



# Payables transactions

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## Introduction

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In this document we will be talking about some payables transactions also some configurations that might be required for some scenarios in your business with some simple examples for a better understanding

## Content

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1/ creating invoices

2/distributions & reverses

3/ managing offset accounts option

4/ merging suppliers

5/ some payment transactions & terms creation

# Creating an invoice

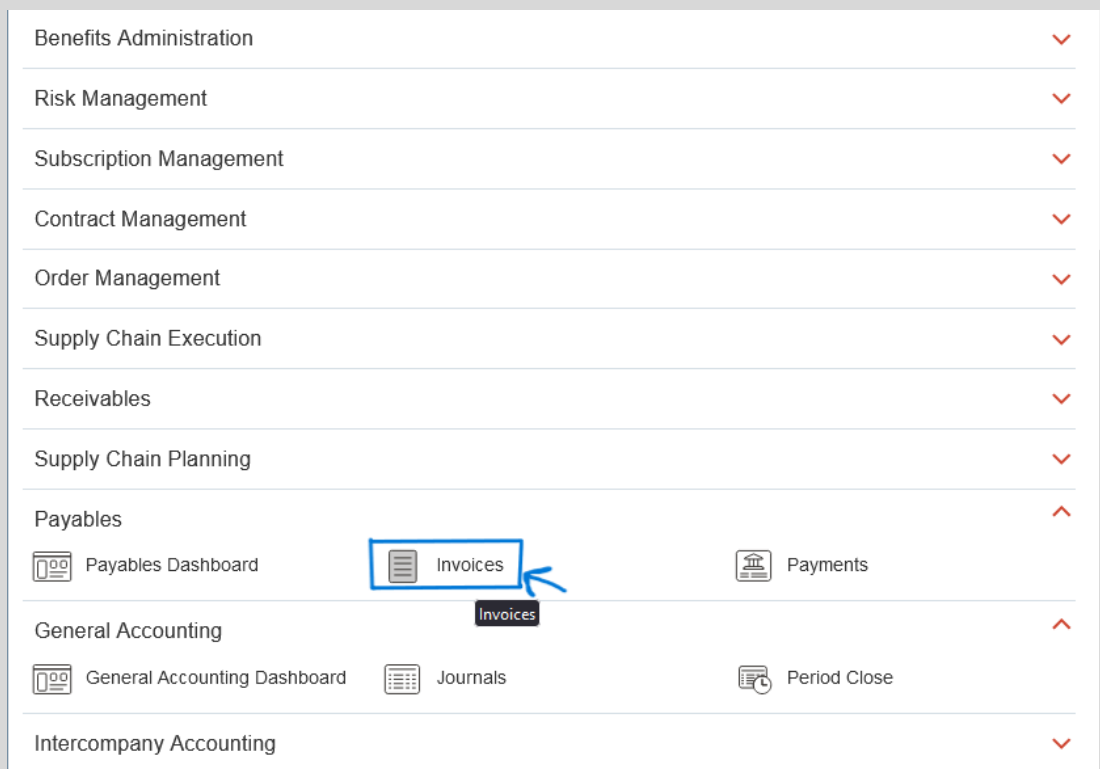
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To create an invoice after finishing payables **configs**

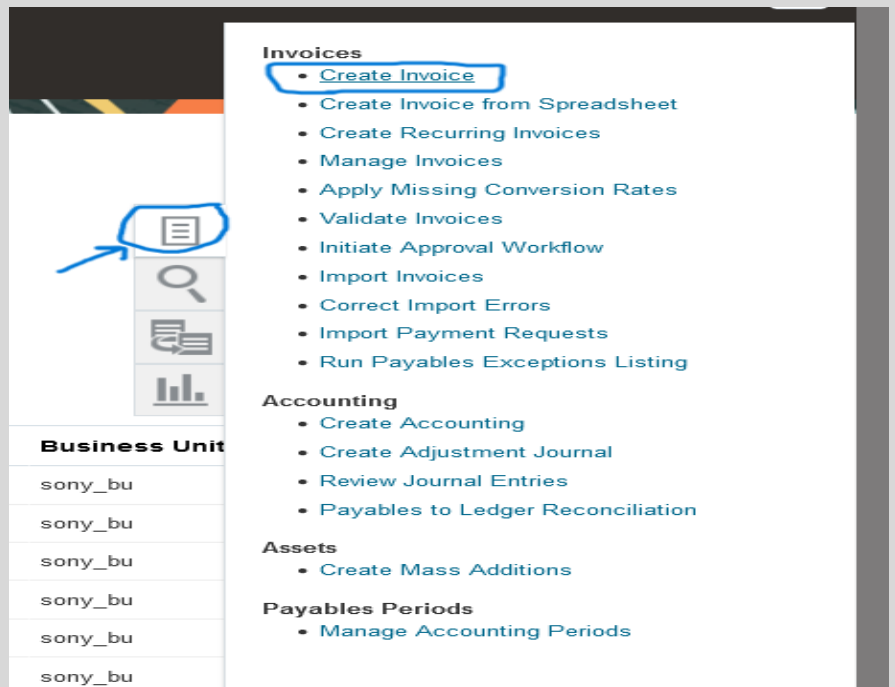
- 1- you must have a role of **accounts payable specialist**
- 2- Assigned to your **business unit**
- 3- You must have a **supplier** in your setup

And by then u should be able to create an invoice normally ..

Just head to the navigator and select payables



Then from the **task menu** select **create invoice**



Then start filling the required info make sure that the total **amount** in the **line fields** are equal to the amount in the **header**

Create Invoice: ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO:

Business Unit: sony\_bu

Supplier: sony\_supplier

Supplier Number: 1469

Supplier Site: sony\_supplier\_address

Legal Entity: sony\_legal\_entity

Invoice Group:

\* Number: test for document

\* Amount: EGP - 10,300.00

\* Type: Standard

Description:

\* Date: 13.Sep.2024

\* Payment Terms: Immediate

\* Terms Date: 13.Sep.2024

Requester:

Attachments: None

Note:

**Lines** ? Match Invoice Lines

View: +, -, X, Y, Z, Detach, Allocate, Cancel Line, Distributions

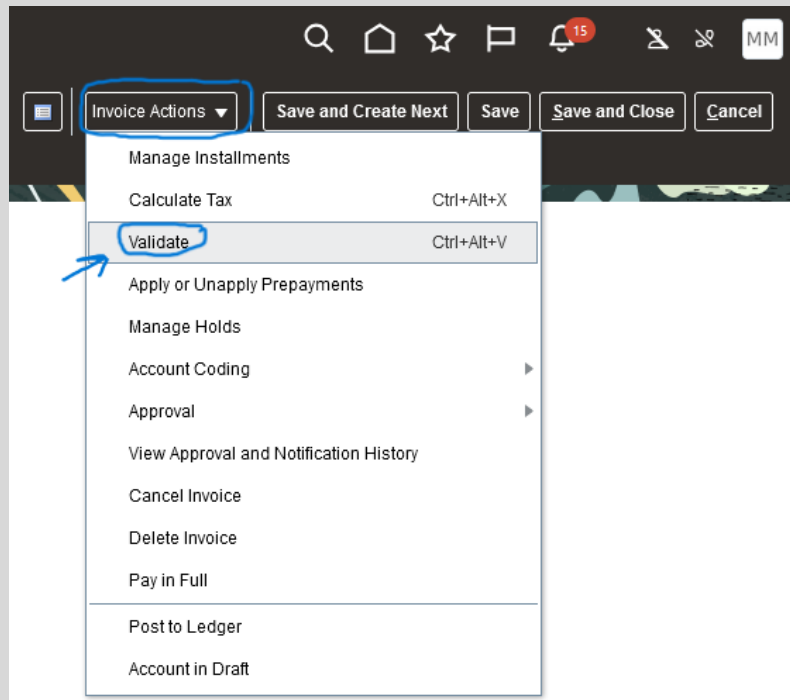
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification
1	Item	10,300.00		01-000-56552-01	13.Sep.2024	<input type="checkbox"/>		
2	Item		ssony_disruption_set		13.Sep.2024			

Hit save then from the invoice action menu choose **validate**

After it gets validated

Select **post to ledger** option

Then u can view the accounting happened should look like this with different combination ofc



Now as u can see the combination we entered at the invoice line became as **item expense** entry .. but what about the **liability** entry where did it come from ?

Accounting Lines: Standard Invoice test for document

Ledger: sony EG Date: 13.Sep.2024 Status: Final

View: View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (EGP)	
				Debit	Credit
1	Invoice Validated	01-000-56552-01	Item expense	10,300.00	
2	Invoice Validated	01-000-21060-01	Liability		10,300.00

Segment Value Description

company	01	sony pictures
department	000	None dep
account	21060	Contracts Payable
intercompany	01	inter company 1

Done

The liability account can be assigned from 2 different places

The first one is from the payables config ( **manage common options for payables and procurement** )

And also from the **supplier site** options

**Keep in mind** if u did assign different accounts for payables one in payables config and the other in supplier site the priority will go for the supplier site

The screenshot shows the 'Manage Common Options for Payables and Procurement' configuration page. The 'Default Distributions' section contains several fields with account numbers, some of which are highlighted with blue boxes. The 'Automatic Offsets' section shows radio button options for 'Offset Segments'.

**Default Distributions**

* Liability	01-000-21010-01	
* Prepayment	01-000-15015-01	
Bill Payable		
* Conversion Rate Variance Gain	01-000-52149-01	
* Conversion Rate Variance Loss	01-000-52149-01	
* Discount Taken	01-000-56550-01	

**Automatic Offsets**

Offset Segments ☐ None ☒ Primary balancing segment ☐ All segments, except natural account

The screenshot shows the 'Edit Site: sony\_supplier\_address' page. The 'Site Assignments' tab is active, displaying a table with columns for Client BU, Bill-to BU, Ship-to Location, Bill-to Location, Use Withholding Tax, Withholding Tax Group, Liability Distribution, Prepayment Distribution, Bill Payable Distribution, Distribution Set, and Inactive Date. The 'Liability Distribution' field is highlighted with a blue box.

**Edit Site: sony\_supplier\_address**

Procurement BU: sony\_bu  
Address Name: sony\_supplier\_address  
Address: P66 hara giza GIZA,EGYPT  
\* Site: sony\_supplier\_address  
Inactive Date: dd.mm.yy  
Status: Active

**Site Purpose**

- ☐ Sourcing only
- ☒ Purchasing
- ☐ Procurement card
- ☒ Pay
- ☐ Primary pay

Attachments: None

**Site Assignments**

* Client BU	Bill-to BU	Ship-to Location	Bill-to Location	Use Withholding Tax	Withholding Tax Group	Liability Distribution	Prepayment Distribution	Bill Payable Distribution	Distribution Set	Inactive Date
sony_bu	sony_bu			<input type="checkbox"/>		01-000-210			ssony_disrup	dd.mm.yy

U can also double check your source before validating and posting and change the liability account distribution specifically for the current invoice that you are creating by clicking on **show more** from the **header**

The screenshot shows the 'Create Invoice' form with the 'Invoice Header' section expanded. A blue circle highlights the 'Show More' link next to the 'Invoice Header' title, with a blue arrow pointing to it. The form contains several input fields: 'Identifying PO' (text), 'Business Unit' (dropdown with 'sony\_bu'), '\* Supplier' (text with search icon), 'Supplier Number' (text with value '1469'), '\* Supplier Site' (dropdown with 'sony\_supplier\_address'), 'Legal Entity' (text with value 'sony\_legal\_entity'), and 'Invoice Group' (text). Below the header section, there is a 'Lines' section with a 'Match Invoice Lines' dropdown and a 'Detach' button. At the bottom, there are buttons for 'Allocate', 'Cancel Line', and 'Distributions', and a row of tabs: 'Distribution', 'Reference', 'Tax', 'Purchase Order', 'Asset', and 'Project'.

And by going to the **Accounting** section u can find the **liability** distribution address **editable**

The screenshot shows the 'Create Invoice' form with the 'Accounting' section selected. A blue circle highlights the 'Accounting' tab, with a blue arrow pointing to it. The 'Accounting' section contains two input fields: '\* Accounting Date' (text with value '16.Sep.2024' and a calendar icon) and '\* Liability Distribution' (text with value '01-000-21060-01' and a search icon). Below these fields is the label 'Address'. At the bottom, there is a 'Lines' section with a 'Match Invoice Lines' dropdown and a 'Taxes' section.

# Assigning distributions & reversing

## Speaking of distributions

**vision**  
Edit Invoice: test268

Invoice Header

Identifying PO  
Business Unit: sony\_bu  
Supplier: sony\_supplier  
Supplier Number: 1469  
Supplier Site: sony\_supplier\_address  
Legal Entity: sony\_legal\_entity  
Invoice Group:

Number: test268  
Amount: 13,200.00  
Type: Standard  
Description:

Date: 14 Sep 2024  
Payment Terms: Immediate  
Terms Date: 14 Sep 2024  
Requester:  
Attachments: None  
Note:

Lines

Match Invoice Lines

View: +, -, X, Y, Z, Detach, Allocate, Cancel Line, **Distributions**

Number	Type	Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Reference	Tax Classification
1	Item	10,000.00		01-000-17800-01	14 Sep 2024	<input type="checkbox"/>		
2	Item	2,000.00		01-000-52231-01	14 Sep 2024	<input type="checkbox"/>		
3	Item	1,200.00		01-000-56552-01	14 Sep 2024	<input type="checkbox"/>		

Assuming that we have such invoice and we want to distribute the charges for the selected line .. now the total invoice should be equal to the **header** which is **13,200** but when I have many lines and I click on distributions I can only distribute the amount in that **line** alone which will be only the **10,000** ..

**Manage Distributions**

View: +, -, X, Y, Z, Detach, Invoice Line: 1, **Reverse**, Adjust Tax Recovery

Status: Purchase Order, Receipt, Project

Line	* Distribution	* Type	* Amount	* Distribution Combination	* Accounting Date	Description	Status	
							Validation	Accounting
1	1	Item	10,000.00	01-000-17800-01	14 Sep 2024		Validated	Processed
1	2	Item	5,000.00	01-000-17800-01	14 Sep 2024		Validated	Unprocessed
1	3	Item	Amount 0.00	01-000-56016-01	14 Sep 2024		Validated	Unprocessed
1	4	Item	-10,000.00	01-000-17800-01	14 Sep 2024		Validated	Unprocessed

Distributions Total Amount: 10,000.00  
Remaining Amount: 0.00  
Line Amount: 10,000.00

Save and Close, Cancel



Here I can do many things I can **reverse** the line and make a distribution for the line to whatever combination I need, down at right bottom u will find the **reaming amount** so u can always be sure if **calculations** are right or not

and u can do all of the even after **posting to your general ledger** but make sure to post again to revoke your entries

next to distribution u can see an option for canceling the whole line with its distributions ofc then u can hit the **+** sign to add a line once again make sure that you re post to your general ledger

**vision**  
Edit Invoice: test268

Number: test268  
Amount: EGP 13,200.00  
Type: Standard  
Description: [Empty]

Date: 14.Sep.2024  
Payment Terms: Immediate  
Terms Date: 14.Sep.2024  
Requester: [Empty]  
Attachments: None  
Note: [Empty]

**Lines**  
Match Invoice Lines  
View: [Icons] [Cancel Line] [Distributions]

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification
1	Item	10,000.00		01-000-17800-01	14.Sep.2024	<input type="checkbox"/>		
2	Item	2,000.00		01-000-52231-01	14.Sep.2024	<input type="checkbox"/>		
3	Item	1,200.00		01-000-56552-01	14.Sep.2024	<input type="checkbox"/>		

u can assign a distribution set so that u don't have to do it every time from payables configs and pick **manage distribution** sets hit the **( + )** start creating one to your business unit

**vision**  
Edit Distribution Set: ssony\_disruption\_set

Business Unit: ssony\_bu  
Name: ssony\_disruption\_set  
Description: 30-70  
Distribution Percentage: 100  
Inactive Date: 05/01/2025  
Context Value: [Empty]

**Distribution Set Details**  
View: [Icons] [Detach]

* Line	* Distribution (%)	Description	* Distribution Combination	Combination Description	Income Tax Type	Project Information
1	30		01-000-17800-01			
2	70		01-000-17810-01			

to make it appear when ever u enter to create an invoice for your supplier just head to supplier site and pick it from there

Overview Manage Suppliers x Supplier: sony\_supplier x

Edit Site: sony\_supplier\_address

Procurement BU sony\_bu  
Address Name sony\_supplier\_address  
Address P66 hara giza GIZA EGYPT  
\* Site sony\_supplier\_address  
Inactive Date dd.mm.yy  
Status Active

\* Site Purpose  
☐ Sourcing only  
☒ Purchasing  
☐ Procurement card  
☒ Pay  
☐ Primary pay  
Attachments None

General Purchasing Receiving Invoicing Payments Site Assignments Qualifications

Actions View Format Autocreate Assignments Freeze Detach Wrap Status Active

* Client BU	Bill to BU	Ship to Location	Bill to Location	Use Withholding Tax	Withholding Tax Group	Liability Distribution	Prepayment Distribution	Bill Payable Distribution	Distribution Set	Inactive Date
sony_bu	sony_bu			<input type="checkbox"/>		01-000-210			ssony_disrup	dd.mm.yy

Columns Frozen: 2

Also if we want to assign freight expenses to two lines

Suppose that we did purchase a heavy item for 35k and another light weight item for 17.5k now we will allocate the freight expenses in a prorate method..

just click on the check mark for the freight and hit allocate across all lines and now it will remove the combination for the freight and re assign to the purchased items account

Invoice Header Show More

Identifying PO  
Business Unit sony\_bu  
\* Supplier sony\_supplier  
Supplier Number 1469  
\* Supplier Site sony\_supplier\_address  
Legal Entity sony\_legal\_entity  
Invoice Group

\* Number text69745  
\* Amount EGP - 70,000.00  
\* Type Standard  
Description

\* Date 16 Sep 2024  
\* Payment Terms sony payment term 2  
\* Terms Date 16 Sep 2024  
Requester  
Attachments None  
Note

Lines Match Invoice Lines

View + - Autocreate Assignments Freeze Detach Cancel Line Distributions

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description
1	Item	35,000.00		01-000-11015-01	16 Sep 2024	<input type="checkbox"/>	
2	Item	17,500.00		01-000-11017-01	16 Sep 2024	<input type="checkbox"/>	
3	Freight	17,500.00		01-000-52146-01	16 Sep 2024	<input checked="" type="checkbox"/>	
4	Item		ssony_disruption_set		16 Sep 2024	<input type="checkbox"/>	
5	Item		ssony_disruption_set		16 Sep 2024	<input type="checkbox"/>	

Accounting Lines: Standard Invoice test69745

Ledger sony EG Date 16.Sep.2024 Status Final

View View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (EGP)	
				Debit	Credit
1	Invoice Validated	01-000-11015-01	Item expense	35,000.00	
2	Invoice Validated	01-000-11017-01	Item expense	17,500.00	
3	Invoice Validated	01-000-11015-01	Freight	11,666.67	
4	Invoice Validated	01-000-11017-01	Freight	5,833.33	
5	Invoice Validated	01-000-21060-01	Liability		70,000.00

Done

now what if u wanted to **return purchases?**

Accounting Lines: Standard Invoice 25975

Ledger sony EG Date 15.Sep.2024 Status Final

View View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (EGP)	
				Debit	Credit
1	Invoice Validated	01-000-56552-01	Item expense	3,200.00	
2	Invoice Validated	01-000-21010-01	Liability		3,200.00

Done

We will create a new invoice but this time with the same amount of money but with a minus sign ( - ) here is how it will look like ..





## moving to automatic offset accounts

from mange common option for payable u can see the following

**vision**  
Manage Common Options for Payables and Procurement ?

Business Unit sony\_bu

Default Distributions

* Liability	01-000-21010-01	?
* Prepayment	01-000-15015-01	?
Bill Payable		?
* Conversion Rate Variance Gain	01-000-52149-01	?
* Conversion Rate Variance Loss	01-000-52149-01	?
* Discount Taken	01-000-56550-01	?

Automatic Offsets ?

Offset Segments ☐ None

☒ Primary balancing segment

☐ All segments, except natural account

if u choose from the offset segments option **none** and u enter a company that is different from the entered one for liability account it will create off sets accounts just like this

Accounting Lines: Standard Invoice test inter

Ledger sony EG Date 15.Sep.2024 Status Final

View View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (EGP)	
				Debit	Credit
1	Invoice Validated	05-000-11116-05	Item expense	1,200.00	
2	Invoice Validated	01-000-13011-05	Intracompany	1,200.00	
3	Invoice Validated	05-000-21081-01	Intracompany		1,200.00
4	Invoice Validated	01-000-21060-01	Liability		1,200.00

Done

and If u select the primary balancing segment instead...

as u can see it will change the (**primary balancing segment**) for the **liability combination** so that they can be in the same company without intercompany entries like first time

Identifying PO  
Business Unit sony\_bu  
Supplier sony\_supplier  
Order Number 1469  
Supplier Site sony\_supplier\_address  
Legal Entity sony\_legal\_entity  
Voice Group

\* Number test for primary  
\* Amount EGP - 3,015.00  
Type Standard  
Description

Detach Allocate Cancel Line Distributions

se Order Asset Project

* Amount	Distribution Set	Distribution Combination
3,015.00		05-000-56552-05

Supplier  
Supplier Address  
Legal Entity  
Project  
Amount 3,015.00  
Type Standard

Accounting Lines: Standard Invoice test for primary

Ledger sony EG Date 15.Sep.2024 Status Final

View View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (EGP)	
				Debit	Credit
1	Invoice Validated	05-000-56552-05	Item expense	3,015.00	
2	Invoice Validated	05-000-21060-01	Liability		3,015.00

Done

and if you are going for the third option **all segments except natural account** it should look like this changing all values but not the **account**

ony\_bu  
ony\_supplier 3  
523  
ony\_supplier 3\_address  
ony\_legal\_entity

number test all but  
\* Amount EGP - 2,020.00  
Type Standard

Accounting Lines: Standard Invoice test all but

Ledger sony EG Date 15.Sep.2024 Status Final

View View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (EGP)	
				Debit	Credit
1	Invoice Validated	05-000-11116-05	Item expense	2,020.00	
2	Invoice Validated	05-000-21010-05	Liability		2,020.00

Done

moving to **merge suppliers**

suppose that a supplier purchased the other and they have to be under one name or that we wanted to move all invoices on supplier **x** to supplier **y**

View Detach Create Validate Cancel Post to Ledger

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated Date	Business Unit	Source
test all but	2,020.00 EGP	sony_supplier 3	sony_supplier_3...	Validated	Accounted	Not paid	15.Sep.2024 1:01 PM	15.Sep.2024 1:06 PM	sony_bu	Manual invoice entry
test for primary	3,015.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	15.Sep.2024 11:24 ...	15.Sep.2024 11:42 AM	sony_bu	Manual invoice entry
test Inter	1,200.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	15.Sep.2024 11:08 ...	15.Sep.2024 11:11 AM	sony_bu	Manual invoice entry
cancel purchase	-3,200.00 EGP	sony_supplier 3	sony_supplier_3...	Validated	Accounted	Not paid	15.Sep.2024 10:15...	15.Sep.2024 10:22 AM	sony_bu	Manual invoice entry
25975	3,200.00 EGP	sony_supplier 3	sony_supplier_3...	Validated	Accounted	Not paid	15.Sep.2024 10:13...	15.Sep.2024 10:15 AM	sony_bu	Manual invoice entry
test268	13,200.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	14.Sep.2024 9:26 AM	15.Sep.2024 10:13 AM	sony_bu	Manual invoice entry
test merge	5,200.00 EGP	sony_supplier 3	sony_supplier_3...	Validated	Accounted	Not paid	15.Sep.2024 9:56 AM	15.Sep.2024 10:10 AM	sony_bu	Manual invoice entry
test for document	10,300.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	13.Sep.2024 9:39 PM	14.Sep.2024 9:31 AM	sony_bu	Manual invoice entry

from the **procurement app** > tasks > merge suppliers

vision

Overview

Supplier Spend Authorization Requests

Pending Approval Rejected

Actions View Format Freeze Detach Wrap Pending Past 30 days

Request	Source	Supplier	Supplier Number	Business Relationship	Request
---------	--------	----------	-----------------	-----------------------	---------

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



now we are moving invoices from supplier 3 to one

! please note ! **that this process is irreversible**

vision

OverviewMerge Suppliers x

Merge Suppliers ?

Requests ?

ActionsViewFormat+XFreezeDetachWrap

* From Supplier	* From Supplier Site	Copy Site	* To Supplier	To Supplier Site	Transfer Options
sony supplier 3	sony_supplier_3_adre	<input type="checkbox"/>	sony_supplier	sony_supplier_adres	Purchase Orders and All Invoices

after the process is complete :

Scanned00320-78-1415+

Recent7 Days0 Incomplete22 Complete22 Total

Holds7 Days4 Validation3 Purchasing0 Other

Approval0 Pending6 Others3 Rejected

Prepaid00130-3031-6061+

ViewXPrintPDFDetachCreateValidateCancelPost to Ledger

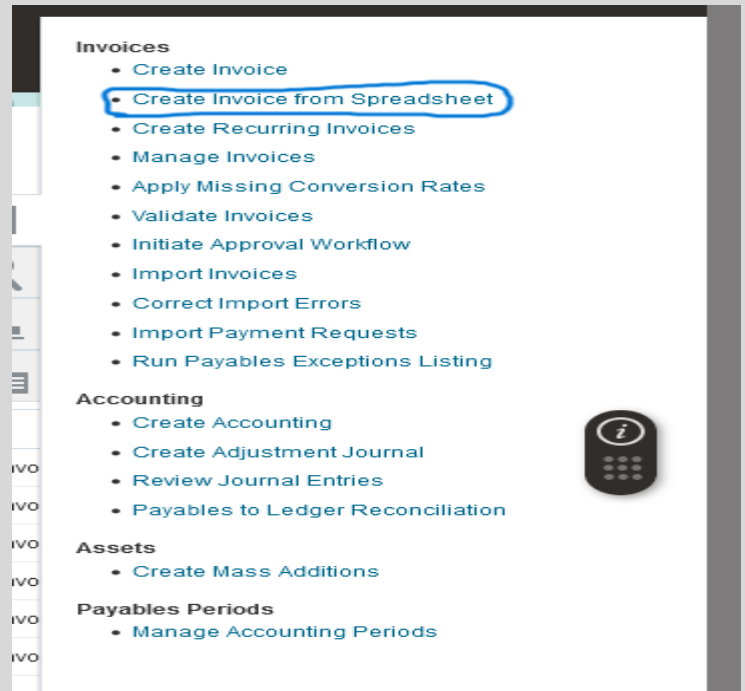
Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated Date	Business Unit	Source	De
test merge	5,200.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	15.Sep.2024 9:56 AM	15.Sep.2024 1:13 PM	sony_bu	Manual invoice entry	
test all but	2,020.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	15.Sep.2024 1:01 PM	15.Sep.2024 1:13 PM	sony_bu	Manual invoice entry	
25975	3,200.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	15.Sep.2024 10:13...	15.Sep.2024 1:13 PM	sony_bu	Manual invoice entry	
cancel purchase	-3,200.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	15.Sep.2024 10:15...	15.Sep.2024 1:13 PM	sony_bu	Manual invoice entry	
test for primary	3,015.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	15.Sep.2024 11:24...	15.Sep.2024 11:42 AM	sony_bu	Manual invoice entry	
test inter	1,200.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	15.Sep.2024 11:08...	15.Sep.2024 11:11 AM	sony_bu	Manual invoice entry	
test268	13,200.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	14.Sep.2024 9:26 AM	15.Sep.2024 10:13 AM	sony_bu	Manual invoice entry	
test for document	10,300.00 EGP	sony_supplier	sony_supplier_a...	Validated	Accounted	Not paid	13.Sep.2024 9:39 PM	14.Sep.2024 9:31 AM	sony_bu	Manual invoice entry	

U can also create an invoice in a **spread sheet**

From the invoices task menu  
Select create invoice from  
Spreadsheet

U will notice that the excel sheet  
Is divided into two sections

**Header** and the **line**

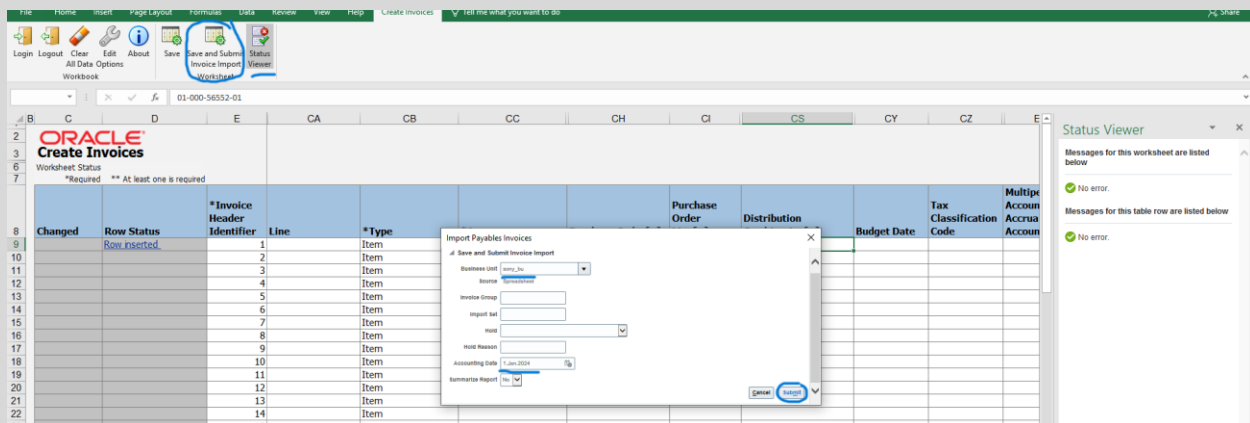


ORACLE Create Invoices												
Worksheet Status												
*Required ** At least one is required												
Changed	Row Status	*Invoice Header Identifier	*Business Unit	Import Set	*Invoice Number	*Invoice Currency	*Invoice Amount	*Invoice Date	**Supplier[...]	**Supplier Number	*Supplier Site[...]	Payment Currency Invoice Type
▲		1	sony_bu		test import	EGP	1,300.00	1/1/2024	sony_supplier	1469	sony_supplier_address	Standard
		2										

ORACLE Create Invoices												
Worksheet Status												
*Required ** At least one is required												
Changed	Row Status	*Invoice Header Identifier	Line	*Type	*Amount	Purchase Order Line[...]	Distribution Combination[...]	Budget Date	Tax Classification Code	Multiperiod Accounting Accrual Account[...]	Key	
▲		1		Item	1,300.00		01-000-56552-01				8217758 11180JEL.D	
		2		Item							8217758 11180JEL.D	

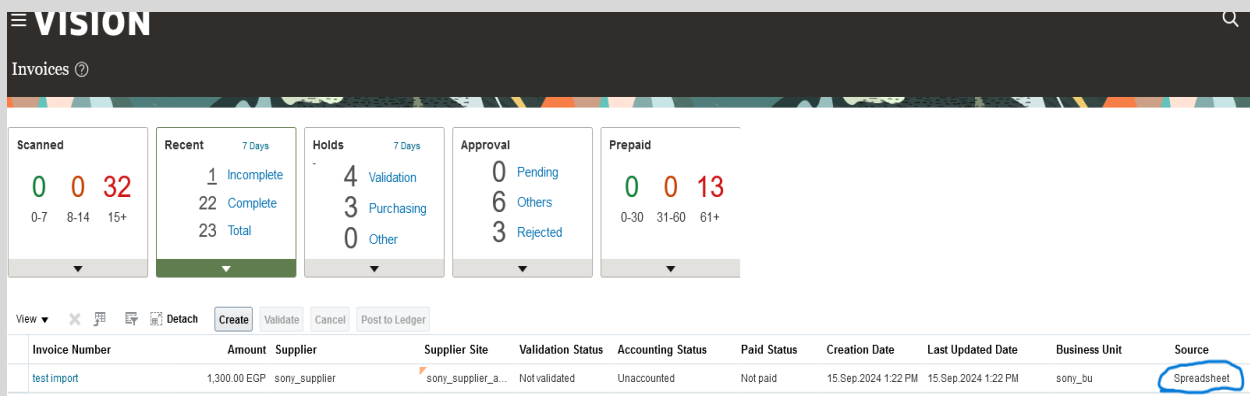
**NOTE** : If u want to create an invoice with two lines just apply the same number (1) in the 2<sup>nd</sup> line for the header line instead of 2

Hit save and submit after making sure that status are correct



U will end up with the request id

After that u can find your invoice and u can validate it and post it



## Heading to some **payments transactions**

After finishing your banks setup and assigning the needed roles for your user (cashier / cash manager)

Supposing that you are dealing with an immediate payment term

Edit Invoice: 13957

Invoice Header

Identifying PO  
Business Unit sony\_bu  
Supplier sony\_supplier  
Supplier Number 1459  
Supplier Site sony\_supplier\_address  
Legal Entity sony\_legal\_entity

Number 13957  
Amount EGP 20,000.00  
Type Standard  
Description

Date 9.Sep.2024  
Payment Terms Immediate  
Terms Date 9.Sep.2024  
Requester  
Attachments None  
Note

Lines Taxes Totals

From invoice options pick pay in full

And then start filling the **payment info**

Entering the created **bank** account info

And the **payment document** if u created one it will start counting for u... and click submit.

Invoice Actions

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

Pay in Full: 13957

Payment Amount 20,000.00 EGP  
Payment Method Check  
Bank Account sony\_bank\_acc\_name  
Payment Process Profile Standard Check - All Currency  
Remit to Account  
Remit to Bank Name  
Remit to Branch Name

Payment Document sony\_payment\_document  
Payment Number 8  
Conversion Rate Type  
Conversion Date  
Conversion Rate  
Document Category  
Document Sequence  
Voucher Number

Submit Cancel

Now head to **payments** from payables options then **manage payments** from the **tasks menu** since u already created one here we can see the payment we want to confirm

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
5000	RCB-CHECK	Negotiable	No	RCB-79 PVT LTD	16-Sep-2024	456,123.00 USD	RCB-79-HYD		
50000	Alex Bank Check	Negotiable	No	Master Gibbs	16-Sep-2024	108,000.00 INR	Alex World, PALASA-532216, Andhra Pradesh, INDIA	XXXX5566	
5	Mahmoud_PD	Voided	No	Mahmoud_Supplier	16-Sep-2024	88,000.00 EGP	Mahmoud_Supplier_AddLine, GIZA GIZA, EGYPT		
4	Mahmoud_PD	Negotiable	No	Mahmoud_Supplier	16-Sep-2024	70,000.00 EGP	Mahmoud_Supplier_AddLine, GIZA GIZA, EGYPT		
14	Saber_PD	Negotiable	No	Saber Supplier 2	16-Sep-2024	50,000.00 EGP	Cairo Nassr, CAIRO CAIRO, EGYPT		
8250		Negotiable	No	ABC Consulting	16-Sep-2024	96.23 USD	1100 ABERNATHY ROAD, ATLANTA, GA 30328 FULTON		
8	sony_payment_d...	Negotiable	No	sony_supplier	16-Sep-2024	20,000.00 EGP	66 hara giza, GIZA GIZA, EGYPT		

Click on the **payment number** and then from actions hit **post to ledger**

StatusNegotiable

Accounting StatusUnaccounted

ReconciledNo

TypeQuick

Other

Current Name

Payee Sitesony\_

Remit-to Address66 ha

Payment FunctionPayabl

Withheld Amount

gal\_entity

Accounting Lines: Payment 8

X

Ledgersony EGDate16.Sep.2024StatusFinal

ViewView T-AccountsDetachOverride Account

Line		Event	Account	Class	Accounted (EGP)	
					Debit	Credit
1		Payment Created	01-000-21010-01	Liability	20,000.00	
2		Payment Created	01-000-11015-01	Cash clearing		20,000.00

Done

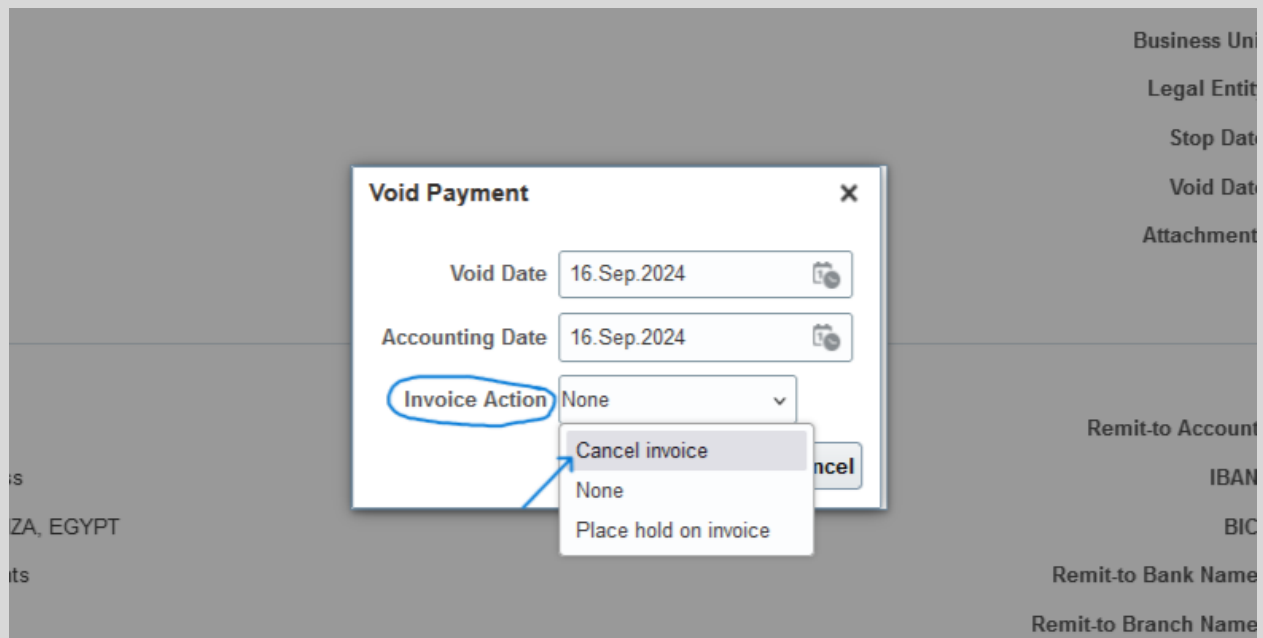
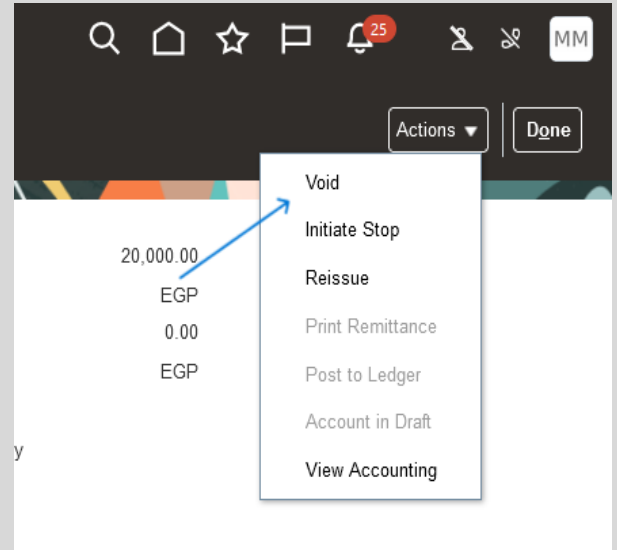
Supposing that u would like to **cancel the payment**

From actions menu this time click on **void**

Here it will give u **many option** u can void the payment and cancel the invoice or just voiding the payment and pay later

Or to also put the invoice on hold for approval ..

Lets go for **canceling the invoice** too



Now u will have to click **post to ledger** again from **payments** and one other time from the **invoice** screen .. here

Payee sony\_supplier  
Payment Date 16.Sep.2024  
Status Voided  
Accounting Status Partially  
Reconciled No  
Type Quick

Payment Amount 20,000.00  
EGP  
0.00  
EGP

Accounting Lines: Payment 8

Ledger sony EG Date 16.Sep.2024 Status Final

View View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (EGP)	
				Debit	Credit
1	Payment Created	01-000-21010-01	Liability	20,000.00	
2	Payment Cancelled	01-000-11015-01	Cash clearing	20,000.00	
3	Payment Cancelled	01-000-21010-01	Liability		20,000.00
4	Payment Created	01-000-11015-01	Cash clearing		20,000.00

Done

Payment Document sony\_payment\_document

123456	10,000.00 EGP	sony_supplier	sony_supplier_ad...	Validated	Accounted	Not paid	9.Sep.2024 9:11 PM	9.Sep.2024 9:18 PM	sony_bu	Manual invoice entry
13957	0.00 EGP	sony_supplier	sony_supplier_ad...	Canceled	Partially accounted	Not paid	9.Sep.2024 9:18 PM	16.Sep.2024 4:37 PM	sony_bu	Manual invoice entry
mekhaeltest	0.00 EGP	sony_supplier	sony_supplier_ad...	Canceled	Unaccounted	Not paid	15.Sep.2024 2:48 PM	15.Sep.2024 2:55 PM	sony_bu	Manual invoice entry
testcad	0.00 EGP	sony_supplier	sony_supplier_ad...	Canceled	Accounted	Not paid	11.Sep.2024 6:34 PM	14.Sep.2024 11:11 AM	sony_bu	Manual invoice entry
test void	0.00 EGP	sony_supplier	sony_supplier_ad...	Canceled	Accounted	Not paid	12.Sep.2024 11:40 ...	12.Sep.2024 12:00 PM	sony_bu	Manual invoice entry

And that's why u will need to **post** from the invoices too

Here u can notice some intercompany options as I did run few options for this specific invoice

Accounting Lines: Standard Invoice 13957

Ledger sony EG Status Final

View View T-Accounts Detach Override Account

Line	Date	Event	Account	Class	Accounted (EGP)	
					Debit	Credit
1	16.Sep.2024	Invoice Cancelled	05-000-21081-01	Intracompany	20,000.00	
2	16.Sep.2024	Invoice Cancelled	01-000-21010-01	Liability	20,000.00	
3	16.Sep.2024	Invoice Cancelled	01-000-13011-05	Intracompany		20,000.00
4	16.Sep.2024	Invoice Cancelled	05-000-11010-05	Item expense		20,000.00
5	9.Sep.2024	Invoice Validated	05-000-11010-05	Item expense	20,000.00	
6	9.Sep.2024	Invoice Validated	01-000-13011-05	Intracompany	20,000.00	
7	9.Sep.2024	Invoice Validated	01-000-21010-01	Liability		20,000.00
8	9.Sep.2024	Invoice Validated	05-000-21081-01	Intracompany		20,000.00

Done

What if we wanted to **create** a specific a **payment term**  
and assign to it **discount** terms too !

From setup and maintenance head for **payables** from the offerings then  
**manage payment terms**

**vision**  
Edit Payment Terms: test payment terms 1

Name: test payment terms 1  
Description: sony  
Cutoff Day:   
Rank:   
From Date: 1 Jan. 1999  
To Date: dd.mmm.yyyy  
AB Context:   
Regional Information:   
Installments  
View:   
Due (%) Amount Due Calendar Fixed Date Days Day of Month Months Ahead  
30 10  
50 20  
20 29  
Discount  
First Discount Second Discount Third Discount  
Discount (%) Days Day of Month Months Ahead Discount (%) Days Day of Month Months Ahead Discount (%) Days Day of Month Months Ahead  
1 9  
50 19  
2 28  
Set Assignments  
View:   
Set Code Set Name Description  
COMMON Common Set

So for this payment term lets explain the first line .. we will have to  
make the payment (due date ) in 10 days for **30% of the amount**

And if we manage to make the payment within **the first 9 days** we will  
get **1% discount** on the first installment so,

Total amount x first payment = total amount before discount

$$100 \quad x \quad 30\% \quad = \quad 30$$

Discount =  $30 \times 1\% = 0.30$  , so total amount =  $30 - 0.30 = 29.70$



Here is an invoice created with that payment term at the first of Jan 2024

Accounting Lines: Standard Invoice document 124

Ledger: sony EG Date: 1 Jan 2024 Status: Final

View: View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (EGP)	
				Debit	Credit
1	Invoice Validated	01-000-13073-01	Item expense	100.00	
2	Invoice Validated	01-000-21060-01	Liability		100.00

Buttons: Allocate Cancel Line Distributions Done

You can also double check for payments from invoice actions **manage installments** ..

Moving to creating a new payment from **payments**

Create Payment

Payment Details Advanced Additional Information

\* Business Unit: sony\_bu

\* Supplier or Party: sony\_supplier

\* Supplier Site: sony\_supplier\_address

Address: 66 hana giza, GIZA, EGYPT

\* Payment Date: 3 Jan 2024

\* Type: Quick

Description:

\* Disbursement Bank Account: sony\_bank\_acc\_name

Payment Currency: EGP - Egyptian Pound

\* Payment Method: Check

\* Payment Process Profile: Standard Check - All Currency

Remit-to Account:

Remit-to Bank Name:

Remit-to Branch Name:

\* Payment Document: sony\_payment\_document

\* Paper Document Number: 9

Attachments: None

The most important thing in creating your payment is to set the right **payment date** in order to meet due dates and discounts ..

Assuming that we made all payments before due dates to get the discounts ..

Hit the **add payment** button

Type: Quick

Description:

Invoices to Pay

View Add Cross-Currency User Rates Detach

Number

Here I will select all the payments supposing that we made all of them **at once**

Payment						
Type	Due Date	Unpaid	Discount	Amount	Interest	Total
Standard	<u>21.Mar.2024</u>	50.00	<u>25.00</u>	25.00	0.00	25.00
Standard	<u>30.Mar.2024</u>	20.00	<u>0.40</u>	19.60	0.00	19.60
Standard	<u>11.Mar.2024</u>	30.00	<u>0.30</u>	29.70	0.00	29.70
			<u>25.70</u>	<b>74.30</b>	<b>0.00</b>	<b>74.30</b>

*Handwritten notes: 50% (with arrow to 25.00), % 1 (with arrow to 25.70)*

As u can see we are eligible to get every single discount since the payment date is at **3<sup>rd</sup> of march**

Now for managing payments to confirm the transactions and post it to ledger

Shall end looking like this ...

View T-Accounts						
				Accounted (EGP)		
Line	Event	Account	Class	Debit	Credit	
1	Payment Created	01-000-21060-01	Liability	100.00		
2	Payment Created	01-000-11015-01	Cash clearing		74.30	
3	Payment Created	01-000-56550-01	Discount		25.70	

Done

With that, we should have covered some of the most basic transactions that could be required in any business.

Thanks for your time...