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1. New Supplier Creation

In the current setup, suppliers will be created by the employees designated as 'Buyers' in the system. However, 'Buyers' will not be able to create 'Supplier Site'. 'Supplier Site' will be created by 'Finance Team' having access of the 'Supplier Site' creation role.


However, Finance team also has access to create 'Supplier'. Following is the procedure of supplier creation.

Navigation - Navigator > Procurement > Supplier > Create Supplier (Top of the left side)



- 1.1. Click on 'Create Supplier' link. A new pop up window will open. Enter Supplier Name and click on 'Create' button.


A screenshot of the 'Create Supplier' pop-up window. The window has a title bar with 'Create Supplier' and a close button. It contains several input fields: '* Supplier' (text field with 'Choithram Supermaket'), 'Tax Organization Type' (dropdown menu with 'Corporation'), 'Tax Country' (dropdown menu), 'Tax Registration Number' (text field), 'Taxpayer ID' (text field), and 'D-U-N-S Number' (text field). At the bottom, there are two buttons: 'Create' and 'Cancel'.

- 1.2. Fill the required fields and then click on 'Address' tab. Click on Create  icon to enter address details of the suppliers.

Overview Supplier: Choithram Supermaket

Create Address ? Save Save and Create Another Save and Close Cancel

* Address Name Dubai Internet City Phone Country Code
 * Country United Arab Emirates Phone Area Code
 * Address Line 1 Dubai Internet City Phone
 Address Line 2 Phone Extension
 Address Line 3 Fax Country Code
 Address Line 4 Fax Area Code
 * City Dubai Fax
 Country E-Mail
 State
 Province
 * Postal Code 123456
 Language
 Inactive Date
 Status Active

- 1.3. Click on 'Save' button to save the address details of the supplier. After saving, scroll down and click on  button to add 'Site' details. Select the 'Procurement BU' name which will deal with this Supplier. 'Purchasing' and 'Pay' 'Site Purpose' will be automatically ticked. Select 'Primary Pay' also. Click on [Save and Close](#) button.

Address Details

Sites Transaction Tax Contacts Payments

Actions View Format + Freeze Detach Wrap

* Procurement BU	* Site	Sourcing Only	Purchasing	Procurement Card	Pay	Primary Pay	Attachments
DP FZ-LLC BU	Dubai Internet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None

Columns Hidden: 6

- 1.4. Following confirmation screen will appear.

Overview Supplier: Choithram Supermaket

Edit Supplier: Choithram Supermaket ? Save Save and Close Cancel

Tags Last Saved: 06/12/13 01:08 PM

Profile Addresses Sites Contacts

Actions View Format + Freeze Detach Wrap Status Active

Address Name	Address	Phone	Address Purpose	Status
Dubai Internet City	Dubai Internet City, Dubai		Ordering; Remit to	Active

Columns Hidden: 14

Confirmation
Your changes were saved.
OK

1.5 Click on the 'Site' tab.

Overview Manage Suppliers Supplier: Choithram Supermaket

Create Site ? Save Save and Create Another Save and Close Cancel

* Procurement BU DP FZ-LLC BU

* Address Name Dubai Internet City

Address Dubai Internet City, Dubai, United Arab Emirates

* Site Dubai Internet

Inactive Date

Status Active

* Site Purpose

☐ Sourcing only

☒ Purchasing

☐ Procurement card

☒ Pay

☒ Primary pay

Attachments None

General Purchasing Receiving Invoicing Payments Site Assignments

Identification

☐ Income tax reporting site

Alternate Site Name

Supplier Site Region-Specific Information

Customer Number

B2B Trading Partner Information ?

B2B Supplier Site Code Retrieve Document Configuration

Document Configuration

View Format Freeze Detach Wrap

Document Direction B2B Document Type Document Protocol

1.6 After entering all the details, click on 'Save' button and select the 'Site Assignment' tab.

Overview Manage Suppliers Supplier: Choithram Supermaket

Edit Site: Dubai Internet ? Save Save and Close Cancel

Procurement BU DP FZ-LLC BU

Address Name Dubai Internet City

Address Dubai Internet City, Dubai, United Arab Emirates

* Site Dubai Internet

Inactive Date

Status Active

* Site Purpose

☐ Sourcing only

☒ Purchasing

☐ Procurement card

☒ Pay

☒ Primary pay

Attachments None

General Purchasing Receiving Invoicing Payments Site Assignments

Actions View Format Freeze Detach Wrap Status Active

Location Defaults Tax and Accounting

* Client BU	* Sold-to BU	Legal Entity	Ship-to Location	Bill-to Location	Inactive Date	Use Withholding Tax	Withholding Tax G
DP FZ-LLC BU	DP FZ-LLC BU	Delta Partners FZ-	DSC Media One	DSC Media One		<input type="checkbox"/>	

1.7 Select the 'Client BU', Ship-to Location and Bill to Location and click on 'Save and Close'.

1.8 To add the bank account details of supplier, click on 'Profile' tab and then click on 'Payments' sub-tab. Under 'Payments' sub-tab, click on 'Bank Accounts' tab.

1.9 Click on 'Create Icon' to enter the bank details. Enter the following details.
Country – Country of Bank, Account Number, Bank Name, Branch Name

1.10. Save the details. Save and close the supplier tab and Supplier is ready for invoice creation and payments.

2. Standard Invoice Entry

Standard Invoice can be entered in the system in the following two ways.

- Invoice Entry through Form
- Quick Invoice through Spread Sheet.

Form is used when single invoice or invoice with few line details needs to be created, whereas spread sheet will be used to upload bulk invoice or invoice having multiple lines.

2.10. Invoice Creation through Form

Navigation – Navigator > Payables > Invoice > Create Invoice

Use follow steps to enter the Standard Invoice in Accounts Payables Module.

- Select the Business Unit.
- Give the supplier name, Invoice Number
- Select the Invoice Currency and Invoice Amount.
- Choose the type as Standard.
- By default, today's date will be defaulted. Change the date as date given on Supplier Invoice.
- Select the Payment Terms. 'Immediate' Payment Term will be defaulted.
- Click on "+" icon to enter line level information.
- Choose the correct distribution Account and Click on 'Save' button to save the entered information.

- Click on 'Invoice Action' button and select 'Validate'. Once 'Validated', invoice status will be shown on 'status' panel at right hand side.

Invoice Summary	
Status	
Validation	Validated

- After validation, go to Invoice Action > Approval > Initiate Approval. Invoice will go for approval as per the set approval hierarchy rules.
- Once sent for approval, Approval Status will be 'Initiated'

Invoice Summary	
Status	
Validation	Validated
Approval	Initiated

- User can see the 'Invoice Approval Workflow' by clicking on 'View Approval and Notification History' under 'Invoice Action' button.
- Login with Approver's ID and click on the 'bell' icon to open the 'Notification'. Click on 'Approve' button to approve the invoice.

Approval of Invoice Ally's Test - 12 from Al Farrad Car Rental (15,000.00 AED)

Actions: Approve, Reject

Details

Assignee: Asif Khan
From: Andreatty Roa
Assigned Date: 12/9/13 6:17 PM
Task Number: 201041

Supplier or Party: Al Farrad Car Rental
Number: Ally's Test - 12
Invoice Date: 11/20/13
Description: Invoice Total 15,000.00 AED

Amount Summary

Line Type	Amount
Item	15,000

Invoice Lines Edit Distributions

Line	Line Type	Amount	Purchase Order Quantity	Unit Price	UOM	Number	Line	Schedule	Overbilled Quantity	Overbilled Amount	U
1	Item	15,000							0	0	0

Comments
No data to display

Attachments
No data to display

History

Options

- 1 Invoice Document Approval Stage
 - 1.1 Parallel
 - 1.1.1 Branch 1.1
 - 1.1.1.1 Asif Khan - Invoice Document Approvers
 - Assigned: Dec 9, 2013 6:17 PM

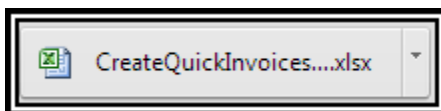
- Once invoice will be approved, status will be changed as 'Workflow Approved'.

<div> <div> <div></div> <div>Invoice Summary</div> </div> </div>	
<div> <div> <div></div> <div>Status</div> </div> </div>	
Validation	Validated
Approval	Workflow approved
Accounting	Accounted

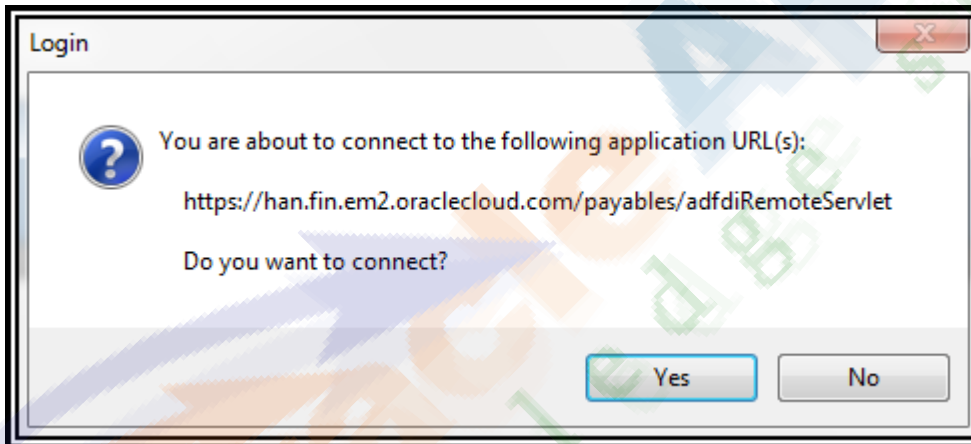
2.11. Quick Invoice through Spread Sheet

Navigation - Navigator > Payables > Invoice > Create Invoice in Spreadsheet

- Click on Create Invoice in Spreadsheet link.
- A worksheet will be downloaded onto local machine.



- Open the Spreadsheet. It will prompt for making connection with system. Click on Yes.



- Enter your login ID and Password and click on 'Sign In' button.

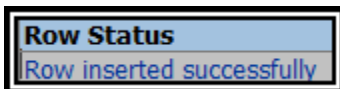
<div> <div>Sign In</div> <div>Enter your single sign-on user ID and password.</div> <div>User ID</div> <div><input type="text"/></div> <div>Password</div> <div><input type="password"/></div> <div>Sign In</div> <div>Forgot Password</div> </div>

- Enter the information in the given fields for Invoice Header and Invoice Lines. Fields are same as given in Invoice form in the system. After entering all the information, click on 'Save and Submit Invoice Import'.



The screenshot shows the Oracle 'Create Invoices' interface. It features the Oracle logo at the top left, followed by the title 'Create Invoices'. Below the title, there are two buttons: 'Save' and 'Save and Submit Invoice Import'.

- After successful upload row status will be changed as 'Row Inserted Successfully'



The screenshot shows a table with a header row labeled 'Row Status'. Below the header, the text 'Row inserted successfully' is displayed in a blue font.

- Search the Invoice with invoice no. by following the activities mentioned in Step 3.

3. Manage Invoice

Manage Invoice function will be used to search invoice which are entered in the system.

Navigation - Navigator > Payables > Invoices > Manage Invoice

Manage Invoices ? Done

Search Results Ally's Test - 12

Search: Invoice Advanced Saved Search All Invoices

Business Unit ** Invoice Number AI_098 Invoice Amount Invoice Date ** Supplier or Party ** Supplier Number ** Supplier Site Taxpayer ID

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Invoice Number	Invoice Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	No
AI_098	30/11/13	Al Farrad Car Rental	Emirates Tower	10,000.00 USD	10,000.00 USD	0.00 USD	Standard	

Rows Selected 1 Columns Hidden 19 Columns Frozen 1

- Enter one of the parameter to search the invoice entered. Click on Search button.
- Click on Invoice Number link to open the invoice.

4. Create Credit Memo

Credit Memo will be created in the system to reduce the supplier's balance in Oracle Fusion.

Navigation - Navigator > Payables > Invoice > Create Invoice

- Open Invoice Entry Form.
- Enter all information as entered in Step 2.1 except Amount and Invoice Type.
- Enter Amount in Negative as shown in the shot.
- Enter 'Invoice Type' as 'Credit Memo'.
- Click on 'Save'.
- Follow the same process as mentioned in step 2.1.

Create Invoice: ?

Tags

Invoice Header Show More

Identifying PO:

Business Unit: DP FZ-LLC BU

Supplier: ALSHAMEL TRAVEL & TOURISI

Supplier Number: 10

Supplier Site: Emirates Towers

Legal Entity: Delta Partners FZ-LLC

Invoice Group:

Invoice

* Number: AI_098_Credit_Memo

* Amount: USD -2,000.00

* Type: Credit memo

* Date: 09/12/13

* Payment Terms: Immediate

* Terms Date: 09/12/13

Requester:

Attachments: None

Note:

Lines Match to Purchase Orders and Receipts

Actions View Format Freeze Detach Wrap

Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Legal Entity
Airfare		09/12/13		Airfare	

5. Create Prepayment Invoice

There are scenarios where business has to pay to the supplier in advance without getting any invoice. Oracle Fusion provides this functionality as Prepayment Invoice.

User can create prepayment Invoice and pay it. When user gets the invoice from supplier, invoice will be entered into Oracle Fusion.

When user enters the invoice into system, system prompts that prepayment is available. User can apply the prepayment invoice on standard invoice.

Navigation – Navigator > Payables > Invoice > Create Invoice

- Open Invoice Entry Form.
- Enter all information as entered in Step 2.1 except Invoice Type.
- Enter 'Invoice Type' as 'Prepayment'.
- Follow the same process as mentioned in step 2.1.

Create Invoice: AI_Prepayment

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

Last Saved: 09/12/13 08:08 PM

Invoice Header Show More

Identifying PO:
 Business Unit: DP FZ-LLC BU
 Supplier: ALSHAMEL TRAVEL & TOURISM
 Supplier Number: 10
 Supplier Site: Emirates Towers
 Legal Entity: Delta Partners FZ-LLC
 Invoice Group:

* Number: AI_Prepayment
 * Amount: USD 10,000.00
 Type: Prepayment
 Description:

* Date: 09/12/13
 * Payment Terms: Immediate
 * Terms Date: 09/12/13
 Requester:
 Attachments: None
 Note:

Lines Match to Purchase Orders and Receipts

Actions: View, Format, Freeze, Detach, Wrap

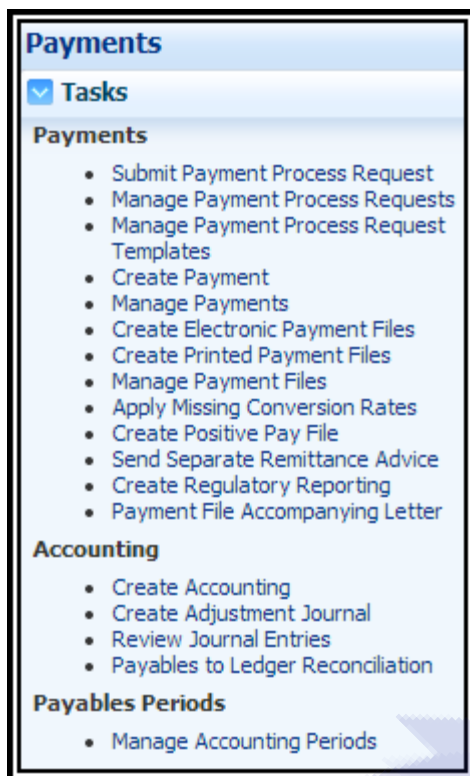
Purchase Order: Distribution, Miscellaneous, Tax Determinants, Asset, Project


* Amount	Number	Line	Schedule	Quantity	Unit Price	UOM	Distribution Set	Distribution Combination
10,000.00								201-01-902-21-1340-000-000-000

6. Payment of Prepayment Invoice

Prepayment invoice will be paid through payment function given in the payables module.

Navigation – Navigator > Payables > Payment > Create Payment



- Click on 'Create Payment' link under Payments Menu on the left hand side of Payment page.
- 'Create Payment' form will be opened.
- Enter Business Unit name for which 'prepayment' will be done.
- Select the 'Payee Name'. This will be supplier name for which 'Prepayment Invoice' is created.
- Select 'Disbursement Bank Account' from which payment will be made to supplier.
- Select 'Payment Method' by which supplier will paid. This can be 'Electronic' for Delta Partners as per the business requirements.
- Select the 'Payment Process Profile' value as 'DG PPP'. Payment Process Profile holds that rules which will be used to create 'Payment File'
- Click on  button under 'Invoice to Pay' section to select the Prepayment invoice.

- Enter 'Invoice Type' as 'Prepayment' and click on 'Search' button. Select the appeared invoice and click on 'Apply' button.

Select and Add: Invoices to Pay

Search

Invoice Number Voucher Number

Invoice Amount Invoices Due Today ☐

Invoice Type

Search Results

Number	Due Date	Unpaid Type	Pay Alone
AI_Prepayment	09/12/13	10,000.00 Prepayment	No

Rows Selected 1

Apply OK Cancel

- Click on 'Save and Close' button. System will show the confirmation message for the payment.



7. Apply Prepayment Invoice on Standard Invoice

After payment, Prepayment invoice will be available to apply on Standard Invoice. Accounts Manager can apply the prepayment Invoice on Standard Invoice to make payment of Standard Invoice.

Navigation - Navigator > Payables > Invoice > Create Invoice

- Enter the invoice details as mentioned in step 2.1 above.
- Click on 'Invoice Action' button and click on 'Apply or Un-apply Prepayments'
- System will open a 'Prepayment Application Window'.

Apply or Unapply Prepayments

Available

View Format Apply Detach

Number	Line	Description	Site	Purchase Order	Available	* To Apply	Included on Invoice ?	Included Tax	* Accounting Date
AI_Prep...	1		Emirates To...		10,000.00	10,000.00	<input type="checkbox"/>		09/12/13
					10,000.00			0.00	

Applied

View Format Unapply Detach



Number	Line	Description	Site	Purchase Order	Applied	Application Accounting Date	Included on Invoice ?	Included Tax	* Accounting Date
No applied prepayments.									

Done

- Select the line as shown in the screenshot and click on 'Apply' button.
- Don't check the 'Included on Invoice' checkbox while applying the prepayment onto 'Standard Invoice'.
- This checkbox is applicable in the scenario where supplier has given the invoice of net amount after deducting the 'Prepayment'.



Apply or Unapply Prepayments


Available

View ▾ Format ▾  Apply  Detach

Number	Line	Description	Site	Purchase Order	Available	* To Apply	Included on Invoice ?	Included Tax	* Accounting Date
No available prepayments.									

Applied

View ▾ Format ▾  Unapply  Detach

Number	Line	Description	Site	Purchase Order	Applied	Application Accounting Date	Included on Invoice ?	Included Tax	* Accounting Date
AI_Prep...	1		Emirates To...		10,000.00	09/12/13	<input type="checkbox"/>		09/12/13 
					10,000.00			0.00	

Done

- Prepayment will be applied on the Invoice. Click on 'Done' to close the window.

- System will create one more Invoice line for Prepayment application on Standard Invoice.

Create Invoice: AI_0026 Invoice Actions Save and Create Another Save Save and Close Cancel

Tags Last Saved 09/12/13 09:16 PM

Invoice Header Show More

Identifying PO
Business Unit DP FZ-LLC BU
Supplier ALSHAMEL TRAVEL & TOURISM
Supplier Number 10
Supplier Site Emirates Towers
Legal Entity Delta Partners FZ-LLC
Invoice Group

* Number AI_0026
* Amount USD 10,000.00
Type Standard
Description

Date 09/12/13
Payment Terms Immediate
Terms Date 09/12/13
Requester
Attachments None
Note

Lines Match to Purchase Orders and Receipts

Actions View Format + X Freeze Detach Wrap

Purchase Order Distribution Miscellaneous Tax Determinants Asset Project

* Number	* Type	* Amount	Purchase Order					
			Number	Line	Schedule	Quantity	Unit Price	UOM
1	Item	10,000.00						
2	Prepayment	-10,000.00						

8. Foreign Currency Invoice Entry

There can be scenarios where Supplier can send the invoice in a currency different than my Ledger / Functional Currency. System facilitates the entry of invoice in foreign currency and converts the amount in Functional currency while doing the accounting.

Navigation - Navigator > Payables > Invoices > Create Invoice

- Create Invoice as per the activities mentioned in Step 2.1
- Take Invoice currency other than the Functional currency e.g. in case of DP FZ-LLC, USD is designated as functional currency.
- Enter Currency type as 'AED'.
- Validate the Invoice.
- Go to 'Invoice Action' and Click on 'Account and Post to Ledger'
- System will run the create accounting for selected invoice.
- To view the accounting, go on 'Invoice Action' and Click on 'View Accounting'

Accounting Lines: Standard Invoice 10000

Ledger: DPFZ-LLC_Ledger Accounting Date: 09/12/13 Status: Final

View ▾ Format ▾ View T-Accounts Detach

Accounting Date	Event	Account	Accounting Class	Entered (AED)		Accounted (USD)	
				Debit	Credit	Debit	Credit
09/12/13	Invoice Validated	201-01-902-21-7640-000-000-000	Item expense	10,000.00		2,739.73	
09/12/13	Invoice Validated	201-01-902-21-2210-000-000-000	Liability		10,000.00		2,739.73

Done

- Click on 'View T-Accounts to see the T Account representation of invoice accounting.

T-Accounts: DPFZ-LLC_Ledger

Transaction Number: 10000 Description: Invoice Validated , Invoice Number: 10000 , Invoice Date: 09-DEC-13 , Invoice Description:

201-01-902-21-7640-000-000 (Airfare)			
	Entered	USD	Entered
1 12-09-2013	10,000.00 AED	2,739.73	0.00
Net Activity	10,000.00 AED	2,739.73	0.00
201-01-902-21-2210-000-000 (Accounts Payable)			
	Entered	USD	Entered
2 12-09-2013	0.00	10,000.00 AED	2,739.73
Net Activity		0.00	10,000.00 AED
Entry Total		2,739.73	2,739.73

9. Enter Standard Invoice Matched with Purchase Order


After implementation of Oracle Fusion system, Delta Partners will be using 3 way matching functionality, which requires an invoice amount to be matched with Purchase Order and Receipt Amount.

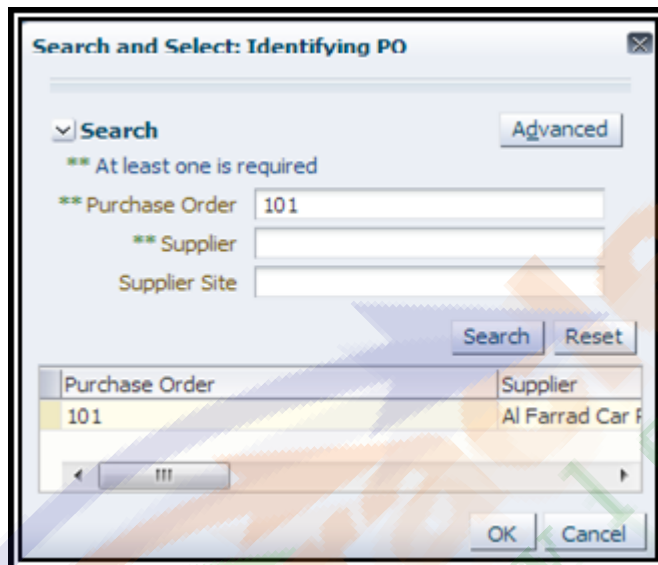
3 way matching is possible in cases, where Purchase Order has been issued by Delta Partners using Procurement Module and Goods/Service have been received in system and receipt is created against Purchase Order.

These all activities are part of Procurement Module and will be covered in details in Procurement module.

Payables module facilitates the Accounts Payables team to enter the invoice and match it against Purchase Order and Receipt.

Navigation – Navigator > Payables > Invoices > Create Invoice

- Click on  given against the 'Identifying PO' field at Invoice Header Level.
- A new window will be opened. Enter the Purchase Order number in the field and click on Search. Purchase Order number will be located on Invoice given by supplier or copy of Purchase Order given by buyer.



Purchase Order	Supplier
101	Al Farrad Car F

- Select the Purchase Order line and click 'OK' button at the bottom of window.
- System will automatically pick the details like, Business Unit Name, Supplier Name etc.

- Enter Invoice Number and Invoice amount.
- Click on 'Play' button given against 'Match to Purchase Order and Receipts' option at Line level.

- System will open the details of Purchase Order in a new window. Click on check box given before every line in Purchase Order and click on 'Apply' button.
- You can reduce the quantity, if only the partial invoice needs to be matched. If partial matching has been done then same Purchase Order can be used again for till its fully exhausted.

- After selecting the required line, click on **Apply** button and Click on 'OK' button.
- System will create all these lines at Invoice Line level. Click on 'Save' button.
- Follow the 'Validation' and 'Approval' as per activities mentioned in Step 2.1

Create Invoice: 0056 ? Invoice Actions Save and Create Another Save Save and Close Cancel

Tags

Invoice Header Show More

Identifying PO 101
 Business Unit DP FZ-LLC BU
 Supplier Al Farrad Car Rental
 Supplier Number 12
 Supplier Site Emirates Tower
 Legal Entity Delta Partners FZ-LLC
 Invoice Group

* Number 0056
 * Amount USD 2,500.00
 Type Standard
 Description

* Date 11-Dec-2013
 * Payment Terms 2/10 Net 30
 * Terms Date 11-Dec-2013
 Requester
 Attachments None
 Note

Lines ? Match to Purchase Orders and Receipts

Actions View Format Freeze Detach Wrap

Purchase Order Distribution Miscellaneous Tax Determinants Asset Project

* Number	* Type	* Amount	Purchase Order						Distribution Set	Distribution
			Number	Line	Schedule	Quantity	Unit Price	UOM		
4	Item	1,000.00	101	2	1	5	200	Each		
3	Item	750.00	101	1	1	5	150	Each		
2	Item	300.00	101	1	1	2	150	Each		
1	Item	450.00	101	1	1	3	150	Each		

10. Invoice Price Variance Account

When there is a difference in Invoice Amount and PO amount and difference is within tolerance limit then system automatically transfers the difference amount in Invoice Price Variance Account.

Note: In this scenario PO amount is 999.00AED. But Invoice amount is 1000.00AED. The difference should be in Invoice Price Variance A/C.

- Fill the require information at Invoice header level.
- Select the option as “Match Purchase Order and Receipt” click the icon.
- Enable the check box
- Change the unit price manually.

Search Results

Match	Quantity	Unit Price	Amount	Item Description	Purchase Order Number	Purchase Order Line	Purchase Order Schedule	Receipt Number	Receipt Line	Ship-to Location	Need
<input checked="" type="checkbox"/>	1	1000	999.00	Testing for AP Invoice	32	1	1	2	1	Delta Test	15/08

Columns Hidden: 18 Columns Frozen: 4

PO 32, Line 1, Schedule 1: Details

	Ordered	Received	Match Basis	Quantity
Available	1	1	Invoice Match Option	Receipt
Billed	0	0	Payment Terms	Immediate
Shipped	0	0	Freight Terms	

- Click Apply and OK Button.
- Validate the Invoice
- Click Account and Post to GL

Accounting Lines: Standard Invoice 0057

Ledger: DPFZ-LLC_Ledger Accounting Date: 11-Dec-2013 Status: Final

Accounting Date	Event	Account	Accounting Class	Accounted (USD)	
				Debit	Credit
11-Dec-2013	Invoice Validated	201-01-902-21-1570-000-000-000	Item expense	20,000.00	
11-Dec-2013	Invoice Validated	201-01-902-21-1570-000-000-000	Item expense	10,000.00	
11-Dec-2013	Invoice Validated	201-01-902-21-2210-000-000-000	Liability	200.00	
11-Dec-2013	Invoice Validated	201-01-902-21-2210-000-000-000	Liability		20,000.00
11-Dec-2013	Invoice Validated	201-01-902-21-2210-000-000-000	Liability		10,000.00
11-Dec-2013	Invoice Validated	201-01-902-21-1570-000-000-000	Item expense		200.00

Done

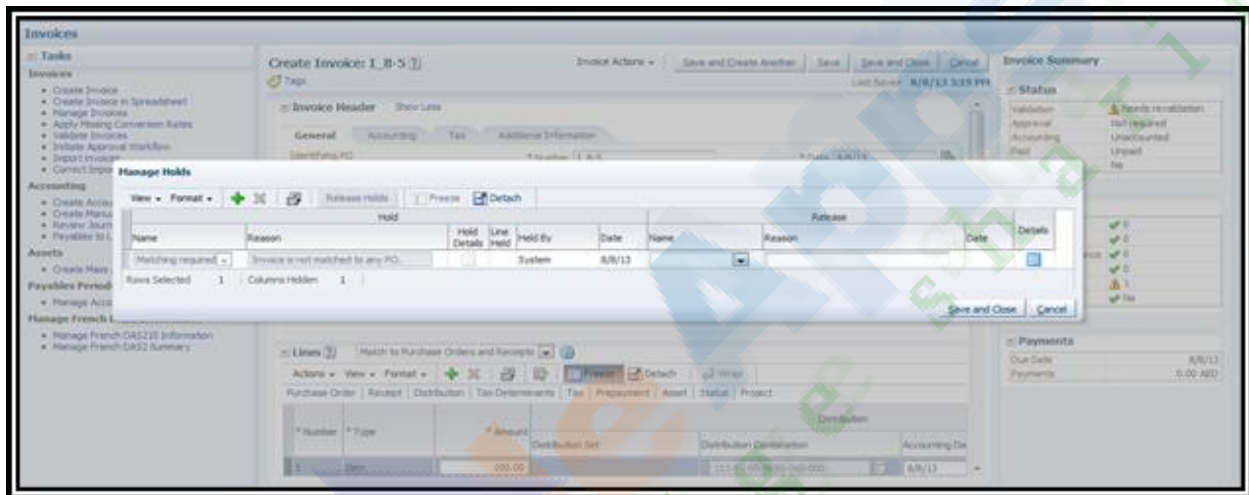
11. Manage Invoice Hold

“Hold Unmatched Invoice” option has been enabled at Payable Invoice as per Delta Partners requirement. When create a manual invoice and validate, system automatically place on hold the Invoice.

User will not be able to do create accounting till release the hold.

This type of release can be manually managed.

- Go to Invoice Action.
- Click on ‘Manage Holds’.
- Select ‘Validated’ option. Give the reason for release.
- Select Accounted and Post to Ledger



12. Delete Invoice

If user has entered any invoice inadvertently then that invoice can be deleted before validation. Once validation is done then invoice cannot be deleted. However, user can cancel the invoice from the system.

If any Invoice is deleted in the system, then same invoice no. can be used again for same supplier, but system will skip the document sequence to the next number.

Navigation - Navigator > Payables > Invoice > Create Invoice

- Create Invoice by following activities mentioned in Step 2.1
- Save Invoice by clicking on 'Save and Close' button.
- Search the Invoice by following the activities mentioned in Step 3.
- Go to 'Invoice Action' and click on 'Delete Invoice' Option.

The screenshot displays the 'Edit Invoice: AI_029' window. The 'Invoice Header' section includes fields for Identifying PO, Business Unit (DP FZ-LLC BU), Supplier (ALSHAMEL TRAVEL & TOURISI), Supplier Number (10), Supplier Site (Emirates Towers), Legal Entity (Delta Partners FZ-LLC), and Invoice Group. The 'Lines' section shows a table with columns for Number, Type, Amount, and Description. The 'Invoice Actions' dropdown menu is open, listing various actions such as Validate, Calculate Tax, Apply or Unapply Prepayments, Manage Installments, Manage Holds, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice (highlighted), Pay in Full, Account and Post to Ledger, Account in Draft, and View Accounting. The 'Save and Close' button is visible in the top right corner.

- Invoice will be deleted from the system. User can use the same Invoice number for same supplier to enter the invoice into the system.

13. Cancel Invoice

Invoice can be canceled even after validation and Create Accounting also. When User will cancel the invoice, system will reverse the accounting created earlier.

Navigation – Navigator – Payables – Invoice – Manage Invoice

- Search the invoice using activities mentioned in Step 3.
- Click on the Invoice Number to open the Invoice.
- Go to 'Invoice Action'. Click on 'View Accounting'

Accounting Lines: Standard Invoice AI_0023

Ledger DPFZ-LLC_Ledger Accounting Date 09/12/13 Status Final

View Format View T-Accounts Detach

Accounting Date	Event	Account	Accounting Class	Accounted (USD)	
				Debit	Credit
09/12/13	Invoice Validated	201-01-902-21-7640-000-000-000	Item expense	10,000.00	
09/12/13	Invoice Validated	201-01-902-21-2210-000-000-000	Liability		10,000.00

Done

- Go to 'Invoice Action'. Select 'Cancel Invoice'

Manage Invoices ?

Search Results AI_0023

Invoice Details

Tags

Invoice Date: 09/12/13 Invoice Amount: 10,000.00 U
 Supplier or Party: ALSHAMEL TRAVEL & TOURISM Applied Prepayments: 0.00 U
 Supplier Site: Emirates Towers Unpaid Amount: 10,000.00 U
 Address: Emirates Towers, Dubai, -123456 Notes

Actions Save Save and Close Cancel

Edit
 Validate
 Approval
 Cancel Invoice
 Pay in Full
 Account and Post to Ledger
 Account in Draft
 View Accounting

Lines Holds and Approvals Payments Installments

Items

Line	Amount	Description	Quantity	Price	UOM	Purchase Order			
						Number	Line	Schedule	Number
1	10,000.00								

- When opt for cancellation, system will show following warning message. Click 'OK' to proceed further.

Warning

The invoice will be canceled. Do you want to continue?

OK Cancel

- Invoice Status will be changed as 'Canceled' on 'Invoice Summary'

Invoice Summary	
Status	
Validation	Canceled
Approval	Not required
Accounting	Partially accounted
Paid	Unpaid
Canceled	Yes

- Go to Invoice Action and click on 'Account and Post to Ledger'. Once accounting is complete, click on 'View Accounting' to see the reverse entry generated by system.

T-Accounts : DPFZ-LLC_Ledger

Transaction Number: AJ_0023		Description: Invoice Cancelled , Invoice Number: AJ_0023 , Invoice Date: 09-DEC-13 , Invoice Description:	
201-01-902-21-2210-000-000-000 (Accounts Payable)			
	Entered	USD	Entered USD
2	12-09-2013	10,000.00 USD	10,000.00 0.00
Net Activity		10,000.00 USD	10,000.00 0.00
201-01-902-21-7640-000-000-000 (Airfare)			
	Entered	USD	Entered USD
1	12-09-2013	10,000.00 USD	10,000.00 0.00
Net Activity		10,000.00 USD	10,000.00 0.00
201-01-902-21-2210-000-000-000 (Accounts Payable)			
	Entered	USD	Entered USD
2	12-09-2013	0.00	10,000.00 USD 10,000.00
Net Activity		0.00	10,000.00 USD 10,000.00
201-01-902-21-7640-000-000-000 (Airfare)			
	Entered	USD	Entered USD

Définir

14. Discard Distribution Lines

When user enters any invoice lines, validates and does 'Create Accounting' then system generates the accounting for the invoice.

However, there can be scenarios where Invoice Line Distributions can be wrongly selected and expense has been booked into wrong account.

In such scenarios, there is no need to cancel the invoice. User can discard the existing Distribution Line and enter New Line into Invoice to rectify the error.

Navigation – Navigator > Payables > Invoice > Manage Invoice

- Search the invoice for which distribution lines needs to change by following the activities listed in Step 3.
- Go to **Actions** ▾ and select 'Edit' option.
- Now Invoice is available in 'Editable' mode.
- Then click on **Actions** ▾ at line level and click on 'Cancel' option. After cancelling the invoice line amount will be zero.

Edit Invoice: ABC001

Invoice Actions: Save, Save and Close, Cancel

Last Saved: 10/12/13 03:17 PM

Invoice Header Show More

Identifying PO: DP FZ-LLC BU
 Business Unit: DP FZ-LLC BU
 Supplier: ALSHAMEL TRAVEL & TOURISM
 Supplier Number: 10
 Supplier Site: Emirates Towers
 Legal Entity: Delta Partners FZ-LLC
 Invoice Group:

* Number: ABC001
 * Amount: USD 23,456.00
 Type: Standard
 Description:


* Date: 08/12/13
 * Payment Terms: Immediate
 * Terms Date: 08/12/13
 Requester:
 Attachments: None
 Note:

Lines Match to Purchase Orders and Receipts

Actions: View, Format, Freeze, Detach, Wrap

Purchase Order Distribution Miscellaneous Tax Determinants Asset Project

* Number	* Type	* Amount	Number	Line	Schedule	Quantity	Unit Price	UOM	Distribution Set	Distribution
1	Item	0.00				0			Airfare	

- Click on  at Line level. Enter the correct distribution account. Validate the invoice and click on 'Account and Post to Ledger'.

Edit Invoice: ABC001 Invoice Actions Save Save and Close Cancel

Tags Last Saved 10/12/13 04:01 PM



Invoice Header Show More

Identifying PO Business Unit DP FZ-LLC BU
 * Supplier ALSHAMEL TRAVEL & TOURISM
 Supplier Number 10
 * Supplier Site Emirates Towers
 Legal Entity Delta Partners FZ-LLC
 Invoice Group

* Number ABC001
 * Amount USD 23,456.00
 Type Standard
 Description

* Date 08/12/13
 * Payment Terms Immediate
 * Terms Date 08/12/13
 Requester
 Attachments None
 Note

Lines Match to Purchase Orders and Receipts



Actions View Format   Freeze Detach Wrap

Purchase Order Distribution Miscellaneous Tax Determinants Asset Project

* Amount	Purchase Order						Distribution	
	Number	Line	Schedule	Quantity	Unit Price	UOM	Distribution Set	Distribution Combination
0.00				0			Airfare	
23,456.00								201-01-902-21-6110-000-000-000

Accounting Lines: Standard Invoice ABC001

Ledger DPFZ-LLC_Ledger Accounting Date 08/12/13 Status Final

View Format  View T-Accounts  Detach

Accounting Date	Event	Account	Accounting Class	Accounted (USD)	
				Debit	Credit
> 08/12/13	Invoice Validated	201-01-902-21-6110-000-000-000	Item expense	23,456.00	
> 08/12/13	Invoice Validated	201-01-902-21-2210-000-000-000	Liability		23,456.00

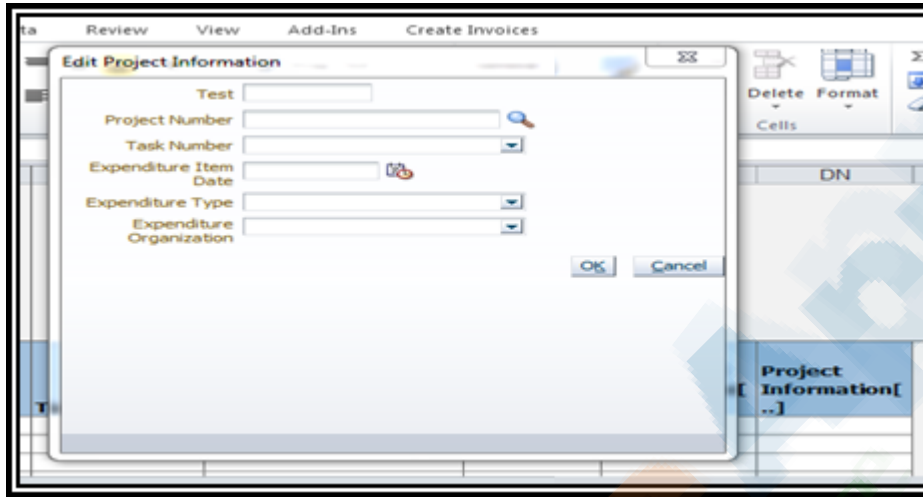
Done

15. Entry of Project Expenses (Staff Expenses and Travel Supplier Invoice)

Delta Partners is a project oriented organization, where maximum expenses are incurred for projects. Projects details are required to enter while keying the data in the system. Oracle Fusion provides this functionality.

Navigation – Navigator > Payables > Invoices > Create Invoice in Spreadsheet

- Create Invoice in Spreadsheet by following the activities mentioned in Step 2.2
- After entering all the required information, go to the last column of Spreadsheet 'Project Information'.
- Double click on field. A pop-up window will open. Select the Project related information.



- Upload the Spreadsheet by following the activities mentioned in Step 2.2.

16. Withholding Tax

Delta Partners, being a multi-national organization is operating from different countries is subject to local taxes. Withholding tax is one of the local requirements, which will be applicable on Delta Partners Legal Entities which are not operating from Dubai.

Navigation – Navigator > Payables > Invoices > Create Invoice

- Select Business Unit as DP SIS (Proprietary) Limited BU.
- Enter all other information as mentioned in the invoice as per activities mentioned in Step 2.1.
- Enter line level details.
- Save Invoice Details
- Go to 'Invoice Actions' and click on Validate.
- System will create a negative line for Withholding Tax.

Create Invoice: Access001

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

Tags: Last Saved 11-Dec-2013 3:13 PM

Invoice Header Show More

Identifying PO: Business Unit: DP SIS (Proprietary) Limited BU
 Supplier: ACCESS CORPORATE SERVICES PTE LTD
 Supplier Number: 1
 Supplier Site: Professional Se
 Legal Entity: Delta Partners Strategic Investment Services (Proprietary) Limited
 Invoice Group:

* Number: Access001
 * Amount: ZAR 20,000.00
 Type: Standard
 Description:

Date: 9-Dec-2013
 * Payment Terms: Immediate
 Terms Date: 9-Dec-2013
 Requester:
 Attachments: None
 Note:

Lines Match to Purchase Orders and Receipts

Actions: View, Format, Freeze, Detach, Wrap

Purchase Order | Distribution | Miscellaneous | Tax Determinants | Asset | Project

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description
1	Item	20,000.00		203-01-000-99-6601-0000-000-000	9-Dec-2013	<input type="checkbox"/>	
2	Withholding tax	-1,000.00			9-Dec-2013	<input type="checkbox"/>	

- System will create an invoice with the same number for Government supplier.
- Search the invoice with Supplier Name and Invoice Date.

Edit Invoice: Withholding tax - 300000003109339 - 2

Invoice Actions: Save Save and Close Cancel
Last Saved: 11-Dec-2013 3:13 PM

Invoice Header Show More

Identifying PO
Business Unit: DP SIS (Proprietary) Limited BU
Supplier: Government
Supplier Number: 9
Supplier Site: WHT
Legal Entity: Delta Partners Strategic Investment Services (Proprietary) Limited
Invoice Group:

* Number: Withholding tax - 30000000310
* Amount: ZAR 1,000.00
Type: Withholding tax
Description: Withholding tax - ACCESS CORPORATE

* Date: 9-Dec-2013
* Payment Terms: Immediate
* Terms Date: 9-Dec-2013
Requester:
Attachments: None
Note:

Lines Match to Purchase Orders and Receipts

Actions: View Format Freeze Detach Wrap
Purchase Order Distribution Miscellaneous Tax Determinants Asset Project

* Number	* Type	* Amount	Number	Line	Schedule	Quantity	Unit Price	UOM	Distribution Set	Distribution
1	Item	1,000.00								

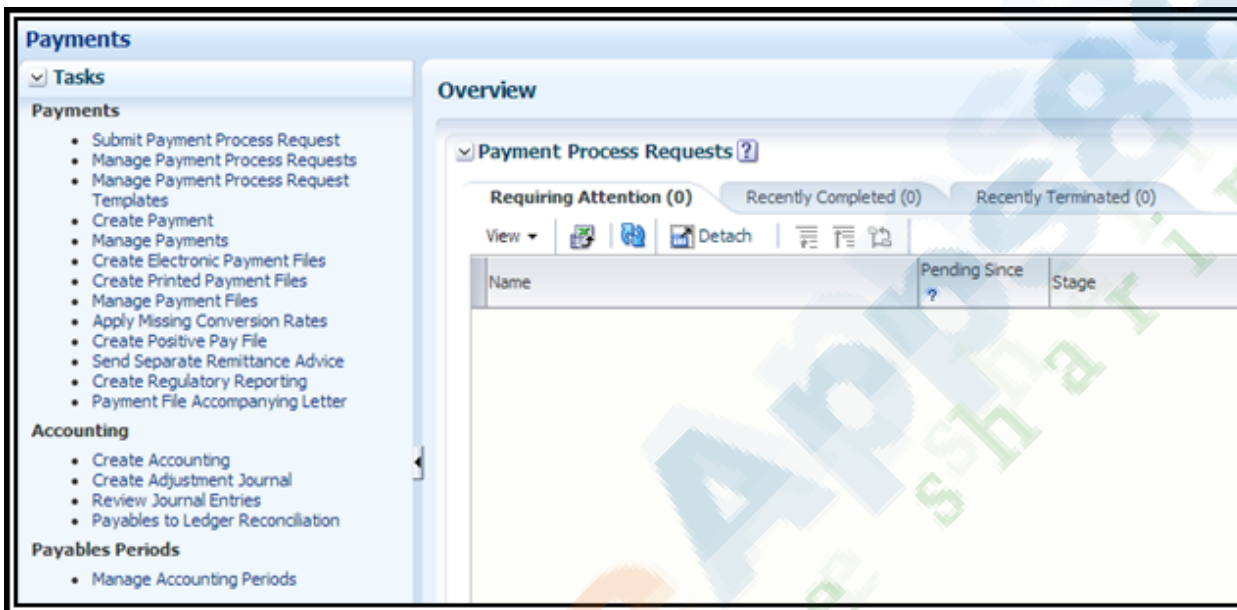
- Pay this invoice as per normal procedure as Delta Partners pays to other suppliers.
- If any supplier has different rates of tax then multiple sites need to be created for supplier. Only one WH Tax rate can be attached to one supplier.

17. Batch Payment

Batch Payment is a functionality which will be used to pay multiple invoices from different suppliers in one process.

Navigation – Navigator > Payables > Payments > Submit Payment Process Request

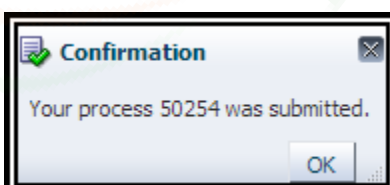
- Click on 'Submit Payment Process Request'.



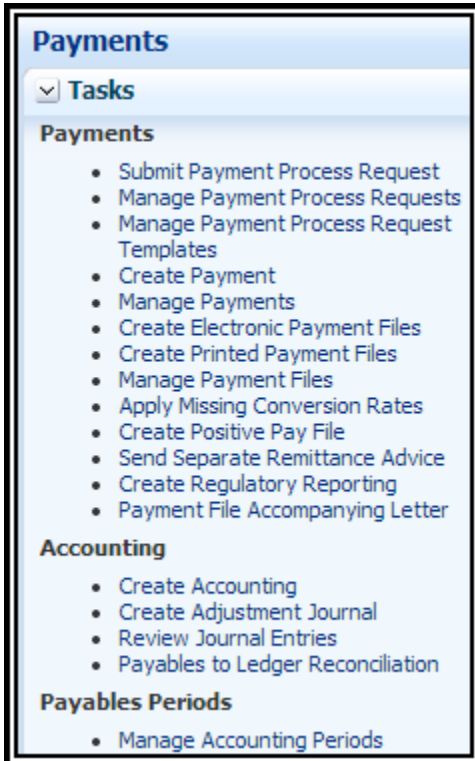
- 'Submit Payment Process Request' window will be opened. Enter the Process name.
- Enter 'Pay Through Date'. 'Pay Through Date' will determine that till which date, invoices will be picked for payment.
- Enter 'Pay From Date'. 'Pay From Date' will determine from which date, invoices will be picked for payment.
- User can further select the invoices based on following criteria.
 - Pay Groups
 - Currencies
 - Business Units
 - Legal Entities

- Click on 'Payment and Processing Option' tab and enter further details.
- Select 'Disbursement Bank Account'. This bank account will be used for payments.
- Select 'Payment Document'. Payment Document is the method of Payment. You can select Electronic or Check to make payments.
- Select 'Review Proposed Payments' and 'Review Instalments' options checkbox. These options allows user to review the selected invoices and proposed payments to be done. User can remove any of selected invoices during both reviews.
- User can select 'Failure Handling Options' also, which gives user an option to either reject the invoice / payment if error occurs during payment process.

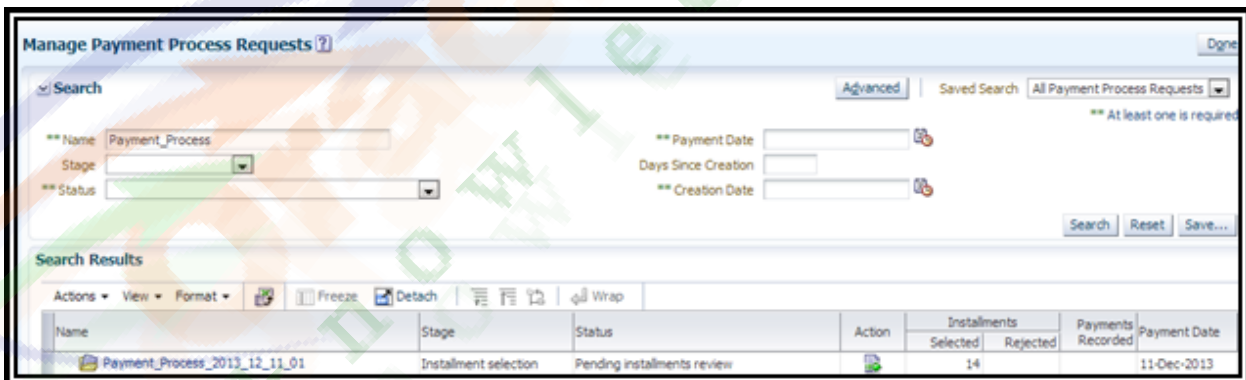
- Click on 'Submit' button. System will give the confirmation message. Click 'OK' on confirmation message.



- After submission of Payment Request, user needs to check the status of the payment request. Click on 'Manage Payment Process Request on the left hand pane under 'Payment Task'.



- Manage Payment Process Request window will be opened. Enter the process name given while Submitting the new Payment Process Request and click on 'Search' button.



- Payment Request will be in 'Pending Instalment Review' status. This is one of the options selected during submission of Payment Process Request. Click on [Icon] Action button to review the instalments selected.
- Here, user can delete the instalments by clicking on [Icon] or add more instalments by clicking on [Add Instalments] button.

Payment Date: 11-Dec-2013

Selected (14) Not Selected (63) Conversion Rates

Currency Summary

Currency	Installments	Unpaid Amount	Withheld Tax	Discount	Payment Amount	Interest	Total
USD	9	282,484.00	0.00	0.00	282,484.00		282,484.00
AED	5	65,640.00	0.00	0.00	65,640.00		65,640.00

Selected Installments

View Format Add Installments

Payee	Invoice Number	Due Date	Currency	Unpaid Amount	Withheld Tax	Available Discount	Remaining Discount Days	Next Discount	Payment Amount	Interest	Amount
360 Advisors	1.1	2-Oct-2013	USD	1,000.00		0.00			1,000.00		
360 Advisors	Ren_001	1-Jan-2013	USD	120,000.00		0.00			120,000.00		120,000.00
ALSHAMEL TRAVEL & T...	00011	23-Nov-2013	AED	5,000.00		0.00			5,000.00		5,000.00
ALSHAMEL TRAVEL & T...	10143	13-Nov-2013	AED	10,000.00		0.00			10,000.00		10,000.00
ALSHAMEL TRAVEL & T...	500	21-Nov-2013	AED	50,000.00		0.00			50,000.00		50,000.00
ALSHAMEL TRAVEL & T...	ABC001	8-Dec-2013	USD	23,456.00		0.00			23,456.00		23,456.00
ANA SOFIA RODRIGUES	78	1-Jan-2013	USD	120,000.00		0.00			120,000.00		120,000.00
ANA SOFIA RODRIGUES	ANA39.1	28-Nov-2013	AED	500.00		0.00			500.00		500.00

- User can drill down to invoice by clicking on the Invoice Number link.
- Click on 'Not Selected' tab to see invoices which are covered by criteria but not selected by system.

Review Installments: Payment_Process_2013_12_11_01

Payment Date: 11-Dec-2013

Selected (14) Not Selected (63) Conversion Rates

Reason Summary

Reason	Count
Invoice requires approval	38
Invoice never validated	25

Currency Summary

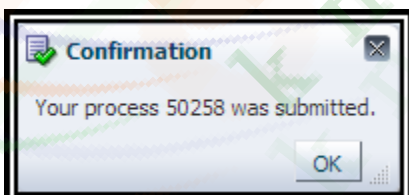
Currency	Installments	Unpaid Amount	Discount
AED	5	133,000.00	0.00
USD	58	334,809.02	0.00

Installments Not Selected

View Detail


Payee	Invoice Number	Due Date	Currency	Unpaid Amount	Available Discount	Remaining Discount Days	Reason	Contact
360 Advisors	Prepayment-102	2-Jan-2013	USD	200.00	0.00		Invoice requires approval	
360 Advisors	Prepayment-102	2-Jan-2013	USD	200.00	0.00		Invoice never validated	
ALSHAMEL TRAVEL & T...	0001	24-Nov-2013	USD	10,000.00	0.00		Invoice requires approval	
ALSHAMEL TRAVEL & T...	0001	24-Nov-2013	USD	10,000.00	0.00		Invoice never validated	
ALSHAMEL TRAVEL & T...	0054	9-Dec-2013	USD	1,000.00	0.00		Invoice requires approval	
ALSHAMEL TRAVEL & T...	0054	9-Dec-2013	USD	1,000.00	0.00		Invoice never validated	

- Click on **Submit** button to submit the selected invoices for payments.



- Search the 'Payment Process' again to see further progress. In the next step, system will show, if any invoice gets rejected due to issue at supplier sites.

Installments	
Selected	Rejected
4	10

- User can still remove payments from the list by selecting the payment line and clicking on  button


Review Proposed Payments: Payment_Process_2013_12_11_01 ? Actions Resume Payment Process Cancel

Creation Date: 11-Dec-2013

Payment Summary

Payments Created	Total Amount	Payments Rejected	Payments Removed
3	138,328.00 USD	0	0
3		0	0

Payments ?

View Format 

Business Unit	Payee	Amount	Payment	Date	Bank Account	Payee Bank Account
DP FZ-LLC BU	Delta Partners Strategic Investment Services (Proprieta...	5,328.00 USD	60	11-Dec-2013	USD - CDB	
DP FZ-LLC BU	360 Advisors	121,000.00 USD	60	11-Dec-2013	USD - CDB	
DP FZ-LLC BU	Amex Card	12,000.00 USD	60	11-Dec-2013	USD - CDB	XXXX1212


Columns Hidden: 1

Delta Partners Strategic Investment Services (Proprietary) Limited, 5,328.00 USD: Documents

View Format 3%

Reference Number	Document Date	Amount to Be Paid (USD)	Document Amount (USD)	Document Type
8	14-Nov-2013	5,328.00	5,328.00	Standard

- Review the payments created by system and click on Resume Payment Process button to submit the process. System will show n the request number upon successful submission of process.

 **Confirmation**

Your process 50273 was submitted.

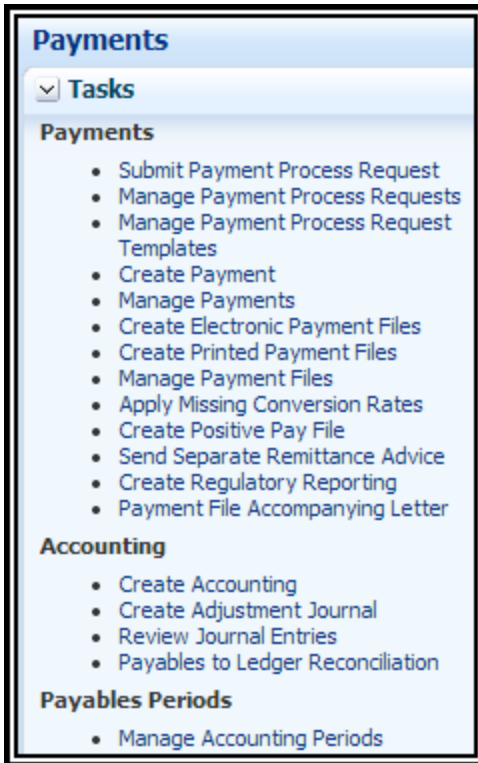
OK

- After submission the process, again the search the 'Payment Request'. Now system will show the payment request status as 'Waiting for payment file processing'.

Status

Waiting for payment file processing

- Click on 'Create Electronic Payment File' link given under the 'Payment' task on the left hand side pan.



The screenshot shows the 'Payments' task menu in Oracle Fusion AP. It is organized into three sections: 'Tasks', 'Accounting', and 'Payables Periods'. The 'Tasks' section is expanded, showing a list of tasks including 'Submit Payment Process Request', 'Manage Payment Process Requests', 'Manage Payment Process Request Templates', 'Create Payment', 'Manage Payments', 'Create Electronic Payment Files', 'Create Printed Payment Files', 'Manage Payment Files', 'Apply Missing Conversion Rates', 'Create Positive Pay File', 'Send Separate Remittance Advice', 'Create Regulatory Reporting', and 'Payment File Accompanying Letter'. The 'Accounting' section includes 'Create Accounting', 'Create Adjustment Journal', 'Review Journal Entries', and 'Payables to Ledger Reconciliation'. The 'Payables Periods' section includes 'Manage Accounting Periods'.

Payments

▼ **Tasks**

Payments

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

Accounting

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

Payables Periods

- Manage Accounting Periods

- A new window will be opened.



The screenshot shows the 'Create Electronic Payment Files' window in Oracle Fusion AP. It contains fields for 'Name', 'Description', 'Schedule', 'Submission Notes', 'Parameters', and 'Payment Document'. The 'Parameters' section includes dropdowns for 'Disbursement Bank Account', 'Currency', 'Business Unit', 'Legal Entity', 'Payment Process Profile', and 'Payment Document'. There are also date pickers for 'From Payment Date' and 'To Payment Date', a text field for 'Payment Process Request', a text field for 'Administrator Reference', a text field for 'Comments', and a 'Transmit Now' checkbox. The 'Submit' button is highlighted.

Name: Create Electronic Payment Files

Description: Groups payments into payment files, and then validates, formats, and transmits the paym...

Schedule: As soon as possible

Submission Notes

Parameters

Disbursement Bank Account

Currency

Business Unit

Legal Entity

From Payment Date

To Payment Date

Payment Process Profile

Payment Process Request

Administrator Reference

Comments


Payment Document

* Transmit Now: Yes

Process Options: Advanced Submit Cancel

Print output

Notify me when this process ends

- Select the 'Payment Process Request' name from the drop down list and click on  button.

The screenshot shows the 'Create Electronic Payment Files' process form. At the top, there are buttons for 'Process Options', 'Advanced', 'Submit', and 'Cancel'. The form includes the following fields:

- Name: Create Electronic Payment Files
- Description: Groups payments into payment files, and then validates, formats, and transmits the paym...
- Schedule: As soon as possible
- Submission Notes: (empty text box)
- Parameters section:
 - Disbursement Bank Account: (dropdown menu)
 - Currency: (dropdown menu)
 - Business Unit: (dropdown menu)
 - Legal Entity: (dropdown menu)
 - From Payment Date: (date picker)
 - To Payment Date: (date picker)
 - Payment Process Profile: (dropdown menu)
 - Payment Process Request: Payment_Process_2013_12_11_01 (dropdown menu)
 - Administrator Reference: (text box)
 - Comments: (text box)
 - Payment Document: (dropdown menu)
 - * Transmit Now: No (checkbox)

- System will submit the 'Create Electronic Payment File' request for the given Payment Request name.
- Go to 'Manage Payment Files' link under Payments Tasks in the left hand side 'Pane'

The screenshot shows the 'Payments' task pane. It has a 'Tasks' section with a dropdown arrow. Below it, there are three main categories of tasks:

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

- Select the 'Payment Process Request' name on the search page and click on 'Search' button.

Manage Payments ? Dgne

Search Advanced Saved Search All Payments ** At least one is required

** Payee

** Payment Date

** Payment Number

** Disbursement Bank Account

** Payment Type

** Payment Process Request

Payment Status

Business Unit

Search Results

Actions View Format Export to Excel Freeze Detach Wrap

No search conducted.

Columns Hidden 2

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
19.1					19-Oct-2013				
20131025_005					25-Oct-2013				
20131025_02					24-Oct-2013				
20131025_03					24-Oct-2013				
20131025_04					25-Oct-2013				
20132501_01					24-Oct-2013				
DP_20131112_01					12-Nov-2013				
PAY-18-Nov-2013					18-Nov-2013				
PPR_22.1					22-Oct-2013				
PPR_22.2					22-Oct-2013				
PPR_I_EXP_01					23-Oct-2013				
PPR_I_EXP_02					23-Oct-2013				
PPR_I_EXP_04					23-Oct-2013				
PPR_I_EXP_3					23-Oct-2013				
Payment_Process_2013_12_11_01					11-Dec-2013				
Test-Payment Batch					21-Oct-2013				
try					12-Nov-2013				

Search...

- System will show the payments created for the submitted request. Status of all the payments will be 'Negotiable'.

Manage Payments ? Dgne

Search Advanced Saved Search All Payments ** At least one is required

** Payee

** Payment Date

** Payment Number

** Disbursement Bank Account

** Payment Type

** Payment Process Request

Payment Status

Business Unit

Search Results

Actions View Format Export to Excel Freeze Detach Wrap

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
30		Negotiable	No	Delta Partners Strategic I.	11-Dec-2013	5,328.00 USD	DPSIS(P)Ltd, JOHNEESBUR		
31		Negotiable	No	360 Advisors	11-Dec-2013	121,000.00 USD	*151, Dubai		
32		Negotiable	No	Amex Card	11-Dec-2013	12,000.00 USD	*Dubai Marina City, Dubai	XXXX1212	

Search Reset Save...

Manage Payment Process Requests ? Dgne

Search Advanced Saved Search All Payment Process Requests ** At least one is required

** Name

Stage

** Status

** Payment Date

Days Since Creation

** Creation Date

Search Results

Actions View Format Freeze Detach Wrap

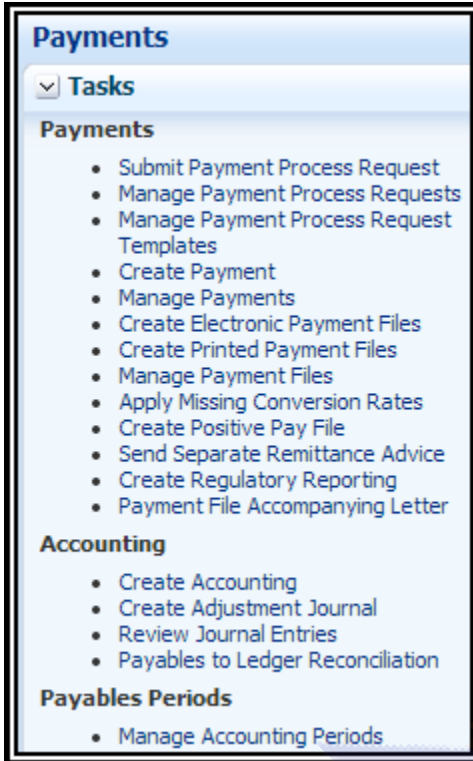
Name	Stage	Status	Action	Installments Selected	Installments Rejected	Payments Recorded	Payment Date
Payment_Process_2013_12_11_01	Completed	Payments completed		4	10	3	11-Dec-2013
461	Payment file confirmed	Formatted					

Search Reset Save...

18. Create Single Payment

User can submit the single payment request to pay selected invoices of a supplier.

Navigation – Navigator > Payables > Payments > Create Payment



- Click on 'Create Payment' link in the newly opened window.
- Enter the following information.
 - Business Unit Name
 - Payee
 - Payment Date
 - Disbursement Bank Account
 - Payment Method
 - Payment Process Profile
- Once user will enter all the required information, Add button at 'Invoices to Pay' section will be enabled.

- Click on Add button and select the invoice line and click 'Apply' to select the invoice for payment.
- If user wants to add more invoices, follow the same process again.

- Click on 'Save and Close' button to submit the payment process. System will show the following message upon successful completion of payments.

- If part payment has to be done by user then select the invoice with same process.
- After selection on invoice, click on Payment field on invoice line. System will make this field editable.

Wrap						
Due Date	Unpaid	Discount ?	Payment	Interest ?	Total	
20-Jan-2013	10,450.00	0.00	10,450.00	0.00	10,450.00	
	10,450.00	0.00	10,450.00	0.00	10,450.00	

- Change the amount and Click on [Save and Close](#) button to submit the payment process.

Unpaid	Discount ?	Payment	Exa
10,450.00	0.00	5,450.00	
10,450.00	0.00	5,450.00	

19. Void Payment:

If we want to cancel any payment transaction after making the payment, query the payment number and go to actions button and click on Void option. Systems automatically cancel the payment transaction as well as reverse the accounting entry also.

Navigation - Navigator > Accounts Payable > Payments > Manage Payment

- Query the payment transaction with payment number
- Click on Payment number

Manage Payments

Search: ** Payee, ** Payment Date, ** Payment Number 9, ** Disbursement Bank Account, ** Payment Type, ** Payment Process Request, Business Unit. Search, Reset, Save...

Search Results

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number
9	Electronic-NBO	Negotiable	No	Travel Supplier	15/08/13	20,000.00 AED	Dubai Media Center, .. Dubai, United...	XXXXX4321

Columns Hidden: 2

- Click on Actions > Void
- Run the create accounting

Payment: 9

Tags: Payee: Travel Supplier, Payment Date: 15/08/13, Status: Negotiable, Accounting Status: Unaccounted, Reconciled: No, Type: Payment Process Request.

Payment Amount: 20,000.00 AED, Withheld Amount: 0.00 AED, Business Unit: DP Corp Finance Limited, Legal Entity: Delta Partners Corporate Finance Limited, Stop Date, Void Date.

Payment Details

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

Processing Details

Disbursement Bank Account: DP CPL - AED - Current Account, Payment Method: Electronic, Bill Payable: No, Payment Process Profile: DP PPP Electronic.

General Information

Payment Description, Reference Number, Remit-to Account, IBAN, BIC, Remit-to Bank Name, Remit-to Branch Name, Payment Process Request, Payment Document, Payment File Reference, Reference Assigned by Administrator, Context, Regional Information.

Accounting entry of payment before cancellation of payment

Accounting Lines: Payment 9

Ledger DP DIFC CP Accounting Date 15/08/13 Status Draft

View Format View T-Accounts Detail

	Accounting Date	Event	Account	Accounting Class	Accounted (AED)	
					Debit	Credit
>	15/08/13	Payment Created	153-03-00-2210-000-000	Liability	20,000.00	
>	15/08/13	Payment Created	153-03-00-1250-000-000	Cash clearing		20,000.00

Done

Accounting entry after cancellation of payment

Accounting Lines: Payment 9

Ledger DP DIFC CP

View Format View T-Accounts Detail

	Accounting Date	Status	Event	Account	Accounting Class	Accounted (AED)	
						Debit	Credit
>	15/08/13	Final	Payment Created	153-03-00-2210-000-000	Liability	20,000.00	
>	15/08/13	Final	Payment Created	153-03-00-1250-000-000	Cash clearing		20,000.00
>	16/08/13	Final	Payment Cancelled	153-03-00-1250-000-000	Cash clearing	20,000.00	
>	16/08/13	Final	Payment Cancelled	153-03-00-2210-000-000	Liability		20,000.00

Done