

Procure To Pay P2P

INTRODUCTION: Invoice, Payment

User Roles

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

Must start by ORA

Configuration Enterprise Structure:

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

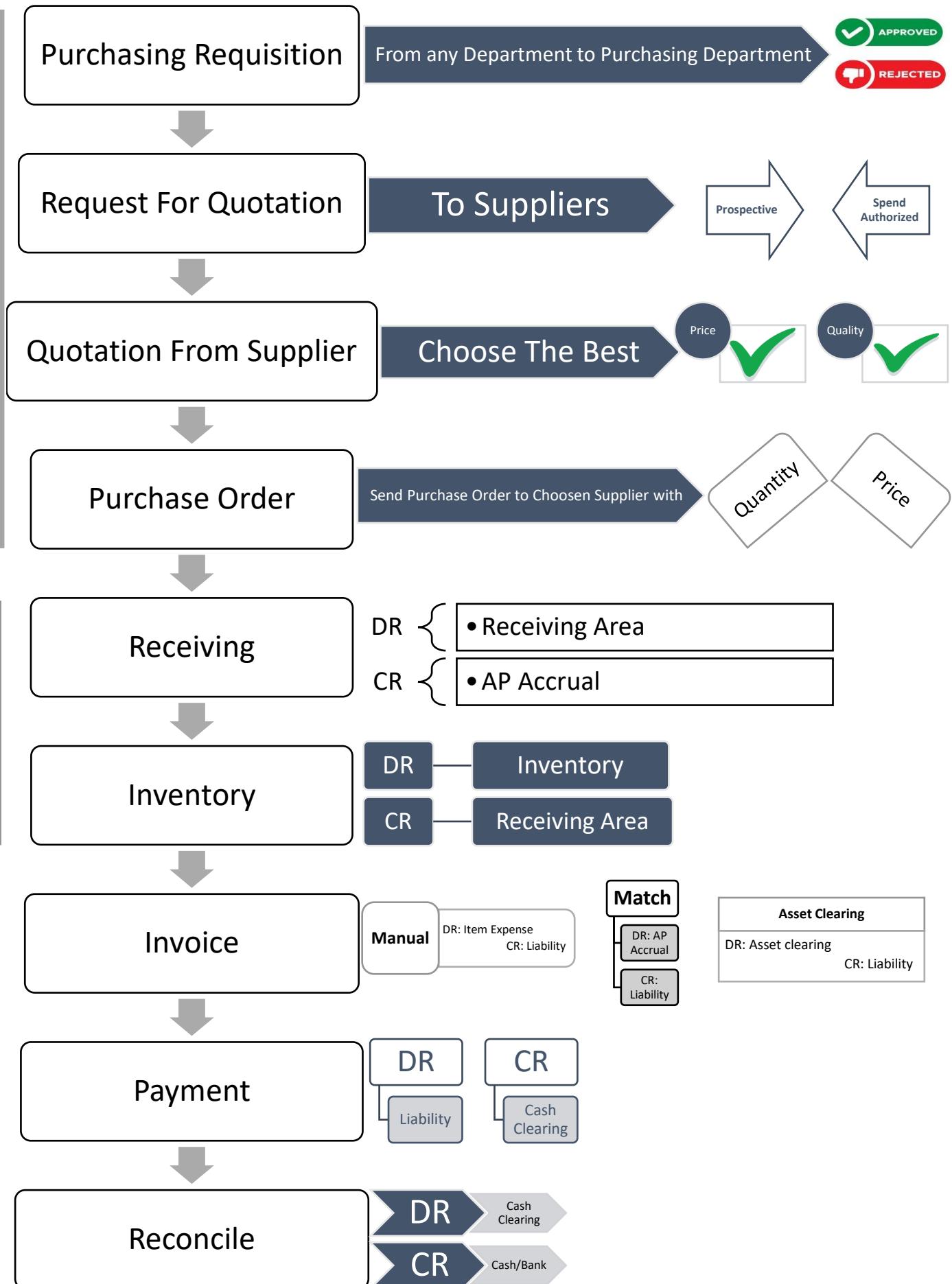
Procure to Pay Life Cycle P2P:

Procurement

Cost Management

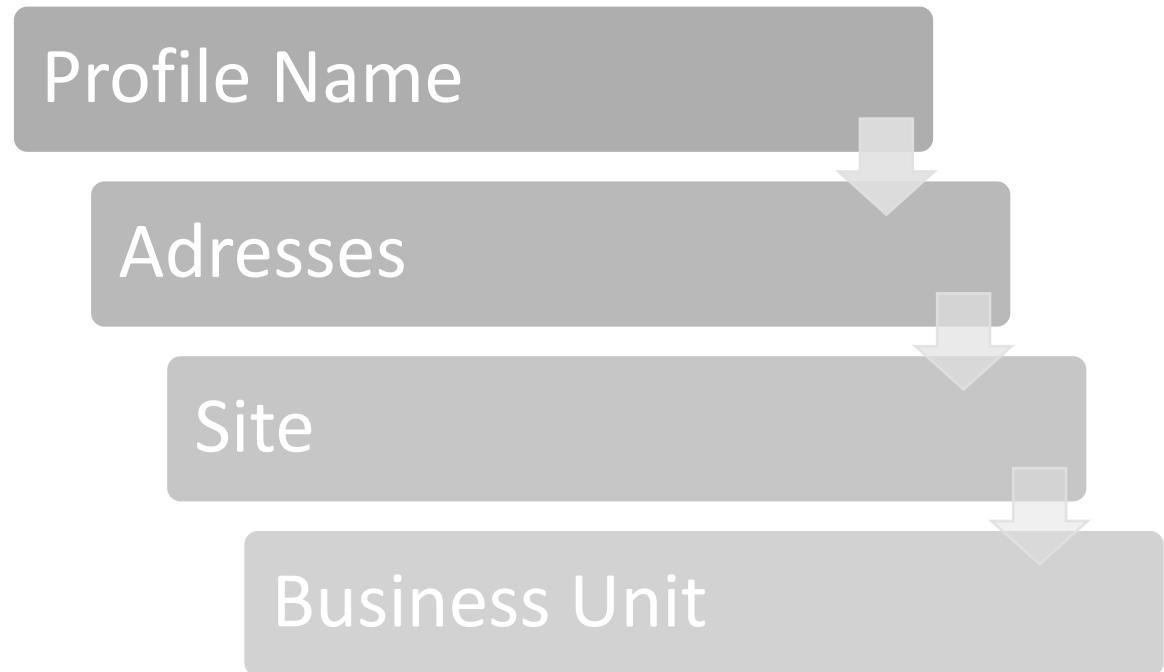
Accounts Payable

Cash Management

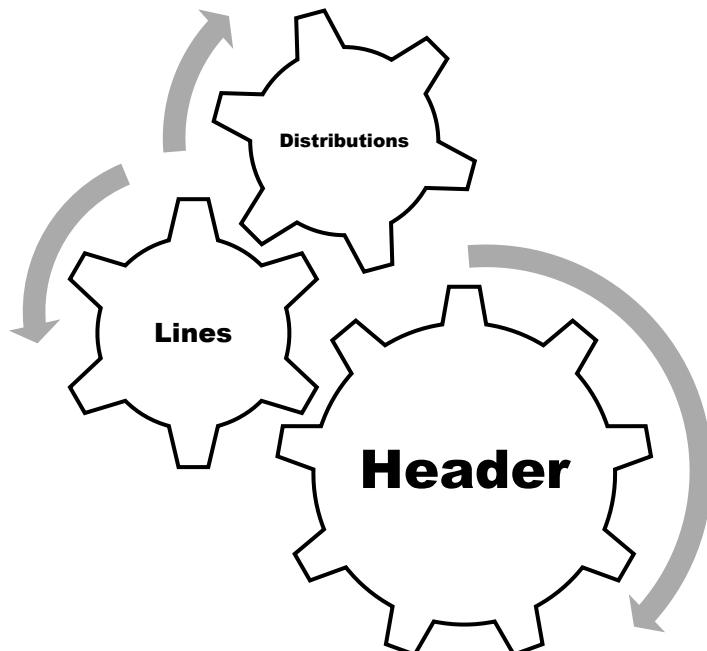


- Liability Account Code Combination record from Mange Common Options for Payables and Procurement or Supplier Sites.

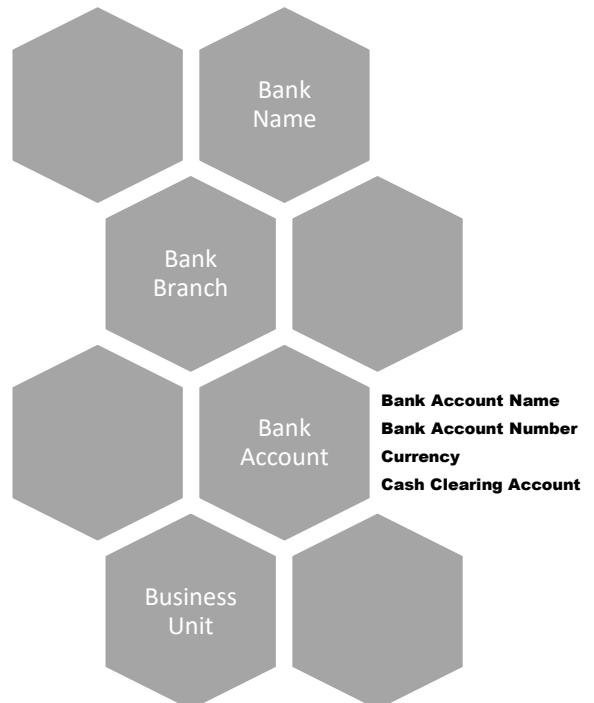
Supplier Structure:



Invoice Structure:



Bank Structure:



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

What Is Accounts Payable Configuration Setup Steps?

- Prerequisite

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

- AP Invoice Setup Steps

- Role:

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

- Manage Data Access Set Data Access for Users

- Manage Common Options for Payables and Procurement

- Manage Invoice Options

- Manage Payment Options

- Manage Procurement Agents

- Role:

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

- Manage Data Access Set Data Access for Users

- Create Supplier

- Open AP Period

● AP Payment Setup Steps

➤ Role:

- Cashier
- Cash Manager

➤ Manage Data Access Set Data Access for Users

➤ Manage Banks

➤ Manage Bank Branches

➤ Manage Bank Accounts

➤ Manage Payable Calander

➤ Manage Payment Terms

➤ Manage Tax Reporting and Withholding Tax Options

➤ Manage Tax Codes

Application

Invoice Setup Steps:

How to Assign Roles?

Open Tools

Click Security Console

The screenshot shows the Oracle Fusion Home page. At the top, there is a search bar and a navigation bar with links like Fixed Assets, Academics, Academic Tools, Sustainability, My Enterprise, Tools (which is highlighted with a red box), Configuration, and Partner Management. Below the navigation bar is a section titled 'QUICK ACTIONS' with links for Manage Collaboration Messaging History, Notifications, and AI Apps Administration. To the right is a grid of 'APPS' icons. One icon, 'Security Console', is highlighted with a red box. The background features a dark teal theme with binary code patterns.

Or From Navigator

The screenshot shows the Oracle Fusion Navigator. On the left is a vertical navigation menu with sections like Budgetary Control, Cash Management, Fixed Assets, Academics, Academic Tools, Sustainability, My Enterprise, Tools (which is highlighted with a red box), Configuration, Partner Management, and Others. Under the 'Tools' section, there are several icons, one of which is 'Security Console' and is highlighted with a red box. To the right is a main workspace showing a process named 'Sales Synchronization Process'. The bottom right corner has a message 'Activate Windows Go to Settings to activate Windows.'

Search About User

Click on user

The screenshot shows a search results page for a user named 'mkamal'. At the top, there is a search bar with 'User Name' set to 'mkamal'. Below the search bar is a table with columns: Display Name, User, Status, and Action. A single row is shown for 'Mohammed Kamal', with 'User Name' as 'mkamal', 'Email' as 'kamal.edu.2011@gmail.com', 'Status' as 'Active Locked No', and an 'Action' column containing a small edit icon. The bottom right corner has a link 'http://linkedin.com/in/mohamed-badawy-393821240'.

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

Press Edit

User Account Details: Mohammed Kamal

User Information

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

Account Information

Password Expiration Date: 2/16/22
 Active Locked

Roles

No data to display.

Role Code

Assignable Auto-Provisioned

Click Add Role

User Information

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

Account Information

Password Expiration Date: 2/16/22
 Active Locked

Roles

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

Role Code

No data to display.

Add Role Add Auto-Provisioned Roles Remove All Roles

Assignable Auto-Provisioned

Search About roles

Click add role membership

Add User Account

Associated Person Info

Account Information

Advanced Information

Roles

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

Role

No data to display.

Add Role Membership Done

Click Save And Close

The screenshot shows the Oracle Fusion User Management interface. On the left, a sidebar lists navigation options: Users, Analytics, Certificates, User Categories, Single Sign-On, API Authentication, and Administration. The main area displays a user profile for 'YOUSSEF' with fields for First Name, Last Name, Email, and Phone. It also includes sections for Advanced Information and Associated Worker Information, showing details like Worker Name, Person Number, Manager, Job, Business Unit, and Department. A note indicates 'Enable Administration Access for Sign In-Sign Out Audit REST API'. Below this is a 'Roles' section with a table listing various roles and their codes. The table has columns for Role, Role Code, Assignable, and Auto-Provisioned. A red box highlights the first seven rows of the table. At the bottom right, there are buttons for 'Add Role', 'Add Auto-Provisioned Roles', and 'Remove All Roles', along with an information icon.

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

Activate Windows
Go to Settings to activate Windows.

How to Assign Data Access Sets?

Open Setting and Actions

Choose Setup and maintenance

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

Open Offering Choose Financials Press General Ledger Open All tasks

Choose Data access set data access for users

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

OR

Open Organization Structures

Click Mange Business Unit Data Access for Users

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

Click Create

The screenshot shows the 'Manage Data Provisioning Rules' screen. It has sections for 'Users without Data Access' and 'Users with Data Access'. A search bar is present, and the results table shows columns for 'User Name', 'Role', 'Security Context', and 'Security Context Value'. There are buttons for 'Actions', 'View', 'Detach', 'Authorize Additional Data Access', 'Manage Data Provisioning Rules', and 'Export All Data Access'.

Fill Data

Save and Close

VISION

Manage Data Access for Users ?

Users without Data Access Users with Data Access

Security Context: Business unit

Search

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

Search Results

No data to display.

Columns Hidden 5

Actions View + Detach Author

User Name Role

Save and Close Cancel

VISION

Manage Data Access for Users ?

Users without Data Access Users with Data Access

Security Context: Business unit

Search

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

Search Results

No data to display.

Columns Hidden 5

Actions View + Detach Author

User Name Role

Save and Close Cancel

How to Create User as Employee?

Open User and Security

Mange Users

The screenshot shows the Oracle Fusion User and Security interface. On the left, there's a sidebar titled 'Functional Areas' with various options like 'Initial Users', 'Enterprise Profile', etc., each with a 'Shared' button. A red box highlights the 'Users and Security' option under 'Workforce Structures'. On the right, a main panel titled 'Users and Security' lists tasks such as 'Manage Job Roles', 'Manage Duties', etc., with a red box highlighting 'Manage Users'.

Click Create

The screenshot shows the VISION application's search results page. It has a search bar with '(Search Person)' and a 'Keywords' input field. Below it, there are buttons for 'Actions', a '+' button, 'Show Photo', and 'Sort By'. A message says 'No search conducted.'

Fill Data

Save and Close

The screenshot shows the 'Create User' form. It has sections for 'Personal Details' (Last Name: Zyada, First Name: [empty], Middle Names: [empty], Title: Mr.), 'User Details' (User Name: [empty]), 'User Notification Preferences' (Send user name and password checked), 'Employment Information' (Person Type: Employee, Legal Employer: Chevrolet_Legal_Entity, Business Unit: Chevrolet_BU, Job: [empty], Grade: [empty]), and 'Contact Information' (Email: Zyada@mail.com, Hire Date: 6/4/22, Phone: [empty], Work Fax: [empty]). Buttons for 'Save and Close' and 'Cancel' are at the top right.

Check From Security Console

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

User Information:

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

Advanced Information:

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

Associated Worker Information:

- Worker Name: YOUSSEF
- Person Number: 7472
- Manager
- Job
- Business Unit: youssef1_b_u
- Department

Roles:

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

How To Manage Organization Structures?

Important Notes:

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

Select Organization Structure

The screenshot shows the Oracle Fusion interface. On the left, there's a sidebar titled 'Functional Areas' with various options like Initial Users, Enterprise Profile, Legal Structures, etc. The 'Organization Structures' option is highlighted with a red box. On the right, there's a main panel titled 'Organization Structures' with a list of tasks. The first task, 'Manage Business Unit', is also highlighted with a red box. There are buttons for 'Save', 'Save and Close', and 'Cancel' at the bottom right of the main panel.

Manage Business Unit

Not Create B-U but Search

The screenshot shows the 'Edit Business Unit' screen. It has fields for Name (Chevrolet_BU), Manager (Zyada), Location (Frankfurt), Default Set (COMMON), and Active (checked). The 'Save and Close' button is highlighted with a red box.

Fill Data

Select and Add

Assign Business Unit Business Function

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

Check B_U Assigned By Ledger and Legal Entity

Click Save and Close

Assign Business Functions: Youssef_B_U

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

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

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

*Primary Ledger: Youssef EG
Below legal entity: Below legal entity

*Default Legal Entity: Youssef_L_E

Save **Save and Close** Cancel

Manage Business unit Data Access for User= Access to Roles

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

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Manage Business Unit Set Assignment

The screenshot shows the Oracle Fusion interface with the title 'Manage Business Unit Set Assignment'. On the left, there's a sidebar titled 'Functional Areas' listing various system components like 'Initial Users', 'Enterprise Profile', etc., each with a 'Shared' dropdown menu. On the right, a 'Task' list is displayed under 'Organization Structures'. The task 'Manage Business Unit Set Assignment' is highlighted with a red box. The interface includes standard navigation elements like search, filter, and action buttons.

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

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

The screenshot shows a table view with columns 'Reference Data Object', 'Reference Data Set Code', and 'Reference Data Set Name'. The 'Reference Data Set Name' column for 'Payables Payment Terms' is currently set to 'Common Set'. A dropdown menu is open over this cell, showing a list of available common sets, with 'COMMON' selected. Other options in the list include '10SALES', '12SALES', '19SALES', 'ACS', 'ACS_IT', 'AEBUSET', 'AEDEPT', 'AELOCs', 'AMMA_REFERENCE_DATA_SET', 'ARBUSET', 'Search...', '10 Sales', '12 SALES', '19 Sales', 'ACS Set', 'ACS IT Set', 'UAE Business Unit Set', 'UAE Department Set', 'UAE Location Set', 'Amma_Reference_data_set', 'Argentina Business Unit Set', and 'Search...'. The interface includes standard navigation elements like 'View', 'Format', and 'Freeze' buttons.

How to Setup Payable?

Important Notes:

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

Click to Payables

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

Click Manage Common Options for Payables and Procurement

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

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

Open Manage Invoice Options

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

Fill Data Required

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

Open Mange Payment Options

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

Fill Data Required

Click Save and Close

Manage Payment Options ⑦

Business Unit: Chevrolet_BU

Payment Accounting and Overrides

Allow payment date before the system date

Allow override of supplier site bank account

Allow document category override

Allow payee override for third-party payments

Account for Payment

At payment issue

At payment clearing

At payment issue and clearing

Currency Conversion

Require conversion rate entry

Conversion Rate Type: Corporate ▾

Bank Charges ⑦

Bank Charge Deduction Type: None ▾

How to Create Agent?

Important Notes:

- Must have Agent to Able to Create Suppliers

Open Manage Procurement Agents

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

Click Create

This screenshot shows the search results for 'Manage Procurement Agents'. It includes search filters for 'Procurement BU' (Chevrolet_BU), 'Agent' (Zyada), and 'Status'. Below the search bar, there's a toolbar with 'Actions', 'View', 'Format', and a 'Create' button (highlighted with a red box). The main area displays a table with columns for 'Procurement BU', 'Agent', 'Default Requisitioning BU', and 'Status'. A message at the bottom says '0 results found'.

Fill Data Required

This screenshot shows the 'Create Procurement Agent' form. It has fields for 'Procurement BU' (Chevrolet_BU) and 'Agent' (Zyada), both of which are highlighted with a red box. There are also fields for 'Default Requisitioning BU', 'Default Printer', and 'Status' (Active). Below these, there's a 'Agent Access' section with a table showing various actions like 'Manage Requisitions', 'Manage Purchase Orders', etc., with checkboxes for 'Allowed' and dropdowns for 'Access to Other Agents' Documents'. At the top right of the form, there are 'Save', 'Save and Close', and 'Cancel' buttons.

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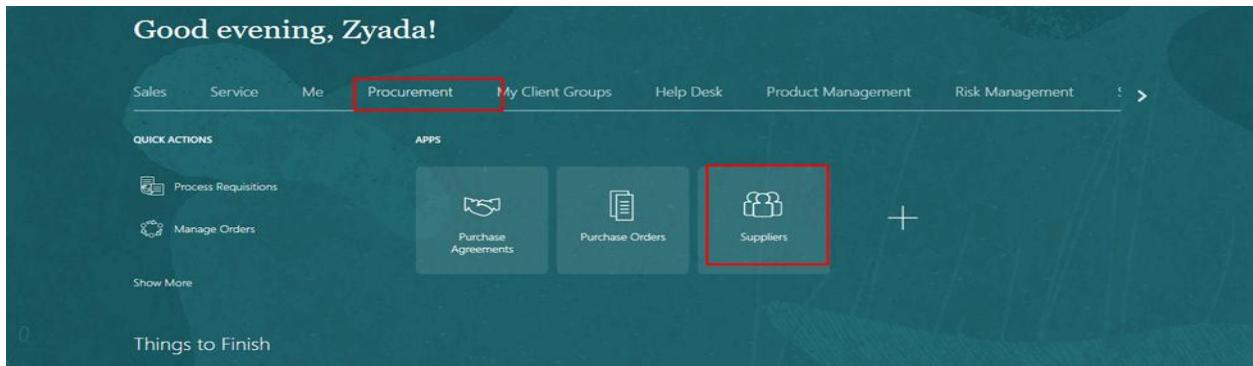
<http://linkedin.com/in/mohamed-badawy-393821240>

How to Create Suppliers?

Important Notes:

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

Open Procurement



Click to Suppliers

Open Task Panel

Click Create Supplier

Fill Data Required

Click Create

Fill Data Required

Overview Manage Suppliers > Supplier: Chevrolet_Supplier x

Edit Supplier: Chevrolet_Supplier ⓘ ★

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

Open Address

Fill Data Required

Click Save and Close

Overview Supplier: Youssef_Supplier x

Create Address ⓘ

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

Click to Site

Fill Data Required

Click Save

Click in Site Assignments

Overview Manage Suppliers > Supplier: Youssef_Supplier x

Edit Site: youssef_Site ⓘ

Last Saved 3/23/25 10:55 PM

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

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ORACLE FUSION

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

Overview Manage Suppliers < Supplier: Chevrolet_Supplier <

Edit Site: Chevrolet_Site ⓘ

Procurement BU Chevrolet_BU
Address Name Chevrolet_Add_Name
Address "Chevrolet_Add_Line.CAIRO,CAIRO,EGYPT"

* Site Chevrolet_Site
Inactive Date midyy
Status Active

* Site Purpose Sourcing only
 Purchasing
 Procurement card
 Pay
 Primary pay

Attachments None

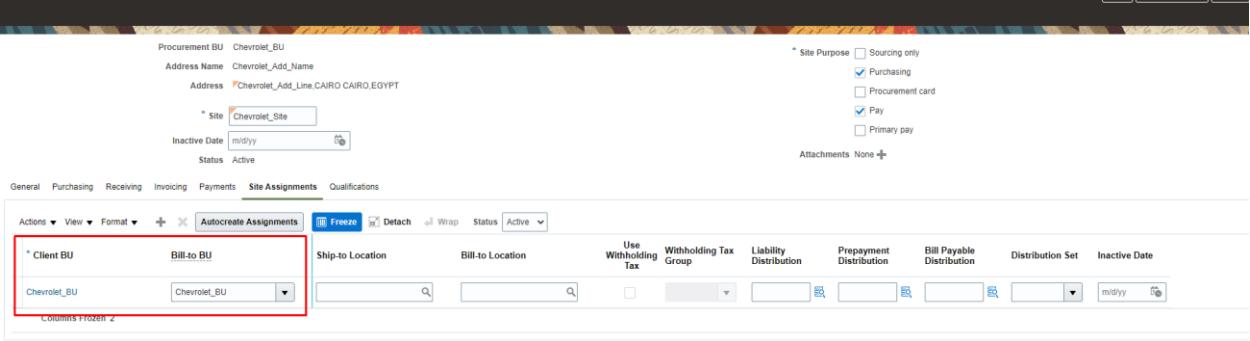
General Purchasing Receiving Invoicing Payments Site Assignments Qualifications

Actions View Format + Autocreate Assignments Freeze Detach Wrap Status Active

* Client BU	Bill-to BU	Ship-to Location	Bill-to Location	Use Withholding Tax	Withholding Tax Group	Liability Distribution	Prepayment Distribution	Bill Payable Distribution	Distribution Set	Inactive Date
Chevrolet_BU	Chevrolet_BU									midyy

Columns Frozen 2

Save Save and Close Cancel



How to Open Period?

Important Notes:

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

Open General Ledger

The screenshot shows the Oracle Fusion Payables dashboard. At the top, there is a search bar and various navigation links like 'Payables', 'General Accounting', 'Intercompany Accounting', etc. Below the navigation, there are sections for 'QUICK ACTIONS' and 'APPS'. In the 'APPS' section, there are three buttons: 'General Accounting Dashboard', 'Journals', and 'Period Close', with the 'Period Close' button being highlighted by a red box. The main message 'Good morning, Eng. YOUSSEF' is displayed prominently.

Click Period Close

Select Payables

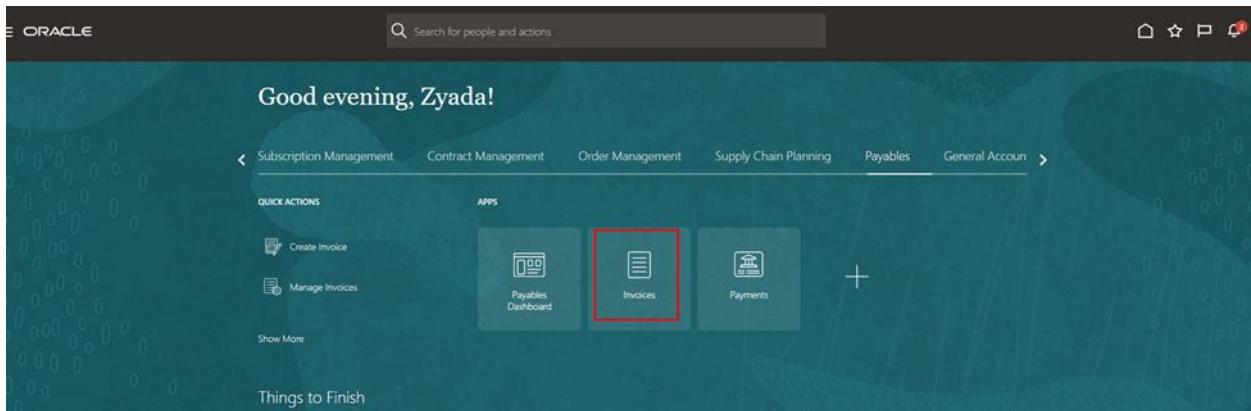
The screenshot shows the 'Close Status' window in Oracle Fusion. It has a 'View By' dropdown set to 'Single Ledger', a 'Ledger' dropdown set to 'Youssef EG', and an 'Accounting Period' dropdown set to 'Mar-25'. Below these, there are several status icons. One icon for 'Payables (Never Opened)' is highlighted with a red box. The window also includes sections for 'Outstanding Subledger Transactions' and 'Translation Status'.

ORACLE FUSION

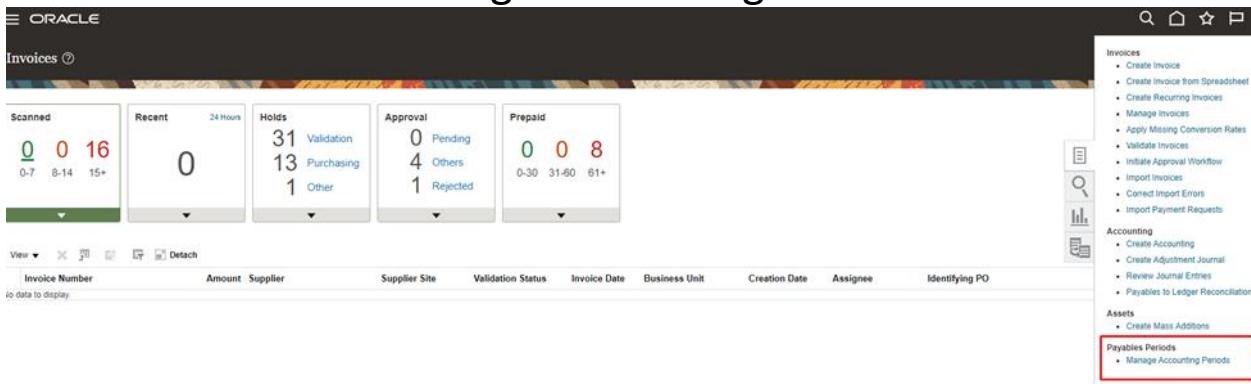
Or From Invoice

Select Payables

Click Invoices



Select from Task Panel Manage Accounting Period



Open Search

Write Ledger Name

A screenshot of the Oracle Fusion Manage Accounting Periods screen. The top bar shows "Manage Accounting Periods" and a "Done" button. Below it is a toolbar with "Actions", "View", "Format", "Open Next Period", "Close Current Period", "Effective As-of Date" (set to 3/17/25), and a search icon. The main area has a search bar with "youssef*" and a table titled "Ledger". The table has columns for "Name", "Status", "Prior Period", and "Next Period". It shows one row for "Youssef EG" with status "Open", "Closed", and "Permanently Closed". A note says "Rows Selected 1".

End User Test:

Create Invoice

Home page

Click Payables

Open Invoice

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

Open Task Panel

Click Create invoice

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

Additional Information

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

Or Click Recent in Info Tiles

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

Write Data Required

Save

Invoice Action

Validate

This screenshot shows the 'Create Invoice' screen. On the left, there's a form for the 'Invoice Header' with fields like Identifying PO, Business Unit, Supplier, Supplier Number, Supplier Site, Legal Entity, and Invoice Group. On the right, there's a form for 'Lines' with columns for Number, Type, Amount, Distribution, Reference, and Tax. An 'Invoice Actions' dropdown menu is open, showing options like Validate, Save and Create Next, Save and Close, and Cancel. The 'Validate' option is highlighted with a red box. The bottom of the screen shows a distribution table with rows for Item 1 and Item 2.

ORACLE FUSION

Click Post to Ledger

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

Open General Accounting

Press Manage Journals

The screenshot shows the Oracle General Accounting home page. At the top, it says 'Good evening, FIN_IMPL!'. Below that, there is a navigation bar with tabs: Receivables, Supply Chain Planning, Payables, General Accounting (which is highlighted with a red box), and Intercompany Acc. Under the 'General Accounting' tab, there is a 'QUICK ACTIONS' section with several options: Manage Journals (highlighted with a red box), Create Journal, Manage Approvals for Journals, Import Journals, and Create Accounting. To the right of this, there is a 'APPS' section with three buttons: General Accounting Dashboard, Journals, and Period Close. A red arrow points from the 'Manage Journals' button in the quick actions to the 'Manage Journals' button in the apps section.

Click Manage Journals from Task Panel

The screenshot shows the Oracle Journals task panel. At the top, it says 'VISION' and 'Data Access Set: Youssef EG [Change]'. Below that, there is a 'Journals' section. On the right side, there is a vertical list of tasks under 'Journals': Manage Journals (highlighted with a red box), Create Journal, Create Journal in Spreadsheet, Create Encumbrance Journal in Sp, Run AutoPost, Run AutoReverse, and Manage Approvals. Below this, there are sections for 'Clearing Accounts Reconciliation', 'Allocations', 'Journal Import', 'Subledger Accounting', and other related tasks. A red box highlights the 'Manage Journals' option in the 'Journals' section.

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Click to Journal

Data Access Set: Youssef EG [Change]

Manage Journals ②

Done

Search

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

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

(i)

Check Results

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

Batch Actions ▾

No lines selected

Journal Batch: Payables A 780719600001 7807196 N

Description: Journal Import Payables
7807196

Balance Type: Actual

* Accounting Period: Jan-25

Attachments: None

Source: Payables

Approval Status: Not required

Funds Status: Not applicable

Batch Status: Posted

Completion Status: Complete

Journal ② | Show More

Journal: Jan-25 Purchase Invoices

Description: Journal Import 7807196

* Ledger: Youssef EG

Accounting Date: 1/31/25

* Category: Purchase Invoices

Currency: EGP Egyptian Pound

Conversion Date: 1/31/25

Conversion Rate Type: User

Conversion Rate: 1

Inverse Conversion Rate: 1

Journal Lines ②

Activate Windows
Go to Settings to activate Windows.

Entered (EGP)

Line * Account Debit Credit Description

1	10-000-2110-10	1,000.00		Journal Import Created
2	10-000-52231-10	300.00		Journal Import Created
3	10-000-52232-10	200.00		Journal Import Created
4	10-000-21150-10	500.00		Journal Import Created
Total		1,000.00	1,000.00	

Accounts Payable Transactions

How to Create Invoice Distribution?

Home page

Click Payables

Open Invoice

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

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. On the left, there are two cards: "Approval" (0 Pending, 6 Others, 3 Rejected) and "Prepaid" (0-30, 31-60, 61+). On the right, there's a sidebar with a search bar and various links. The "Invoices" section is highlighted with a red rectangle and contains the following items:

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

Below this, there are sections for "Accounting" and "Assets", each with a single item listed.

ORACLE FUSION

Or Click Recent in Info Tiles

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

Write Data Required

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

Fill Data Required

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

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ORACLE FUSION

Chek Distribution Combination

This screenshot shows the Oracle Fusion Create Invoice interface. The top navigation bar includes 'Create Invoice' and various action buttons like 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. The date 'Last Saved 3/20/25 6:16 PM' is also displayed. The main area is titled 'Invoice Header' with a 'Show More' link. It contains fields for Identifying PO (Supplier: sobhy_supplier), Business Unit (SOBHY_BU), Amount (1,000.00 EGP), Type (Standard), Date (3/20/25), Payment Terms (Immediate), Terms Date (3/20/25), Requester, and Attachments. Below the header is a 'Lines' section with tabs for 'Match Invoice Lines', 'View', '+', 'X', 'F', 'Detach', 'Allocate', 'Cancel Line', and 'Distributions'. The 'Distributions' tab is selected. A table lists one line item: '1 Item 1,000.00'. The 'Distribution' column has a sub-table under 'Distribution Set' labeled 'Distribution Combination', which is highlighted with a red box. The right side of the table includes columns for Accounting Date (3/20/25), Prorate Across All Item Lines, Description, and Tax Class. A 'Taxes' button is located at the bottom left.

Click Validate

This screenshot shows the Oracle Fusion Create Invoice interface after validation. The top navigation bar includes 'Create Invoice: 10001' and various action buttons. The 'Invoice Actions' dropdown is open, showing options like 'Validate' (which is highlighted with a red box), 'Calculate Tax', 'Manage Instalments', 'Apply or Unapply Prepayments', 'Manage Holds', 'Account Coding', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'. The main area is titled 'Invoice Header' with a 'Show More' link. It contains fields for Identifying PO (Supplier: Youssef_Supplier), Business Unit (Youssef_B_U), Amount (1,000.00 EGP), Type (Standard), Date (3/20/25), and Description. Below the header is a 'Lines' section with tabs for 'Match Invoice Lines', 'View', '+', 'X', 'F', 'Detach', 'Allocate', 'Cancel Line', and 'Distributions'. The 'Distributions' tab is selected. A table lists three line items: '1 Item 200.00', '2 Item 300.00', and '3 Item 500.00'. The 'Distribution' column has a sub-table under 'Distribution Set' labeled 'Distribution Combination', which is highlighted with a red box. The right side of the table includes columns for Accounting Date (1/1/25), Prorate Across All Item Lines, Description, and Tax Classification. A watermark 'Activate Windows' and 'Go to Settings to activate Windows.' is visible at the bottom right.

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ORACLE FUSION

Click Post to Ledger

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

Click View Accounting

The screenshot shows the Oracle Vision 'Create Invoice' interface. A confirmation dialog box is displayed in the center, stating 'The accounting has been completed.' with two buttons: 'View Accounting' and 'OK'. The 'View Accounting' button is highlighted with a red box. The background shows the invoice header and lines sections with various fields like Number, Amount, Type, and Description.

Check Results

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

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

Buttons at the bottom of the dialog include 'Done' and 'All Refn Lines'.

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How to Edit Amount in Invoice?

Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a navigation bar with icons for Home, Star, Copy, Alert (with 20 notifications), Print, and Logout. Below the navigation bar, the text "Good evening, YOUSSEF" is displayed. The main menu has several options: Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, and Payables (which is highlighted with a red box). Under the "QUICK ACTIONS" section, there are links for Create Invoice and Manage Invoices. The "APPS" section contains three cards: "Payables Dashboard", "Invoices" (which is also highlighted with a red box), and "Payments". A plus sign icon is located to the right of the apps. At the bottom left, there is a "Things to Finish" section. The background features a dark teal color with binary code patterns.

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. At the top, there is a navigation bar with icons for Search, Home, Star, Copy, Alert (with 20 notifications), Print, and Logout. The main area displays two summary cards: "Approval" (0 Pending, 6 Others, 3 Rejected) and "Prepaid" (0 0 13 for 0-30, 31-60, 61+ days). On the right side, there is a sidebar with several sections: "Invoices" (highlighted with a red box), "Accounting", "Assets", and "Supplier". The "Invoices" section is expanded, showing a list of tasks: Create Invoice, Create Invoice from Spreadsheet, Create Recurring Invoices, Manage Invoices, Apply Missing Conversion Rates, Validate Invoices, Initiate Approval Workflow, Import Invoices, Correct Import Errors, Import Payment Requests, and Run Payables Exceptions Listing. The "Accounting" section lists Create Accounting, Create Adjustment Journal, Review Journal Entries, and Payables to Ledger Reconciliation. The "Assets" section lists Create Mass Additions. The "Supplier" section is partially visible at the bottom.

ORACLE FUSION

Or Click Recent in Info Tiles

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

Write Data Required

Save

Invoice Action

Validate

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

Click Post to Ledger

The screenshot shows the 'Create Invoice' screen again, this time with invoice number 612. The 'Lines' section shows two items with amounts of 1,000.00 and 1,000.00. A context menu is open over the invoice header, with the 'Post to Ledger' option highlighted with a red box. Other options in the menu are identical to the previous screenshot.

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ORACLE FUSION

In Case After Posting Supervisor Discover Amount Entered Not true

Write The Right Amount

Click Needs Revalidation

The screenshot shows the Oracle Fusion Create Invoice interface for invoice TEST1002. The 'Invoice Header' section is visible, showing fields like Business Unit (SOBHY_BU), Supplier (sobhy_supplier), and Amount (10,000.00). A red box highlights the 'Needs revalidation' status indicator in the top right corner. The 'Lines' section shows one line item with an amount of 1,000.00. The 'Distribution' tab is selected.

Click Validate

Put in Number to View Error

The screenshot shows the Oracle Fusion Create Invoice interface for invoice TEST1002. A red box highlights the 'Invoice Summary' dialog, which displays validation errors: 'Line Variance' and 'System Holds' both have a count of 1. The 'Validation' status is shown as 'Needs revalidation'.

Read Error

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

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ORACLE FUSION

Write right amount

The screenshot shows the Oracle Fusion Create Invoice interface. The top navigation bar includes 'VISION', 'Create Invoice: TEST1002', and various action buttons like 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. The main area is divided into sections: 'Invoice Header' (with fields like Number, Amount, Type, Description, Date, Payment Terms, Terms Date, Requester, Attachments, Note), 'Lines' (with tabs for Match Invoice Lines, View, Detach, Allocate, Cancel Line, and Distributions), and a detailed table for 'Distribution'. The 'Distributions' tab is highlighted with a red box. In the distribution table, the 'Amount' field for the first row (Line 1, Item) is also highlighted with a red box and contains the value '1000'. A tooltip 'Example format: #,##0.00;-,##0.00' is visible over the amount field.

Write The Right Amount

Click Save and Close

This screenshot shows the 'Manage Distributions' dialog box. It lists two invoice lines with their details: Line 1 (Item, 600.00, 10-000-53421-10, 3/20/25) and Line 2 (Item, 400.00, 10-110-53421-10, 3/20/25). The dialog includes sections for 'Status', 'Validation', and 'Accounting'. At the bottom, it displays 'Distributions Total Amount 1,000.00', 'Remaining Amount 0.00', 'Line Amount 1,000.00', and buttons for 'Save and Close' (highlighted with a red box) and 'Cancel'.

Click Validate

Click Save

The screenshot shows the Oracle Fusion Create Invoice screen again. The 'Invoice Actions' dropdown menu is open, showing options like 'Validate' (highlighted with a red box), 'Calculate Tax', 'Apply or Unapply Prepayments', 'Manage Holds', 'Account Coding', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'. The main interface shows the 'Invoice Header' and 'Lines' sections with some data entered. A tooltip 'Activate Windows Go to Settings to activate Windows.' is visible at the bottom right.

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ORACLE FUSION

Click Post to Ledger

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

Click View Accounting

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

Check Results

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

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

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

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How to Edit Cod Combination in Invoice?

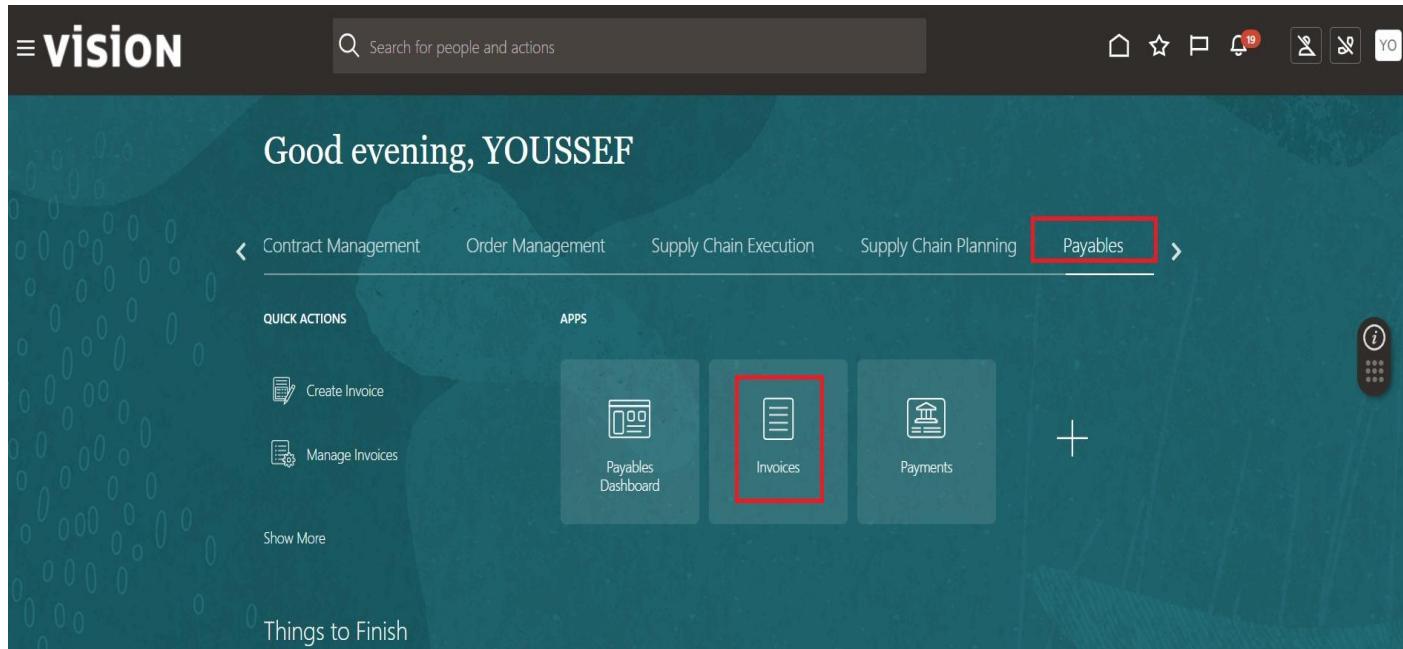
Important Notes:

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

Home page

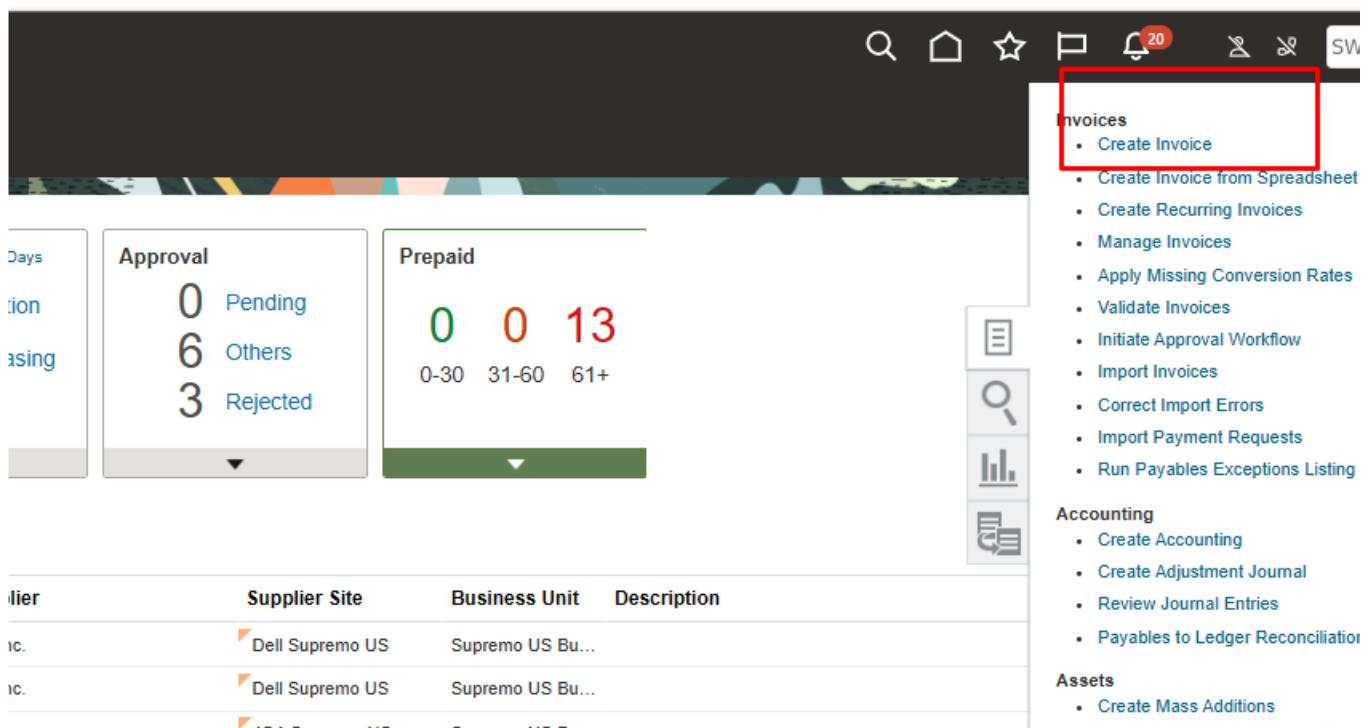
Click Payables

Open Invoice



Open Task Panel

Click Create invoice



ORACLE FUSION

Or Click Recent in Info Tiles

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

Write Data Required

Save

Invoice Action

Validate

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

Click Post to Ledger

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

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ORACLE FUSION

Click to Line

The screenshot shows the Oracle Fusion Create Invoice interface. At the top, it says "Create Invoice: TEST1002". The "Invoice Header" section contains fields for Identifying PO (Business Unit: SOBHY_BU, Supplier: sobhy_supplier, Supplier Number: 1493), Amount (10,000.00), Type (Standard), Date (3/20/25), Payment Terms (Immediate), Terms Date (3/20/25), Requester, and Attachments. Below this is the "Lines" section with tabs for Distribution, Reference, Tax, Purchase Order, Asset, and Project. The "Distribution" tab is selected. A table lists one item line with a distribution row. The "Amount" field is highlighted with a red box. The "Distributions" tab is also highlighted with a red box.

Click to Line

Click Distributions

The screenshot shows the Oracle Fusion Manage Distributions interface. At the top, it says "Create Invoice: TEST1002". The "Manage Distributions" dialog is open, showing a table of distribution lines. The "Reverse" button is highlighted with a red box. The table includes columns for Line, Distribution, Type, Amount, Distribution Combination, Accounting Date, Description, Validation, and Accounting. The first row has a red box around its "Amount" field.

Write the right distributions

Click Save and Close

The screenshot shows the Oracle Fusion Manage Distributions interface. The "Manage Distributions" dialog is open, showing a table of distribution lines. A new line is being added, indicated by a red box around the "Line" field (1 5) and the "Amount" field (I). The table includes columns for Line, Distribution, Type, Amount, Distribution Combination, Accounting Date, Description, Validation, and Accounting. The validation status for the new line is "Not validated" and the accounting status is "Unprocessed".

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ORACLE FUSION

Click Validate

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

Click Post to Ledger

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

Click View Accounting

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

Check Results

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

Accounting Lines: Standard Invoice TEST1002							Save	Save and Close	Cancel	
Ledger Sobhy EG			Date 3/20/25	Status Final				Last Saved 3/20/25 6:22 PM		
View ▾			View T-Accounts	Detach	Override Account					
Line	Event	Account	Class	Accounted (EGP)		Debit	Credit			
1	Invoice Validated	10-110-53421-10	Item expense	9,000.00						
2	Invoice Validated	10-000-53421-10	Item expense	600.00						
3	Invoice Validated	10-000-21010-10	Liability	600.00						
4	Invoice Validated	10-000-52146-10	Item expense	600.00						
5	Invoice Validated	10-110-53421-10	Item expense	400.00						
6	Invoice Validated	10-000-21010-10	Liability	9,000.00						
7	Invoice Validated	10-000-21010-10	Liability	1,000.00						
8	Invoice Validated	10-000-53421-10	Item expense	600.00						
9	Invoice Validated	10-000-21010-10	Liability	600.00						

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How to Cancel Lines in Invoice?

Home page

Click Payables

Open Invoice

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

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Payables Dashboard. On the left, there are two cards: "Approval" (0 Pending, 6 Others, 3 Rejected) and "Prepaid" (0-30, 31-60, 61+). Below these cards is a table with columns: Supplier, Supplier Site, Business Unit, and Description. The table has three rows, with the first two visible and the third partially visible. On the right side, there is a sidebar with a search bar and several icons. A dropdown menu titled "Invoices" is open, showing a list of options: "Create Invoice", "Create Invoice from Spreadsheet", "Create Recurring Invoices", "Manage Invoices", "Apply Missing Conversion Rates", "Validate Invoices", "Initiate Approval Workflow", "Import Invoices", "Correct Import Errors", "Import Payment Requests", and "Run Payables Exceptions Listing". Below the "Invoices" menu, there are sections for "Accounting" and "Assets".

ORACLE FUSION

Or Click Recent in Info Tiles

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

Write Data Required

Save

Invoice Action

Validate

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

Click Post to Ledger

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

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ORACLE FUSION

Click to the Line

Click Cancel Line

Click Add

This screenshot shows the Oracle Fusion Create Invoice interface. The header includes fields for Business Unit (SOBHY_BU), Supplier (sobhy_supplier), Supplier Number (1493), Supplier Site (sobhy_addr), Legal Entity (LESOBHY), and various payment terms. The main area displays a single invoice line with a value of 10,000.00 EGP. The 'Lines' tab is selected, showing a table with columns for Number, Type, Amount, Distribution Set, Distribution Combination, Accounting Date, Prorate Across All Item Lines, Reference, Description, and Tax Class. A red box highlights the 'Cancel Line' button in the toolbar above the table.

Click Validate

Click Save

This screenshot shows the Oracle Fusion Create Invoice interface with a validation context menu open. The menu includes options like Calculate Tax, Validate (which is highlighted with a red box), Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger, and Account in Draft. The invoice header and line details are visible, showing a single line with an amount of 1,000.00 EGP.

Click Post to Ledger

This screenshot shows the Oracle Fusion Create Invoice interface with a context menu open over the 'Post to Ledger' option. The menu includes Manage Installments, Calculate Tax, Check Funds, Validate, Request Override, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger (which is highlighted with a red box), and Account in Draft. The invoice header and line details are visible, showing a single line with an amount of 1,000.00 EGP.

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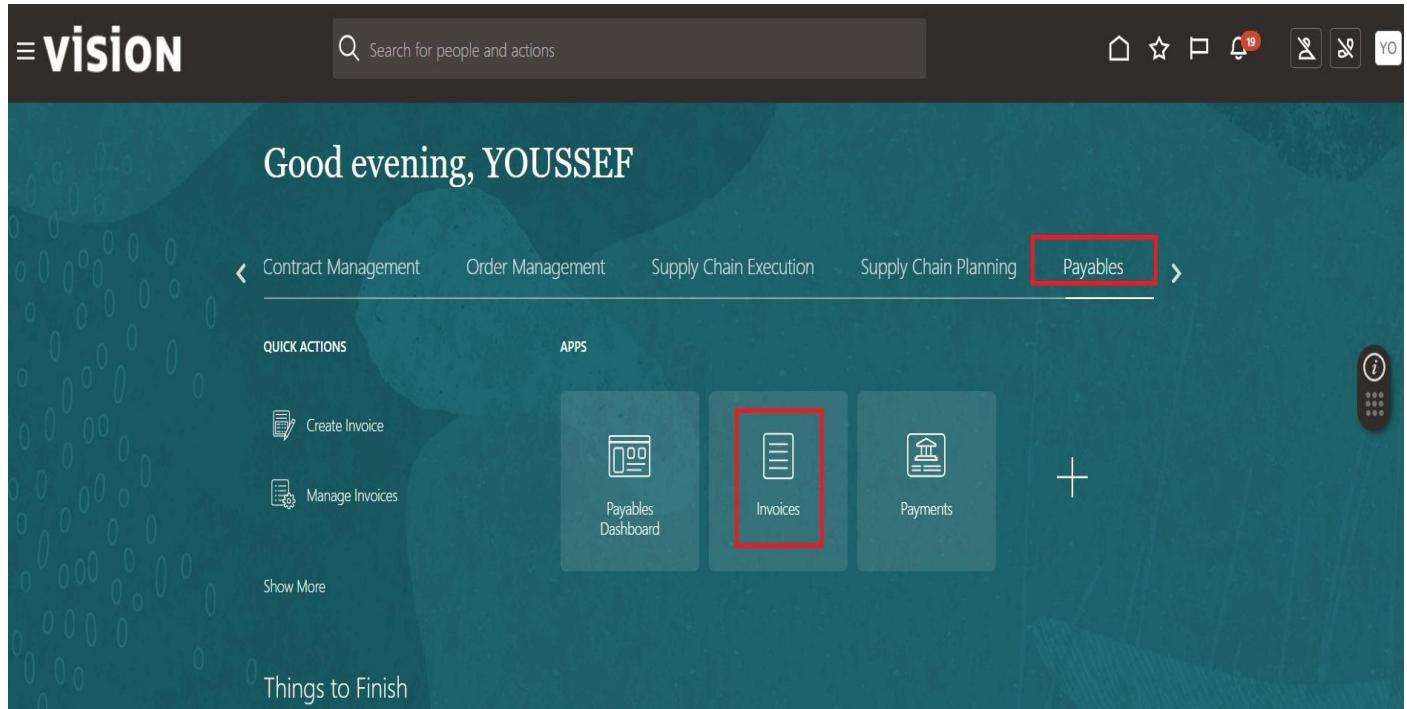
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How to Edit Supplier in Invoice?

Home page

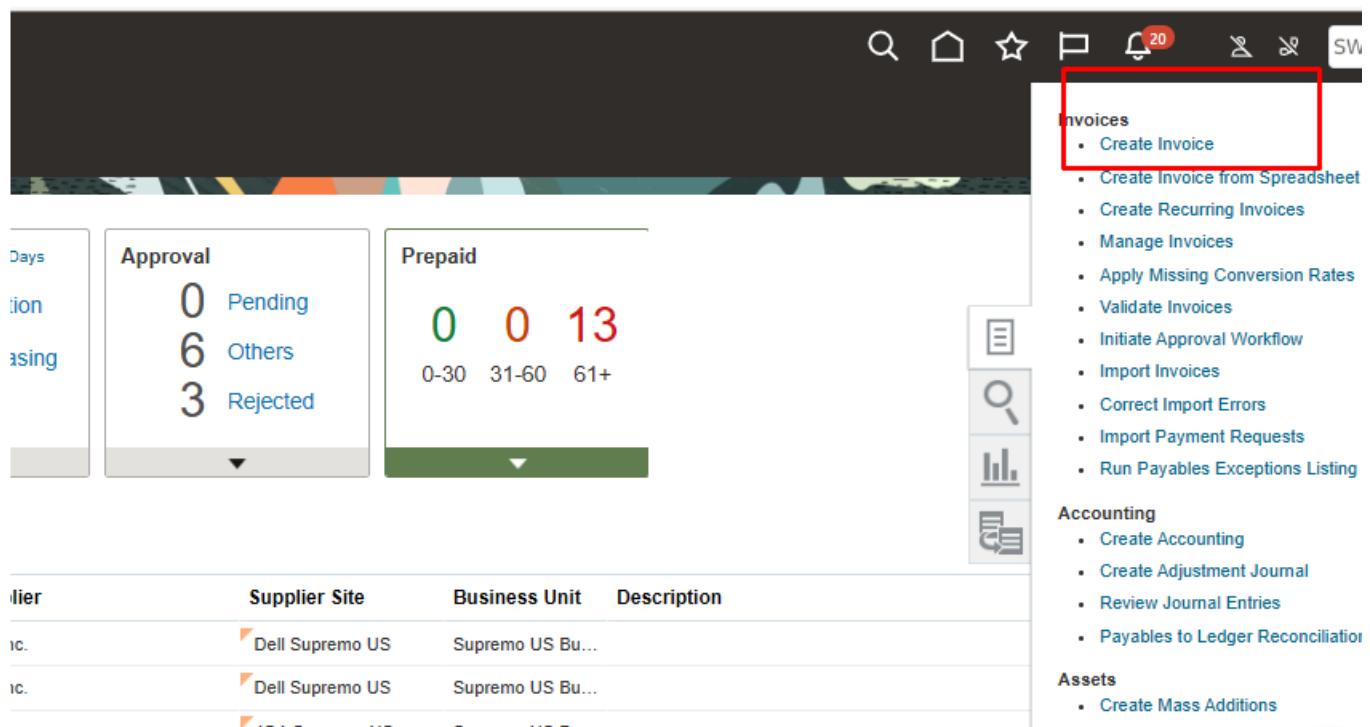
Click Payables

Open Invoice



Open Task Panel

Click Create invoice



ORACLE FUSION

Or Click Recent in Info Tiles

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

Write Data Required

Save

Invoice Action

Validate

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

Click Post to Ledger

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

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ORACLE FUSION

Can't Edit Supplier

The screenshot shows the Oracle Fusion Create Invoice interface. In the header, it says "Create Invoice: TEST1002". The "Invoice Header" section includes fields for "Supplier" (sobhy_supplier), "Supplier Number" (1493), "Supplier Site" (sobhy_add), and "Legal Entity" (LESOBHY). The "Lines" section has tabs for "View", "Allocate", "Cancel Line", and "Distributions". A context menu is open at the top right, with the "Cancel Invoice" option highlighted.

Statues Convert to Cancelled

Amount 0.00

The screenshot shows the Oracle Fusion Create Invoice interface after cancellation. The "Invoice Header" section now shows "Status" as "Cancelled". The "Lines" section has tabs for "View", "Allocate", "Cancel Line", and "Distributions". A context menu is open at the top right, with the "Cancel Invoice" option highlighted.

Click Validate

Click Save

The screenshot shows the Oracle Fusion Create Invoice interface after validation. The "Invoice Header" section now shows "Status" as "Validated". The "Lines" section has tabs for "View", "Allocate", "Cancel Line", and "Distributions". A context menu is open at the top right, with the "Validate" option highlighted.

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ORACLE FUSION

Click Post to Ledger

The screenshot shows the Oracle Fusion Create Invoice interface. In the top right corner, there is a dropdown menu labeled "Invoice Actions" with various options like "Manage Installments", "Calculate Tax", and "Post to Ledger". The "Post to Ledger" option is highlighted with a red box. Other visible fields include "Number" (612), "Amount" (EGP 1,000.00), and "Type" (Standard).

Click View Accounting

The screenshot shows the Oracle Fusion Create Invoice interface. A confirmation dialog box is displayed in the center, stating "The accounting has been completed." with two buttons: "View Accounting" and "OK". The background shows the invoice header and distribution details.

Check Results

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

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

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

How to Assign Distribution Sets?

Click to Settings and Actions

Click Setup and Maintenance

The screenshot shows the Oracle Fusion interface with a dark teal background. At the top, there's a navigation bar with links like Sales, Redwood Sales, Service, Me, My Client Groups, Help Desk, and Product. Below the navigation bar is a 'QUICK ACTIONS' section with icons for Create Contact, Create Appointment, Create Task, Create Call Report, Create Opportunity, and Create Lead. To the right is an 'APPS' section with icons for Workspace, Activities, Deal Registrations, Opportunities, Accounts, and Contacts. On the far right, there's a 'Settings and Actions' menu with various options like Personalization, Administration, Troubleshooting, and About This Application. The 'Setup and Maintenance' option is specifically highlighted with a red box.

Choose Financials Click Payables All Tasks Manage Distribution Sets

This screenshot shows the Oracle Fusion interface with a focus on the 'Payables' section. In the top navigation bar, 'Setup: Financials' is selected. The main area displays a list of functional areas: Initial Users, Enterprise Profile, Legal Structures, Financial Reporting Structures, General Ledger, Organization Structures, Resources, Workforce Structures, Users and Security, and Payables. The 'Payables' item is highlighted with a red box. To the right, there's a 'Payables' task list with options like Manage Payment Options, Manage Tax Reporting and Withholding Tax Options, Manage Payables Lookups, Manage Payables Descriptive Flexfields, Manage Payables Profile Options, Manage Payables Document Sequences, and Manage Distribution Sets. The 'Manage Distribution Sets' option is also highlighted with a red box.

Click Create

This screenshot shows the 'Manage Distribution Sets' page. At the top, there's a toolbar with a 'Create' button highlighted with a red box. The main area has sections for 'Name' and 'Description'. A table lists distribution sets: ABC, ABCDE, Advertising_Hisham, Advertising (Full), Advertising (Full), and Advertising (Full). Each row has a small icon and a brief description. To the right, there's a 'Business Unit' dropdown menu with options like ABC_Chennai_BU, roshdy_bu, GAROI_HYD_BU, US1 Business Unit, Australia Business..., and India Business Unit.

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ORACLE FUSION

Fill Data Required

Click Save and Close

* Business Unit Youssef_B_U
* Name Youssef_D_S
Description
* Distribution Percentage 100
Inactive Date m/d/y

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

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

Create New Invoice

Click Distribution Sets

Choose your distribution sets

Identifying PO
* Business Unit Youssef_B_U
* Supplier Youssef_Supplier
Supplier Number 1468
* Supplier Site youssef_Site
Legal Entity Youssef_L_E
Invoice Group

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

* Number * Type * Amount Youssef_D_S
1 Item 25.00
2 Item 50.00
3 Item 25.00

Click Distributions

Check Results

Click Save and Close

Identifying PO
Business Unit Youssef_B_U
* Number test1
* Date 3/23/25

Manage Distributions
View + Detach Invoice Line 1 Reverse Adjust Tax Recovery
Status Purchase Order Receipt Project

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

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

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ORACLE FUSION

Click Validate

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

Click Post to Ledger

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

Click View Accounting

The screenshot shows the Oracle Fusion Create Invoice interface. A confirmation dialog box titled 'Confirmation' is displayed in the center, stating 'The accounting has been completed.' and containing two buttons: 'View Accounting' and 'OK'. The background shows the invoice header and lines sections. The 'Invoice Actions' menu is also visible at the top right.

Check Results

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

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How to Create Invoice with Freight and Allocation Freight?

Home page

Click Payables

Open Invoice

Good evening, YOUSSEF

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

QUICK ACTIONS APPS

- Create Invoice
- Manage Invoices

Payables Dashboard Invoices Payments

Show More

Things to Finish

Open Task Panel

Click Create invoice

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

ORACLE FUSION

Or Click Recent in Info Tiles

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

Fill Invoice Data

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

Click Validate

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

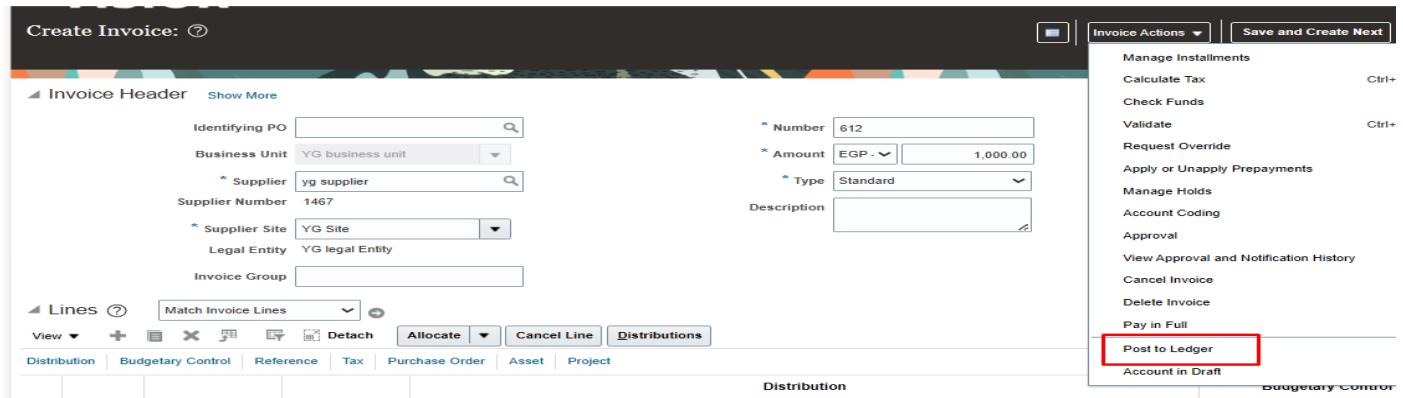
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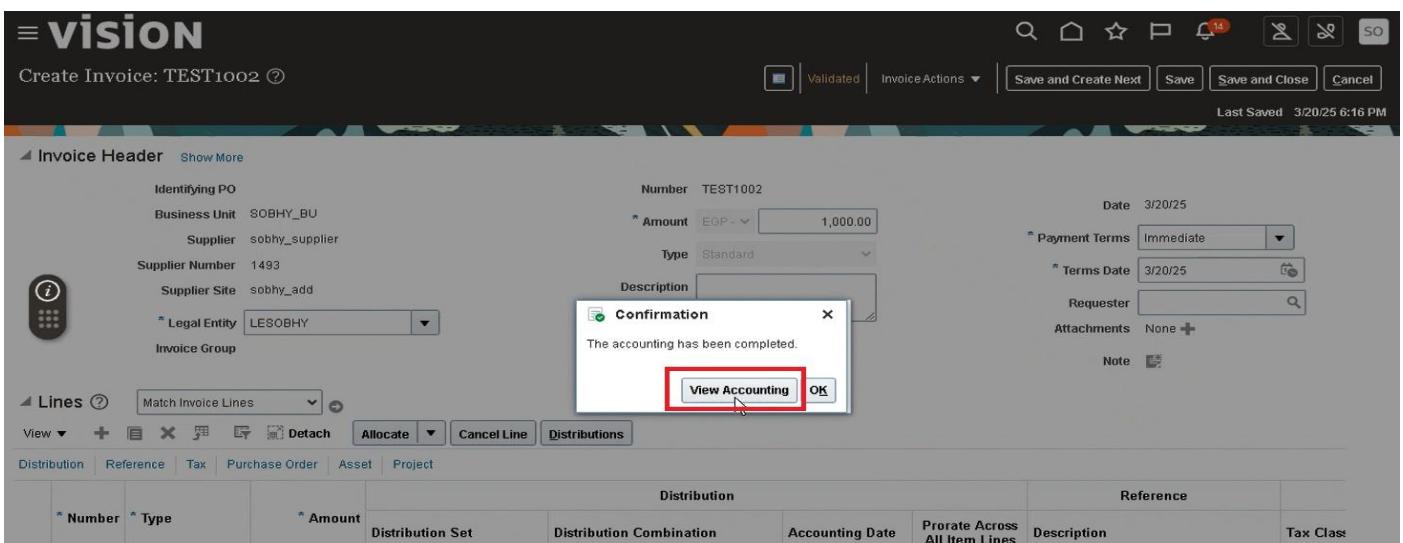
Click Create

ORACLE FUSION

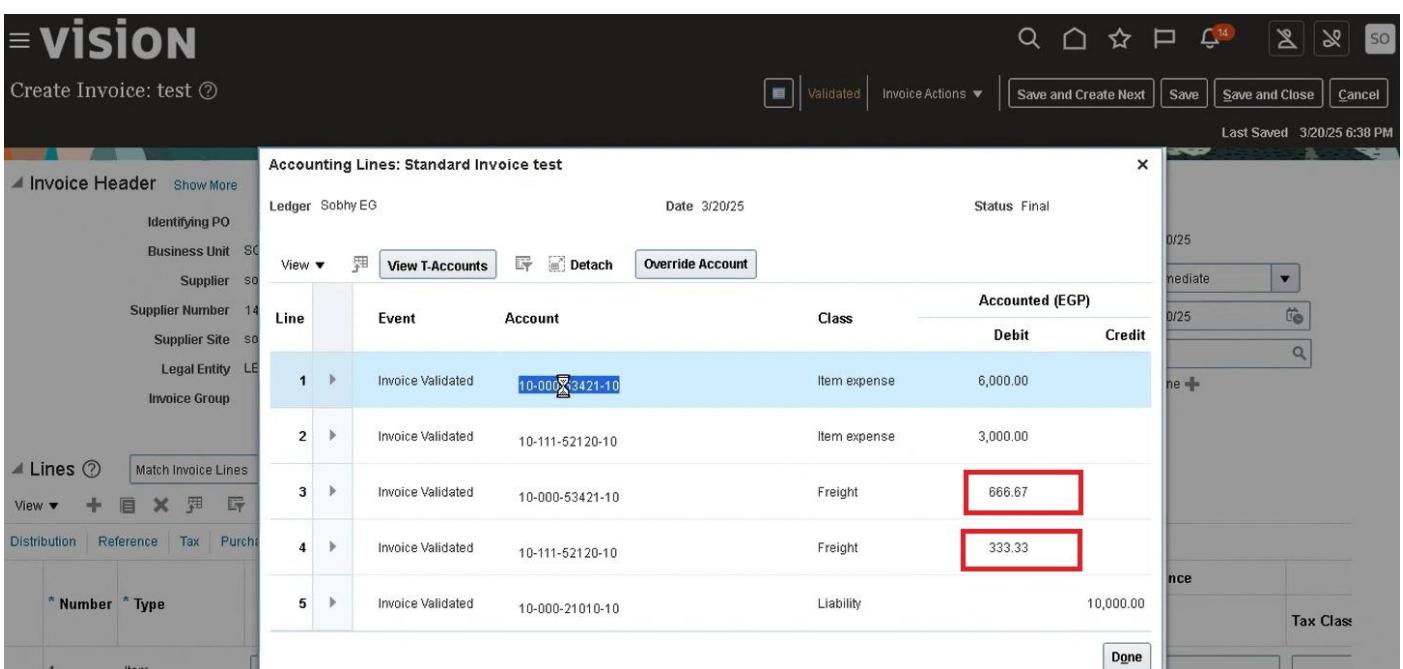
Click Post to Ledger



Click View Accounting



Check Results



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How to Create Debt Memo?

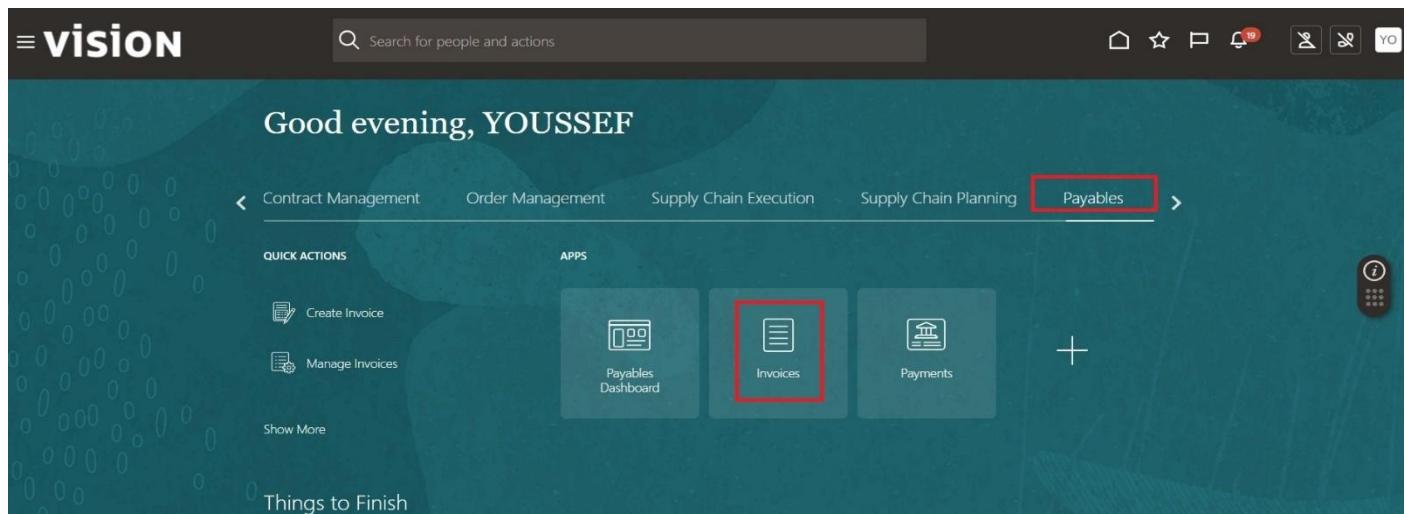
Important Notes:

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

Home page

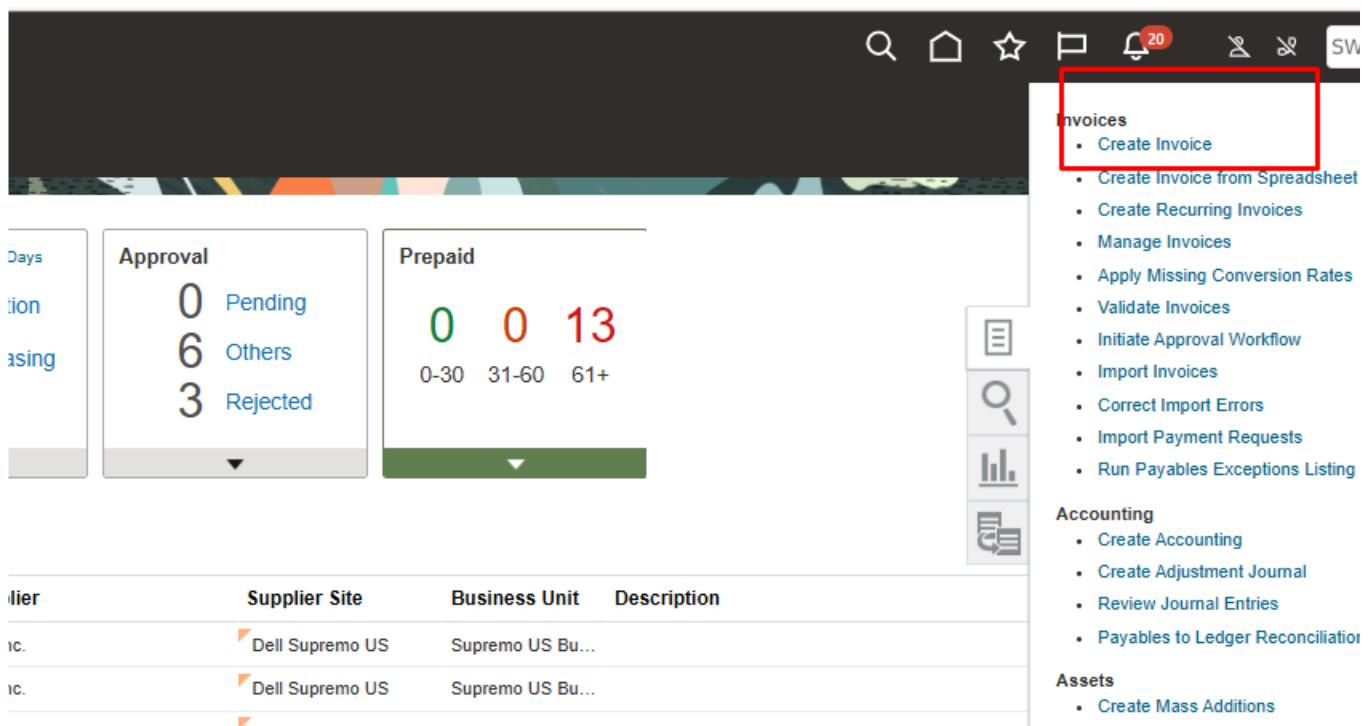
Click Payables

Open Invoice



Open Task Panel

Click Create invoice



ORACLE FUSION

Or Click Recent in Info Tiles

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

Write Data Required

Save

Invoice Action

Validate

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

Click Post to Ledger

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

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Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a navigation bar with icons for search, home, star, etc. Below the navigation bar, the text "Good evening, YOUSSEF" is displayed. The main menu has tabs: Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, and Payables (which is highlighted with a red box). Under the Payables tab, there are sections for "QUICK ACTIONS" (Create Invoice, Manage Invoices, Show More) and "APPS" (Payables Dashboard, Invoices, Payments). A large button labeled "+" is visible on the right.

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. On the left, there is a sidebar with "Days Pending" and "Action Pending". Below it are two cards: "Approval" (0 Pending, 6 Others, 3 Rejected) and "Prepaid" (0-30, 31-60, 61+ days). On the right, there is a sidebar with icons for list, search, chart, and grid. The main area shows a list of invoices:

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

A sidebar on the right lists various actions under "Invoices": Create Invoice, Create Invoice from Spreadsheet, Create Recurring Invoices, Manage Invoices, Apply Missing Conversion Rates, Validate Invoices, Initiate Approval Workflow, Import Invoices, Correct Import Errors, Import Payment Requests, and Run Payables Exceptions Listing.

Or Click Recent in Info Tiles

Click Create

The screenshot shows the Oracle Fusion Invoices screen. At the top, there is a navigation bar with icons for search, home, star, etc. Below the navigation bar, the text "Invoices" is displayed. The main area has info tiles: "Scanned" (0 Scanned, 0 Incomplete, 31 Total), "Recent" (24 Hours, 0 Incomplete, 0 Complete, 0 Total), "Holds" (7 Days, 1 Validation, 0 Purchasing, 2 Other), "Approval" (0 Pending, 10 Others, 4 Rejected), and "Prepaid" (1 Pending, 0 31-60, 17 61+ days). Below the tiles, there is a table header with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. A "Create" button is highlighted with a red box at the bottom of the table.

ORACLE FUSION

Fill Invoice Data

This screenshot shows the Oracle Fusion 'Create Invoice' interface. The top navigation bar includes 'Invoice Actions' with options like 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. The main area is divided into sections: 'Invoice Header' (with fields for Identifying PO, Business Unit, Supplier, Amount, Type, Date, Payment Terms, etc.), 'Lines' (with a dropdown menu showing 'Match Invoice Lines', 'Match to Receipt Charges', 'Correct Matched Invoices', and 'Correct Unmatched Invoices'), 'Taxes', and 'Totals' (showing breakdowns for Items, Freight, Miscellaneous, Tax, and Total). A note icon is visible on the right.

Search About Invoice

Click Search

This screenshot shows the 'Create Invoice' screen with the 'Correct Unmatched Invoices' dialog open. The dialog has a search section with an 'Invoice' field containing 'test8000' and a 'Search' button highlighted with a red box. Below the search is a table for viewing unmatched invoices, showing columns for Line, Corrected Invoice, and various financial details. The 'Search' button is also highlighted in the dialog's footer.

Fill Data to memo

This screenshot shows the 'Create Invoice' screen with the 'Correct Unmatched Invoices' dialog open. The dialog displays a table with a single row for a correction. The 'Correction Type' is set to 'Amount correction' with a value of '-1000'. The 'Number' field contains 'test8000'. The 'Apply' button is highlighted with a red box at the bottom right of the dialog.

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ORACLE FUSION

Line Insert Automatic

Create Invoice: ②

Supplier Number 1493
* Supplier Site sobhy_add
Legal Entity LESOBHY
Invoice Group

Description
Terms Date 3/20/25
Requester
Attachments None

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

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

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

Click Distribution to Check

Create Invoice: ②

Supplier Number 1493
* Supplier Site sobhy_add

Description
Terms Date 3/20/25
Requester
Attachments None

Manage Distributions

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

Status Purchase Order Receipt Project

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

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

Click Save

Invoice Action

Validate

VISION

Create Invoice: 10001 ②

Invoice Header Show More
Identifying PO
Business Unit Youssef_B_U
* Supplier Youssef_Supplier
Supplier Number 1484
* Supplier Site Youssef_Supplier_Address
Legal Entity Youssef_L_E
Invoice Group

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

Manage Instalments
Calculate Tax Ctrl+Alt+X
Validate Ctrl+Alt+V
Apply or Unapply Prepayments
Manage Holds
Account Coding
Approval
View Approval and Notification History
Cancel Invoice
Delete Invoice
Pay in Full
Post to Ledger
Account in Draft

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

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

Activate Windows Go to Settings to activate Windows

Authorized by Mohamed Badawy

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

Click Post to Ledger

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

Check Account Results

The screenshot shows the Oracle Fusion Accounting Lines: Debit memo screen for invoice TEST8000000. The dialog box displays two debit entries:

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

How to Custom Distribution Sets on Supplier?

Click to Procurement

Good evening, YOUSSEF

Sales Redwood Sales Service Me **Procurement** My Client Groups Help Desk Product M >

QUICK ACTIONS APPS

- Process Requisitions
- Purchase Orders
- Suppliers**

Show More

Things to Finish

Open task panel

Overview

Overview ②

Supplier Spend Authorization Requests

Pending Approval Rejected

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Pending Past 30 days ▾

Request	Source	Supplier	Supplier Number	Business Relationship	Requested By	Req
No data to display.						

Supplier Business Classifications

Expiring Expired

Manage Suppliers

- Manage Suppliers
- Suppliers (New)
- Register Supplier
- Create Supplier
- Manage Supplier Registration
- Import Suppliers
- Merge Suppliers

Search about Supplier

Manage Suppliers ②

Search

Keywords: sobhy

Advanced Manage Watchlist Saved Search All Suppliers * Required

Search Reset Save...

Search Results

Supplier	Supplier Number	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number	Taxpayer ID	D-U-N-S Number
sobhy supplier	1493		Spend Authorized		3/18/25		trn098765432	told123456	

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Open Suppliers

Click to Manage Suppliers

Click Edit

ORACLE FUSION

Click on Sites

Click Edit

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

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

Choose Distribution Sets

Click Save and Close

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

Home page

Click Payables

Open Invoice

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

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ORACLE FUSION

Open Task Panel

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

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

Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with the 'VISION' logo. A red box highlights the 'Recent' info tile in the top row, which displays 24 hours of activity: 0 Incomplete, 0 Complete, and 0 Total. Below the tiles is a table for managing invoices, with a 'Create' button highlighted.

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

Fill Invoice Data

The screenshot shows the 'Create Invoice' screen. The top section contains fields for Identifying PO, Business Unit (SOHY_BU), Supplier (sobhy_supplier), Supplier Number (1493), Supplier Site (sobhy_add), Legal Entity (LESOHY), and Invoice Group. The bottom section shows distribution details for three items, with a red box highlighting the 'Distribution Set' dropdown in the first row. The distribution table includes columns for Number, Type, Amount, Distribution Set, Distribution Combination, Accounting Date, Prorate Across All Item Lines, Description, and Tax Class.

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Class
1	Item		SOHY_DS		3/20/25	<input type="checkbox"/>		
2	Item		SOHY_DS		3/20/25	—		
3	Item		SOHY_DS		3/20/25	—		

Authorized by Mohamed Badawy

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

Click Create invoice

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

- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries
 - Payables to Ledger Reconciliation
- Assets
 - Create Mass Additions

Click Create

The screenshot shows the Oracle Fusion interface with the 'VISION' logo. A red box highlights the 'Create' button in the toolbar below the info tiles.

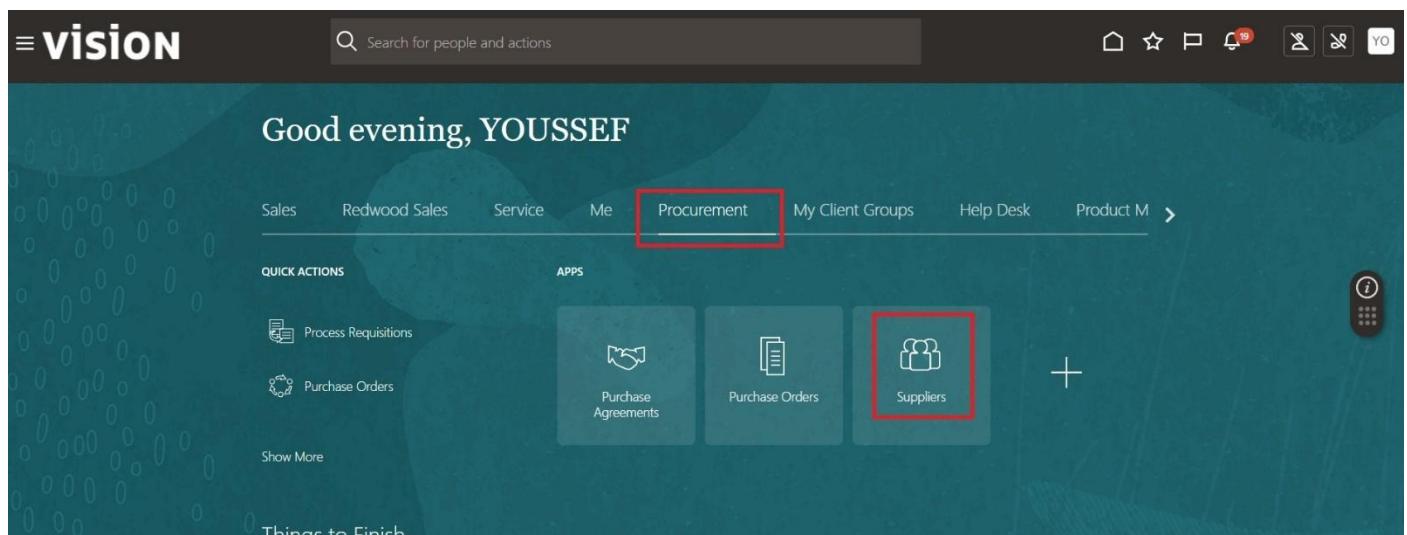
Open Line and Check

How to Change Liability on Supplier Site Level?

Important Notes:

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

Click to Procurement



Open Suppliers

Open task panel

Click to Manage Suppliers

Manage Suppliers

- Manage Suppliers
- Suppliers (New)
- Register Supplier
- Create Supplier
- Manage Supplier Registration
- Import Suppliers
- Merge Suppliers

ORACLE FUSION

Search about Supplier

Click Edit

The screenshot shows the 'Manage Suppliers' page. A red box highlights the 'Keywords' search input field containing 'sobhy'. Below the search bar is a toolbar with 'Advanced', 'Manage Watchlist', 'Saved Search', and 'All Suppliers' buttons. The main area displays a table with columns: Supplier, Supplier Number, Alternate Name, Business Relationship, Parent Supplier, Creation Date, Inactive Since, Tax Registration Number, Taxpayer ID, and D-U-N-S Number. One row is selected, showing 'sobhy_supplier' with Supplier Number 1493.

Click on Sites

Click Edit

The screenshot shows the 'Edit Supplier: sobhy_supplier' page. The 'Sites' tab is selected, indicated by a red box. Below it is a table with columns: Procurement BU, Site, Address, Site Purpose, Alternate Pay Site, Attachments, and Status. One site is listed: SOBHY_BU with address Hadayiq Al-Ahram, GIZA GIZA, EGYPT, purpose Purchasing; Pay, and status Active. A red box highlights the edit icon in the top toolbar.

Choose Liability Distribution

Click Save and Close

The screenshot shows the 'Edit Site: sobhy_add' page. The 'Site Assignments' tab is selected. On the right, there's a 'Site Purpose' section with checkboxes for Purchasing (checked) and Pay (checked). Below it is an 'Attachments' section with a 'None' button. The main table has columns: Client BU, Bill-to BU, Use Withholding Tax, Withholding Tax Group, Liability Distribution, Prepayment Distribution, Bill Payable Distribution, Distribution Set, and Inactive Date. The 'Liability Distribution' column for SOBHY_BU is highlighted with a red box and contains the value 10-111-2101.

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Home page

Click Payables

Open Invoice

Good evening, YOUSSEF

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

QUICK ACTIONS

- Create Invoice
- Manage Invoices

Show More

Things to Finish

Payables Dashboard Invoices Payments

Open Task Panel

Approval

0	Pending
6	Others
3	Rejected

Prepaid

0	0	13
0-30	31-60	61+

Supplier Site Business Unit Description

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

Invoices

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

Accounting

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

Assets

- Create Mass Additions

Or Click Recent in Info Tiles

Scanned

0	0	31
0-7	8-14	15+

Recent

0 Incomplete
0 Complete
0 Total

Holds

1 Validation
0 Purchasing
2 Other

Approval

0 Pending
10 Others
4 Rejected

Prepaid

1 0 17
0-30 31-60 61+

View Detach Create Validate Cancel Post to Ledger

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

Fill Invoice Data

Click Show More

Check Liability Account

Invoice Header [Show Less](#)

General **Accounting** Tax Additional Information

* Accounting Date [Calendar icon](#) Liability Distribution [Edit icon](#) Conversion Rate Type

* Liability Distribution [Edit icon](#) Conversion Date [Calendar icon](#)

Address Conversion Rate

Inverse Conversion Rate

Document Category Document Category [Down arrow](#)

Voucher Number Voucher Number [Down arrow](#)

First-Party Tax Registration Number First-Party Tax Registration Number [Down arrow](#)

Supplier Tax Registration Number Supplier Tax Registration Number [Down arrow](#)

► Lines [Match Invoice Lines](#) [Down arrow](#) [Edit icon](#)

► Taxes

► Totals

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

How to do Automatic Offset?

Important Notes:

Offset Segment

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

Click to Payables



Click Manage Common Options for Payables and Procurement

Click None

The screenshot shows the 'Manage Common Options for Payables and Procurement' page. At the top, there are buttons for Save, Save and Close, and Cancel. Below that, there's a section for 'Default Distributions' with fields for Liability, Prepayment, Bill Payable, Conversion Rate Variance Gain, Conversion Rate Variance Loss, and Discount Taken, each with a dropdown menu icon. Further down, there's a section for 'Automatic Offsets' with a red box around it. Under 'Offset Segments', the 'None' option is selected (indicated by a blue circle). There are also two other options: 'Primary balancing segment' and 'All segments, except natural account'. The bottom of the page has a footer with the text 'Authorized by Mohamed Badawy' and a LinkedIn profile link.

Click Save and Close

Home page

Click Payables

Open Invoice

Good evening, YOUSSEF

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

QUICK ACTIONS

- Create Invoice
- Manage Invoices

Show More

Things to Finish

APPS

- Payables Dashboard
- Invoices**
- Payments

Open Task Panel

Approval

Days	Pending	Others	Rejected
0	6	3	

Prepaid

0-30	31-60	61+
0	0	13

Supplier Site Business Unit Description

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

Invoices

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

Accounting

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

Assets

- Create Mass Additions

Or Click Recent in Info Tiles

Scanned

0-7	8-14	15+
0	0	31

Recent

24 Hours
Incomplete

Holds

7 Days
Validation

Approval

Pending	Others	Rejected
0	10	4

Prepaid

0-30	31-60	61+
1	0	17

View Detach Create Validate Cancel Post to Ledger

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

ORACLE FUSION

Write Another Company

Validate

save

Post to Ledger

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

Check Results

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

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

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

In Case Primary Balancing Segment

Click to Payables

Click Manage Common Options for Payables and Procurement

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

Click Primary Balancing Segment

Click Save and Close

The screenshot shows the 'Payables' screen with various account fields. Under 'Offset Segments', the 'Primary balancing segment' radio button is selected and highlighted with a red box.

Home page

Click Payables

Open Invoice

The screenshot shows the vISION home page. The 'Payables' tab is selected and highlighted with a red box. In the 'QUICK ACTIONS' section, the 'Invoices' icon is highlighted with a red box.

ORACLE FUSION

Open Task Panel

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

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

Or Click Recent in Info Tiles

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

Write Another Company

Validate

save

Post to Ledger

The screenshot shows the Oracle Fusion 'Create Invoice' screen. The 'Accounting' tab is selected. The 'Liability Distribution' field contains '10-000-21011-10', which is highlighted with a red box. The 'Lines' section shows a single line item with a distribution amount of 1,000.00 and a distribution combination of '30-000-52232-30'. The URL at the bottom is <http://linkedin.com/in/mohamed-badawy-393821240>.

Authorized by Mohamed Badawy

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

Check Results

The screenshot shows the Oracle Fusion Check Results interface. At the top, there's a navigation bar with icons for search, home, star, and more, followed by buttons for 'Validated' (with a red notification badge '14'), 'Invoice Actions', 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. Below the header, a sub-header reads 'Create Invoice: test_pbs'. The main content area is titled 'Invoice Header' and 'Show Less'. It includes tabs for 'General', 'Accounting' (which is selected), and 'Tax'. Under 'Accounting', there are fields for 'Accounting Date' (3/20/25), 'Liability Distribution' (10-11), and 'Address'. A 'Lines' section shows two rows of accounting lines. The first line, row 1, has an event of 'Invoice Validated' and an account of '30-000-52110-30'. The second line, row 2, also has an event of 'Invoice Validated' and an account of '30-111-21011-10'. Both lines have a debit of 1,000.00. The status is listed as 'Final'. A 'Done' button is at the bottom right of the dialog.

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

In Case All Segments, Except Natural Accounts

Click to Payables

Click Manage Common Options for Payables and Procurement

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

Click All Segments, Except Natural Accounts

Click Save and Close

The screenshot shows the Oracle Fusion Payables configuration screen. It includes sections for 'Bill Payable', 'Prepayment Tax Difference', 'Retainage', and 'Unclaimed Fund'. Under 'Automatic Offsets', the 'Offset Segments' dropdown is set to 'All segments, except natural account', which is highlighted with a red box.

Home page

Click Payables

Open Invoice

The screenshot shows the vISION Home page. The 'Payables' tab is selected and highlighted with a red box. In the 'QUICK ACTIONS' section, the 'Invoices' icon is also highlighted with a red box.

ORACLE FUSION

Open Task Panel

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

Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with the 'Recent' info tile selected in the Task Panel. The tile displays recent activity: 0 Incomplete, 0 Complete, and 0 Total. Other tiles show Scanned (0, 0, 31), Holds (1 Validation, 0 Purchasing, 2 Other), Approval (0 Pending, 10 Others, 4 Rejected), and Prepaid (1, 0, 17). A red box highlights the 'Recent' tile.

Write Another Company

Validate

save

Post to Ledger

The screenshot shows the Oracle Fusion 'Create Invoice' screen. The 'Accounting' tab is selected. The 'Liability Distribution' field contains '10-000-21011-10', which is highlighted with a red box. Below the tabs, the 'Lines' section shows a single line with distribution details: Number 1, Type Item, Amount 1,000.00, Distribution Set 30-000-52232-30, Accounting Date 3/25/25, and Prorate Across All Item Lines checked. Buttons at the top include 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'.

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Check Results

The screenshot shows the Oracle Fusion Check Results interface. At the top, there's a navigation bar with icons for search, home, star, etc., and a message "Create Invoice: PBSENACC1001". Below the navigation bar, the main area is titled "Invoice Header" with tabs for General, Accounting (selected), and Tax. Under the Accounting tab, there are fields for Accounting Date (3/20/25), Liability Distribution (10-111), and Address. A modal window titled "Accounting Lines: Standard Invoice PBSENACC1001" is open. The modal has tabs for View, View T-Accounts, Detach, and Override Account. It displays two accounting lines:

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

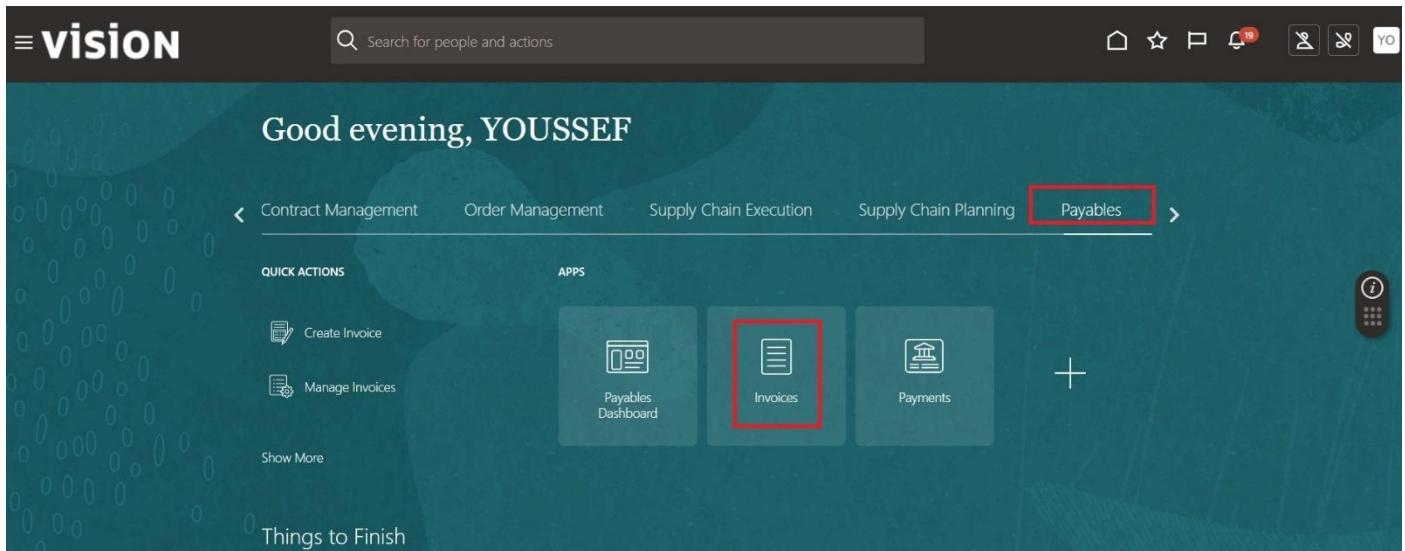
The account numbers for both lines are highlighted with a red box. The "Done" button is visible at the bottom right of the modal.

How to Create Invoice in Spreadsheet with two Line?

Home page

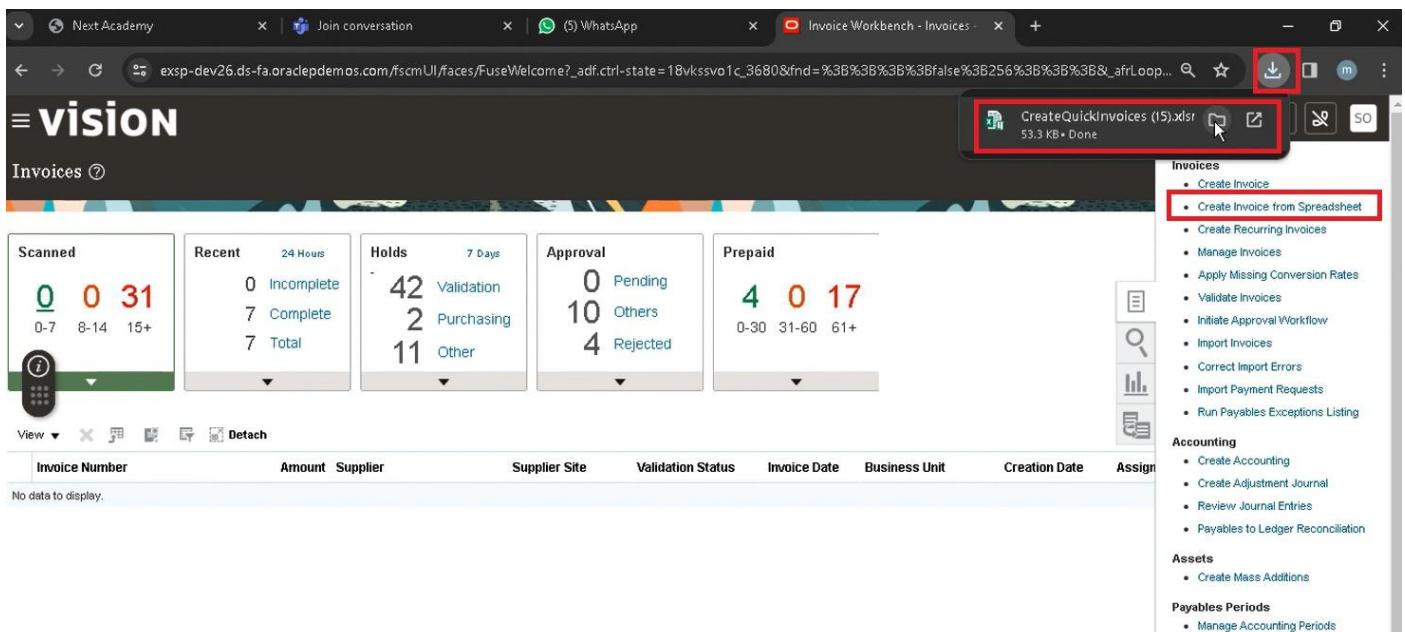
Click Payables

Open Invoice



Open Task Panel

Click Create invoice in Spreadsheet



Open Excel Sheet from Download

Login

Sign In
Oracle Applications Cloud

User ID: omasobhy

Password:

Forgot Password

Sign In

Select Language: English

Invoice Header Identifier Same Number Must Choose Bu in Two line

File Home Insert Page Layout Formulas Data Review View Help Create Invoices Acrobat

Login Logout Clear Edit About All Data Options Save Save and Submit Invoice Import Viewer

Worksheet

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

Fill Data Required

Click Statuses Viewer

Click Save and Submit

File Home Insert Page Layout Formulas Data Review View Help Create Invoices Acrobat

Login Logout Clear Edit About All Data Options Save Save and Submit Invoice Import Status Viewer

Worksheet

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

Status Viewer

Messages for this worksheet are listed below

No error.

Messages for this table row are listed below

No error.

How to Recurring Invoice Configuration?

Click to Settings and Actions

Click Setup and Maintenance

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

Choose Financials Click Payables All Tasks Manage Payables calendar

The screenshot shows the Oracle Fusion Payables screen. At the top is a dark header bar with the 'vision' logo, a search bar, and various icons. Below it is a main area with a 'Functional Areas' sidebar on the left containing links for Financial Reporting Structures, General Ledger, Organization Structures, Resources, Workforce Structures, Users and Security, and Payables. The 'Payables' link is highlighted with a red box. The main panel shows a 'Payables' section with a task list. The 'Show' dropdown menu is set to 'All Tasks', and the 'Manage Payables Calendars' option is highlighted with a red box. Other tasks listed include Define Automated Invoice Processing Configuration, Manage Intelligent Document Recognition Options, Manage Payment Terms, Manage Invoice Tolerances, Manage Tax Regions, Manage Reporting Entities, Manage Tax Codes, Manage Withholding Tax Classifications, and Manage Withholding Certificates.

Click Create

The screenshot shows the Oracle Fusion 'Manage Payables Calendars' screen. At the top is a dark header bar with the 'vision' logo, a search bar, and various icons. Below it is a main area with a toolbar at the top featuring a 'Create' button (highlighted with a red box), a 'View' dropdown, and other icons. The main panel displays a table of payables calendars. The columns are Name, Description, Calendar Type, Periods per Year, and Latest Defined Period. The table lists several entries:

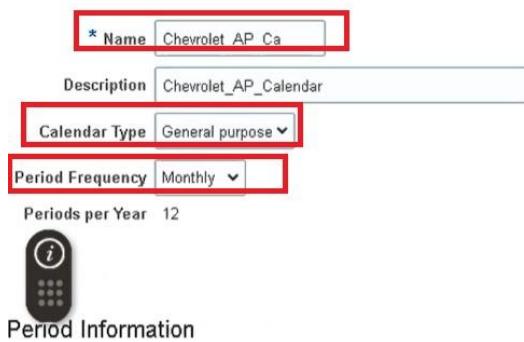
Name	Description	Calendar Type	Periods per Year	Latest Defined Period
DECCAN VHT C...	DECCAN VHT CAL	General purpose	12	Dec-25
India TDS Year		General purpose	1	2027-28
Monthly		General purpose	12	Dec-28
Quarterly		General purpose	4	Quarter4-28
SS Recurring	SS Recurring invoice	General purpose	12	Dec-25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

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Fill data required

* Name Chevrolet_AP_Ca
Description Chevrolet_AP_Calendar
Calendar Type General purpose
Period Frequency Monthly
Periods per Year 12

Period Information



Click Generate Periods

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



Click Save and Close

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

Home page

Click Payables

Open Invoice

VISION

Good evening, YOUSSEF

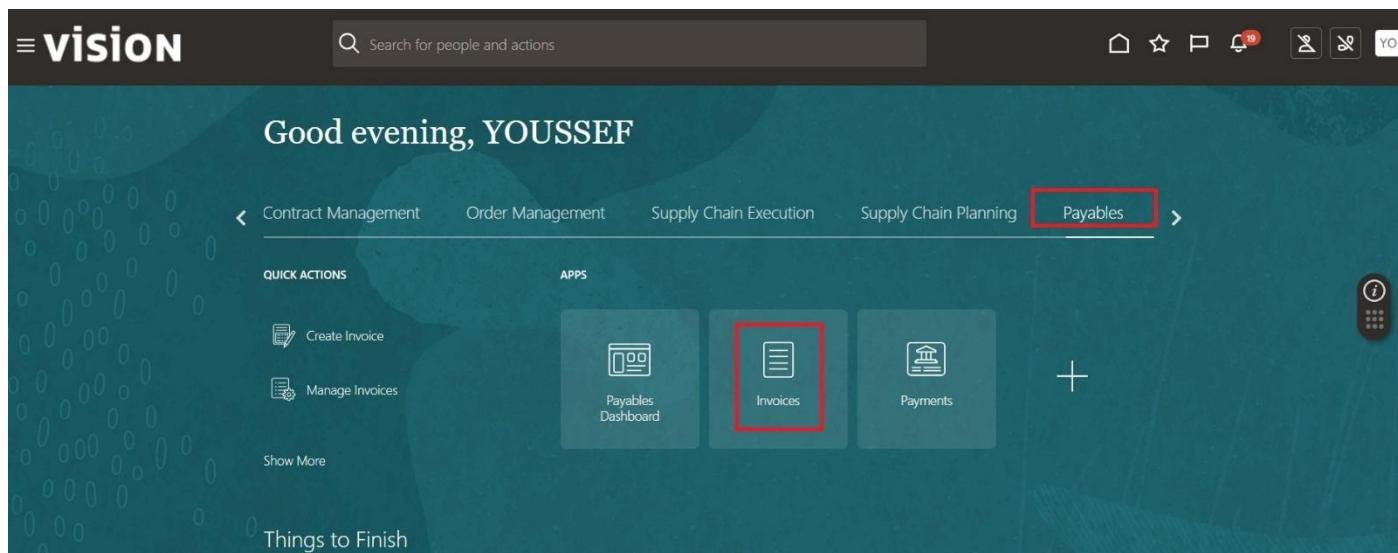
Contract Management Order Management Supply Chain Execution Supply Chain Planning **Payables**

QUICK ACTIONS APPS

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

Show More

Things to Finish



Open Task Panel

VISION

Invoices

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

View Detach

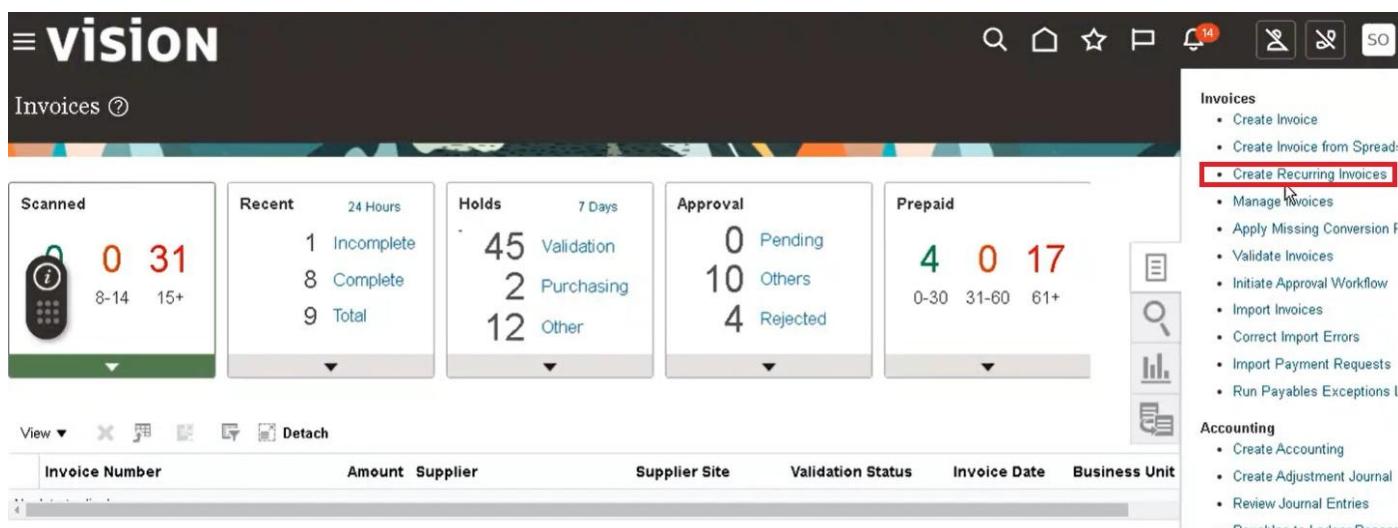
Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Invoice Date	Business Unit
4						

Invoices

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

Accounting

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



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Open Excel Sheet from Download

Login

The screenshot shows the Oracle Applications Cloud sign-in interface. A user has entered their User ID ('omasobhy') and Password. The 'Sign In' button is highlighted with a red box. Below it, a dropdown menu for 'Select Language' is set to 'English'. To the left, a small Microsoft Excel window is open, showing a worksheet titled 'Invoices' with some data. On the right, a sidebar lists various application modules like Invoices, Accounting, Assets, and Payables Periods.

Fill Data Required

Statuses Viewer

Save and Submit

The screenshot displays an Excel spreadsheet titled 'Recurring Invoices'. It contains a table with columns for 'Changed', 'Template Row Status', 'Business Unit', 'Invoice Number', 'Invoice Amount', 'Supplier...', 'Supplier Number', 'Supplier Site...', 'Invoice Currency', 'Payment Currency', and 'Description'. The first row has a red border. The 'Supplier...' column contains the value 'youssef_test_supplier'. The 'Supplier Number' column contains '575'. The 'Invoice Amount' column contains '1,000.00'. The 'Business Unit' column contains 'Youssef_B_U'. The 'Invoice Number' column contains 'REC'. The 'Supplier Site...' column contains 'youssef_Test_AdresEGP'. The 'Invoice Currency' column contains 'EGP'. The 'Payment Currency' column contains 'EGP'. The 'Description' column is empty.

Choose Calendar

Double Click on Period

Write Line Amount

The screenshot shows an Excel spreadsheet with a 'Search and Select: To Period' dialog box overlaid. The dialog has fields for 'Period' and 'Year', with 'Search' and 'Reset' buttons. A list of periods is shown, and 'Jul-25' is selected. The main spreadsheet table has columns for 'Period', 'Year', 'From Date', 'To Date', 'Calendar Name', 'From Period', 'To Period', 'Type', and 'Amount'. One row in the table is highlighted with a red border, showing 'youssef_calenda' in the 'Calendar Name' column, 'Jan-25' in the 'From Period' column, 'Item' in the 'Type' column, and '1,000.00' in the 'Amount' column.

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Home page

Click Payables

Open Invoice

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

Click too Incomplete

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

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

Check Results

The screenshot shows the Oracle Fusion Invoices screen. At the top, there is a navigation bar with icons for Home, Star, Copy, Lock (with a red notification dot), Print, and Export. A search bar says "Search for people and actions". Below the navigation bar, the text "Invoices" is displayed. The main area has five status cards: "Scanned" (0 Scanned, 31 Pending), "Recent 24 Hours" (21 Total, 12 Other, 4 Rejected), "Holds 7 Days" (45 Validation, 2 Purchasing, 12 Other), "Approval" (0 Pending, 10 Others, 4 Rejected), and "Prepaid" (4 0 17). Below these cards is a table with columns: View, Detach, Create, Validate, Cancel, Post to Ledger, Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, and Last. The table contains nine rows of invoice data. The row for "REC_1" is highlighted with a gray background and has a cursor pointing at it.

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

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Payment Setup Steps

Important Notes:

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

How to Assign Roles?

Open Tools

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

Click Security Console

Or From Navigator

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

Search About User

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

Click on user

Press Edit

Click Add Role

Search About roles

Click add role membership

Click Save And Close

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

How to Assign Data Access Sets?

Open Setting and Actions

Choose Setup and maintenance

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

Open Offering Choose Financials Press General Ledger Open All tasks

Choose Data access set data access for users

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

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OR

Open Organization Structures

Click Mange Business Unit Data Access for Users

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

Click Create

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

Fill Data

Save and Close

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

How to Create Bank?

Open Setting and Actions

Choose Setup and maintenance

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

Open Cash Management

Click Manage Banks

The screenshot shows the Oracle Vision application interface. On the left, there is a sidebar titled 'Functional Areas' with a list of items like Initial Users, Enterprise Profile, Legal Structures, etc., with 'Cash Management' highlighted with a red box. The main area is titled 'Cash Management' and contains a 'Task' section with 'Manage Bank Statement Transaction Codes' and a 'Scope' section. Within the 'Task' section, the 'Manage Banks' item is highlighted with a red box. Other items in the 'Task' section include Manage Bank Branches, Manage Bank Accounts, and Specify Cash Positioning and Forecasting Options. There is also a note about 'Columns Hidden 4'. At the bottom right, there is an 'Activate Windows' message.

Click Create

Manage Banks ?

Actions ▾ View ▾ Format ▾ **Create Branch**

Bank Name	Bank Code	Country	Description
Abu Dhabi Islamic Bank	ADIB	United Arab Emi...	ADIB
88Bank of America		United States	
ABN AMRO BANK N.V.	ABNA	Netherlands	
B.N.P	23456	France	Banque BNP Paribas
BBVA Bancomer	BBVA	Mexico	
Banca Nazionale del Lavoro	01005	Italy	Banca Nazionale del Lavoro
Banco Bilbao Vizcaya	0182	Spain	Banco Bilbao Vizcaya
Banco de Crédito	1234	Spain	Banco de Crédito, Madrid
Bank of America		United States	
Barclay's Bank	206693	United Kingdom	Main Activity Bank

Fill Data Required

=VISION

Create Bank ?

* Country Egypt

* Bank Name Youssef_Bank

Alternate Bank Name

Bank Code

Description

Taxpayer ID

Tax Registration Number

Save **Save and Close** Cancel

▶ Addresses

▶ Contacts

Click Save and Close

Back to this page

Branches

Manage Banks ?

Actions ▾ View ▾ Format ▾ **Create Branch**

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

Select Bank

Click Create

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Fill Data Required Open Addresses Click Create Click Save and Close

Create Bank Branch ②

Save Save and Close Cancel

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

Addresses

Actions View Format + X ✓ Wrap

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

Columns Hidden 2 Address date range: Current

Contacts

Select Bank

Click View Branches

VISION

Manage Banks ②

Done

Actions View Format + Freeze Wrap View Branches Create Branch

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

Activate Windows
Go to Settings to activate Windows.

Click Create Account

ORACLE

Manage Bank Branches ②

Actions View Format + Freeze Wrap View Accounts Create Account

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

Columns Hidden 5

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Fill Data Required

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

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

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

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Fill Data Required

Click Ok

Create Payment Document

Document Information

* Payment Document: Aboelfotoh_PD

* Format: Standard Check Format

* Paper Stock Type: Blank Stock

* Payment Document Category: Check Payments

Number of Lines per Remittance Stub:

Number of Setup Documents:

Document Numbers

* First Available Document Number: 1

Last Available Document Number:

Checkbooks

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

Aboelfotoh_Checkbook 1 500 m/d/y

Actions View Format + X Freeze Wrap

OK Cancel

Open Business Unit

Click Create

Fill Data Required

Click Ok

Create Bank Account

Create Business Unit Access

* Business Unit: Aboelfotoh_BU

End Date: m/d/y

GL Accounts

Cash: 10-000-11010-10

Cash Clearing: 10-000-11015-10

Bank Charges: 10-000-53421-0

Foreign Exchange Gain: 10-000-80063-0

Foreign Exchange Loss: 10-000-80064-0

Payment Document Categories by Payment Method

* Payment Method: Check

* Payment Document Category: Check Payments

Actions View Format + X Freeze Wrap

OK Cancel

Click Save and Close

VISION

Create Bank Account

Bank: Youssef_Bank

* Account Name: Youssef_Bank_Account

* Account Number: Youssef_Bank_Number

* Currency: EGP - Egyptian Pound

* Legal Entity Name: Youssef_L_E

Account Type:

Description:

IBAN:

Bank Branch: Youssef_Branch

Check Digit:

Secondary Account Reference:

Account Suffix:

Account Use: Payables

Payroll

Receivables

Bank Company Identifier:

General Controls Security Business Unit Access

Actions View Format + X Freeze Wrap

Business Unit: Youssef_B

End Date:

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End User Test:

Home page

Click Payables

Open Invoice

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

Open Task Panel

Click Create invoice

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

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

Or Click Recent in Info Tiles

Click Create

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

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Write Data Required

Save

Invoice Action

Validate

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

Click Post to Ledger

This screenshot shows the Oracle Fusion Create Invoice interface. A context menu is open over the 'Invoice Actions' button, with 'Post to Ledger' highlighted. The main form displays an invoice header and a table of invoice lines. A status message at the bottom right says 'Activate Windows'.

Open Invoice Actions

Click to Pay in Full

This screenshot shows the Oracle Fusion Edit Invoice interface. A context menu is open over the 'Invoice Actions' button, with 'Pay in Full' highlighted. The main form displays an invoice header and a table of invoice lines. At the bottom, financial details are shown: Total 1,000.00, Due 1,000.00, and Prepayments 0.00.

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ORACLE FUSION

Fill Data Required

Click Submit

Edit Invoice: Test_1001

Invoice Header

Identifying PO
Business Unit: Aboelfotoh_BU
Supplier: Mohamed_Supplier_1
Supplier Number: 1430
Supplier Site: Mohamed_Supplier_1
* Legal Entity: Aboelfotoh_Legal
Invoice Group

Number: Test_1001
* Amount: EGP - 1,000.00
Type: Standard
Date: 6/16/22
* Payment Terms: Immediate
Terms Date: 6/16/22

Pay in Full: Test_1001

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

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

Submit Cancel

Click Ok

Edit Invoice: test

Invoice Header

Identifying PO
Business Unit: Youssef_B_U
Supplier: Youssef_Supplier
Supplier Number: 1468
Supplier Site: youssef_Site
* Legal Entity: Youssef_L_E
Invoice Group

Lines
Taxes
Totals

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

Total: 1,000.00
Due: 1,000.00

Confirmation

Payment 1 for 1,000.00 EGP has been created.

OK

Check Results

Invoices

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

View Detach Create Validate Cancel Post to Ledger

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

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ORACLE FUSION

Open Payables

Click Payments

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

Open Task Panel

Click Manage Payments

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

Fill Data Required

Click Search

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

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Choose Invoice to Post payment to General Ledger

Manage Payments

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

Open Actions

Payment: 1

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

Actions

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

Check Results

Payment: 1

Payee	Youssef_Supplier	Payment Amount	1,000.00		
Payment Date	3/24/25	EGP	0.00		
Status	Final	EGP			
Accounting Status	Ledger Youssef EG	Date	3/24/25		
Reconciled		Status	Final		
Type	View ▾	Event	Account	Class	Accounted (EGP)
				Debit	Credit
Payment Details	Paid Invoices				
Payee	Current Name				
	Payee Site				
	Remit-to Address				
	Payment Function				
Processing Details	Disbursement Bank Account	Youssef_Bank_Account	Payment Process Request		
	Payment Method	Check	Payment Document	Youssef_Checks	
	All Details	No	Payment File Reference	902740	

Actions

- Activate Windows
- Go to Settings to activate Windows.

Accounting Lines: Payment 1

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

Done

ORACLE FUSION

Click to Void in Case Wronge Invoice

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

Choose Action

Click Submit

This screenshot shows the same Oracle Fusion interface as above, but with a 'Void Payment' dialog box overlaid. The dialog has fields for 'Void Date' (3/24/25), 'Accounting Date' (3/24/25), and 'Invoice Action' dropdown. The dropdown menu is open, showing 'None' (selected), 'Cancel invoice', and 'Place hold on invoice'. Other payment details are visible in the background.

Check Statuses

Click Post to Ledger

This screenshot shows the payment record after it has been voided. The 'Status' field is highlighted with a red box and shows 'Voided'. The rest of the payment details remain the same. At the top right, a context menu includes 'Post to Ledger', which is also highlighted with a red box. Other options like 'Print Remittance' and 'View Accounting' are also present.

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ORACLE FUSION

Check Results

Payment: 1 ②

Actions ▾ Done

Accounting Lines: Payment 1

Ledger Youssef EG Date 3/24/25 Status Final

View T-Accounts Detach Override Account

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

Done

Open Same Invoice

Click Post to Ledger

Create Invoice: ②

Invoice Actions ▾ Save and Create Next

Manage Installments

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

Post to Ledger (highlighted with red box)

Invoice Header Show More

Identifying PO Number

Business Unit Amount EGP - Egyptian Pound

* Supplier Type

Supplier Number Description

* Supplier Site Legal Entity

Invoice Group

Lines ② Match Invoice Lines

View + Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

Distribution

Budgetary Control

Check Results

VISION

Edit Invoice: test ②

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

Accounting Lines: Standard Invoice test

Ledger Youssef EG Status Final

View T-Accounts Detach Override Account

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

Total 0.00 Due 0.00

Activate Windows Go to Settings to activate Windows Done

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How to Manage Payment Terms?

Open Setting and Actions

Choose Setup and maintenance

The screenshot shows the Oracle Fusion Home page. At the top right, there is a 'Settings and Actions' button. Below it, a vertical navigation bar lists various options under 'Administration', including 'Setup and Maintenance'. This option is highlighted with a red box. Other visible items include 'Personalization', 'Access Accessibility Settings', 'Set Preferences', 'Edit Pages', 'Edit Global Page Template', 'Manage Configurations', 'Highlight Flexfields', 'Troubleshooting', 'Record Issue', 'Print Me', 'Hide Help Icons', 'Applications Help', and 'About This Application'.

Open Payables

Click to Manage Payment Terms

The screenshot shows the Oracle Financials setup screen under 'Setup: Financials'. On the left, a 'Functional Areas' tree view is displayed, with 'Payables' selected and highlighted with a red box. Other areas listed include Initial Users, Enterprise Profile, Legal Structures, Financial Reporting Structures, General Ledger, Organization Structures, Resources, Workforce Structures, Users and Security, Payments, Cash Management and Banking, Transaction Tax, Expenses, and Fixed Assets. To the right, a 'Payables' task list is shown with 'Manage Payment Terms' highlighted with a red box. Other tasks listed are Manage Procurement Agents, Manage Common Options for Payables and Procurement, Manage Invoice Options, and Manage Payment Options.

Click Create

The screenshot shows the 'Manage Payment Terms' screen. At the top, there is a search bar and a toolbar with various icons. Below the toolbar is a table listing payment terms. The table columns are Name, Description, Cutoff Day, Rank, From Date, and To Date. The table contains numerous entries, such as '2/10 Net 30', 'Abdelrhman_Payment', 'End of Month', 'Hold 10 Immediate', 'Immediate', 'JP-20th-1-EOM', 'JP-20th-2-EOM', 'JP-EOM-1-EOM', 'JP-EOM-2-EOM', 'Net 30', 'Net 45', 'Net 60', 'Net 90', 'Net Monthly Account', and 'Prompt .1% 10 Net 30'. The 'Name' column is currently sorted by rank. A red box highlights the 'Add' icon in the toolbar. The bottom right corner of the screen shows a message 'Activate Windows'.

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Fill Data Required

Click Save and Close

Edit Payment Terms: Chevrolet_PT_1

Name: Chevrolet_PT_1	From Date: 1/1/20						
Description: Chevrolet_PT_1	To Date: mid/yy						
Cutoff Day:	AB Context:						
Rank:	Regional Information:						
Installments							
View ▾ + X grid list Detach							
Due (%)	Amount Due	Calendar	Fixed Date	Days	Day of Month	Months Ahead	
50				0			
50				10			
Discount							
First Discount		Second Discount			Third Discount		
Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead
Set Assignments							
View ▾ + X grid list Detach							
Set Code	Set Name	Description					
COMMON	Common Set						

End User Test:

Home page

Click Payables

Open Invoice

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

Open Task Panel

Click Create invoice

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

Or Click Recent in Info Tiles

Click Create

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

ORACLE FUSION

Write Data Required

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

Click Save

Invoice Action

Validate

This screenshot shows the Oracle Fusion Create Invoice interface after saving. The 'Invoice Actions' menu is open, displaying various options like Calculate Tax, Validate, and Post to Ledger. The 'Validate' option is highlighted with a red box. The 'Lines' section now shows two items: one with Number 1, Type Item, Amount 200.00, and Distribution Set 10-000-52232-10; another with Number 2, Type Item, Amount 300.00, and Distribution Set 10-000-52231-10.

Click Post to Ledger

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

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ORACLE FUSION

Click on Manage Instalments

This screenshot shows the Oracle Fusion Create Invoice interface. In the top right corner, there is a context menu with various options. The 'Manage Instalments' option is highlighted with a red box. Other visible options include 'Calculate Tax', 'Validate', 'Apply or Unapply Prepayments', 'Manage Holds', 'Account Coding', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'. The main area of the screen shows the invoice header details and lines.

Review Instalments

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

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

Open Payables

Click Payments

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

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ORACLE FUSION

Open Task Panel



Overview

Payment Process Requests

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

View Detach

Name

Pending Since

Stage

Status

Action

Select

No data to display.

Payment Files Requiring Attention

Actions View Detach

Reference Administrator Reference

Creation Date

Status

No results found.

Stop Payment Requests

View Detach Cancel Stop Request Void Payment

Payment Number

Payment Date

Amount

Stop Request Date

Payment Method

Bank Account

Bank Name

Payee

Payments

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

Accounting

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

Payables Periods

- Manage Accounting Periods

Fill Data Required



Create Payment

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

Payment Details Advanced Additional Information

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

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

Invoices to Pay

View Detach Add Cross-Currency User Rates

Invoice

Payment

Number

Type

Due Date

Unpaid

Discount

Amount

Interest

Total Activate Windows

No invoices selected.

Choose your Invoice

Click Apply

Click Save and Close



Create Payment

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

Payment Details Advanced Additional Information

Select and Add: Invoices to Pay

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

Invoice

Number Due Date Unpaid Amount Type Pay Alone Invoice Business Unit

test2 1/1/25 500.00 EGP Standard No Youssef_B_U

test2 1/11/25 500.00 EGP Standard No Youssef_B_U

Apply OK Cancel

Invoices to Pay

View Detach Add Cross-Currency User Rates

Number

Type

Due Date

Unpaid

Discount

Amount

Interest

Total Activate Windows

No invoices selected.

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Open Task Panel

Click Manage Payments

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

Name	Pending Since	Stage	Status	Action
No data to display.				

Payment Files Requiring Attention

Reference	Administrator Reference	Creation Date	Status
No results found.			

Stop Payment Requests

View	Actions	Cancel Stop Request	Void Payment
Payments	Payments	Cancel Stop Request	Void Payment

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

Fill Data Required

Click Search

Supplier or Party

Payment Date m/d/y

Payment Number

Disbursement Bank Account

Payment Type

Payment Process Request

Payment Status

Business Unit

Search

Actions ▾ View ▾ + ⌂ ⌂ Detach

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

Choose Invoice to Post payment to General Ledger

Actions ▾ View ▾ + ⌂ ⌂ Detach

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

Open Actions

Click Post to Ledger

Payment: 1

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

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

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

Payment Details: Paid Invoices, History, Other

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

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

Payment Process Request: Payment Document, Payment File Reference

Activate Windows: Go to Settings to activate Windows.

Check Results

Payment: 3

Payee	Youssef_Supplier
Payment Date	1/1/25
Status	Final

Accounting Lines: Payment 3

Ledger	Date	Status
Youssef EG	1/1/25	Final

View T-Accounts, Detach, Override Account

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

Done

Payment Details: Paid Invoices, History, Other

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

Payment Function: Payables disbursements

Processing Details: Disbursement Bank Account, Payment Method

Payment Process Request: Payment Document

Activate Windows: Go to Settings to activate Windows.

How to Manage Discount?

End User Test:

Home page

Click Payables

Open Invoice

The screenshot shows the Oracle Fusion Home page. At the top, there is a navigation bar with icons for home, search, and user profile. Below the navigation bar, the text "Good evening, YOUSSEF" is displayed. The main menu has several options: Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, Payables (which is highlighted with a red box), and a plus sign icon. Under the "QUICK ACTIONS" section, there are links for "Create Invoice" and "Manage Invoices". Under the "APPS" section, there are three cards: "Payables Dashboard", "Invoices" (which is highlighted with a red box), and "Payments". A sidebar on the left shows "Things to Finish" with some pending tasks. A large "+" icon is located on the right side of the screen.

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. On the left, there is a sidebar with sections for Approval (0 Pending, 6 Others, 3 Rejected) and Prepaid (0-30, 31-60, 61+). The main area displays a table of supplier information. On the right, there is a sidebar with a list of tasks under "Invoices" and other sections like Accounting and Assets. The "Invoices" section is highlighted with a red box.

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

Or Click Recent in Info Tiles

Click Create

The screenshot shows the Oracle Fusion Invoices screen. At the top, there is a navigation bar with icons for home, search, and user profile. Below the navigation bar, the text "Invoices" is displayed. The main area has several info tiles: "Scanned" (0 0 31), "Recent" (24 Hours: 0 Incomplete, 0 Complete, 0 Total), "Holds" (7 Days: 1 Validation, 0 Purchasing, 2 Other), "Approval" (0 Pending, 10 Others, 4 Rejected), and "Prepaid" (0-30, 31-60, 61+). At the bottom, there is a table with columns for Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. A "Create" button is located at the bottom left of the table. The "Recent" section is highlighted with a red box.

ORACLE FUSION

Write Data Required

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

Click Save

Invoice Action

Validate

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

Click Post to Ledger

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

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ORACLE FUSION

Click on Manage Instalments

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

Select Instalment

The screenshot shows the Oracle Fusion Edit Invoice interface. On the left, there's a sidebar with options like 'Invoice Header', 'Lines', 'Taxes', and 'Totals'. The main area shows an invoice header with supplier details and a table of lines. A modal window titled 'Manage Instalments' is open, showing two instalment rows. The second row is highlighted with a red box. The modal also includes fields for Unique Remittance Identifier, Pay Group, Payment Reason, Settlement Priority, Delivery Channel, and a summary table at the bottom.

Write Discount

This screenshot continues from the previous one, showing the 'Manage Instalments' dialog. The second instalment row is now highlighted with a red box. In the 'Discounts' section, three discount entries are listed, each with a date, discount amount, and net amount. The 'Save and Close' button at the bottom of the dialog is highlighted with a red box.

Click Save and Close

The screenshot shows the Oracle Fusion interface after saving the changes. The 'Save and Close' button in the top right corner is highlighted with a red box. The main area shows the updated instalment details with the applied discounts.

Open Payables

The screenshot shows the Oracle Fusion Payables dashboard. At the top, there are navigation links: Contract Management, Order Management, Supply Chain Execution, Supply Chain Planning, Payables (which is highlighted with a red box), and a right arrow. Below this, there are sections for 'QUICK ACTIONS' (Create Invoice, Manage Invoices) and 'APPS' (Payables Dashboard, Invoices, Payments). The 'Payments' icon in the APPS section is highlighted with a red box.

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Open Task Panel



Overview

Payment Process Requests

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

View Detach

Name	Pending Since	Stage	Status	Action
No data to display.				

Payment Files Requiring Attention

Actions View Detach

Reference	Administrator Reference	Creation Date	Status
No results found.			

Stop Payment Requests

View Detach Cancel Stop Request Void Payment

Payment Number	Payment Date	Amount	Stop Request Date	Payment Method	Bank Account	Bank Name	Payee

Fill Data Required



Create Payment

Payment Details Advanced Additional Information

* Business Unit Youssef_B_U	* Disbursement Bank Account Youssef_Bank_Account
* Supplier or Party Youssef_Supplier	Payment Currency EGP - Egyptian Pound
* Supplier Site youssef_Site	* Payment Method Check
Address Giza,6TH OF OCTOBER CITY GIZA,EGYPT	* Payment Process Profile Standard Check - All Currency
* Payment Date 1/1/25	Remit-to Account
* Type Quick	Remit-to Bank Name
Description	Remit-to Branch Name
	* Payment Document Youssef_Checks
	* Paper Document Number 2
	Attachments None

Invoices to Pay

View Add Cross-Currency User Rates Detach

Invoice				Payment			
Number	Type	Due Date	Unpaid	Discount	Amount	Interest	Total
No invoices selected.							

Choose your Invoice

Click Apply

Click Save and Close



Create Payment

Payment Details Advanced Additional Information

Select and Add: Invoices to Pay																																																																							
<table border="1"> <tr> <td colspan="2">Search</td> <td colspan="6">Advanced Saved Search All Available Invoices</td> </tr> <tr> <td>* Supplier</td> <td>Invoice Number</td> <td>Voucher Number</td> <td colspan="5">Invoices Due Today</td> </tr> <tr> <td>* Due Date</td> <td>Invoice Amount</td> <td>Search</td> <td>Reset</td> <td>Save...</td> <td colspan="3"></td> </tr> <tr> <td>Invoice Type</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="8"> <table border="1"> <thead> <tr> <th>Number</th> <th>Due Date</th> <th>Unpaid Amount</th> <th>Type</th> <th>Pay Alone</th> <th>Invoice Business Unit</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>test2</td> <td>1/1/25</td> <td>500.00 EGP</td> <td>Standard</td> <td>No</td> <td>Youssef_B_U</td> <td></td> <td></td> </tr> <tr> <td>test2</td> <td>1/11/25</td> <td>500.00 EGP</td> <td>Standard</td> <td>No</td> <td>Youssef_B_U</td> <td></td> <td></td> </tr> </tbody> </table> </td> </tr> </table>								Search		Advanced Saved Search All Available Invoices						* Supplier	Invoice Number	Voucher Number	Invoices Due Today					* Due Date	Invoice Amount	Search	Reset	Save...				Invoice Type								<table border="1"> <thead> <tr> <th>Number</th> <th>Due Date</th> <th>Unpaid Amount</th> <th>Type</th> <th>Pay Alone</th> <th>Invoice Business Unit</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>test2</td> <td>1/1/25</td> <td>500.00 EGP</td> <td>Standard</td> <td>No</td> <td>Youssef_B_U</td> <td></td> <td></td> </tr> <tr> <td>test2</td> <td>1/11/25</td> <td>500.00 EGP</td> <td>Standard</td> <td>No</td> <td>Youssef_B_U</td> <td></td> <td></td> </tr> </tbody> </table>								Number	Due Date	Unpaid Amount	Type	Pay Alone	Invoice Business Unit			test2	1/1/25	500.00 EGP	Standard	No	Youssef_B_U			test2	1/11/25	500.00 EGP	Standard	No	Youssef_B_U		
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ORACLE FUSION

Check Discount

Payment Details Advanced Additional Information

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

Invoices to Pay

View ▾ Add Cross-Currency User Rates

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

Open Task Panel

Click Manage Payments

= vision

Overview

Payment Process Requests

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

View ▾ Detach

Name	Pending Since	Stage	Status	Action
No data to display.				

Payment Files Requiring Attention

Actions ▾ View ▾ Detach

Reference	Administrator Reference	Creation Date	Status
No results found.			

Stop Payment Requests

View ▾ Detach Cancel Stop Request Void Payment

Document	Stop Request	Document

Payments

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

Accounting

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

Payables Periods

- Manage Accounting Periods

Fill Data Required

Click Search

= vision

Manage Payments

Search

Advanced Saved Search All Payments

At least one is required

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

Actions ▾ View ▾ Detach

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

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Choose Invoice to Post payment to General Ledger

The screenshot shows a list of payments in the Oracle Fusion Manage Payments application. The first payment, with Payment Number 1 and Payment Document Electronic-4560, is selected and highlighted with a red box. The payment details are as follows:

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

Open Actions

The screenshot shows the Oracle Fusion Payment screen for a selected payment. The payment details are as follows:

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

Open Actions:

- Actions ▾
- Done
- Void
- Initiate Stop
- Reissue
- Print Remittance
- Post to Ledger** (highlighted with a red box)
- Account in Draft
- View Account

Check Results

The screenshot shows the Oracle Fusion Payment screen for a selected payment. The payment details are as follows:

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

Open Actions:

- Actions ▾
- Done
- Void
- Initiate Stop
- Reissue
- Print Remittance
- Post to Ledger** (highlighted with a red box)
- Account in Draft
- View Account

Accounting Lines: Payment 5

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

Payment Process Request:

- Payment Document: Youssef_Checks
- Payment File Reference: 298190

Activate Windows:

Go to Settings to activate Windows.

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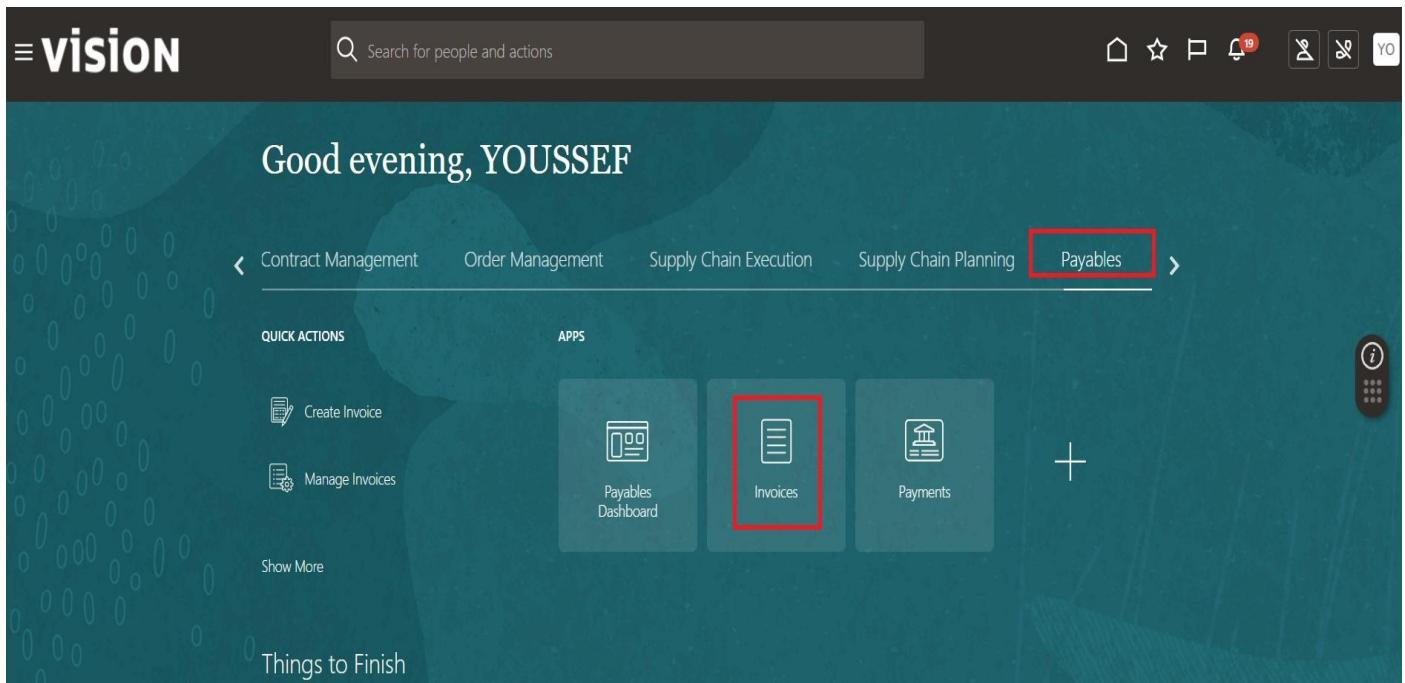
<http://linkedin.com/in/mohamed-badawy-393821240>

How to Create Invoice with Type Prepayment?

Home page

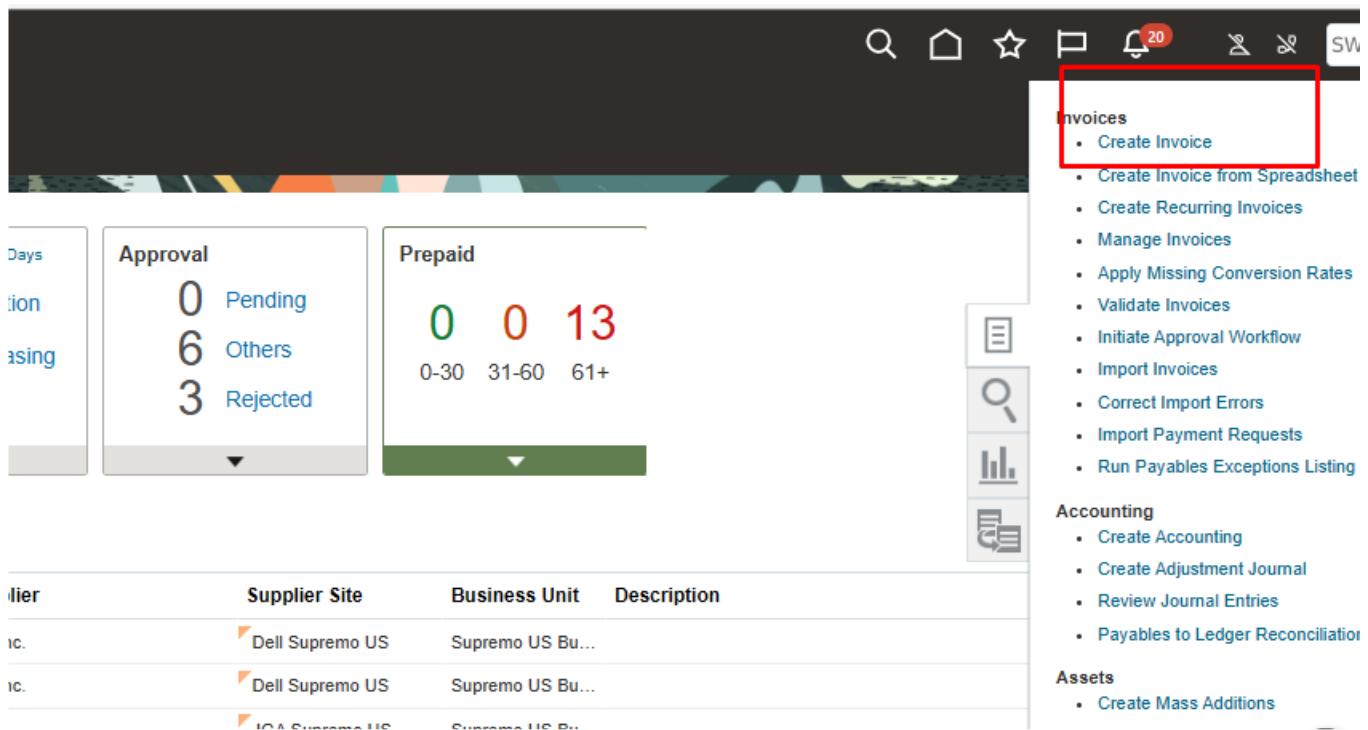
Click Payables

Open Invoice



Open Task Panel

Click Create invoice



ORACLE FUSION

Additional Information

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

Or Click Recent in Info Tiles

This screenshot is similar to the previous one, but the "Recent" button in the "Recent" tile is highlighted with a red box. The other tiles and the main search bar are visible.

Write Data Required

The screenshot shows the "Create Invoice" screen. The "Invoice Header" section contains fields for Identifying PO, Business Unit (Youssef_B_U), Supplier (Youssef_Supplier), Supplier Site (youssef_Site), and Legal Entity (Youssef_L_E). The "Lines" section shows a single line with Number 1, Type Item, and Amount 1,000.00. Other fields shown include Number (test3), Amount (EGP - 1,000.00), Type (Prepayment), Date (3/24/25), Payment Terms (Immediate), Terms Date (3/24/25), Requester, and Attachments. Buttons at the top right include "Save and Create Next", "Save", "Save and Close", and "Cancel".

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ORACLE FUSION

Click Save

Invoice Action

Validate

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

Check Statuses

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

Click Post to Ledger

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

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ORACLE FUSION

Check Results

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

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

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

Open Invoice Actions

Click to Pay in Full

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

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

Fill Data Required

Click Submit

The screenshot shows the Oracle Fusion interface for editing an invoice. A modal dialog titled "Pay in Full: Test_1001" is open, containing the following fields:

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

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

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ORACLE FUSION

Check Statuses

Click Ok

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

Open Payables

Click Payments

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

Open Task Panel

Click Manage Payments

The screenshot shows the Oracle Fusion Payables application task panel. It includes sections for "Payment Process Requests", "Payment Files Requiring Attention", and "Stop Payment Requests". The "Payment Process Requests" section has a "Select" button highlighted with a red box. To the right, there is a sidebar with a navigation menu. The "Payments" section in the menu is highlighted with a red box. Other sections in the sidebar include "Payables", "Contract Management", "Order Management", "Supply Chain Execution", "Supply Chain Planning", "Payables Periods", "Accounting", and "Payables to Ledger Reconciliation".

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Fill Data Required

Click Search

Manage Payments

Search

Supplier or Party: []

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

Payment Number: **1** []

Disbursement Bank Account: []

Payment Type: []

Payment Process Request: []

Payment Status: []

Business Unit: []

Advanced | Saved Search | All Payments | Done

At least one is required

Actions: View, +, Detach

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

Choose Invoice to Post payment to General Ledger

Manage Payments

Search

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

Open Actions

Click Post to Ledger

Payment: 1

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

Payment Details: Paid Invoices, History, Other

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

Processing Details: Disbursement Bank Account: Youssef_Bank_Account
Payment Method: Check
Bill Payable: No

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

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

Check Results

Payment: 6

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

Payment Details: Paid Invoices, History, Other

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

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

Accounting Lines: Payment 6

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

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

Actions: Done

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Open Setting and Actions

Choose Setup and maintenance

The screenshot shows the Oracle Fusion Home page. At the top right, there is a 'Settings and Actions' button, which is highlighted with a red box. The main content area displays various application tiles such as Set Preferences, Developer Connect, Approvals, Reports and Analytics, Security Console, Sales and Service Access Management, SmartText, and Transaction Console. Below these tiles is a 'Collaboration Messaging' tile with a plus sign. The bottom right corner of the screen has a message: 'Activate Windows' and 'Go to Settings to activate Windows.'

Open Payables

=vision

Setup: Financials

This screenshot shows the 'Payables' setup page. On the left, there is a sidebar titled 'Functional Areas' with a list of items like Initial Users, Enterprise Profile, Legal Structures, etc., each with a 'Shared' dropdown. The 'Payables' item is highlighted with a red box. The main content area shows a 'Payables' section with tasks: Manage Payment Terms, Manage Procurement Agents, Manage Common Options for Payables and Procurement, and Manage Invoice Options. The 'Manage Invoice Options' task is highlighted with a red box. The right side of the screen shows a 'Scope' section with several user names listed.

Fill Data Required

Matching

Allow final matching
 Allow matching distribution override
 Transfer PO distribution additional information

Discount

Exclude tax from calculation
 Exclude freight from calculation

Discount Allocation Method

All invoice lines
 Tax lines and single distribution
 Single distribution

Prepayment

* Payment Terms: Immediate
Settlement Days: [Input field]

Approval

Click Save and Close

Account Derivation Method: Accounting date

Quantity Tolerances: [Input field]
Amount Tolerances: [Input field]

Always take discount
 Use distribution from purchase order
 Show available prepayments during invoice entry

Home page

Click Payables

Open Invoice

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

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Task Panel. At the top, there is a navigation bar with icons for search, home, star, etc. A sidebar on the left lists "Approval Pending", "Approval Others", "Approval Rejected", "Prepaid 0 0 13", and a table for "Supplier Site". The main panel shows a list of invoices. On the right, there is a sidebar with a "Invoices" section containing a list of tasks: "Create Invoice", "Create Invoice from Spreadsheet", "Create Recurring Invoices", "Manage Invoices", "Apply Missing Conversion Rates", "Validate Invoices", "Initiate Approval Workflow", "Import Invoices", "Correct Import Errors", "Import Payment Requests", and "Run Payables Exceptions Listing". Below this is an "Accounting" section with tasks like "Create Accounting" and "Create Adjustment Journal". At the bottom, there is an "Assets" section with the task "Create Mass Additions".

Additional Information

The screenshot shows the Oracle Fusion Invoices dashboard. At the top, there is a navigation bar with icons for search, home, star, etc. The main area displays several summary tiles: "Scanned 0 0 31" (0-7, 8-14, 15+), "Recent 0 Incomplete", "Holds 1 Validation", "Approval 0 Pending", "Prepaid 1 0 17" (0-30, 31-60, 61+), and an "Info Tiles" section. Below these tiles is a detailed table with columns: "Invoice Number", "Amount", "Supplier", "Supplier Site", "Validation Status", "Invoice Date", "Business Unit", "Creation Date", "Assignee", and "Identifying PO". A message at the bottom states "No data to display."

ORACLE FUSION

Or Click Recent in Info Tiles

The screenshot shows the Oracle Fusion interface with several info tiles at the top. One tile, labeled 'Recent' with a count of 31, has a red box around it. Below the tiles is a table with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. A 'Create' button is highlighted with a red box. The top right corner shows standard navigation icons.

Write Data Required

The screenshot shows the 'Create Invoice' screen. The 'Invoice Header' section contains fields for Identifying PO, Business Unit, Supplier, Supplier Number, Supplier Site, Legal Entity, and Invoice Group. The 'Lines' section shows a distribution table with columns: * Number, * Type, * Amount, Distribution Set, Distribution Combination, Accounting Date, Prorate Across All Item Lines, Description, Tax Classification, and Ship-to. A row in the table is highlighted with a red box. The top right shows action buttons: 'Save and Create Next', 'Save' (highlighted with a red box), 'Save and Close', and 'Cancel'. A context menu is open over the distribution table with options like 'Validate' (highlighted with a red box) and 'Post to Ledger'.

Click Save

Invoice Action

Validate

The screenshot shows the 'Create Invoice' screen after saving. The 'Invoice Header' and 'Lines' sections are identical to the previous screenshot. A context menu is open over the distribution table, with 'Validate' highlighted with a red box. Other options in the menu include 'Manage Instalments', 'Calculate Tax', 'Apply or Unapply Prepayments', 'Manage Holds', 'Account Coding', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'. The bottom right corner shows a link: 'Activate Windows' and 'Go to Settings to activate Windows'.

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ORACLE FUSION

Check Statuses

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

Open Actions

Click on Apply or Un-apply Payments

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

Select Line

Click Apply

Click Done

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

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ORACLE FUSION

Check Results

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

Click Save

Invoice Action

Validate

This screenshot shows the Oracle Fusion Create Invoice interface after saving. The top navigation bar now shows 'Validated'. The 'Header' and 'Lines' sections are identical to the previous screenshot, with the 'Prepayment' line highlighted by a red box.

Click Post to Ledger

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

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ORACLE FUSION

Check Results

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

Open Invoice Actions

Click to Pay in Full

This screenshot shows the Oracle Fusion Edit Invoice interface for invoice Test_1001. The header includes fields for Number (Test_1001), Amount (1,000.00 EGP), Type (Standard), and Description. The right side features a context menu with options like Manage Installments, Calculate Tax, Validate, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, and Pay in Full. The Pay in Full option is highlighted with a red box.

Check Pay in Full Amount

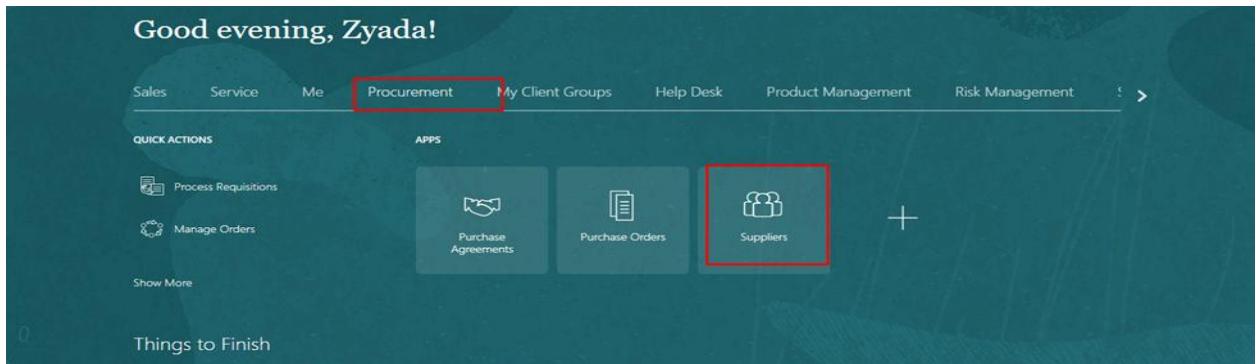
This screenshot shows the Oracle Fusion Create Invoice interface for invoice test4. A Pay in Full dialog is open, displaying the Payment Amount (9,000.00 EGP), Payment Method (Check), Payment Document (dropdown), Payment Number (dropdown), Conversion Rate Type (dropdown), Remit-to Account (dropdown), Remit-to Bank Name (dropdown), Remit-to Branch Name (dropdown), and Voucher Number (dropdown). The dialog also contains buttons for Submit and Cancel.

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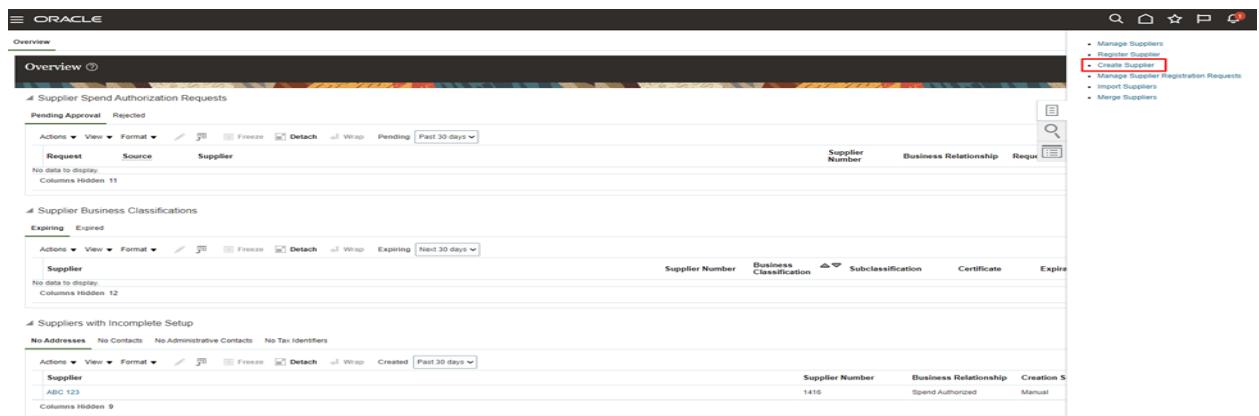
How to Create Withholding Tax Authority as a Supplier?

Open Procurement



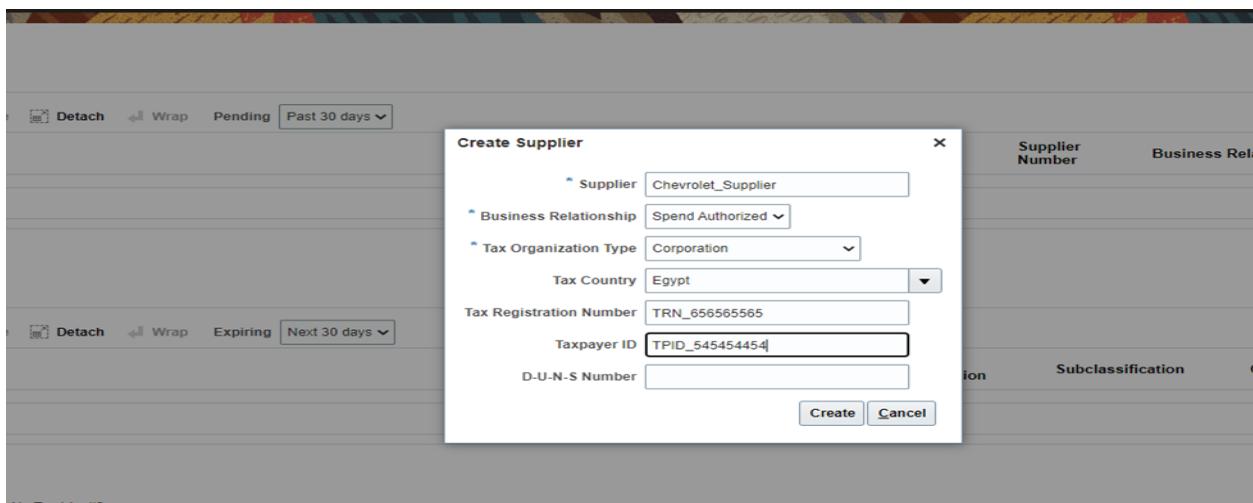
Click to Suppliers

Open Task Panel



Click Create Supplier

Fill Data Required



Click Create

ORACLE FUSION

Fill Data Required

Overview Supplier: youssef_tax x

Edit Supplier: youssef_tax ⓘ ★

Profile Addresses Sites Contacts Qualifications

General

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

Additional Information

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

Profile Details ⓘ

Organization Business Classifications Products and Services Transaction Tax Income Tax Payments

Activate Windows Go to Settings to activate Windows

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

Open Address

Fill Data Required

Click Save and Close

Overview Supplier: Youssef_Supplier x

Create Address ⓘ

Address

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

Additional Information

Address Details

Sites Transaction Tax Contacts Payments

Activate Windows Go to Settings to activate Windows

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

Click to Site

Fill Data Required

Click Save

Click in Site Assignments

Overview Manage Suppliers x Supplier: Youssef_Supplier x

Edit Site: youssef_Site ⓘ

Procurement BU: Youssef_B_U

Address Name: youssef_a_S

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

* Site: youssef_Site

Inactive Date: m/d/y

Status: Active

Site Assignments

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

Attachments: None

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

Identification

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

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

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Open Income Tax

Click in Use Withholding Tax

Profile Addresses Sites Contacts Qualifications

General

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

Business Relationship Spend Authorized

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

Additional Information

Office Recycling Percentage	
Debt Rating	

Profile Details (7)

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

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

Activate Wi
Go to Settings t

Click Create

Assign with Business Unit

Fill Data Required

Overview Manage Suppliers x **Supplier: youssef_tax** x

Edit Site: Giza (7)

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

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

* Site Purpose Sourcing only
 Purchasing
 Procurement card
 Pay
 Primary pay

Attachments None +

How to Manage Tax Reporting and Withholding Tax Options?

Open Setting and Actions

Choose Setup and maintenance



Click on Manage Tax Reporting and Withholding Tax Options

This screenshot shows the Oracle Fusion Payables screen. On the left, there's a sidebar titled 'Functional Areas' with a list of categories like Initial Users, Enterprise Profile, Legal Structures, etc., with 'Payables' selected and highlighted with a red box. The main area is titled 'Payables' and shows a list of tasks. One task, 'Manage Tax Reporting and Withholding Tax Options', is also highlighted with a red box. The interface includes standard navigation and search tools.

Fill Data Required

Click Save and Close

This screenshot shows the 'Manage Tax Reporting and Withholding Tax Options' form. It has sections for 'Income Tax Reporting' and 'Withholding Tax Options'. In the 'Withholding Tax Options' section, there are several input fields and checkboxes. One specific field, 'Start Date', is highlighted with a red box. The bottom right corner of the form has buttons for 'Save', 'Save and Close', and 'Cancel'.

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Click Manage Tax Codes

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

Click Create

The screenshot shows the 'Manage Tax Codes' screen. At the top, there's a search bar and some buttons. Below it is a table header with columns: 'Tax Rate Code', 'Tax Status Code', 'Tax', 'Tax Regime Code', 'Business Unit', and 'Country'. A '+' button is highlighted with a red box. The main area below the table is empty, indicating 'No search conducted.'

In Tax Regime Code and Tax Click Create from Slider

The screenshot shows the 'Create Withholding Tax Code' screen. It includes a form for 'Business Unit' (Youssef_B_U), 'Country' (Egypt), 'Tax Regime Code' (T), 'Tax', and 'Tax Status Code'. To the right, a modal window titled 'Create Withholding Tax Regime' is open, showing fields for 'Tax Regime Code' (Youssef_Tax_R_C), 'Tax Regime Name' (Youssef_Tax_R_C), and 'Start Date' (1/1/21). Buttons for 'Save and Close' and 'Cancel' are at the bottom of the modal. The main screen also has buttons for 'Save', 'Save and Close', 'Save and Create Another', and 'Cancel' at the top right.

ORACLE FUSION

Fill Tax Data

Click Save and Close

Create Withholding Tax Code ②

Save Save and Close Save and Create Another Cancel

Business Unit: Youssef_B_U
Country: Egypt
Tax Regime Code: YOUSSEF-T-T-R
Tax Status Code: Standard tax rate
Tax Rate Code: (empty)
Tax Rate Type: Percentage
Create Tax Classification Code:
Threshold Controls:
View Format + Detach Wrap
Threshold Basis: Withholding Tax Calendar
No data to display.
Rate Periods:
View Format + Detach Wrap
Rate Percentage: * Effective Start Date: 1/1/2021 Effective End Date: Description: Ledger: * Tax Liability Account: Tax Transaction Type: Tax Authority: * Site: Create zero amount tax authority invoices: Set tax for reporting purposes only: Save and Close Cancel

Fill data Required

Click Save and Close

= vision

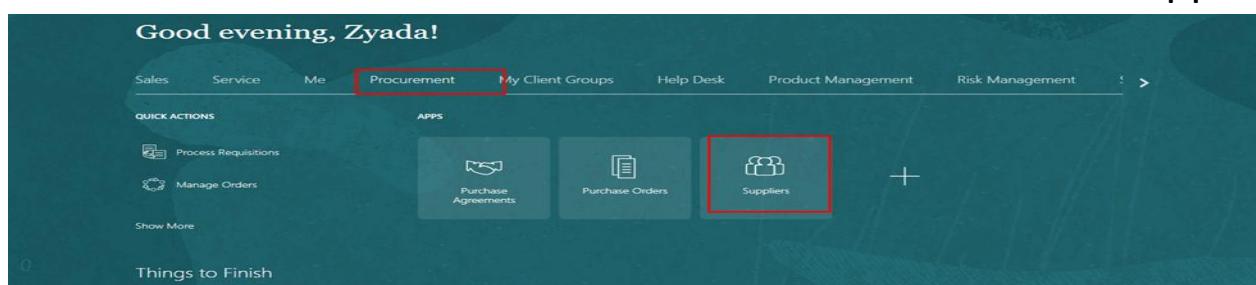
Create Withholding Tax Code ②

Save Save and Close Save and Create Another Cancel

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

Open Procurement

Click to Suppliers



Open Task Panel

Click Manage Supplier

= vision

Overview

Overview ②

Supplier Spend Authorization Requests

Pending Approval: Rejected

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

- Manage Suppliers
 - Suppliers (New)
 - Register Supplier
 - Create Supplier
 - Manage Supplier Registration Requests
 - Import Suppliers
 - Merge Suppliers

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Search about Main Supplier Not tax

Click to Edit

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

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

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

Fill Data Required

The screenshot shows the Oracle Fusion supplier profile edit screen. Under the 'General' tab, several fields are highlighted with red boxes: 'Supplier' (youssef_tax), 'Supplier Number' (556), 'Tax Organization Type' (Corporation), 'Supplier Type' (Tax Authority), 'Inactive Date' (m/d/y), and 'Status' (Active). On the right side, under 'Business Relationship', 'Spend Authorized' is selected. Under 'Income Tax', 'Withholding Tax Group' is set to 'YOUSSEF-T-R' with a checked checkbox for 'Use withholding tax'. A red box highlights this checkbox.

Fill Data in Level Site

Click Save and Close

The screenshot shows the Oracle Fusion site assignment edit screen. Under the 'Site Assignments' tab, several fields are highlighted with red boxes: 'Site' (Giza), 'Inactive Date' (m/d/y), and 'Status' (Active). On the right side, under 'Site Purpose', 'Purchasing' and 'Pay' are checked. Under 'Withholding Tax Group', 'YOUSSEF-T-R' is selected with a checked checkbox for 'Use Withholding Tax'. A red box highlights this checkbox.

End User Test:

Home page

Click Payables

Open Invoice

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

Open Task Panel

Click Create invoice

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

Or Click Recent in Info Tiles

Click Create

The screenshot shows the Oracle Fusion Invoices screen. At the top, there is a search bar and a navigation bar with icons for Home, Star, Copy, Alert (with 9 notifications), Print, and Logout. Below the navigation bar is a section titled "Invoices" with a red box around the "Recent" button. The "Recent" button is part of an info tile labeled "Recent 24 Hours" which shows 0 Incomplete, 0 Complete, and 0 Total. To the right of the "Recent" button are other info tiles: "Holds 7 Days" (1 Validation, 0 Purchasing, 2 Other), "Approval" (0 Pending, 10 Others, 4 Rejected), and "Prepaid" (1 0 17). Below the info tiles is a table with columns: View, Detach, Create, Validate, Cancel, Post to Ledger, Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. The "Create" button is highlighted with a red box.

ORACLE FUSION

Write Data Required

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

The main area is divided into 'Invoice Header' and 'Lines' sections. In the 'Invoice Header' section, fields like 'Supplier' (Youssef_Supplier), 'Supplier Site' (youssef_Site), and 'Amount' (1,000.00 EGP) are highlighted with red boxes. The 'Lines' section shows a single line item with 'Number' 1, 'Type' Item, 'Amount' 1,000.00, and 'Description' Youssef_D_S. The entire line item row is highlighted with a red box.

Click Save

Invoice Action

Validate

This screenshot shows the Oracle Fusion Create Invoice interface after saving. A context menu is open over the invoice header, with 'Invoice Actions' selected. The 'Validate' option is highlighted with a red box. Other options in the menu include 'Calculate Tax', 'Manage Instalments', 'Apply or Unapply Prepayments', 'Manage Holds', 'Account Coding', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'.

Click Post to Ledger

This screenshot shows the Oracle Fusion Create Invoice interface after validating. A context menu is open over the invoice header, with 'Invoice Actions' selected. The 'Post to Ledger' option is highlighted with a red box. Other options in the menu are listed on the right.

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ORACLE FUSION

Check Results

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

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

On the right side of the modal, there are tabs for "Tax Classification" and "Sh". At the bottom right of the modal is a "Done" button.

Search about Tax Invoice to Pay

The screenshot shows a search dialog titled "Search and Select: Supplier or Party". It has fields for "Party Name" (youssef), "Supplier Number", "Taxpayer ID", "Tax Registration Number", "Alternate Name", and "Alias". Below these is a table with columns: Party Name, Supplier Number, Taxpayer ID, Tax Registration Number, and Alternate Name. It shows two rows: "Youssef_Supplier" with Supplier Number 1468 and "youssef_tax" with Supplier Number 556. At the bottom are "Search" and "Reset" buttons, and at the very bottom are "OK" and "Cancel" buttons. A red box highlights the "Search" button. To the right of the dialog, there's a larger search interface with fields for "Invoice Number" (youssef) and "Supplier or Party" (youssef). A red box highlights the "Search" icon next to the supplier field.

Choose Invoice To pay

The screenshot shows the "Manage Invoices" interface. The top bar includes "Manage Invoices" and "Advanced" buttons. Below is a "Search Results" section with a "Search: Invoice" input field and an "Advanced" button. The main area is a table of invoices with columns: Invoice Number, Invoice Date, Creation Date, Supplier or Party, Supplier Site, Unpaid Amount, Invoice Amount, Applied Prepayments, Invoice Type, Notes, Validation Status, Approval Status, Holds, and Detail. Two invoices are listed: "test5" (Unpaid Amount 990.00 EGP, Invoice Amount 1,000.00 EGP, Validation Status Validated, Approval Status Not required) and "Withholding tax-300000..." (Unpaid Amount 10.00 EGP, Invoice Amount 10.00 EGP, Validation Status Not validated, Approval Status Not required). A red box highlights the "Detail" button for the second invoice.

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Click Validate

Click Post to Ledger

Click Pay in Full

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

Check Results

The screenshot shows the Oracle Fusion Manage Invoices interface. It displays the same invoice details as the previous screen. A modal window titled 'Accounting Lines: Withholding tax Withholding tax-300000299212740-2' is open, showing two accounting entries. The first entry (Line 1) is 'Invoice Validated' with account 10-000-21525-10, class Item expense, debit 10.00. The second entry (Line 2) is also 'Invoice Validated' with account 10-000-21010-10, class Liability, credit 10.00. The modal also shows the status as 'Final'. Below the modal, the 'Approval and Notification History' section indicates 'No approval or notification history.'

How to Create Invoice with Foreign Currency?

Open Setting and Actions

Choose Setup and maintenance

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

Manage Conversion Rate Type

Manage Daily Rate

This screenshot shows the 'Financial Reporting Structures' setup screen under the 'Financials' tab. In the center, there's a 'Task' list with several items. Two specific items, 'Manage Conversion Rate Types' and 'Manage Daily Rates', are highlighted with red boxes. The top navigation bar shows 'Setup: Financials' and 'Actions'.

OR, Open Period Close

Click Task Panel

Manage Currency Rates

This screenshot shows the Oracle Financials workspace. On the right side, there's a 'Task Panel' with a sidebar titled 'Multicurrency' which includes 'Manage Currency Rates'. This item is also highlighted with a red box. The main workspace shows a 'General Ledger (Never Opened)' icon and other financial status icons like 'Receivables (Never Opened)', 'Projects (Never Opened)', and 'Payables (Never Opened)'. The top navigation bar shows 'Period Close'.

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Click Create Rate Type

Click Save

Rate Types

Name: Wegz_Rate_Type

Description: Wegz_Rate_Type

Default Rate Type:

Save

Open Daily Rates

Create in Spreadsheet

From Currency:

To Currency:

Rate Date:

Rate Type:

Create in Spreadsheet

Search Results

Fill data in Excel sheet

Click statuses viewer then Submit

From Currency: USD

To Currency: EGP

Conversion Rate: Youssef_R_T

From Conversion: 01/01/2025

To Conversion Date: 12/31/2025

Conversion Rate: 50.000000

Status Viewer

No error.

No error.

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Check From Setup and maintenance, Open Financial Reporting Structures

Open Manage Daily Rate

Fill Data and Search

The screenshot shows the 'Manage Daily Rate' interface. At the top, there are tabs for 'Rate Types', 'Daily Rates' (which is selected and highlighted with a red box), and 'Historical Rates'. Below the tabs are search filters: 'From Currency' (USD - US Dollar), 'To Currency' (EGP - Egyptian Pound), 'Rate Date' (1/1/22 to 1/31/22), and 'Rate Type' (Wegz_Rate_Type). On the right, there are buttons for 'Create in Spreadsheet', 'Save', and 'Save and Close'. A 'Saved Search' dropdown is set to 'All Rates'. A note at the bottom says '** At least one is required'. The main area is titled 'Search Results' and contains a table with columns: From Currency, To Currency, Rate Date, Rate Type, Rate, and Inverse Rate. The table shows multiple entries for USD to EGP rates on various dates, all with a rate of 20 and an inverse rate of 0.05. A red box highlights the entire search results table.

Click General Ledger

Open Specify ledger options

The screenshot shows the 'General Ledger' setup page. On the left, a sidebar lists functional areas: Initial Users, Enterprise Profile, Legal Structures, Financial Reporting Structures, General Ledger (which is selected and highlighted with a red box), Organization Structures, Resources, Workforce Structures, Users and Security, Payables, Payments, and Cash Management. Each item has a 'Shared' button next to it. On the right, under 'General Ledger', there is a 'Search Tasks' bar and a list of tasks. The first task, 'Specify Ledger Options', is highlighted with a red box. Other tasks include 'Manage Primary Ledgers', 'Manage Secondary Ledgers', 'Complete Primary to Secondary Ledger Mapping', 'Review and Submit Accounting Configuration', 'Open First Period', 'Manage Data Access Sets', 'Complete Primary to Secondary Ledger Mapping', and 'Create Cross Validation Rules in Spreadsheet'. A note at the bottom says 'Columns Hidden: 4'.

Choose Rate Type

Click Save and Close

The screenshot shows the 'Specify Ledger Options' page for 'Youssef EG'. It has sections for 'General Information', 'Accounting Calendar', 'Subledger Accounting', and 'Period Close'. In 'General Information', fields include 'Name' (Youssef EG), 'Description' (empty), 'Currency' (EGP), and 'Chart of Accounts' (Youssef). In 'Accounting Calendar', fields are 'Accounting Calendar' (Youssef) and 'First Opened Period' (Jan-25). In 'Subledger Accounting', fields are 'Accounting Method' (Standard Accrual) and 'Journal Language' (American English). In 'Period Close', fields include 'Retained Earnings Account' (10-000-31010-10), 'Cumulative Translation Adjustment Account' (empty), 'Net Closing Balance Journal' (checkbox), 'Default Period End Rate Type' (Youssef_R_T), 'Default Period Average Rate Type' (Youssef_R_T), and 'Conversion Rate Type' (empty). A note at the bottom says 'Track Revaluation Gain or Loss by Multiple Segments' (checkbox) and 'Go to Settings to activate Windows'.

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

Choose Conversion Rate Type

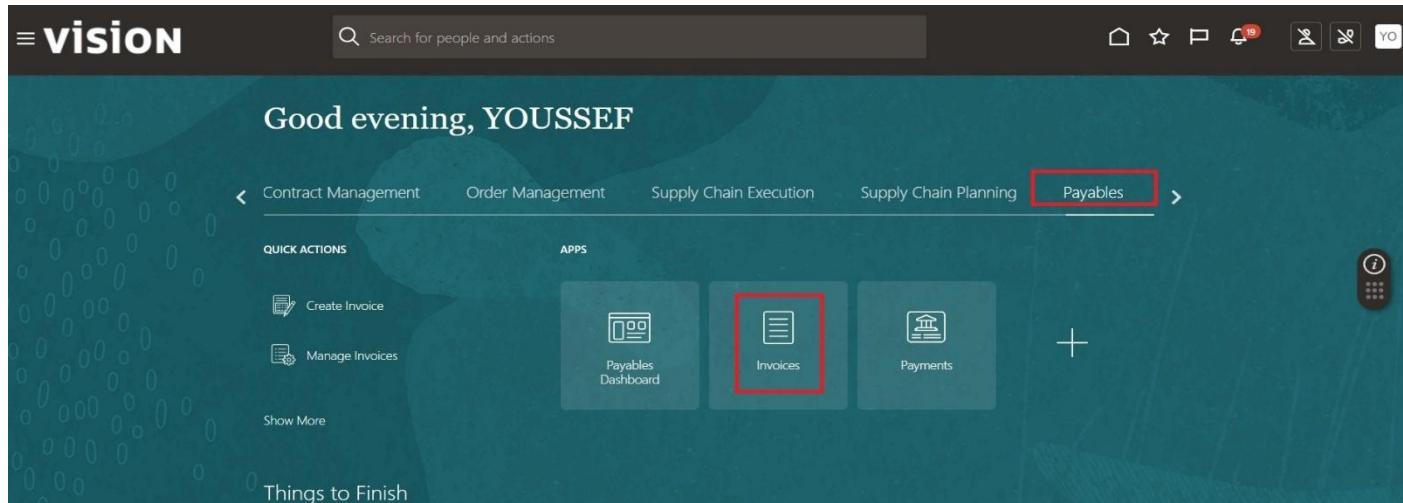
The screenshot shows the 'Manage Common Options for Payables and Procurement' page. At the top, there are buttons for 'Save', 'Save and Close' (which is highlighted with a red box), and 'Cancel'. Below the header, the 'Business Unit' is set to 'Youssef_B_U'. The page is divided into several sections: 'Default Distributions' (with fields for Liability, Prepayment, Bill Payable, Conversion Rate Variance Gain, Conversion Rate Variance Loss, and Discount Taken), 'Automatic Offsets' (with options for Offset Segments: None, Primary balancing segment, or All segments, except natural account), 'One Time Payments' (with fields for Liability and Expense), 'Currency Conversion' (with a dropdown for 'Conversion Rate Type' set to 'Youssef_R_T' and a checked checkbox for 'Require conversion rate entry'), and 'Miscellaneous' (with fields for Miscellaneous, Freight, Prepayment Tax Difference, Retainage, and Unclaimed Fund). A status message at the bottom indicates 'Conversion Rate Type Youssef_R_T has been successfully saved.'

End User Test:

Home page

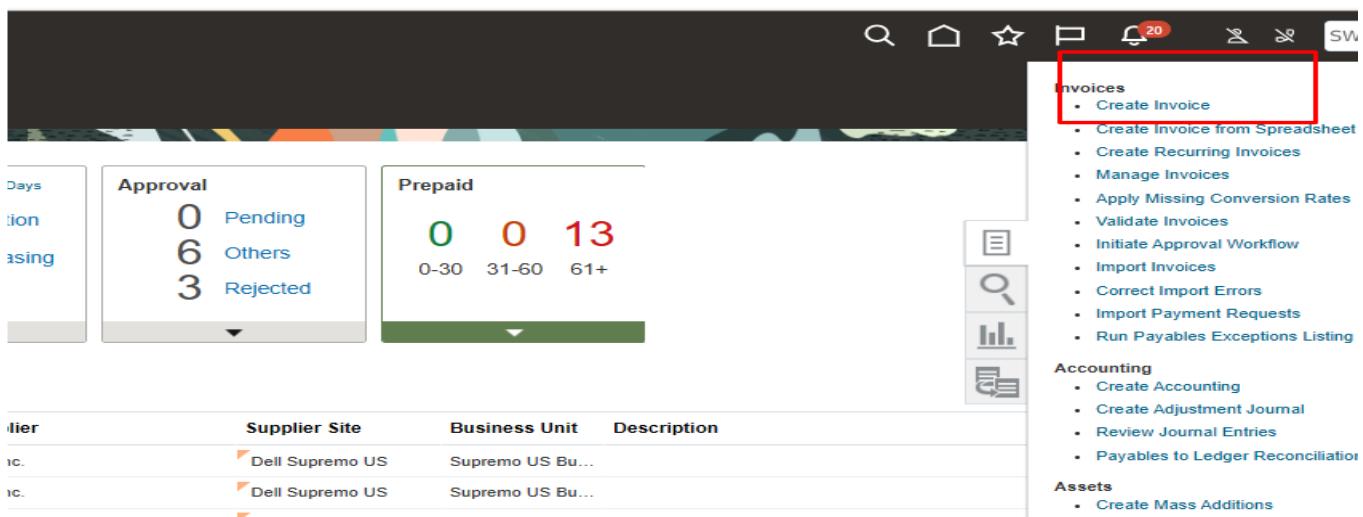
Click Payables

Open Invoice



Open Task Panel

Click Create invoice

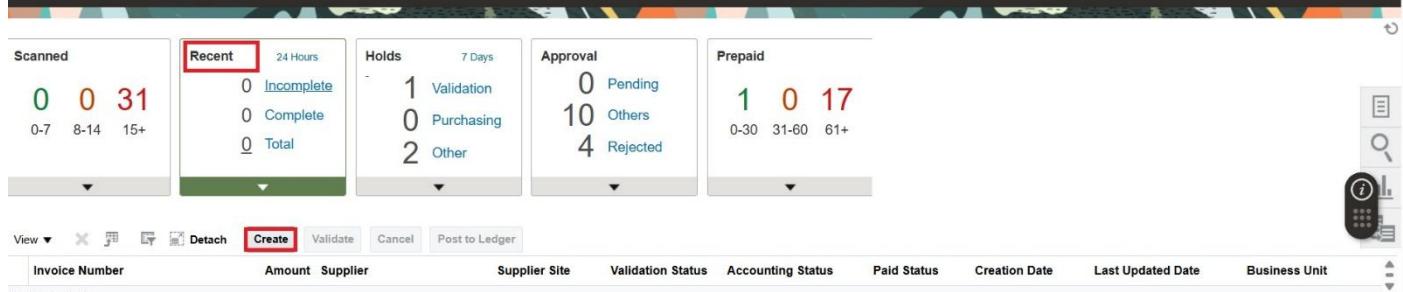


Or Click Recent in Info Tiles

VISION

Invoices ②

Click Create



ORACLE FUSION

Write Data Required

Choose Amount in USD

The screenshot shows the Oracle Fusion Create Invoice interface. In the 'Invoice Header' section, fields like 'Business Unit' (Youssef_B_U), 'Supplier' (Youssef_Supplier), and 'Amount' (100.00) are highlighted with red boxes. In the 'Lines' section, a single line item is shown with an amount of 100.00. The 'Invoice Actions' dropdown menu at the top right includes options like 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'.

Click Save

Invoice Action

Validate

The screenshot shows the Oracle Fusion Create Invoice interface after saving. The 'Invoice Actions' dropdown menu is open, showing options like 'Validate', 'Calculate Tax', and 'Post to Ledger'. The 'Validate' option is highlighted with a red box. The invoice header and lines remain the same as in the previous step.

Click Post to Ledger

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

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Check Results

Create Invoice: Test555

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

Accounting Lines: Standard Invoice Test555

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

Taxes

Totals

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

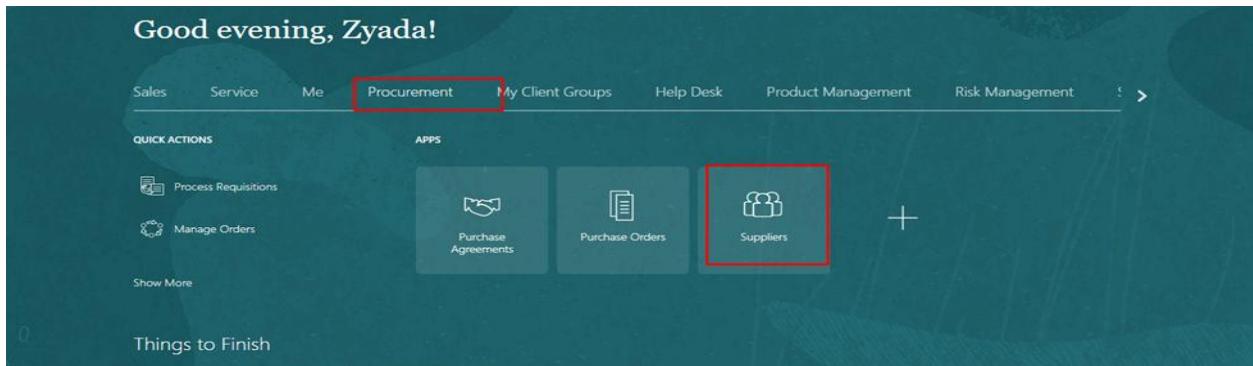
Activate Windows
Go to Settings to activate Windows

How to Merge Supplier

Important Notes:

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

Open Procurement



Click to Suppliers

Open Task Panel

Click Create Supplier

Fill Data Required

Click Create

Fill Data Required

Overview Manage Suppliers > Supplier: Chevrolet_Supplier x

Edit Supplier: Chevrolet_Supplier ⓘ ★

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

Open Address

Fill Data Required

Click Save and Close

Overview Supplier: Youssef_Supplier x

Create Address ⓘ

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

Click to Site

Fill Data Required

Click Save

Click in Site Assignments

Overview Manage Suppliers > Supplier: Youssef_Supplier x

Edit Site: youssef_Site ⓘ

Last Saved 3/23/25 10:55 PM

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

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ORACLE FUSION

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

The screenshot shows the 'Supplier: Chevrolet_Supplier' page in Oracle Fusion. The 'Site Assignments' tab is selected. A red box highlights the 'Client BU' and 'Bill-to BU' columns in the grid. The 'Client BU' column contains 'Chevrolet_BU' and the 'Bill-to BU' column contains 'Chevrolet_BU'. Other columns include Ship-to Location, Bill-to Location, Use Withholding Tax, Withholding Tax Group, Liability Distribution, Prepayment Distribution, Bill Payable Distribution, Distribution Set, and Inactive Date.

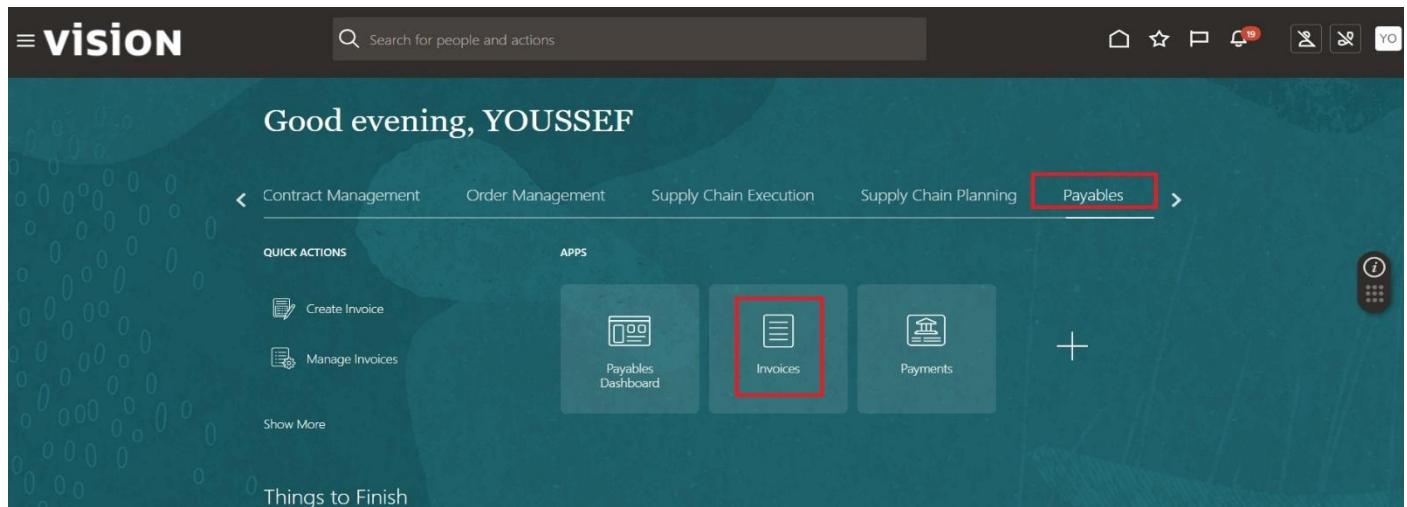
Now accountant create more than one invoice on Chevrolet supplier, then discover Chevrolet is Wrong and true one is youssef Supplier.

Create Invoice on Chevrolet Supplier to test

Home page

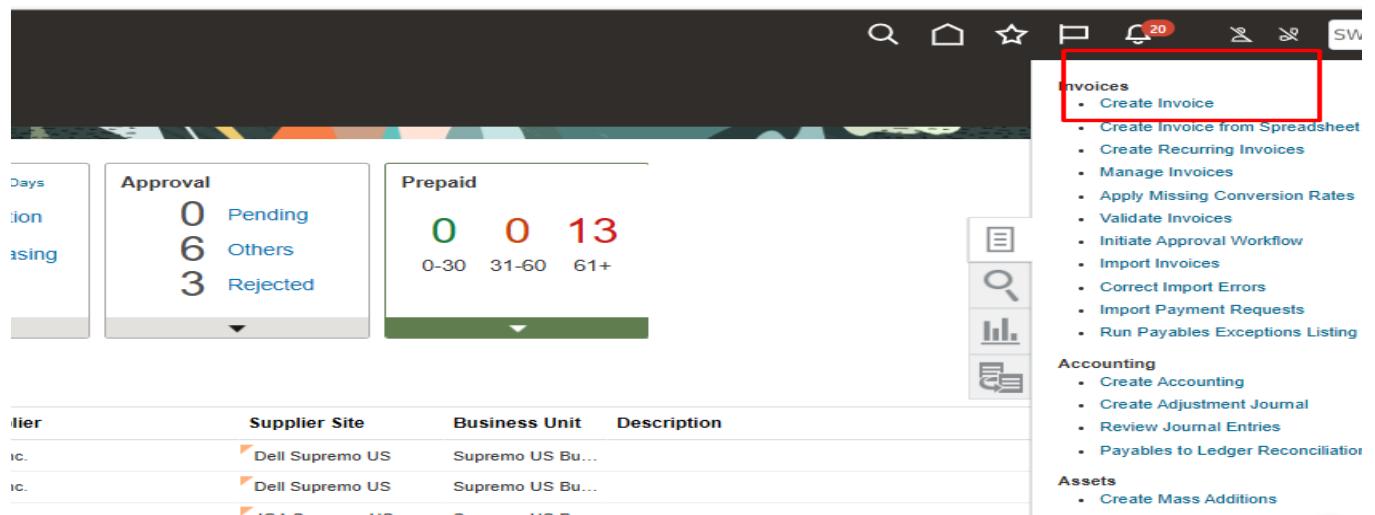
Click Payables

Open Invoice



Open Task Panel

Click Create invoice



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ORACLE FUSION

Or Click Recent in Info Tiles



Invoices ②

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

Fill data Required

Choose Wrong Supplier

This screenshot shows the 'Create Invoice' screen. The 'Supplier' field is set to 'Chevrolet_Supplier' and the 'Supplier Site' field is set to 'Chevrolet_Supplier'. Both fields are highlighted with a red box. The rest of the form is filled with sample data.

Click Save

Invoice Action

Validate

This screenshot shows the 'Create Invoice' screen again. The 'Supplier' and 'Supplier Site' fields are still incorrect. A context menu is open over the invoice lines, with the 'Validate' option highlighted with a red box. The menu also includes options like Manage Instalments, Calculate Tax, Apply or Unapply Prepayments, Manage Holds, Account Coding, Approval, View Approval and Notification History, Cancel Invoice, Delete Invoice, Pay in Full, Post to Ledger, and Account in Draft.

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ORACLE FUSION

Click Post to Ledger

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

Now we need to Change Supplier in Invoice Test_M-S from Chevrolet Supplier to youssef_Supplier.

Open Procurement

Click to

The screenshot shows the Oracle Vision Procurement dashboard. The 'Procurement' tab is selected. In the 'QUICK ACTIONS' section, the 'Suppliers' icon is highlighted with a red box. Other icons include 'Process Requisitions' and 'Purchase Orders'.

Open Task Panel

Click Merge Suppliers

The screenshot shows the Oracle Vision Task Panel. A context menu is open on the right, listing various supplier management options. The 'Merge Suppliers' option is highlighted with a red box.

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ORACLE FUSION

Fill Data

Click Submit

Merge Suppliers

From Supplier: Chevrolet2_Suppli

To Supplier Site: Giza

Transfer Options: Purchase Orders and All Invoices

Submit button highlighted with a red box.

Check Statuses

Click Cancel

Merge Suppliers

Process Name: Merge Suppliers

Status: Succeeded

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

View Log button highlighted with a red box.

Click to View Report

Merge Suppliers

From Supplier: Chevrolet2_Suppli

To Supplier Site: Giza

Transfer Options: Purchase Orders and All Invoices

Process Name: Merge Suppliers

Status: Succeeded

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

View Log button highlighted with a red box.

Process Name: Merge Suppliers

Status: Succeeded

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

View Log button highlighted with a red box.

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Then Click here to download report

Check Report

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

Suppliers Merged	
From Supplier	To Supplier
Chevrolet_Supplier	Youssef_Supplier
Total Suppliers Merged	1

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

Open Same Invoice and Check Right Supplier

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How to Manage Descriptive Flex-fields?

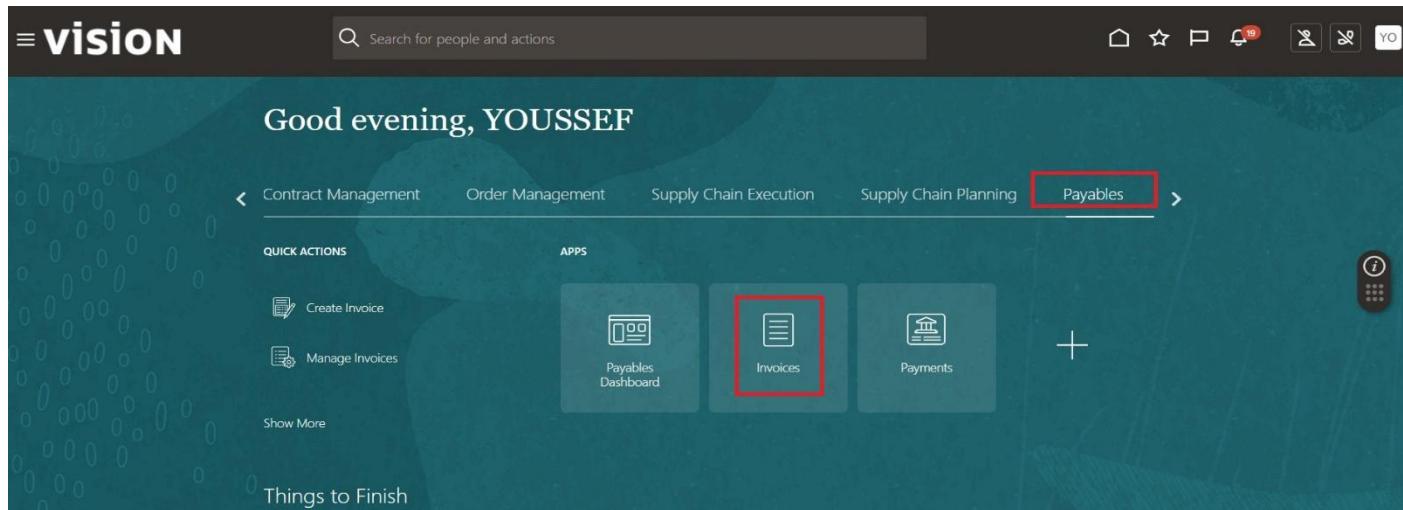
Important Notes:

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

Home page

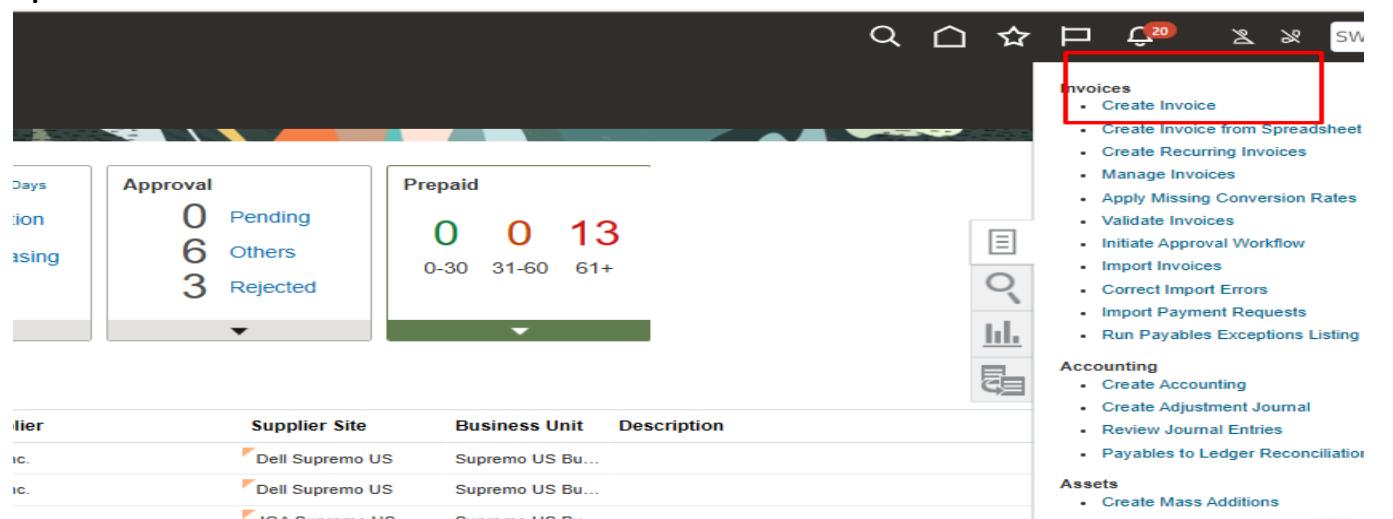
Click Payables

Open Invoice



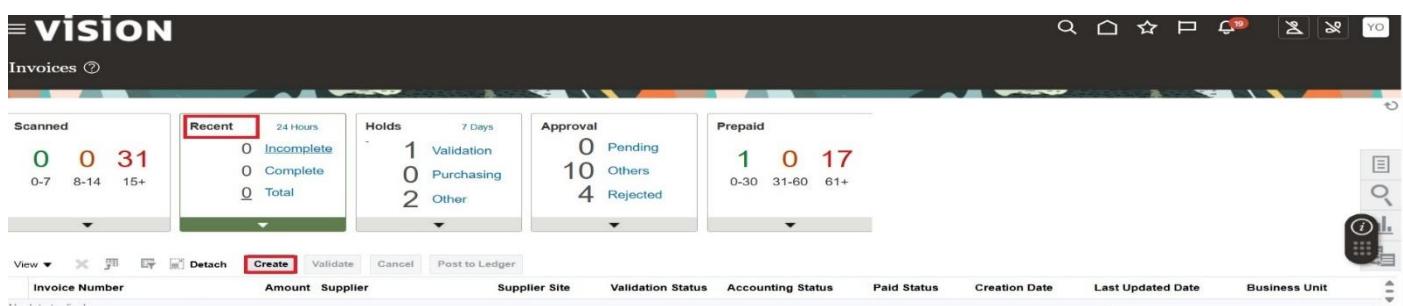
Open Task Panel

Click Create invoice



Or Click Recent in Info Tiles

Click Create



Click Show More

Open Additional Information

This screenshot shows the Oracle Fusion interface for creating an invoice. The 'Additional Information' tab is highlighted with a red box. The form contains fields for 'My Description', 'My Date' (m/d/y), 'DS Comments', 'CHEVROLET_SEG', 'My Group', 'Regional Information', 'Routing Attribute 1' through 'Routing Attribute 5'. A 'Show Less' link is visible at the top left.

Now, we will add new Segment Here.

From Setup and Maintenance

Click Payables

Choose Manage Payables Descriptive Flex-fields

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

Write Module

Click Search

Choose in Header or lines

Click Edit

This screenshot shows the search results for 'Payables' descriptive flexfields. The 'Module' dropdown in the search bar is set to 'Payables' and highlighted with a red box. The search results table lists various flexfields, including 'Invoice Gateway Header', 'Invoice Lines', 'Invoice Payments', and 'Invoices', all of which are highlighted with a red box in the 'Name' column.

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ORACLE FUSION

Click Create

= VISION

Edit Descriptive Flexfield: Invoices ⑦

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

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

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

Fill Data Required

Click Create Value Set

= VISION

Create Segment ⑦

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

Fill data Required

Click Save

Click Manage Values

= VISION

Create Value Set ⑦

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

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Click Create

Manage Values ?

Value Set Code: Youssef_V_S

Description:

Search

Value:

Description:

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

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

Search Results

Columns Hidden: 1

Choose Value Set

Create Segment ?

Flexfield Name: Invoices

* Name: Youssef_Segment

* Code: Youssef_Segment

* API Name: youssefSegment

Column Assignment

* Data Type: Character

Flexfield Code: AP_INVOICES

Description:

Enabled

Validation

* Value Set: Youssef_V_S

Value Set Description:

Range Type:

Required

Initial Default

Default Type:

Display Properties

Click Save and Close

Edit Descriptive Flexfield: Invoices ?

Name: Invoices

Flexfield Code: AP_INVOICES

Description: Fields for invoice details on the invoice page.

Segment Separator:

Application: Payables

Module: Payables

Global Segments

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

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

Columns Hidden: 9

ORACLE FUSION

Click to Invoices



Manage Payables Descriptive Flexfields ⑦

▲ Search

Name

Flexfield Code

Module Payables

Done

Click Deploy Flex-fields



Search Results

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

Check Statuses

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

Click Ok

Click Done

Home page

Click Payables

Open Invoice

≡ VISION

Search for people and actions

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

QUICK ACTIONS APPS

Create Invoice Manage Invoices Payables Dashboard Invoices Payments

Show More

Things to Finish

Good evening, YOUSSEF

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ORACLE FUSION

Open Task Panel

Click Create invoice

The screenshot shows the Oracle Fusion Open Task Panel. At the top, there are two info tiles: 'Approval' (0 Pending, 6 Others, 3 Rejected) and 'Prepaid' (0 0 13). Below these are sections for 'Hier' (Supplier Site: Dell Supremo US, Supremo US Bu...), 'Supplier Site' (Dell Supremo US, Supremo US Bu...), 'Business Unit' (Supremo US Bu...), and 'Description'. On the right, a sidebar lists 'Invoices' (Create Invoice, Create Invoice from Spreadsheet, Create Recurring Invoices, Manage Invoices, Apply Missing Conversion Rates, Validate Invoices, Initiate Approval Workflow, Import Invoices, Correct Import Errors, Import Payment Requests, Run Payables Exceptions Listing), 'Accounting' (Create Accounting, Create Adjustment Journal, Review Journal Entries, Payables to Ledger Reconciliation), and 'Assets' (Create Mass Additions).

Or Click Recent in Info Tiles

= VISION

Invoices

Click Create

The screenshot shows the Oracle Fusion Invoices screen. It features four info tiles: 'Scanned' (0 0 31), 'Recent' (24 Hours: 0 Incomplete, 0 Complete, 0 Total), 'Holds' (7 Days: 1 Validation, 0 Purchasing, 2 Other), and 'Approval' (0 Pending, 10 Others, 4 Rejected). Below the tiles is a table with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. A 'Create' button is visible at the top of the table. On the right, there are 'Invoice Actions' buttons: Save and Create Next, Save, Save and Close, and Cancel.

Click Show More

Open Additional Information

= VISION

Create Invoice:

EN

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

The screenshot shows the Oracle Fusion Create Invoice screen. It has tabs for 'Invoice Header' (Show Less) and 'Additional Information'. The 'Additional Information' tab is selected. It contains fields for 'My Description', 'My Date' (m/d/y), 'DS Comments', 'CHEVROLET_SEG', 'My Group', 'Regional Information', 'Routing Attribute 1' through 'Routing Attribute 5'. On the right, there is a small info icon and a numeric keypad.

Check Results

= VISION

Create Invoice:

EN

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

The screenshot shows the Oracle Fusion Create Invoice screen with results. The 'Additional Information' tab is selected. It displays the same fields as the previous screen, but with some values filled in: 'My Description' (Youssef_Segment), 'My Date' (10/4/2001), 'DS Comments', 'CHEVROLET_SEG', 'rod-desc', 'Youssef_Segment', 'My Group', 'Regional Information' (Date of Birth: 10/4/2001, 11/4/2001), 'Routing Attribute 1' (Date of Birth2), 'Routing Attribute 2' (Search...), 'Routing Attribute 3', 'Routing Attribute 4', and 'Routing Attribute 5'. A red box highlights the 'Youssef_Segment' field. On the right, there is an info icon and a numeric keypad.

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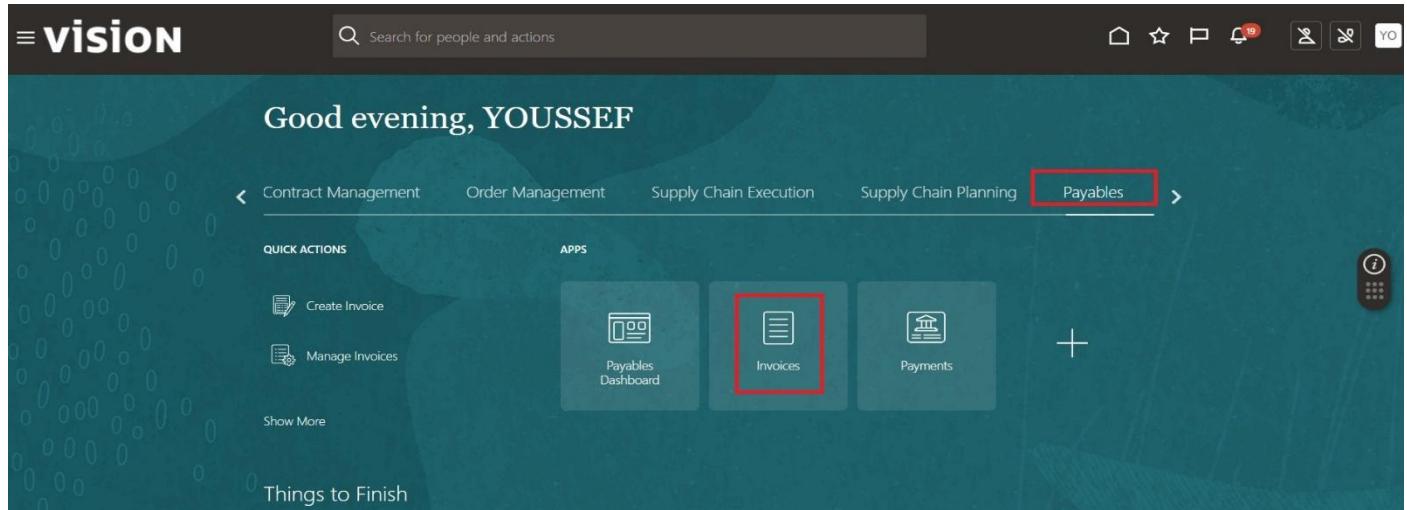
<http://linkedin.com/in/mohamed-badawy-393821240>

How to Run Reports in Payables

Home page

Click Payables

Open Invoice



Open Reports and analytics

This screenshot shows the Oracle Fusion Invoices dashboard. The left side features a dashboard with five cards: Scanned (0, 0, 31), Recent (24 Hours: 1 Incomplete, 17 Complete, 18 Total), Holds (7 Days: 1 Validation, 0 Purchasing, 0 Other), Approval (0 Pending, 10 Others, 4 Rejected), and Prepaid (0-30, 31-60, 61+). The right side shows a sidebar with "Shared Reports and Analytics" expanded, listing reports like "Supplier Dashboard - Graph view", "Payables Invoice Aging Report", etc. Red arrows point from the "Report" and "Dash Board" labels to specific report items in the sidebar.

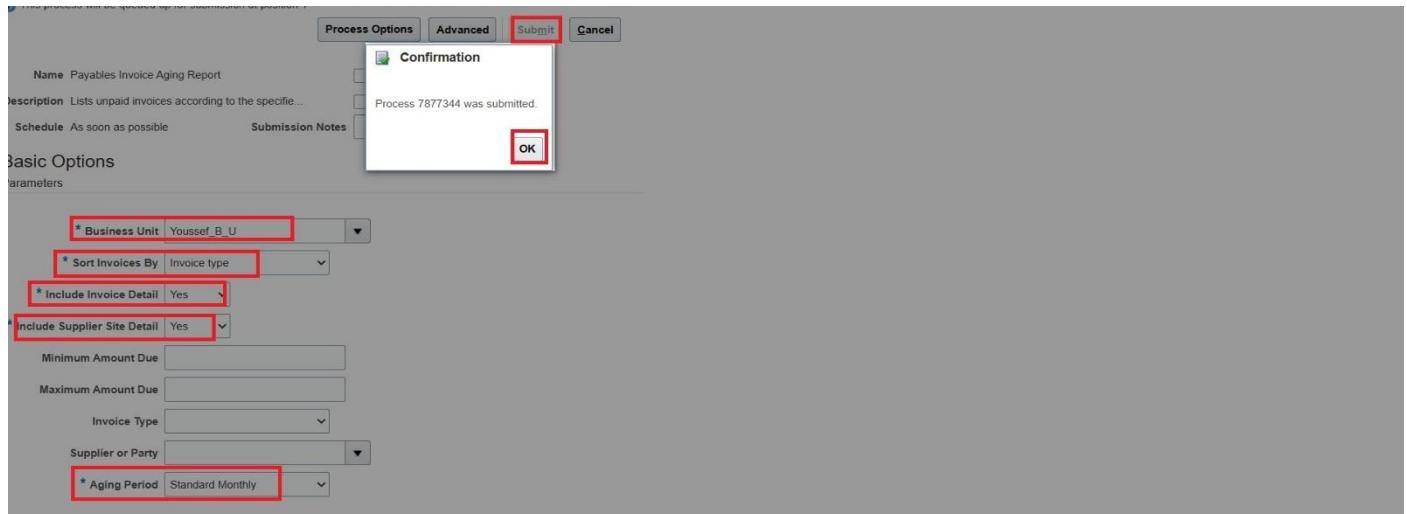
Choose any Report to test

This screenshot shows the Oracle Fusion Invoices dashboard again. The sidebar now highlights the "Payables Invoice Aging Report" under "Shared Reports and Analytics". The report details are shown on the right: Type Report, Created By, Last Run Date (11/18/24 4:19 AM), and various report icons.

ORACLE FUSION

Fill Data Required

Click Submit



Check Results from Tools, Schedule Process

Click on Request

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

Check Results

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

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