

ORACLE

# Invoice Approvals

implementation

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# Content

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In this document:

- we will be discussing the **implementation** of an approval cycle for **payable invoices**
- Explaining **different options** we have for the cycle in the application
- Tracking the **assigned approvals** in a multiple ways and making sure that the approval has been **initiated successfully**

## Needed Pre Conifgs and roles

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Functional setup for payables + a supplier roles:

1. accounts payable specialist
  2. accounts payable manager
  3. procurement manager
  4. application implementation manager
  5. application implementation administrator
- 
- assigned to Your **BU**

Head To setup and maintenance Then  
**Payables** → **Manage invoice options**

Setup: Financials

Actions

The screenshot shows the Oracle Payables Setup: Financials page. On the left, under 'Functional Areas', the 'Payables' item is highlighted with a red box. On the right, under the 'Payables' section, the 'Manage Invoice Options' task is highlighted with a red box. The 'Manage Invoice Options' task is listed with a scope of 'Inertia Property...' and an action of 'Inertia Property...'.

Navigate down to the **Approval section** make sure that the needed options **are allowed** if you are applying the configuration **for the first time**

Approval

☒ Enable invoice approval
 ☐ Allow force approval
 ☒ Require validation before approval

Accounting Preference
 ☐ Account regardless of approval status
 ☐ Require accounting before approval
 ☒ Require approval before accounting

✦ Here you can notice a few option like **allow force approval** and As you can guess this option can skip the approval cycle and post the invoice and This action **is available** to **users that have Accounts Payable Manager job** role which has **Payables Period Close Duty**.

Click on **save and close** once you are done, Now head to **Manage payables workflow rules**

Setup: Financials

Functional Areas

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

Payables

Task

- Manage Distribution Sets
- Manage Invoice Holds and Releases
- Manage Aging Periods
- Manage Payables Workflow Rules**
- Manage User-Defined Rules for Payables
- Manage Interest Rates
- Manage Bank Charges
- Manage Subledger Application
- Update Subledger Application Options
- Manage Subledger Application Transaction Objects

Now if u need to add a new rule to the **already existed** cycle click on the **hyper link..**

If you prefer to **re configure** the **whole cycle** again click on **download** and choose the template that fits your needs  
I will go with the first scenario.

Manage Payables Workflow Rules

Rule Templates

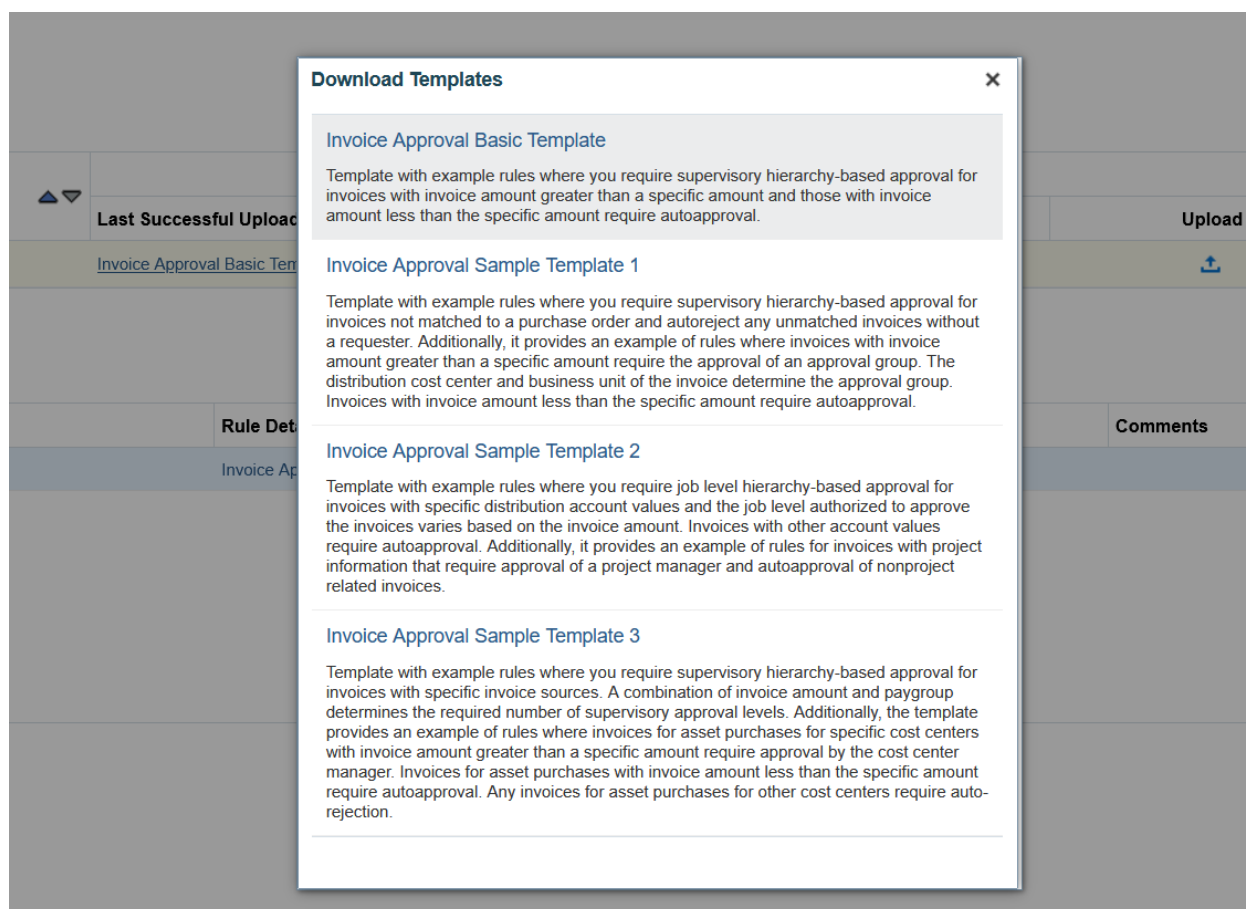
Templates	Rule Templates		
	Last Successful Upload	Date	Upload
Invoice Approval	<a href="#">Invoice Approval Basic Template23.xlsm</a>	03/02/2025 11:16 AM	<a href="#">Download</a>

Upload History

Date	User	Rule Details	Status	Comments
03/02/2025 11:16 AM	osupport	Invoice Approval Basic Template23.xlsm	Successful	
03/02/2025 10:34 AM	Eslam.Fetouh	Invoice Approval Basic Template24.xlsm	Successful	
02/02/2025 2:21 PM	osupport	Invoice Approval Basic Template23.xlsm	Successful	
01/02/2025 4:31 PM	osupport	Invoice Approval Basic Template23.xlsm	Successful	
30/01/2025 2:34 PM	osupport	Invoice Approval Basic Template2.xlsm	Successful	

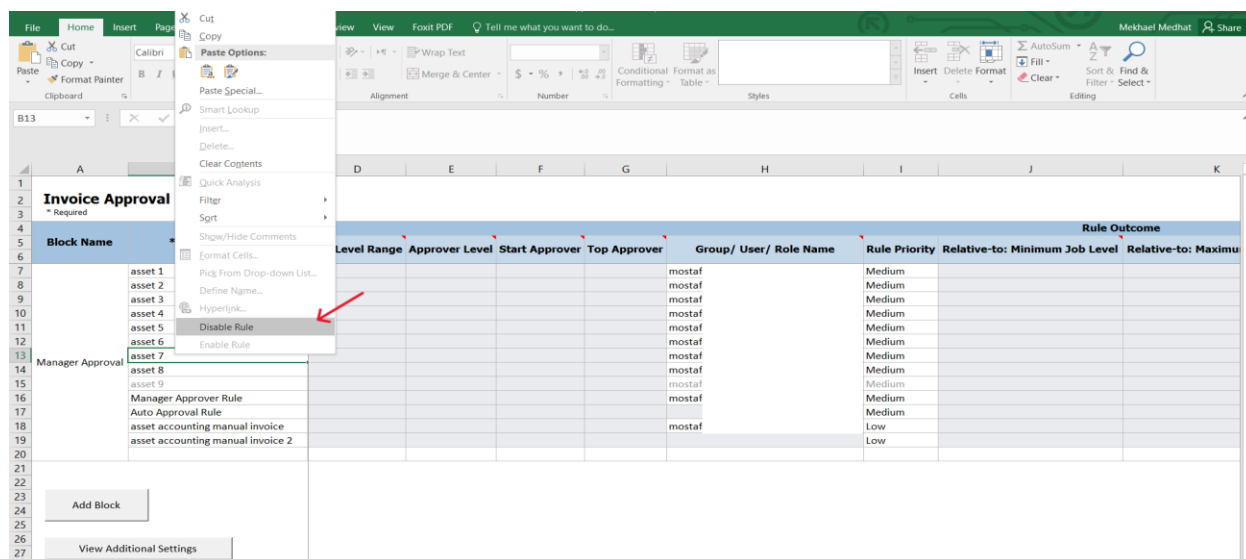
After pressing download button **read carefully** the **template samples** that matches your **business requirements...**

However you can always **disable** then unwanted rules anytime

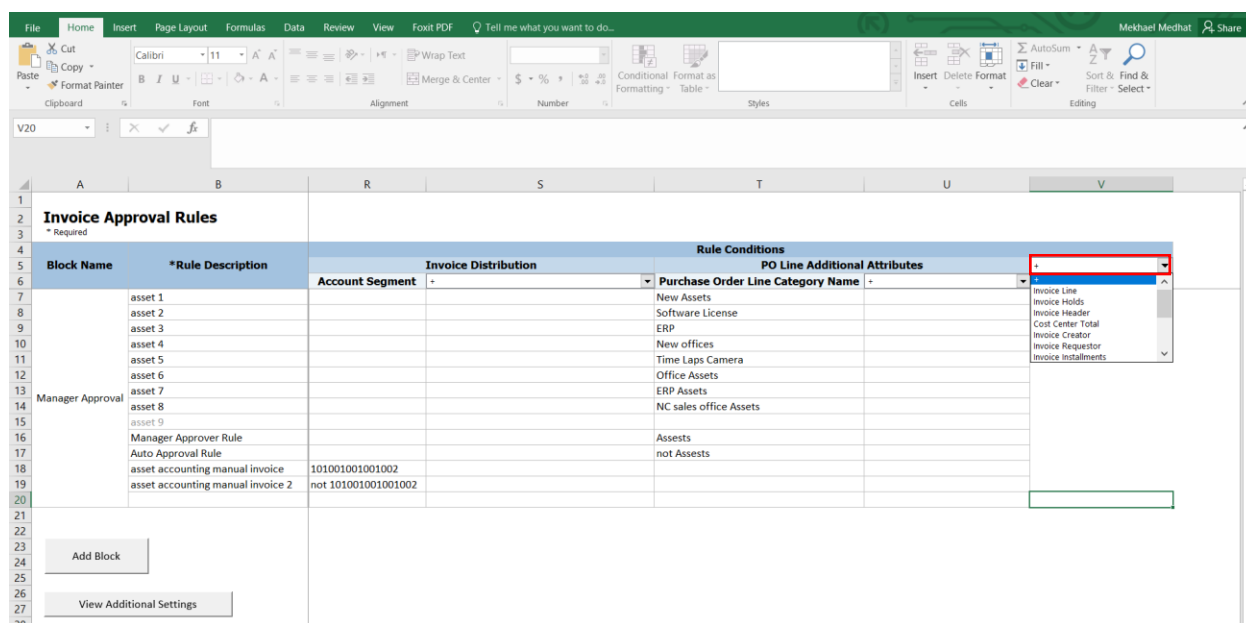


In the following example I will be **assigning** invoices approval that have a distribution combination **for Asset clearing** and also invoices applied to **purchase order with an item category of assets** to be approved by specific people also, I will create an **AUTO APPROVING RULE** for invoices that doesn't match these inputs

Here are some tips for building your cycle after opening the excel sheet



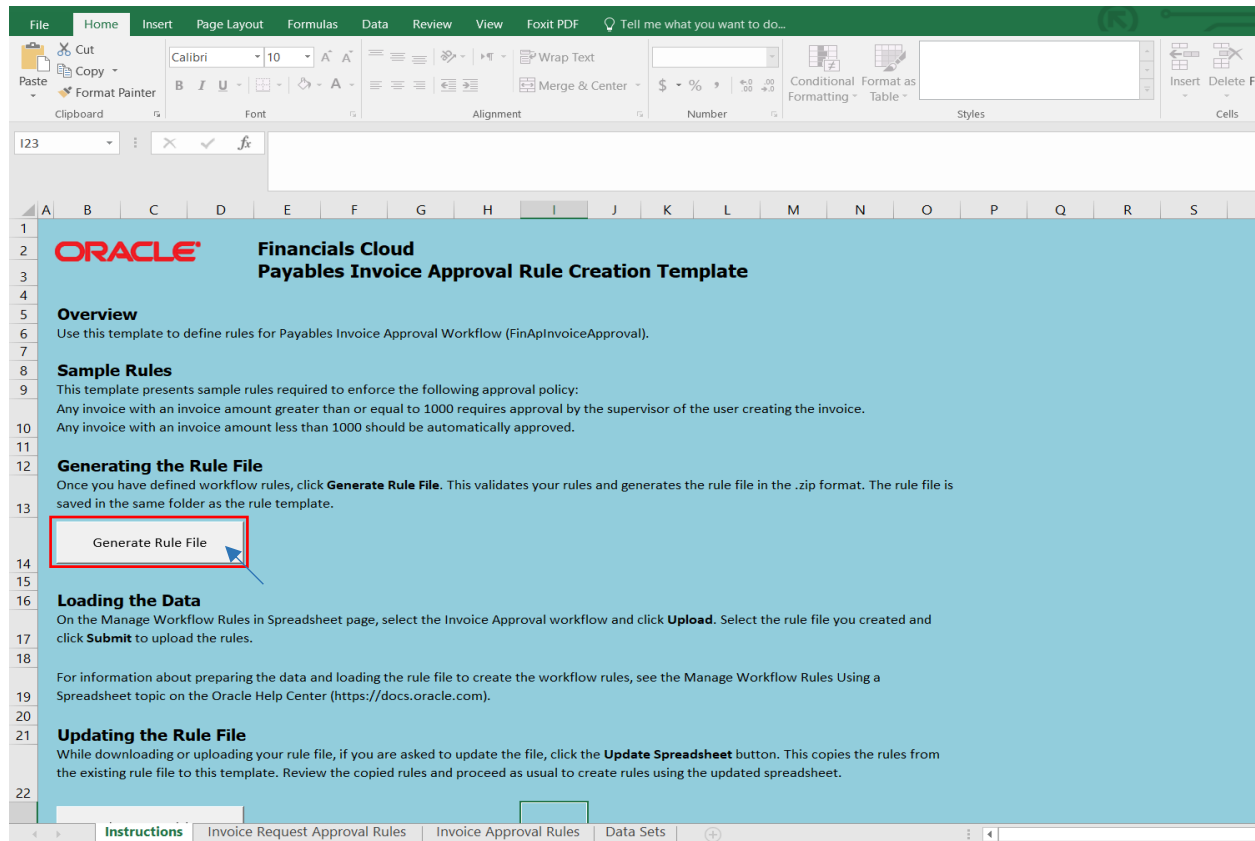
- You can always **disable** rules if not needed **rather than deleting** and **re enable** it if needed again
- You can search for new conditions rather than the invoice header, line and distribution by adding rule condition



Make sure to disable any **unneeded rules** and clear the data in the **other excel pages**

Once you are done

Click on the **generate rule file**




Pick a saving location on your machine

Get back to the oracle window and click on **upload**

Manage Payables Workflow Rules

Rule Templates

View ▾ ↺ 🖨

Templates	Rule Templates		
	Last Successful Upload	Date	Upload
Invoice Approval	<a href="#">Invoice Approval Basic Template23.xlsm</a>	03/02/2025 11:16 AM	 Upload File


Upload History

View ▾ ↺ 🖨

Date	User	Rule Details	Status	Comments
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02/02/2025 2:21 PM	osupport	Invoice Approval Basic Template23.xlsm	Successful	
01/02/2025 4:31 PM	osupport	Invoice Approval Basic Template23.xlsm	Successful	
30/01/2025 2:34 PM	osupport	Invoice Approval Basic Template2.xlsm	Successful	

Click on browse and click on the saved CSV file  
it will give you a warning that **it will override** the previous rules  
Click on ok and that's it

Rule Templates

	Last Successful Upload	Date	Upload
	<a href="#">Invoice Approval Basic Template23.xlsm</a>	03/02/2025 11:16 AM	

**Warning**

The rules created by the current spreadsheet upload will override all existing rules for this workflow. Do you want to continue? (FUN-720509)

OK Cancel

User	Rule Details	Status
osupport		
Eslam.Fetouh		
osupport	Invoice Approval Basic Template23.xlsm	Successful
osupport	Invoice Approval Basic Template23.xlsm	Successful
osupport	Invoice Approval Basic Template2.xlsm	Successful

And now you can start initiating approval for the invoices



And here is how you should deal with **invoices from now on** :

Notice after **validating** the invoice the next step I need to do is to **initiate approval** for the invoice before **posting** or **paying** for it

Create Invoice: test6554

**Invoice Header** Show More

Identifying PO: Inertia Properties BU  
 Business Unit: Vodafone Company  
 Supplier: 10118  
 Supplier Site: Cairo  
 Legal Entity: Inertia Properties LE  
 Invoice Group:

\* Number: test6554  
 \* Amount: EGP 10.00  
 Type: Standard  
 Description:

\* Date: 13/03/2025  
 \* Payment Terms: Immediate  
 \* Terms Date: 13/03/2025  
 Requester:  
 Attachments: None  
 Note:

**Lines** Match Invoice Lines

View: + - X [Icons] Detach Allocate Cancel Line Distributions

Distribution		Budgetary Control		Reference	
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date
1	Item	10.00		01-101001001002-000000-000000	13/03/2025

from the drop list click initiate approval

Create Invoice: test6554

**Invoice Header** Show More

Identifying PO: Inertia Properties BU  
 Business Unit: Vodafone Company  
 Supplier: 10118  
 Supplier Site: Cairo  
 Legal Entity: Inertia Properties LE  
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**Lines** Match Invoice Lines

View: + - X [Icons] Detach Allocate Cancel Line Distributions

Distribution		Budgetary Control		Reference	
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date
1	Item	10.00		01-101001001002-000000-000000	13/03/2025

**Invoice Actions** (Validated)

- Manage Installments
- Calculate Tax (Ctrl+Alt+X)
- Check Funds
- Validate (Ctrl+Alt+V)
- Request Override
- Apply or Unapply Prepayments
- Manage Holds
- Approval**
  - Initiate**
  - Withdraw
  - Hold
  - Force Approve
  - Resubmit
  - Approve
  - Reject
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice
- Pay in Full
- Post to Ledger
- Account in Draft

Note that you can view the **approval history** ( who did **initiate** the invoice for approval and who **approved** it )

✦ Always keep an eye on the **transaction console** to make sure that the **cycle has been applied successfully**

From **Tools** → **transaction console**

Search for invoice approval transaction

Accounting Date	Prorate Across All Item Lines	Budgetary Control	Reference
13/03/2025	<input type="checkbox"/>	13/03/2025	Reserved with w...

Here you can see the invoice make sure its **assigned**

Name	Status	Process Name	Submitted On	Submitted By	Iss As	Pri
test6554	Assigned	Invoice Approval	13/03/2025	Osupport	Mc	
test3321	Assigned	Invoice Approval	27/02/2025	Osupport	Mc	
test32	Assigned	Invoice Approval	27/02/2025	Osupport		

Here you can check if the **flow** is running correctly, you can also check the **diagnostic report**

The screenshot shows the Oracle Invoice Approval interface for transaction ID test6554. The top navigation bar includes a back arrow, the transaction name 'Invoice Approval : test6554', and buttons for 'Actions' and 'View Transaction History'. The left sidebar contains navigation links: 'Transaction Summary', 'Analytics', 'Approval Rules', and 'Archived Transaction Summary'. The main content area displays the transaction status as 'In Progress' and the process name as 'Invoice Approval'. It also shows the transaction ID, the submission date (13/03/2025), and the submitter (Osupport). A 'Diagnostic Log' section is visible with a 'Download' button, which is highlighted by a red arrow. Below this, the 'Approval History' section shows a list of approvals, including one assigned to 'Mostafa' and another submitted by 'Osupport'. The bottom section is labeled 'Comments and Attachments'.

If the application didn't find **any matching approval rule** (auto approving rule or to be assigned to a group / user) it will end up with an **error** in the **transaction console**

Thanks for your time.