BI Publisher Desktop\Template Builder for Word\fonts\ MICR____.TTF

In order to use this file in the RTF template, copy the font file MICR____.TTF to C:\WINDOWS\Fonts

At this stage, you may or may not have designed the Check template. But you can still use IBYDC_STD1.rtf downloaded earlier.

Following steps are needed to create a check in AP from scratch. These steps may also be used to create the initial payment to get the XML file.

Step 2: Approval Setups (Optional)

a). Employee/User - Super Visor Setup

Click on the Manager Users link to create the User and Employee

Enter the employee information and select the Manger/Supervisor and click on Save and Close button

The screenshot shows the 'Create User' interface. The 'User Details' section is highlighted with a red box, containing the 'User Name' field with the value 'ORACLEAPPS88'. The 'Manager' field at the bottom of the page is also highlighted with a red box and contains the value 'Brown, Casey'.

Create User

Personal Details

- Last Name: Apps
- First Name: Oracle
- Middle Names:
- Title:

User Details

User Name: ORACLEAPPS88

User Notification Preferences

Send user name and password

Employment Information

- Person Type: Employee
- Legal Employer: US1 Legal Entity
- Business Unit: US1 Business Unit
- Job:
- Grade:

Department:

Location:

Mail Stop:

Manager: Brown, Casey

Save and Close Cancel

b). AP Invoice Approval Setups

Nav : Setup and Maintenance → Financials → Payables → Manage Invoice Options

Enable the AP Invoice approval and click on Save and close button

The screenshot shows the Oracle Fusion R13 interface. On the left, there is a sidebar titled "Setup: Financials" with a dropdown arrow. Below it, under "Functional Areas", there is a list of modules: Workforce Structures (Shared), * Users and Security (Shared), * Suppliers (Shared), * Payables (Shared), Payments (Shared), * Cash Management and Banking (Shared), and * Transaction Tax (Shared). To the right of the sidebar, there is a main content area with a header "Search Tasks" and a tab "Manage Invoice Options". Below the tabs, there is a section titled "Payables" with a "Task" list. The "Task" list includes: View ▾ Format ▾ (with "Freeze" and "Detach" buttons), Manage Invoice Options (which has a red arrow pointing to it), Manage Payment Options, Manage Tax Reporting and Withholding Tax Options, Manage Payables Lookups, and Manage Payables Descriptive Flexfields.

The screenshot shows the Oracle Fusion R13 Setup and Maintenance interface for managing invoice options. The 'Manage Invoice Options' section is active. A red box highlights the 'Approval' section, which contains three checked checkboxes: 'Enable invoice approval', 'Allow force approval', and 'Require validation before approval'. Another red box highlights the 'Accounting Preference' section, which has three radio buttons: 'Account regardless of approval status' (selected), 'Require accounting before approval', and 'Require approval before accounting'. Other sections visible include 'Prepayment' (with payment terms set to 'Immediate'), 'Interest' (with interest allocation method set to 'Single distribution'), 'Payment Request' (with payment priority set to 99), and 'Self-Service Invoices'.

c). AP Payment Approval Setups

Nav : Setup and Maintenance → Financials → Payments → Manage Disbursement System Options

The screenshot shows the Oracle Fusion R13 application interface. The top navigation bar includes 'vision', a search icon, a home icon, a message icon with '5407' notifications, and a dropdown for 'FIN_IMPL'. The left sidebar is titled 'Setup: Financials' and contains a 'Functional Areas' section with various payment-related options like 'Payments', 'Cash Management and Banking', 'Transaction Tax', 'Expenses', etc., each with a 'Shared' status indicator. A red box highlights the 'Setup: Financials' dropdown. The main workspace has a search bar for 'Manage Disbursement System Options'. Below it, under the 'Payments' tab, is a list of tasks: 'Manage Disbursement System Options' (which has a red arrow pointing to it), 'Grant Payment Function Access', 'Manage Payment System Connectivity Lookups', 'Manage Payment System Connectivity Flexfields', 'Manage B2B Gateway Document Definitions', 'Manage B2B Gateway Trading Partners', and 'Manage BI Publisher Templates'. An 'Oracle Apps88' watermark is visible across the page.

Enable the Approvals and click on the save

Manage Disbursement System Options

Save and Close **Cancel**

Enterprise Level Payment Options

System Settings

Allow payee bank account override on proposed payments
 Based only on payment method defaulting rules setup
 Override defaulting rules when payee default method set

Payment Method Default Basis

Separate Remittance Advice from E-Mail

Separate Remittance Advice Subject

Validation Failure Results

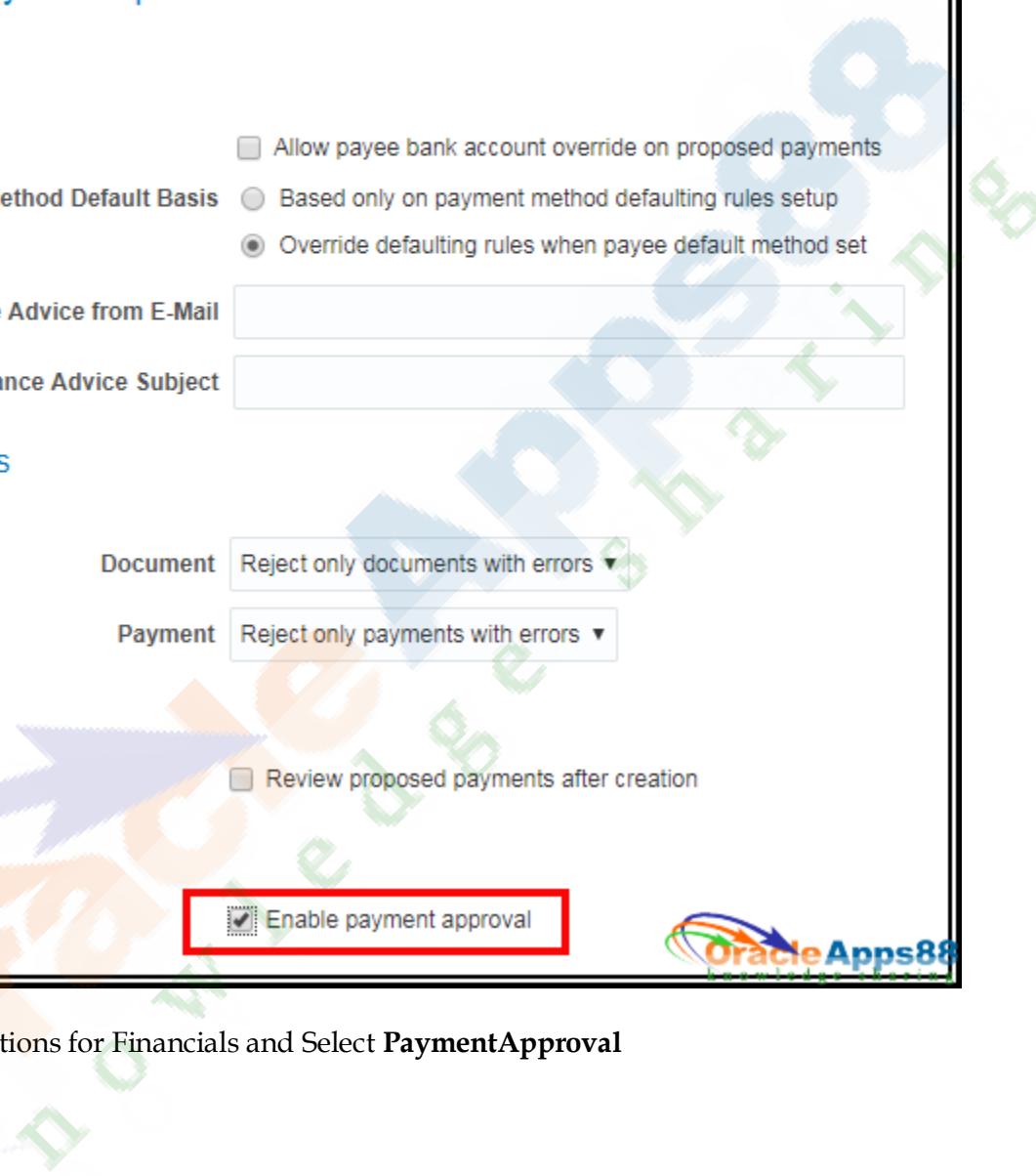
Document: Reject only documents with errors ▾
Payment: Reject only payments with errors ▾

Payment Review

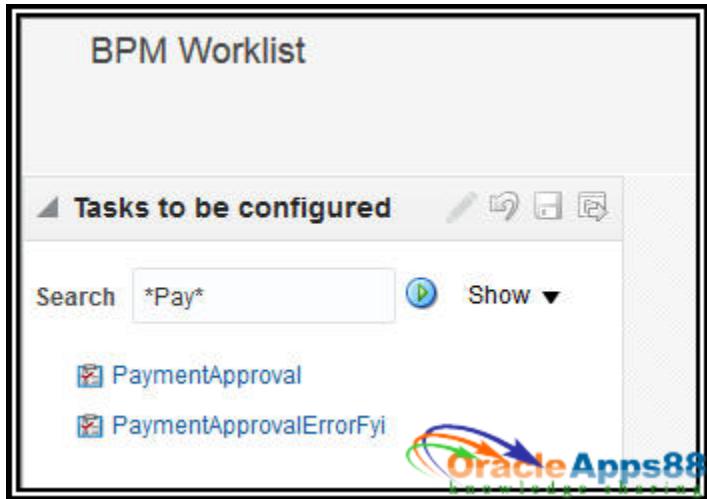
Review proposed payments after creation

Approval

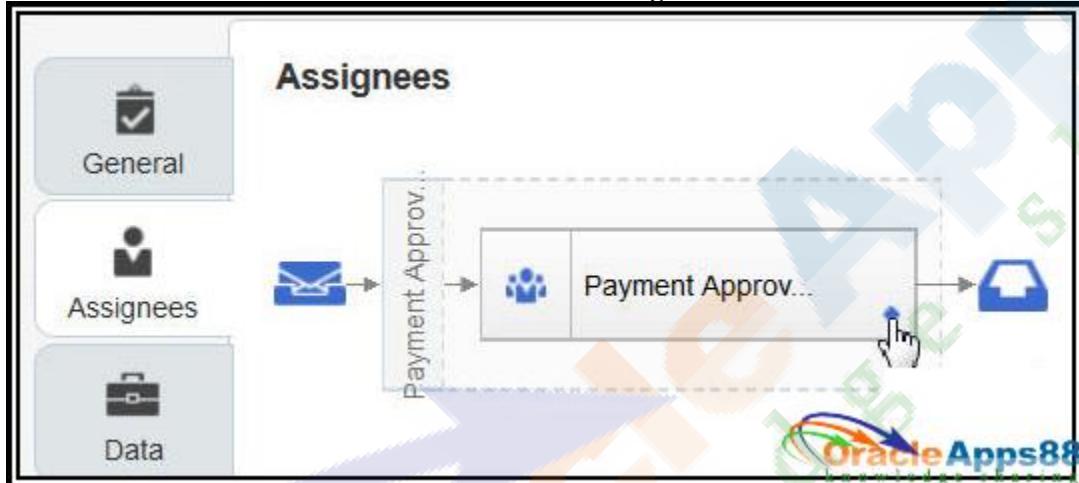
Enable payment approval



Select Manage Task Configurations for Financials and Select **PaymentApproval**



Select the Pencil to be in Edit Mode and then Assignees and Go To rules



You can see the AutoApproval Rule is seeded

The screenshot shows the Oracle Fusion R13 interface for configuring rulesets. On the left, a sidebar lists various categories: General, Assignees, Data, Deadlines, Notifications, Access, and Configuration. The 'Configuration' category is currently selected. In the main area, under 'Rulesets', the 'PaymentApprovalRuleSet' is selected. The interface displays an 'Auto Approval Rule' with the following logic:

```
IF  
1  
is 1  
THEN
```

Below the rule logic, there are several configuration options:

- List Builder: Supervisory
- Response Type: Required
- Number of levels: 1
- Starting Participant: HierarchyBuilder.getPrincipal(Task.creator,-1,"")
- Top Participant: HierarchyBuilder.getPrincipal("FINUSER30",-1,"")

At the bottom right of the interface, there is a watermark for 'Oracle Apps88'.

If needed make sure you leave the ruleset active and you can deactivate the Auto Approval Rule and add a new rule

Screenshot of the Oracle Fusion R13 interface showing the configuration of a PaymentApprovalRuleSet.

The main window displays the "PaymentApprovalRuleSet" configuration screen. Key settings include:

- Description:** A text input field.
- Effective Date:** Set to "Always".
- Status:** "Active" is checked.
- Priority:** Set to "Medium".
- Advanced Mode:** Unchecked.
- Tree Mode:** Unchecked.

The interface includes a toolbar with various icons for creating, deleting, and modifying rules. A sidebar on the left lists other rule types: Bucketsets, Links, Decision Functions, Rulesets, PaymentApprovalRules, ModificationRules, and SubstitutionRules.

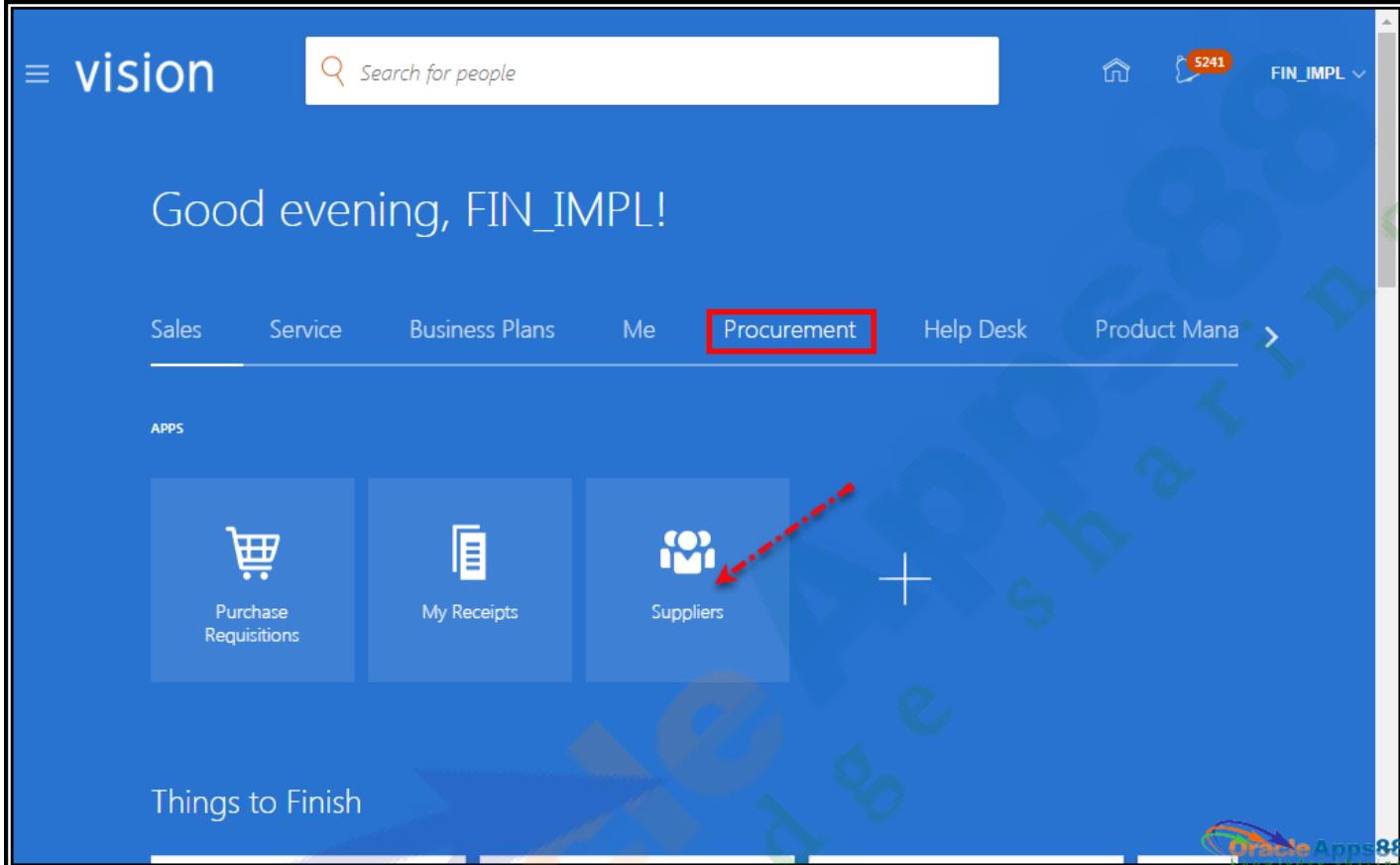
A large watermark reading "Oracle Apps 88" is visible across the center of the screen.



Step 3: Supplier Setup

a. Supplier

Nav: Procurement □ Suppliers □ Create Supplier



a. Supplier : 1258 – United Parcel Service

vision

Overview Manage Suppliers x Supplier: United Parcel Service x

Supplier: United Parcel Service

Profile Addresses Sites Contacts Qualifications

General

Supplier	United Parcel Service	Business Relationship	Spend Authorized
Supplier Number	1258	Parent Supplier	
Alternate Name		Parent Supplier Number	
Tax Organization Type	Corporation	Creation Date	11/12/13
Supplier Type		Creation Source	Manual
Inactive Date		Registration Request	
Status	Active	Attachments	None

Additional Information

Office Recycling Percentage

Profile Details

Organization Business Classifications Products and Services Transaction Tax Income Tax Payments

Identification

Alias	Customer Number
D-U-N-S Number	SIC
— One-time supplier	National Insurance Number
Registry ID	Corporate Web Site
Relationships	Supplier

Regional Information

Regional Information

Corporate Profile

Year Established	Chief Executive Title
Mission Statement	Chief Executive Name
Year Incorporated	Principal Title
	Principal Name

Financial Profile

Fiscal Year End Month	December
Current Fiscal Year's Potential Revenue	46,500,000,000

Preferred Functional Currency

Merge History

View ▾ Format ▾ Freeze Detach Wrap

Merge Date	Merged from Supplier	Merged into Supplier
No data to display.		

b. Supplier Addresses:

The screenshot shows the Oracle Fusion R13 Supplier Address setup interface. The top navigation bar includes 'vision', a search icon, a home icon, a notification badge '5249', and a dropdown 'FIN_IMPL'. The main title is 'Supplier: United Parcel Service'. The address details for 'UPS US1' are displayed, including:

Address Name	UPS US1	Address Purpose	Ordering
Country	United States	Remit to	<input checked="" type="checkbox"/>
Address Line 1	55 GLENLAKE PKWY	RFQ or Bidding	<input type="checkbox"/>
Address Line 2		Phone	
City	ATLANTA	Fax	
State	GA	Email	
Postal Code	30328	Inactive Date	
County	FULTON	Status	Active
Language	American English		

Below the address details, there is a section titled 'Additional Information' with a sub-section 'Address Details'. The 'Sites' tab is selected in the navigation bar. The grid view shows the following data:

* Procurement BU	* Site	Sourcing Only	Purchasing	Procurement Card	Pay	Prima
US1 Business Unit	UPS US1	—	✓	—	✓	✓

At the bottom left of the grid, it says 'Columns Hidden 6'. A watermark 'Oracle Apps88' is visible across the page.

c. Supplier Sites:

The screenshot shows the Oracle Fusion R13 interface for managing supplier sites. The top navigation bar includes 'vision' (dropdown), 'FIN_IMPL' (dropdown), and a search icon. The main title is 'Supplier: United Parcel Service'. The current view is 'Site: UPS US1'. The page displays various site details and configurations.

Procurement BU: US1 Business Unit

Address Name: UPS US1

Address: 55 GLENLAKE PKWY, ATLANTA, GA 30328
FULTON

Site: UPS US1

Inactive Date: (None)

Status: Active

Site Purpose:

- Sourcing only
- Purchasing
- Procurement card
- Pay
- Primary pay

Attachments: None

General (selected tab) | Purchasing | Receiving | Invoicing | Payments | Site Assignments | Qualifications

Identification

Income tax reporting site

Customer Number: (None)

Alternate Site Name: (None)

Regional Information: (None)

B2B Communication

B2B Communication Method: None

Done

Oracle Apps88 knowledge sharing

d. Supplier Contact:

The screenshot shows the Oracle Fusion R13 interface for managing supplier contacts. The top navigation bar includes 'vision' (with a magnifying glass icon), a home icon, a user icon with '5250', and a dropdown for 'FIN_IMPL'. The main title bar says 'Supplier: United Parcel Service'. The contact details for 'Bob Gold' are displayed, including Salutation (Mr.), First Name (Bob), Middle Name, Last Name (Gold), Job Title, Phone, Mobile, Fax, Email (bgold_eczw@oracledemos.com), and Status (Active). A checkbox for 'Administrative Contact' is checked. Below this is a section for 'Contact Addresses' with a table:

Address Name	Address	Phone	Status	Address Purpose
UPS US1	55 GLENLAKE PKWY, ATLANTA, GA 30328 FULTON		Active	Ordering; Remit to

Below the address table is a section for 'User Account' with the following details:

Account Status	Description
Active	

User Name: BOB.GOLD

Roles:

Role	Description
Supplier Demand Planner	Manages supplier scheduling, supplier managed inventory and consigned inventory for the supplier co...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, reques...
Supplier Self Service Clerk	Updates the profile information for the supplier company. Primary tasks include updating supplier cont...

At the bottom right of the screenshot is a watermark for 'Oracle Apps88'.

Step 4: Bank Account Setups :

Nav : Setup & Maintenance → Financials → Cash Management

The screenshot shows the Oracle Fusion R13 application interface. At the top, there is a blue header bar with the text "vision" on the left and various navigation icons on the right, including a search icon, a home icon, and a user icon with the number "5251". Below the header, the main content area has a white background. On the left side, there is a sidebar titled "Setup: Financials" with a dropdown arrow icon. The sidebar contains a section titled "Functional Areas" with a "Change Feature Opt In" link. A red box highlights the "Functional Areas" section. Below it is a list of functional areas, each with a "Shared" status indicator and a yellow "Edit" button:

Functional Area	Shared
* Cash Management and Banking	Shared
* Transaction Tax	Shared
* Expenses	
* Fixed Assets	
* Receivables	
* Customer Billing	
* Revenue Recognition	

On the right side of the interface, there is a main content area titled "Cash Management and Banking". It includes a "Search Tasks" input field with a magnifying glass icon and a "Actions" dropdown menu. Below the search field, there is a toolbar with "View", "Format", "Freeze", "Detach", "Wrap", "Show", and "Required Tasks" buttons. The main content area displays a "Task" list with three items: "Manage Bank Statement Transaction Codes", "Manage Banks", and "Manage Bank Branches". The "Manage Banks" item is highlighted with a yellow background. At the bottom of the main content area, there is a section titled "Specify Cash Positioning and Forecasting Options". The Oracle Apps logo is visible in the bottom right corner.

a. Banks

vision FIN_IMPL 5251

Create Bank

Save Save and Close Cancel

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

Addresses

Actions View Format + X Wrap

	Primary	Address	Country	Site Number
No data to display.				

Columns Hidden 2 Address date range : Current

Contacts

Actions View Format + X Freeze Wrap

Contact Name	Address	Phone	E-Mail
No data to display.			

Oracle Apps88

vision FIN_IMPL 5251

Bank: Bank of America

Edit Done

Country	United States	Description
Bank Name	Bank of America	Taxpayer ID
Alternate Bank Name		Tax Registration Number
Bank Code		

Oracle Apps88

b. Bank Branch

vision

Create Bank Branch

5251 FIN_IMPL

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

Addresses

Actions ▾ View ▾ Format ▾ + X ⓘ Wrap

	Primary	Address	Country	Site Number
No data to display.				

Columns Hidden 2 Address date range : Current

Contacts

Oracle Apps88

vision

Bank Branch: New York

5251 FIN_IMPL

Bank	Bank of America	Branch Number Type
Country	United States	Bank Branch Type
Branch Name	New York	EDI ID Number
Alternate Branch Name		EFT Number
Routing Number	122000247	EDI Location
Description		RFC Identifier
BIC Code		

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c. Bank Account

vision FIN_IMPL 5251

Create Bank Account

Save Save and Close Cancel

* Bank Branch	IBAN
* Account Name	Check Digit
* Account Number	Secondary Account Reference
* Currency	Account Suffix
* Legal Entity Name	Account Use
Account Type	<input type="checkbox"/> Payables <input type="checkbox"/> Payroll <input type="checkbox"/> Receivables
Description	

General Controls Security Business Unit Access

Additional Information

Alternate Account Name	Active
Account Holder	<input type="checkbox"/> Multicurrency account
Alternate Account Holder	<input type="checkbox"/> Netting account
EFT Number	Regional Information
Agency Location Code	

Contacts

Contact Name	Address	Phone	E-Mail
No data to display.			

Actions ▾ View ▾ Format ▾ + ⌂ Freeze ⌂ Wrap

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Vision

Bank Account: BofA-2869

Edit | Done

Bank	Bank of America	Bank Branch	New York
Account Name	BofA-2869	Check Digit	
Account Number	10271-17621-619	Secondary Account Reference	
Currency	USD	Account Suffix	
Legal Entity Name	US1 Legal Entity	Account Use	<input checked="" type="checkbox"/> Payables <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Receivables
Account Type	Checking	Description	
IBAN			

General Controls Security Business Unit Access

GL Accounts

Cash	101.10.11101.000.000.000	Reconciliation Differences
Cash Clearing	101.10.11501.000.000.000	

Additional Information

Alternate Account Name	<input checked="" type="checkbox"/> Active
Account Holder	<input checked="" type="checkbox"/> Multicurrency account
Alternate Account Holder	<input type="checkbox"/> Netting account
EFT Number	
Agency Location Code	

Regional Information

Contacts

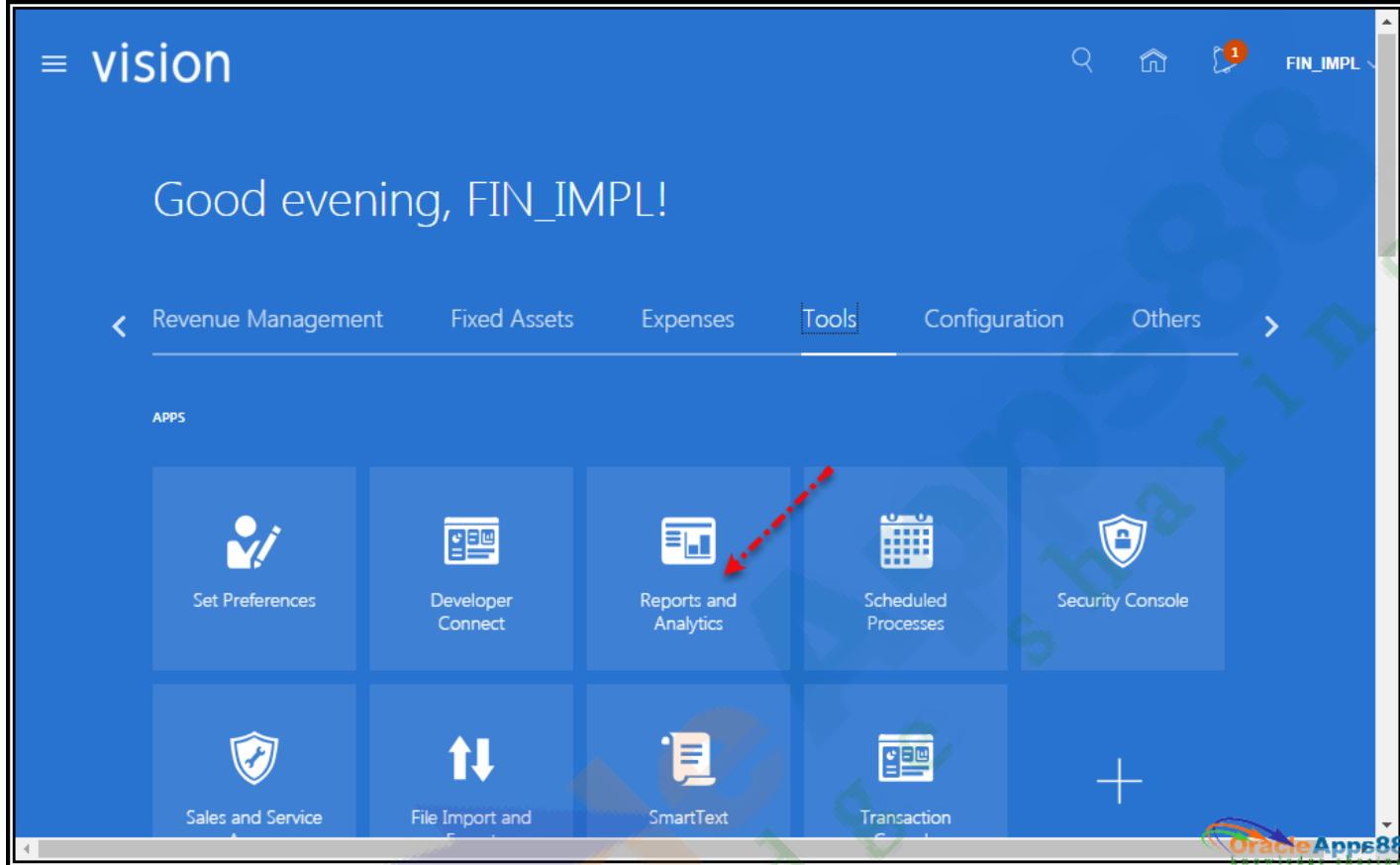
Payment Documents

Oracle Apps88

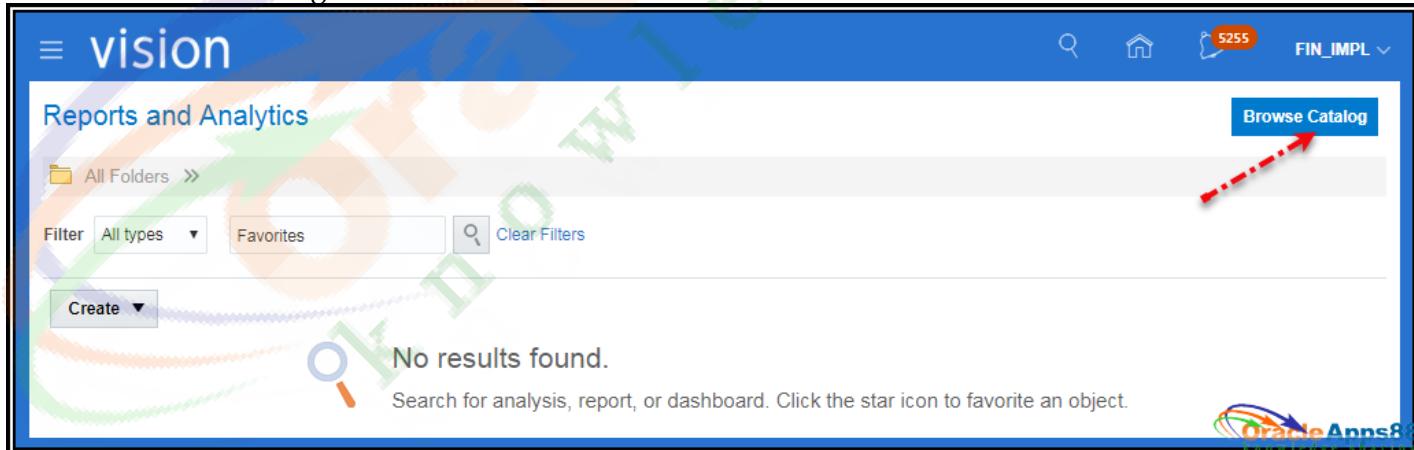


Step 5: Payment Setups**a. Creating Template**

Go to Navigator and click on Tools and Reports and Analytics



Click on Browse Catalog



Create the Payments folder in Custom folder and copy the standard "Disbursement Payment File Format" and save it here.

Note : When upgrading the application, if you do any customizations on standard data models it will delete.

Create the below path

Location : /Shared Folders/Custom/Financials/Payments/

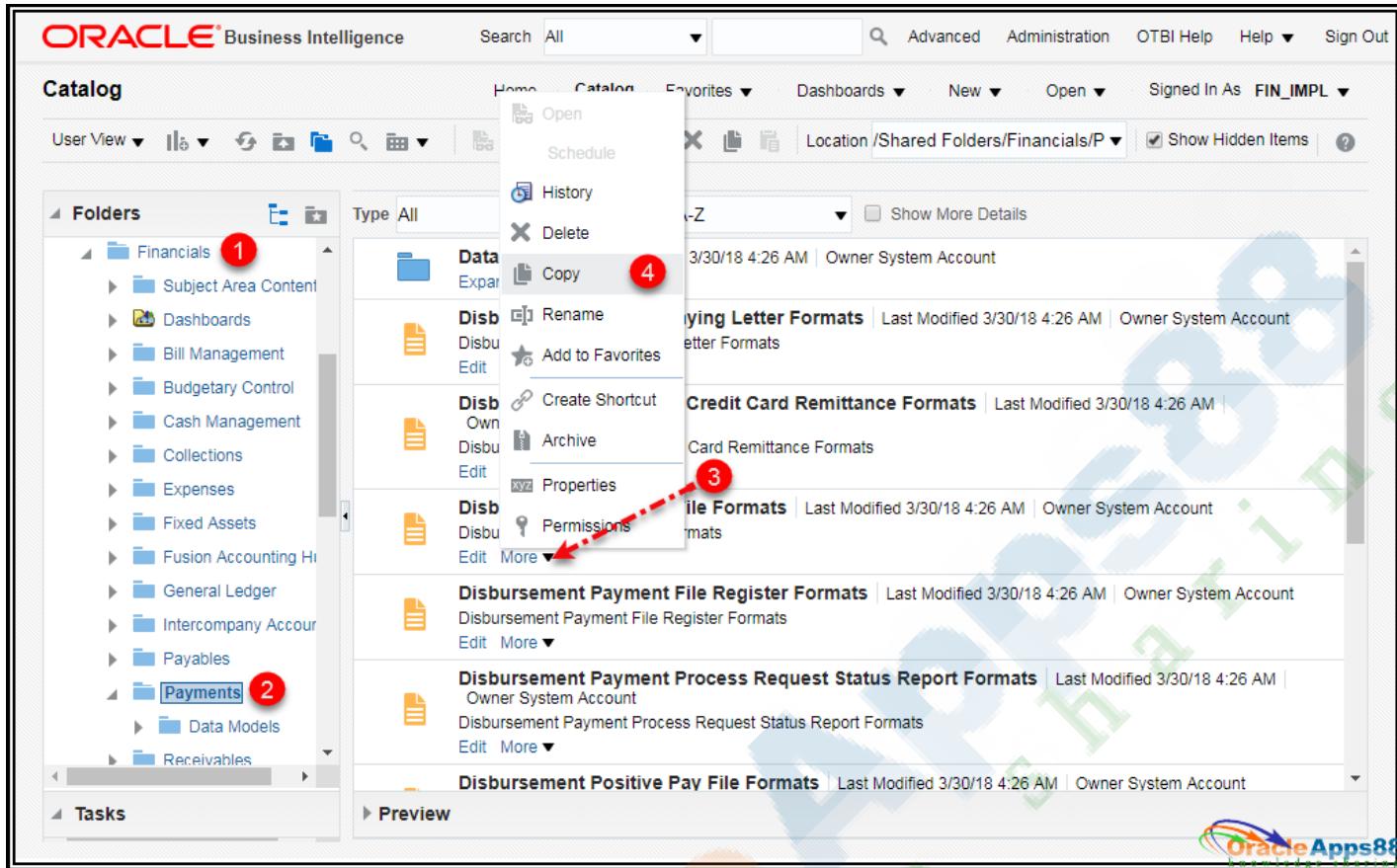
The screenshot shows the Oracle Business Intelligence Catalog interface. The left sidebar lists various report categories: Analysis and Interactive Reporting, Mobile Application, Published Reporting, and Data Model. The main area displays a list of reports, each with a title, last modified date, owner, and options to 'Open' or 'More'. A red box highlights the 'Folder' icon in the toolbar at the top. The URL in the address bar is 'Location /Shared Folders/Custom/Financials/Payments/'. The Oracle Apps logo is visible in the bottom right corner.

Report Title	Last Modified	Owner
Profit and Loss Statement by Cost Center	11/2/18 5:19 PM	VIJAY ARORA
Oct-18_XTRC USA US_Rolling Monthly Income Statement	11/2/18 5:19 PM	VIJAY ARORA
Oct-18_XTRC USA US_Rolling Quarterly Income Statement	11/2/18 5:19 PM	VIJAY ARORA
Oct-18_XTRC USA US_Trial Balance By Entered Currency	11/2/18 5:19 PM	VIJAY ARORA
Oct-18_XTRC USA US_Trial Balance By Ledger Currency	11/2/18 5:19 PM	VIJAY ARORA
Sweden Declaration	4/6/17 7:01 AM	FIN_IMPL

Copy the standard Data Model from standard folder and save it in custom folder

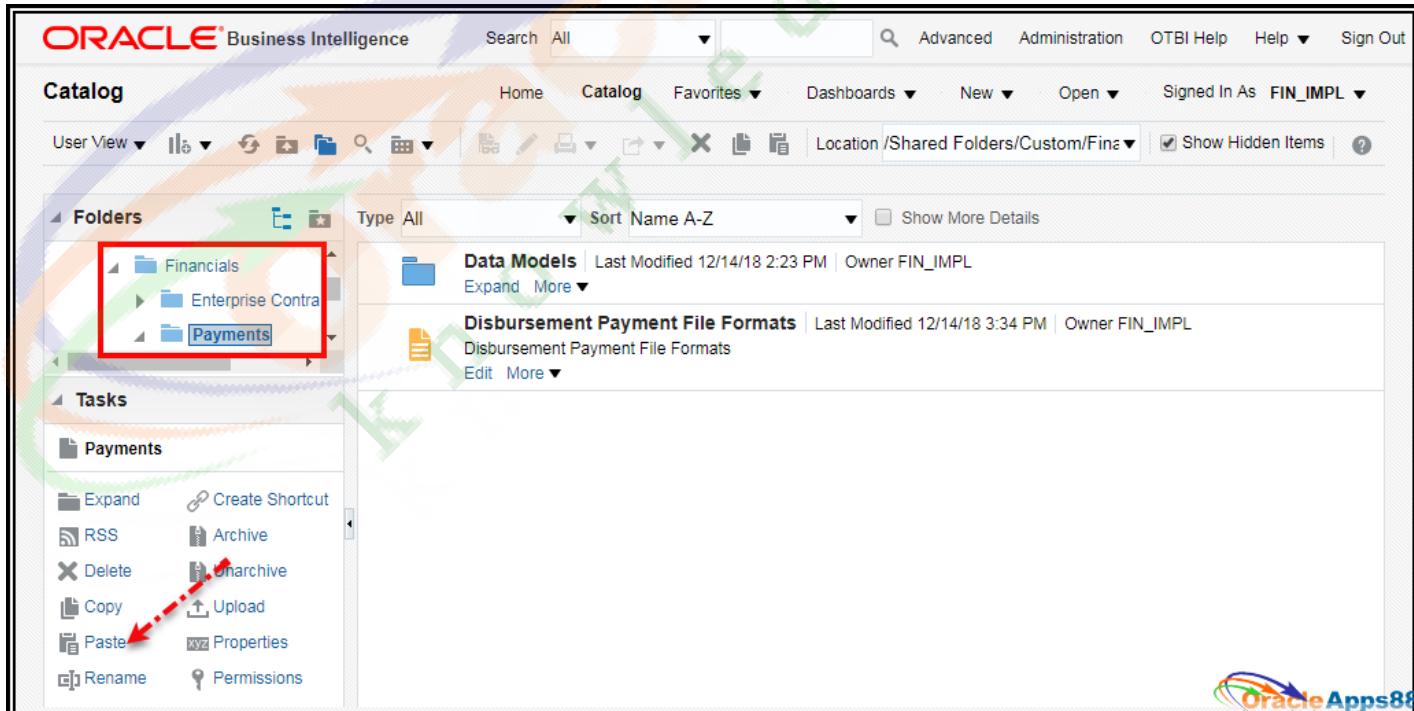
Copy the "Disbursement Payment file Format" from "/Shared Folders/Financials/Payments/" and save it in "/Shared Folders/Custom/Financials/Payments/" folder

To copy click **More** and click on Copy



Save it in "/Shared Folders/Custom/Financials/Payments/" folder

Click on the Custom Data Models folder and click on the Paste in tasks structure



Click on Edit in Disbursement Payment file Format data model

The screenshot shows the Oracle Business Intelligence Catalog interface. On the left, there is a tree view under 'Folders' with categories like Financials, Enterprise Contra, and Payments. A red box highlights the 'Payments' folder. On the right, a list of data models is shown, with 'Disbursement Payment File Formats' being the selected item. A red arrow points from the 'Edit' link next to the data model name. The top navigation bar includes links for Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As FIN_IMPL.

Click on the Add New Layout link

The screenshot shows the 'Disbursement Payment File Formats' data model page. At the top, there is a toolbar with tabs for Data Model, Parameters, Properties, View Report, View Thumbnails, and View a list. Below this, there are four layout thumbnails with labels: Japanese Zengin, Swedish UTLI Bankgiro, Norwegian Telepay EFT, and Swedish SISU Bankgiro. To the right of these thumbnails, there is a button labeled 'Add New Layout' with a red arrow pointing to it. The top navigation bar is identical to the one in the previous screenshot.

Click on the upload layout link

The screenshot shows the Oracle Business Intelligence interface for creating Disbursement Payment File Formats. It includes a search bar, navigation links for Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As FIN_IMPL. Below the navigation is a toolbar with Data Model, Parameters, Properties, View Report, and a help icon. A large central panel titled 'Create Layout' contains sections for 'Basic Templates' (Blank (Portrait), Blank (Landscape), Header and Footer (Portrait), Header and Footer (Landscape)) and 'Upload or Generate Layout'. The 'Upload' section features a button with an upward arrow and a placeholder for RTF, PDF, Excel, Flash, XSL Stylesheet, or eText template files. The 'Generate' section has a button with a gear icon and a placeholder for generating RTF layout based on selected Data Model. A watermark for 'Oracle Apps88 Knowledge Sharing' is visible across the page.

Enter the Layout name and select the RTF file and save

Name	Value
Layout Name	XXAA_CHECK_FORMAT
Template File	Upload the developed RTF template
Type	RTF Template
Locale	English

ORACLE Business Intelligence Search All Advanced Administration OTBI Help Help Sign Out

Disbursement Payment File Formats Home Catalog Favorites Dashboards New Open Signed In As FIN_IMPL

Data Model + Parameters Properties View Report ? Cancel

Create Layout

Basic Templates

Blank (Portrait) Blank (Landscape)

Upload or Generate Layout

Upload RTF, PDF, XSL Stylesheet template file.

Upload Generate

Upload Template File

*Layout Name: XXAA_CHECK_FORMAT
 *Template File: Choose File: XXAA_CHEC...ORMAT.rtf
 *Type: RTF Template
 *Locale: English

Upload Cancel

Group: OutboundPaymentSortByCheckNumber

<http://OracleApps88.Blogspot.com/>
 OracleApps88@Yahoo.com
 (+91) 905 957 4321

C_NUM

C_PAYMENT_DATE
 Amount: \$12,345.00

Pay C_WORD_AMOUNT

TO THE
 ORDER OF
 C_VENDOR_NAME
 Address Line 1SetSet
 Addressline2
 Address3
 City State Code Country

CC_CHECK_NUMBER C_AC_ROUTING_NUMA 1234567890C

D. P.
 CHECKS OVER \$10,000 REQUIRE TWO SIGNATURES

OracleApps88

Date: C_PAYMENT_DATE	Supplier: C_VENDOR_NAME	No. C_NUM		
INVOICE NO.	INVOICE DATE	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT
FG C_INVOICE_NUM	C_INVOICE_DATE	C_P S_I N V O I C E _ D E S C	12,345.00	12,345.00E
	DATE			

Click on view list and set the custom layout as default

ORACLE Business Intelligence

Disbursement Payment File Formats

Home Catalog Favorites Dashboards New Open Signed In As FIN_IMPL

Data Model + Saved Parameters Properties View Report View Thumbnails View a list

Japanese Zengin Swedish UTLI Bankgiro Norwegian Telepay EFT Swedish SISU Bankgiro

[Edit](#) | [Properties](#) | [Delete](#) [Edit](#) | [Properties](#) | [Delete](#) [Edit](#) | [Properties](#) | [Delete](#) [Edit](#) | [Properties](#) | [Delete](#)

Sw EFT Prop Oracle Apps88

Select the output types as PDF and XML and click on Save.

ORACLE Business Intelligence

Disbursement Payment File Formats

Home Catalog Favorites Dashboards New Open Signed In As FIN_IMPL

Data Model + Saved Parameters Properties View Report View Thumbnails View a list

Layout

Apply Style Template

Name	Template File	Type	Output Formats	Default Format	Default Layout
XXAA_CHECK_FORMAT	XXAA_CHECK_FORMAT.rtf	rtf	PDF;Data (XML)	PDF	<input checked="" type="checkbox"/>
Japanese Zengin	JapaneseZengin.rtf	etext	Text;Data (XML)	Text	<input type="checkbox"/>
Swedish UTLI Bankgiro	SwedishUTLIBankgiro.rtf	etext	Text;Data (XML)	Text	<input type="checkbox"/>

XXAA_CHECK_FORMAT XXAA_CHECK_FORMAT.rtf rtf PDF;Data (XML) PDF

Japanese Zengin JapaneseZengin.rtf etext Text;Data (XML) Text

Swedish UTLI Bankgiro SwedishUTLIBankgiro.rtf etext Text;Data (XML) Text

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Step 2: Creating Payment Format

Nav : Setup and Maintenance → Financials → Payments → Manage Formats

The screenshot shows the Oracle Fusion R13 interface with a blue header bar. The top left says "vision". The top right shows a user icon (5266) and "FIN_IMPL". Below the header is a navigation bar with "Setup: Financials" (highlighted with a red box), a search bar, and an "Actions" dropdown.

The main content area has a sidebar titled "Functional Areas" with items like "Workforce Structures", "Users and Security", "Suppliers", "Payables", "Payments" (which is selected and highlighted with a blue box), "Cash Management and Banking", and "Transaction Tax".

The main panel is titled "Payments" and shows a list of tasks:

- View ▾ Format ▾ Freeze Detach Wrap Show All Tasks
- Task**
- Manage B2B Gateway Document Definitions
- Manage B2B Gateway Trading Partners
- Manage BI Publisher Templates
- Manage Code Map Groups
- Manage Formats** (highlighted with a red arrow)
- Manage Transmission Configurations

Select Disbursement Payment File Formats and click on Create

The screenshot shows the "Manage Formats" page. At the top, there's a "Search" section with fields for "Name", "Code", and "Type". Below that is a "Search Results" section with a table header:

Name	Code	Type	Message Direction	BI Publisher Template
------	------	------	-------------------	-----------------------

The "Select Type" dropdown is set to "Disbursement Payment File Formats" (highlighted with a red box). To the right of the dropdown is a "Create" button (highlighted with a red arrow).

Enter the details and click on Save and Close

Name	Value
Name	XXAA Check Format
Code	XXAA_CHECK_FORMAT
BI Publisher Template	XXAA_CHECK_FORMAT (Created in Step1)

= vision

Create Format

* Name XXAA Check Format * From Date 1/1/18
* Code XXAA_CHECK_FORMAT To Date m/d/yy
Type Disbursement Payment File Formats
Message Direction Outbound
Transformation Program Type BI Publisher
* BI Publisher Template XXAA_CHECK_FORMAT

Save and Close **Cancel**



Step 3: Creating Payment Document

Nav : Setup and Maintenance → Financials → Cash Management → Manage Bank Accounts

The screenshot shows the Oracle Fusion R13 interface with the 'vision' theme. The top navigation bar includes 'Setup: Financials' (highlighted with a red box), a search bar, and a 'FIN_IMPL' dropdown. The main content area has a 'Functional Areas' sidebar on the left listing various modules like Payables, Payments, and Cash Management and Banking. The 'Cash Management and Banking' section is expanded, showing tasks such as 'Manage Bank Statement Transaction Codes', 'Manage Banks', 'Manage Bank Branches', and 'Manage Bank Accounts'. A red arrow points from the 'Manage Bank Accounts' link to the task list. The bottom right corner features the 'Oracle Apps88' logo.

Search with Bank : **Bank of America** and click on Go To Task then click on the bank account : **BofA-2869**

The screenshot shows the 'Manage Bank Accounts' search results page. The search criteria include 'Bank' set to 'Bank of America' (marked with a red box and circled with a red number 1). The search results table displays one row for 'BofA-2869' with details: Account Number 10271-17621-619, Currency USD, Bank Bank of America, Bank Branch New York, Legal Entity Name US1 Legal Entity, Country United States, and Active status. The 'Format' button in the toolbar is highlighted with a red box and circled with a red number 3. The bottom right corner features the 'Oracle Apps88' logo.

Account Name	Account Number	Currency	Bank	Bank Branch	Legal Entity Name	Country	Active
BofA-2869	10271-17621-619	USD	Bank of America	New York	US1 Legal Entity	United States	✓

Click on the Edit button to add the new document

Bank Account: BofA-2869

Bank	Bank of America	Bank Branch	New York
Account Name	BofA-2869	Check Digit	
Account Number	10271-17621-619	Secondary Account Reference	
Currency	USD	Account Suffix	
Legal Entity Name	US1 Legal Entity	Account Use	<input checked="" type="checkbox"/> Payables <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Receivables
Account Type	Checking		
Description			
IBAN			

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Click on the create  button

vision

Edit Bank Account BofA-2869

Bank Branch New York

Bank Digit

Secondary Account Reference

Account Suffix

Account Use Payables
 Payroll
 Receivables

Bank Bank of America

* Account Name BofA-2869

* Account Number 10271-17621-619

Currency USD - US Dollar

* Legal Entity Name US1 Legal Entity

Account Type Checking

Description

IBAN

General Controls Security Business Unit Access

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

Actions ▾ View ▾ Format ▾ **[+]** Freeze Wrap

Payment Document	Paper Stock Type	Format	Status	Skipped Documents
Check Stock A	Blank Stock	Standard Check Format	Active	

Enter the details and click on ok

Name	Value
Payment Document	XXAA Check Format
Format	XXAA Check Format (Created in Step2)
Paper Stock Type	Blank Stock
First Available Doc No	10000
Last Available Doc No	99999

Create Payment Document

Edit Basic Document Information

* Payment Document	XXAA Check Format				
* Paper Stock Type	Blank Stock				
<input checked="" type="checkbox"/> Attached remittance stub					
* Number of Lines per Remittance Stub	15				
Number of Setup Documents					
Document Numbers					
* First Available Document Number	10,000				
Last Available Document Number	99,999				
Checkbooks					
Checkbook	Prefix	* Start Number	* End Number	Received Date	Number of Documents
No data to display.					

Actions ▾ View ▾ Format ▾ + X Freeze Wrap

OK Cancel

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Click on Save and Close button

vision

Edit Bank Account BofA-2869

Bank Branch New York

Save **Save and Close** Cancel

Bank	Bank of America
* Account Name	BofA-2869
* Account Number	10271-17621-619
Currency	USD - US Dollar
* Legal Entity Name	US1 Legal Entity
Account Type	Checking
Description	
IBAN	
Bank Branch	New York
Check Digit	
Secondary Account Reference	
Account Suffix	
Account Use	<input checked="" type="checkbox"/> Payables <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Receivables

General Controls Security Business Unit Access

Payment Documents

Actions ▾ View ▾ Format ▾ + ⎕ Freeze ⎕ Wrap

Payment Document	Paper Stock Type	Format	Status	Skipped Documents
XXAA Check Format	Blank Stock	XXAA Check Format	Active	
Check Stock A	Blank Stock	Standard Check Format	Active	

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Step 4: Creating Payment Process Profile

Nav: Setup and Maintenance → Financials → Payments → Manage Payment Process Profiles

The screenshot shows the Oracle Fusion R13 interface with a blue header bar. In the top-left corner, there is a dropdown menu labeled "Setup: Financials" with a red border around it. The main content area has a title "Payments" and a list of tasks. One task, "Manage Payment Process Profiles", is highlighted with a red arrow pointing to it.

Click on create  button

The screenshot shows the "Manage Payment Process Profiles" page. At the top, there is a search section with various filters. Below it, the "Search Results" section is visible, featuring a table with columns "Name", "Code", "Processing Type", "Payment System", and "Status". A red arrow points to the "Create" button (a plus sign icon) located in the "Search Results" area.

Enter the details and save

Name	Value
Name	XXAA Check Format
Code	XXAA_CHECK_FORMAT
Payment File Format	XXAA Check Format (Created in Step3)
Processing Type	Printed
Enable	Send to File

Note : Don't select the payment document at this step

Note ID : Cannot Save New Payment Process Profile (Doc ID 1981556.1)

Create Payment Process Profile

* Name: XXAA Check Format

* Code: XXAA_CHECK_FORMAT

Description: XXAA_CHECK_FORMAT - XXAA Check Format

* From Date: 1/1/18

To Date: m/d/yy

* Payment File Format: XXAA Check Format

* Processing Type: Printed

Default Payment Document:

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

Default Printer:

Click on Ok then select the Payment Document : **XXAA_CHECK_FORMAT BofA-2869** and save

Create Payment Process Profile

* Name: XXAA Check Format

* Code: XXAA_CHECK_FORMAT

Description: XXAA_CHECK_FORMAT - XXAA Check Format

* From Date: 1/1/18

To Date: m/d/yy

* Payment File Format: XXAA Check Format

* Processing Type: Printed

Default Payment Document: XXAA Check Format BofA-2869

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

Default Printer:

Usage Rules Payment System Payment Payment File Grouping Reporting Additional Information

Also enable the below programs in Reporting tab to verify the printed data

Payment File Register Format

The Payment File Register report is a predefined disbursement report that displays details of payments that are included in a payment file. You can retain this report for your records.

Positive Pay File Format

The Positive Pay report is a predefined disbursement report that lists checks issued by your organization with their corresponding payee names, amounts, and currency.

Since the report is included in the electronic transmission to your payment system or bank, it prevents the payment of fraudulent checks, since unauthorized payments are not listed on the Positive Pay report.

Separate Remittance Advice Format

The Separate Remittance Advice report is a predefined disbursement report that is faxed, E-Mailed, or printed and mailed to a supplier, which lists the invoices you paid.

vision FIN_IMPL

Edit Payment Process Profile

Save Save and Close Cancel

* Name XXAA Check Format
Code XXAA_CHECK_FORMAT
Description
* From Date 1/1/18
To Date

* Payment File Format XXAA Check Format
* Processing Type Printed
Default Payment Document XXAA Check Format BofA-2869
Payment File Send to file
 Send to printer
 Automatically print after formatting
Default Printer

Usage Rules Payment System Payment Payment File Grouping Reporting Additional Information

Payment File Register

Format Payment File Register Format
 Automatically submit when payments are confirmed

Positive Pay

Format Positive Pay File Format
File Prefix
File Extension
File Directory
 Automatically transmit file

Separate Remittance Advice

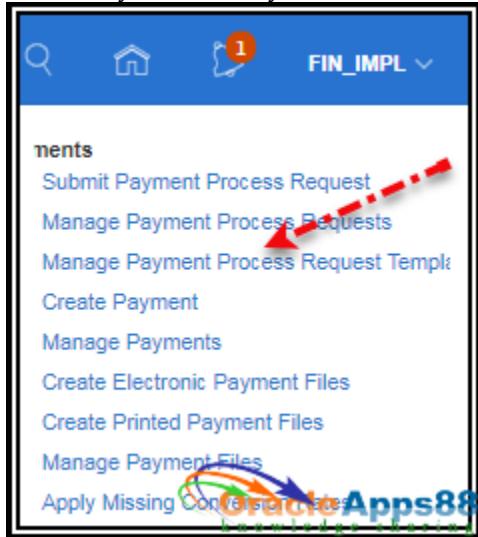
Format Separate Remittance Advice Format
 Automatically submit when payments are confirmed
 Allow multiple copies for payment file
Condition All payments
Delivery Method Printed
 Override payee delivery method preference

Regulatory Reporting

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Step 5 : Creating Payment Process Request Template (Optional)

Nav : Payables → Payments → Tasks → Manage Payment Process Request Templates



Click on Create from Actions

The screenshot shows the 'Manage Payment Process Request Templates' page. In the 'Actions' dropdown, the 'Create' option is highlighted with a red arrow. The page includes search filters for Name, Description, Status, and Type, along with 'Search', 'Reset', and 'Save...' buttons.

Enter the below values save it

Name	Value
Template Name	XXAA Check Format - BofA-2869
Payment Method	Check
Disbursement Bank Account	BofA-2869
Payment Document	XXAA Check Format (Created in Step3)
Payment Process Profile	XXAA Check Format (Created in Step4)

Payment Conversion Rate	Corporate
Review Proposed Payments	Enable (Enables the Payment Administrator to review and approve or remove proposed payments after the Build Payments program has created them and before the payments are grouped into payment instructions. Only used if Oracle Payment settings require the review of proposed payments.)
Create payment File Immediately	Enable
Document	Stop Process for Review (Some installments within the payment process request failed validation and the processing option for handling document validation failures is set to Stop process for review . Manual review is required.)
Payment	Stop Process for Review (Some payments within the payment process request failed validation and the processing option for handling payment validation failures is set to Stop process for review . Manual review is required.)

vision

FIN_IMPL

Create Payment Process Request Template

Actions ▾ Save Save and Close Cancel

* Name: XXAA Check Format - BofA	Description:
Type:	
Inactive Date: m/d/yy	
<input type="button" value="Selection Criteria"/> <input type="button" value="Payment and Processing Options"/>	
Pay Through Days: 0	Supplier Type:
From Payment Priority: 1	Payment Method: Check
To Payment Priority: 99	Invoice Conversion Rate Type:
Date Basis: Pay date	Supplier or Party:
Include Zero Amount Invoices: No	

Oracle Apps88

Vision

Create Payment Process Request Template

Actions ▾ Save Save and Close Cancel

* Name XXAA Check Format - BofA

Type

Inactive Date m/d/y

Description

Selection Criteria Payment and Processing Options

Payment Attributes

Payment Date Use request date
 Calculate based on request date

Disbursement Bank Account BofA-2869

Payment Document XXAA Check Format

Payment Process Profile XXAA Check Form

Settlement Priority Override

Bank Charge Bearer Override

Starting Voucher Number

* Payment Conversion Rate Type Corporate

Cross-Currency Rate Type

Processing Options

Apply credits up to zero amount payment

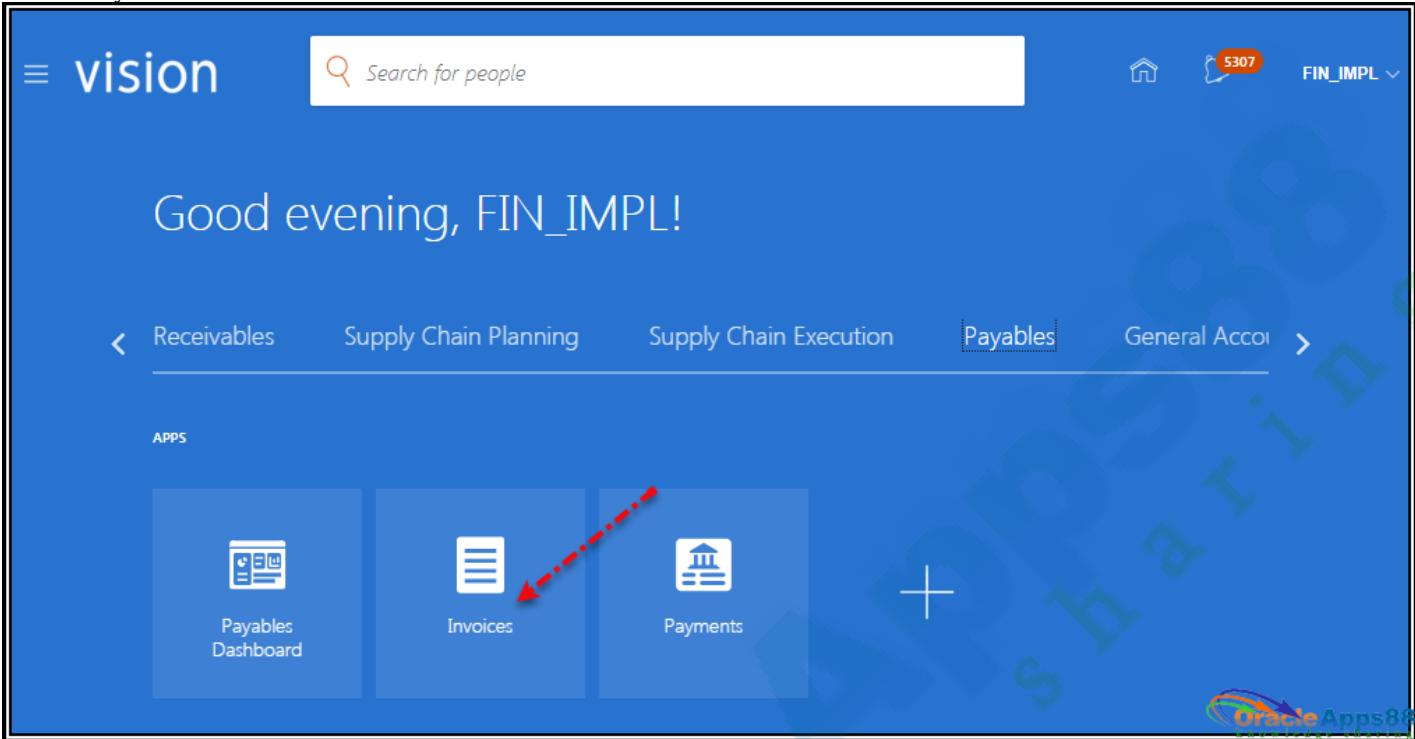
Review installments

Review proposed payments

Create payment immediately

1 : Create the Invoice and Pay in Full

Nav : Payables → Invoices → Tasks → Create Invoice



Click on Create Invoice

Enter the invoice details and save the invoice

Name	Value
Business Unit	US1 Business Unit
Supplier	United Parcel Service
Supplier Number	1258
Supplier Site	UPS US1

Legal Entity	US1 Legal Entity
Invoice Number	INV1258_001
Amount	100
Type	Standard
Invoice Group	INV1258
Line Details	
Type	Item
Amount	100
Distribution Set	Miscellaneous Expenses

Create Invoice:

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

Invoice Header Show More

Identifying PO	<input type="text"/>	* Number	INV1258_001
Business Unit	US1 Business Unit	* Amount	USD - ▾ 100.00
* Supplier	United Parcel Service	* Type	Standard
Supplier Number	1258	Description	
* Supplier Site	UPS US1		* Date 12/15/18
* Legal Entity	US1 Legal Entity	* Payment Terms	Immediate
Invoice Group	INV1258	* Terms Date	12/15/18
		Requester	
		Attachments	None +
		Note	

Lines Match Invoice Lines

View ▾ **Allocate** **Cancel Line** **Distributions**

Distribution Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution			
			Distribution Set	Distribution Combination	Accounting Date	Prorate All Item
1	Item	100.00	Miscellaneous Expen	▼	12/15/18	

Click on the validate from Actions

Create Invoice: INV1258_001

Invoice Header Show More

Identifying PO

Business Unit US1 Business Unit

* Supplier United Parcel Service

Supplier Number 1258

* Supplier Site UPS US1

* Legal Entity US1 Legal Entity

Invoice Group INV1258

Lines Match Invoice Lines

View + Detach Allocate Cancel Line Distributions

Distribution Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution				
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Desc
1	Item	100.00	Miscellaneous Expen	12/15/18			

Invoice Actions

- Save and Create Next
- Save
- Save and Close
- Cancel
- Manage Installments
- 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

Invoice Summary

Status

Validation Not validated

Account Coding Required

Accounting Unaccounted

Paid Unpaid

Canceled No

Holds

Installments 0

Line Variance 0

Distribution Variance 0

Manual Holds 0

System Holds 0

Supplier Site No

Payments

Due Date 12/15/18

Payments 0.00 USD



Create Invoice: INV1258_001

Invoice Header Show More

Identifying PO

Business Unit US1 Business Unit

* Supplier United Parcel Service

Supplier Number 1258

Supplier Site UPS US1

* Legal Entity US1 Legal Entity

Invoice Group INV1258

Lines Match Invoice Lines

View + Detach Allocate Cancel Line Distributions

Distribution Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution				
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Desc
1	Item	100.00	Miscellaneous Expen	12/15/18			

Invoice Actions

Last Saved 12/15/18 8:00 AM

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

Invoice Summary

Status

Validation Validated

Account Coding Complete

Accounting Unaccounted

Paid Unpaid

Canceled No

Holds

Installments 0

Line Variance 0

Distribution Variance 0

Manual Holds 0

System Holds 0

Supplier Site No

Payments

Due Date 12/15/18

Payments 0.00 USD



Click on the Pay in Full from Actions

Create Invoice: INV1258_001

Invoice Header		Actions		Invoice Summary	
Identifying PO		Number	INV	Last Saved	12/15/18 8:00 AM
Business Unit	US1 Business Unit	* Amount	US	Validation	Validated
Supplier	United Parcel Service	Type	Stat	Account Coding	Complete
Supplier Number	1258	Description		Accounting	Unaccounted
Supplier Site	UPS US1			Paid	Unpaid
* Legal Entity	US1 Legal Entity			Canceled	No
Invoice Group	INV1258			Holds	
				Installments	0
				Line Variance	0
				Distribution Variance	0
				Manual Holds	0
				System Holds	0
				Supplier Site	0
				Payments	
				Due Date	12/15/18
				Payments	0.00 USD

Invoice Actions

- 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** (highlighted with a red arrow)
- Post to Ledger
- Account in Draft

Lines

Distribution

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Desc
1	Item	100.00	Miscellaneous Expen		12/15/18		

Enter the Payment details and click on submit

Name	Value
Bank Account	BofA-2869
Payment Process Profile	XXAA Check Format
Payment Document	XXAA Check Format (Document number will populate automatically)

Create Invoice: INV1258_001

Invoice Header		Actions		Invoice Summary	
Identifying PO		Number	INV	Last Saved	12/15/18 8:00 AM
Business Unit	US1 Business Unit	* Amount	US	Validation	Validated
Supplier	United Parcel Service			Account Coding	Complete
Supplier Number	1258			Accounting	Unaccounted
Supplier Site	UPS US1			Paid	Unpaid
* Legal Entity	US1 Legal Entity			Canceled	No
Invoice Group	INV1258			Holds	
				Installments	0
				Line Variance	0
				Distribution Variance	0
				Manual Holds	0
				System Holds	0
				Supplier Site	0
				Payments	
				Due Date	12/15/18
				Payments	0.00 USD

Pay in Full: INV1258_001

Pay in Full: INV1258_001

Payment Amount	100.00 USD	Payment Document	XXAA Check Format
Payment Method	Electronic	* Payment Number	10002
* Bank Account	BofA-2869	Conversion Rate Type	
* Payment Process Profile	XXAA Check Format	Conversion Date	
Remit-to Account	XXXXXXX1258	Conversion Rate	
Remit-to Bank Name	Bank of America	Document Category	CHECK PAY
Remit-to Branch Name	New York	Document Sequence	SE_AP_STD_PMT
Voucher Number			

Submit (highlighted with a red arrow)

Lines

Distribution

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Desc
1	Item	100.00	Miscellaneous Expen		12/15/18		

Create Invoice: INV1258_001

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

Invoice Header Show More

Identifying PO

Business Unit: US1 Business Unit

Supplier: United Parcel Service

Supplier Number: 1258 Description Requester

Supplier Site: UPS US1 Attachments None +

* Legal Entity: US1 Legal Entity Note

Invoice Group: INV1258

Lines Match Invoice Lines

View + Detach Allocate Cancel Line Distributions

Distribution | Reference | Tax | Purchase Order | Asset | Project

* Number	* Type	* Amount	Distribution			
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines
1	Item	100.00	Miscellaneous Expenses	12/15/18		

Confirmation
Messages for this page are listed below.
Payment 10002 for 100.00 USD has been created.
The sequence 0000-00-0000 was used to assign the voucher number a value of 1007.

OK



Go to Schedule Process or Got Payments screen to verify the submitted payment

vision Search for people 5403 FIN_IMPL

Good afternoon, FIN_IMPL!

Revenue Management Fixed Assets Expenses Tools Configuration Others

Set Preferences Developer Connect Reports and Analytics Scheduled Processes Security Console

File Import and Export SmartText Transaction Console

A red dashed arrow points from the "Scheduled Processes" icon to the "Tools" menu item.



Click on the “Format Payment Files” job and click on the output file

The screenshot shows the Oracle Fusion R13 Process History page. The top navigation bar includes 'vision', a search icon, a home icon, a notifications icon (5403), and 'FIN_IMPL'. The main area is titled 'Overview' with a 'Search' button. Below it is a 'Search Results' section with a 'View' dropdown set to 'Flat List'. A table lists three processes:

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time	Submitted By	Submission Notes
Send Separate Remittance A...	IBY_FD_SRA_FORMAT	1391572	Succeeded	12/15/18 8:05 AM UTC	12/15/18 8:05 AM UTC	12/15/18 8:06 AM UTC	FIN_IMPL	IBY_FD_SRA_FORMAT
Format Payment Files	IBY_FD_PAYMENT_FORMAT	1391570	Succeeded	12/15/18 8:05 AM UTC	12/15/18 8:05 AM UTC	12/15/18 8:06 AM UTC	FIN_IMPL	IBY_FD_PAYMENT_FORMAT
Payment File Register	IBY_FD_FINAL_PMT_REGISTER	1391571	Succeeded	12/15/18 8:05 AM UTC	12/15/18 8:05 AM UTC	12/15/18 8:06 AM UTC	FIN_IMPL	IBY_FD_FINAL_PMT_REGISTER

Below the table, a section titled 'Format Payment Files, 1391570: Details' shows the process status as 'Succeeded' and the schedule start time as '12/15/18 8:06 AM UTC'. A red dashed arrow points from the 'Log and Output' link to the attachment 'ESS_L_1391570 (1 more...)'. The 'Actions' bar at the top includes 'Schedule New Process', 'Resubmit', 'Put On Hold', 'Cancel Process', 'Release Process', and 'View Log'.

The screenshot displays a check template for United Parcel Service (UPS). At the top right, there are contact details: <http://OracleApps88.Blogspot.com/>, OracleApps88@Yahoo.com, and the phone number (+91) 905 957 4321. To the right, the check number is 10002 and the date is 15-DEC-18. The amount is listed as 'Amount: \$100.00'.

The check itself is addressed to 'TO THE ORDER OF United_Parcel_Service 55 GLENLAKE PKWY ATLANTA GA 30328 US'. The payee is 'One Hundred Dollars And Zero Cents*****'. The check number is C010002C A122000247A and the routing number is 10271-17621-619C. A handwritten signature 'Raju Ch' is present over the signature line, with a note below stating 'CHECKS OVER \$10,000 REQUIRE TWO SIGNATURES'.

At the bottom left, the date is listed as 'Date: 15-DEC-18' and the supplier is 'United Parcel Service'. The invoice information is shown in a table:

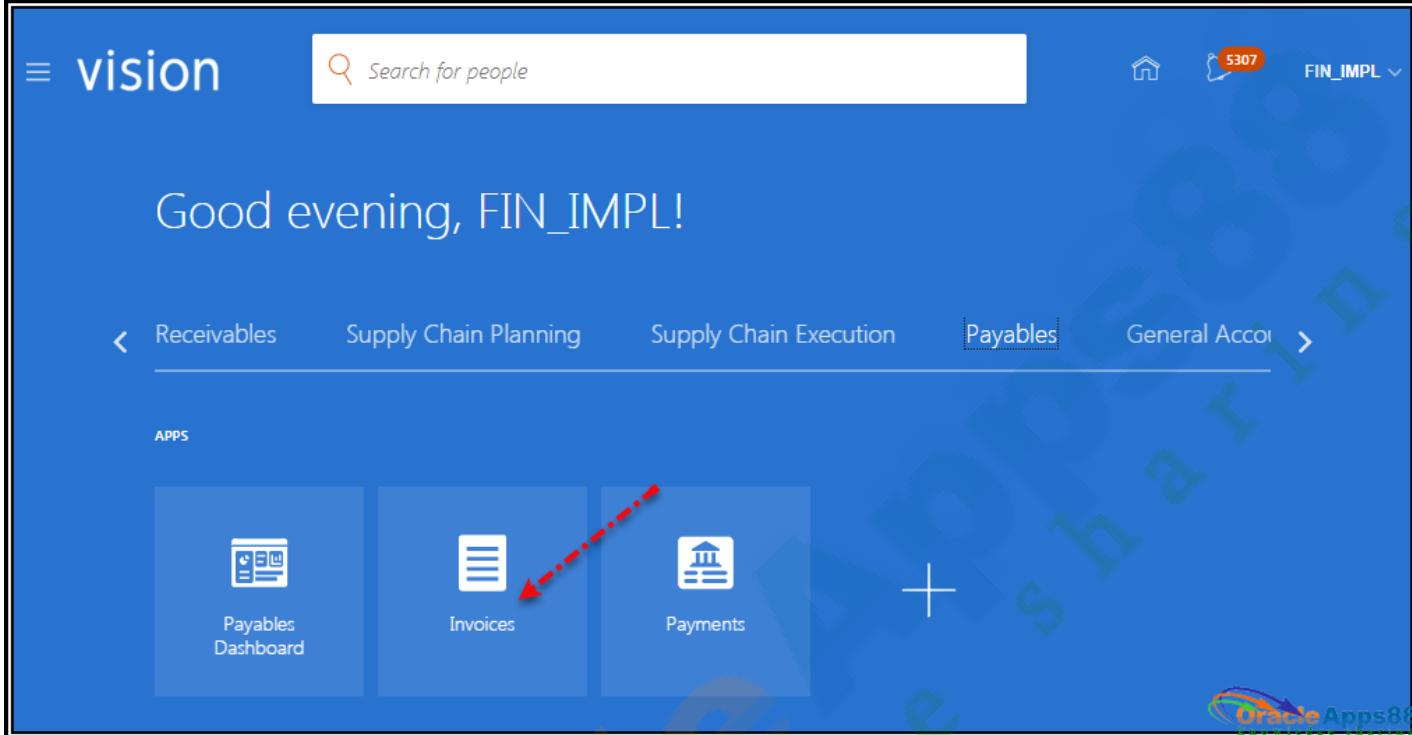
INVOICE NO.	INVOICE DATE	DESCRIPTION	Vendor Number: 1258	DISCOUNT AMOUNT	NET AMOUNT
INV1258_001	15-DEC-18			0.00	100.00

The check number 'No. 10002' is printed at the bottom right.

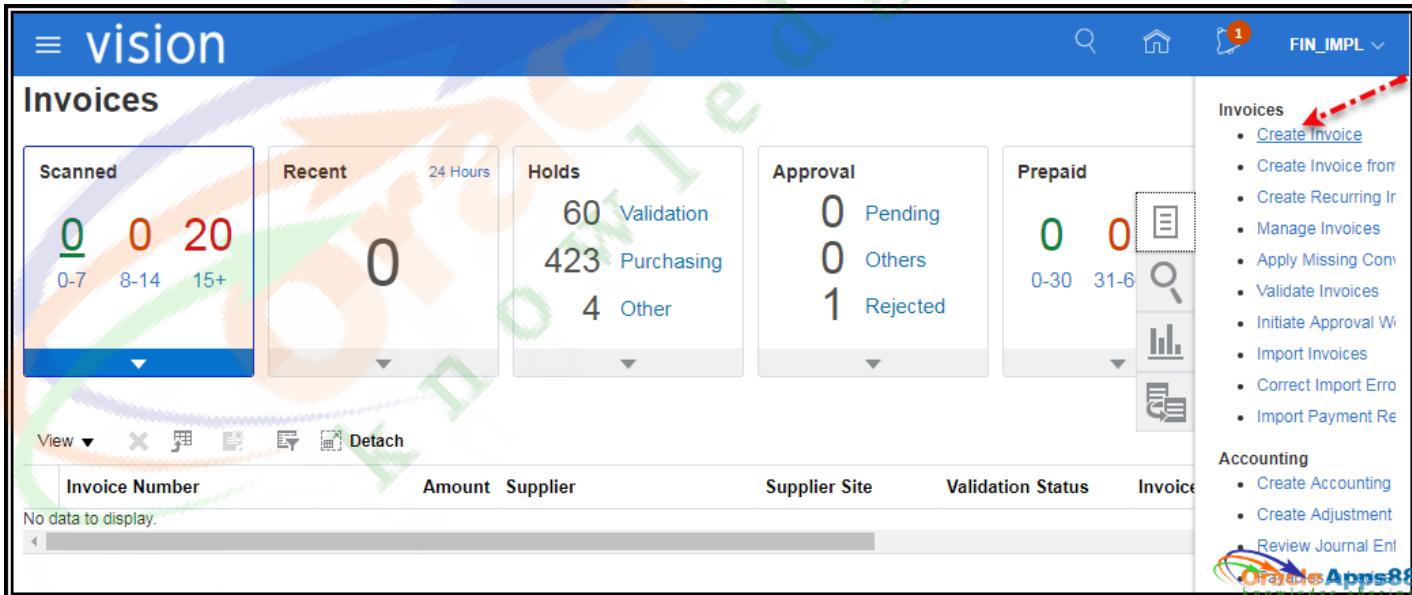
Step2: Manual Payments

a). Create the Invoice

Nav : Payables → Invoices → Tasks → Create Invoice



Click on Create Invoice



Enter the invoice details and Validate it

Name	Value
Business Unit	US1 Business Unit
Supplier	United Parcel Service
Supplier Number	1258
Supplier Site	UPS US1
Legal Entity	US1 Legal Entity
Invoice Number	INV1258_002
Amount	100
Type	Standard
Invoice Group	INV1258
Line Details	
Type	Item
Amount	100
Distribution Set	Miscellaneous Expenses

The screenshot shows the 'Create Invoice' screen for invoice INV1258_002. On the right, a context menu is open over the 'Save' button, with 'Validate' highlighted. The main area shows the invoice header with supplier information and a single line item. The right panel displays the 'Invoice Summary' with validation status and other details.

Business Unit	US1 Business Unit
Supplier	United Parcel Service
Supplier Number	1258
Supplier Site	UPS US1
Legal Entity	US1 Legal Entity
Invoice Group	INV1258

Number	1
Type	Item
Amount	100.00
Distribution Set	Miscellaneous Expenses

Invoice Summary

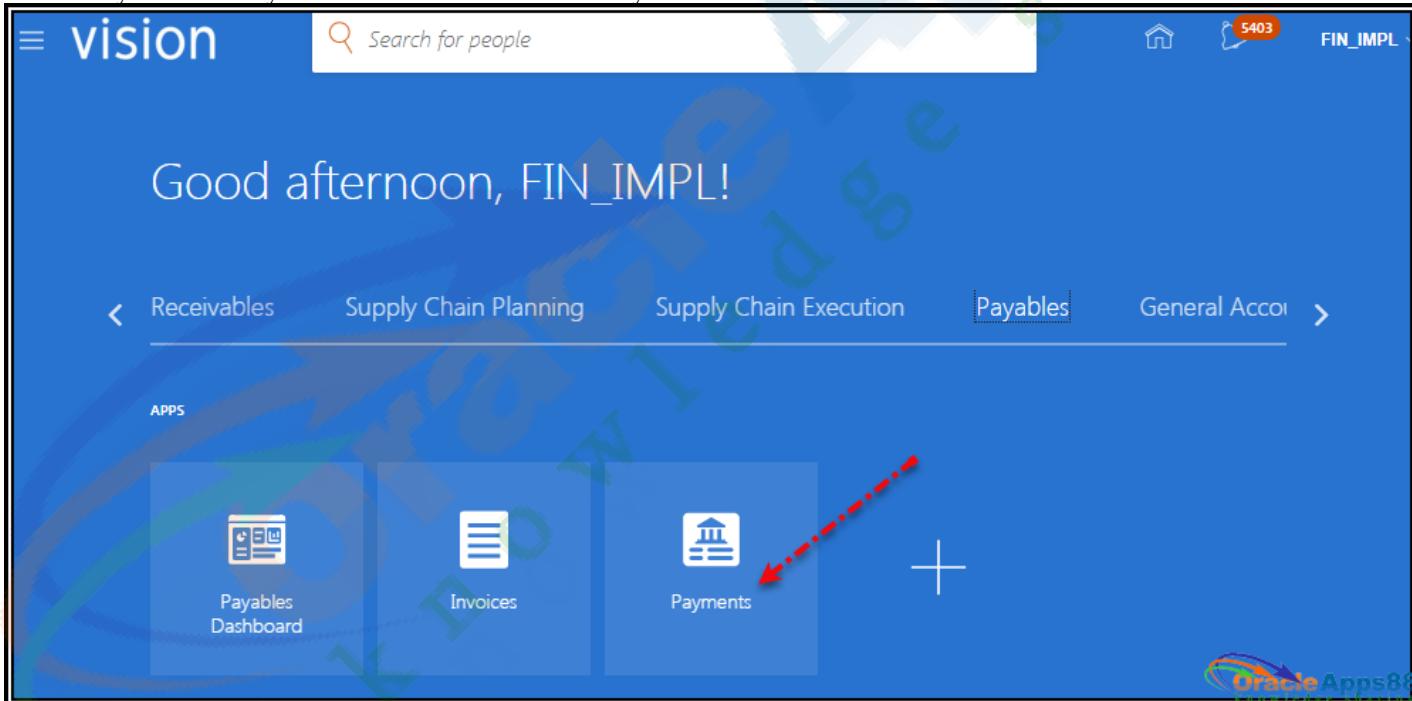
- Status**
 - Validation: Not validated
 - Account Coding: Required
 - Accounting: Unaccounted
 - Paid: Unpaid
 - Canceled: No
- Holds**
 - Installments: 0
 - Line Variance: 0
 - Distribution Variance: 0
 - Manual Holds: 0
 - System Holds: 0
 - Supplier Site: No
- Payments**
 - Due Date: 12/15/18
 - Payments: 0.00 USD

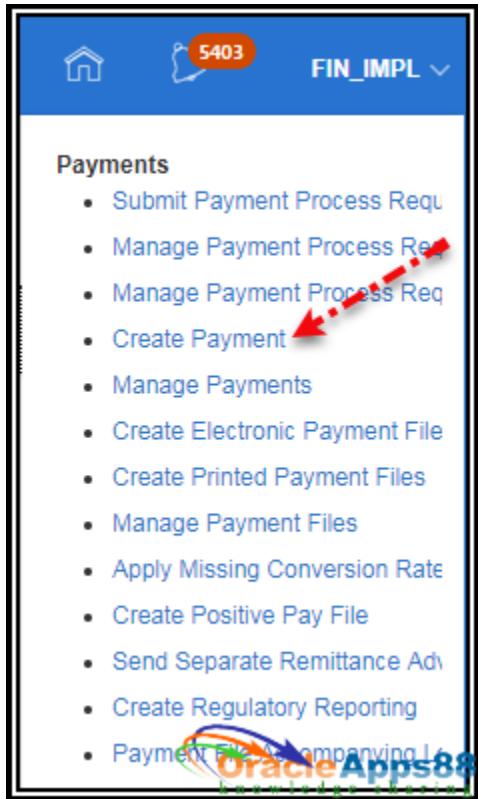
Create Invoice: INV1258_002

		Invoice Actions	Save and Create Next	Save	Save and Close	Cancel																																																	
Last Saved 12/15/18 8:41 AM																																																							
Invoice Header Show More <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Identifying PO</td> <td style="width: 10%;">* Number</td> <td>INV1258_002</td> <td style="width: 10%;">* Date</td> <td>12/15/18</td> <td></td> </tr> <tr> <td>Business Unit</td> <td>* Amount</td> <td>USD - 100.00</td> <td>* Payment Terms</td> <td>Immediate</td> <td></td> </tr> <tr> <td>Supplier</td> <td>Type</td> <td>Standard</td> <td>* Terms Date</td> <td>12/15/18</td> <td></td> </tr> <tr> <td>Supplier Number</td> <td>Description</td> <td colspan="4"></td> </tr> <tr> <td>Supplier Site</td> <td>Requester</td> <td colspan="4"></td> </tr> <tr> <td>* Legal Entity</td> <td>Attachments</td> <td colspan="4"></td> </tr> <tr> <td>Invoice Group</td> <td>Note</td> <td colspan="4"></td> </tr> </table>							Identifying PO	* Number	INV1258_002	* Date	12/15/18		Business Unit	* Amount	USD - 100.00	* Payment Terms	Immediate		Supplier	Type	Standard	* Terms Date	12/15/18		Supplier Number	Description					Supplier Site	Requester					* Legal Entity	Attachments					Invoice Group	Note											
Identifying PO	* Number	INV1258_002	* Date	12/15/18																																																			
Business Unit	* Amount	USD - 100.00	* Payment Terms	Immediate																																																			
Supplier	Type	Standard	* Terms Date	12/15/18																																																			
Supplier Number	Description																																																						
Supplier Site	Requester																																																						
* Legal Entity	Attachments																																																						
Invoice Group	Note																																																						
Lines Match Invoice Lines <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">View</td> <td style="width: 10%;">+</td> <td style="width: 10%;">-</td> <td style="width: 10%;">X</td> <td style="width: 10%;">Print</td> <td style="width: 10%;">Email</td> <td style="width: 10%;">Detach</td> <td style="width: 10%;">Allocate</td> <td style="width: 10%;">Cancel Line</td> <td style="width: 10%;">Distributions</td> </tr> <tr> <td>Distribution</td> <td>Reference</td> <td>Tax</td> <td>Purchase Order</td> <td>Asset</td> <td>Project</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">* Number</td> <td style="text-align: center;">* Type</td> <td style="text-align: center;">* Amount</td> <td colspan="6" style="text-align: center;">Distribution</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="width: 25%;">Distribution Set</td> <td style="width: 25%;">Distribution Combination</td> <td style="width: 15%;">Accounting Date</td> <td style="width: 15%;">Prorate Across All Item Lines</td> <td style="width: 10%;">Desc</td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Item</td> <td>100.00</td> <td>Miscellaneous Expen</td> <td></td> <td>12/15/18</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							View	+	-	X	Print	Email	Detach	Allocate	Cancel Line	Distributions	Distribution	Reference	Tax	Purchase Order	Asset	Project					* Number	* Type	* Amount	Distribution									Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Desc			1	Item	100.00	Miscellaneous Expen		12/15/18				
View	+	-	X	Print	Email	Detach	Allocate	Cancel Line	Distributions																																														
Distribution	Reference	Tax	Purchase Order	Asset	Project																																																		
* Number	* Type	* Amount	Distribution																																																				
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Desc																																																
1	Item	100.00	Miscellaneous Expen		12/15/18																																																		

Create the Manual Payments for above Invoice

Nav : Payables → Payments → Tasks → Create Payment





Enter the Payment details and click on add invoice button

Name	Value
Business Unit	US1 Business Unit
Supplier	United Parcel Service
Disbursement Bank Account	BofA-2869
Payment Method	Check
Payment Process Profile	XXAA Check Format
Payment Document	XXAA Check Format

Create Payment

Save and Create Another | Save and Close | Cancel

Payment Details Advanced Additional Information

* Business Unit	US1 Business Unit	* Disbursement Bank Account	BofA-2869
* Supplier or Party	United Parcel Service	* Payment Currency	USD - US Dollar
* Supplier Site	UPS US1	* Payment Method	Check
Address	55 GLENLAKE PKWY, ATLANTA, GA 30328 FULTON	* Payment Process Profile	XXAA Check Format
* Payment Date	12/15/18	Remit-to Account	XXXXXXX1258
* Type	Quick	Remit-to Bank Name	Bank of America
Description			
Remit-to Branch Name	New York	* Payment Document	XXAA Check Format
* Paper Document Number	10003		
Attachments	None +		

Invoices to Pay

View ▾ Add Cross-Currency User Rates

Invoice		Payment			
Number	Type	Due Date	Unpaid	Discount	Amount
INV1258_002		12/15/18	100.00 USD	Standard	No

Select the invoice and click on Apply button

* Business Unit US1 Business Unit * Disbursement Bank Account BofA-2869
 * Supplier or Party United Parcel Service * Payment Currency USD - US Dollar
 * Payment Method Check

Select and Add: Invoices to Pay

Search Advanced Saved Search All Available Invoices

Voucher Number Invoices Due Today

Search Reset Save...

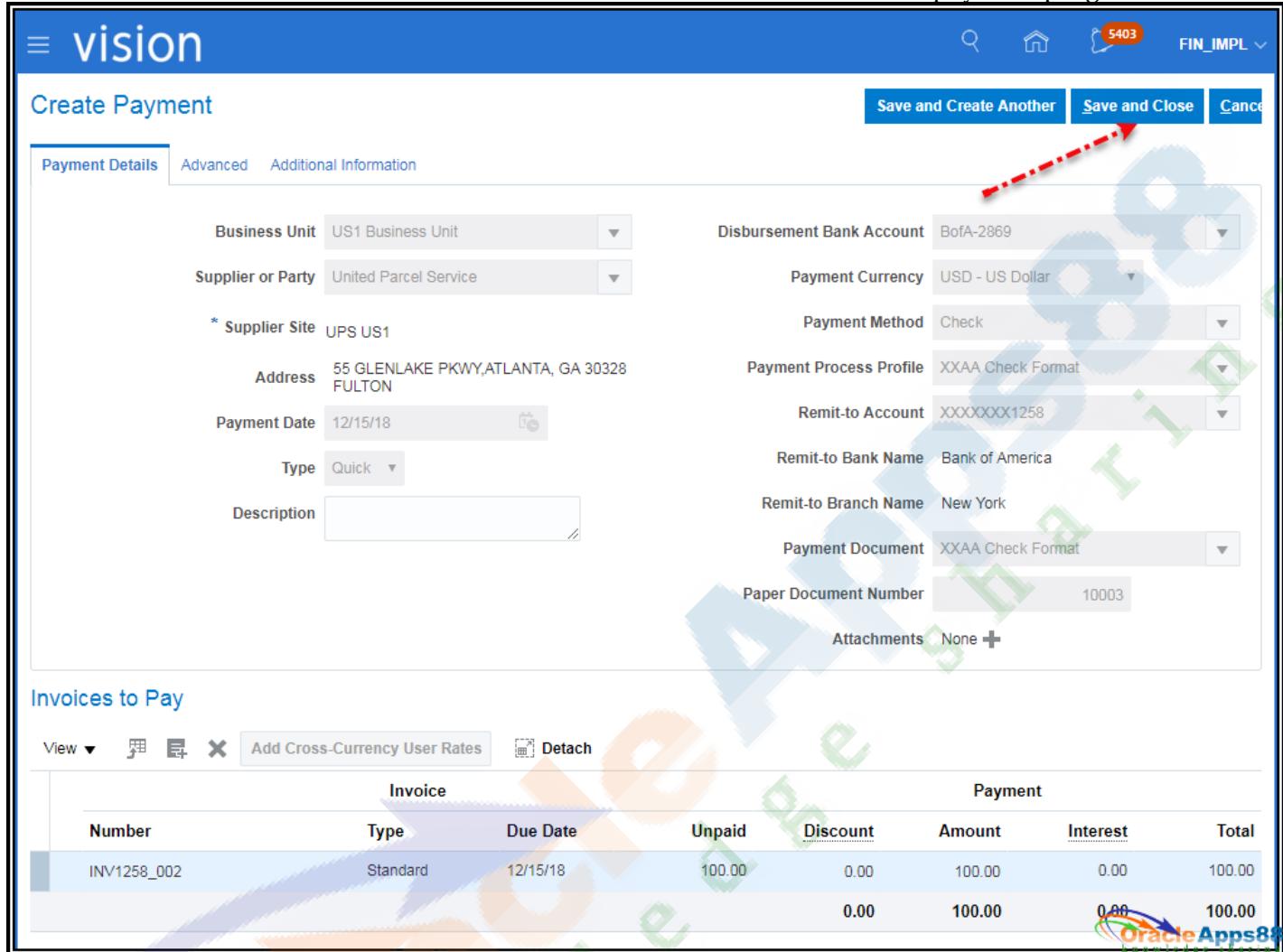
Number	Due Date	Unpaid Amount	Type	Pay Alone	Invoice Business Unit
INV1258_002	12/15/18	100.00 USD	Standard	No	US1 Business Unit

No invoices selected.

0.00 0.00

Apply OK Cancel

Once select the invoice Click on Save and Close button, Then it will submit the payment programs.



The screenshot shows the 'Create Payment' page in Oracle Fusion R13. The top navigation bar includes 'vision', a search icon, a home icon, a notification badge (5403), and a dropdown for 'FIN_IMPL'. The main title is 'Create Payment'. Below it, there are three tabs: 'Payment Details' (selected), 'Advanced', and 'Additional Information'. The 'Payment Details' tab contains the following fields:

Business Unit	US1 Business Unit	Disbursement Bank Account	BofA-2869
Supplier or Party	United Parcel Service	Payment Currency	USD - US Dollar
* Supplier Site	UPS US1	Payment Method	Check
Address	55 GLENLAKE PKWY, ATLANTA, GA 30328 FULTON	Payment Process Profile	XXAA Check Format
Payment Date	12/15/18	Remit-to Account	XXXXXXX1258
Type	Quick	Remit-to Bank Name	Bank of America
Description		Remit-to Branch Name	New York
		Payment Document	XXAA Check Format
		Paper Document Number	10003
		Attachments	None

Below this section is a 'Invoices to Pay' table:

Invoice				Payment			
Number	Type	Due Date	Unpaid	Discount	Amount	Interest	Total
INV1258_002	Standard	12/15/18	100.00	0.00	100.00	0.00	100.00
			0.00		100.00	0.00	100.00

Go to Schedule Process or Go to Payments screen to verify the submitted payment

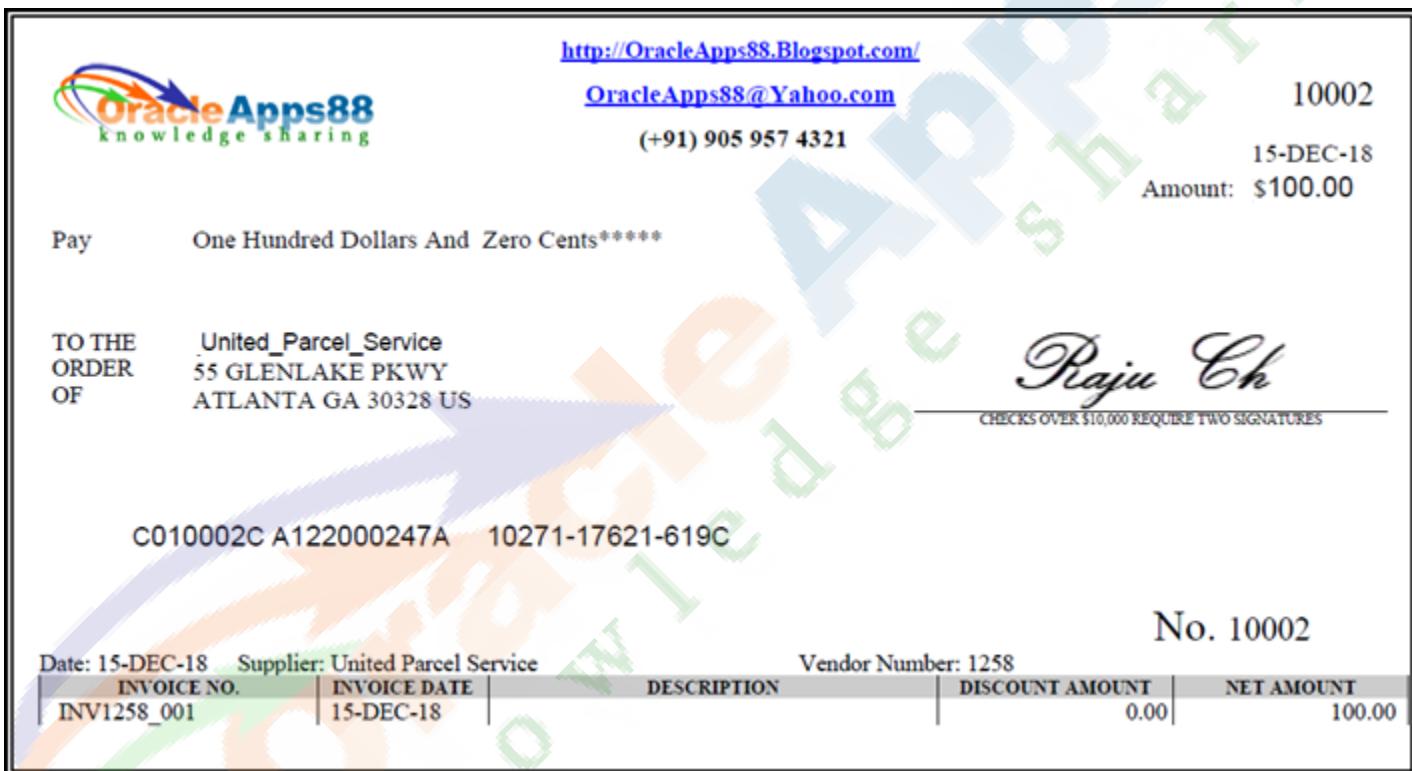
Click on the "Format Payment Files" job and click on the output file

Schedule Requests

View Flat List Hierarchy

View ▾ Resubmit Status All Time Range Last 72 hours

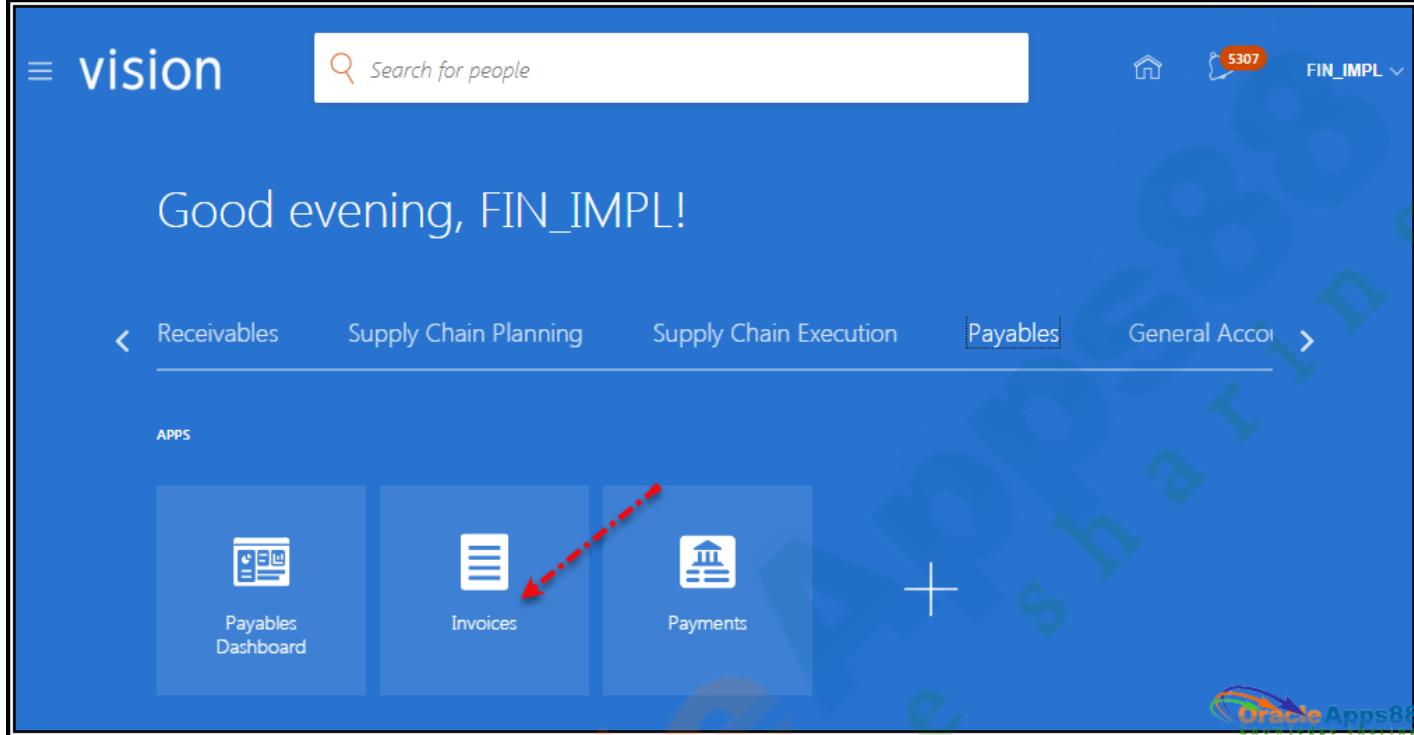
Process Name	Process ID	Status	Scheduled Time	View Output	Parameters	View I
Format Payment Files	1391593	Succeeded	12/15/18 11:46 A...		52170, N	
Send Separate Remittance Advice	1391595	Succeeded	12/15/18 11:46 A...		52170, IBY_PAY_REMIT_ADV	
Payment File Register	1391594	Succeeded	12/15/18 11:46 A...		52170, PMT_INSTR_REG_NO_DETAIL	
Send Separate Remittance Advice	1391572	Succeeded	12/15/18 8:05 AM...		52169, IBY_PAY_REMIT_ADV	
Format Payment Files	1391570	Succeeded	12/15/18 8:05 AM...		52169, N	
Payment File Register	1391571	Succeeded	12/15/18 8:05 AM...		52169, PMT_INSTR_REG_NO_DETAIL	



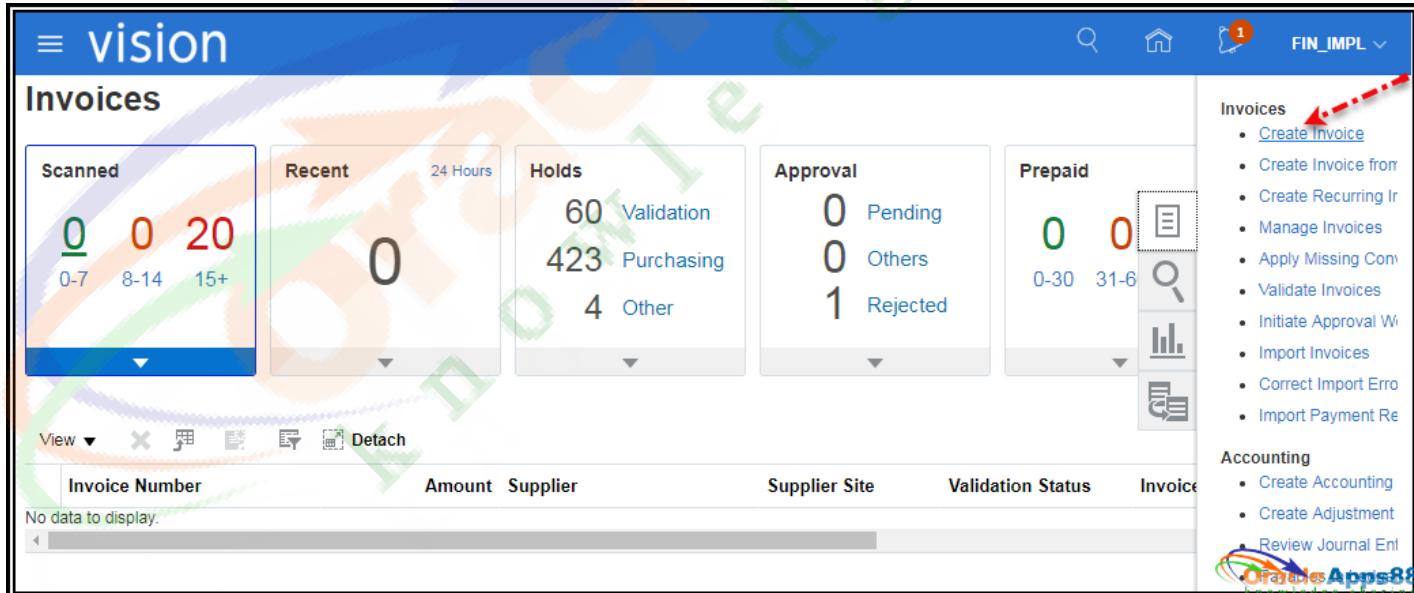
3. Run the Payment Process Request (PPR)

a. Create Invoice

Nav : Payables → Invoices → Tasks → Create Invoice



Click on Create Invoice



Enter the invoice details and Validate it

Name	Value
Business Unit	US1 Business Unit
Supplier	United Parcel Service
Supplier Number	1258
Supplier Site	UPS US1
Legal Entity	US1 Legal Entity
Invoice Number	INV1258_003
Amount	100
Type	Standard
Invoice Group	INV1258
Line Details	
Type	Item
Amount	100
Distribution Set	Miscellaneous Expenses

The screenshot shows the 'Create Invoice' screen with the 'Invoice Actions' dropdown open. The 'Validate' option is highlighted with a red arrow. The 'Invoice Summary' panel on the right displays validation status for various fields.

Create Invoice [New] **Invoice Actions** ▾ **Save and Create Next** **Save** **Save and Close** **Cancel**

Invoice Header

- Identifying PO
- Business Unit: US1 Busi
- * Supplier: United Pa
- Supplier Number: 1258
- * Supplier Site: UPS US1
- * Legal Entity: US1 Lega
- Invoice Group: INV1258

Lines **Match Invoic**

Invoice Actions ▾

- Manage Installments
- Calculate Tax Ctrl+Alt+X
- Validate** Ctrl+Alt+V (highlighted)
- 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

Invoice Summary

Status

- Validation: Not validated
- Account Coding: Required
- Accounting: Unaccounted
- Paid: Unpaid
- Canceled: No

Holds

- Installments: 0
- Line Variance: 0
- Distribution Variance: 0
- Manual Holds: 0
- System Holds: 0
- Supplier Site: 0

Payments

- Due Date: 12/15/18
- Payments: 0.00 USD

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Create Invoice INV1258_003

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

Last Saved 12/15/18 12:01 PM

Invoice Header Show More

Identifying PO
Number INV1258_003
Amount 100.00 Pay

Business Unit US1 Business Unit
Supplier United Parcel Service Type Standard

Supplier Number 1258 Description

Supplier Site UPS US1

* Legal Entity US1 Legal Entity
Invoice Group INV1258

Lines Match Invoice Lines

View + Detach Allocate Cancel Line Distributions

Distribution Reference Tax Purchase Order Asset Project

	* Number	* Type	* Amount	Distribution Set	Distribution Combination
1	Item		100.00	Miscellaneous Expen	

Invoice Summary

Status

Validation	Validated
Account Coding	Complete
Accounting	Unaccounted
Paid	Unpaid
Canceled	No

Holds

Installments	0
Line Variance	0
Distribution Variance	0
Manual Holds	0
System Holds	0
Supplier Site	No

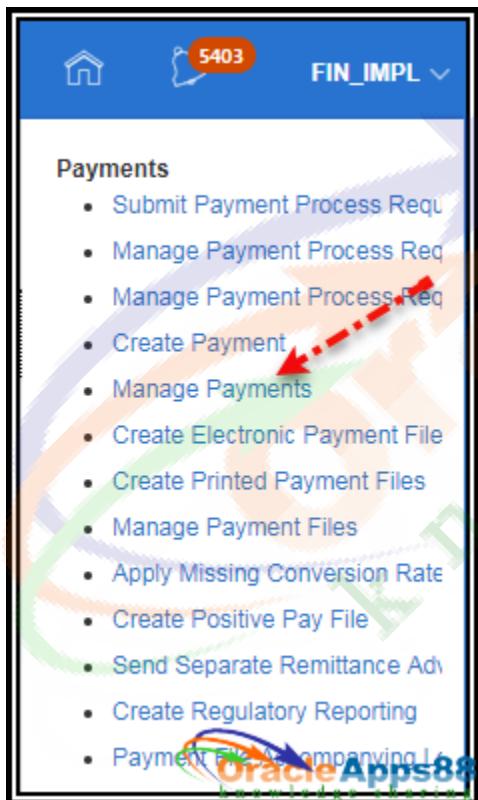
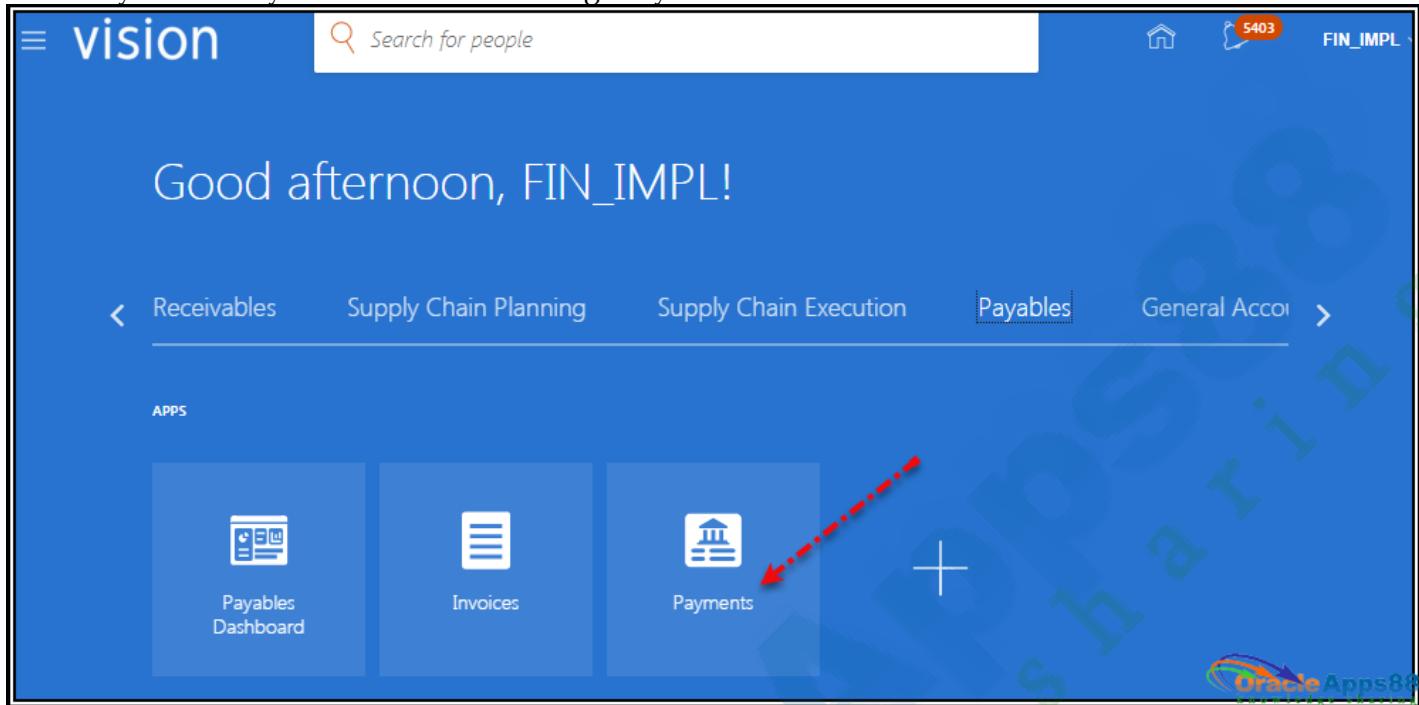
Payments

Due Date	12/15/18
Payments	0.00 USD

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b. Void the Payments

Nav : Payables → Payments → Tasks → Manage Payment



Search the payments with below values, these are completed payments

Name	Value
Business Unit	US1 Business Unit
Supplier	United Parcel Service
Disbursement Bank Account	BofA-2869
Payment Status	Negotiable

= vision

Manage Payments

Done

Advanced Saved Search All Payments ▾

** At least one is required

** Supplier or Party: United Parcel Service

** Payment Date:

** Payment Number:

** Disbursement Bank Account: BofA-2869

** Payment Type:

** Payment Process Request:

Payment Status: Negotiable

Business Unit: US1 Business Unit

Search Reset Save...

Actions ▾ View ▾ + Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Number
10001	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX
10003	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX
10002	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX
10000	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX

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Select the payment and click on Actions and Click on Void

vision

Manage Payments

Done

Create
Void 

Initiate Stop
Reissue
Print Remittance
Post to Ledger
Account in Draft
View Accounting
Attachments

Supplier or Party: United Parcel Service
Payment Date: 
Payment Number:
Bank Account: BofA-2869

** Payment Type:
** Payment Process Request:
Payment Status: Negotiable
Business Unit: US1 Business Unit

Advanced Saved Search All Payments   FIN_IMPL  5404

** At least one is required

Actions View +    Detach

Search Reset Save...

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Number
10001	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX
10003	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX
10002	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX
10000	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX

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Click on Submit button

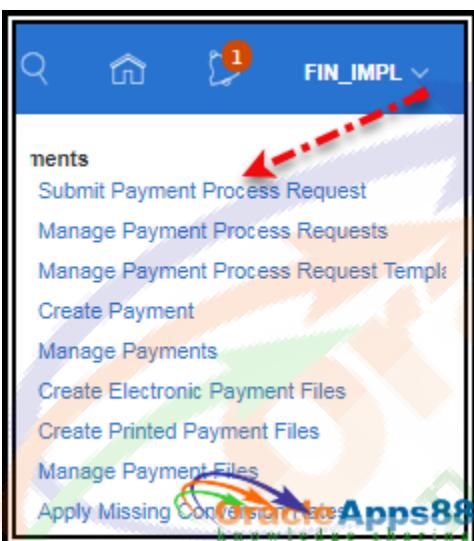
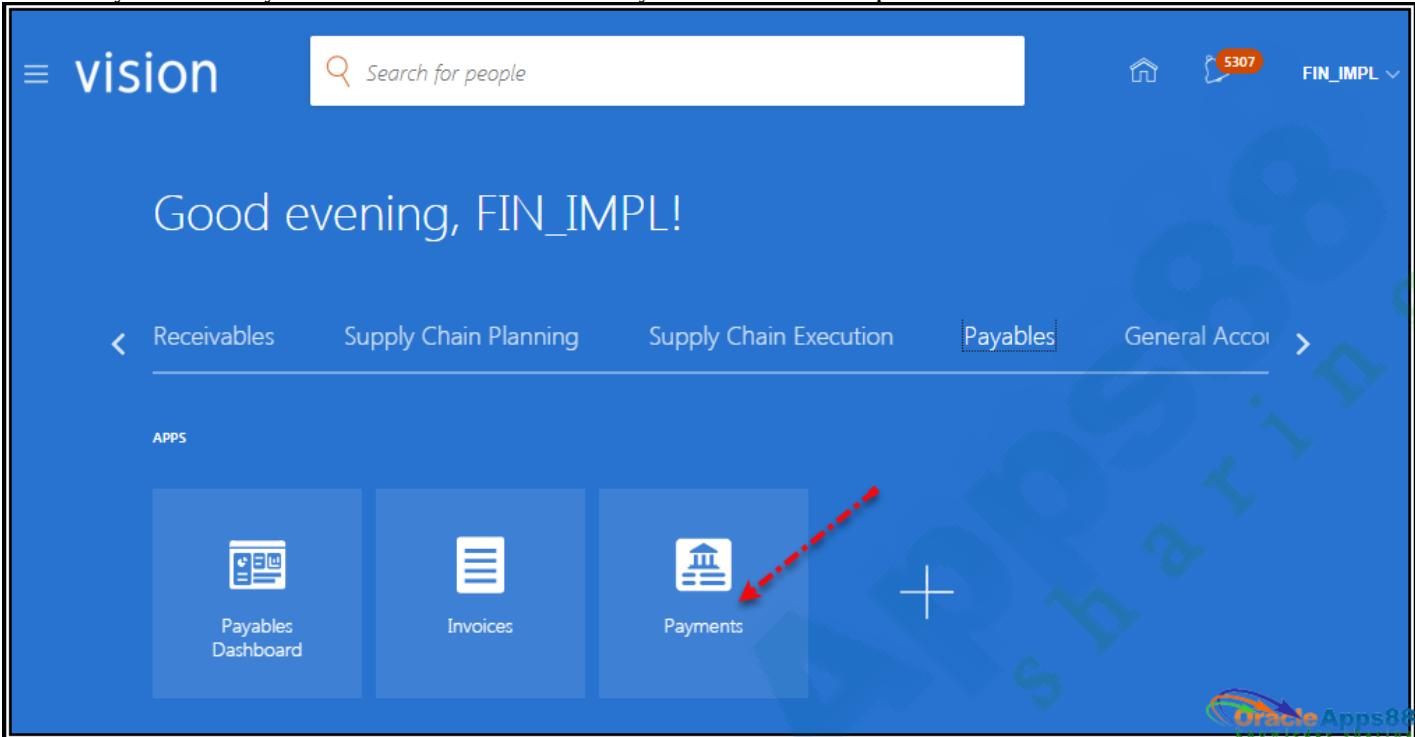
The screenshot shows the 'Manage Payments' screen in Oracle Fusion R13. A modal dialog titled 'Void Payment' is open, prompting for a 'Void Date' (12/15/18), an 'Accounting Date' (12/15/18), and an 'Invoice Action' (None). A red arrow points to the 'Submit' button in the dialog. In the background, there is a grid of payment records with columns: Payment Number, Payment Document, Payment Status, Reconciled, Payee, Payment Date, Payment Amount, Remit-to Address, and Remit-to Number. The grid contains four rows of data, all showing 'XXAA Check For...' as the payment document and 'United Parcel Service' as the payee.

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Number
10001	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX
10003	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX
10002	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX
10000	XXAA Check For...	Negotiable	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXX

Perform the same process for all payments

c. Create the PPR for New Invoices and Void Payments

Nav : Payables → Payments → Tasks → Submit Payment Process Request



Enter the PPR name and select the template then it will automatically populate the data and if any changes required we can change and submit the PPR

Enter the details and click on submit

Submit Payment Process Request

*** Name:** PPR_CHK_01 **Template:** XXAA Check Forma ▾

Selection Criteria **Payment and Processing Options**

Pay Through Date: 12/15/18	Supplier Type: ▾
Pay from Date: ▾	Payment Method: Check ▾
From Payment Priority: 1	Invoice Conversion Rate Type: ▾
To Payment Priority: 99	Supplier or Party: United Parcel Servi ▾
Date Basis: Pay date ▾	Invoice Group: ▾
Select Early Payment Invoices: ▾	
Include Zero Amount Invoices: No ▾	



Submit Payment Process Request

*** Name:** PPR_CHK_01 **Template:** XXAA Check Forma ▾

Selection Criteria **Payment and Processing Options**

Payment Attributes

* Payment Date: 12/15/18	Settlement Priority Override: ▾
Disbursement Bank Account: BofA-2869	Bank Charge Bearer Override: ▾
Payment Document: XXAA Check Format ▾	Starting Voucher Number: ▾
Payment Process Profile: XXAA Check Forma ▾	Cross-Currency Rate Type: ▾
* Payment Conversion Rate Type: Corporate ▾	

Processing Options

<input type="checkbox"/> Apply credits up to zero amount payment	<input checked="" type="checkbox"/> Review proposed payments
<input type="checkbox"/> Review installments	<input checked="" type="checkbox"/> Create payment files immediately

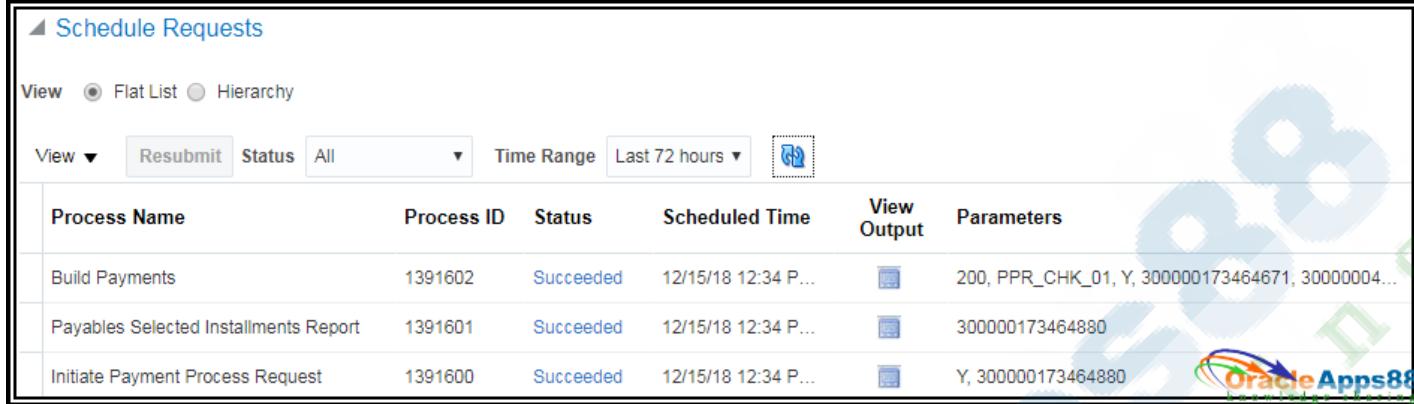
Validation Failure Handling

Document: Stop process for review ▾	Payment: Stop process for review ▾
--	---



It will submit the requests, Check the submitted jobs in payments home screen

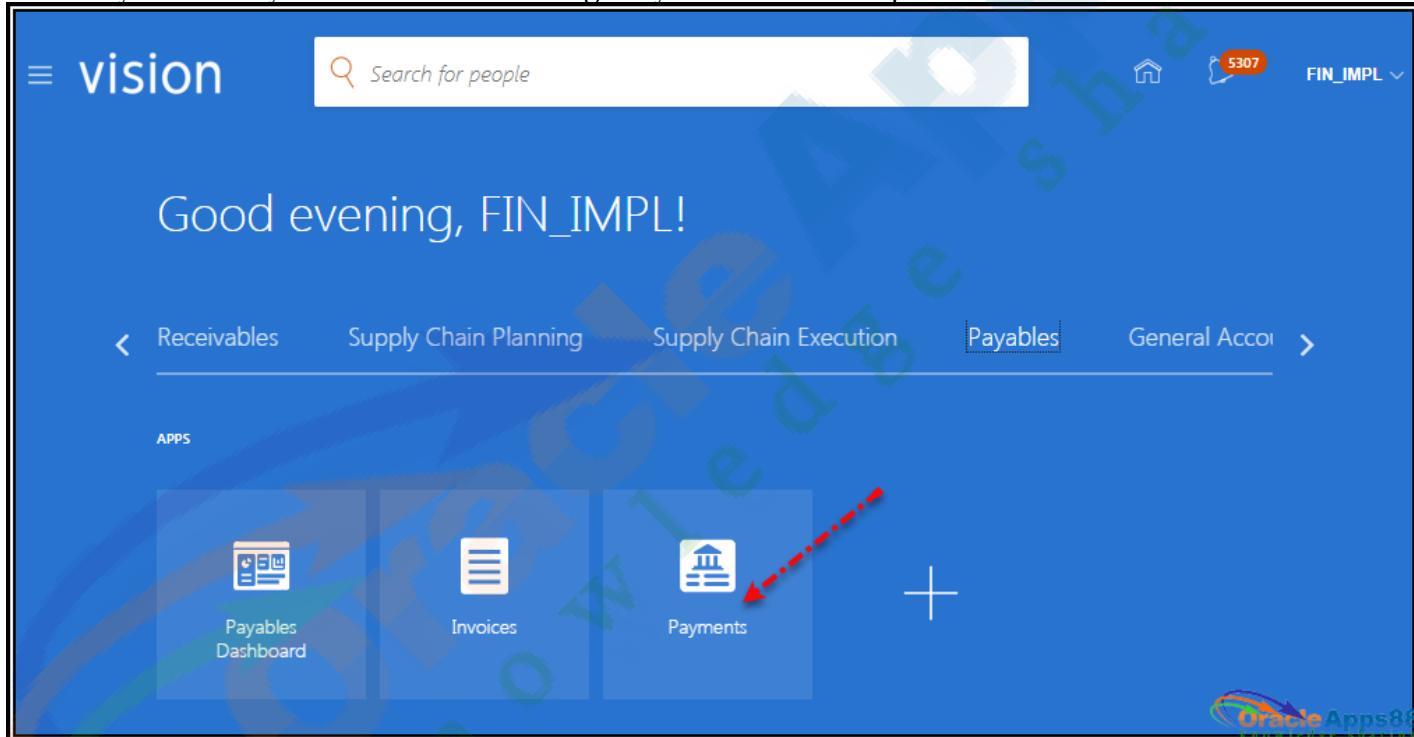
Once the Initiate PPR successfully completed, Search with PPR and click on the action



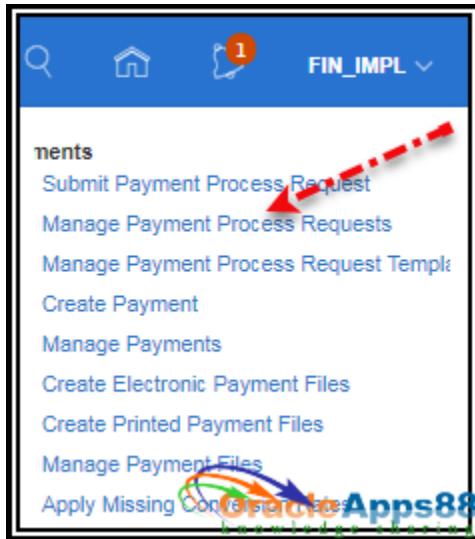
The screenshot shows the 'Schedule Requests' section of the Payments Home screen. It includes a search bar and filters for 'View', 'Resubmit', 'Status' (All), 'Time Range' (Last 72 hours), and a 'View Output' button. A table lists three processes:

Process Name	Process ID	Status	Scheduled Time	View Output	Parameters
Build Payments	1391602	Succeeded	12/15/18 12:34 P...		200, PPR_CHK_01, Y, 300000173464671, 3000004...
Payables Selected Installments Report	1391601	Succeeded	12/15/18 12:34 P...		300000173464880
Initiate Payment Process Request	1391600	Succeeded	12/15/18 12:34 P...		Y, 300000173464880

Nav : Payables → Payments → Tasks → Manage Payment Process Request



The screenshot shows the 'vision' navigation bar with 'FIN_IMPL' selected. The main message says 'Good evening, FIN_IMPL!'. Below it, a navigation bar has 'Payables' selected. The 'APPS' section shows three icons: 'Payables Dashboard', 'Invoices', and 'Payments'. A red arrow points from the 'Payments' icon towards a '+' sign, indicating where to click to access the 'Manage Payment Process Request' feature.



Search with PPR : PPR_CHK_01 and click on the Actions button

Manage Payment Process Requests

Search

Name: PPR_CHK_01

Actions: View, Detach, Refresh

Name	Stage	Status	Action	Installments	Payments Recorded	Payment Date
PPR_CHK_01	Payment validation	Pending proposed payment review	Actions: Selected, Rejected	30		2/15/18

Click on the Resume Payment Process

Review Proposed Payments: PPR_CHK_01

Actions ▾ **Resume Payment Process** **Cancel**

Creation Date 12/15/18
Status Pending proposed payment review

Payment Summary

Payments Created	Total Amount	Payments Rejected	Payments Removed
1	152,426.26 USD	0	0
Total	1	0	0

Payments

View ▾ >>

Payment Business Unit	Payee	Amount	Payment	Date	Bank Account	Remit-to Account
US1 Business Unit	United Parcel Service	152,426.26 USD	XXX	12/15/18	BofA-2869	

Click on the refresh and Click on the Actions button

Manage Payment Process Requests

Search Advanced Saved Search All Payment Process Requests ▾

Actions ▾ View ▾ Detach

Name	Stage	Status	Action	Installments	Payments Recorded	Payment Date
PPR_CHK_01	Payment file build	Waiting for payment file processing		30		12/15/18
52171	Payment file processing	Formatted and ready for recording				

Click on Submit

Record Print Status: Payment File 52171

Actions ▾ **Submit** **Cancel**

Payment File Summary

Payment Document	XXAA Check Format	Setup Documents	0	Spoiled Documents	0
Paper Stock Type	Blank Stock	Overflow Documents	1	Skipped Documents	0
Disbursement Bank Account	BofA-2869	Issued Documents	1		
			Total	2	

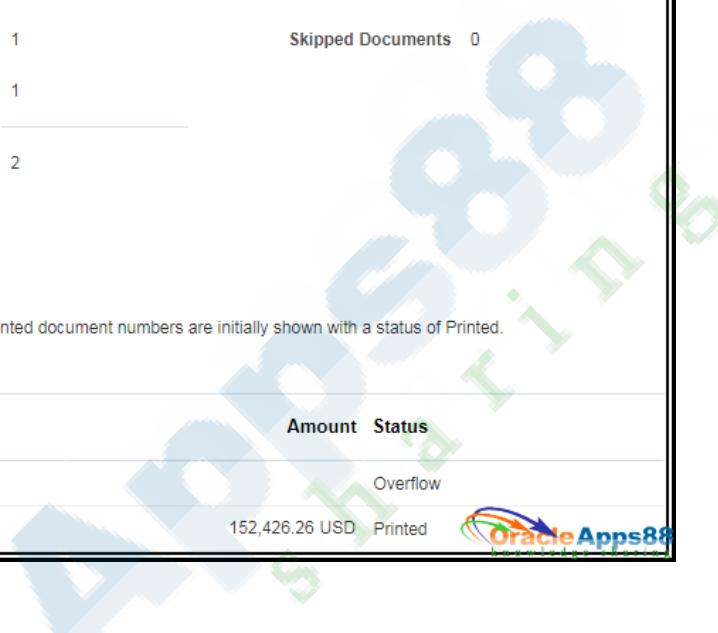
Create positive pay file immediately

Payment Documents

Review your printing results for spoiled or skipped checks and record them on this page. All printed document numbers are initially shown with a status of Printed.

View ▾ **Mark as Spoiled**

Document Number	Payment Reference	Payee	Amount	Status
10004	4901	United Parcel Service		Overflow
10005	4901	United Parcel Service	152,426.26 USD	Printed



Click on “Record the Print Status”

vision

Record Print Status: Payment File 52171

Actions ▾ **Submit** **Cancel**

Payment File Summary

Payment Document	XXAA Check Format	Setup Documents	0	Spoiled Documents	0
Paper Stock Type	Blank Stock	Overflow Documents	1	Skipped Documents	0

Warning

Do not confirm payments unless you are sure that all payments in this file are complete and were processed by your payment system or financial institution.

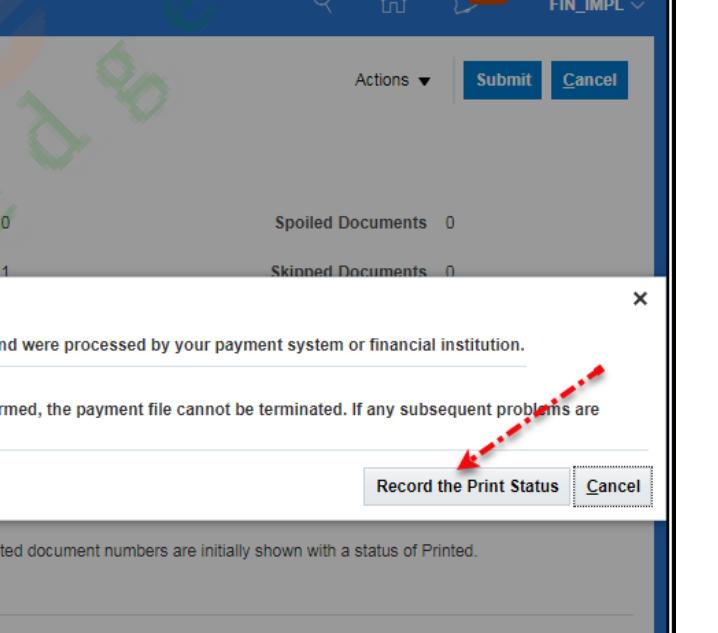
Confirmation of payments cannot be reversed. Once payments in a payment file are confirmed, the payment file cannot be terminated. If any subsequent problems are found, you must void the payments. Do you want to continue?

Record the Print Status **Cancel**

Review your printing results for spoiled or skipped checks and record them on this page. All printed document numbers are initially shown with a status of Printed.

View ▾ **Mark as Spoiled**

Document Number	Payment Reference	Payee	Amount	Status
10004	4901	United Parcel Service		Overflow
10005	4901	United Parcel Service	152,426.26 USD	Printed



Manage Payment Process Requests

Search Advanced Saved Search All Payment Process Requests ▾ Done

Actions ▾ View ▾ Detach

Name	Stage	Status	Action	Installments		Payments Recorded	Payment Date
				Selected	Rejected		
PPR_CHK_01	Completed	Payments completed		30	1	12/15/18	
52171	Payment file confirmed	Printed					



Once the status is confirmed, the process completed to check the payment file Go to Schedule Process or Go to Payments screen to verify the submitted payment

Click on the “Format Payment Files” job and click on the output file

Schedule Requests

View Flat List Hierarchy

View Resubmit Status All Time Range Last 72 hours

Process Name	Process ID	Status	Scheduled Time	View Output	Parameters
Send Separate Remittance Advice	1391612	Succeeded	12/15/18 12:44 P...		52171, IBY_PAY_REMIT_ADV
Create Positive Pay File	1391613	Succeeded	12/15/18 12:44 P...		52171
Payment File Register	1391611	Succeeded	12/15/18 12:44 P...		52171, PMT_INSTR_REG_NO_DETAIL
Payment File Confirmation	1391610	Succeeded	12/15/18 12:44 P...		52171, TRUE
Format Payment Files	1391605	Succeeded	12/15/18 12:40 P...		52171, N
Build Payments	1391604	Succeeded	12/15/18 12:40 P...		200, PPR_CHK_01, Y, 300000173464671, 3000004...
Build Payments	1391602	Succeeded	12/15/18 12:34 P...		200, PPR_CHK_01, Y, 300000173464671, 3000004...
Payables Selected Installments Report	1391601	Succeeded	12/15/18 12:34 P...		300000173464880
Initiate Payment Process Request	1391600	Succeeded	12/15/18 12:34 P...		Y, 300000173464880



	http://OracleApps88.Blogspot.com/	10002										
	OracleApps88@Yahoo.com	15-DEC-18										
	(+91) 905 957 4321	Amount: \$100.00										
Pay	One Hundred Dollars And Zero Cents*****											
TO THE ORDER OF	United_Parcel_Service 55 GLENLAKE PKWY ATLANTA GA 30328 US											
 <small>CHECKS OVER \$10,000 REQUIRE TWO SIGNATURES</small>												
C010002C A122000247A 10271-17621-619C												
		No. 10002										
Date: 15-DEC-18 Supplier: United Parcel Service <table border="1"> <thead> <tr> <th>INVOICE NO.</th> <th>INVOICE DATE</th> <th>DESCRIPTION</th> <th>DISCOUNT AMOUNT</th> <th>NET AMOUNT</th> </tr> </thead> <tbody> <tr> <td>INV1258_001</td> <td>15-DEC-18</td> <td></td> <td>0.00</td> <td>100.00</td> </tr> </tbody> </table>			INVOICE NO.	INVOICE DATE	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT	INV1258_001	15-DEC-18		0.00	100.00
INVOICE NO.	INVOICE DATE	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT								
INV1258_001	15-DEC-18		0.00	100.00								

4. Accounting

a). Post the Invoice to General Ledger

Nav : Payables → Invoices → Tasks → Manage Invoice

Search with invoice : INV1258_003 and click on the invoice number, Once the invoice open click on the edit and click on Actions and **Post to Ledger**

The screenshot shows the 'Manage Invoices' screen for invoice INV1258_003. The 'Actions' dropdown menu is open, and the 'Post to Ledger' option is highlighted with a red arrow. The 'Invoice Summary' sidebar on the right indicates the invoice is validated and complete, with accounting status set to 'Unaccounted'.

Once the invoice post to ledger click on the view accounting

The screenshot shows the 'Manage Invoices' screen for invoice INV1258_003. A confirmation dialog box is displayed, stating 'Accounting is complete and posting to ledger is in progress.' It contains two buttons: 'View Accounting' and 'OK'. The 'Invoice Summary' sidebar on the right shows the accounting status has changed to 'Accounted'.

It will show the Accounting details

Manage Invoices

Search Results: INV1258_003

Invoice Details

- Invoice Date: 12/15/18
- Invoice Type: Standard
- Supplier or Party: United Parcel Service
- Supplier Site: UPS US1
- Address: 55 GLENLAKE PKWY, ATLANTA, GA-30328

Accounting Lines: Standard Invoice INV1258_003

Line	Event	Account	Class	Debit	Credit
1	Invoice Validated	101.10.60540.121.000.000	Item expense	100.00	
2	Invoice Validated	101.10.22100.000.000.000	Liability		100.00

Approval and Notification History

No approval or notification history.

Invoice Summary

- Status: Validated
- Validation: Validated
- Account Coding: Complete
- Accounting: Accounted
- Paid: Unpaid
- Canceled: No
- Instalments: 0
- Line Variance: 0
- Distribution Variance: 0
- Manual Holds: 0
- System Holds: 0
- Supplier Site: Yes

And the status will change to Accounting

Manage Invoices

Search Results: INV1258_003

Invoice Details

- Invoice Date: 12/15/18
- Invoice Type: Standard
- Supplier or Party: United Parcel Service
- Supplier Site: UPS US1
- Address: 55 GLENLAKE PKWY, ATLANTA, GA-30328

Actions

- Save
- Save and Close
- Cancel

Invoice Summary

- Status: Validated
- Validation: Validated
- Account Coding: Complete
- Accounting: Accounted** (highlighted with a red box)
- Paid: Unpaid
- Canceled: No
- Instalments: 0
- Line Variance: 0
- Distribution Variance: 0
- Manual Holds: 0
- System Holds: 0
- Supplier Site: Yes

And it will submit the jobs, Go to Schedule Process and check the submitted jobs

vision

Overview

▶ **Search**

Search Results

View Flat List Hierarchy

Actions ▾ View ▾ **Schedule New Process** **Resubmit** **Put On Hold** **Cancel Process** **Release Process** **View Log**

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time
Maintain Payables Trial Bal...	TrialBalMaintain	1391637	Succeeded	12/15/18 3:40 PM UTC	12/15/18 3:40 PM UTC	12/15/18 3:40 PM UTC
Post Journals	Posting	1391636	Succeeded	12/15/18 3:40 PM UTC	12/15/18 3:40 PM UTC	12/15/18 3:41 PM UTC
Maintain Payables Trial Bal...	TrialBalMaintain	1391638	Succeeded	12/15/18 3:40 PM UTC	12/15/18 3:40 PM UTC	12/15/18 3:40 PM UTC
Import Journals: Child	JournalImport	1391635	Succeeded	12/15/18 3:39 PM UTC	12/15/18 3:39 PM UTC	12/15/18 3:40 PM UTC
Post Online Subledger Journ...	XLAGLTRNOL	1391634	Succeeded	12/15/18 3:39 PM UTC	12/15/18 3:39 PM UTC	12/15/18 3:40 PM UTC

Select the “Post Journal” job and click on the output and open the file

▶ **Search**

Search Results

View Flat List Hierarchy

Actions ▾ View ▾ **Schedule New Process** **Resubmit** **Put On Hold** **Cancel Process** **Release Process** **View Log**

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time
Maintain Payables Trial Bal...	TrialBalMaintain	1391637	Succeeded	12/15/18 3:40 PM UTC	12/15/18 3:40 PM UTC	12/15/18 3:40 PM UTC
Post Journals	Posting	1391636	Succeeded	12/15/18 3:40 PM UTC	12/15/18 3:40 PM UTC	12/15/18 3:41 PM UTC
Maintain Payables Trial Bal...	TrialBalMaintain	1391638	Succeeded	12/15/18 3:40 PM UTC	12/15/18 3:40 PM UTC	12/15/18 3:40 PM UTC
Import Journals: Child	JournalImport	1391635	Succeeded	12/15/18 3:39 PM UTC	12/15/18 3:39 PM UTC	12/15/18 3:40 PM UTC
Post Online Subledger Journ...	XLAGLTRNOL	1391634	Succeeded	12/15/18 3:39 PM UTC	12/15/18 3:39 PM UTC	12/15/18 3:40 PM UTC

Post Journals, 1391636: Details

Status **Succeeded** Schedule Start **12/15/18 3:40 PM UTC**

Log and Output

Attachment [ESS_L_1391636 \(1 more...\)](#)

US Primary Ledger		Posting Validation Report		Date: 2018-12-15 15:40
Process ID: 1391636				Page: 1
===== Posted Batches =====				
Batch Name			Period Name	
**Payables A 1391635000001 1391635 N			12-18	
** Indicates that the batch has warnings. See the warnings listed in the report.				
===== Warnings =====				
Batch Name	Journal Name	Line	Warning	
Payables A 1391635000001 1391635 N	12-18Purchase Invoices		Sequencing by ledger is enabled for ledger US Primary Ledger, but no sequence is defined.	
***** End of Report *****				

Copy the batch name : **Payables A 1391635000001 1391635 N** and search in General Accounting

Nav : General Accounting → Journals → Manage Journals

Change the Data Access set to US Primary Ledger and click on Manage Journals

Journals

Requiring Attention (25) Requiring My Approval (0) Pending Approval from Others (0) Incomplete (22) Import Errors (0)

View ▾ Format ▾ Detach Wrap

Accounted		Source	Journal Batch	Accounting Period	Issue
Debit	Credit				
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC...
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC...
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC...
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC...
23,431.38	0.00	Balance Tr...	19NOV-EBS Balance Type Balanc...	12-18	The accounting period 12-18 is not open for secondary ledger US IFR...

Journals

- Manage Journals
- Create Journal
- Create Journal in Spreadsheet
- Create Encumbrance Journal
- Run AutoPost
- Run AutoReverse

Clearing Accounts Reconciliation

- Reconcile Clearing Account
- Reconcile Clearing Account
- Reverse Reconciliation

Allocations

- Create Allocation Rules
- Generate General Ledger Allocations
- Generate Intercompany Allocations

Journal Import

- Import Journals
- Correct Import Errors
- Define Import Data

Search the journal : **Payables A 1391635000001 1391635 N** and click on the Journal Batch link

Manage Journals

Search

Basic Manage Watchlist Saved Search All Journals copy

** Journal Starts with Payables A 1391635000001 1391635 N

** Journal Batch Starts with Payables A 1391635000001 1391635 N

** Accounting Period Equals

Source Equals

Category Equals

Batch Status Equals

Search Reset Save... Add Fields Reorder

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

Ledger	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
US Primary Ledger	12-18Purchase Invoices	Payables A 1391635000001 1391635 N	12-18	Payables	Purchase Invoices	100.00 USD	100.00 USD	Posted

Batch is posted

Edit Journal

Journal Batch: Payables A 1391635000001 1391635 N | Show More

Batch Actions ▾

Journal Batch: Payables A 1391635000001 1391635 N

Description: Journal Import Payables 1391635:

Balance Type: Actual

Accounting Period: 12-18

Attachments: None +

Source: Payables

Approval Status: Not required

Funds Status: Not applicable

Batch Status: **Posted**

Completion Status: Complete

Journal: 12-18Purchase Invoices

Currency: USD - US Dollar

Description: Journal Import 1391635:

Ledger: US Primary Ledger

Accounting Date: 12/31/18

Category: Purchase Invoices

Conversion Date: 12/31/18

Conversion Rate Type: User

Conversion Rate: 1

Inverse Conversion Rate: 1

Journal Lines

Actions ▾ View ▾ Format ▾ + Detach Wrap

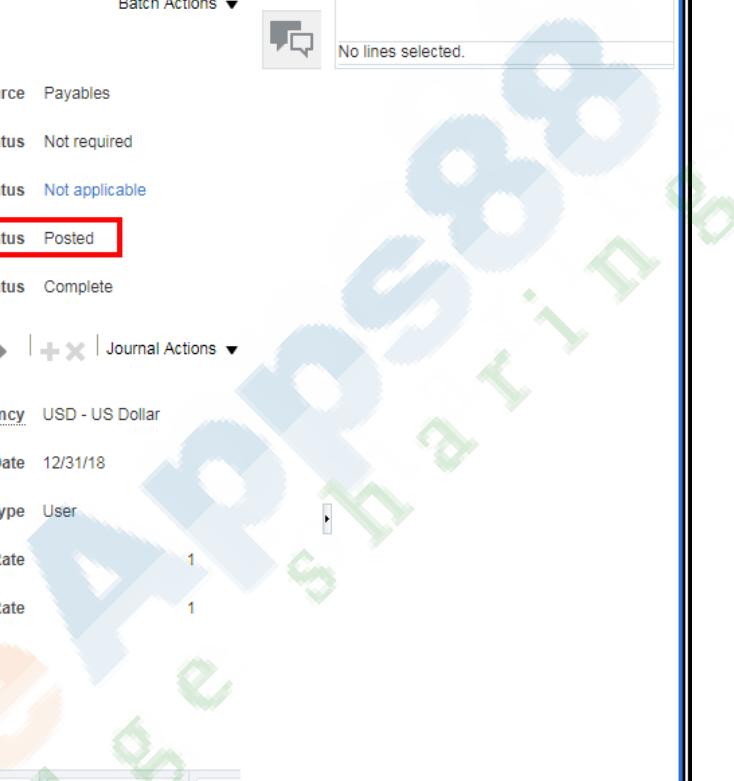
Line	* Account	Entered (USD)	Debit	Credit	Reconciliation Reference	Description
1	101.10.22100.000.000.000		100.00			Journal Line 1
2	101.10.60540.121.000.000		100.00			Journal Line 2
Total			100.00	100.00		

Columns Hidden: 10

Balances

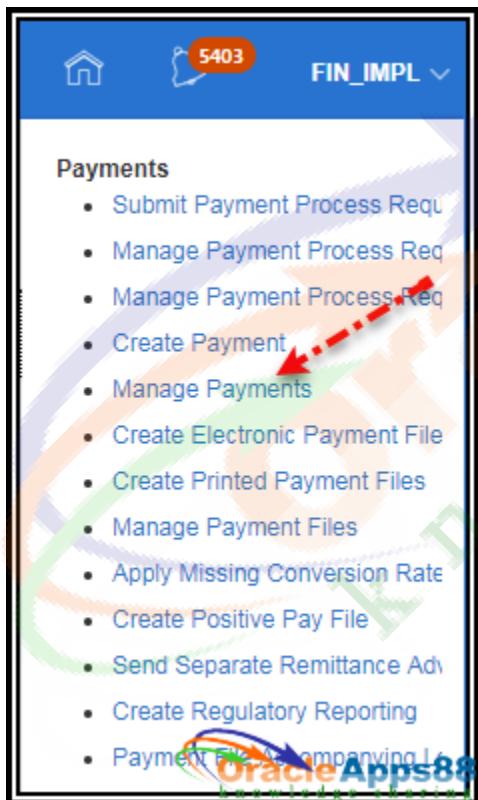
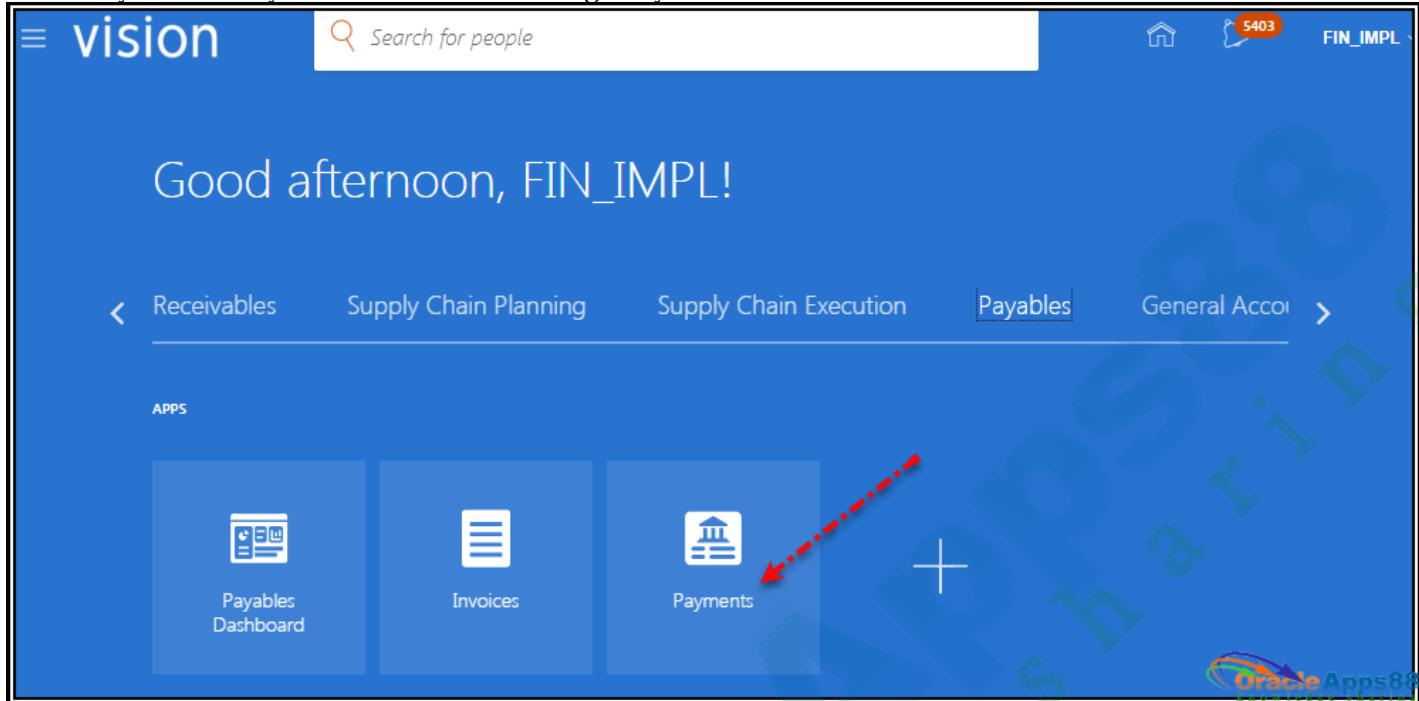
PTD ▾ Total ▾

No lines selected.




b). Post the Payment to General Ledger

Nav : Payables → Payments → Tasks → Manage Payment

Search with Confirmed payment: **10002** and click on the payment link

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Manage Payments

Search

** Supplier or Party	** Payment Type
** Payment Date	** Payment Process Request
** Payment Number	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 Acc Number
10002	XXAA Check For...	Voided	No	United Parcel Service	12/15/18	100.00 USD	55 GLENLAKE PKW...	XXXXXXX1258

Done

Advanced Saved Search All Payments

At least one is required

Search Reset Save...

Click on the Actions and Click on the Post to Ledger

vision

Payment: 10002

Payee	United Parcel Service	Payment Amount
Payment Date	12/15/18	Withheld Amount
Status	Voided	Business Unit
Accounting Status	Unaccounted	Legal Entity
Reconciled	No	Stop Date
Type	Quick	Void Date
		Attachments

Actions ▾ Done

- Print Remittance
- Post to Ledger**
- Account in Draft
- View Accounting

Click on the View Accounting and Verify the Journal from General Accounting module