Procure To Pay P2P

ITRODUCTION: 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.

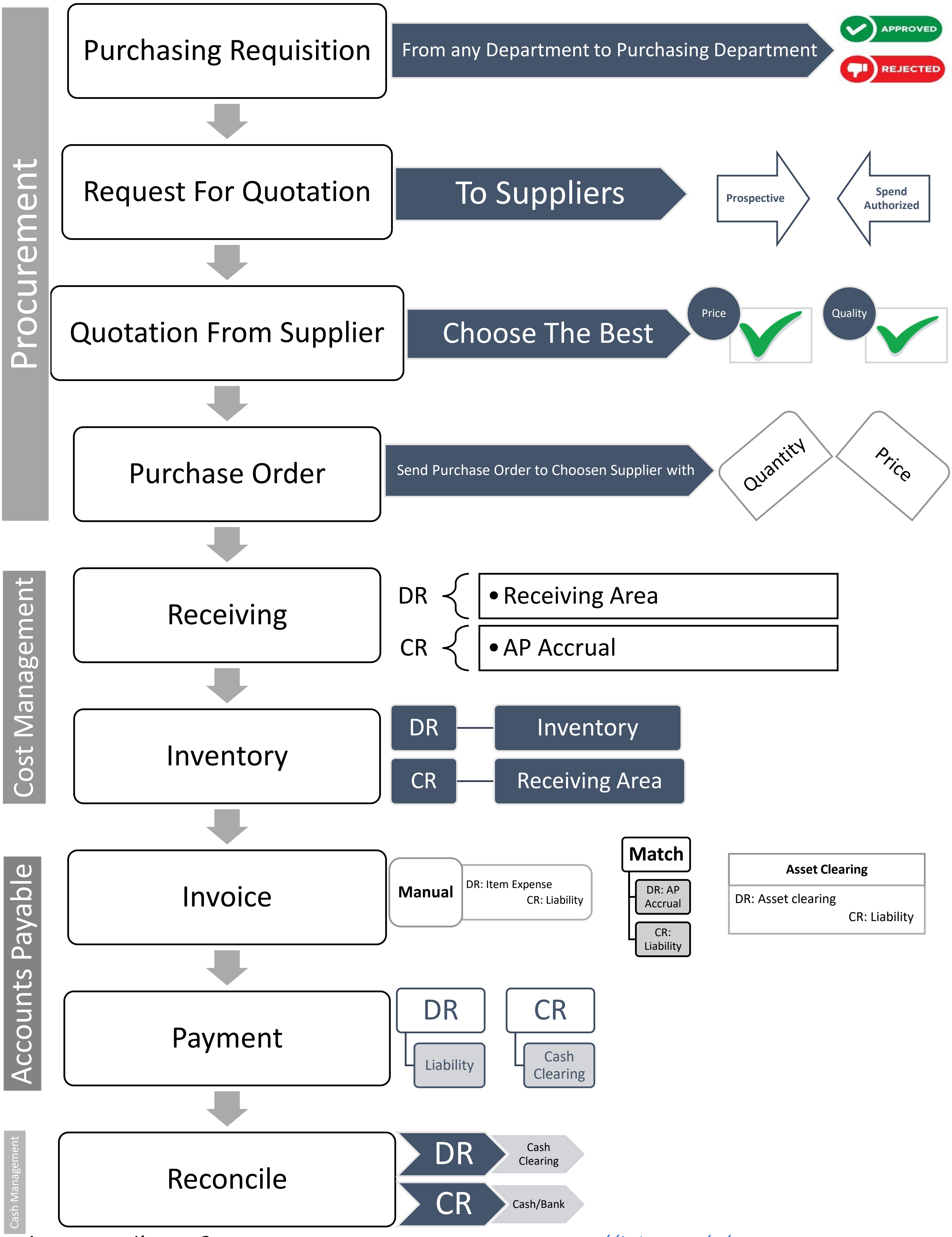
Must start by ORA

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.

ORACLE FUSION

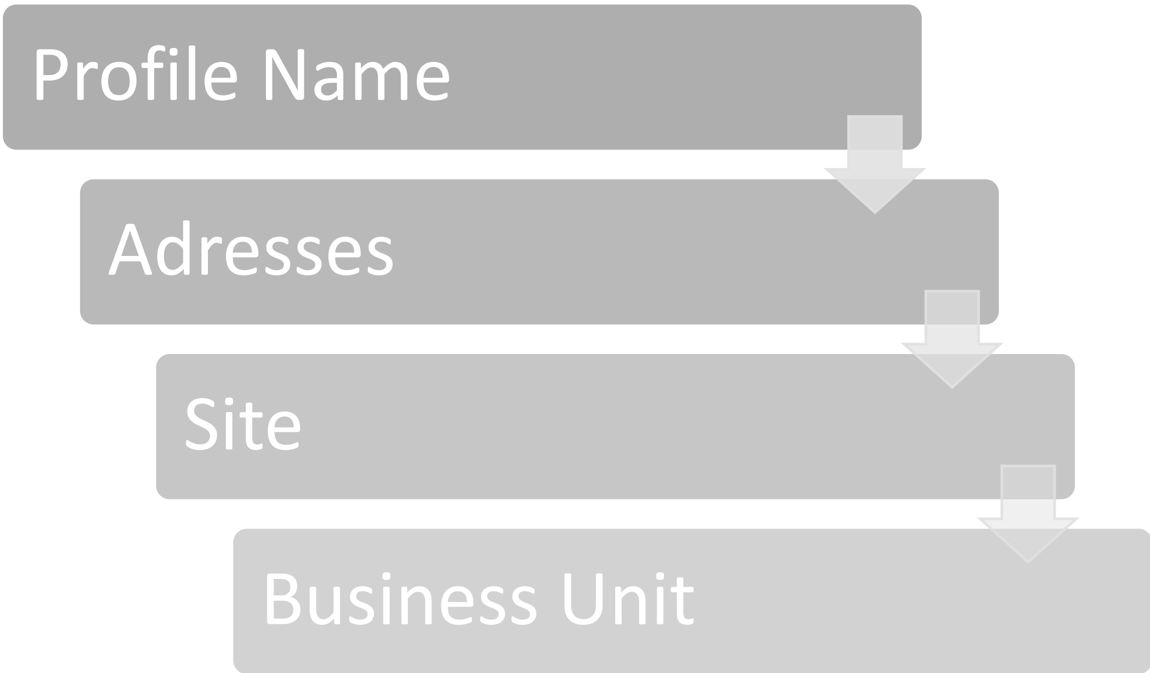
Procure to Pay Life Cycle P2P:



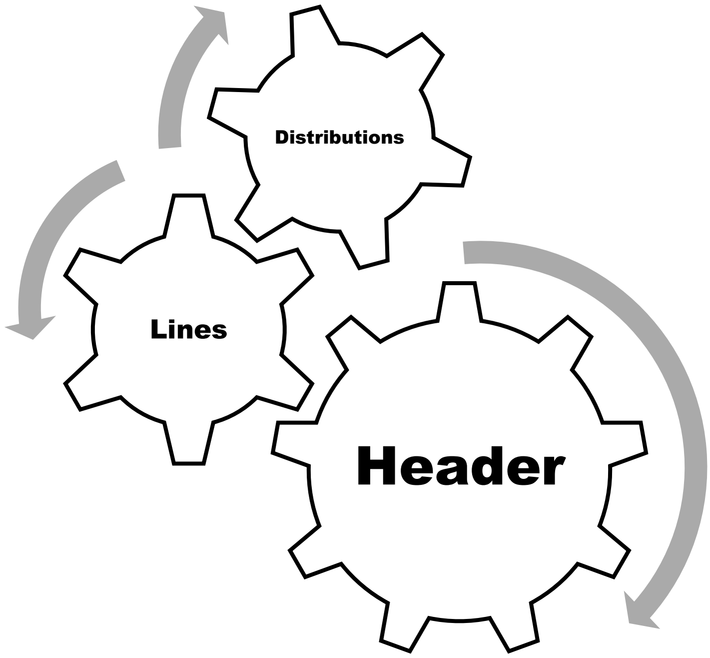
Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

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

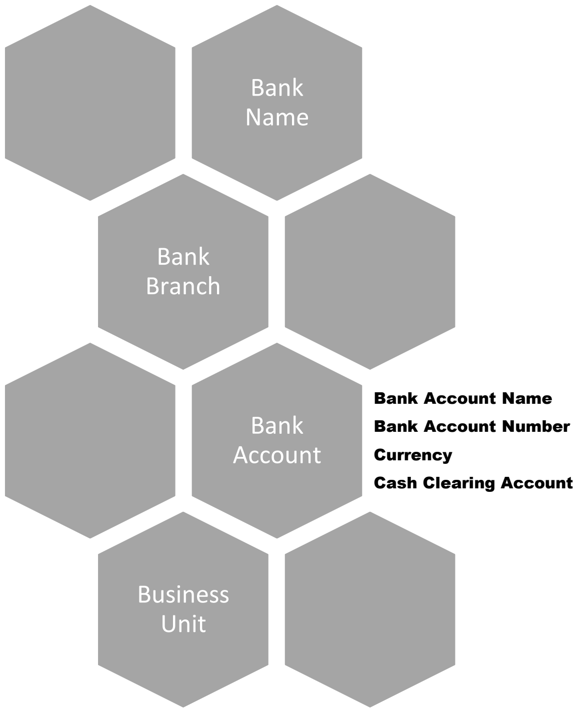
Supplier Structure:



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

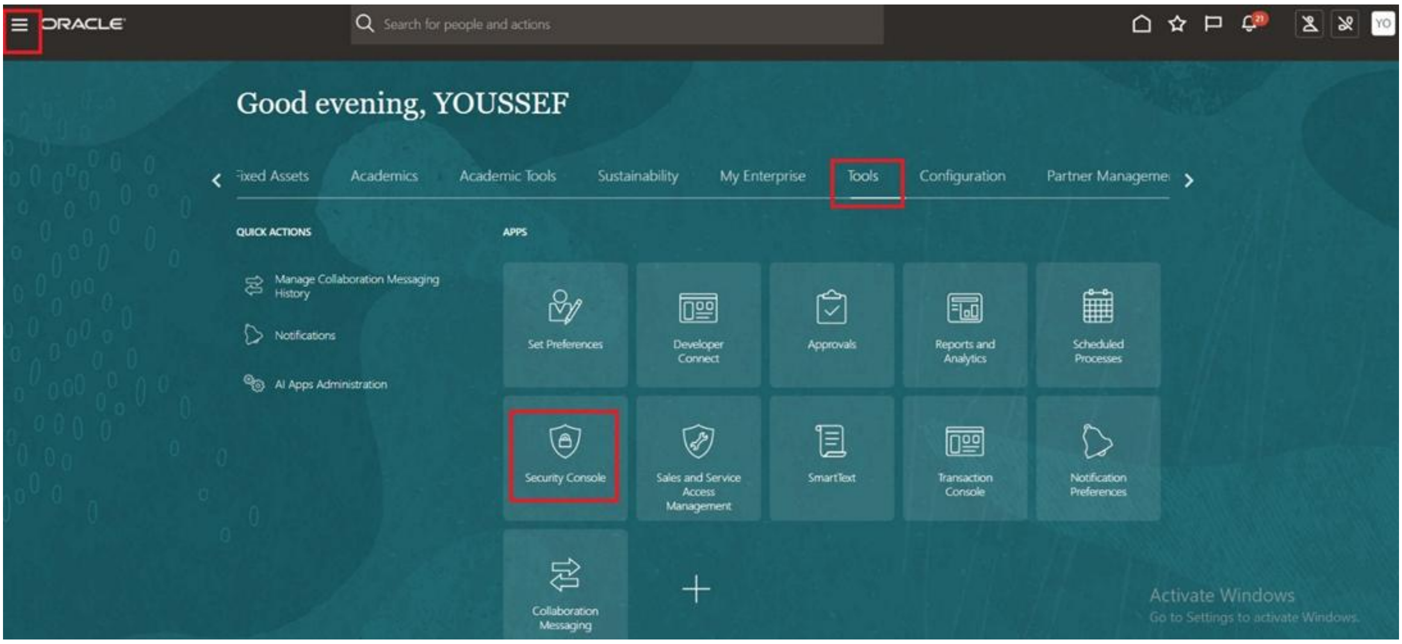
➢ Manage Tax Codes

Application

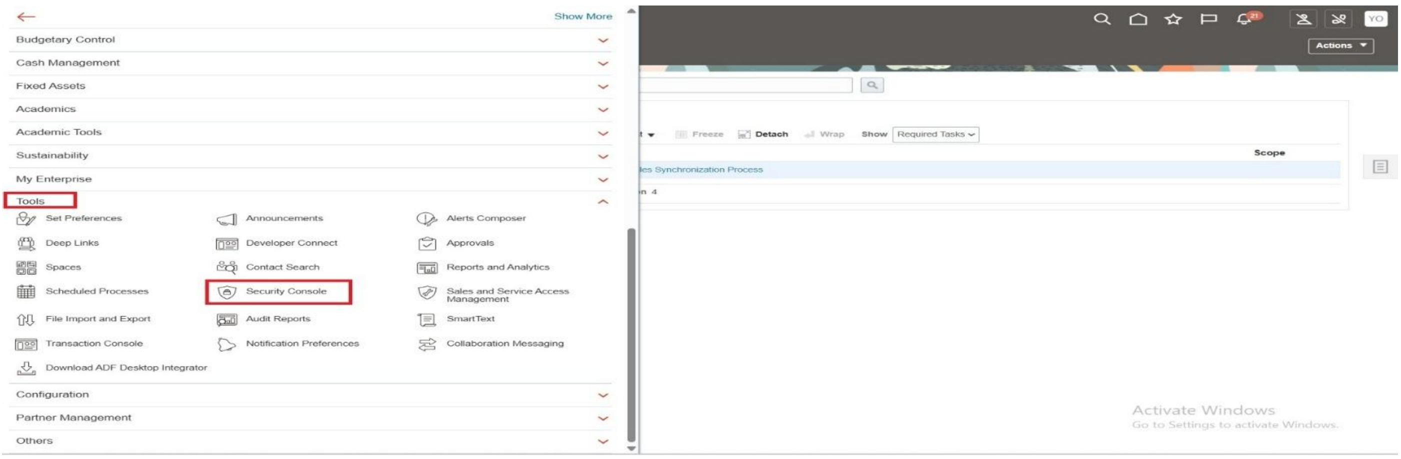
Invoice Setup Steps:

How to Assign Roles?

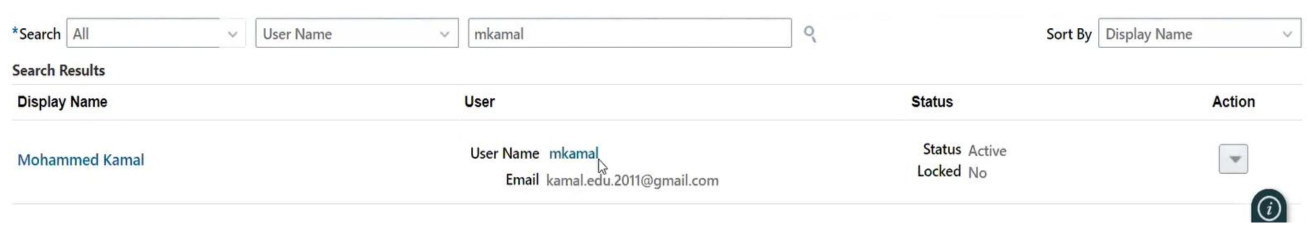
Open Tools Click Security Console



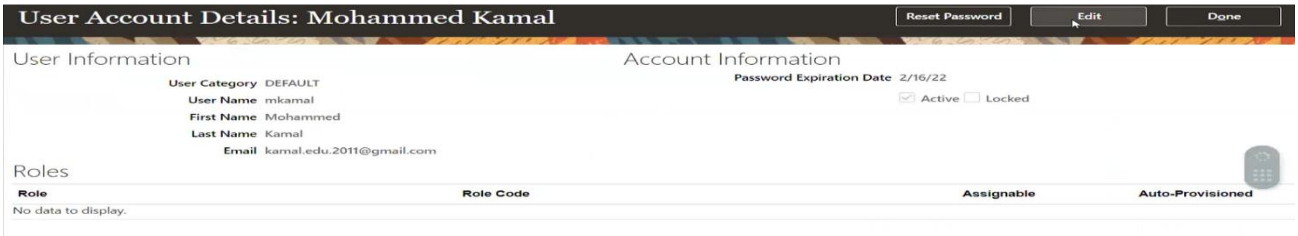
Or From Navigator



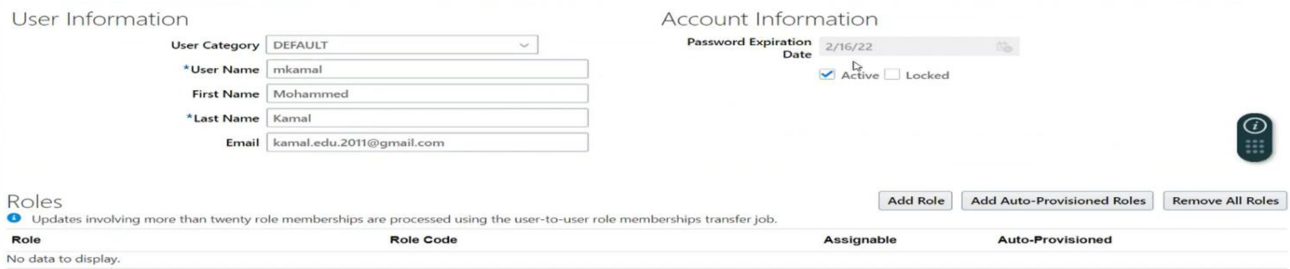
Search About User Click on user



Press Edit

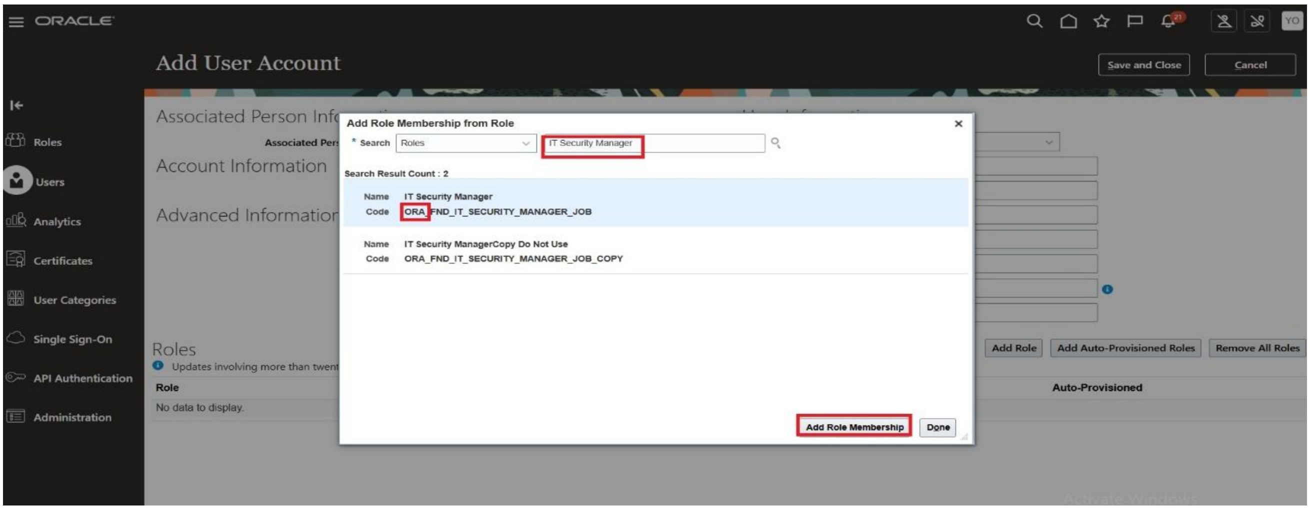


Click Add Role

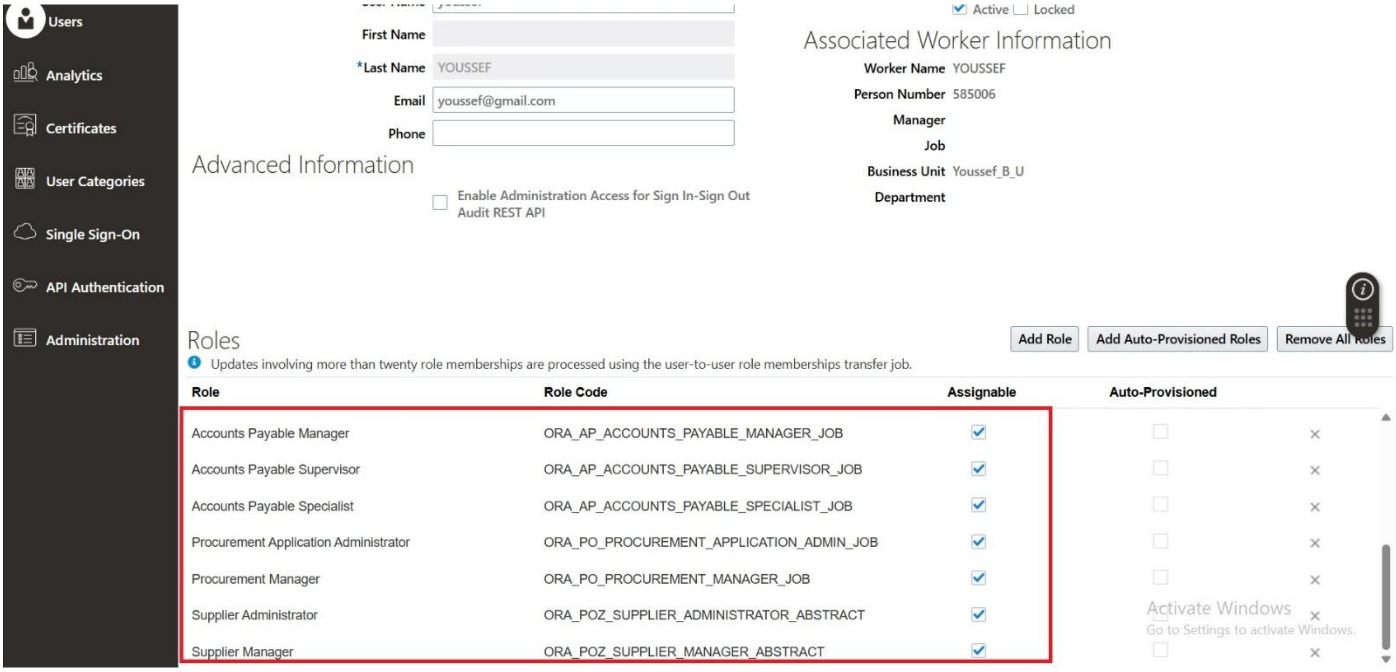


Search About roles

Click add role membership

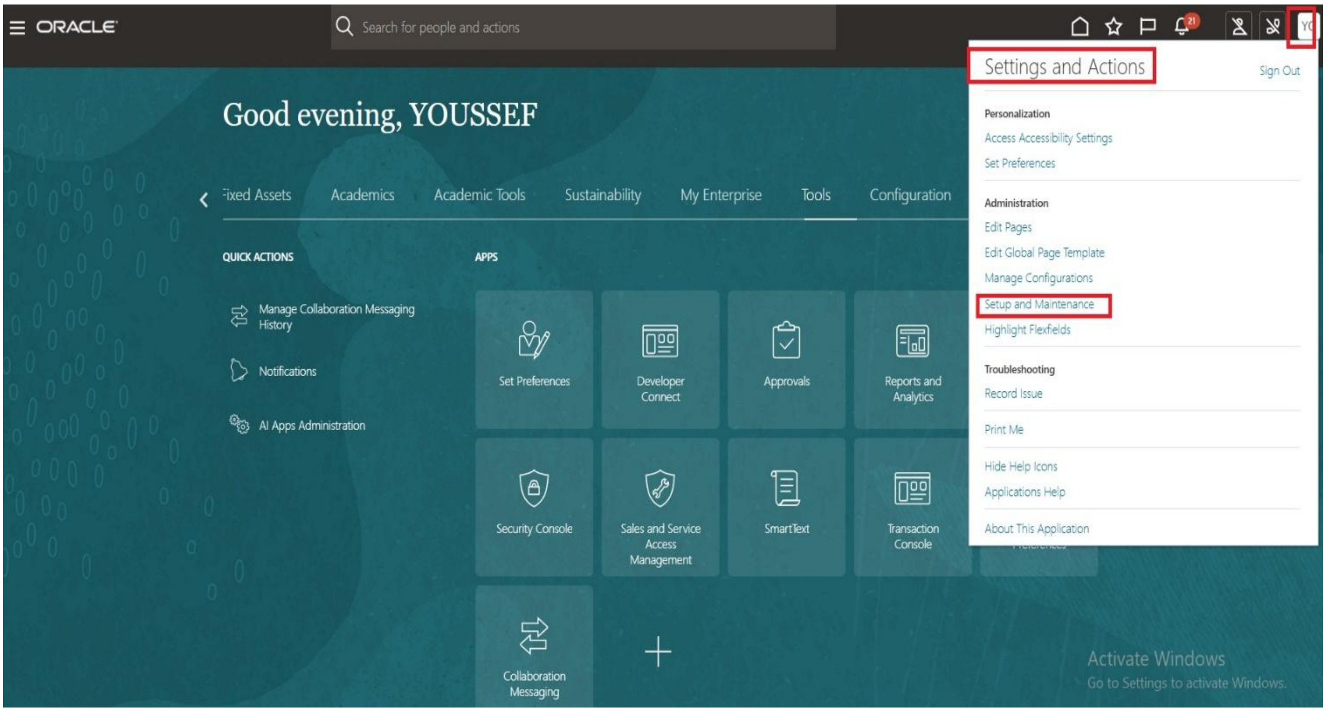


Click Save And Close



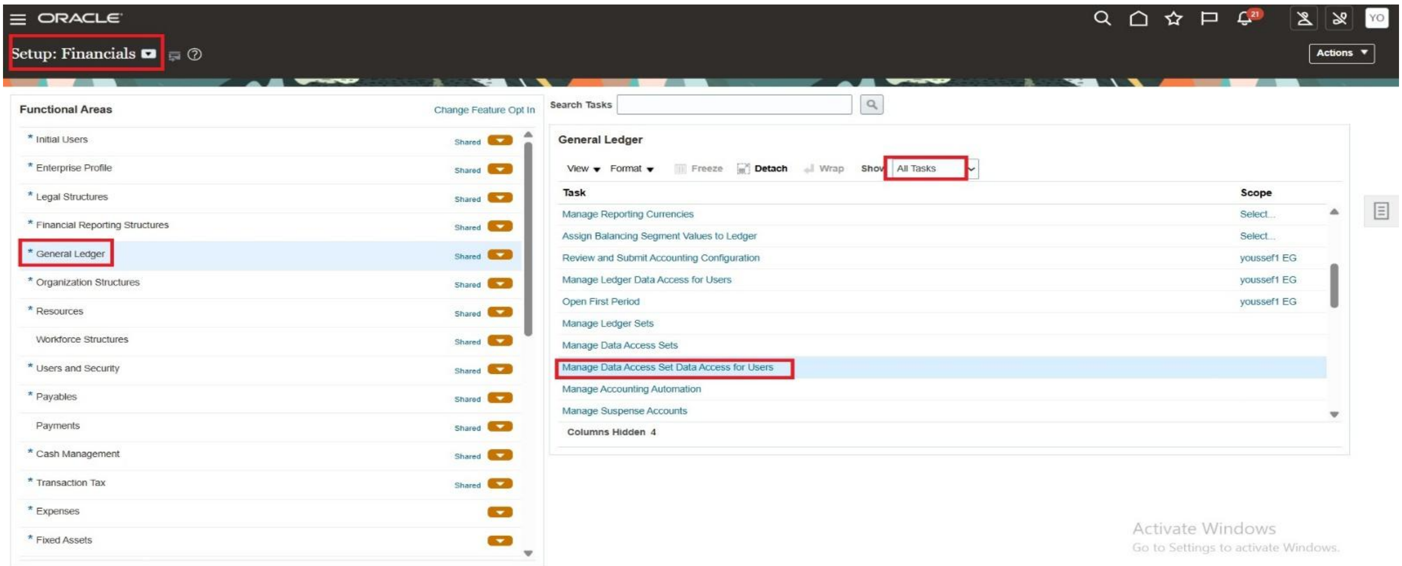
How to Assign Data Access Sets?

Open Setting and Actions Choose Setup and maintenance



Open Offering Choose Financials Press General Ledger Open All tasks

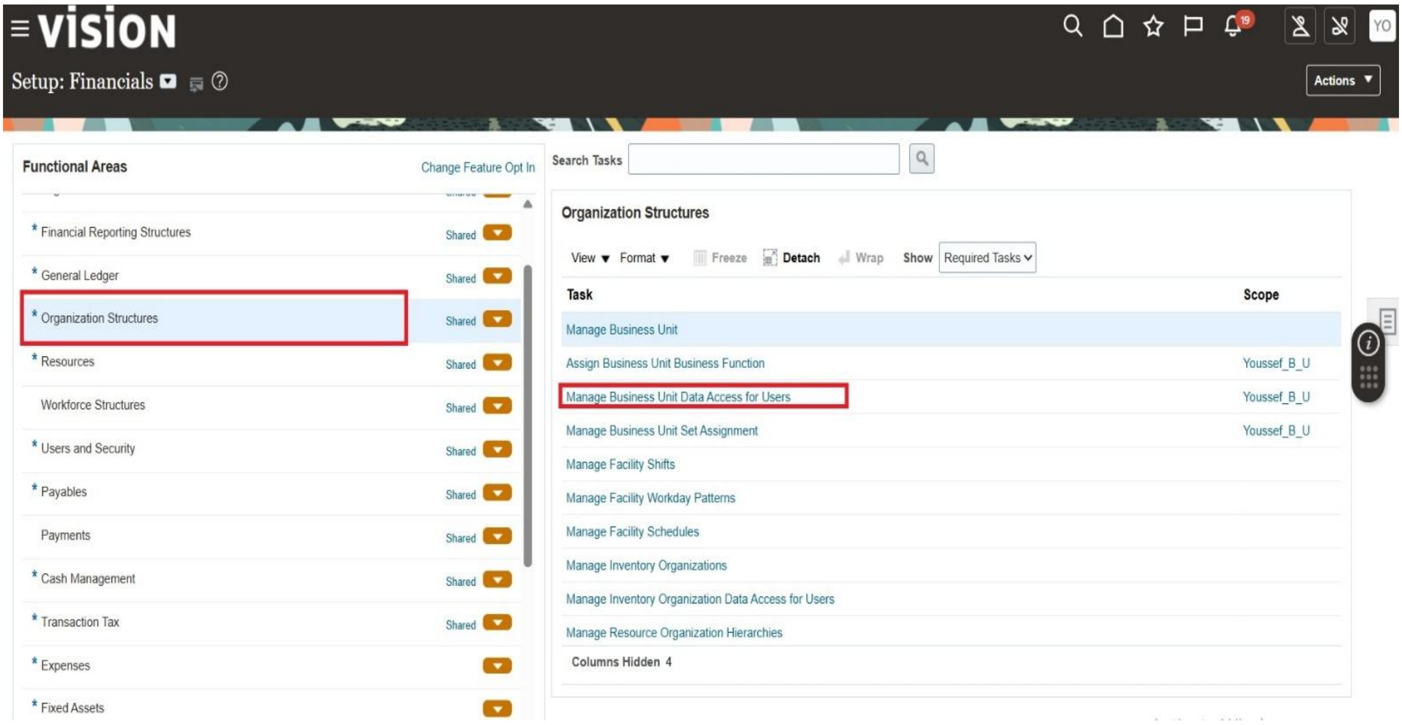
Choose Data access set data access for users



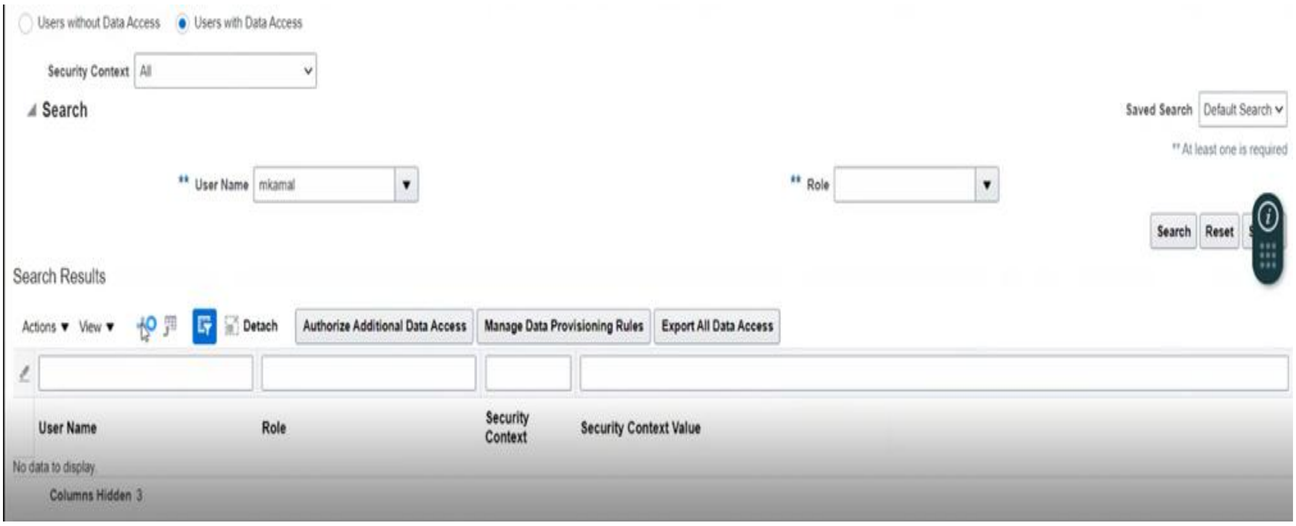
OR

Open Organization Structures

Click Mange Business Unit Data Access for Users

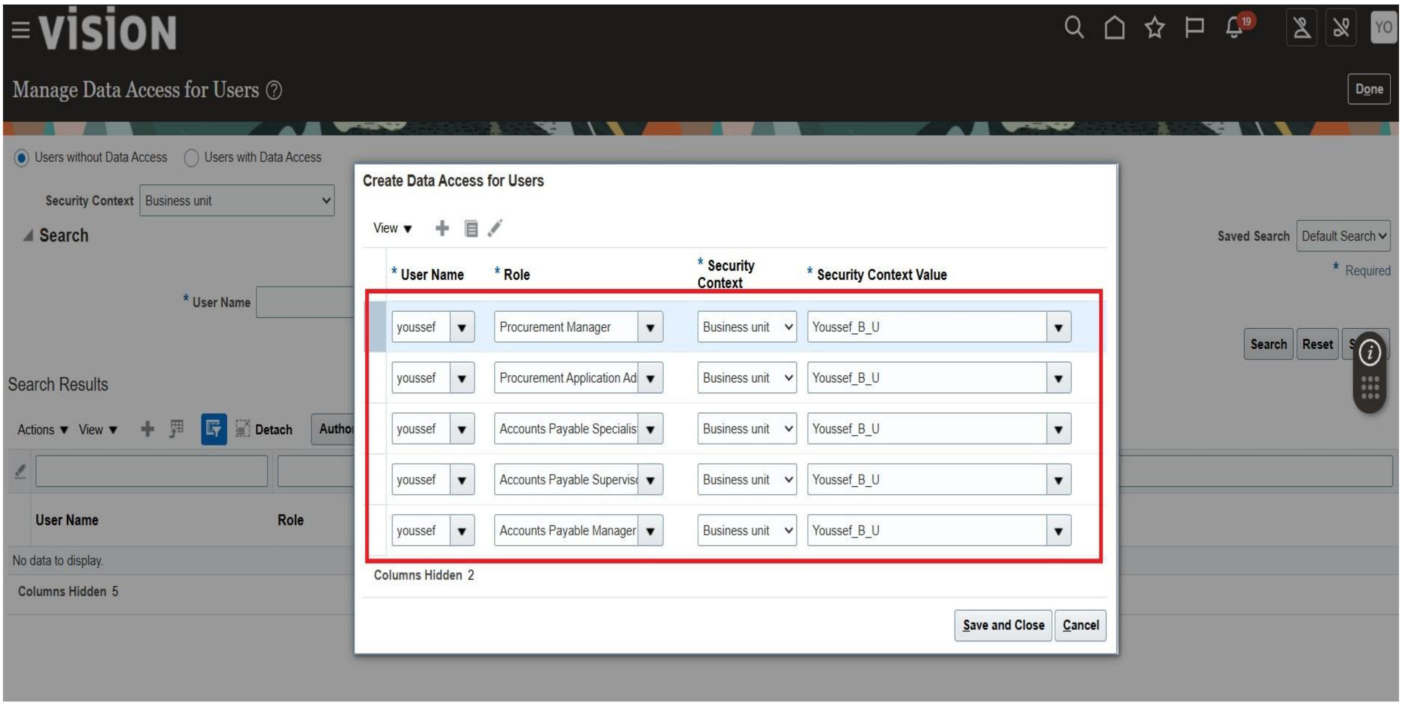


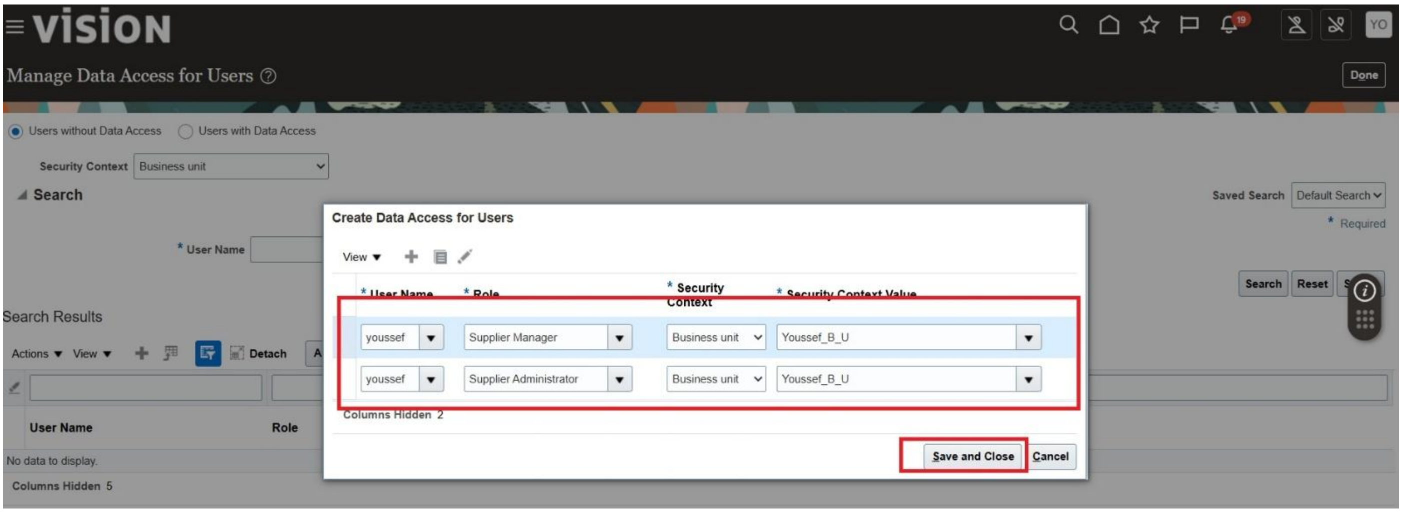
Click Create



Fill Data

Save and Close

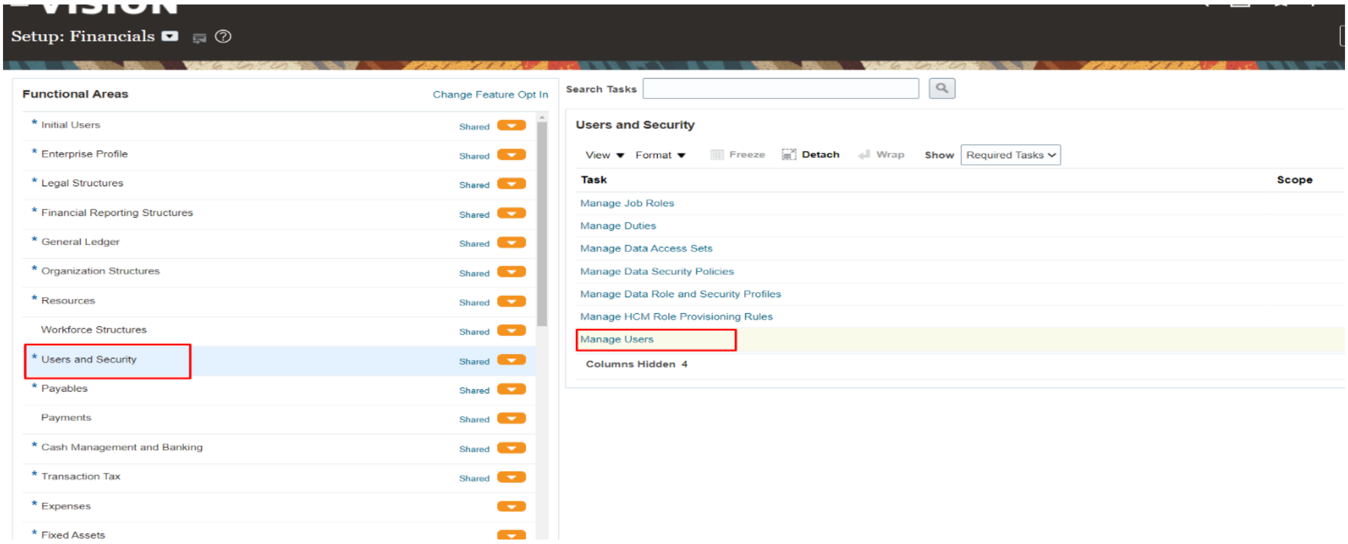




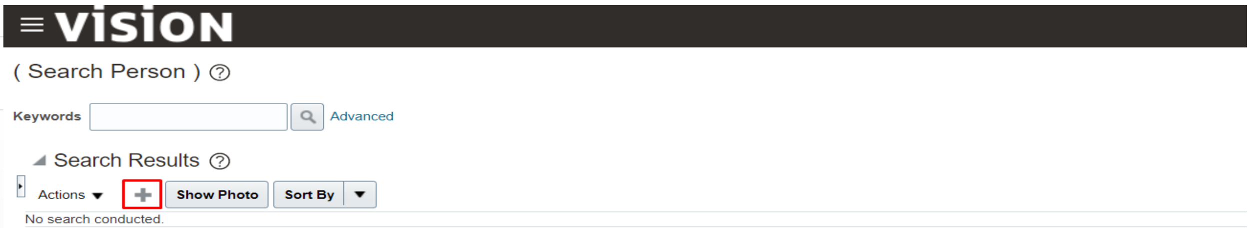
How to Create User as Employee?

Open User and Security

Mange Users

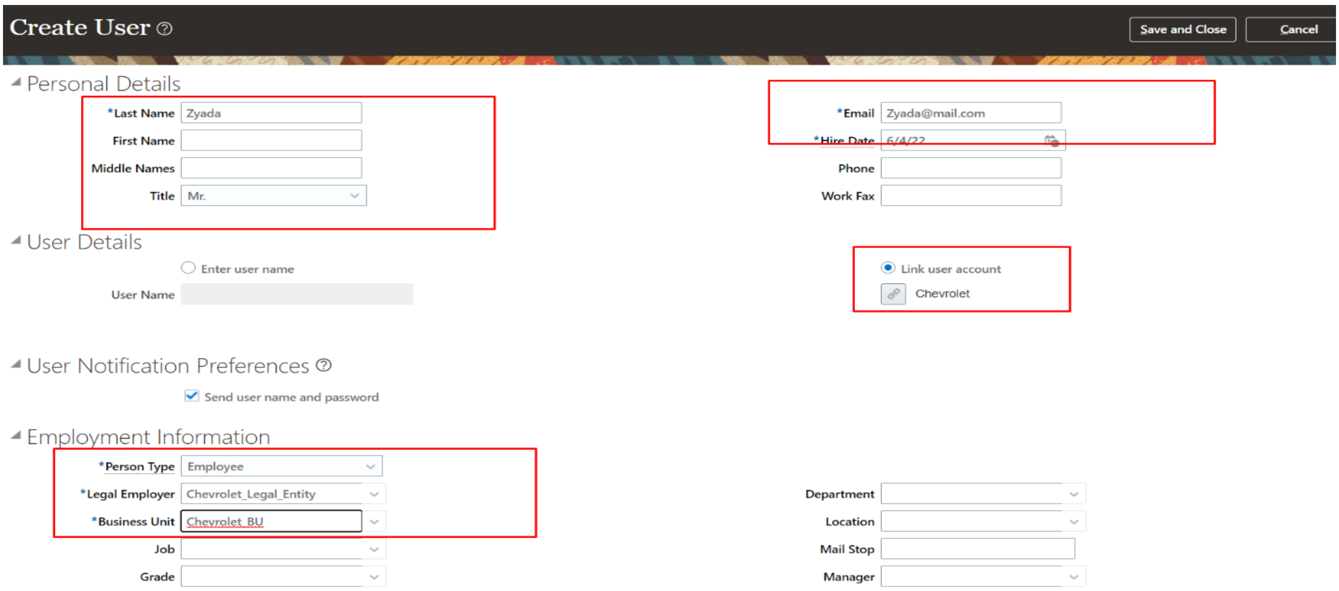


Click Create

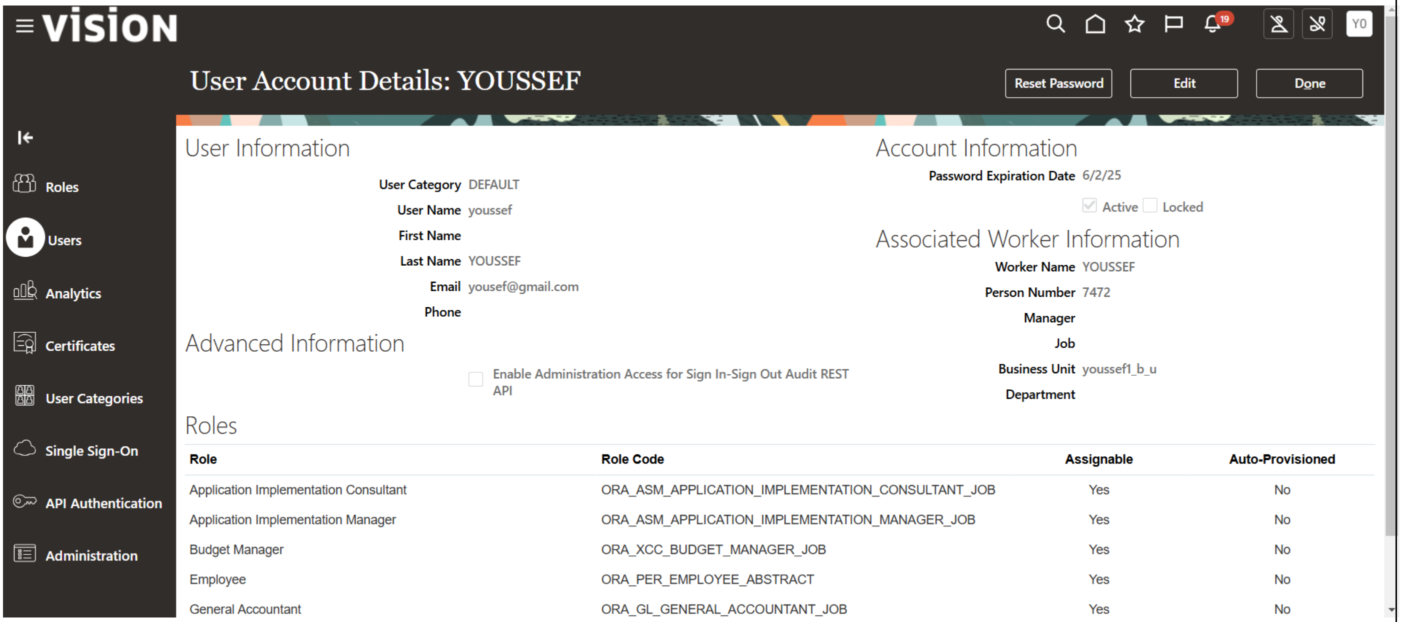


Fill Data

Save and Close



Check From Security Console



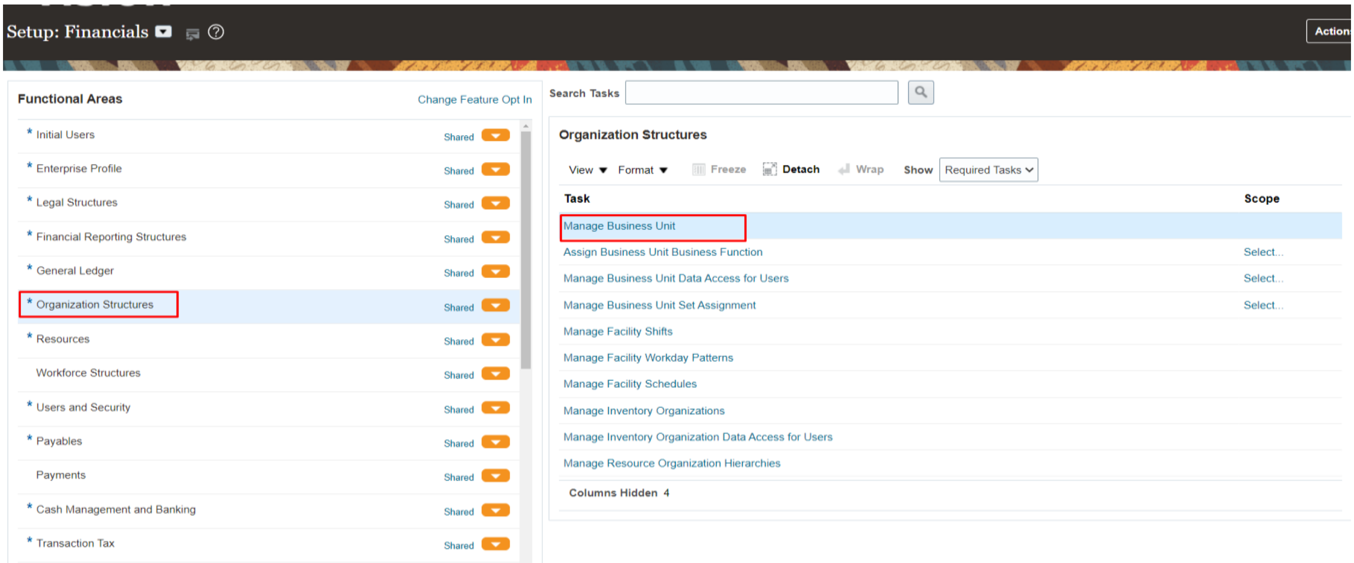
How To Manage Organization Structures?

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

Manage Business Unite

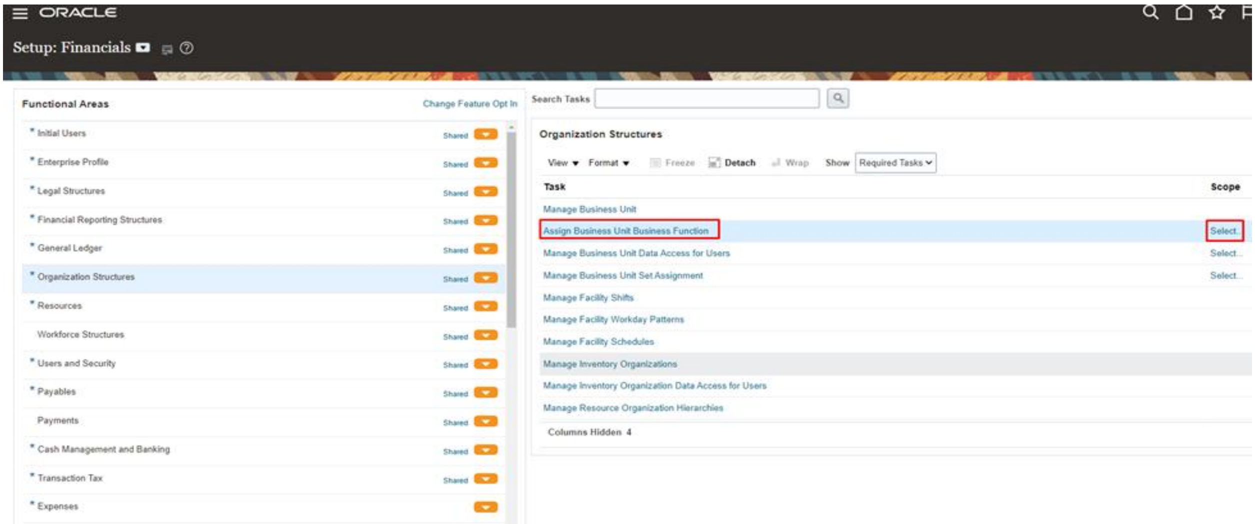


Not Create B-U but Search

Fill Data

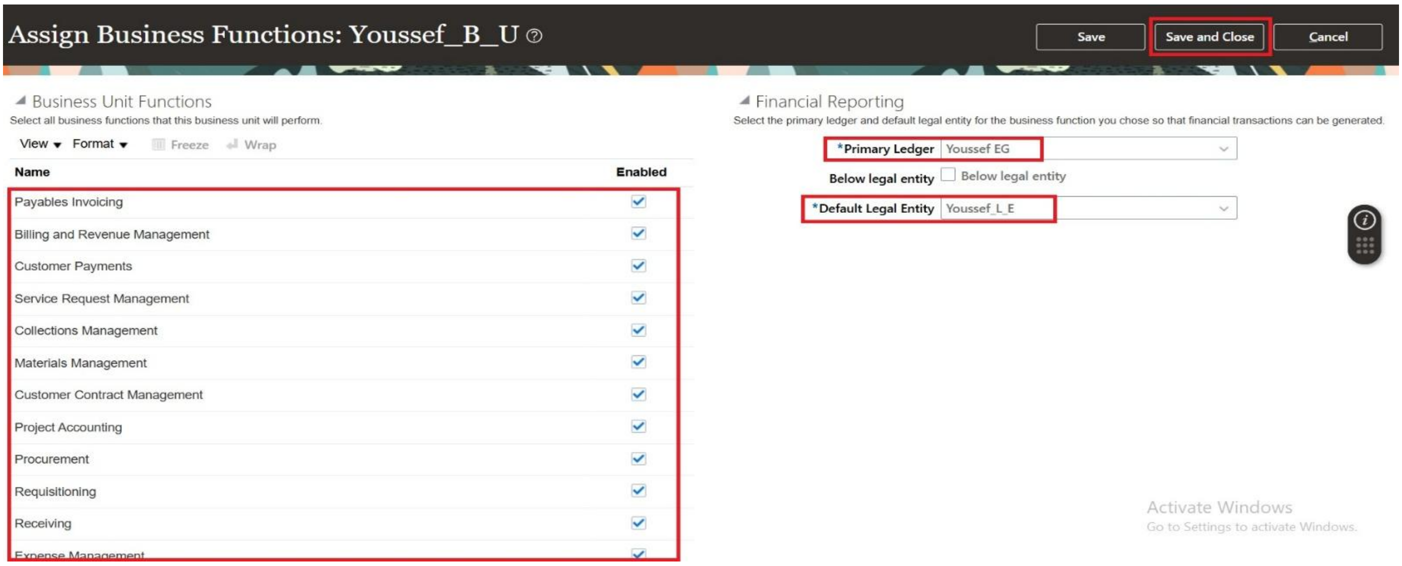
Select and Add

Assign Business Unit Business Function

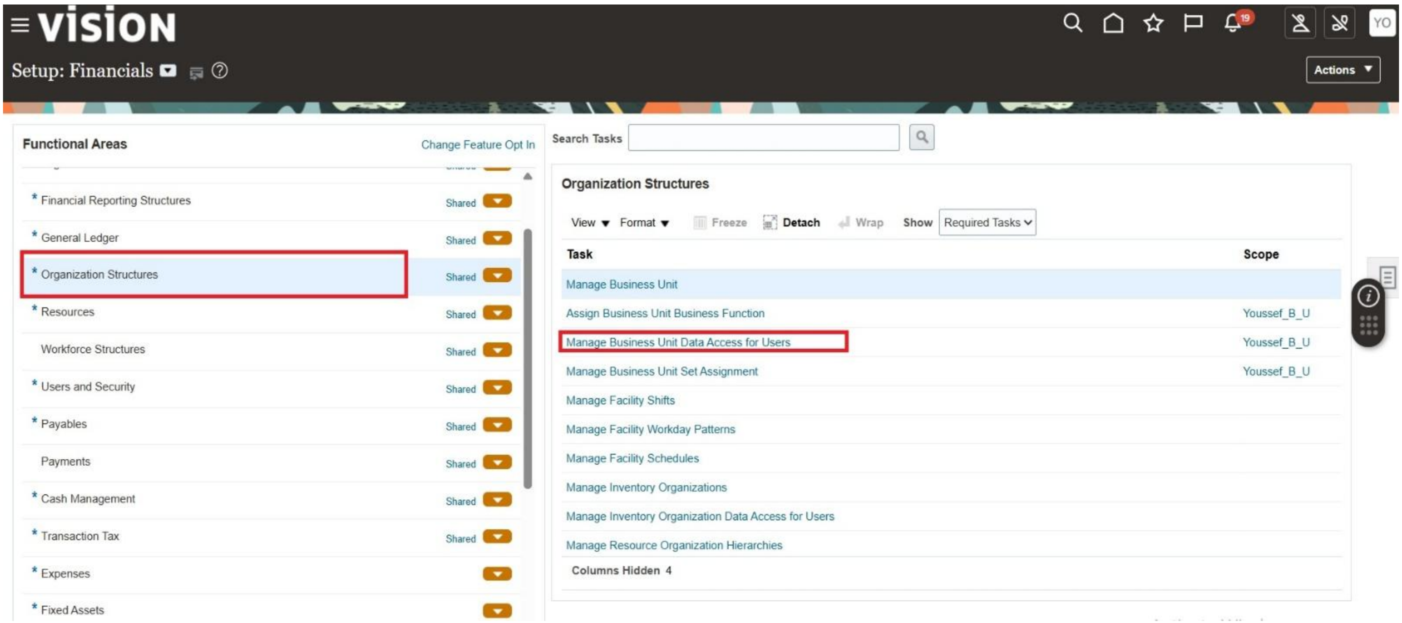


Check B_U Assigned By Ledger and Legal Entity

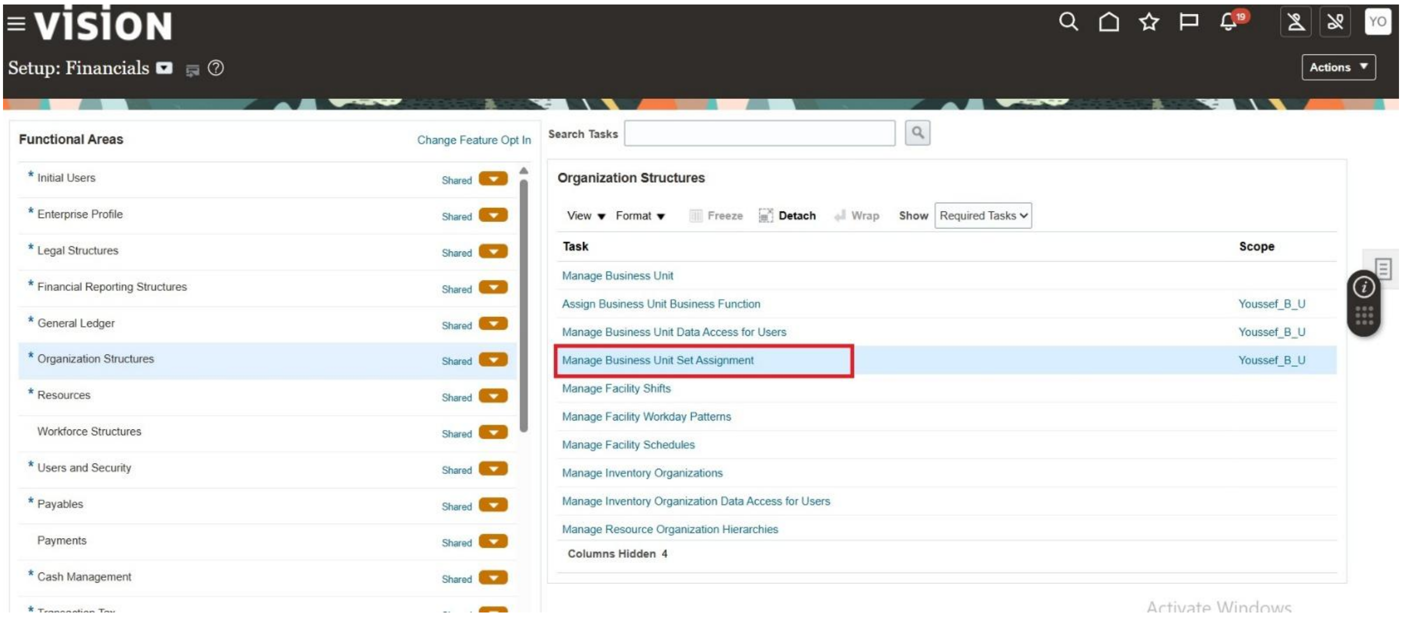
Click Save and Close



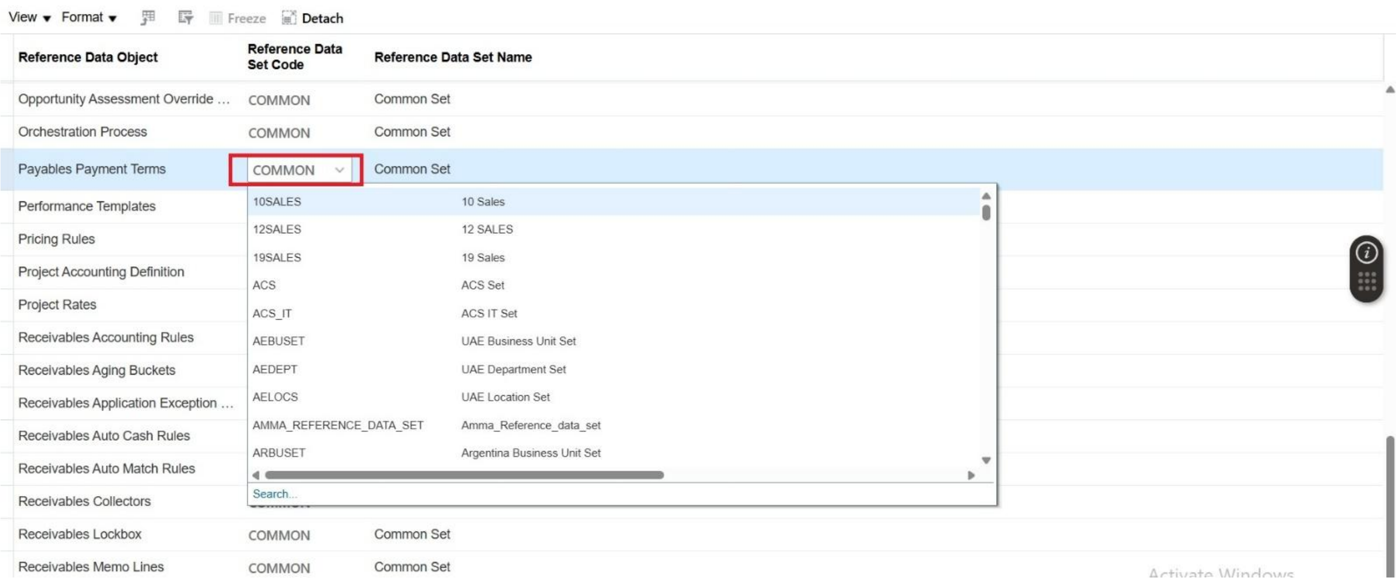
Manage Business unit Data Access for User= Access to Roles



Manage Business Unit Set Assignment



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

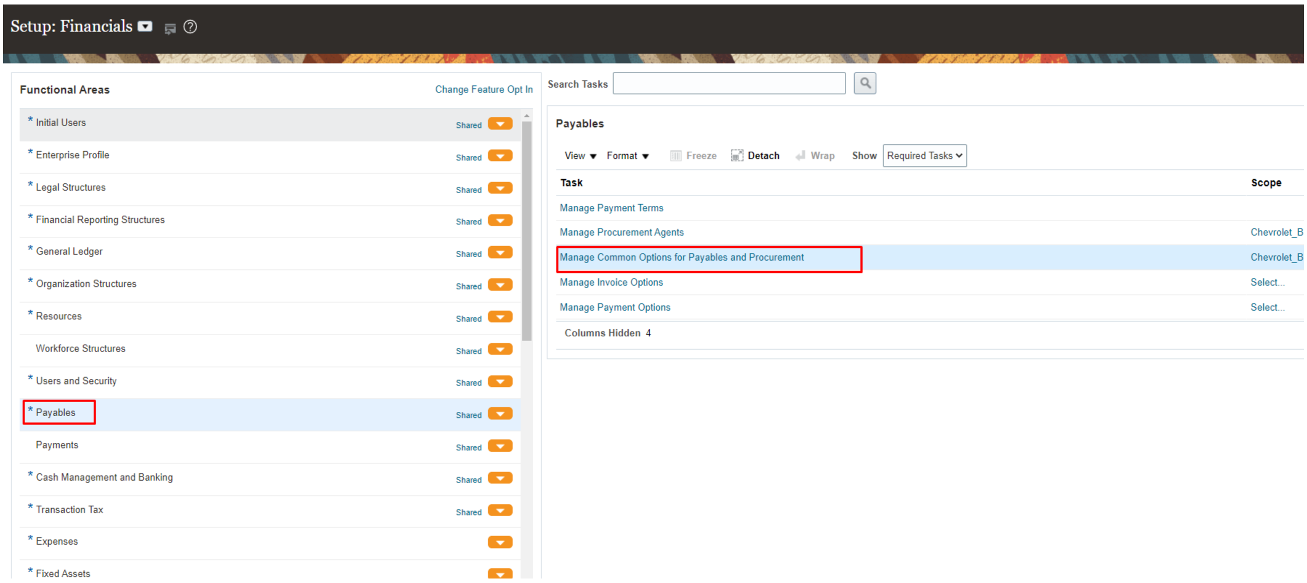


How to Setup Payable?

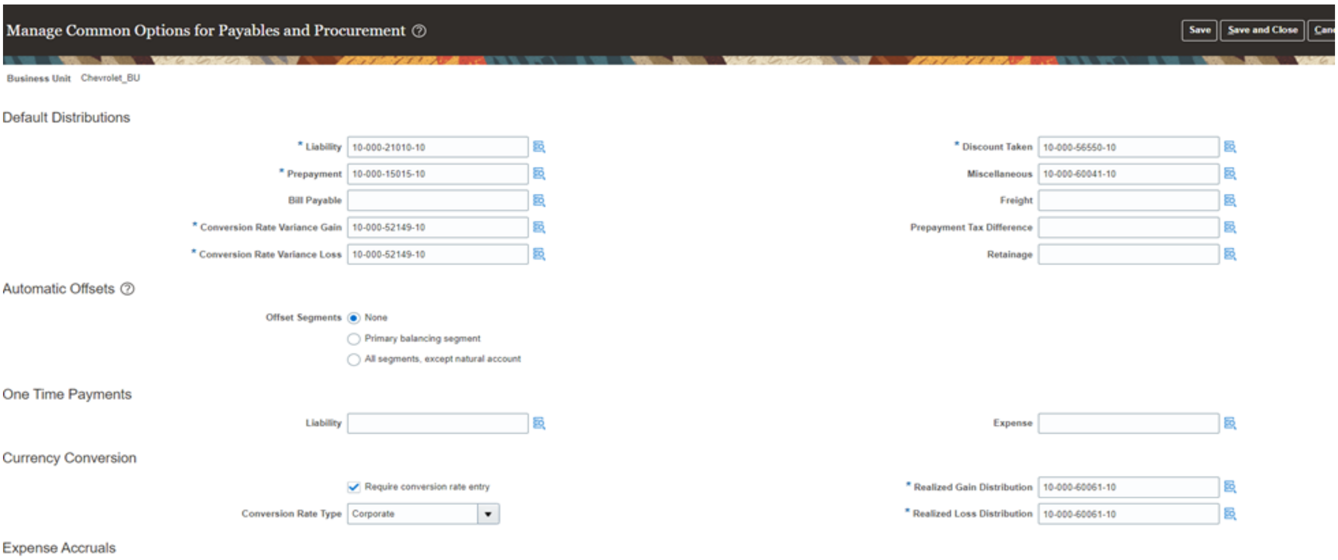
Important Notes:

- 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.

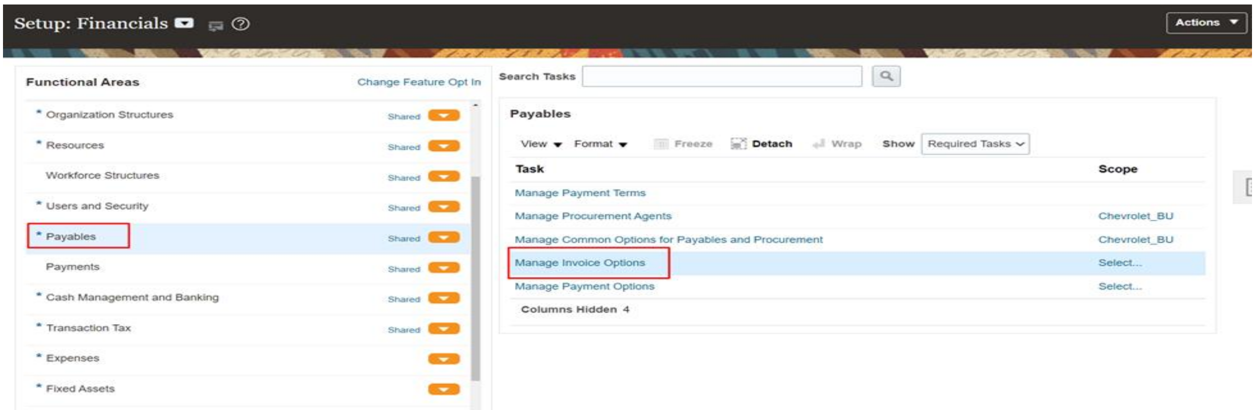
Click to Payables Click Manage Common Options for Payables and Procurement



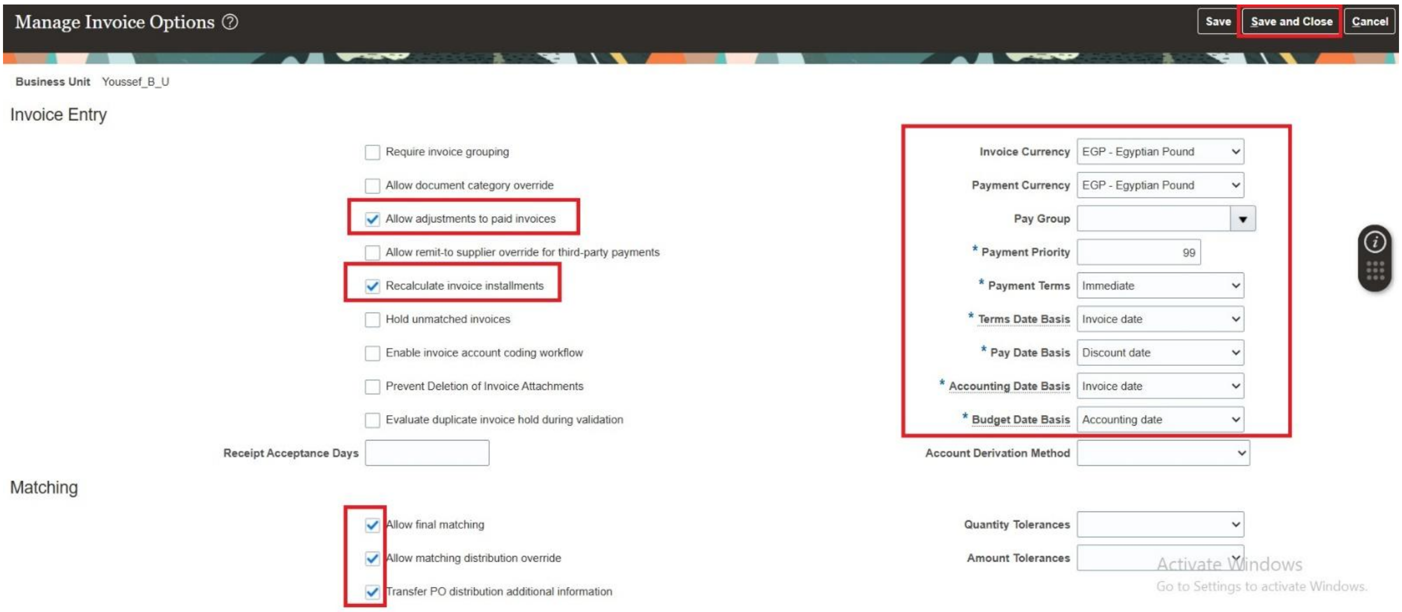
In case you Create Invoice Liability Side from Dufault Distributions in Manage Common Options for Payables and Procurement



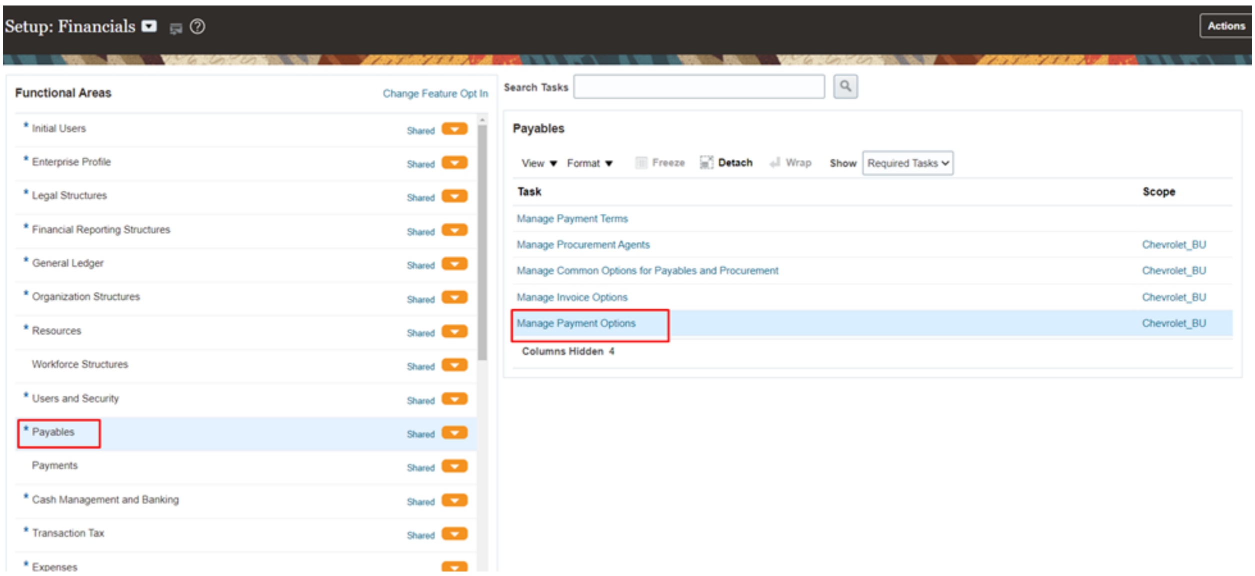
Open Manage Invoice Options



Fill Data Required

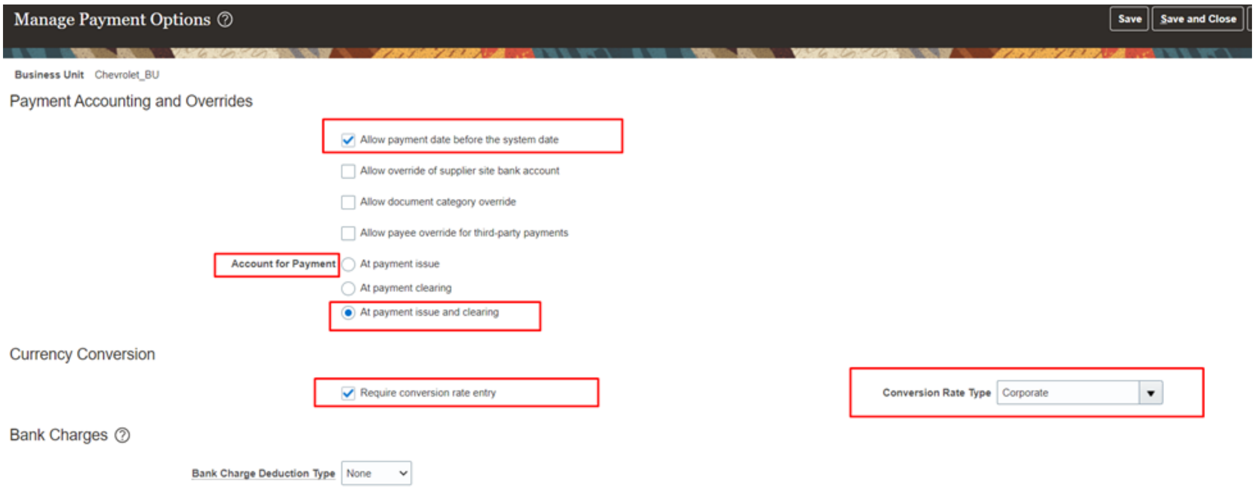


Open Mange Payment Options



Fill Data Required

Click Save and Close

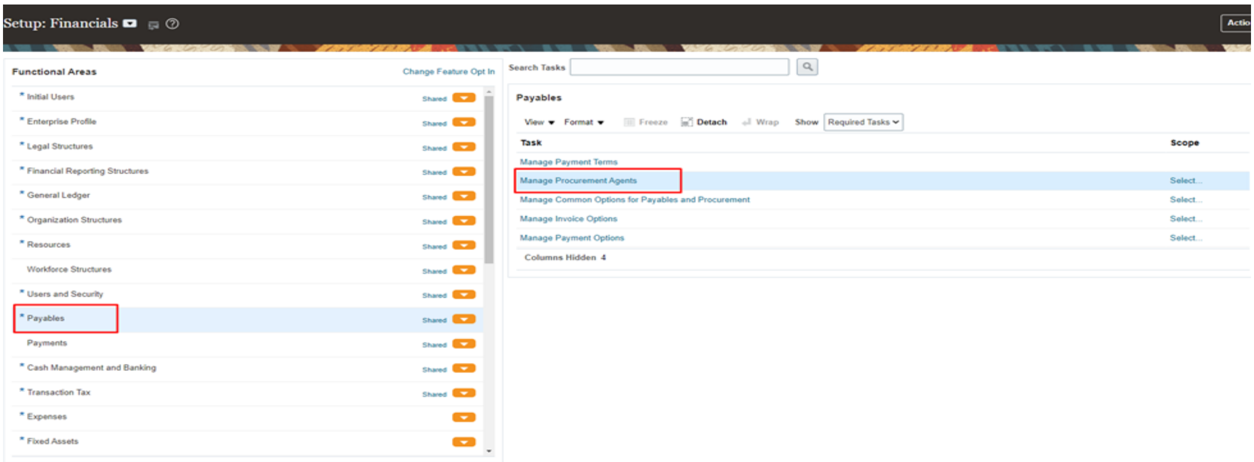


How to Create Agent?

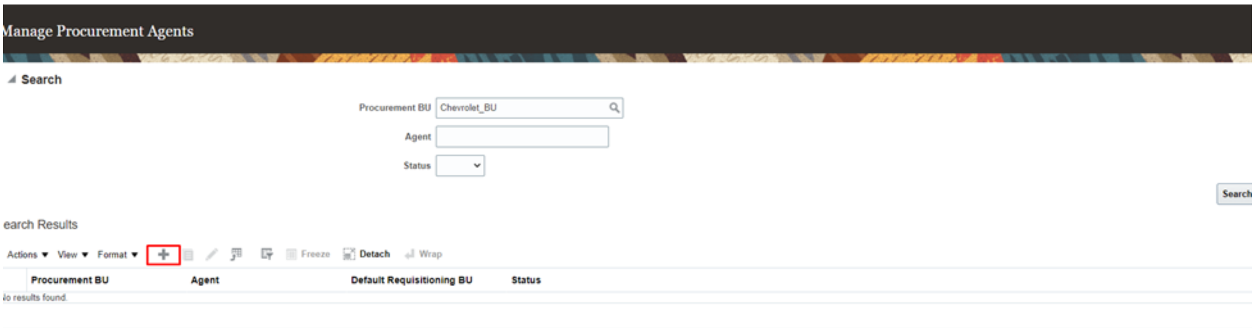
Important Notes:

- Must have Agent to Able to Create Suppliers

Open Manage Procurement Agents

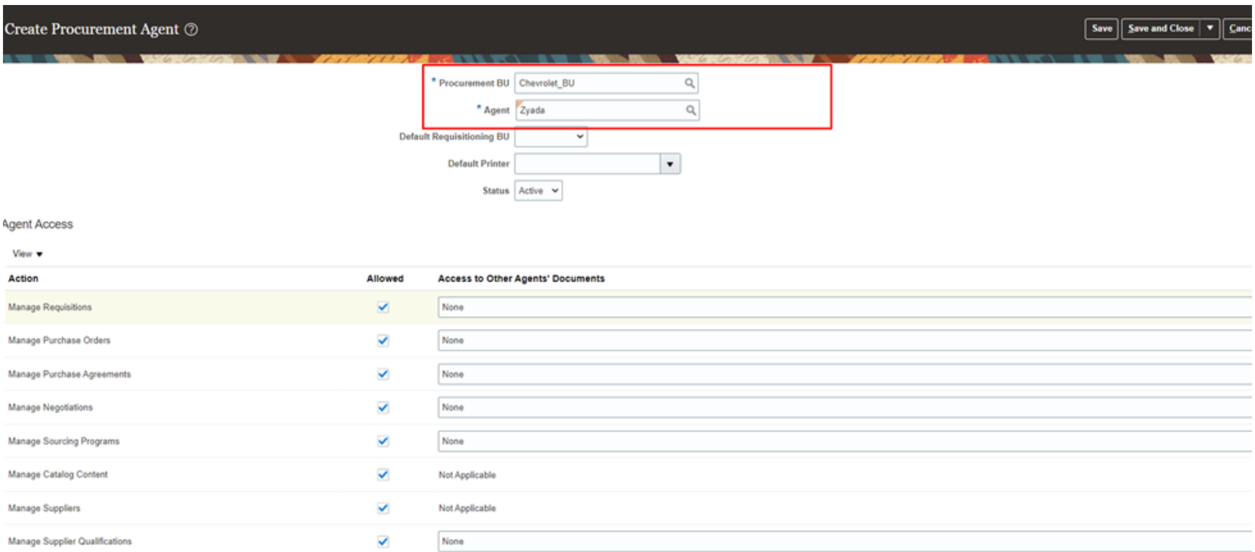


Click Create



Fill Data Required

Click Save and Close

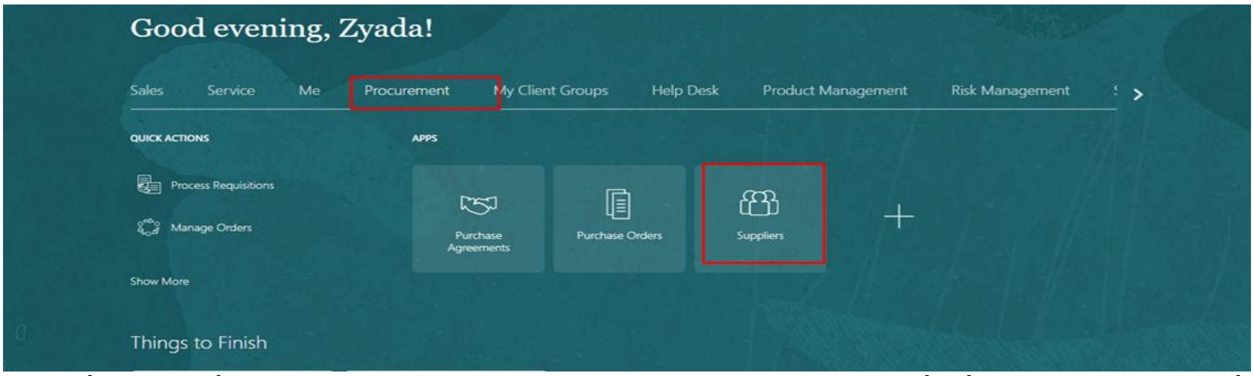


How to Create Suppliers?

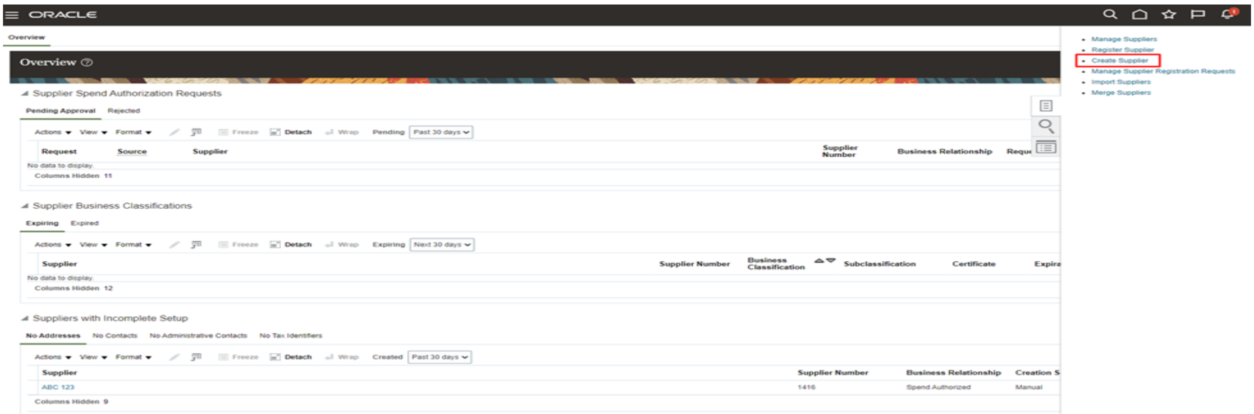
Important Notes:

- 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.

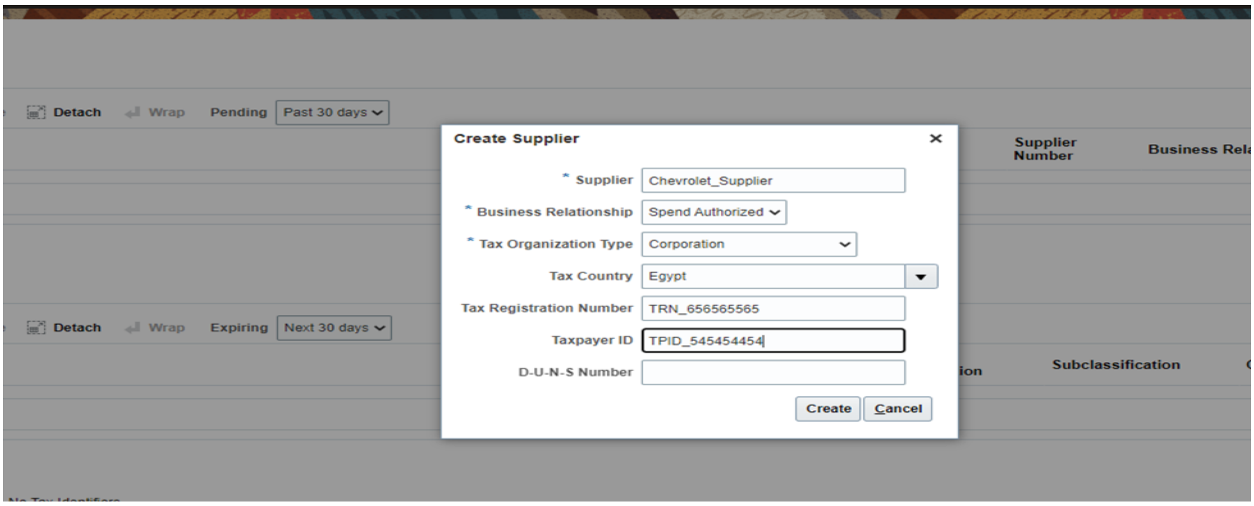
Open Procurement Click to Suppliers



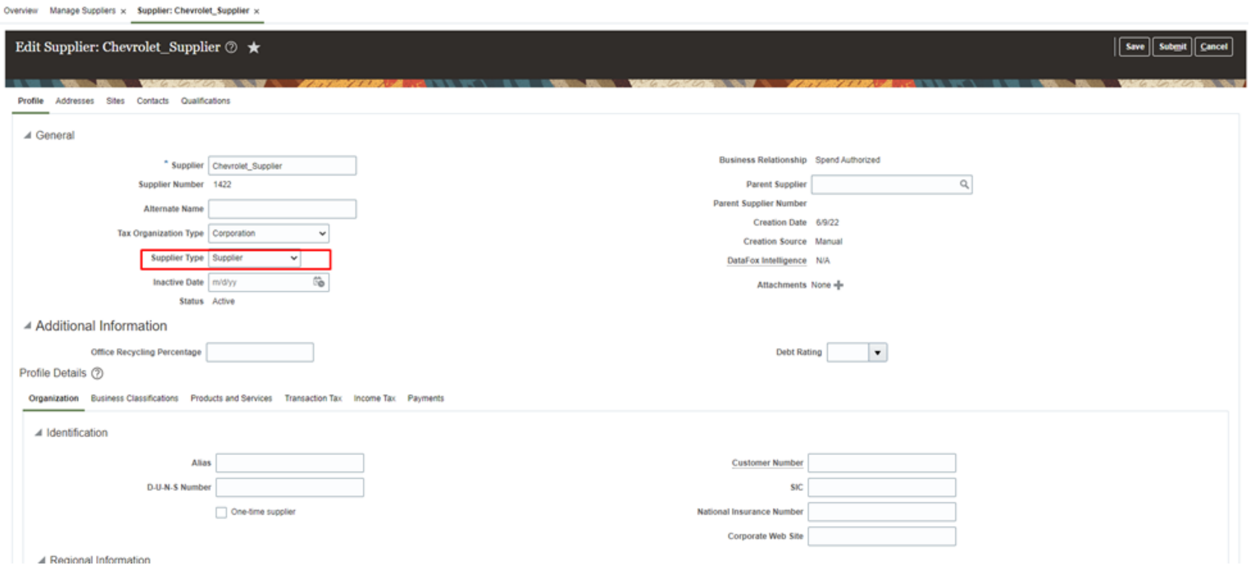
Open Task Panel Click Create Supplier



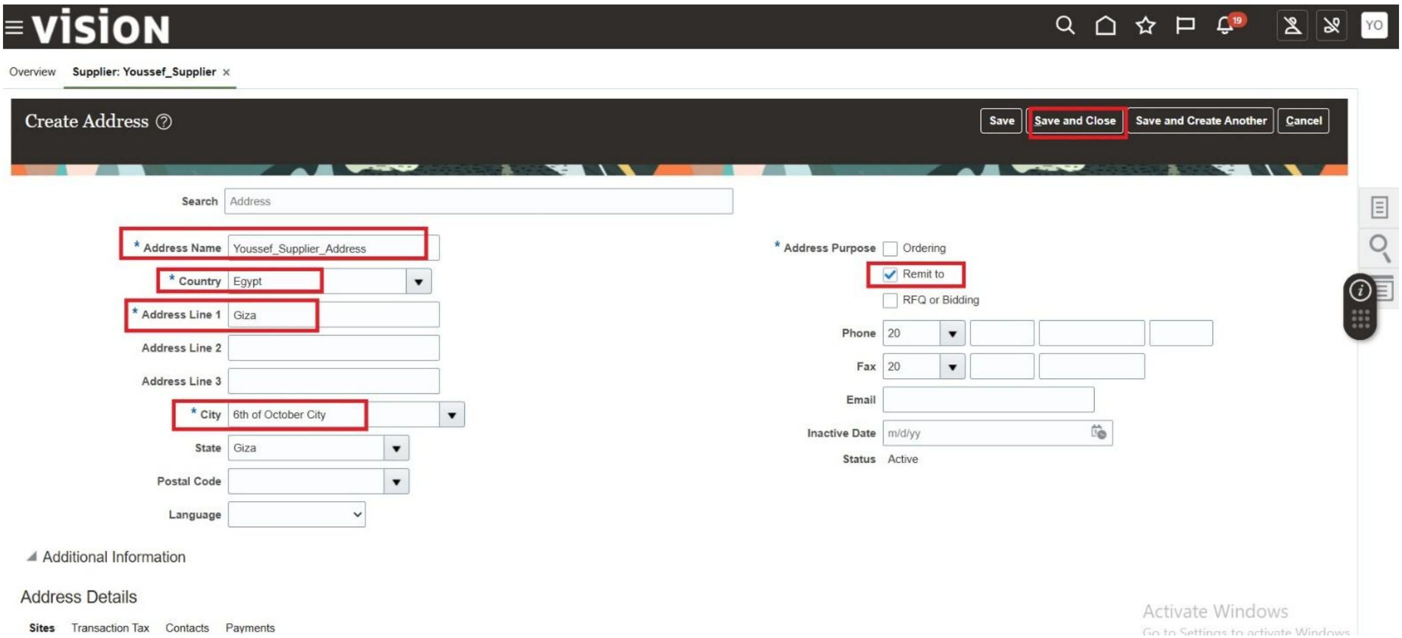
Fill Data Required Click Create



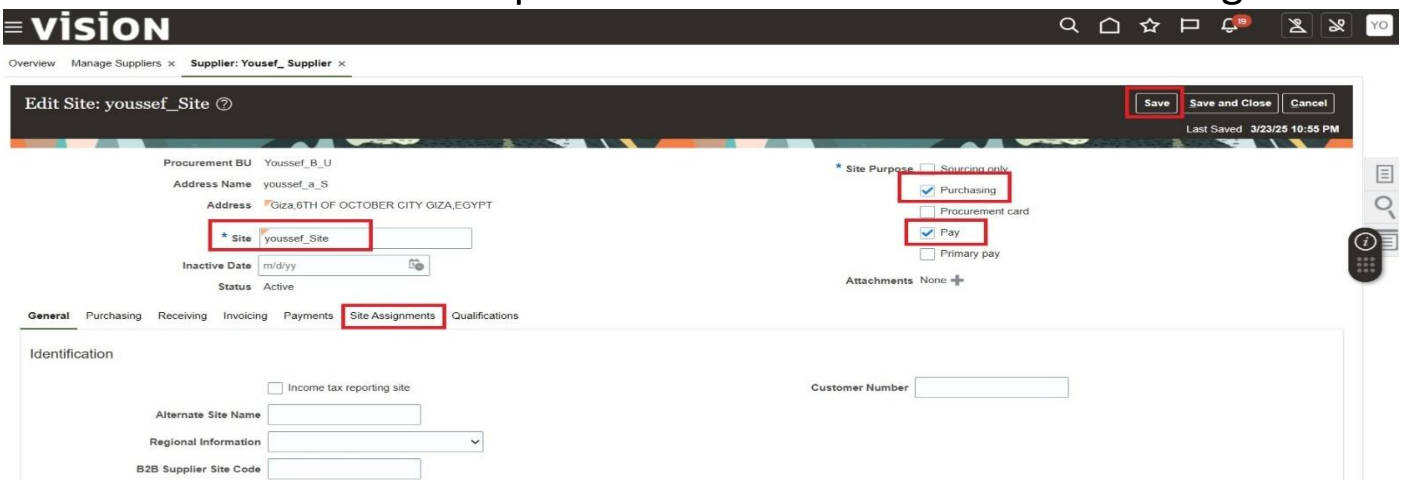
Fill Data Required



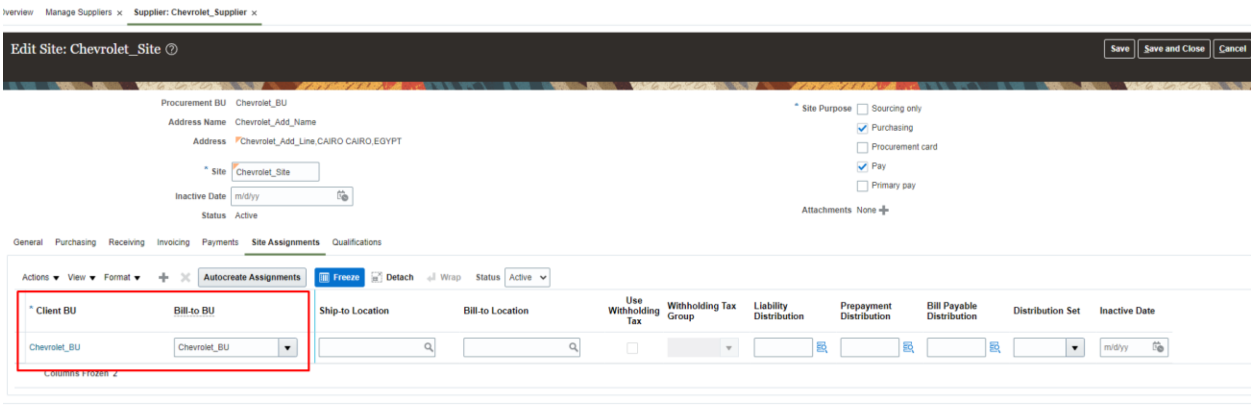
Open Address Fill Data Required Click Save and Close



Click to Site Fill Data Required Click Save Click in Site Assignments



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

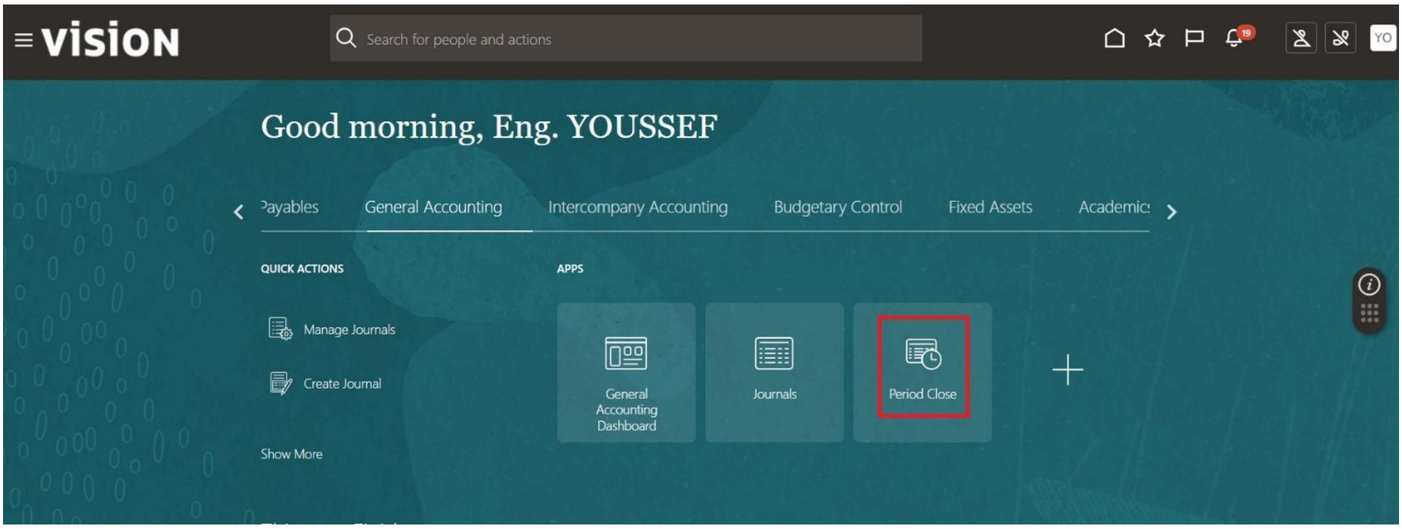


How to *Open Period?*

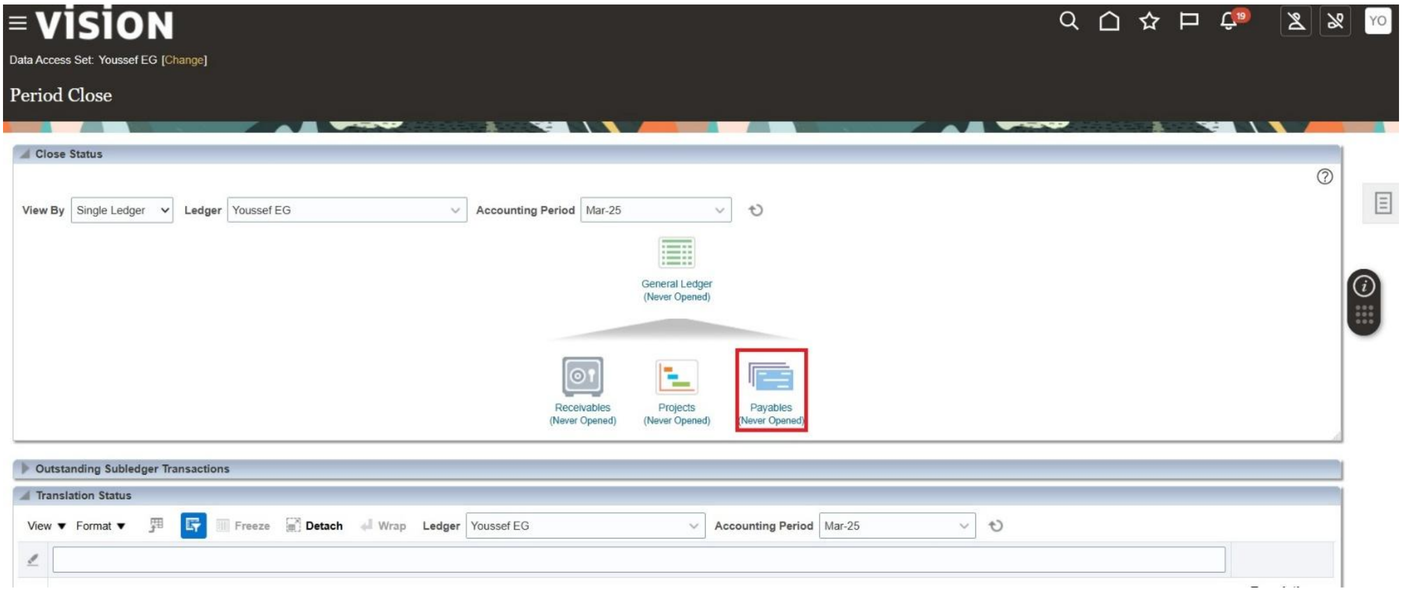
Important Notes:

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

Open General Ledger Click Period Close



Select Payables

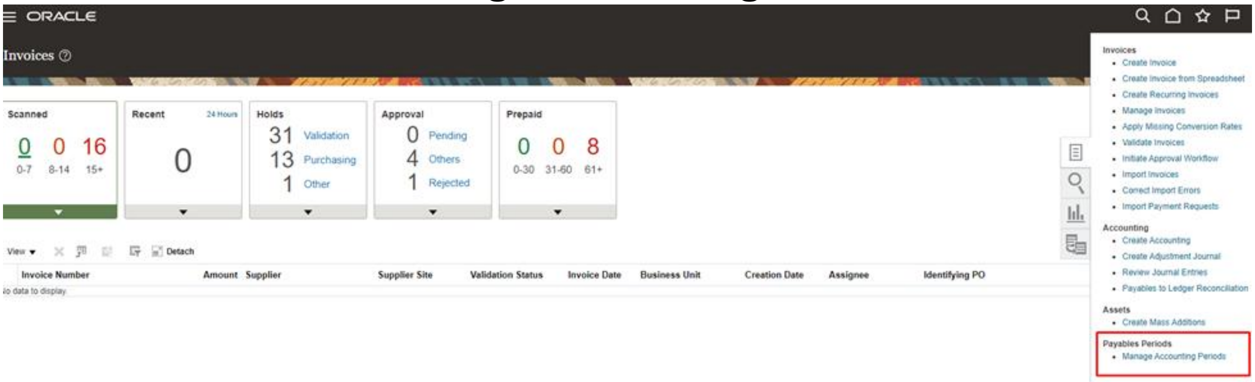


Or From Invoice

Select Payables

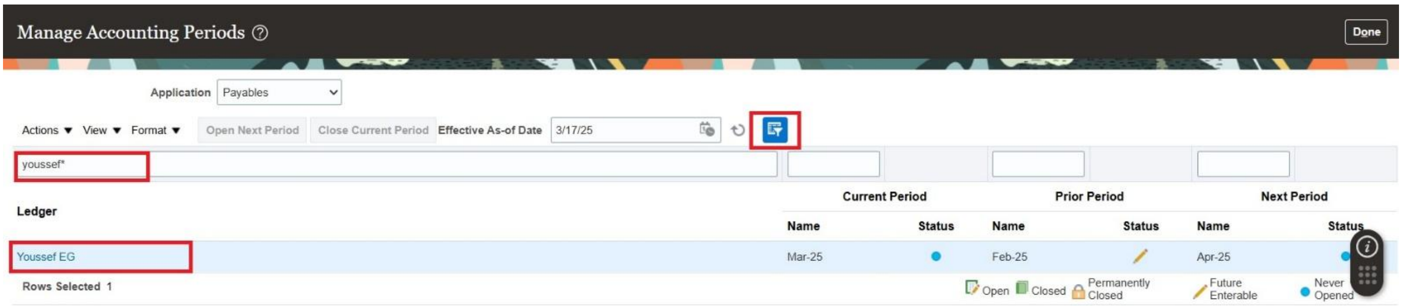
Click Invoices

Select from Task Panel Manage Accounting Period



Open Search

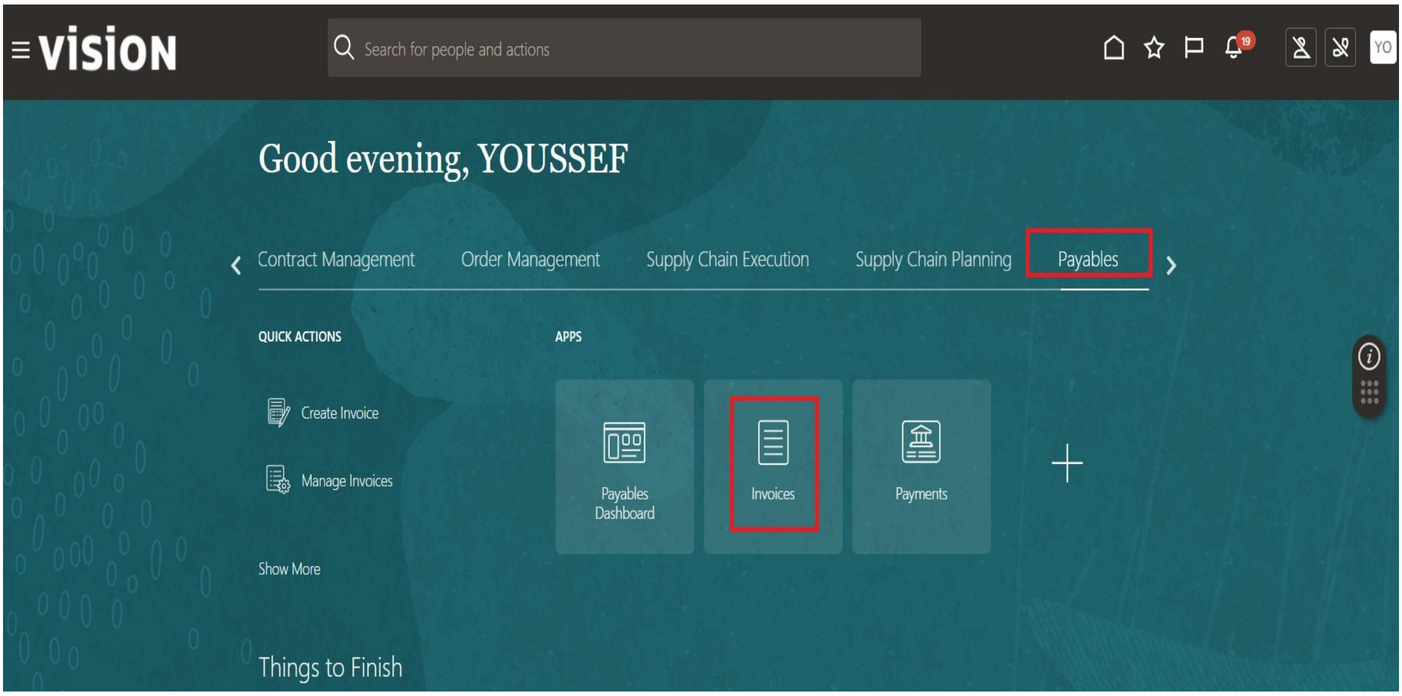
Write Ledger Name



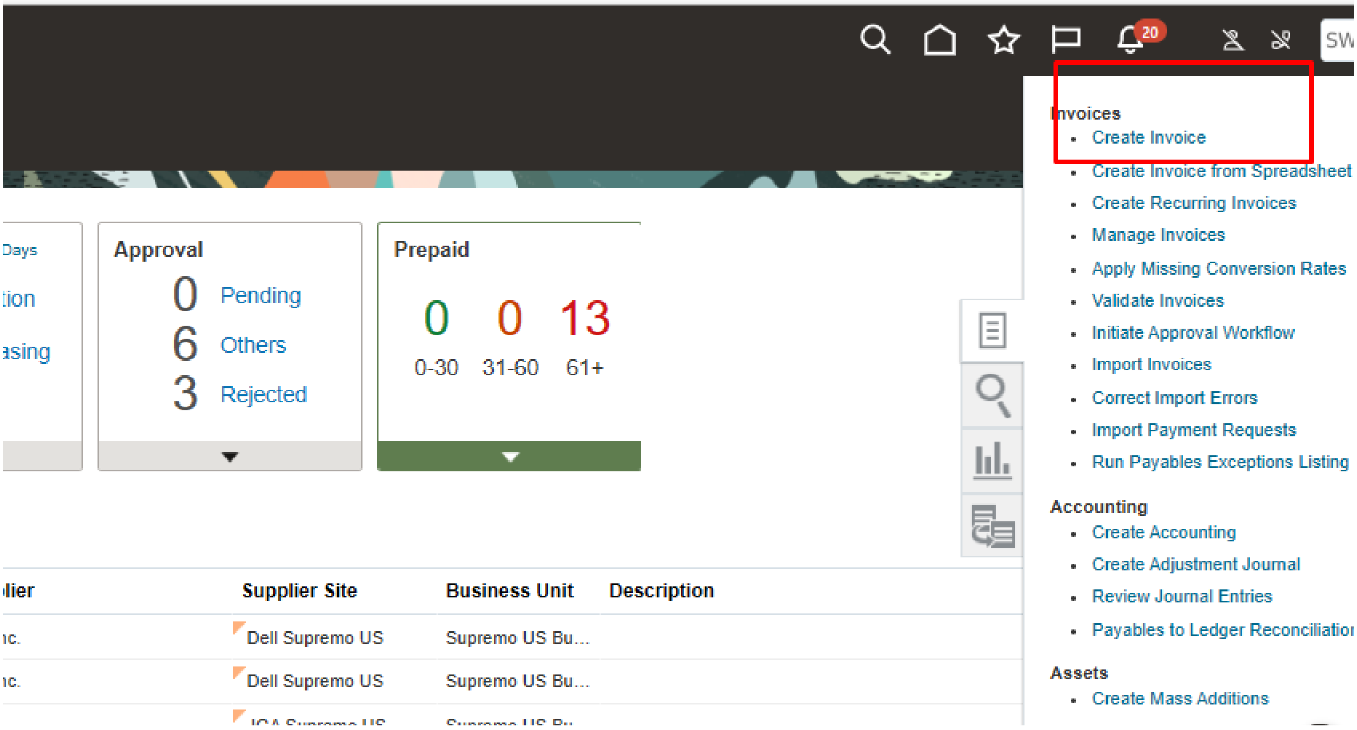
End User Test:

Create Invoice

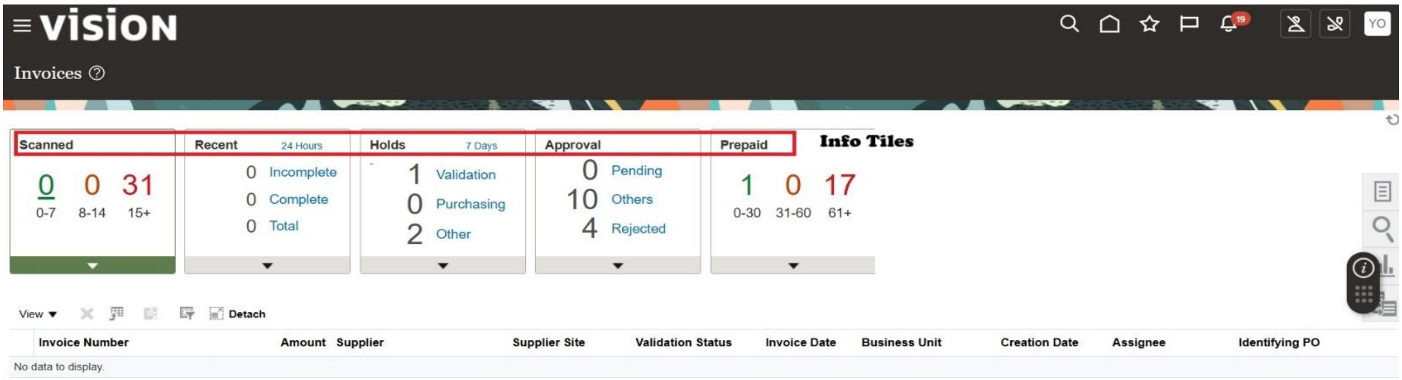
Home page Click Payables Open Invoice



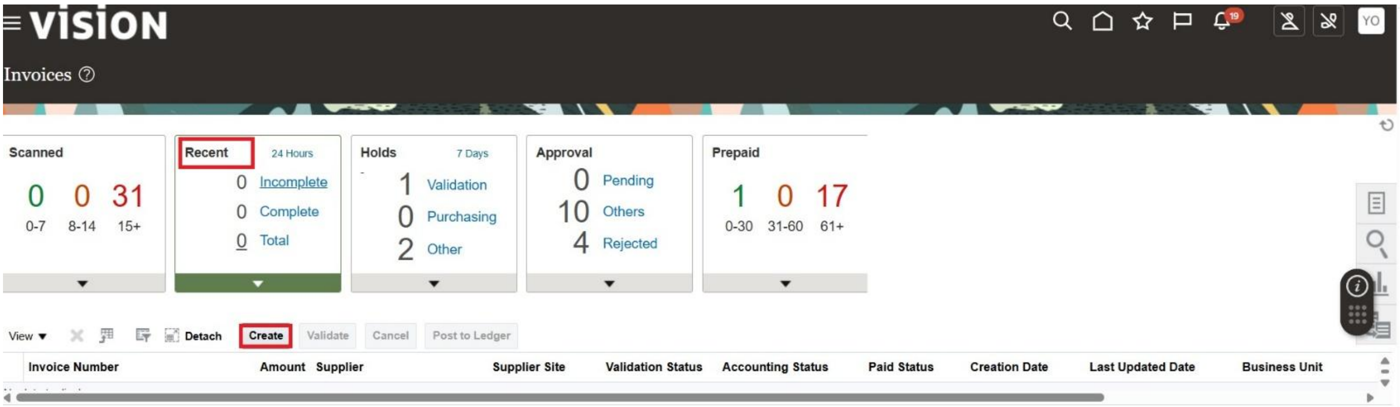
Open Task Panel Click Create invoice



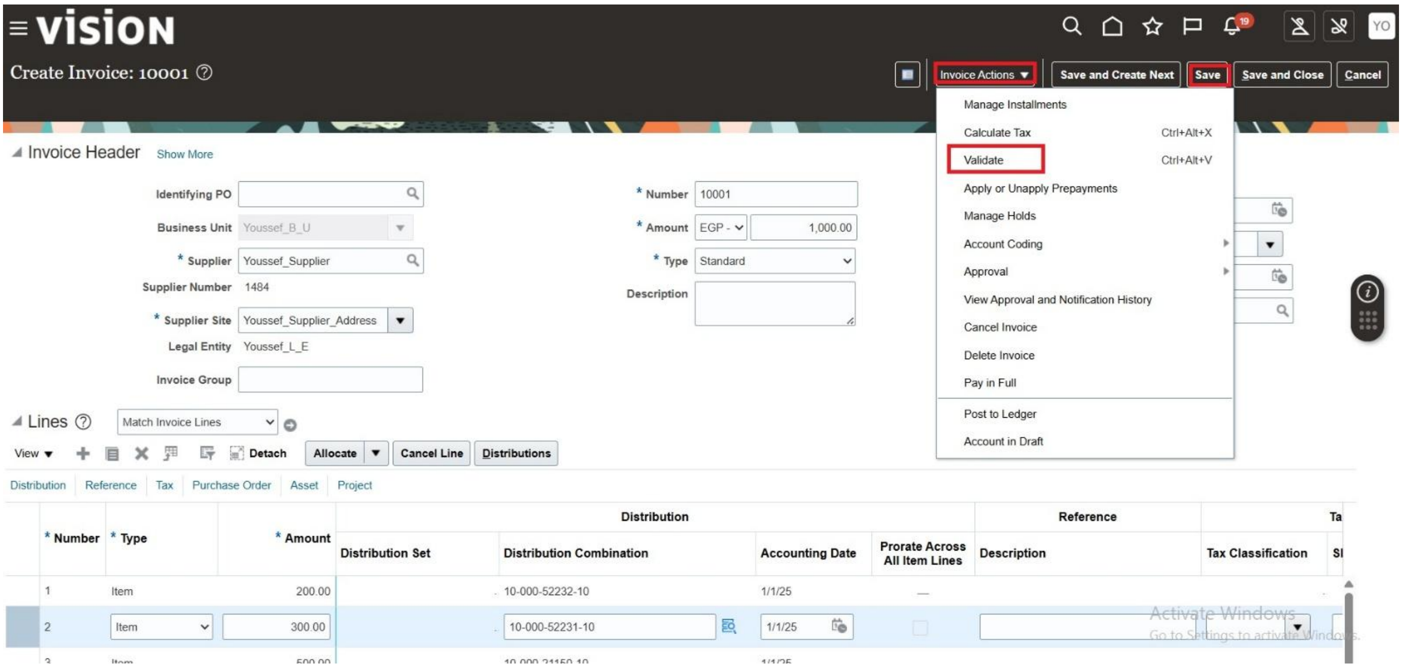
Additional Information



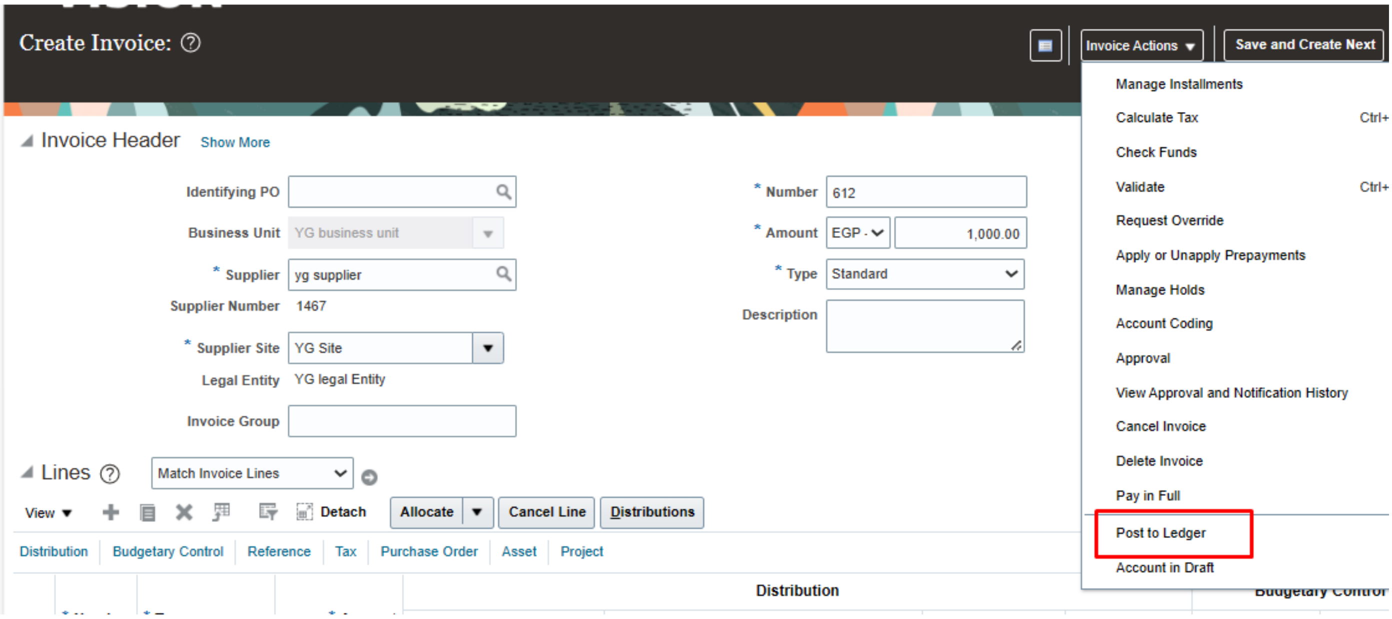
Or Click Recent in Info Tiles — Click Create



Write Data Required — Save — Invoice Action — Validate



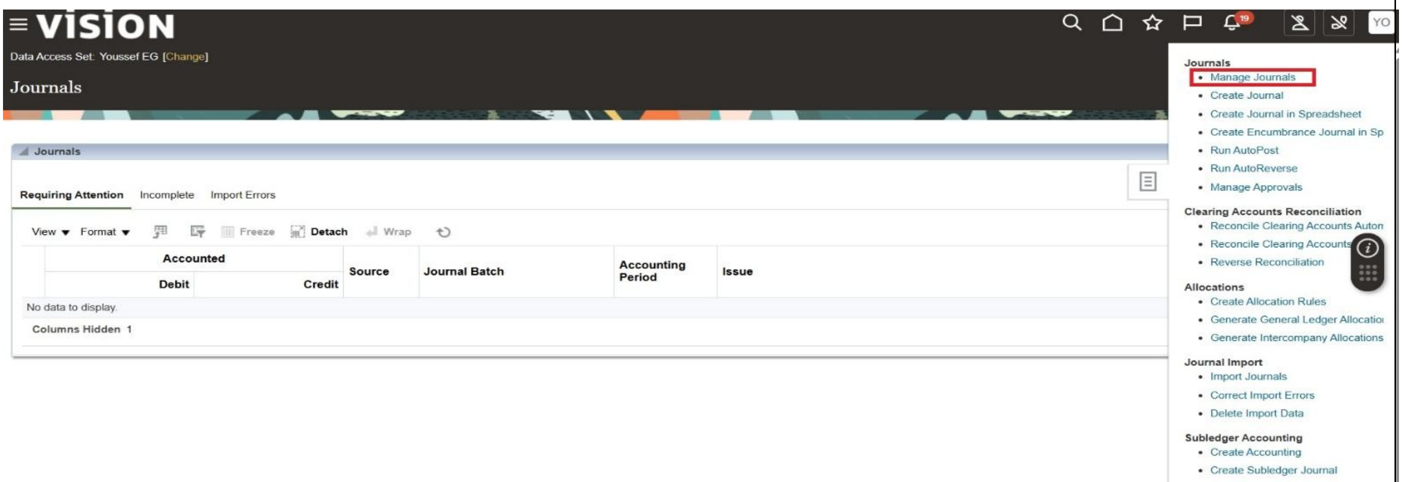
Click Post to Ledger



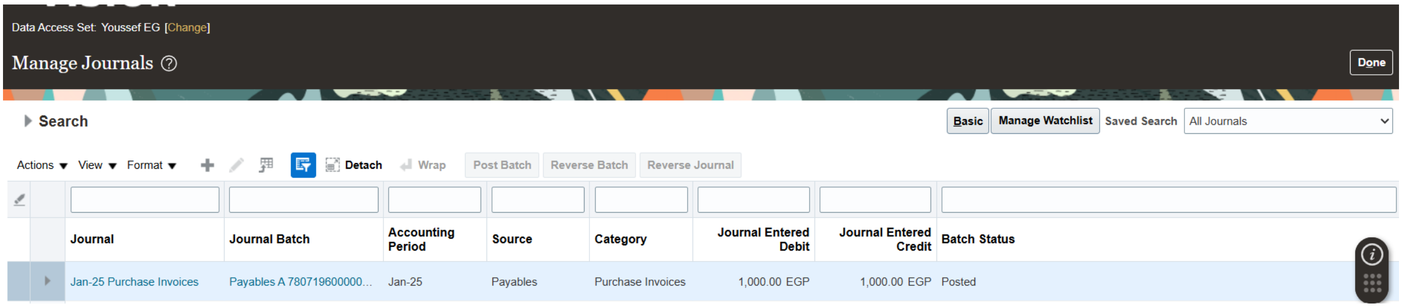
Open General Accounting

Press Manage Journals

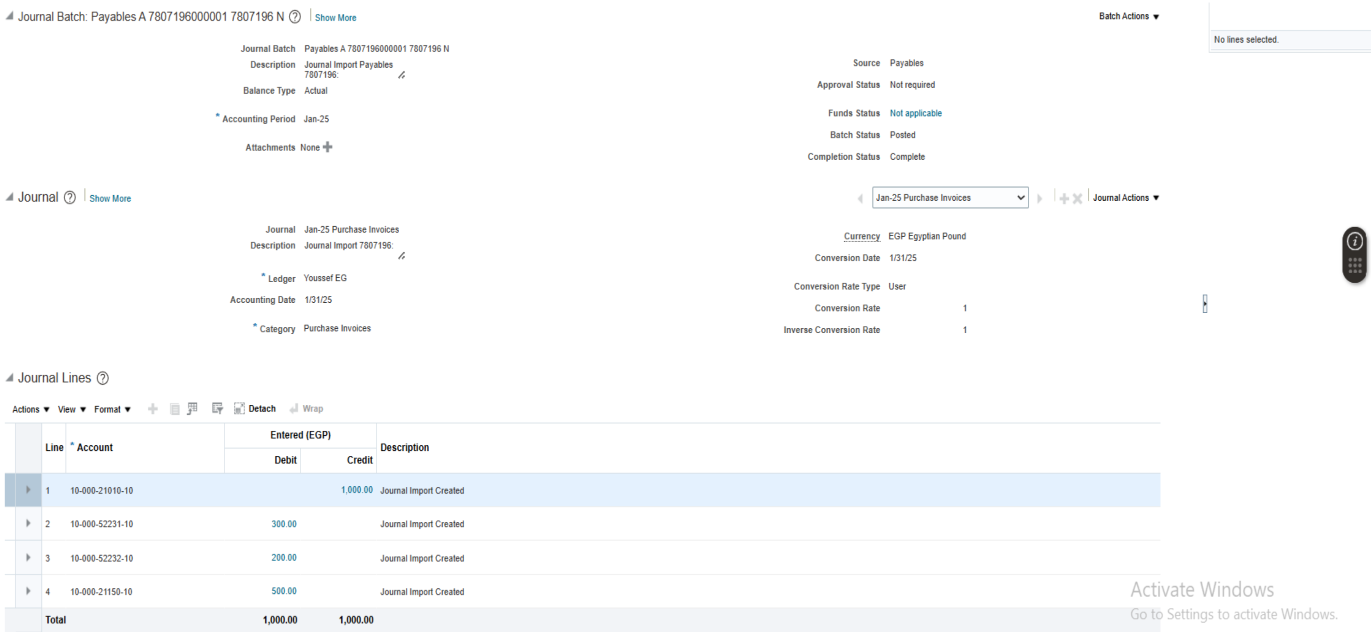
Click Manage Journals from Task Panel



Click to Journal

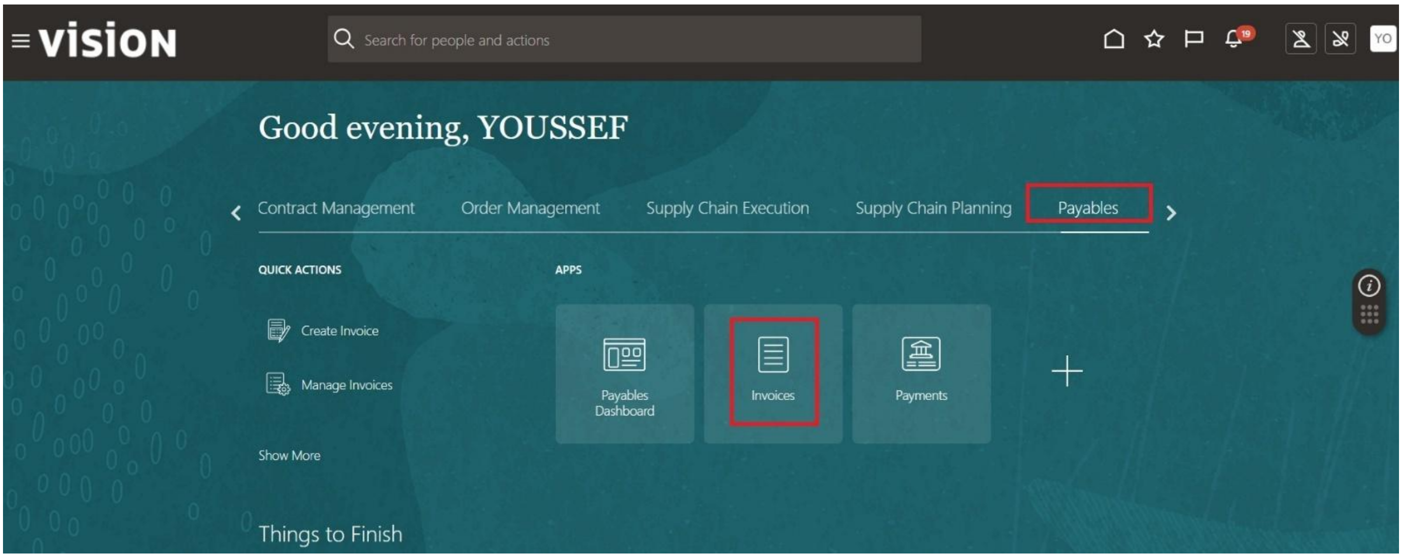


Check Results

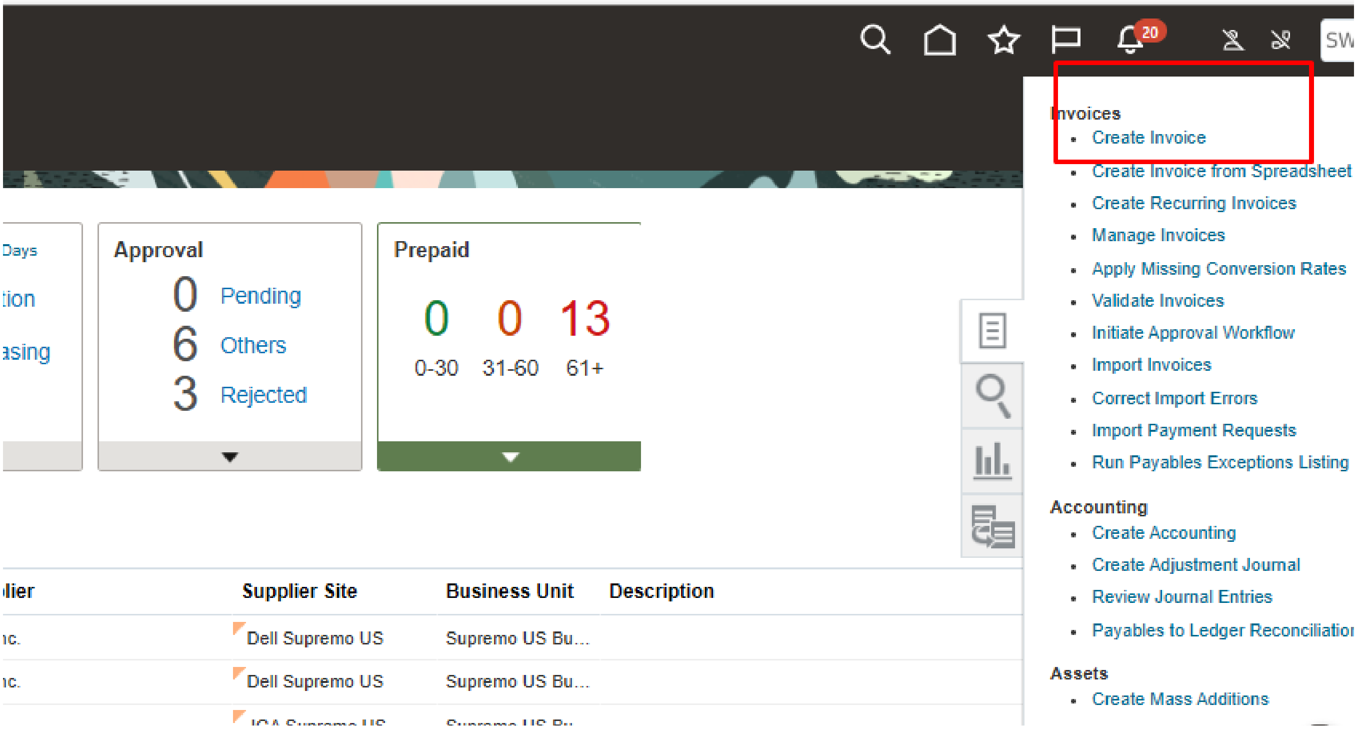


How to Create Invoice Distribution?

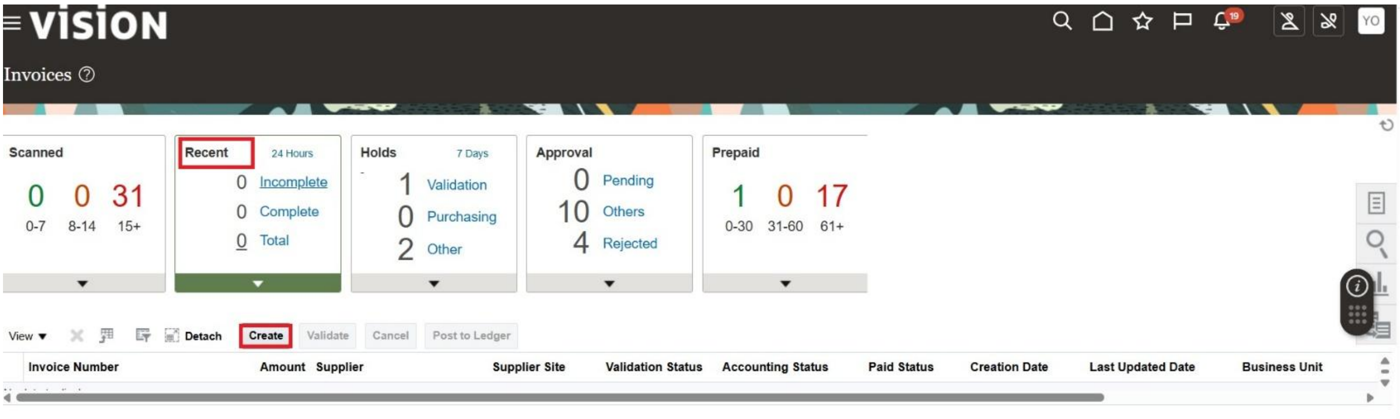
Home page Click Payables Open Invoice



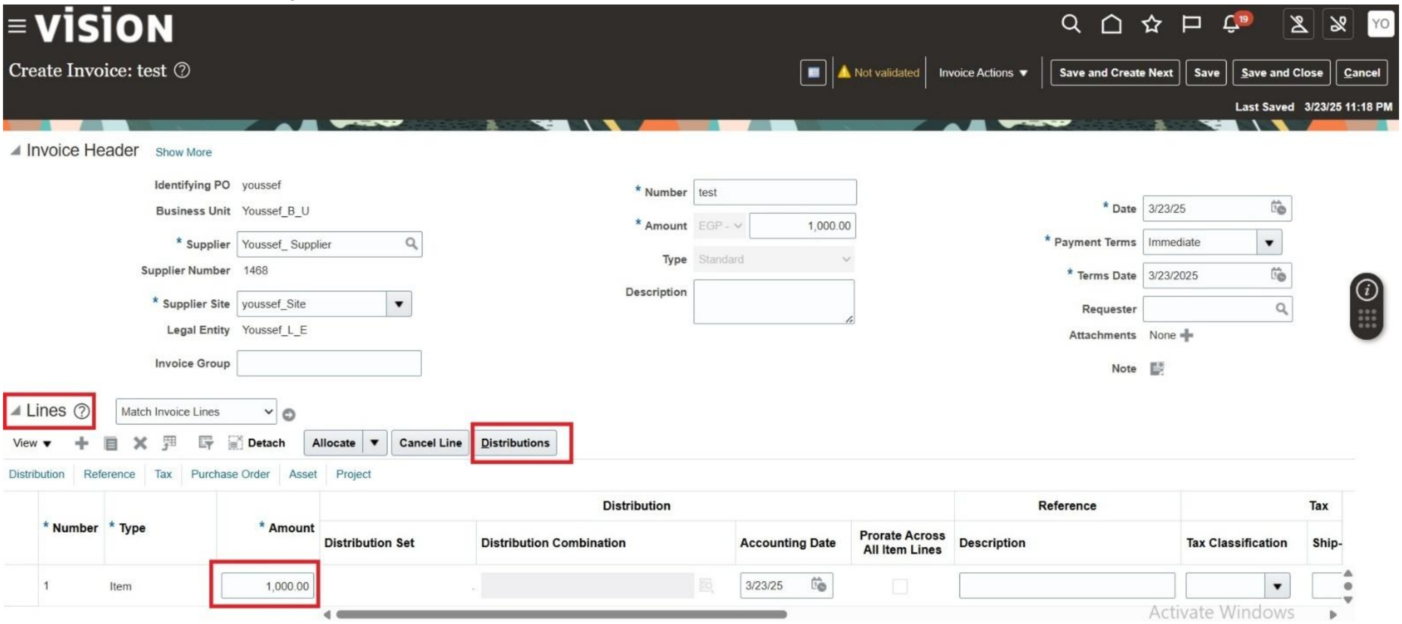
Open Task Panel Click Create invoice



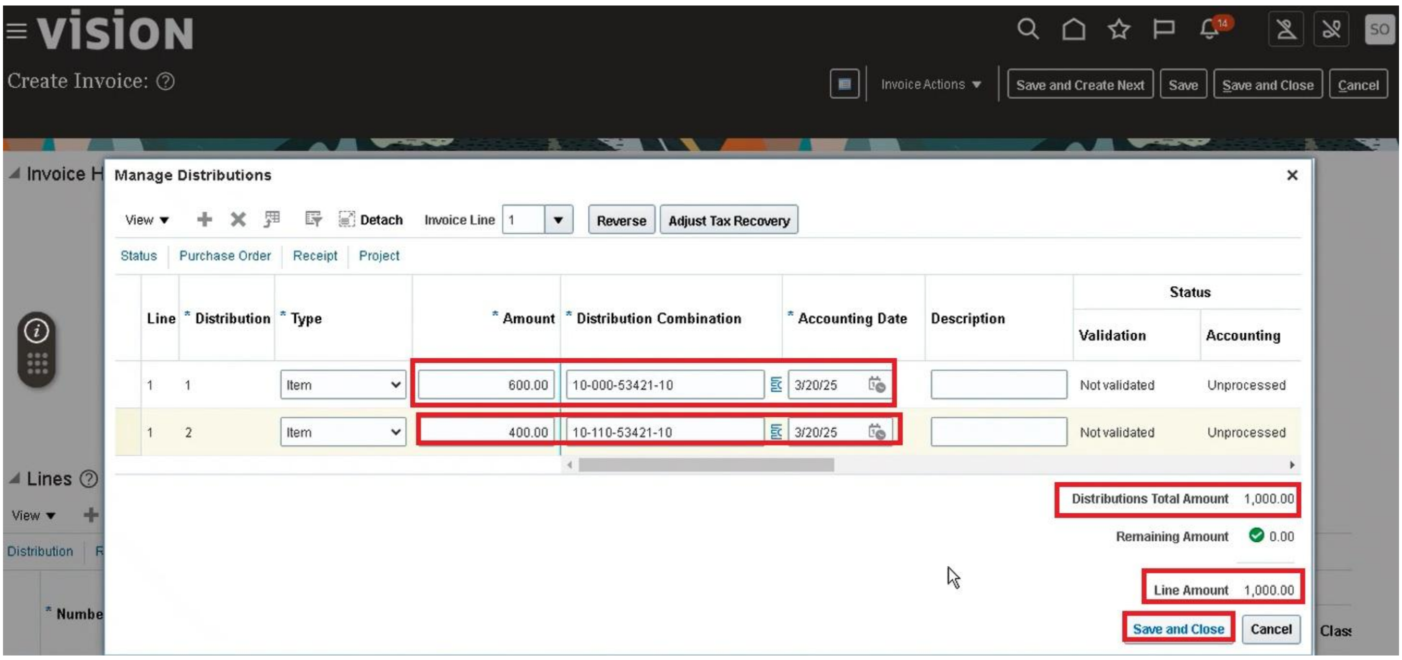
Or Click Recent in Info Tiles Click Create



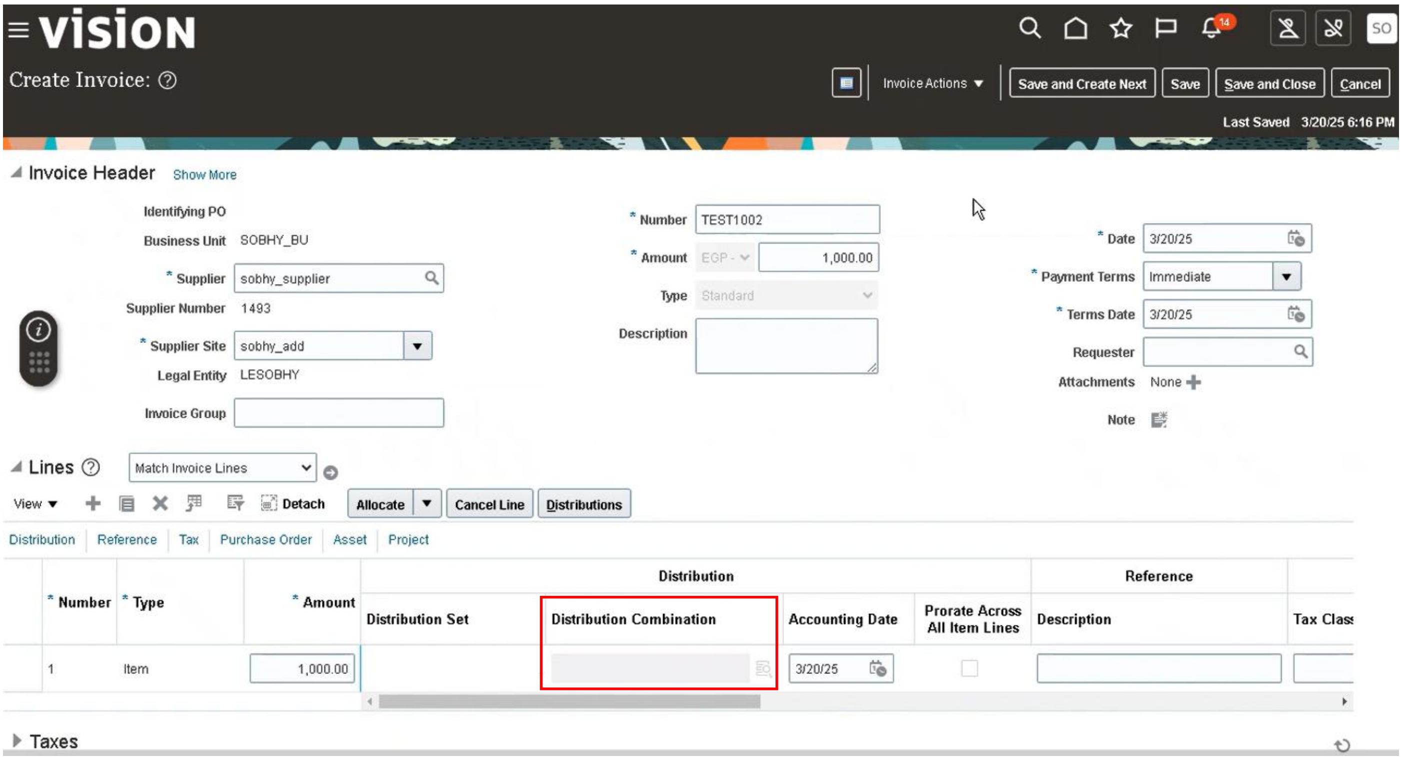
Write Data Required Click Distributions



Fill Data Required Click Save and Close

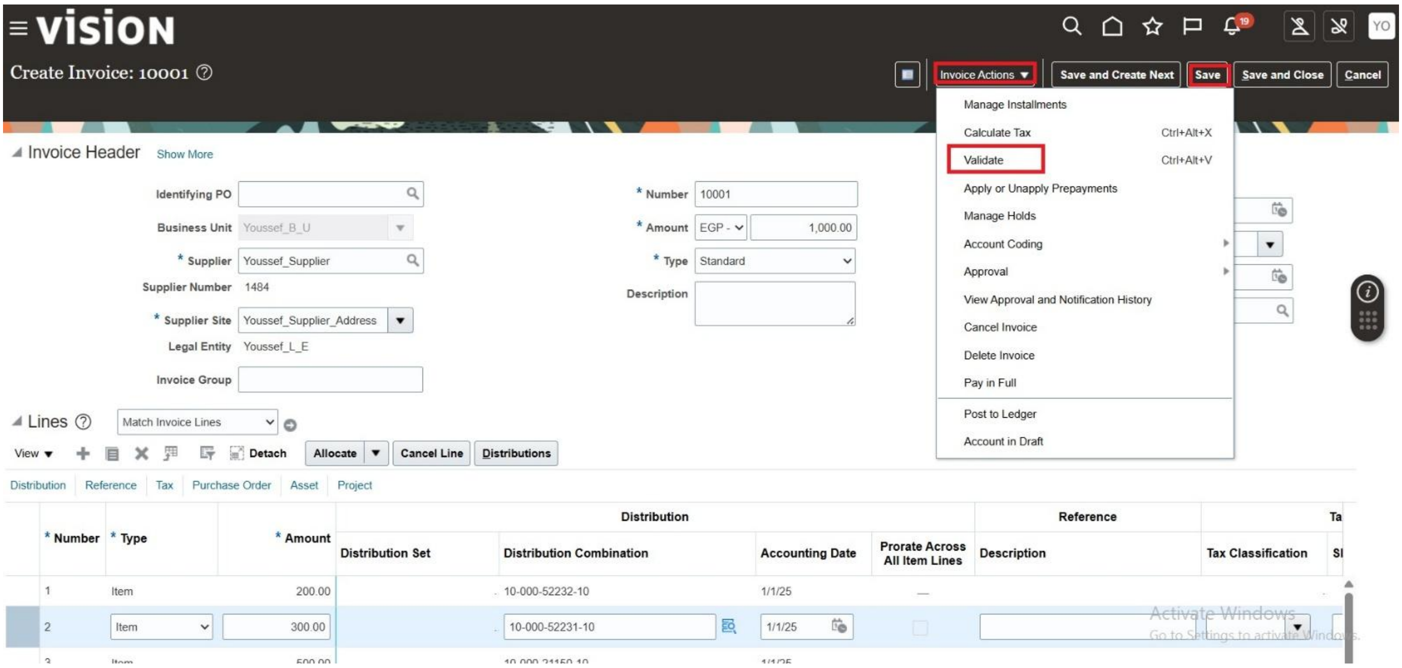


Chek Distribution Combination

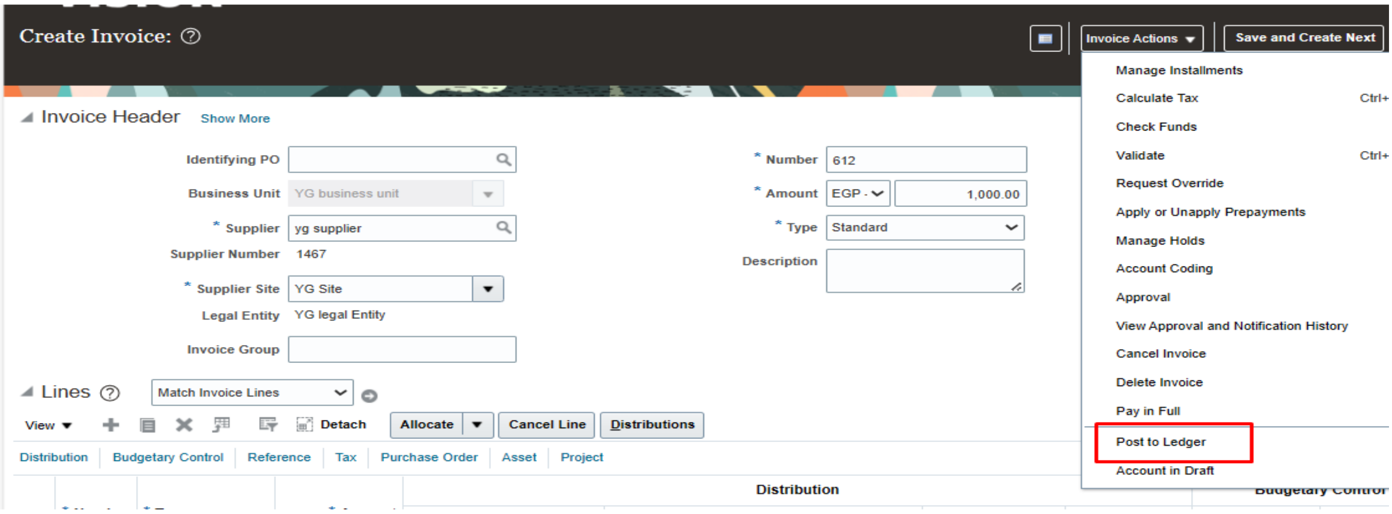


Click Validate

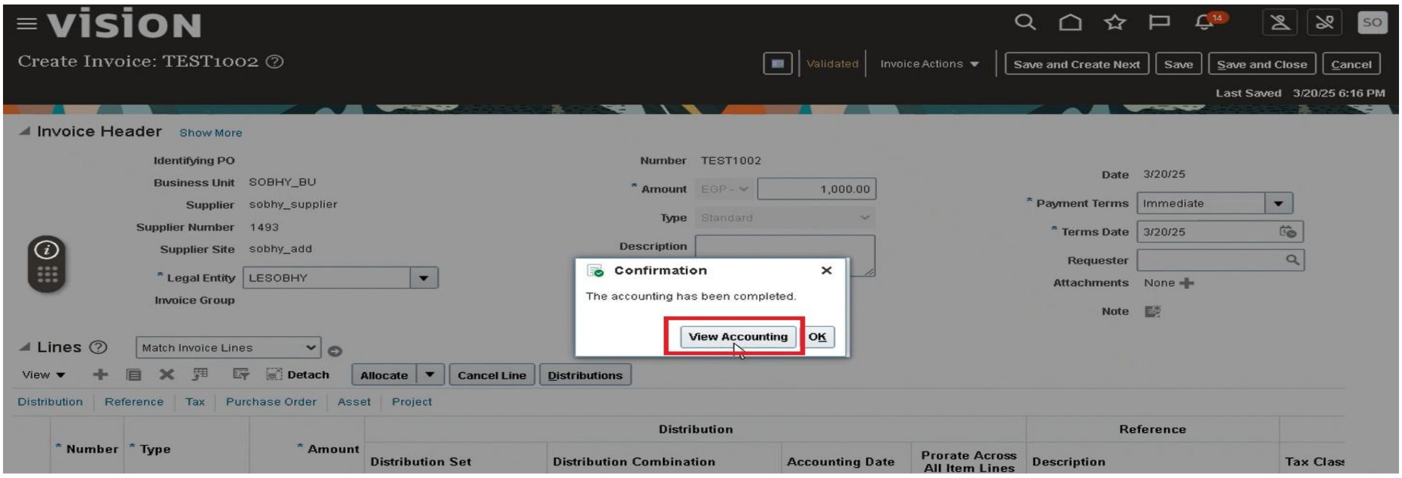
Click Save



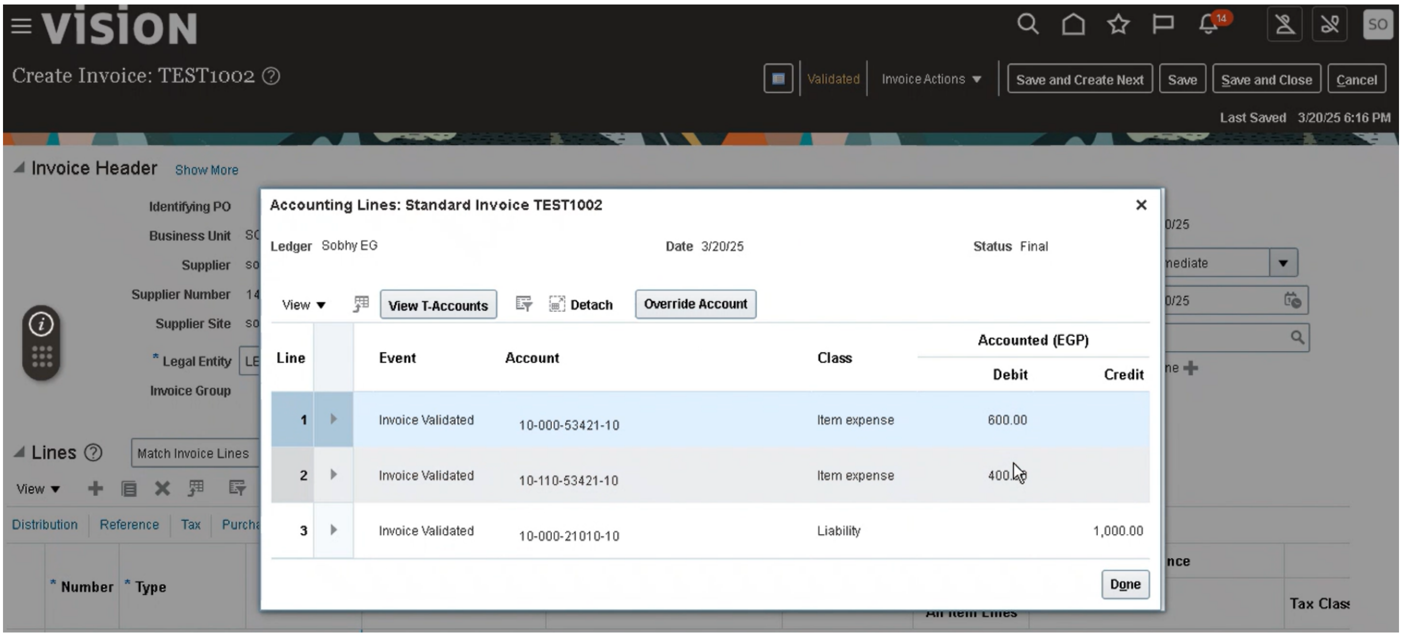
Click Post to Ledger



Click View Accounting

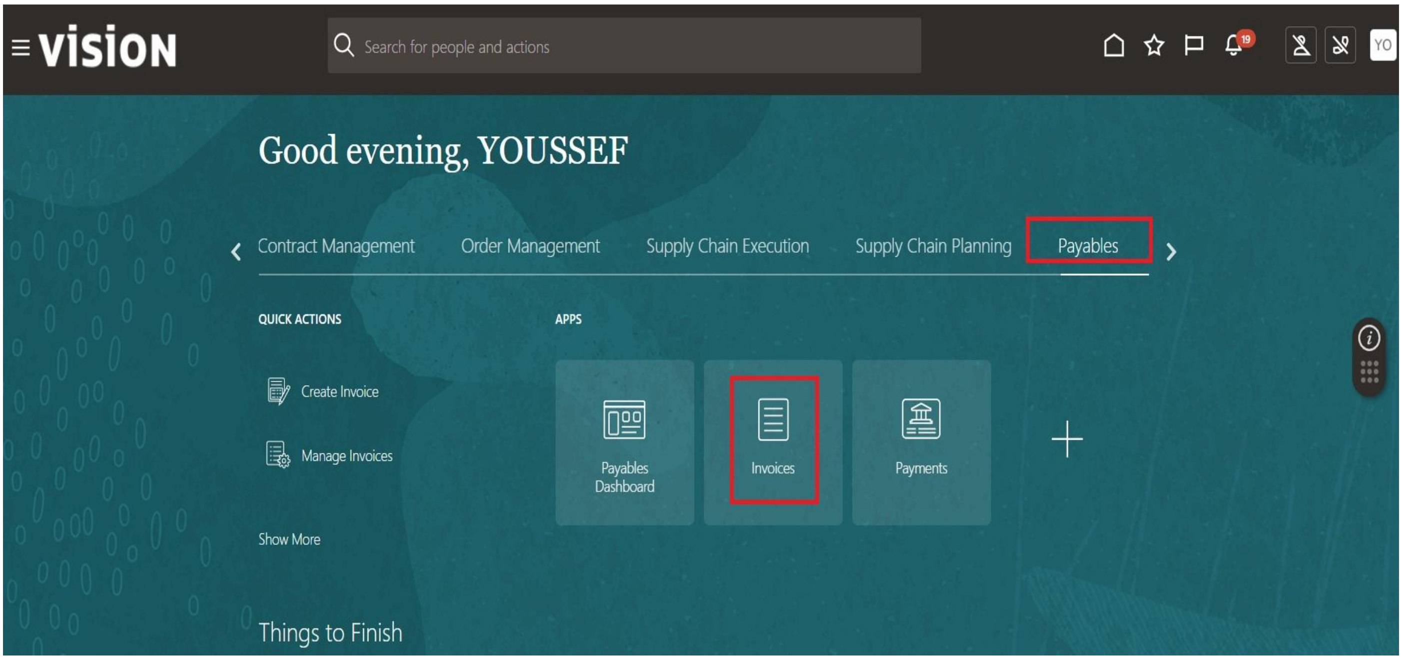


Check Results

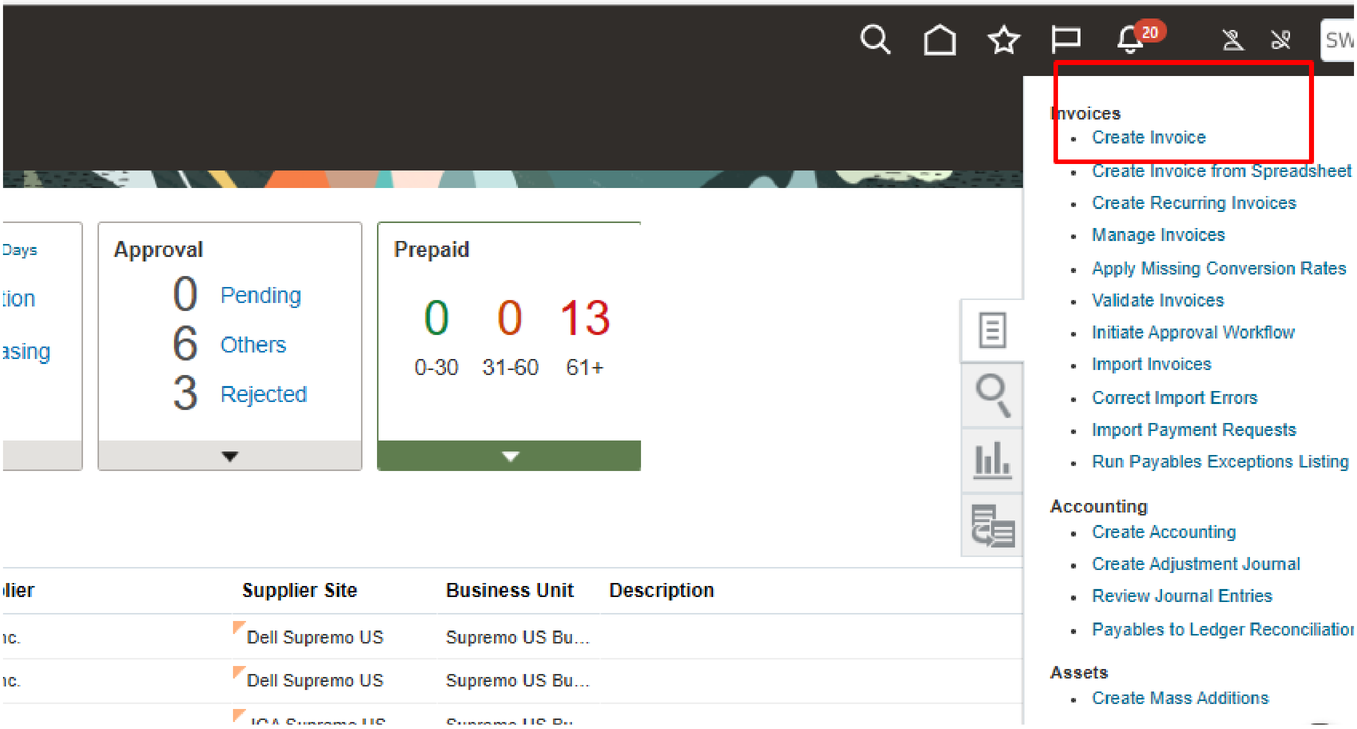


How to Edit Amount in Invoice?

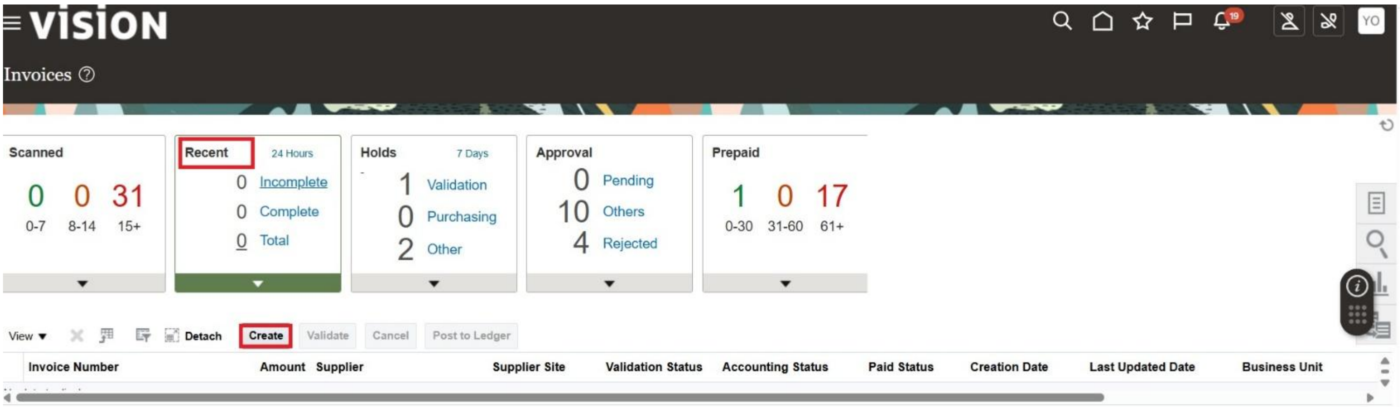
Home page Click Payables Open Invoice



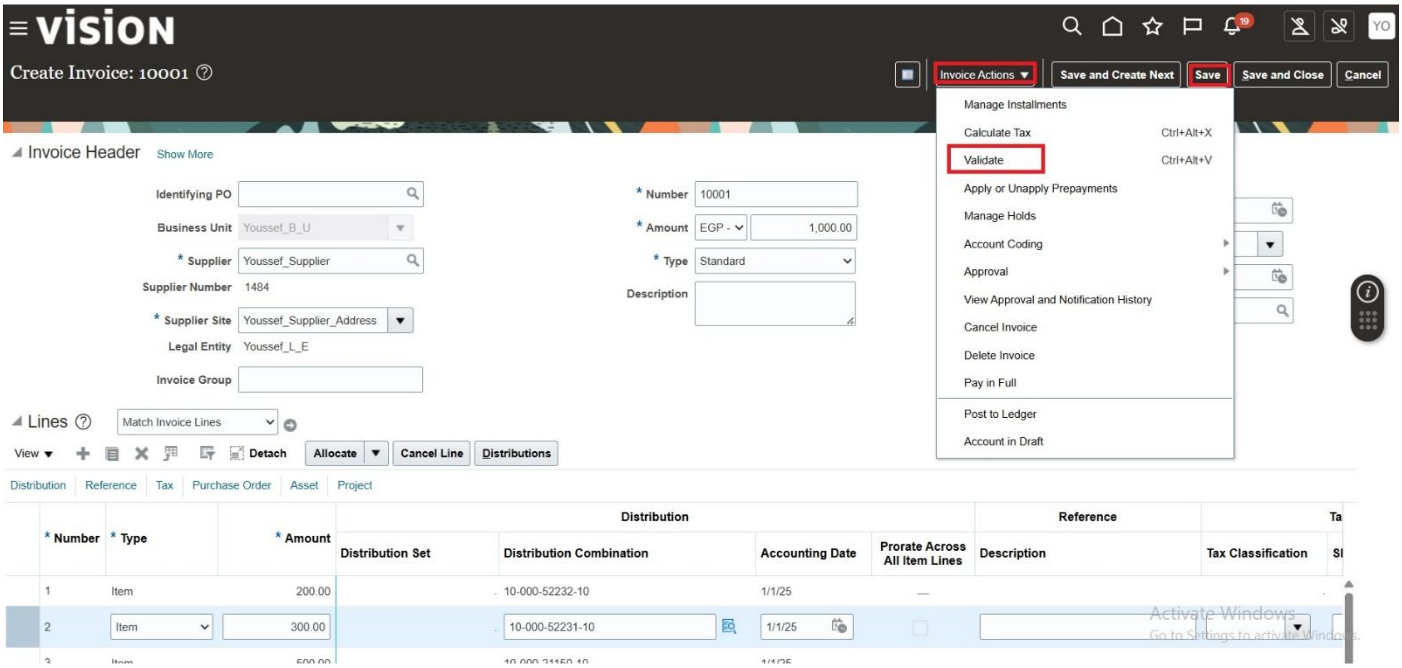
Open Task Panel Click Create invoice



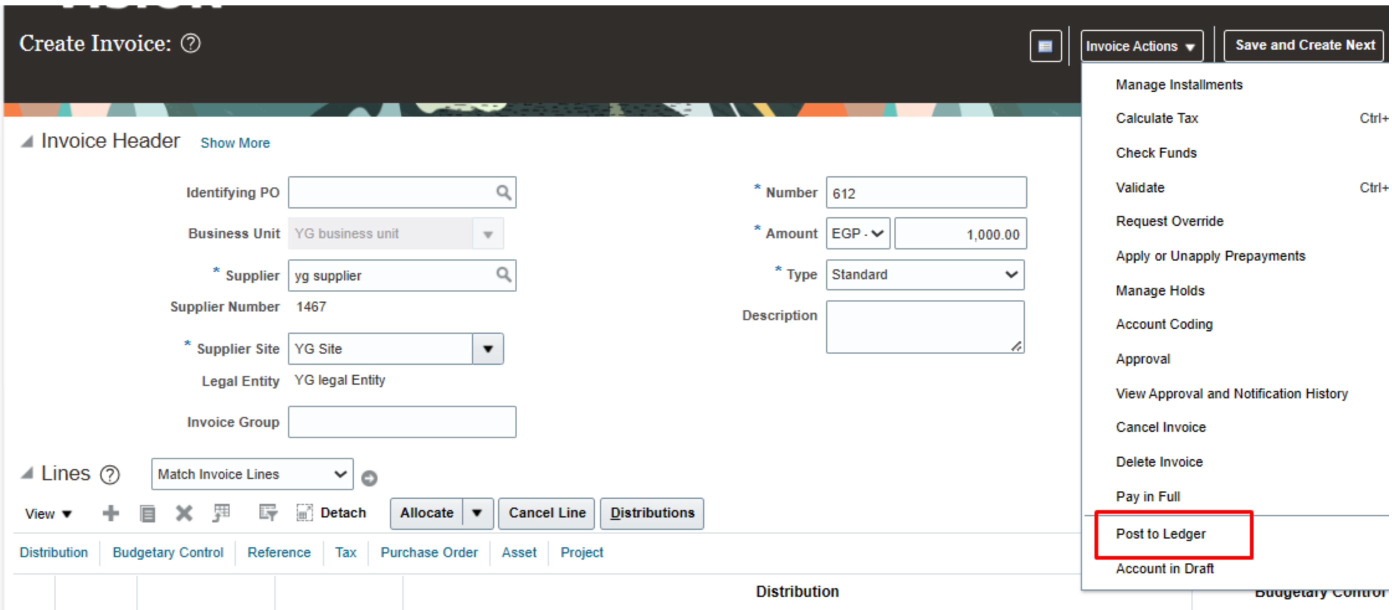
Or Click Recent in Info Tiles — Click Create



Write Data Required — Save — Invoice Action — Validate



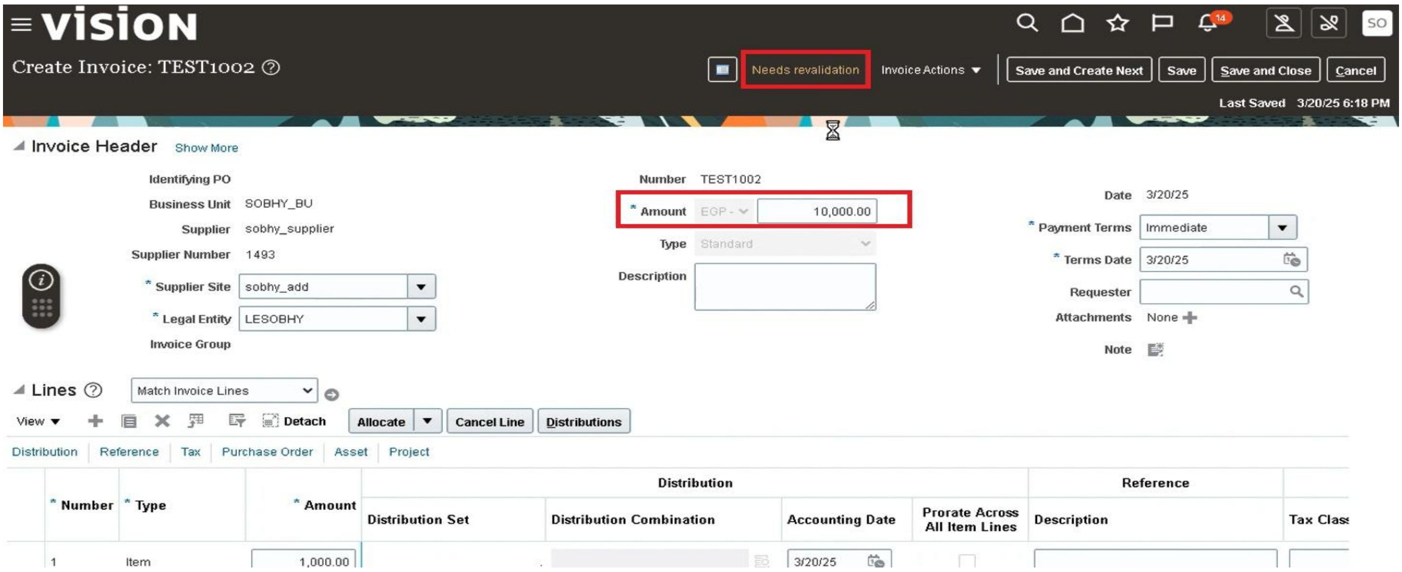
Click Post to Ledger



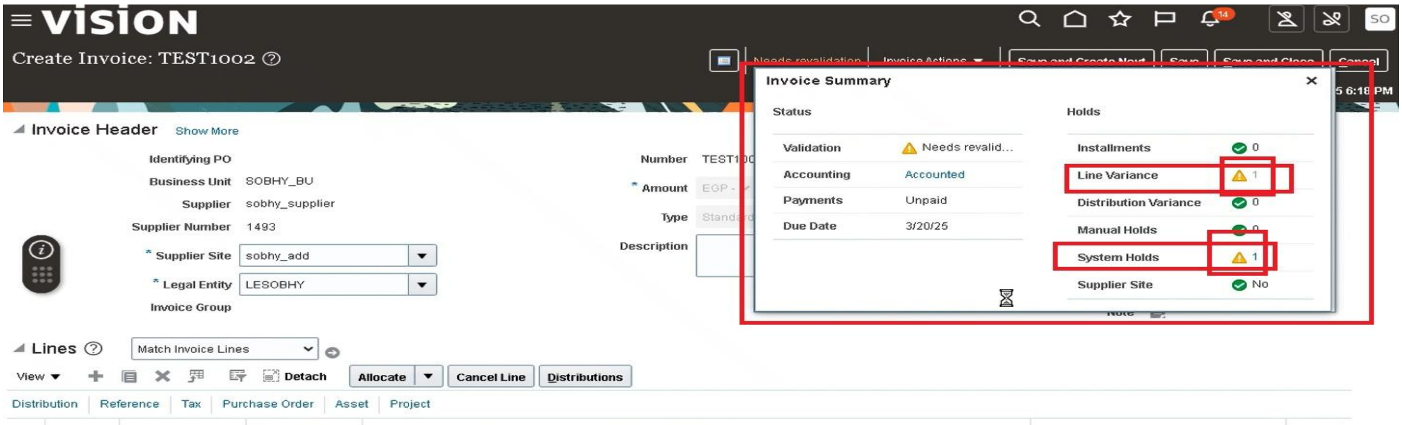
ORACLE FUSION

In Case After Posting Supervisor Discover Amount Entered Not true

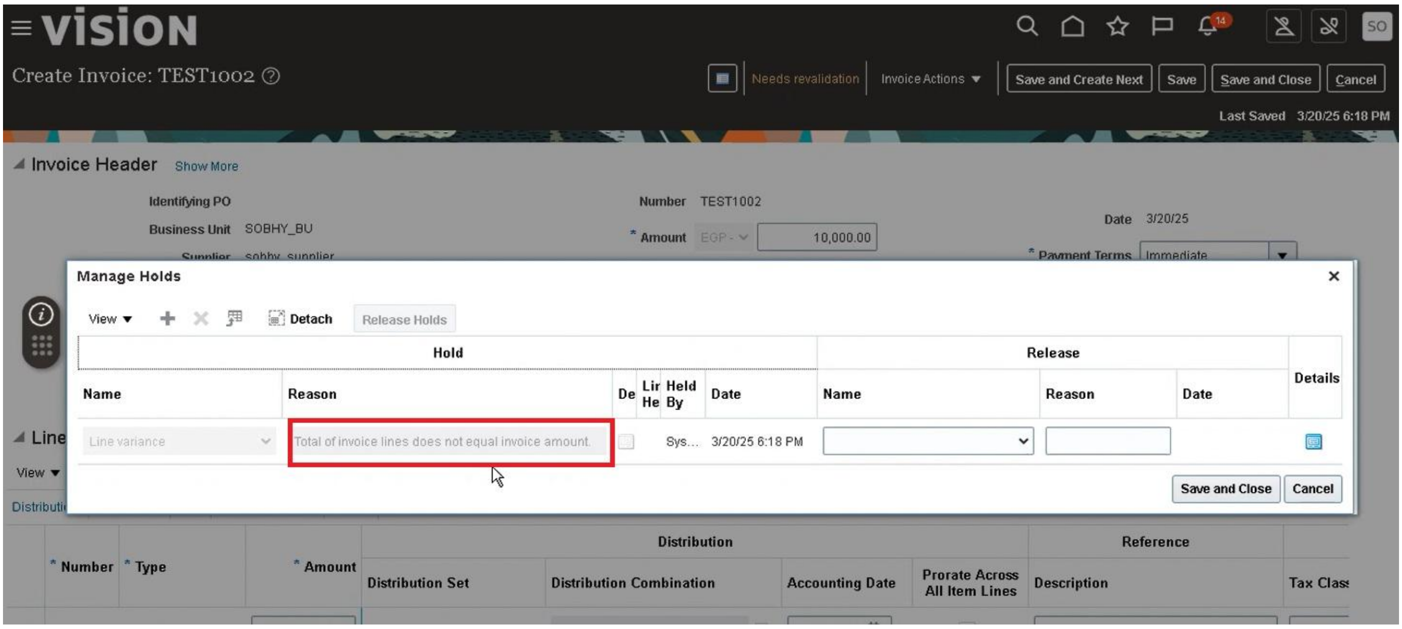
Write The Right Amount — Click Needs Revalidation



Click Validate — Put in Number to View Error



Read Error

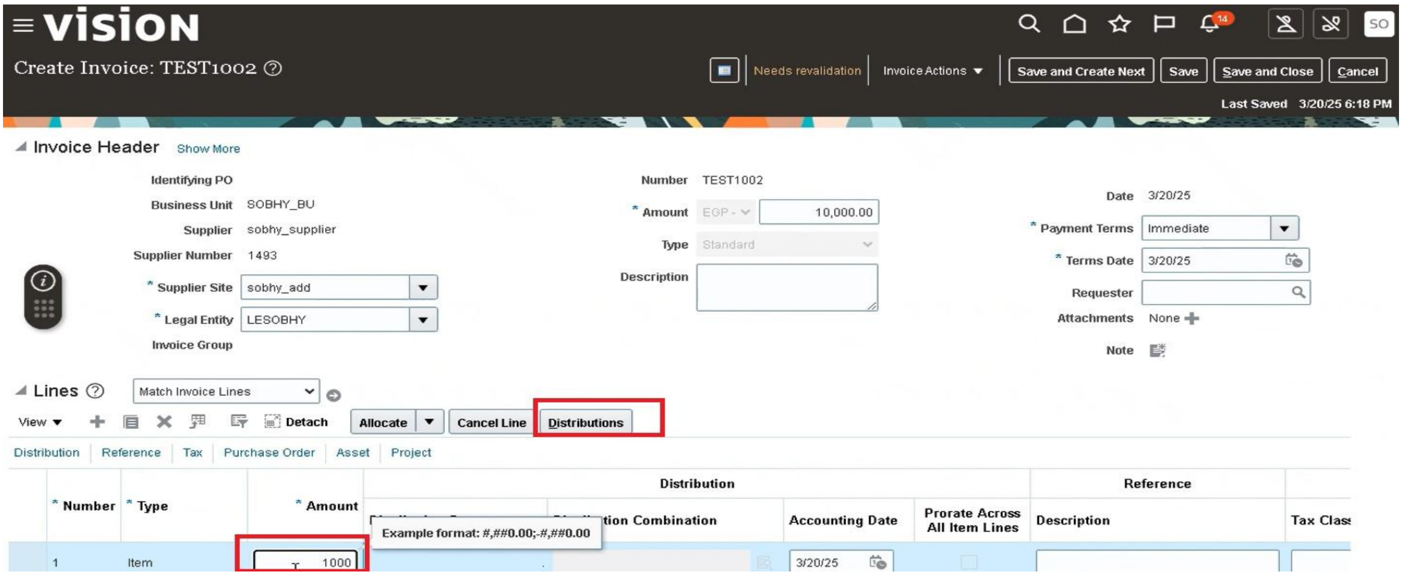


Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

ORACLE FUSION

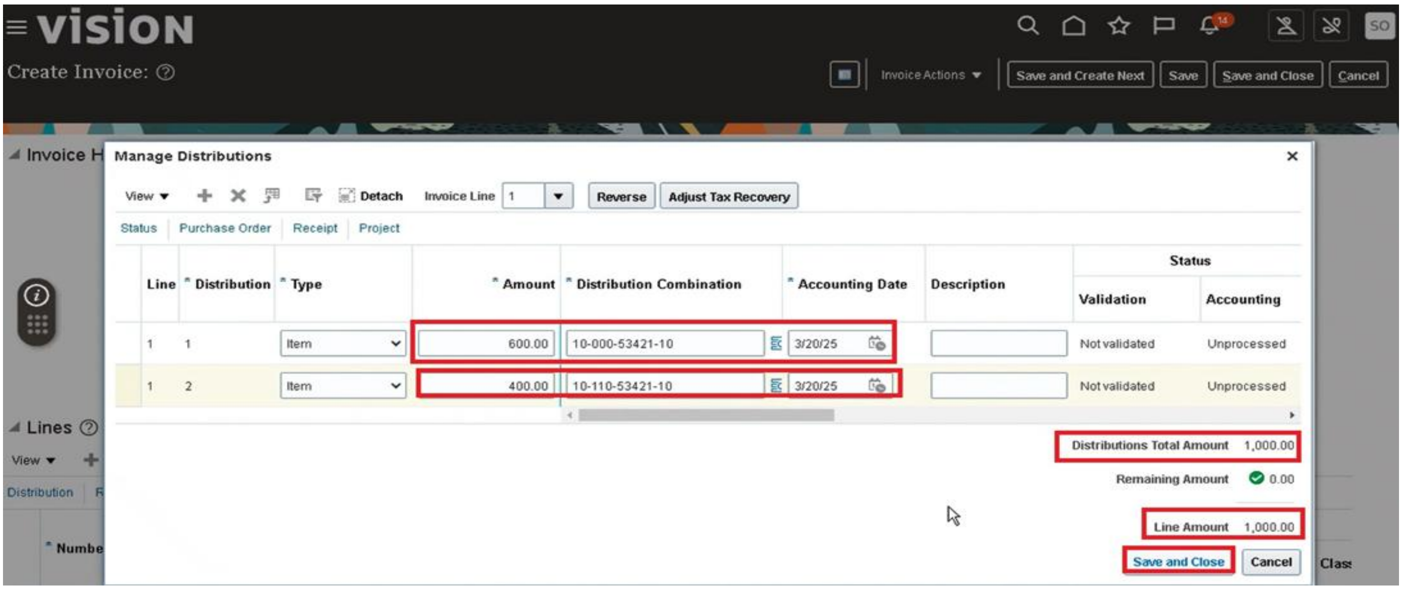
Write right amount

Click distributions



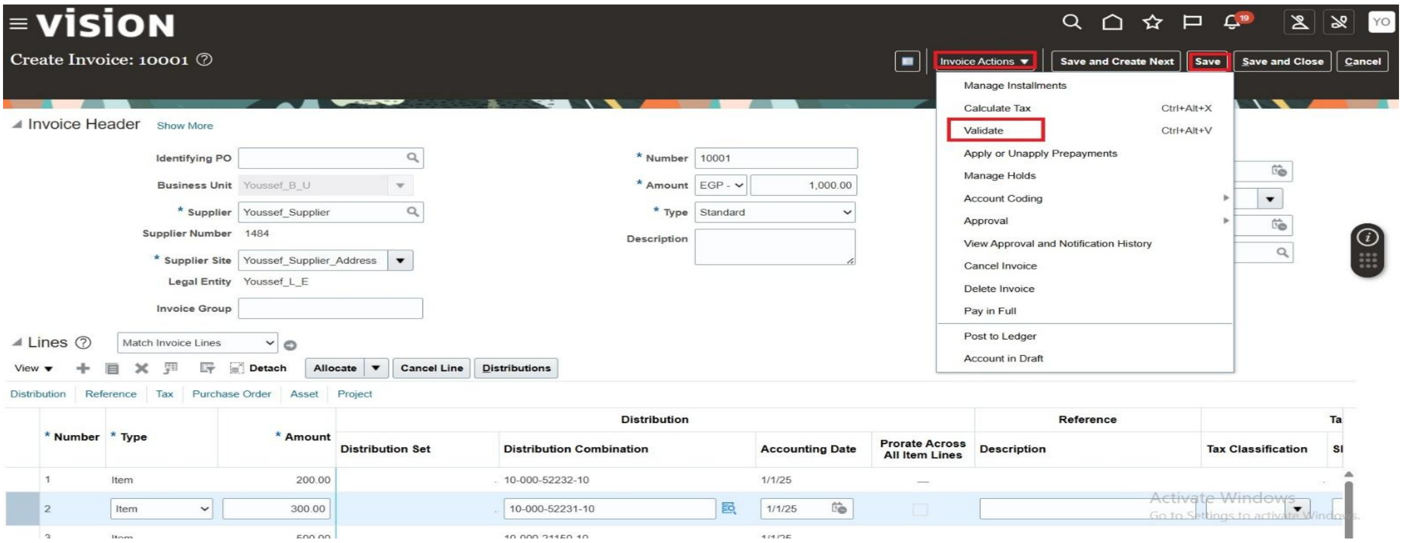
Write The Right Amount

Click Save and Close

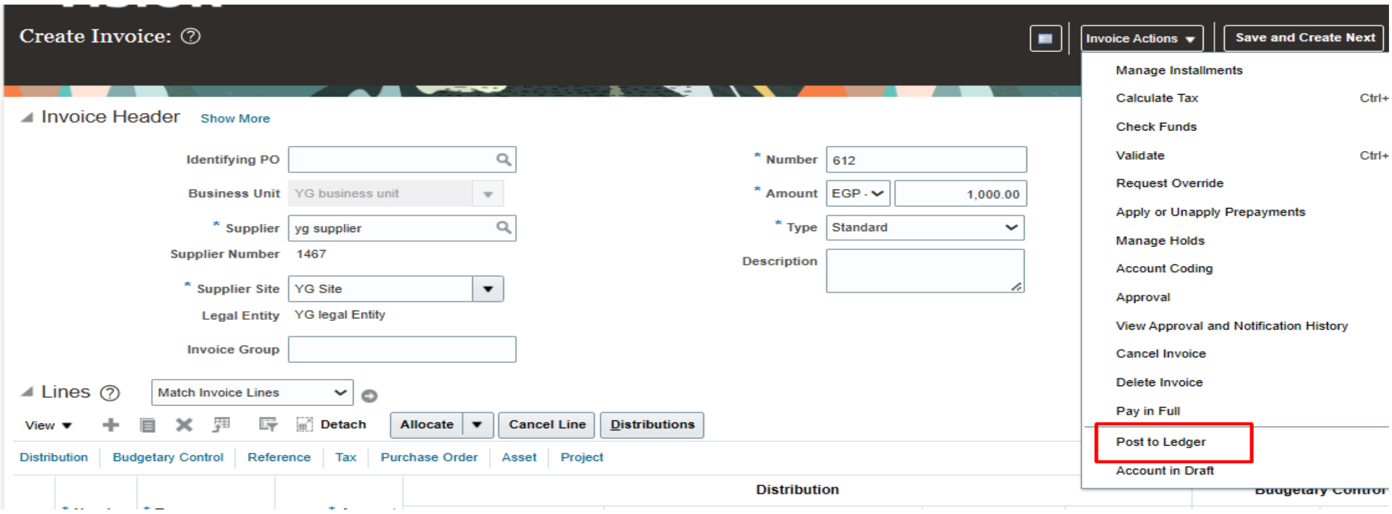


Click Validate

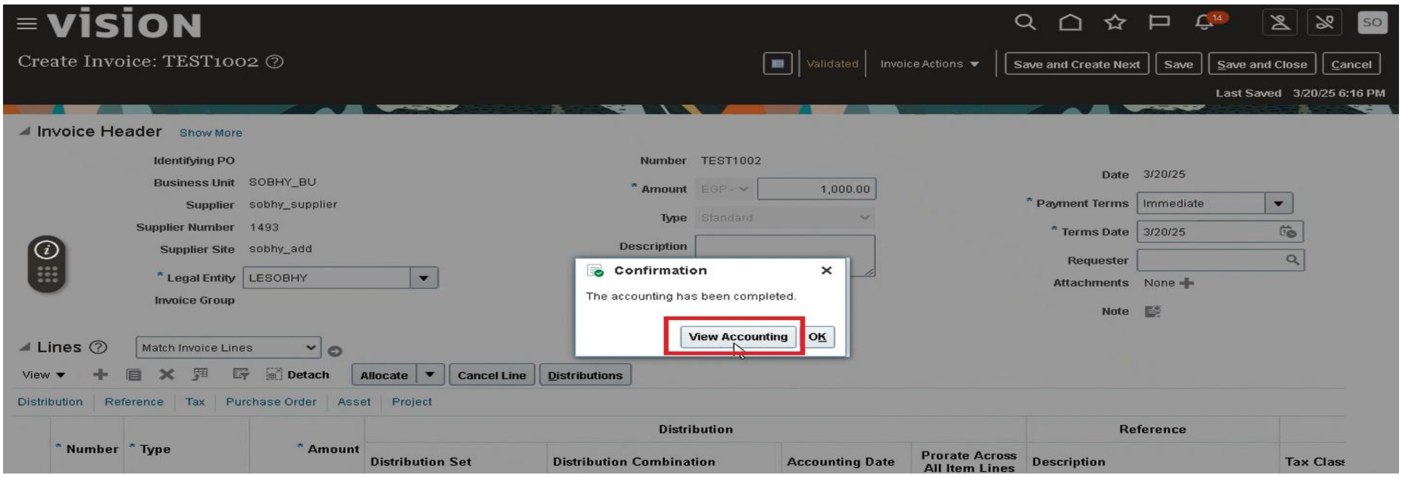
Click Save



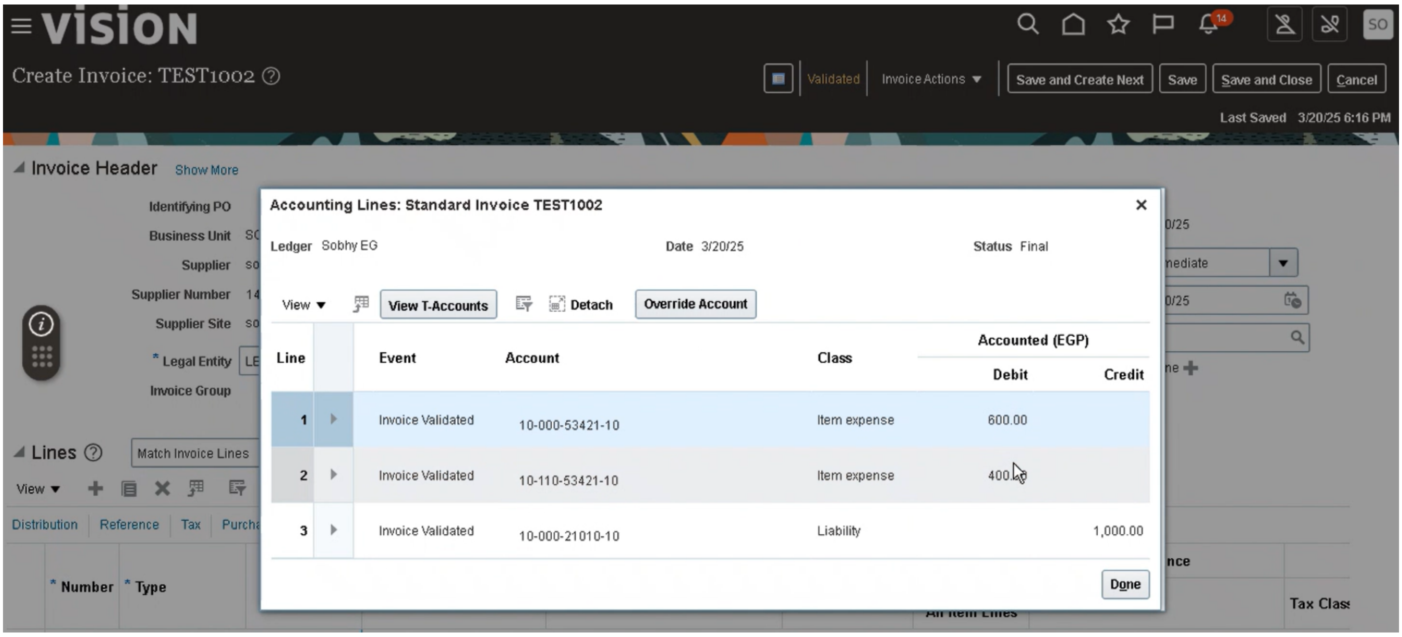
Click Post to Ledger



Click View Accounting



Check Results

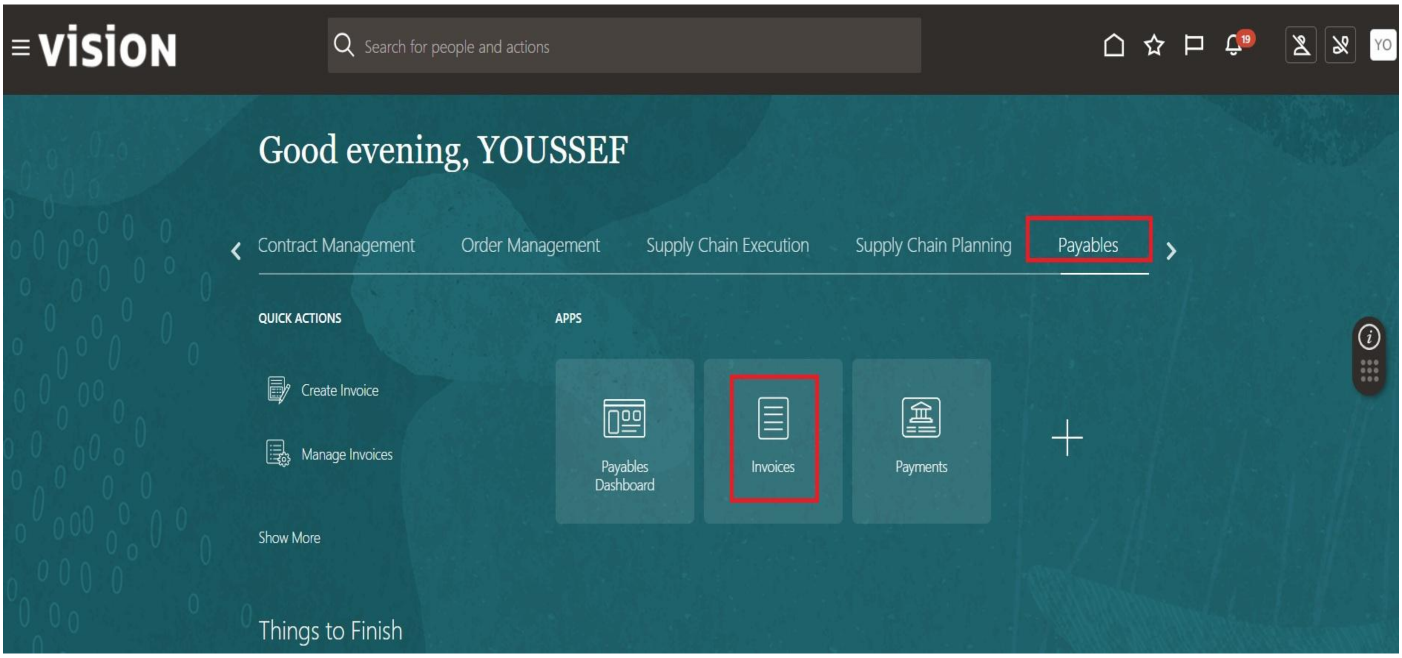


How to Edit Cod Combination in Invoice?

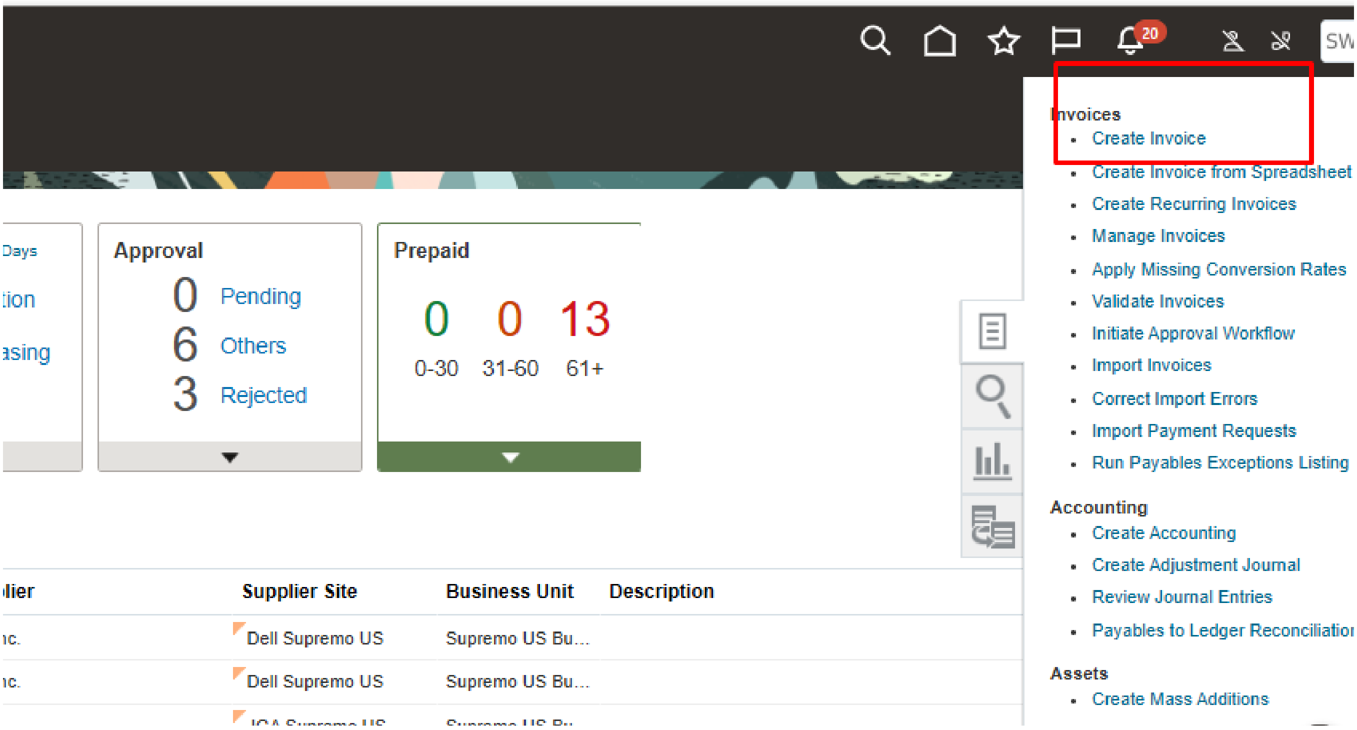
Important Notes:

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

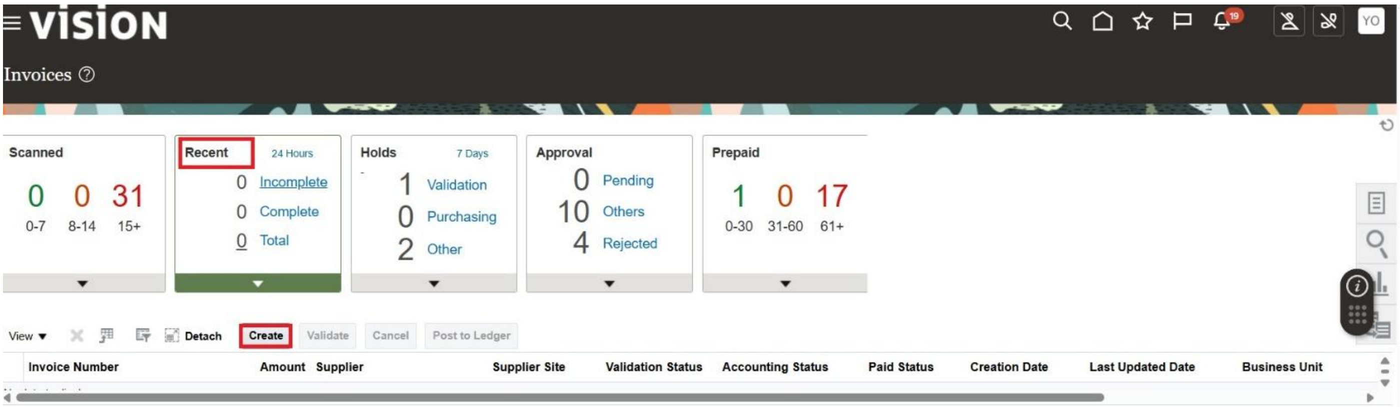
Home page Click Payables Open Invoice



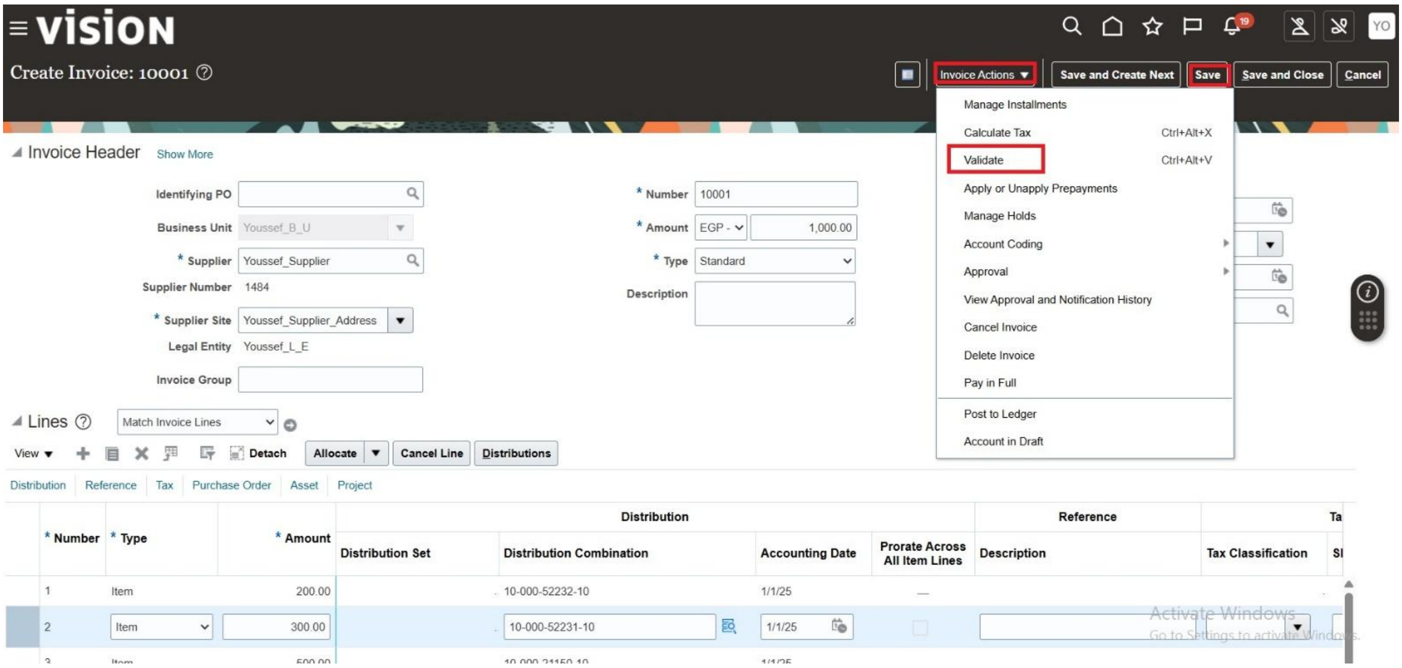
Open Task Panel Click Create invoice



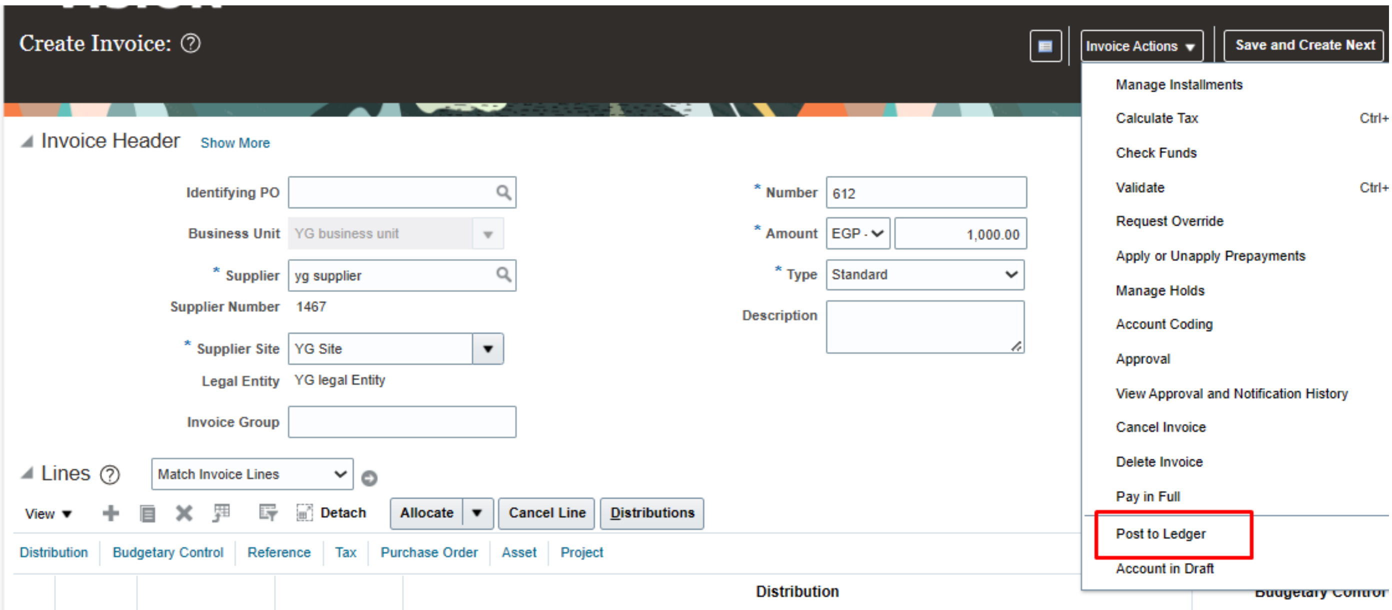
Or Click Recent in Info Tiles | Click Create



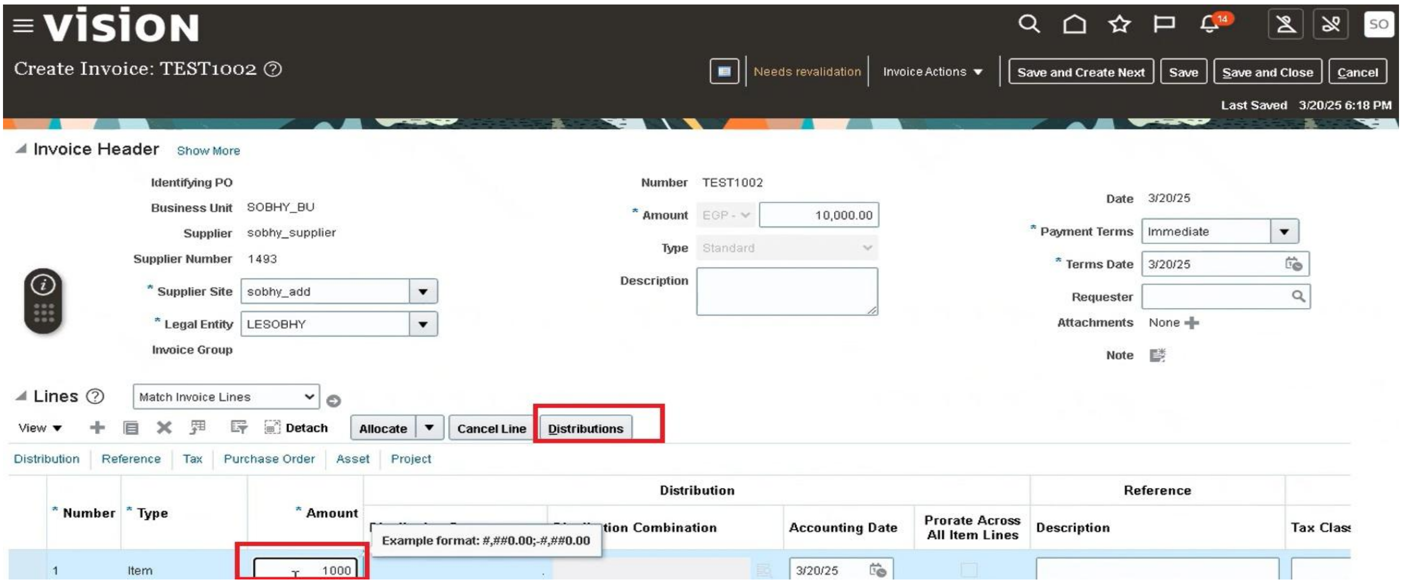
Write Data Required | Save | Invoice Action | Validate



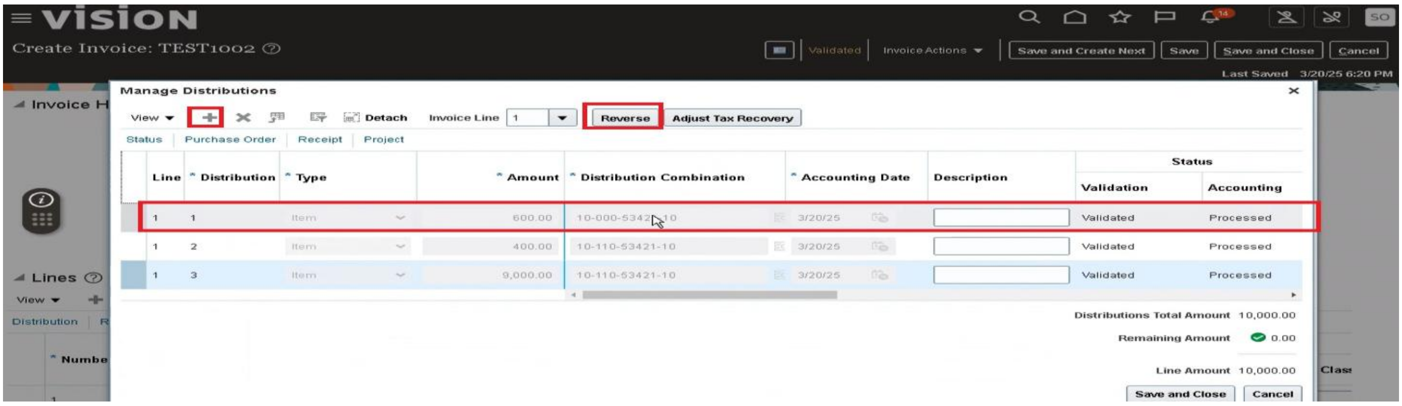
Click Post to Ledger



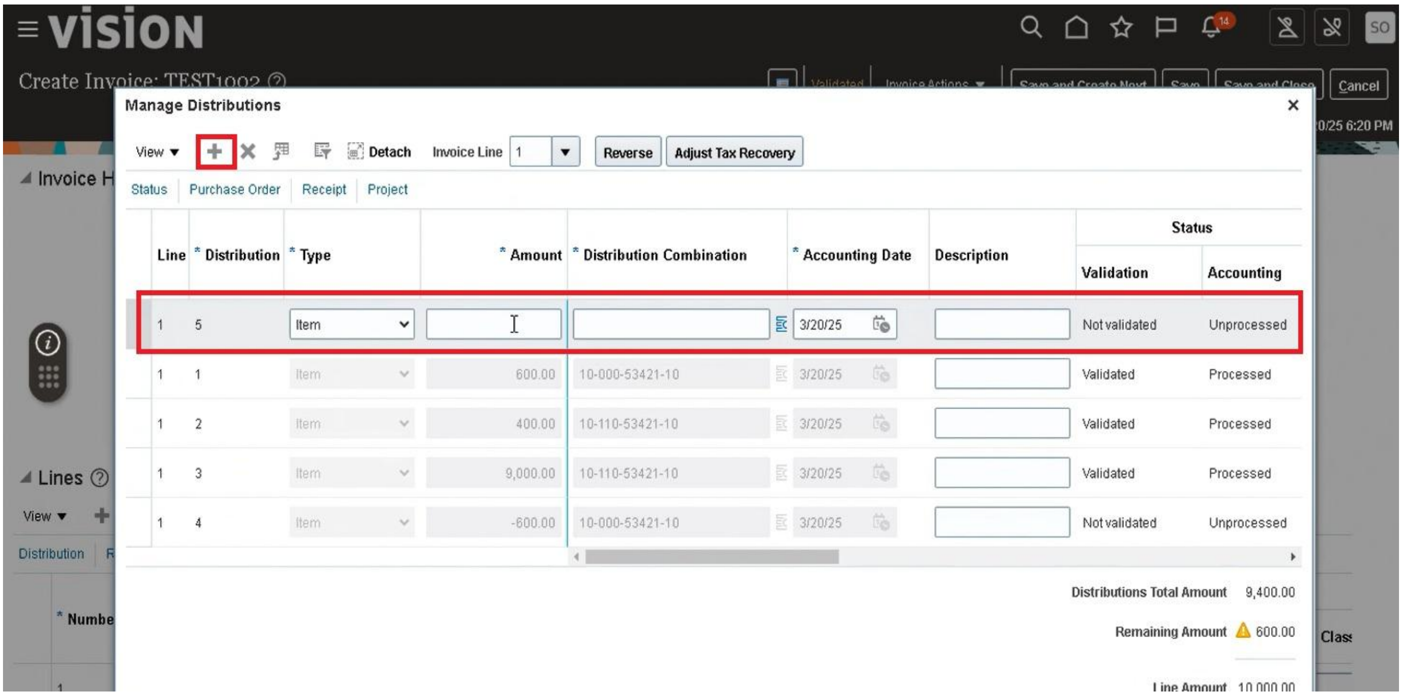
Click to Line Click Distributions



Click to Line Click Reverse

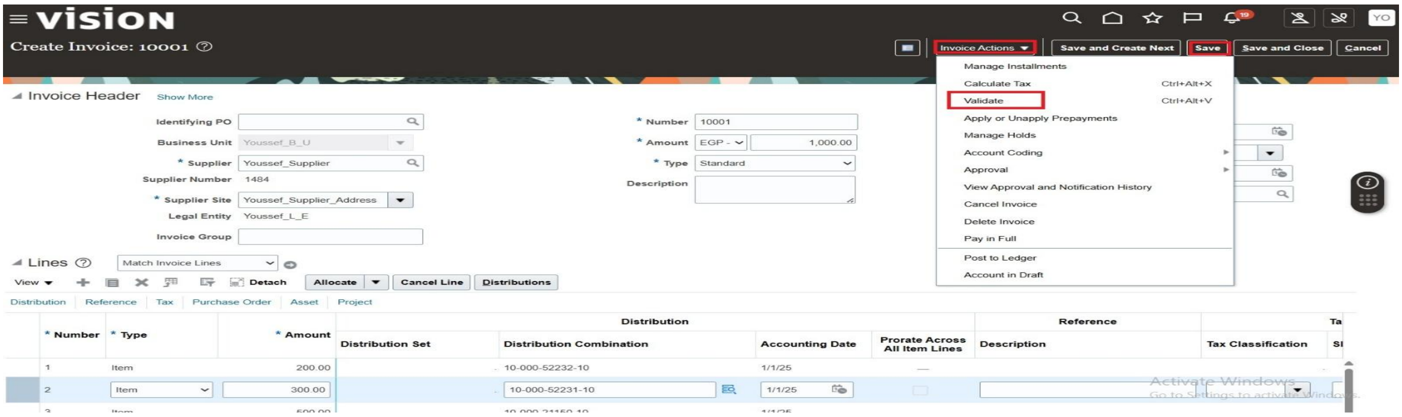


Write the right distributions Click Save and Close

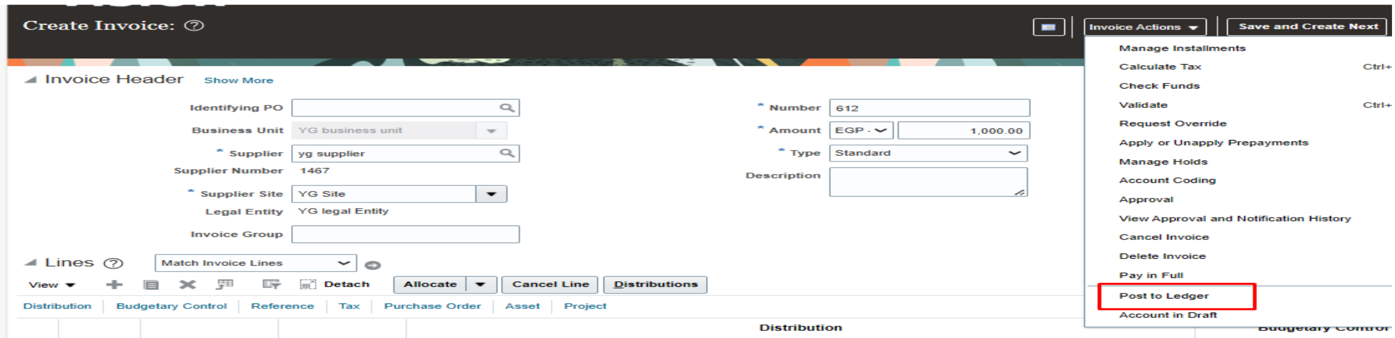


Click Validate

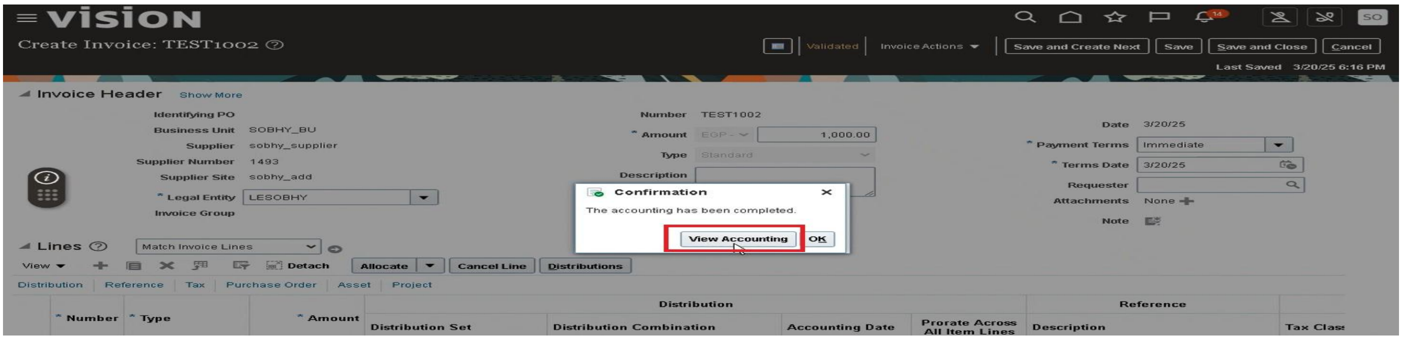
Click Save



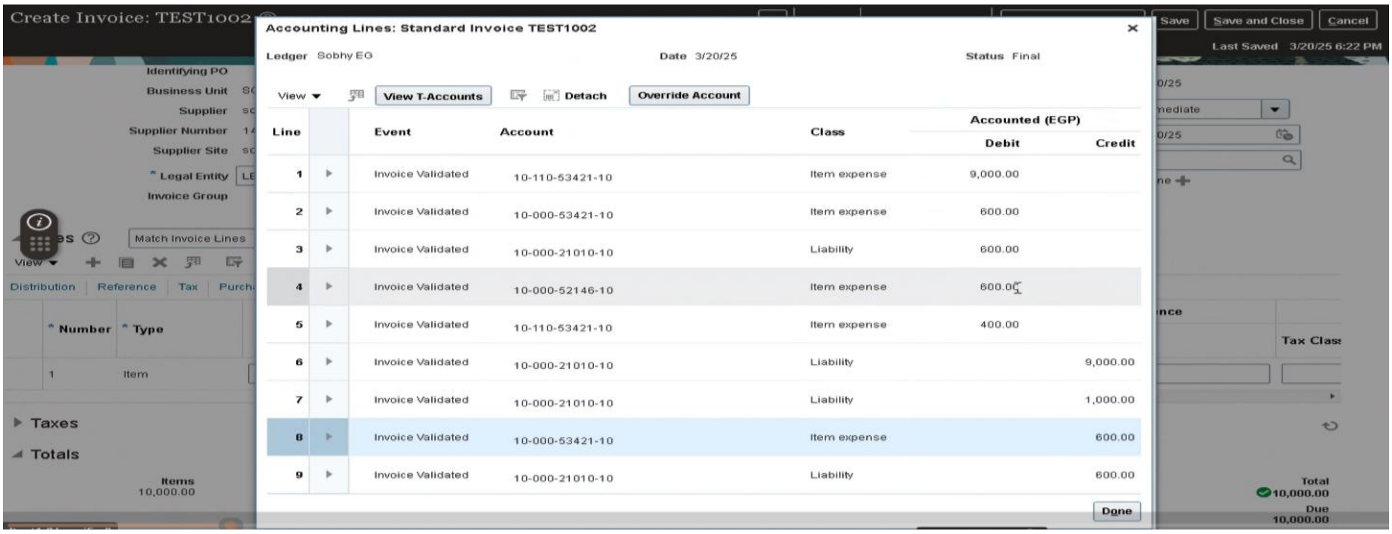
Click Post to Ledger



Click View Accounting

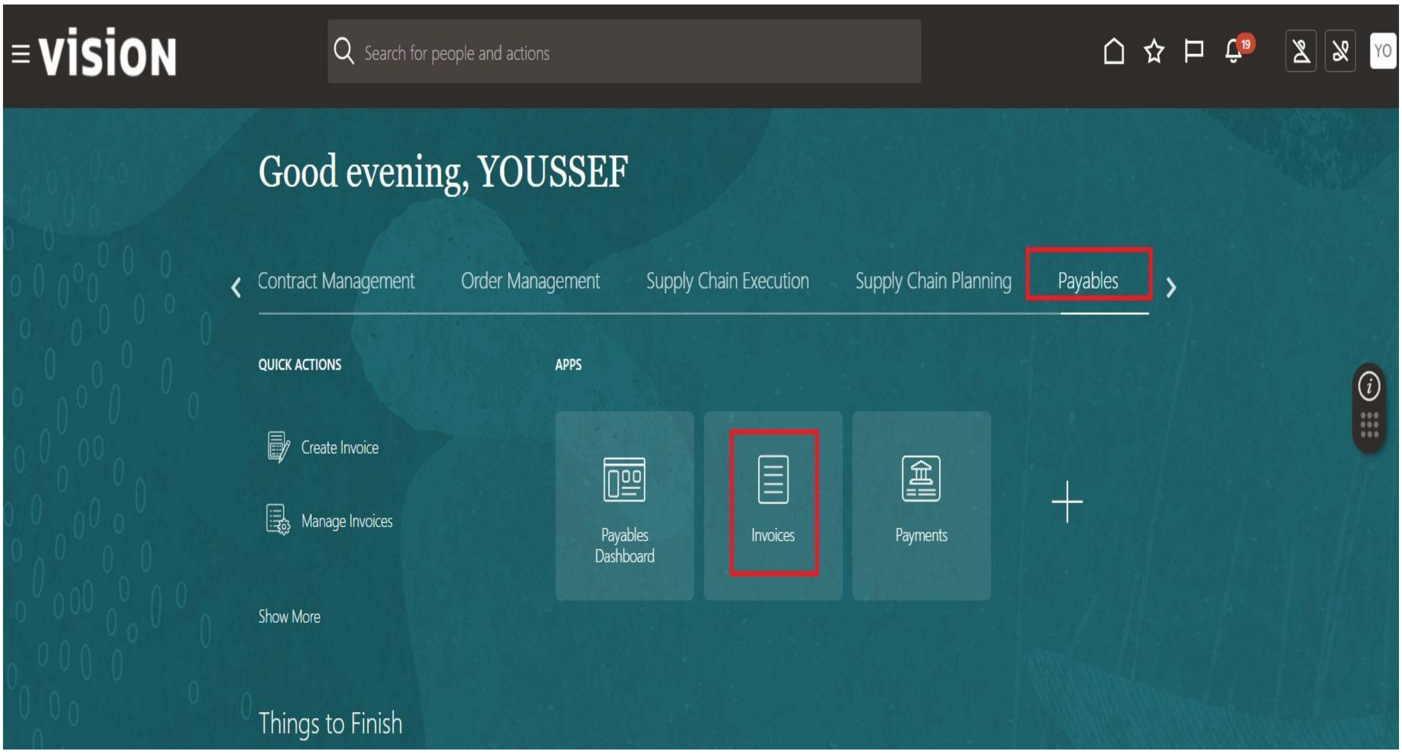


Check Results

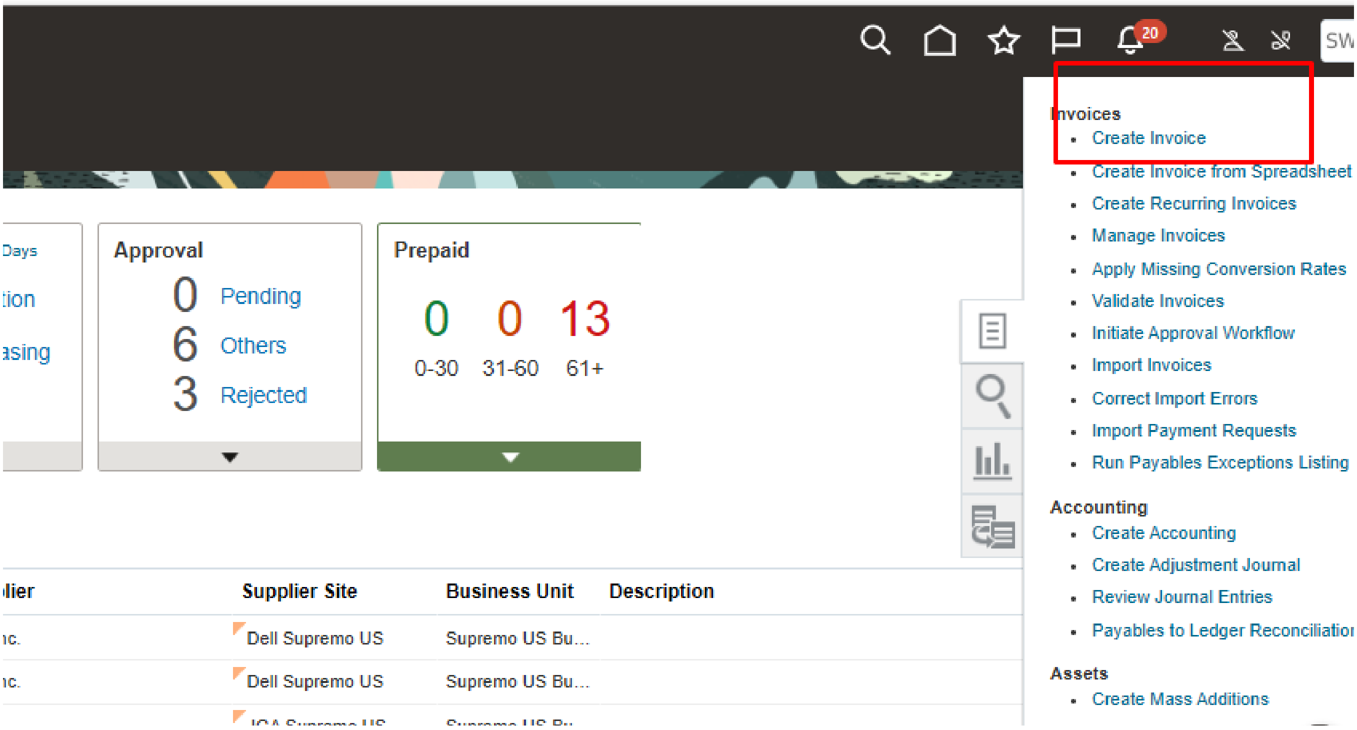


How to Cancel Lines in Invoice?

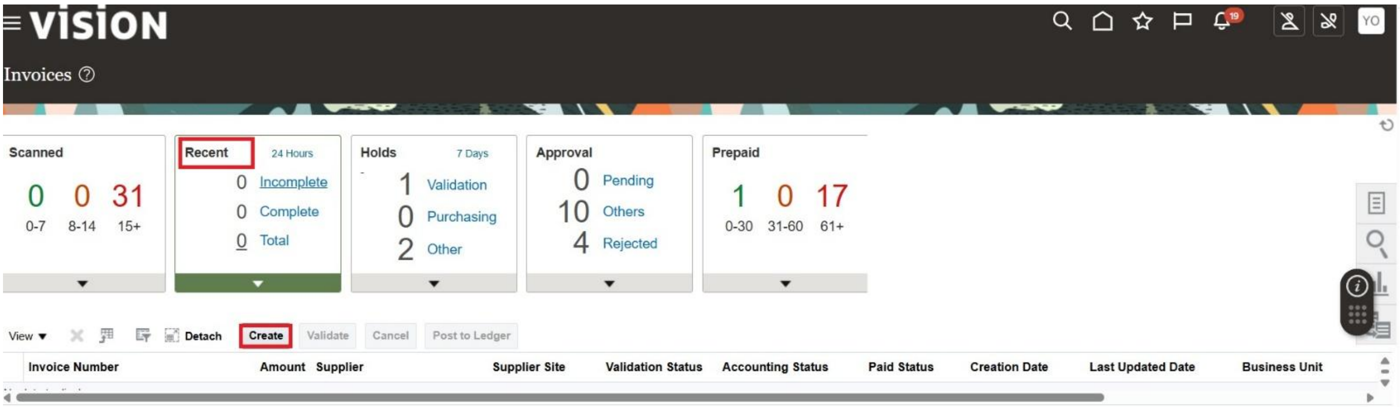
Home page Click Payables Open Invoice



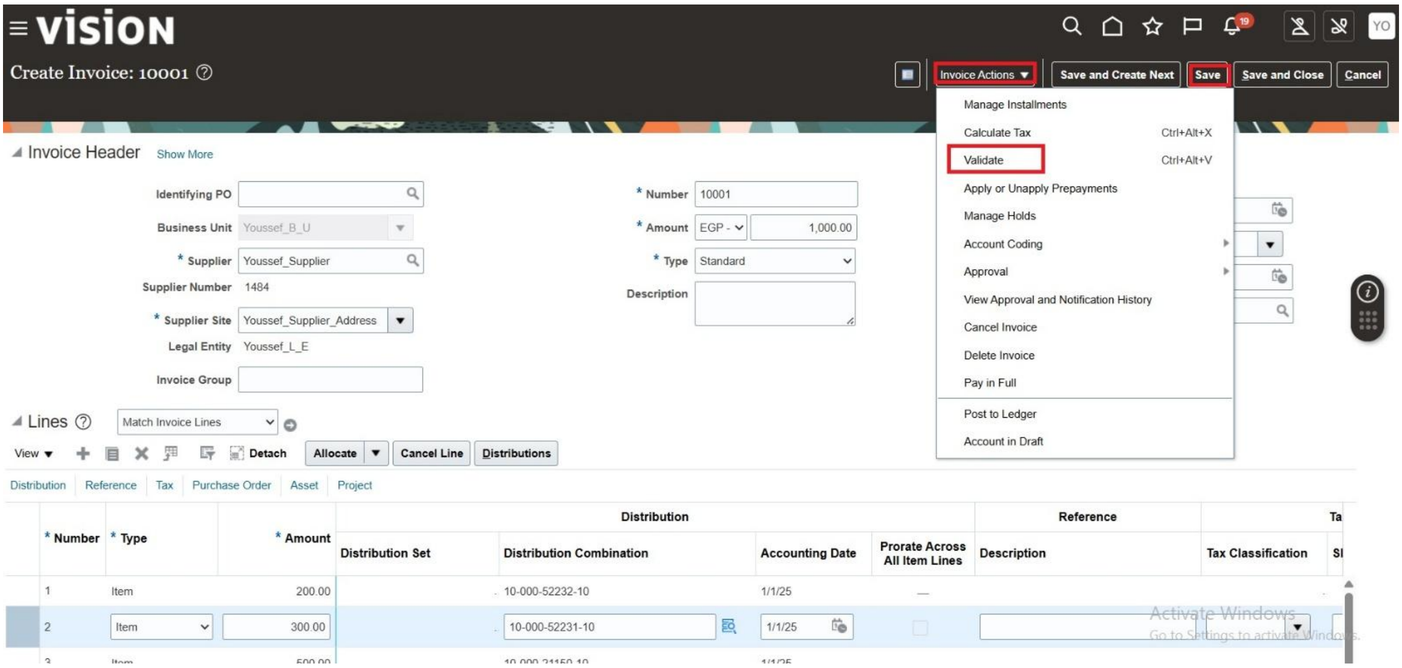
Open Task Panel Click Create invoice



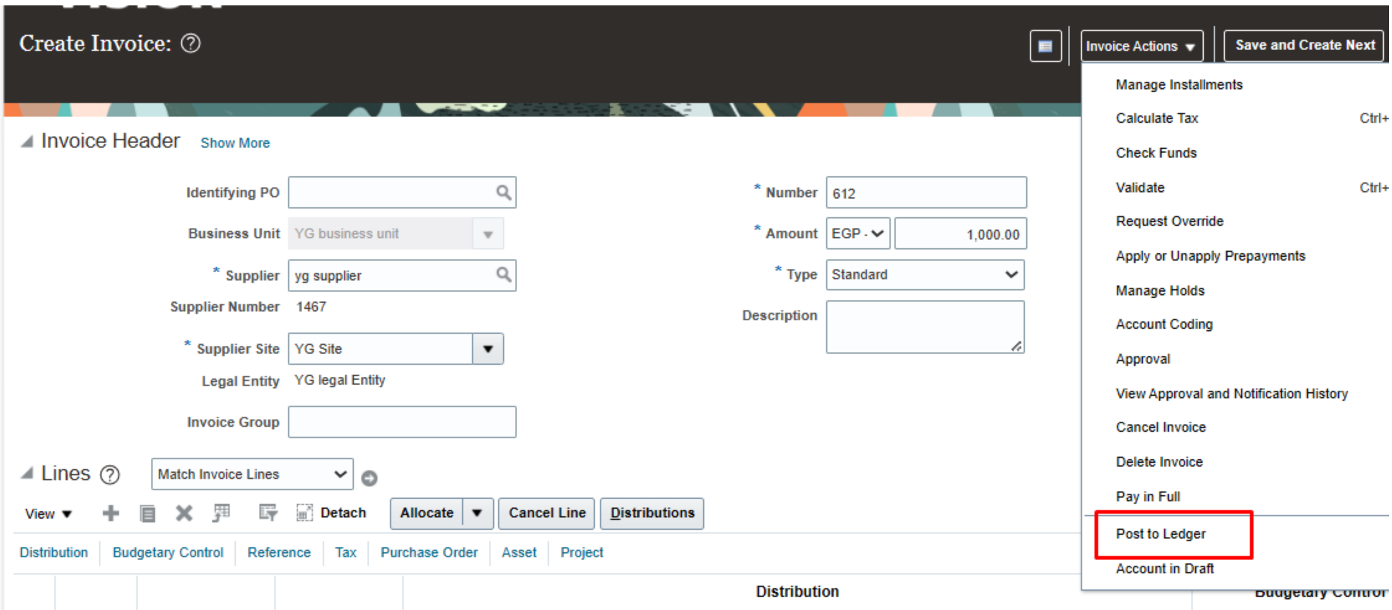
Or Click Recent in Info Tiles Click Create



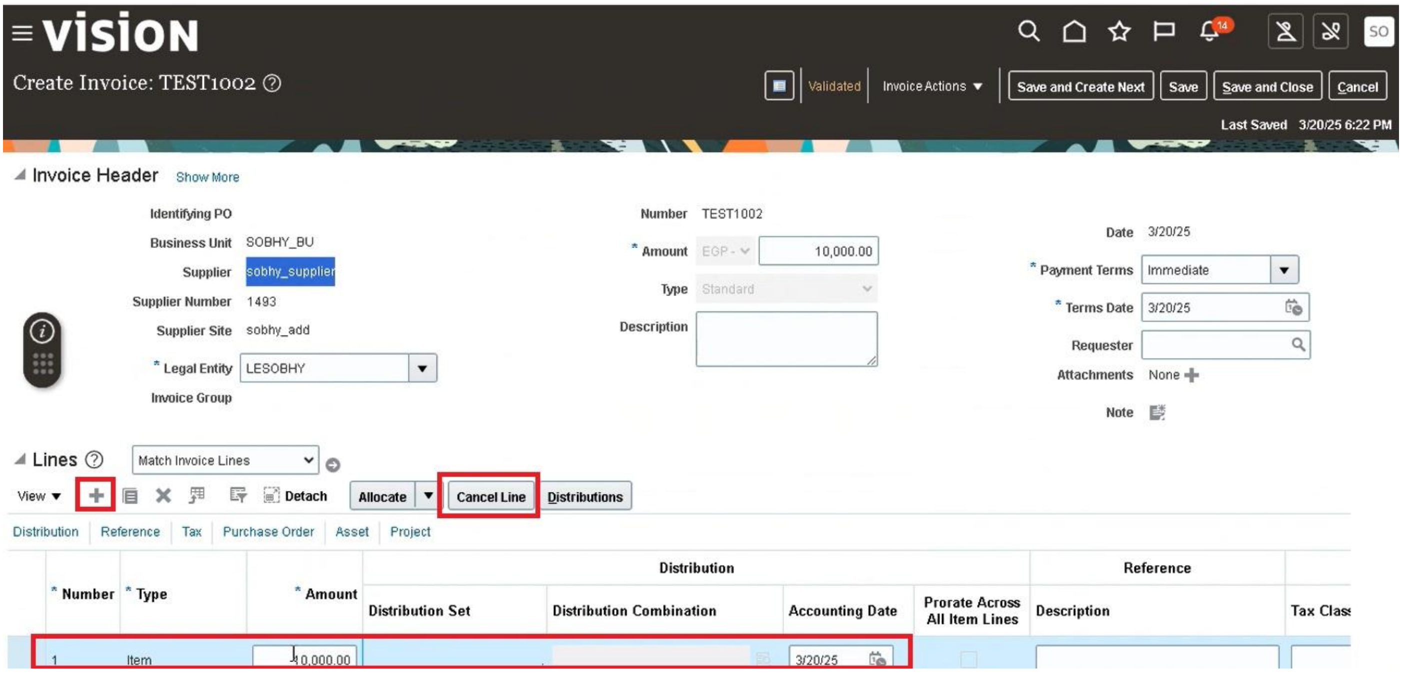
Write Data Required Save Invoice Action Validate



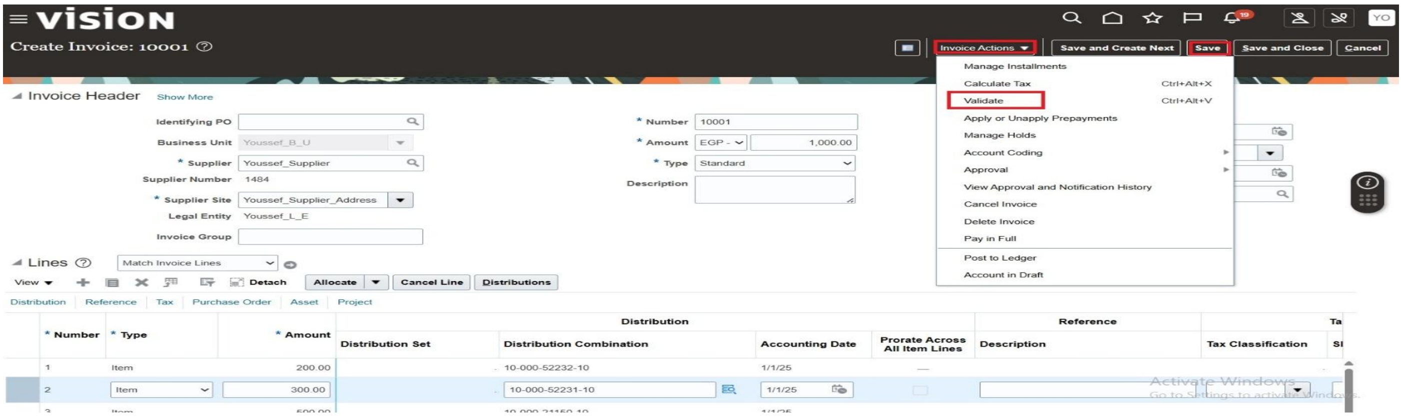
Click Post to Ledger



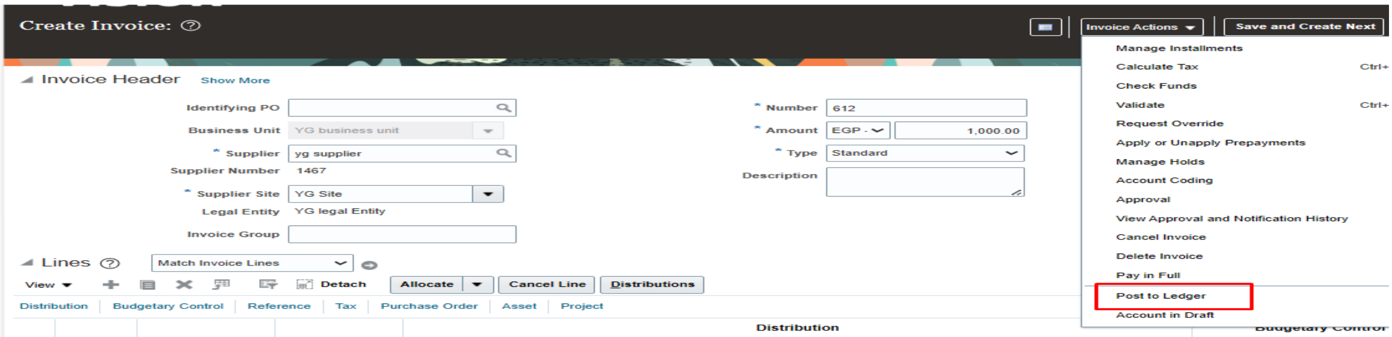
Click to the Line Click Cancel Line Click Add



Click Validate Click Save

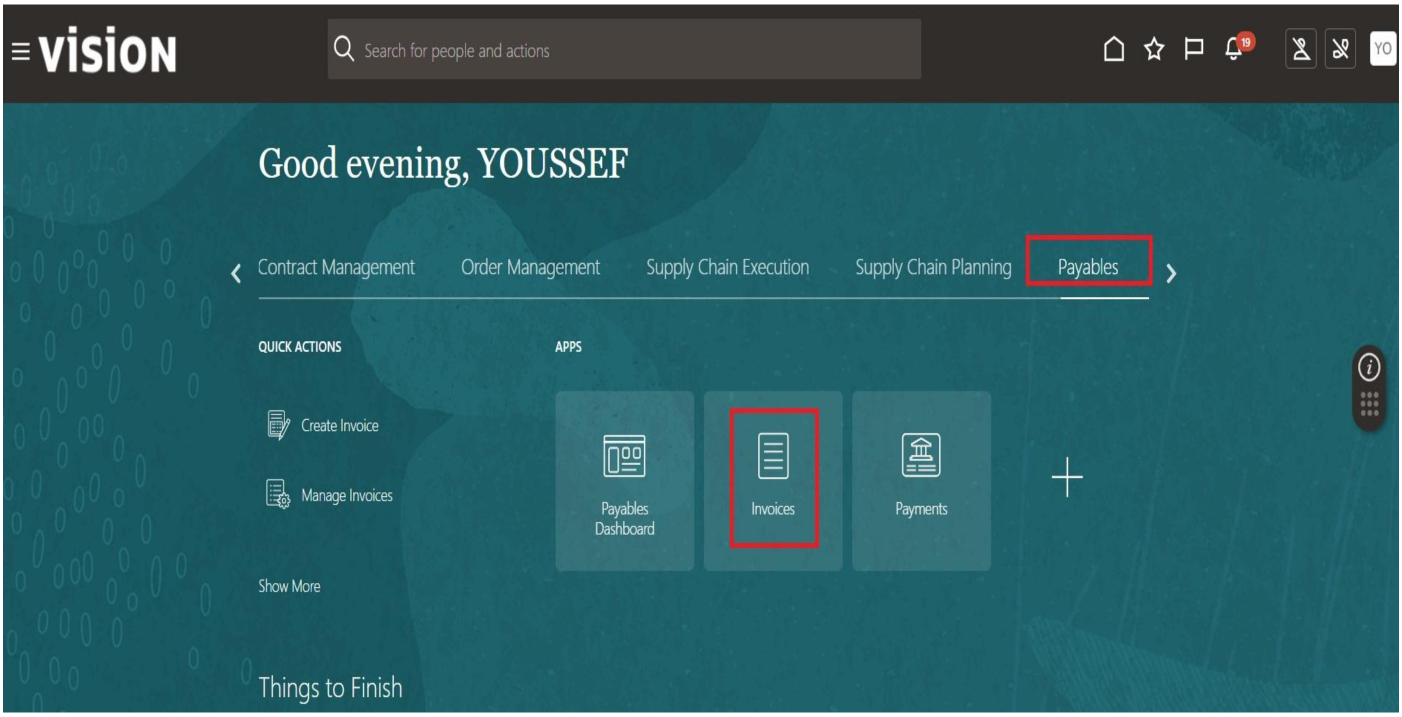


Click Post to Ledger

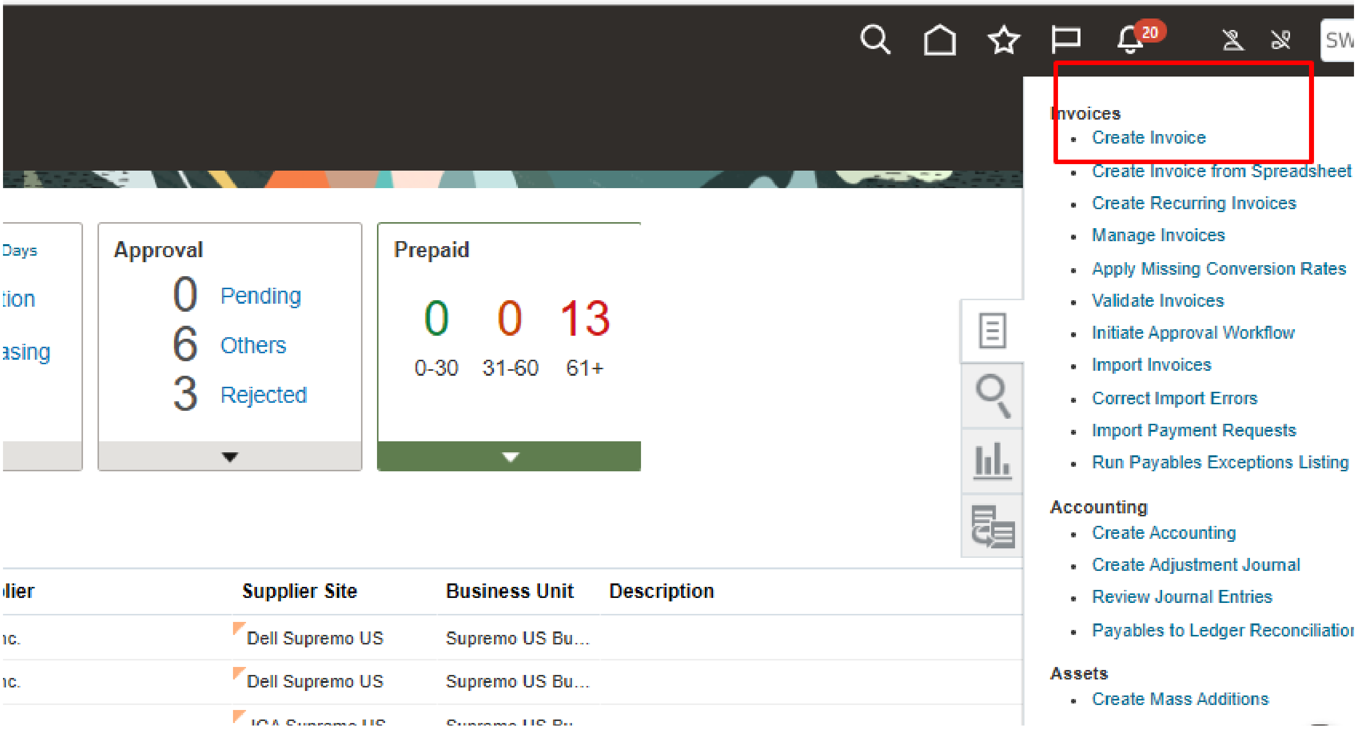


How to Edit Supplier in Invoice?

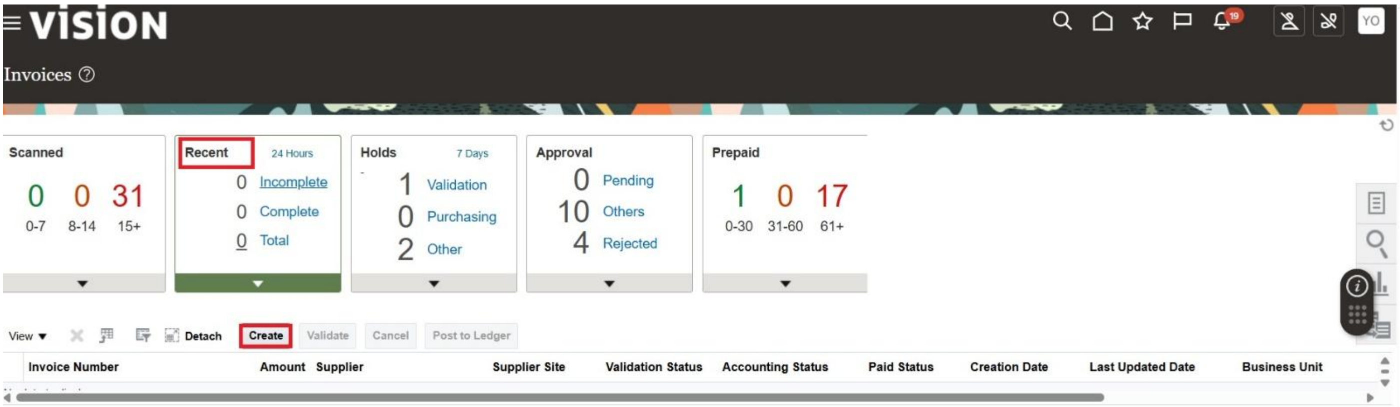
Home page Click Payables Open Invoice



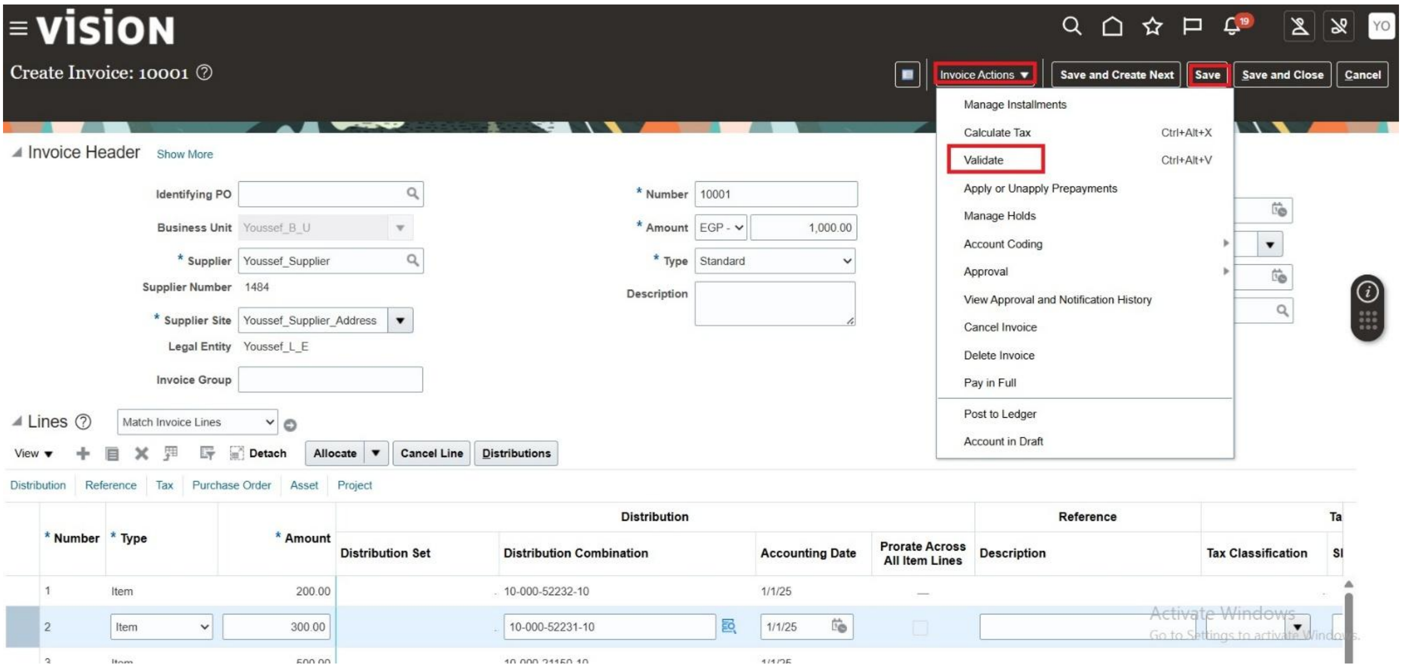
Open Task Panel Click Create invoice



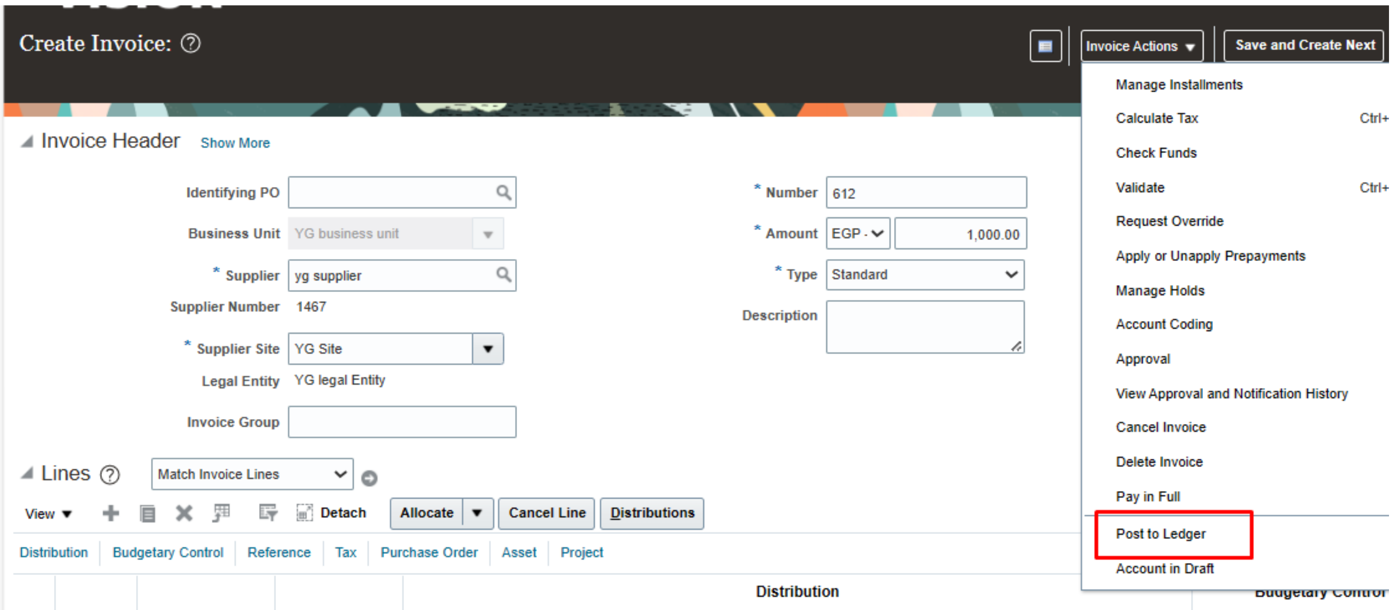
Or Click Recent in Info Tiles Click Create



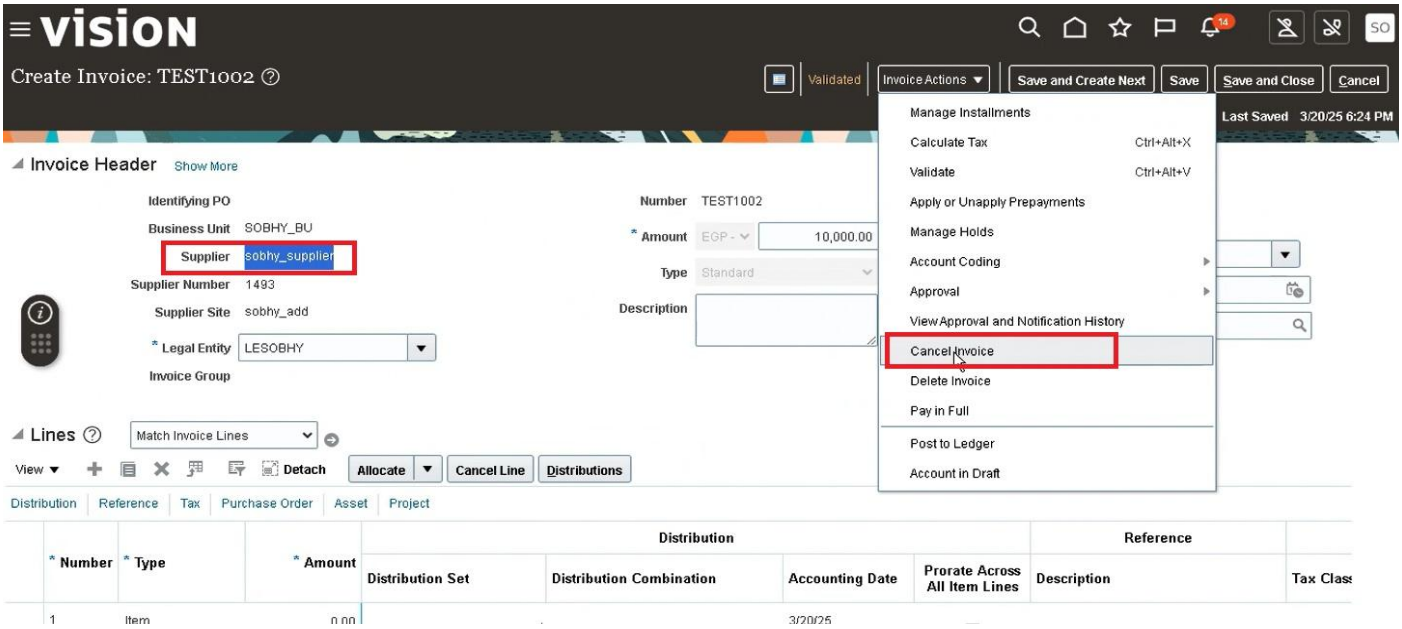
Write Data Required Save Invoice Action Validate



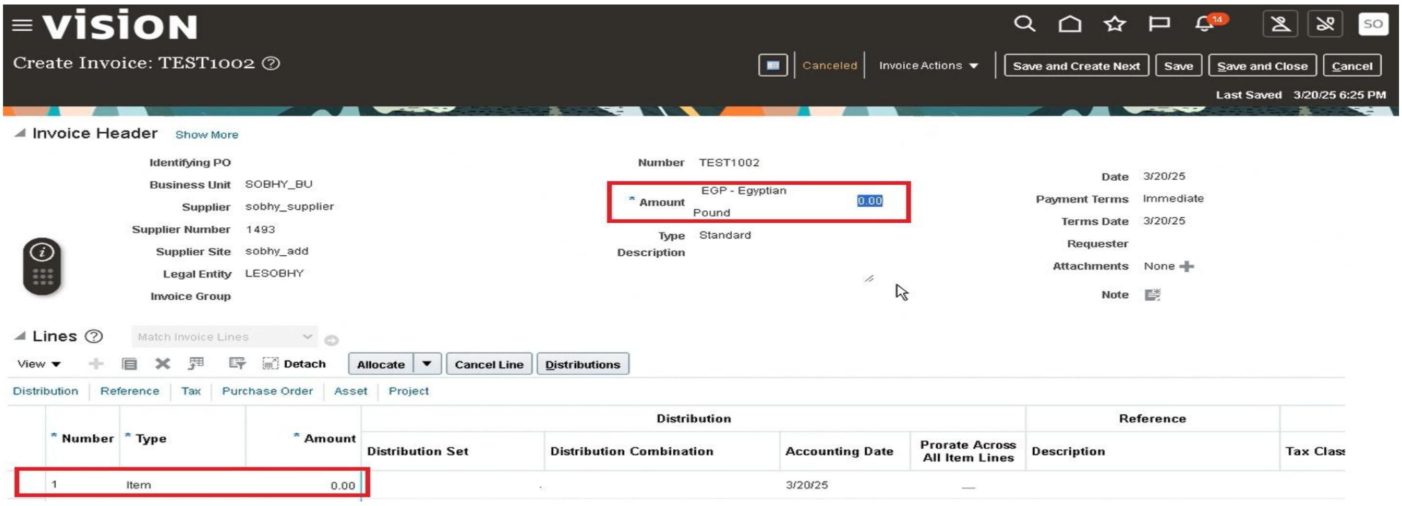
Click Post to Ledger



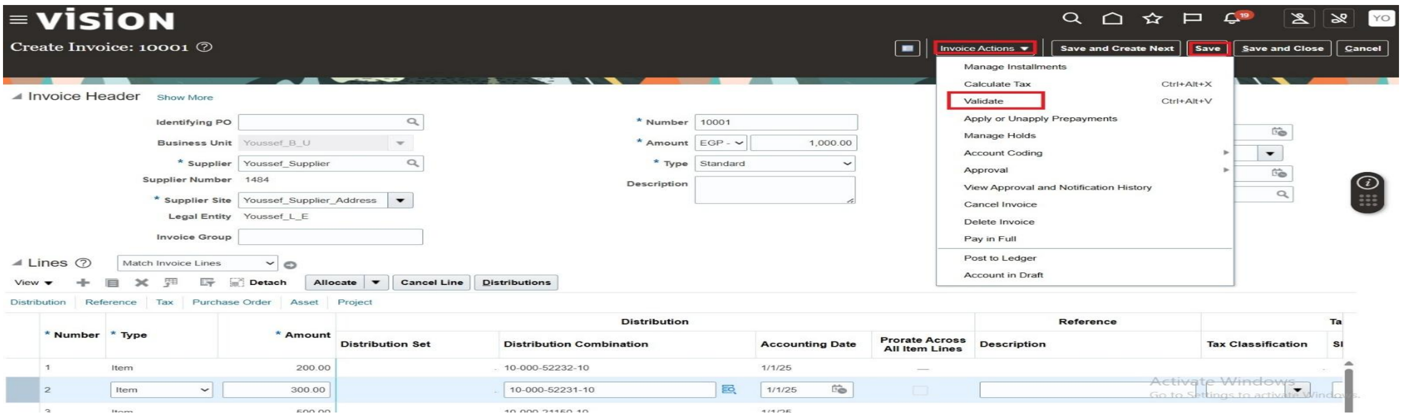
Can’t Edit Supplier — Open Invoice Actions — Click Cancel Invoice



Statues Convert to Cancelled — Amount 0.00

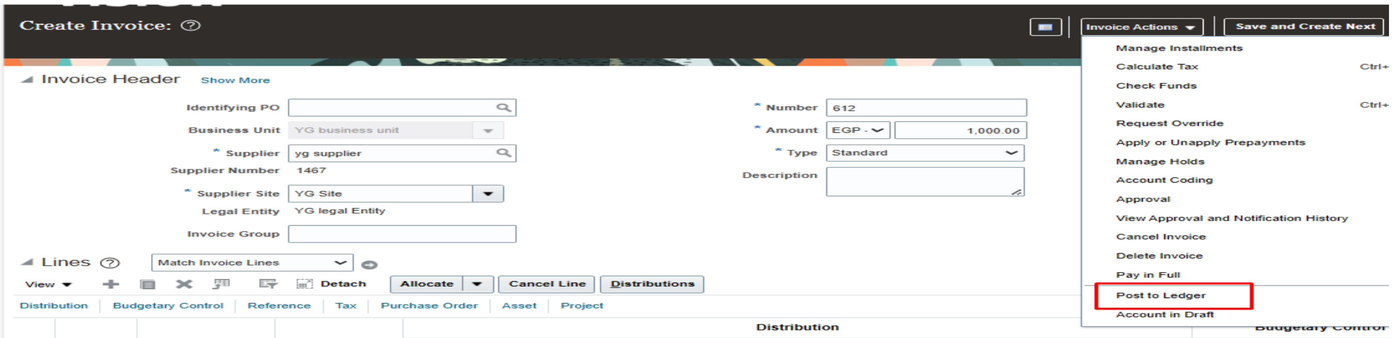


Click Validate — Click Save

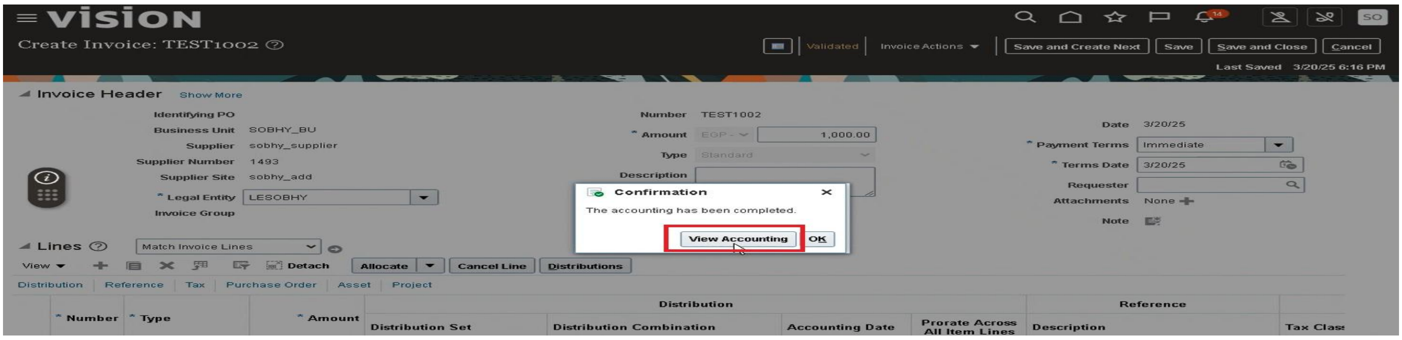


Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

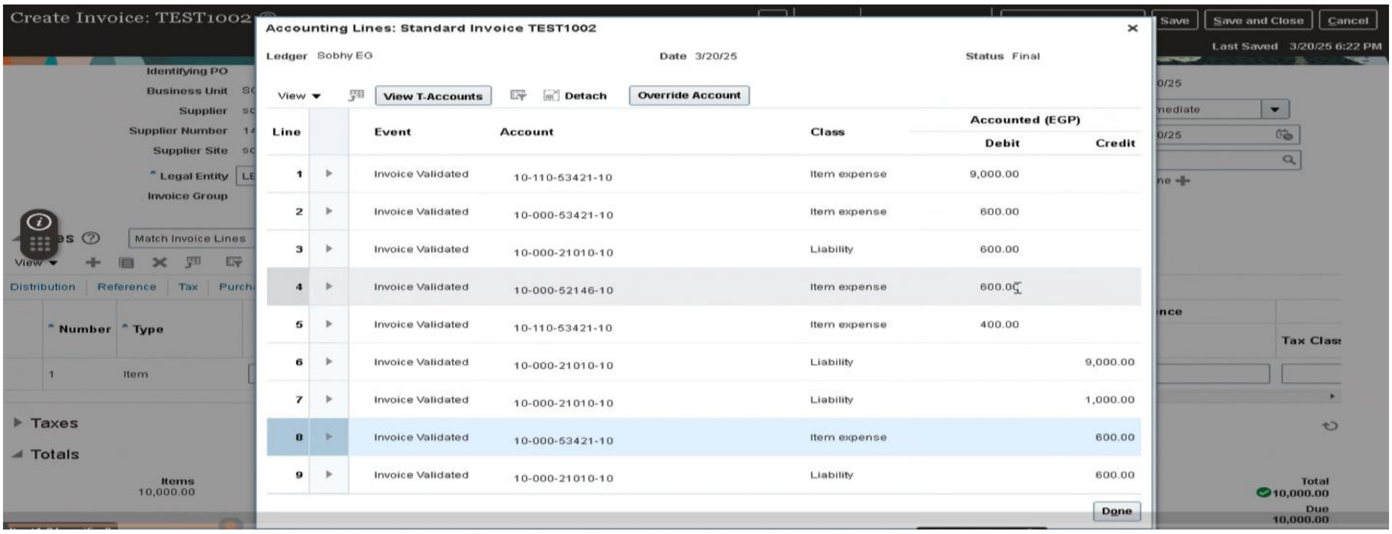
Click Post to Ledger



Click View Accounting

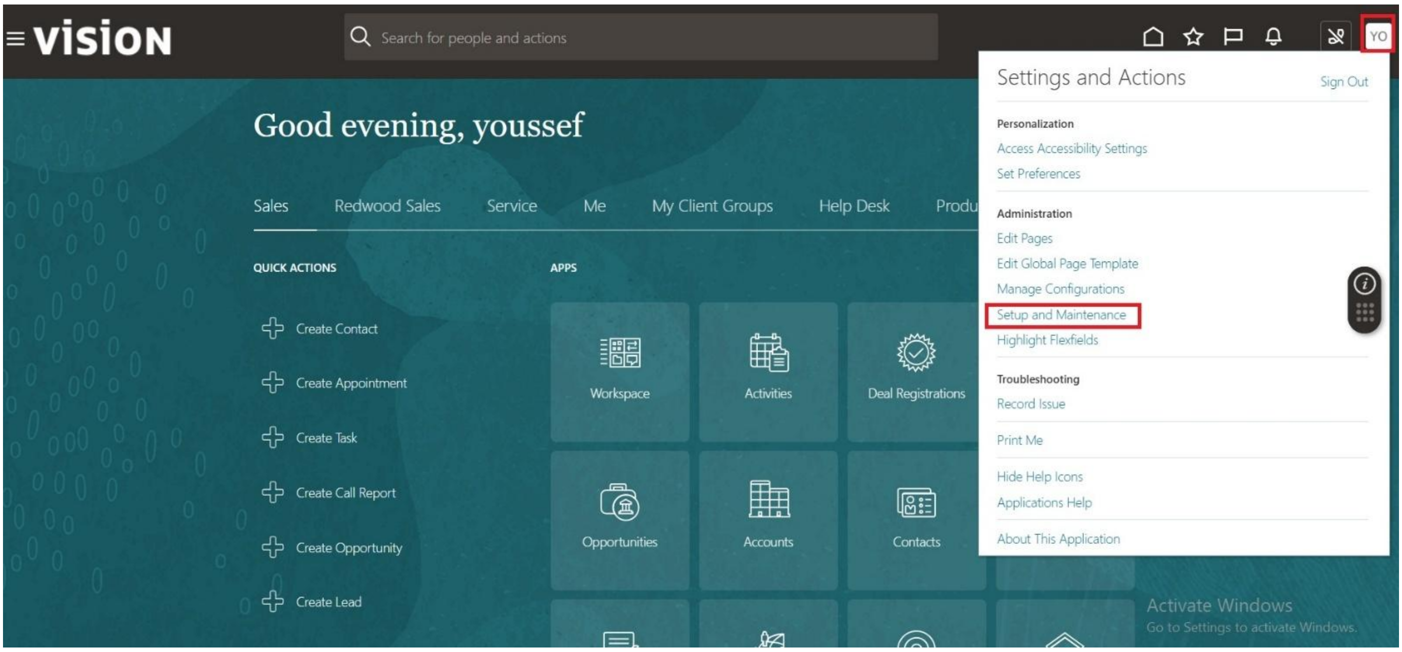


Check Results

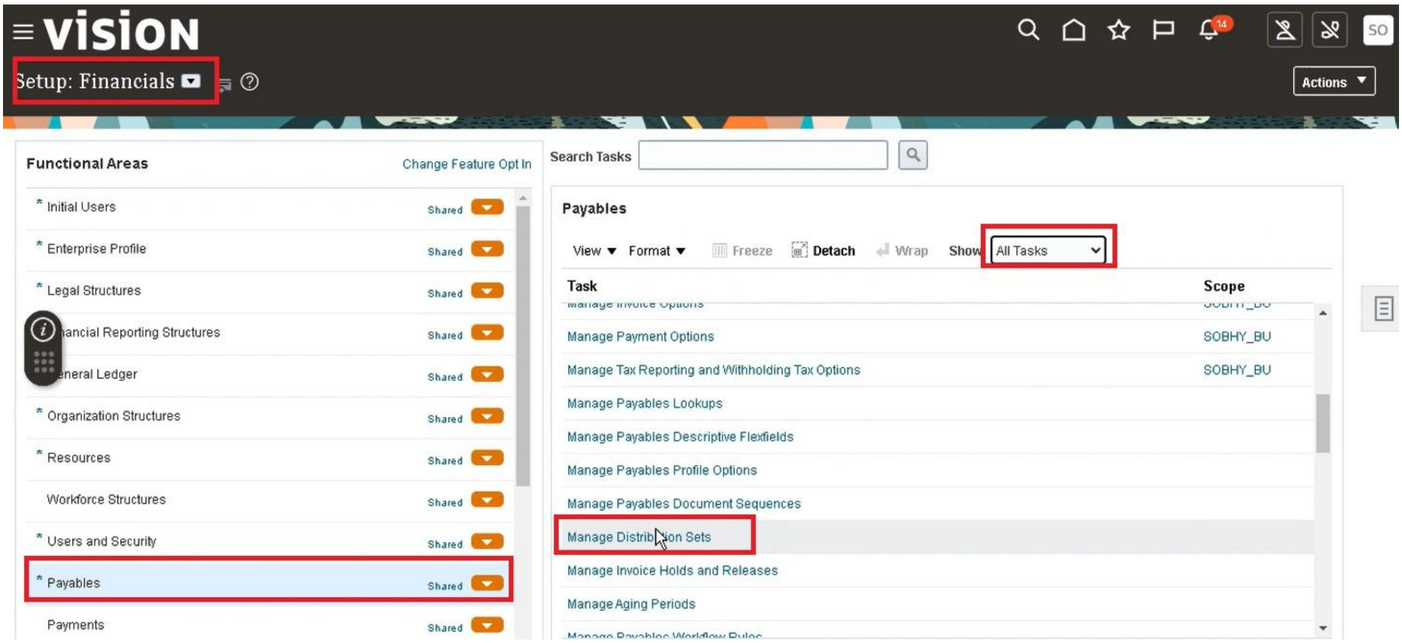


How to Assign Distribution Sets?

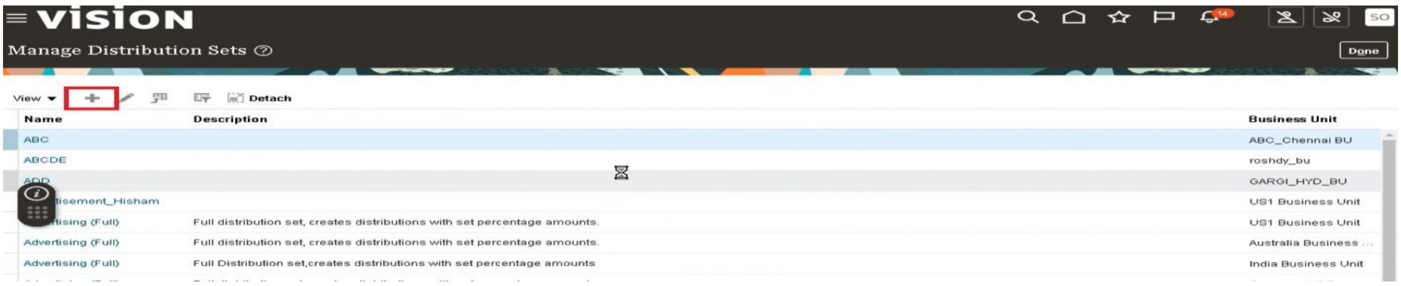
Click to Settings and Actions Click Setup and Maintenance



Choose Financials Click Payables All Tasks Manage Distribution Sets



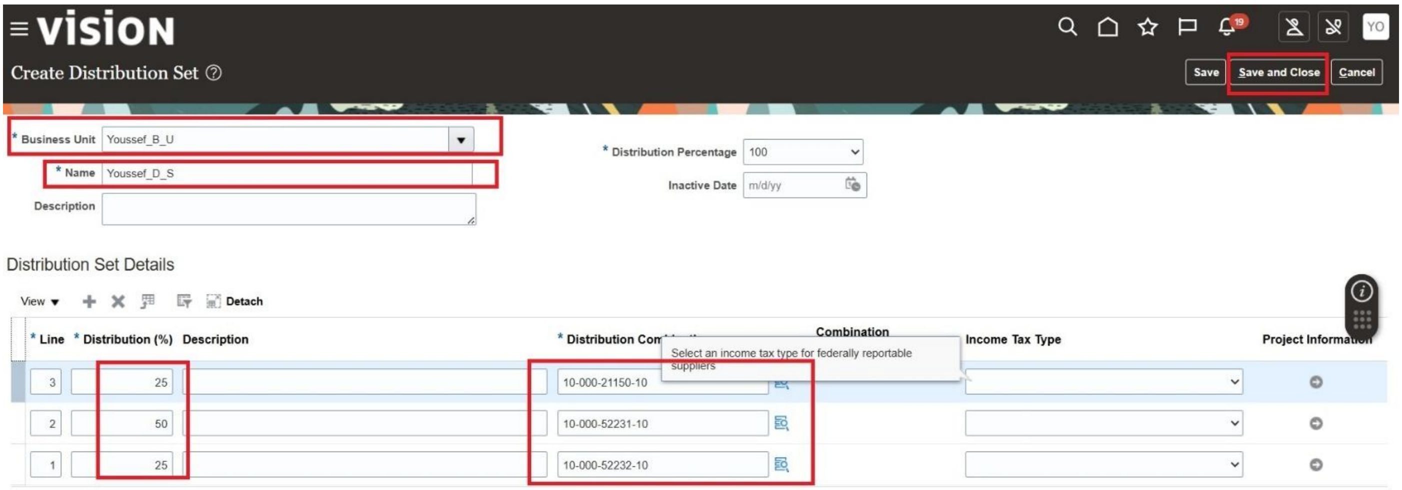
Click Create



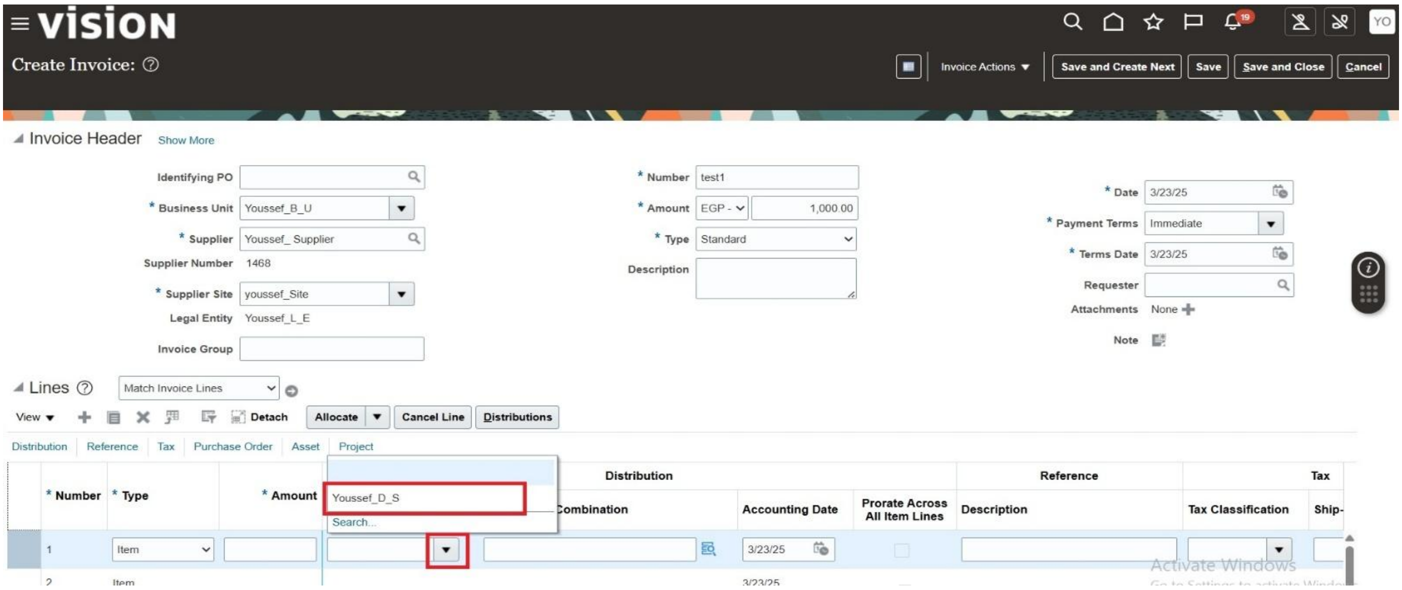
Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

ORACLE FUSION

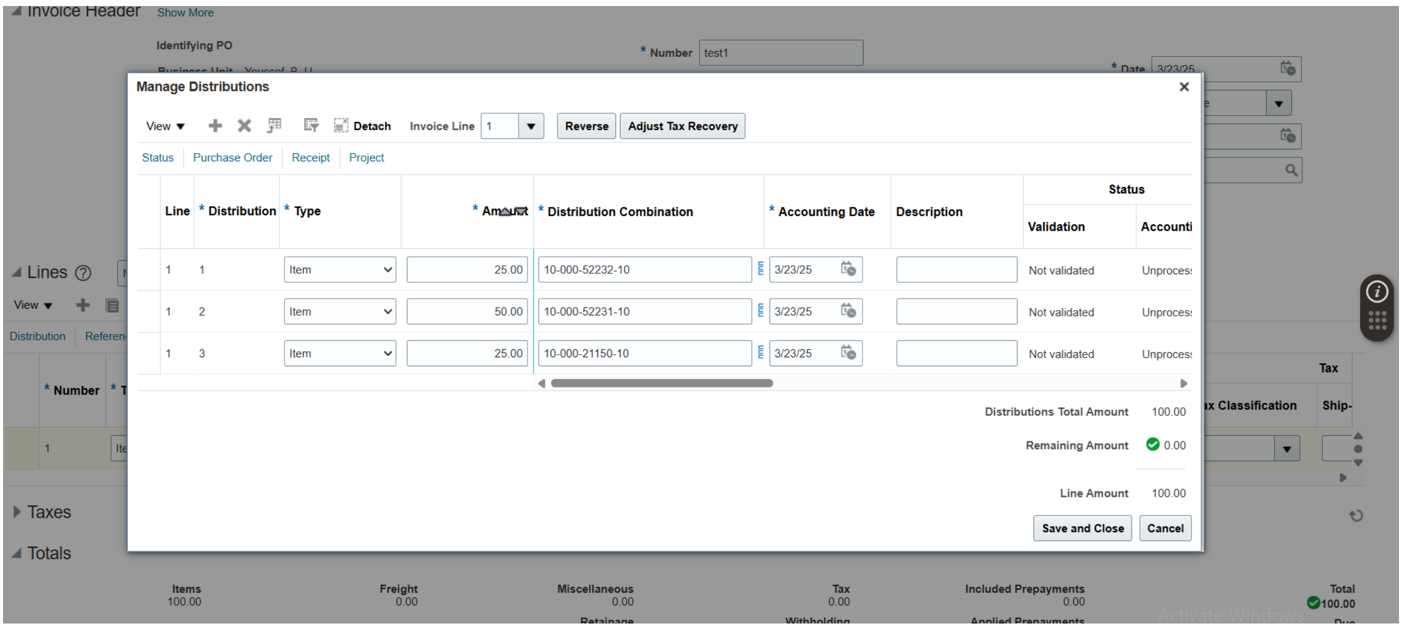
Fill Data Required Click Save and Close



Create New Invoice Click Distribution Sets Choose your distribution sets



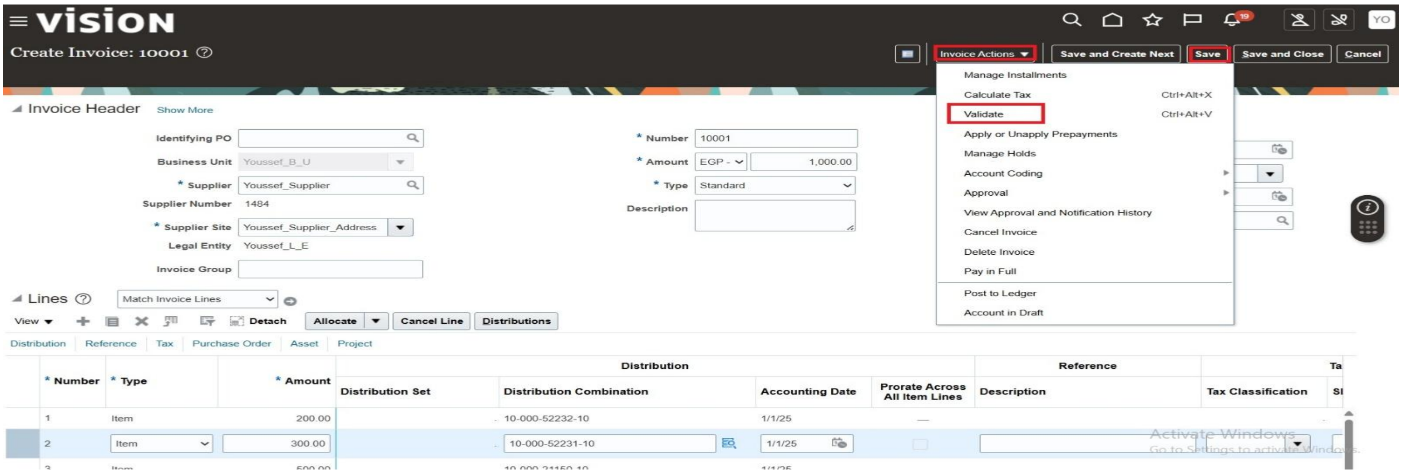
Click Distributions Check Results Click Save and Close



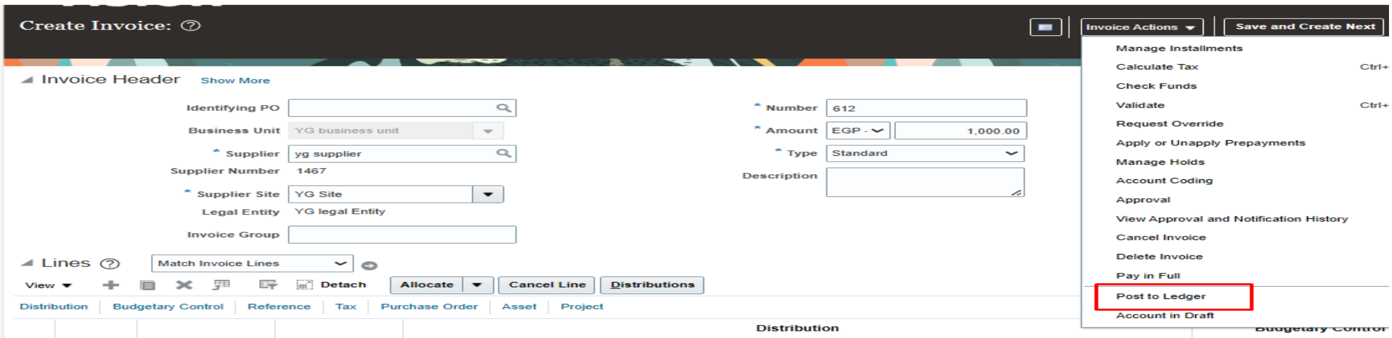
ORACLE FUSION

Click Validate

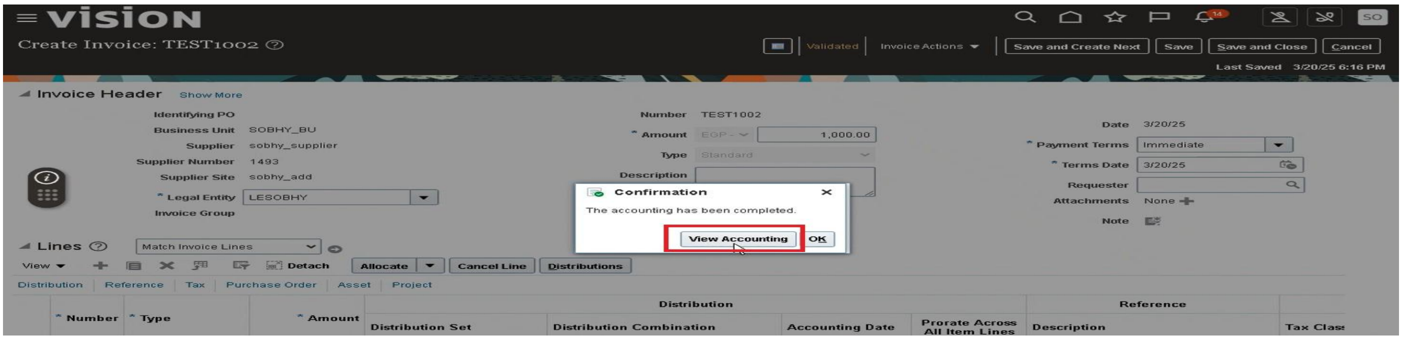
Click Save



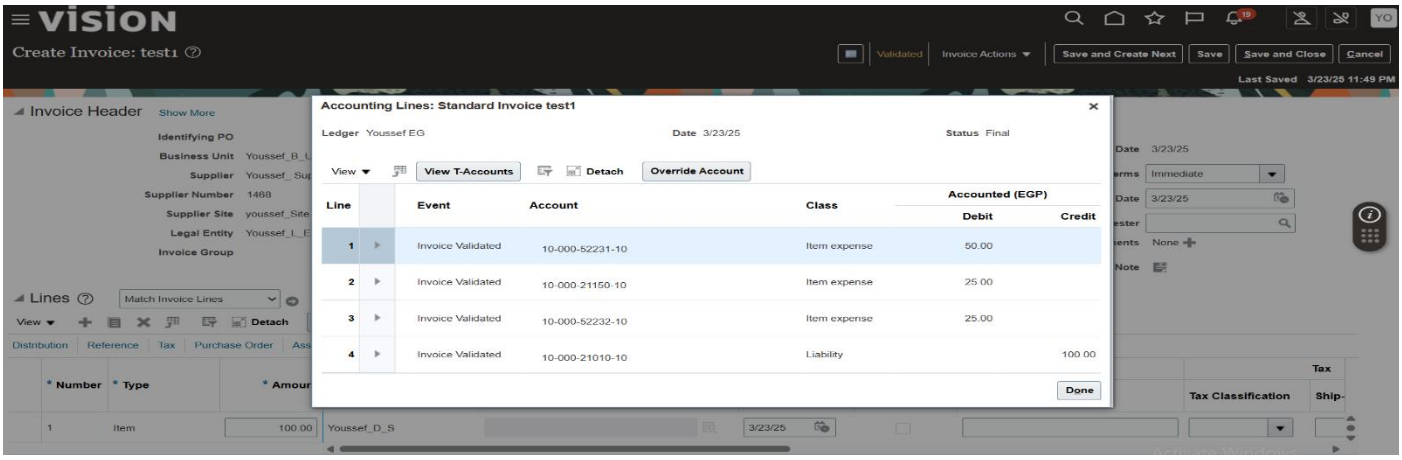
Click Post to Ledger



Click View Accounting



Check Results

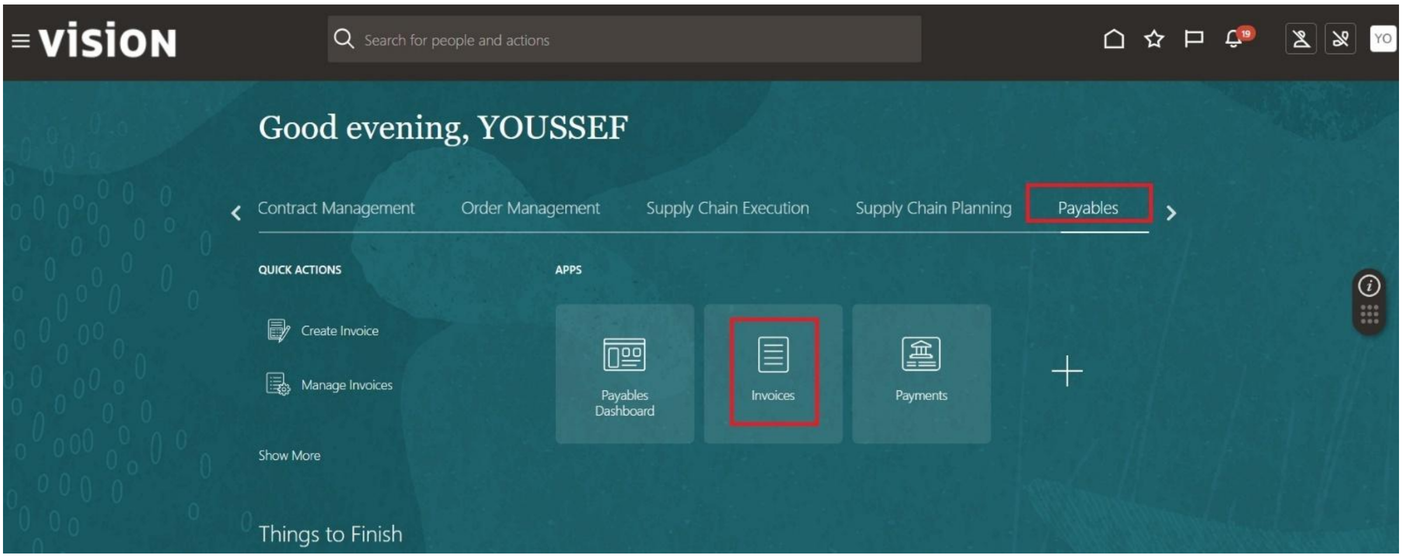


Authorized by Mohamed Badawy

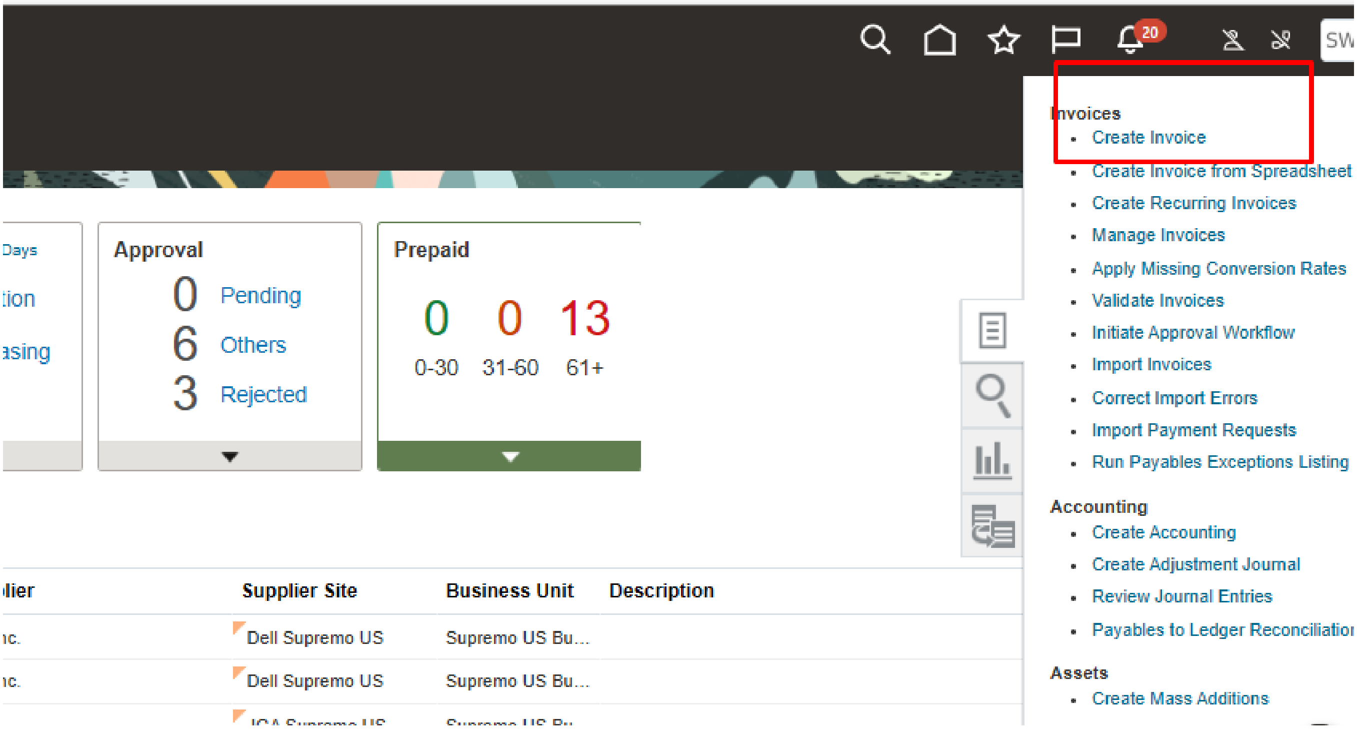
http://linkedin.com/in/mohamed-badawy-393821240

How to Create Invoice with Freight and Allocation Freight?

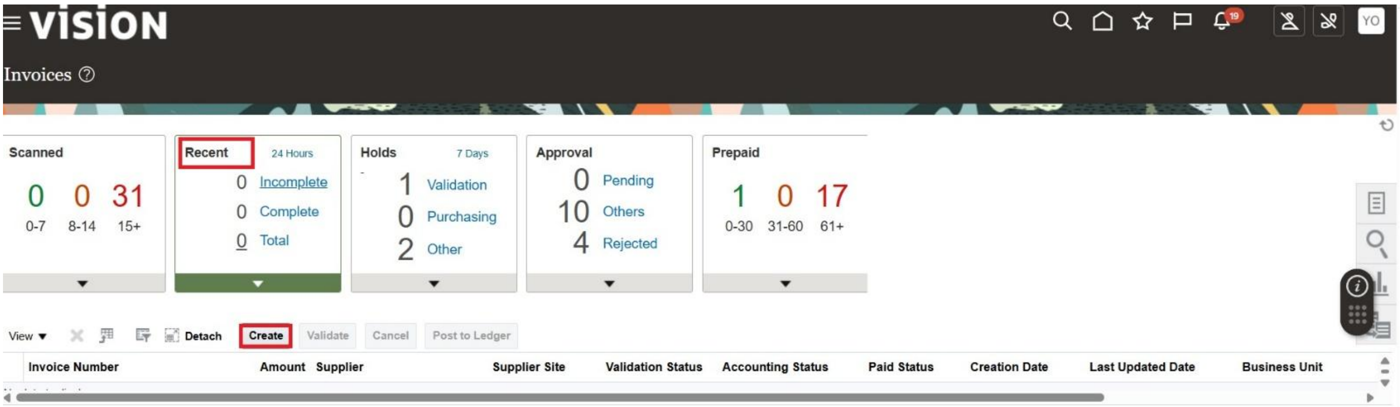
Home page Click Payables Open Invoice



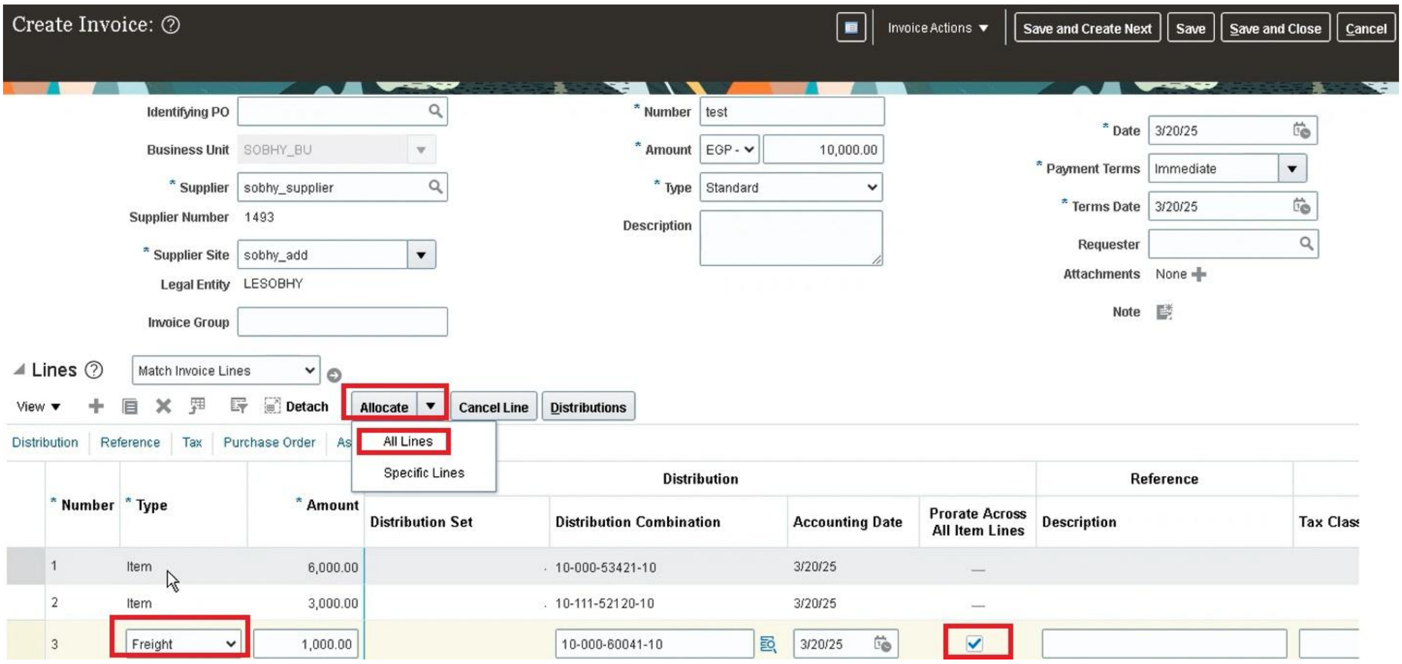
Open Task Panel Click Create invoice



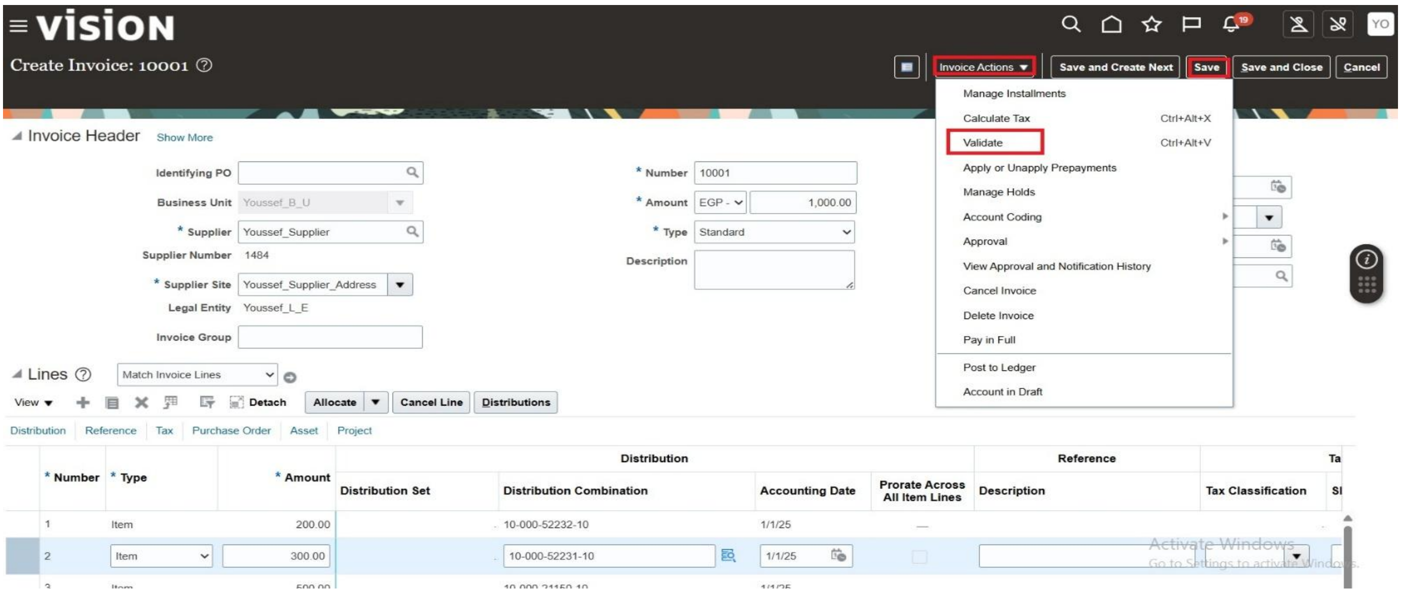
Or Click Recent in Info Tiles — Click Create



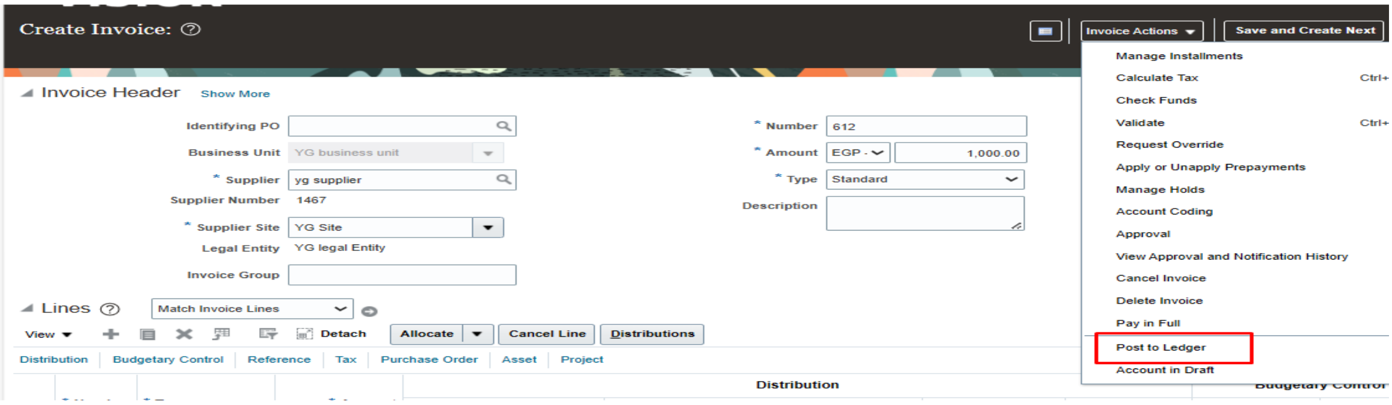
Fill Invoice Data



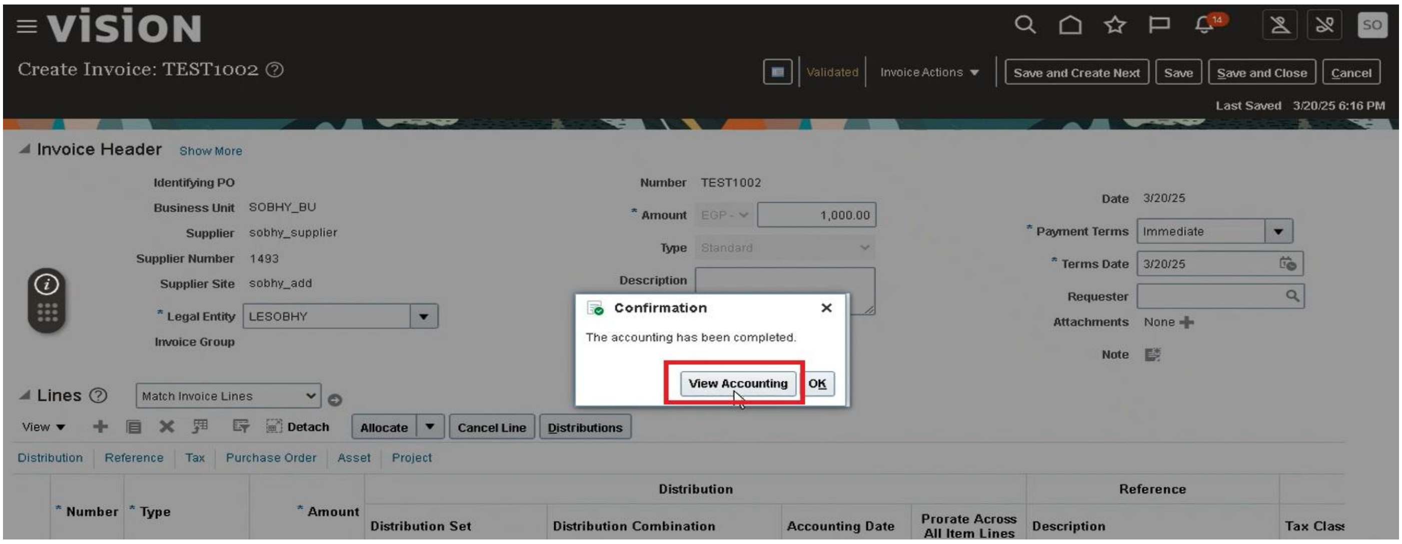
Click Validate — Click Save



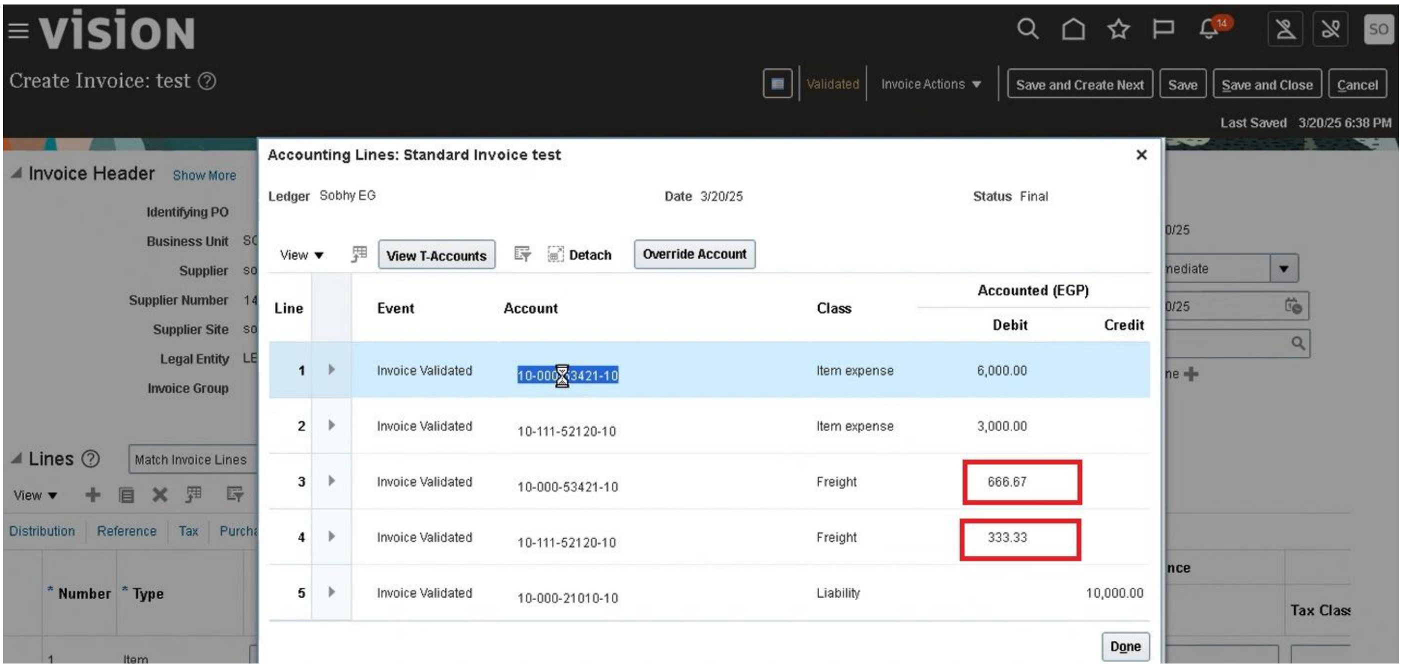
Click Post to Ledger



Click View Accounting



Check Results

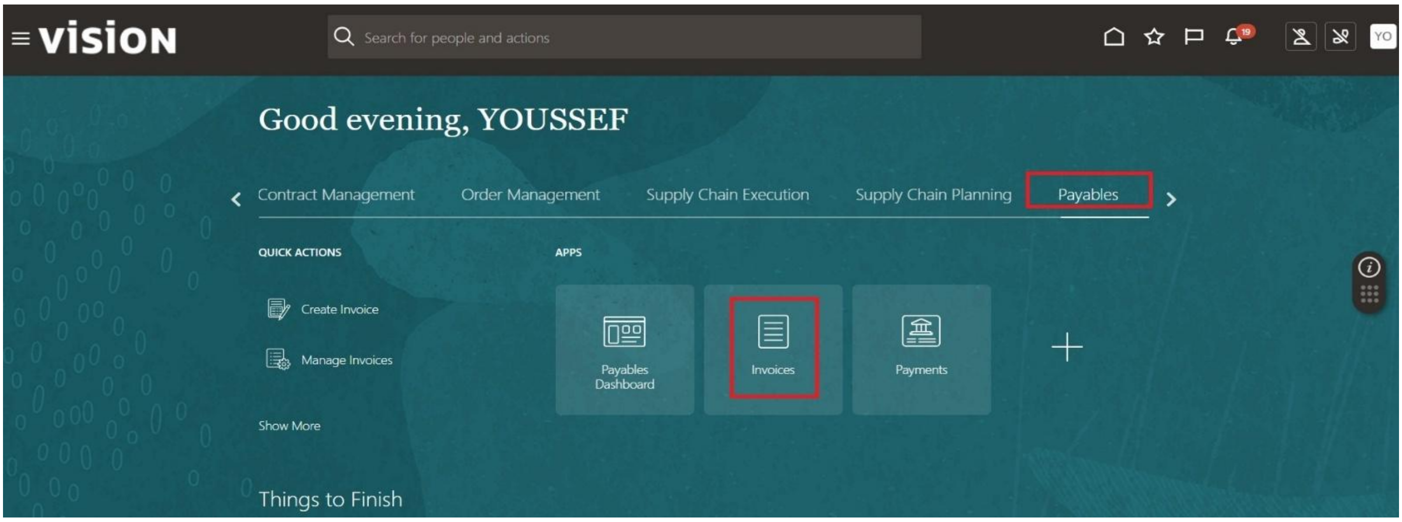


How to Create Debt Memo?

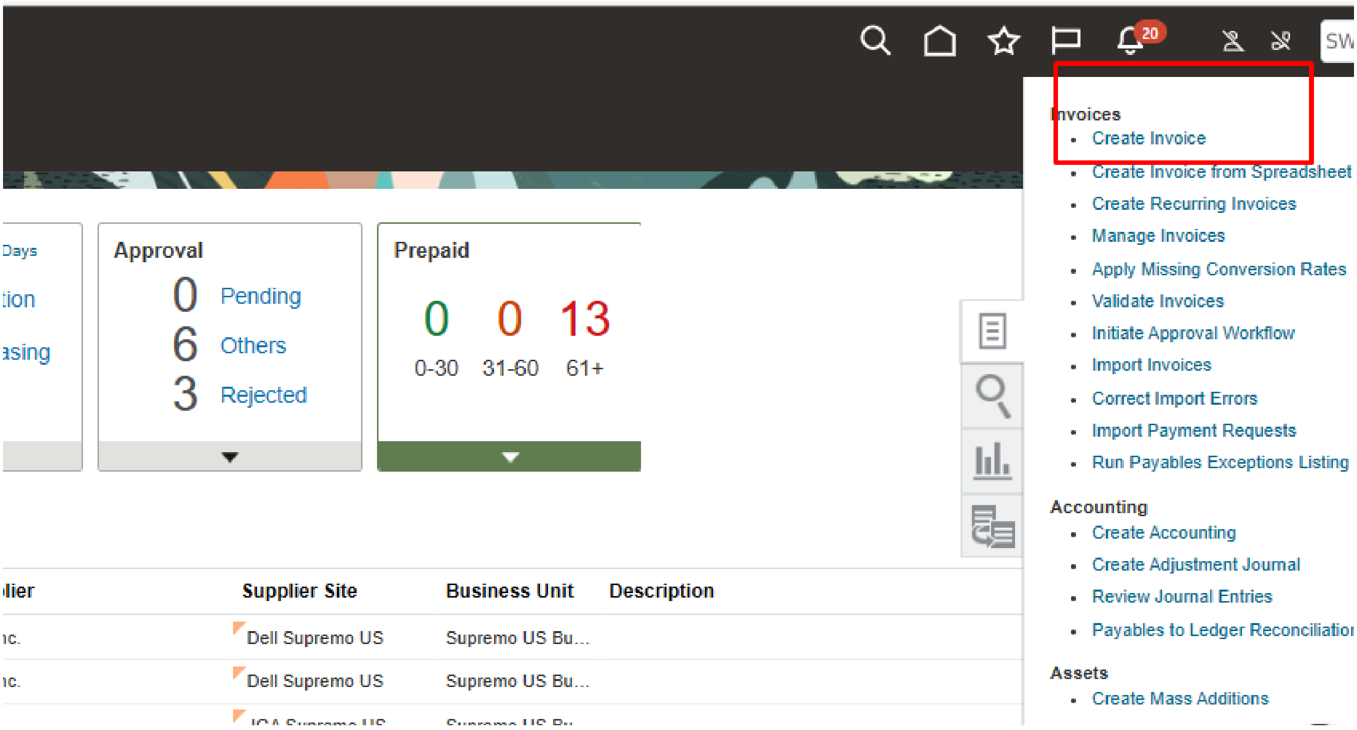
Important Notes:

- 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.

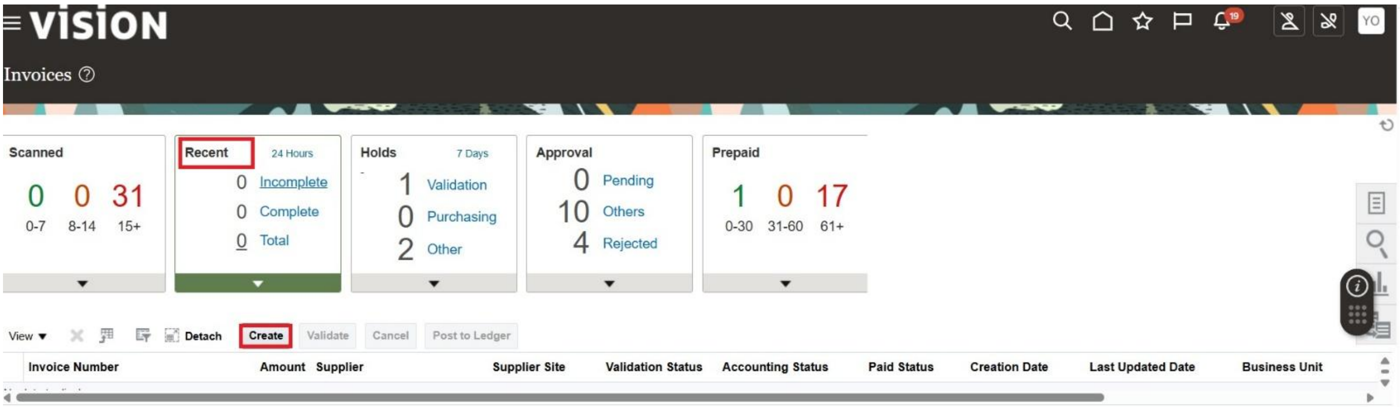
Home page Click Payables Open Invoice



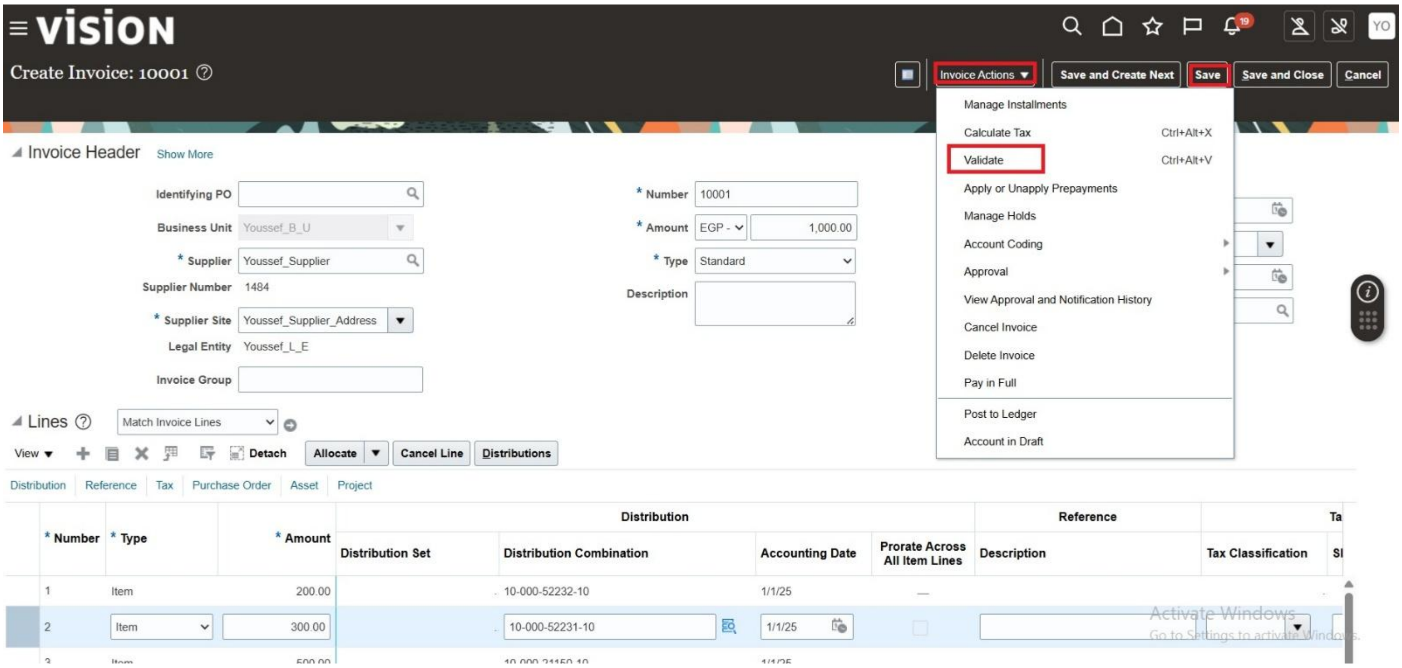
Open Task Panel Click Create invoice



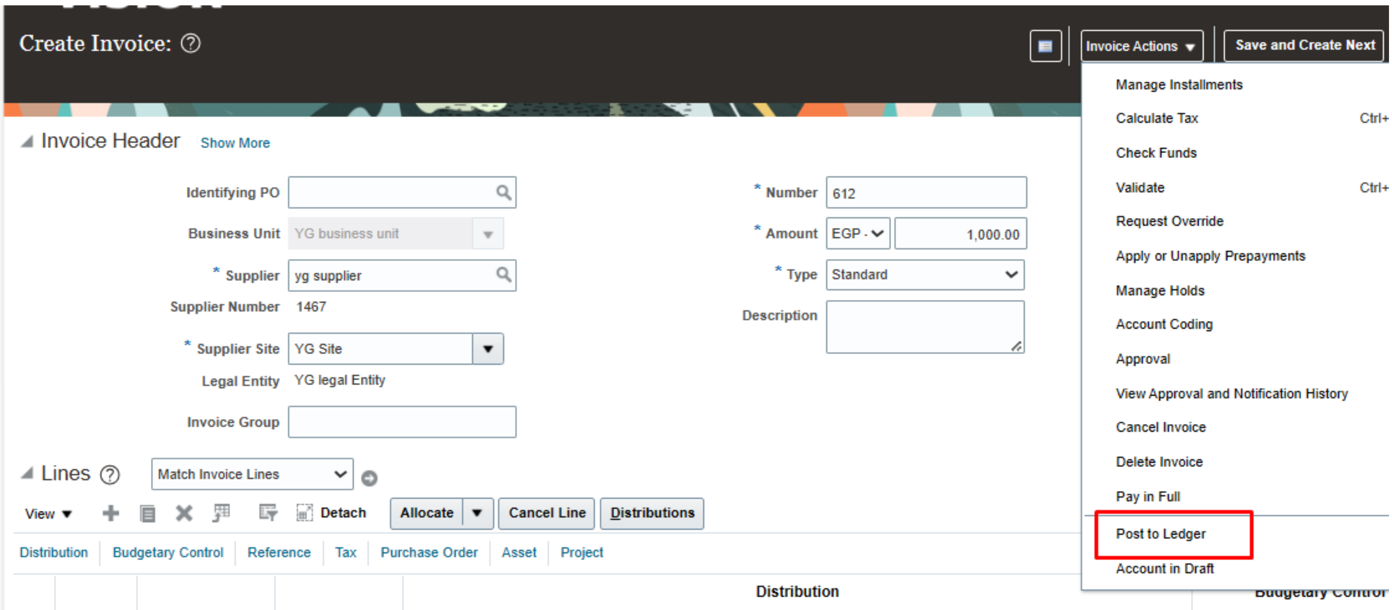
Or Click Recent in Info Tiles   Click Create



Write Data Required   Save   Invoice Action   Validate

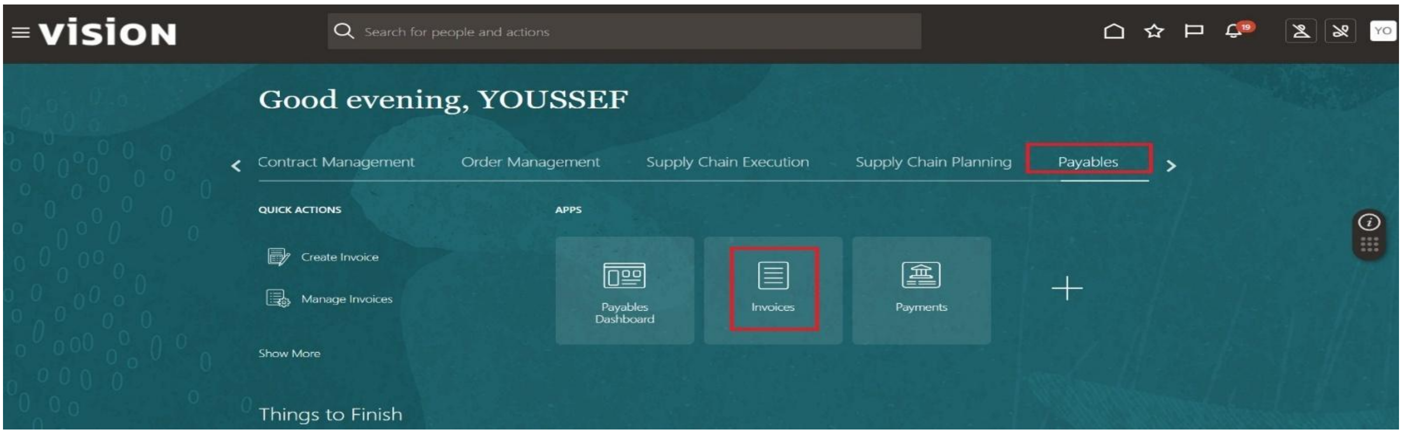


Click Post to Ledger

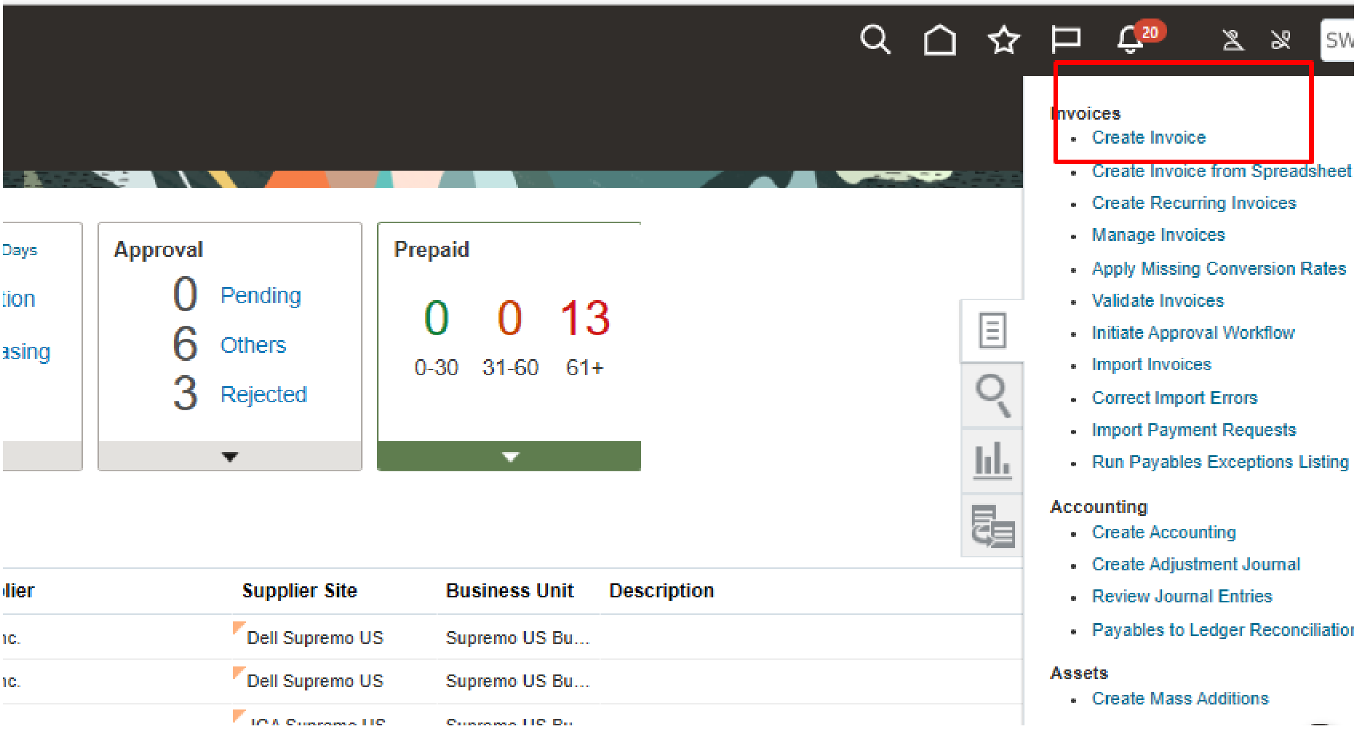


ORACLE FUSION

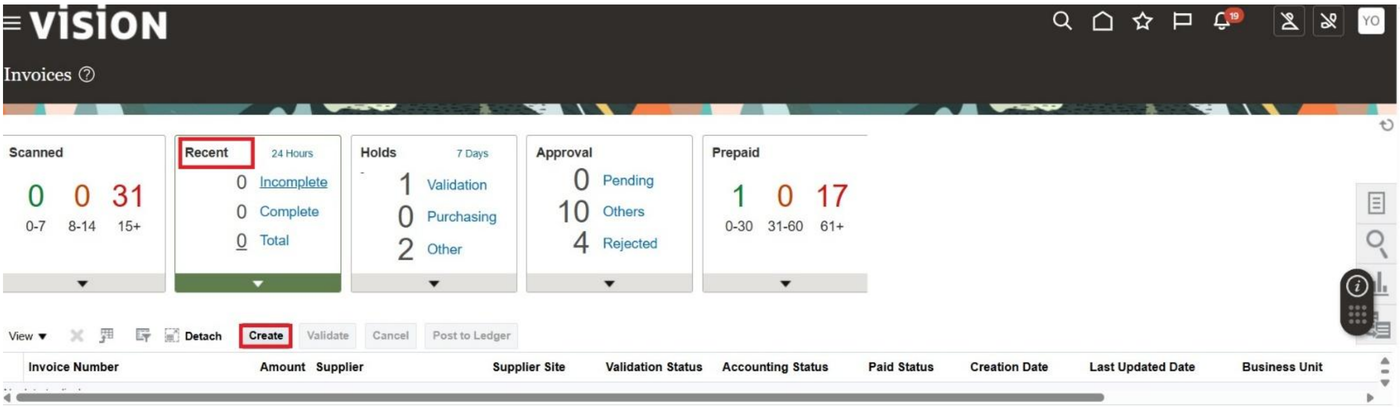
Home page Click Payables Open Invoice



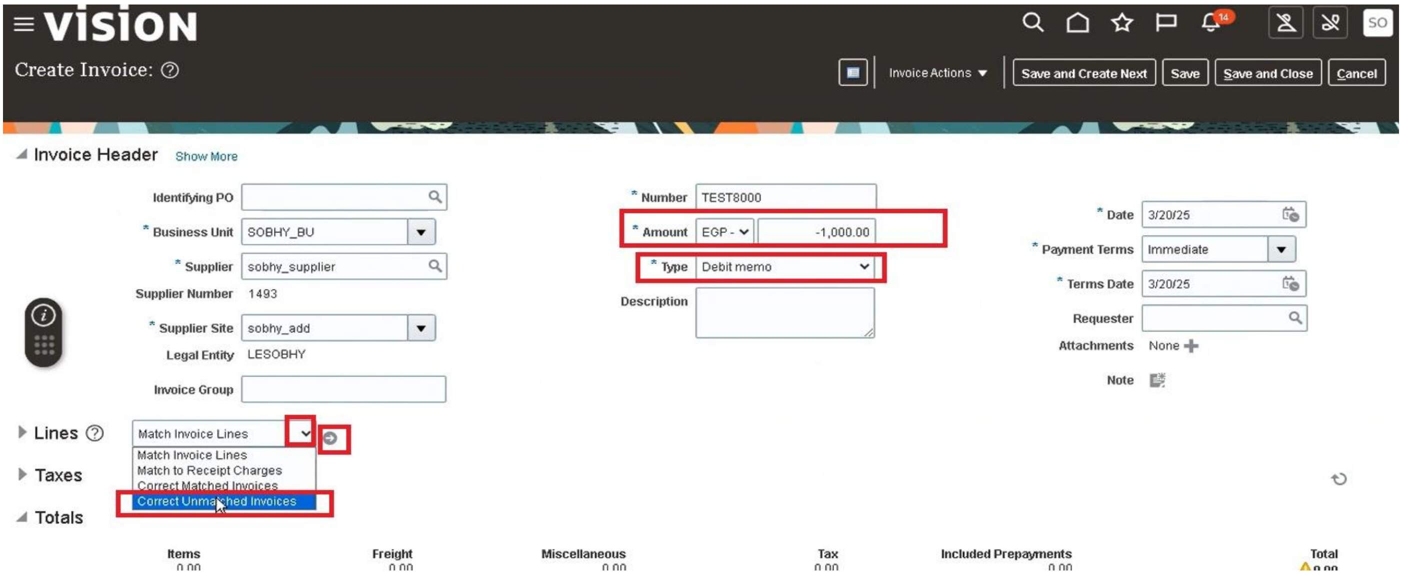
Open Task Panel Click Create invoice



Or Click Recent in Info Tiles Click Create

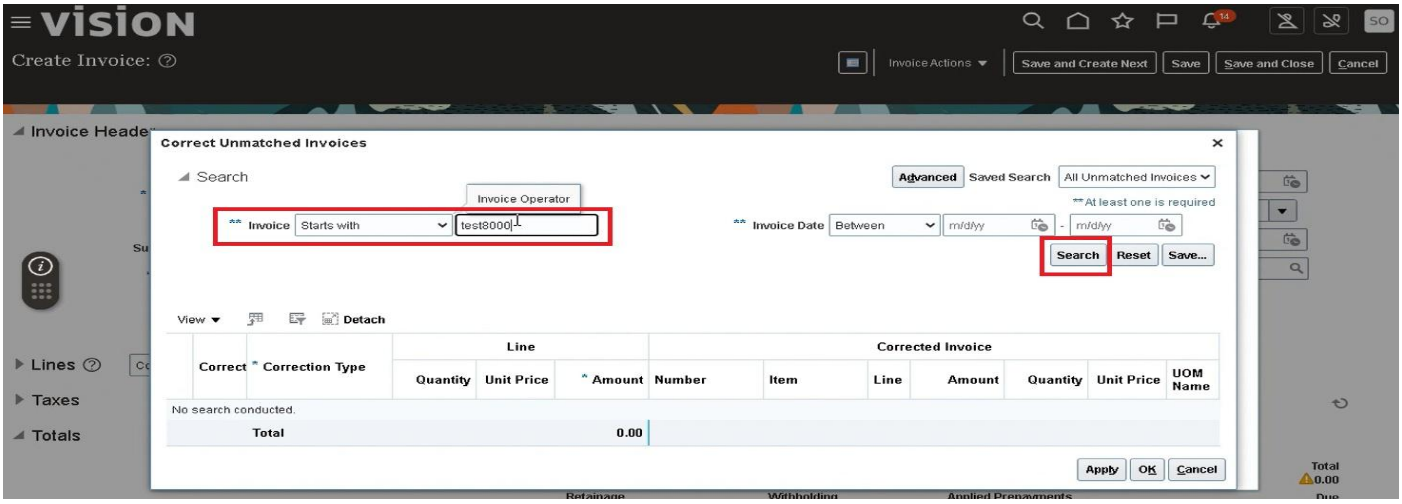


Fill Invoice Data

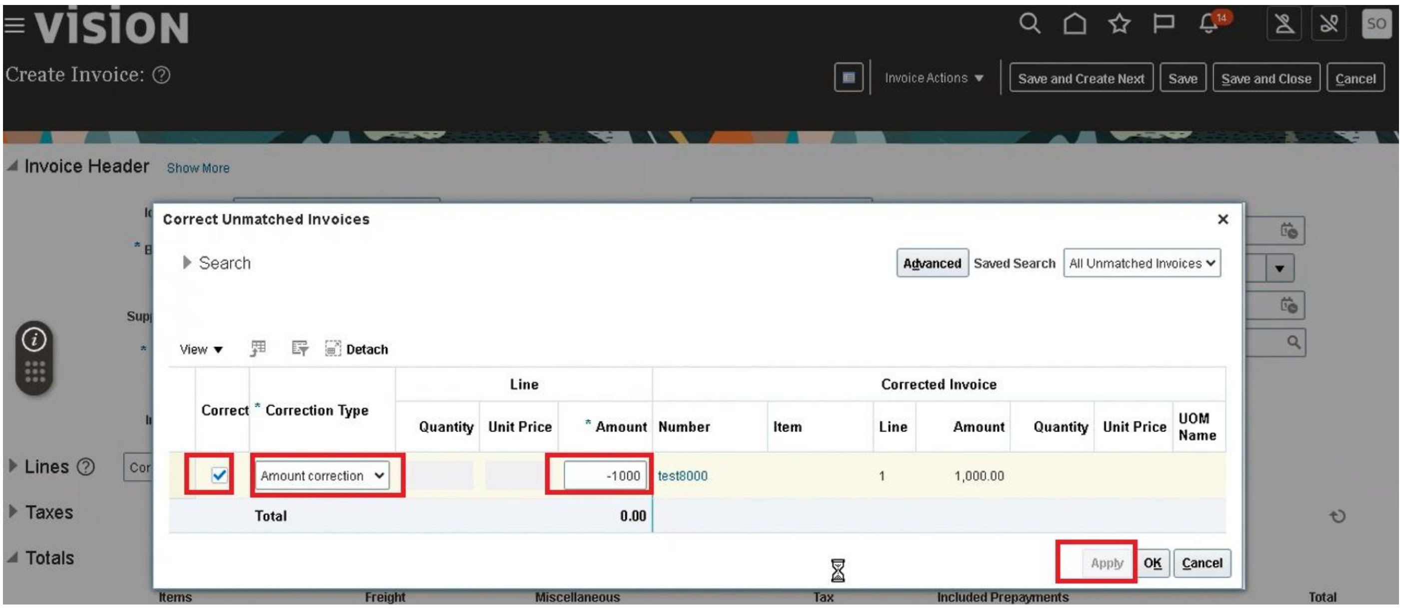


Search About Invoice

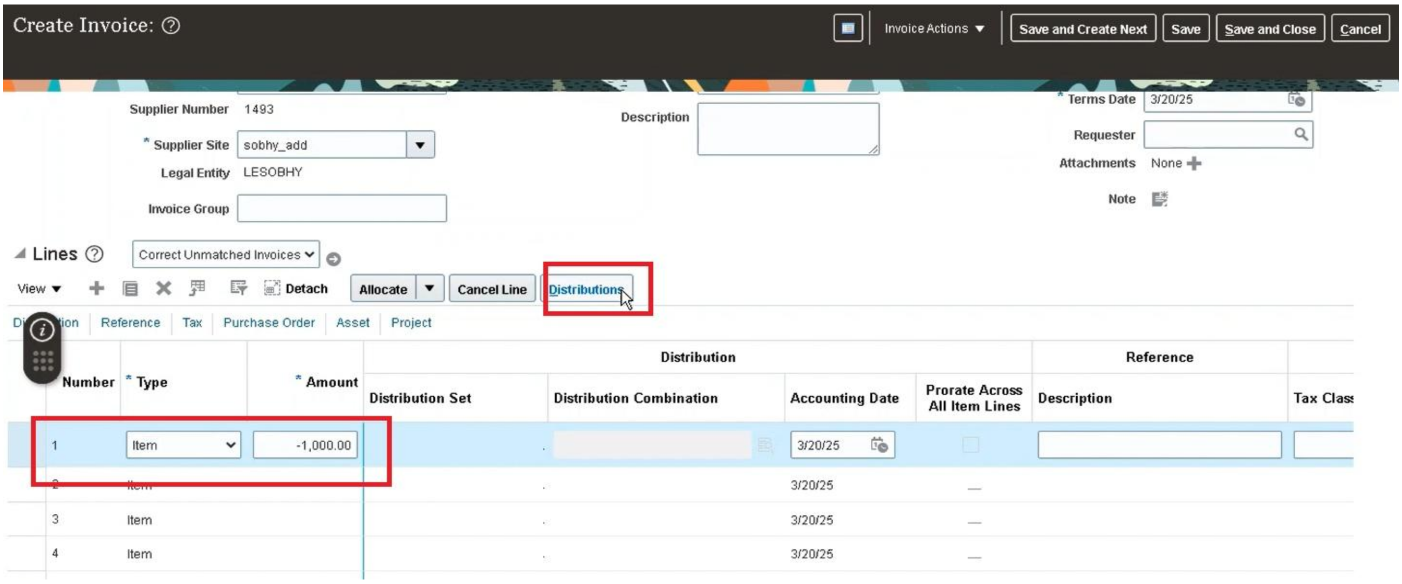
Click Search



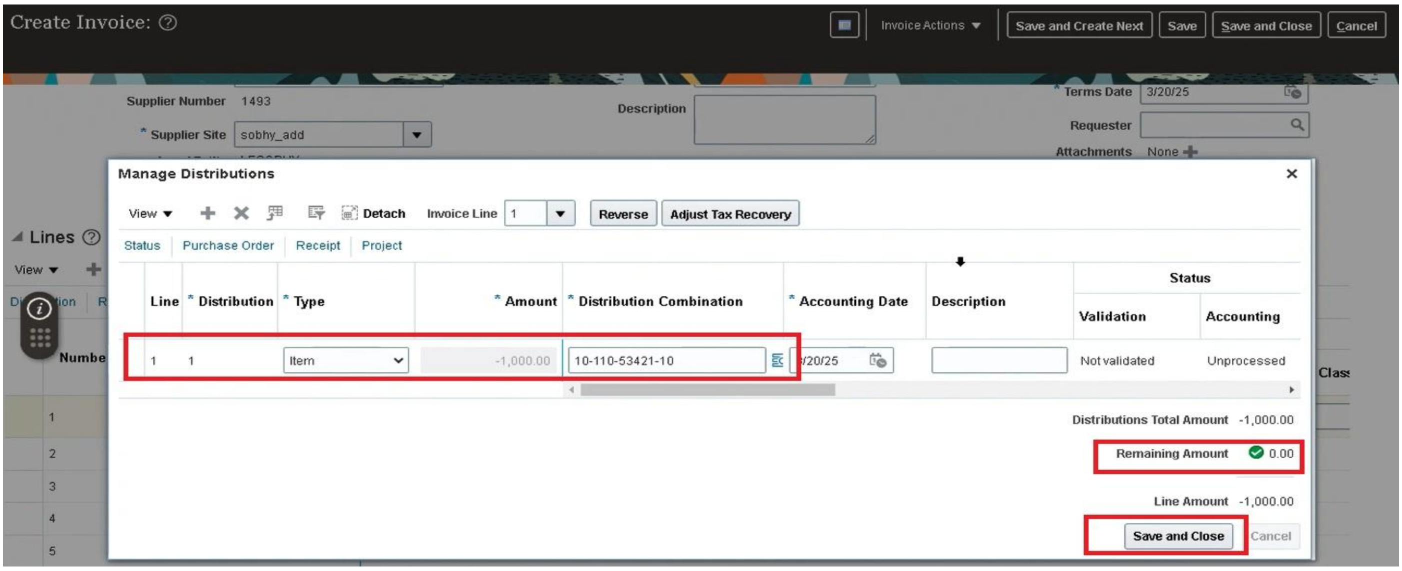
Fill Data to memo



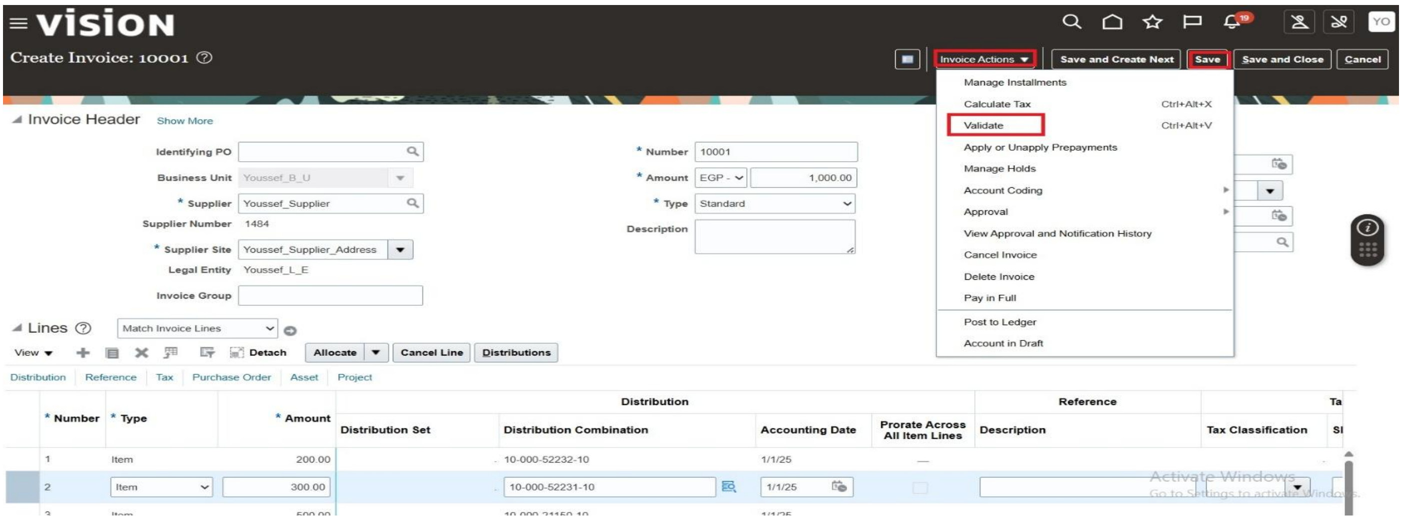
Line Insert Automatic



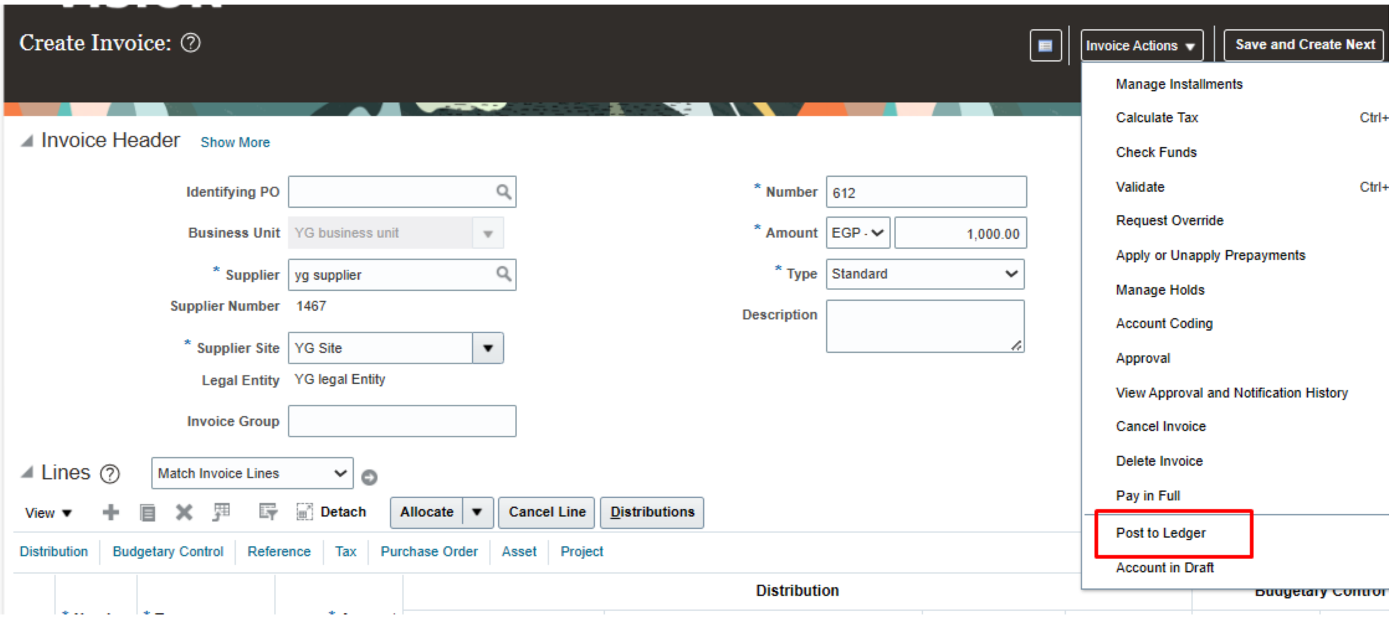
Click Distribution to Check



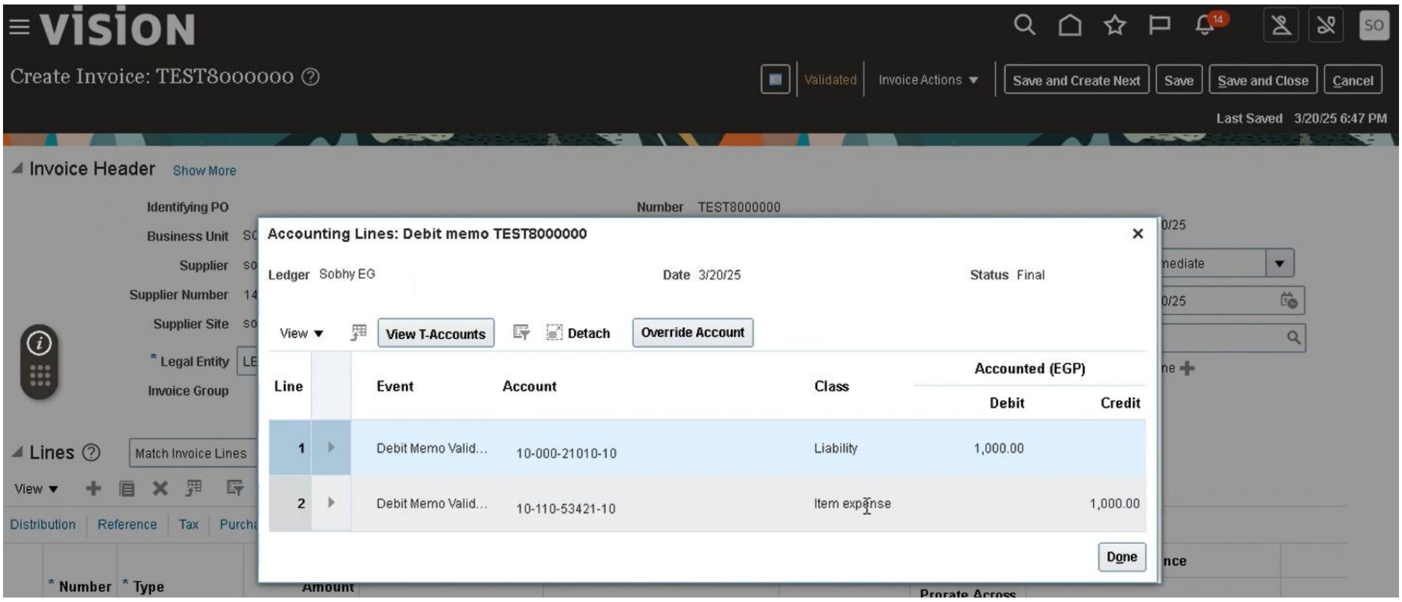
Click Save Invoice Action Validate



Click Post to Ledger

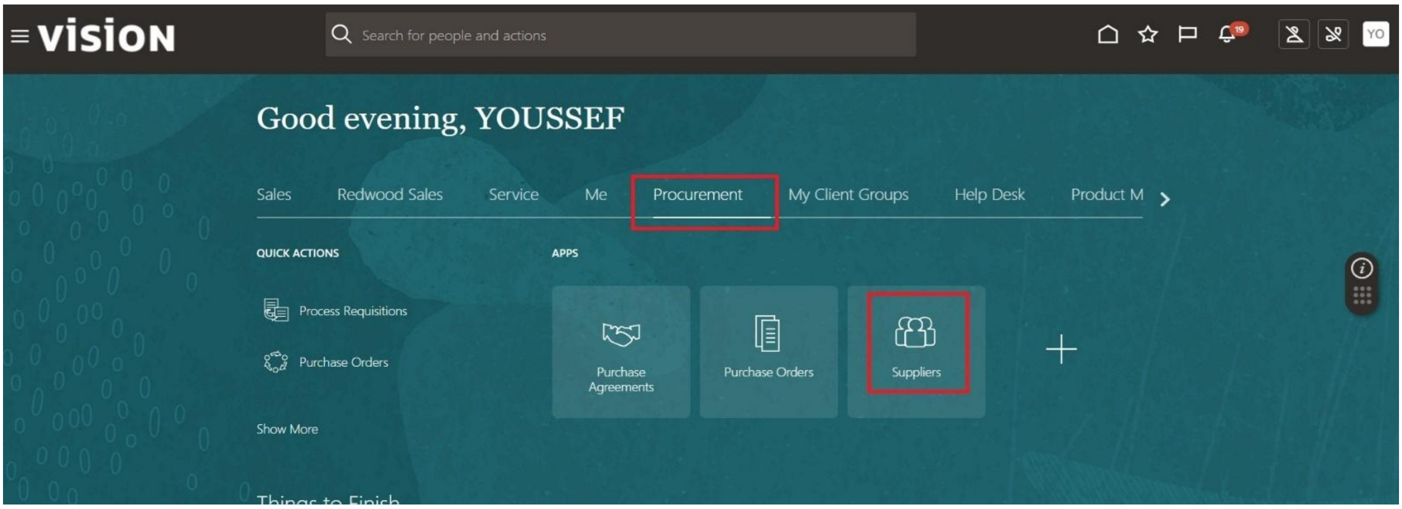


Check Account Results

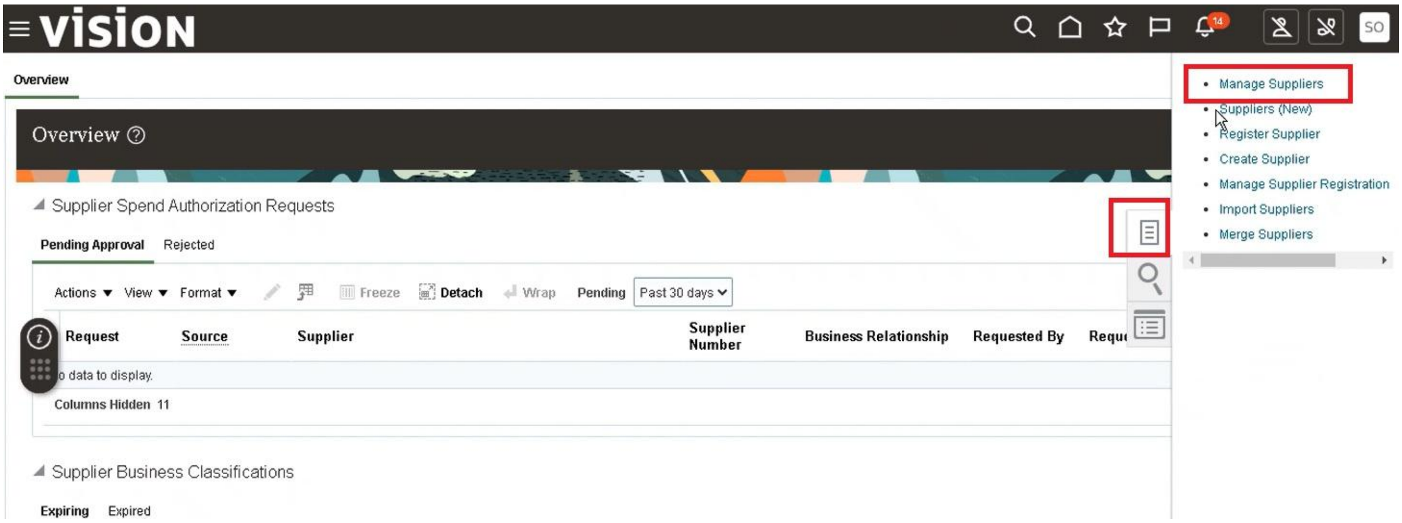


How to Custom Distribution Sets on Supplier?

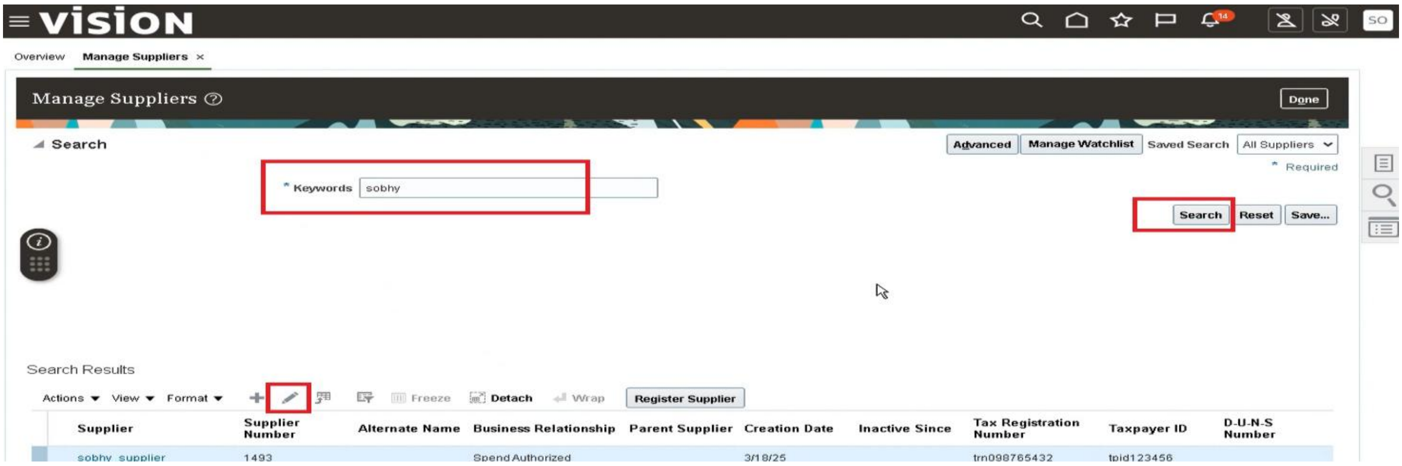
Click to Procurement Open Suppliers



Open task panel Click to Manage Suppliers

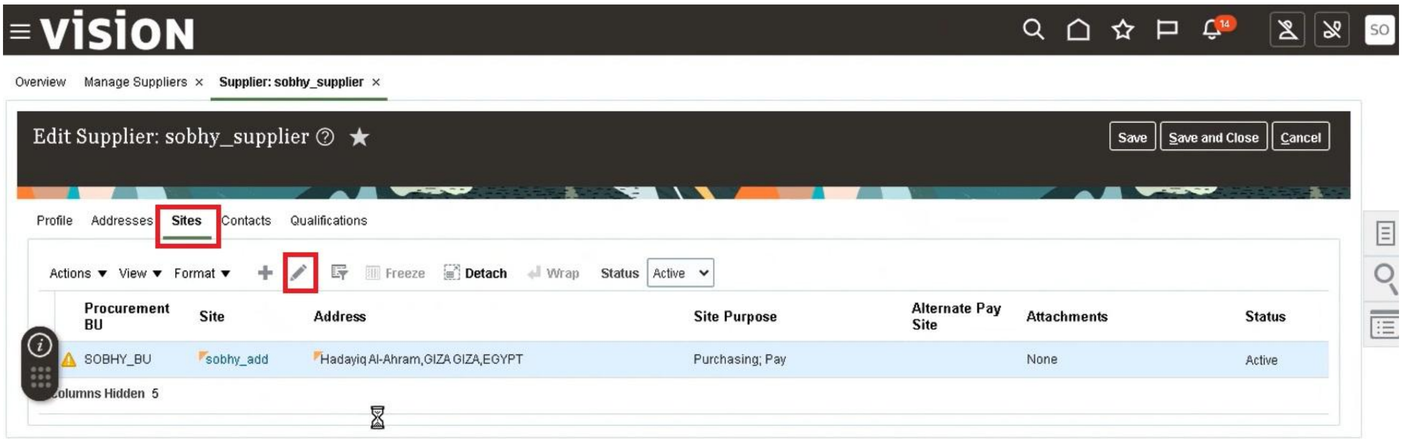


Search about Supplier Click Edit



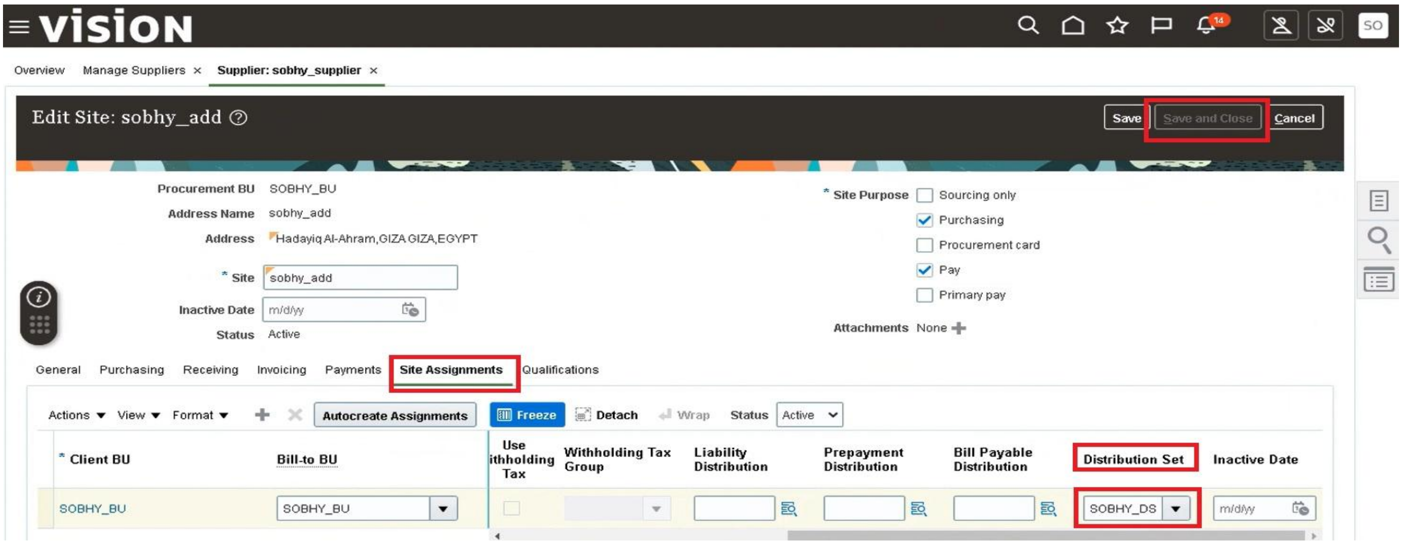
Click on Sites

Click Edit



Choose Distribution Sets

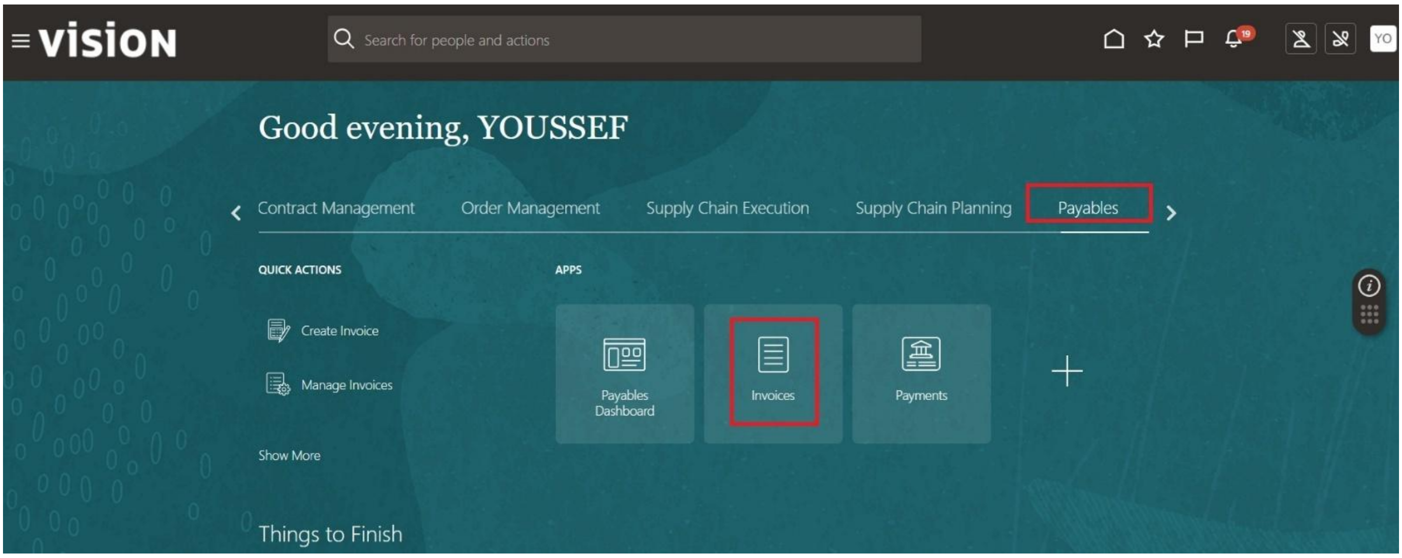
Click Save and Close



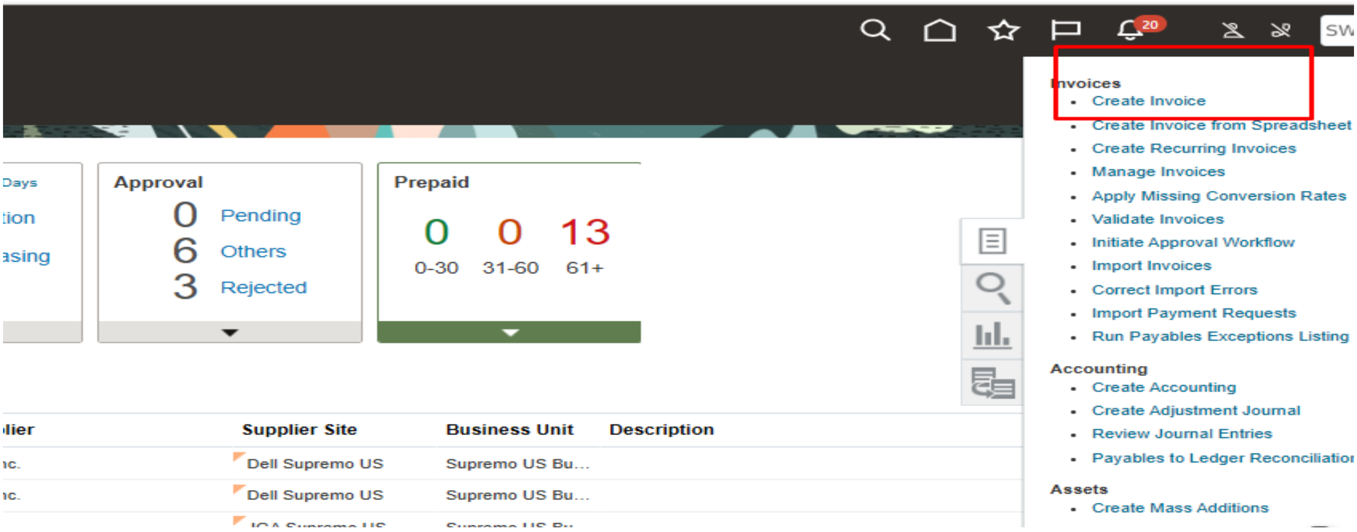
Home page

Click Payables

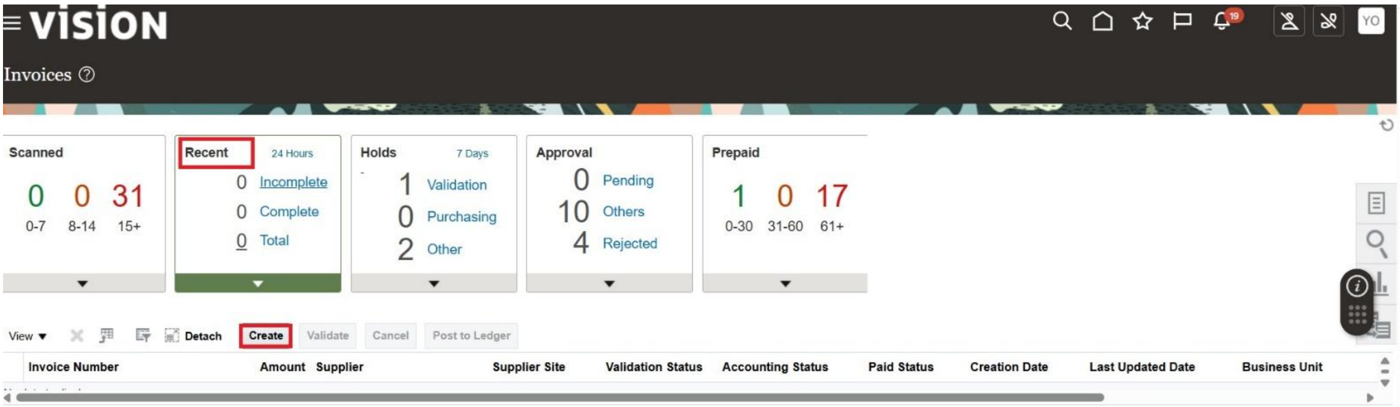
Open Invoice



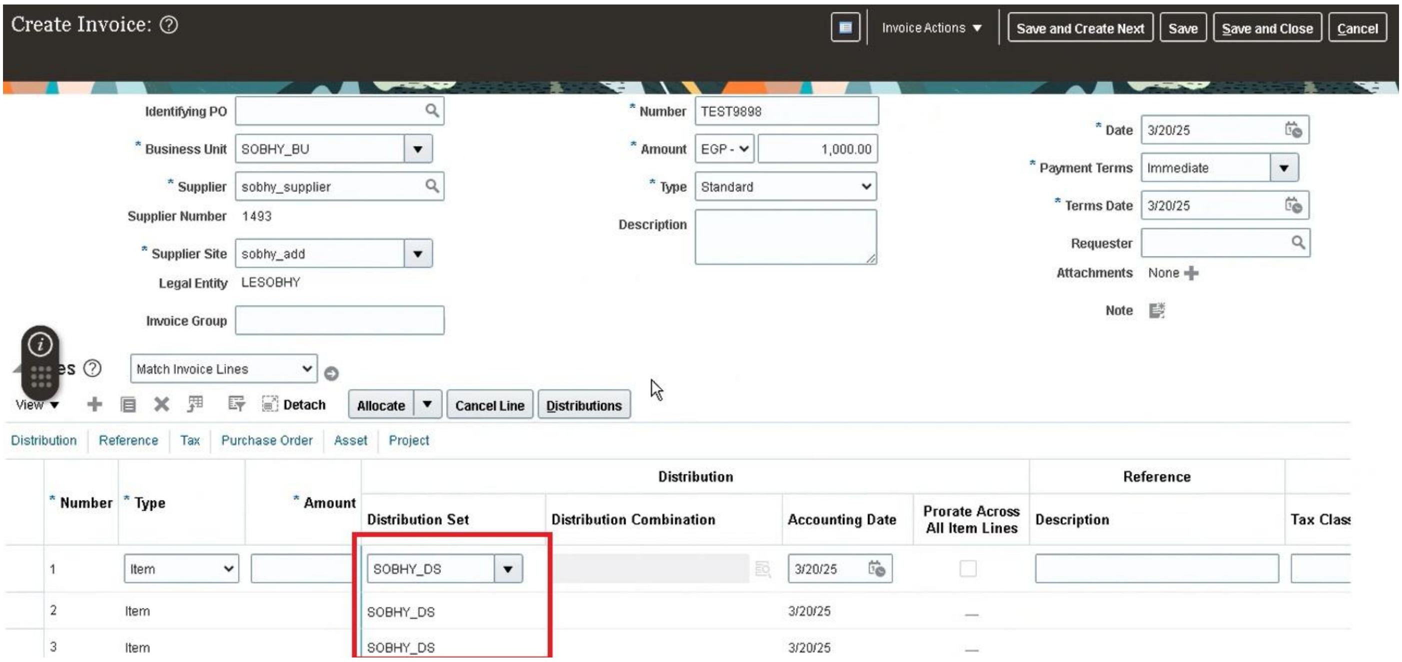
Open Task Panel Click Create invoice



Or Click Recent in Info Tiles Click Create



Fill Invoice Data Open Line and Check

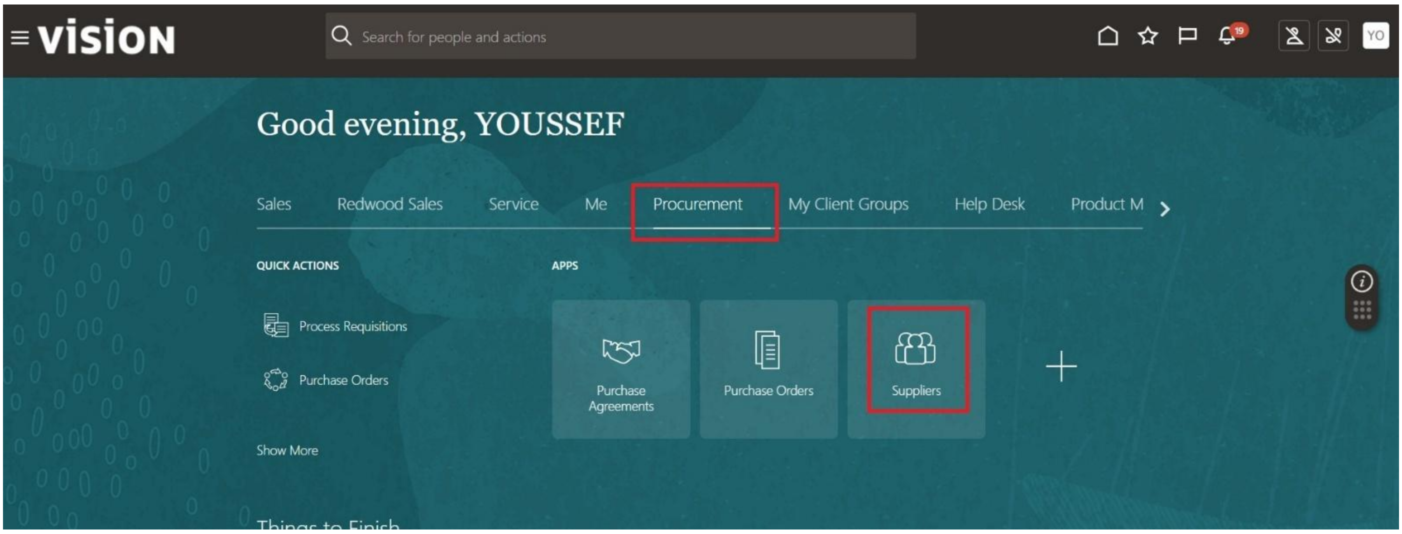


How to Change Liability on Supplier Site Level?

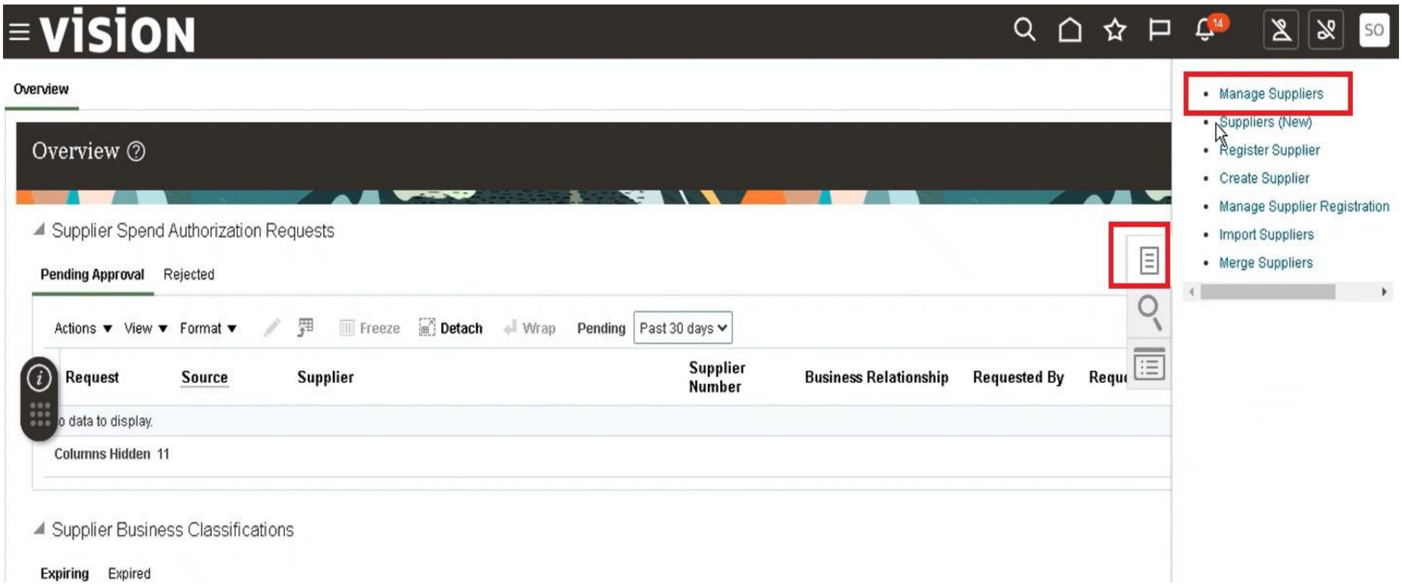
Important Notes:

- 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

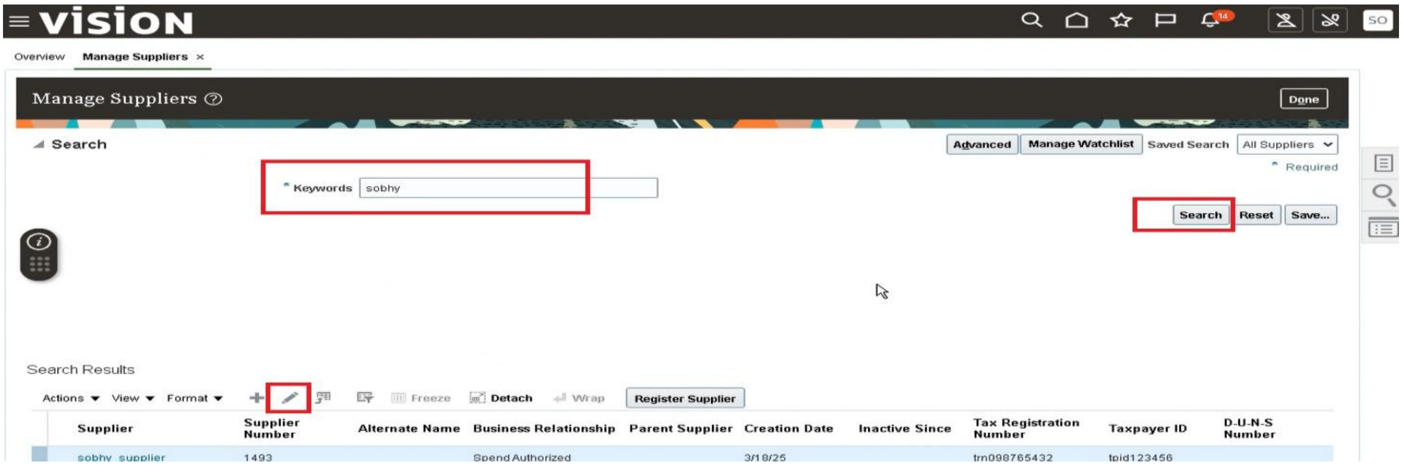


Open task panel Click to Manage Suppliers



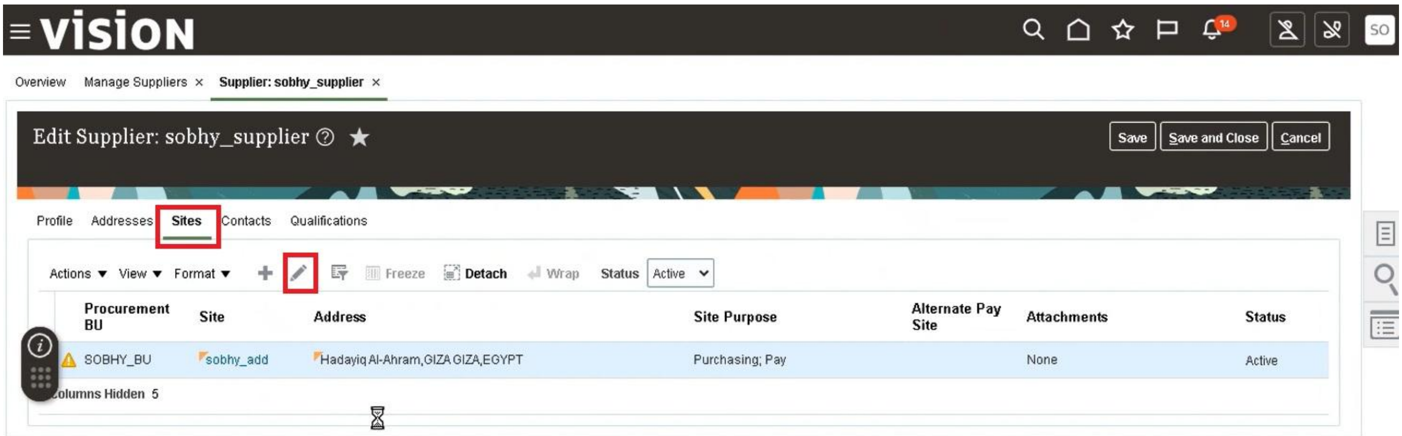
Search about Supplier

Click Edit



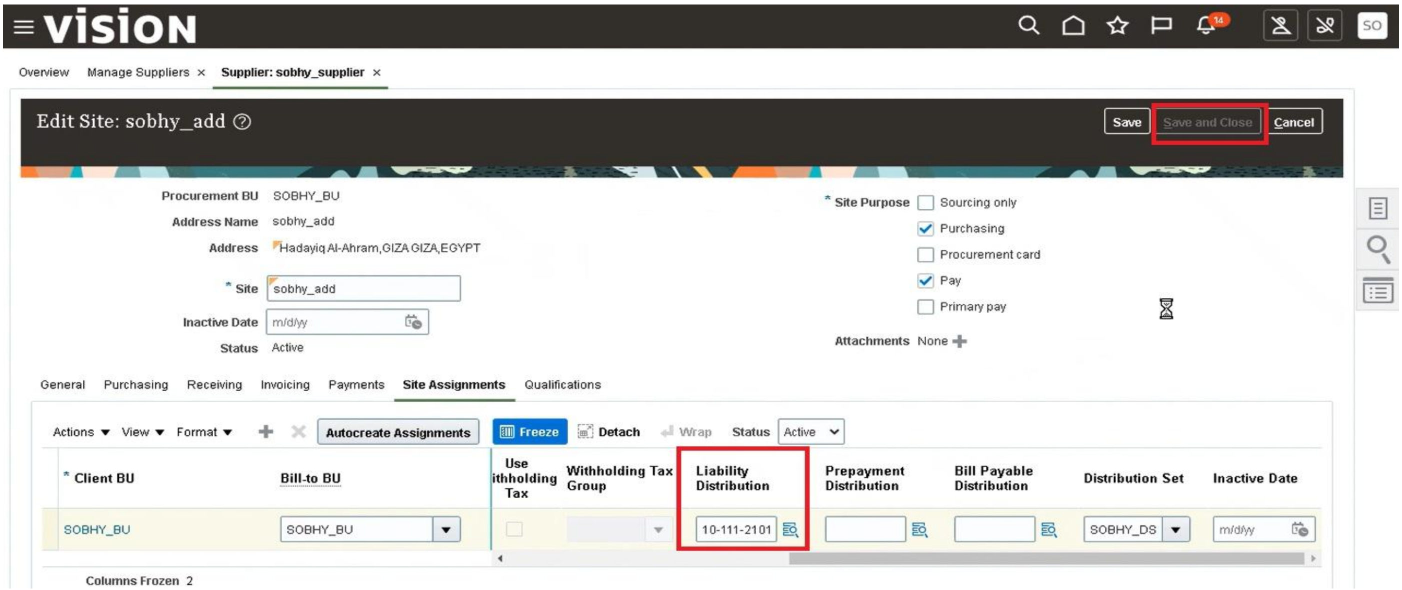
Click on Sites

Click Edit



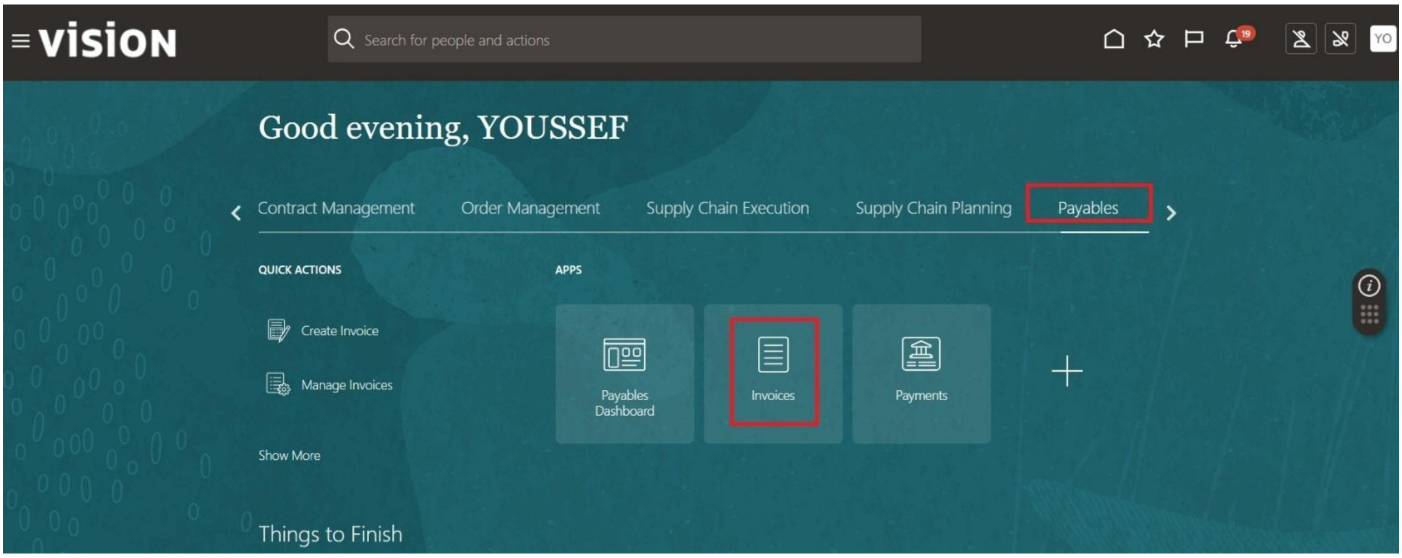
Choose Liability Distribution

Click Save and Close

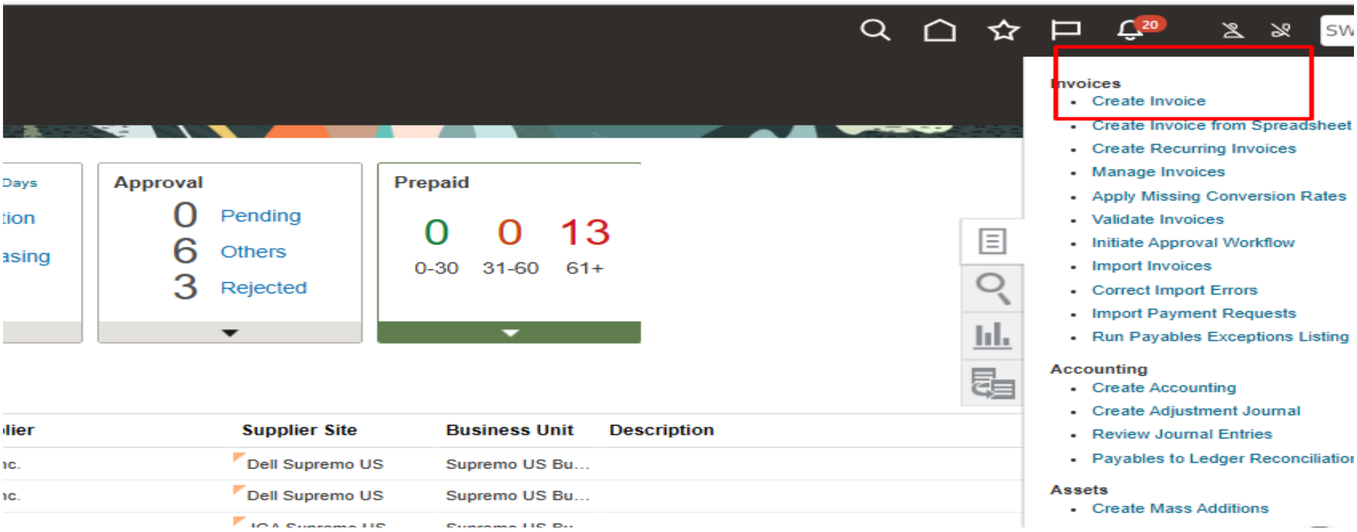


ORACLE FUSION

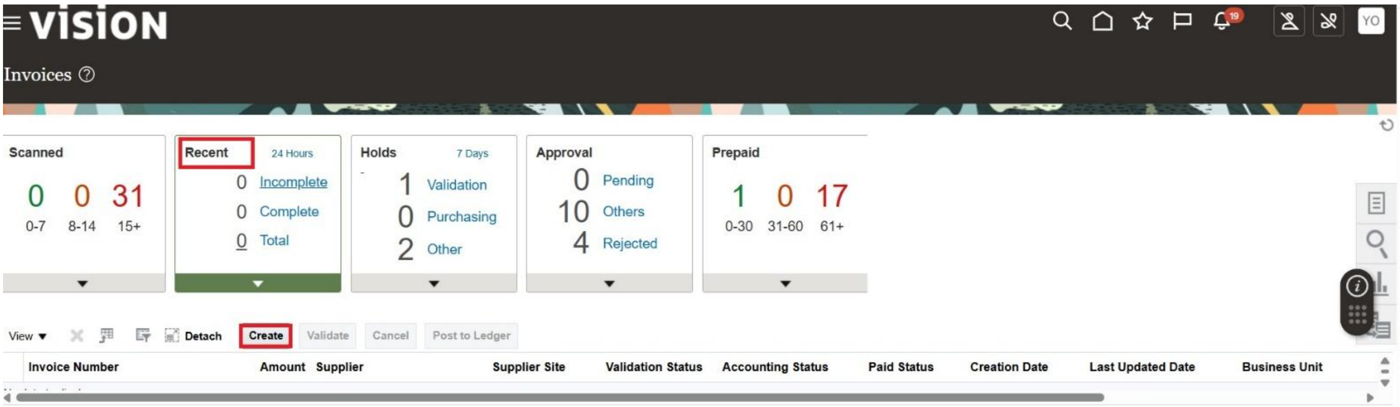
Home page   Click Payables   Open Invoice



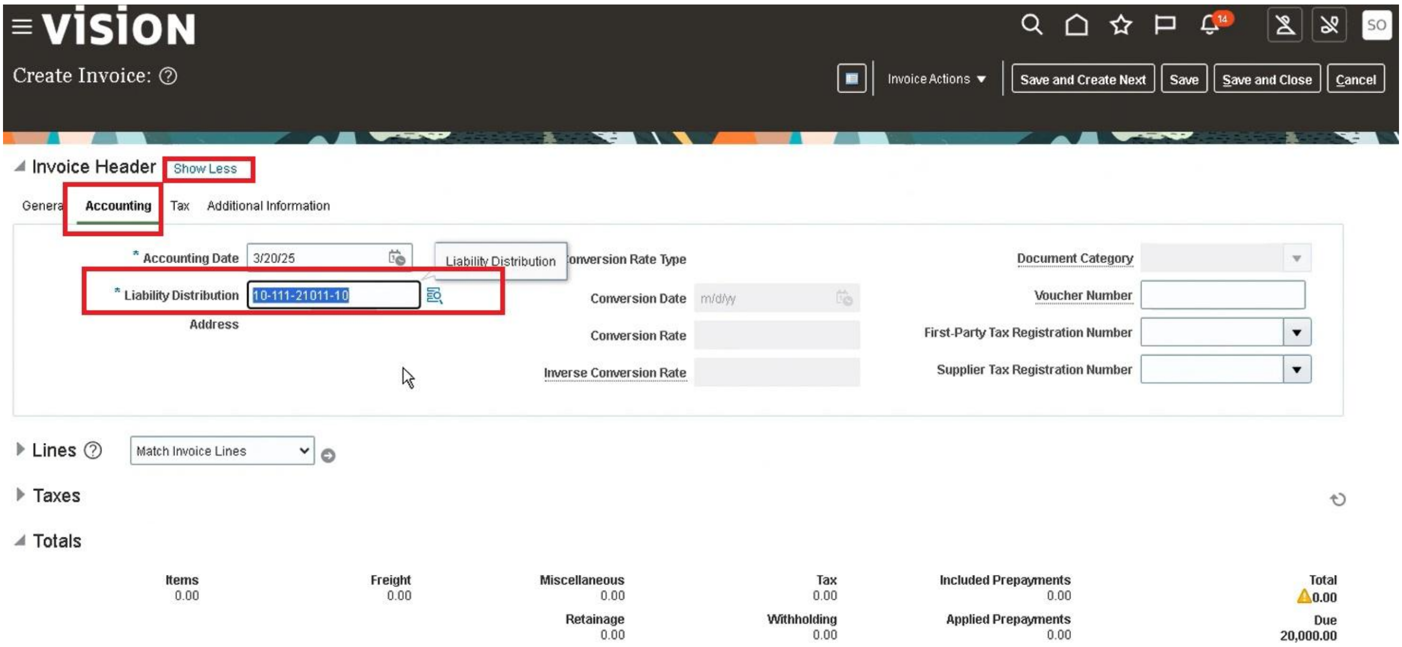
Open Task Panel   Click Create invoice



Or Click Recent in Info Tiles   Click Create



Fill Invoice Data Click Show More Check Liability Account



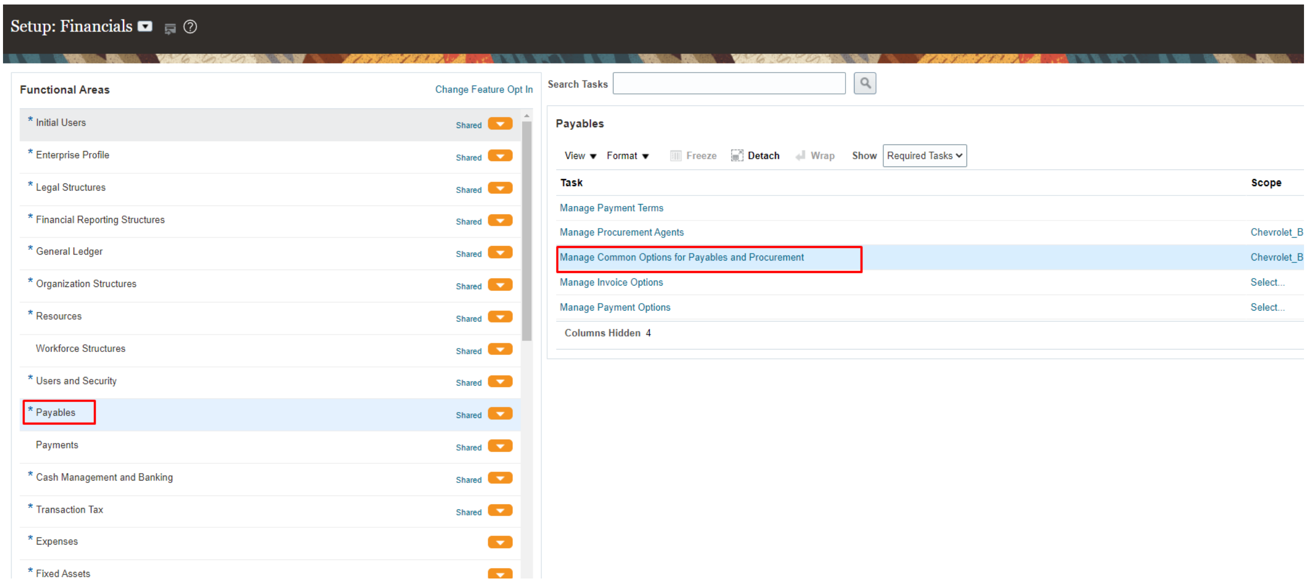
How to do Automatic Offset?

Important Notes:

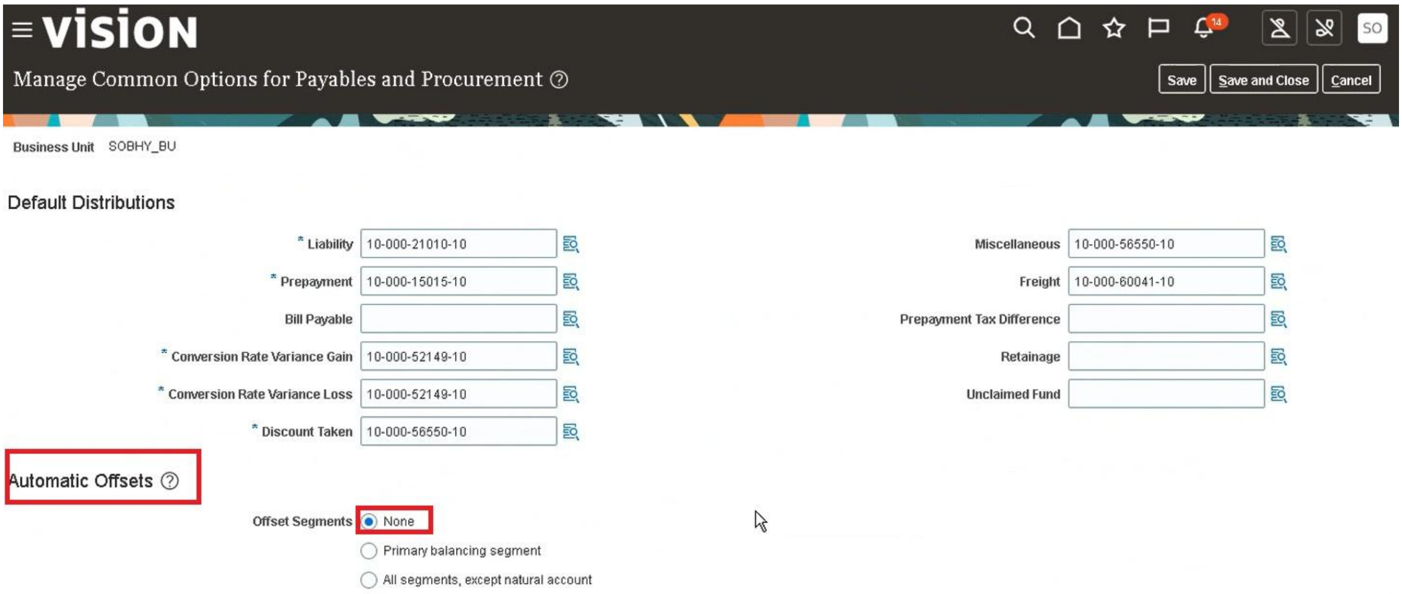
Offset Segment

- 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

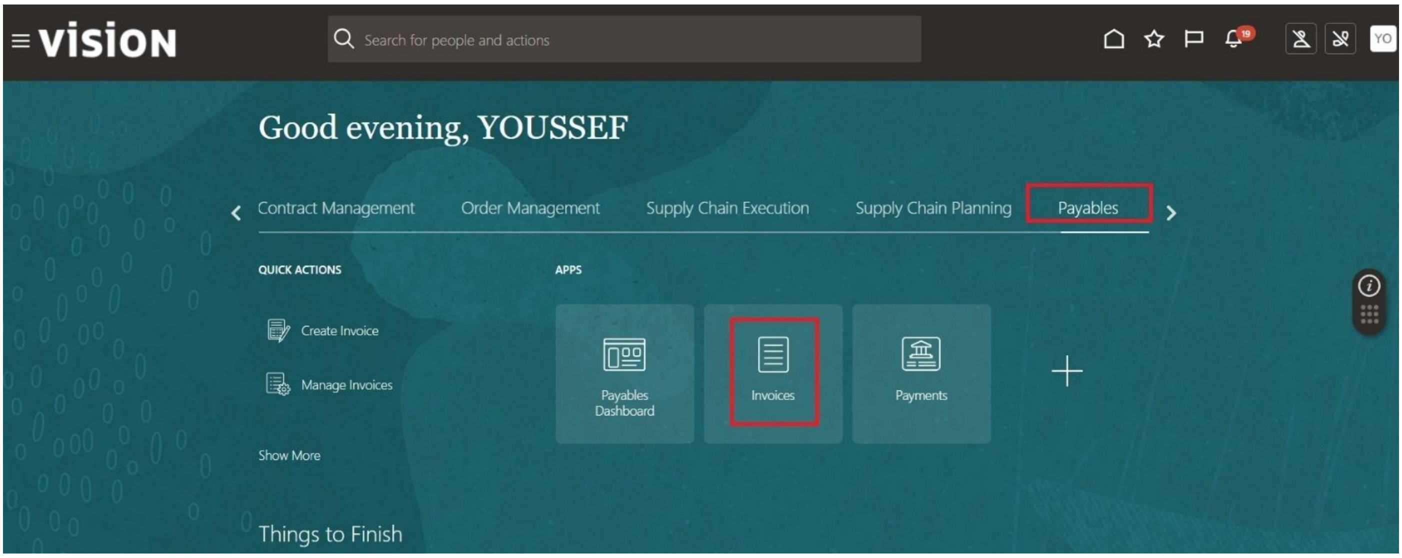


Click None Click Save and Close

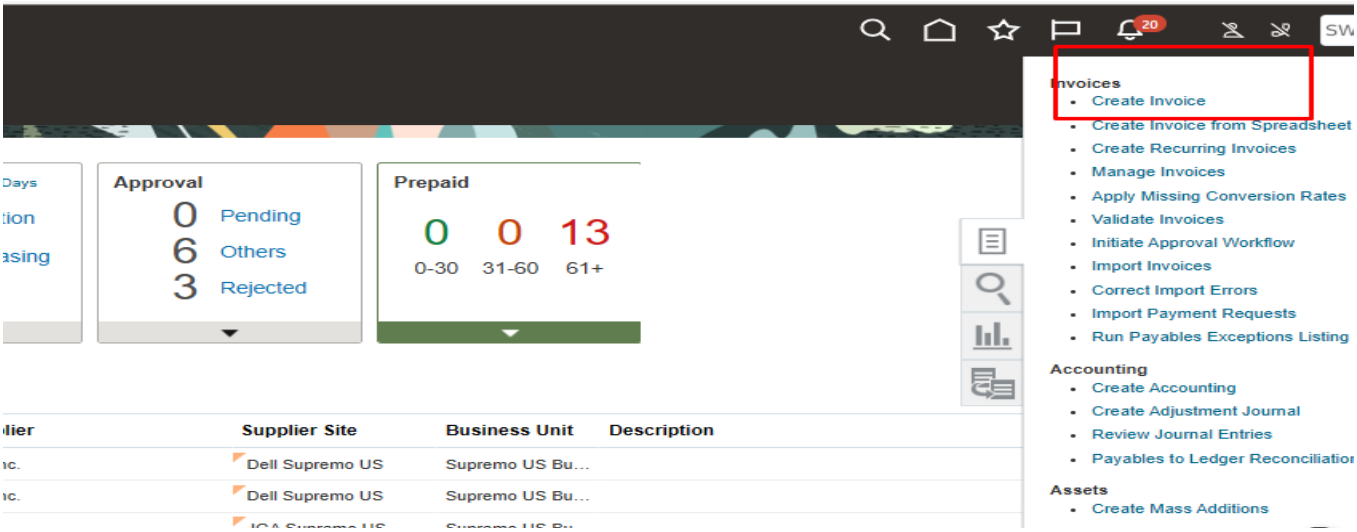


ORACLE FUSION

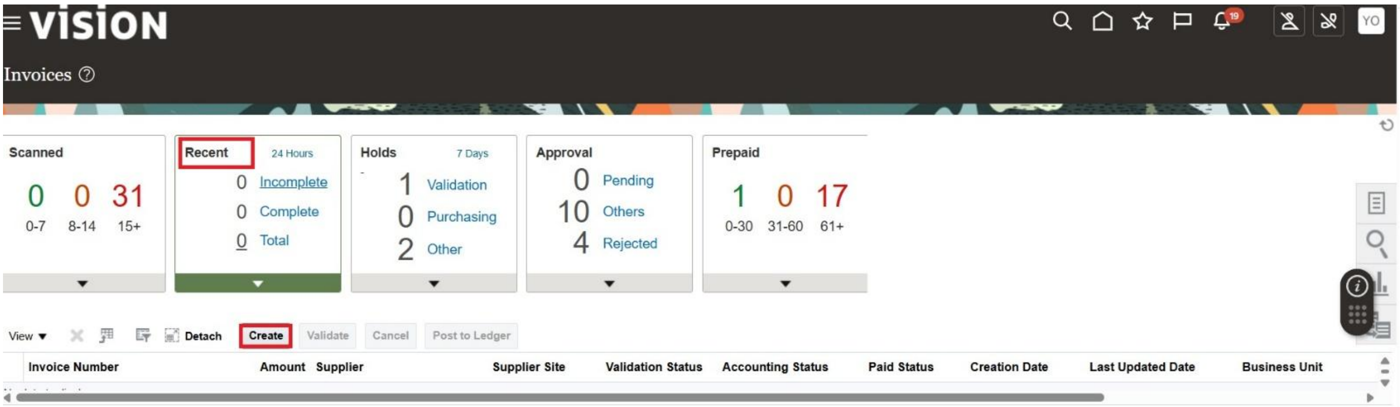
Home page | Click Payables | Open Invoice



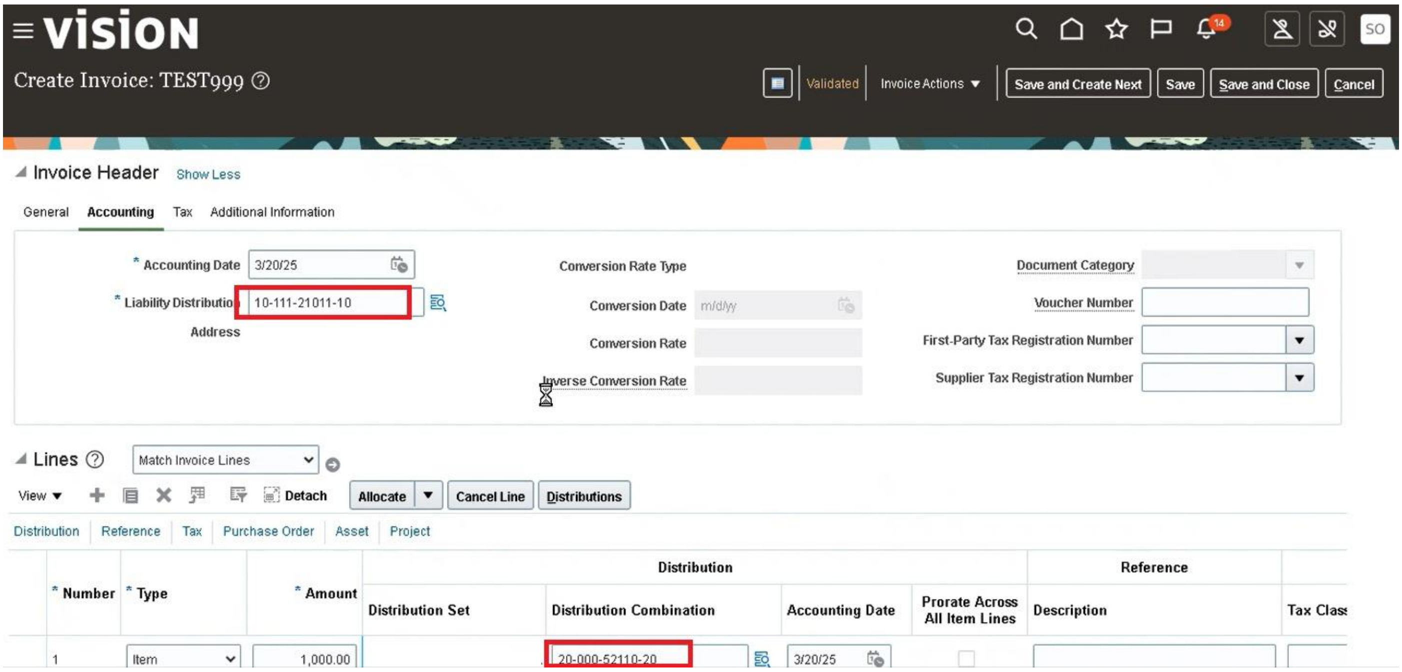
Open Task Panel | Click Create invoice



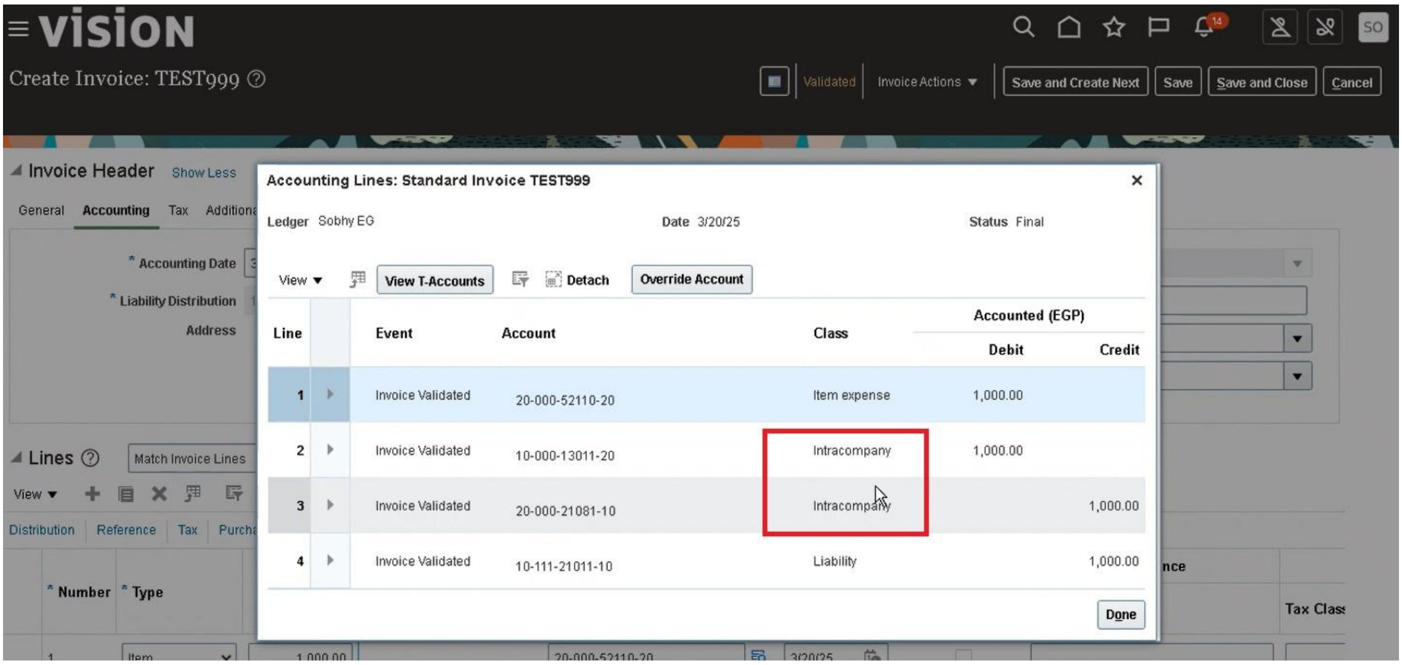
Or Click Recent in Info Tiles | Click Create



Write Another Company Validate save Post to Ledger



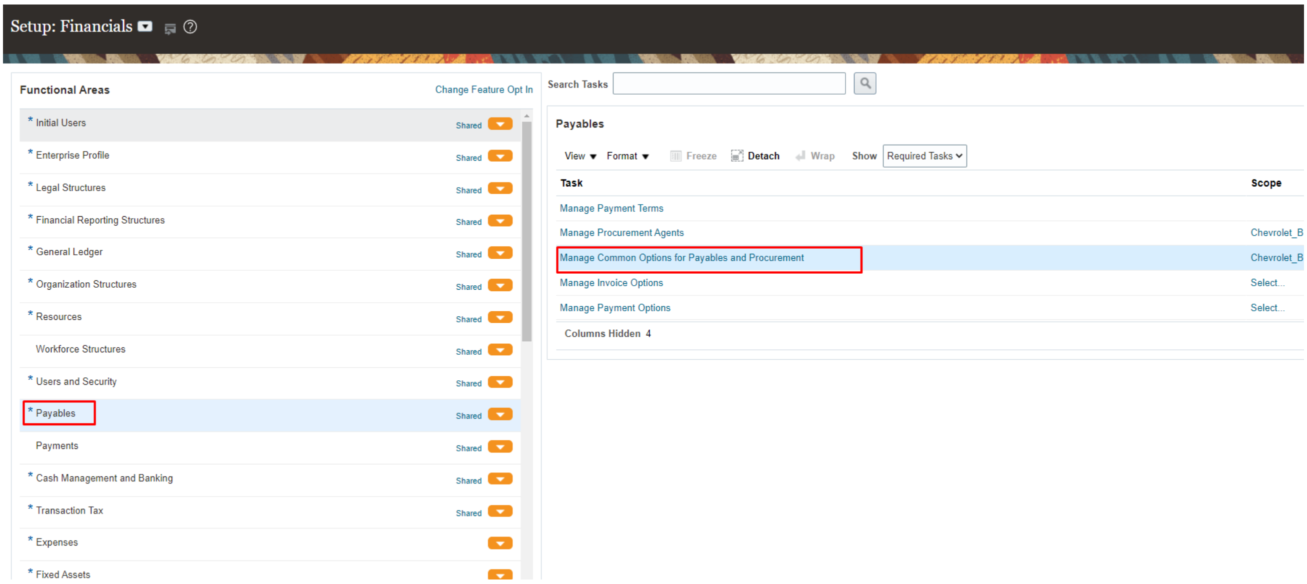
Check Results



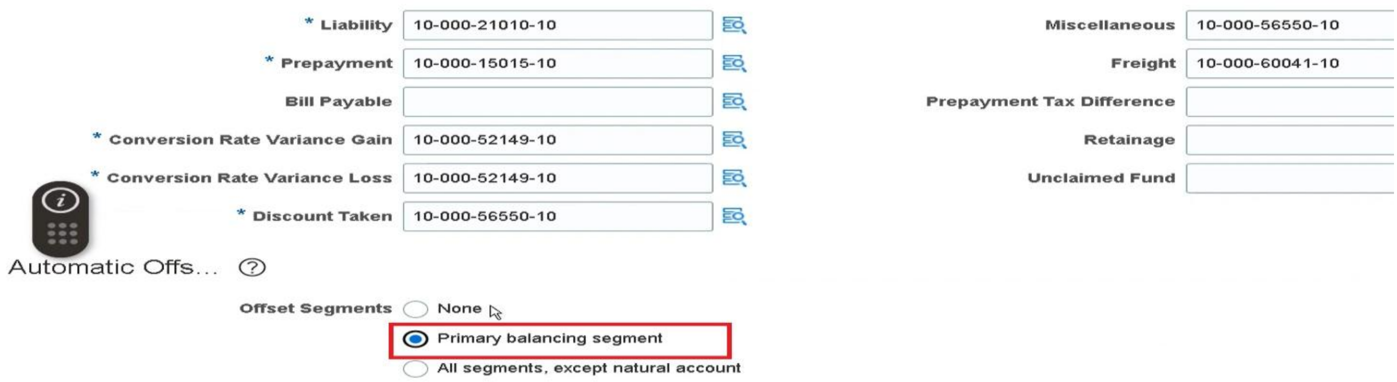
ORACLE FUSION

In Case Primary Balancing Segment

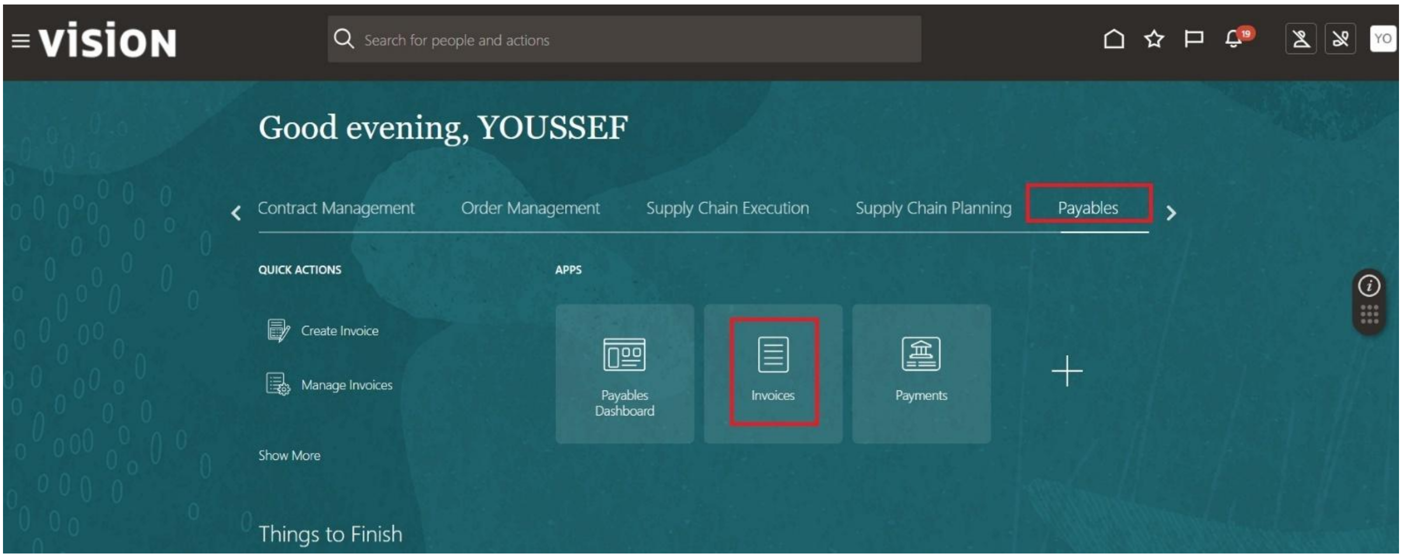
Click to Payables Click Manage Common Options for Payables and Procurement



Click Primary Balancing Segment Click Save and Close



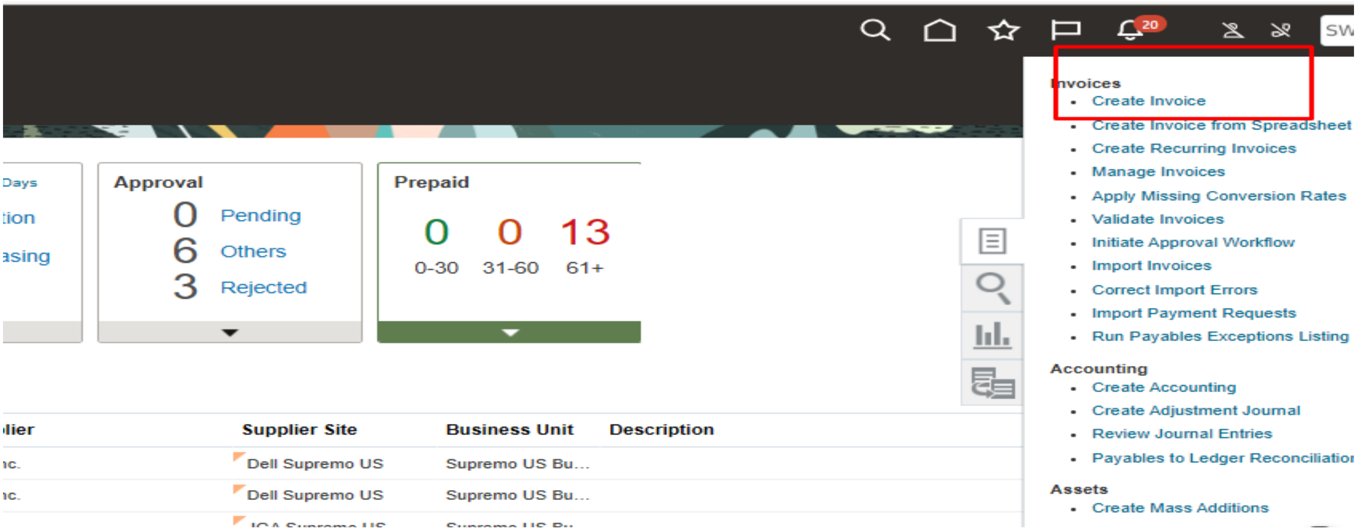
Home page Click Payables Open Invoice



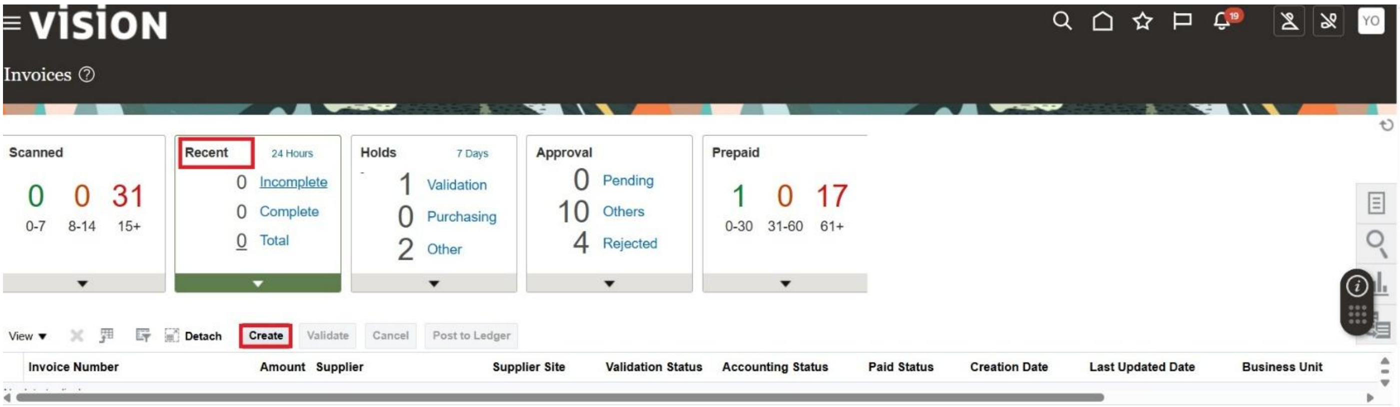
Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

ORACLE FUSION

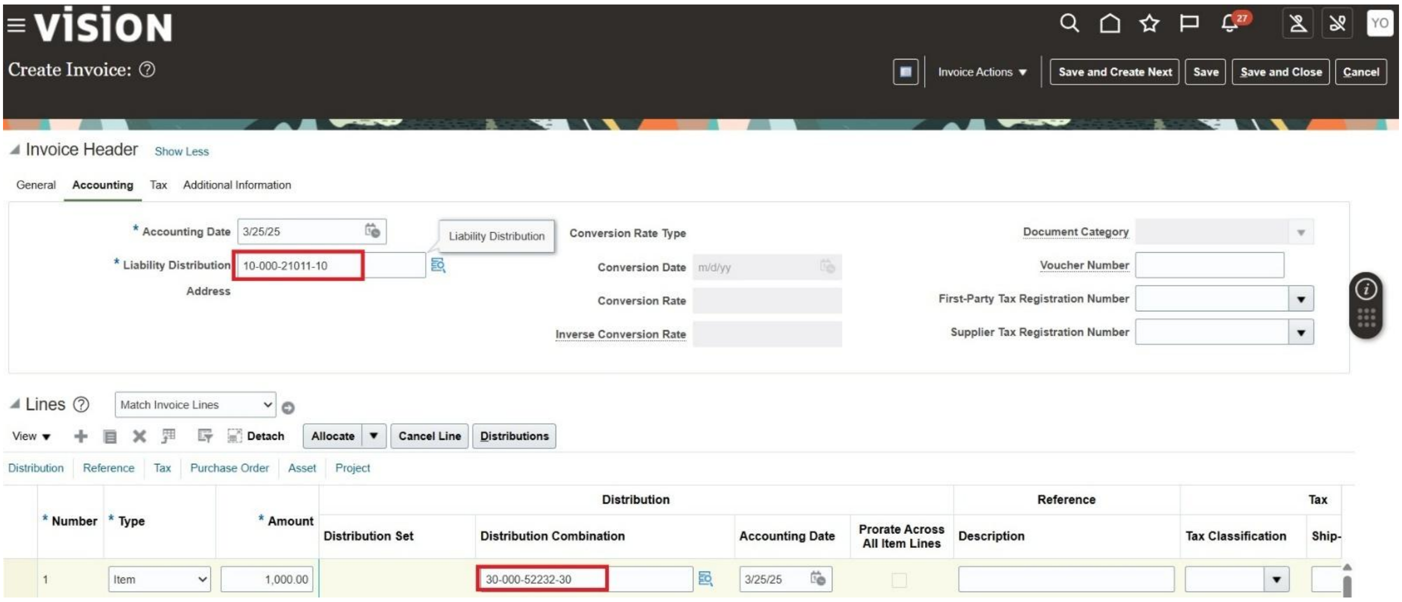
Open Task Panel Click Create invoice



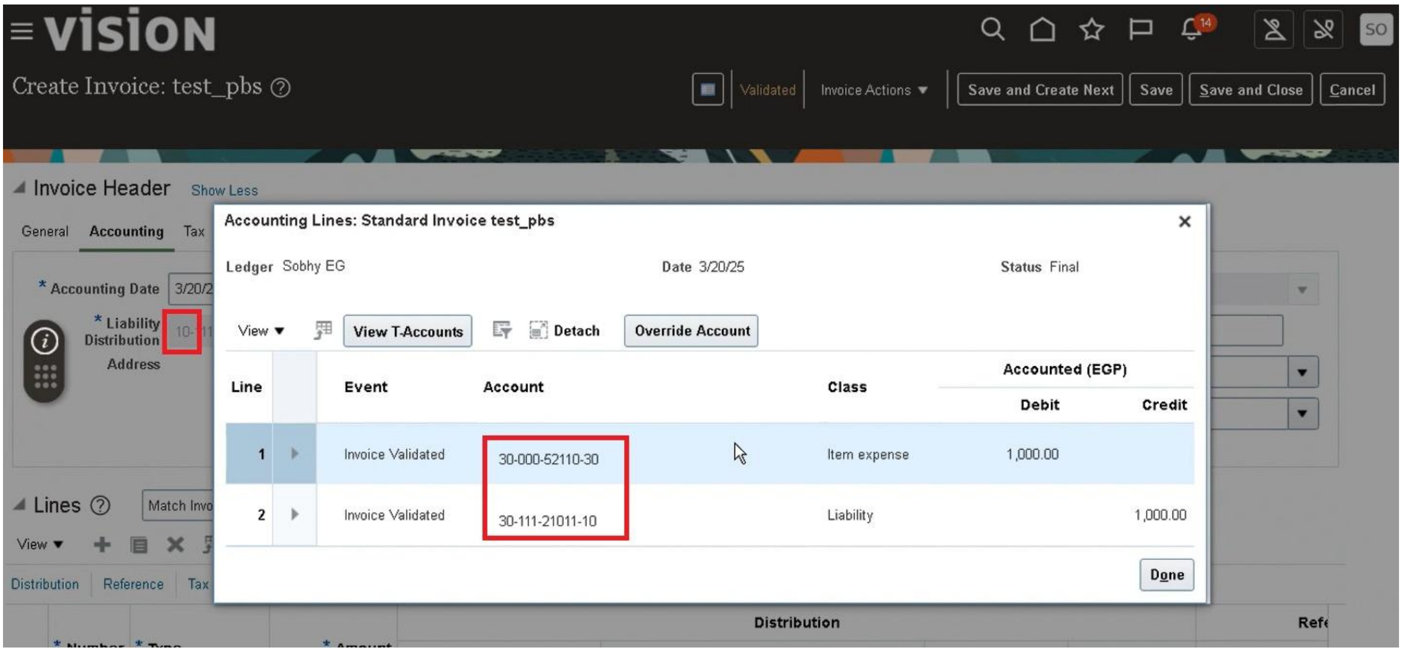
Or Click Recent in Info Tiles Click Create



Write Another Company Validate save Post to Ledger

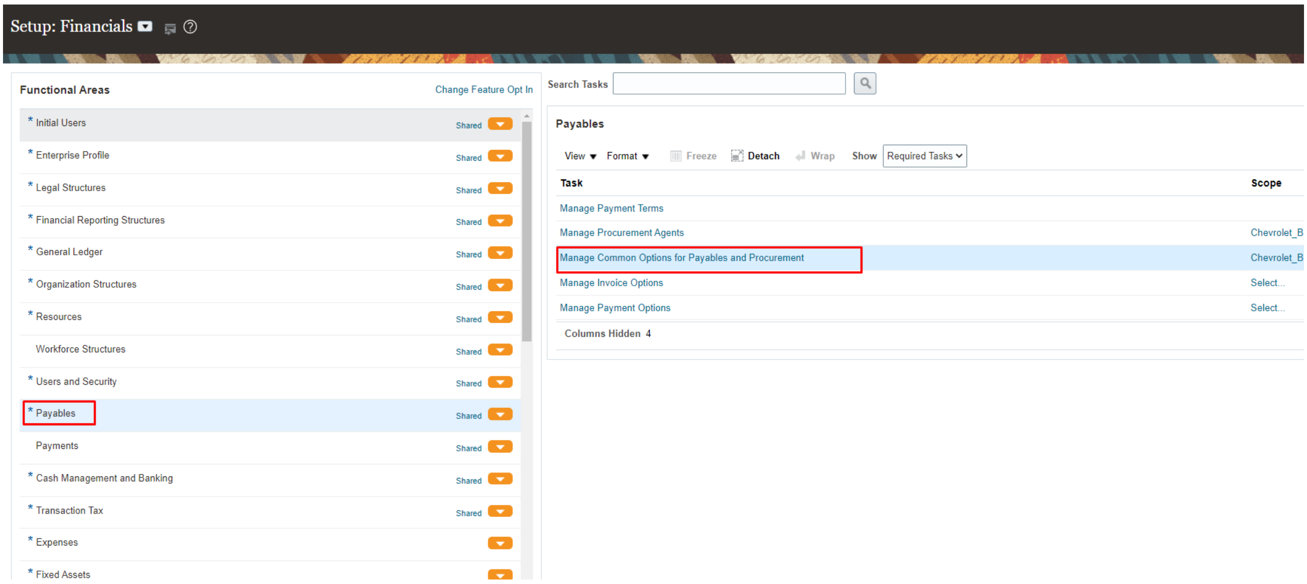


Check Results

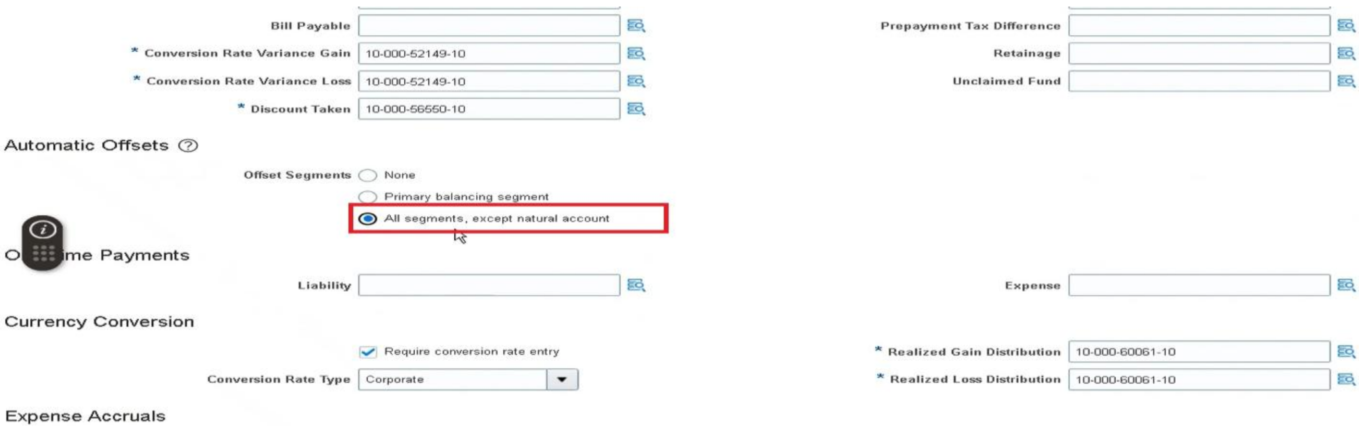


In Case All Segments, Except Natural Accounts

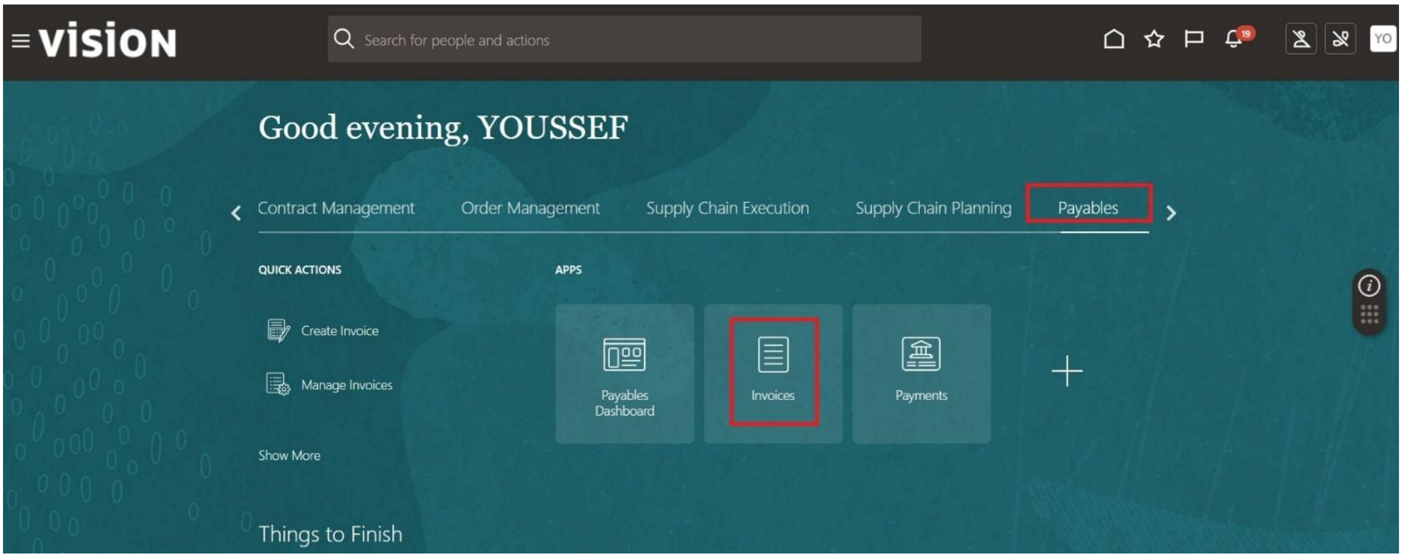
Click to Payables Click Manage Common Options for Payables and Procurement



Click All Segments, Except Natural Accounts Click Save and Close

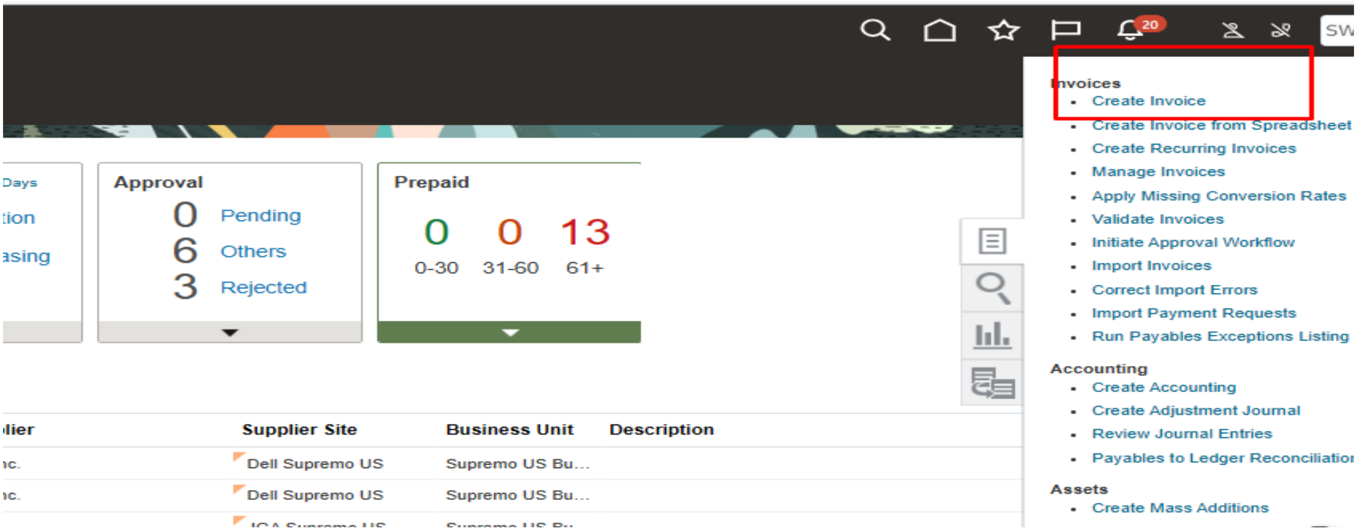


Home page Click Payables Open Invoice

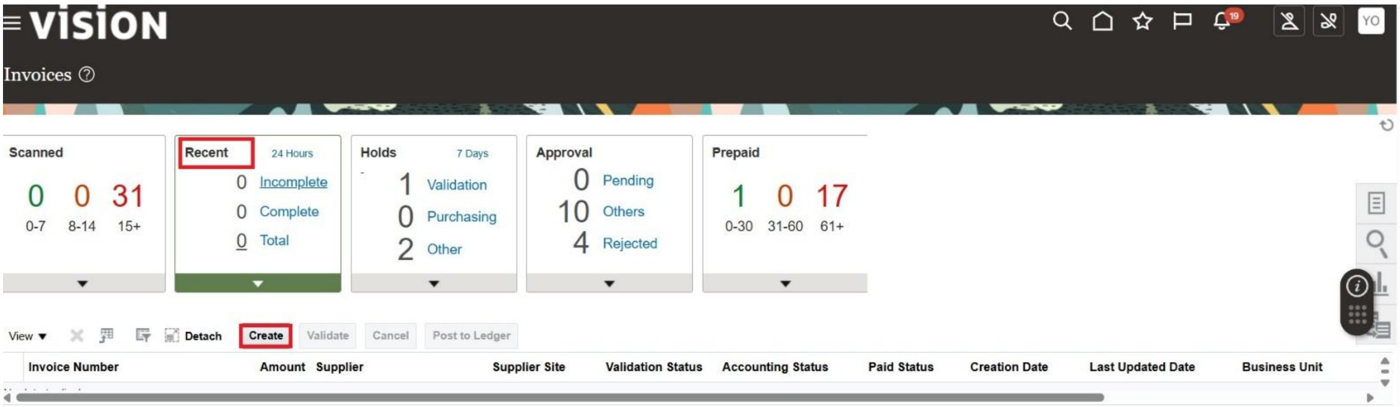


ORACLE FUSION

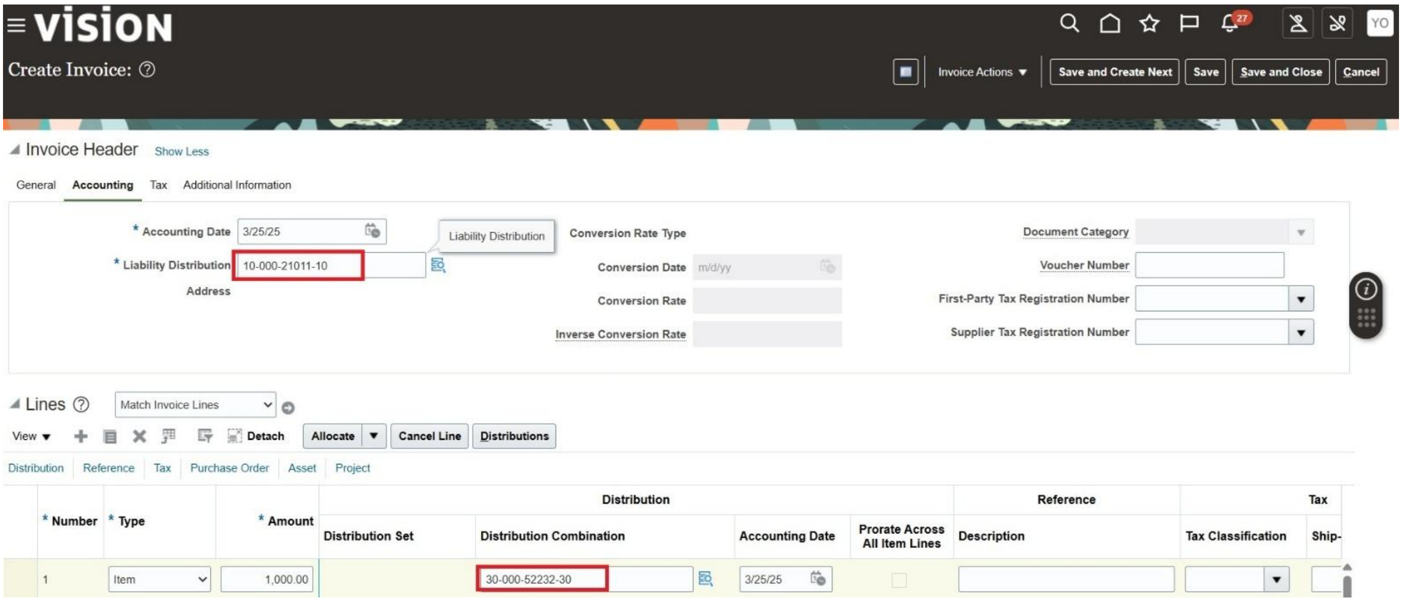
Open Task Panel Click Create invoice



Or Click Recent in Info Tiles Click Create

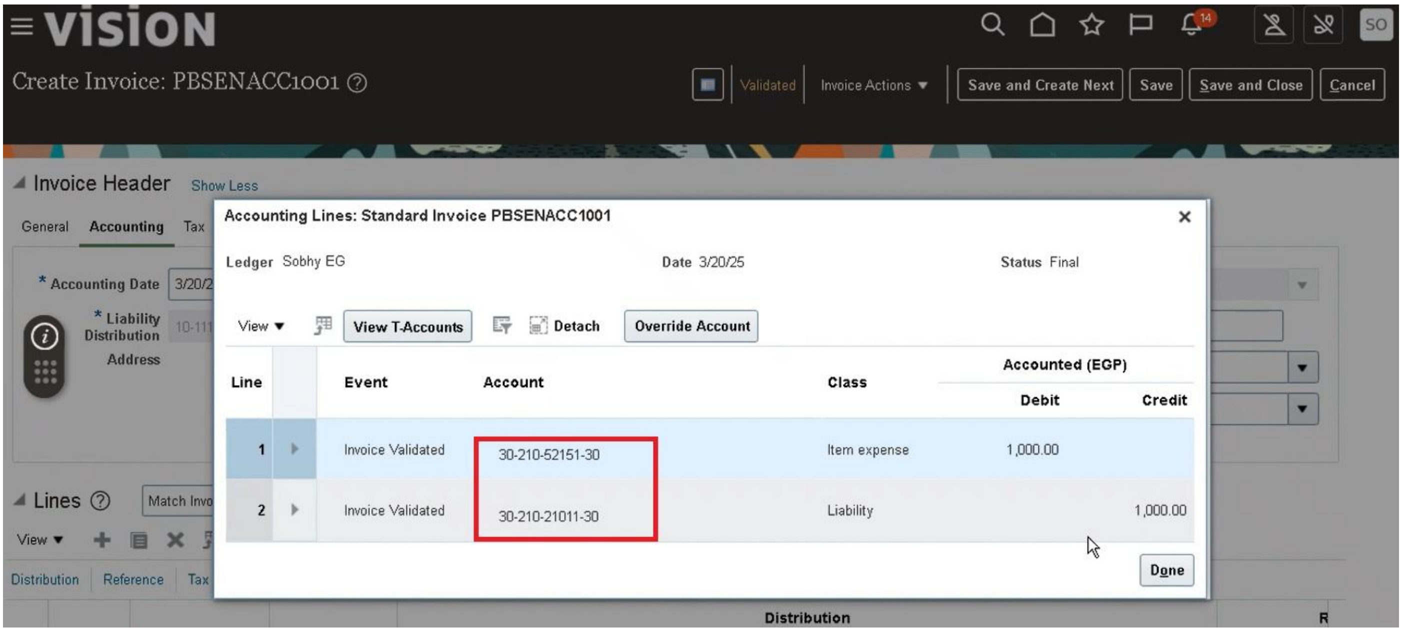


Write Another Company Validate save Post to Ledger



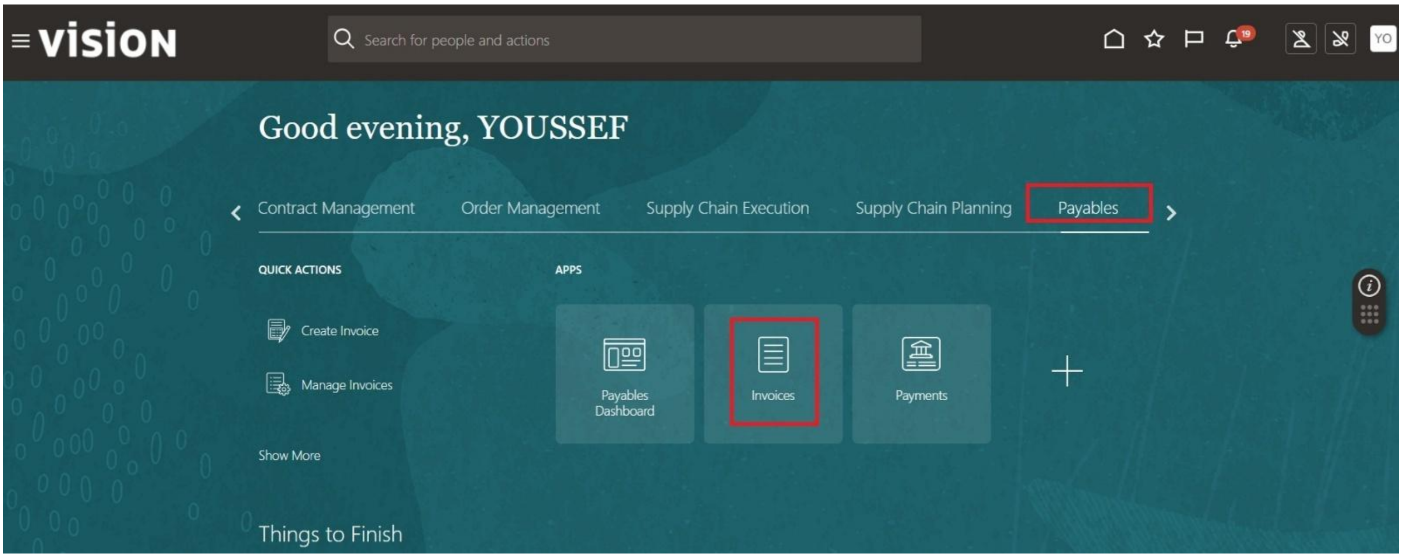
Authorized by Mohamed Badawy *http://linkedin.com/in/mohamed-badawy-393821240*

Check Results

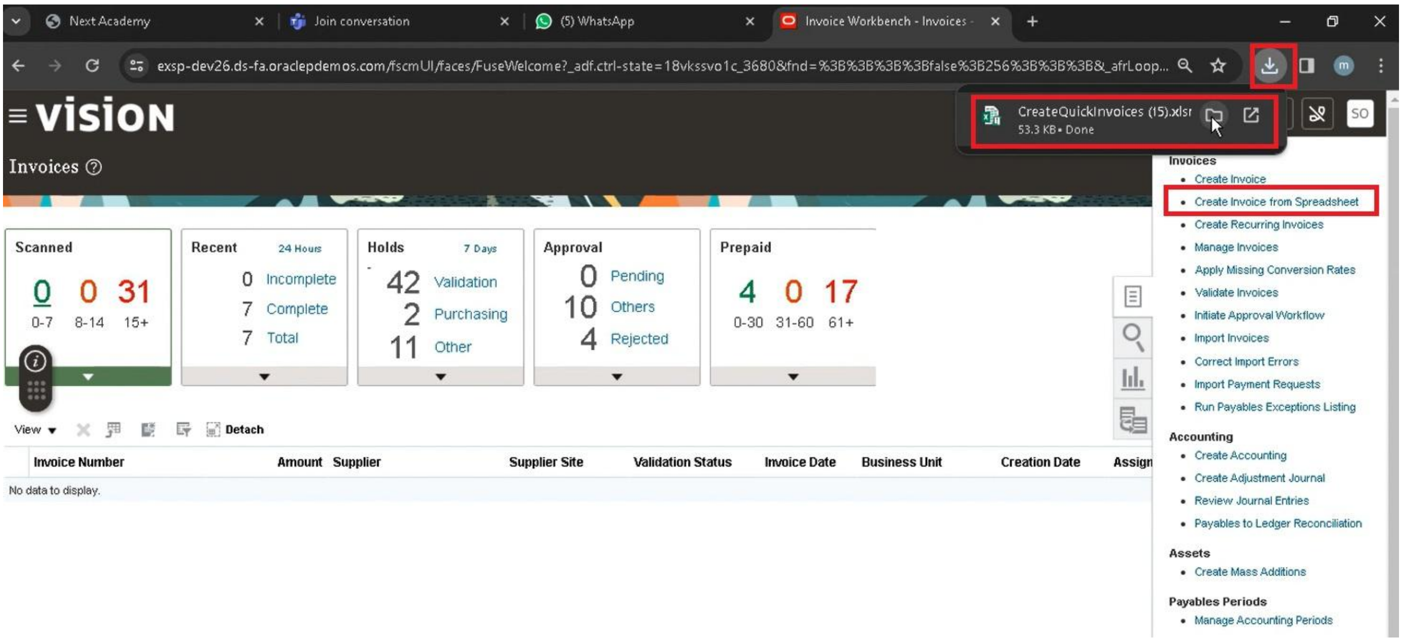


How to Create Invoice in Spreadsheet with two Line?

Home page Click Payables Open Invoice

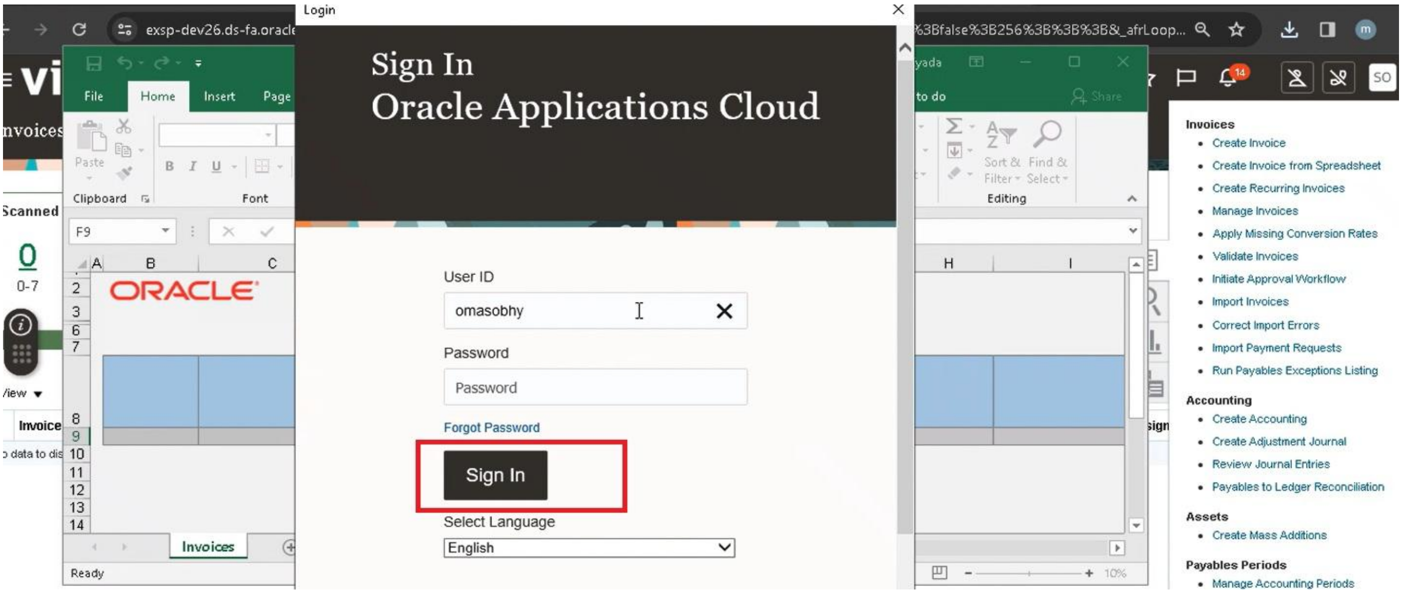


Open Task Panel Click Create invoice in Spreadsheet

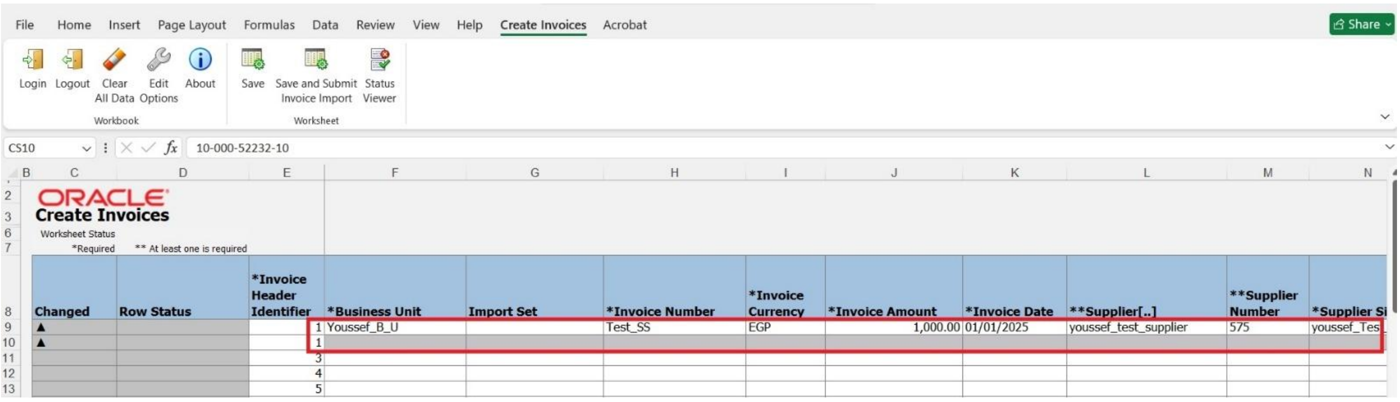


ORACLE FUSION

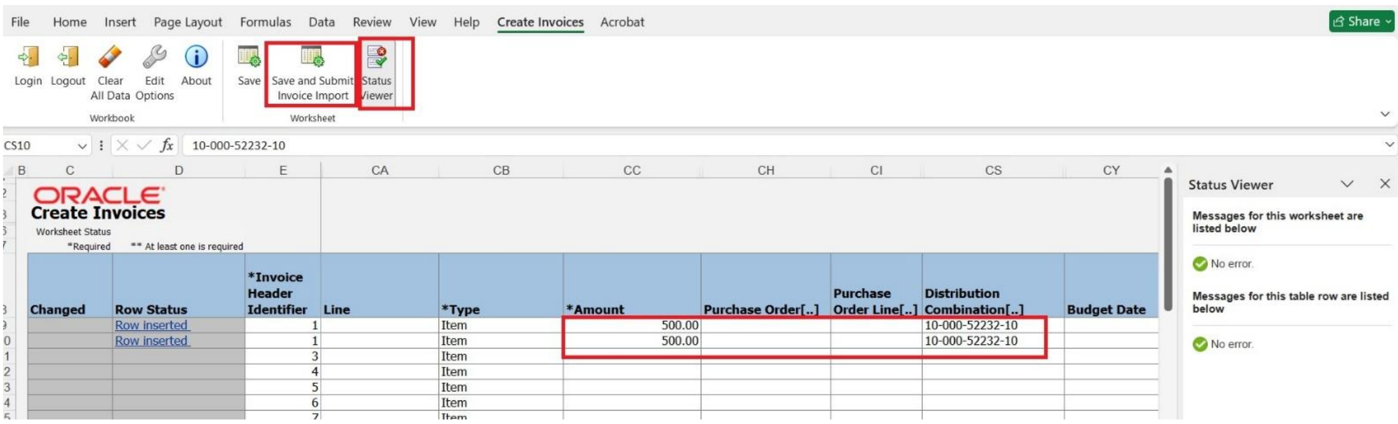
Open Excel Sheet from Download Login



Invoice Header Identifier Same Number Must Choose Bu in Two line



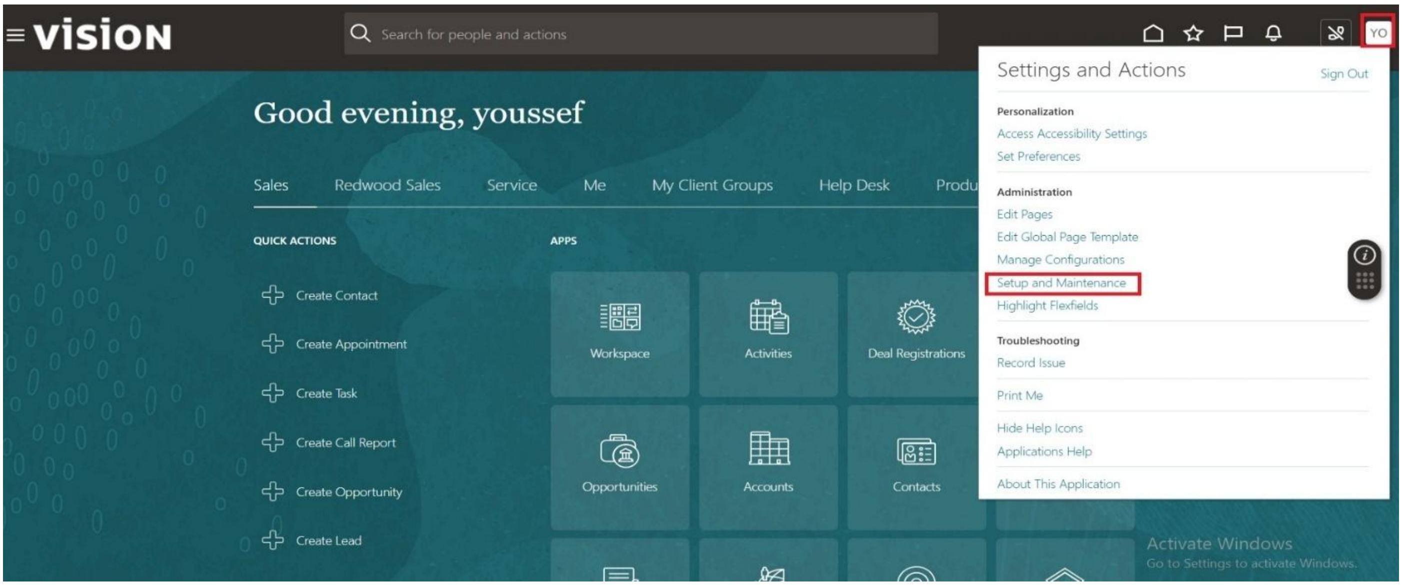
Fill Data Required Click Statues Viewer Click Save and Submit



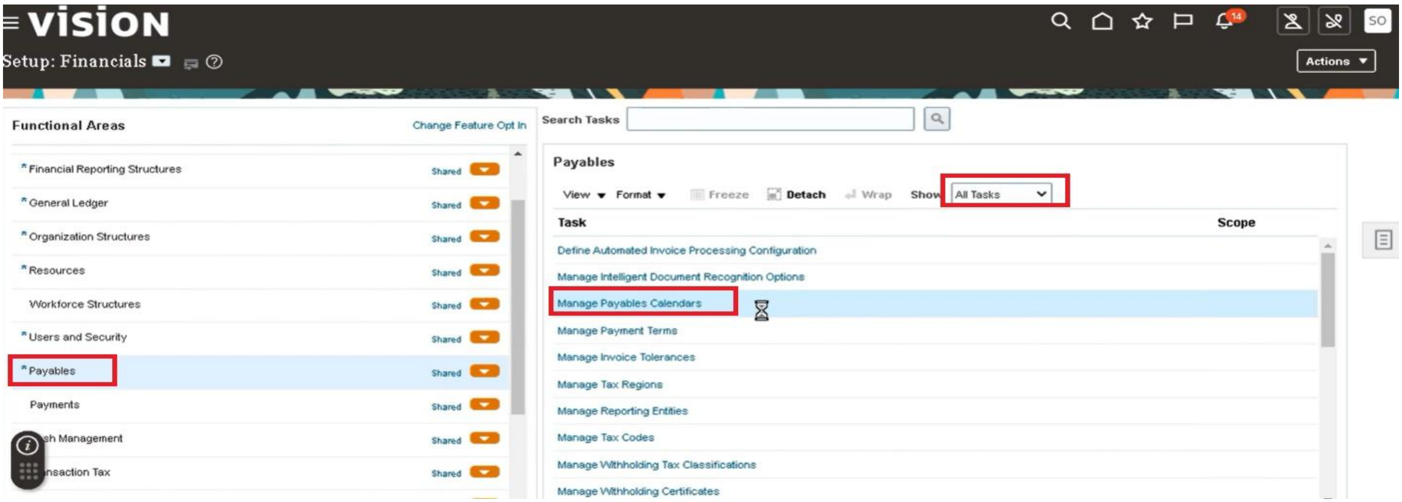
ORACLE FUSION

How to Recurring Invoice Configuration?

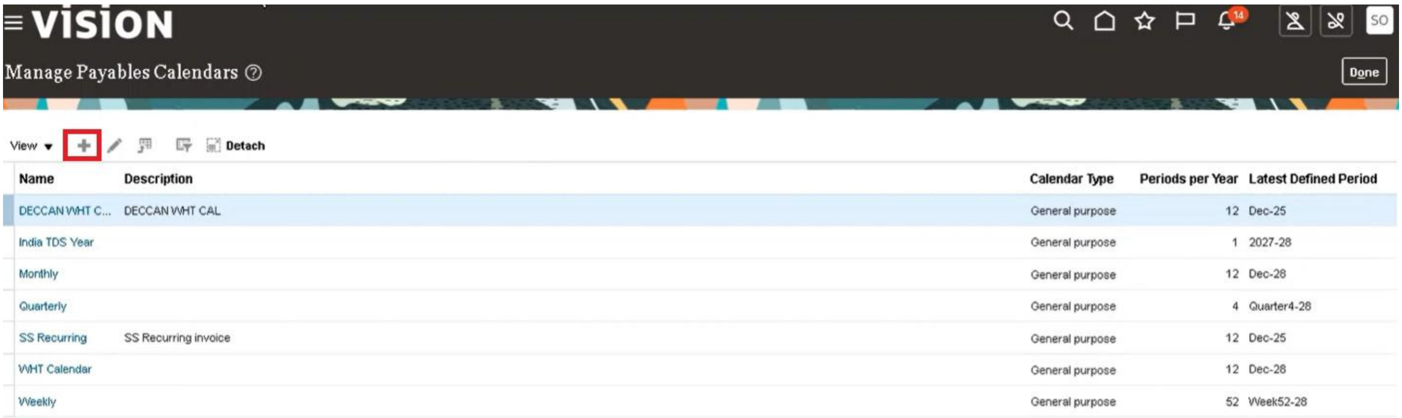
Click to Settings and Actions Click Setup and Maintenance



Choose Financials Click Payables All Tasks Manage Payables calendar



Click Create

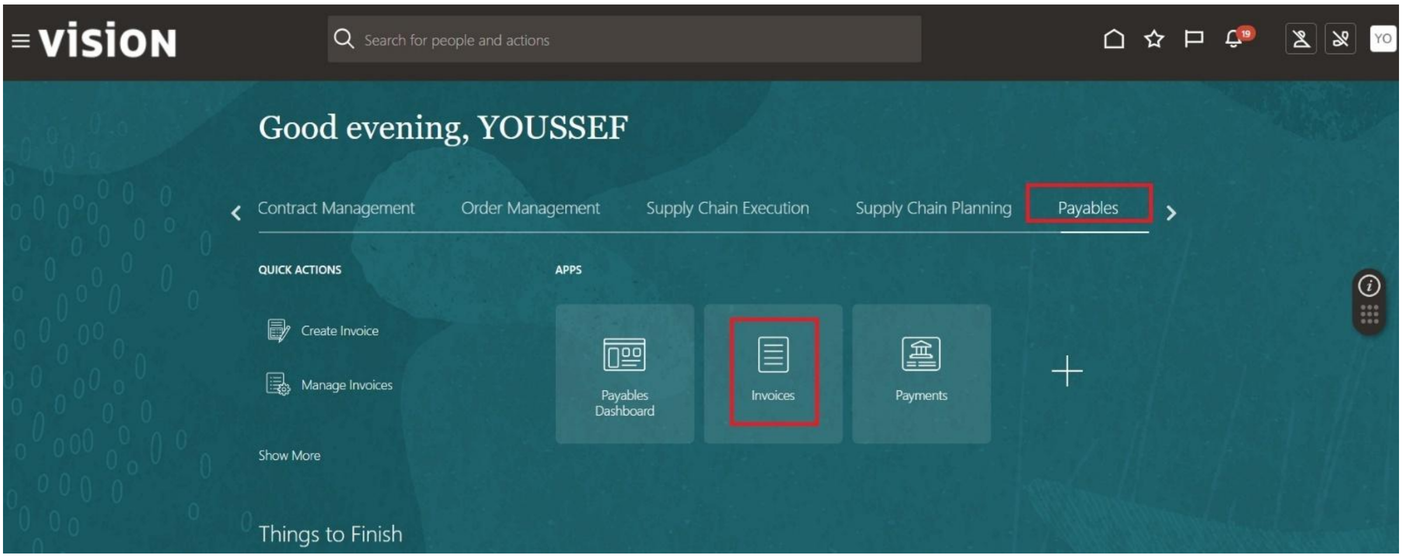


Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

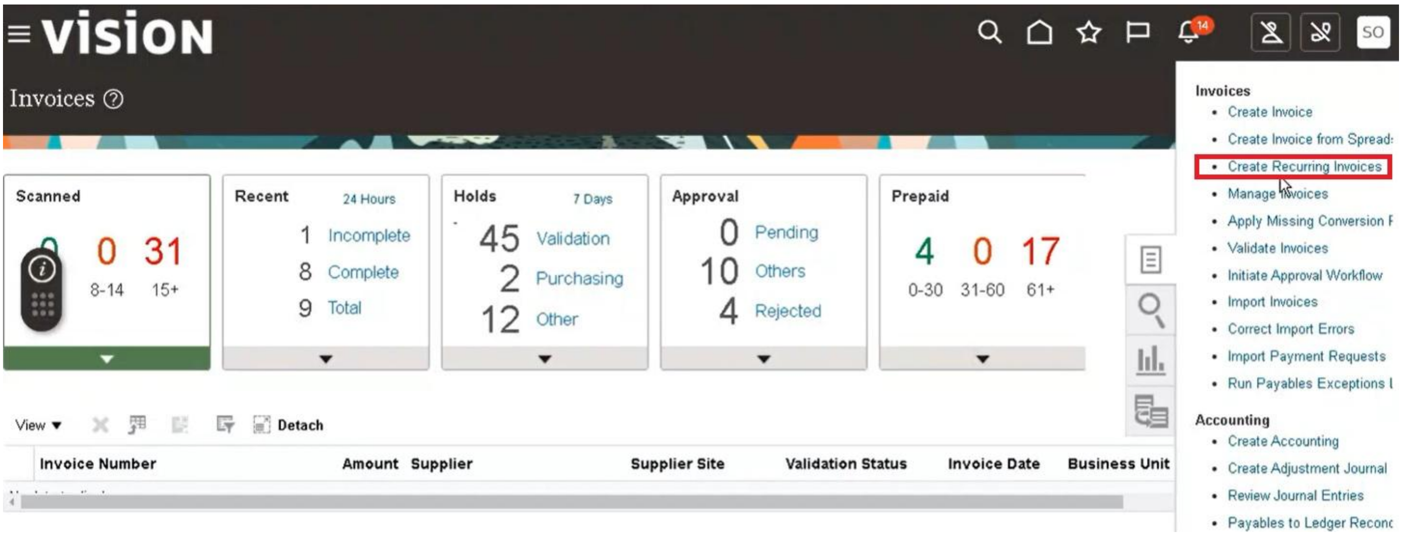
ORACLE FUSION

Fill data required Click Generate Periods Click Save and Close

Home page Click Payables Open Invoice

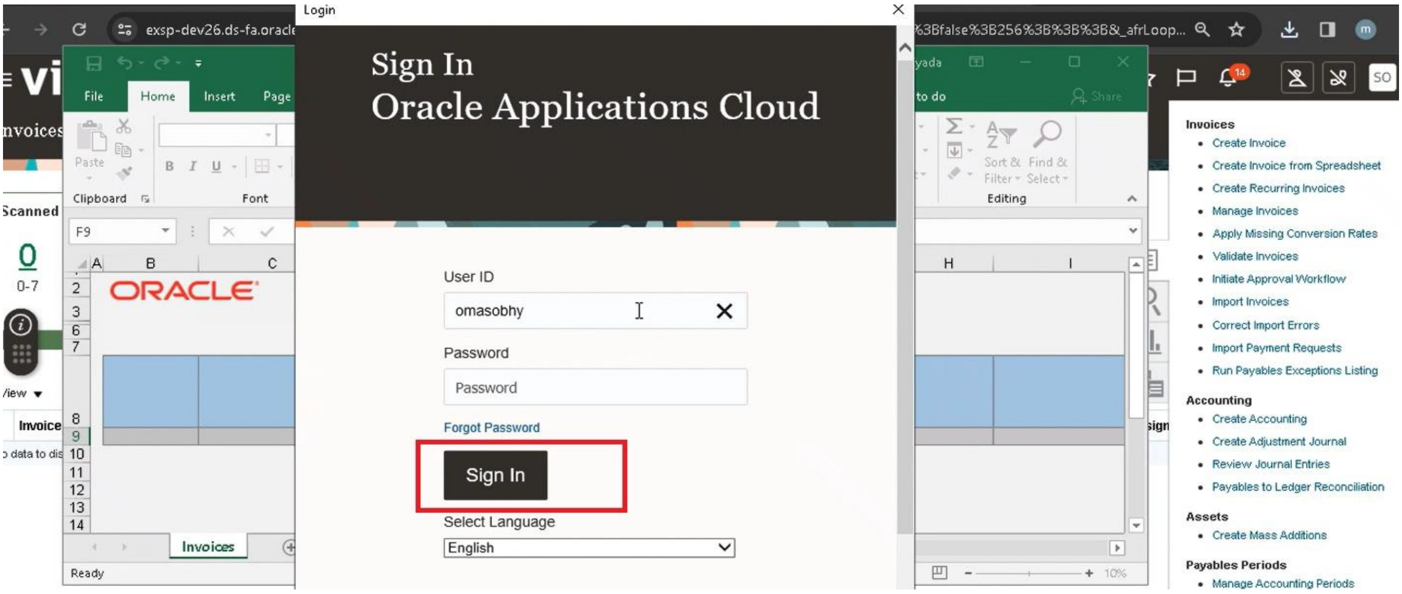


Open Task Panel Click Create Recuring Invoice

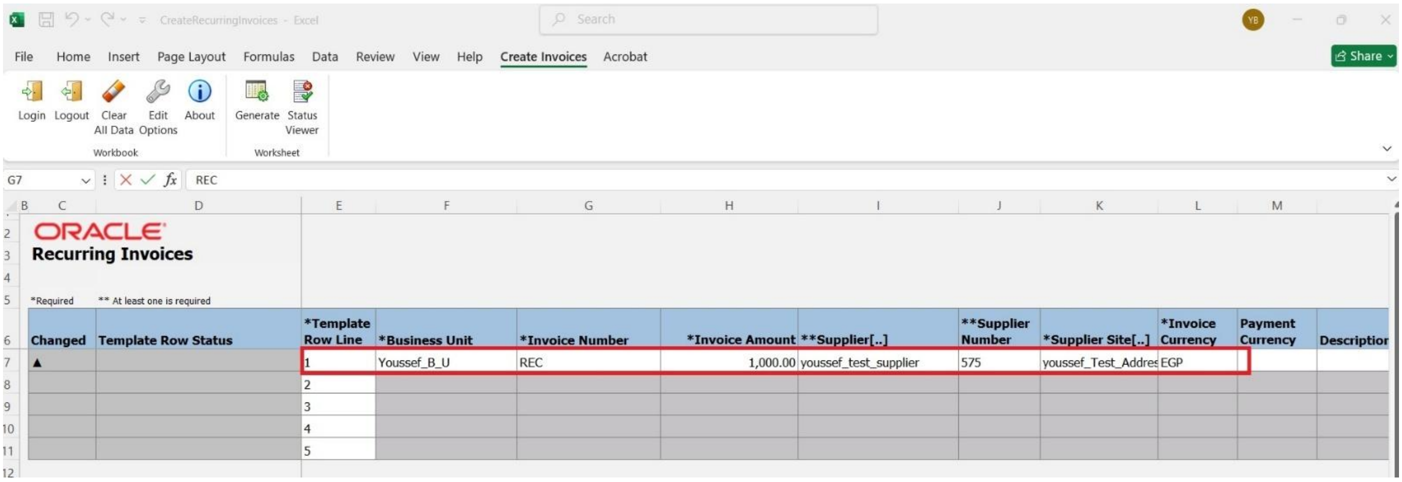


ORACLE FUSION

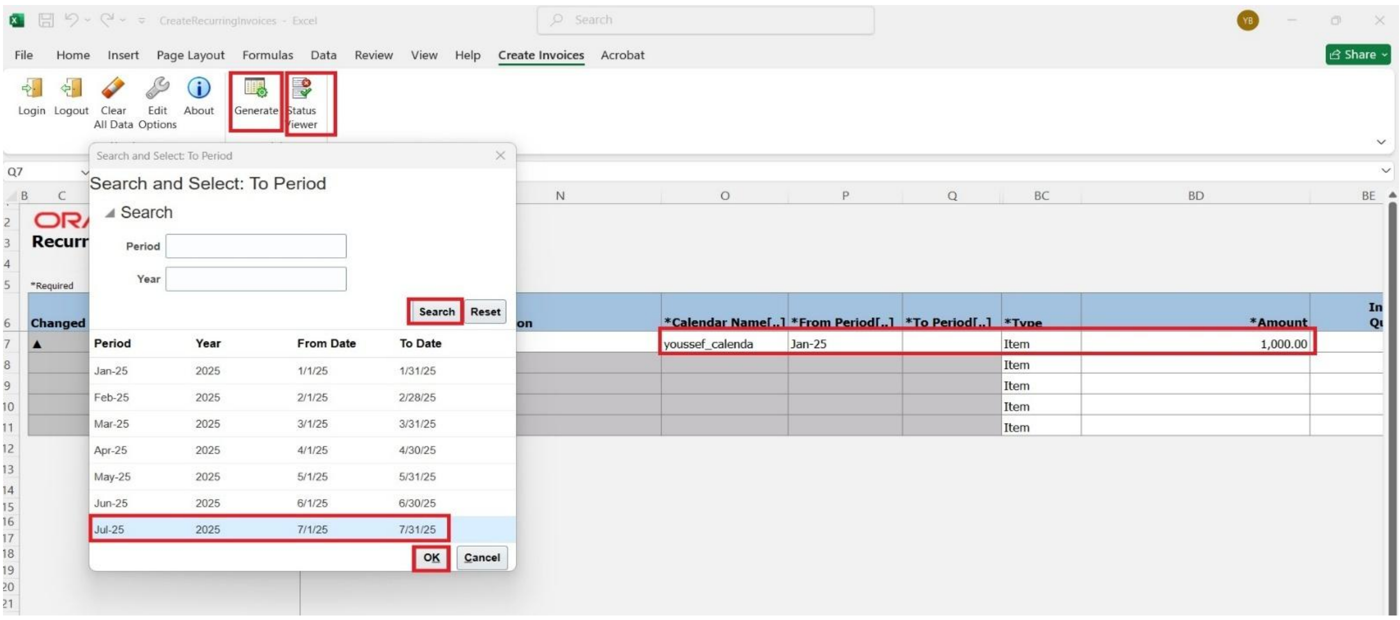
Open Excel Sheet from Download | Login



Fill Data Required | Statues Viewer | Save and Submit



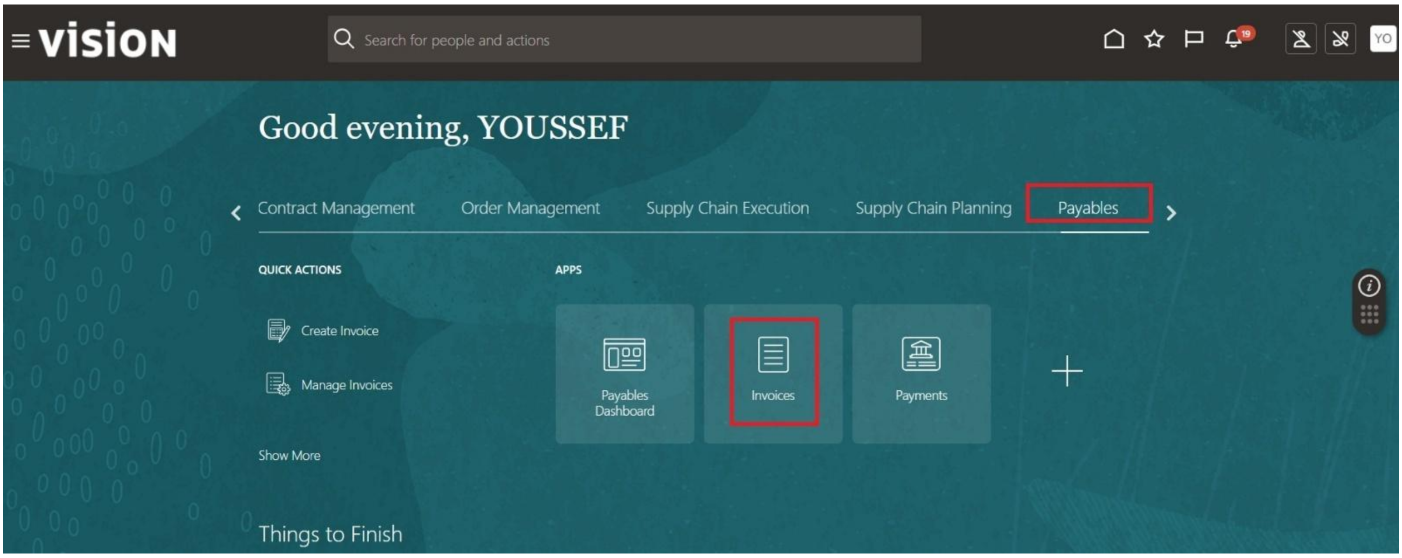
Choose Calendar | Double Click on Period | Write Line Amount



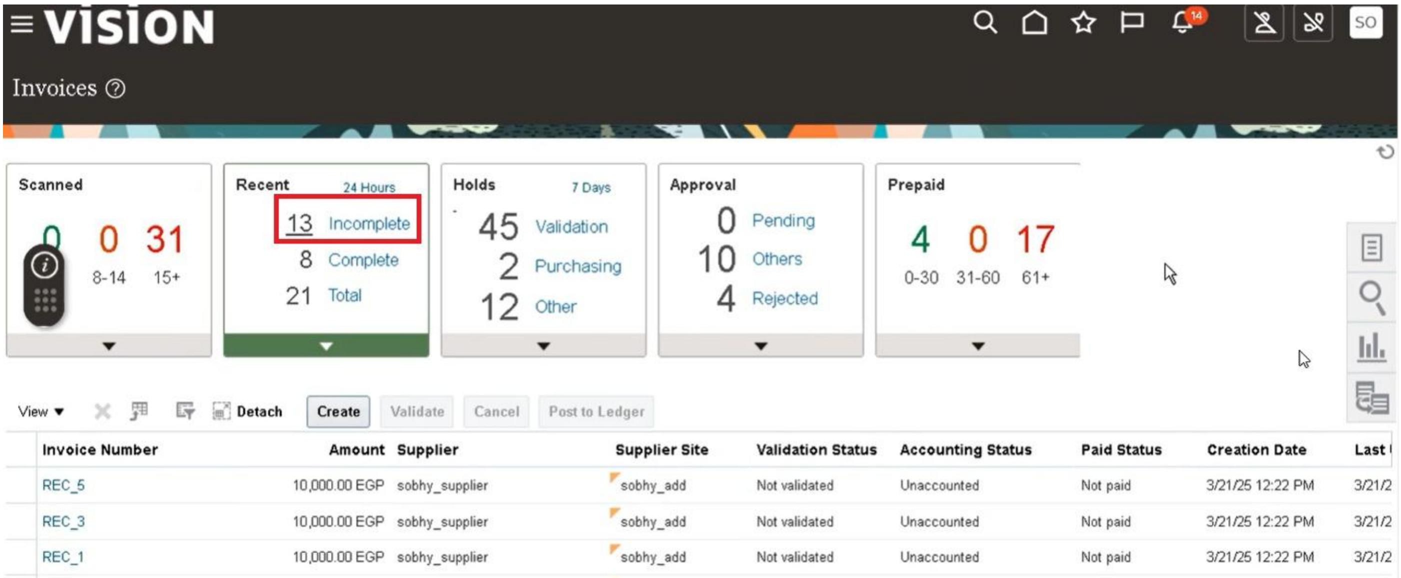
Authorized by Mohamed Badawy | *http://linkedin.com/in/mohamed-badawy-393821240*

ORACLE FUSION

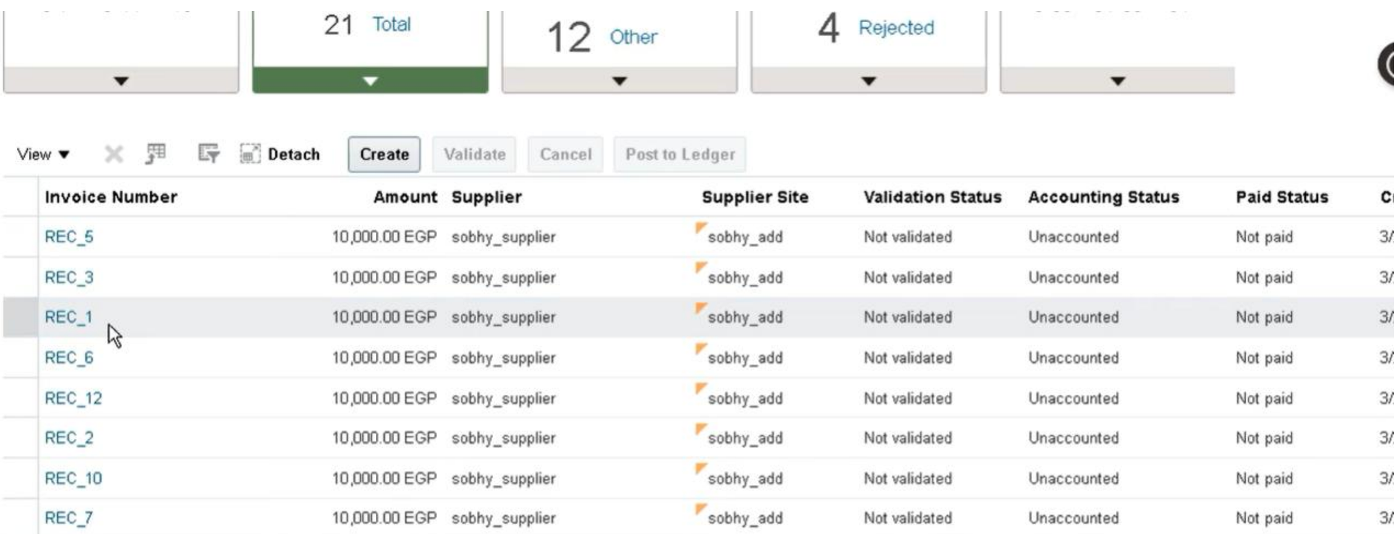
Home page Click Payables Open Invoice



Click too Incomplete



Check Results



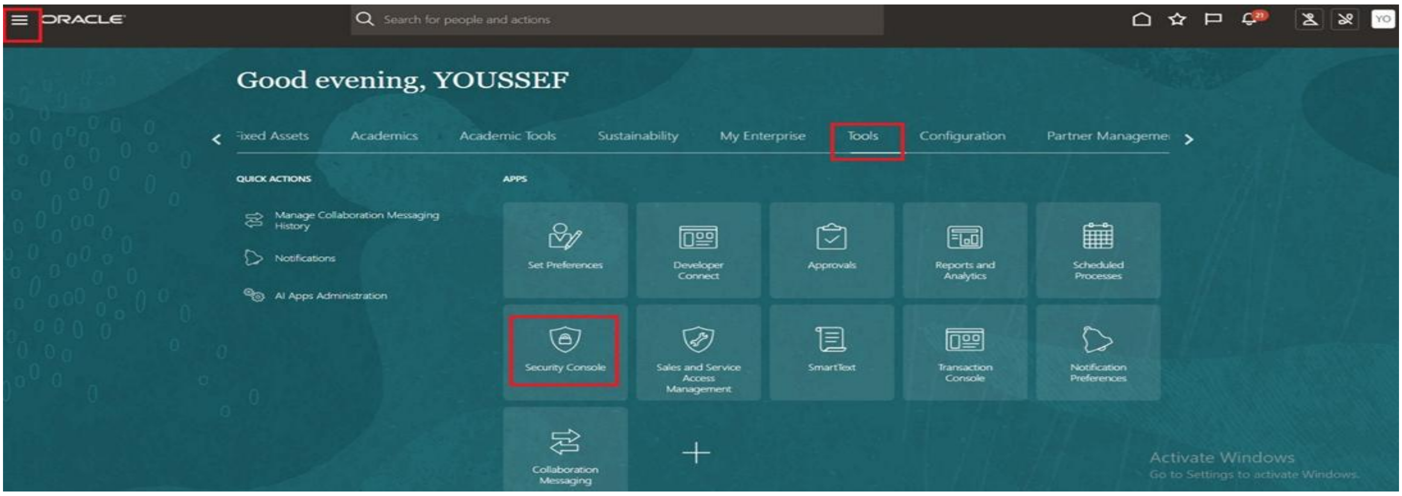
Payment Setup Steps

Important Notes:

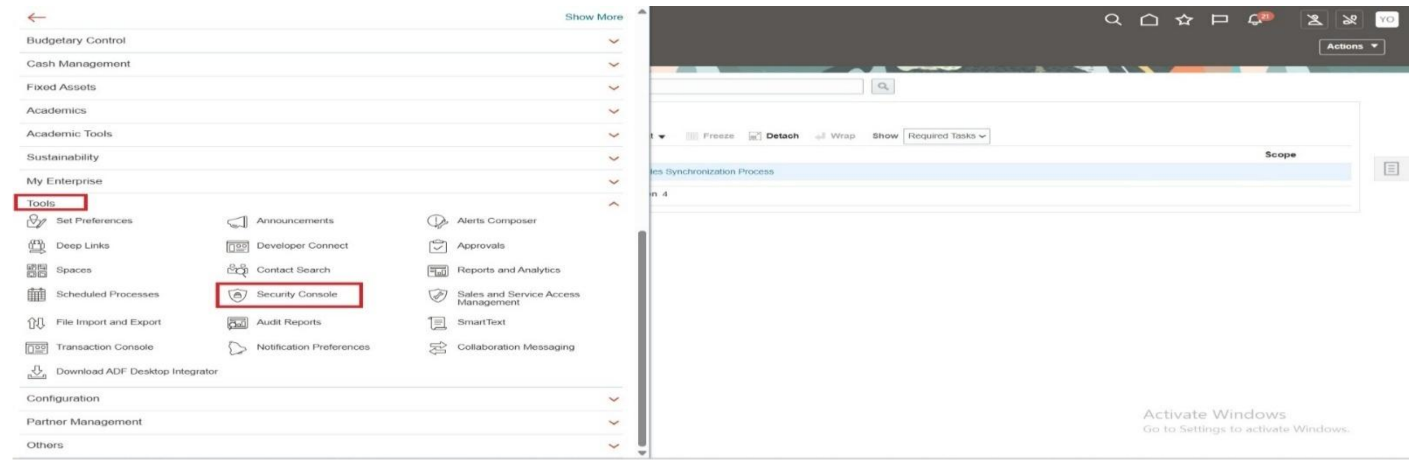
- Configuration of Bank= Configuration of Treasury.
- Payment for any Invoice must be Validated and Accounted.
- Void Payment Options: None= Cancel Check, Cancel Invoice= Cancel Check and Invoice, Place Hold in Invoice= Cancel Check and Hold Invoice.

How to Assign Roles?

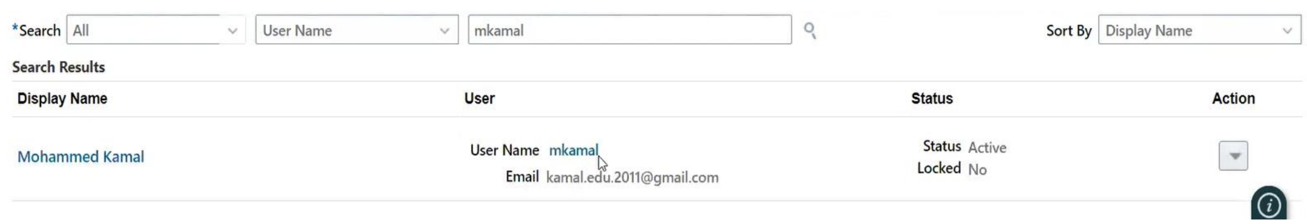
Open Tools Click Security Console



Or From Navigator

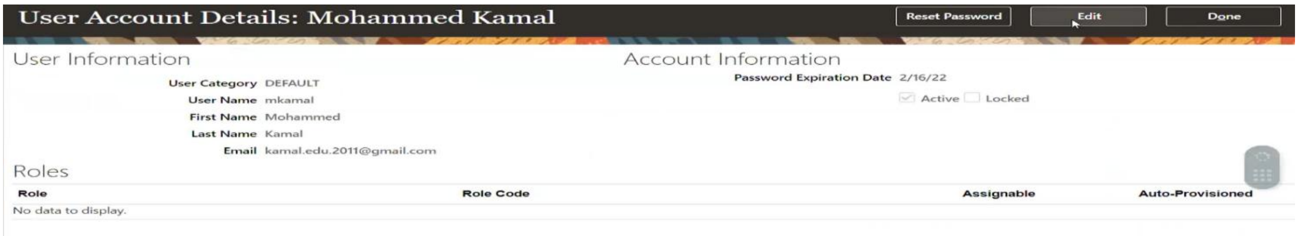


Search About User Click on user

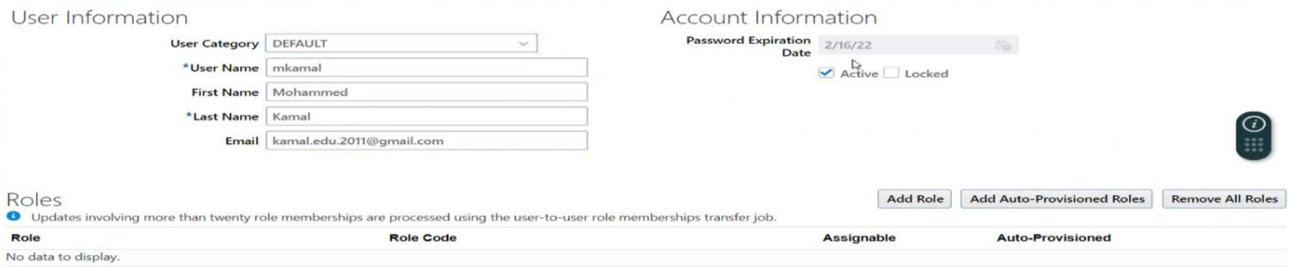


ORACLE FUSION

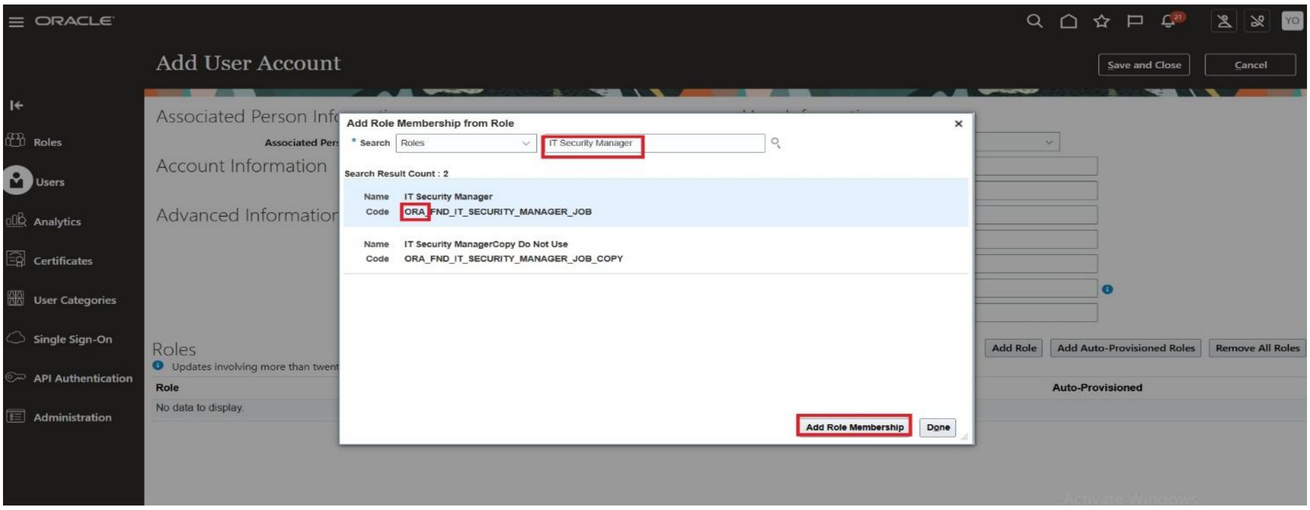
Press Edit



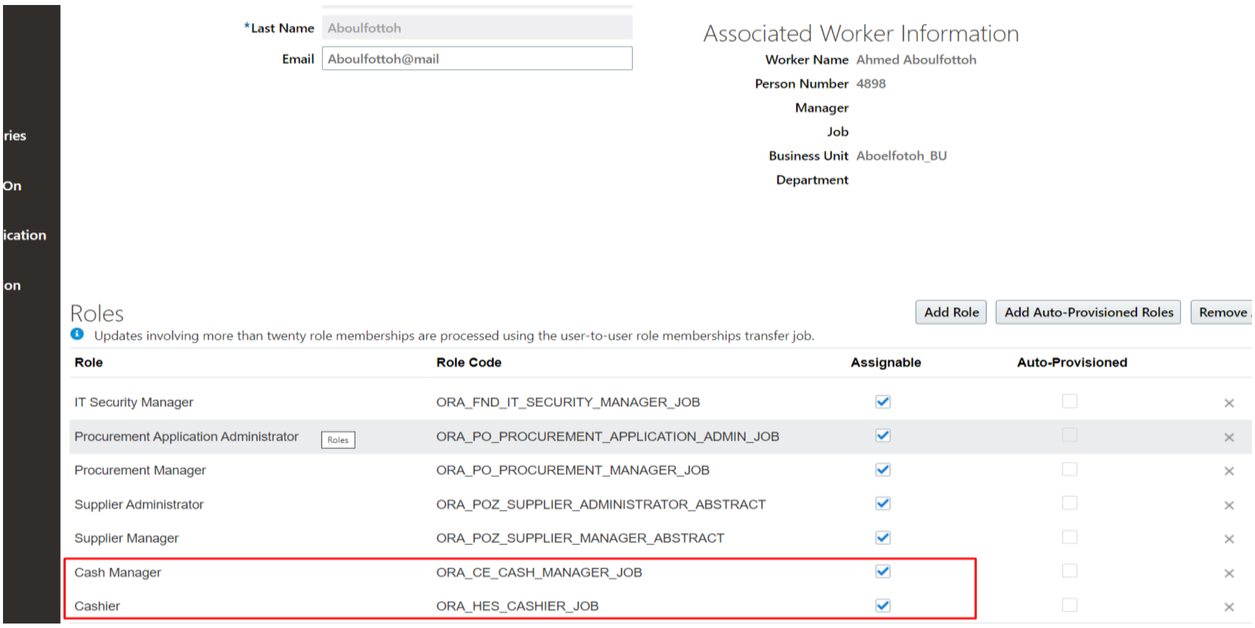
Click Add Role



Search About roles Click add role membership

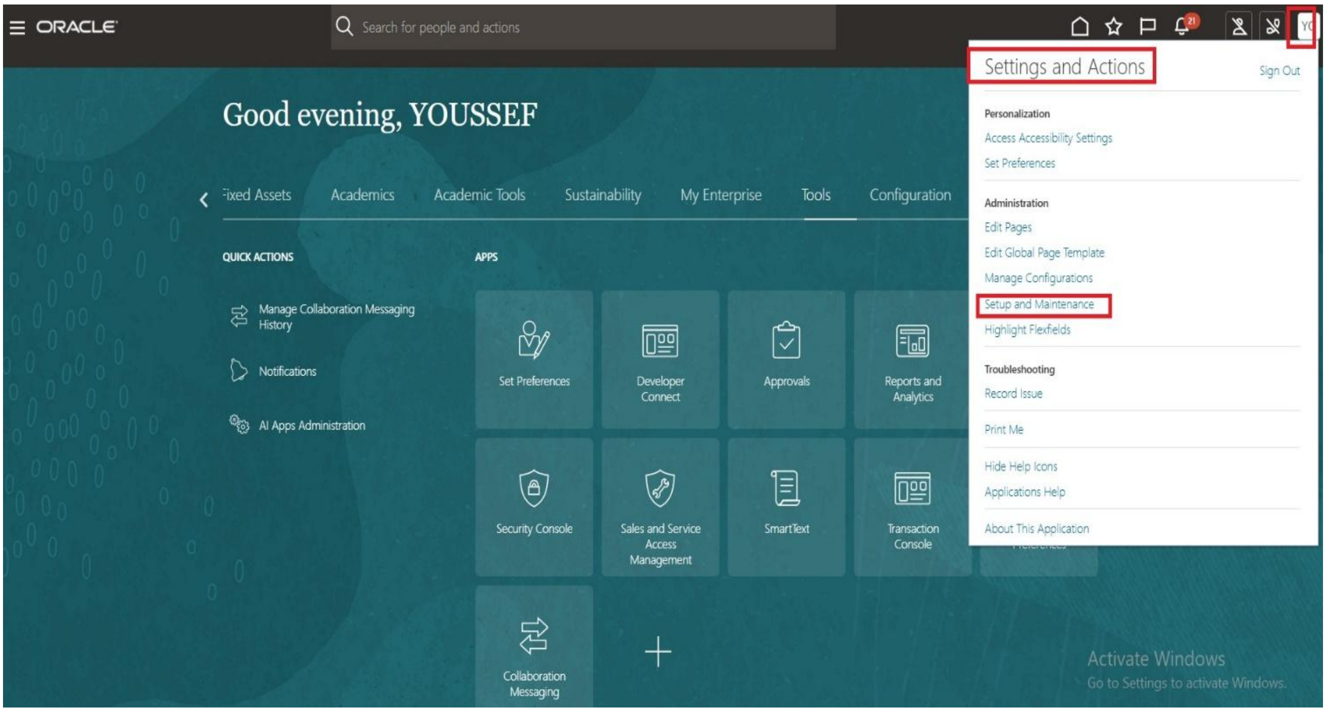


Click Save And Close



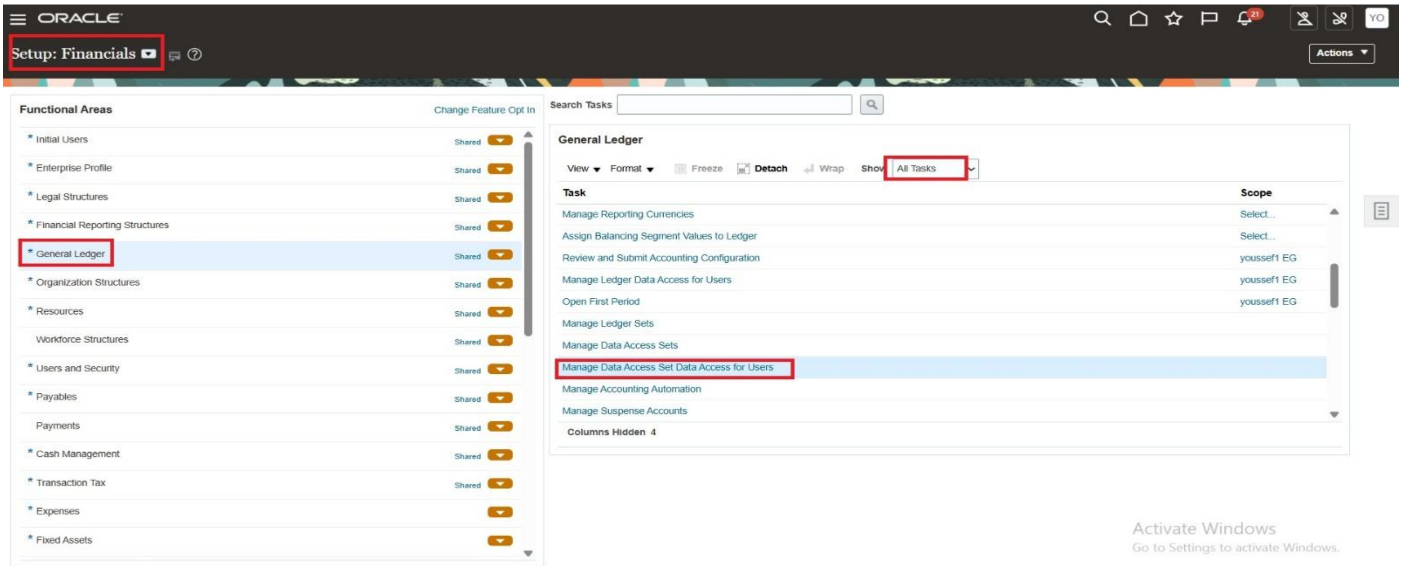
How to Assign Data Access Sets?

Open Setting and Actions Choose Setup and maintenance



Open Offering Choose Financials Press General Ledger Open All tasks

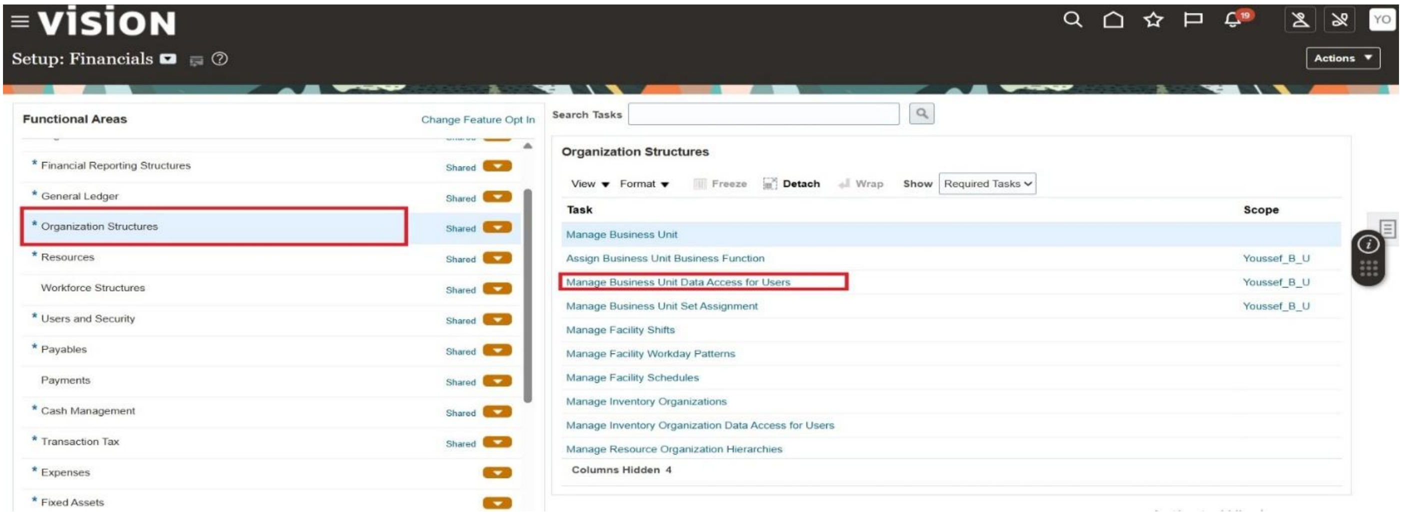
Choose Data access set data access for users



Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

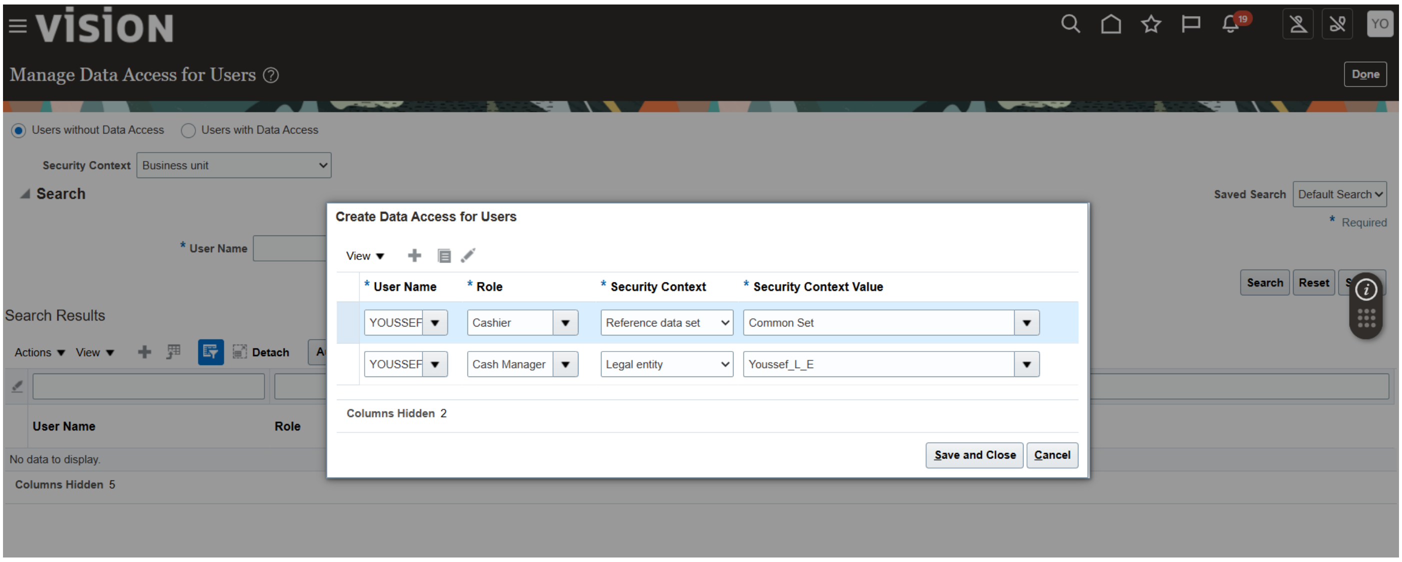
OR

Open Organization Structures Click Mange Business Unit Data Access for Users



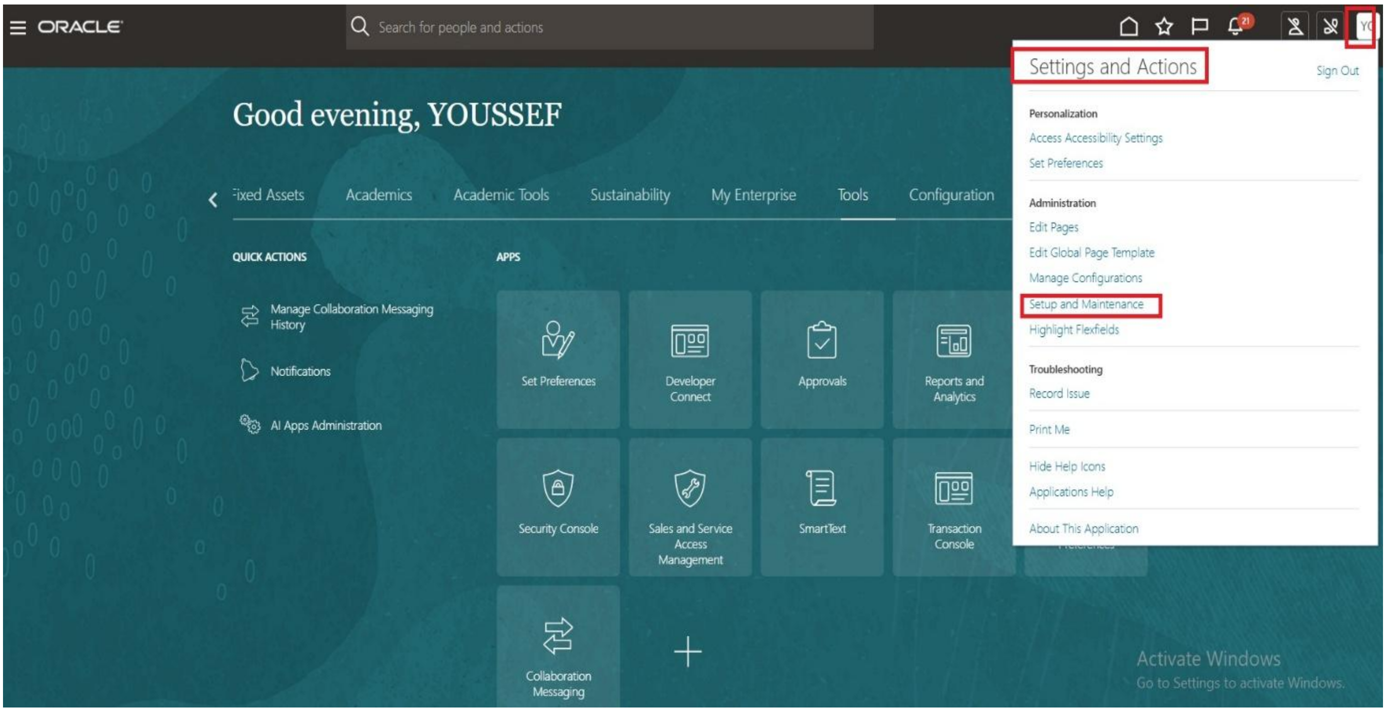
Click Create

Fill Data Save and Close

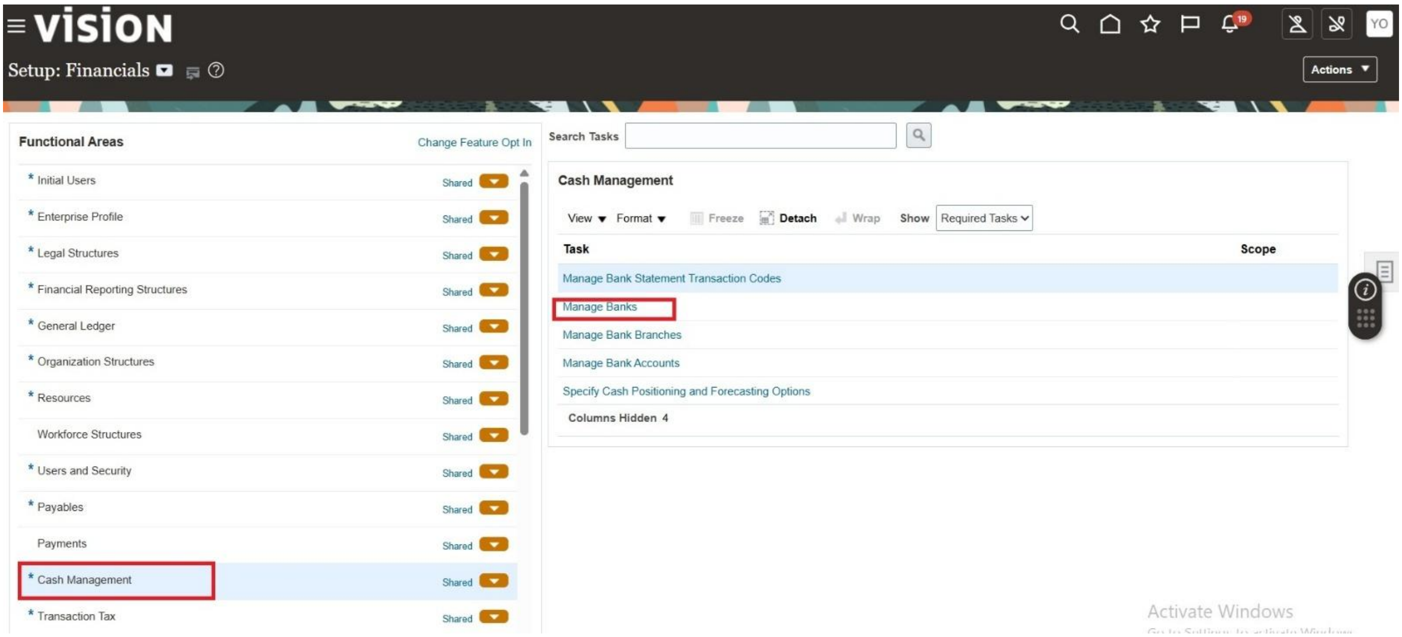


How to Create Bank?

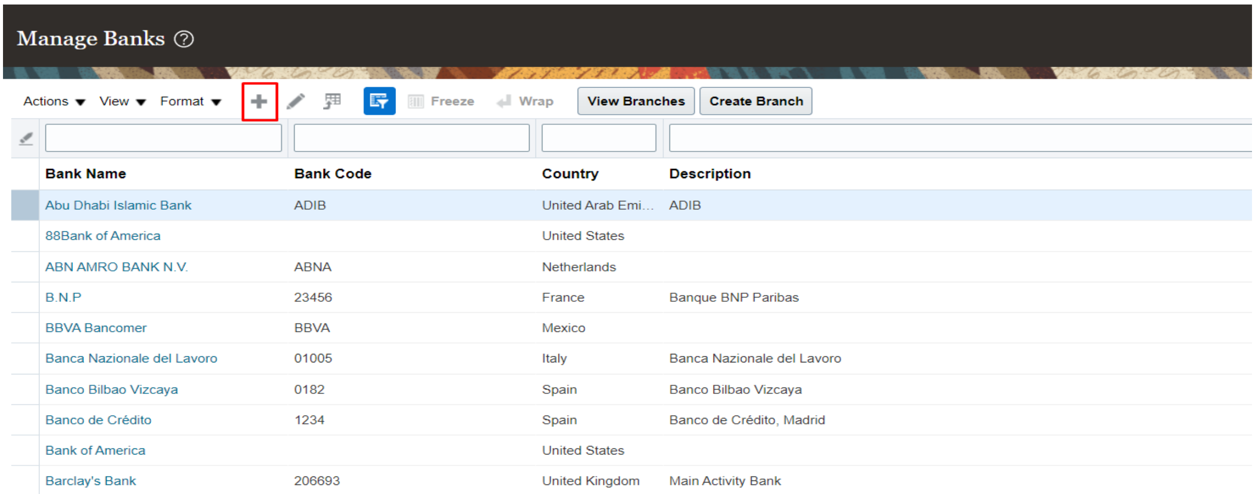
Open Setting and Actions Choose Setup and maintenance



Open Cash Management Click Manage Banks

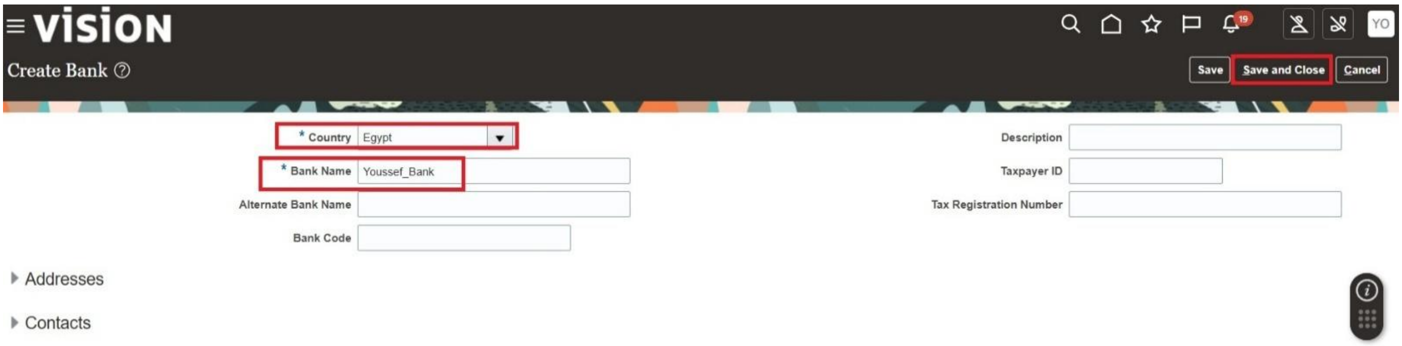


Click Create



Fill Data Required

Click Save and Close

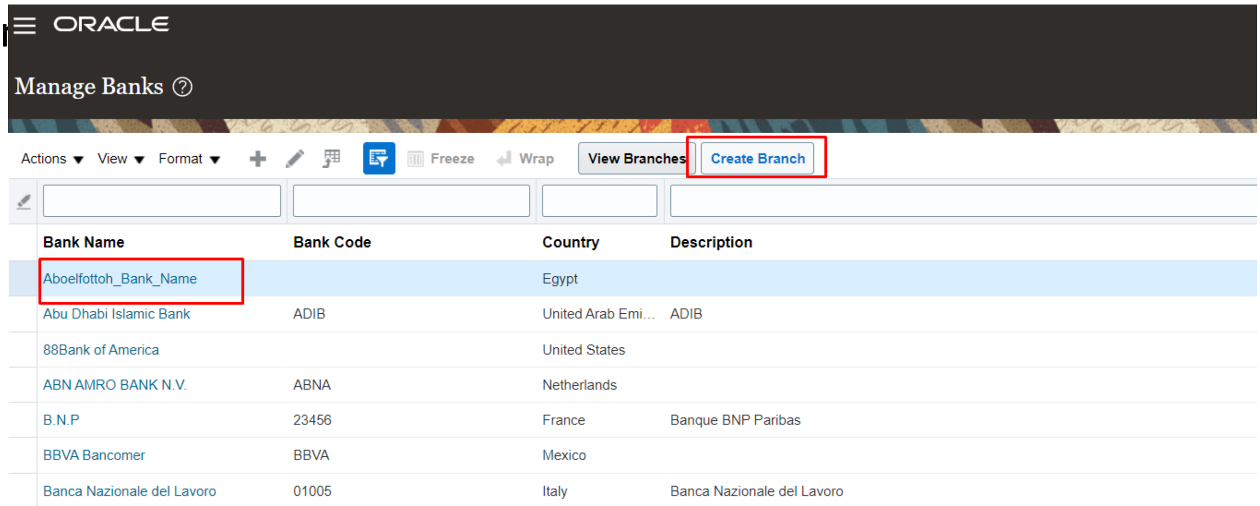


Back to this page

Select Bank

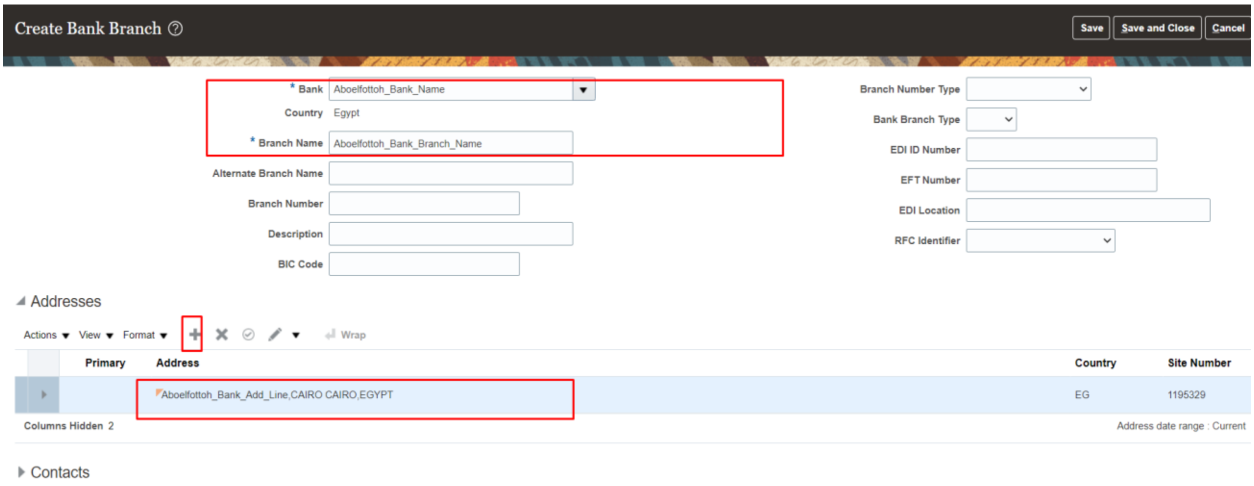
Click Create

Bra

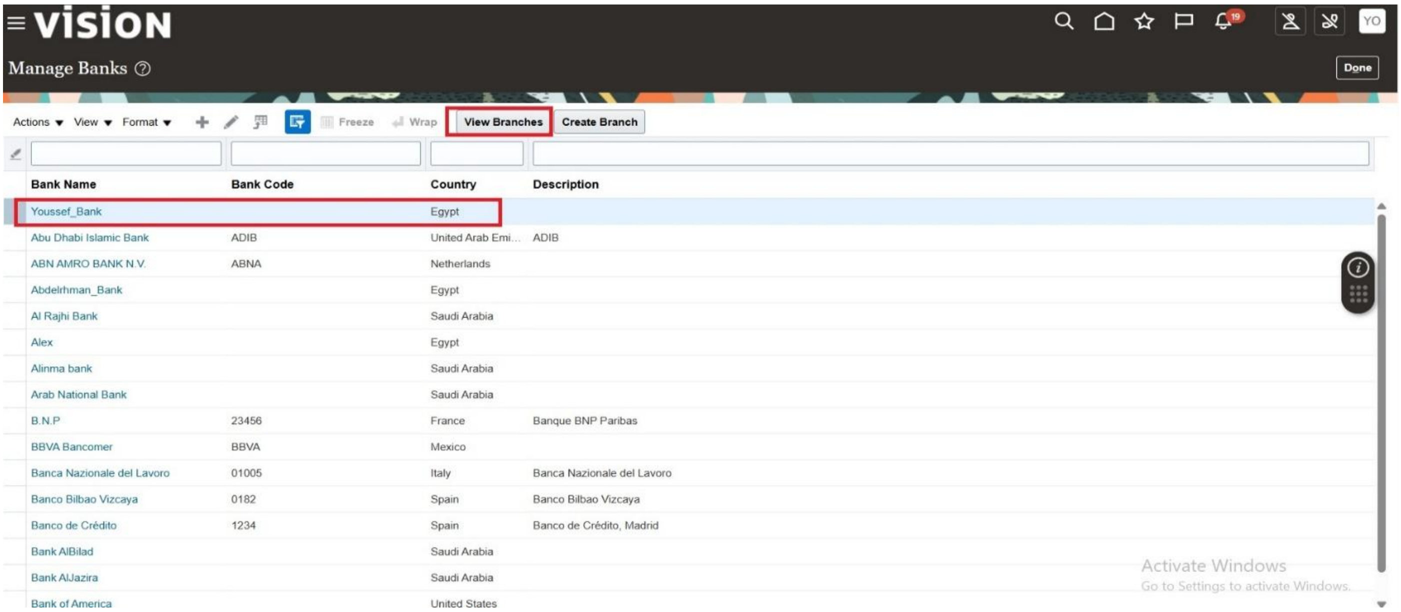


ORACLE FUSION

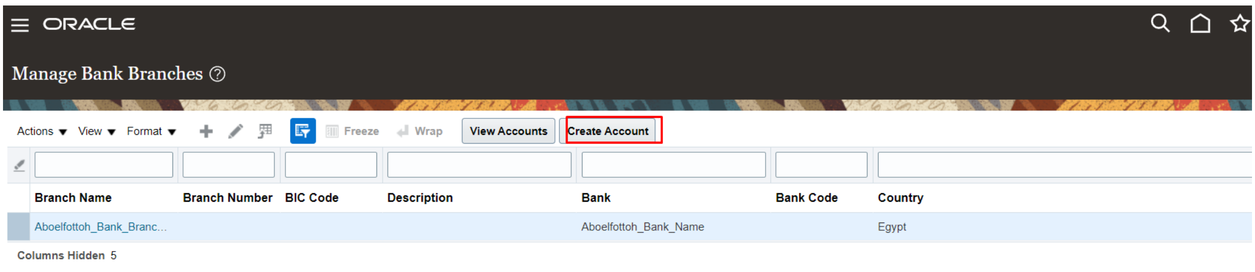
Fill Data Required Open Addresses Click Create Click Save and Close



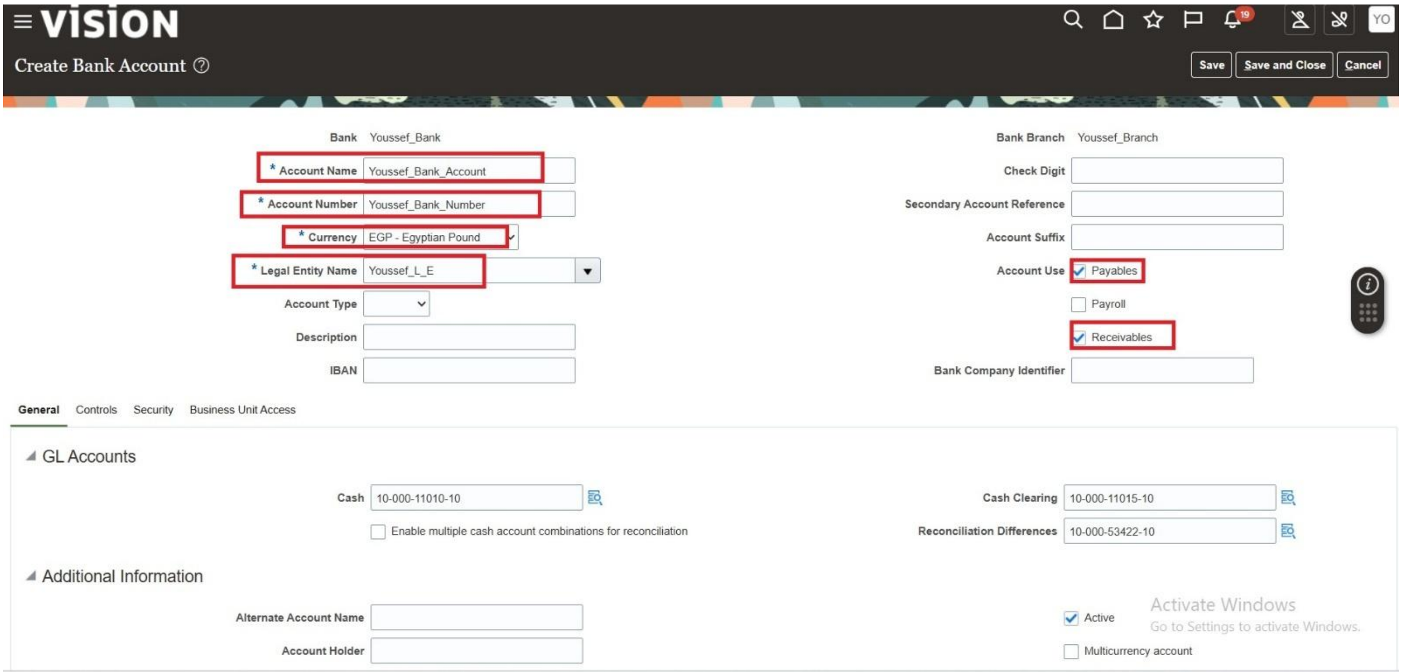
Select Bank Click View Branches



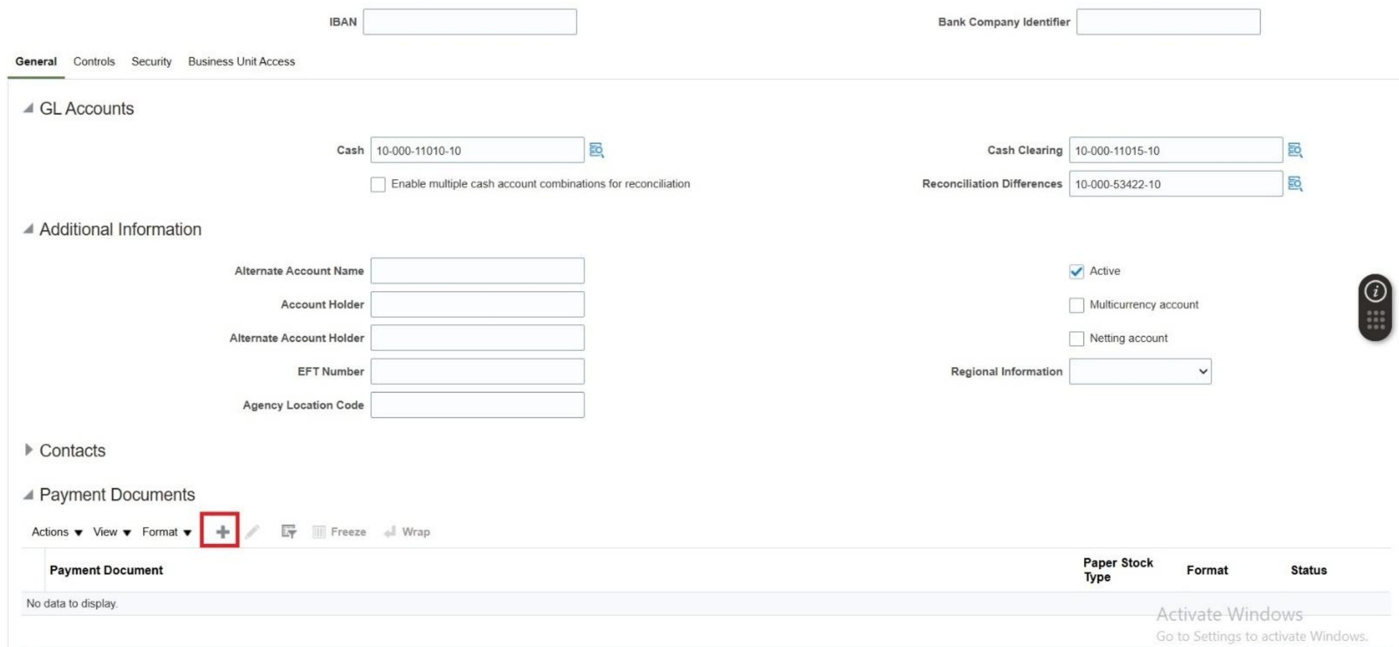
Click Create Account



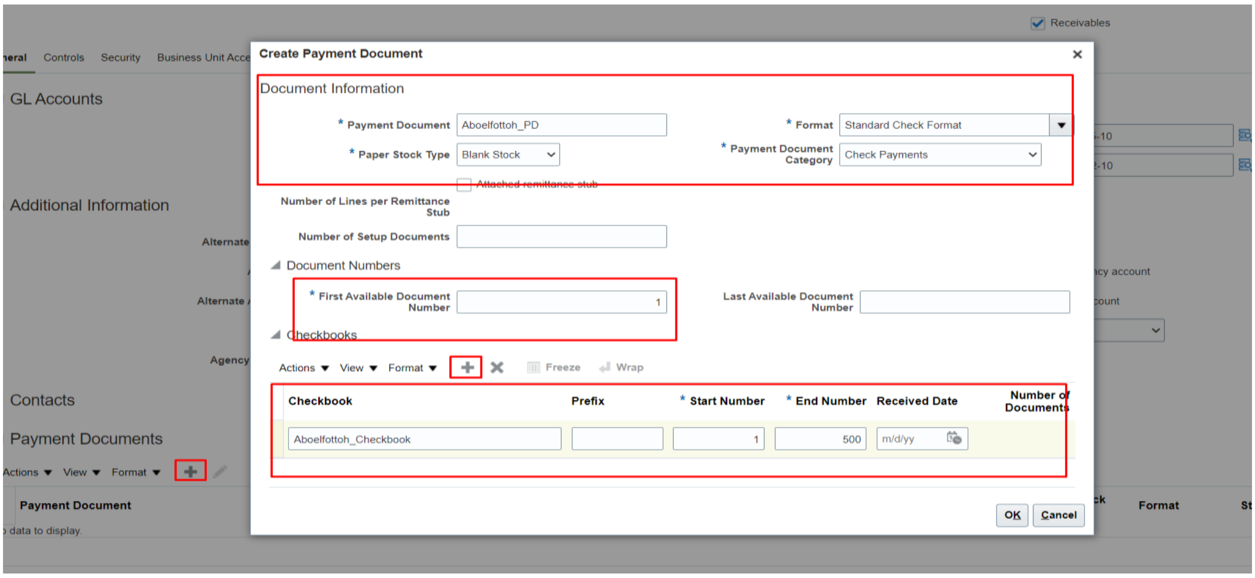
Fill Data Required



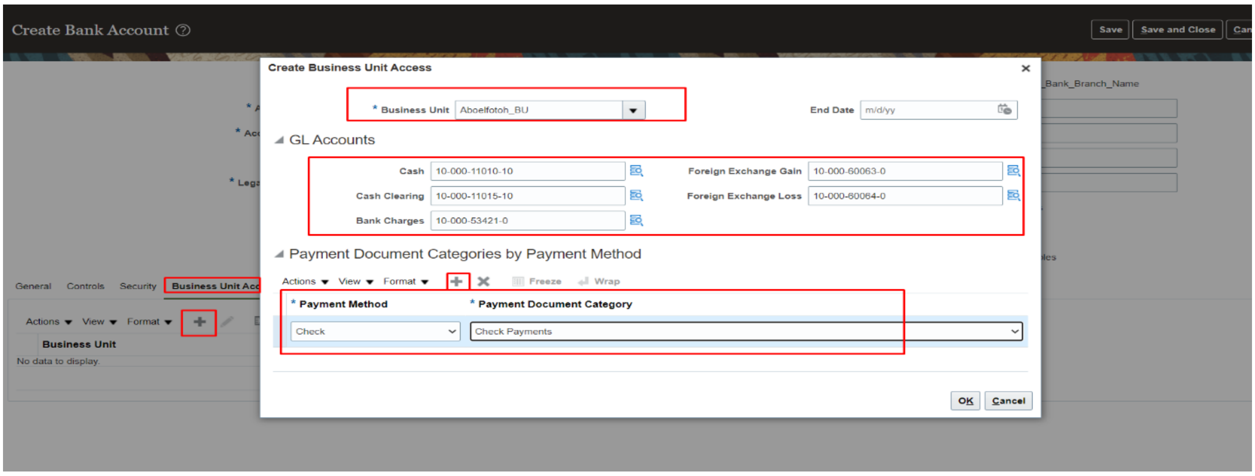
In Same Page Go to payment Document to add Checks Click Create



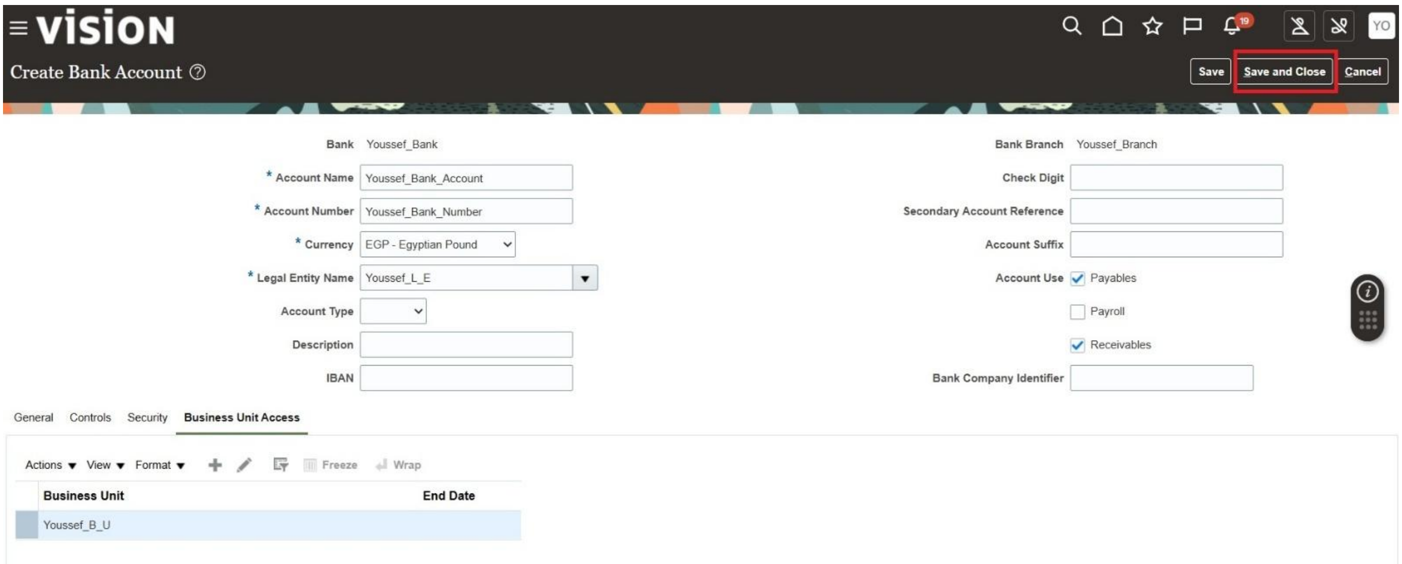
Fill Data Required Click Ok



Open Business Unit Click Create Fill Data Required Click Ok



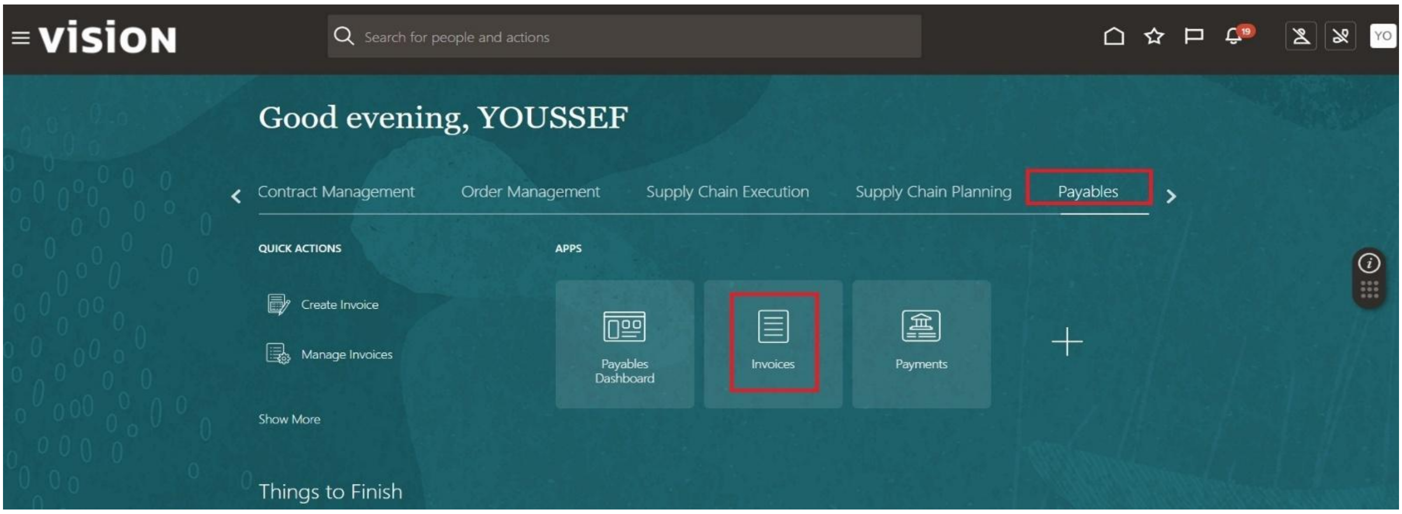
Click Save and Close



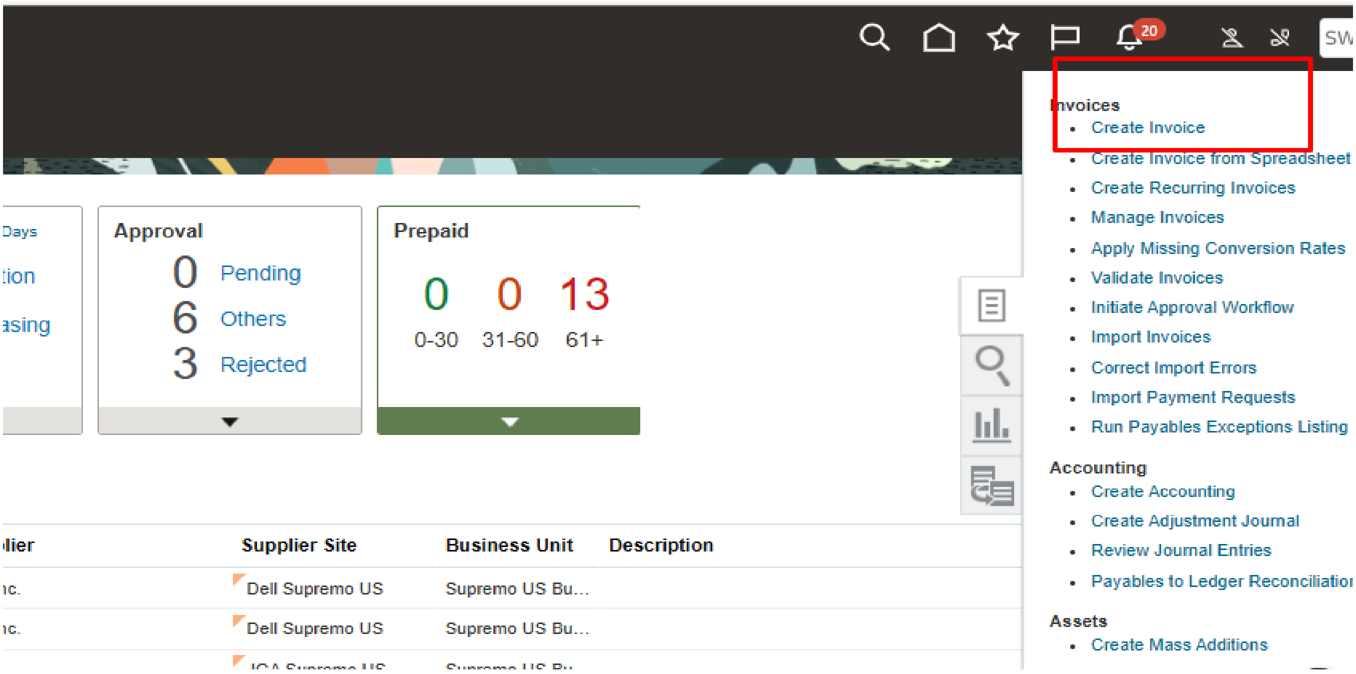
ORACLE FUSION

End User Test:

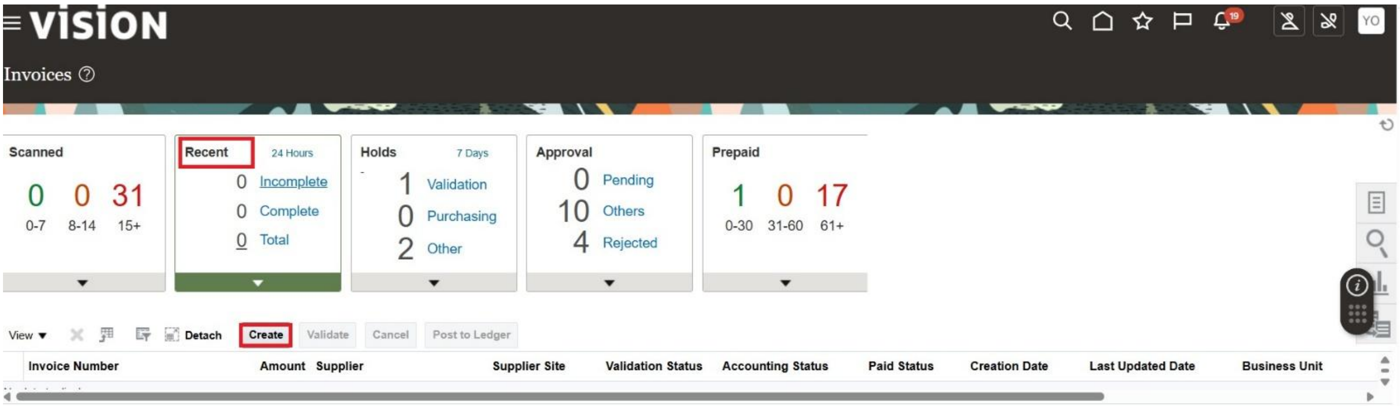
Home page Click Payables Open Invoice



Open Task Panel Click Create invoice

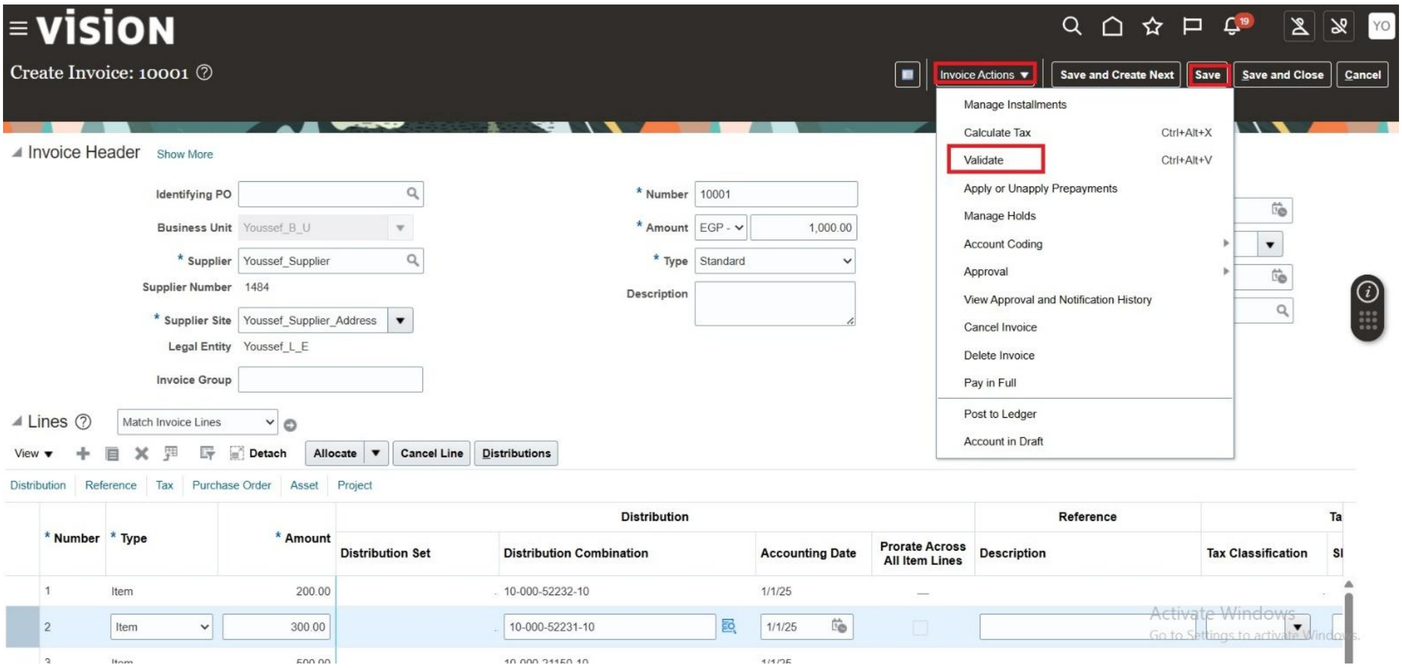


Or Click Recent in Info Tiles Click Create

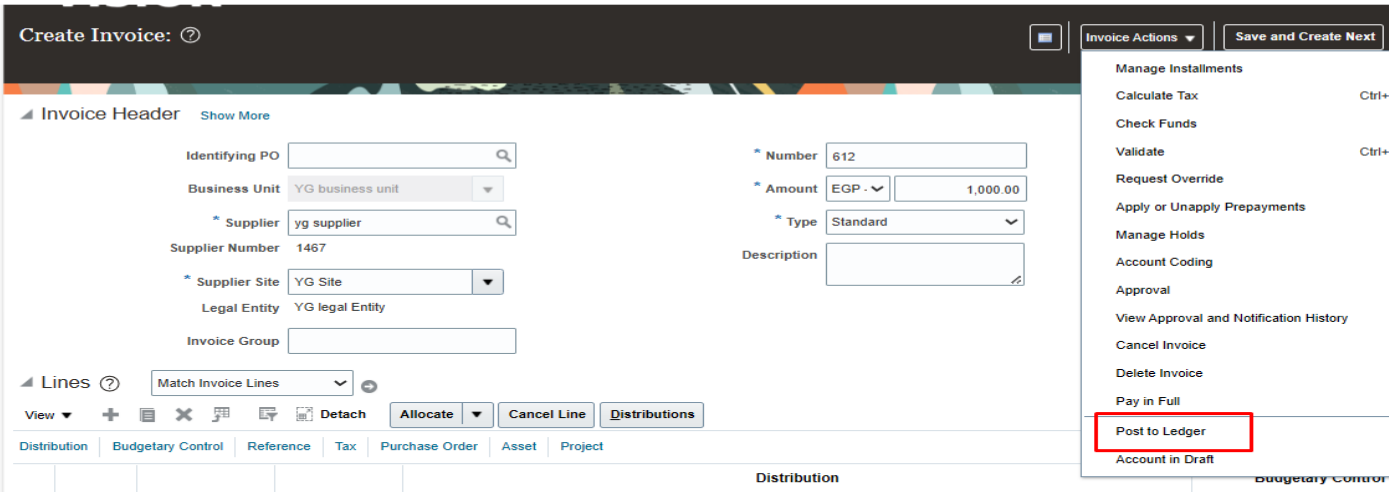


ORACLE FUSION

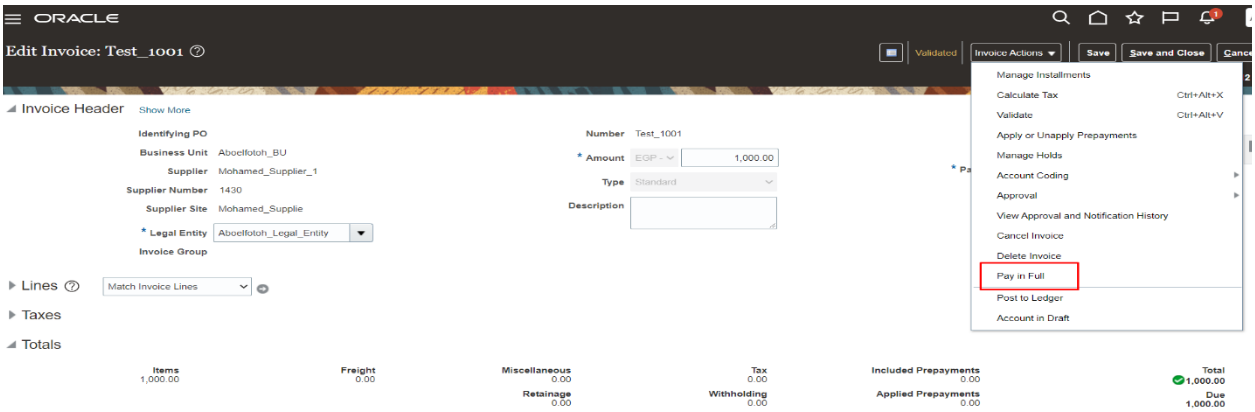
Write Data Required Save Invoice Action Validate



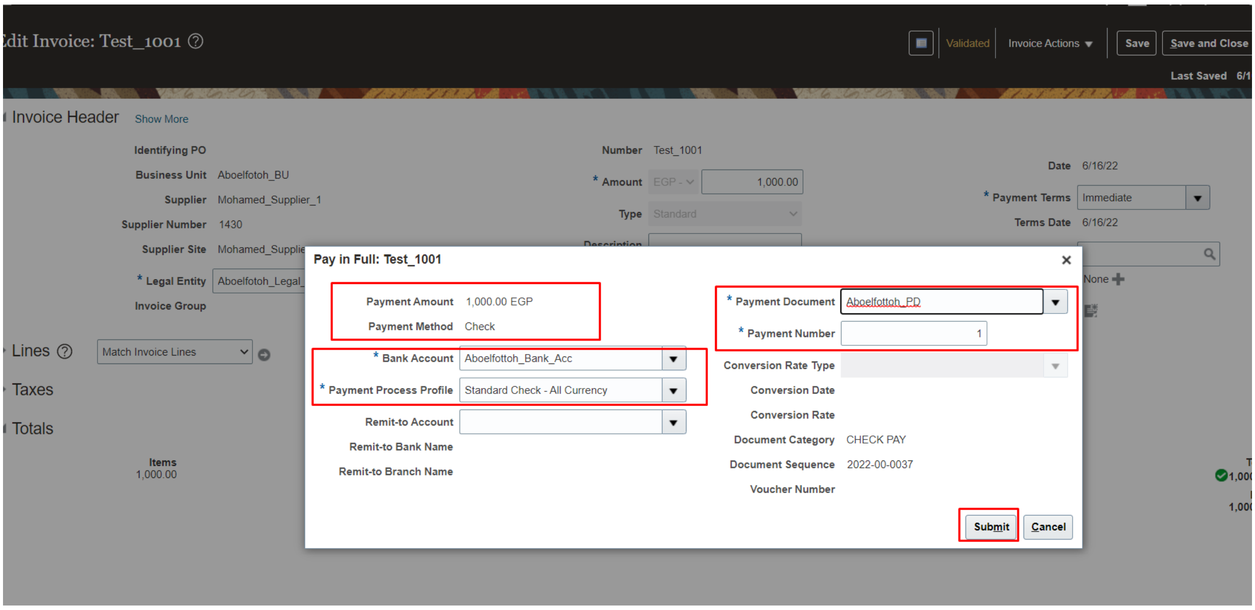
Click Post to Ledger



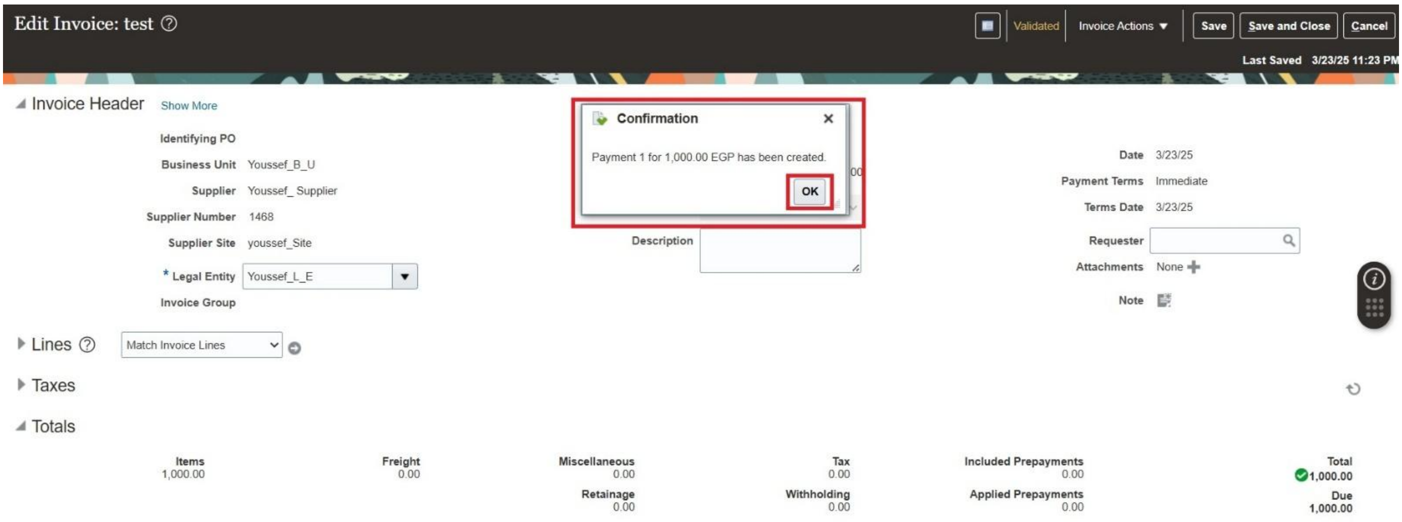
Open Invoice Actions Click to Pay in Full



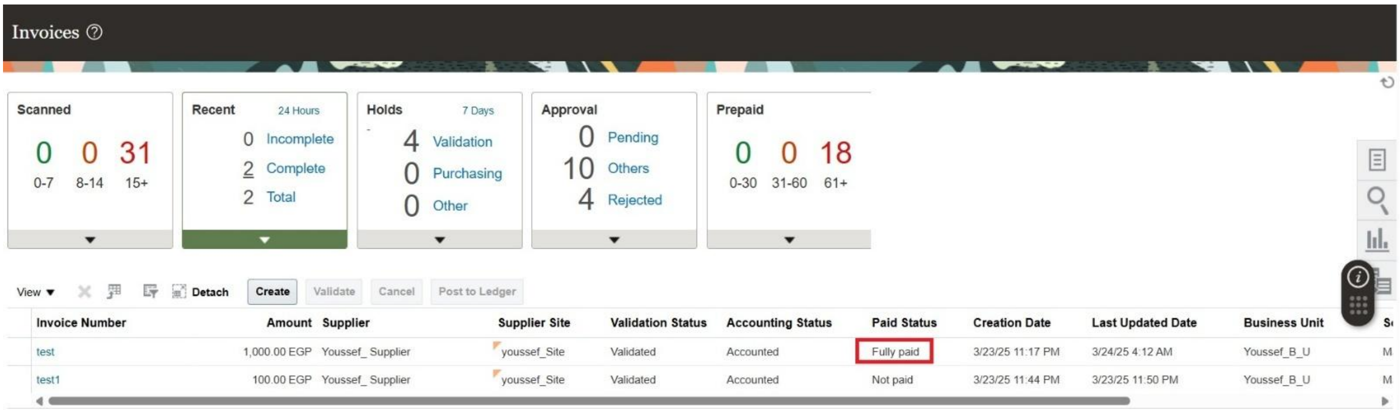
Fill Data Required Click Submit



Click Ok

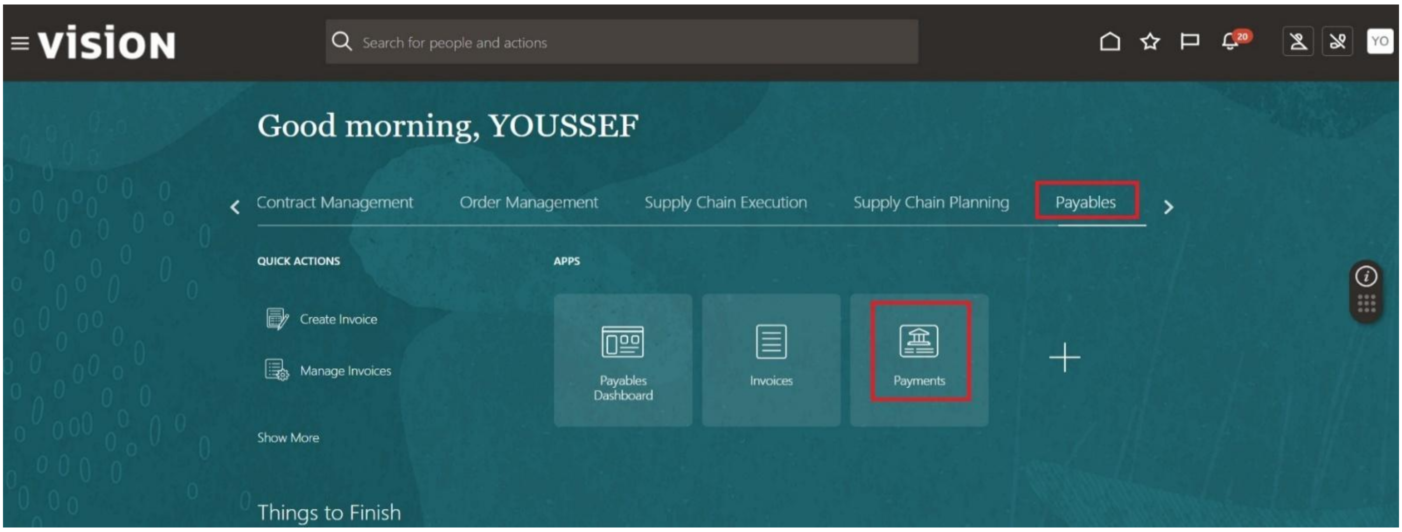


Check Results

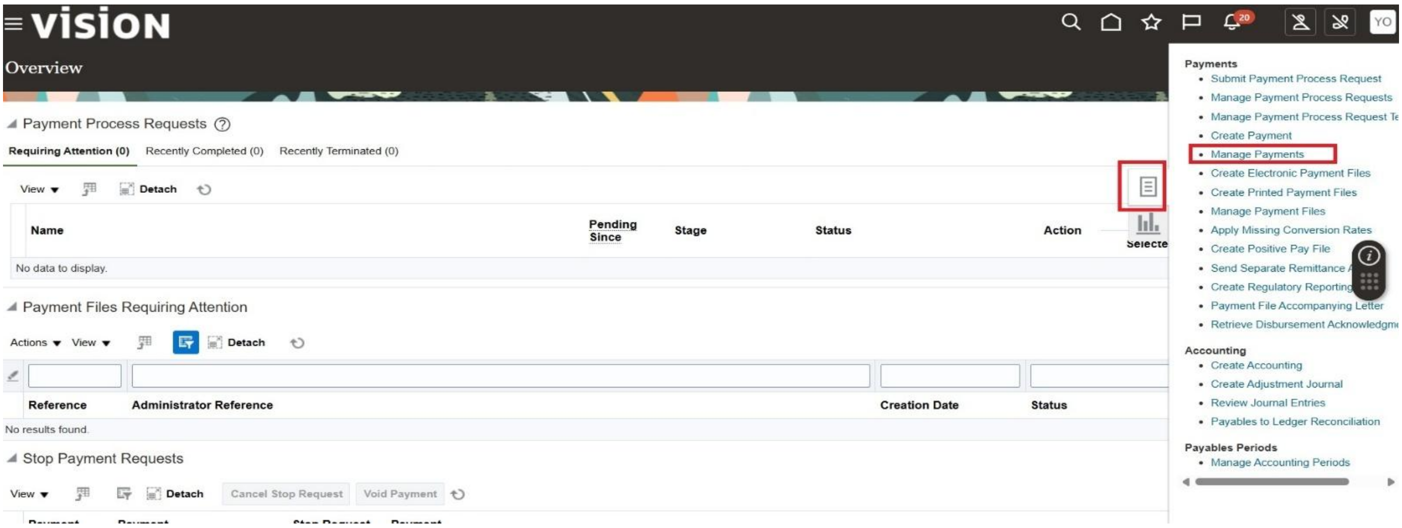


ORACLE FUSION

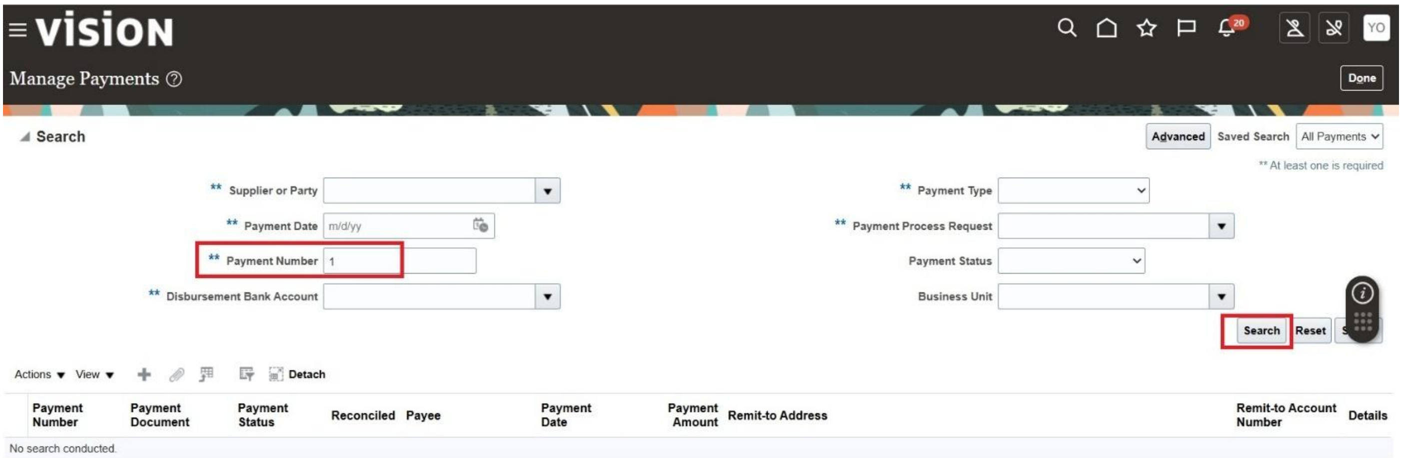
Open Payables — Click Payments



Open Task Panel — Click Manage Payments

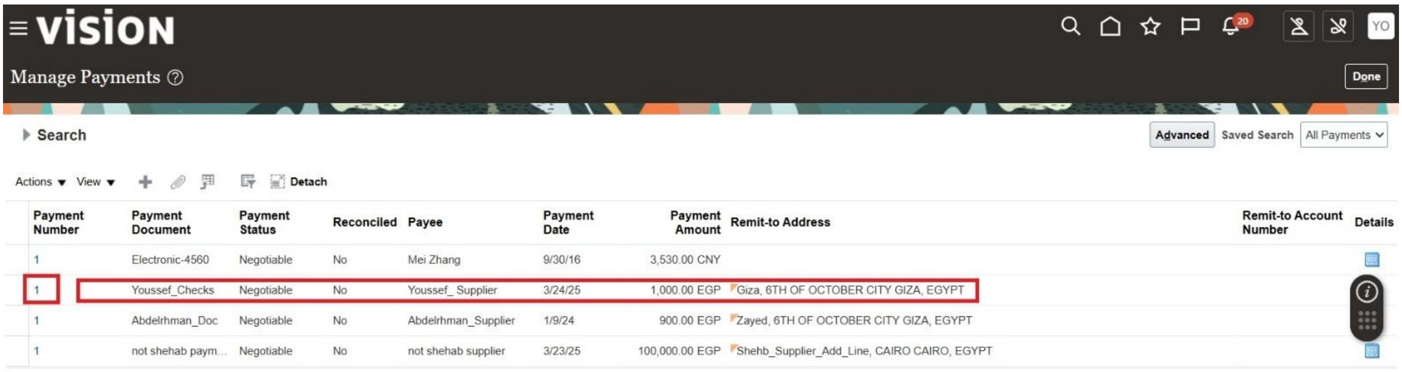


Fill Data Required — Click Search



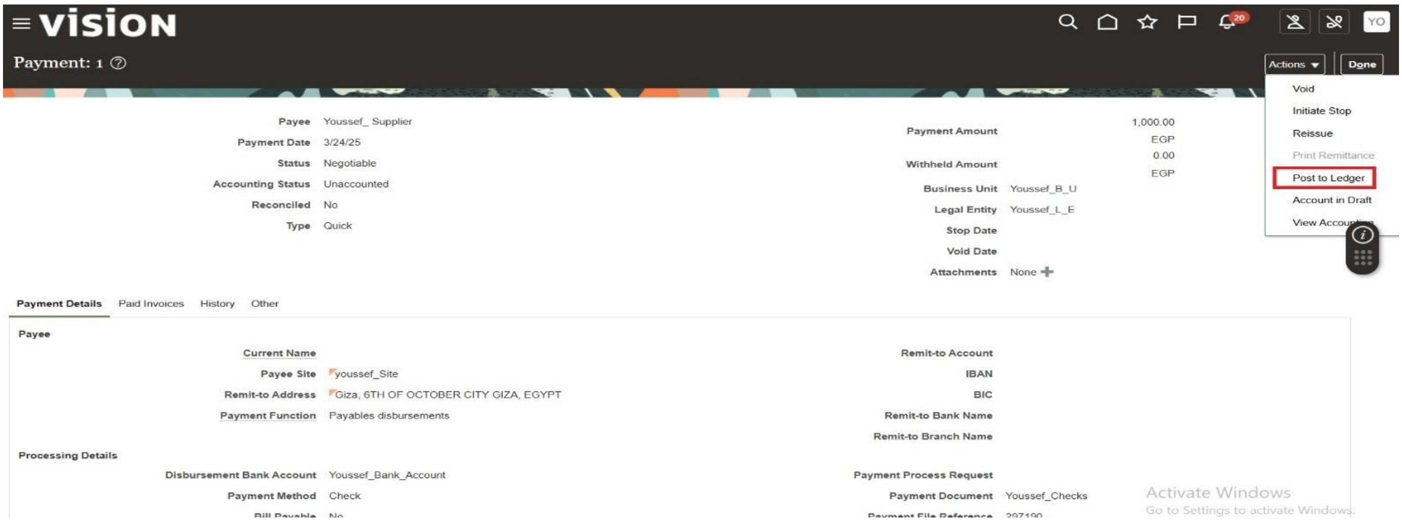
ORACLE FUSION

Choose Invoice to Post payment to General Ledger

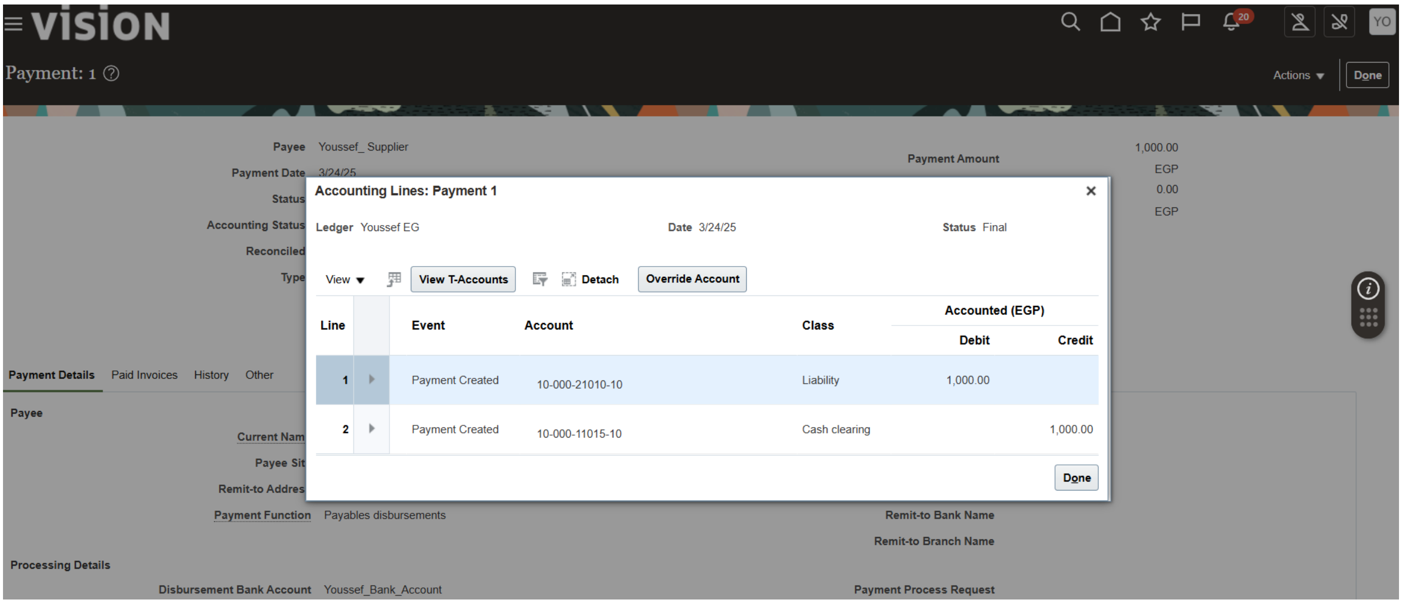


Open Actions

Click Post to Ledger



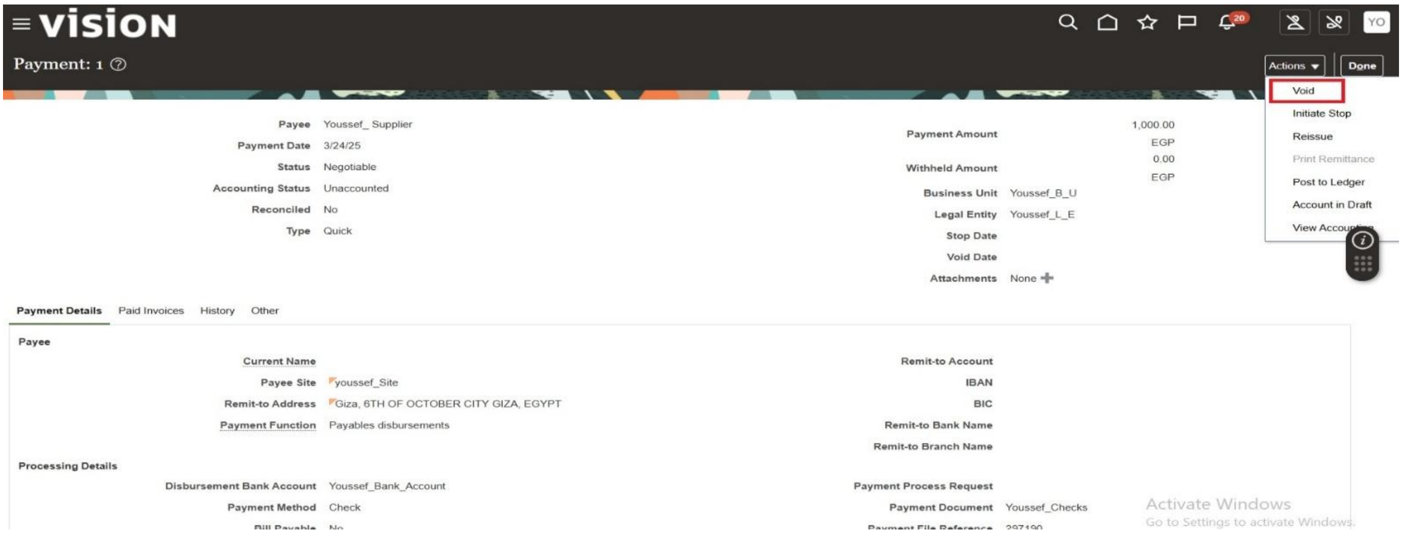
Check Results



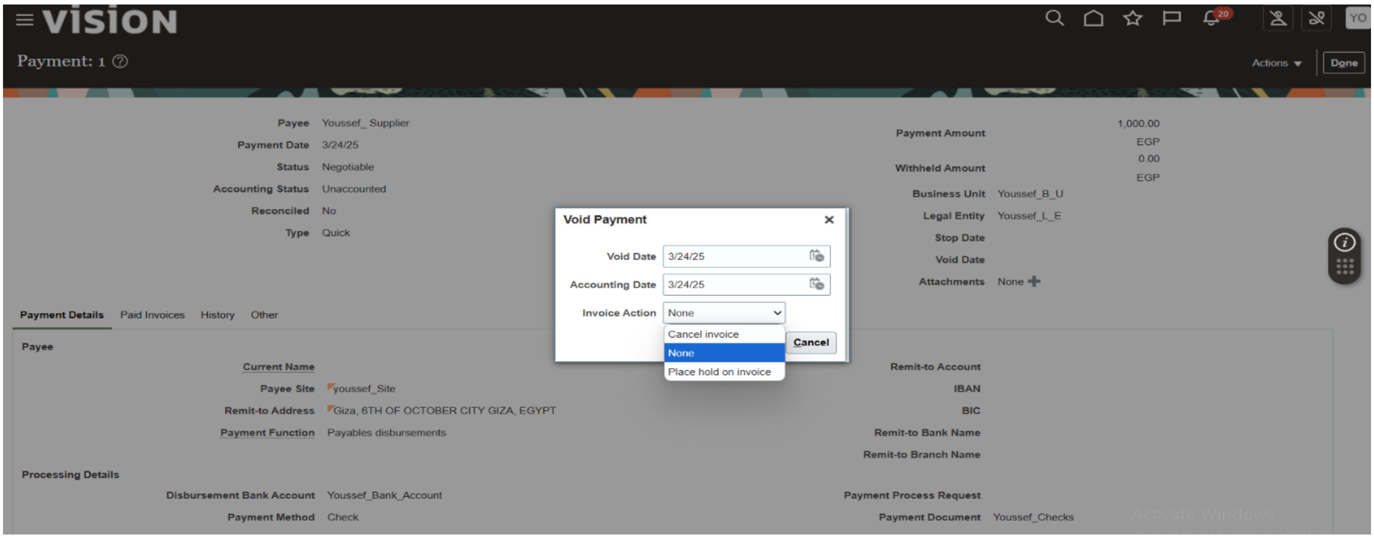
Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

ORACLE FUSION

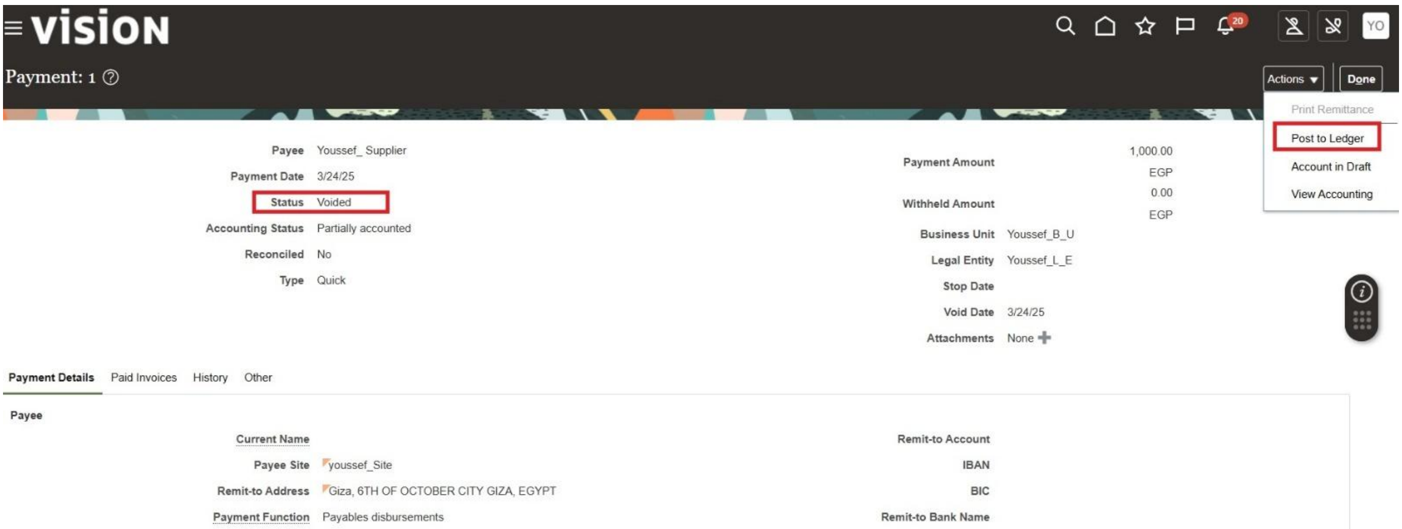
Click to Void in Case Wronge Invoice



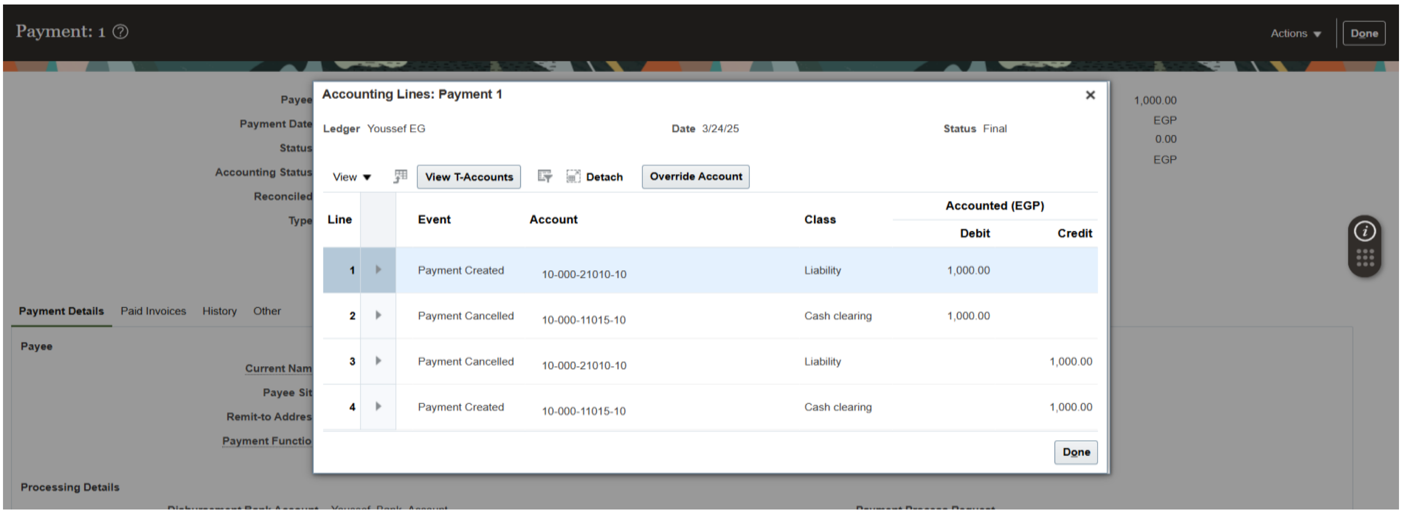
Choose Action Click Submit



Check Statues Click Post to Ledger

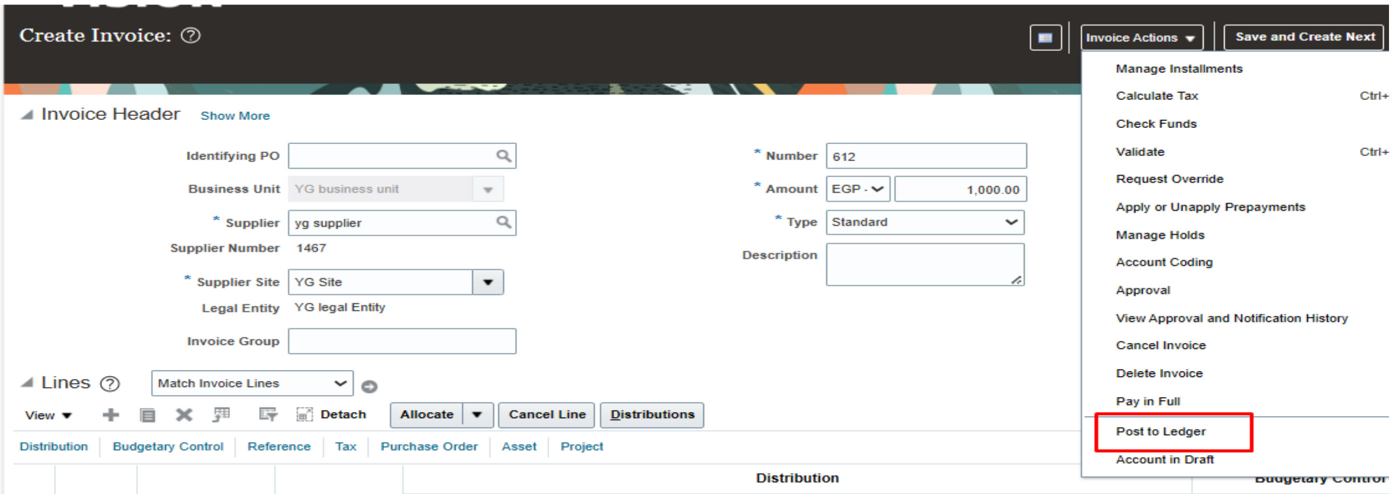


Check Results

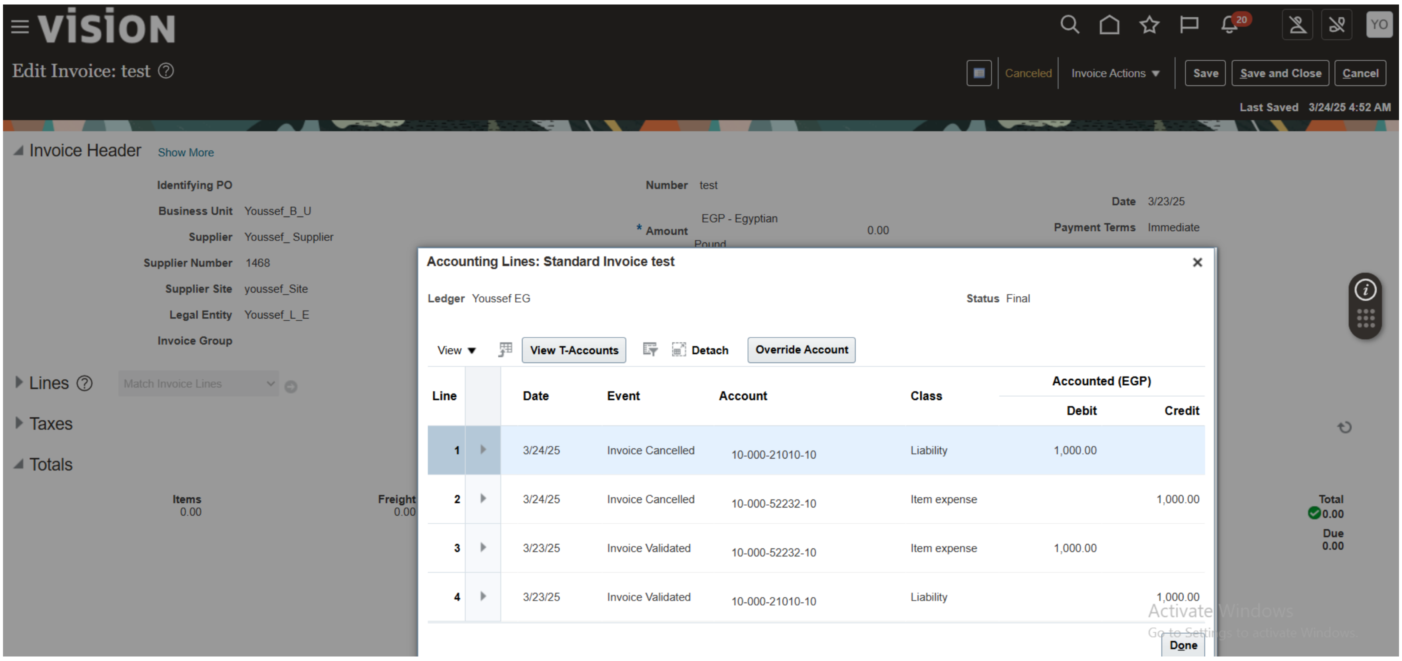


Open Same Invoice

Click Post to Ledger

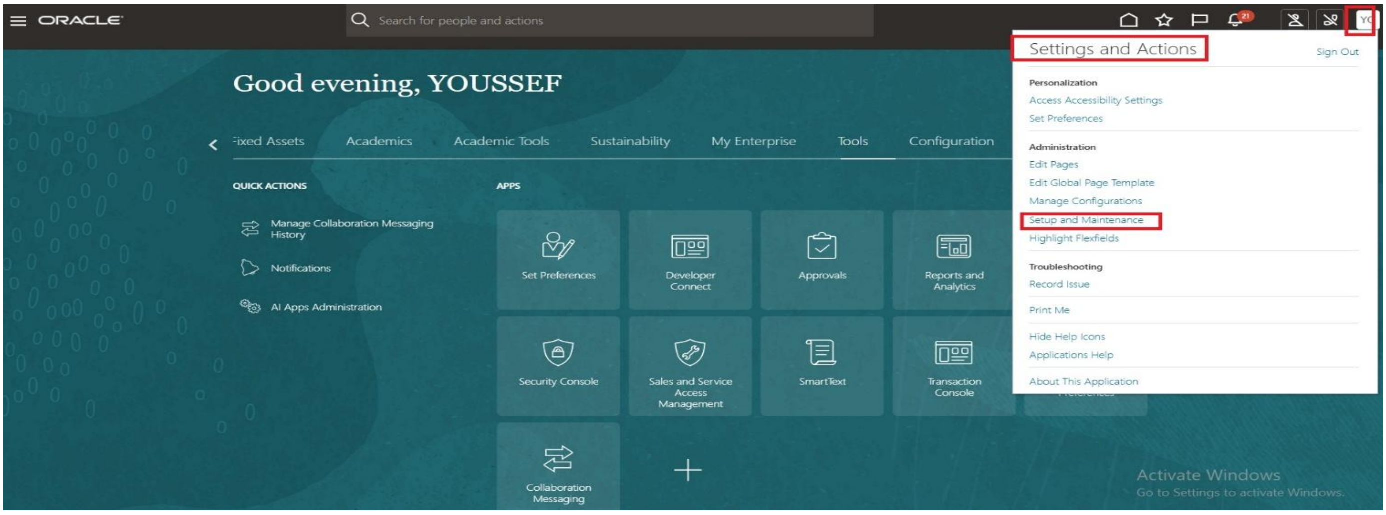


Check Results

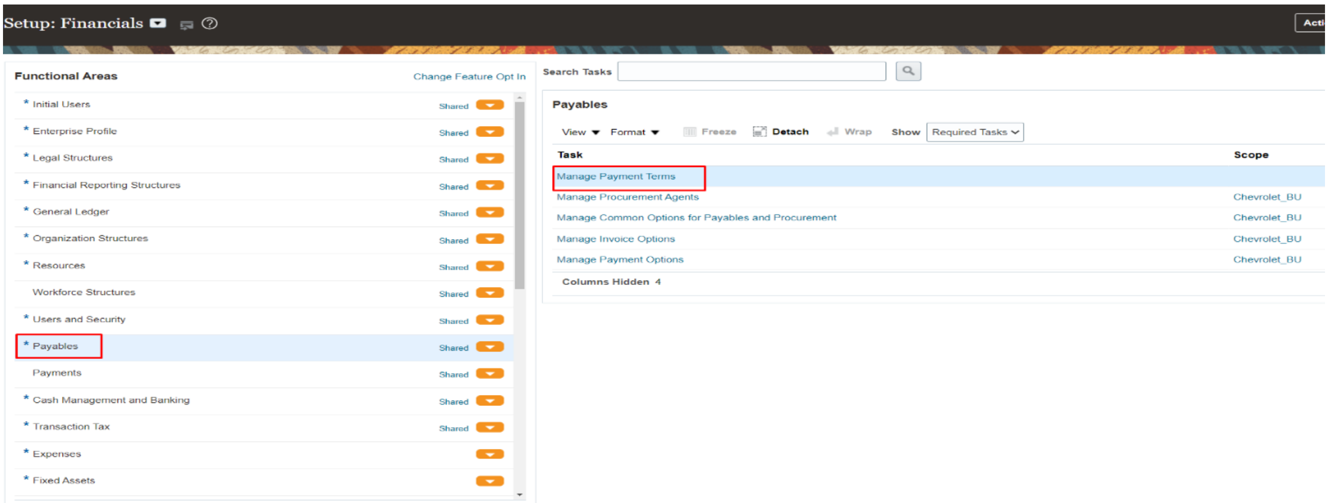


How to Manage Payment Terms?

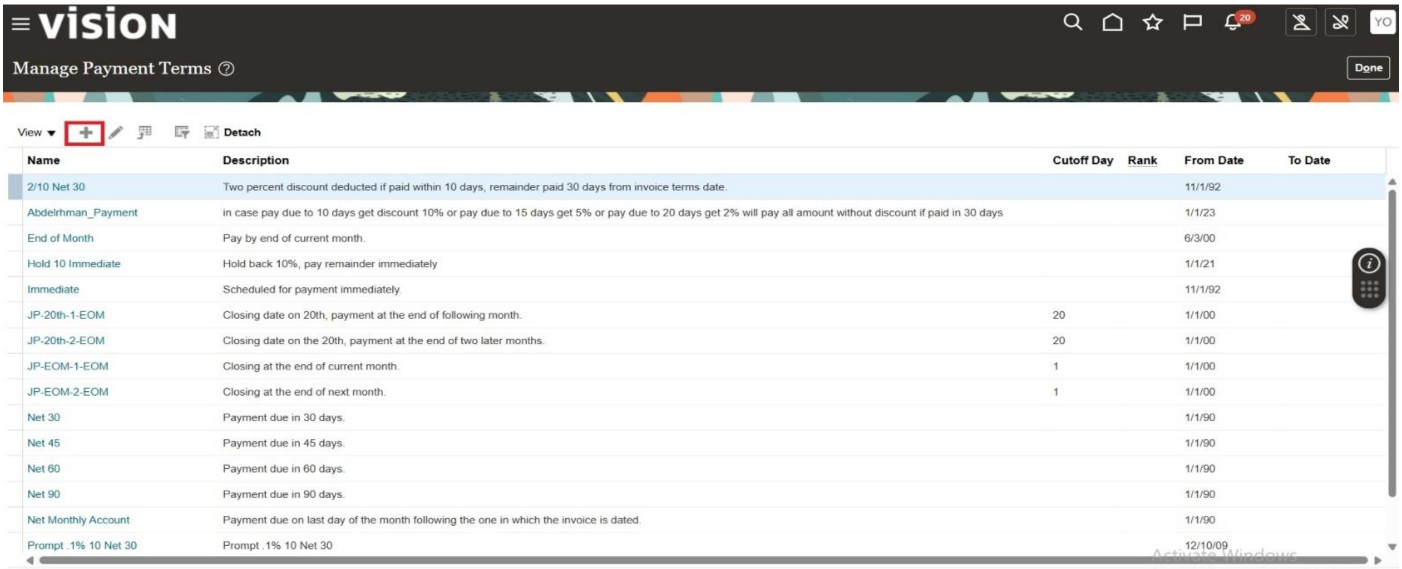
Open Setting and Actions   Choose Setup and maintenance



Open Payables   Click to Manage Payment Terms

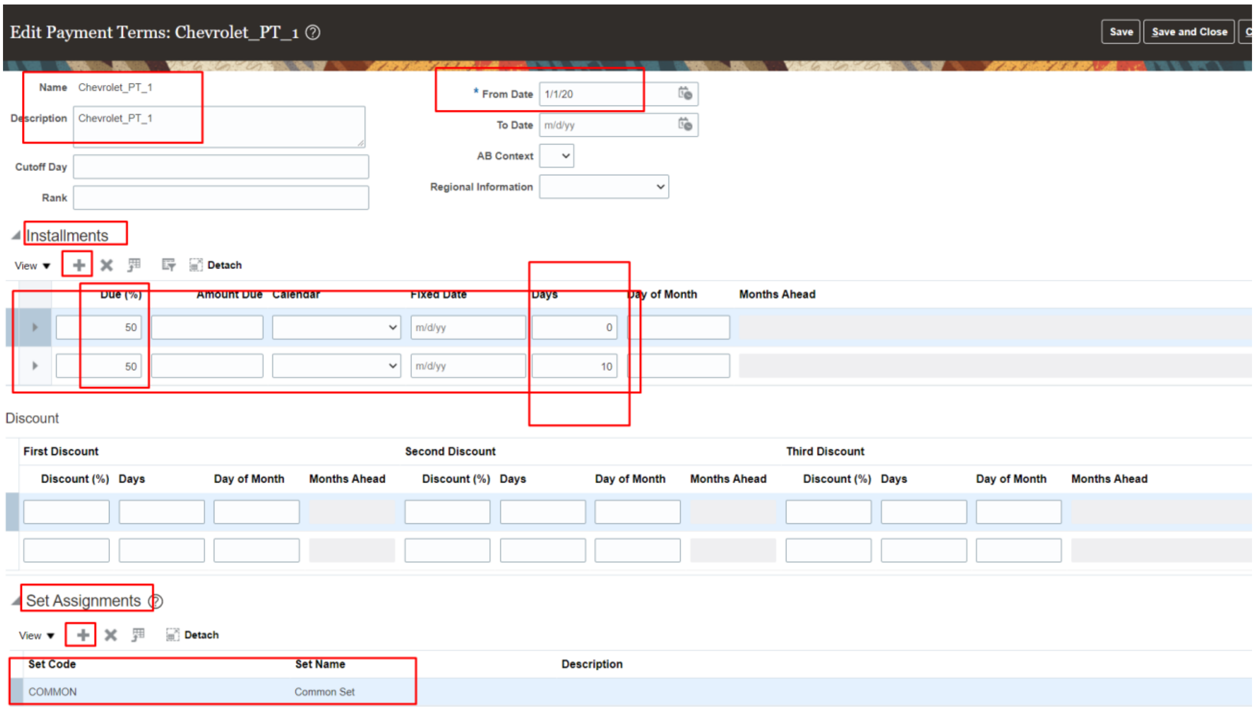


Click Create



Fill Data Required

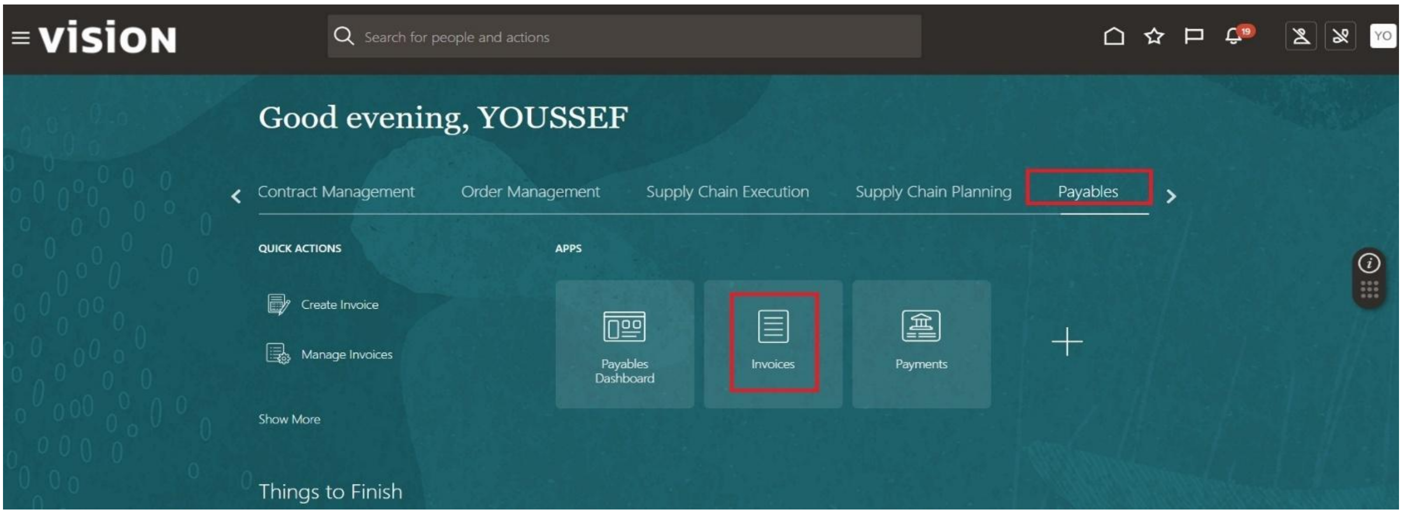
Click Save and Close



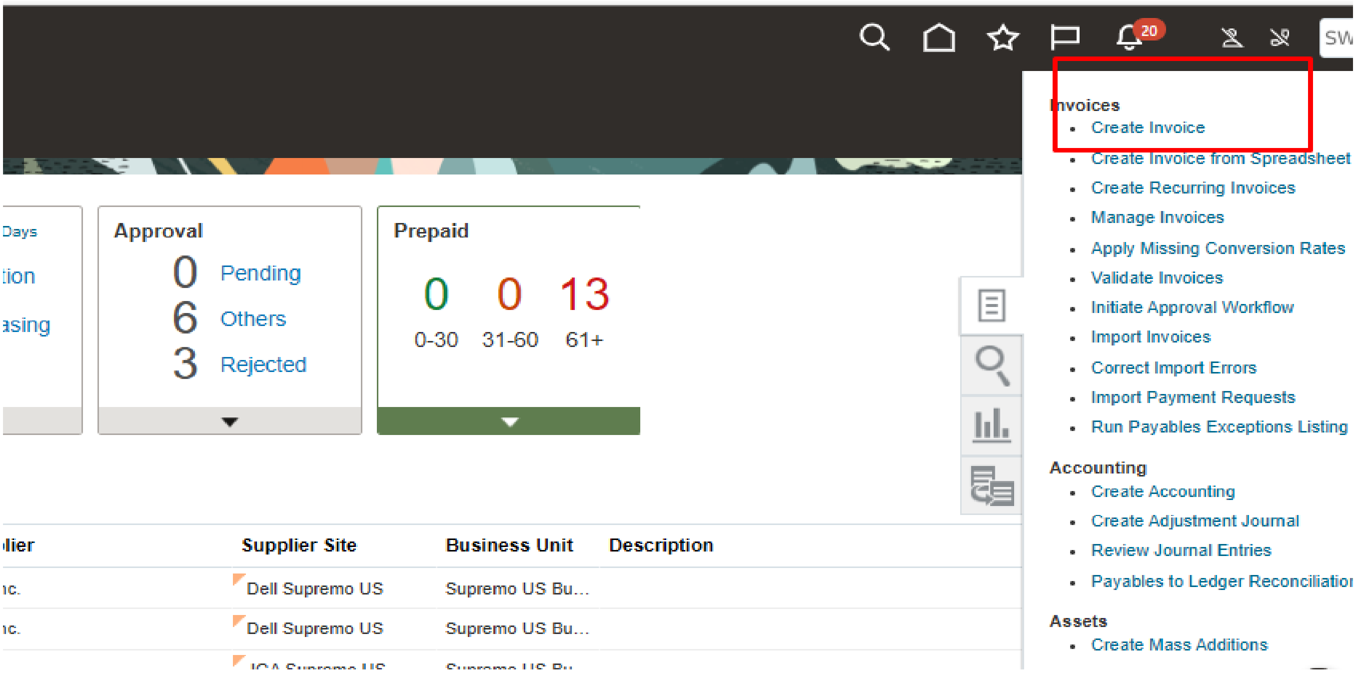
ORACLE FUSION

End User Test:

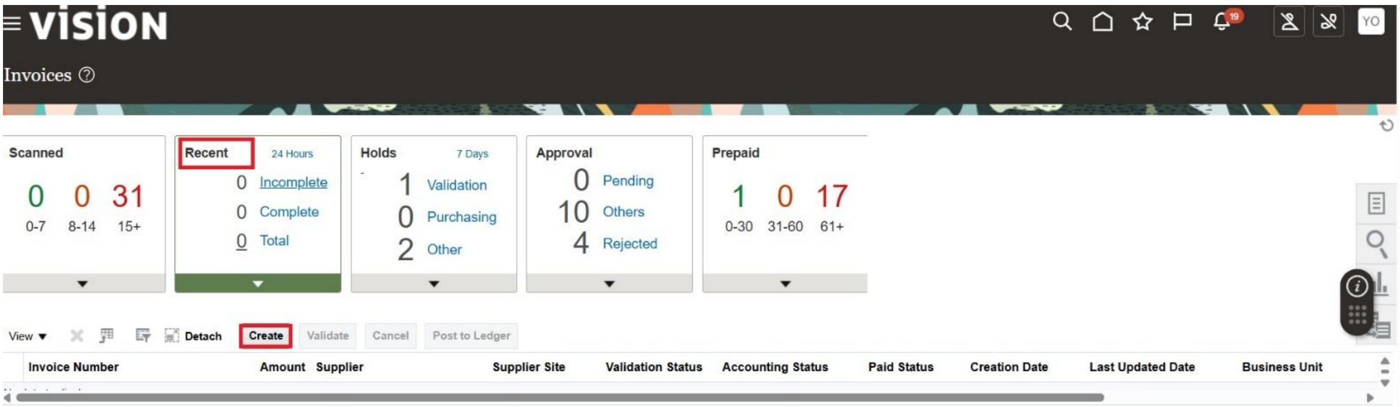
Home page | Click Payables | Open Invoice



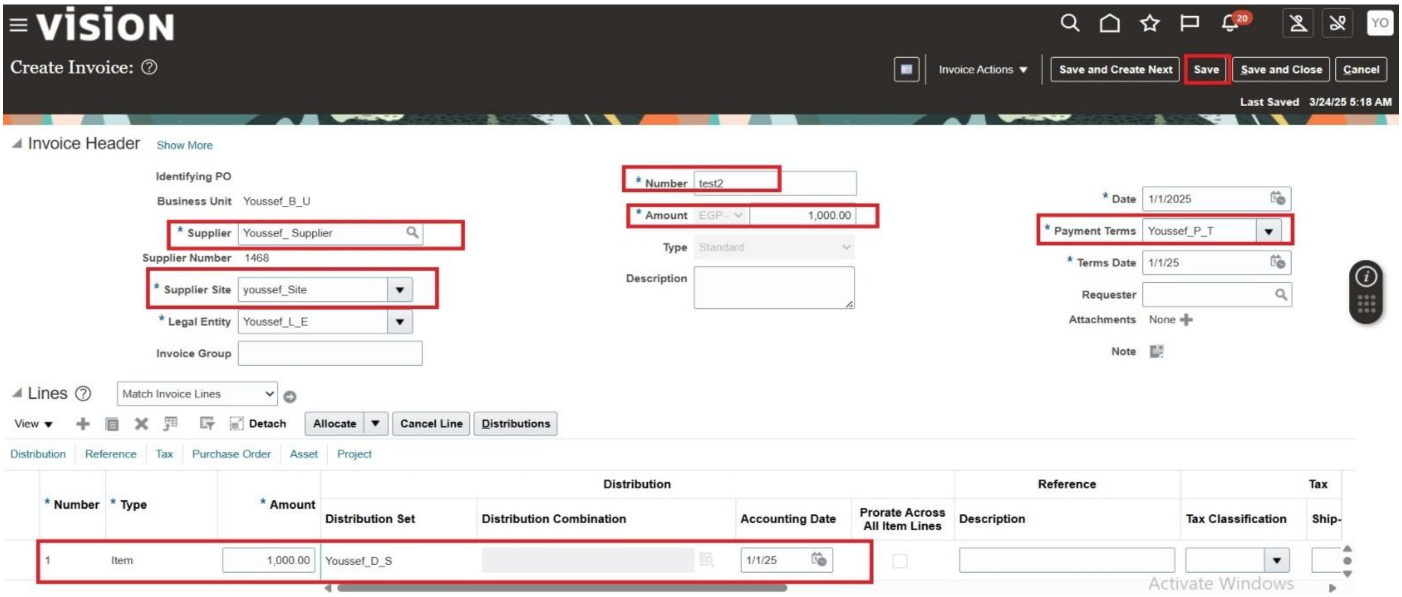
Open Task Panel | Click Create invoice



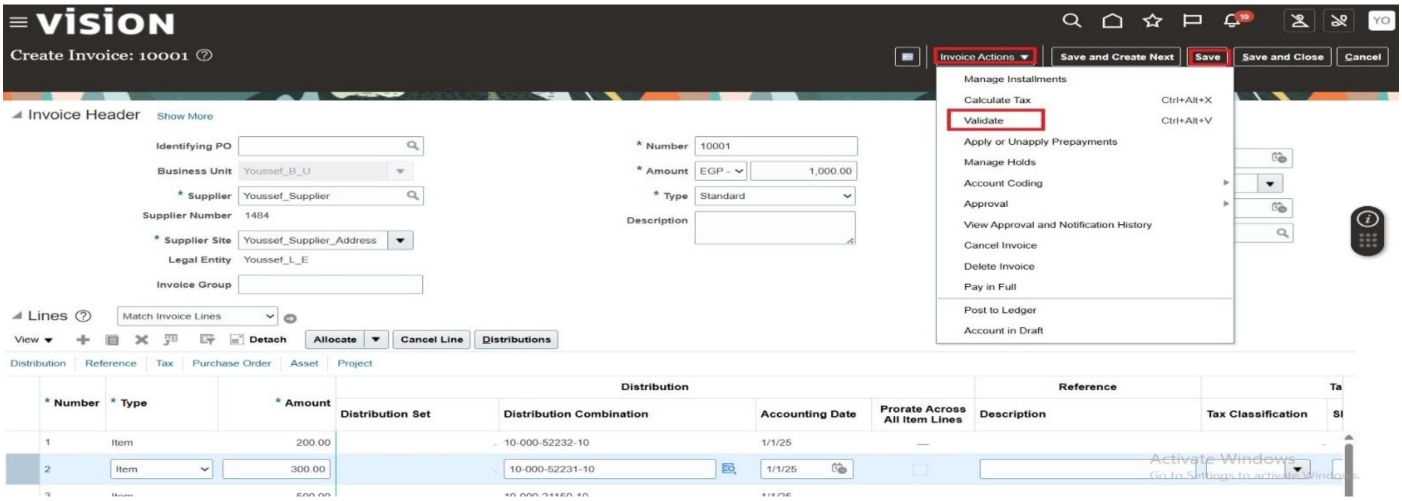
Or Click Recent in Info Tiles | Click Create



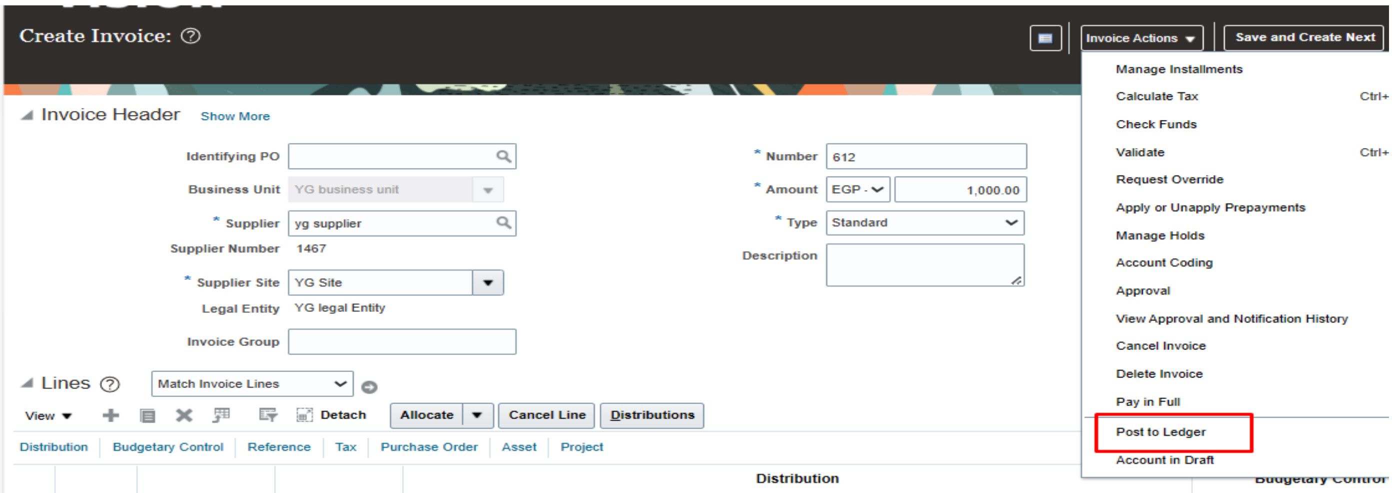
Write Data Required



Click Save | Invoice Action | Validate

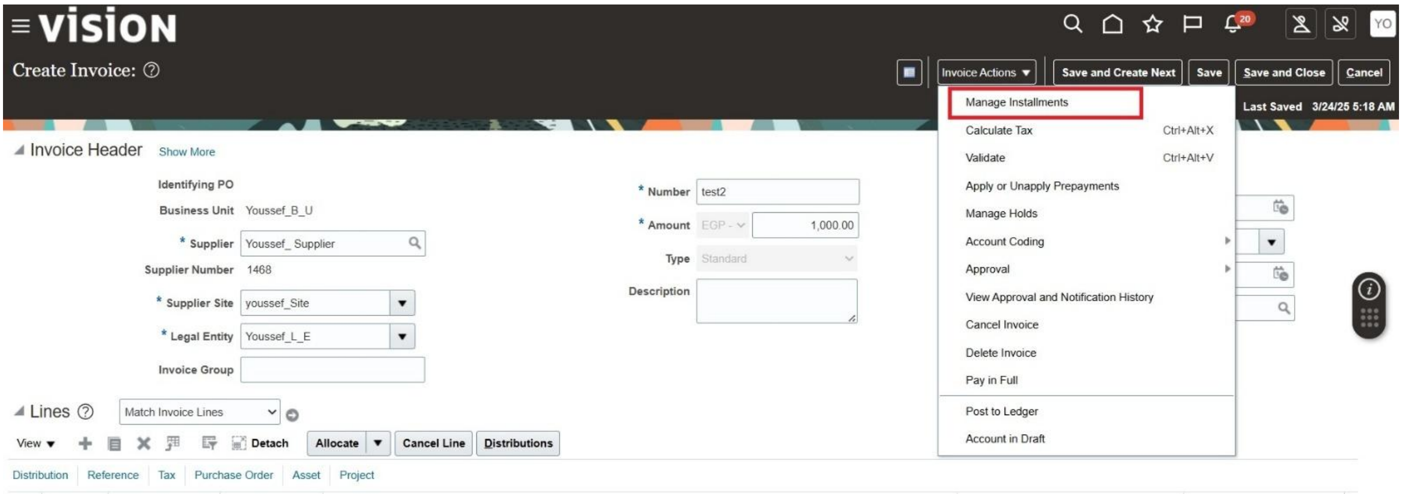


Click Post to Ledger

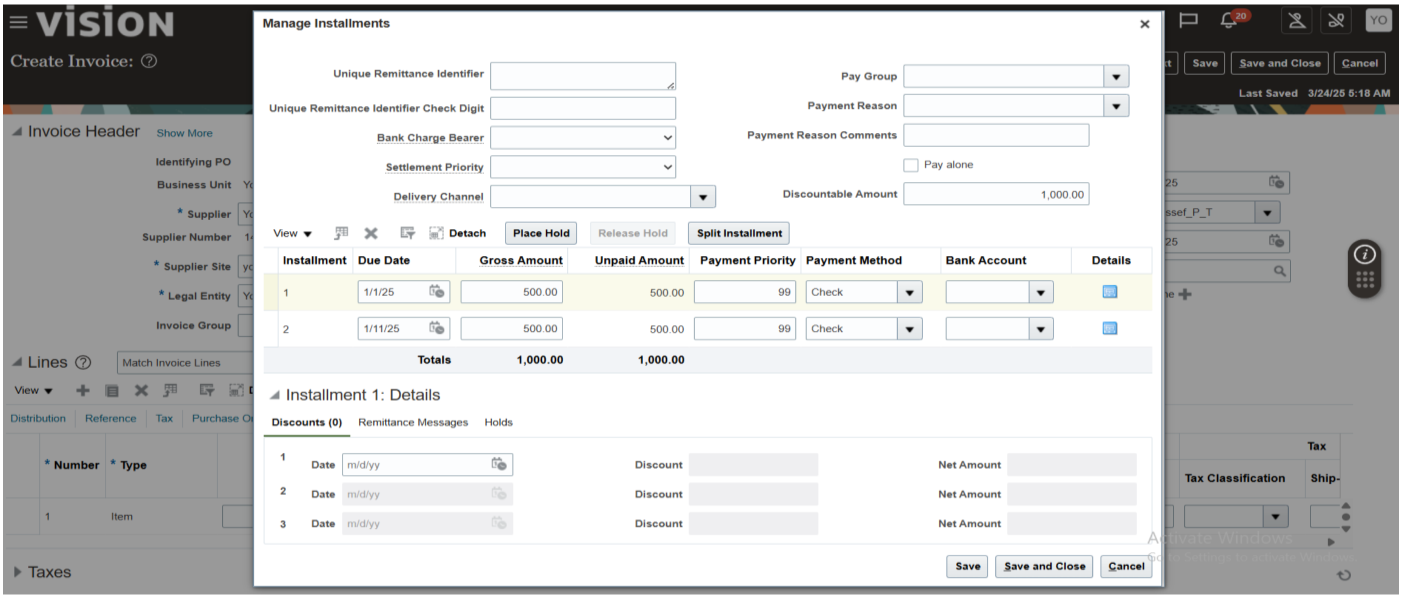


ORACLE FUSION

Click on Manage Instalments

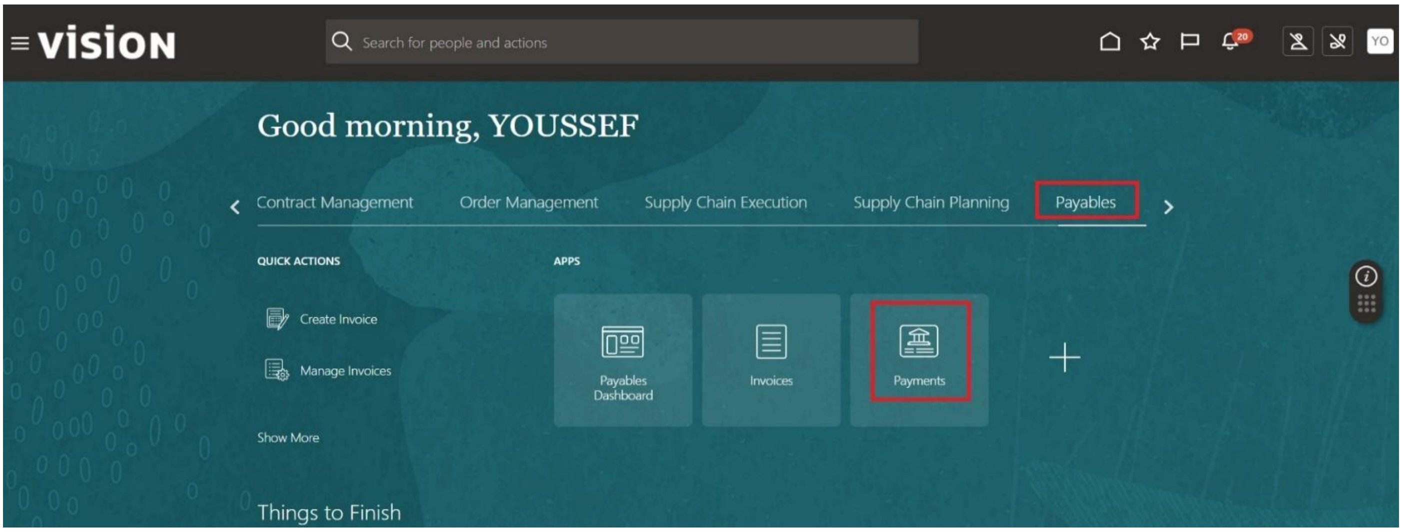


Review Instalments



Open Payables

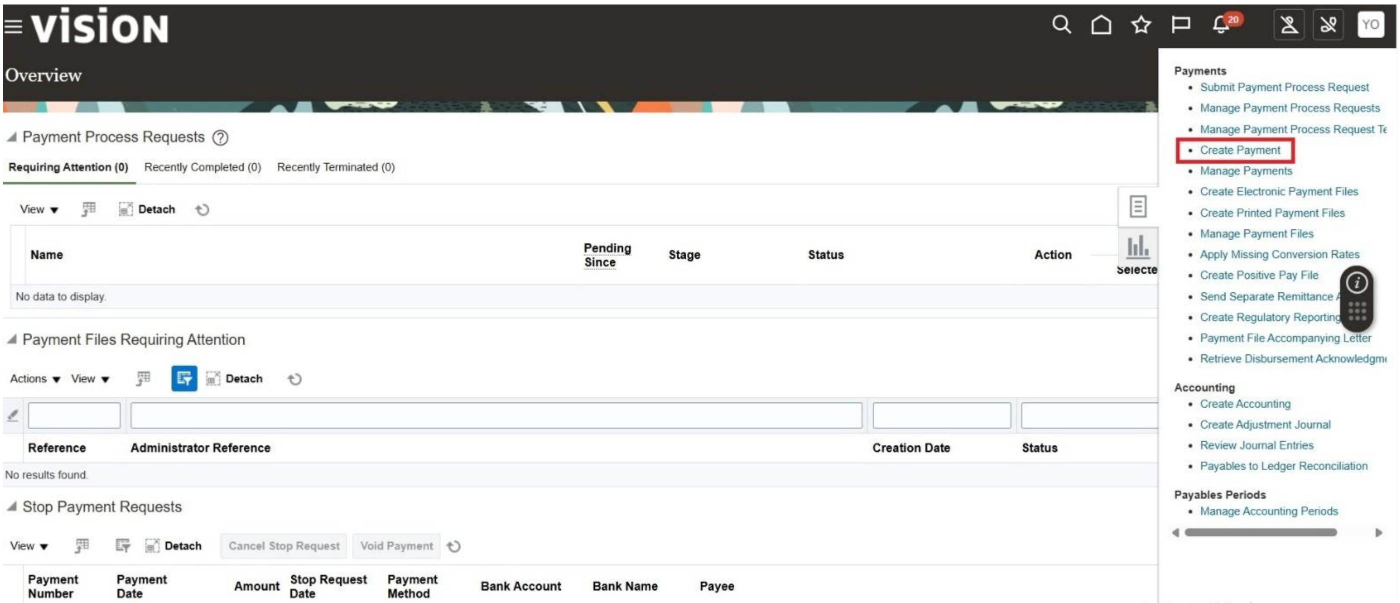
Click Payments



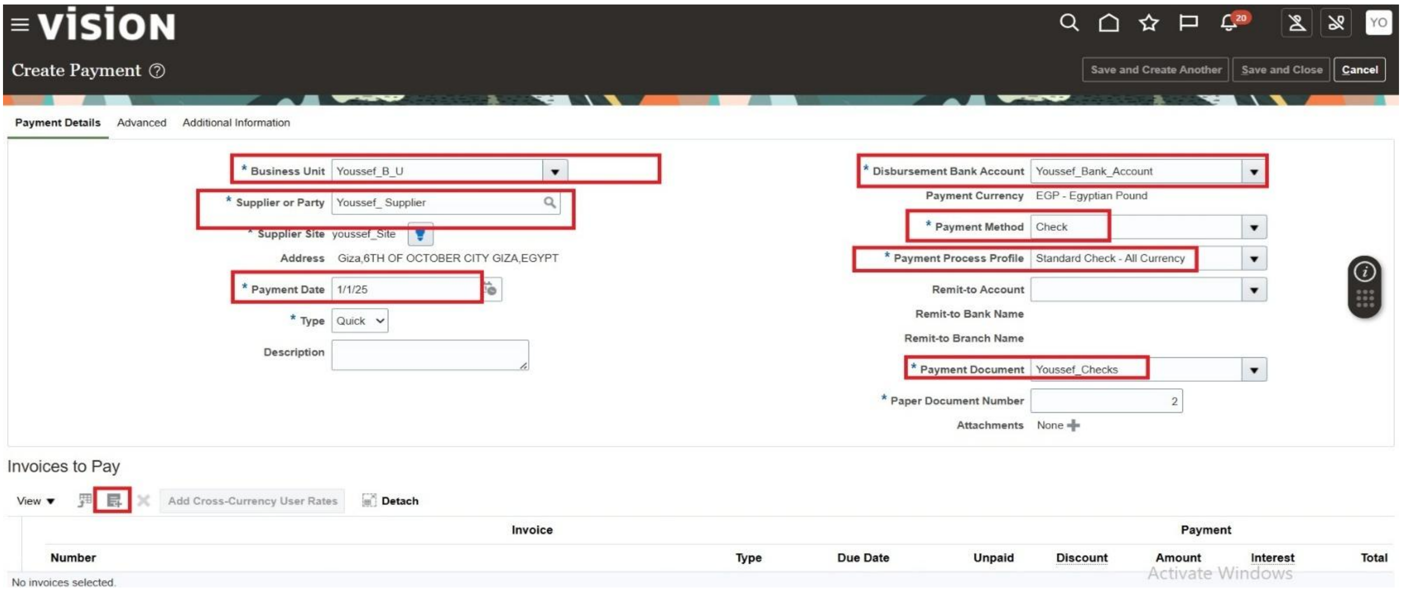
Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

ORACLE FUSION

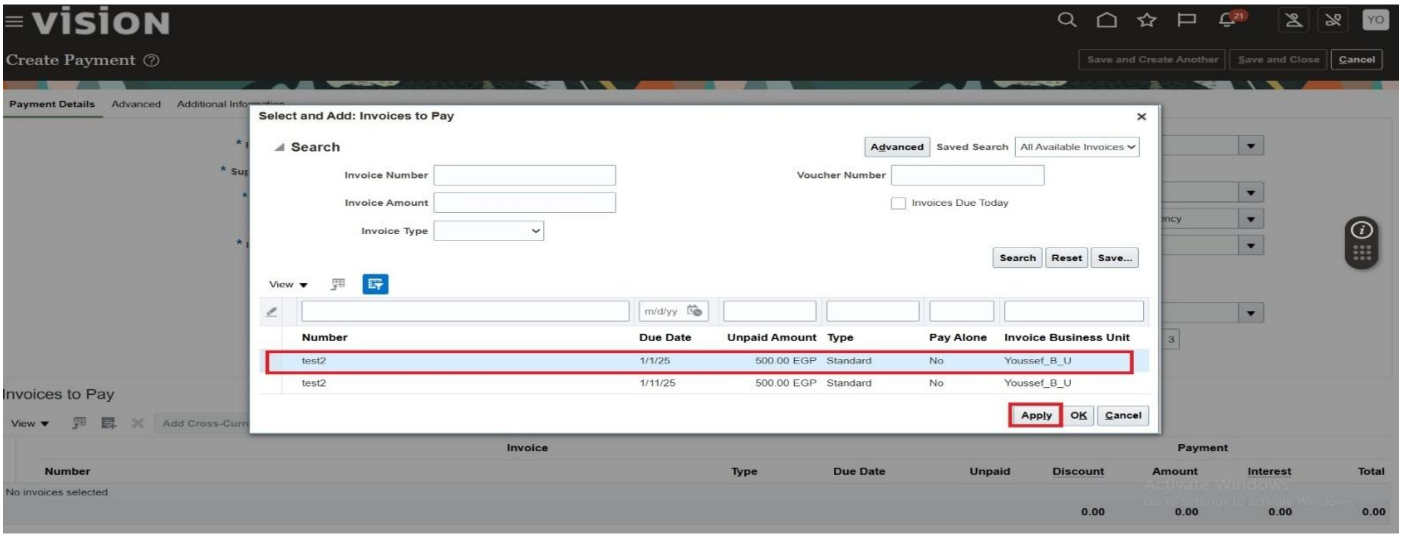
Open Task Panel   Click Create Payments



Fill Data Required

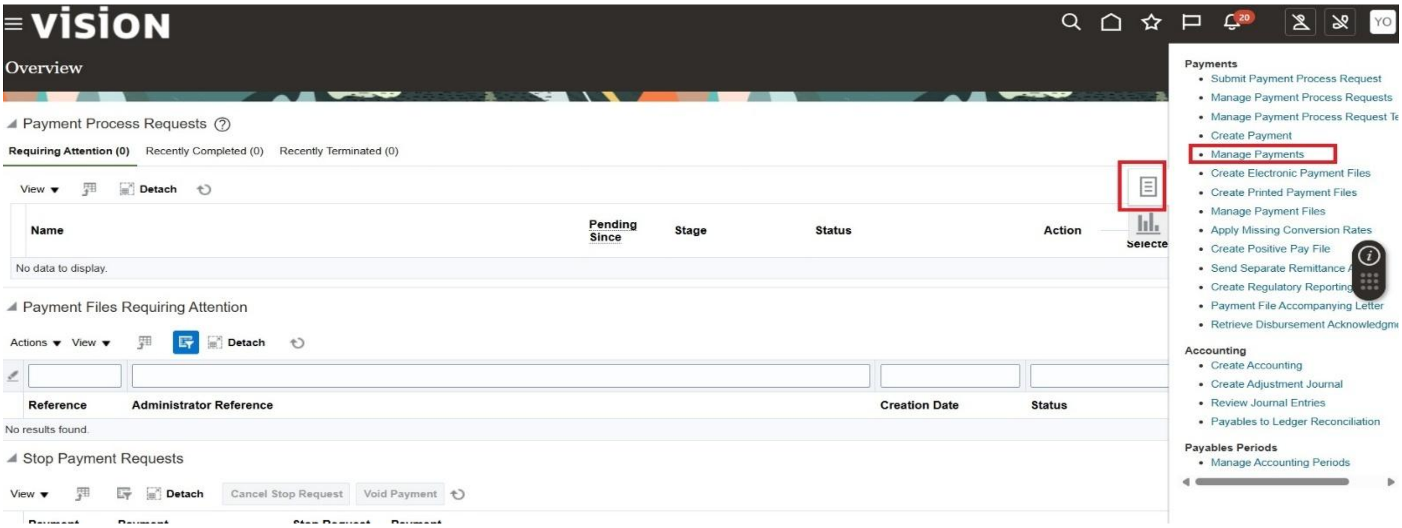


Choose your Invoice   Click Apply   Click Save and Close

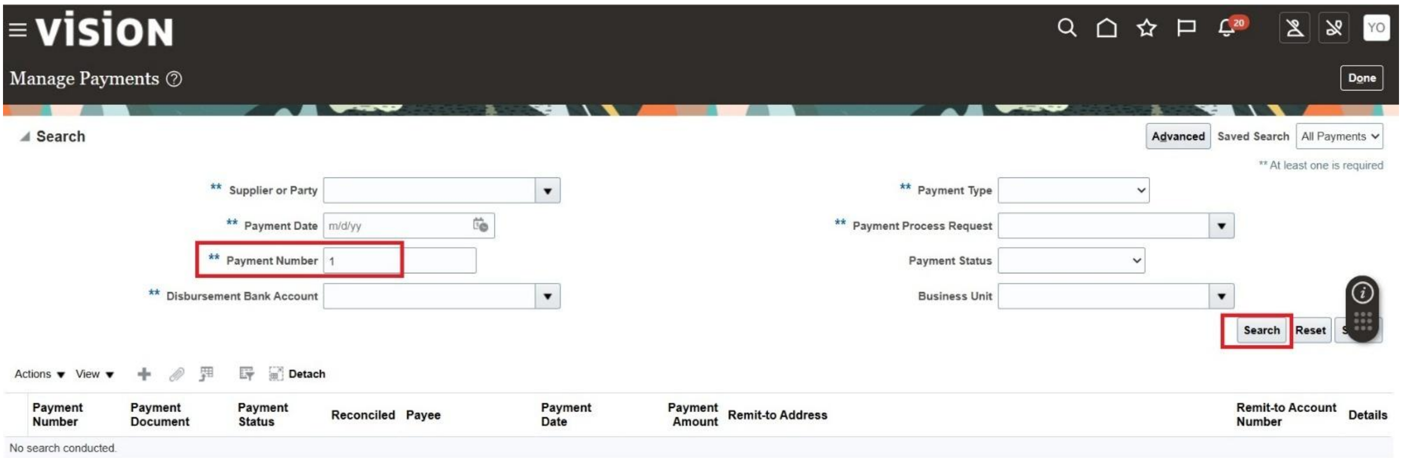


Authorized by Mohamed Badawy   http://linkedin.com/in/mohamed-badawy-393821240

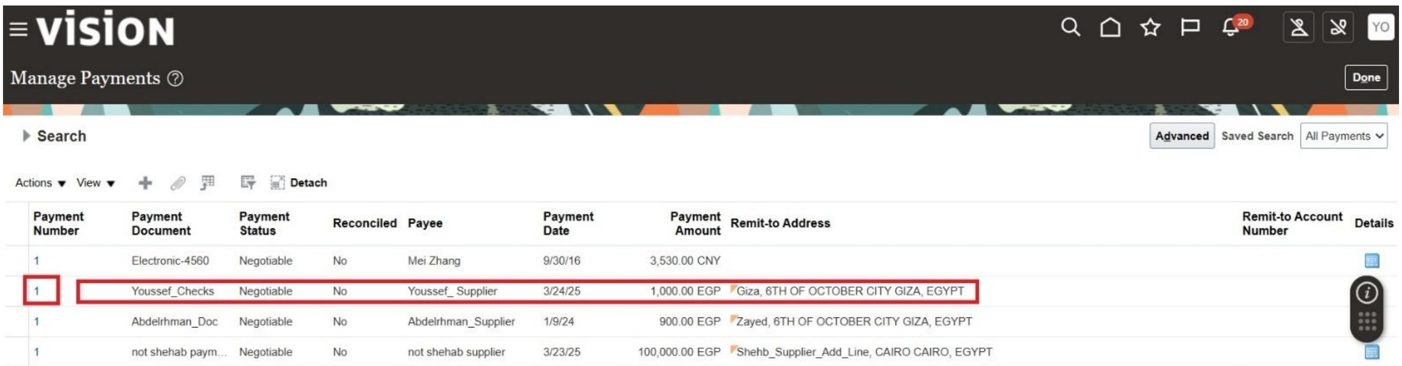
Open Task Panel — Click Manage Payments



Fill Data Required — Click Search



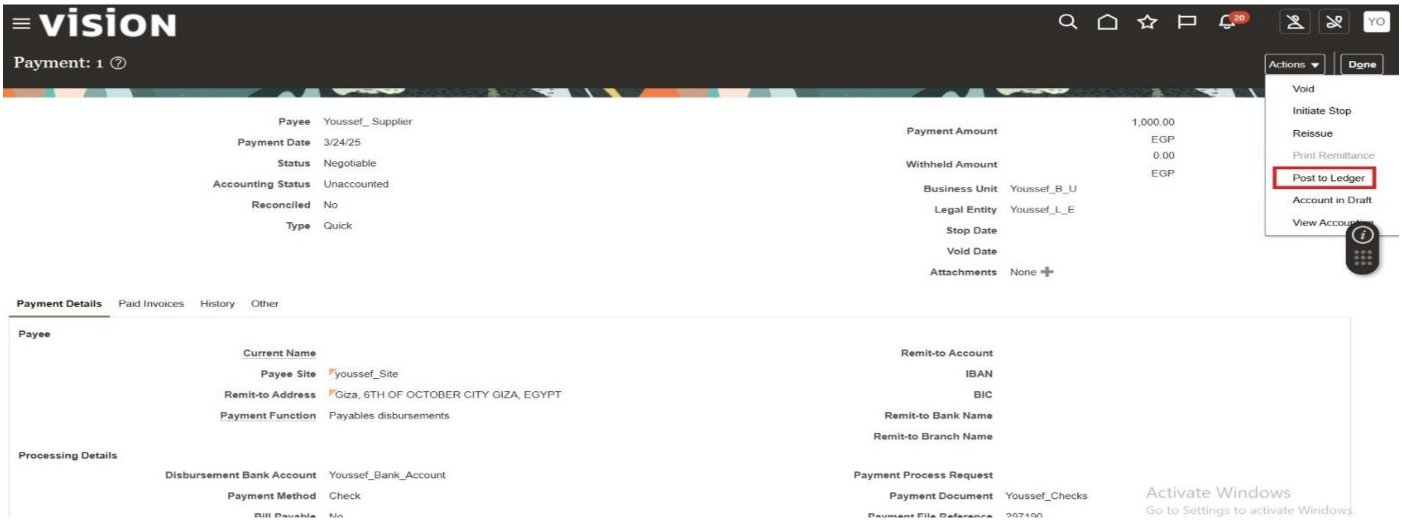
Choose Invoice to Post payment to General Ledger



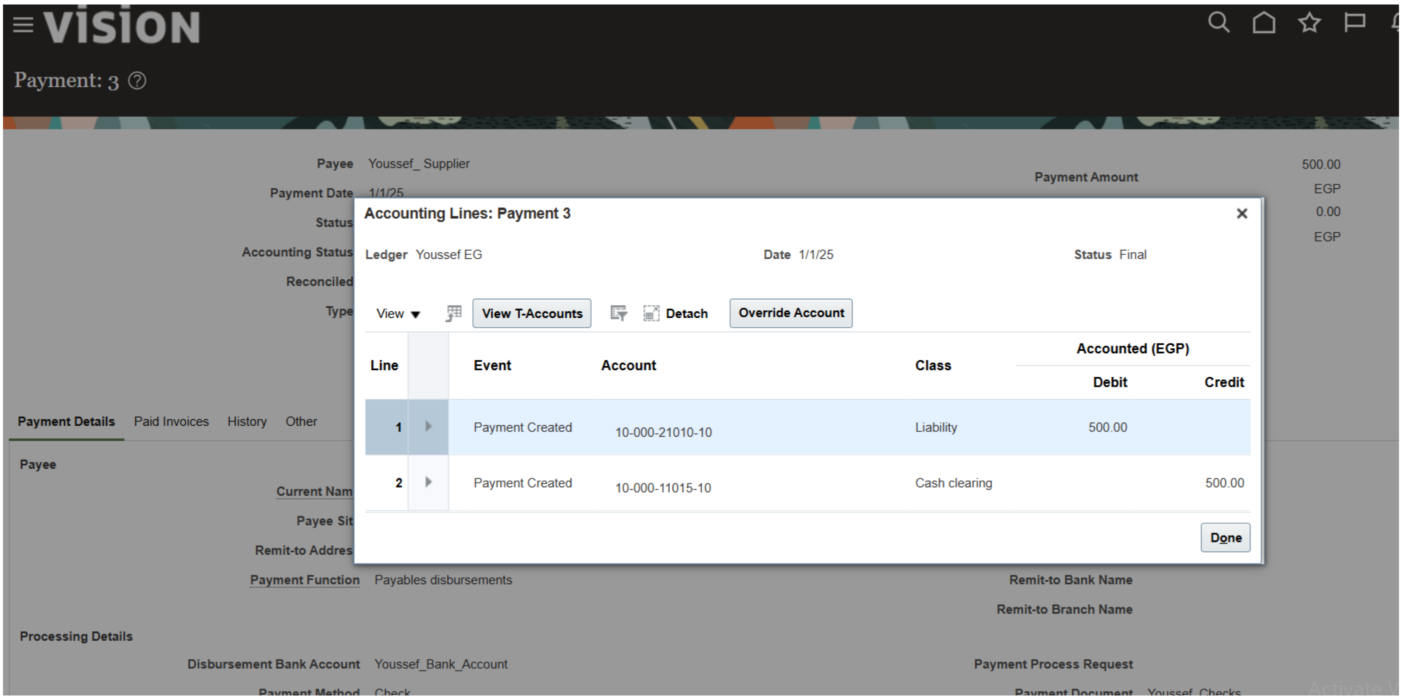
ORACLE FUSION

Open Actions

Click Post to Ledger



Check Results

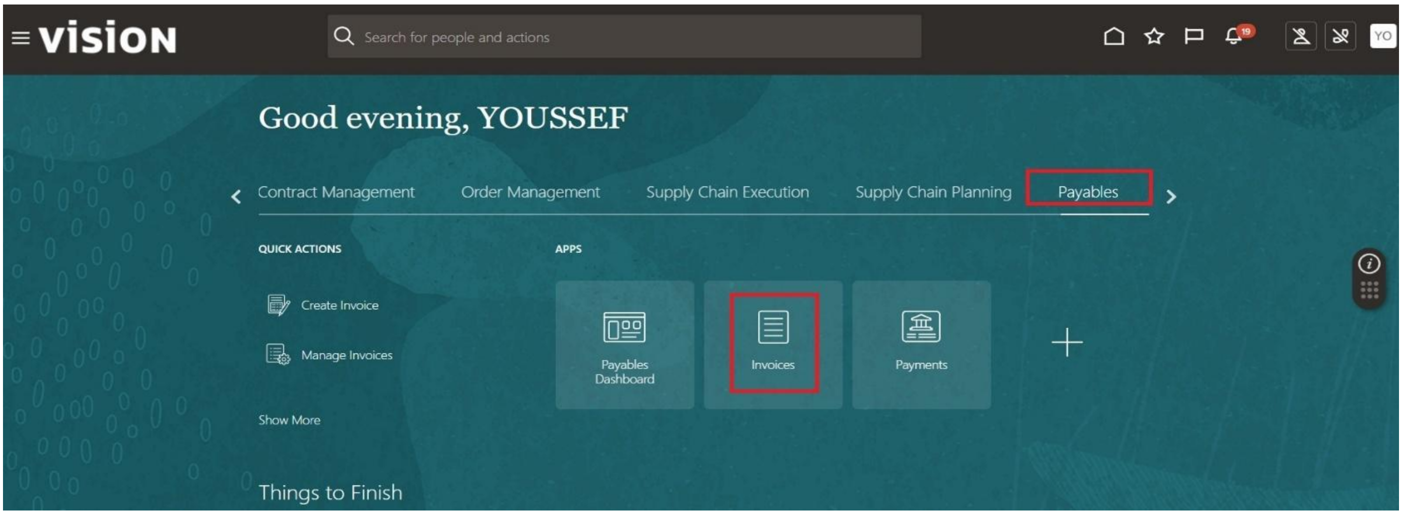


Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

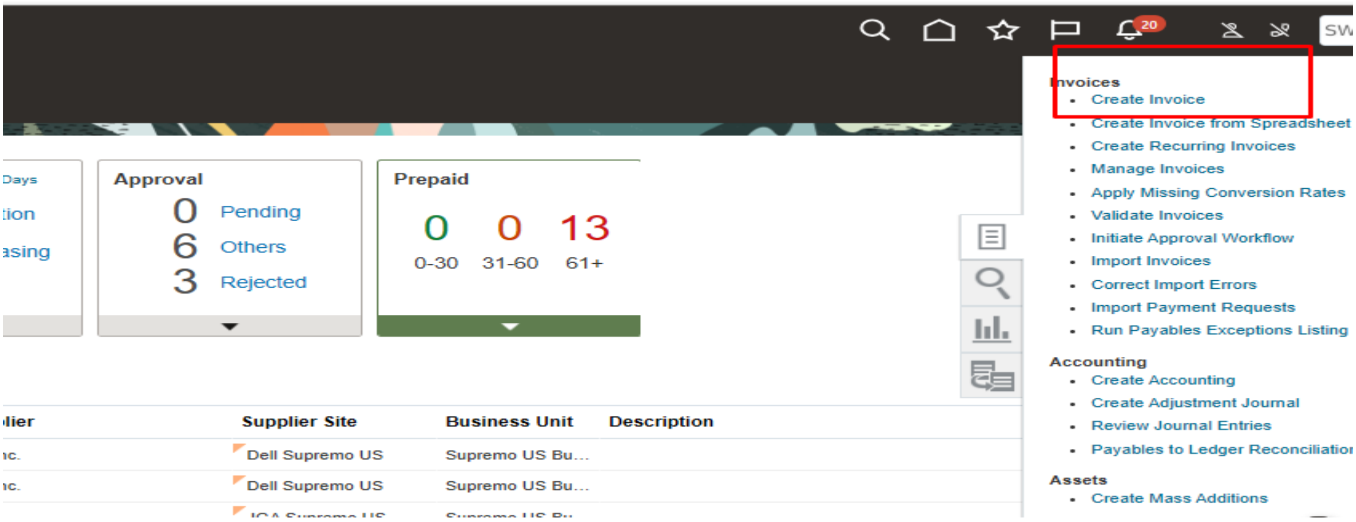
How to Mange Discount?

End User Test:

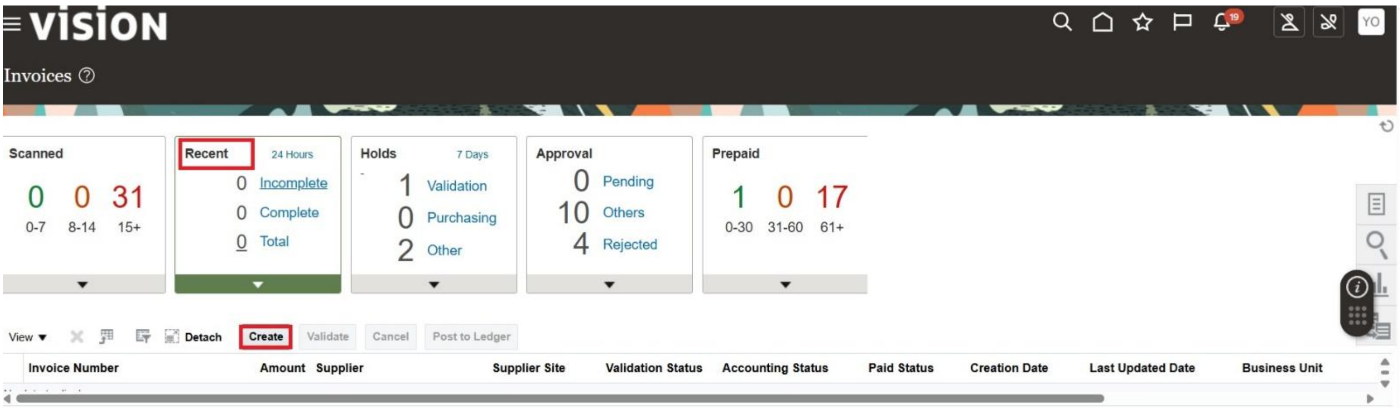
Home page Click Payables Open Invoice



Open Task Panel Click Create invoice

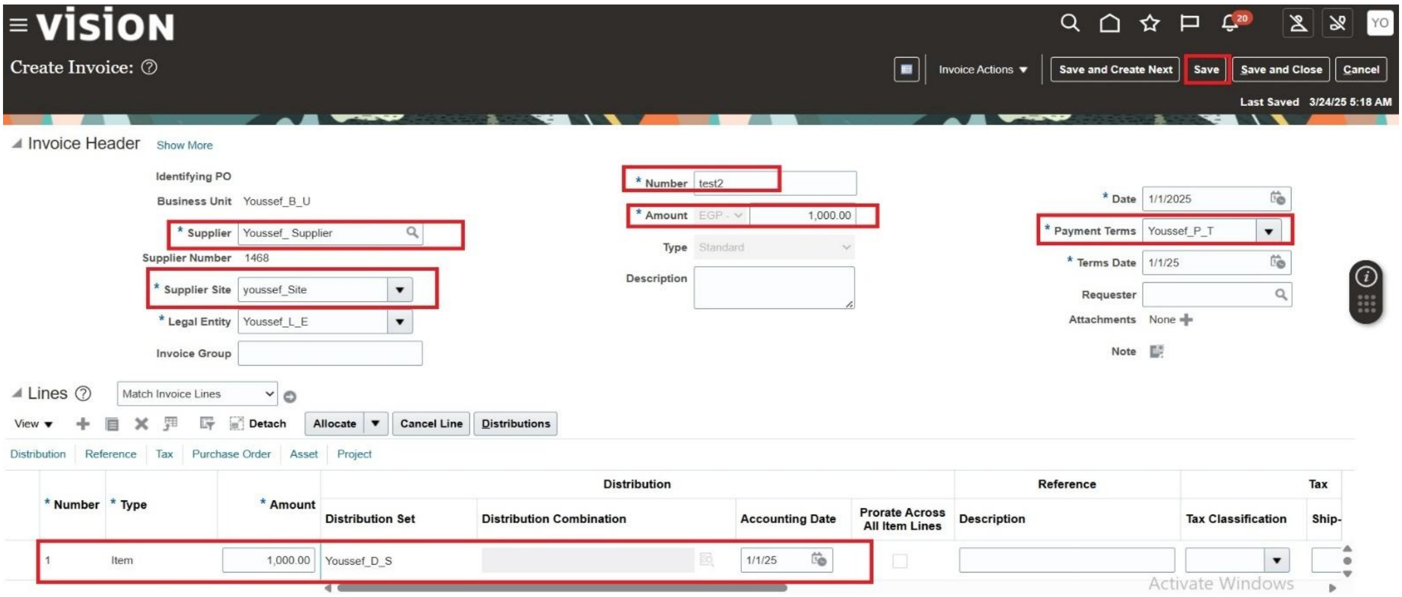


Or Click Recent in Info Tiles Click Create

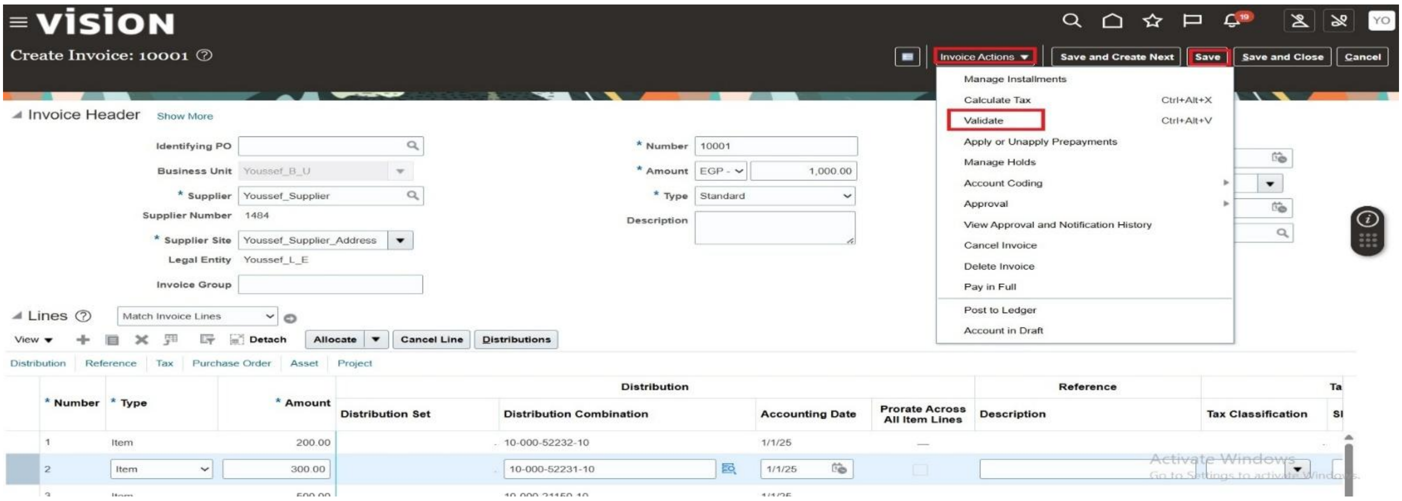


ORACLE FUSION

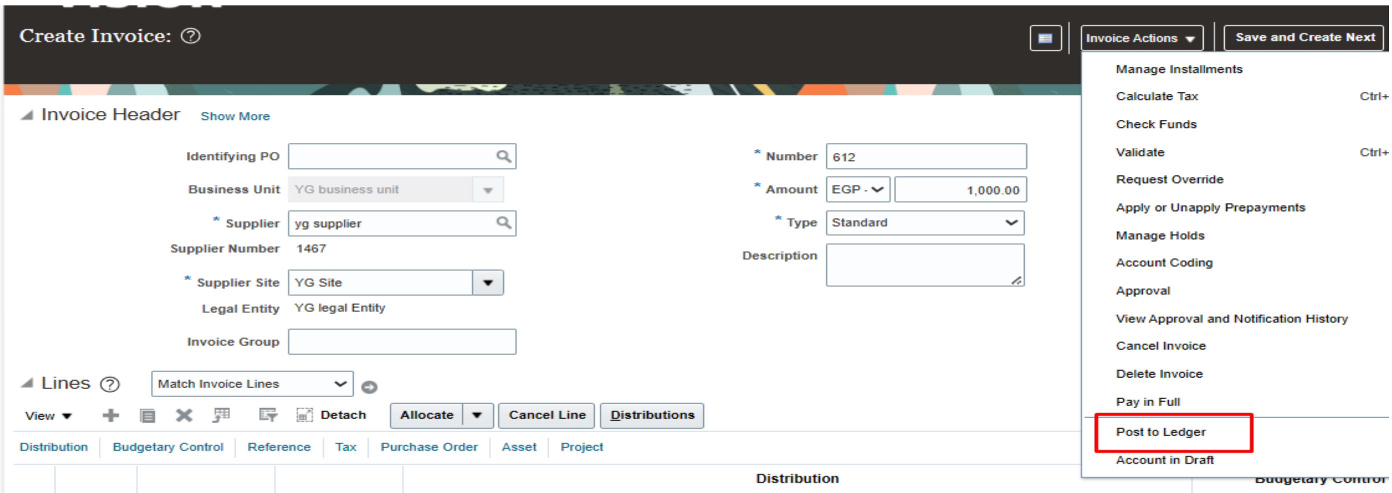
Write Data Required



Click Save Invoice Action Validate

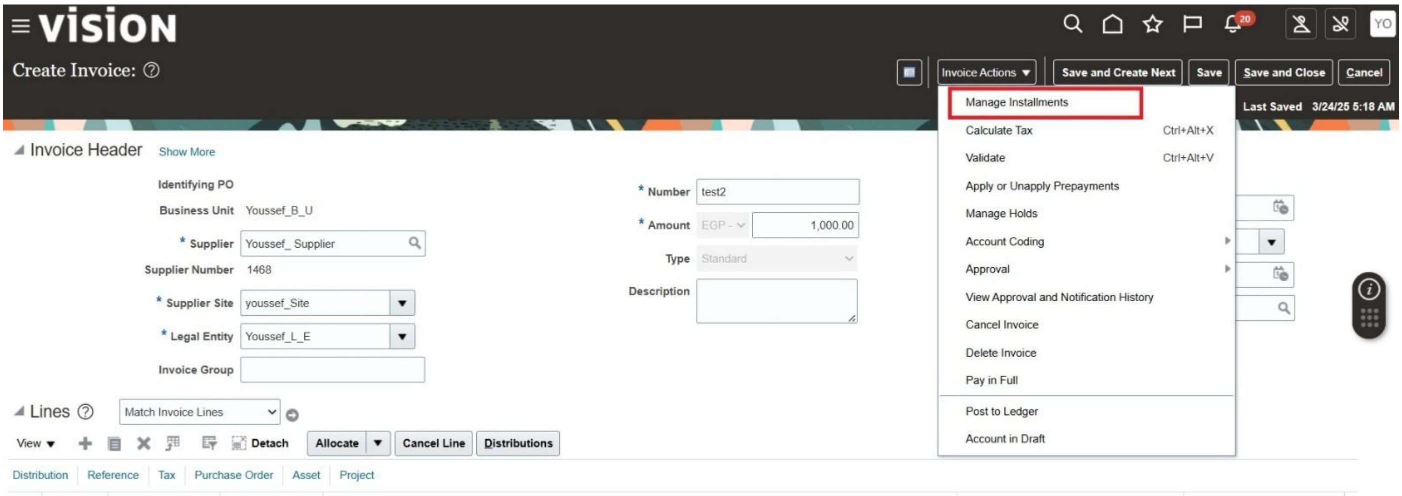


Click Post to Ledger

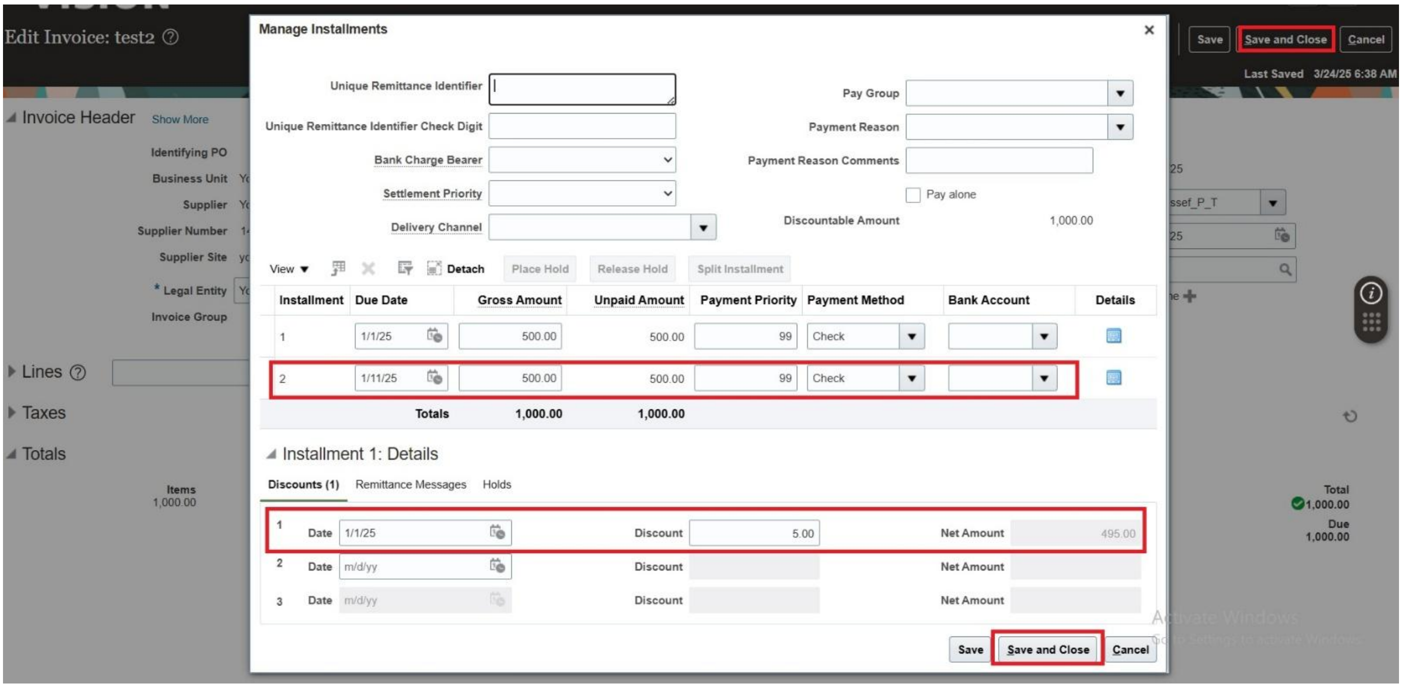


ORACLE FUSION

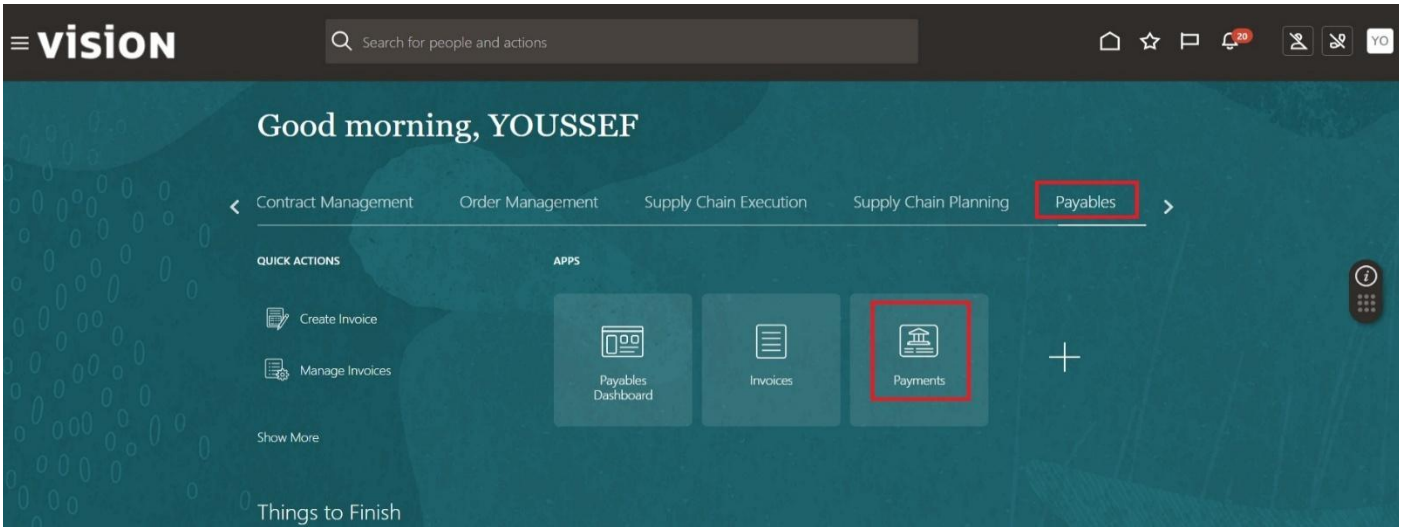
Click on Manage Instalments



Select Instalment   Write Discount   Click Save and Close

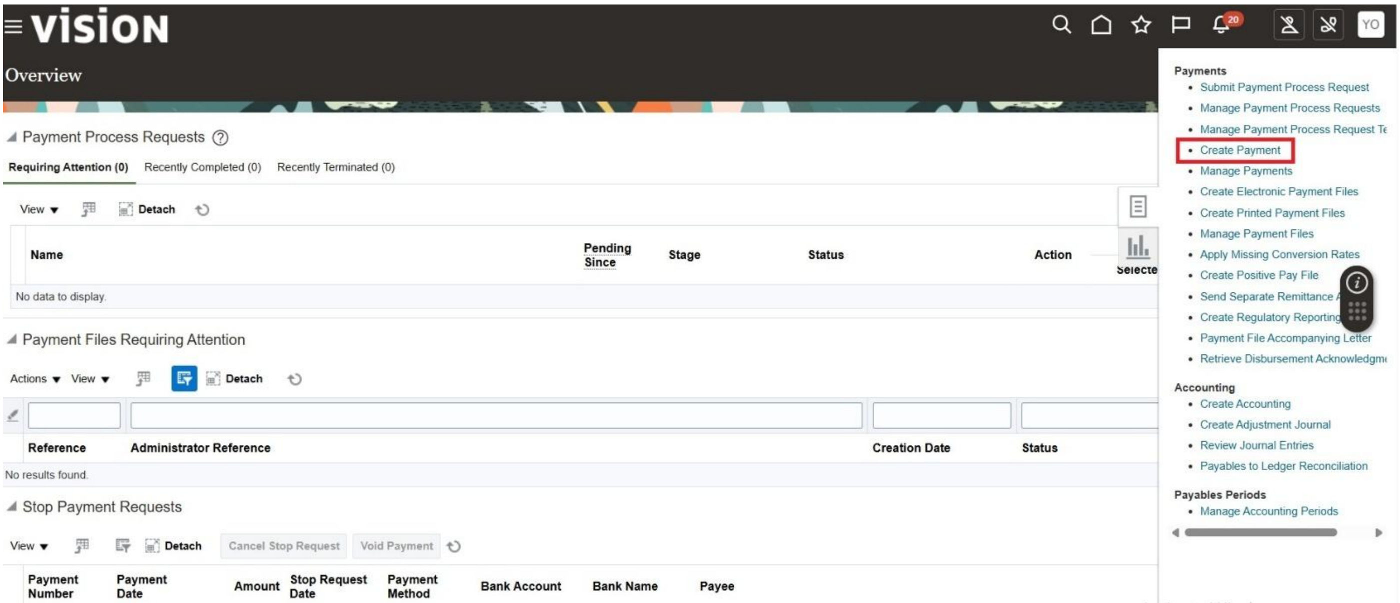


Open Payables   Click Payments

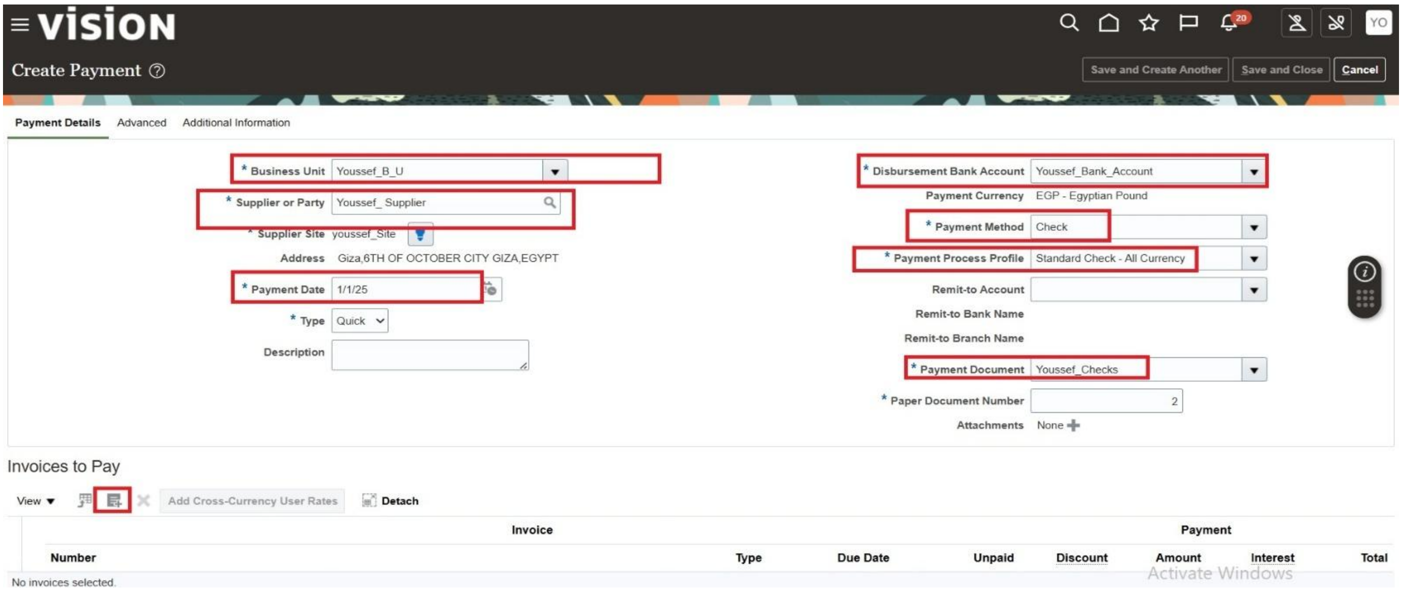


ORACLE FUSION

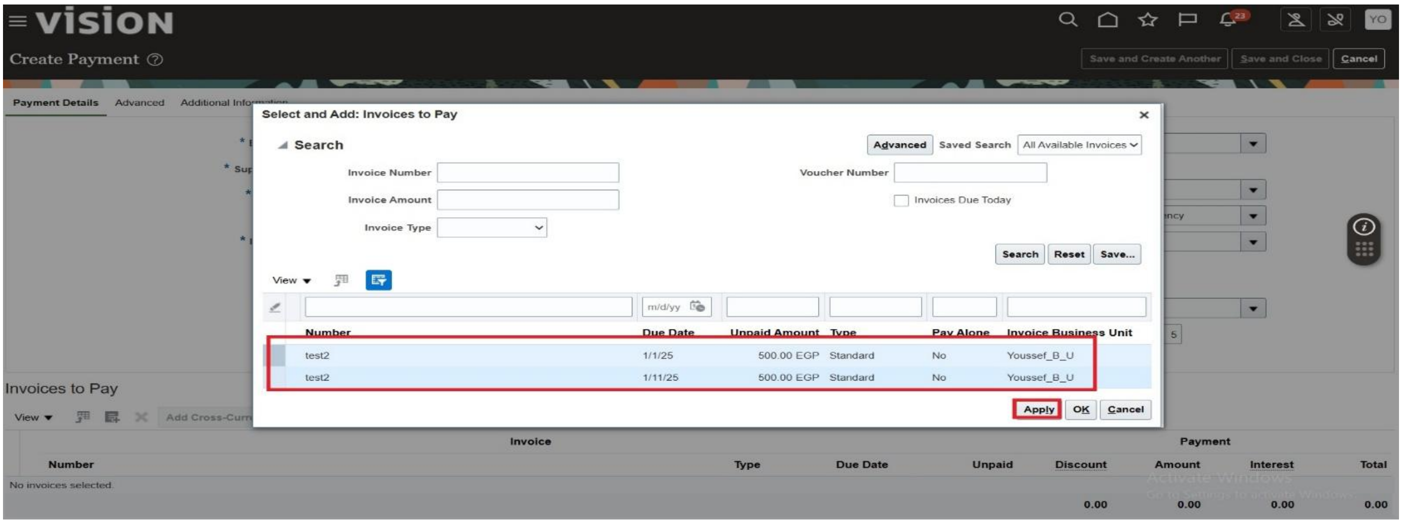
Open Task Panel — Click Create Payments



Fill Data Required



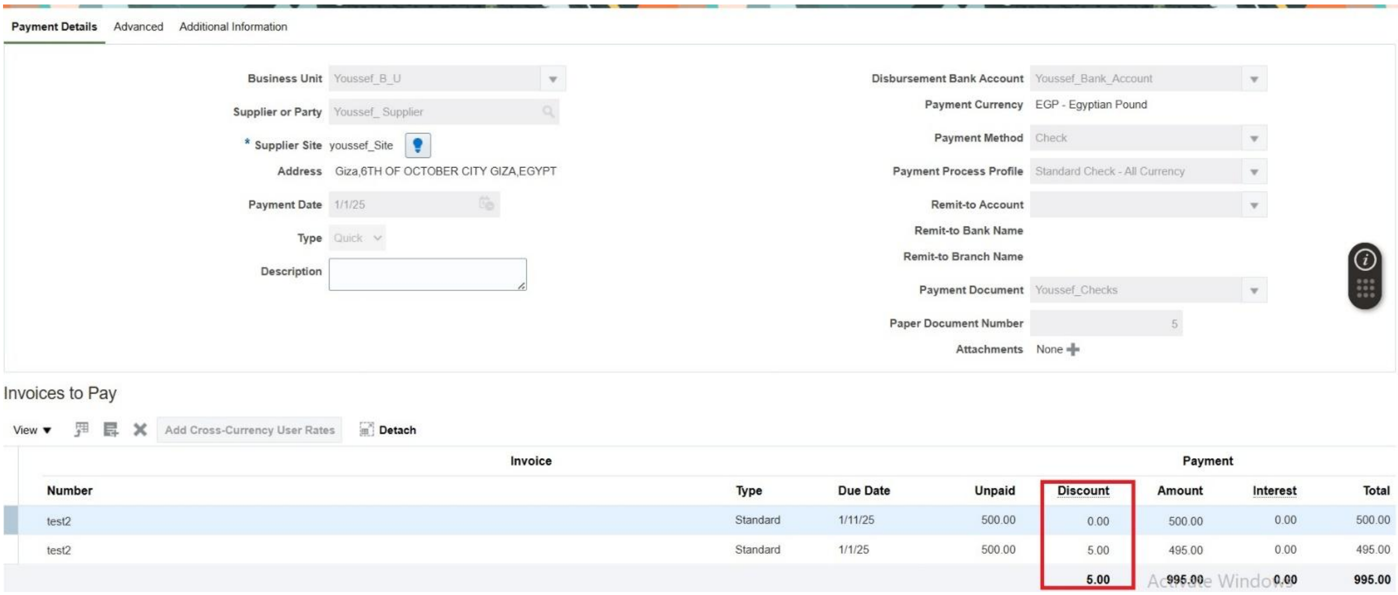
Choose your Invoice — Click Apply — Click Save and Close



Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

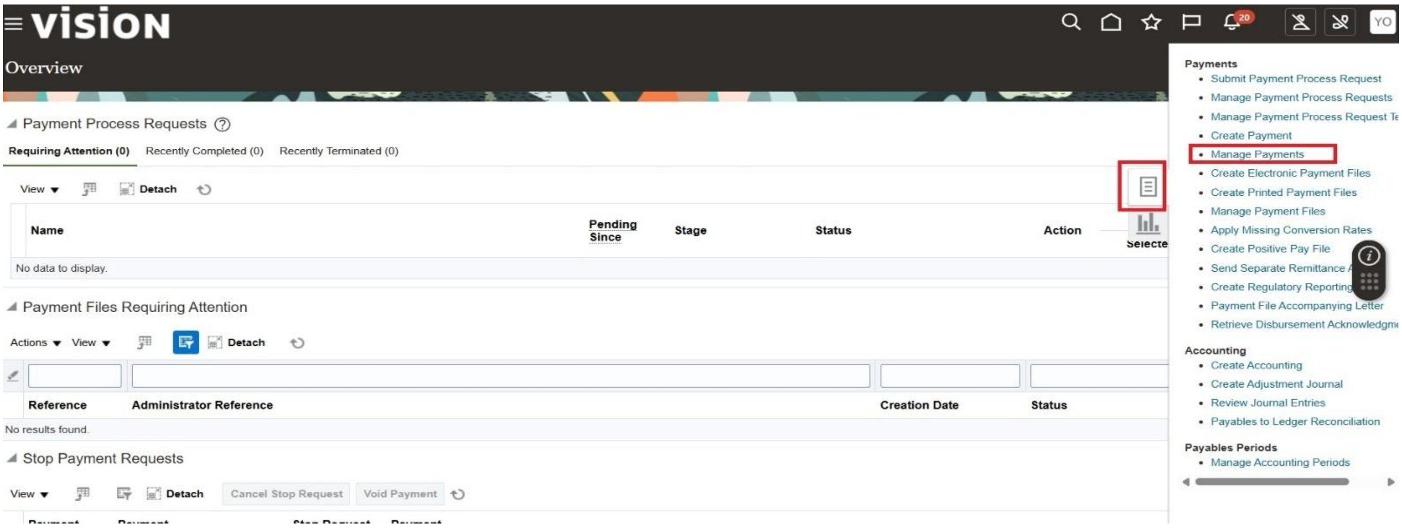
ORACLE FUSION

Check Discount



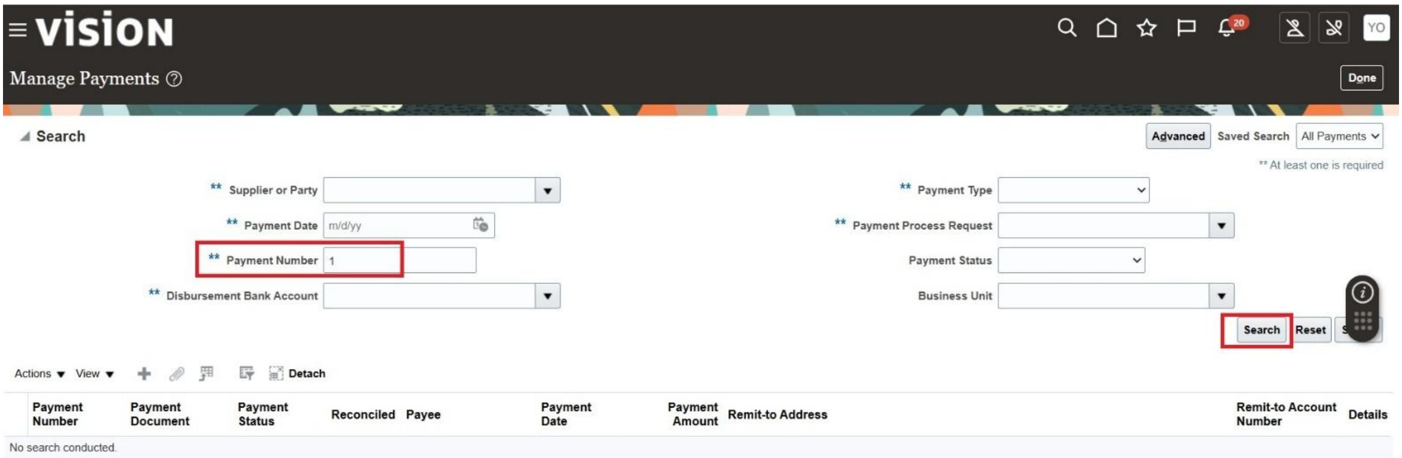
Open Task Panel

Click Manage Payments



Fill Data Required

Click Search

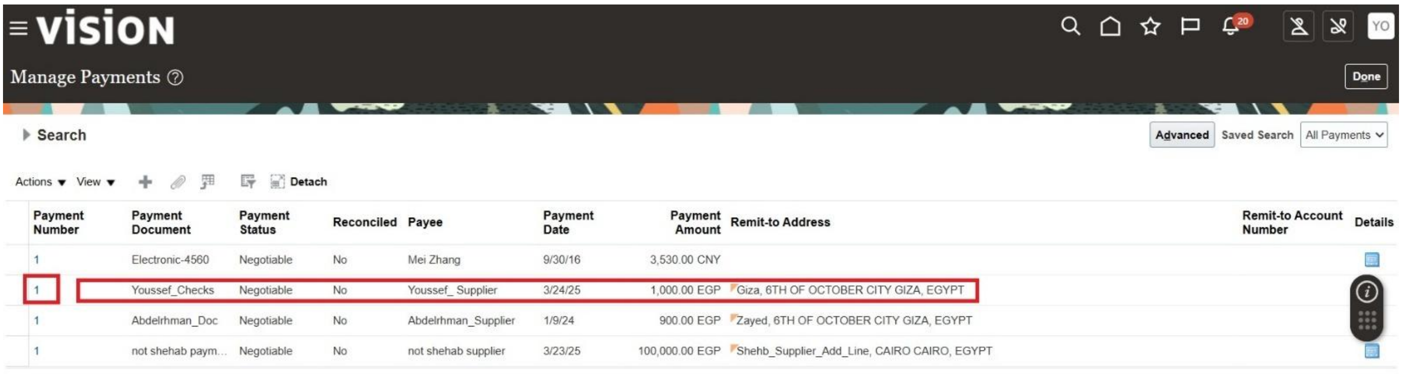


Authorized by Mohamed Badawy

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

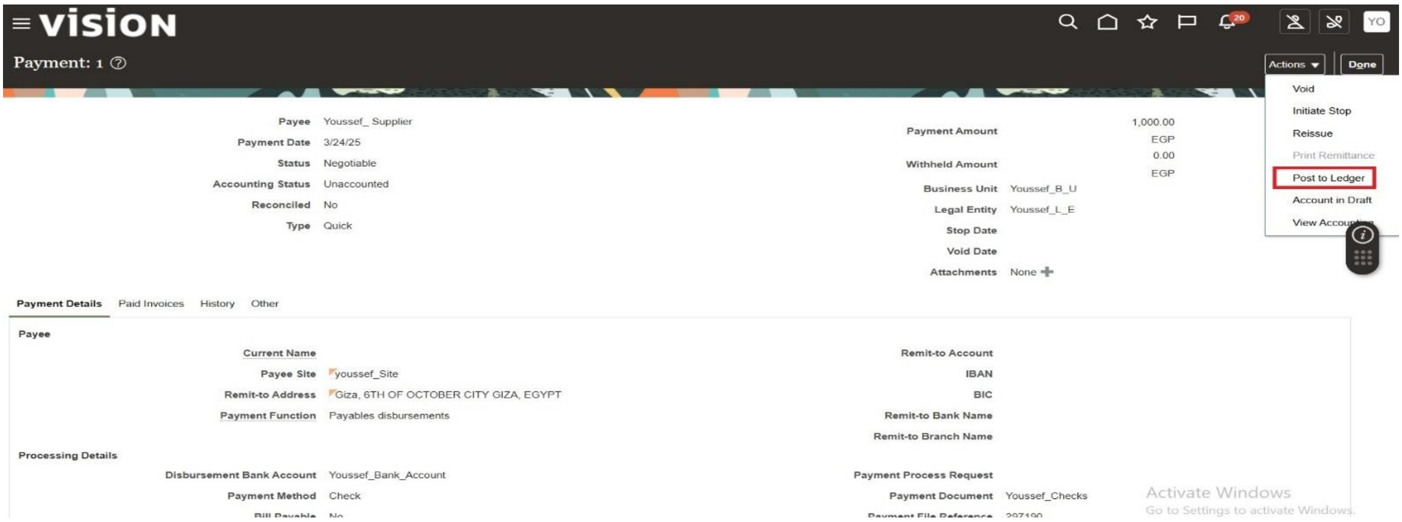
ORACLE FUSION

Choose Invoice to Post payment to General Ledger

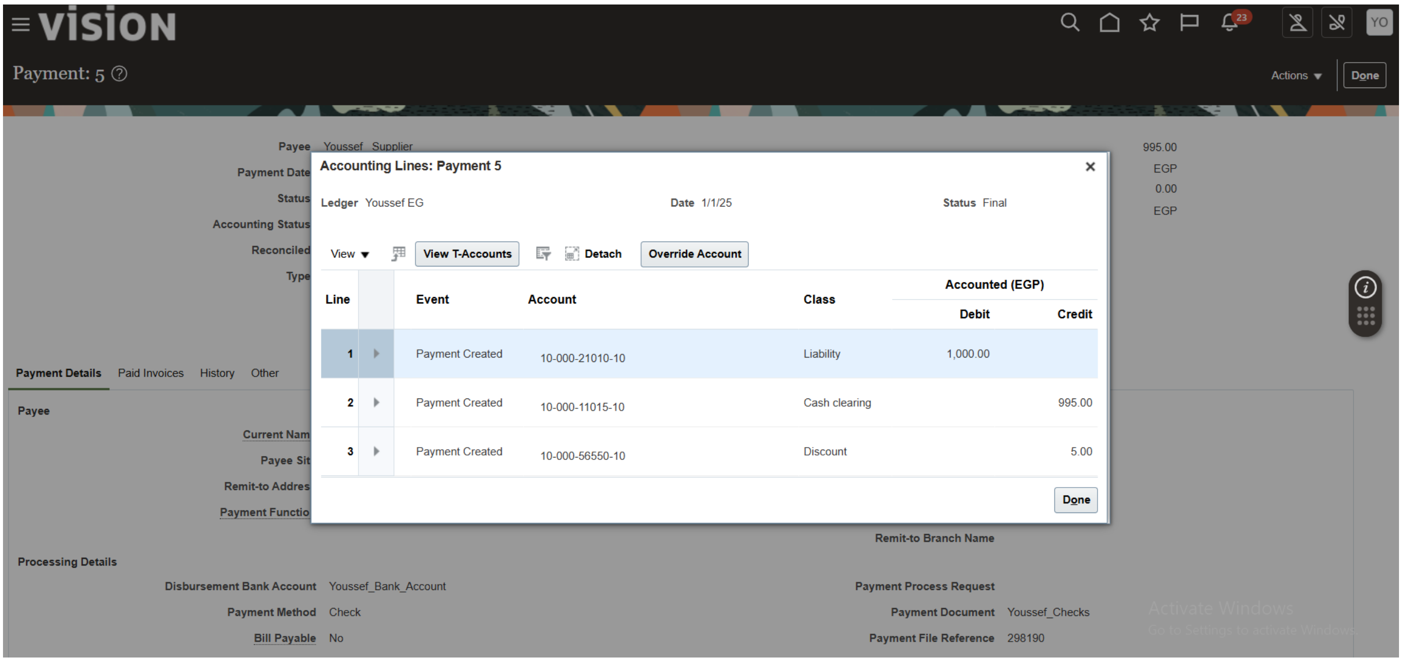


Open Actions

Click Post to Ledger



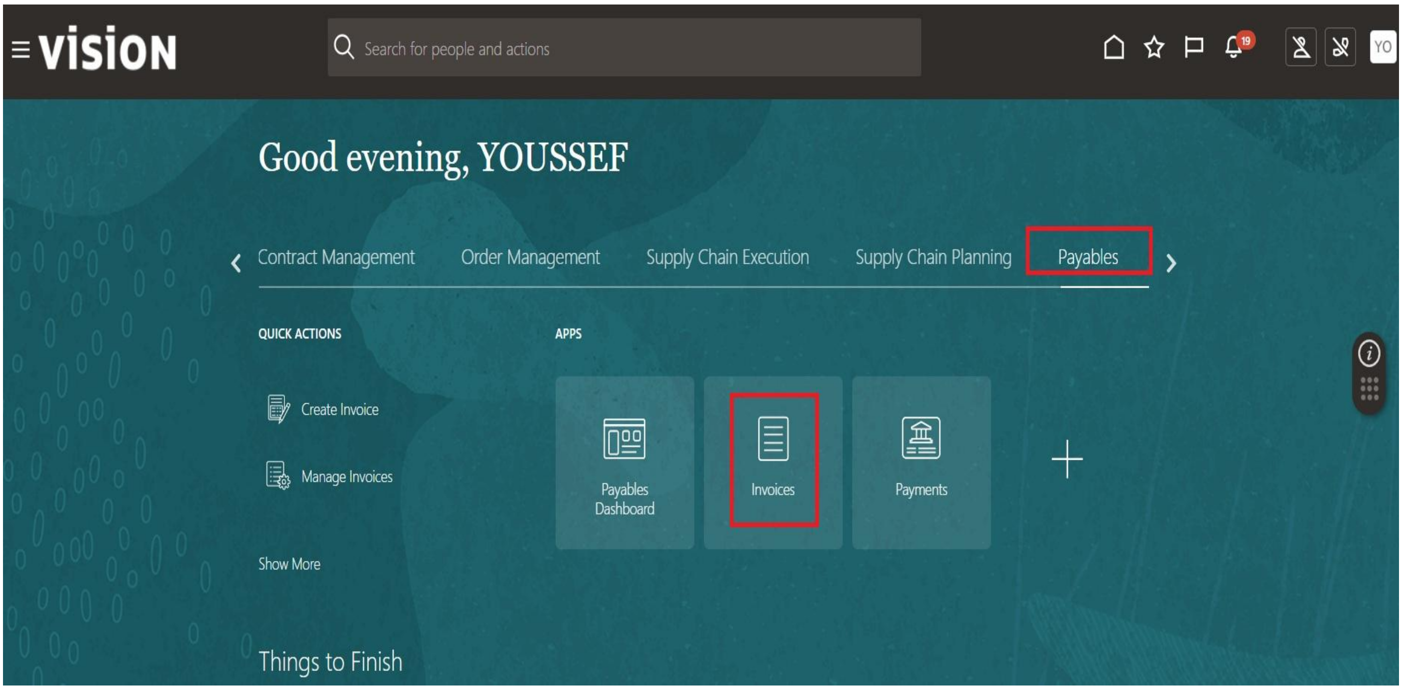
Check Results



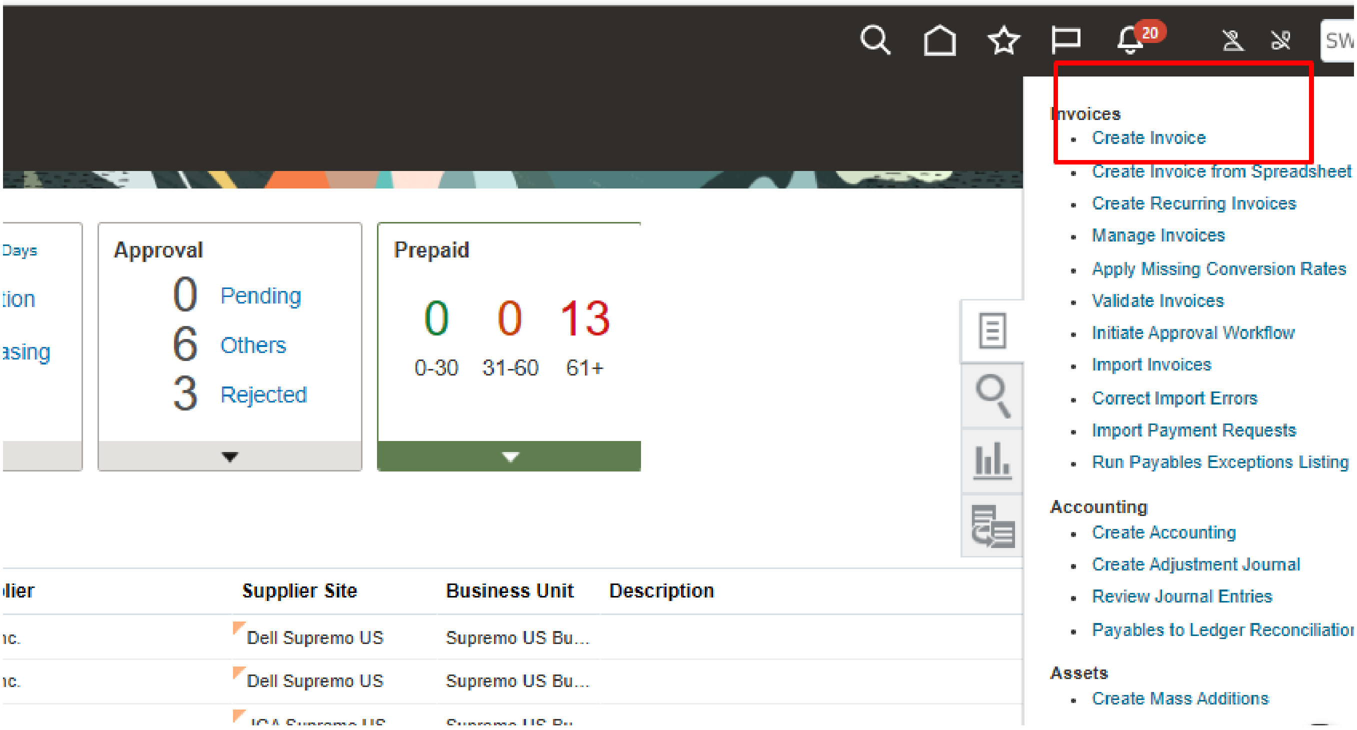
Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

How to Create Invoice with Type Prepayment?

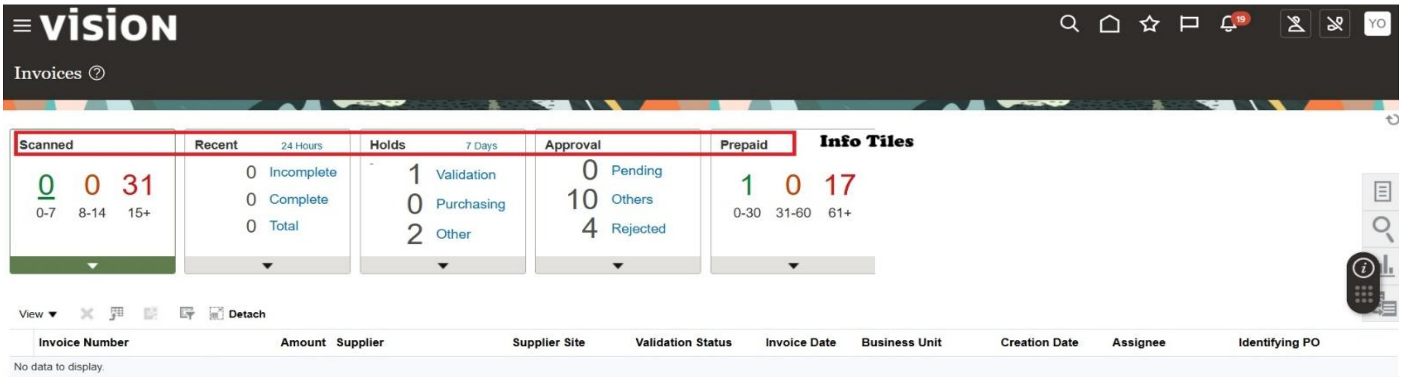
Home page Click Payables Open Invoice



Open Task Panel Click Create invoice

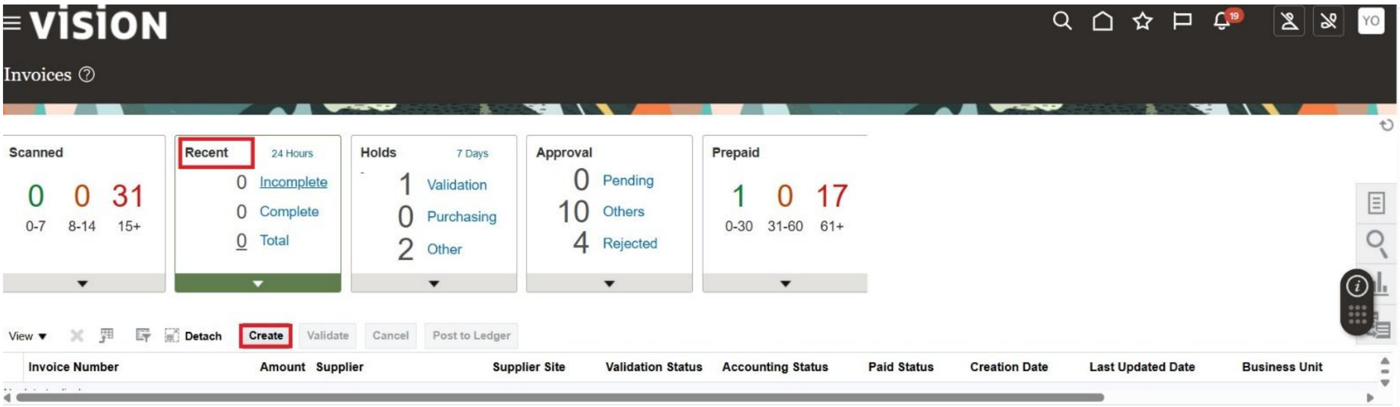


Additional Information

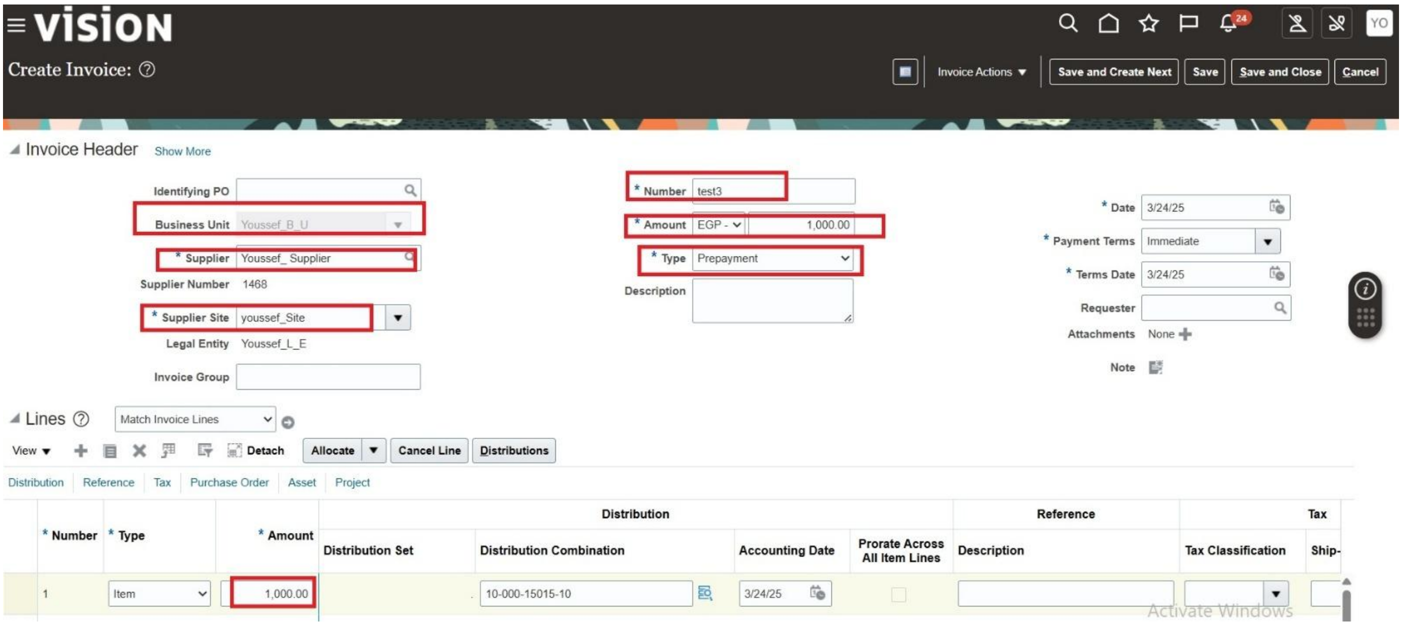


Or Click Recent in Info Tiles

Click Create

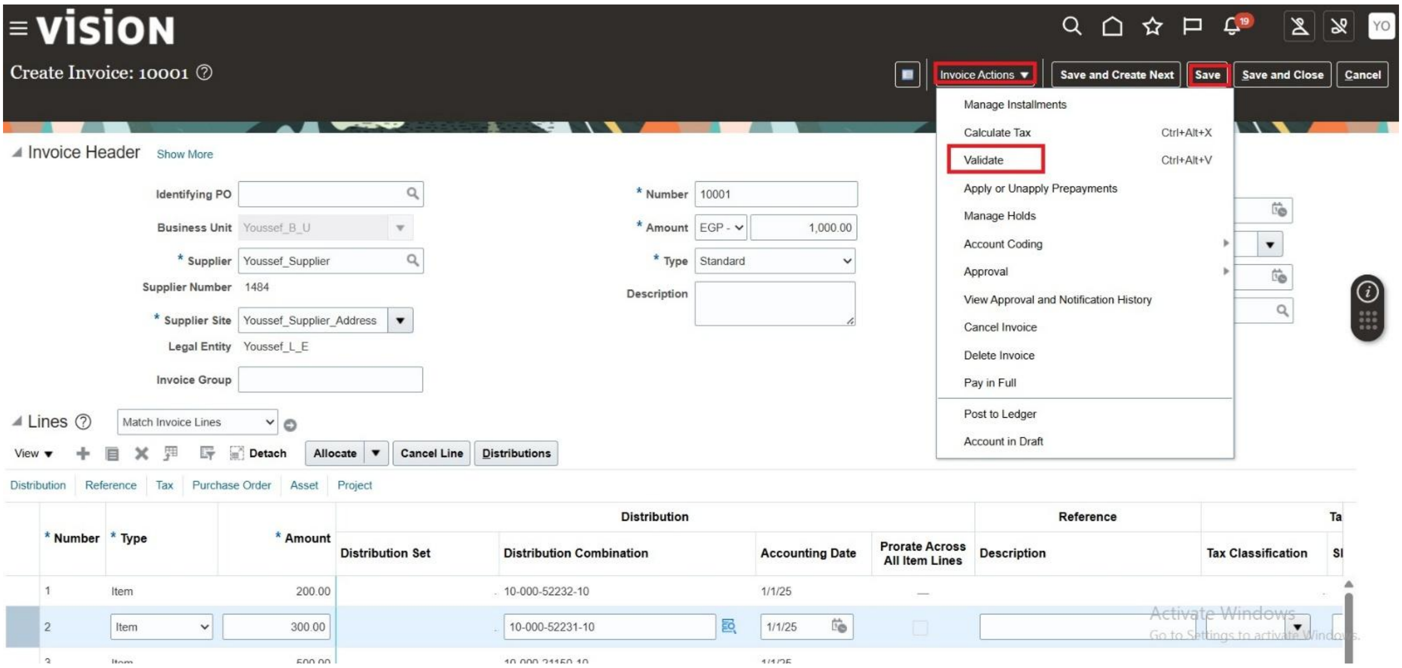


Write Data Required

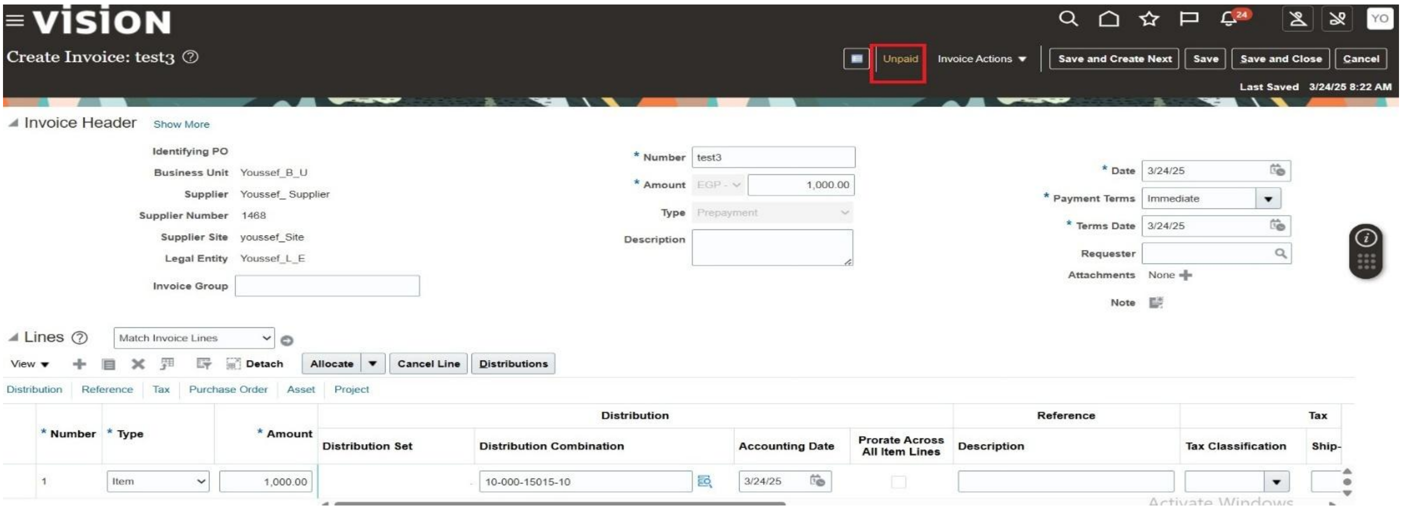


ORACLE FUSION

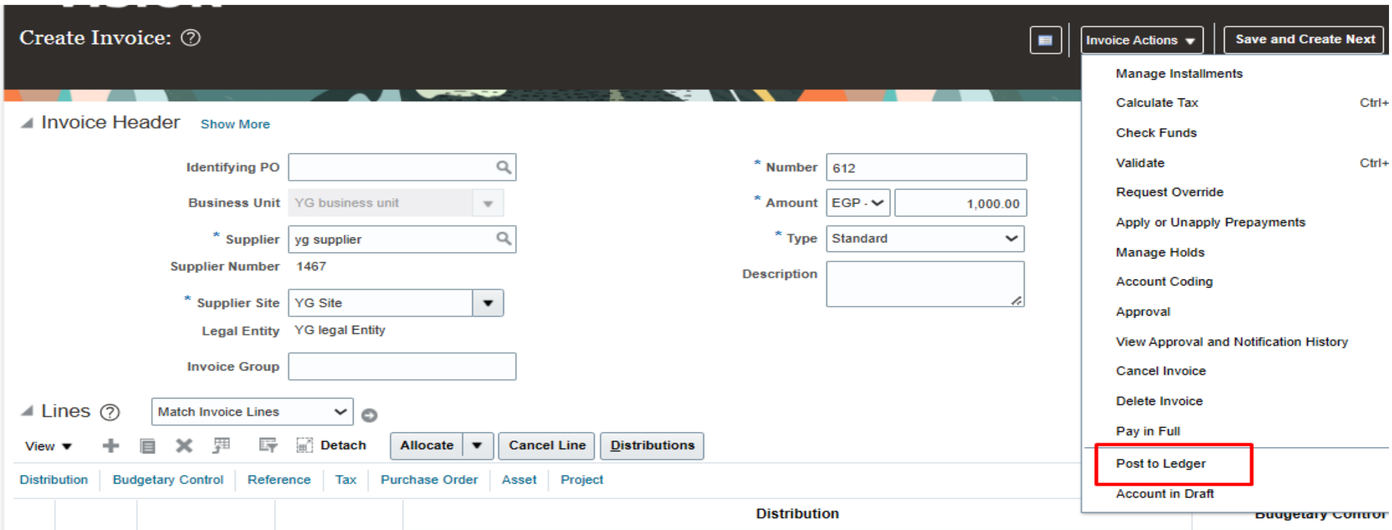
Click Save Invoice Action Validate



Check Statues

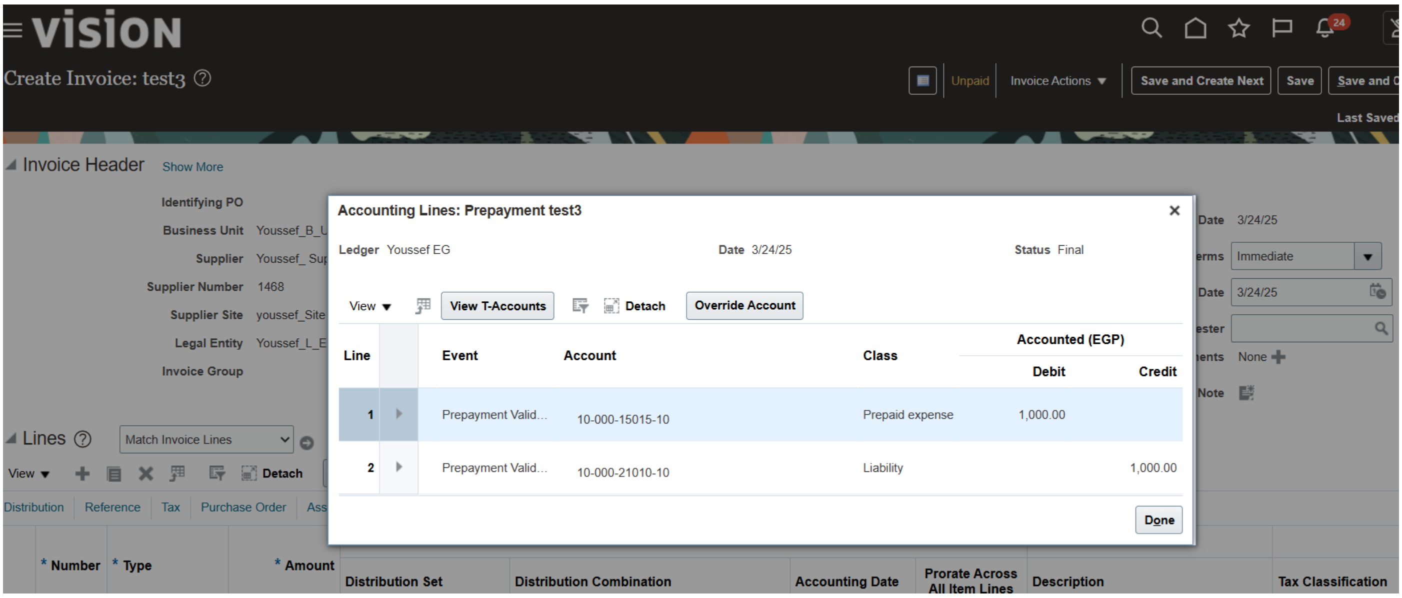


Click Post to Ledger



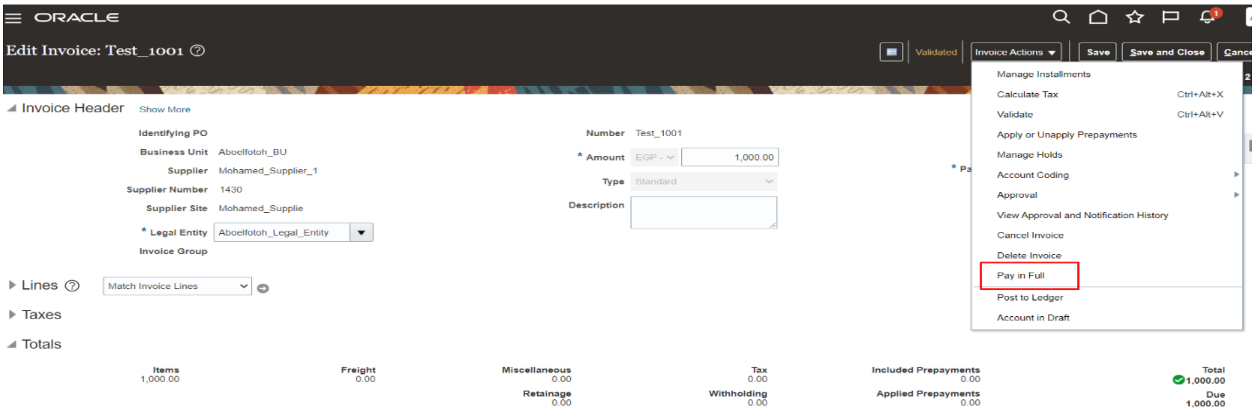
ORACLE FUSION

Check Results



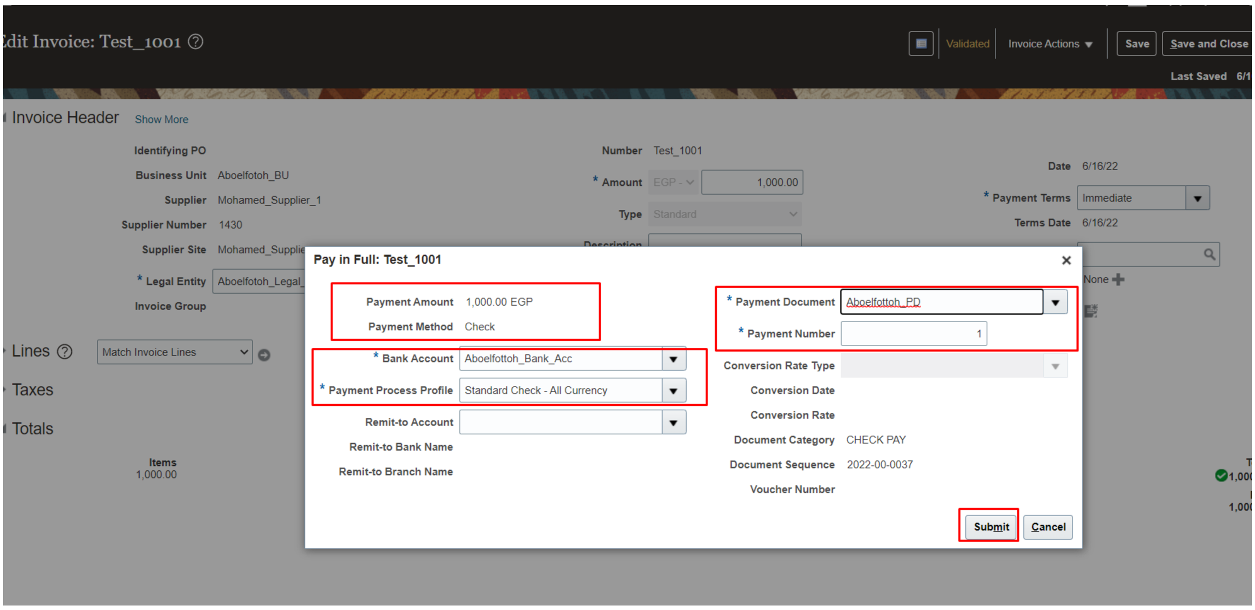
Open Invoice Actions

Click to Pay in Full



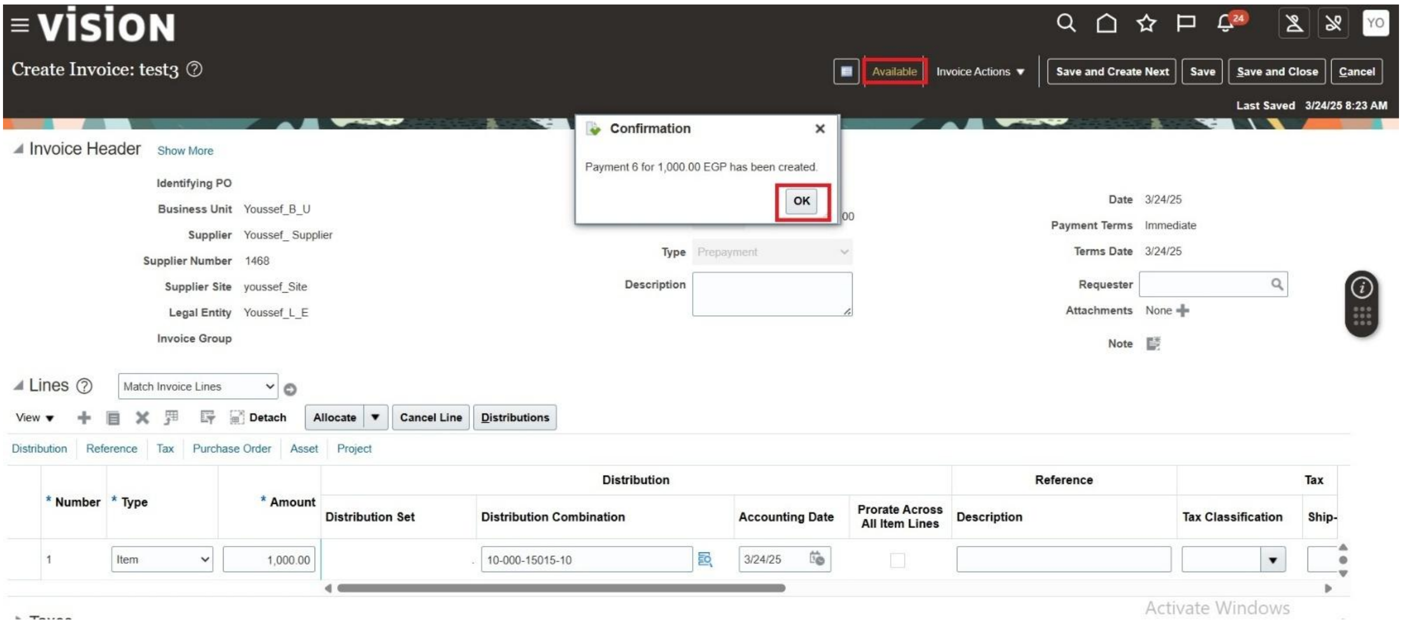
Fill Data Required

Click Submit

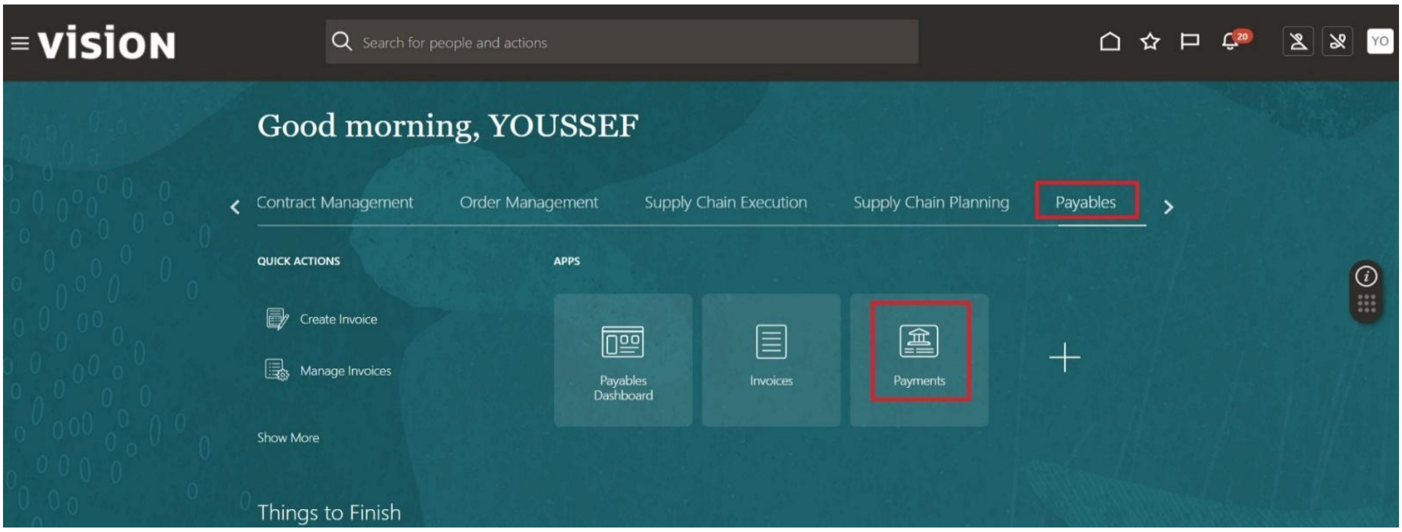


ORACLE FUSION

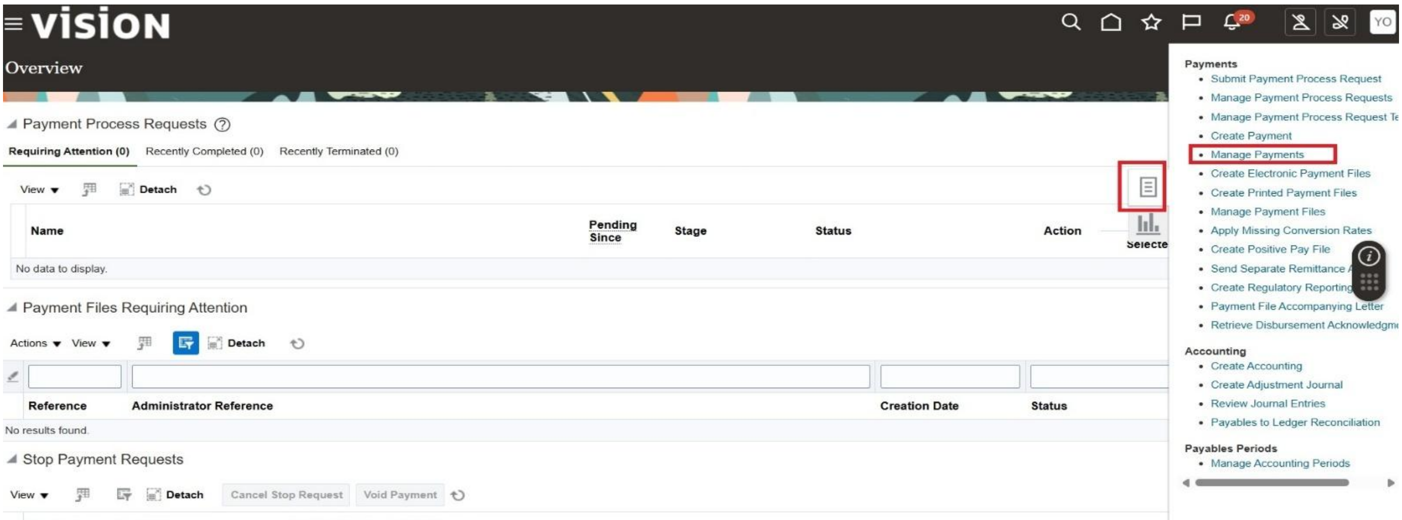
Check Statues | Click Ok



Open Payables | Click Payments



Open Task Panel | Click Manage Payments

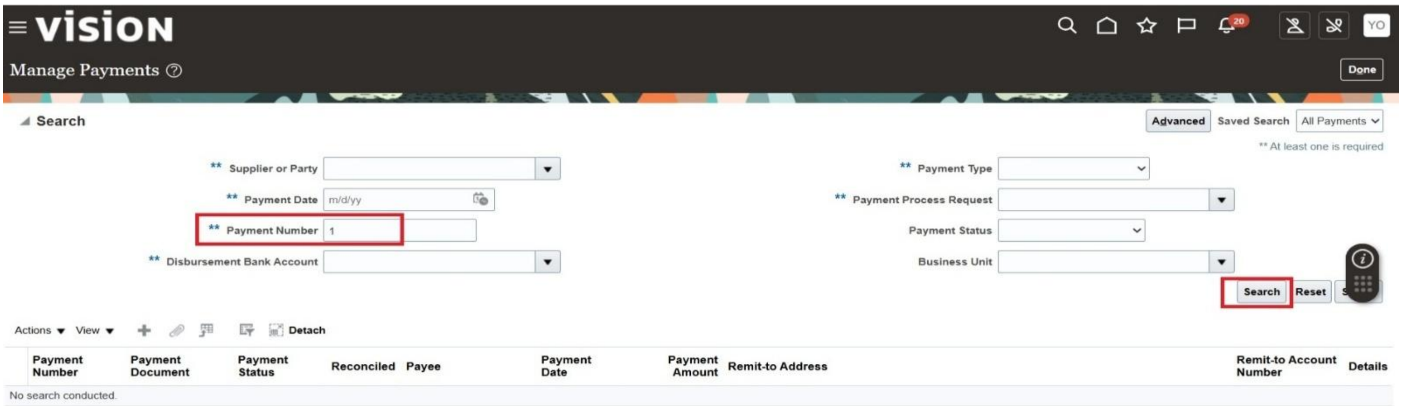


Authorized by Mohamed Badawy | http://linkedin.com/in/mohamed-badawy-393821240

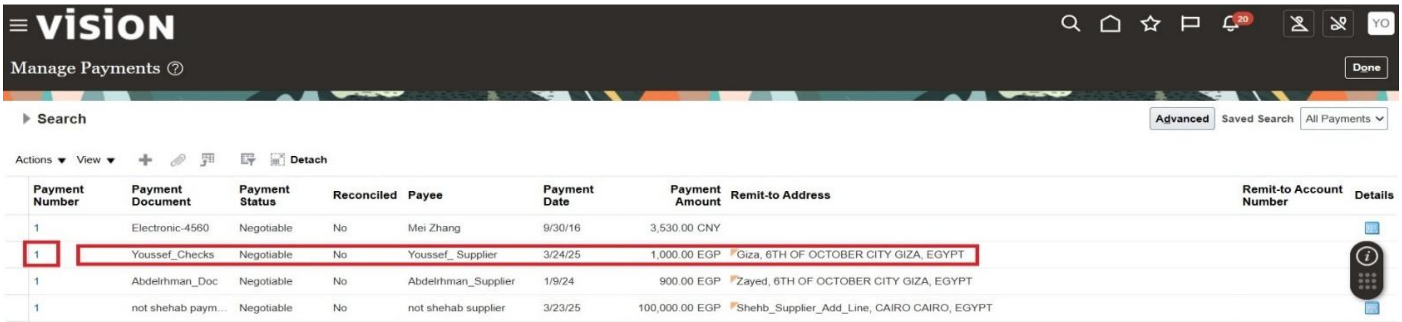
ORACLE FUSION

Fill Data Required

Click Search

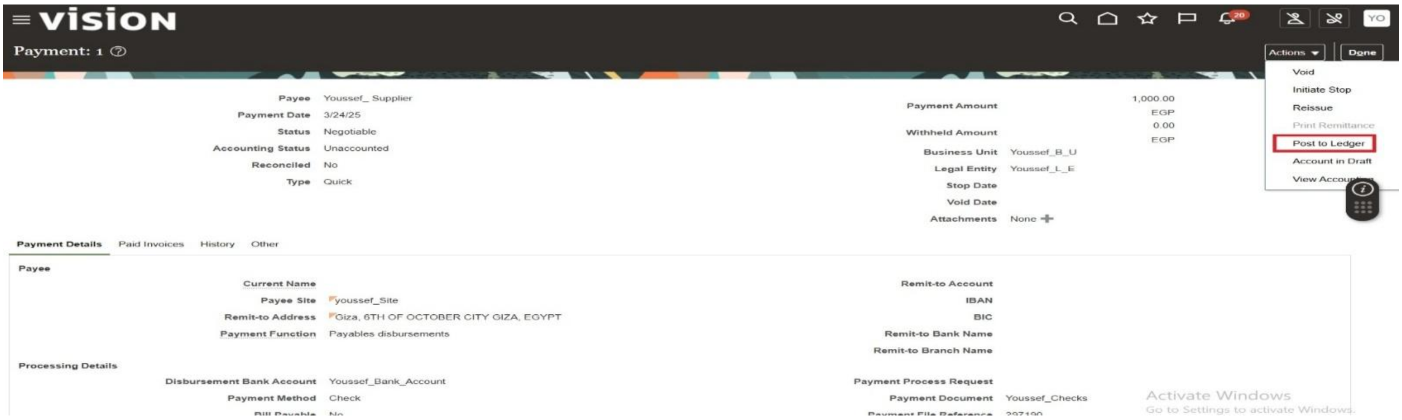


Choose Invoice to Post payment to General Ledger

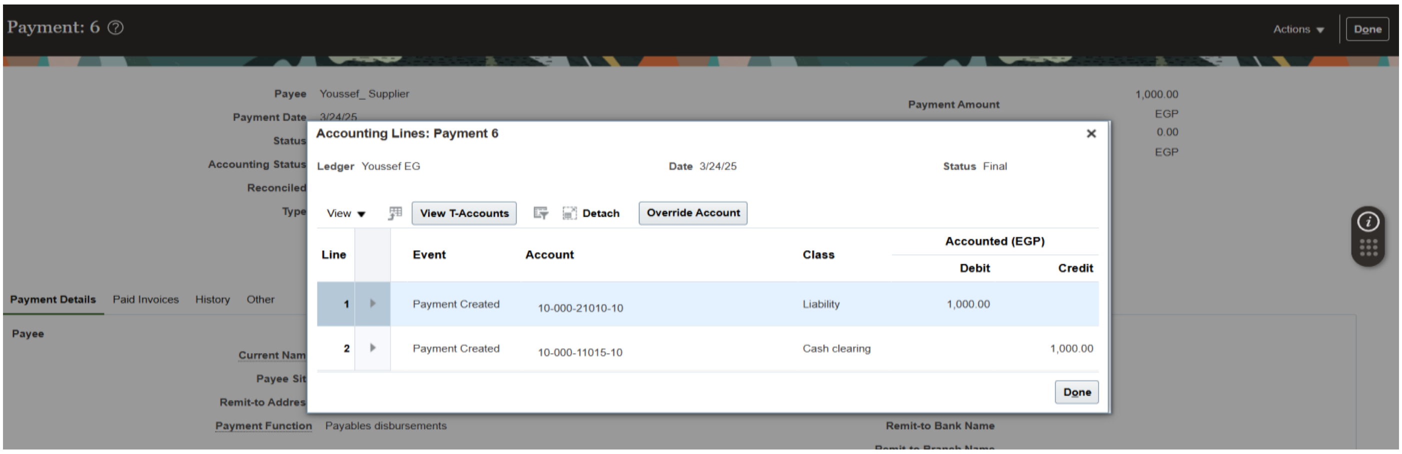


Open Actions

Click Post to Ledger



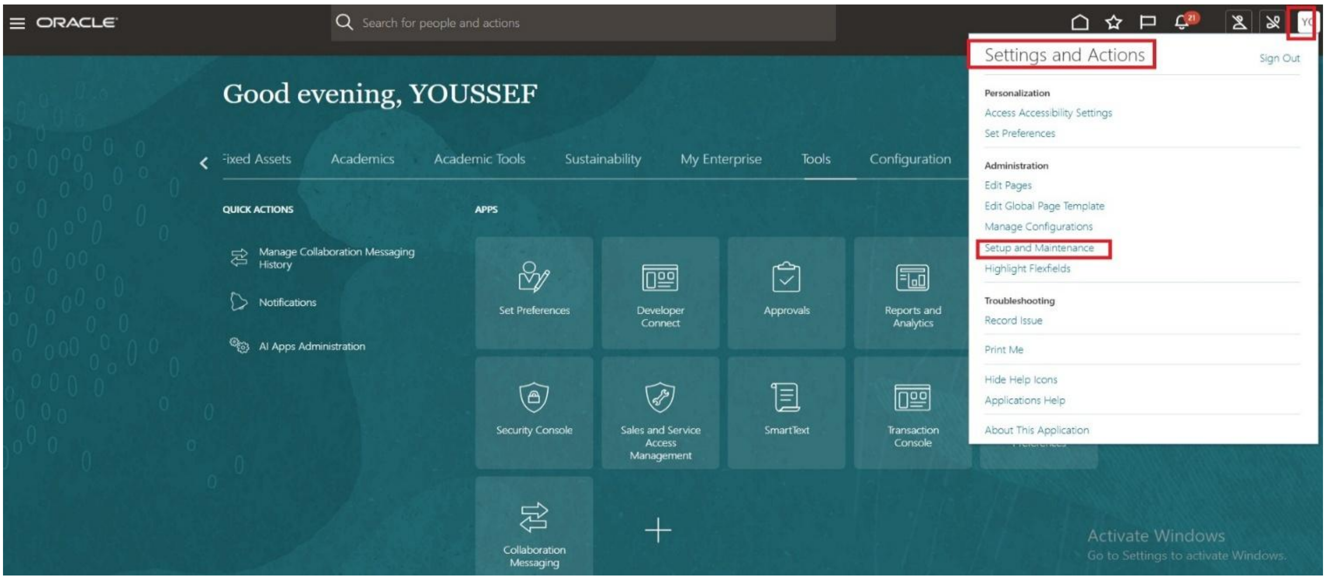
Check Results



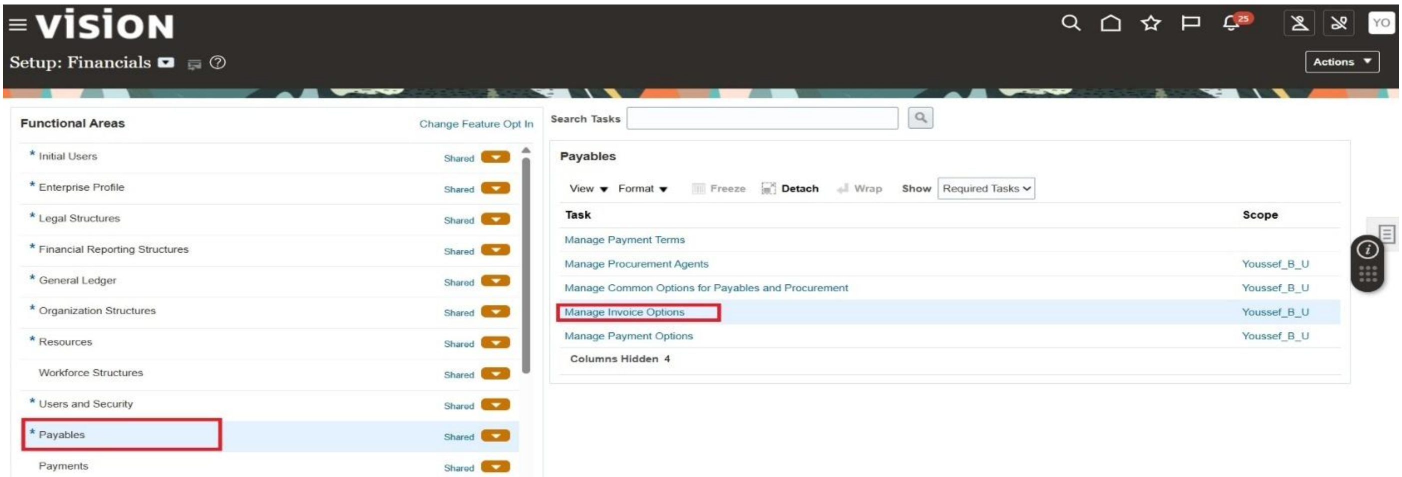
Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

ORACLE FUSION

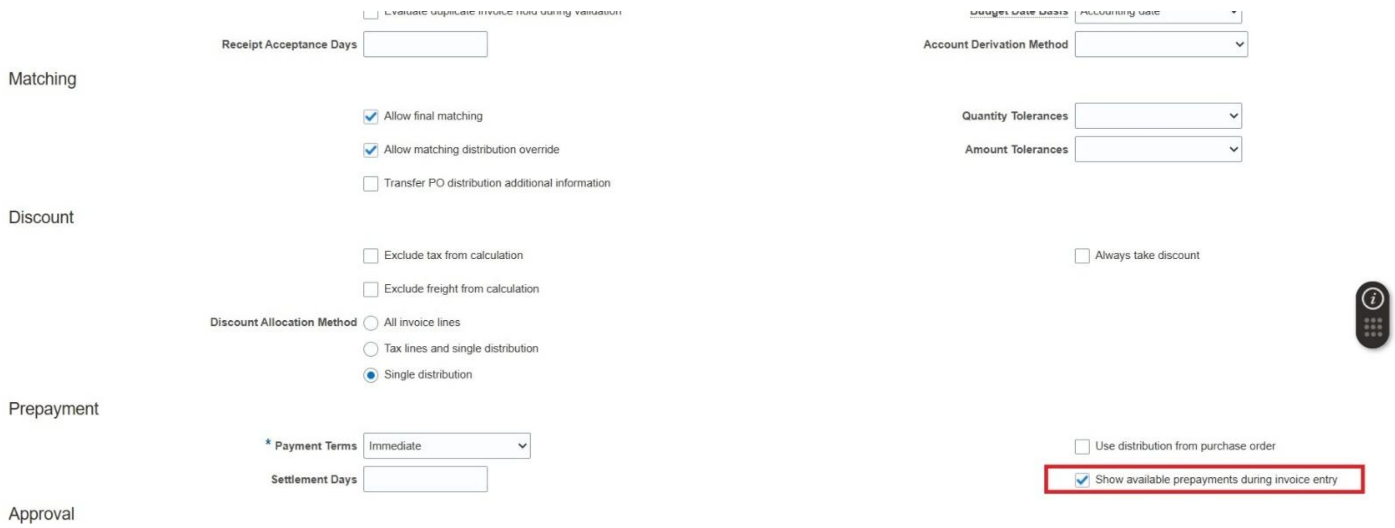
Open Setting and Actions   Choose Setup and maintenance



Open Payables   Click Manage Invoice Options



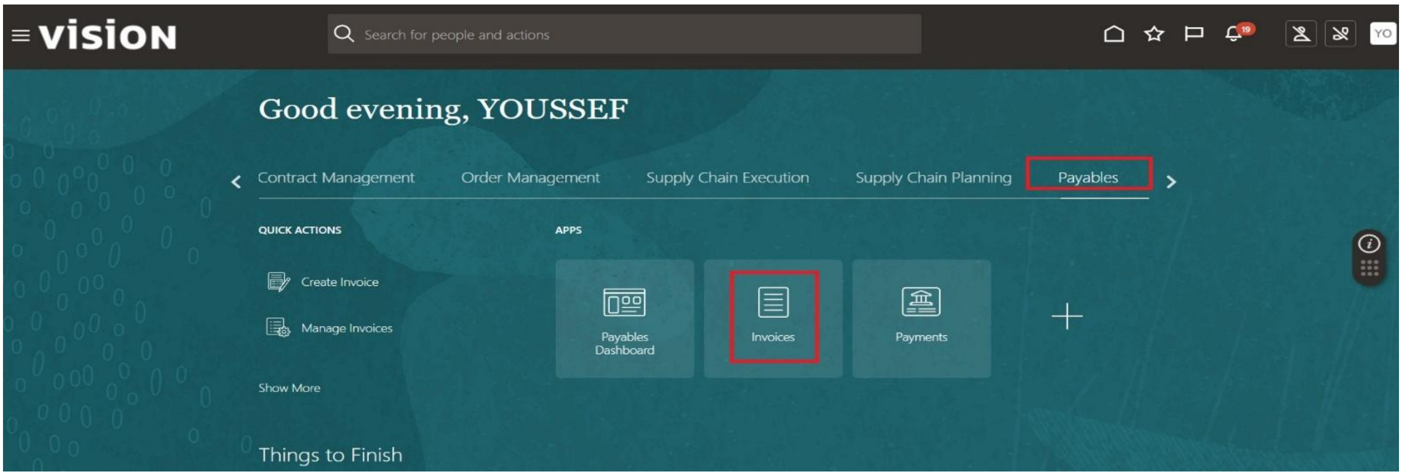
Fill Data Required   Click Save and Close



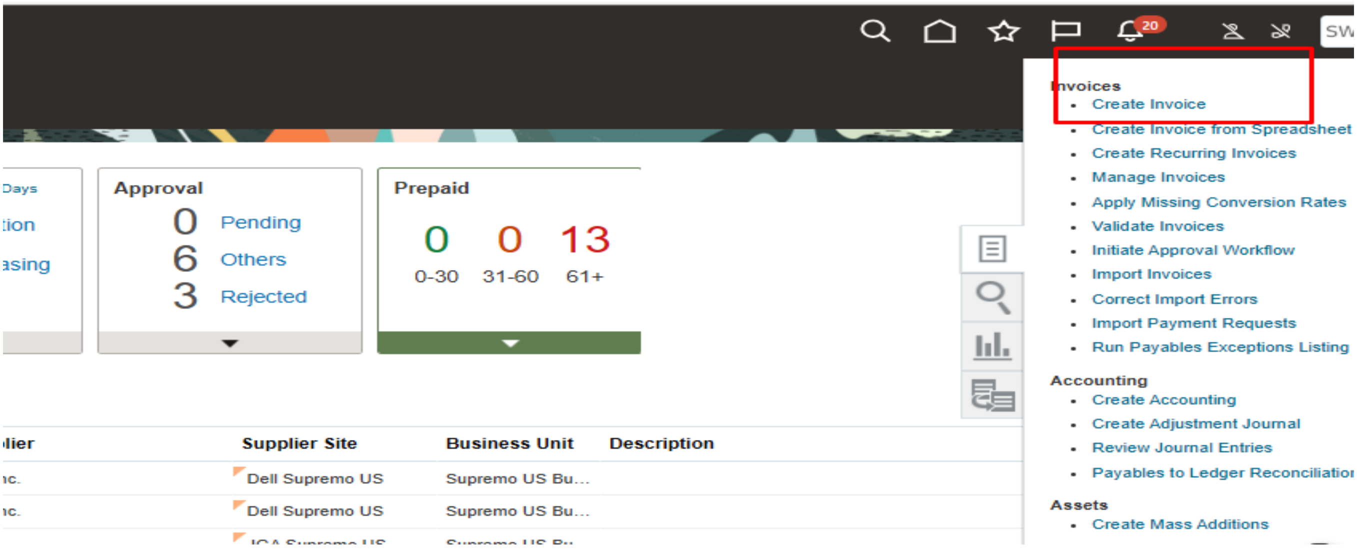
Authorized by Mohamed Badawy   *http://linkedin.com/in/mohamed-badawy-393821240*

ORACLE FUSION

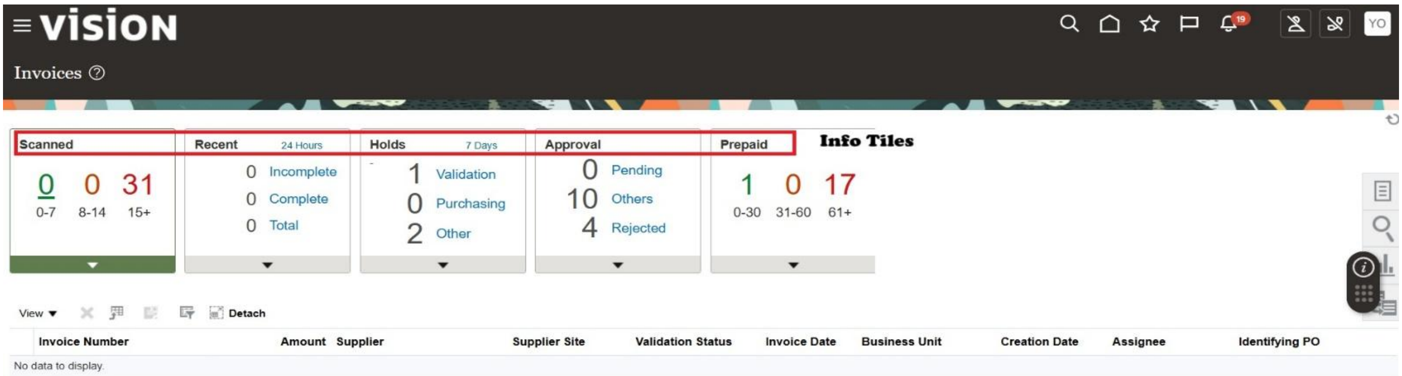
Home page Click Payables Open Invoice



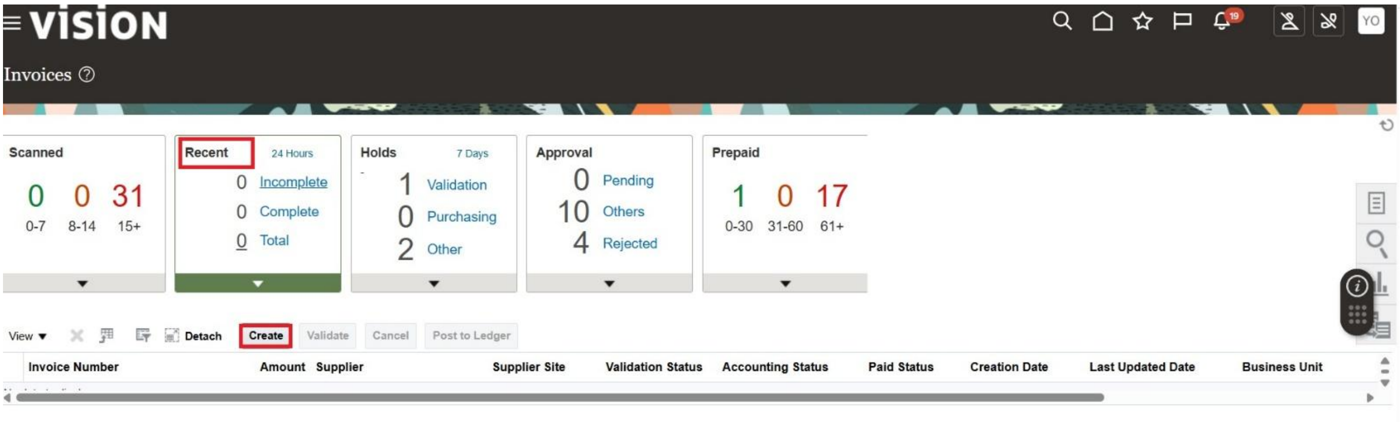
Open Task Panel Click Create invoice



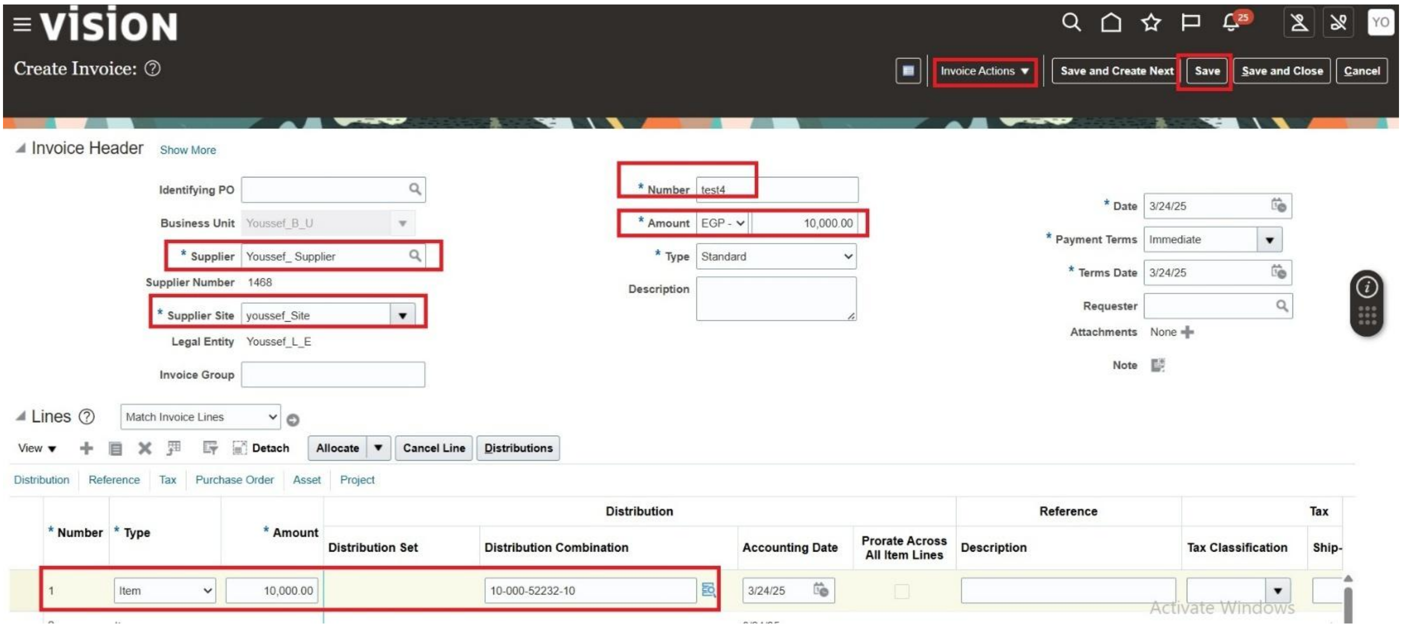
Additional Information



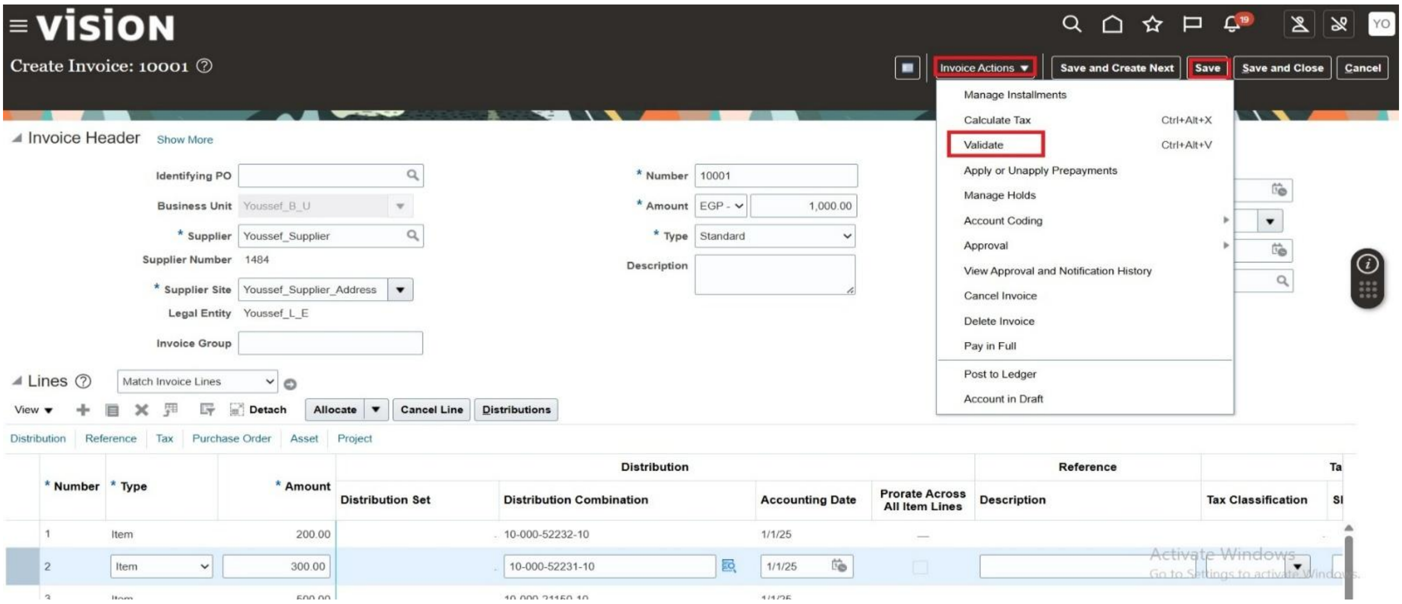
Or Click Recent in Info Tiles — Click Create



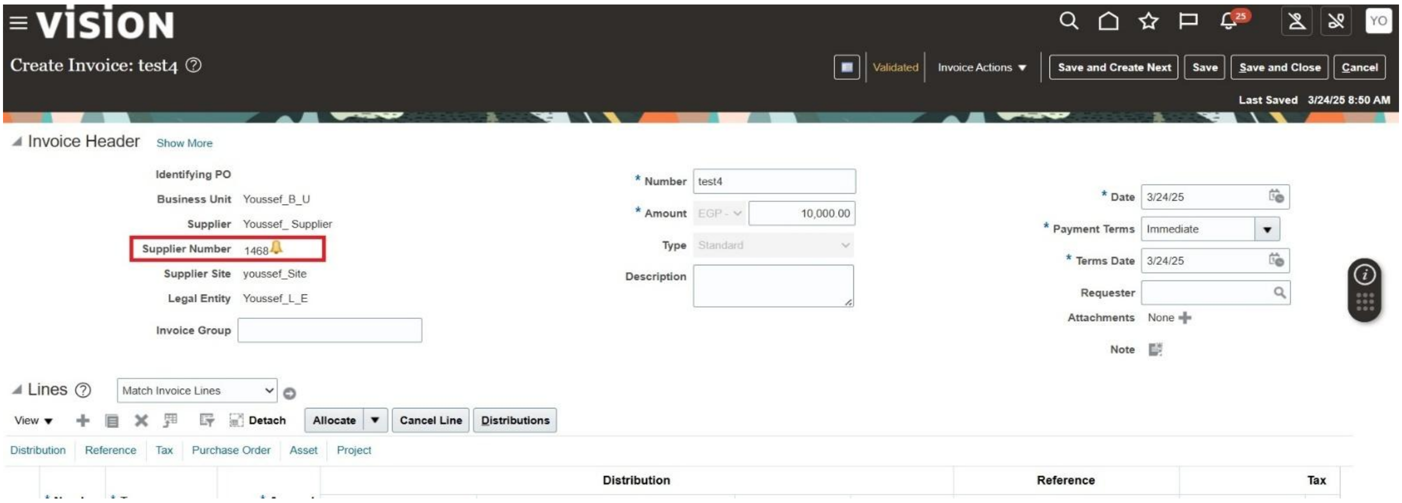
Write Data Required



Click Save — Invoice Action — Validate

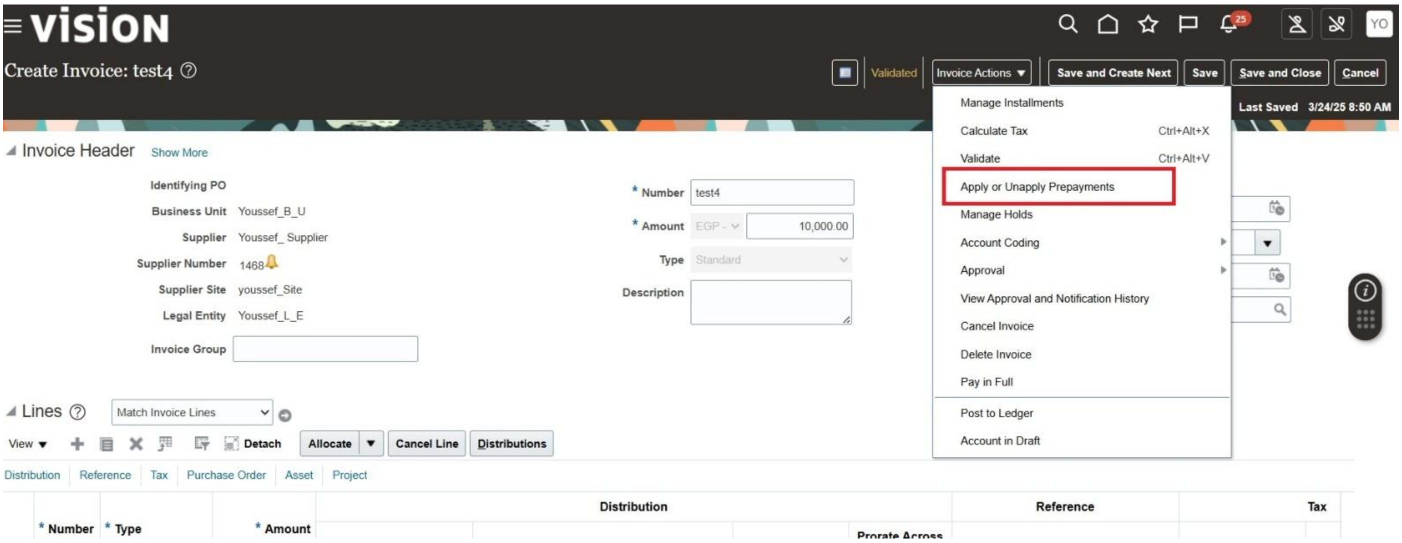


Check Statues



Open Actions

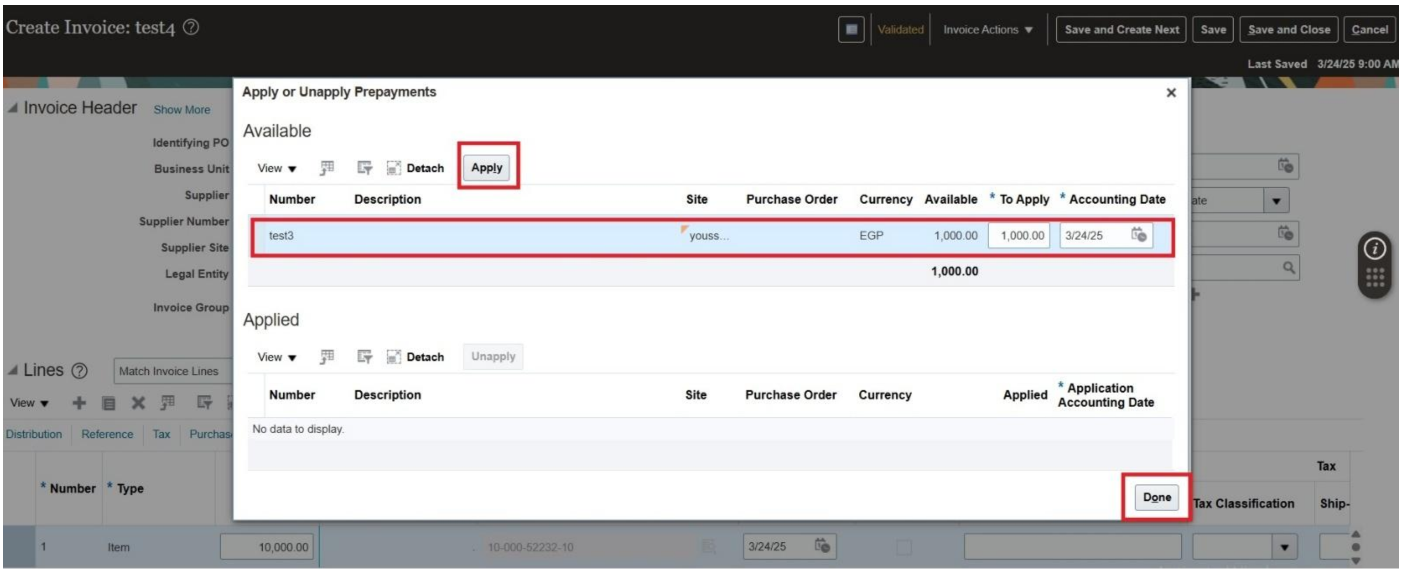
Click on Apply or Un-apply Payments



Select Line

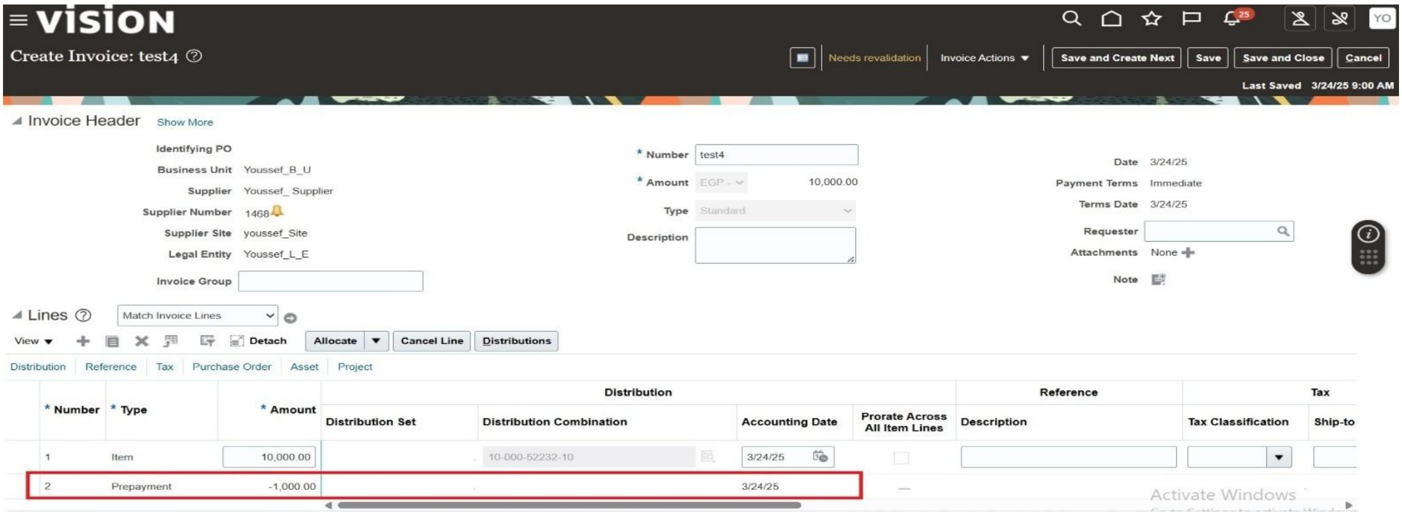
Click Apply

Click Done

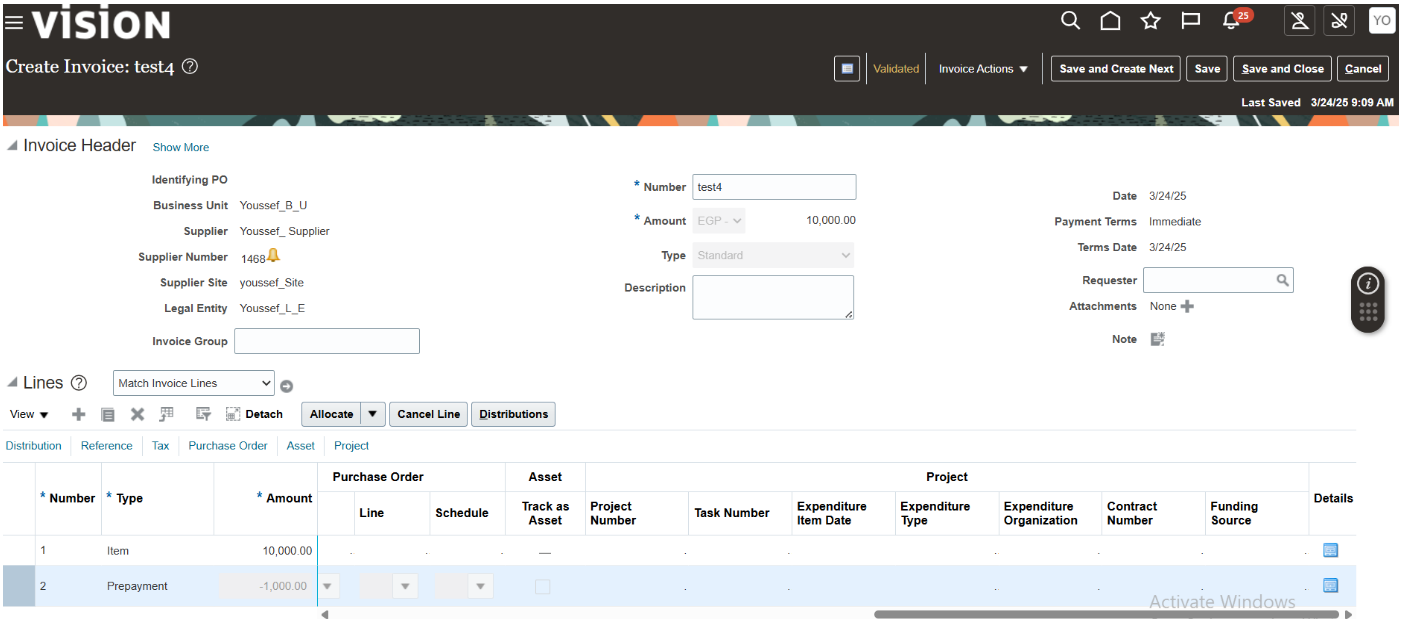


ORACLE FUSION

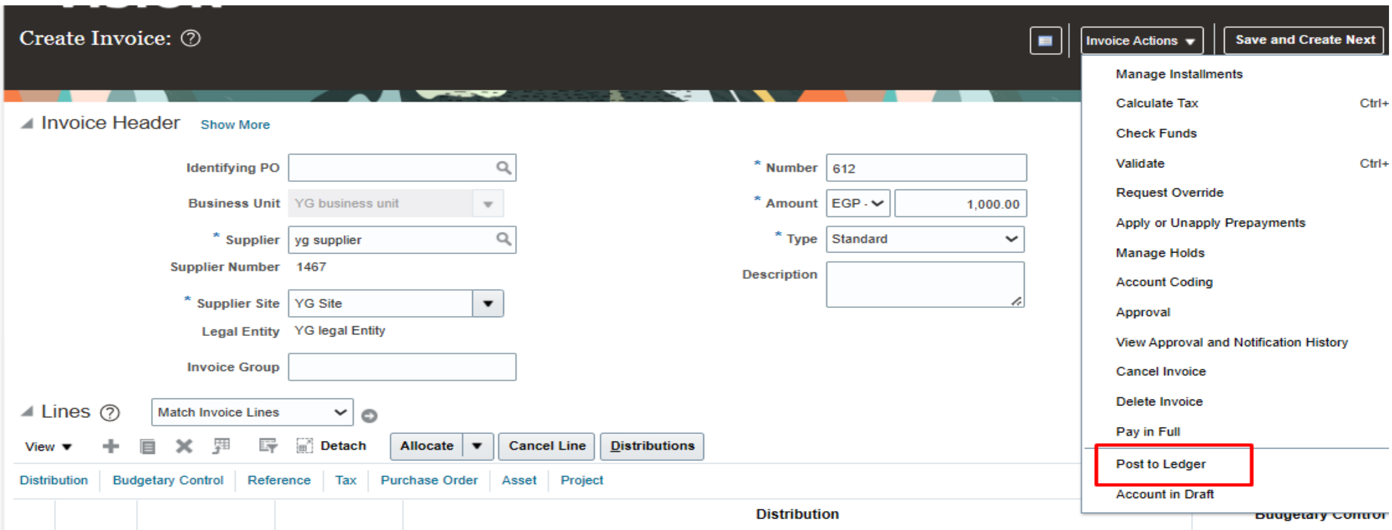
Check Results



Click Save   Invoice Action   Validate

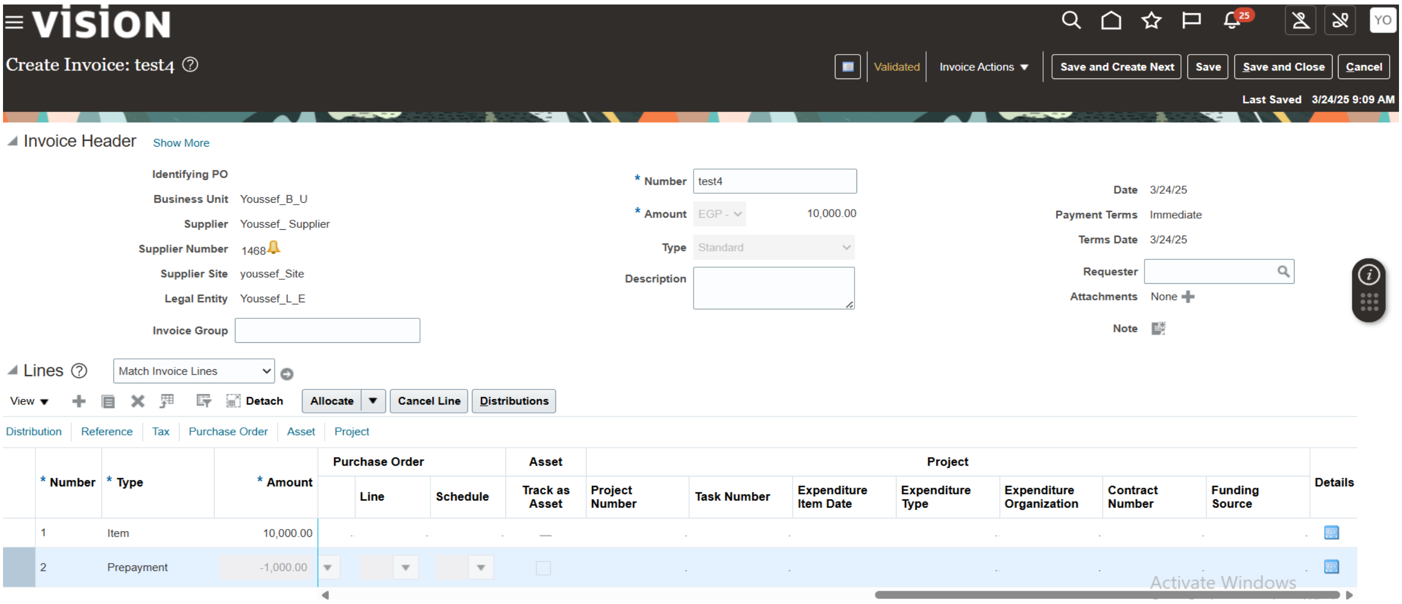


Click Post to Ledger



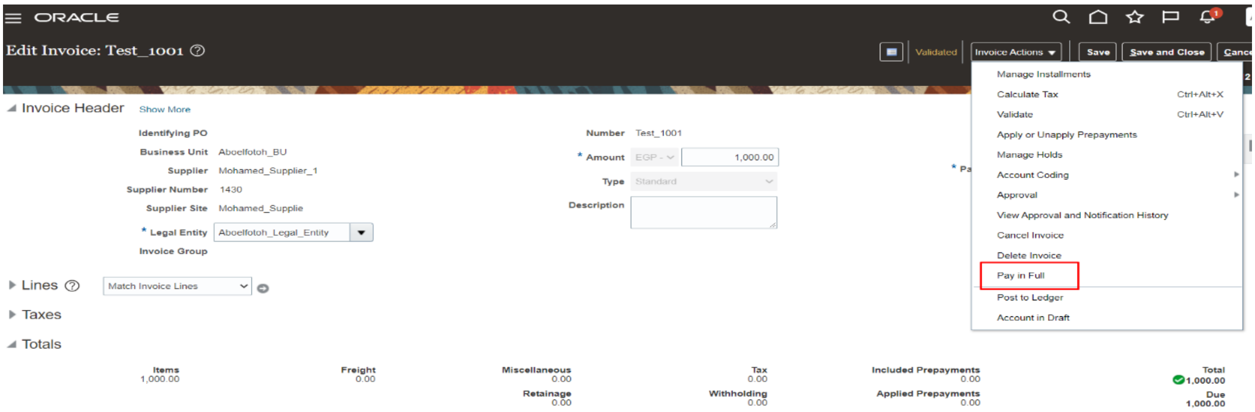
Authorized by Mohamed Badawy   http://linkedin.com/in/mohamed-badawy-393821240

Check Results

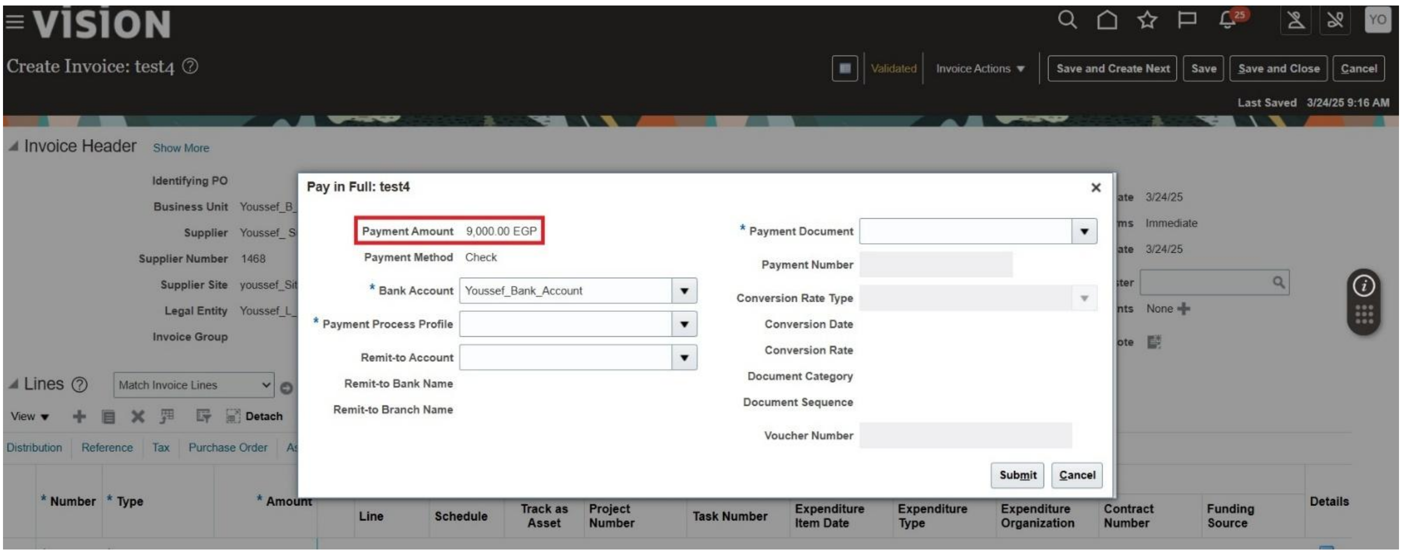


Open Invoice Actions

Click to Pay in Full

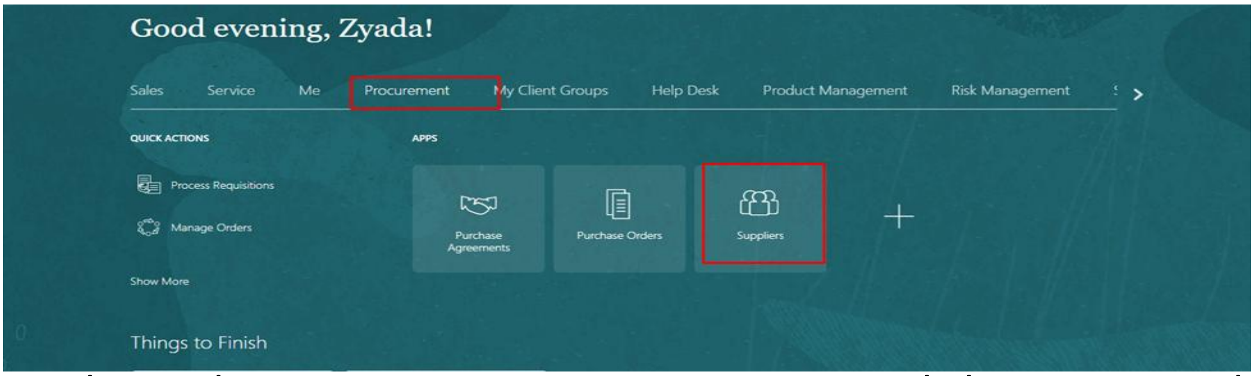


Check Pay in Full Amount

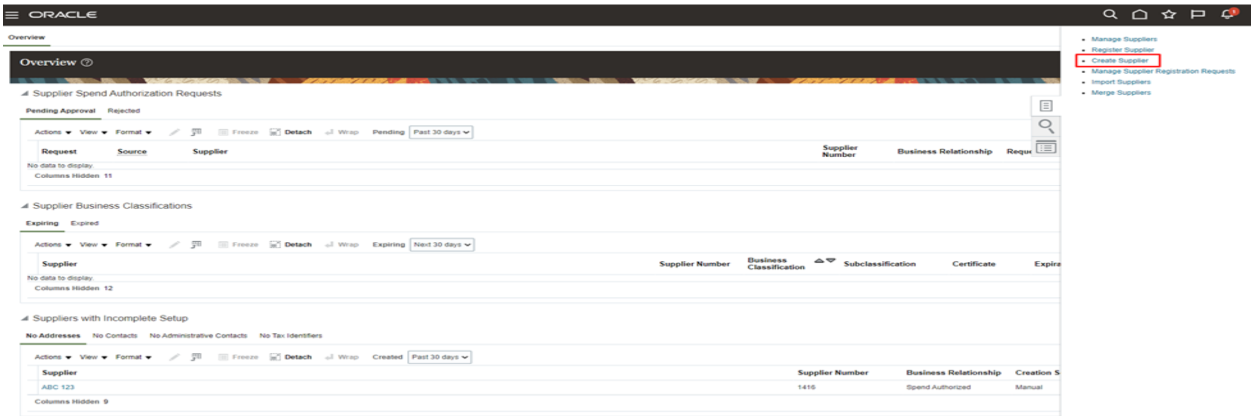


How to Create Withholding Tax Authority as a Supplier?

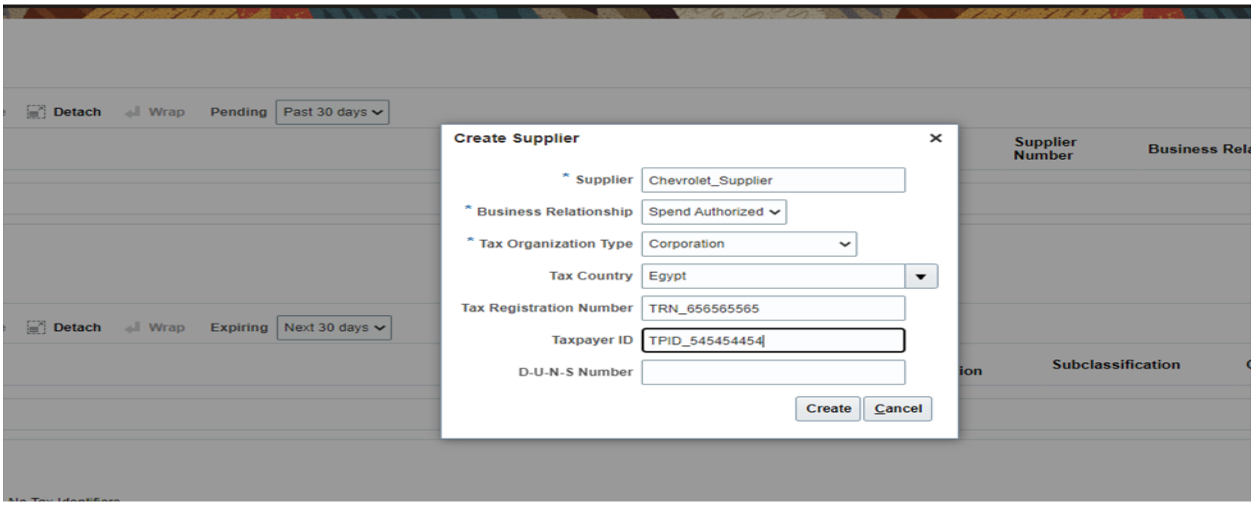
Open Procurement Click to Suppliers



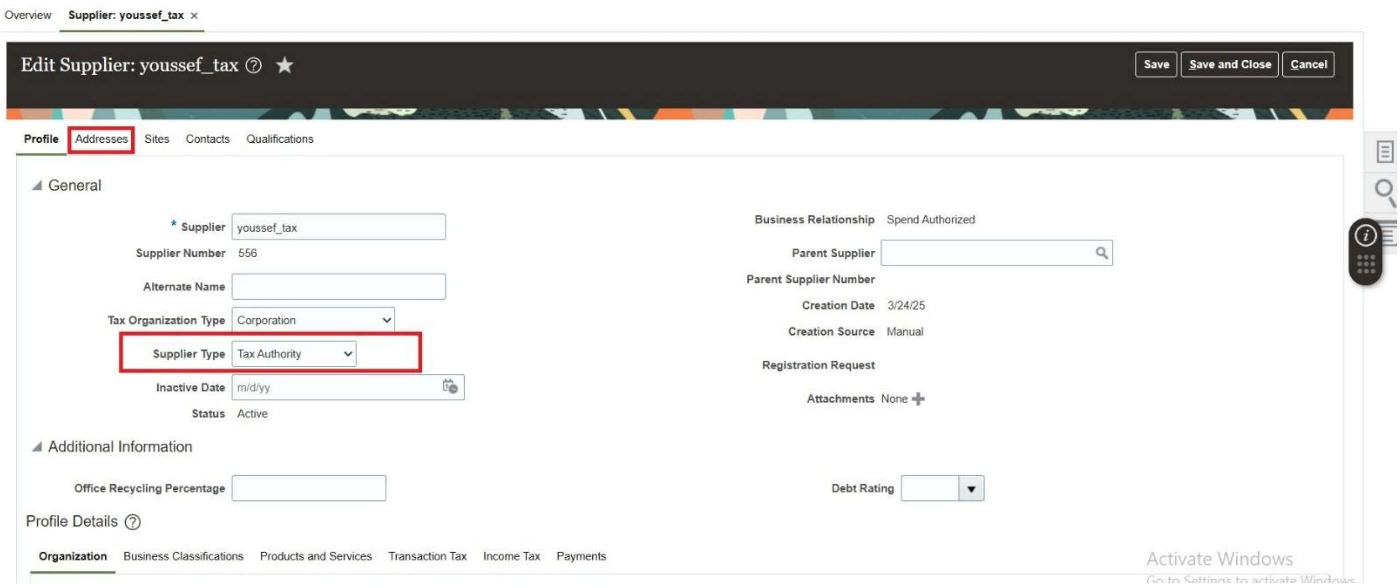
Open Task Panel Click Create Supplier



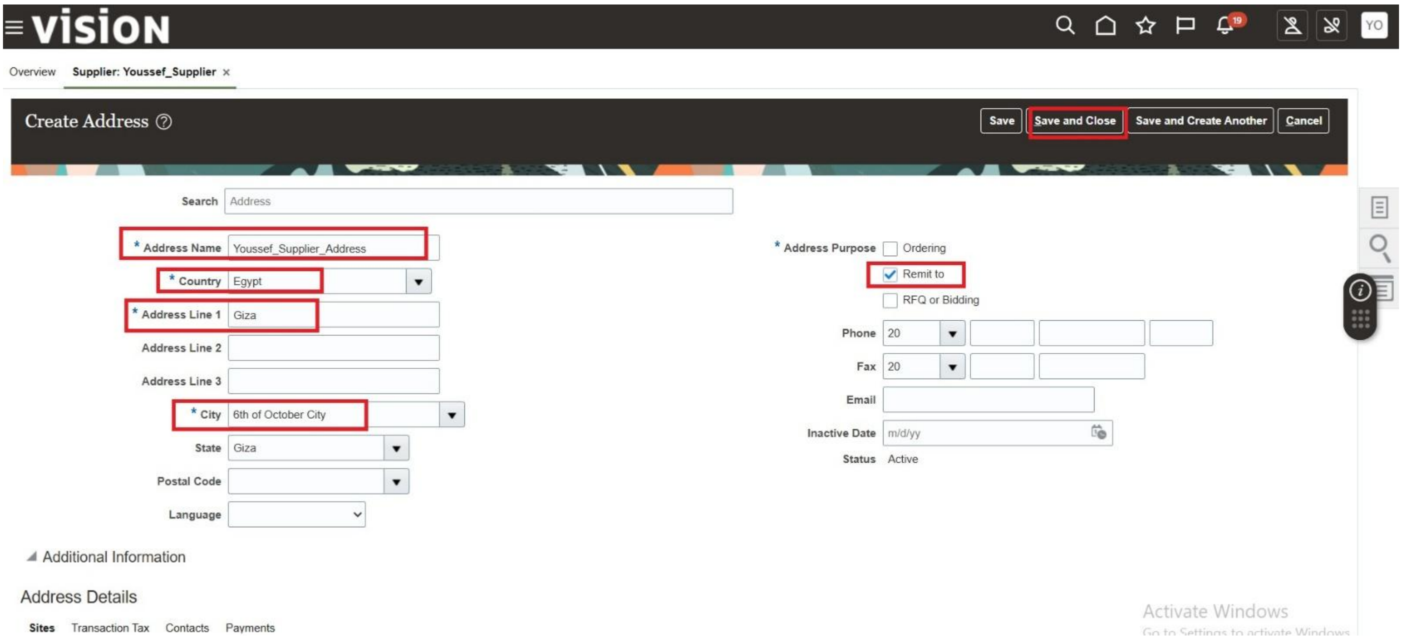
Fill Data Required Click Create



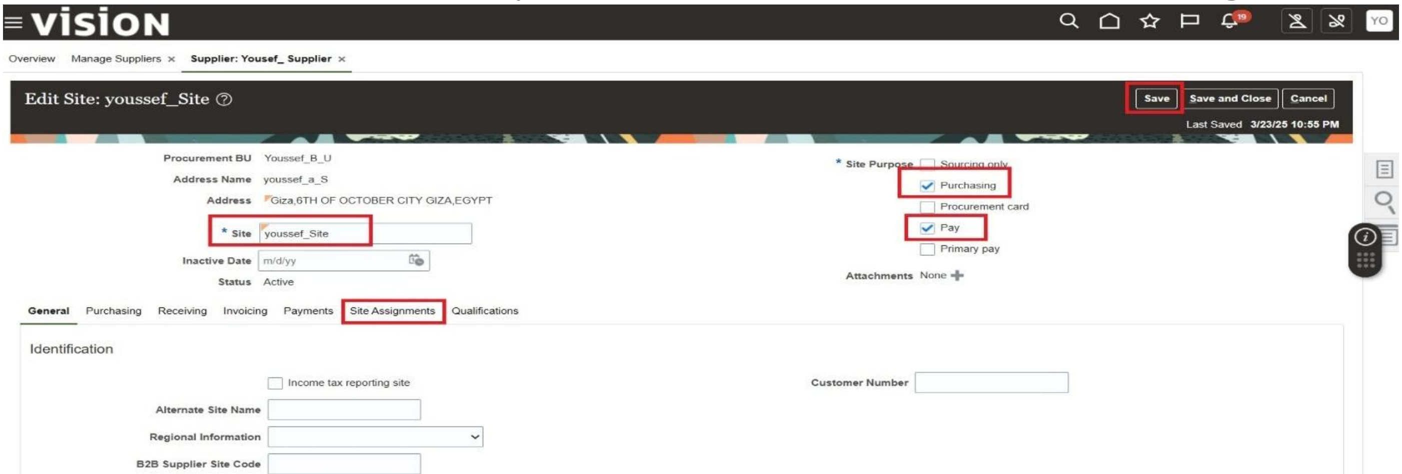
Fill Data Required



Open Address Fill Data Required Click Save and Close

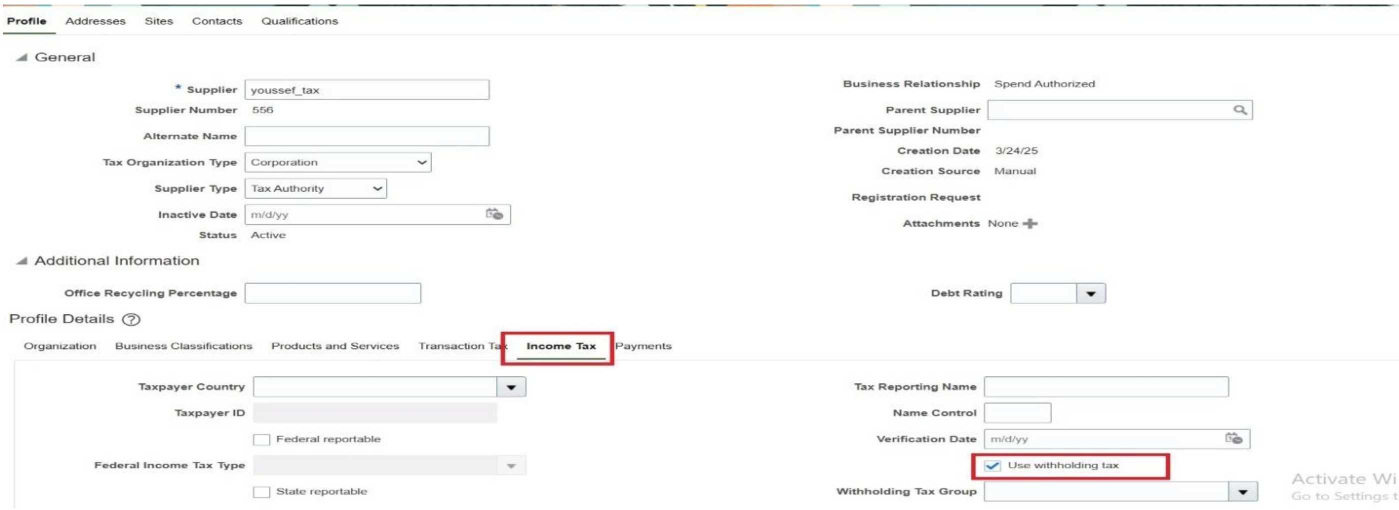


Click to Site Fill Data Required Click Save Click in Site Assignments



Open Income Tax

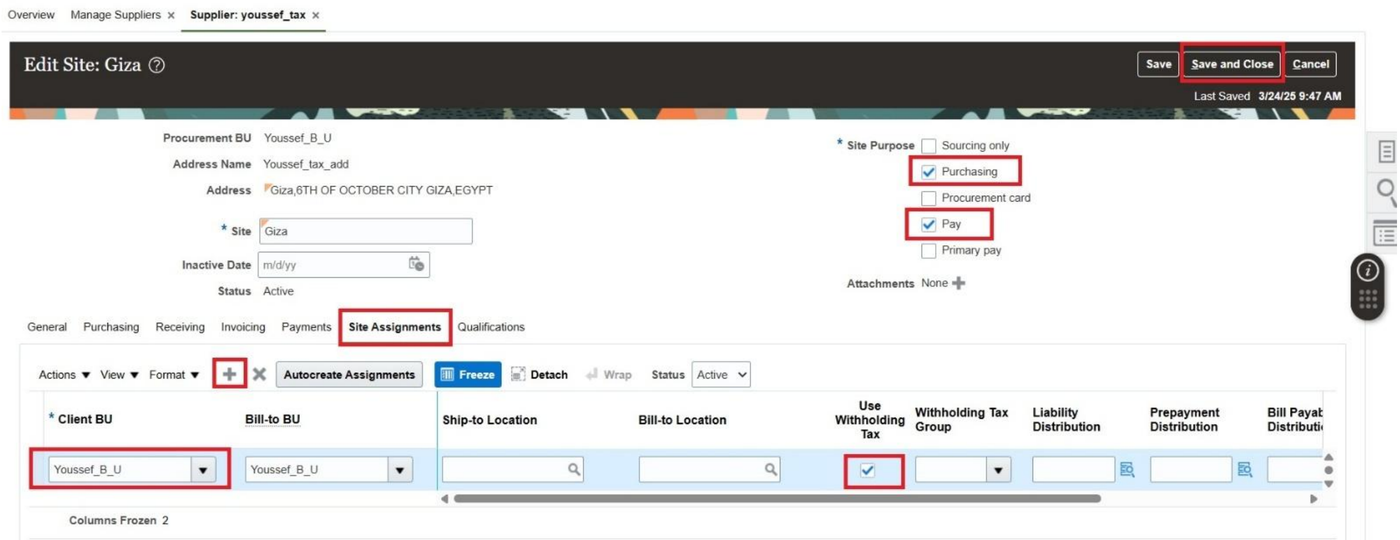
Click in Use Withholding Tax



Click Create

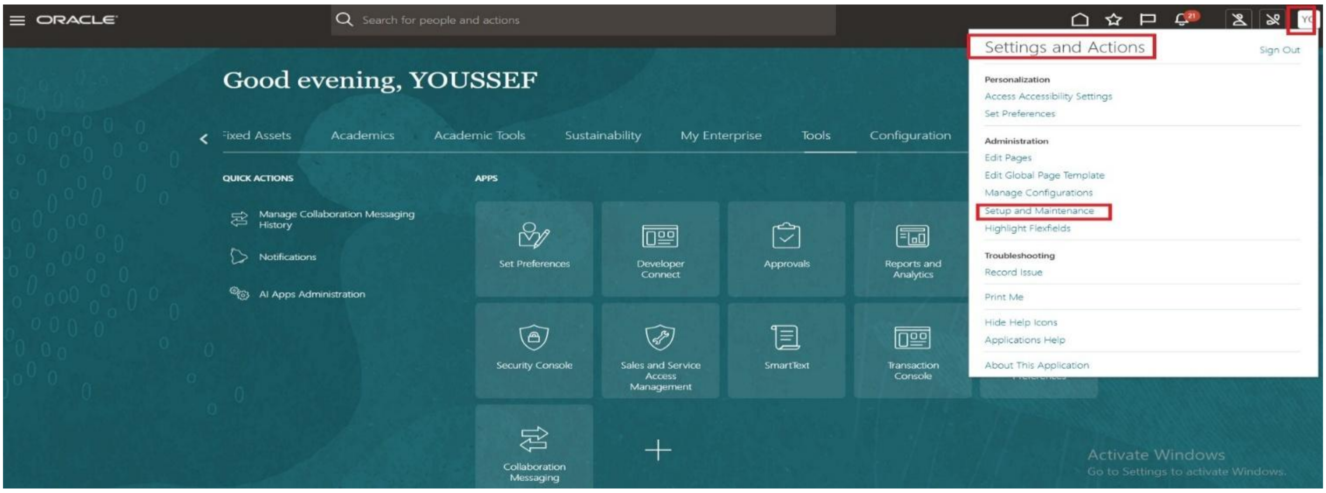
Assign with Business Unit

Fill Data Required

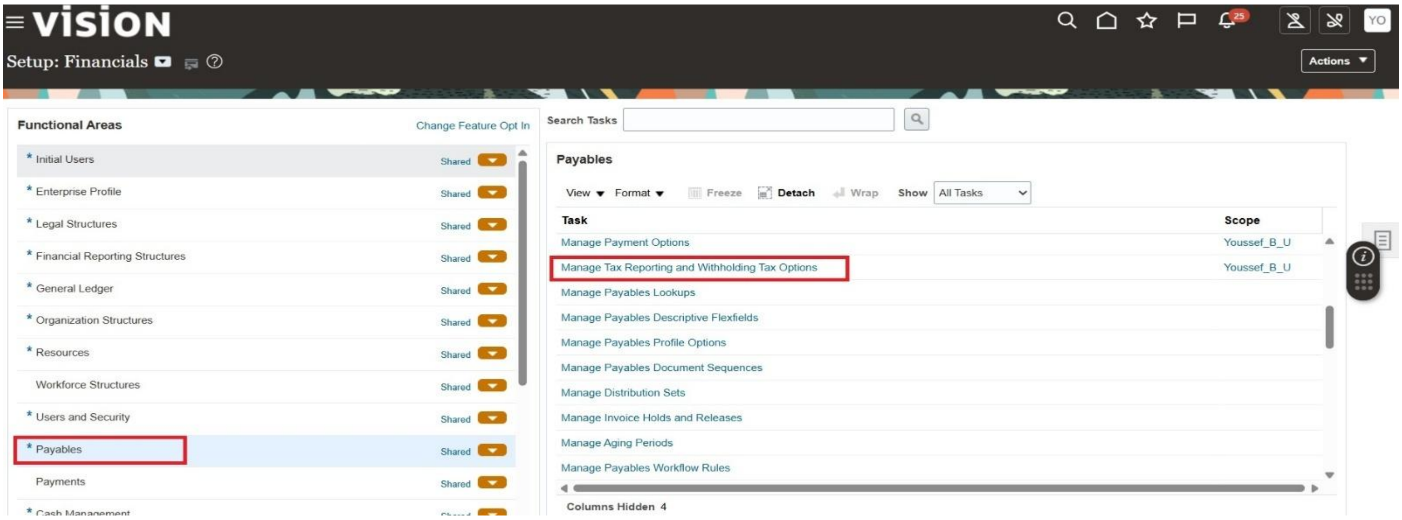


How to Manage Tax Reporting and Withholding Tax Options?

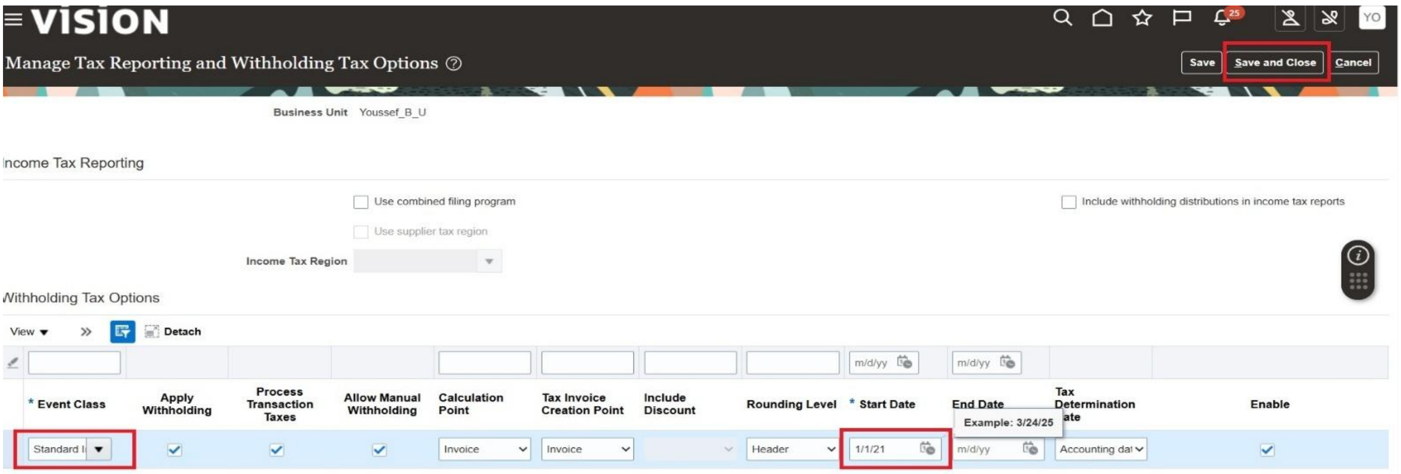
Open Setting and Actions Choose Setup and maintenance



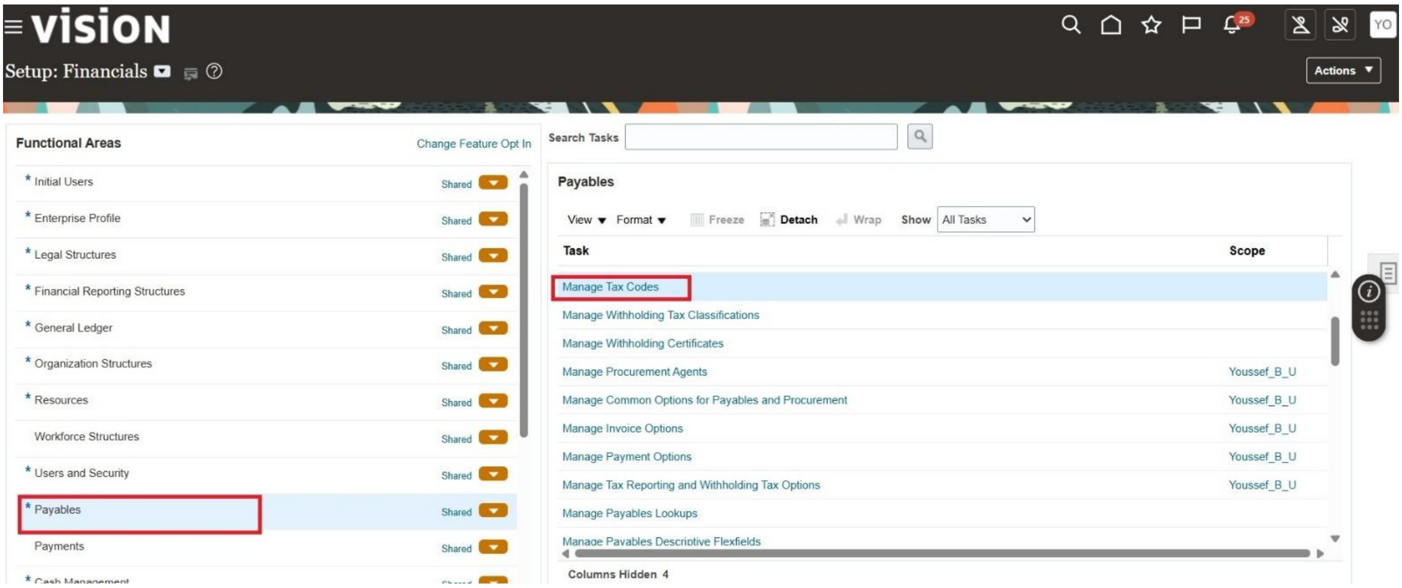
Click on Manage Tax Reporting and Withholding Tax Options



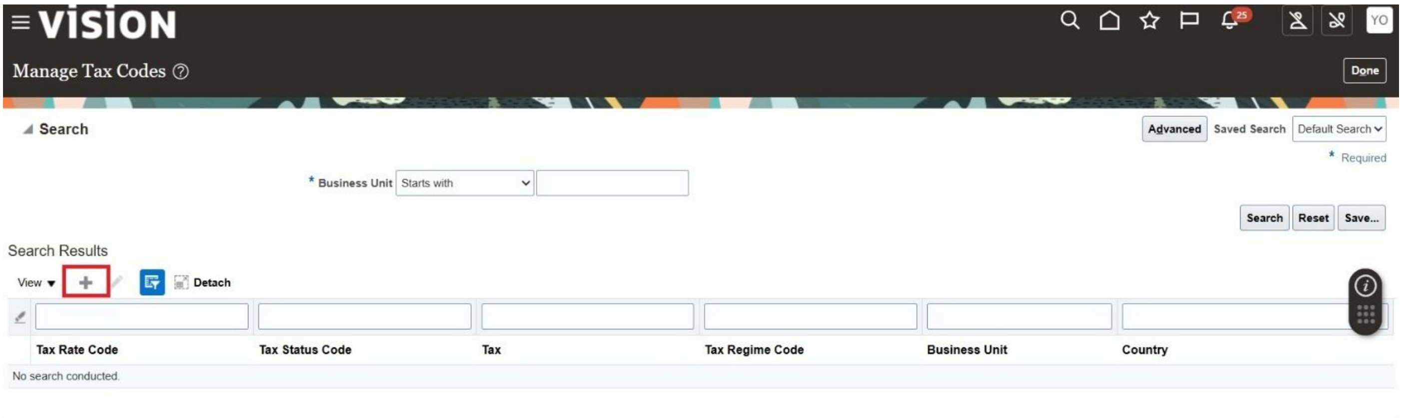
Fill Data Required Click Save and Close



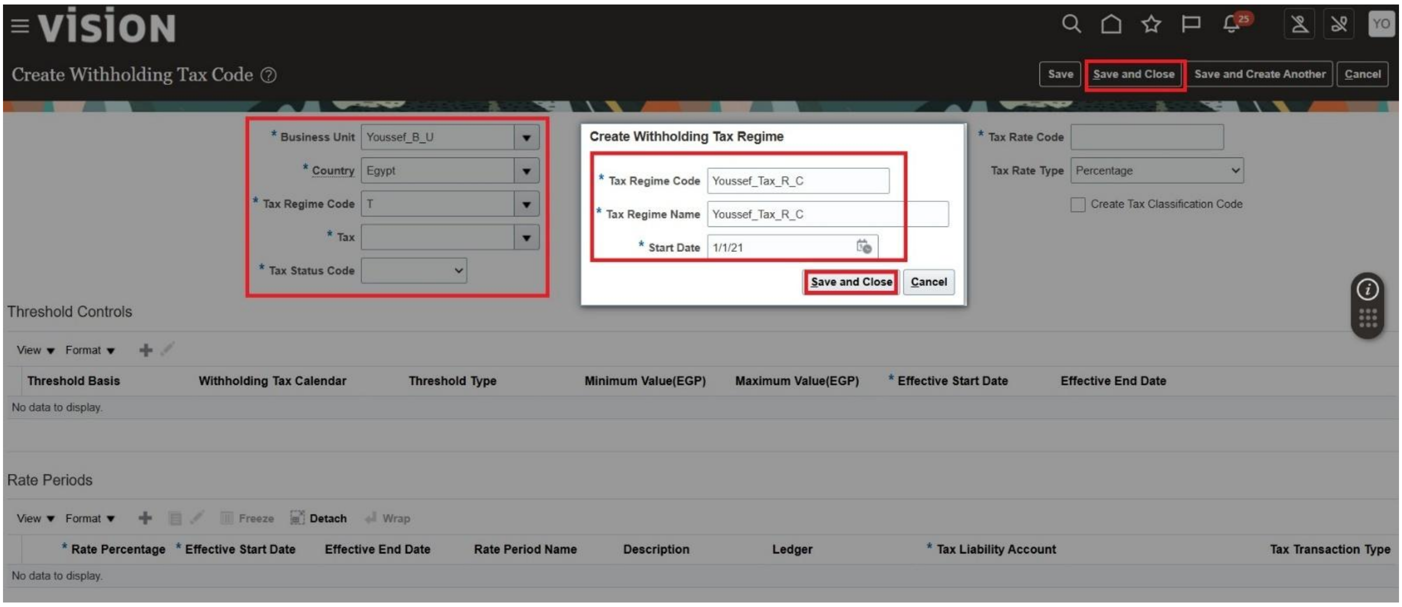
Click Manage Tax Codes



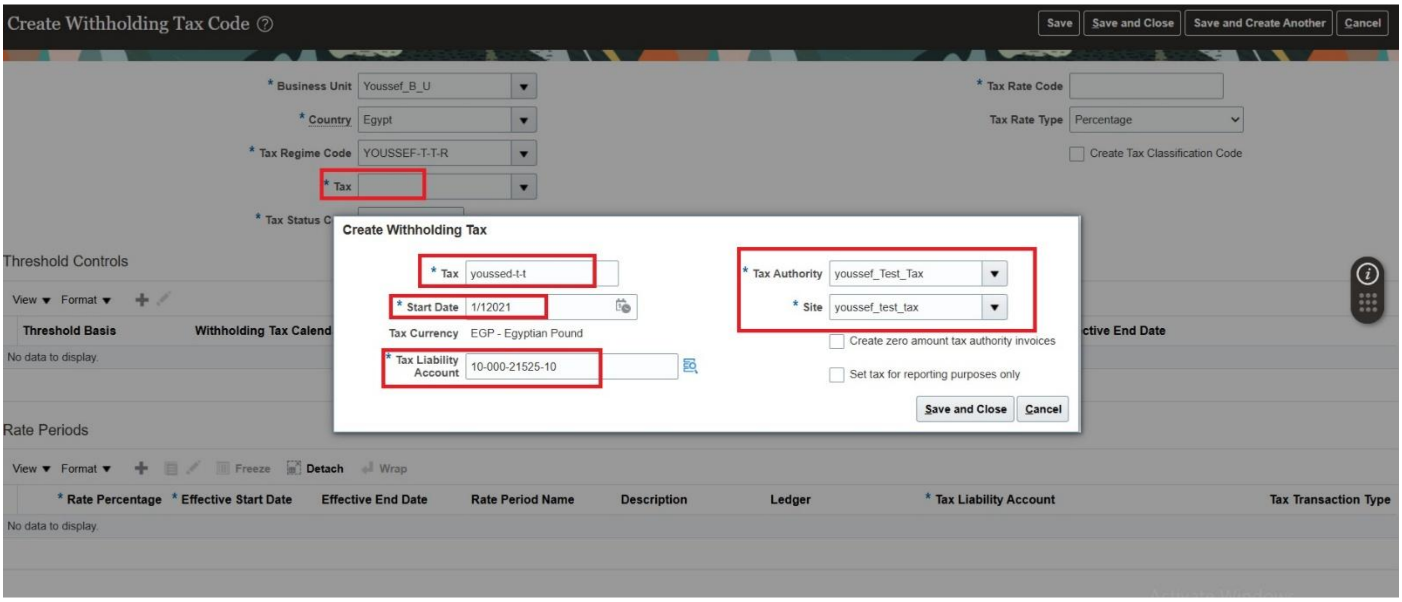
Click Create



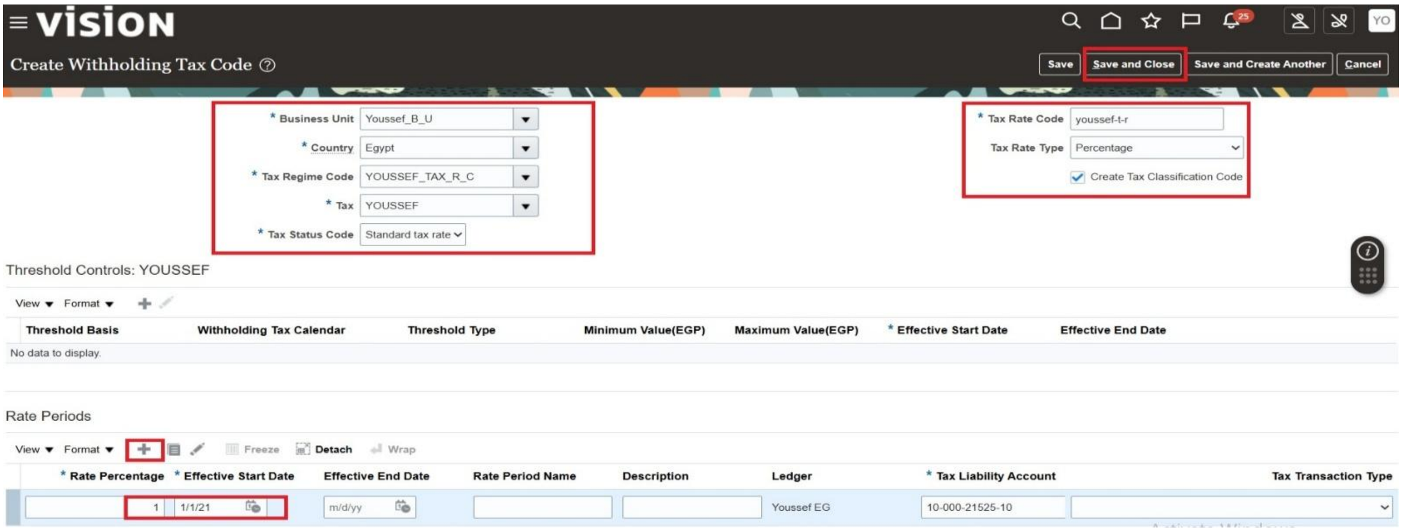
In Tax Regime Code and Tax Click Create from Slider



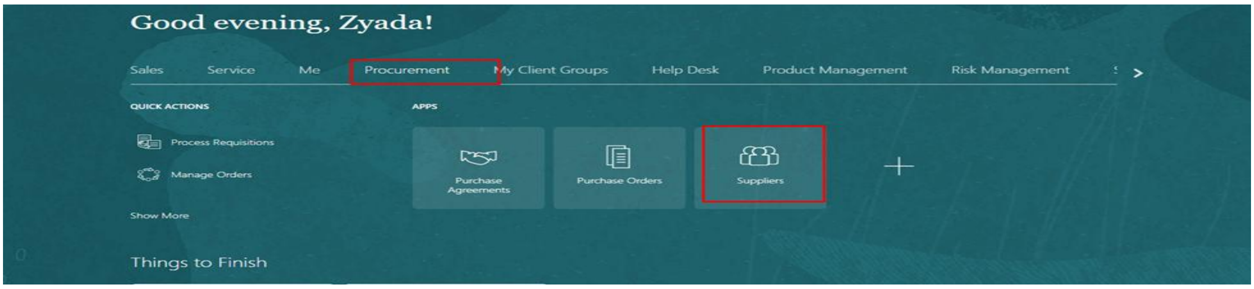
Fill Tax Data Click Save and Close



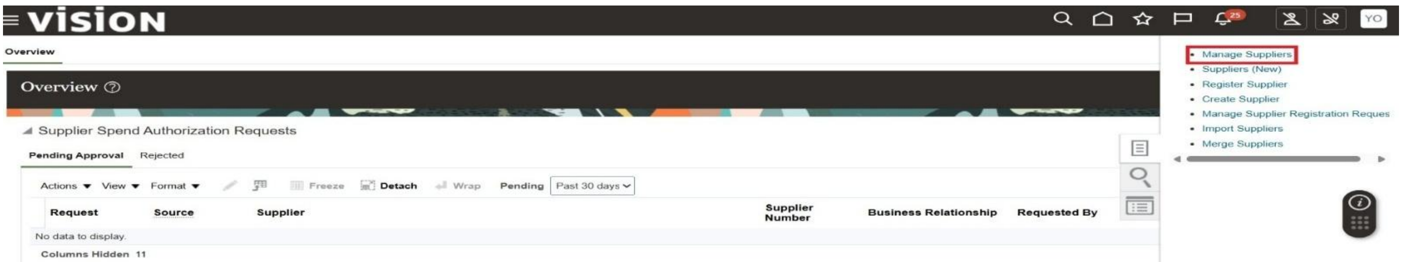
Fill data Required Click Save and Close



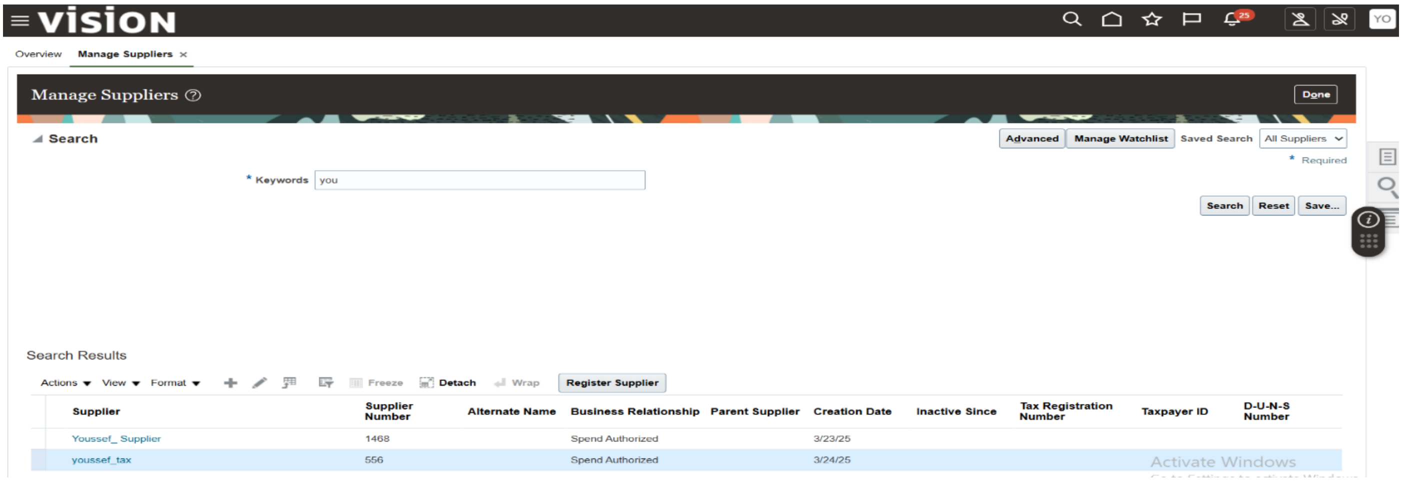
Open Procurement Click to Suppliers



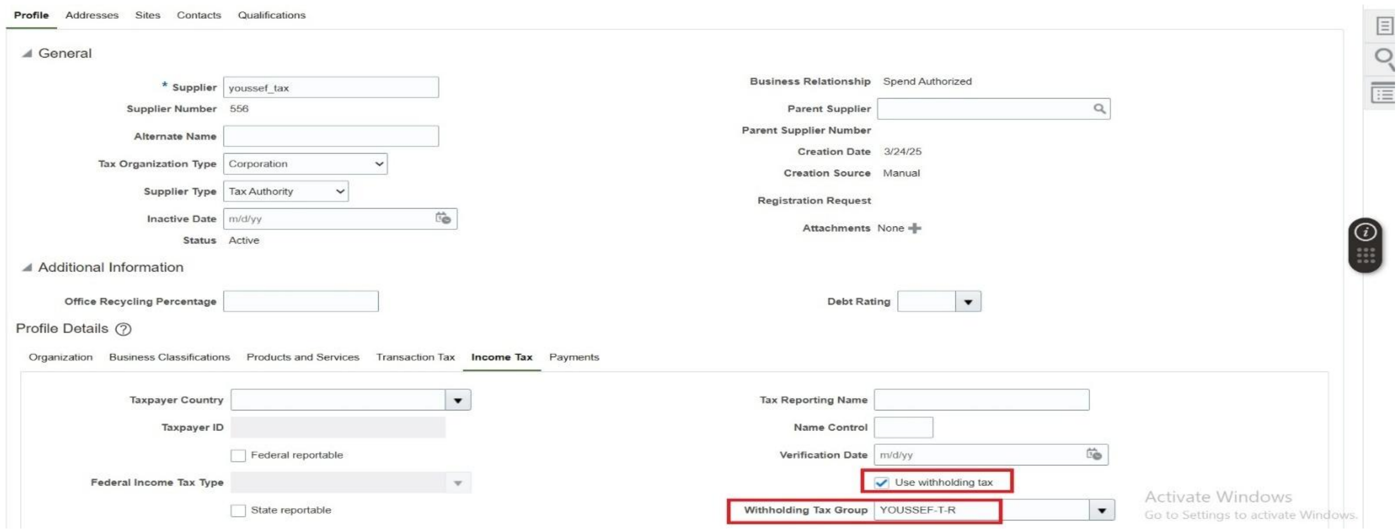
Open Task Panel Click Manage Supplier



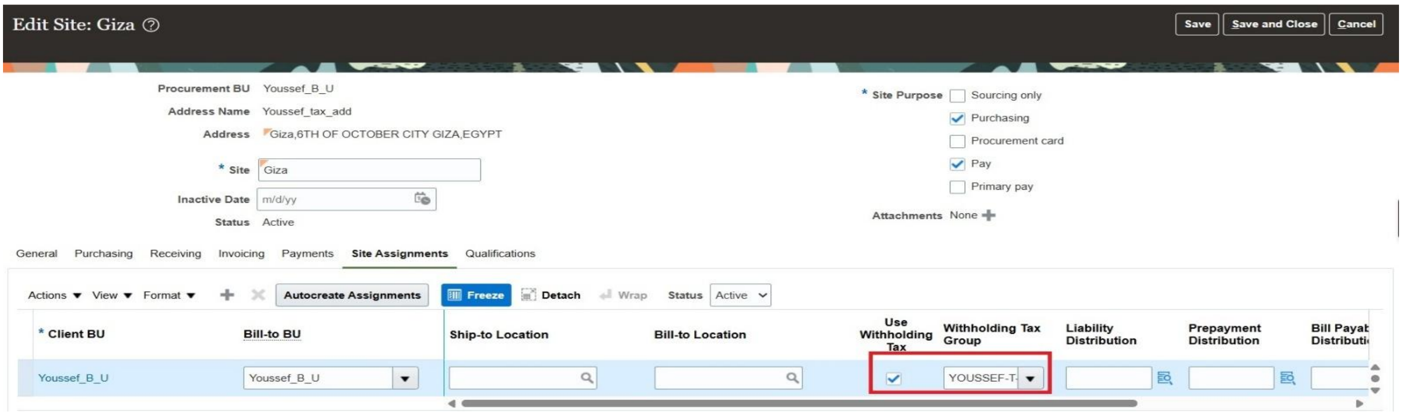
Search about Main Supplier Not tax   Click to Edit



Fill Data Required

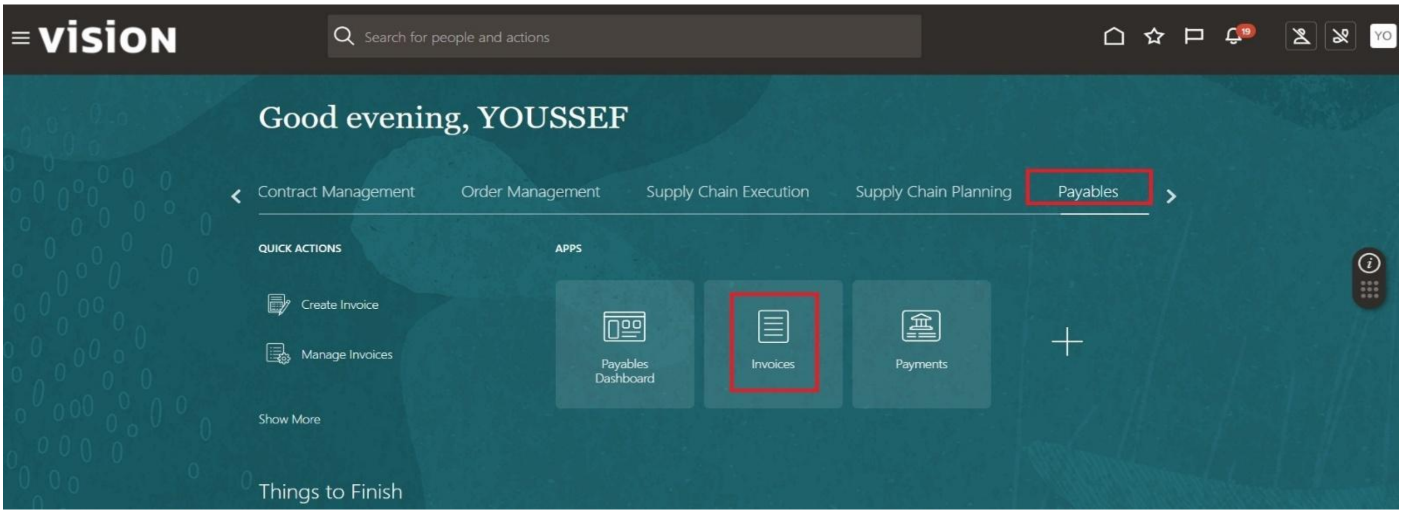


Fill Data in Level Site   Click Save and Close

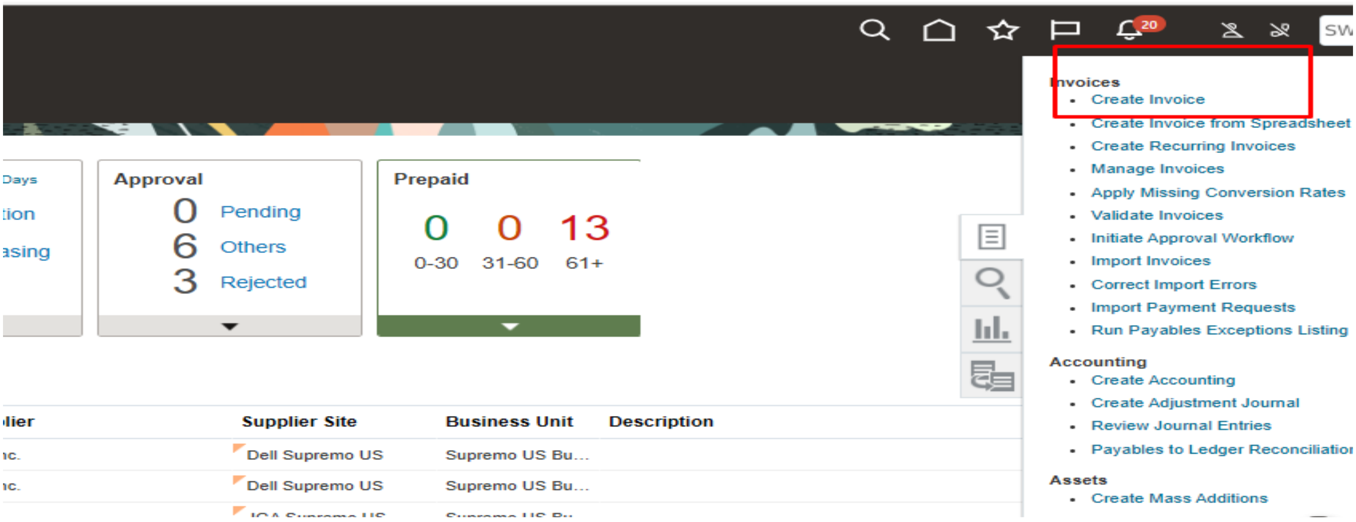


End User Test:

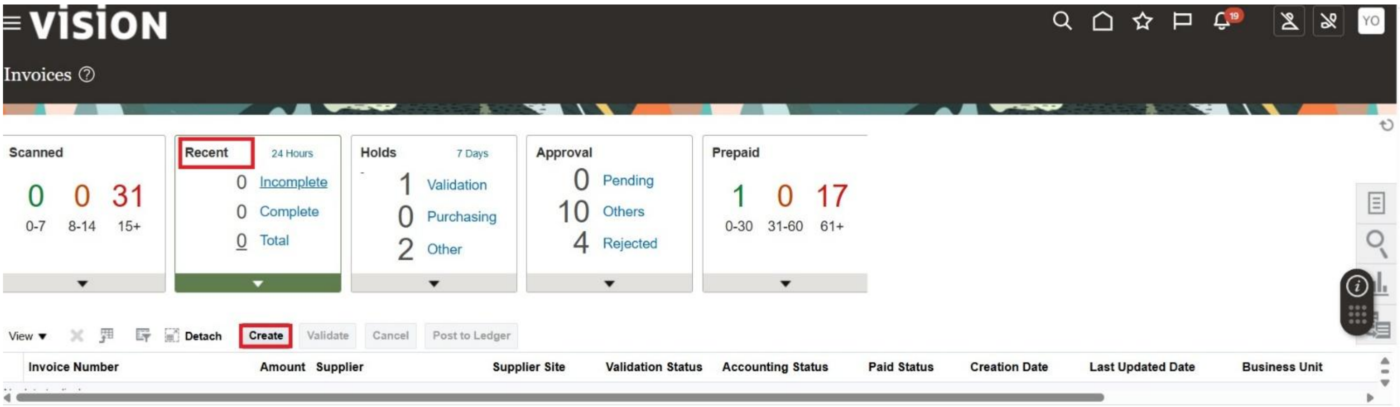
Home page Click Payables Open Invoice



Open Task Panel Click Create invoice

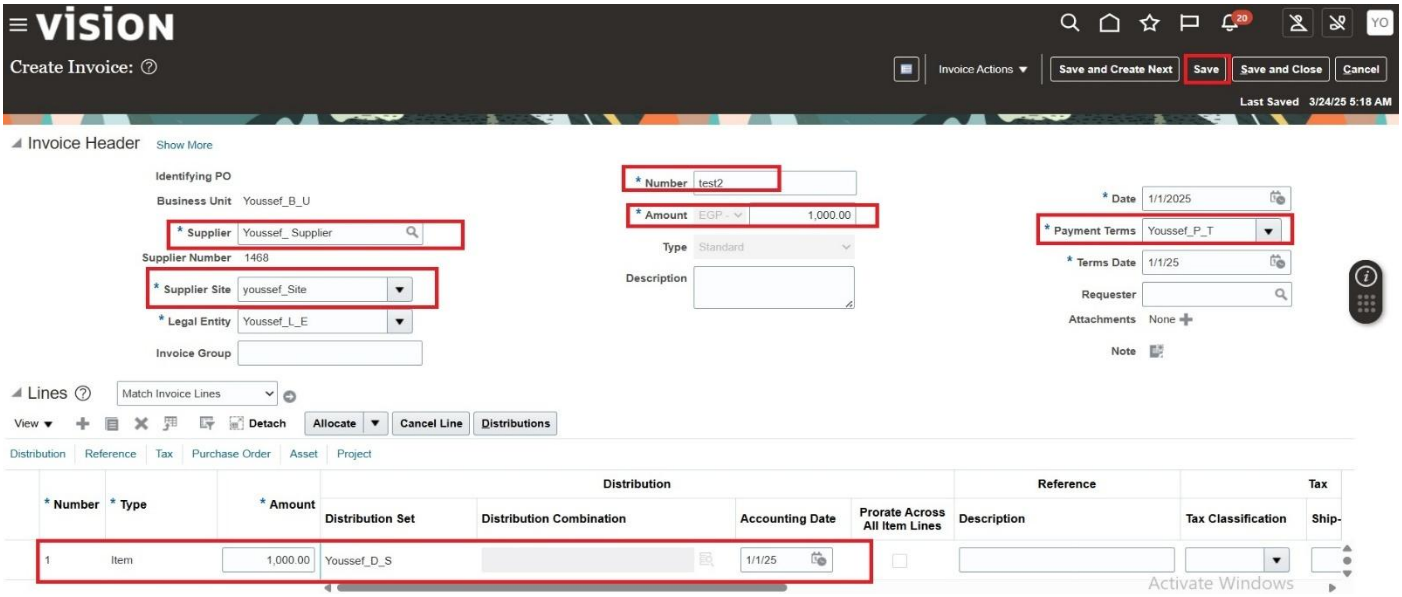


Or Click Recent in Info Tiles Click Create

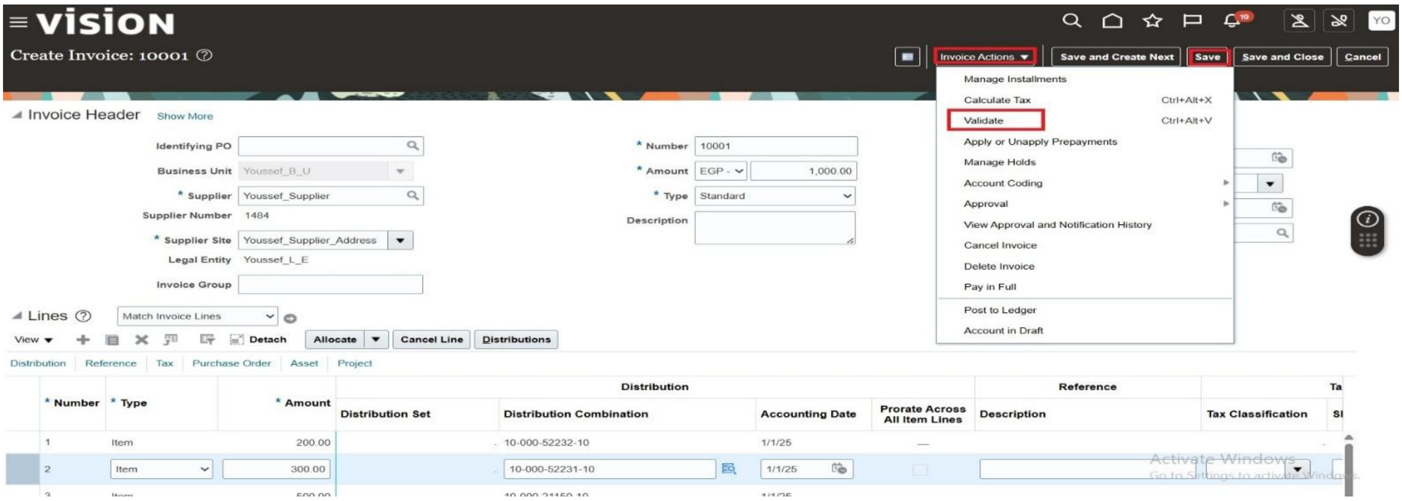


ORACLE FUSION

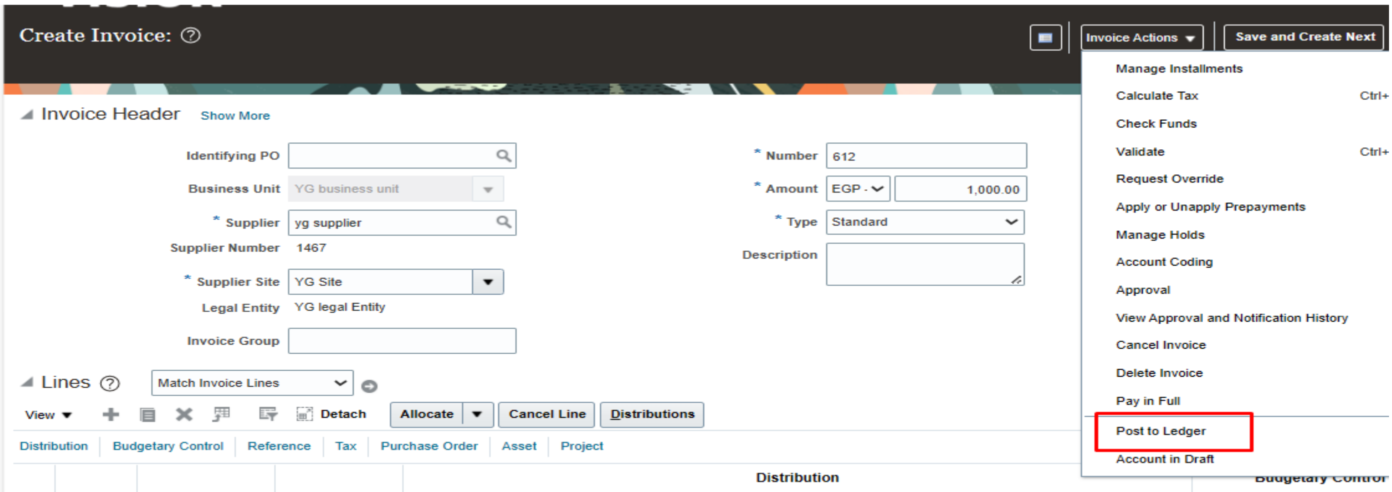
Write Data Required Choose Main Supplier not Created for tax



Click Save Invoice Action Validate

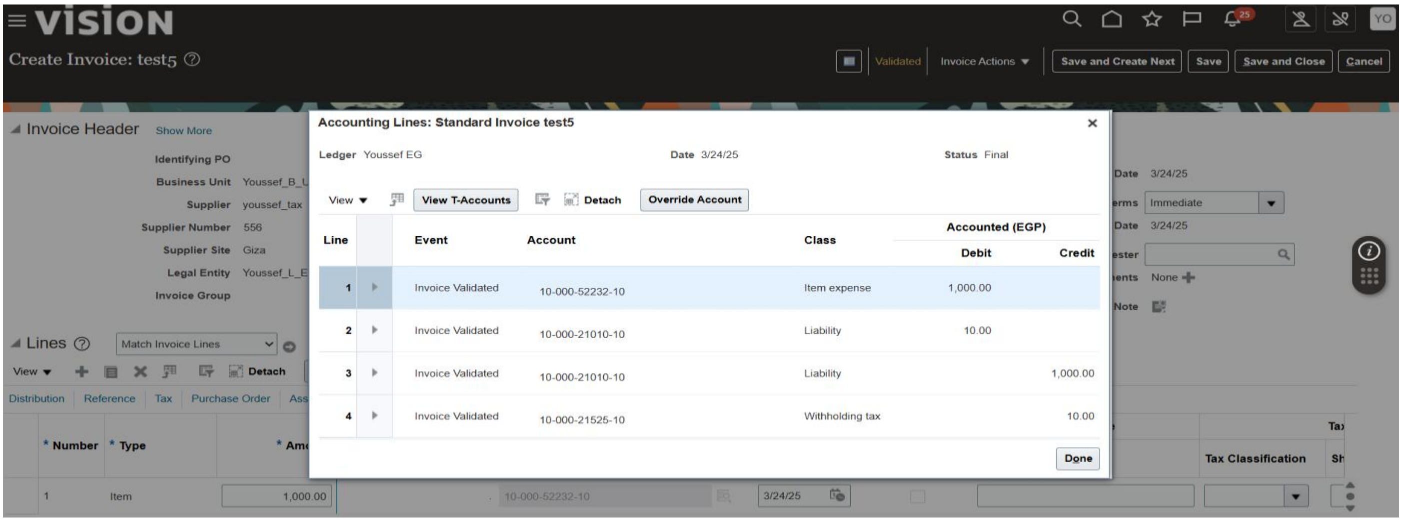


Click Post to Ledger

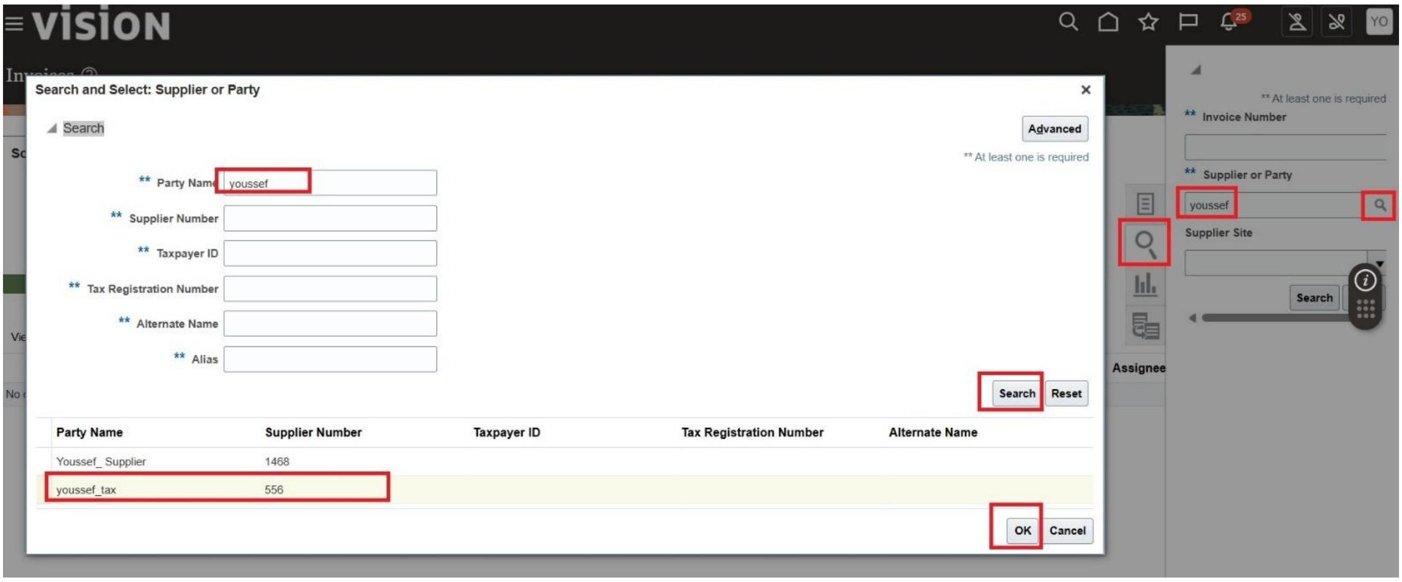


Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

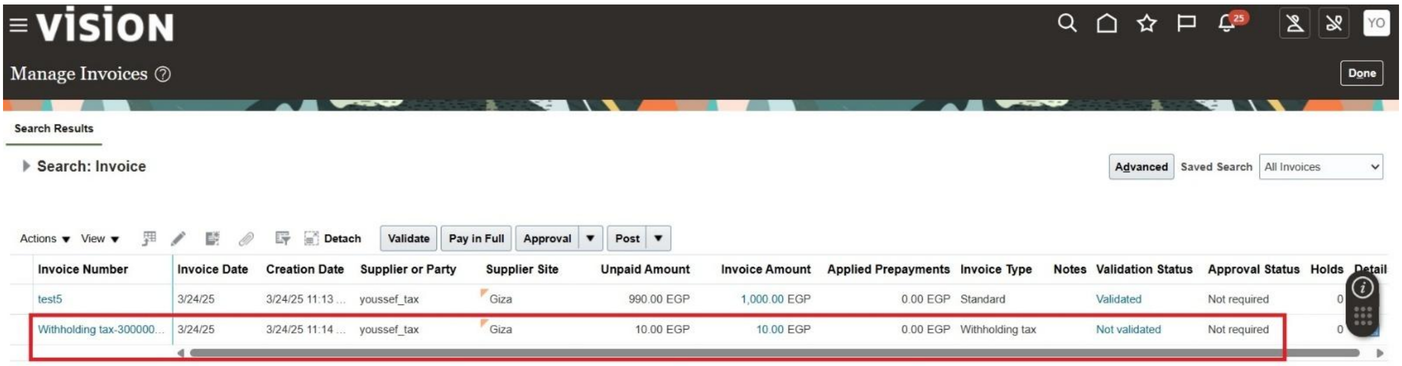
Check Results



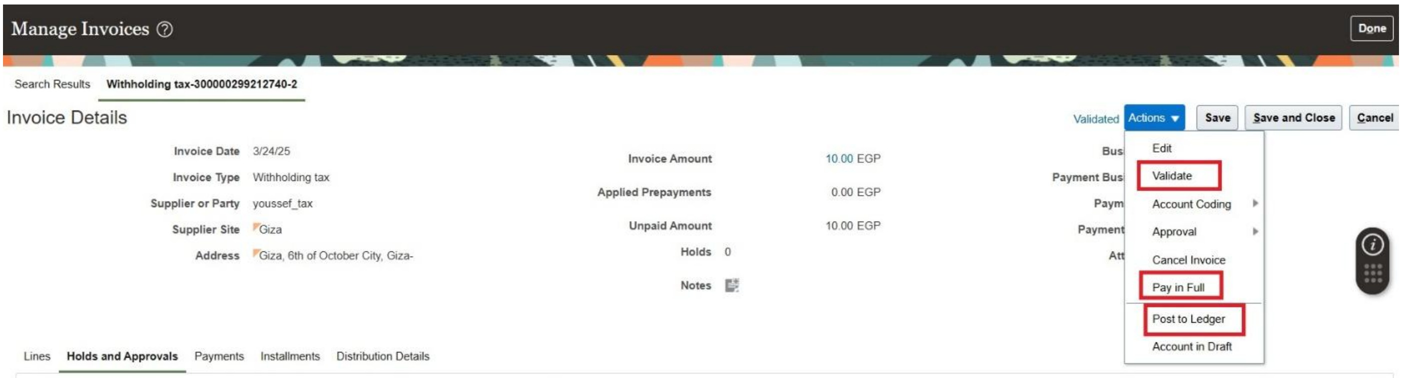
Search about Tax Invoice to Pay from Invoice



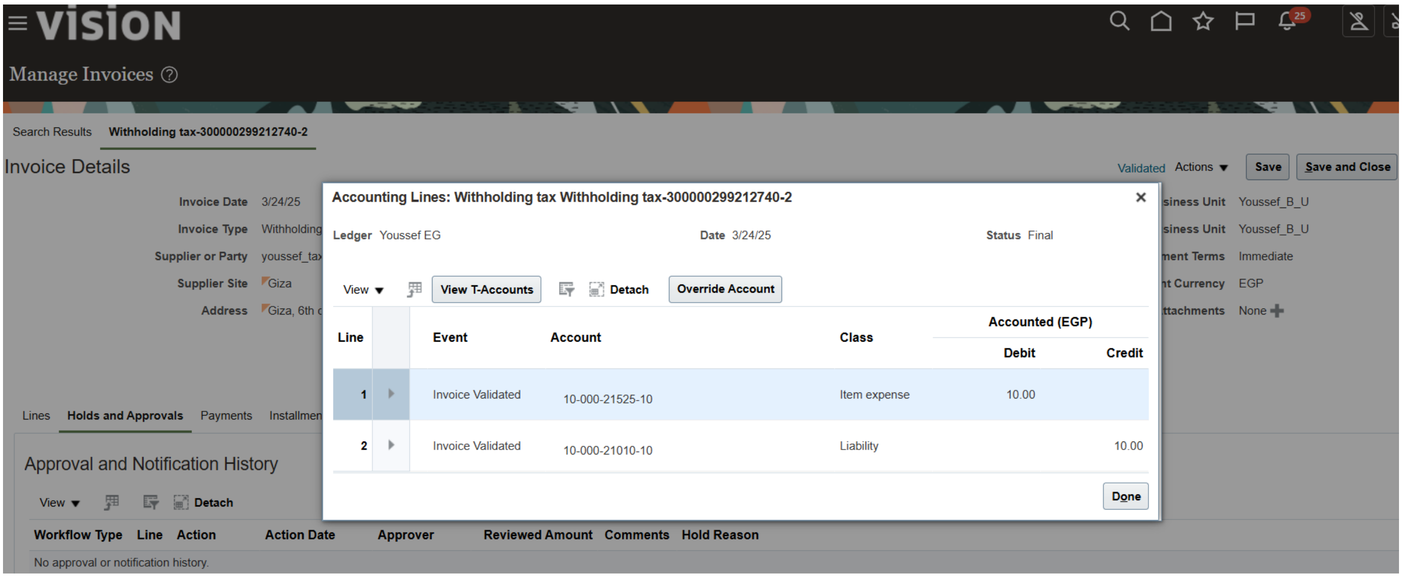
Choose Invoice To pay



Click Validate   Click Post to Ledger   Click Pay in Full

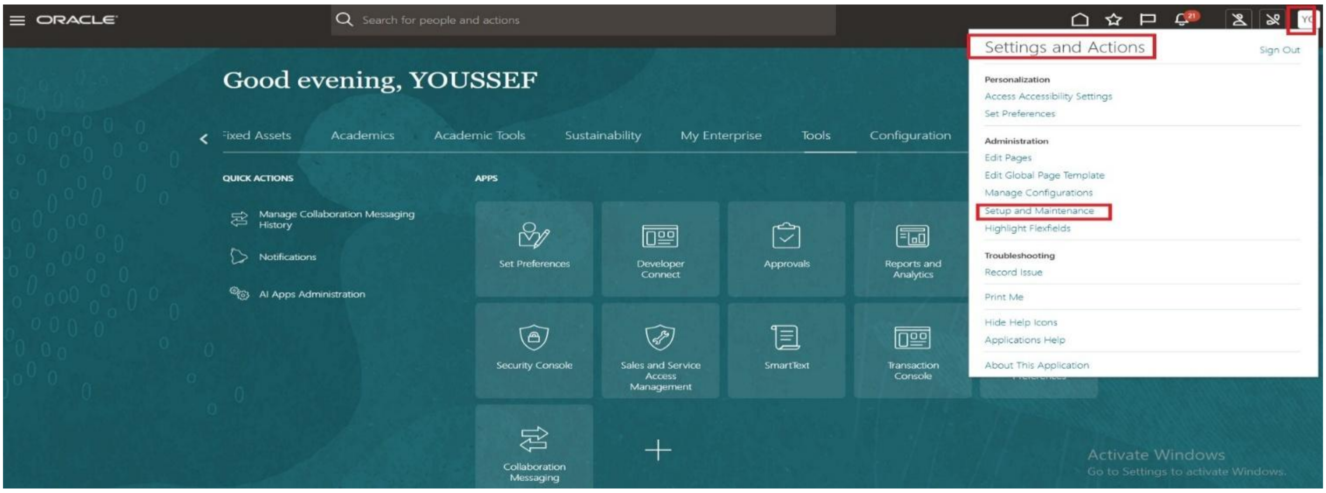


Check Results

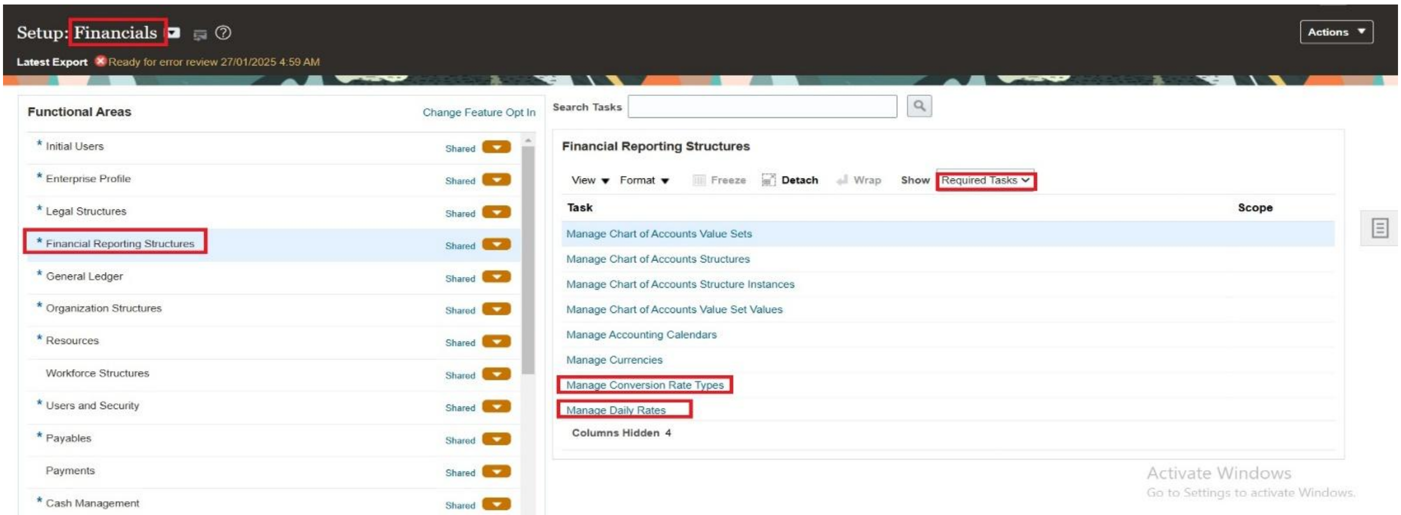


How to Create Invoice with Foreign Currency?

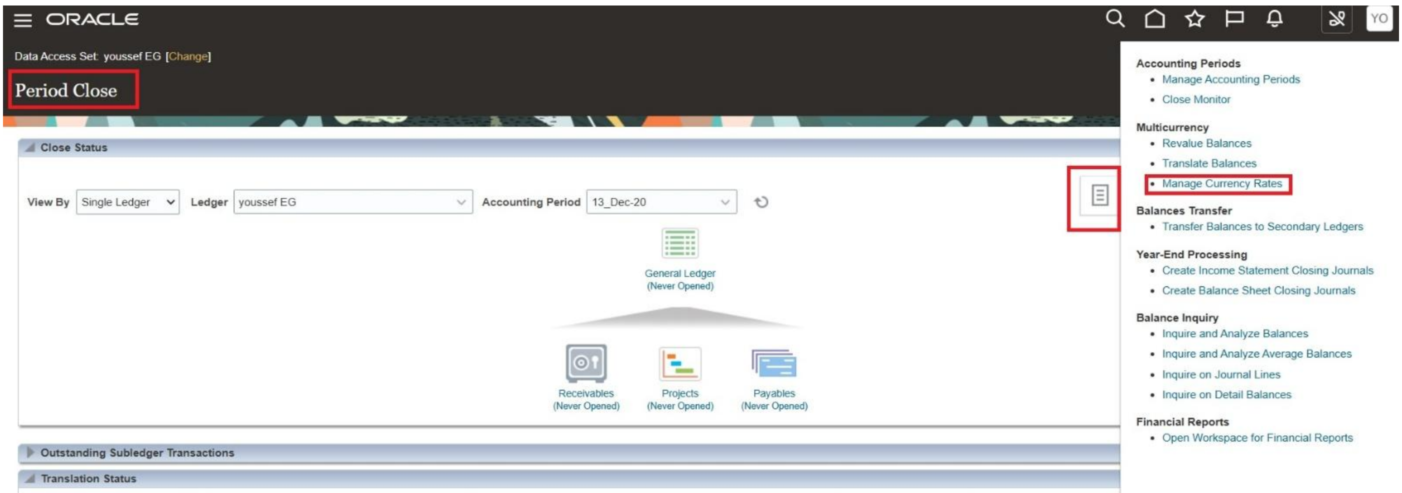
Open Setting and Actions Choose Setup and maintenance



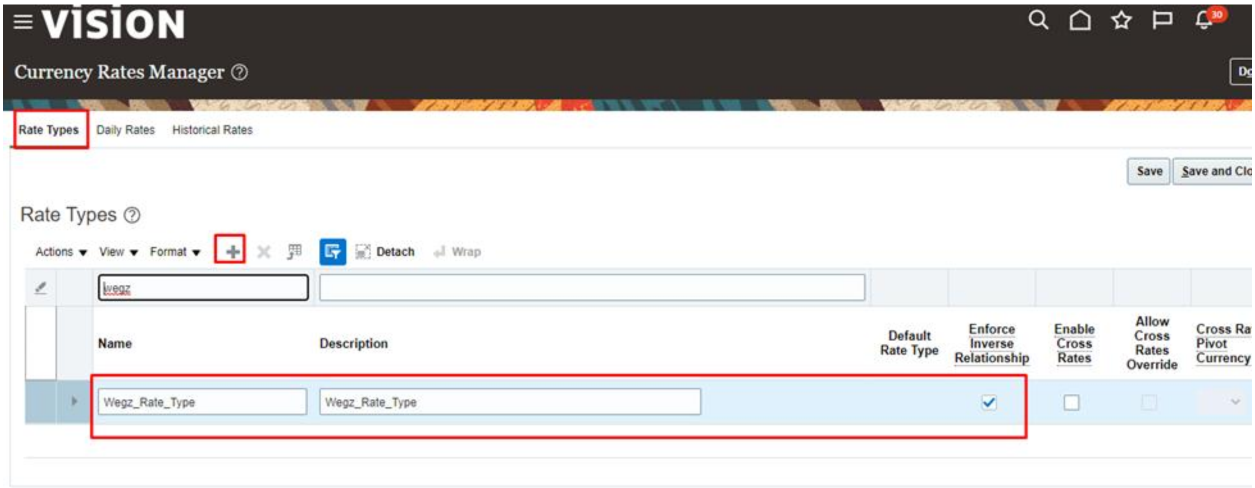
Manage Conversion Rate Type Manage Daily Rate



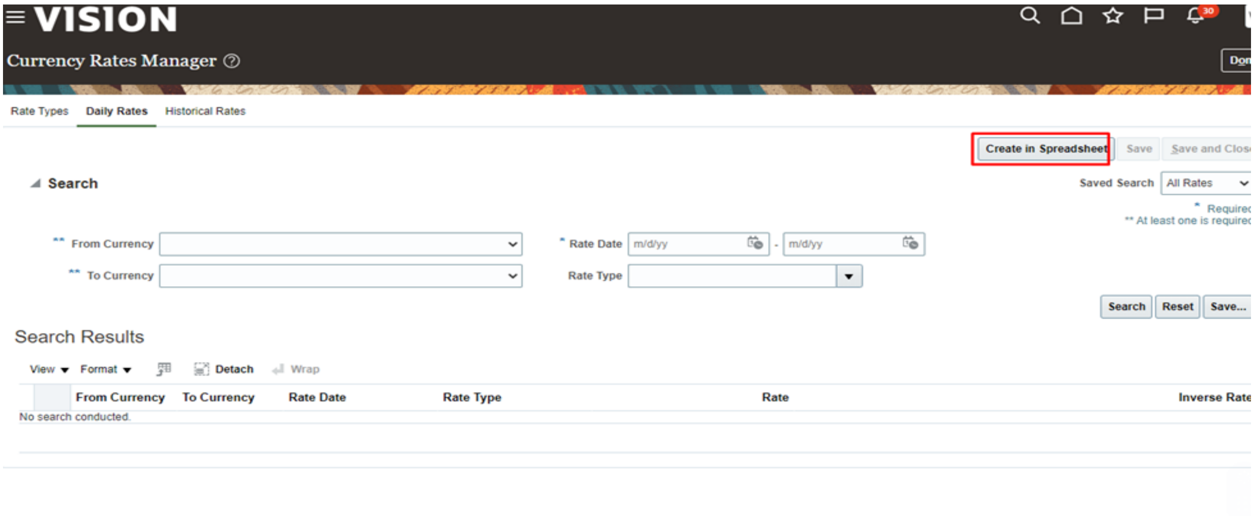
OR, Open Period Close Click Task Panel Manage Currency Rates



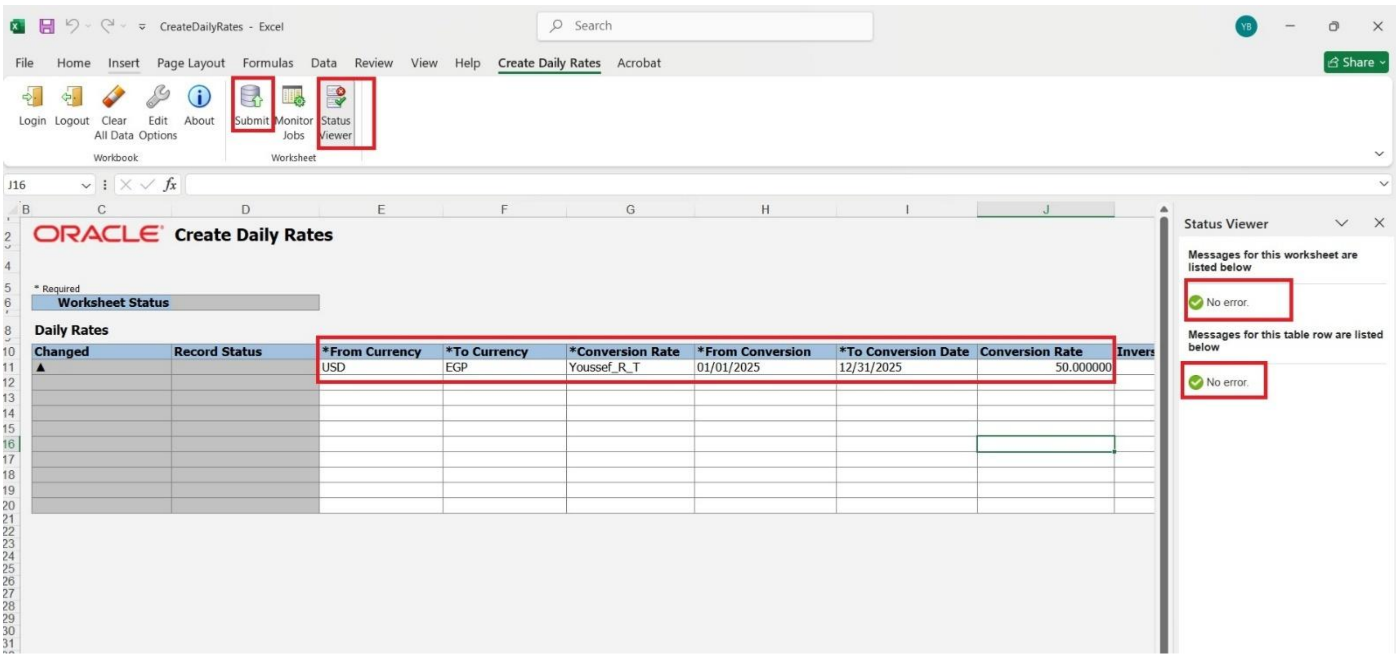
Click Create Rate Type Click Save



Open Daily Rates Create in Spreadsheet



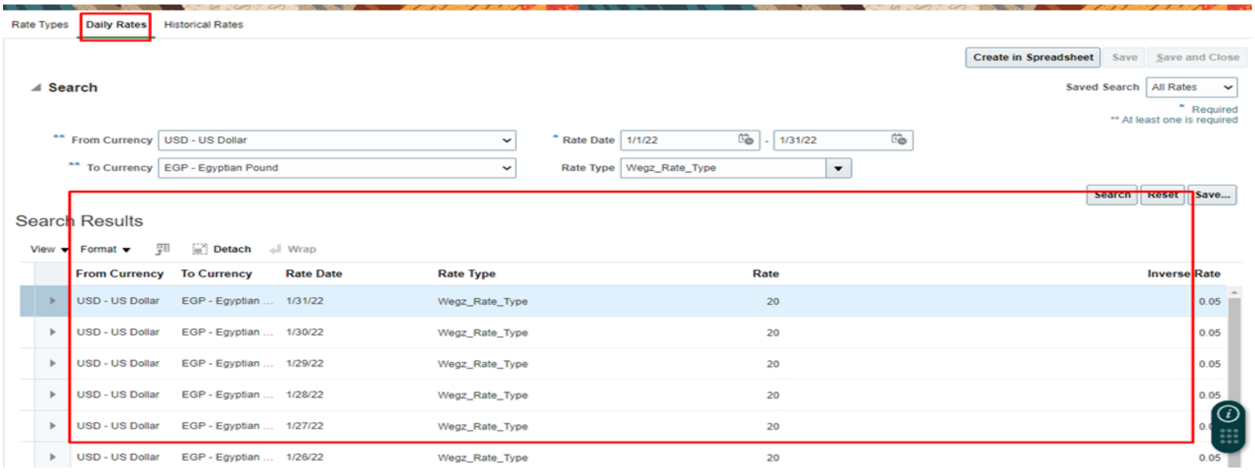
Fill data in Excell sheet Click statues viewer then Submit



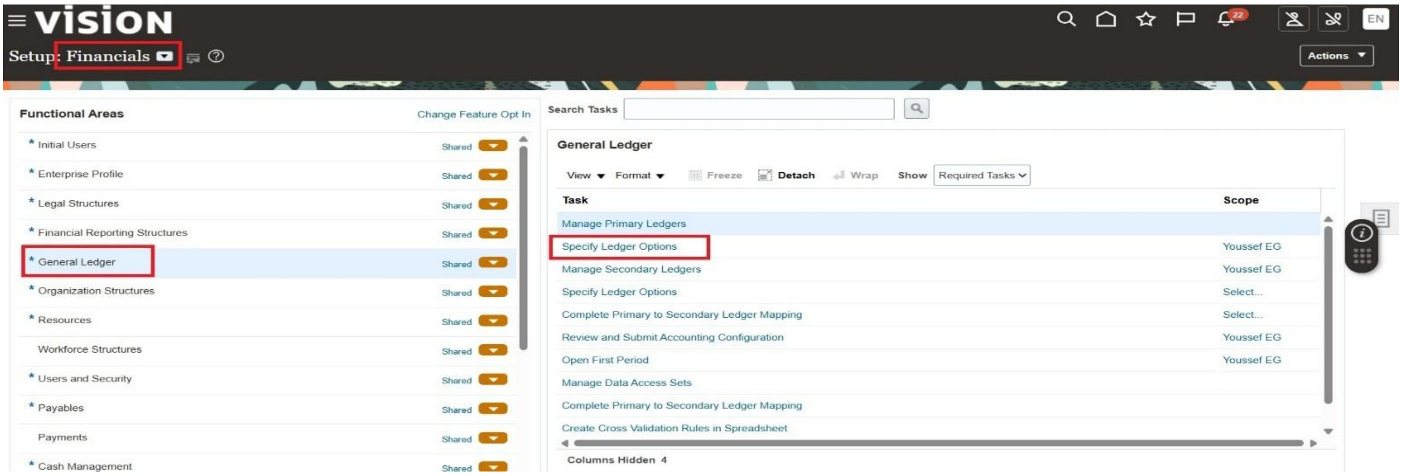
ORACLE FUSION

Check From Setup and maintenance, Open Financial Reporting Structures

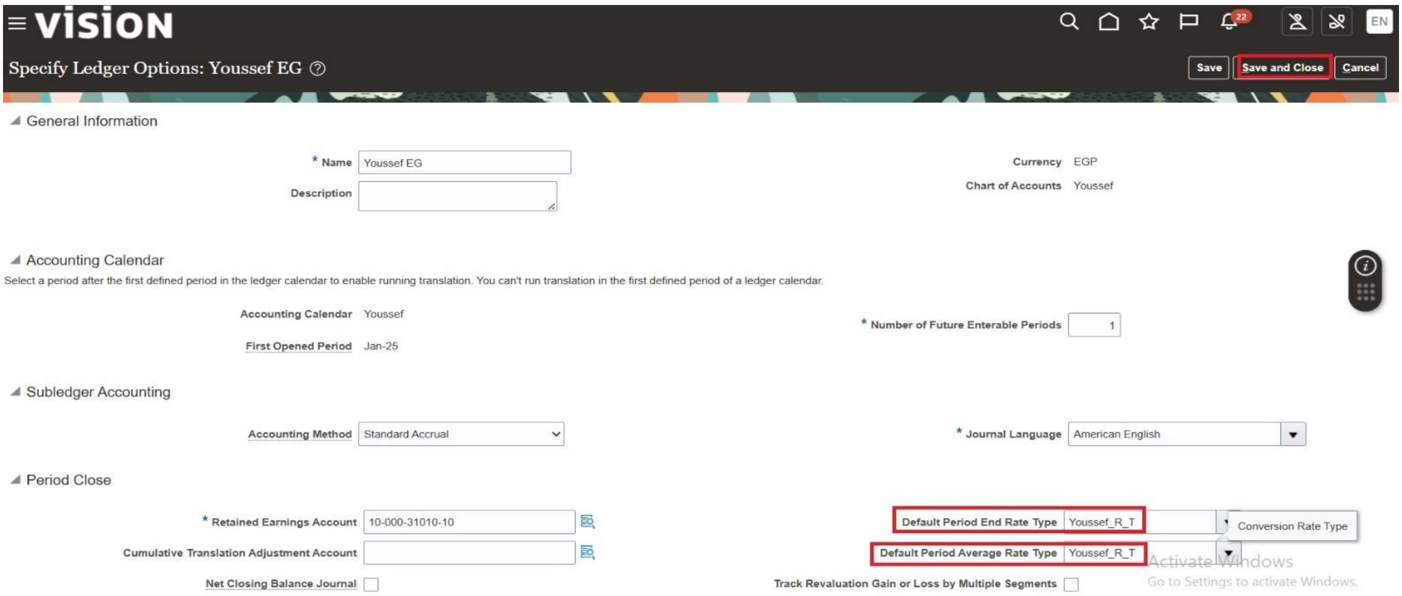
Open Manage Daily Rate   Fill Data and Search



Click General Ledger   Open Specify ledger options

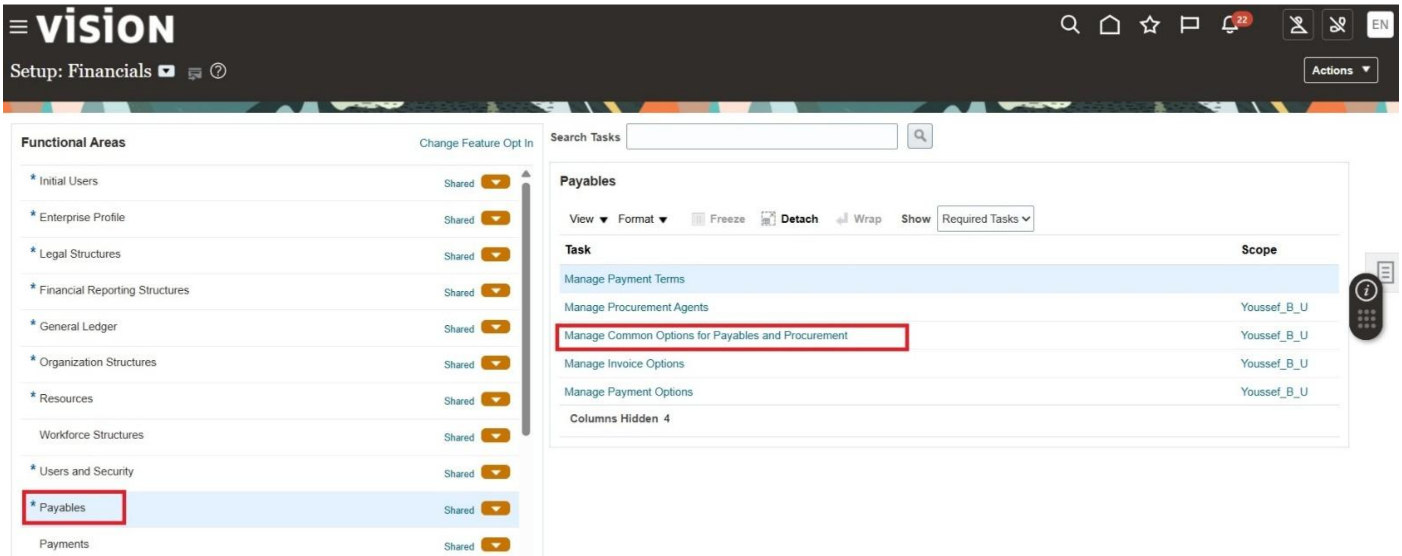


Choose Rate Type   Click Save and Close

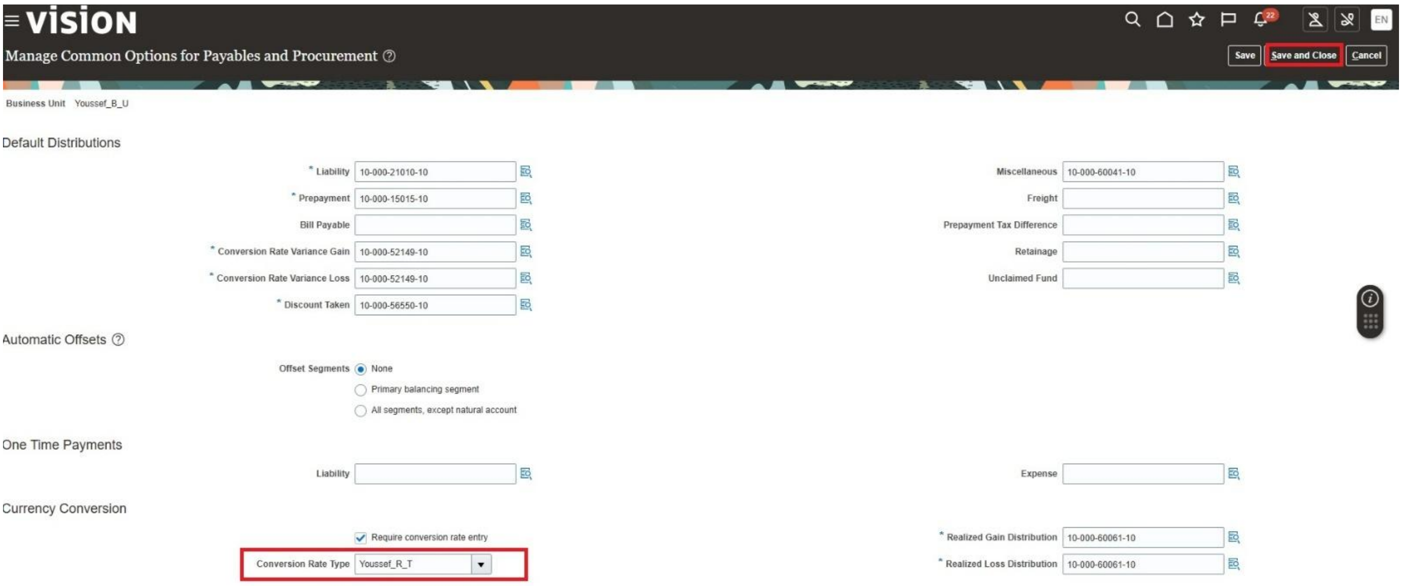


Authorized by Mohamed Badawy   http://linkedin.com/in/mohamed-badawy-393821240

Click Payables Open Manage Common Options for Payables and Procurement

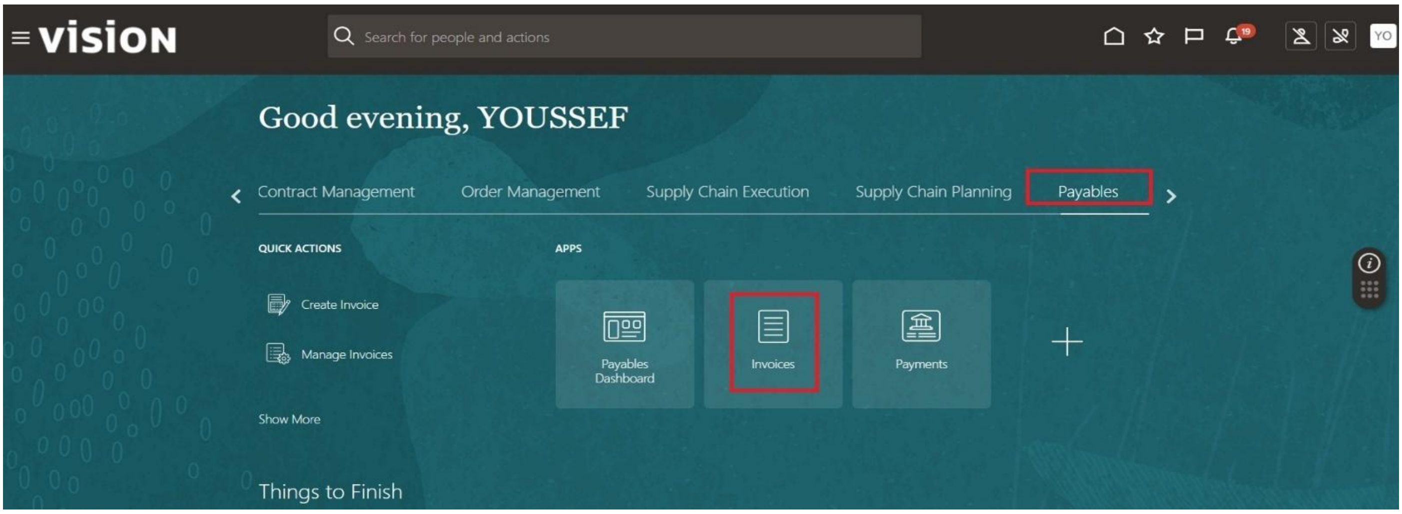


Choose Conversion Rate Type Click Save and Close

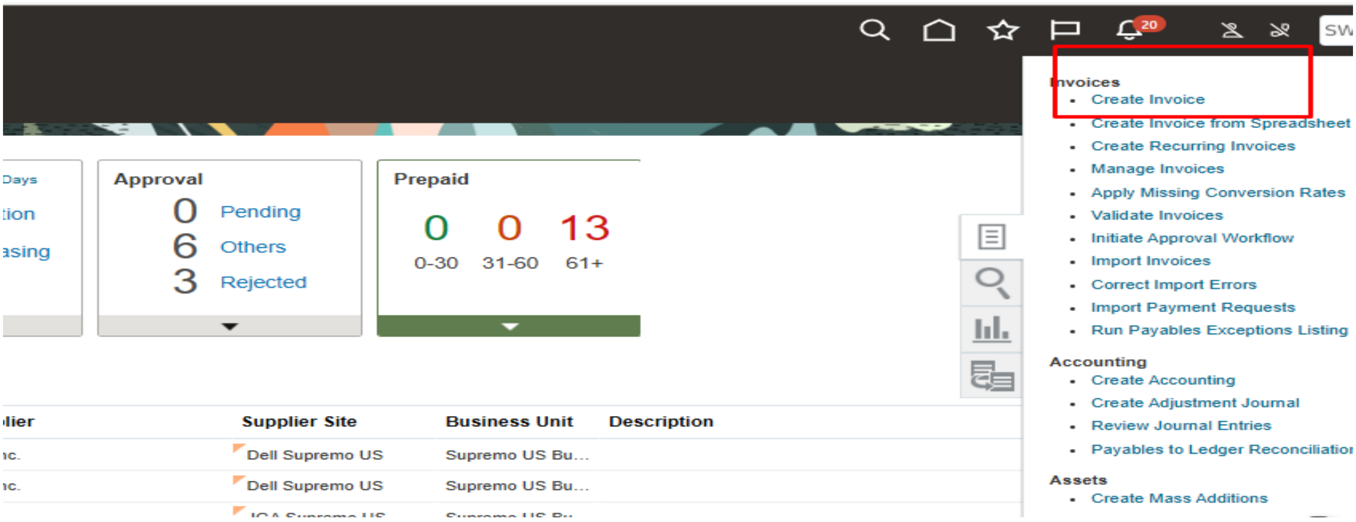


End User Test:

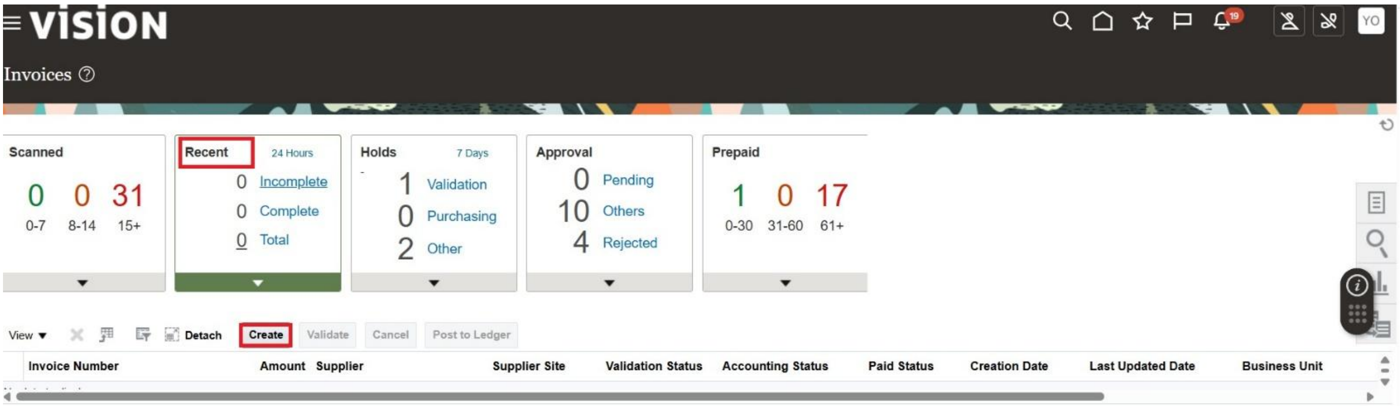
Home page Click Payables Open Invoice



Open Task Panel Click Create invoice

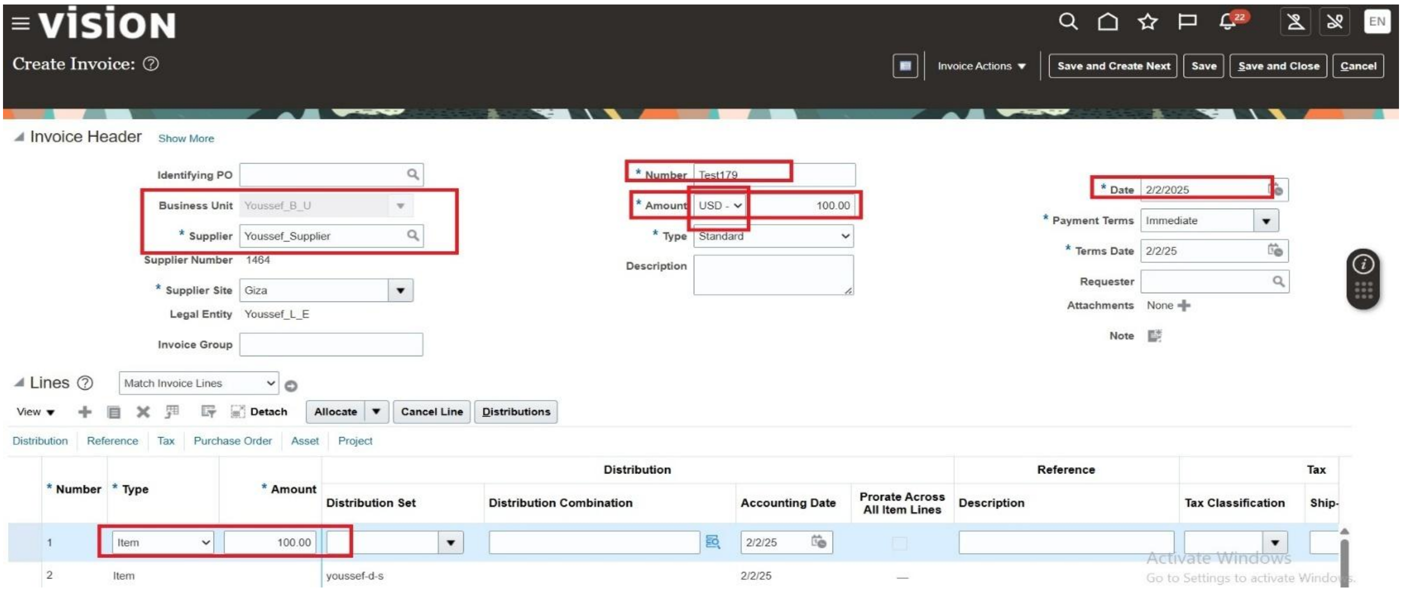


Or Click Recent in Info Tiles Click Create

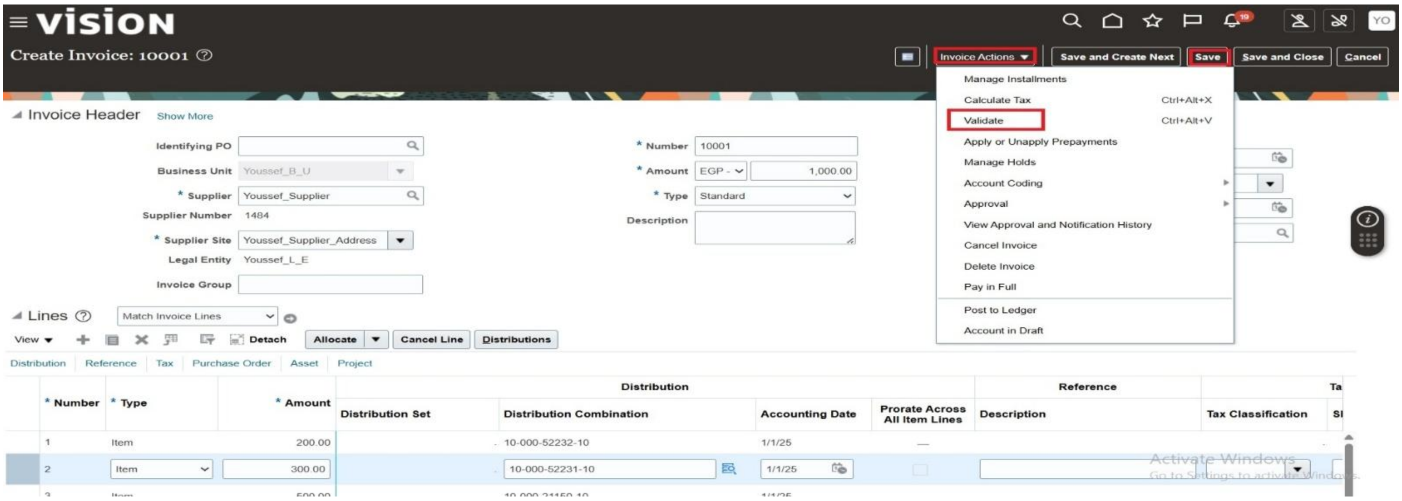


ORACLE FUSION

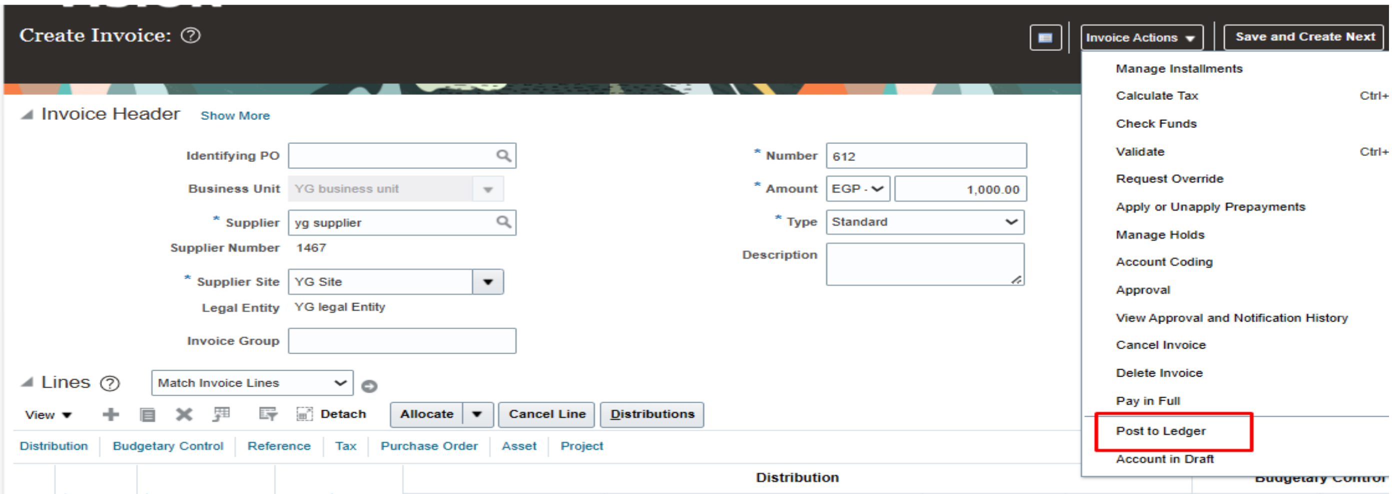
Write Data Required Choose Amount in USD



Click Save Invoice Action Validate

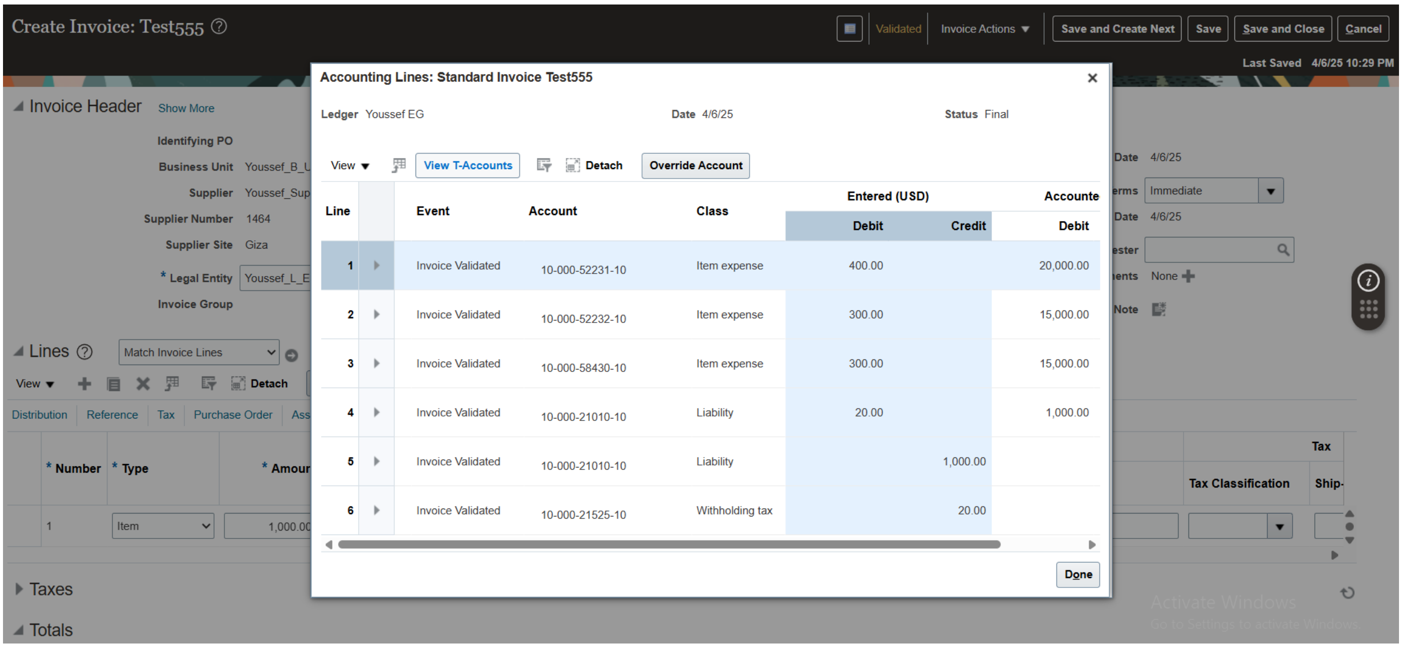


Click Post to Ledger



Authorized by Mohamed Badawy http://linkedin.com/in/mohamed-badawy-393821240

Check Results



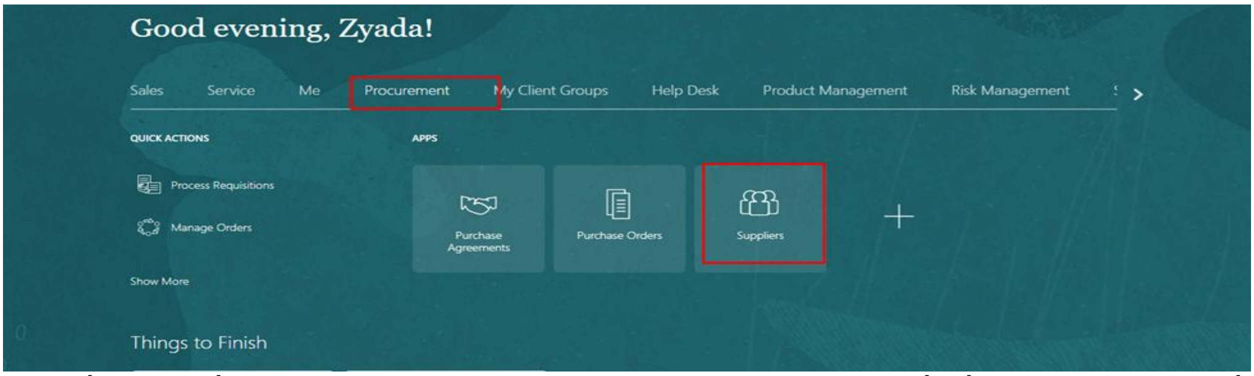
Line	Event	Account	Class	Entered (USD) Debit	Entered (USD) Credit	Accounted Debit
1	Invoice Validated	10-000-52231-10	Item expense	400.00		20,000.00
2	Invoice Validated	10-000-52232-10	Item expense	300.00		15,000.00
3	Invoice Validated	10-000-58430-10	Item expense	300.00		15,000.00
4	Invoice Validated	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	

How to Merge Supplier

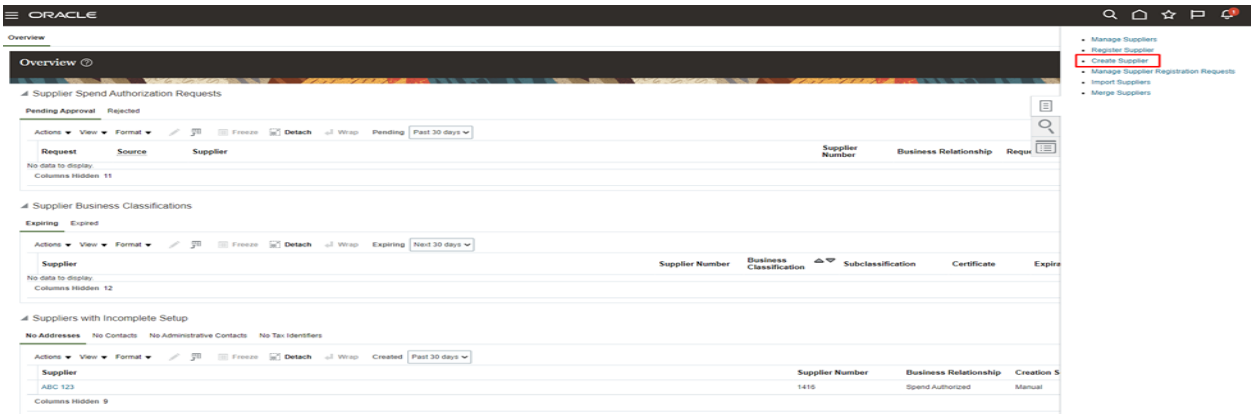
Important Notes:

- 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.

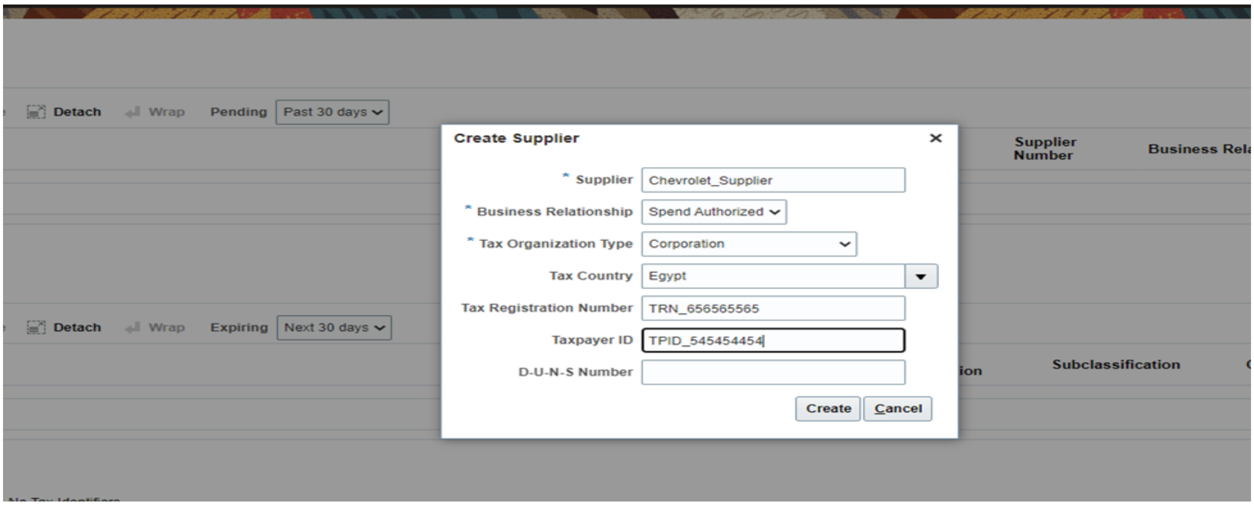
Open Procurement Click to Suppliers



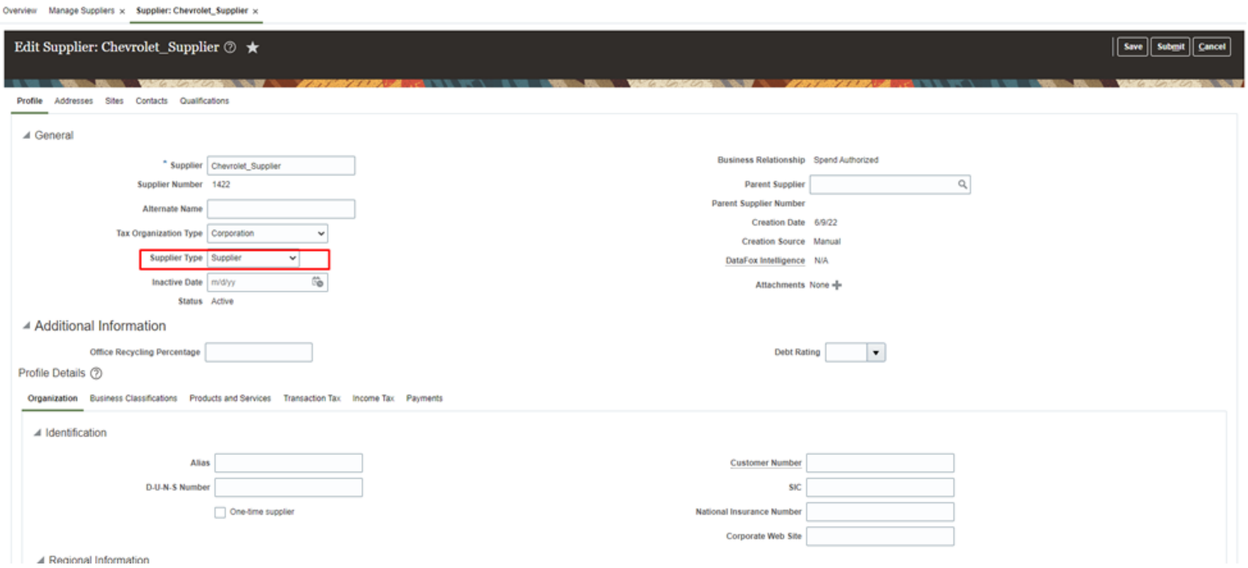
Open Task Panel Click Create Supplier



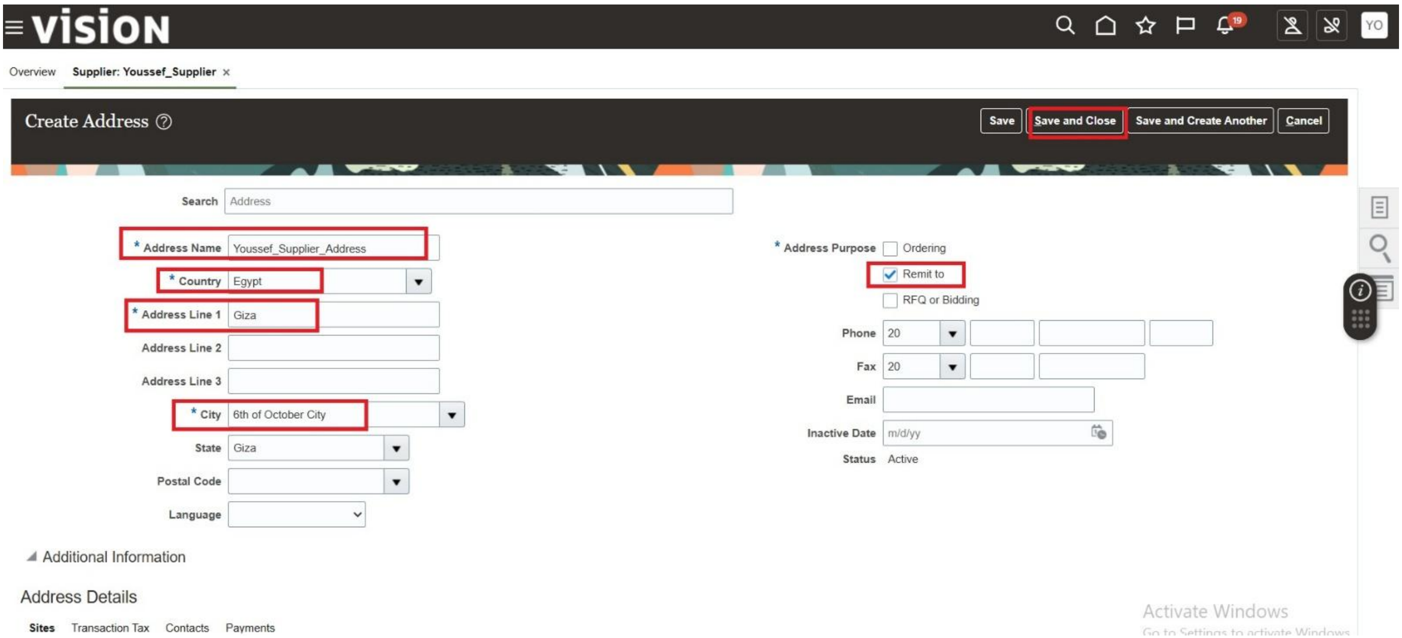
Fill Data Required Click Create



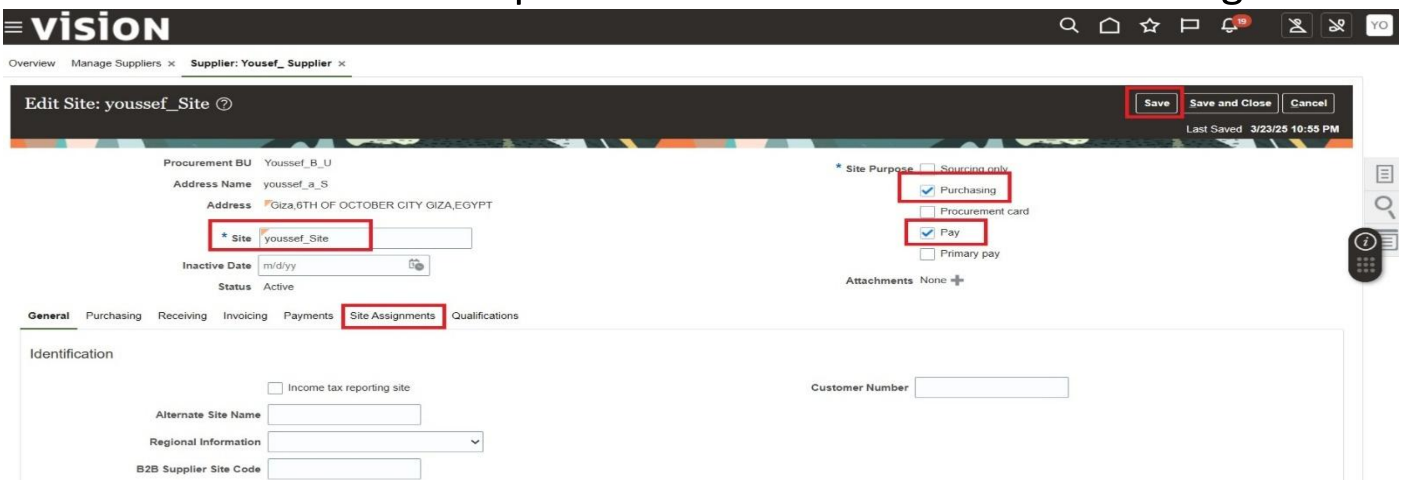
Fill Data Required



Open Address Fill Data Required Click Save and Close

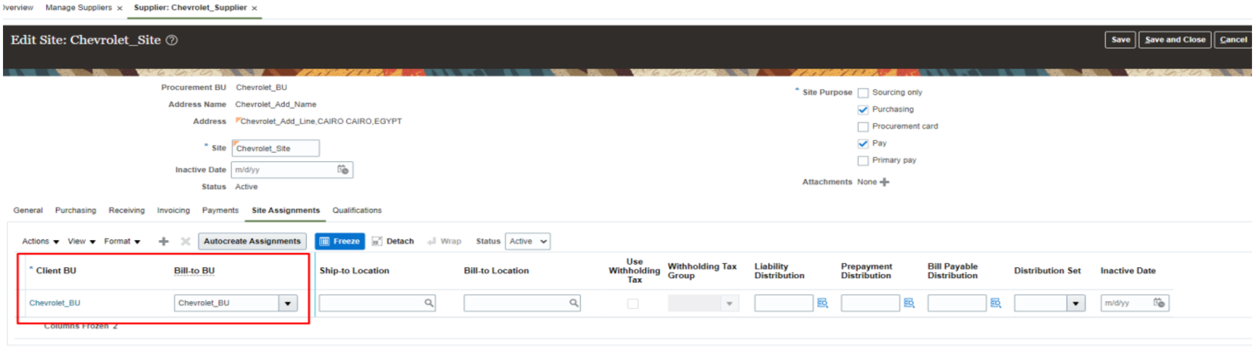


Click to Site Fill Data Required Click Save Click in Site Assignments



ORACLE FUSION

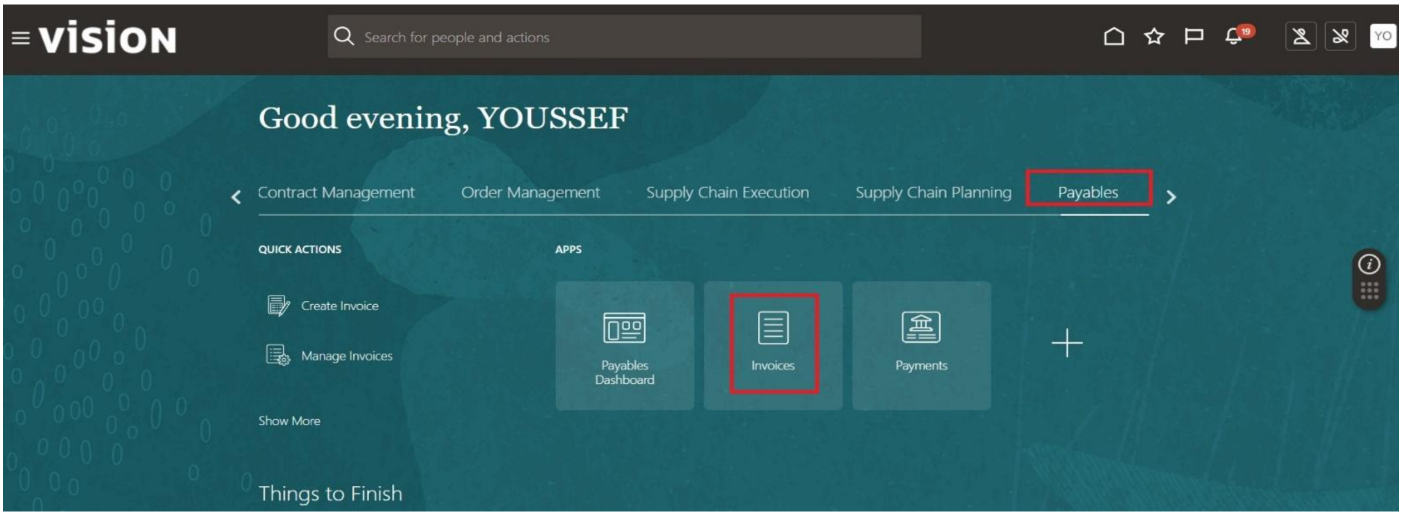
Click Create Assign with Business Unit Fill Data Required Click Save and Close



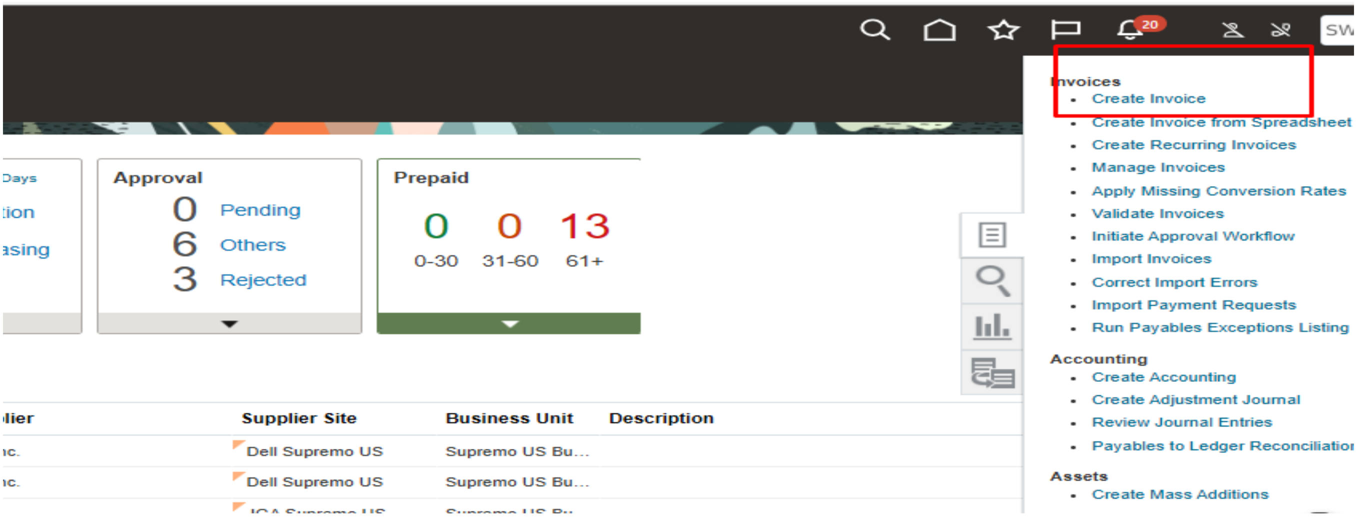
Now accountant create more than one invoice on Chevrolet supplier, then discover Chevrolet is Wrong and true one is youssef Supplier.

Create Invoice on Chevrolet Supplier to test

Home page Click Payables Open Invoice

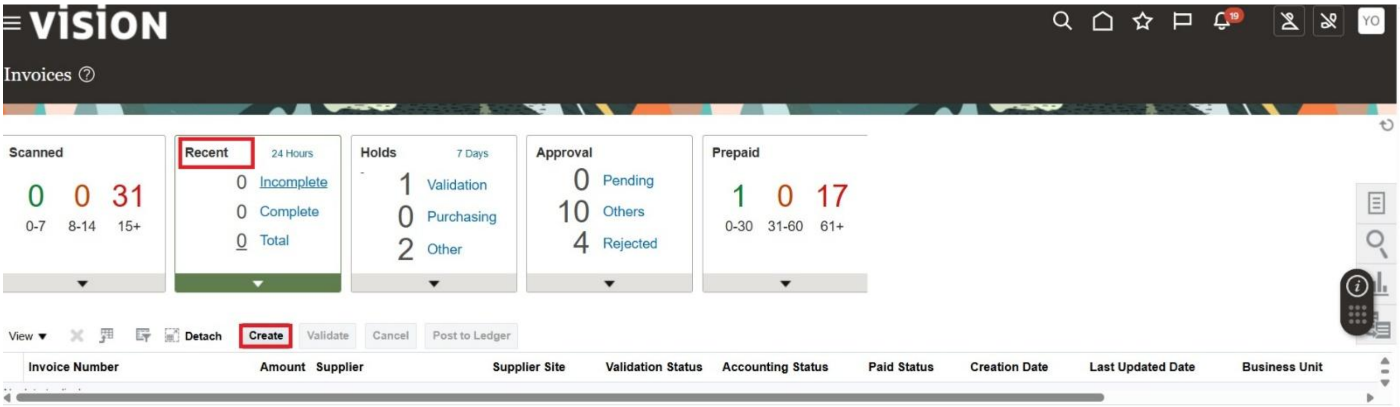


Open Task Panel Click Create invoice

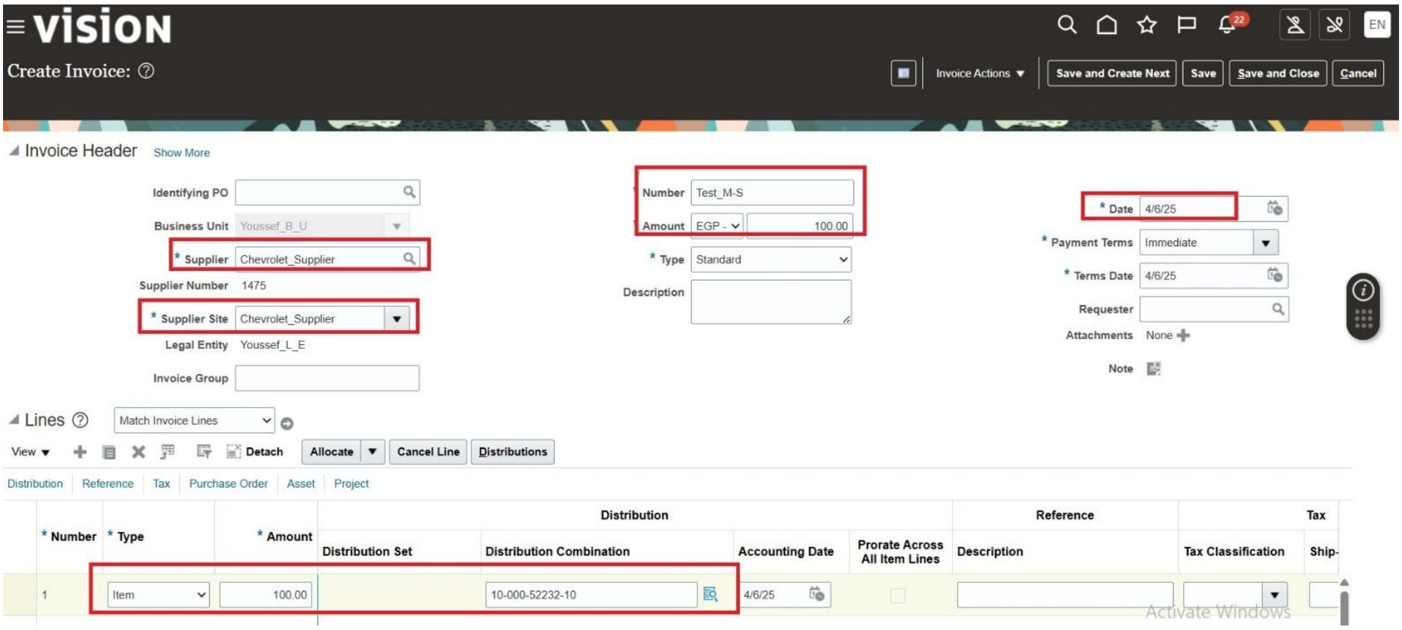


Authorized by Mohamed Badawy *http://linkedin.com/in/mohamed-badawy-393821240*

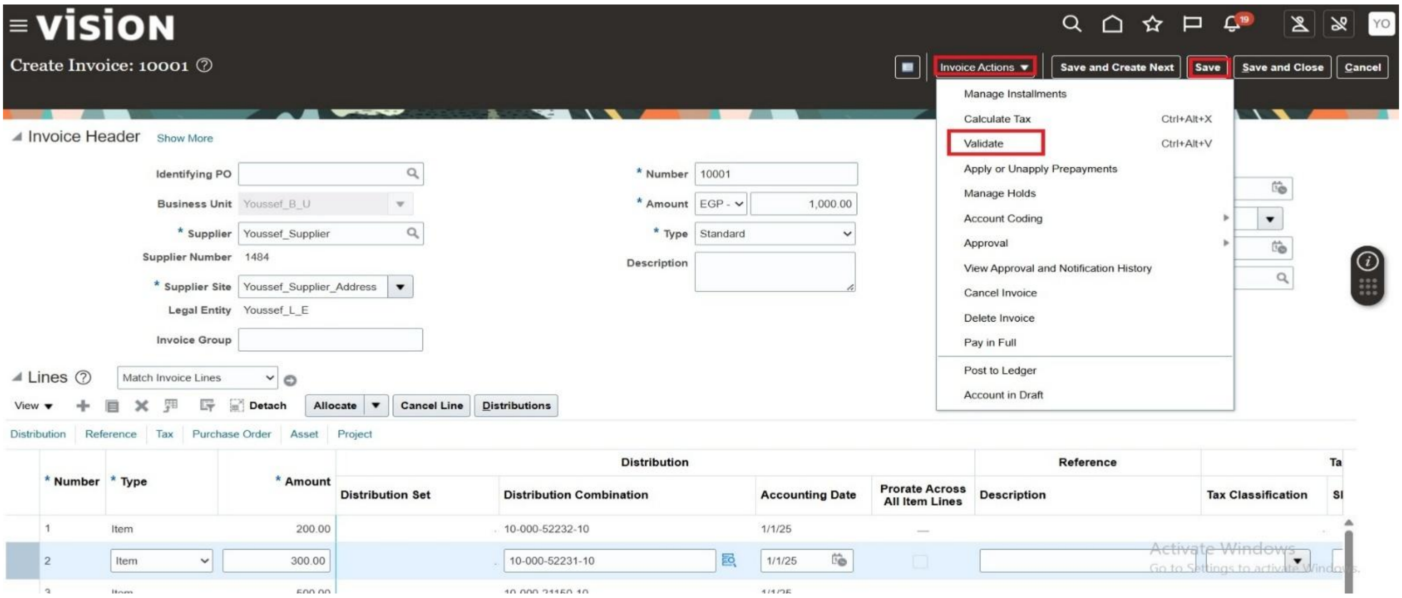
Or Click Recent in Info Tiles | Click Create



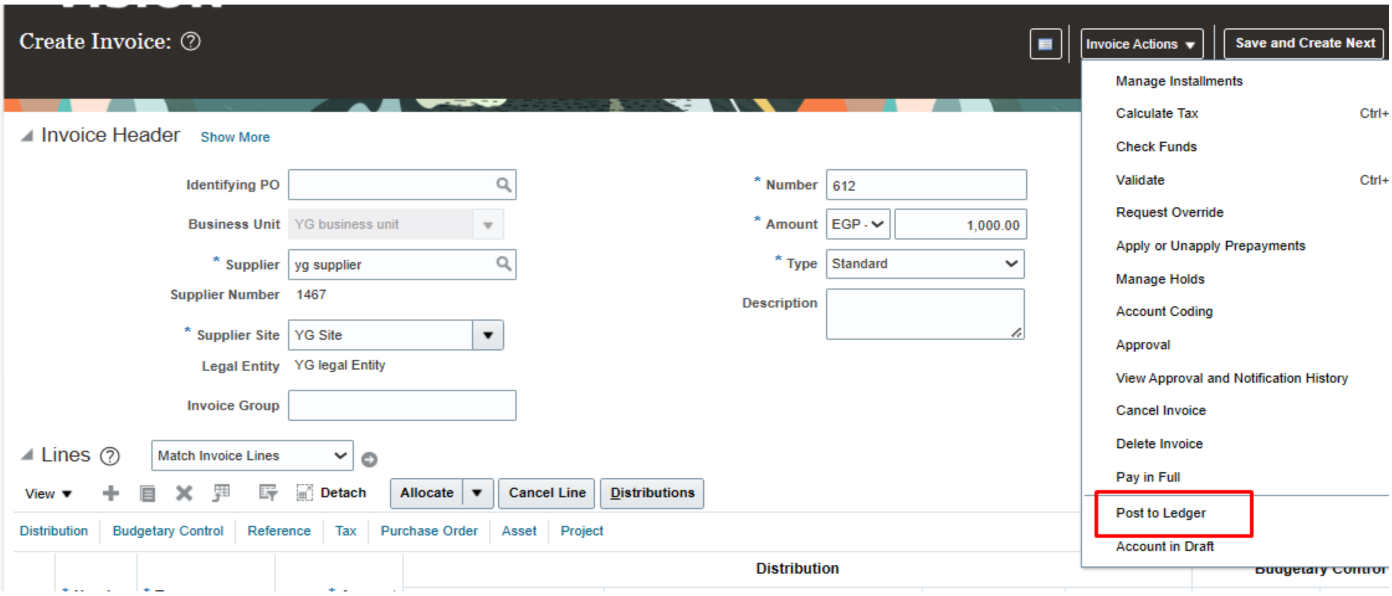
Fill data Required | Choose Wrong Supplier



Click Save | Invoice Action | Validate

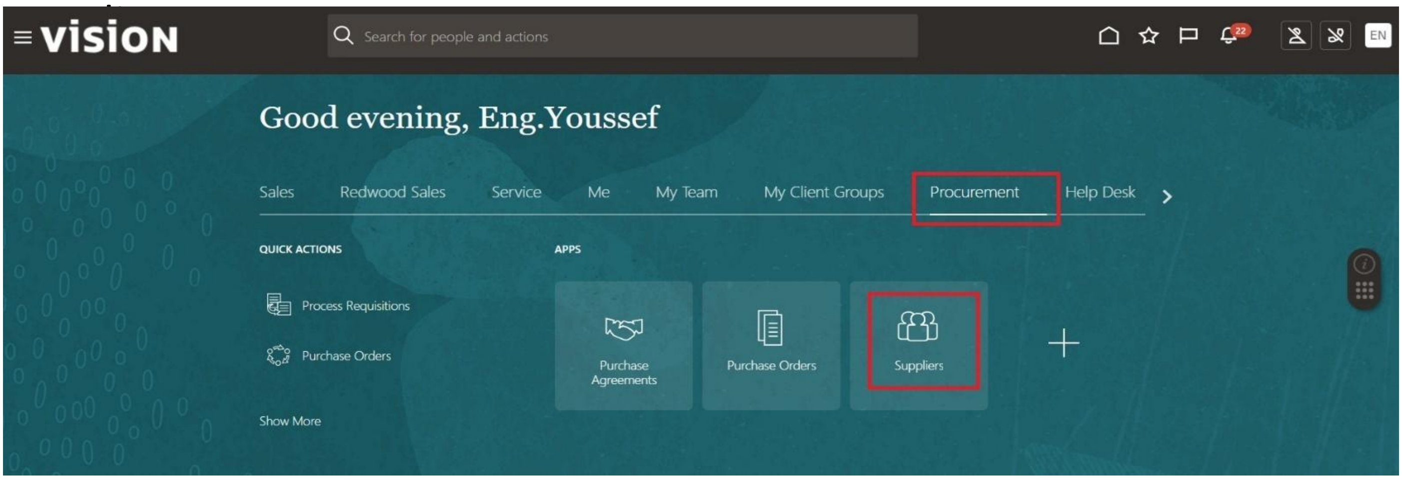


Click Post to Ledger

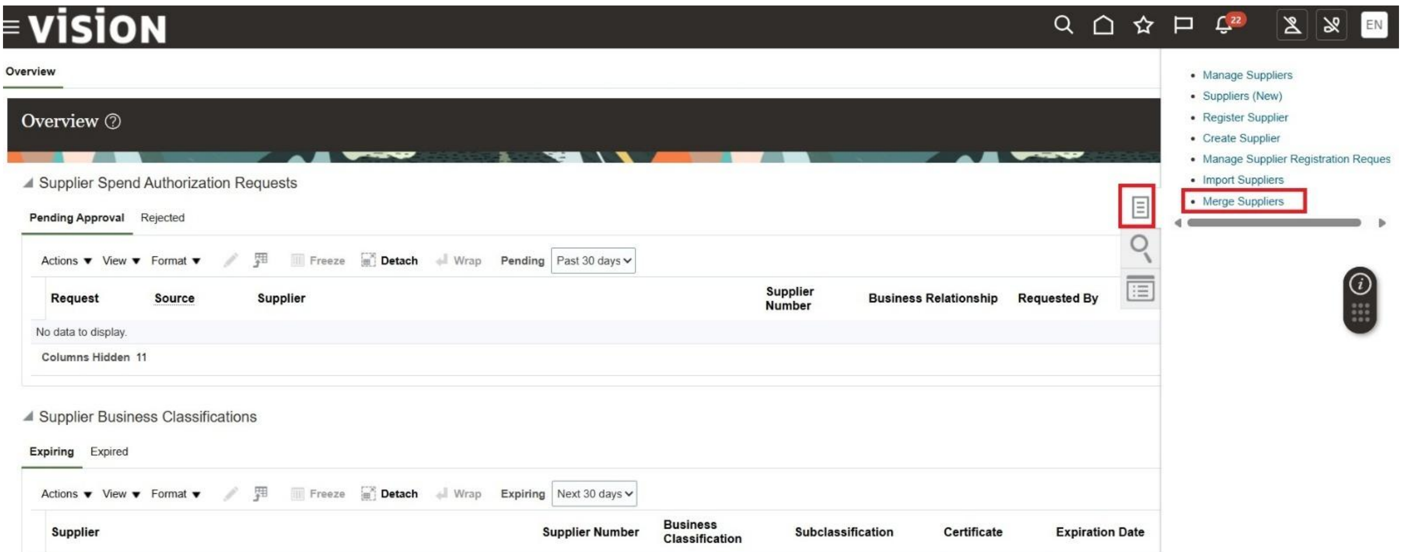


Now we need to Change Supplier in Invoice Test_M-S from Chevrolet Supplier to youssef_Supplier.

Open Procurement   Click to

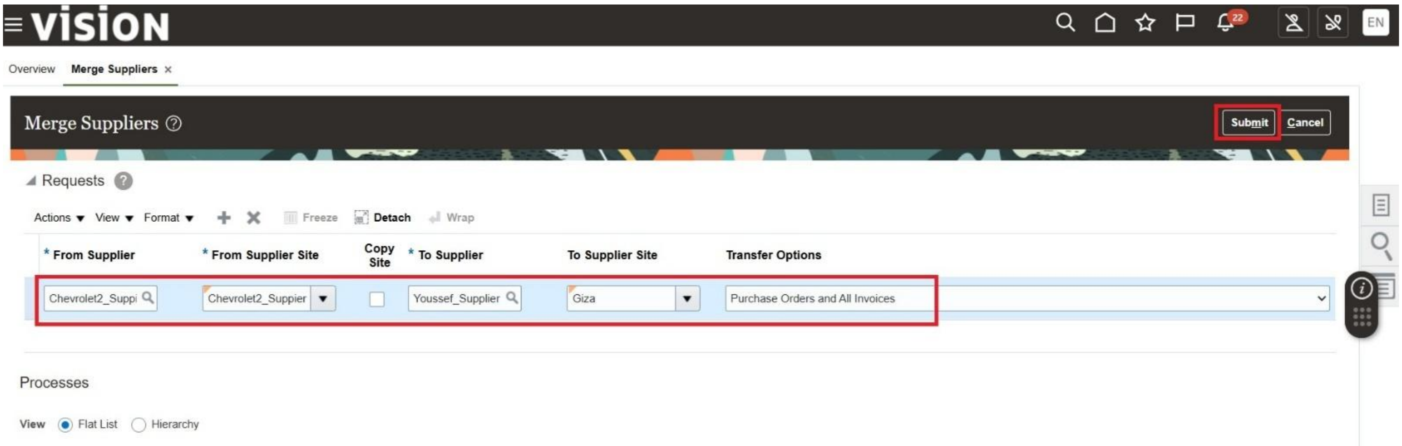


Open Task Panel   Click Merge Suppliers



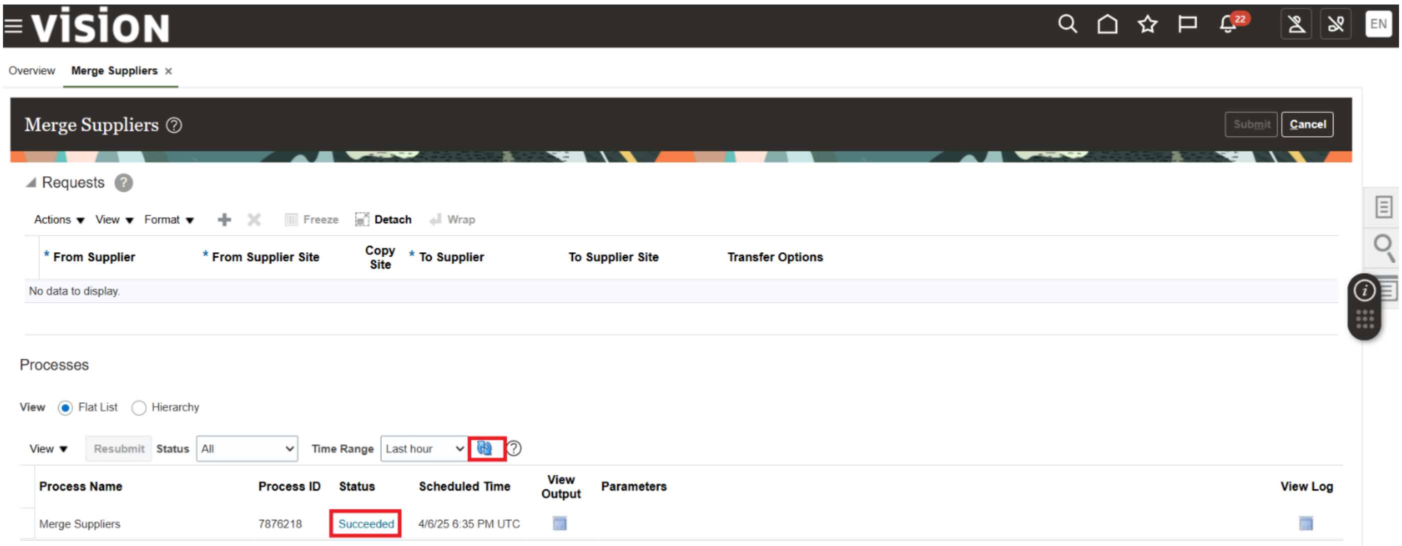
Fill Data

Click Submit

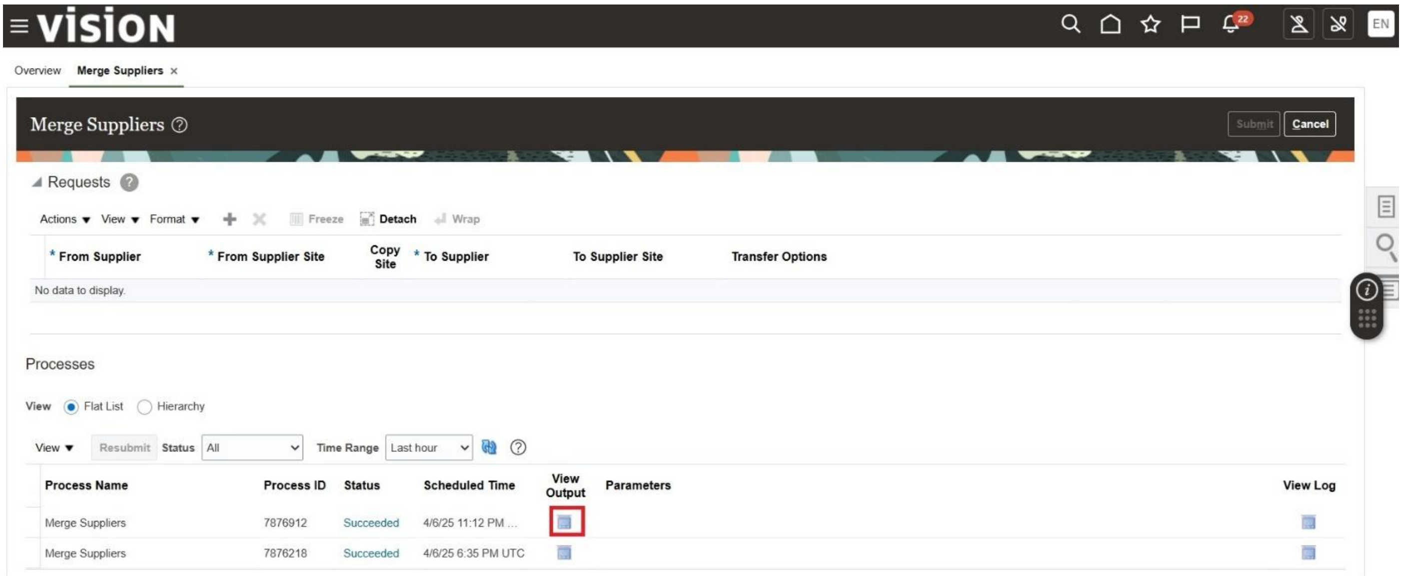


Check Statues

Click Cancel

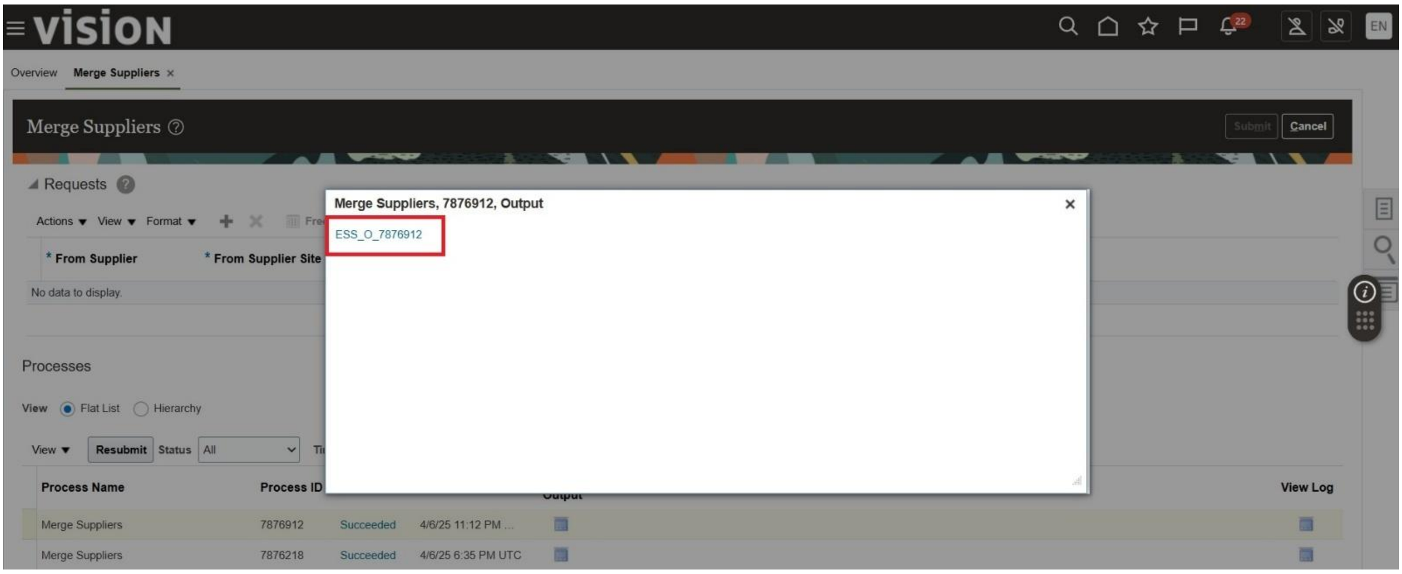


Click to View Report

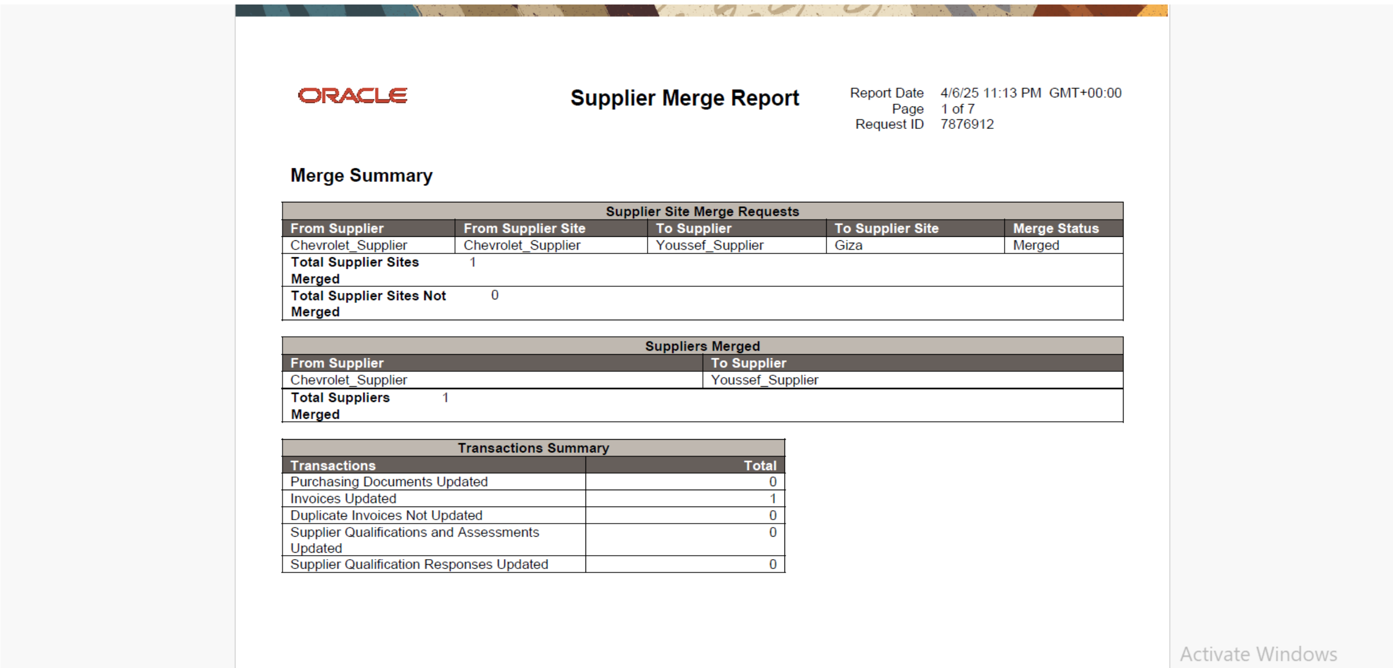


ORACLE FUSION

Then Click here to download report



Check Report



ORACLE

Supplier Merge Report

Report Date 4/6/25 11:13 PM GMT+00:00
Page 1 of 7
Request ID 7876912

Merge Summary

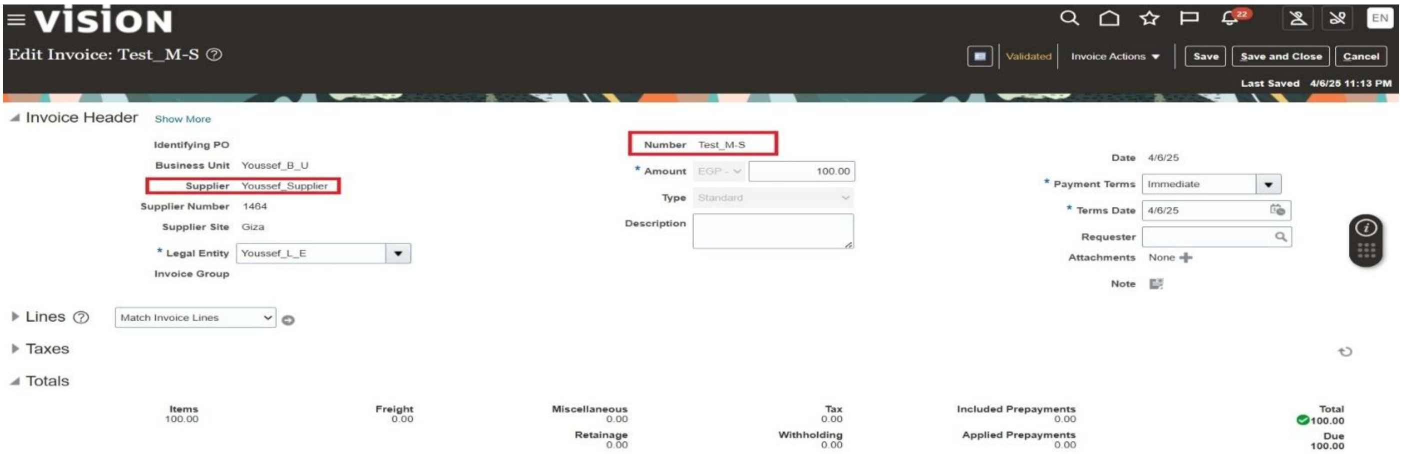
Supplier Site Merge Requests				
From Supplier	**From Supplier Site**	**To Supplier**	**To Supplier Site**	**Merge Status**
Chevrolet_Supplier	Chevrolet_Supplier	Youssef_Supplier	Giza	Merged
Total Supplier Sites Merged	1			
Total Supplier Sites Not Merged	0			

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

Activate Windows

Open Same Invoice and Check Right Supplier

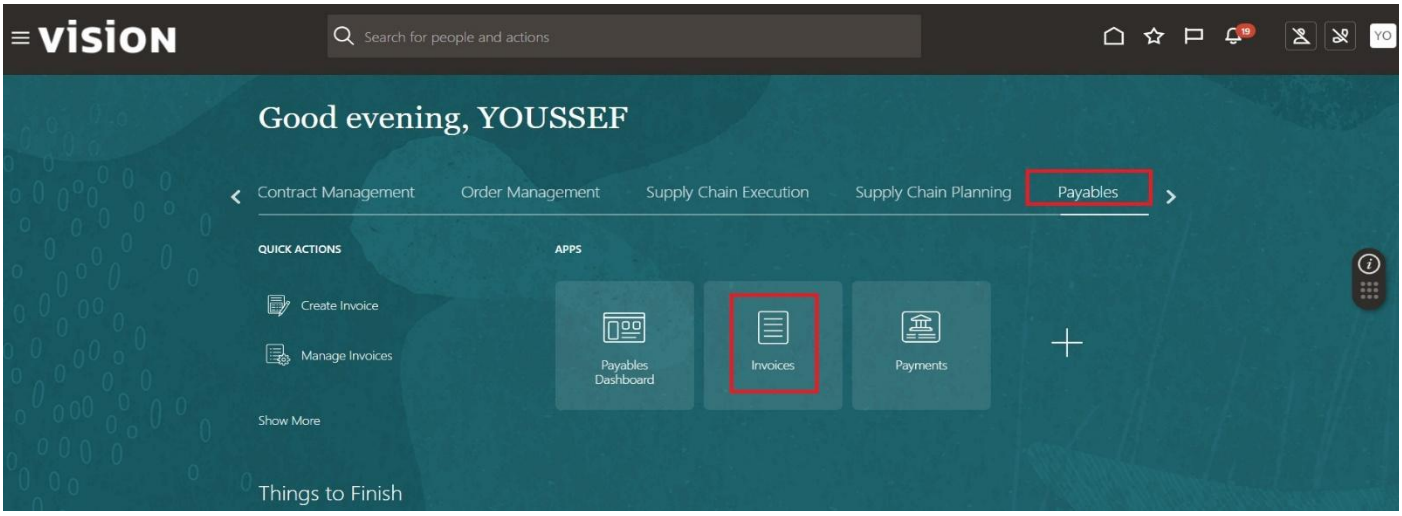


How to Manage Descriptive Flex-fields?

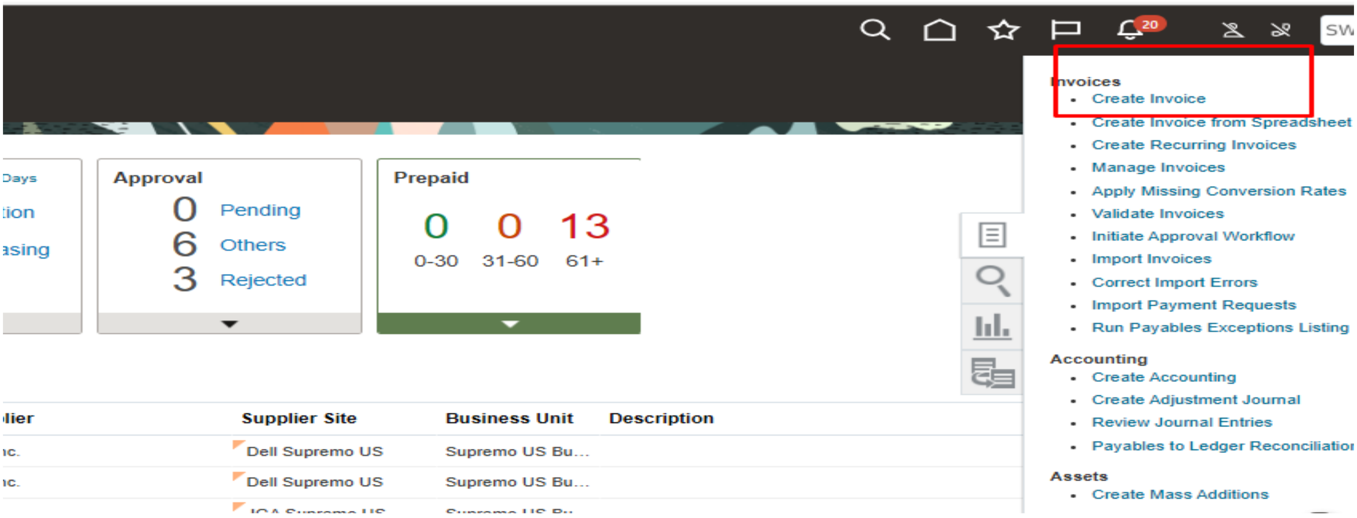
Important Notes:

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

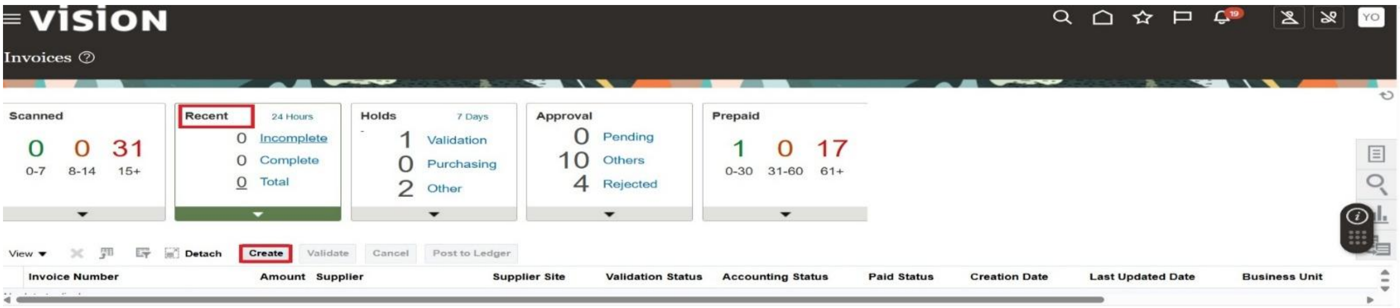
Home page Click Payables Open Invoice



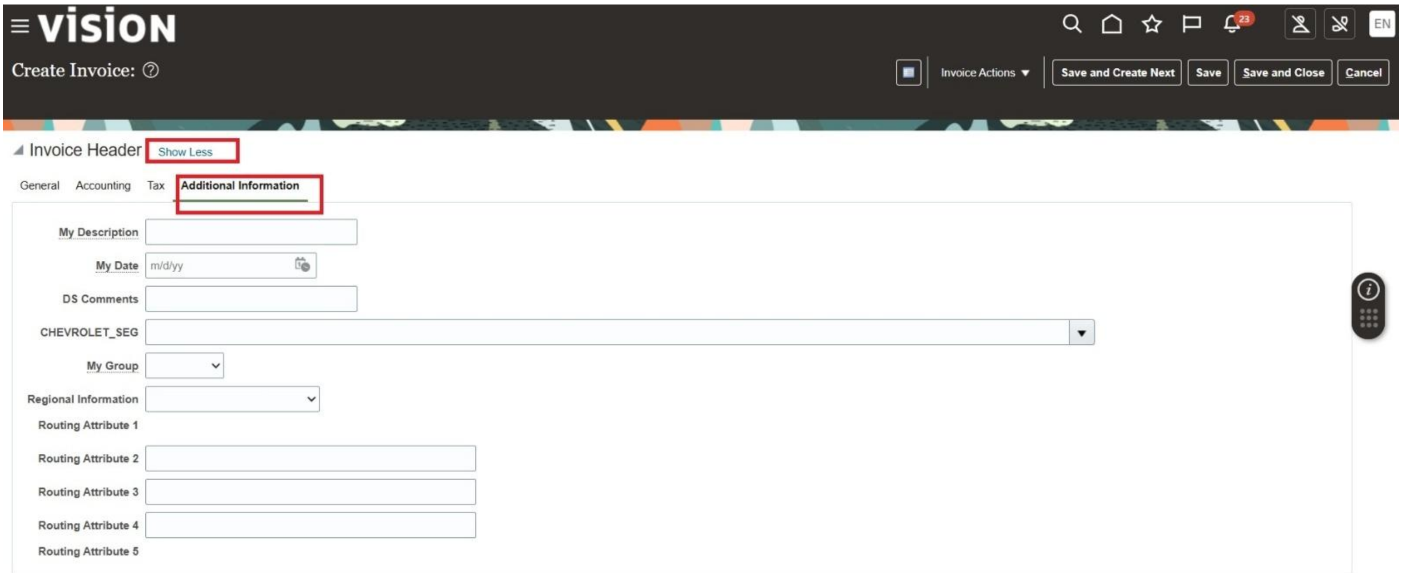
Open Task Panel Click Create invoice



Or Click Recent in Info Tiles Click Create

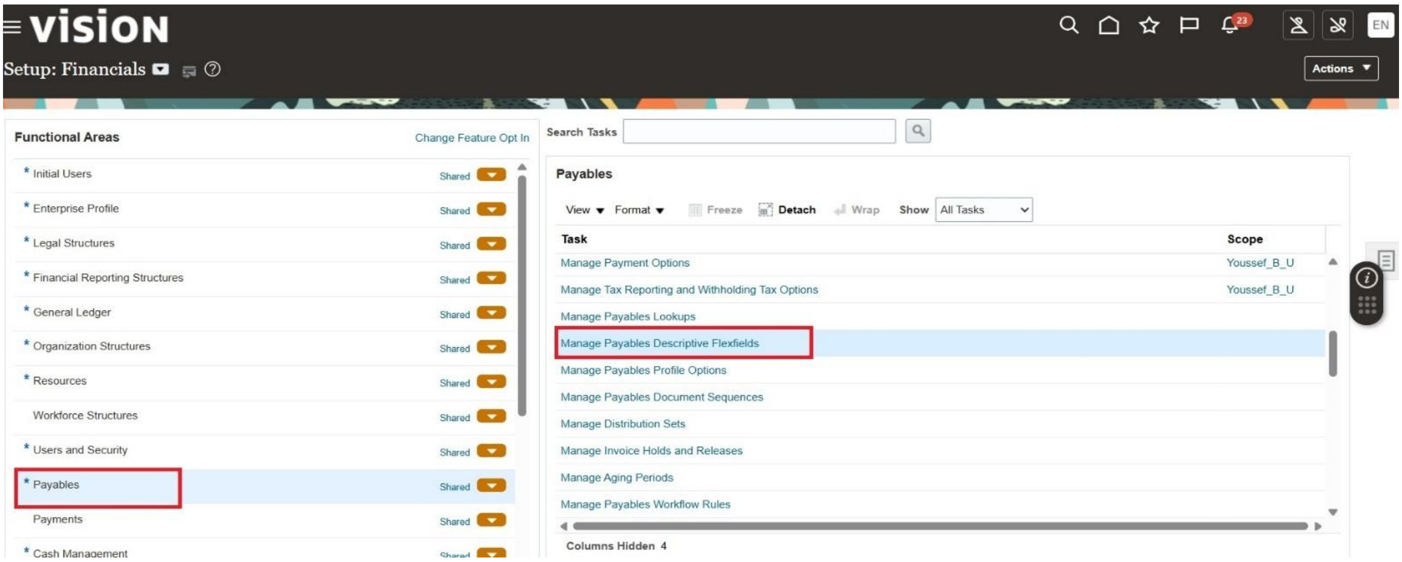


Click Show More   Open Additional Information

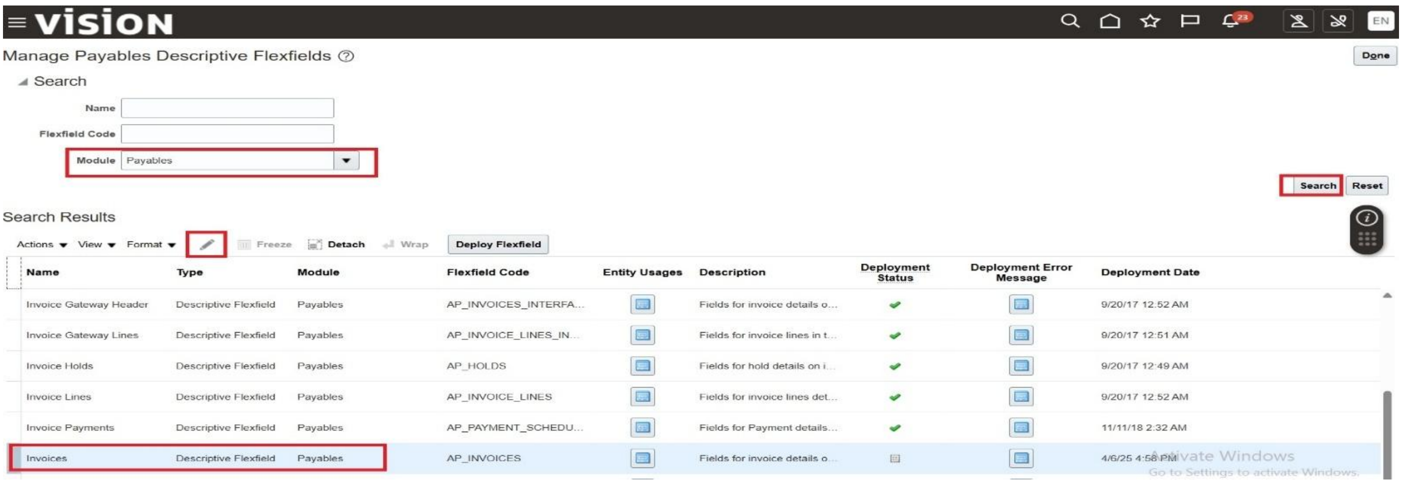


Now, we will add new Segment Here.

From Setup and Maintenance   Click Payables   Choose Manage Payables Descriptive Flex-fields

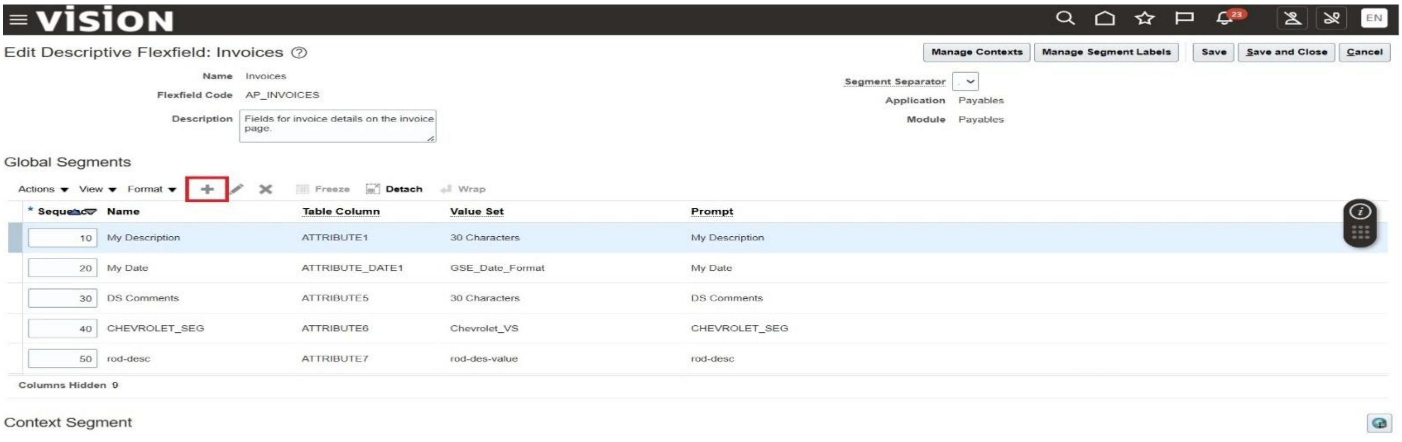


Write Module   Click Search   Choose in Header or lines   Click Edit



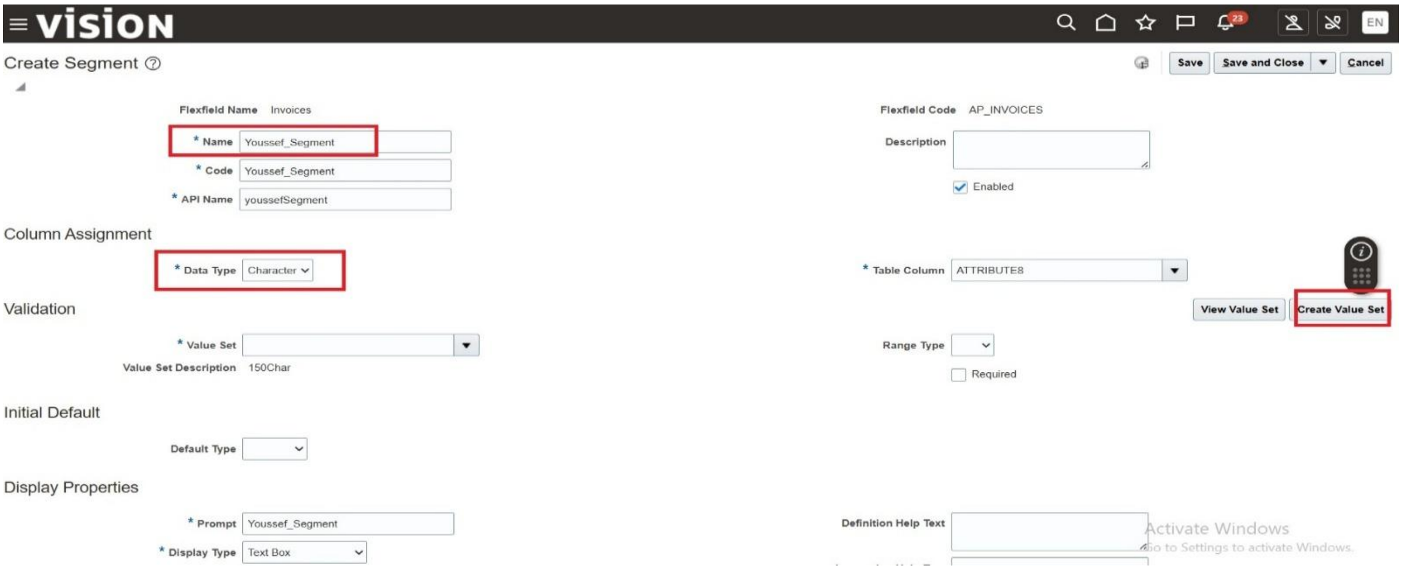
Authorized by Mohamed Badawy   http://linkedin.com/in/mohamed-badawy-393821240

Click Create



Fill Data Required

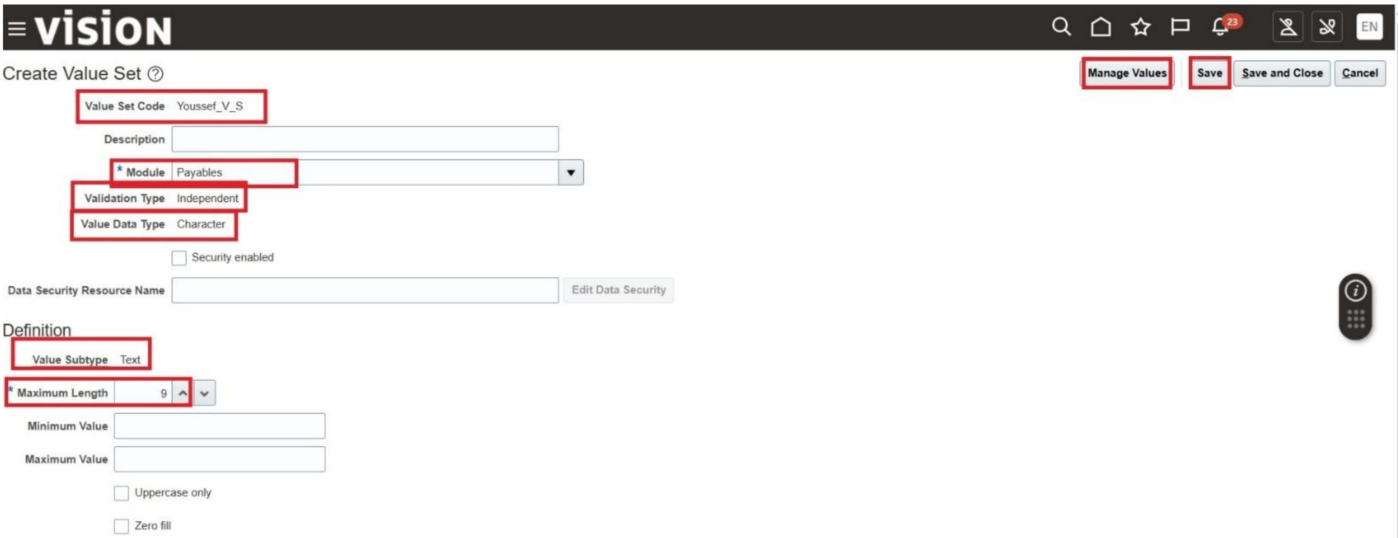
Click Create Value Set



Fill data Required

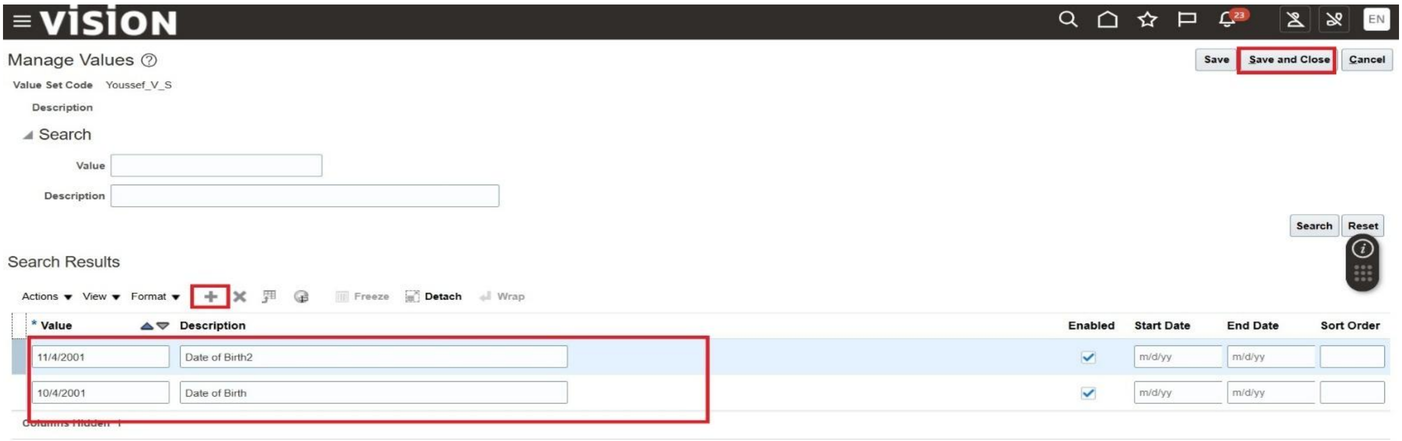
Click Save

Click Manage Values



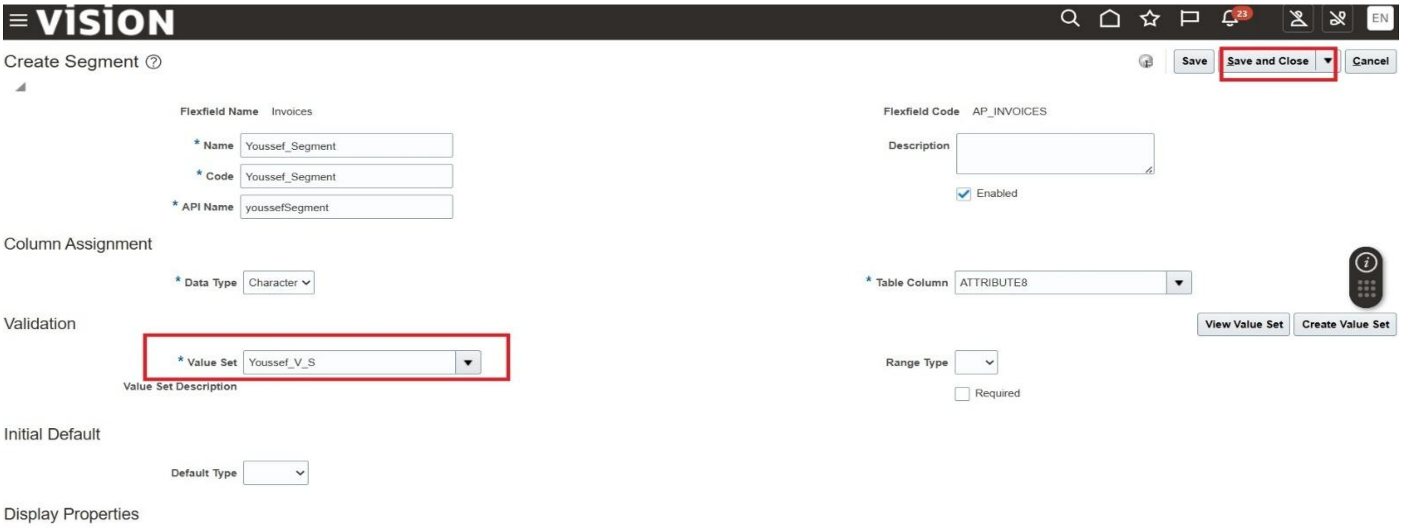
Click Create

Click Save and Close

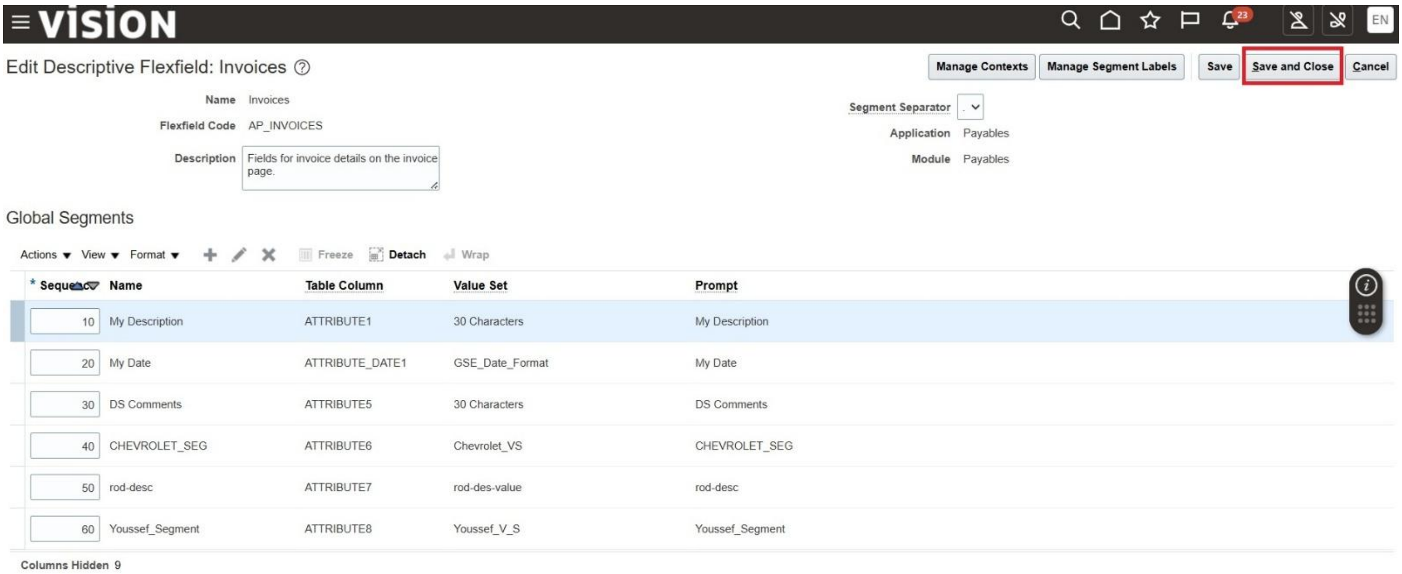


Choose Value Set

Click Save and Close

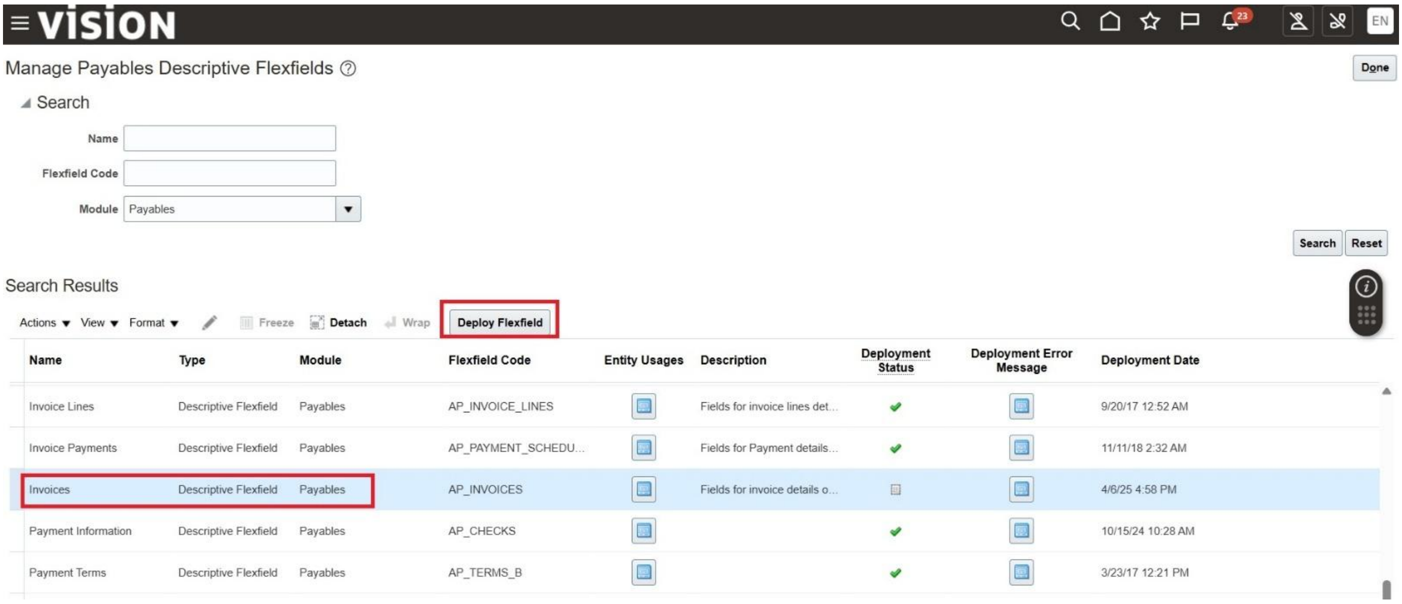


Click Save and Close

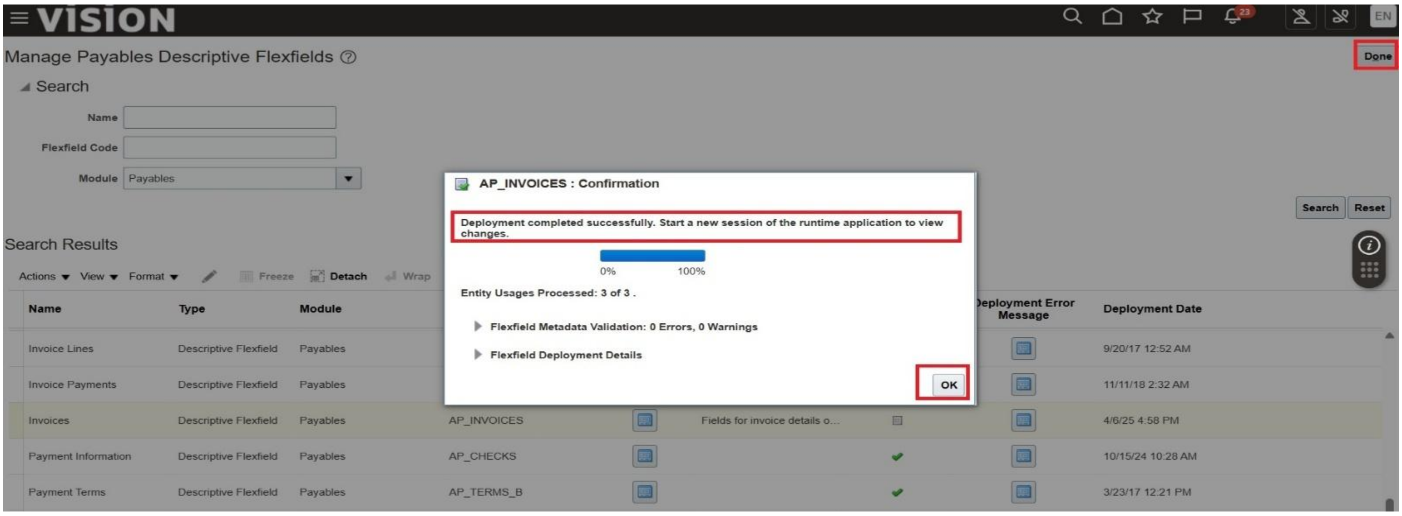


ORACLE FUSION

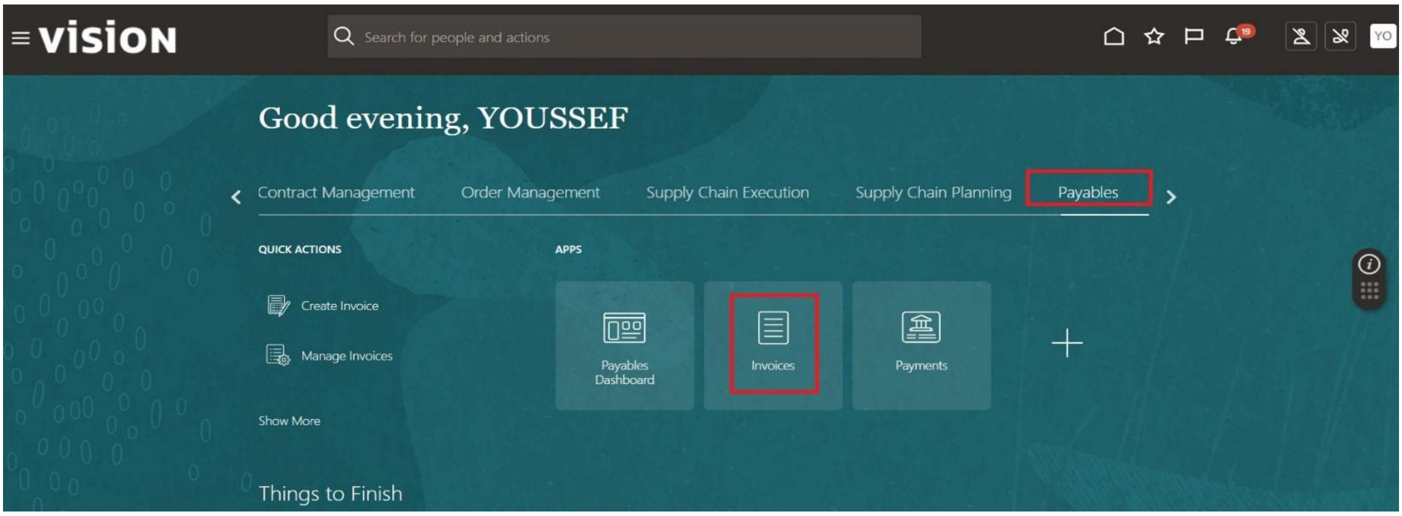
Click to Invoices Click Deploy Flex-fields



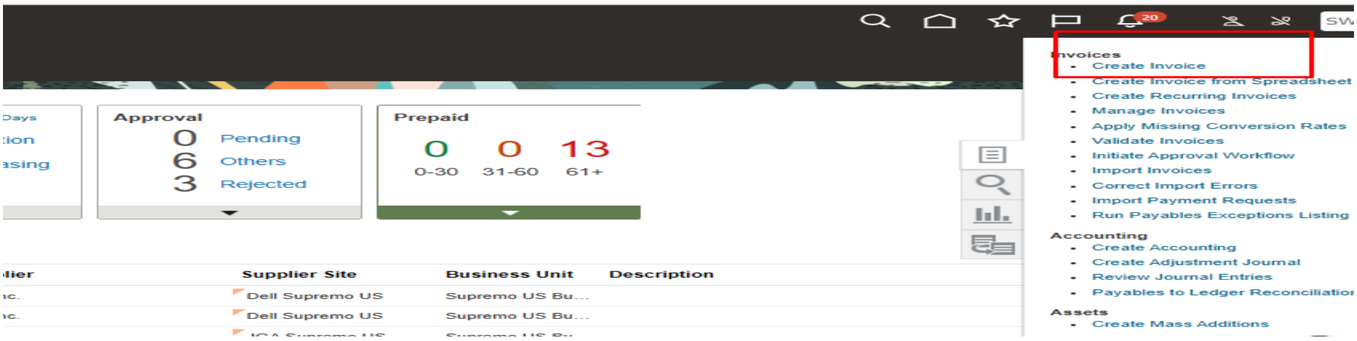
Check Statues Click Ok Click Done



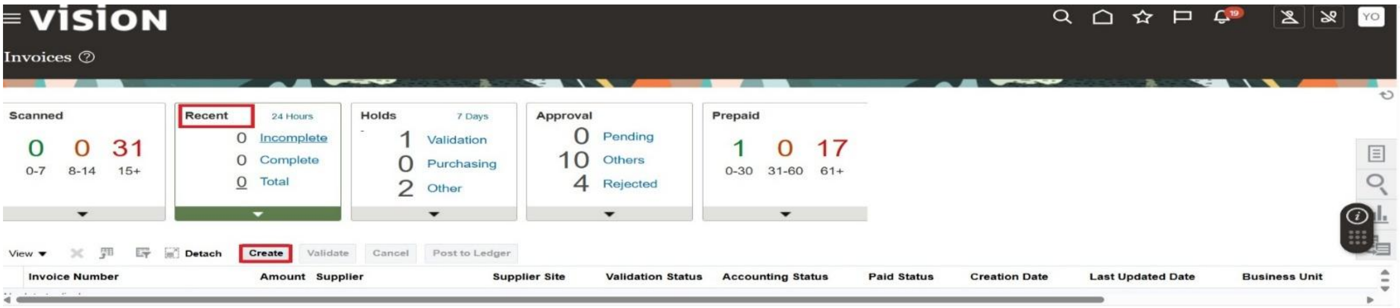
Home page Click Payables Open Invoice



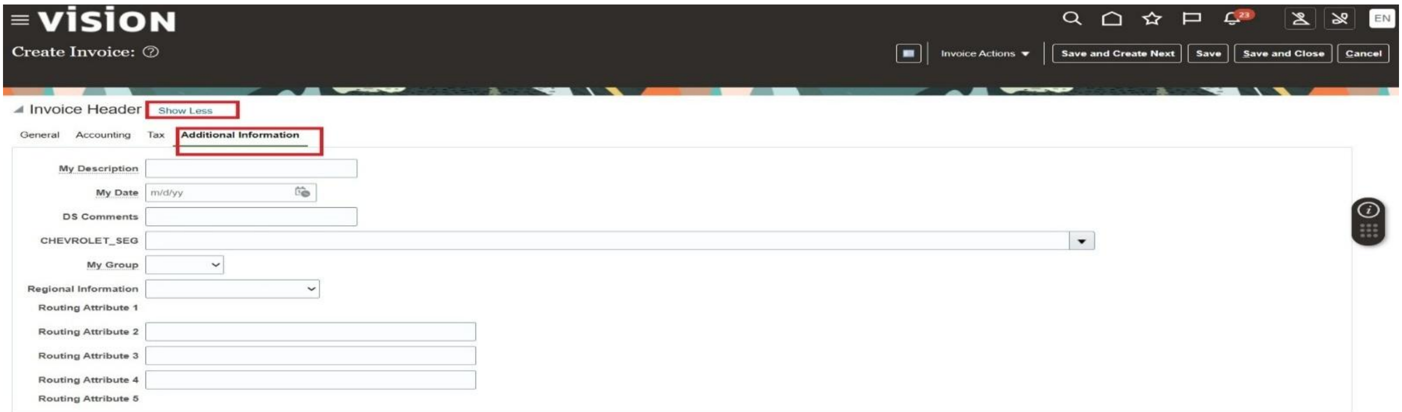
Open Task Panel — Click Create invoice



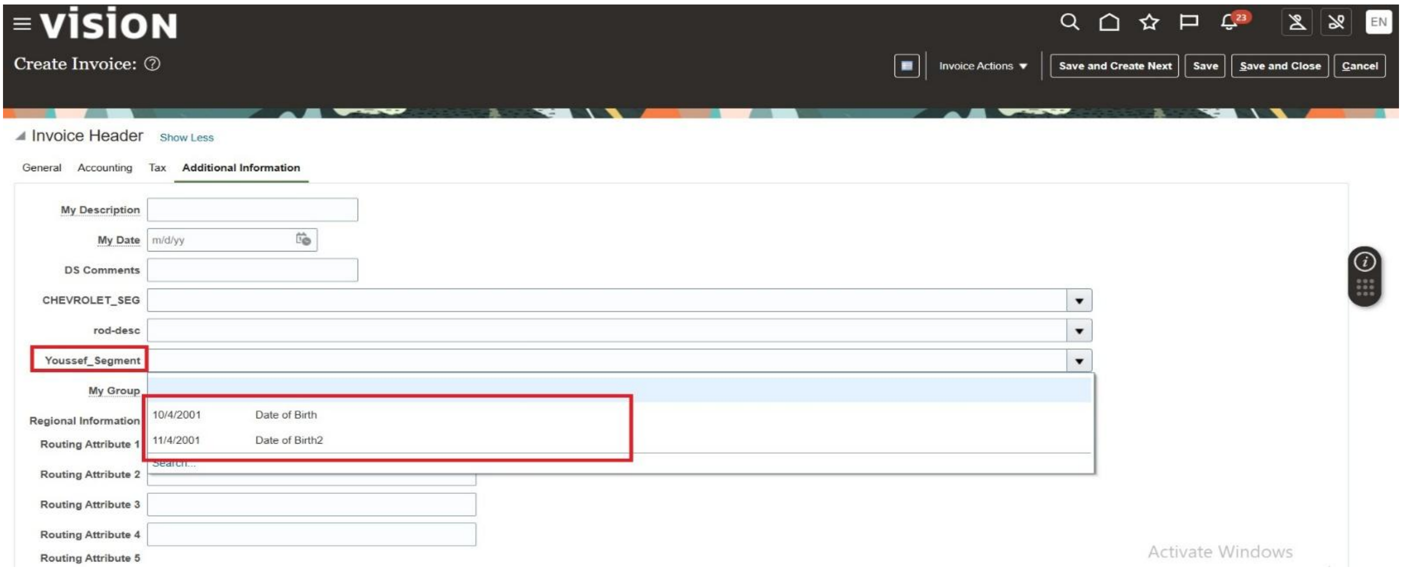
Or Click Recent in Info Tiles — Click Create



Click Show More — Open Additional Information

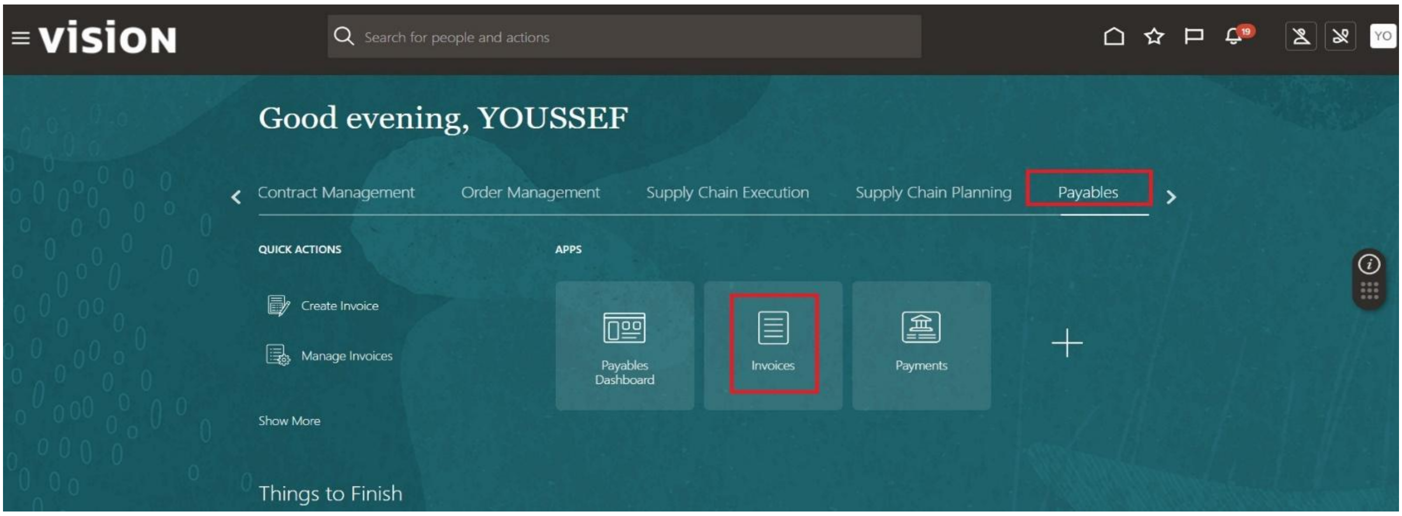


Check Results

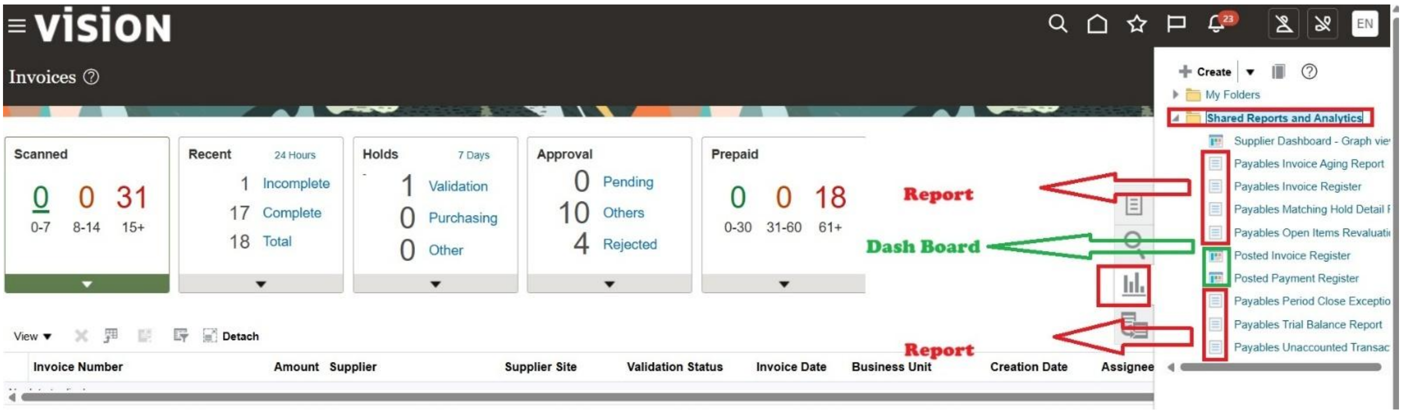


How to Run Reports in Payables

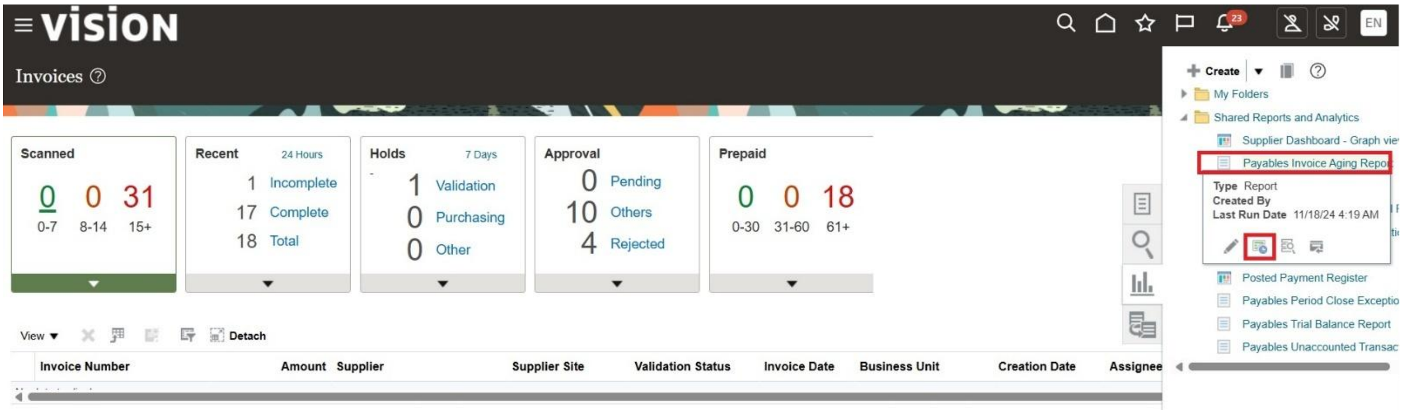
Home page | Click Payables | Open Invoice



Open Reports and analytics

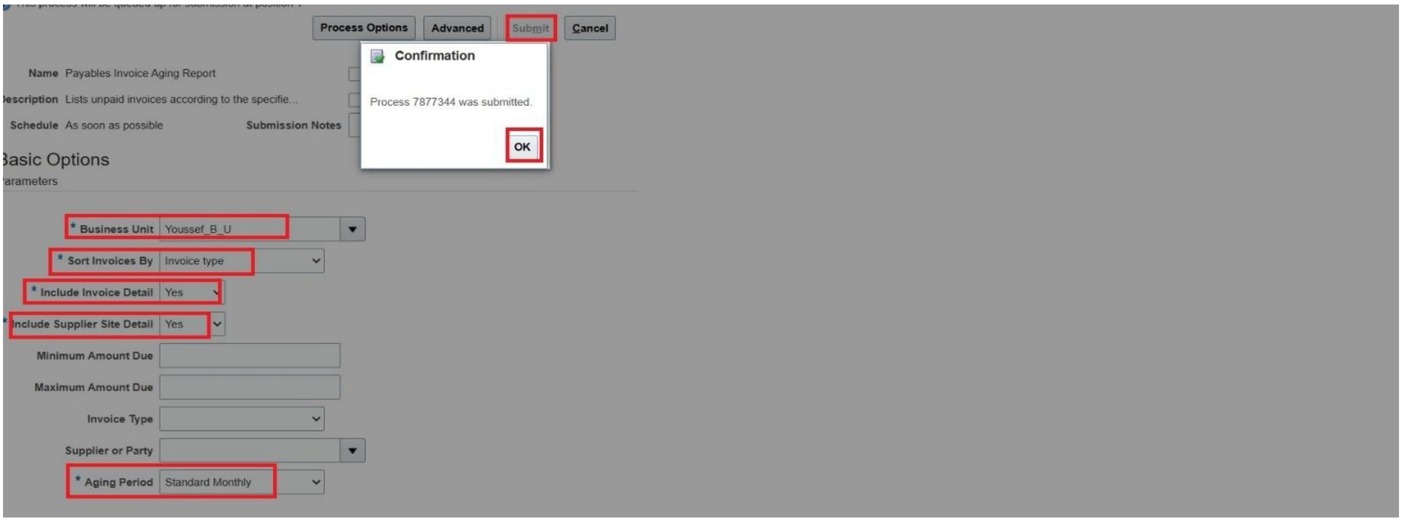


Choose any Report to test



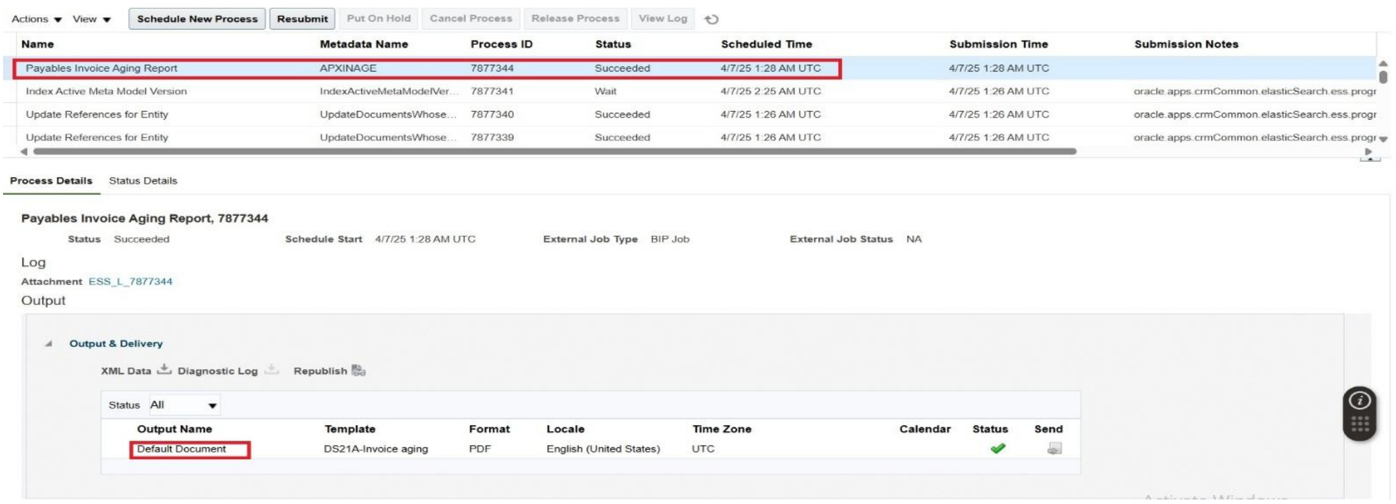
Fill Data Required

Click Submit



Check Results from Tools, Schedule Process

Click on Requst



Check Results