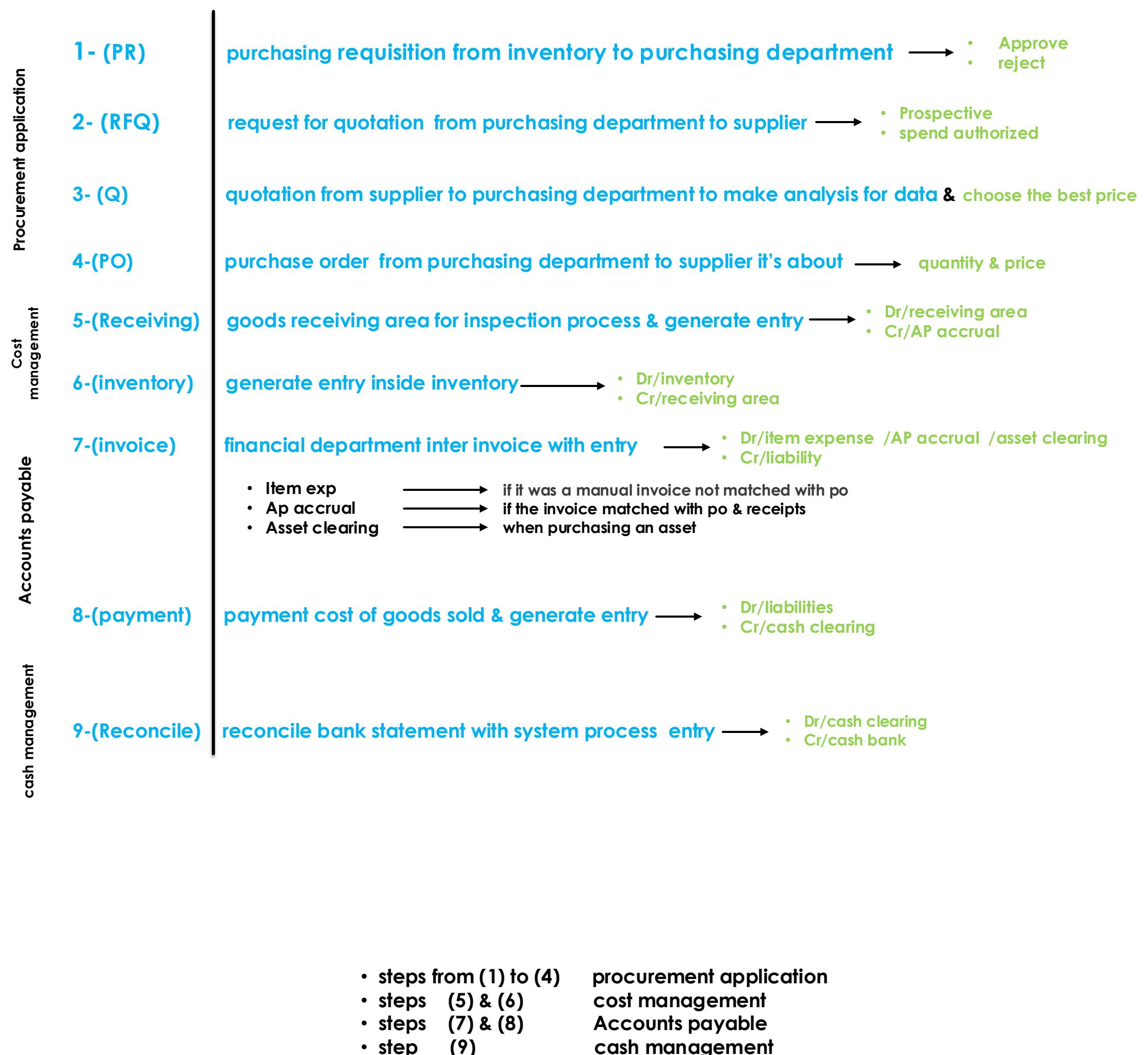




# Advanced presentation for ERP Consultant

# Procure to pay life cycle p2p



# Pre-requisite for AP

## 1-create responsibility and assign to user • payable manager

Function (security) – responsibility – define and search on payable manager then add row

## 2-create inventory organization after define operating unit from setup – organizations – organization then create new controls

- And press on other once for inventory info to add (costing info = material info account)  
And once for adding operating unit

Make sure enable for (operating unit & inventory org)  
And fill all accounts for both of them

**Inventory parameters to assign calendar on inventory**

Organization Parameters (NOU)

Organization Code	NOU
Item Master Organization	NEXT_OU
Calendar	Vision01
Demand Class	
Move Order Timeout Period	Days
Move Order Timeout Action	Approve automatically
Locator Control	Dynamic entry allowed
Default On-Hand Material Status	
<input type="checkbox"/> Enforce Locator Alias Uniqueness <input type="checkbox"/> Quality Skipping Inspection Control <input type="checkbox"/> Allow Negative Balances <input type="checkbox"/> Auto Delete Allocations at Move Order Cancel	
Enabled Products & Features	
<input type="checkbox"/> Manufacturing Partner Organization <input type="checkbox"/> EAM Enabled <input type="checkbox"/> Process Manufacturing Enabled <input type="checkbox"/> WMS Enabled <input type="checkbox"/> WCS Enabled <input type="checkbox"/> LCM Enabled	

**Costing info to add material accounts  
Fill a parameter for costing org**

Organization Parameters (NOU)

Costing Organization	NEXT_OU
Costing Method	Average
Rates Cost Type	AvgRates
Transfer to GL	Yes
<input checked="" type="checkbox"/> Reverse Encumbrance <input type="checkbox"/> Project Cost Collect. Enabled <input type="checkbox"/> Defer Logical Transactions	
Cost Cutoff Date	
Default Material Sub-Element	
Material Overhead Sub-Element	
Default Cost Group	
<b>Valuation Accounts</b>	
Material	01.0000.120100.0000
Outside Processing	01.0000.120100.0000
Material Overhead	01.0000.120100.0000
Overhead	01.0000.120100.0000
Resource	01.0000.120100.0000
Expense	01.0000.120100.0000

**From tab (revision, lot, serial & LPN)**

Organization Parameters (NOU)

Revision, Lot, Serial And LPN	At item level
Starting Revision	0
Lot Control	None
Uniqueness	None
Lot Name Generation	At item level
Child Lot Control	Parent
Child Generation	Parent
Prefix	
Total Length	80
Zero Pad (l)	<input type="checkbox"/>
Format Validation...	<input type="checkbox"/>
Copy Lot Attributes	<input type="checkbox"/>
Auto Create Lot UOM Conversion	
Allow Different Material Status	
<b>Serial Control</b>	
Uniqueness	Within inventory model and items
Generation	At organization level
Prefix	
Starting Serial Number	1
Allocate Serial Numbers	



**purchase Price variance** = the variance between item cost on PO and STATIC cost in inventory

**Invoice price variance** = the variance between item cost on PO and payable invoice cost

**AP accrual** = clearing account

**Sales** = sales revenue

**Deferred cogs acc** = account to make holding on (cost of good sold) until AR make recognize. This acc using for invoice rule in AR

**Cost variance acc** = using with average cost way, show mistakes when items get out from inventory before adding new

**Organization Parameters (NOU)**

Revision, Lot, Serial And LPN		ATP, Pick, Item-Sourcing	Inter-Org Information	Other Account
<b>Receiving Accounts</b>				
Purchase Price Variance	01.0000.310100.0000			
Invoice Price Variance	01.0000.310100.0000			
Inventory AP Accrual	01.0000.210100.0000			
Encumbrance	01.0000.310100.0000			
<b>Profit and Loss Accounts</b>				
Sales	01.0000.410200.0000			
Cost of Goods Sold	01.0000.310100.0000			
<b>Other Accounts</b>				
Project Clearance Account	01.0000.310100.0000			
Deferred COGS Account	01.0000.310100.0000			
Cost Variance Account	01.0000.310100.0000			
LCM Variance Account				

**3-make assign between AP, GL by profile name (MO : OPERATING UNITE)  
AND assign AP, inventory by profile name (MO : GL ledger name)**

**System Profile Values**

Profile Option Name MO: Operating Unit	Site Vision Operations	Application	Responsibility NEXT_GL NEXT_OU
---	---------------------------	-------------	--------------------------------------

لمختار ال responsibility الخاص بال payable و نضع ال responsibility الخاص بال GL لنضع به ال GL

**Find System Profile Values**

Display: Site, Application, Responsibility (NEXT\_AP) selected.

Profiles with No Values: Profile GL Ledger Name (GL\_Ledger\_Name) selected.

Find button highlighted.

**Find System Profile Values**

Display: Site, Responsibility (NEXT\_AP) selected.

Profiles with No Values: Profile MO: Operating Unit selected.

Find and Clear buttons highlighted.

**System Profile Values**

Profile Option Name GL Ledger Name	Site Vision Operations (USA)	Application	Responsibility NEXT_AP NEXT_LEG
---------------------------------------	---------------------------------	-------------	---------------------------------------

**System Profile Values**

Profile Option Name MO: Operating Unit	Site Vision Operations	Application	Responsibility NEXT_AP NEXT_OU
---	---------------------------	-------------	--------------------------------------

# PAYABLE SETUP

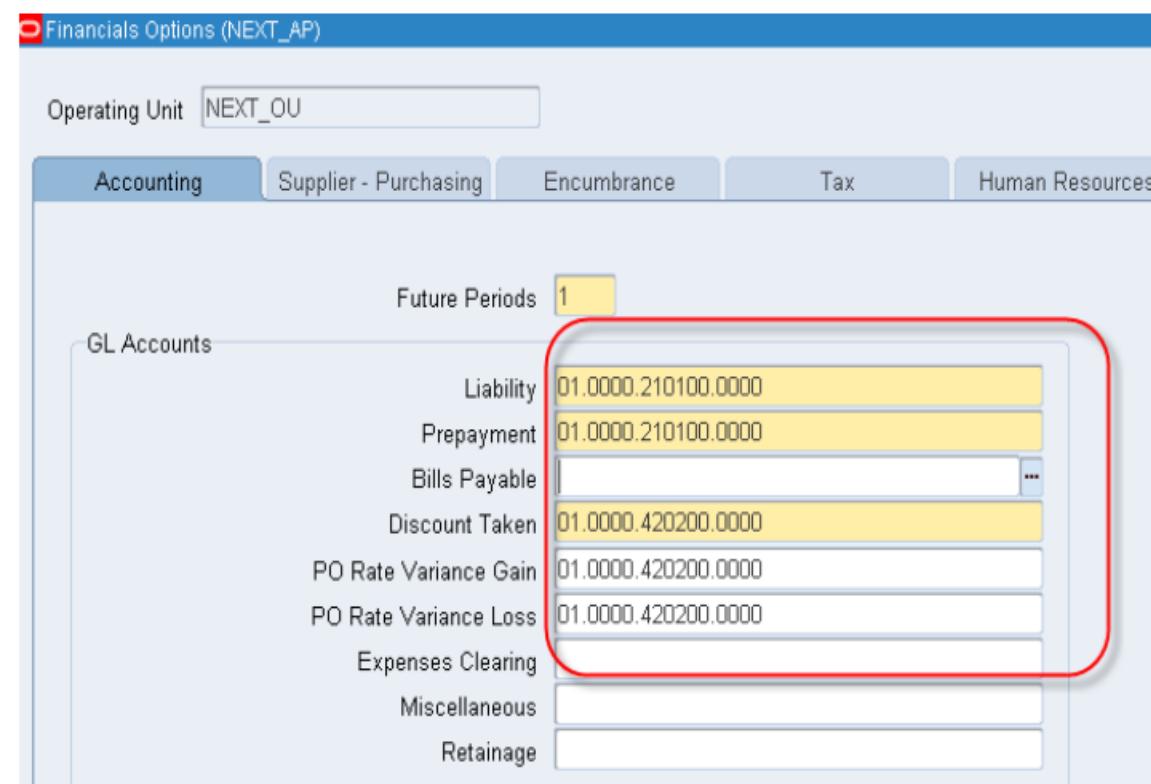
## 1- FINANCIAL OPTIONS From Setup - option - financial

**Po rate variance gain or loss** = the variance rate between (po & invoice)

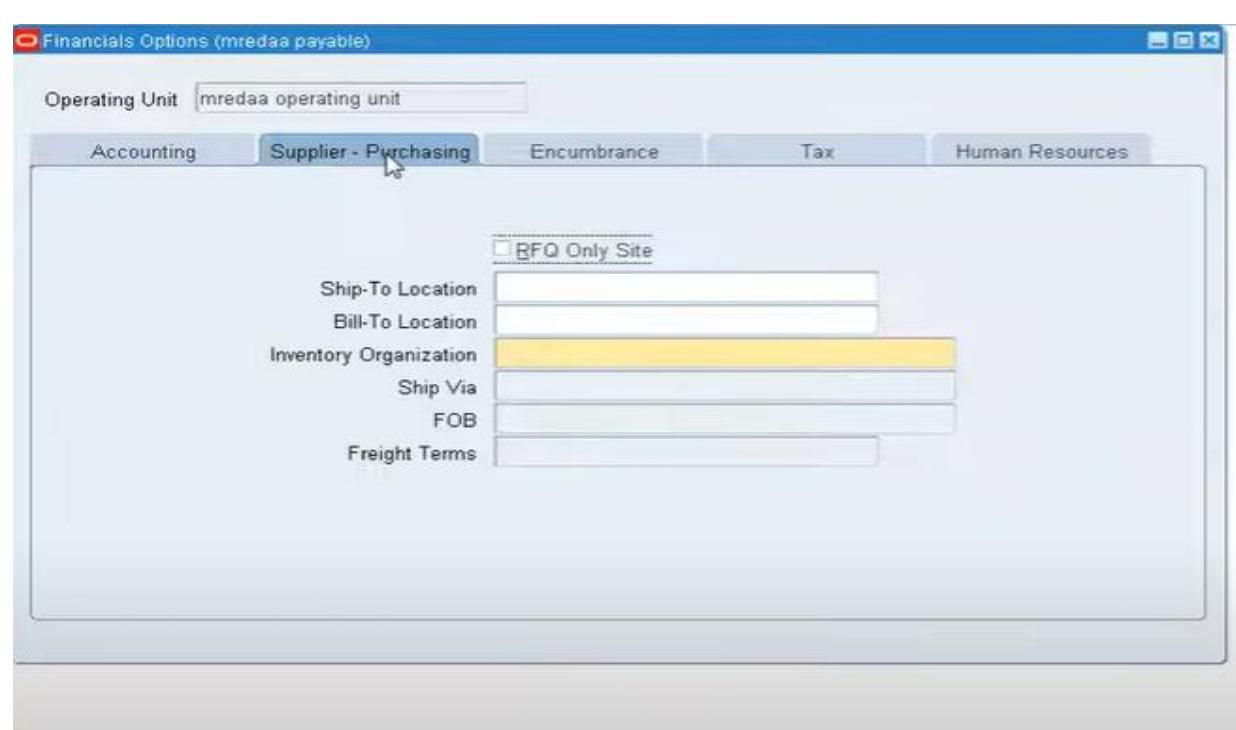
**Bill payable** = payment in a future date

**Expenses clearing** = if I need to use internet expense

**Retainage** = acc for hold payment until contract is complete



**RFQ only site :**  
if we flagged it that mean we never can make any transaction on this supplier without RFQ



## 2- payable system setup

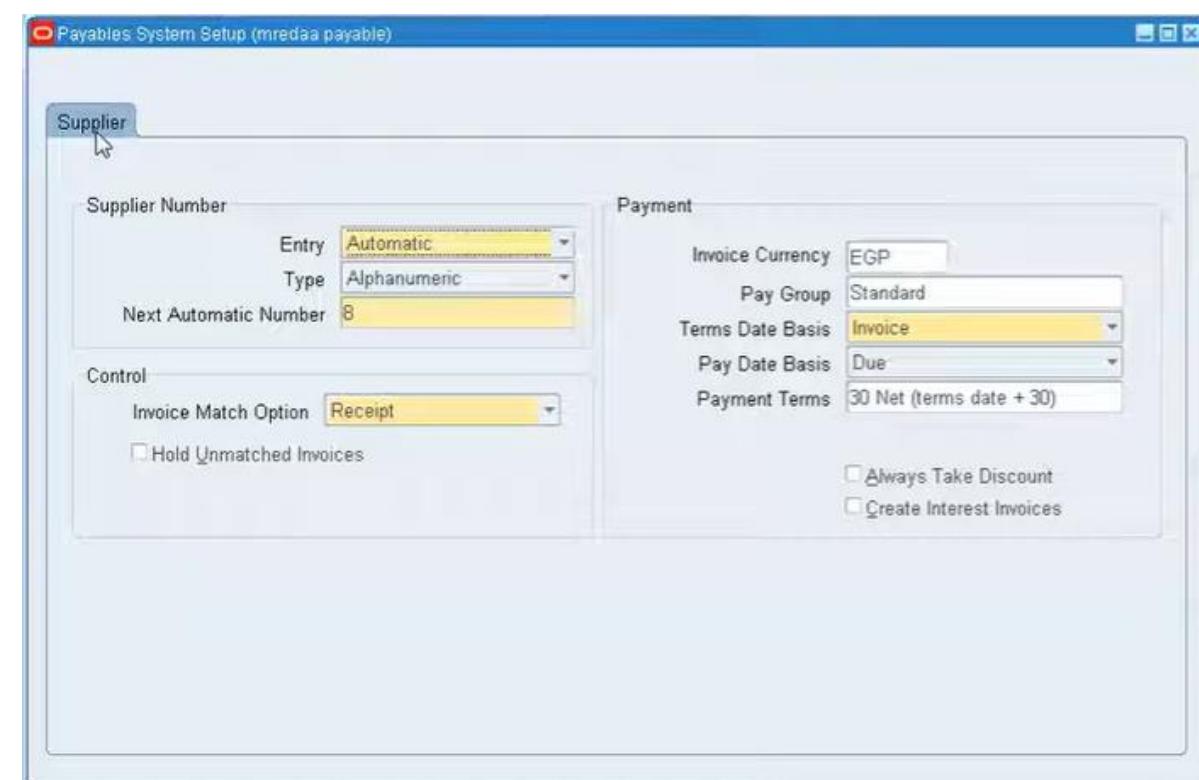
From Setup - option – payable sys setup

### Invoice match option

allow invoice come from  
PO or receipt(inventory)

### Pay group

such like a classification or  
category for invoices  
Using for if I need to make  
payment for group of invoices



## 3- payable options

From Setup - option – payable option

### Account for payment

Generate entry automated when create payment

Generate clearing acc for cash management

### Acc for gain or loss

Variance amount between invoice & payment

### Bill payable acc source

For electronic payment put the (bill acc) manual

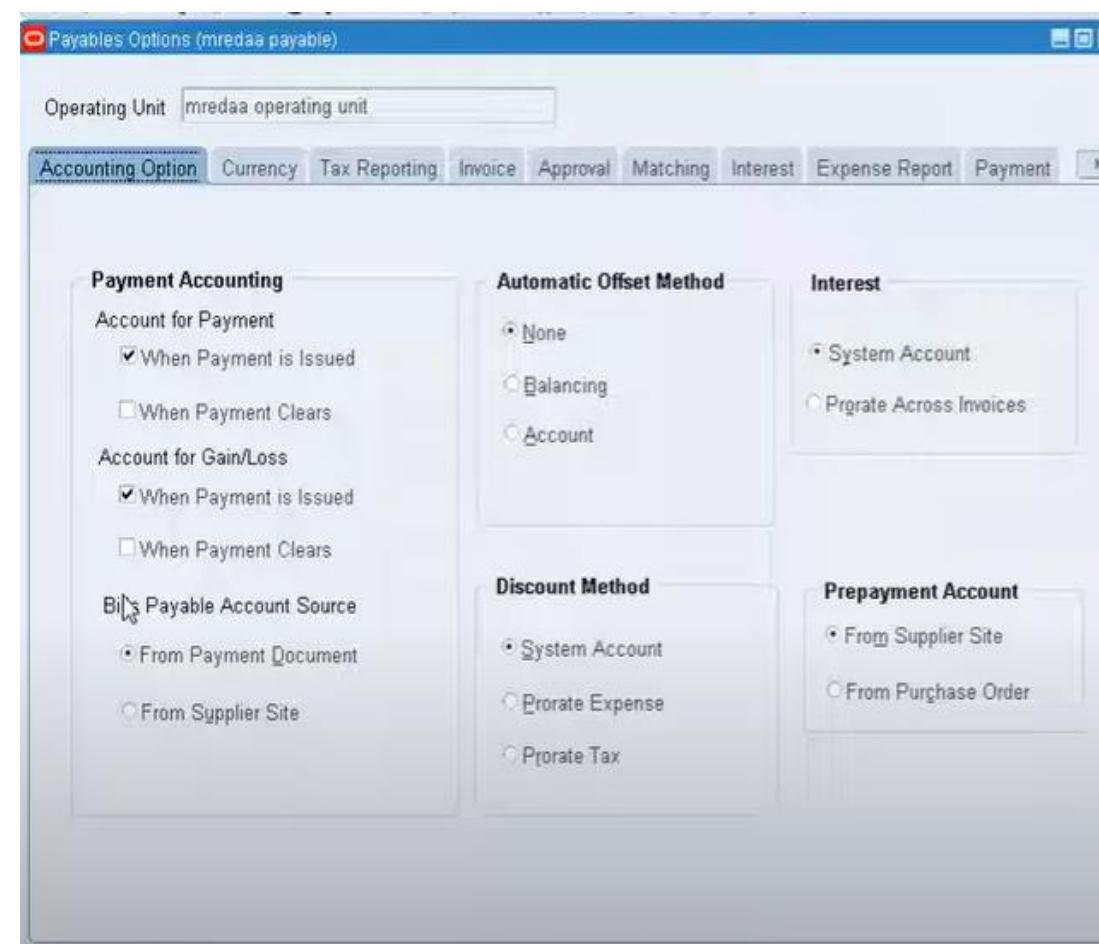
Or from supplier site

### Automatic offset method

None : if we enabled setup intracompany

Balancing : will change primary segment (LIABILITY) Like primary (EXP)

Account : will change primary segment & cost center (LIABILITY) Like primary (EXP)



### Discount method

Sys acc : take acc from financial option monitor

Prorate exp : allocate discount on invoice accounts

Prorate tax : allocate discount on tax acc on invoice

## main

### recalculate scheduled payment

Allow editing on payment term

Recalculate installment on invoice

### Tax tolerance

% or amount on invoice with real tax

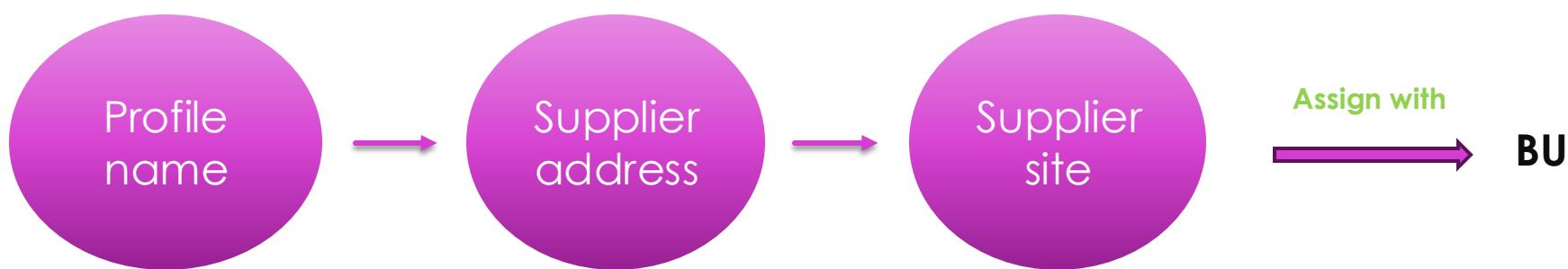
## Matching type

- ✓ **allow final matching :**
- ✓ **Allow distribution level matching :**
- ✓ **Allow matching account override :**
- ✓ **Transfer po descriptive Flex Field info :**

**not me or procurement team can make any change on PO flexible matching on level distribution one or more allow editing on accounts (po , inventory) after matching any information (DFF) on PO will appear on invoice**

# Supplier creation

- Structure



## FUNCTION (payable) supplier - entry – create supplier

APPLY

**Create Supplier**

\* Indicates required field

Organization Name	Toshiba	Supplier Type	Standard supplier
Alias		Country of Origin	Egypt
Name Pronunciation		Tax Registration Number	
D-U-N-S Number		Taxpayer ID	
URL		Supplier Home Page	
Context Value	Must include: http://		
	Context Value		

**Suppliers**

**Update Toshiba - 10: Quick Update**

\* Indicates required field

Supplier Name	Toshiba	Purchase Order Hold	All New Order
Supplier Number	10	Hold from Payment	All Invoices
Alternate Supplier Name		Unmatched Inv.	
Registry ID	57538	Unvalidated Inv.	
Inactive Date	(example: 23-Apr-2011)		
Alias			

Prevent this supplier to dealing with PO or PAYMENT

**Suppliers**

**Update NEXT\_SUPP1 - 8: Organization**

\* Indicates required field

Supplier Name	NEXT_SUPP1	Parent Supplier Name	
Supplier Number	8	Parent Supplier Number	
Alternate Supplier Name		Customer Number	
SIC		One Time	
National Insurance Number		Inactive Date	(example: 27-Sep-2009)
Type	MY_TYPE		

TYPE : as a category for supplier

**Suppliers**

**Update NEXT\_SUPP1 - 8: Organization**

\* Indicates required field

Supplier Name	NEXT_SUPP1	Parent Supplier Name	
Supplier Number	8	Parent Supplier Number	
Alternate Supplier Name		Customer Number	
SIC		One Time	
National Insurance Number		Inactive Date	(example: 27-Sep-2009)
Type	MY_TYPE		

**Global Details**

Context Value

**Additional Information**

Supplier Home Page

**Organization**

D-U-N-S Number

Legal Structure

Principal Name

Year Established

Chief Executive Name

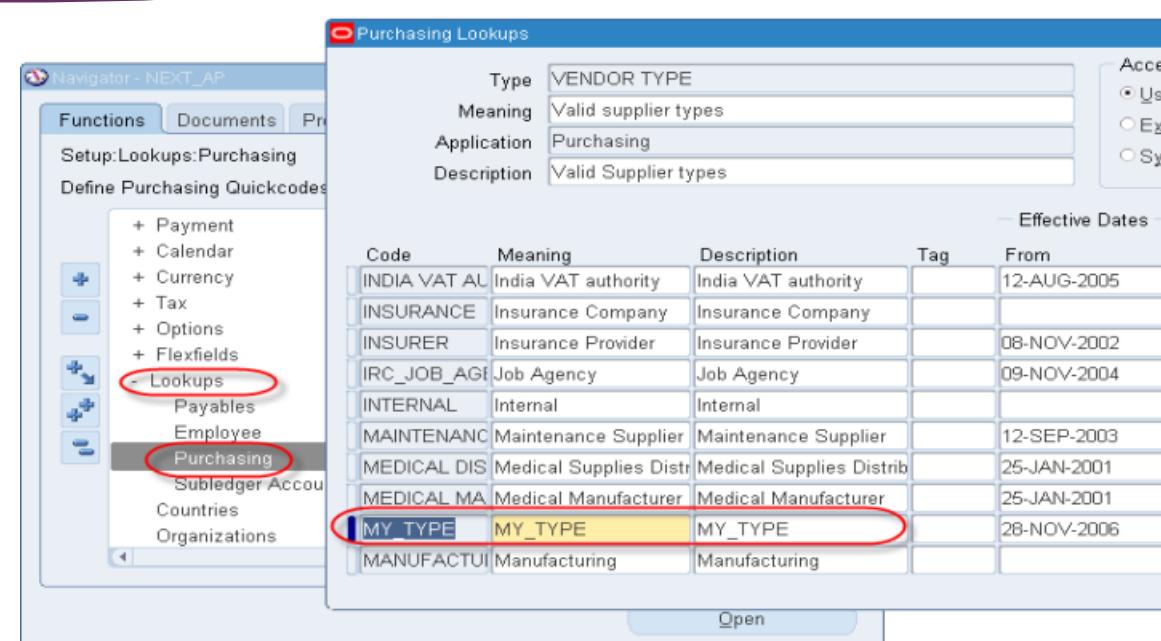
Chief Executive Title

Principal Title

## The way to define type for supplier

Function(invoices) - setup – lookups – purchasing  
Search on (VENDOOR type)

**Like a category or classification for supplier (internal or external)**



Suppliers

- Quick Update
- Company Profile
- Organization
- Tax Details
- Address Book**
- Contact Directory
- Business Classification
- Products & Services
- Banking Details
- Surveys
- Terms and Control
- Accounting
- Tax and Reporting
- Purchasing
- Receiving
- Payment Details
- Relationship
- Invoice Management

Suppliers: Address Book >  
Create Address: Confirm Details

\* Indicates required field

Supplier Name: NEXT\_SUPP1 Supplier Number: 8

<b>Address Details</b>	<b>Contact Details and Purpose</b>
* Country: Egypt	Communication Details: <input type="checkbox"/> Update to all new sites created
* Address Line 1: 28 add st.	Phone Area Code:
Address Line 2:	Phone Number:
Address Line 3:	Fax Area Code:
Address Line 4:	Fax Number:
City: CAIRO	Email Address:
County:	<b>Address Purpose:</b>
State:	<input checked="" type="checkbox"/> Purchasing
Province:	<input checked="" type="checkbox"/> Payment
Postal Code:	<input type="checkbox"/> RFQ Only
* Address Name: MY_ADD1	
Addressee:	
Language:	
Context Value:	

## Address book to create supplier site

### Address purpose

**Press continue – and assign operating units with supplier site then apply**

Suppliers: Address Book > Create Address: Site Creation

Address Name: MY_ADD1	Supplier Name: NEXT_SUPP1
Address Details: 28 add st., EG	Supplier Number: 8
Purpose: Payment, Purchasing	
<b>Operating Units</b>	
Select All   Select None	
Select Site Name: CAIRO	Operating Unit: NEXT_OU

**Some accounts on level supplier site the same acc on level financial option Application can override supplier site**

→ Liability acc

→ prepayment acc

**Ship to & bill to  
Ship via : shipping method**

**If I need the system to make an automated match with items after receiving inside inventory**

**Payment method by default check or electronic or wire**

**Some defaults and features from setup monitors  
“financial option”  
“payable sys setup”  
“payable options”**

# Invoice type

## Invoice type

**Standard :** Standard invoices can be matched or not matched to po and it should be a positive amount invoice

**Credit memo :** Credit Memos are memos from a supplier for goods or services, Credit memos are always negative amounts

**debit memo :** debit memos are memos from purchasing department to supplier, debit memos are always negative amounts

**Mixed :** Mixed invoices can be positive or negative amounts, you can match to po and match negative amount mixed invoice WITH standard invoice

**Prepayment :** an advance payment to supplier

**Retainage release :** invoice with due amount during the life of the contract, paid after finishing the work

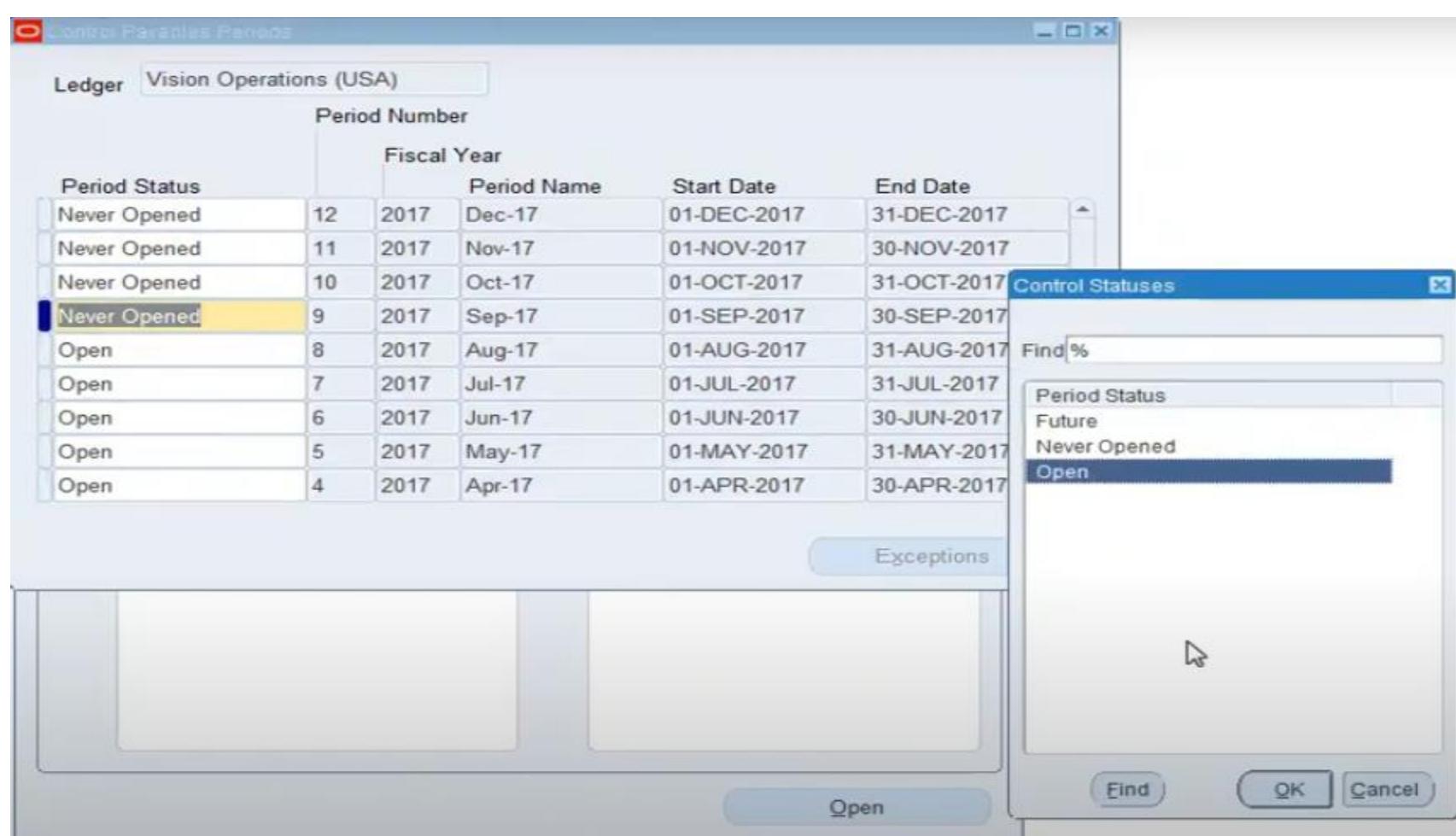
**Expense report :** if I integrated with module I expense system generate this type of invoice automatically, that is done after this “report expense” walk around in cycle approval and revision from ap

**Withholding tax :** automatically-generated invoice to a tax authority for WHT we can create withholding tax invoices manually by enabling the **Allow manual withholding** option on the Manage Tax Reporting and Withholding Tax Options page

**Payment request :** This type is the result of action receivable activities (refund), funds to a payee that isn't defined as a supplier in the application

# open period

**Function(responsibilities)%payables, ledger name%  
accounting – control payables periods**

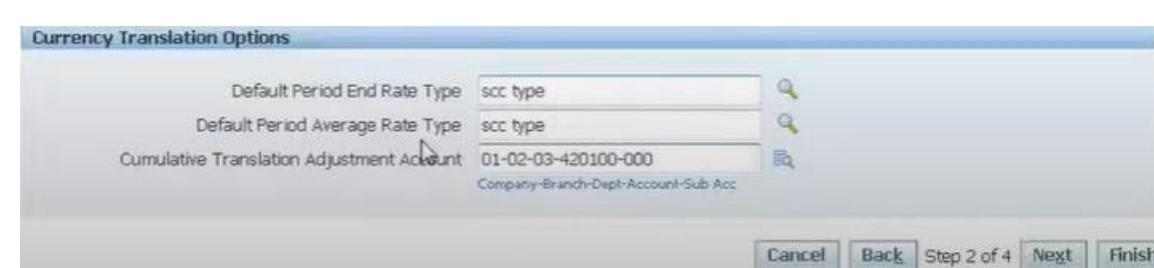


## Create rate type

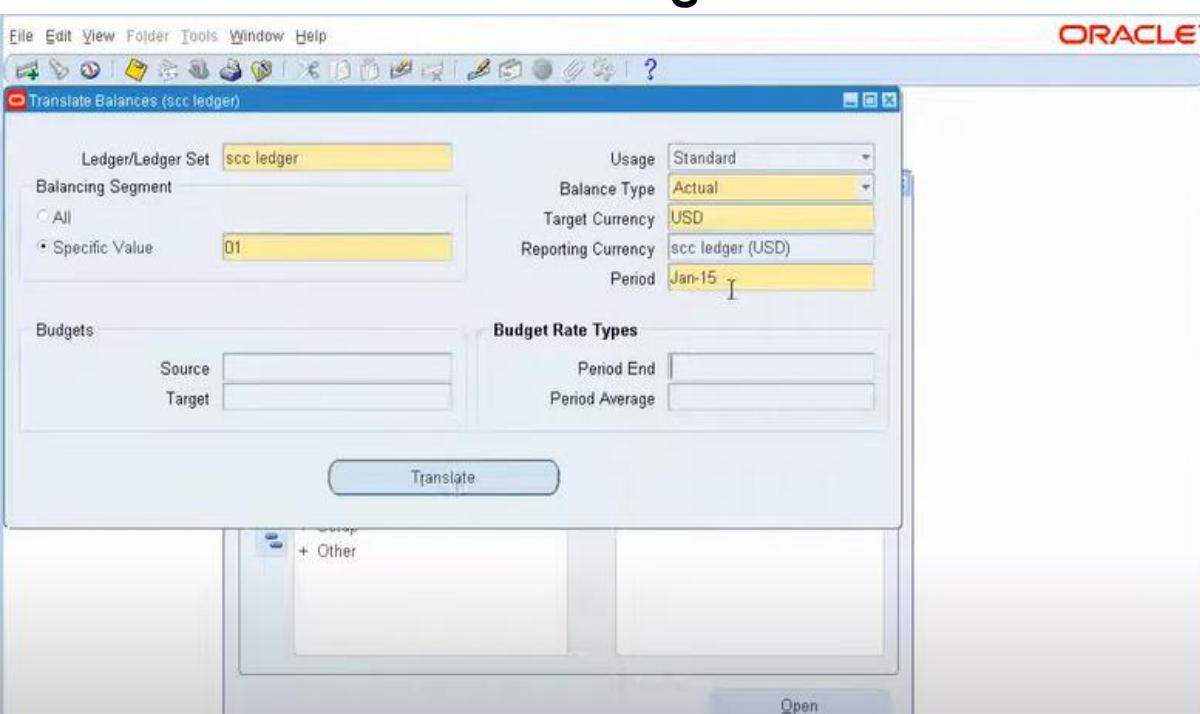
- 1- Function-setup-currencies-define \_ control f11 to add all currencies
- 2- function-setup-currencies-rates-types
- 3- function-setup-currencies-rates-daily

### Translation setup

**Function-setup-financial-acc setup manager-acc setup  
Search on ledger-go-update ledger option-step num 2**



### Translation running



## Function-currency-translation

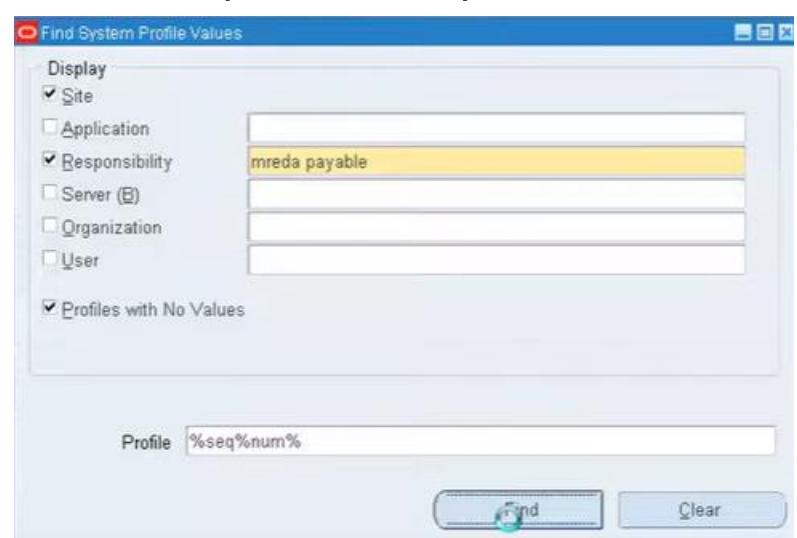
### inquiry

## Function-inquiry-account

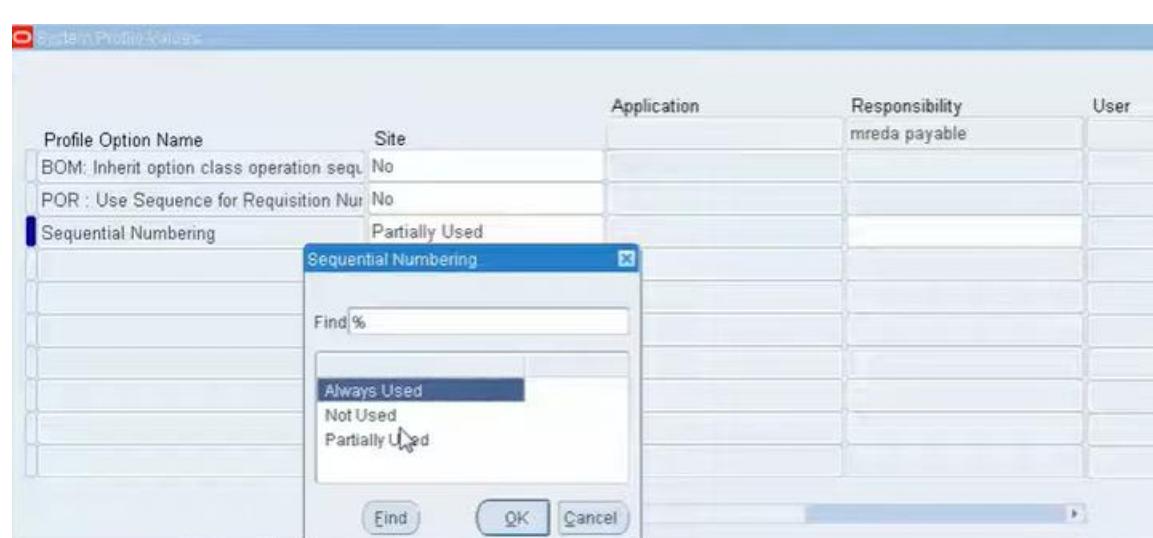
# Sequential numbering

## Activate sequential numbering profile

1-function(sys admin)-profile-system



profile(sequential numbering) assign AP responsibility



**Always used :** not allowed to create invoice inside category=type which we need to make a numeric on it  
**Partially used:** allow to create but will show warning

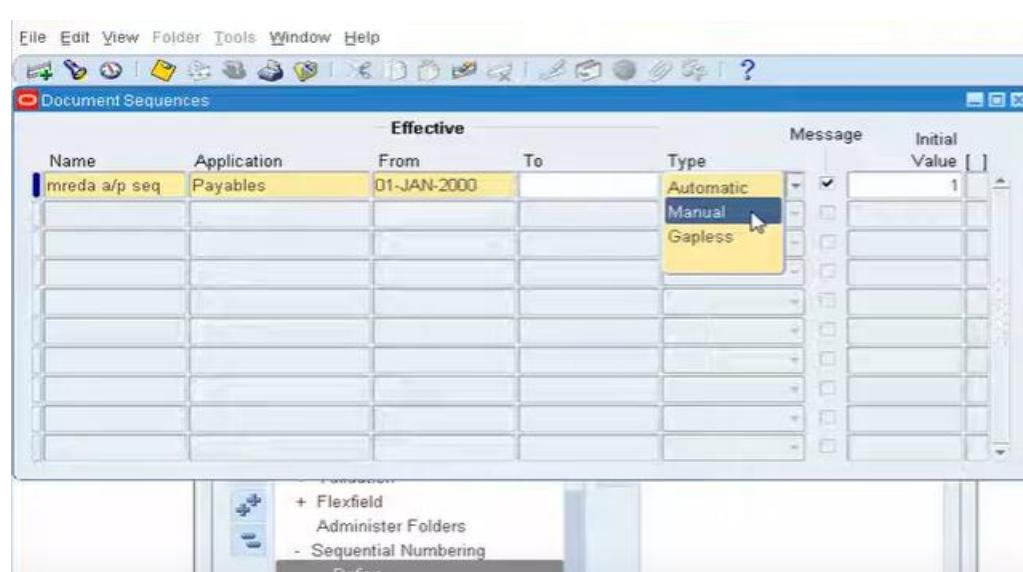
## Create seq in GL

2-function(sys admin)-application-sequential numbering-define

**From=old date**

**Type :**

Automatic = automatic num  
 Manual = by my hand  
 Gapless = seq for all branches

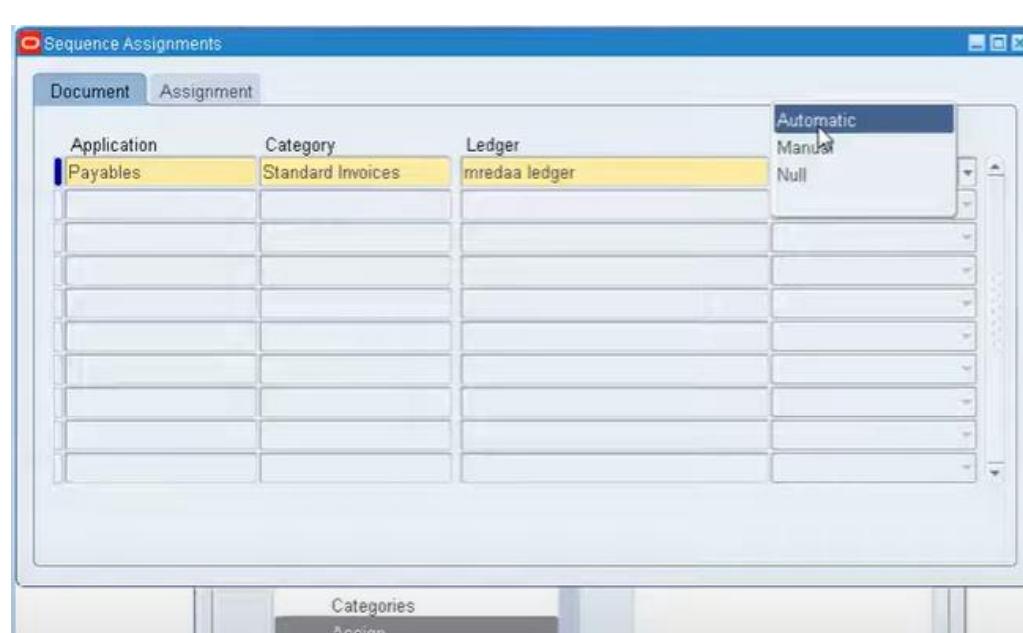


3-function(sys admin)-application-sequential numbering-assign

**Method :**

Automatic = make seq for imported or matched invoice  
 Manual = for manual or unmatched invoice  
 Null = seq for all imported or manual

**Start date** = the same sequence date creation



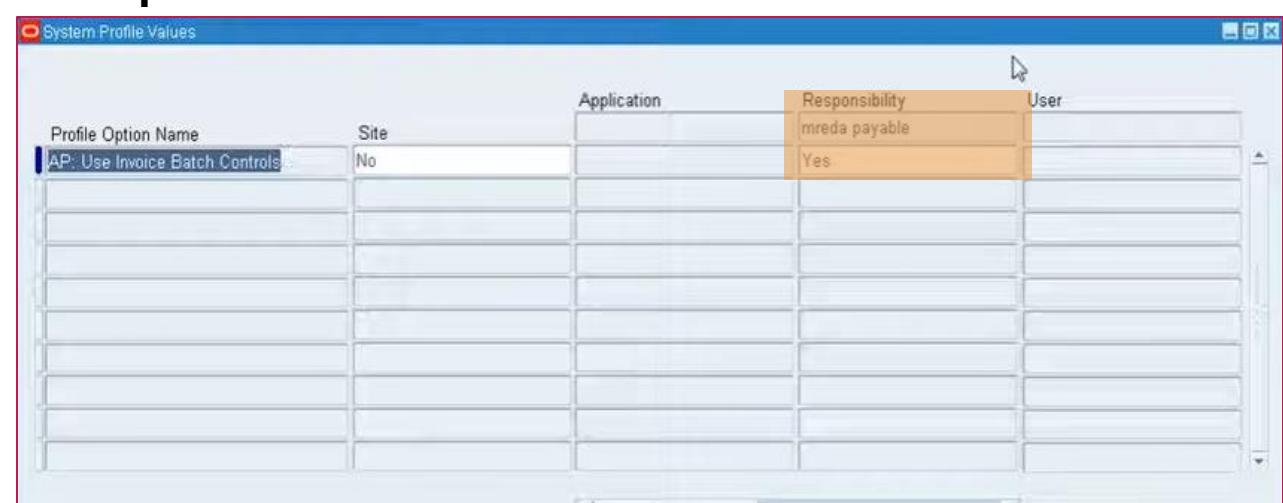
4-create voucher number sequence=GL document num from top bar **folder tool**

Function(sys admin)-profile-system

**Check box responsibility**

**Profile**  
acc payable  
invoice batch

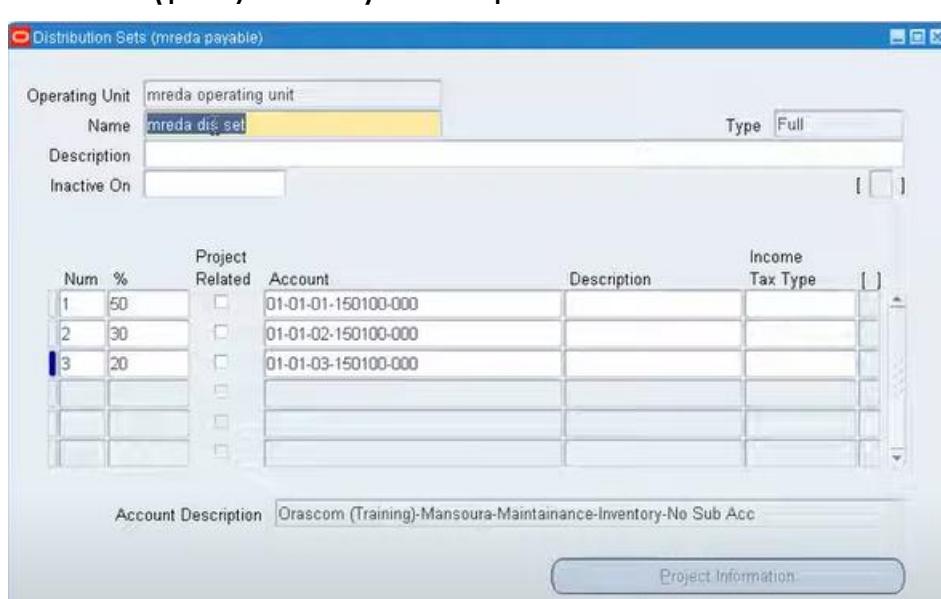
### Activate batch profile



### Distribution set

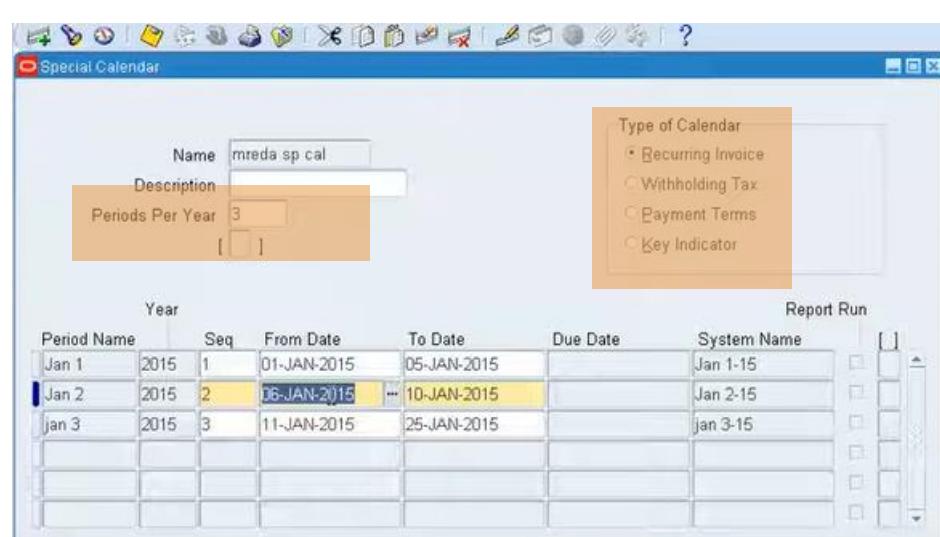
Function(payable)-setup-invoice-distribution sets

And we can show ds on level supplier site



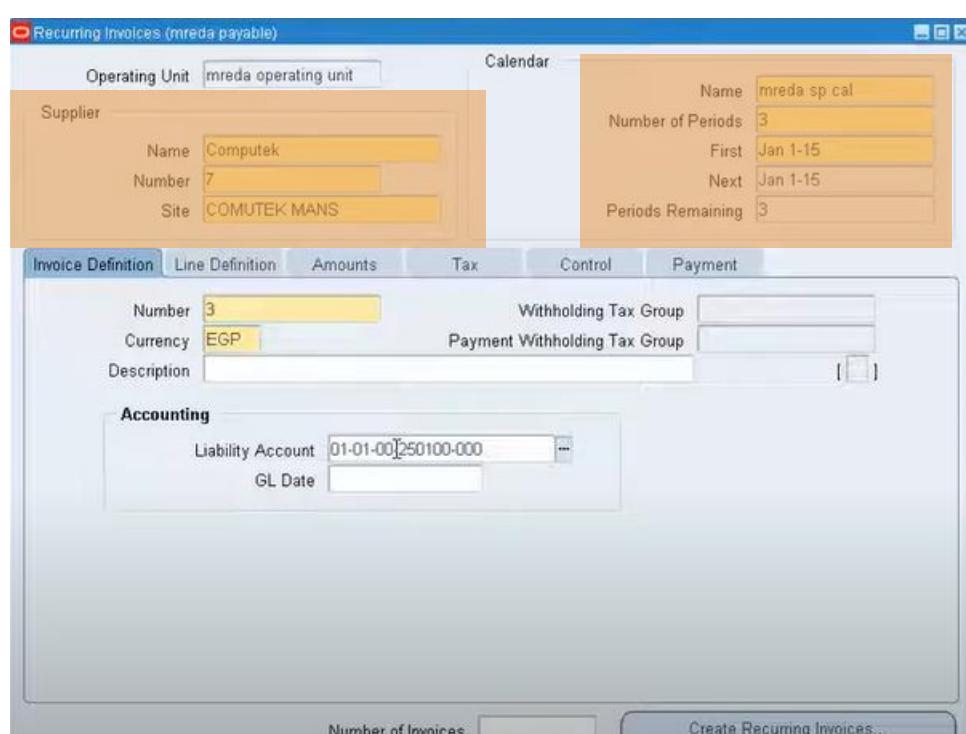
### Recurring invoice

1-Fun(payable)-setup-calendar-special calendar



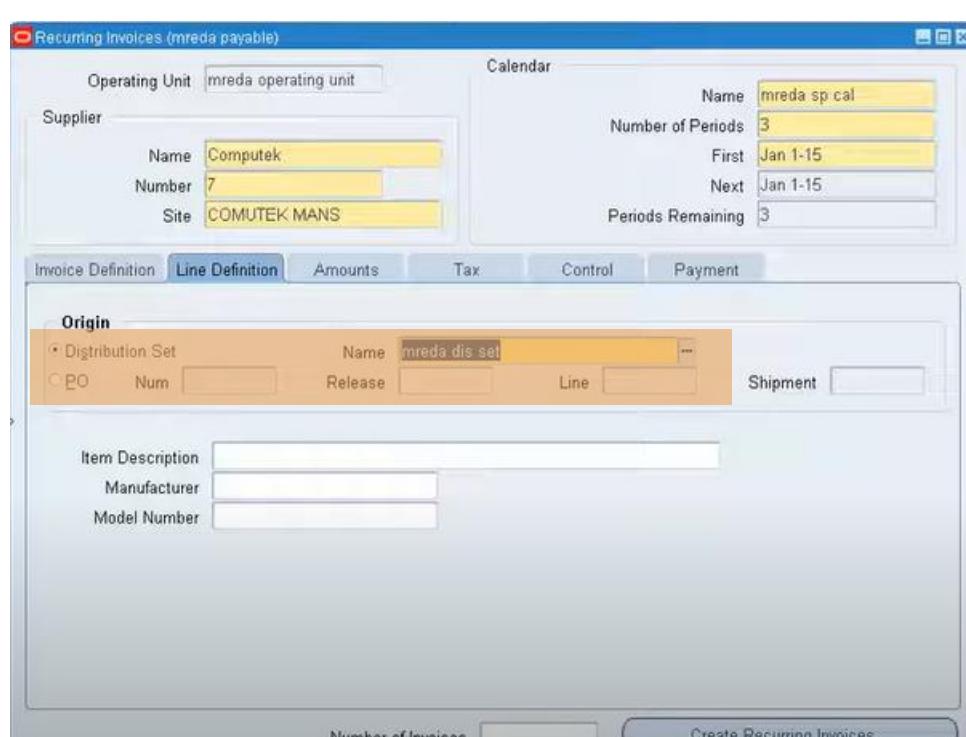
# Recurring invoice

## 2-Fun(payable)-invoices-entry-recurring invoices

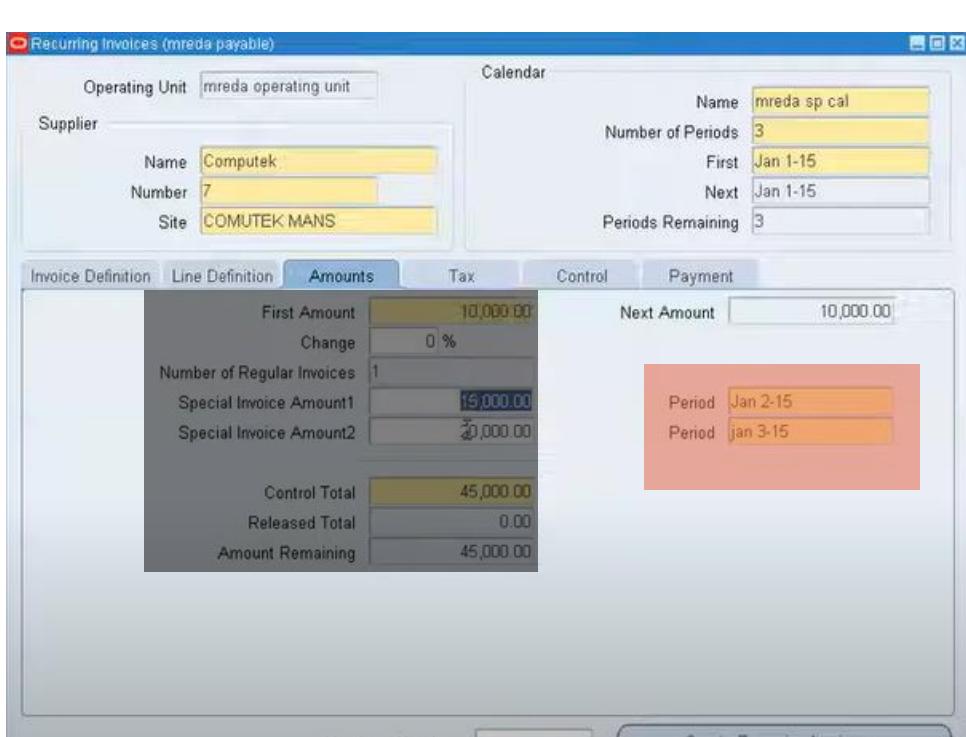


### Supplier info Calendar num of period

**Tab : invoice definition**  
**Number = num of invoices create**

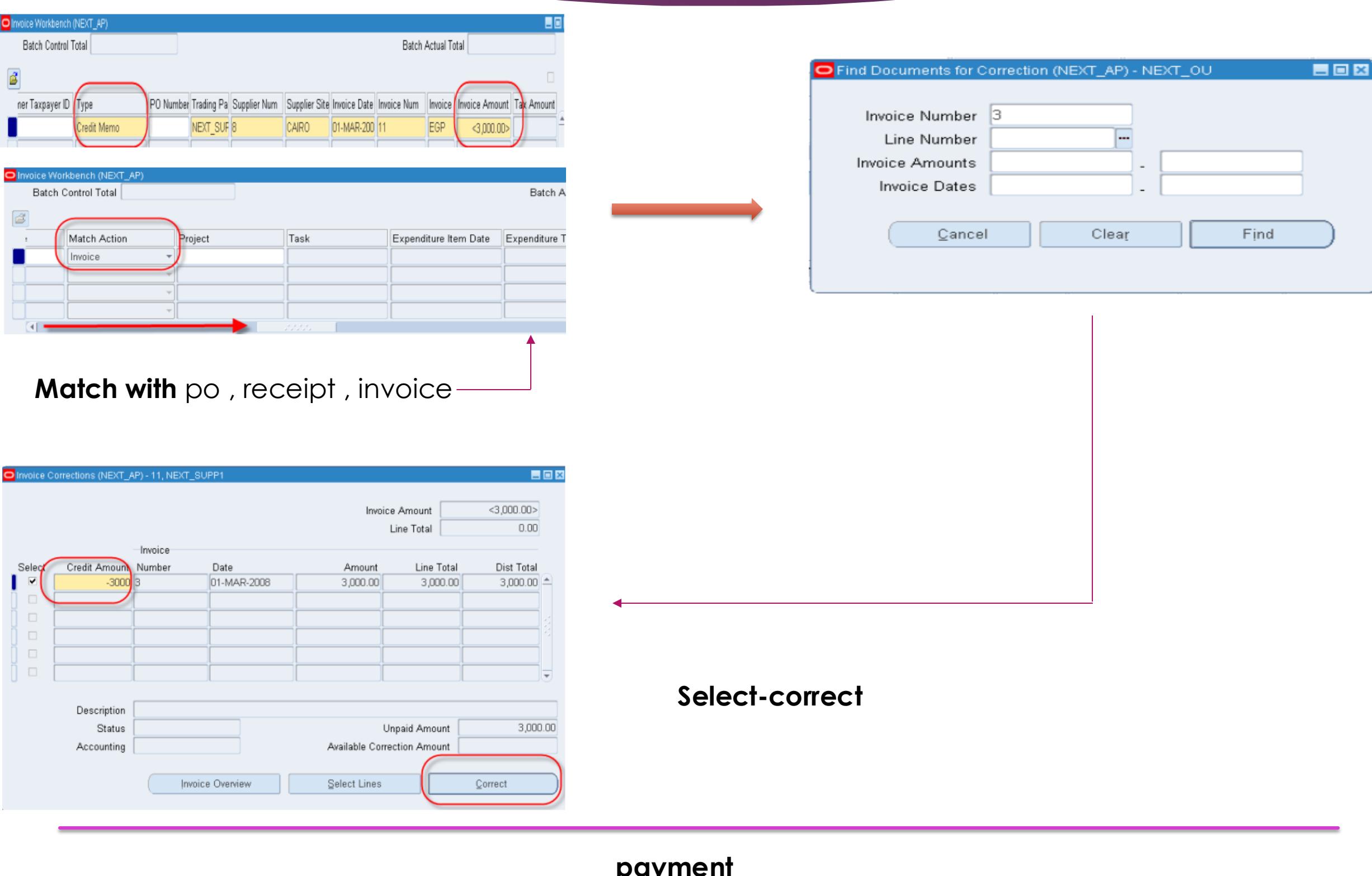


### Tab : Line definition Capture Accounts from distribution set or PO



**Tab : amounts**  
**First amount= for the first invoice**  
**Special invoice amount1= second amount**  
**Special invoice amount2= third invoice**

# Credit memo

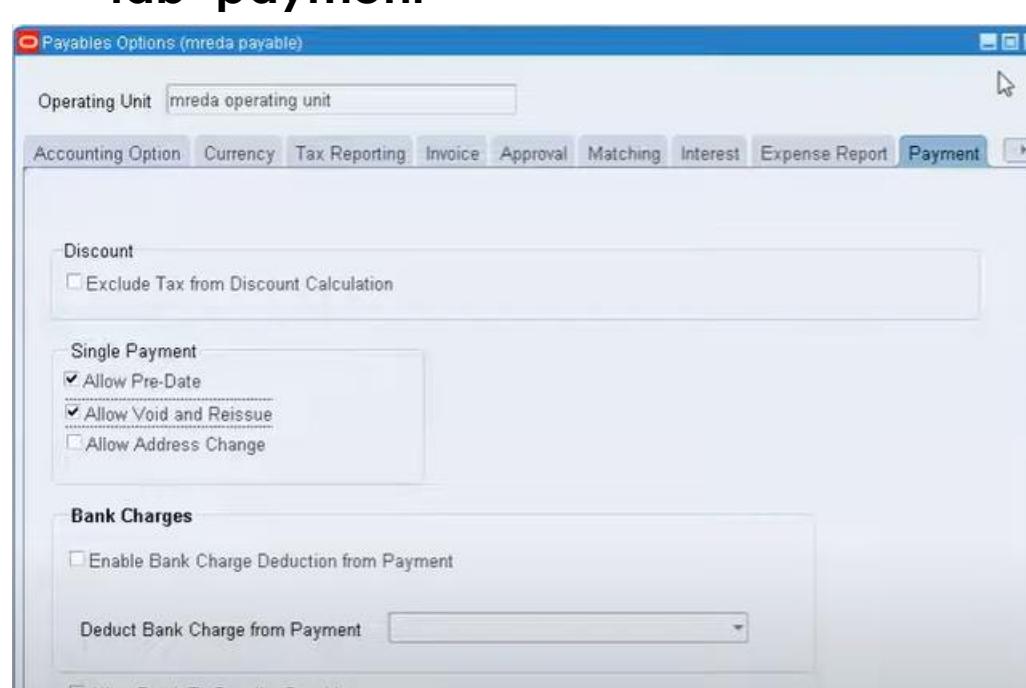


1-function area(payable)-setup-options-payable option

**tab=payment**

**Allow pre-date**=allow payment date before sys date

**Allow void & reissue**=to cancel payment



# Create bank

- **Bank structure**



**1-function area(payable)-setup-payments-Banks & Bank Branches**  
**Bank -create      Bank Branch create      Bank account create**

Overview | Banks | **Bank Information**

Manage Banks and Branches: Banks > Create Bank: Bank Information

Cancel Step 1 of 3 Save and Next Finish

\* Indicates required field

Bank Options:  Create new bank  Select an existing party and add bank details

\* Country: Egypt

\* Bank Name: Bank Masr

Alternate Branch Name:

Short Bank Name:

Bank Number:

Description:

Taxpayer ID:

Tax Registration Number:

XML Messages Email:

Inactive Date:

Manage Banks and Branches | Overview | Banks | **Bank Branches**

Create Bank Branch: Bank Branch Information

Cancel 1 of 3 Save and Next Finish

\* Indicates required field

Bank Name: Bank Masr Bank Number: Bank Masr

Country: Egypt

\* Branch Options:  Create new branch  Select an existing party

\* Branch Name: Bank Masr (Mansoura)

Alternate Branch Name:

Branch Number:

BIC:

\* Branch Type: ABA

EDI Location:

EFT Number:

Description:

RFC Identifier:

Inactive Date:

**but before create bank account we must create role(legal entity) assign to user**

**From navigator - responsibility(user management) – roles and role inheritance - create role**

User Management | **Users | Roles & Role Inheritance** | Role Categories | Registration Processes | Security Report

User Management: Roles & Role Inheritance >

Create Role

\* Indicates required field

\* Category: Miscellaneous

\* Role Code: UMX|MREDA ROLE

\* Display Name: mreda role

\* Description: mreda role

\* Application: Payables

\* Active From: 01-Apr-2000

Active To: (example: 17-Mar-2015)

Permissions

Create Grant

Name	Set	Object	Data Context Type	Access Policy	Last Update	Duplicate	Update	Delete
No results found.								

Cancel Security Wizards Save Apply

Then press on security wizards (run wizard) to assign legal entity

Security Wizards

Role Name: mreda role Role Code: UMX|MREDA ROLE

Name	Description	Run Wizard
CE UMX Security wizard	Function for UMX security administration setup wizard	Run Wizard

User Management : Secu Administration Setup

Show Add Legal Entities

Legal Entity	Use	Bank Account Grants	Maintainance	Bank Account Transfers
mreda legal entity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Quick Tip: Adding a legal entity in this page will give the selected role access to all the bank accounts within this legal entity. After adding a legal entity, choose grants that you want to assign to this role on the bank accounts of this legal entity.

Cancel Apply

We must select legal entity to allow create bank account then **apply**

## Now we can assign role with user

From navigator - responsibility(user management)-users

Search

User Name: mreda Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Role: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Go

Register Last Name First Name Email User Name Status Create User Reset Password Update

mreda Active

GO      Update

User Management: Users >

Update User: mreda

\* Indicates required field

User Name: mreda

Email: \_\_\_\_\_

Status: Active

Active From: 01-Apr-2015 (example: 17-Mar-2015)

Active To: \_\_\_\_\_

Quick Tips: There is no person associated with this user account

Roles

Changes can only be made for roles you have been granted administrative privileges.

Details Role	Description	Status	Remove
Show mreda inventory		Assigned	[Delete]

Assign roles

Justification = any descriptions

Save apply

## Create bank account

1-function area(payable)-setup-payments-Bank account      create

Manage Bank Accounts

Create Bank Account

\* Indicates required field

\* Country: Egypt

\* Bank Name: HSBC

\* Branch Name: HSBC\_EL\_Mohandssen

Bank acc owner = legal entity

Manage Bank Accounts

Create Bank Account: Account Owner and Use

Step 1 of 5

Bank Name: Bank Masm

Branch Name: Bank Masm (Mansoura)

Country: Egypt

\* Indicates required field

\* Bank Account Owner: mreda legal entity

\* Account Use: Payables, Payroll, Receivables, Treasury

Cancel Step 1 of 5 Next Finish

Manage Bank Accounts

Account Information

Manage Bank Accounts: Account Owner and Use > Create Bank Account: Account Information

Bank Name: Bank Masmr  
Branch Name: Bank Masmr (Mansoura)  
Country: Egypt

\* Indicates required field

Account Name: mreda account  
Alternate Account Name:  
Short Account Name:  
\* Account Number: 13131313131  
Check Digit:  
\* Currency: EGP  
 Multiple Currencies Allowed  
IBAN:  
Account Type:  
Account Suffix:  
EFT Number:

Cancel Back Step 2 of 5 Save and Next Finish

**Multiple currencies allowed**  
To make payment with another currency

Manage Bank Accounts

Account Owner and Use

Account Information

Account Controls

Manage Bank Accounts: Account Information > Create Bank Account: Account Controls

Bank Name: Bank Masmr Branch Name: Bank Masmr (Mansoura)  
Account Number: 13131313131 Country: Egypt

\* Indicates required field

General Controls

Cash: 01-01-00-150200-001 Cash Clearing: Company-Branch-Dept-Account-Sub Acc  
Bank Charges: Company-Branch-Dept-Account-Sub Acc Bank Errors: Company-Branch-Dept-Account-Sub Acc  
Foreign Exchange Charges: Company-Branch-Dept-Account-Sub Acc Agency Location Code: Company-Branch-Dept-Account-Sub Acc  
Netting Account: No

Cash Management Controls

Multiple Currency Payments  Allow Zero Payments  
 Pooled Account Maximum Outlay:   
Minimum Payment:  Maximum Payment:

Cancel Back Step 3 of 5 Save and Next Finish

**Save next  
add organization access**

Manage Bank Accounts

Account Owner and Use

Account Information

Account Controls

Account Access

Manage Bank Accounts: Account Controls > Create Bank Account: Account Access

Bank Name: Bank Masmr Branch Name: Bank Masmr (Mansoura)  
Account Number: 13131313131 Country: Egypt

Click Add Organization Access to grant access to an organization.

Organizations

Add Organization Access

Details	Organization	Payables	Payroll	Receivables	Treasury	End Date	Access	Options
No results found.								

Cancel Back Step 4 of 5 Save and Next Finish

**To assign bank with operating unit**

Grant Access to Organization

Enter the Account Access Options for this organization.  
\* Indicates required field

\* Account Use:  Payables  Payroll  
 Receivables  Treasury  
\* Organization: mreda operating unit   
End Date:

Cancel Continue

Update Bank Account: Account Access Options

Bank Name HSBC Branch Number  
 Branch Name HSBC\_EL\_Mohandseen Branch Number  
 Country Egypt

\* Indicates required field

**Payables Options**

Cash	01.0000.120200.0000	Cash Clearing	01.0000.320100.0000
	CO.COST CENTER.ACOUNT.SUBACCOUNT		CO.COST CENTER.ACOUNT.SUBACCOUNT
Bank Charges		Bank Errors	
	CO.COST CENTER.ACOUNT.SUBACCOUNT	CO.COST CENTER.ACOUNT.SUBACCOUNT	
Realized Gain	01.0000.420200.0000	Realized Loss	01.0000.420200.0000
	CO.COST CENTER.ACOUNT.SUBACCOUNT		CO.COST CENTER.ACOUNT.SUBACCOUNT
Future Dated Payment			
	CO.COST CENTER.ACOUNT.SUBACCOUNT		
Payment Document Category		<input type="checkbox"/> Default Settlement Account	

**Payment Document Categories by Payment Method**

*Payment Method Code	*Payment Document Category
No results found.	
<input type="button" value="Add Another Row"/>	

## Realized gain or loss Rounding account

To create checks **payable document**

Select Account Update Account Manage Payment Documents | Create

Select Account	Name	Alternate Account Name	Short Account Name	Account Number	Bank Name	Bank Number	Branch Name	Branch Number
	mreda account			XXXXXX003131	Bank Masr		Bank Masr (Mansoura)	

\* Indicates required field

### Document Information

* Name	Daftir shikat
* Paper Stock Type	Blank Stock
Number of Lines per Remittance Stub	
Number of Setup Documents	
* Format	Standard Check Format
Payment Document Category	

**Format = standard check format**

### Document Numbers

* First Available Document Number	10000
Last Available Document Number	

## Prepayment cycle

status → unpaid

status → Available

After create payment

## 1-create invoice with type prepayment

- entry

Dr/prepaid expense  
 Cr/liability

## 2-create payment for prepayment

- entry

Dr/liability  
 Cr/cash clearing

## 3-create invoice with standard type & apply prepayment with standard invoice

- entry

Dr/item expense  
 Cr/liability  
 Cr/prepaid expense

## 4-create payment for standard deo (standard amount – prepayment amount )

- entry

Dr/liability  
 Cr/cash clearing

# Expense report

**1-create expense report template** to define type of expenses which the employee need it

Function(payable)-setup-invoices-expense report templates

The screenshot shows the 'Expense Report Templates' screen. A template named 'EXP\_TEMP' is selected. A red box highlights the 'Template Name' field and the expense item row for 'CAR'. Another red box highlights the GL Account field '01.0000.310100.0000'.

**2-assign expense report template** to payable options(expense report)

Function(payable)-setup-options-payables options

**tab=expense report**

The screenshot shows the 'Payables Options' screen with the 'Expense Report' tab selected. A red box highlights the 'Default Template' dropdown set to 'IT India Employee Expense'.

## Automatically create employee as supplier

That check box allow to create supplier with type employee against user

**3-enter expense items for this employee**

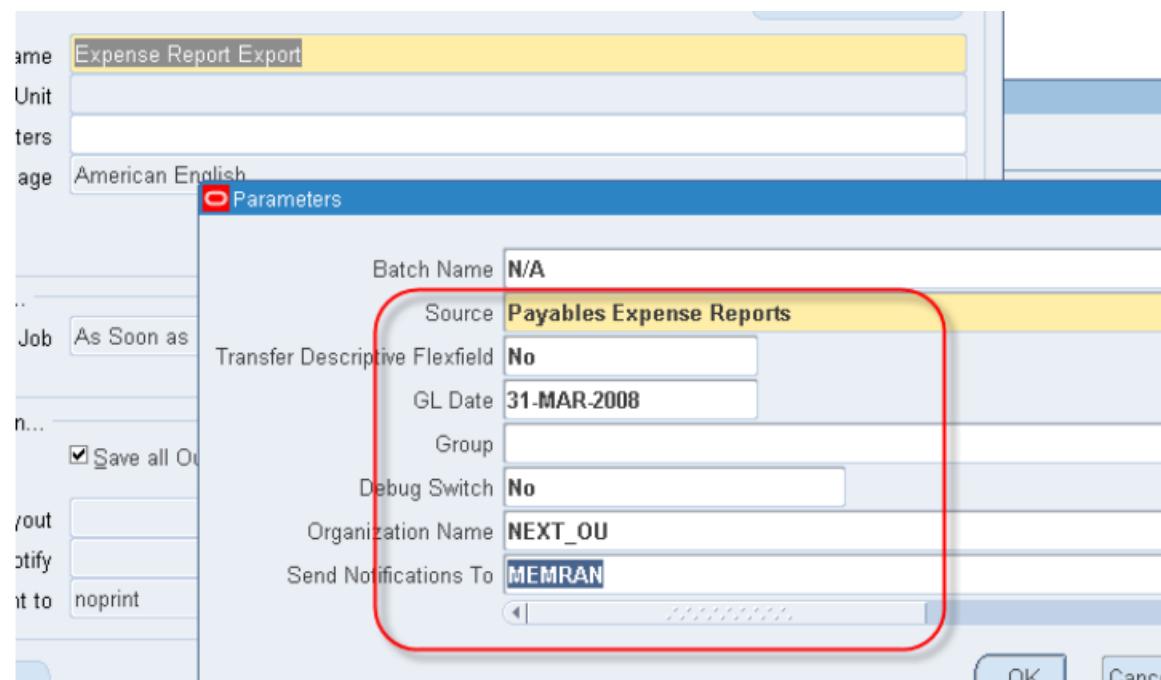
Function(payable)-invoices-entry-expenses report

The screenshot shows the 'Expense Reports' screen. An expense entry for 'CAR' is shown with a red box highlighting the 'Name' field 'EMRAN, MOHAMED' and the 'GL Account' field '01.0000.310300.0000'. Another red box highlights the 'Reviewed By' section with 'Payables' checked. A third red box highlights the expense item row for 'CAR'. A pink box labeled 'Assign template' with an arrow points to the 'Template' dropdown set to 'EXP\_TEMP'.

**Name:** employee's name

**GL acc:** expense account carry

**Now we can run request %expense report export% function(payable)-other-requests-submit new request**



### Another scenario for expense report

Advance payment for employee & he can settle it on bills

**1-create invoice with type prepayment and create payment validate – create acc**

**2-enter expense items for this employee**

Function(payable)-invoices-entry-expenses report

Operating Unit	NEXT_OU	Number	24
Name	Stock, Ms. Pat	Send to	Office
GL Account	01.0000.310100.0000	Date	01-MAR-2008
Description	CO1.DEFAULT.Raw Material.DEFAULT	Amount	1,000.00
Invoice Num	21	Lines Total	1,000.00
Inv Description		Hold	
Functional		Withholding Tax Group	
Currency	EGP	Apply Advances	
Type		Number	20
Date		Line	1
Rate		Amount	1,000.00
		GL Date	01-MAR-2008
Template EXP_TEMP [ ]			
<input type="button" value="Accounting"/> <input type="button" value="Merchant"/> <input type="button" value="Receipt"/> <input type="button" value="Currency"/> <input type="button" value="Expense Audit"/> <input type="button" value="Adjustments"/>			
Item	Amount	GL Account	Withholding Tax Group
CAR	1,000.00	01.0000.310100.0000	

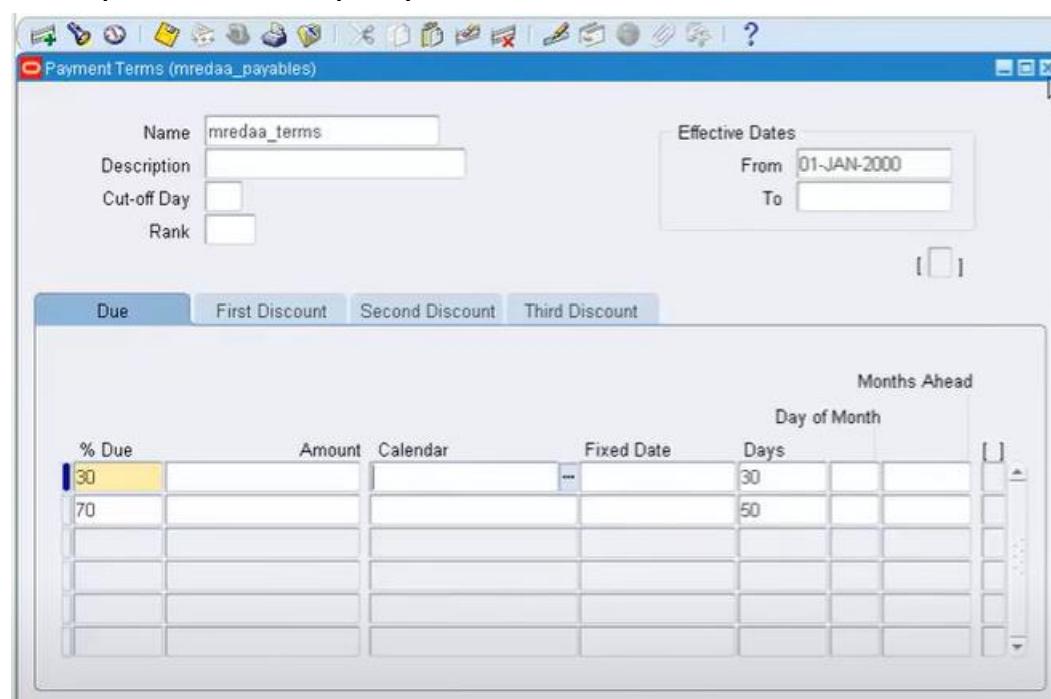
### Apply advances

To make apply on prepayment with exp report

# Payment term

## How to create pay term

Function(payable)-setup-invoice-payment terms



Payment term on level “supplier” → invoice management

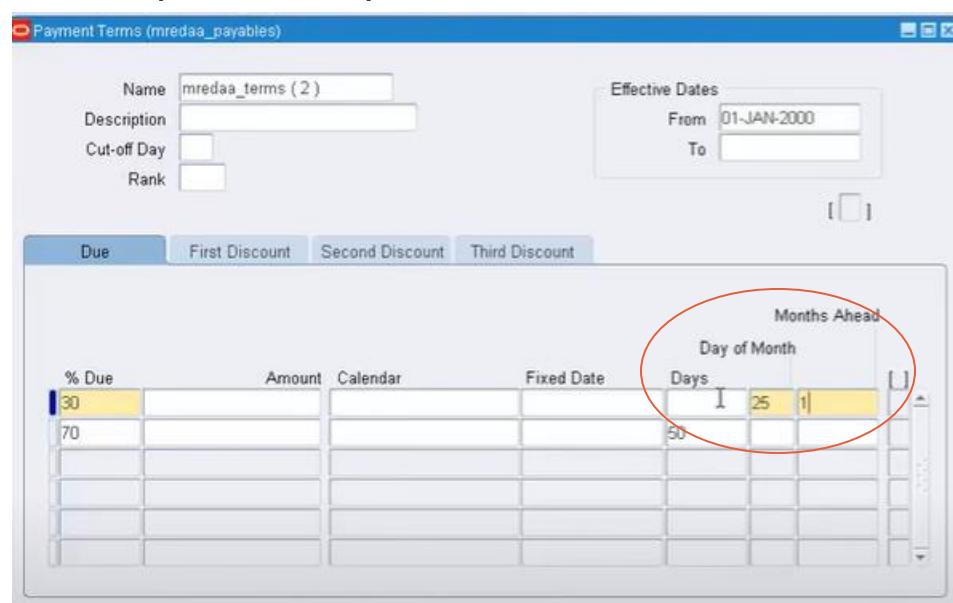
To create payment for invoice with installments

Function(payable)-payments-entry-payment

after fill parameters  
press on (enter/adjust invoice)  
control + S & create account

**Day of month      months ahead**

Function(payable)-setup-invoice-payment terms

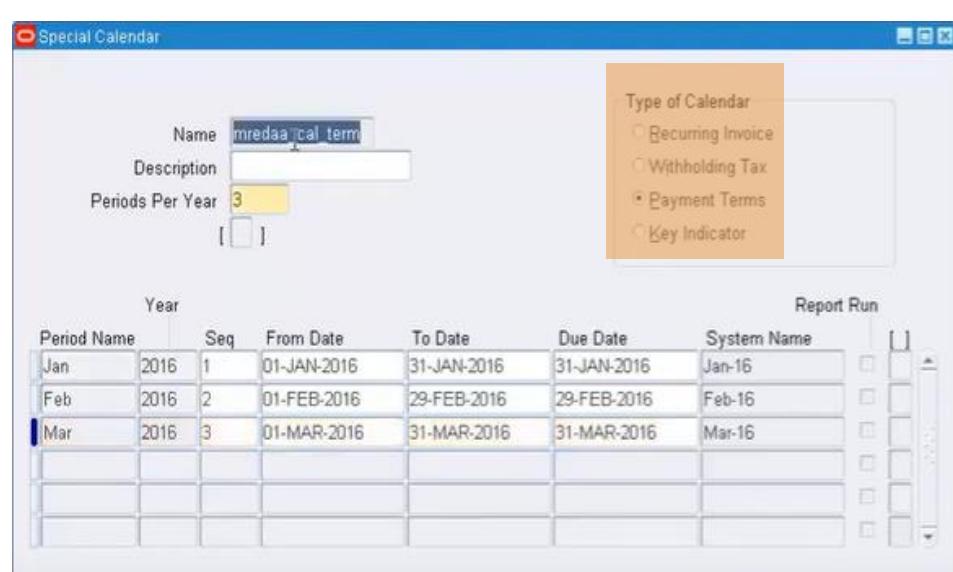


If invoice date **(10-feb-25)**  
And we select **day of month 25**  
**months ahead 1**

**That means :**  
Due date will be in **(25-mar-25)**

## Special calendar

Fun(payable)-setup-calendar-special calendar



# Tax presets

## 1-create responsibility

Function area(sys admin)-security-responsibility-define

The screenshot shows the 'Responsibilities' screen. The 'Responsibility Name' field is set to 'mreda tax'. Under 'Effective Dates', 'From' is set to '27-APR-2015'. In the 'Available From' section, the 'Oracle Self Service Web Applications' checkbox is selected. The 'Data Group' section shows 'Name: Standard' and 'Application: E-Business Tax'. The 'Request Group' section shows 'Name: Oracle E-Business Tax Request' and 'Application: E-Business Tax'. Below these sections, there are tabs for 'Menu Exclusions', 'Excluded Items', and 'Securing Attributes'. A table lists 'Type', 'Name', and 'Description' for various functions.

**Shift + f5** to fill data

**Available from** web

## 2-assign responsibility to user

Function area(sys admin)-security-user-define

The screenshot shows the 'Users' screen. The 'User Name' field is set to 'MREDA'. In the 'Direct Responsibilities' tab, several responsibilities are listed: 'mreda sysadmin', 'mreda GL', 'mreda tax' (which is highlighted with a red box), 'mreda Assets', and 'mreda payable'. The 'mreda tax' row has its 'From' date set to '27-APR-2015'. The 'Indirect Responsibilities' and 'Securing Attributes' tabs are also visible.

**search on user** direct responsibility **new**

## 3-assign responsibility to 2 profile = (GL Ledger Name & Mo: operating Unit, default operating unit)

Function area(sys admin)-profile-system

The screenshot shows the 'Find System Profile Values' screen. The 'Display' section includes checkboxes for 'Site', 'Responsibility' (which is checked and has 'mreda tax' selected), and 'Profiles with No Values'. The 'Profile' field is set to 'gl ledger'. At the bottom, there are 'Find' and 'Clear' buttons.

**Control**  
+  
**S**

The screenshot shows the 'Find System Profile Values' screen. The 'Display' section includes checkboxes for 'Site', 'Responsibility' (which is checked and has 'mreda tax' selected), and 'Profiles with No Values'. The 'Profile' field is set to '%mo%op%uni%'. At the bottom, there are 'Find' and 'Clear' buttons.

# Tax configuration

**4-function area (tax)-home-tax configuration-create tax authority party tax profile-go to task**  
 search by legal entity or operating unit - **create tax profile**

Party Type: Operating Unit owning Tax Content  
 Party Name: mreda operating unit  
 Address: mansoura  
 Country Name: Egypt

Main | Tax Reporting Codes  
 Main Information

Use Subscription of the Legal Entity  Use Subscription of the Legal Entity Effective From 11-Apr-2015

Cancel | Apply

## 5-create tax regimes

Home | Tax Configuration | Products | Parties | Transactions | Defaults and Controls | Provider Services | Advanced Setup Options | Requests | Tax Regimes | Taxes | Tax Statuses | Tax Jurisdictions | Tax Recovery Rates | Tax Rates | Tax Rules

Tax Configuration: Tax Regimes > Create Tax Regime: Main Details

Main Information

\* Indicates required field

\* Tax Regime Code: MREDA TAX REGIME  
 \* Name: mreda Tax Regime  
 Regime Level: Country  
 \* Country Name: Egypt  
 Parent Regime Code:   
 \* Effective From: 01-Jan-2000  
 Effective To: (example: 27-Apr-2015)  
 Used to group Regimes

Show Controls and Defaults | Show Compounding Level Controls

Controls

Enable the options that you want to make available to taxes in this tax regime.

Allow Tax Recovery | Allow Tax Exemptions  
 Allow Override and Entry of Inclusive Tax Lines | Allow Tax Exceptions

Defaults

Enter the default values to apply to all taxes in this regime. You can override these defaults at the tax level.

Tax Currency: EGP  
 Minimum Accountable Unit:   
 Rounding Rule:   
 Tax Precision: 2  
 Allow Tax Inclusion: Standard Inclusive Handling | Allow Multiple Jurisdictions  
 Exchange Rate Type:   
 Reporting Tax Authority:   
 Collecting Tax Authority:   
 Use Legal Registration Number:

السماح بالتعديل على قيم الضرائب وهل الفاتوره شاملها

السماح باستخدام الاعفاء الضريبي

تعديل حساب الضرائب اخليه يأخذ ال exp acc

السماح باستخدام الضرائب الاستثنائيه

نحدد الريت والسماح بالتقريب

**Standard NON inclusive handing**

ضمنيه غير ضريبه

continue

\* Indicates required field  
 TIP Date format example: 27-Apr-2015  
 Add Multiple Parties

Party Name	Party Type	Country	Configuration for Taxes and Rules	Configuration for Product Exceptions	Effective From
mreda legal entity	First Party Legal Entity	mansoura Egypt	Party Specific Configuration Configuration for Taxes and Rules	Party-Specific Configuration Configuration for Taxes and Rules	<input type="text"/>

Assign legal entity

Rule for tax

Old date

finish

## 5-create tax

Home | Tax Configuration | Products | Parties | Transactions | Defaults and Controls | Provider Services | Advanced Setup Options | Requests

Tax Regimes | Taxes | Tax Statuses | Tax Jurisdictions | Tax Recovery Rates | Tax Rates | Tax Rules

Tax Configuration: Taxes > Create Tax

\* Indicates required field

**Main Information**

- \* Tax Regime Code: MREDA TAX REGIME
- \* Configuration Owner: mreda legal entity
- Tax Source: Create a new tax
- \* Tax: MREDA TAX
- \* Tax Name: mreda tax
- Tax Type: SALES\_TAX
- \* Effective From: 01-Jan-2000 (example: 27-Apr-2015)
- Effective To:
- Make Tax Available for Transactions
- Geography Type: COUNTRY
- Parent Geography Type: COUNTRY
- Parent Geography Name: Egypt

Override Geography Type:  EGY

Minimum Accountable Unit:

Rounding Rule: Down

Tax Precision: 2

Exchange Rate Type:

Compounding Precedence:

Reporting Tax Authority:

Collecting Tax Authority:

Applied Amount Handling: Recalculated

Set as Offset Tax

Set Tax for Reporting Purposes Only

**Tax Accounts**

Ledger: mreda ledger

**General Tax Accounts**

Tax Expense:  Company-Branch-Dept-Account-Sub Acc 01-01-00-250200-000

\* Tax Recoverable/Liability:  Company-Branch-Dept-Account-Sub Acc

\* Operating Unit:

Or we can create acc from tax rate

Legal entity nearest %sales%

After finish setup we must mark on it require Tax liability account

## 6-create tax status

Main Information

- \* Tax Regime Code: MREDA TAX REGIME
- \* Configuration Owner: mreda legal entity
- \* Tax: MREDA TAX
- \* Tax Status Code: MREDA TAX STATUS
- \* Name: mreda Tax Status

\* Effective From: 01-Jan-2000 (example: 27-Apr-2015)

Effective To:

Set as Default Tax Status

Default Status Effective From: 01-Jan-2000

Default Status Effective To:

Default Controls

Allow Tax Rate Override

**Cancel** **Create Another** **Apply**

We can create more than one tax or tax status

## 7-create tax jurisdictions

Tax Regimes | Taxes | Tax Statuses | Tax Jurisdictions | Tax Recovery Rates | Tax Rates | Tax Rules

Tax Configuration: Tax Jurisdictions > Create Tax Jurisdiction

\* Indicates required field

**Main Information**

- \* Tax Jurisdiction Code: MREDA TAX JURISDICTION
- \* Tax Jurisdiction Name: mreda Tax Jurisdiction
- \* Tax Regime Code: MREDA TAX REGIME
- \* Tax: MREDA TAX
- \* Geography Type: COUNTRY
- Parent Geography Type: COUNTRY
- Parent Geography Name: Egypt
- \* Effective From: 01-Jan-2000 (example: 27-Apr-2015)
- Effective To:

**Default Tax Jurisdiction Settings**

Set as default Tax Jurisdiction

Default Effective From:

Default Effective To:

\* Geography Name: Egypt

\* Precedence Level: 300

Collecting Tax Authority:

Reporting Tax Authority:

**Cancel** **Tax Accounts** **Apply**

Tax policies for business, is a legal defined area

## 8-create tax rates

**Create Tax Rate**

\* Indicates required field

* Tax Regime Code	MREDA TAX REGIME
* Configuration Owner	mreda legal entity
* Tax	MREDA TAX
* Tax Status Code	MREDA TAX STATUS
Tax Jurisdiction Code	MREDA TAX JURISDICTION
* Tax Rate Code	mreda Tax (10%)

Tax Regime Name: mreda Tax Regime  
Rate Type: Percentage  
Tax Name: mreda tax

Tax Status Name: mreda Tax Status  
Tax Jurisdiction Name: mreda Tax Jurisdiction

**Rate Periods**

✓ TIP Date format example: 27-Apr-2015

Percentage Rate	Effective From	Effective To	Rate Details	Tax Accounts	Duplicate Details	Accounts Remove
10	01-Jan-2000					

**Tax Accounts**

Ledger: mreda ledger

**Other Details**

Set as Default Rate  
Default Effective From: 01-Jan-2000

## 9-create tax rule

**Tax Rules**

\* Indicates required field

* Configuration Owner	mreda legal entity
* Tax Regime Code	MREDA TAX REGIME
* Tax	MREDA TAX
Rule Type	Go!

**Configuration**

Select Name	Type	Owner	Default	Event Class	Rule Order	Factor Set Name	Enabled	Rule Entry	Rule Entry
Rule Types	Rule Type								
Direct Tax Rate Determination	Rule Type								
Determine Place of Supply	Rule Type		Ship to, use bill if ship to is not found						
Determine Tax Applicability	Rule Type		Applicable						
Determine Tax Registration	Rule Type		Ship to, use bill if ship to is not available						
Determine Tax Status	Rule Type		MREDA TAX STATUS						
Determine Tax Rate	Rule Type		MREDA TAX (10%)						
Determine Taxable Basis	Rule Type		STANDARD_TB						
Calculate Tax Amounts	Rule Type		STANDARD_TC						
Determine Recovery Rate	Rule Type								

Select tax rule type: Reorder Rules

After finishing the configuration  
Tab tax

Make tax available for transactions

**Create Tax**

\* Indicates required field

**Main Information**

* Tax Regime Code	MREDA TAX REGIME
* Configuration Owner	mreda legal entity
Tax Source	Create a new tax
* Tax	MREDA TAX
* Tax Name	mreda tax
Tax Type	SALES_TAX
* Effective From	01-Jan-2000
Effective To	
Geography Type	COUNTRY
Parent Geography Type	COUNTRY
Parent Geography Name	Egypt

**Override Geography Type**: EGP

**Minimum Accountable Unit**: Down

**Tax Precision**: 2

**Exchange Rate Type**: Compounding Precedence

**Reporting Tax Authority**: Collecting Tax Authority

**Applied Amount Handling**: Recalculated

**Set as Offset Tax**: Set Tax for Reporting Purposes Only

**we must assign tax to (AP, AR) with specific type of invoice**

## 10- E-business tax home - create configuration owner tax options go task create

Home | Tax Configuration | Products | Parties | Transactions | Defaults and Controls | Provider Services | Advanced Setup Options | Requests | Configuration Owner Tax Options | Application Tax Options

Create Configuration Owner Tax Options

\* Indicates required field

* Configuration Owner: mreda legal entity	Entity Name:
Application Name:	* Effective From:
* Event Class:	Effective To:

Default Tax Options

Rounding Precedence Hierarchy

Set the locations to look for rounding level and rounding rule default values and the order in which to look. Note: Default rounding rules are tax-specific.

Rounding Precedence 1	Rounding Precedence 4
Rounding Precedence 2	Default Rounding Level: Header
Rounding Precedence 3	

**We can assign any type of transactions ( AP AR)**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Event Class Go

Results

Select	Quick Select	Event Class	Application Name	Entity Name
<input type="radio"/>	<input type="radio"/>	Expense Reports	Payables	AP Invoices
<input type="radio"/>	<input type="radio"/>	Repayment Invoices	Payables	AP Invoices
<input type="radio"/>	<input type="radio"/>	Standard Invoices	Payables	AP Invoices
<input type="radio"/>	<input type="radio"/>	Requisition	Purchasing	Requisition
<input type="radio"/>	<input type="radio"/>	Release	Purchasing	Release
<input type="radio"/>	<input type="radio"/>	Purchase Order and Agreement	Purchasing	Purchase Order
<input type="radio"/>	<input type="radio"/>	Credit Memo	Receivables	Transactions
<input type="radio"/>	<input type="radio"/>	Debit Memo	Receivables	Transactions
<input type="radio"/>	<input type="radio"/>	Invoice	Receivables	Transactions
<input type="radio"/>	<input type="radio"/>	Tax Event for Claims Interfacing to AP	Trade Management	Claims and Deductions

Operating Unit	Type	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Withheld An
mreda operating unit	Standard	Computek	7	COMUTEK M	30-JAN-2015	600	EGP	1,000.00	

1 General    2 Lines    3 Holds    4 View Payments    5 Scheduled Payments    6 View Prepayment Applications

Total	Gross	1,000.00	Retained		Net	1,000.00
Tax	Tax Status	Tax Rate Name	Tax Rate	Tax Jurisdiction	Tax Classification Code	Primary Intended Use
					MREDA TAX (10%)	

**ASSIGN TAX ON LEVEL INVOICE LINE**

# Withholding tax

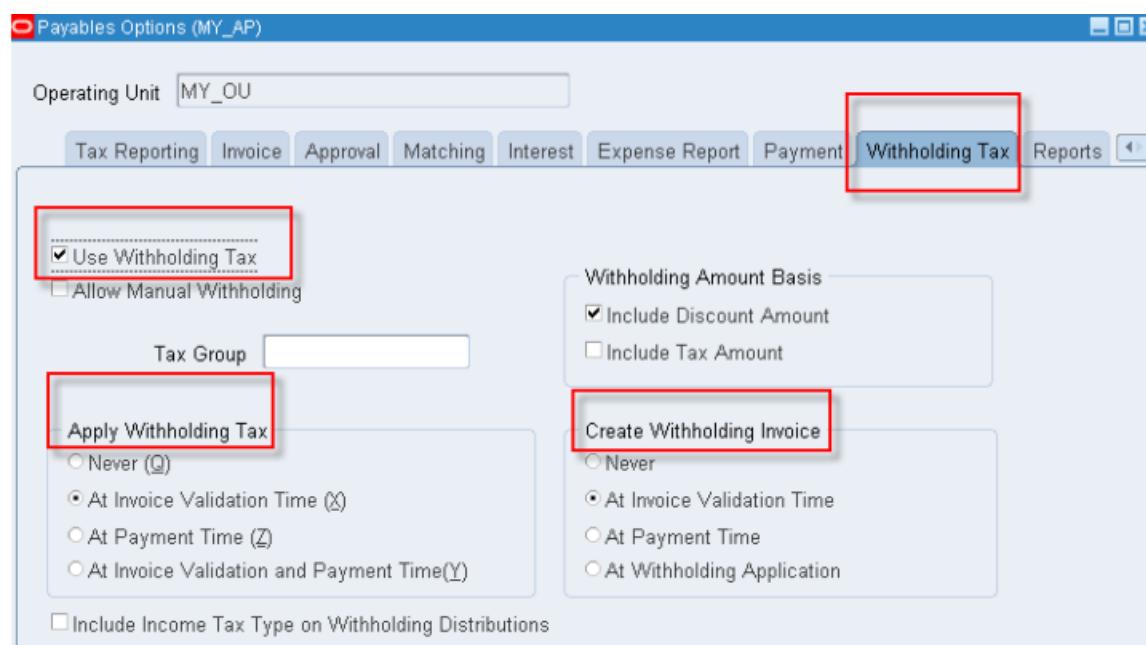
Commercial and industrial profits tax  
Discount & addition tax paid in advance on  
purchases  
to suppliers

## Pre-requisites

- **Enable withholding tax option**

Function(payable)-setup-options-payable option

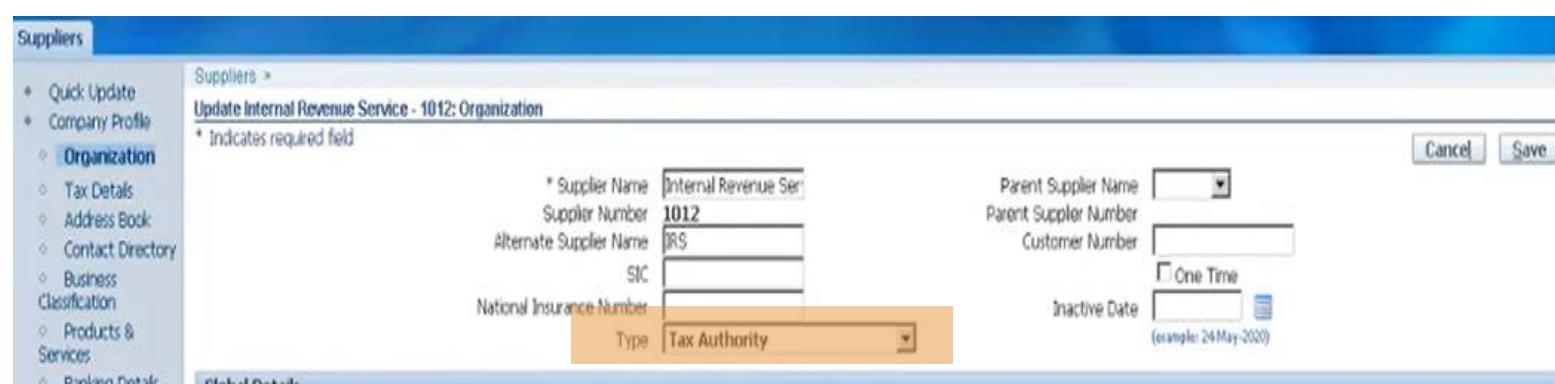
**tab withholding tax**



- **Define supplier as tax authority**

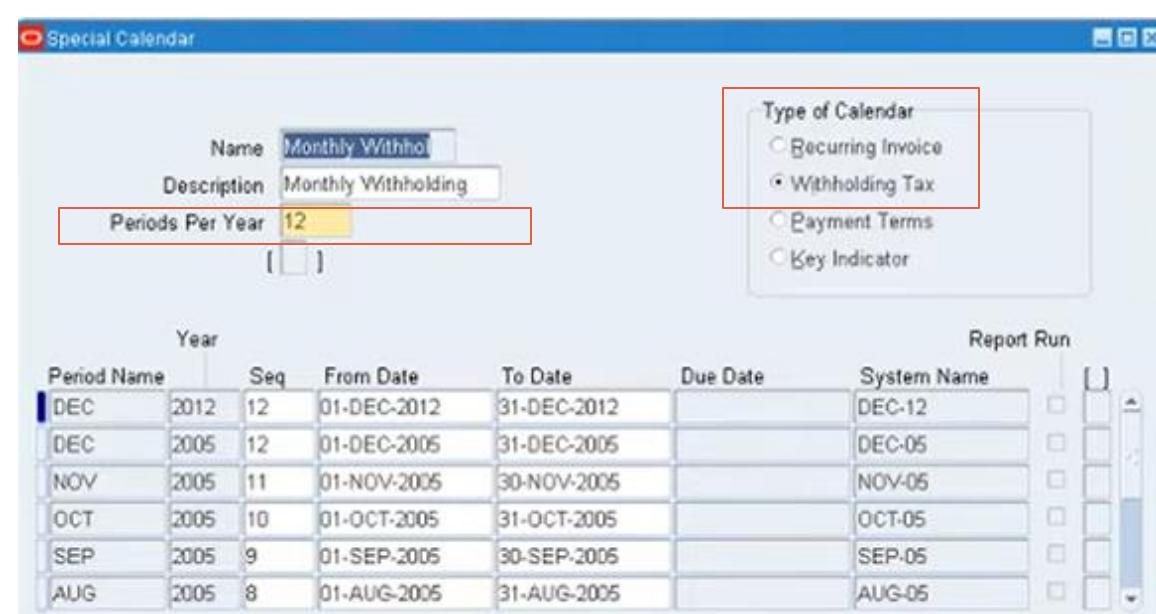
FUNCTION (payable)-supplier - entry

**create supplier**



- **Define WHT calendar**

Fun(payable)-setup-calendar-special calendar



# setup

## 1. Create withholding tax code

Function(payable)-setup-tax-withholding-codes

Operating Unit MY\_OU  
Tax Code WITH1  Enabled  
Description  
GL Account 01.0000.210200.0000.00  
Account Description CO1.DEFAULT.Tax.Default.DEFAULT.DEFAULT  
VAT Transaction Type  
Rate Structure  
Period Limit  
Flat Rate  Amount Basis  
Amount Ranges  
Tax Authority MY\_TAX  
Number 8  
Site TAX\_ADD  
Currency EGP  
Period Limit  
Calendar  
Don't Create Zero Amount Accounting or Invoices  
Create Withholding Tax Group  
Tax Rates  
Type Standard From To Amount Range From To Rate Comments  
Standard 5

Assign special calendar or not

## 2. Assign WHT group on supplier site level for specific standard supplier

FUNCTION (payable)-supplier - entry

search on supplier

Site Name	Operating Unit	Allow Tax Withholding	Invoice Withholding Tax Group	Payment Withholding Tax Group	Update Transaction Tax
DALLAS-ERS	Vision Operations	<input type="checkbox"/>	US TDS 20%		<input type="checkbox"/>
PLANTATION-CTR	Vision Operations	<input type="checkbox"/>	US TDS 20%		<input type="checkbox"/>
SPRINGFIELD	Vision Operations	<input checked="" type="checkbox"/>	US TDS 20%		<input type="checkbox"/>

For running request for all ap transaction

Top bar-view-requests-submit a new request

%transfer journals entries to gl%

Submit find

Ledger mreda ledger  
Process Category  
End Date 31-JAN-2015  
Post in General Ledger Yes  
General Ledger Batch Name

