Step 1 : Creating Template
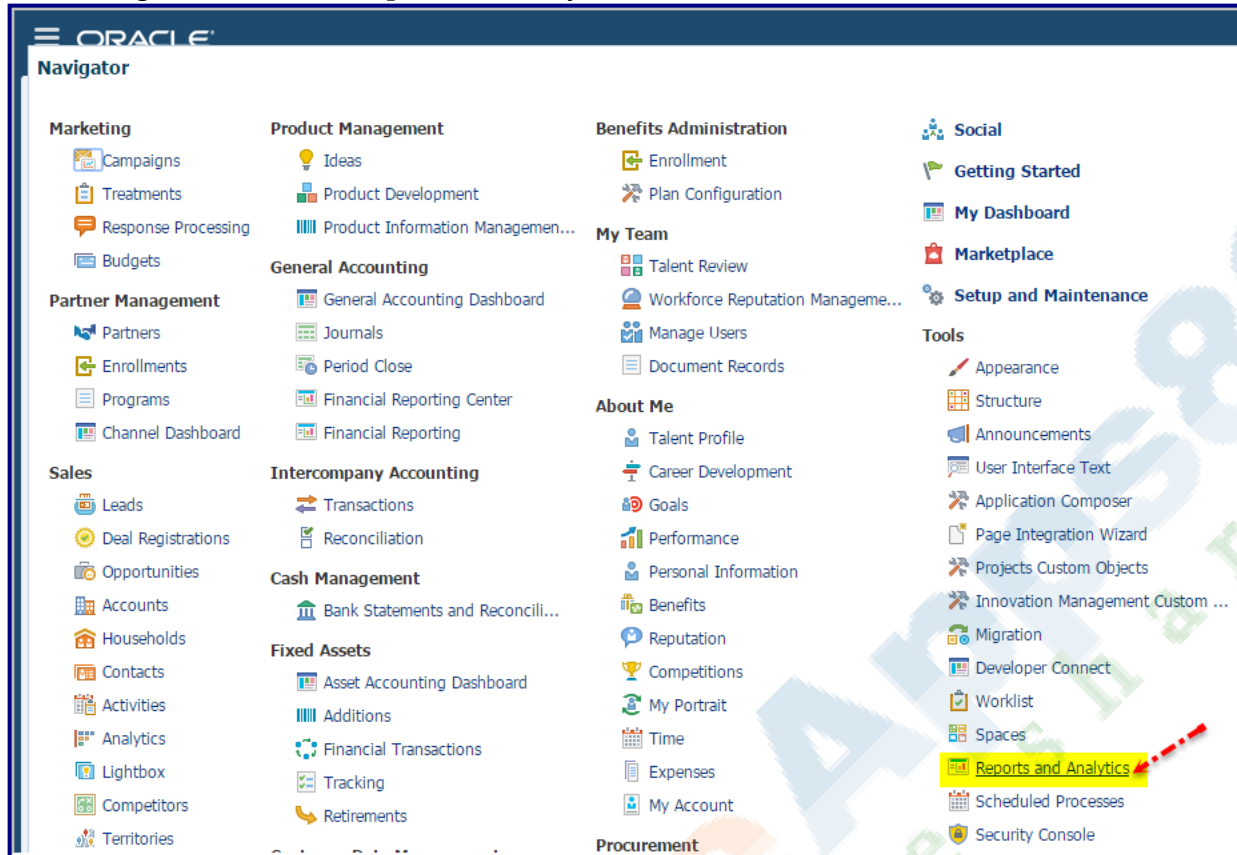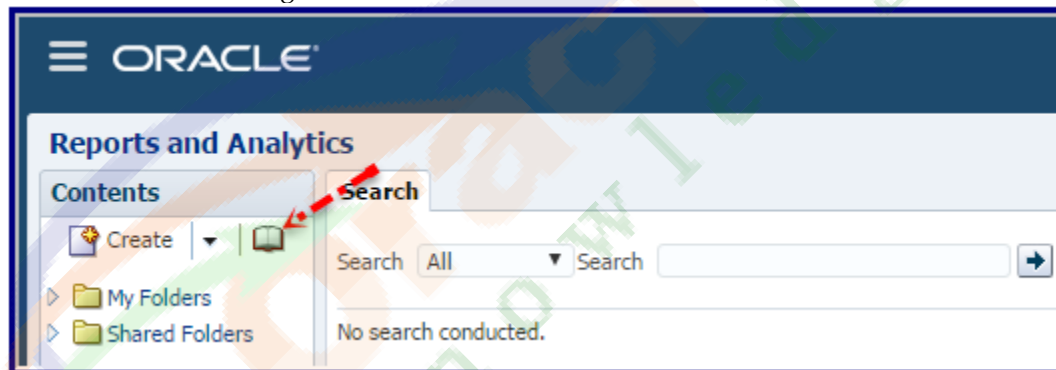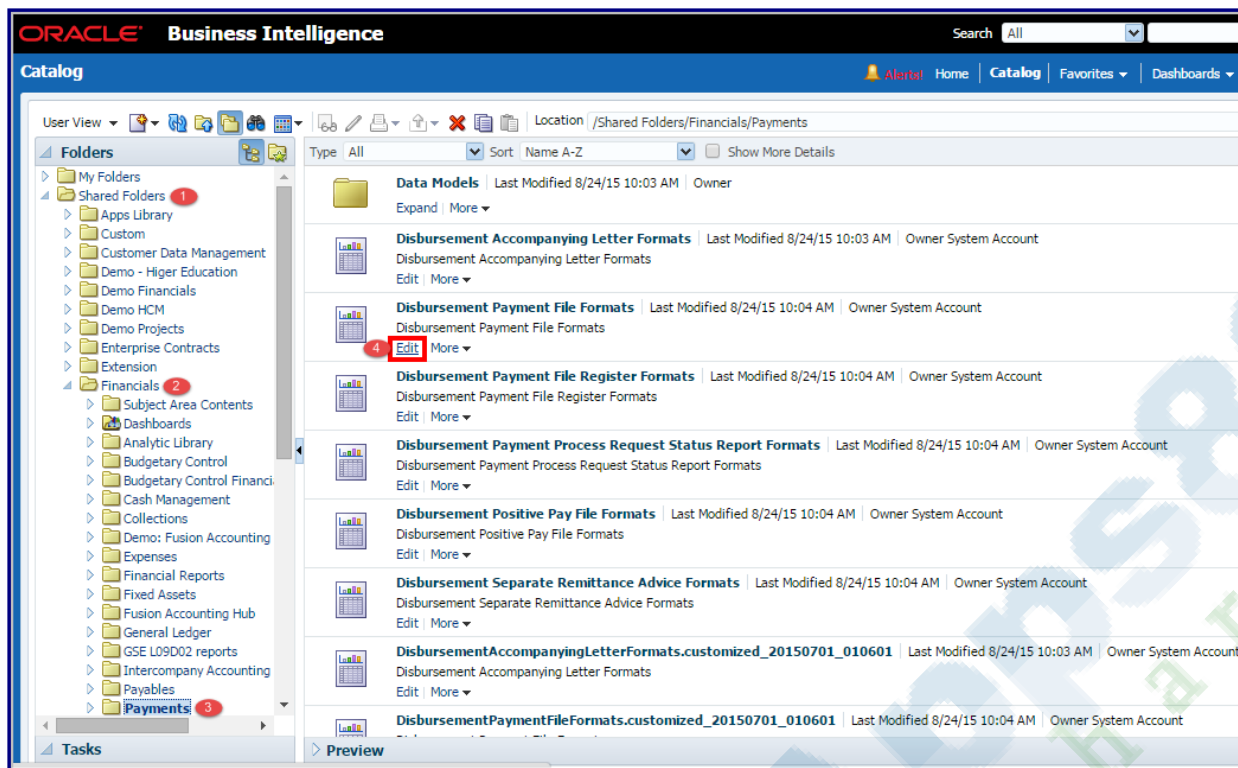
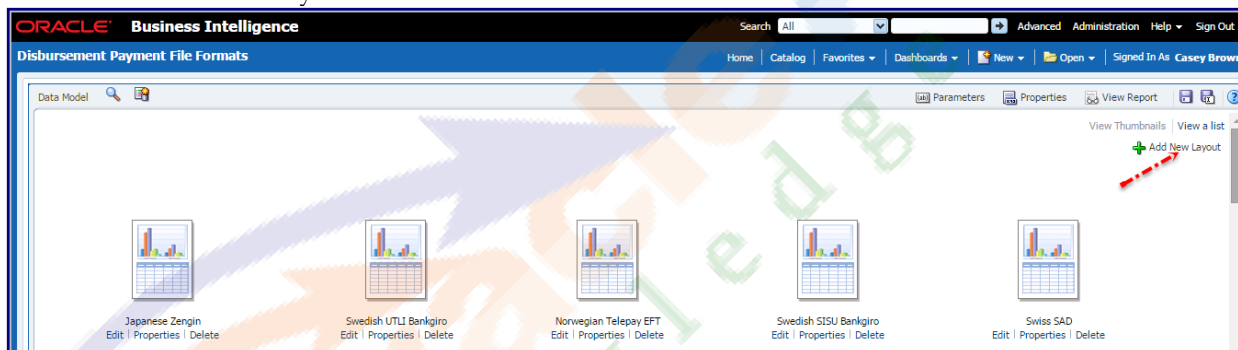Go to **Navigator** and click on **Reports and Analytics**

Click on Browse Catalog

Expand the **Shared Folder** then Expand **Financials** then click on **Payments** and click on the edit link in **Disbursement Payment file Format**

Click on the Add new Layout link

Click on the upload layout link

Enter the Layout name and select the RTF file and save

Name	Value
Layout Name	XXAA_CHECK_FORMAT
Type	RTF Template
Locale	English

Click on view list and set the custom layout as default
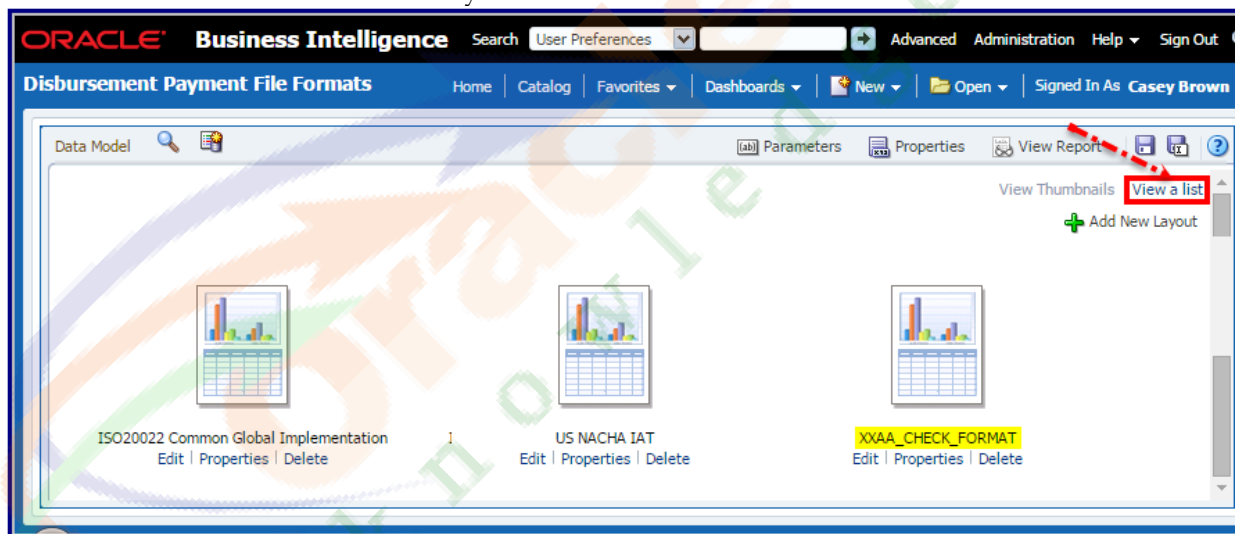
Select the output types as PDF and XML and click on Save.

Step 2: Creating Payment Format

Go to **Navigator** and click on **Setup and Maintenance**

Search with **Manage Formats** and click on Go To Task

Select **Disbursement Payment File Formats** and click on Create

Enter the details and click on Save and Close

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

Step 3: Creating Payment Document

Go to **Navigator** and click on **Setup and Maintenance**

Search with **Manage Bank Accounts** and click on Go To Task

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

Click on the Edit button to add the new document

Click on the create [ ] button

Enter the details and click on ok

Name	Value
Payment Document	XXAA_CHECK_FORMAT
Format	XXAA_CHECK_FORMAT (Created in **Step2**)
Paper Stock Type	Numbered Stock
First Available Doc No	10000
Last Available Doc No	99999

Click on Save and Close button

Step 4: Creating Payment Process Profile

Go to **Navigator** and click on **Setup and Maintenance**
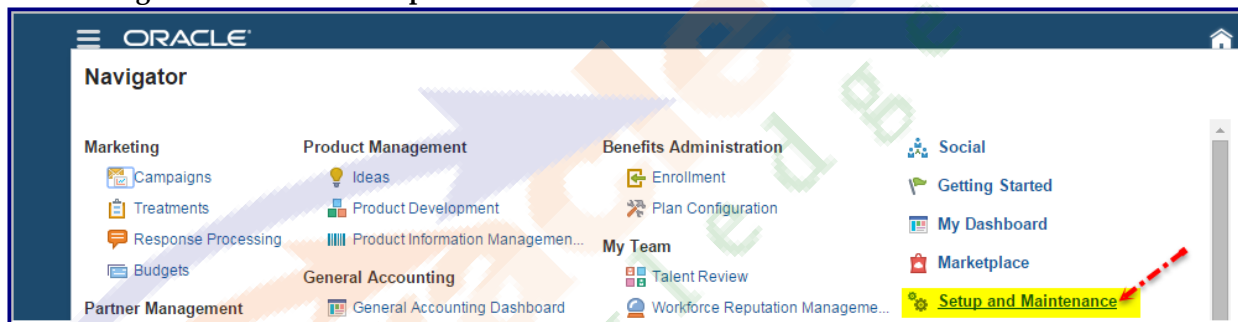
Search with **Manage Payment Process Profiles** and click on Go To Task

Click on create [create button icon] button

Manage Payment Process Profiles   Done

◢ Search

                                                            ** At least one is required

     ** Name [   ]   ** Payment System [▼]

     ** Code [   ]   ** Payment File Format [▼]

   ** Processing Type [▼]   ** Status [Active ▼]

                                                          Search   Reset

Search Results

View ▾   Format ▾   [create] [edit]   ▥ Freeze   ↲ Wrap

Name	Code	Processing Type	Payment System	Payment File Format
No search conducted.				

Enter the details and save

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

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

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

Create Payment Process Profile   Save   Save and Close   Cancel

       * Name [XXAA_CHECK_FORMAT]   * Payment File Format [XXAA_CHECK_FORMAT ▼]

       * Code [XXAA_CHECK_FORMAT]   * Processing Type [Printed ▼]

    Description [   ]   Default Payment Document [▼]

   * From Date [3/2/16] 📅   Payment File   ⦿ Send to file

    To Date [   ] 📅   ○ Send to printer

                                       ☐ Automatically print after formatting

                         Default Printer [▼]

| Usage Rules | Payment System | Payment | Payment File | Grouping | Reporting | Additional Information |

                 Payment Methods ⦿ All ○ Specify

      Disbursement Bank Accounts ⦿ All ○ Specify

                Business Units ⦿ All ○ Specify

                   Currencies ⦿ All ○ Specify

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

Step 5 : Creating PPR Template

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

Enter the below values save it

Name	Value
Template Name	XXAA_CHECK_FORMAT
Payment Method	Check
Disbursement Bank Account	BofA-2869
Payment Document	XXAA_CHECK_FORMAT (Created in **Step2**)
Payment Process Profile	XXAA_CHECK_FORMAT (Created in **Step4**)
Payment Conversion Rate	Corporate
Review Proposed Payments	Enable
Create payment File Immediately	Enable

Step 6 : Void the Payments

Nav : Payables →Payments →Tasks → Manage Payments

Search the payment and select any payment and void the payment

Click on Submit

Step 7 : Submitting PPR

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

Enter the PPR name and select the PPR template created in Step 5 then it will populate the all default values and click on submit

Go to Manage Payment Process Request
Search with above created PPR and click on the Action button

Click on Resume Payment Process

If the payment struck with "Waiting For Payment File Processing" status then submit "Create Printed Payment Files"

Nav : Payables →Payments →Tasks → Create Printed Payment Files
Enter the below details:

Name	Value
Disbursement Bank Account	BofA-2869
Currency	USD
Business Unit	US1 Business Unit
Payment Process Profile	XXAA_CHECK_FORMAT
Payment Process Request	PPR001
Payment Document	XXAA_CHECK_FORMAT
Print Now	No

Now Go to "Manage Payment Process Request" Search with above created PPR and click on the Action button

Manage Payment Process Requests

Done

▲ Search

Advanced   Saved Search   All Payment Process Requests ▼

** At least one is required

** Name	PPR001		** Payment Date		📅
Stage	▼		Days Since Creation		
** Status	▼		** Creation Date		📅

Search   Reset   Save...

Search Results

Actions ▼   View ▼   Format ▼   📊   ⧉ Freeze   📑 Detach   ⯀ ⯀ ⯀   ⤵ Wrap

Name		Stage	Status	Action	Installments Selected	Rejected	Payments Recorded	Payment Date
▲ 📂	PPR001	Payment file build	Waiting for payment file processing		560			3/2/16
	1617	Payment file processing	Formatted and ready for recording	🔲				

Click on Submit

Record Print Status: Payment File 1617

Actions ▼   Submit   Cancel

Payment File Summary

Payment Document	XXAA_CHECK_FORMAT		❓ Setup Documents	0		Spoiled Documents	0
Paper Stock Type	Numbered Stock		❓ Overflow Documents	0		Skipped Documents	0
Disbursement Bank Account	BofA-2869		Issued Documents	8			
			Total	8			

Payment Documents

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

View ▼   Format ▼   Mark as Spoiled   Mark as Skipped   ⧉ Freeze   ⤵ Wrap

Document Number	Payment Reference	Payee	Amount	Status
10002	2,973	Staffing Services	76,704.75 USD	Printed
10003	2,974	Howell Engineering Inc.	66,475.26 USD	Printed
10004	2,975	United Parcel Service	59,177.09 USD	Printed
10005	2,976	Staples	73,279.62 USD	Printed
10006	2,977	GE Capital	486,096.84 USD	Printed
10007	2,978	Building Management	95,967.99 USD	Printed
10008	2,979	American Telephone and Telegraph	6,534,207.72 USD	Printed
10009	2,980	Allied Manufacturing	537,864.03 USD	Printed
	Columns Hidden 1			

Click on "Record the Print Status"

⚠ **Warning**   ✕

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

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

Record the Print Status   Cancel

Manage Payment Process Requests

Done

▲ Search

Advanced   Saved Search   All Payment Process Requests ▼

** At least one is required

** Name	PPR001		** Payment Date		📅
Stage	▼		Days Since Creation		
** Status	▼		** Creation Date		📅

Search   Reset   Save...

Search Results

Actions ▼   View ▼   Format ▼   📊   ⧉ Freeze   📑 Detach   ⯀ ⯀ ⯀   ⤵ Wrap

Name		Stage	Status	Action	Installments Selected	Rejected	Payments Recorded	Payment Date
▲ 📂	PPR001	Completed	Payments completed		560		8	3/2/16
	1617	Payment file confirmed	Printed					

Go to **Navigator** and click on and click on **Scheduled Processes**

Refresh and click on output link:

Link : http://oracleapps88.blogspot.com/
Email : oracleapps88@yahoo.com

Check Number : 10013

DATE 02-MAR-16   VENDOR NAME: United Parcel Service   VENDOR NO 1258

INVOICE NUMBER	INV DATE	DESCRIPTION	DISCOUNT	NET AMOUNT
40943	03-FEB-12	Freight Expenses on Purchases	.00	5,327.18
42196	10-JUL-15	Freight Expenses on Purchases	.00	7,522.65
42203	17-JUL-15	Freight Expenses on Purchases	.00	7,522.65
42210	24-JUL-15	Freight Expenses on Purchases	.00	7,522.65
42220	03-AUG-15	Freight Expenses on Purchases	.00	7,820.49
42227	10-AUG-15	Freight Expenses on Purchases	.00	7,820.49
42233	16-AUG-15	Freight Expenses on Purchases	.00	7,820.49
42234	17-AUG-15	Freight Expenses on Purchases	.00	7,820.49
			.00	59,177.09

C010013C A122000247A   10271-17621-619C

Oracle Applications
http://oracleapps88.blogspot.in/

CHECK DATE	CHECK NUMBER	CHECK AMOUNT
02-MAR-16	10013	$59,177.09

PAY: Fifty-Nine Thousand One Hundred Seventy-Seven Dollars And Nine Cents*****

TO THE   United Parcel Service
ORDER OF: 55 GLENLAKE PKWY
                ATLANTA,GA 30328
                United States

Raju Ch
AUTHORIZED SIGNATURE
VOID AFTER 180 DAYS

Join the https://t.me/OracleApps88 group or Connect with me at @apps88 (https://t.me/apps88) or **(+91) 9059574321** in **Telegram**, to get more information on Oracle EBS R12/Cloud (Fusion) applications.