

The P2P cycle comprises of the following steps

Pre-requisite Setups:

1. Employee/User – Super Visor Setup
2. Buyer Setup
3. Supplier Setup
 - a. Supplier
 - b. Supplier Address
 - c. Supplier Sites
 - d. Supplier Contacts
4. Bank Account Setups
 - a. Banks
 - b. Branches
 - c. Bank Accounts
5. Payment Setups
 - a. Payment Templates
 - b. Payment Formats
 - c. Payment Document
 - d. Payment Process Profile (PPP)
 - e. Payment Process Request Template (Optional)
6. Enabling the Non-catalog link in Requisition page
7. Requisition Preferences Setup
8. Approval Setups
 - a. Requisition Approval
 - b. Purchase and Contract Purchase Agreement Approval
 - c. AP Invoice Approval
9. Items

Process Flow:

1. Contract Purchase Agreements
2. Requisitions
3. Purchase Orders
4. Create Payables invoice with Match PO Lines
5. Pay the invoice to Supplier with Check Payment Method
6. Receive the remaining goods or Close the Purchase Order
7. Transfer Payables data to General Ledger
8. Transfer Payments data to General Ledger
9. Verify the Notifications in Mail

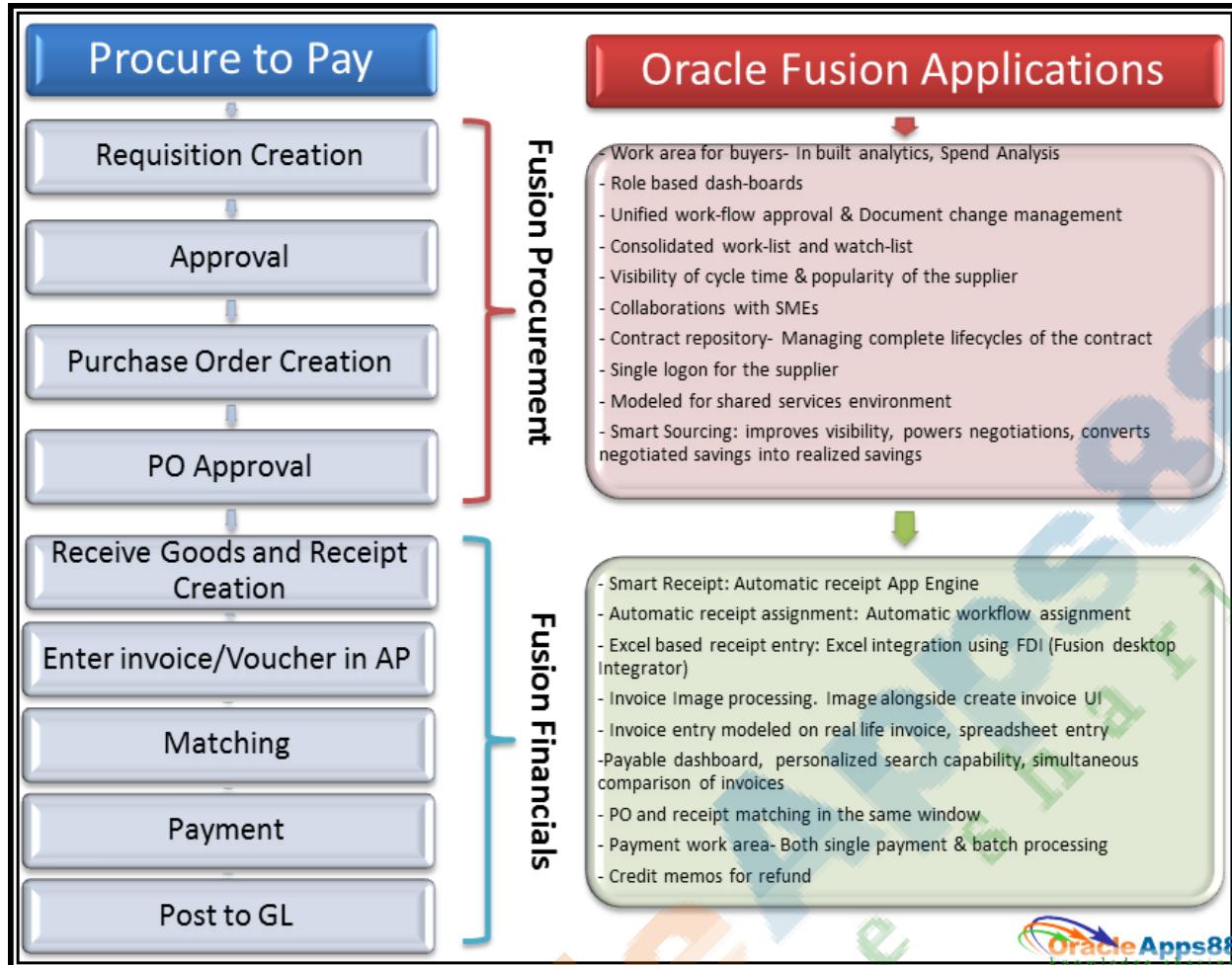
The Procure To Pay cycle is vital to an organization as in this process the organization buys and receives goods or services from its vendors and makes necessary payments.

The key functionalities for different processes of the Procure-to-Pay cycle are:

- **In-built intelligence with business transactions**--Role based dash boards and work area for buyer, approver; presenting the statistical report, trend, spend analysis, personalized search capability
- **Enhanced sourcing capabilities**--Supplier analysis, visibility of supplier lead time and popularity across departments
- **Supplier self-service**-- Single log-on for supplier providing complete visibility to their transactions and full invoicing capability
- **Standardized processes** -- to facilitate shared services model and centralized procurement function
- **Smart Receipt capabilities**-- Automatic receipt application engine, Over/Under payment rules, Scored recommendations based on customer, transaction or exceptions, centralized approach for receipt processing, setup rules to match receipt to the specialist for manual intervention and rules to mark the priority of the receipt based on attributes
- **Payable dashboard**--to collaborate with various participants, visibility of priority items and work volume, item tagging option for quick retrieval
- **Invoice Work Area**-- Invoice creation from scanned images, exception resolution, Invoice creation in a format based on real life physical invoice offering easy data entry and audit
- **Integrated invoice image processing**-- image attached with the invoice throughout invoice life-cycle
- **Invoice indicators**--Out of balance, status and hold, prepayment alert during entry
- **Voucher matching** -- with the receipt and PO in the same window
- **Personalized view**-- Excel like capability to freeze columns, personalized search, full screen view, export to excel

One of the best characteristics of the Oracle Fusion applications is that these can be fully integrated with traditional Oracle ERP solutions like PeopleSoft, Oracle EBS. So the existing Oracle customers can choose to implement module wise and selective Fusion functions too.

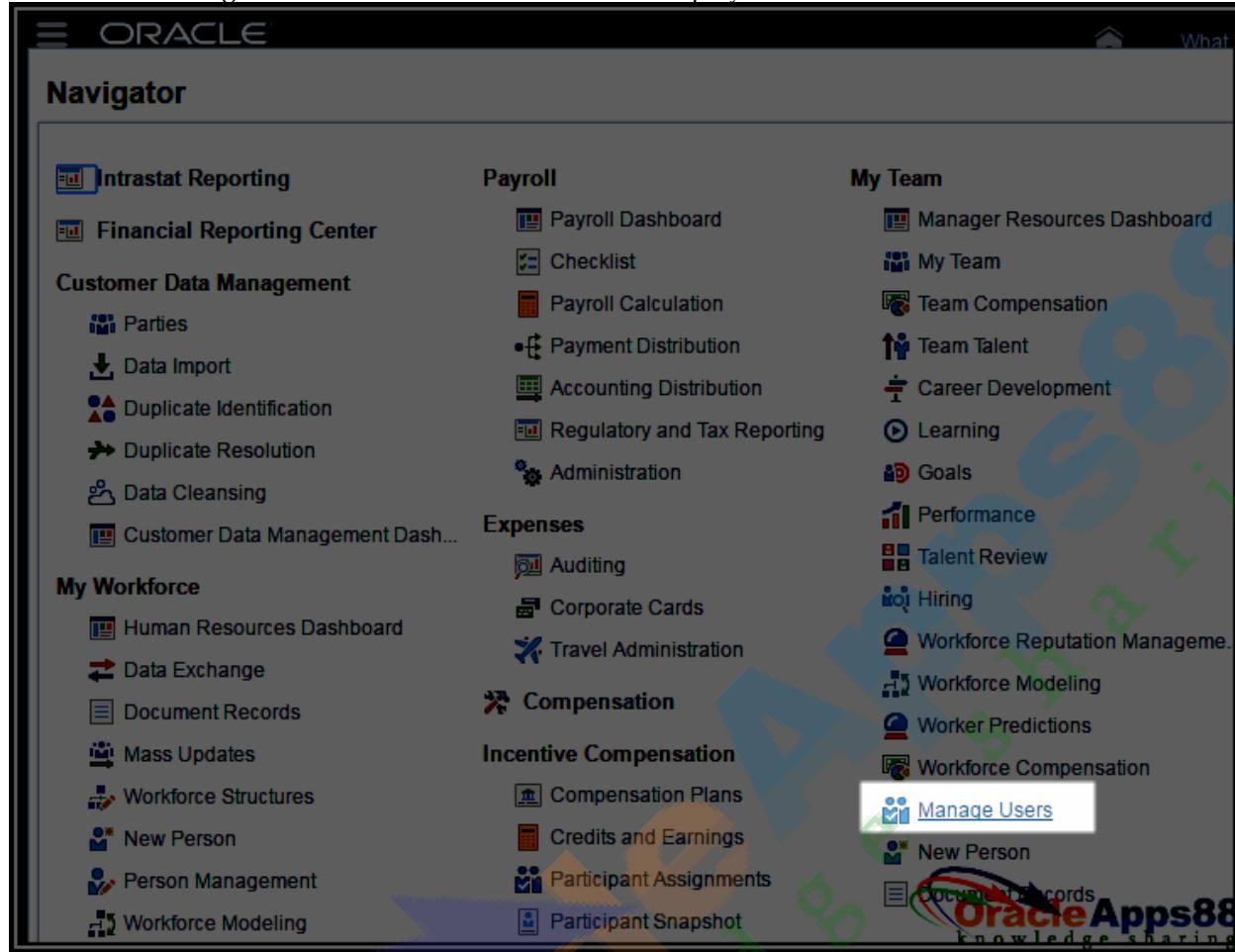
With the in-built business intelligence capabilities and business benefits of cloud based applications; Oracle Fusion financials and procurement definitely equip the finance and purchasing users to play a bigger role and add value in overall business achievements.



Prerequisites:

Step 1. Employee/User - Super Visor Setup :

Click on the Manager Users link to create the User and Employee



Enter the employee information and select the Manager/Supervisor and click on Save and Close button

The screenshot shows the 'Create User' dialog box. It has several sections: 'Personal Details' (Last Name: Apps, First Name: Oracle), 'User Details' (User Name: ORACLEAPPS88, highlighted with a red box), 'User Notification Preferences' (Send user name and password checked), 'Employment Information' (Person Type: Employee, Legal Employer: US1 Legal Entity, Business Unit: US1 Business Unit, Job: [empty], Grade: [empty]), and 'Manager' (Manager: Brown, Casey, highlighted with a red box). At the top right are 'Save and Close' and 'Cancel' buttons.

Effectd Tables:

```
SELECT
    b.person_id
   ,b.first_name
   ,b.last_name
   ,b.full_name EMP
   ,b.supervisor_id
   ,(select a.full_name from per_employees_x a where a.person_id = b.supervisor_id) MGR
   ,(select a.username from per_users a where a.person_id = b.person_id) USR
   ,(select a.username from per_users a where a.person_id = b.supervisor_id) MGR_USR
  FROM
    per_employees_x b
 WHERE 1=1
 AND b.creation_date > sysdate -1
 ORDER BY b.first_name
```



Step 2. Buyer Setup

Nav : Go to Functional Setup Manager (FSM) and search with "Manage Procurement Agents"

Click on the Actions and Create link

Enter the below values click on Save and Close button

Field	Value
Procurement BU	US1 Business Unit
Agent	Apps, Oracle
Default Requisitioning BU	US1 Business Unit
Manage Requisitions	Full
Manage Purchase Order	Full
Manage Purchase Agreements	Full
Manage Negotiations	Full

Edit Procurement Agent: Apps, Oracle

Procurement BU: US1 Business Unit
Agent: Apps, Oracle
Default Requisitioning BU: US1 Business Unit
Default Printer:
Status: Active

Agent Access

View ▾

Action	Allowed	Access to Other Agents' Documents
Manage Requisitions	<input checked="" type="checkbox"/>	Full
Manage Purchase Orders	<input checked="" type="checkbox"/>	Full
Manage Purchase Agreements	<input checked="" type="checkbox"/>	Full
Manage Negotiations	<input checked="" type="checkbox"/>	Full
Manage Catalog Content	<input checked="" type="checkbox"/>	Not Applicable
Manage Suppliers	<input checked="" type="checkbox"/>	Not Applicable
Manage Supplier Qualifications	<input checked="" type="checkbox"/>	Full

Save **Save and Close** Cancel



RAJU CHINTHAPATLA

Step 3. Supplier Setup

Nav: Procurement → Suppliers → Create Supplier

a. Supplier : 1258 – United Parcel Service

Edit Supplier: United Parcel Service

Profile Addresses Sites Contacts Qualifications

General

- * Supplier: United Parcel Service
- Supplier Number: 1258
- Alternate Name:
- Tax Organization Type: Corporation
- Supplier Type: Supplier
- Inactive Date:
- Status: Active
- Business Relationship: Spend Authorized
- Parent Supplier:
- Parent Supplier Number:
- Creation Date: 11/12/13
- Creation Source: Manual
- Registration Request:
- Attachments: None +

Additional Information

Profile Details

Organization Business Classifications Products and Services Transaction Tax Income Tax Payments

b. Supplier Addresses:

Edit Supplier: United Parcel Service

Profile Addresses Sites Contacts Qualifications

Address Name	Address	Phone	Address Purpose	Status
UPS US1	55 GLENLAKE PKWY, ATLANTA, GA 30328		Ordering; Remit to	Active

Columns Hidden: 5

Overview Manage Suppliers x Supplier: United Parcel Service x

Edit Address: UPS US1

* Address Name	UPS US1	* Address Purpose	<input checked="" type="checkbox"/> Ordering
* Country	United States	<input checked="" type="checkbox"/> Remit to	<input type="checkbox"/> RFO or Bidding
Address Line 1	55 GLENLAKE PKWY	Phone	
Address Line 2		Fax	
City	ATLANTA	E-Mail	
State	GA	Inactive Date	
Postal Code	30328	Status	Active
Language	American English		

Additional Information

Address Details

Sites	Transaction Tax	Contacts	Payments																							
Actions ▾ View ▾ Format ▾ + Freeze Detach Wrap																										
<table border="1"> <thead> <tr> <th colspan="2">* Site Purpose</th> <th colspan="2">Attachments</th> <th>Status</th> </tr> <tr> <th>* Procurement BU</th> <th>* Site</th> <th>Sourcing Only</th> <th>Purchasing</th> <th>Procurement Card</th> <th>Pay</th> <th>Primary Pay</th> <th>Attachments</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>US1 Business Unit</td> <td>UPS US1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Active</td> </tr> </tbody> </table>				* Site Purpose		Attachments		Status	* Procurement BU	* Site	Sourcing Only	Purchasing	Procurement Card	Pay	Primary Pay	Attachments	Status	US1 Business Unit	UPS US1							Active
* Site Purpose		Attachments		Status																						
* Procurement BU	* Site	Sourcing Only	Purchasing	Procurement Card	Pay	Primary Pay	Attachments	Status																		
US1 Business Unit	UPS US1							Active																		

c. Supplier Sites :

Edit Supplier: United Parcel Service

Profile	Addresses	Sites	Contacts	Qualifications
An address must exist before creating a site.				
Actions ▾	View ▾	Format ▾	+	Save Cancel
Last Saved 5/19/17 2:49 PM				
Procurement BU	Site	Address	Site Purpose	Alternate Pay Site
US1 Business U...	UPS US1	55 GLENLAKE PKWY, ATLANTA, GA 303...	Purchasing; Pay; Primary Pay	None
Status				
Active				
Columns Hidden 5				

Overview Manage Suppliers x Supplier: United Parcel Service x

Edit Site: UPS US1

Procurement BU: US1 Business Unit

Address Name: UPS US1

Address: 55 GLENLAKE PKWY, ATLANTA, GA 30328

* Site: UPS US1

Inactive Date:

Status: Active

Site Purpose: Purchasing Procurement card Pay Primary pay

Attachments: None +

General Purchasing Receiving Invoicing Payments Site Assignments Qualifications

Actions ▾ View ▾ Format ▾ + X Autocreate Assignments Freeze Detach Wrap Status Active ▾

* Client BU	* Bill-to BU	Ship-to Location	Bill-to Location
US1 Business Unit	US1 Business Unit	Seattle	Seattle

Columns Frozen: 2

d. Supplier Contact:

Overview Manage Suppliers x Supplier: United Parcel Service x

Edit Supplier: United Parcel Service

Social Save Save and Close Cancel Last Saved 5/19/17 2:54 PM

Profile Addresses Sites Contacts Qualifications

Name: Gold, Bob Job Title: E-Mail: OracleApps@gmail.com Administrative Contact: User Account: Status: Contact Change Request: Active

Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap Status Active ▾

Columns Hidden: 8

Overview Manage Suppliers x Supplier: United Parcel Service x

Edit Contact: Bob Gold

Salutation: Mr. ▾

* First Name: Bob

Middle Name:

* Last Name: Gold

Job Title:

Administrative contact

Phone: Mobile: Fax: E-Mail: OracleApps@gmail.com Status: Active ▾

Additional Information

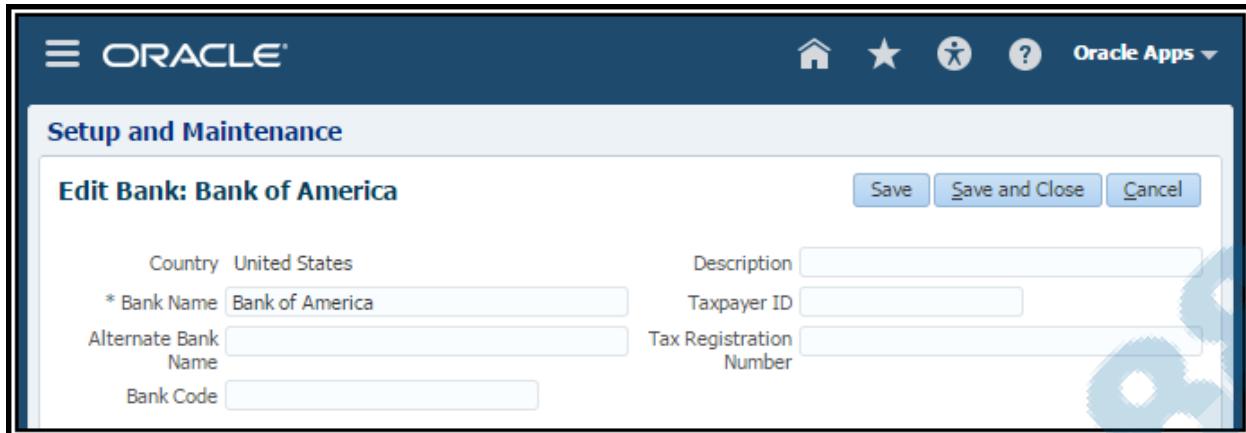
Contact Addresses

Address Name: UPS US1 Address: 55 GLENLAKE PKWY, ATLANTA, GA 30328 Phone: Address Purpose: Ordering; Remit to Status: Active

Actions ▾ View ▾ Format ▾ X Freeze Detach Wrap

Address Name: UPS US1 Address: 55 GLENLAKE PKWY, ATLANTA, GA 30328 Phone: Address Purpose: Ordering; Remit to Status: Active

Columns Hidden: 4

Step 4. Bank Account Setups :**a. Banks**

ORACLE

Setup and Maintenance

Edit Bank: Bank of America

Country: United States

* Bank Name: Bank of America

Alternate Bank Name:

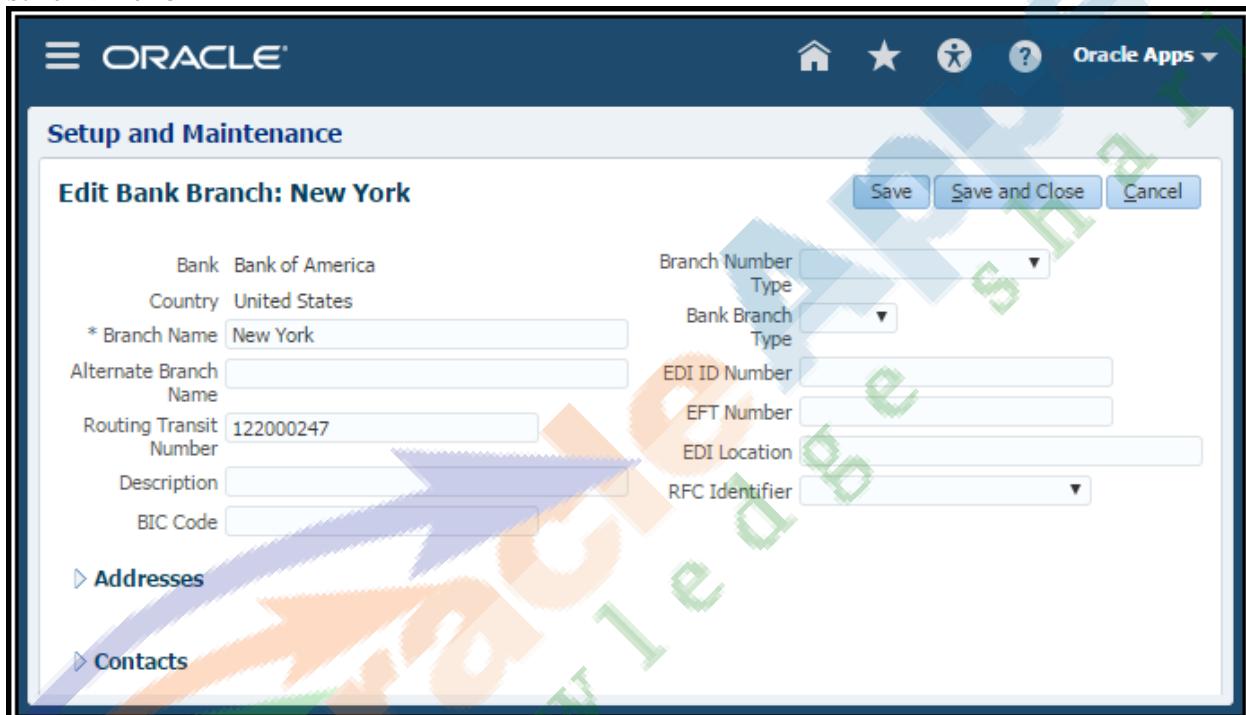
Bank Code:

Description:

Taxpayer ID:

Tax Registration Number:

Save Save and Close Cancel

b. Bank Branch

ORACLE

Setup and Maintenance

Edit Bank Branch: New York

Bank: Bank of America

Country: United States

* Branch Name: New York

Alternate Branch Name:

Routing Transit Number: 122000247

Description:

BIC Code:

Branch Number Type:

Bank Branch Type:

EDI ID Number:

EFT Number:

EDI Location:

RFC Identifier:

Save Save and Close Cancel

▶ Addresses

▶ Contacts

c. Bank Account

ORACLE

Setup and Maintenance

Edit Bank Account BofA-2869

Bank Branch New York

Check Digit

Secondary Account Reference

Account Suffix

Account Use Payables
 Payroll
 Receivables

Save Save and Close Cancel

Bank Bank of America

* Account Name BofA-2869

* Account Number 10271-17621-619

Currency USD - US Dollar

* Legal Entity Name US1 Legal Entity

Account Type Checking

Description

IBAN

General Controls Security Business Unit Access

GL Accounts

Cash 101.10.11101.000.000.000 

Cash Clearing 101.10.11501.000.000.000 

Reconciliation Differences 

Additional Information

Alternate Account Name

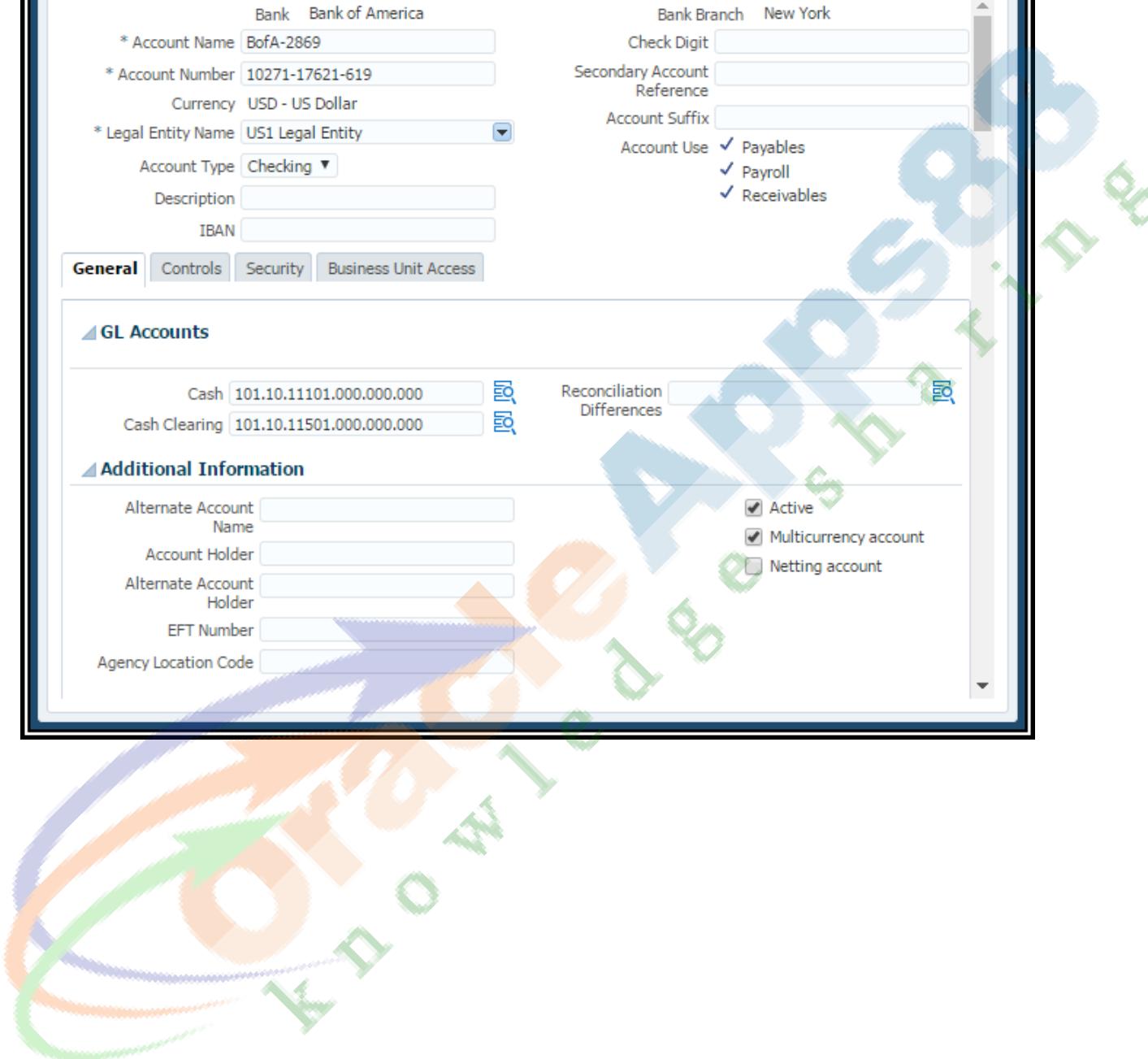
Account Holder

Alternate Account Holder

EFT Number

Agency Location Code

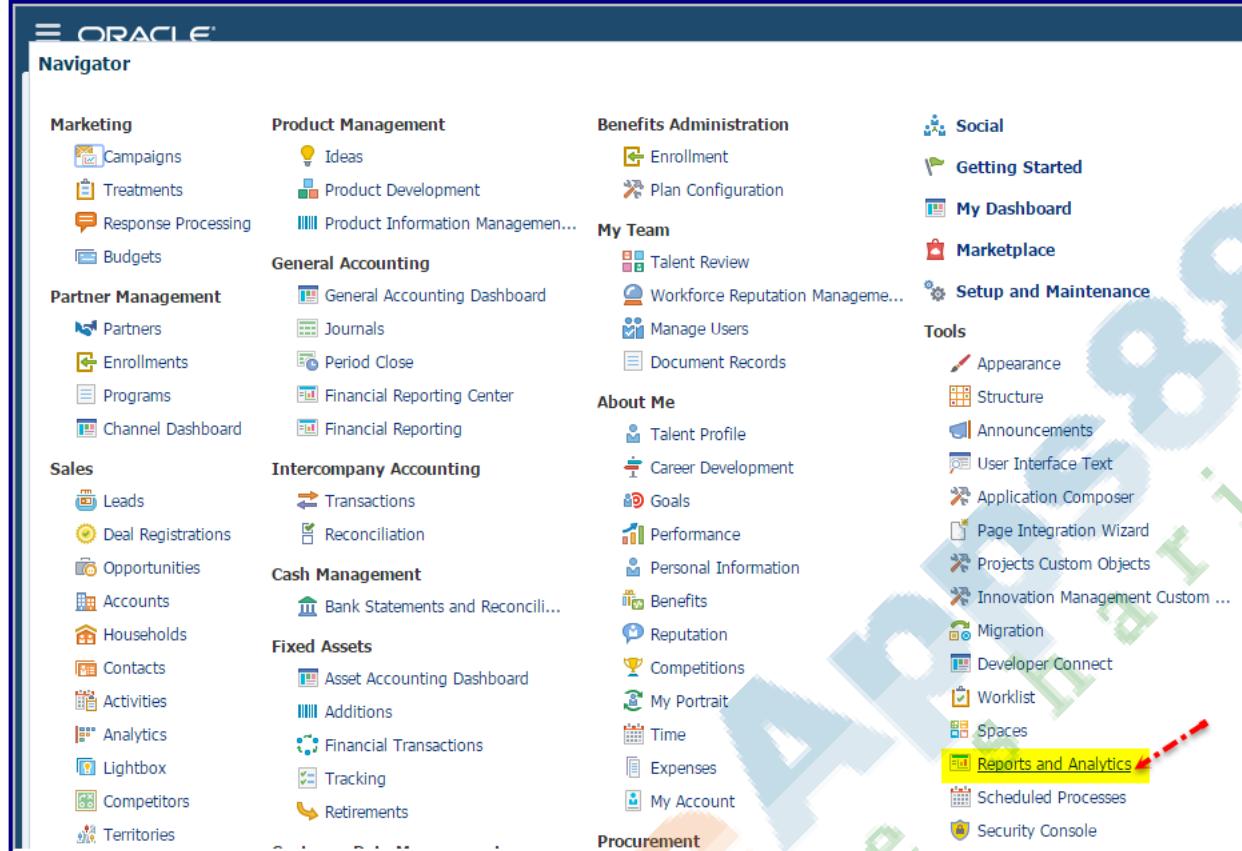
Active
 Multicurrency account
 Netting account



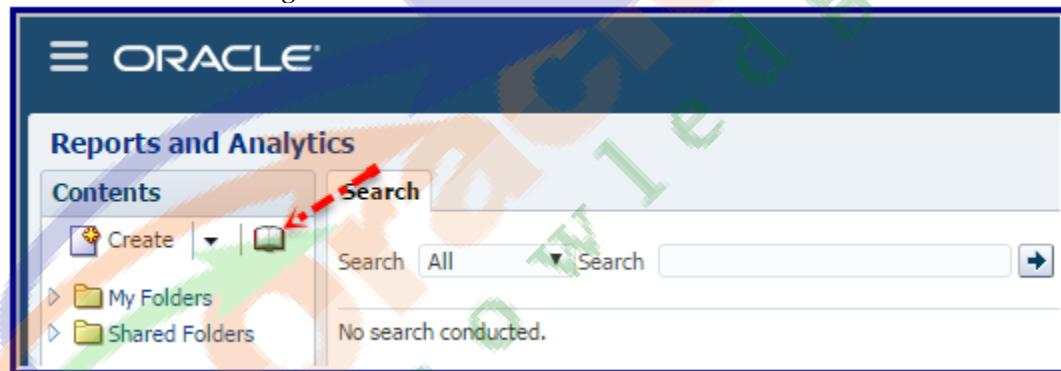
Step 5. Payment Setups

a. Creating Template

Go to Navigator and click on Reports and Analytics



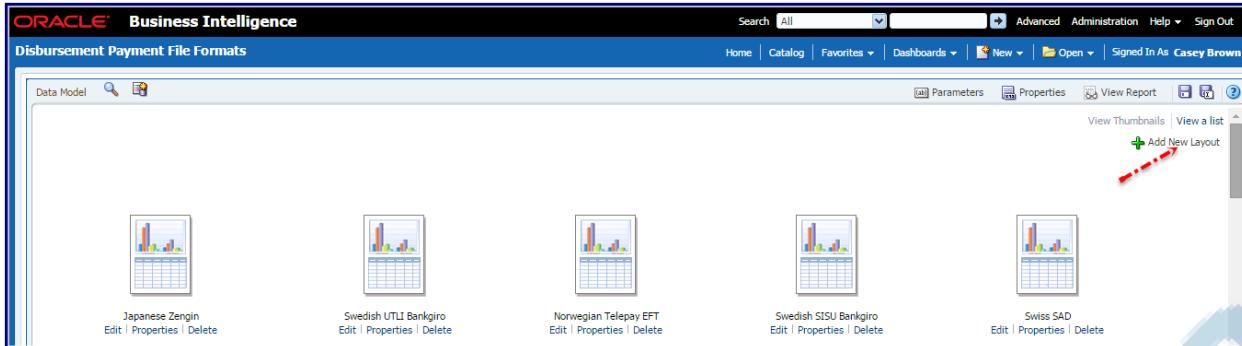
Click on Browse Catalog



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

Path : Shared Folder/Custom/Financials/Payments/Disbursement Payment file Format

Click on the Add new Layout link



Click on the upload layout link

This screenshot shows the 'Create Layout' page within the Oracle Business Intelligence application. It features a 'Basic Templates' section displaying four options: 'Blank (Portrait)', 'Blank (Landscape)', 'Header and Footer (Portrait)', and 'Header and Footer (Landscape)'. Below this is an 'Upload or Generate Layout' section. On the left, there is an 'Upload' button with a green arrow pointing to it, and a placeholder text: 'Upload RTF, PDF, Excel, Flash, XSL Stylesheet, or eText template file.' On the right, there is a 'Generate' button next to a small icon and the text: 'Generate RTF layout based on selected Data Model.' A watermark for 'Oracle Apps88 knowledge sharing' is visible across the page.

Enter the Layout name and select the RTF file and save

Name	Value
Layout Name	XXAA_CHECK_FORMAT
Type	RTF Template
Locale	English

Upload Template File

*Layout Name	XXAA_CHECK_FORMAT
*Template File	Choose File XXAA_CHECK..ORMAT.rtf
*Type	RTF Template
*Locale	English

Upload Cancel

Group: OutboundPaymentSortByCheckNumber
 Link : <http://oracleapps88.blogspot.com/>
 Email : oracleapps88@yahoo.com

Check Number: Check Number

DATE	Payment Date	VENDOR NAME:	Payee NameSet	VENDOR NO	Vendor Number
INVOICE NUMBER	INV DATE	DESCRIPTION	DISCOUNT	NET AMOUNT	
FGIf: Invoice Num	Invoice Date	Document Description	Discount	Payment AmtEG	
Grp:Count				EndGrp	
			Tot Disc	Payment Amt	

ChooseWhen Void by Overflow

C	Check NumberC	A	Branch NumberA	B	Bank NumberB
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<http://oracleapps88.blogspot.in/>

CHECK DATE	CHECK NUMBER	CHECK AMOUNT
Payment Date	Check Number	***** VOID *****

PAY: ***** VOID ***** VOID ***** VOID*****

TO THE	***** VOID *****	*****	VOID <small>AUTHORIZED SIGNATURE</small> <small>VOID AFTER 180 DAYS</small>
ORDER OF:	*****	*****	

End whenOtherwise

Click on view list and set the custom layout as default

ISO20022 Common Global Implementation
Edit | Properties | Delete

US NACHA IAT
Edit | Properties | Delete

XXAA_CHECK_FORMAT
Edit | Properties | Delete

Select the output types as PDF and XML and click on Save.

The screenshot shows the same interface as above, but with a large yellow rectangular box covering the entire content area, obscuring the list of formats and their properties.

b. Creating Payment Format

Go to Navigator and click on Setup and Maintenance

The screenshot shows the Oracle Navigator interface with various categories like Marketing, Product Management, Benefits Administration, and Social. In the 'My Team' section, the 'Setup and Maintenance' link is highlighted with a red box.

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

Overview

Implementation Projects | Assigned Implementation Tasks | All Tasks | Applications Administration

Search

Match: All Any
 Search Task Lists and Tasks
 Name: Manage Formats 1
 Business Object:

Advanced | Saved Search | All Task Lists and Tasks ▾

Search Results

Name	Business Objects	Type	Selected Scope	Permitted	Authorized Roles	Predecessor Tasks
Manage Formats	Payment Process Format	2		<input checked="" type="checkbox"/>		0

Columns Hidden: 2 | 3

Search | Reset | Save...

Select Disbursement Payment File Formats and click on Create

Manage Formats

Search

** Name:
 ** Code:
 ** Type:
 ** Message Direction:

Search Results

View ▾ Format ▾ Disbursement Payment File Formats Select Type:
 Create | View Available Format Types

Name	Code	Type	Message Direction	BI Publisher Template
No search conducted.				

Enter the details and click on Save and Close

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

Create Format

* Name: XXAA_CHECK_FORMAT
 * Code: XXAA_CHECK_FORMAT
 Type: Disbursement Payment File Formats
 Message Direction: Outbound
 Transformation Program Type: BI Publisher
 * BI Publisher Template: XXAA_CHECK_FORMAT

* From Date: 3/2/16 To Date:

Save and Close | Cancel

c. Creating Payment Document

Go to Navigator and click on Setup and Maintenance

Navigator

- Marketing
 - Campaigns
 - Treatments
 - Response Processing
 - Budgets
- Product Management
 - Ideas
 - Product Development
 - Product Information Management...
- Benefits Administration
 - Enrollment
 - Plan Configuration
- Social
 - Getting Started
 - My Dashboard
 - Marketplace
 - Setup and Maintenance

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

Overview

Implementation Projects Assigned Implementation Tasks All Tasks Applications Administration

Search

Match All Any
 Search Task Lists and Tasks
 Name Manage Bank Accounts 1
 Business Object

Advanced | Saved Search | All Task Lists and Tasks

Search Results

Actions View Format Freeze Detach Wrap Download File Upload File

Name	Business Objects	Go to Task	Selected Scope	Permitted	Authorized Roles	Predecessor Tasks
Manage Bank Accounts	Bank Account Contact Address (7 more...)	3		<input checked="" type="checkbox"/>		0

Columns Hidden 2

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

Manage Bank Accounts

Search

** Account Name
 ** Account Number
 ** Currency
 ** Legal Entity Name

** Bank: Bank of America 1

** Bank Branch
 ** Country

Advanced | Saved Search | All Bank Accounts

At least one is required

Search Results

Actions View Format Freeze Wrap

Account Name	Account Number	Currency	Bank	Bank Branch	Legal Entity Name	Country
BofA-2869	10271-17621-619	USD	Bank of America	New York	US1 Legal Entity	United States

Active

2 Oracle Apps88 Knowledge sharing

Click on the Edit button to add the new document

Bank Account: BofA-2869

General

Bank: Bank of America
 Account Name: BofA-2869
 Account Number: 10271-17621-619
 Currency: USD
 Legal Entity Name: US1 Legal Entity
 Account Type: Checking
 Description: IBAN

Bank Branch: New York
 Check Digit
 Secondary Account Reference
 Account Suffix
 Account Use: Payables
 Payroll
 Receivables

GL Accounts

Cash: 101.10.11101.000.000.000
 Cash Clearing: 101.10.11501.000.000.000

Reconciliation Differences

Additional Information

Alternate Account Name
 Account Holder
 Alternate Account Holder
 EFT Number
 Agency Location Code

Contacts

Payment Documents

Actions View Format Freeze Wrap

Paper Stock Type: Blank Stock
 Format: Standard Check F...
 Status: Active

Click on the create 3 button



Edit Bank Account BofA-2869

* Account Name: BofA-2869	Bank Branch: New York
* Account Number: 10271-17621-619	Check Digit:
Currency: USD - US Dollar	Secondary Account Reference:
* Legal Entity Name: US1 Legal Entity	Account Suffix:
Account Type: Checking	Account Use: <input checked="" type="checkbox"/> Payables <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Receivables
Description:	
IBAN:	

General **Controls** **Security** **Business Unit Access**

GL Accounts

Cash: 101.10.11101.000.000.000	Reconciliation Differences:
Cash Clearing: 101.10.11501.000.000.000	

Additional Information

Alternate Account Name:	<input checked="" type="checkbox"/> Active
Account Holder:	<input checked="" type="checkbox"/> Multicurrency account
Alternate Account Holder:	<input type="checkbox"/> Netting account
EFT Number:	
Agency Location Code:	

Contacts **Payment Documents**

Actions: View, Format, **OK**, Freeze, Wrap



Enter the details and click on ok

Name	Value
Payment Document	XXAA_CHECK_FORMAT
Format	XXAA_CHECK_FORMAT (Created in Step2)
Paper Stock Type	Numbered Stock
First Available Doc No	10000
Last Available Doc No	88888

Setup and Maintenance

Edit Bank Account BofA-2869

Create Payment Document

Document Information

* Payment Document: XXAA_CHECK_FORMAT	* Format: XXAA_CHECK_FORMAT
* Paper Stock Type: Blank Stock	<input checked="" type="checkbox"/> Restrict use to manually issued payments
* Number of Lines per Remittance Stub: 15	Payment Document Category: Check Payments
Number of Setup Documents:	

Document Numbers

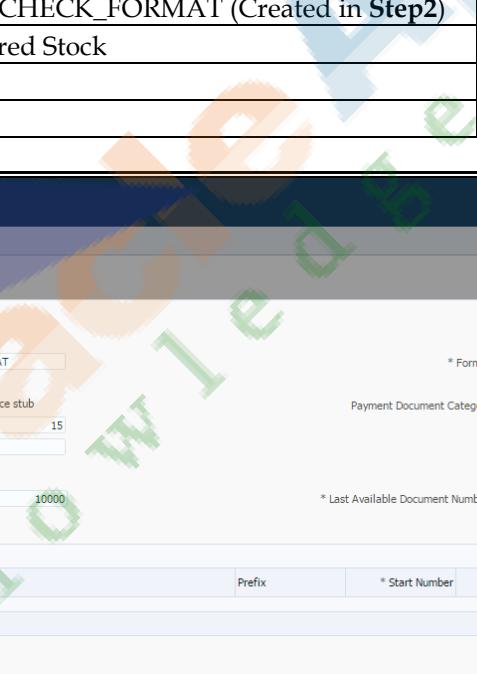
* First Available Document Number: 10000	* Last Available Document Number: 88888
--	---

Checkbooks

Actions: View, Format, OK, Cancel	Prefix: _____	* Start Number: _____	* End Number: _____	Received Date: _____	Number of Documents: _____
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Contacts **Payment Documents**

Actions: View, Format, OK, Cancel, Freeze, Wrap



Click on Save and Close button

Edit Bank Account BofA-2869

Bank: Bank of America
 * Account Name: BofA-2869
 * Account Number: 10271-17621-619
 Current: USD - US Dollar
 * Legal Entity Name: US1 Legal Entity
 Account Type: Checking
 Description:
 IBAN:

Bank Branch: New York
 Check Digit:
 Secondary Account Reference:
 Account Suffix:
 Account Use: Payables
 Payroll
 Receivables

General Controls Security Business Unit Access

GL Accounts

Cash: 101.10.11101.000.000.000
 Cash Clearing: 101.10.11501.000.000.000

Reconciliation Differences

Additional Information

Alternate Account Name:
 Account Holder:
 Alternate Account Holder:
 EFT Number:
 Agency Location Code:

Active
 Multicurrency account
 Netting account

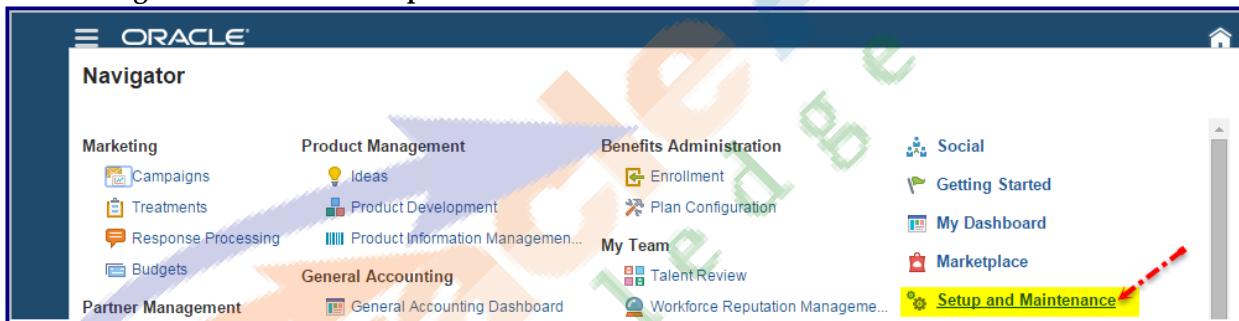
Contacts

Payment Documents

Action	View	Format	Status	Skipped Documents
XXAA_CHECK_FORMAT	Numbered Stock	XXAA_CHECK_F...	Active	
Check Stock A	Blank Stock	Standard Check F...	Active	

d. Creating Payment Process Profile (PPP)

Go to Navigator and click on Setup and Maintenance



Search with **Manage Payment Process Profiles** and click on Go To Task

Overview

Implementation Projects Assigned Implementation Tasks All Tasks Applications Administration

Search

Match: All Any
 Search: Task Lists and Tasks
 Name: Manage Payment Process Profiles 1

Business Object:

Search Results

Name	Business Objects	Go to Task 3	Selected Scope	Permitted	Authorized Roles	Predecessor Tasks
Manage Payment Process Profiles	Payment Process Profile Usage (1 more...)			<input checked="" type="checkbox"/>		0

Click on create button

Manage Payment Process Profiles

Search

** Name	** Payment System	** At least one is required	
** Code	** Payment File Format		
** Processing Type	** Status	Active	
<input type="button" value="Search"/> <input type="button" value="Reset"/>			
Search Results 			
View <input type="button" value="Format"/> <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="checkbox"/> Freeze <input type="checkbox"/> Wrap			
Name	Code	Processing Type	Payment System
No search conducted.			



Enter the details and save

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

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

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

Setup and Maintenance

Create Payment Process Profile

* Name	XXAA_CHECK_FORMAT	* Payment File Format	XXAA_CHECK_FORMAT
* Code	XXAA_CHECK_FORMAT	* Processing Type	Printed
Description		Default Payment Document	
* From Date	5/20/17	Payment File	<input checked="" type="radio"/> Send to file <input type="radio"/> Send to printer <input checked="" type="checkbox"/> Automatically print after formatting
To Date		Default Printer	
<input type="button" value="Save"/> <input type="button" value="Save and Close"/> <input type="button" value="Cancel"/>			
<input type="button" value="Usage Rules"/> <input type="button" value="Payment System"/> <input type="button" value="Payment"/> <input type="button" value="Payment File"/> <input type="button" value="Grouping"/> <input type="button" value="Reporting"/> <input type="button" value="Additional Information"/>			
Payment File Register			
Format: Payment File Register Format with Document Detail <input type="button" value="Format"/> <input checked="" type="checkbox"/> Automatically submit when payments are confirmed			
Positive Pay			
Format: Positive Pay File Format <input type="button" value="Format"/> File Prefix: <input type="text"/> File Extension: <input type="text"/> File Directory: <input type="text"/> <input type="checkbox"/> Automatically transmit file			
Separate Remittance Advice			



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

Setup and Maintenance

Create Payment Process Profile

Save Save and Close Cancel

* Name: XXAA_CHECK_FORMAT	* Payment File Format: XXAA_CHECK_FORMAT
Code: XXAA_CHECK_FORMAT	* Processing Type: Printed
Description:	Default Payment Document: XXAA_CHECK_FORMAT BofA-2869
* From Date: 5/20/17	Payment File: <input checked="" type="radio"/> Send to file <input type="radio"/> Send to printer <input checked="" type="checkbox"/> Automatically print after formatting
To Date:	Default Printer:

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

Payment File Register

Format: Payment File Register Format with Document Detail
 Automatically submit when payments are confirmed

Positive Pay

Format: Positive Pay File Format
File Prefix:
File Extension:
File Directory:
 Automatically transmit file

d. Creating PPR Template

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

EVISION

Payments

- Tasks
- Payments
 - Submit Payment Process Request
 - Manage Payment Process Requests
 - Manage Payment Process Request Template** (highlighted with a red box)
 - Create Payment
 - Manage Payments
 - Create Electronic Payment Files
 - Create Printed Payment Files
 - Manage Payment Files
 - Apply Missing Conversion Rates
 - Create Payment By Payee
 - Send Separate Remittance Advice
 - Create Regulatory Reporting
 - Payment File Accompanying Letter
- Accounting
- Payables Periods

Manage Payment Process Request Templates

Search: Name: Description: Status: Type:

Results: **Create** (highlighted with a red box)

Actions: **Create** (highlighted with a red box), View, Edit, Detach, Submit Cash Requirement Report, Submit Single Request, Schedule Requests

Enter the below values save it

Name	Value
Template Name	XXAA_CHECK_FORMAT
Payment Method	Check
Disbursement Bank Account	BofA-2869
Payment Document	XXAA_CHECK_FORMAT (Created in Step2)
Payment Process Profile	XXAA_CHECK_FORMAT (Created in Step4)

Payment Conversion Rate	Corporate
Review Proposed Payments	Enable
Create payment File Immediately	Enable

Create Payment Process Request Template

Actions ▾

* Name: XXAA_CHECK_FORMAT

Type:

Inactive Date:

Selection Criteria **Payment and Processing Options**

Payment Attributes

Payment Date: Use request date
 Calculate based on request date

Disbursement Bank Account: Bof-2869

Payment Document: XXAA_CHECK_FORMAT

Payment Process Profile: XXAA_CHECK_FORI

Settlement Priority Override:

Bank Charge Bearer Override:

Starting Voucher Number:

* Payment Conversion Rate Type: Corporate

Cross-Currency Rate Type:

Review proposed payments
 Create payment files immediately

Processing Options

Apply credits up to zero amount payment
 Review installments

Validation Failure Handling

Step 6. Enabling the Non-catalog link in Requisition page

Nav : Functional Setup Manager □ Tasks □ Implementations □ Configure Offerings

Select **Procurement** and expand.

Change Implementation Status to **Implementations** for

- Procurement Contracts
- Self Service Procurement
- Sourcing
- Supplier Portal

Save and close.

Mark the Parent '**Procurement**' as implemented as well.

Save and Close this screen.

Offering	Description	Provisioned	Enable for Implementation	Implementation Status	Select Feature Choices
Procurement			Yes	Implemented	
Self Service Procurement				Implemented	
Supplier Portal				Implemented	
Sourcing				Implemented	
Supplier Qualification				Implemented	
Procurement Contracts				Implemented	
Supplier Invoice Processing				Not Started	
Procurement and Spend Business Intelligence Analytics				Not Started	

Step 7. Requisition Preferences Setup

For the first time it will ask you to enter the deliver to location details Click on the edit button

The screenshot shows the Oracle Fusion Procurement interface. On the left, there's a sidebar titled 'Shop' with sections for 'Search Catalog' and 'Browse Catalog'. Under 'Browse Catalog', there are categories like 'Office Supplies' (All office supplies needs), 'Services' (All outside services), and 'Office Technology' (Computers, Printers and Accessories). Below this is a section for 'My Requisitions' with a table header for 'Requisition', 'Description', 'Creation Date', 'Approval Amount', 'Status', and 'Funds St'. The main area shows a message: 'You do not have an active requisition.' with a 'Edit and Submit' button. On the right, there's a 'Requisition Preferences' sidebar with sections for 'Requisitioning BU' (US1 Business Unit), 'Requester' (Oracle Apps), and 'Deliver-to Location' (Not available). An 'Edit' button is highlighted with a red arrow.

Enter the Deliver-to Location as **Seattle** and click on Save and close button

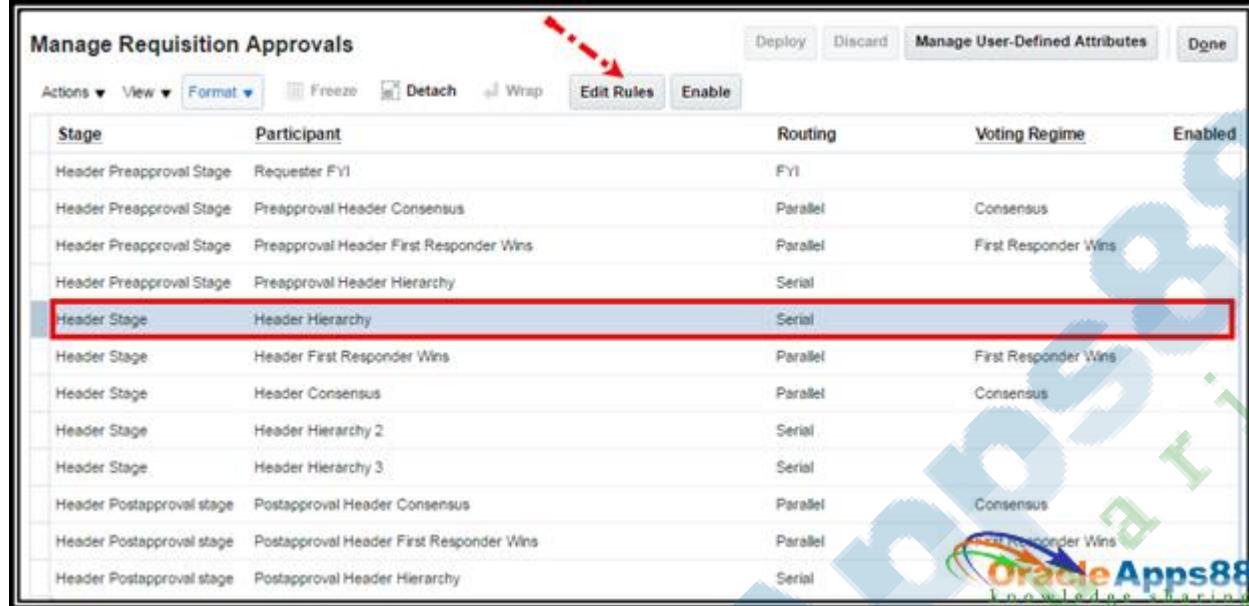
This screenshot shows the 'Edit Requisition Preferences' dialog box overlaid on the main Oracle Fusion interface. The dialog box has a purple header 'Edit Requisition Preferences'. Inside, it shows 'Requisitioning BU' (US1 Business Unit) and 'Requester' (Oracle Apps). The 'Shipping and Delivery' section is expanded, showing 'Deliver-to Location' set to 'Seattle'. There are also fields for 'Destination Type' (Expense) and a 'Billing' button. At the bottom right of the dialog box are 'Save and Close' and 'Cancel' buttons, with a red arrow pointing to the 'Save and Close' button.

Step 8. Approval Setups

a. Requisition Approval Setup

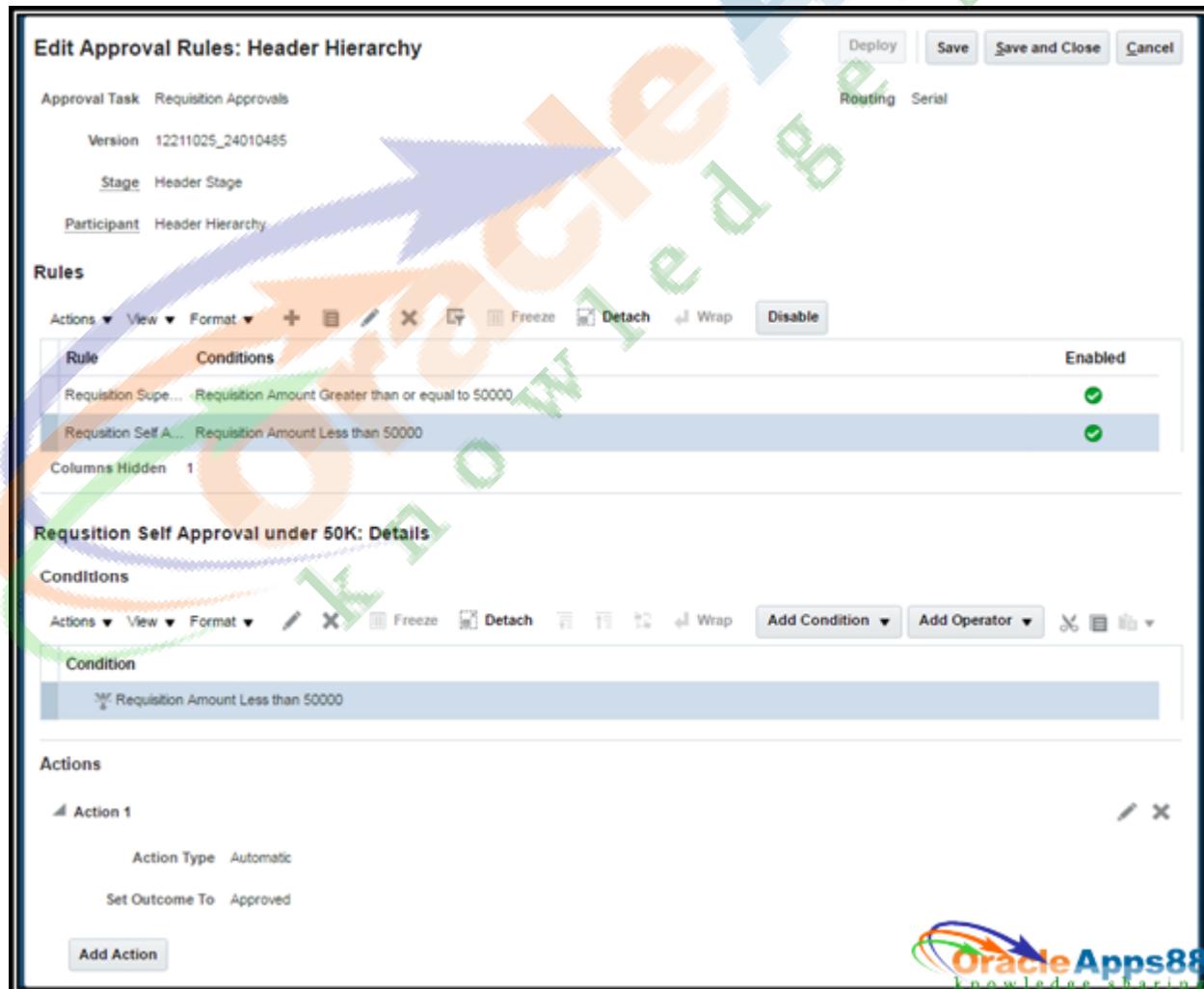
Nav : Go to Functional Setup Manager (FSM) and search with “[Manage Requisition Approvals](#)”

Select the " Header Hierarchy" click on Edit Rules button



Stage	Participant	Routing	Voting Regime	Enabled
Header Preapproval Stage	Requester FYI	FYI		
Header Preapproval Stage	Preapproval Header Consensus	Parallel	Consensus	
Header Preapproval Stage	Preapproval Header First Responder Wins	Parallel	First Responder Wins	
Header Preapproval Stage	Preapproval Header Hierarchy	Serial		
Header Stage	Header Hierarchy	Serial		
Header Stage	Header First Responder Wins	Parallel	First Responder Wins	
Header Stage	Header Consensus	Parallel	Consensus	
Header Stage	Header Hierarchy 2	Serial		
Header Stage	Header Hierarchy 3	Serial		
Header Postapproval stage	Postapproval Header Consensus	Parallel	Consensus	
Header Postapproval stage	Postapproval Header First Responder Wins	Parallel	First Responder Wins	
Header Postapproval stage	Postapproval Header Hierarchy	Serial		

Create the Rules and add the conditions and click on Save and close button



Approval Task: Requisition Approvals

Version: 12211025_24010485

Stage: Header Stage

Participant: Header Hierarchy

Rules

Rule	Conditions	Enabled
Requisition Super User Approval	Requisition Amount Greater than or equal to 50000	<input checked="" type="checkbox"/>
Requisition Self Approval under 50K	Requisition Amount Less than 50000	<input checked="" type="checkbox"/>

Requisition Self Approval under 50K: Details

Conditions

Condition
Requisition Amount Less than 50000

Actions

Action 1

Action Type: Automatic

Set Outcome To: Approved

Add Action

Select the rule and click on enable button

Manage Requisition Approvals

Saved rules are not yet deployed. You can deploy or discard the saved changes.

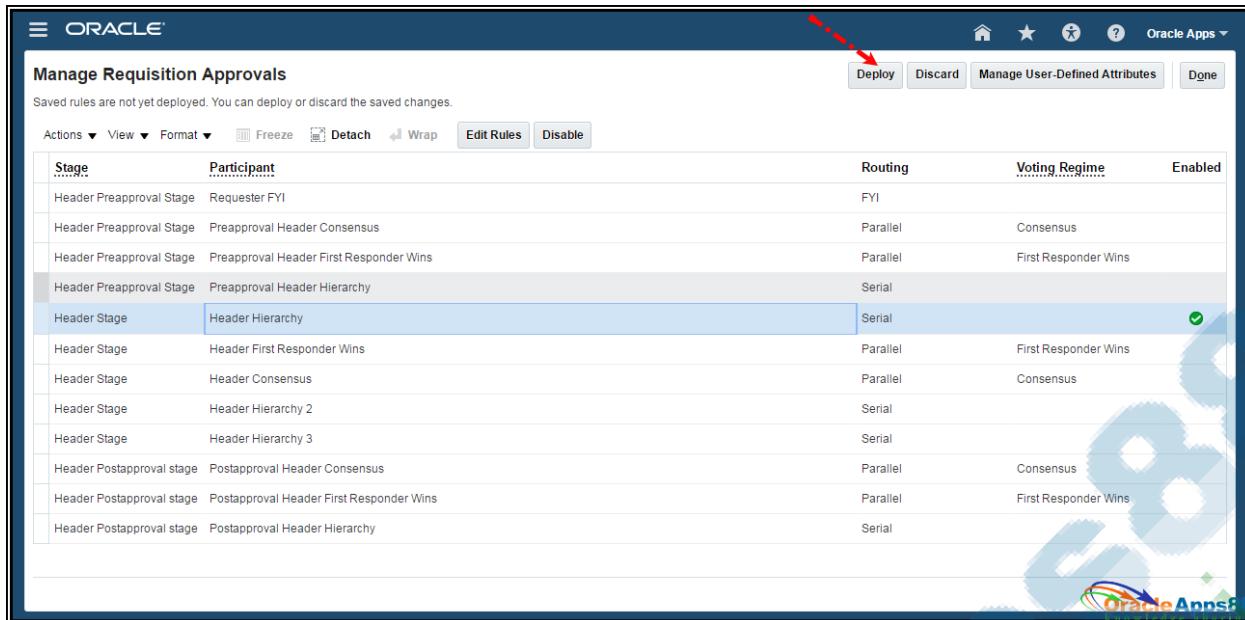
Actions	View	Format	Freeze	Detach	Wrap	Edit Rules	Enable	Deploy	Discard	Manage User-Defined Attributes	Done
Stage	Participant					Routing	Voting Regime	Enabled			
Header Preapproval Stage	Requester FYI					FYI					
Header Preapproval Stage	Preapproval Header Consensus					Parallel	Consensus				
Header Preapproval Stage	Preapproval Header First Responder Wins					Parallel	First Responder Wins				
Header Preapproval Stage	Preapproval Header Hierarchy					Serial					
Header Stage	Header Hierarchy					Serial					
Header Stage	Header First Responder Wins					Parallel	First Responder Wins				
Header Stage	Header Consensus					Parallel	Consensus				
Header Stage	Header Hierarchy 2					Serial					
Header Stage	Header Hierarchy 3					Serial					
Header Postapproval stage	Postapproval Header Consensus					Parallel	Consensus				
Header Postapproval stage	Postapproval Header First Responder Wins					Parallel	First Responder Wins				
Header Postapproval stage	Postapproval Header Hierarchy					Serial					

Manage Requisition Approvals

Saved rules are not yet deployed. You can deploy or discard the saved changes.

Actions	View	Format	Freeze	Detach	Wrap	Edit Rules	Disable	Deploy	Discard	Manage User-Defined Attributes	Done
Stage	Participant					Routing	Voting Regime	Enabled			
Header Preapproval Stage	Requester FYI					FYI					
Header Preapproval Stage	Preapproval Header Consensus					Parallel	Consensus				
Header Preapproval Stage	Preapproval Header First Responder Wins					Parallel	First Responder Wins				
Header Preapproval Stage	Preapproval Header Hierarchy					Serial					
Header Stage	Header Hierarchy					Serial		✓			
Header Stage	Header First Responder Wins					Parallel	First Responder Wins				
Header Stage	Header Consensus					Parallel	Consensus				
Header Stage	Header Hierarchy 2					Serial					
Header Stage	Header Hierarchy 3					Serial					
Header Postapproval stage	Postapproval Header Consensus					Parallel	Consensus				
Header Postapproval stage	Postapproval Header First Responder Wins					Parallel	First Responder Wins				
Header Postapproval stage	Postapproval Header Hierarchy					Serial					

Deploy the Rule



The screenshot shows the 'Manage Requisition Approvals' page in Oracle Apps. It lists various stages and their participants, routing, voting regimes, and enablement status. The 'Header Stage' row, specifically 'Header Hierarchy', is selected. A red arrow points to the 'Deploy' button in the top right corner.

Stage	Participant	Routing	Voting Regime	Enabled
Header Preapproval Stage	Requester FYI	FYI		
Header Preapproval Stage	Preapproval Header Consensus	Parallel	Consensus	
Header Preapproval Stage	Preapproval Header First Responder Wins	Parallel	First Responder Wins	
Header Preapproval Stage	Preapproval Header Hierarchy	Serial		
Header Stage	Header Hierarchy	Serial		<input checked="" type="checkbox"/>
Header Stage	Header First Responder Wins	Parallel	First Responder Wins	
Header Stage	Header Consensus	Parallel	Consensus	
Header Stage	Header Hierarchy 2	Serial		
Header Stage	Header Hierarchy 3	Serial		
Header Postapproval stage	Postapproval Header Consensus	Parallel	Consensus	
Header Postapproval stage	Postapproval Header First Responder Wins	Parallel	First Responder Wins	
Header Postapproval stage	Postapproval Header Hierarchy	Serial		

Tables Effected in PO Suppliers

POZ_SUPPLIERS

POZ_SUPPLIER_SITES_ALL_M

POZ_SUPPLIER_CONTACTS

b. Purchase and Contract Purchase Agreement Approval

Nav : Go to Functional Setup Manager (FSM) and search with "[Manage Purchasing Document Approvals](#)"

Is required to have at least one rule enabled, For instance "**Terms Approval Serial**", then create one action with approve results

Select the "Terms Approval Serial" click on Edit Rules button



Manage Purchasing Document Approvals

Saved rules are not yet deployed. You can deploy or discard the saved changes.

Actions	View	Format	Freeze	Detach	Wrap	Edit Rules	Enable	Deploy	Discard	Manage User-Defined Attributes	Done
						Edit Rules	Enable				
Stage	Participant			Routing	Voting Regime	Enabled					
Preapproval	Preapproval FYI			FYI							
Preapproval	Preapproval Serial			Serial							
Preapproval	Preapproval Consensus			Parallel	Consensus						
Preapproval	Preapproval First Responder Wins			Parallel	First Responder Wins						
Terms	Terms Approval FYI			FYI							
Terms	Terms Approval Serial			Serial							
Terms	Terms Approval Serial 2			Serial							
Terms	Terms Approval Serial 3			Serial							
Terms	Terms Approval First Responder Wins			Parallel	First Responder Wins						
Terms	Terms Approval Consensus			Parallel	Consensus						
Post Approval	Post Approval Serial			Serial							
Post Approval	Post Approval Consensus			Parallel	Consensus						
Post Approval	Post Approval First Responder Wins			Parallel	First Responder Wins						
Post Approval FYI	Post Approval FYI			FYI							

Create the Rules and add the conditions and click on Save and close button



The screenshot shows the Oracle Fusion Procure-to-Pay (P2P) interface for editing approval rules. The title bar indicates the task is 'Purchasing Document Approvals'. The main area displays a grid of rules:

Rule	Conditions	Status
Supplier Change...	Change Order Initiating Party Equals Supplier	Enabled
Informa...	Agreement Amount Less than or equal to 300000 AND Document Type Equals Blanket Purchase Agreement	Enabled
Agreement Self...	Document Ordered Amount Greater than or equal to 0 AND Document Type Is in (Blanket Purchase Agreement, Contract Purchase...	Enabled
PO Self Approval	Document Ordered Amount Less than 1000000 AND Document Type Equals Purchase Order	Enabled
PO Approval	Document Ordered Amount Greater than or equal to 1000000 AND Document Type Equals Purchase Order	Enabled

A specific rule, 'Agreement Self...', is selected and highlighted with a red box. Below the grid, there is a detailed view for the 'Agreement Self Approval' rule, showing its conditions and actions:

Conditions:

- AND
 - Document Ordered Amount Greater than or equal to 0
 - Document Type Is in (Blanket Purchase Agreement, Contract Purchase Agreement)

Actions:

- Action 1
 - Action Type: Automatic
 - Set Outcome To: Approved

Buttons: Deploy, Save, Save and Close (highlighted with a red arrow), Cancel, Routing, Serial.

Select the rule and click on enable button

Manage Purchasing Document Approvals

Saved rules are not yet deployed. You can deploy or discard the saved changes.

Actions	View	Format	Freeze	Detach	Wrap	Edit Rules	Enable	
Stage	Participant					Routing	Voting Regime	Enabled
Preapproval	Preapproval FYI					FYI		
Preapproval	Preapproval Serial					Serial		
Preapproval	Preapproval Consensus					Parallel	Consensus	
Preapproval	Preapproval First Responder Wins					Parallel	First Responder Wins	
Terms	Terms Approval FYI					FYI		
Terms	Terms Approval Serial					Serial		
Terms	Terms Approval Serial 2					Serial		
Terms	Terms Approval Serial 3					Serial		
Terms	Terms Approval First Responder Wins					Parallel	First Responder Wins	
Terms	Terms Approval Consensus					Parallel	Consensus	
Post Approval	Post Approval Serial					Serial		
Post Approval	Post Approval Consensus					Parallel	Consensus	
Post Approval	Post Approval First Responder Wins					Parallel	First Responder Wins	
Post Approval FYI	Post Approval FYI					FYI		



Manage Purchasing Document Approvals

Saved rules are not yet deployed. You can deploy or discard the saved changes.

Actions	View	Format	Freeze	Detach	Wrap	Edit Rules	Disable	
Stage	Participant					Routing	Voting Regime	Enabled
Preapproval	Preapproval FYI					FYI		
Preapproval	Preapproval Serial					Serial		
Preapproval	Preapproval Consensus					Parallel	Consensus	
Preapproval	Preapproval First Responder Wins					Parallel	First Responder Wins	
Terms	Terms Approval FYI					FYI		
Terms	Terms Approval Serial					Serial		<input checked="" type="checkbox"/>
Terms	Terms Approval Serial 2					Serial		
Terms	Terms Approval Serial 3					Serial		
Terms	Terms Approval First Responder Wins					Parallel	First Responder Wins	
Terms	Terms Approval Consensus					Parallel	Consensus	
Post Approval	Post Approval Serial					Serial		
Post Approval	Post Approval Consensus					Parallel	Consensus	
Post Approval	Post Approval First Responder Wins					Parallel	First Responder Wins	
Post Approval FYI	Post Approval FYI					FYI		



Deploy the rule

Manage Purchasing Document Approvals

Saved rules are not yet deployed. You can deploy or discard the saved changes.

Stage	Participant	Routing	Voting Regime	Enabled
Preapproval	Preapproval FYI	FYI		
Preapproval	Preapproval Serial	Serial		
Preapproval	Preapproval Consensus	Parallel	Consensus	
Preapproval	Preapproval First Responder Wins	Parallel	First Responder Wins	
Terms	Terms Approval FYI	FYI		
Terms	Terms Approval Serial	Serial		<input checked="" type="checkbox"/>
Terms	Terms Approval Serial 2	Serial		
Terms	Terms Approval Serial 3	Serial		
Terms	Terms Approval First Responder Wins	Parallel	First Responder Wins	
Terms	Terms Approval Consensus	Parallel	Consensus	
Post Approval	Post Approval Serial	Serial		
Post Approval	Post Approval Consensus	Parallel	Consensus	
Post Approval	Post Approval First Responder Wins	Parallel	First Responder Wins	
Post Approval FYI	Post Approval FYI	FYI		

Purchase Order Setup in BPM Worklist

Nav : Functional Setup Manager → **Manage Task Configurations for Procurement**

Active Versions : As patching occurs – it will copy the current version to the next patched version. Make sure the Active Versions is unchecked – we want to work with the current version.

In Task Configuration tab search with *DocumentApproval* and click go button

BPM Worklist

Task Configuration

Tasks to be configured

Search *DocumentApproval*

Confirmation

It is recommended to optimize rules for repeating stages. When rules are optimized for repeating stages, each of the existing list builder actions should be supplied with a dimension id if applicable for a

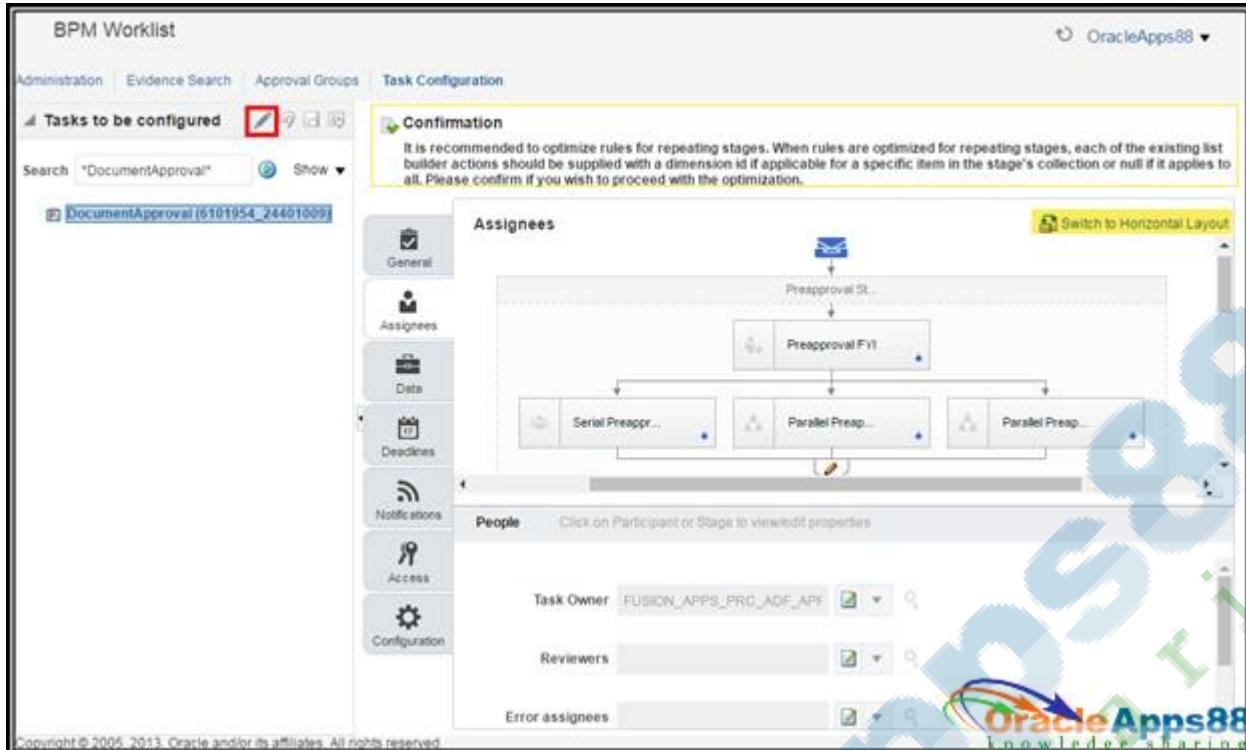
General

Title /task:task/task:payload/task:TitleKey

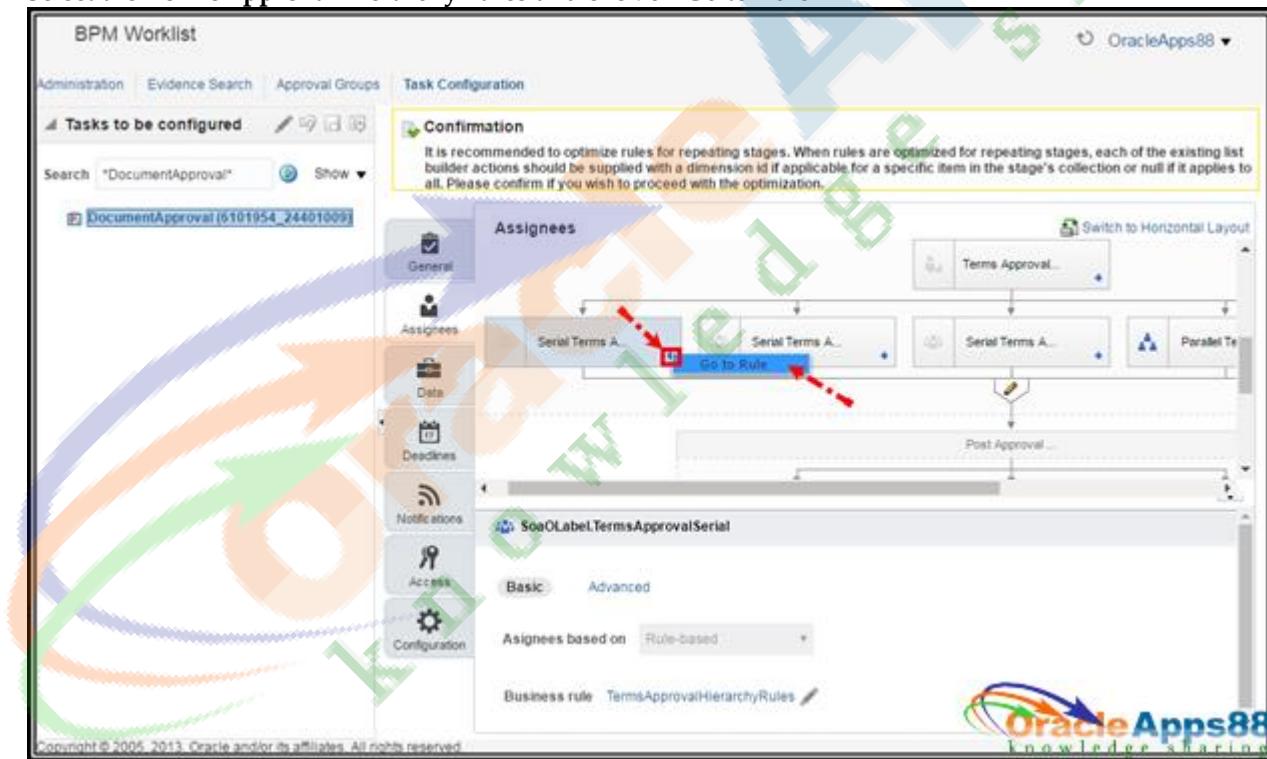
Assignees

Description

Click on the Edit → Assignee → Switch to Vertical Layout (To verify the Rulesets flow)



Select the TermsApprovalHierarchyRules and click on Go to Rule



Please make sure 'Document Type Equal Purchase Order' needs to be the defined as first condition where 'Document Total Amount' attribute presents. If not please correct the Order and update the change.

Once the conditions order corrected and sync in Manage Purchasing Document Approvals task and BPM worklist, please verify the approval flow for CPA Change Order.

After the changes click on Save button then click on Commit Task button and enter the comments to complete rule modifications

BPM Worklist

Administration Evidence Search Approval Groups Task Configuration

Tasks to be configured

Confirmation

It is recommended to optimize rules for repeating stages. When rules are optimized for repeating stages, each of the existing list builder actions should be supplied with a dimension id if applicable for a specific item in the stage's collection or null if it applies to all. Please confirm if you wish to proceed with the optimization.

DocumentApproval (6101154_24461609)

General

Agreements

Data

Deadlines

Notifications

Address

Configuration

Rulesets

Links

Decision Functions

ModificatorRules

SubstitutionRules

TermsApprovalRules

TermsApprovalHierarchyRules

TermsApprovalFirstResponder

TermsApprovalParallelConsent

PreApprovalFIRules

PreApprovalParallelConsent

PreApprovalFirstResponderWithList

PostApprovalFIRules

IF

PurchasingDocument@Header.documentCurrency same or more than 0

PurchasingDocument@Header.documentType in "BLANKET", "CONTRACT"

THEN

List Builder

Response Type Required FYI

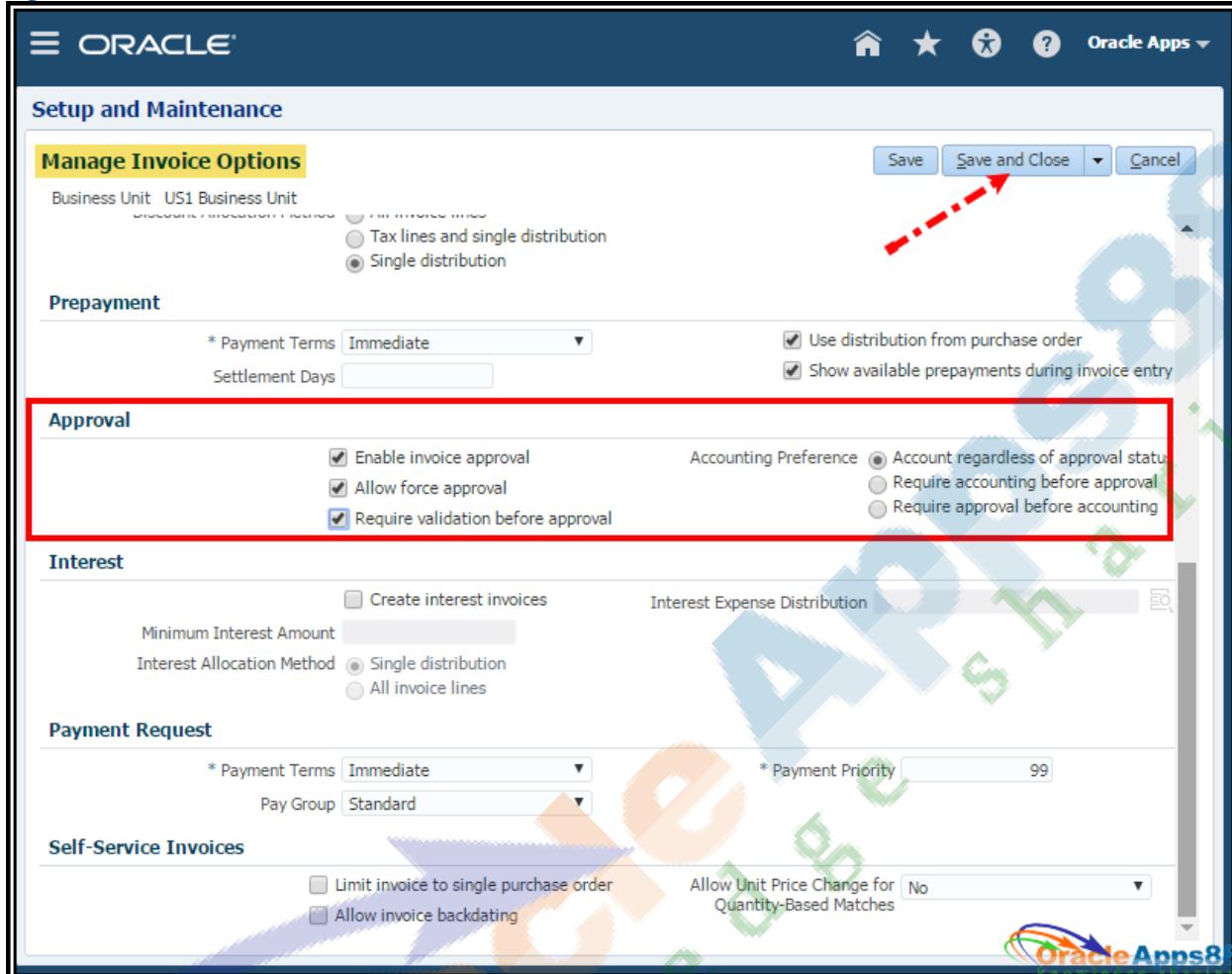
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OracleApps88 knowledge sharing

c. AP Invoice Approval Setups

Enable the AP Invoice approval and click on Save and close button

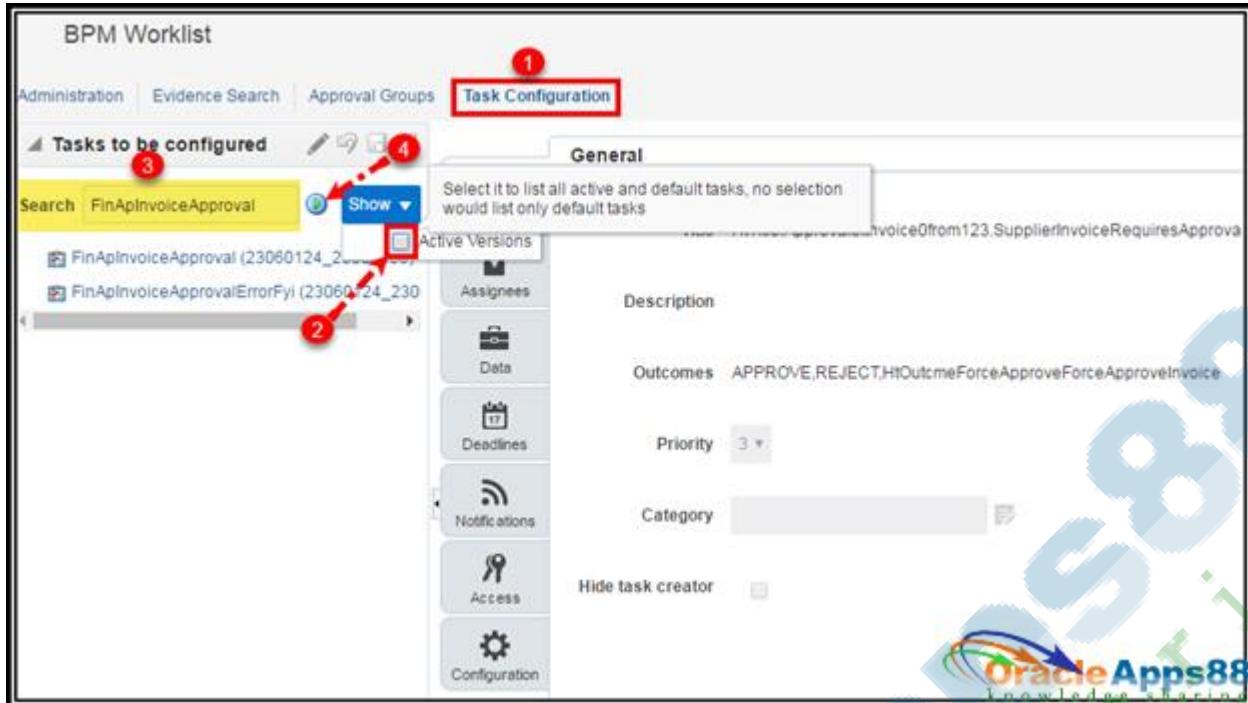
Nav : Functional Setup Manager → **Manage Invoice Options / Financials > Define Invoicing and Payments Configuration > Define Payables > Define General Payables Options > Manage Invoice Options**



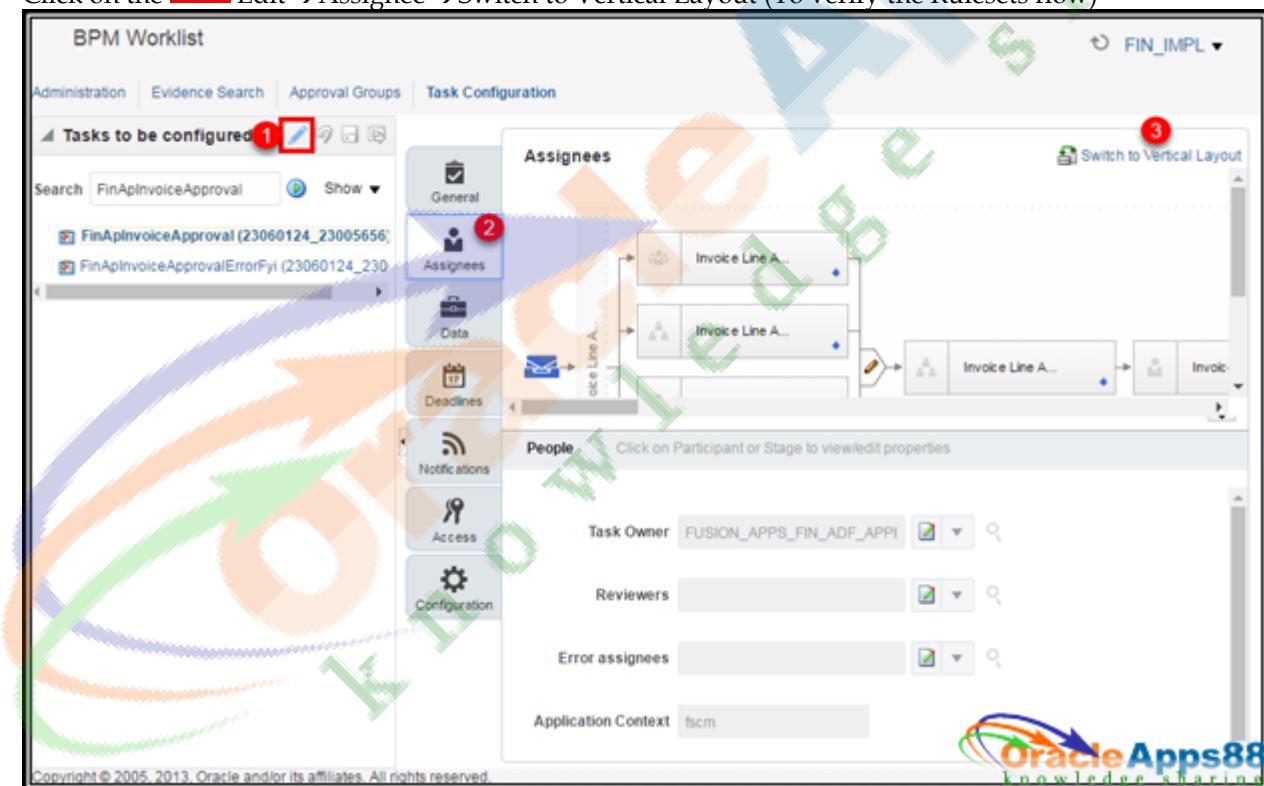
Nav : Functional Setup Manager → **Manage Task Configurations for Financials**

Active Versions : As patching occurs – it will copy the current version to the next patched version, Make sure the Active Versions is unchecked – we want to work with the current version.

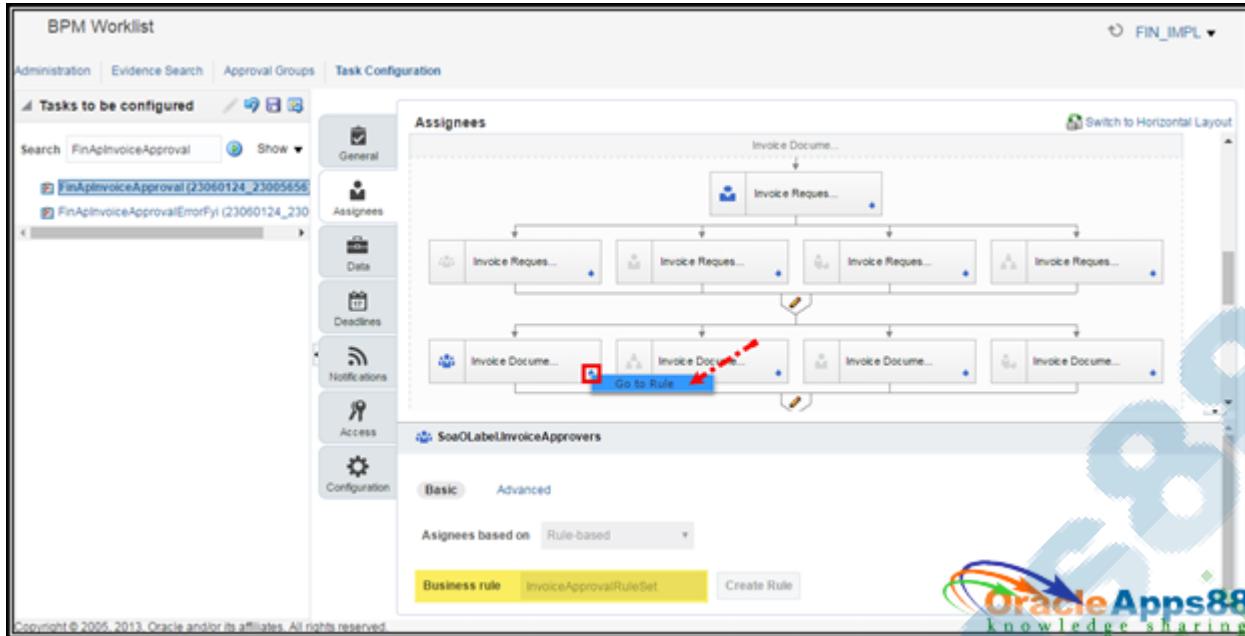
In Task Configuration tab search with ***FinApInvoiceApproval*** and click go button



Click on the Edit → Assignee → Switch to Vertical Layout (To verify the Rulesets flow)



Select the **InvoiceApprovalRuleSet** and click on Go to Rule

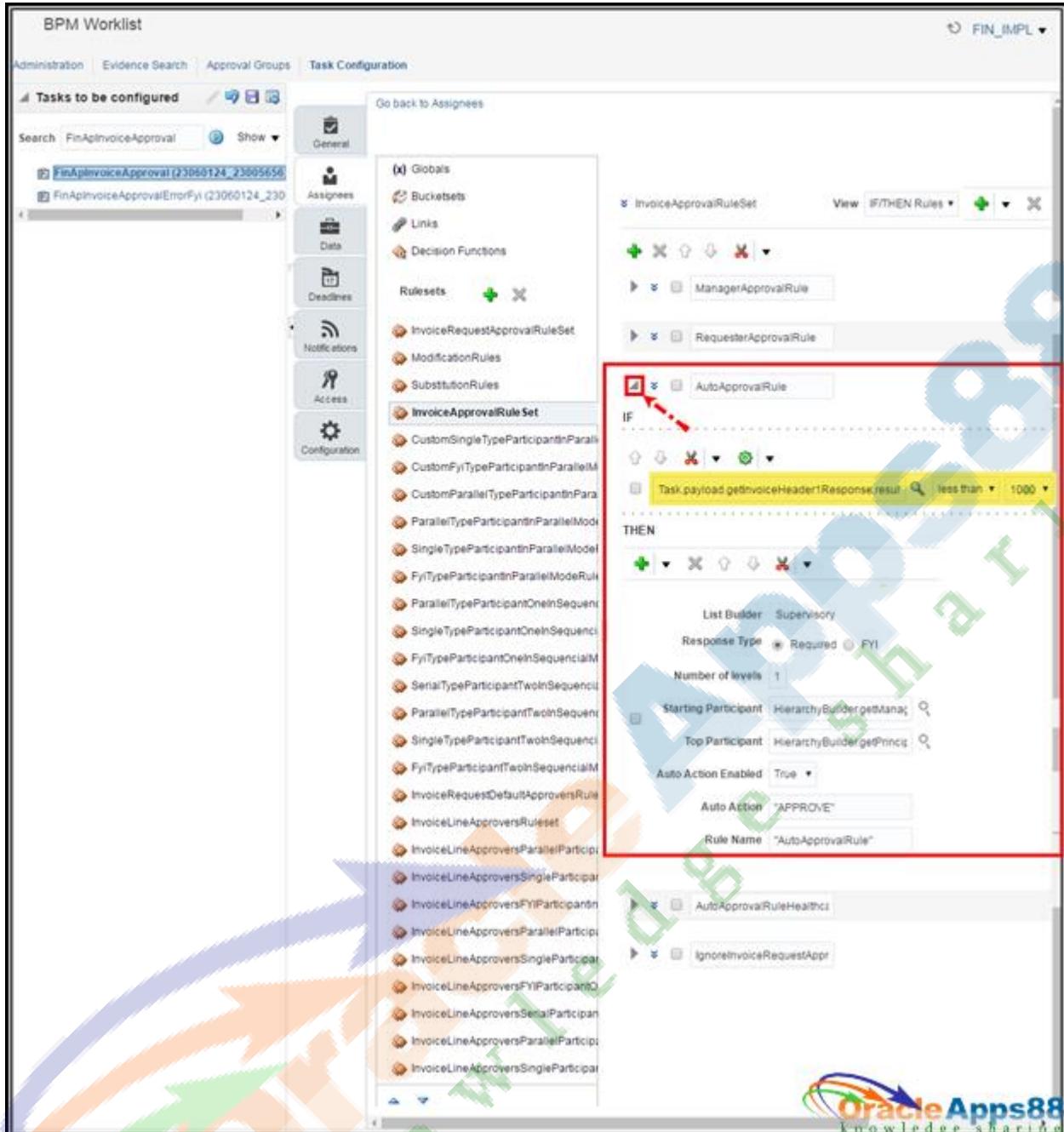


We can change existing rules or we can create new rule to click on the New button

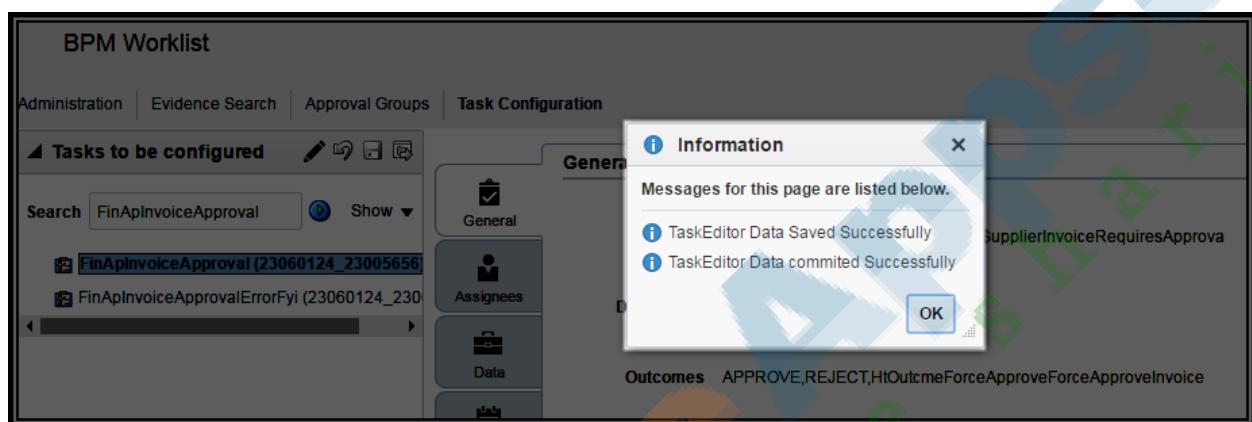
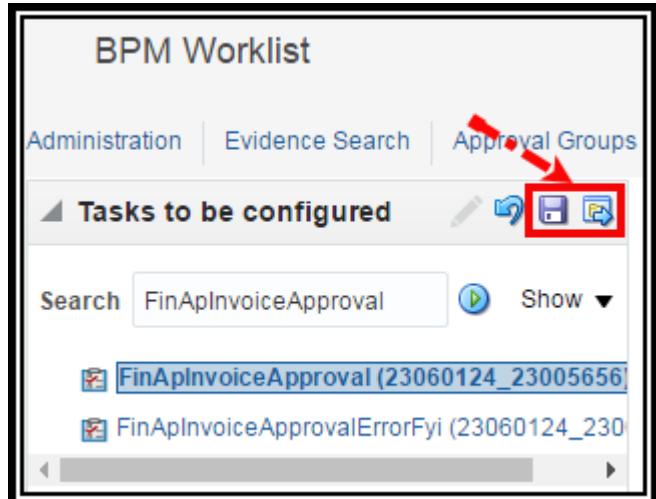
Click on the Expand button to modify the Rule and Rule Condition
Enter the below details:

Rule : Task.payload.getInvoiceHeader1Response.result.invoiceAmount lessThan 10000

Field	Value
List Builder	Supervisory
Response Type	Required
Number of levels	1
Starting Participant	HierarchyBuilder.getManager("supervisory",Task.creator,-1,"")
Top Participant	HierarchyBuilder.getPrincipal("ORACLEAPPS88",-1,"")
Auto Action Enabled	True
Auto Action	"APPROVE"



After the changes click on Save  button then click on Commit Task  button and enter the comments to complete rule modifications



Issue #1 : Error Charge Account Cannot Be Generated For Distribution 1.

Nav : FSM → Manage SubLedger Accounting Options

Select the ledger and click on search button

The screenshot shows the Oracle Fusion Procurement application interface. At the top, there's a navigation bar with icons for Home, Star, User, Help, and Oracle Apps. Below it, a blue header bar says 'Setup and Maintenance' and 'Manage Subledger Accounting Options'. Underneath, there's a search section with a 'Search' button and a 'Reset' button. A red box highlights the search criteria: 'Ledger Equals US Primary Ledger'. A red arrow points from this box to the 'Search' button. Below the search section, there's a 'Search Results' section with a table header: 'View Format Component Type Accounting Options System Options'. The table body contains the message 'No search conducted.'

Select the Purchasing and click on Accounting Options edit button

The screenshot shows the Oracle Fusion Procure-to-Pay (P2P) setup interface. The title bar reads "Setup and Maintenance" and "Manage Subledger Accounting Option". The search bar includes fields for "Ledger" (set to "Equals" and "US Primary Ledger") and buttons for "Search" and "Reset". The main area displays a grid of accounting options categorized by component type. The "Component Type" column lists various modules like Assets, Cash Management, Cost Management, Expenses, Financials Common Module, Fusion Accounting Hub: Billing System, Fusion Accounting Hub: Insurance, Payables, Payroll, Project Costing, and Purchasing. The "Accounting Options" and "System Options" columns contain edit icons. A red box highlights the "Purchasing" row in the grid.

Select the Transaction Account Definition as **Purchasing TAB Default Accounting** and click save & close button

ORACLE

Setup and Maintenance

Edit Accounting Options

Ledger US Primary Ledger

Last Saved 5/20/17 4:38 PM
Subledger Application Purchasing

General Summarize by general ledger period ▾
Ledger Journal Entry
Summarization
Reversal Method Switch debit and credit ▾
Rounding Rule Nearest ▾
Third-Party Merge Accounting Option
Transaction Account Definition Purchasing TAB Default Ac ▾

Journal Categories

View Format

	Category
Event Class	Other
Adjustment Entry	Purchase Order
Purchase Orders	Other
Change Orders for Enterprise Tax	Other
Purchase Order and Agreement for Enterprise Tax	Requisition
Requisitions	Other
Purchase Requisition for Enterprise Tax	Other
Third Party Merge	Other

Oracle Apps88
Knowledge sharing

Step 1: Contract Purchase Agreements

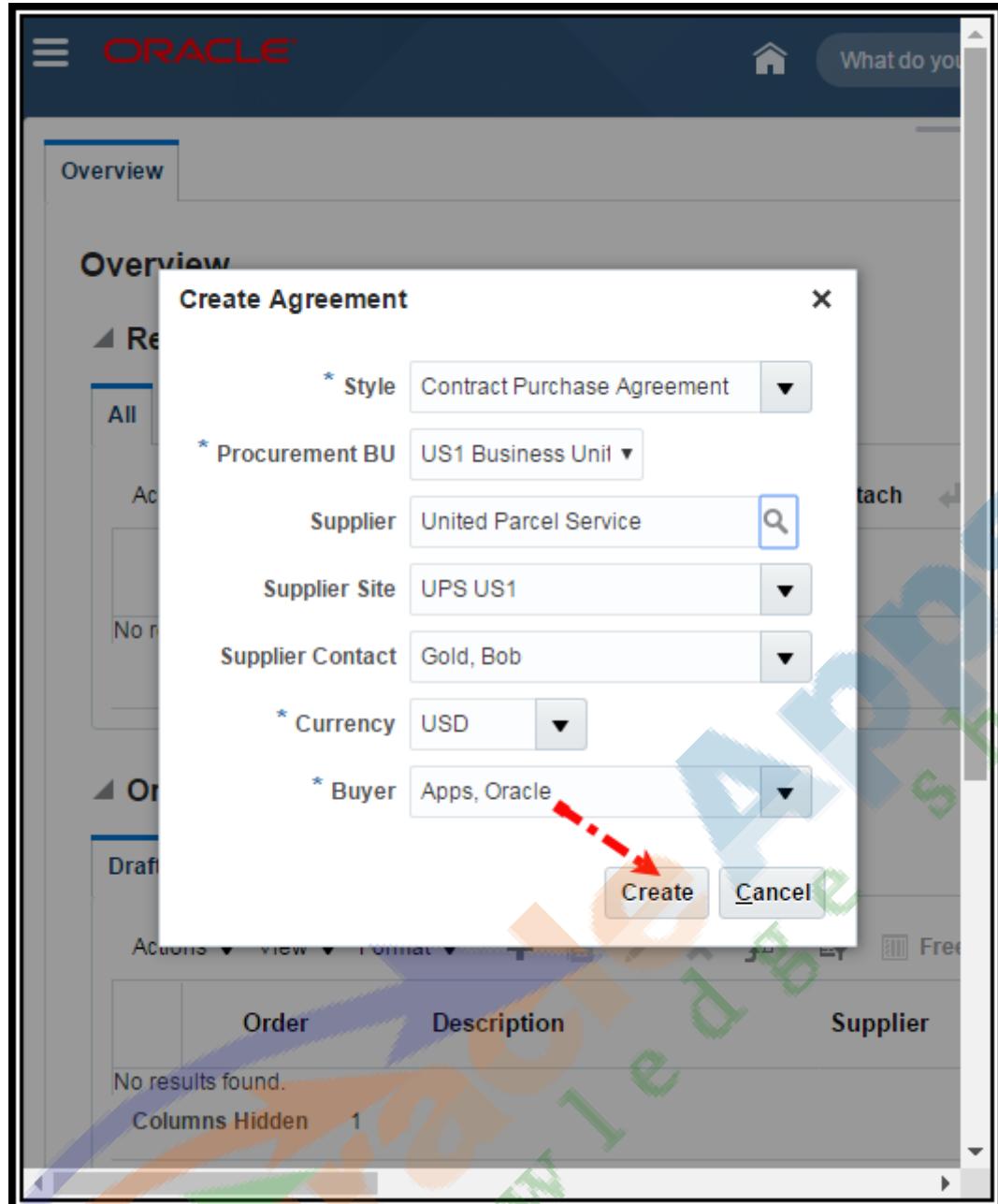
Nav: Procurement → Purchase → Agreement → Create Agreement

Navigate to the **Purchasing Overview** page and click the **Create Agreement** icon to launch the document creation flow. You could also select **Create** from the **Actions** menu.

The screenshot shows the Oracle Fusion Purchasing Overview page. It has three main sections: Requisitions, Orders, and Agreements. The Agreements section is highlighted with a red border. A red arrow points to the 'Create' button (+ icon) in the toolbar of the Agreements section. The page includes various filters, actions, and status indicators for each section.

The procurement business unit (BU) is responsible for administering and managing this contract purchase agreement. Select the BU and enter the below details and Click the **Create** button.

Field	Value
Style	Contract Purchase Agreement
Procurement BU	US1 Business Unit
Supplier	United Parcel Service
Supplier Site	UPS US1
Supplier Contact	Gold, Bob
Currency	USD
Buyer	Oracle, Apps



A draft contract purchase agreement is created. The start and end dates are used to specify the period that the document is in effect and agreement amount can be used to both track and control release activity.

Click on the Controls tab

Field	Value
Start Date	01/01/2017
End Date	12/31/2017
Agreement Amount	100
Minimum Release Amount	100
Payment Terms	Immediate

Main **Controls** Contract Terms

General

Procurement BU: US1 Business Unit
Agreement: 52223
Status: Incomplete
* Buyer: Apps, Oracle
Creation Date: 5/20/17

Supplier: United Parcel Service
Supplier Site: UPS US1
Supplier Contact: Gold, Bob
Communication Method: None

Start Date: 1/1/17
End Date: 12/31/17
* Currency: USD
Agreement Amount: 100.00 USD
Amount Limit: 100.00 USD
Minimum Release Amount: 100.00 USD
Description:

Required Acknowledgment: None
Acknowledge Within Days: 14
Shipping Method: UPS
Freight Terms: Buyer pays freight
Buyer managed transportation:
Pay on receipt:

Order Locally : The order locally checkbox enables a scenario where the requisitioning business unit outsources only the business processes related to negotiating and administering the agreement with the supplier, but still owns the business processes related to creating and administering its own purchase orders for commodities it is buying off the agreement.

If unchecked, the client requisitioning business unit outsources all of these business processes.

You can use the order locally checkbox to configure what business processes the requisitioning business unit will outsource.

Automatic Process: To allow orders to be automatically generated from requisitions sourced to this contract purchase agreement check the first control.

The second control enables the orders automatically created to then be submitted for approval.

Check **Automatically generate orders** and **Automatically submit for approval** to enable automated buying.

Notification Control : A notification control can remind you of agreements nearing expiration or to track and monitor release activity.

Click the Submit button.

Business Unit Access

* Requisitioning BU	Order Locally	* Purchasing Site	Ship-to Location	Bill-to BU	Bill-to Location	Enabled
US1 Business Unit	<input checked="" type="checkbox"/>	UPS US1	Seattle	US1 Business Unit	Seattle	<input checked="" type="checkbox"/>

Automatic Processes

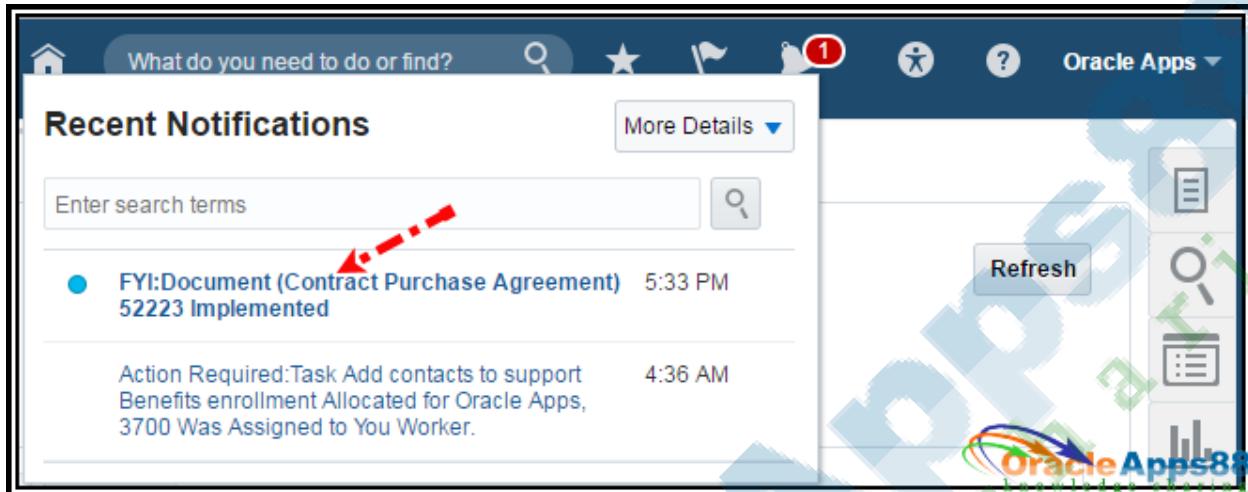
Order Creation Options

- Enable automatic sourcing
 - Punchout requests only
 - Automatically generate orders
 - Automatically submit for approval
 - Group requisitions
 - Use customer sales order
 - Group requisition lines
 - Use requested date

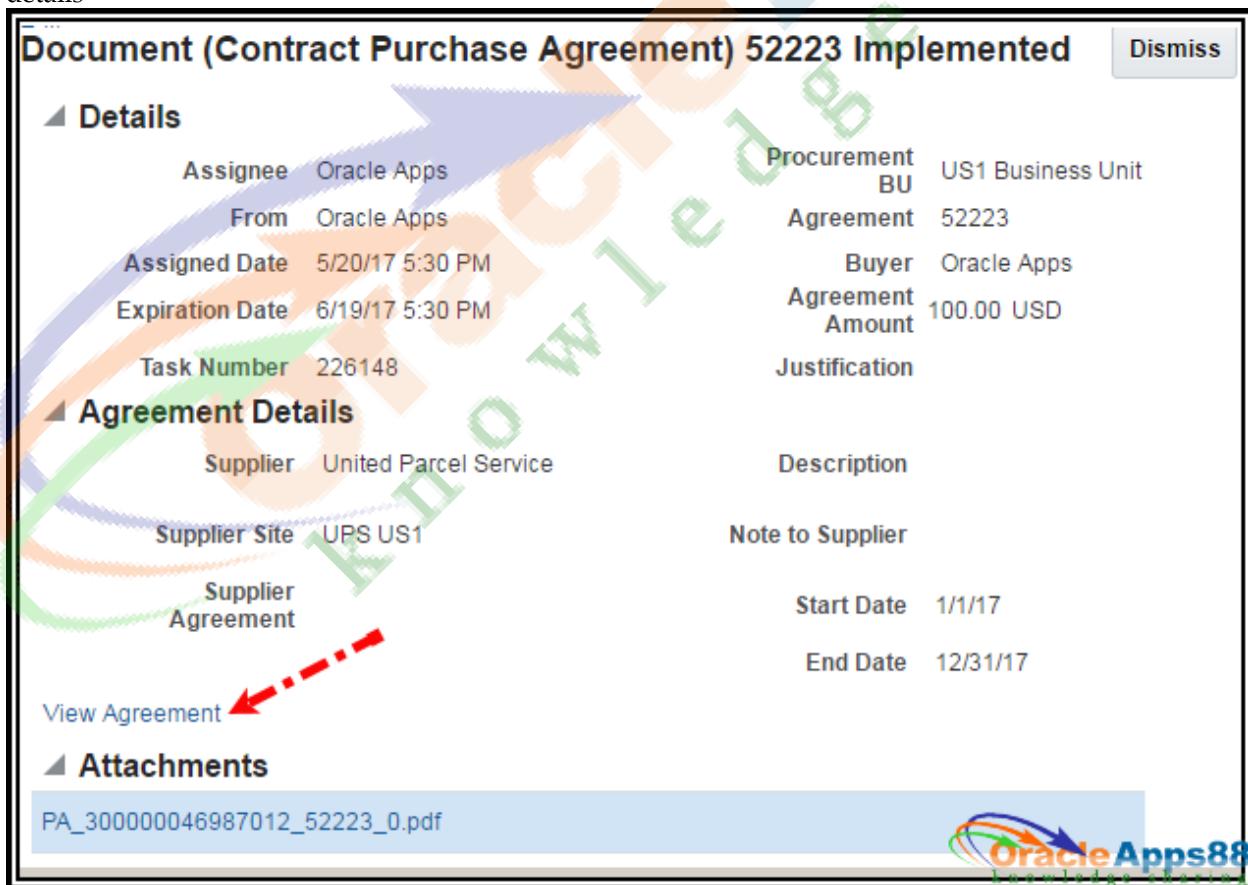
The new agreement was submitted for approval.



We have the auto approval for below 10000 agreements so this agreement will be auto approved. Check the notifications



Click on the View Agreement to check the agreement details and Click on the attachment to check the agreement details



Once agreement is created status is in Open

Contract Purchase Agreement: 52223

Main Controls

General

Procurement BU	US1 Business Unit	Supplier	United Parcel Service	Start Date	1/1/17
Agreement	52223	Supplier Site	UPS US1	End Date	12/31/17
Status	Open	Supplier Contact	Bob Gold	Agreement Amount	100.00 USD
Buyer	Oracle Apps	Supplier Agreement		Amount Limit	100.00 USD
Creation Date	5/20/17	Communication Method	None	Minimum Release Amount	100.00 USD
				Released Amount	0.00 USD
				Description	
Terms	Notes and Attachments				
Required Acknowledgment	None	Shipping Method	UPS	Buyer Managed Transportation	
Payment Terms	Immediate	Freight Terms	Buyer pays freight	Pay on receipt	
		FOB	Origin	Confirming order	

Contract Purchase Agreement 52223

Supplier Details:

Company	United Parcel Service
Contact	Bob Gold
Address	55 GLENLAKE PKWY ATLANTA, GA 30328

Submit your response to:

Company	US1 Business Unit
Contact	Oracle Apps
Address	500 Oracle Parkway REDWOOD CITY, CALIFORNIA 94065 UNITED STATES
Phone	
Fax	
E-mail	OracleApps88@yahoo.com

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Contract Purchase Agreement 52223

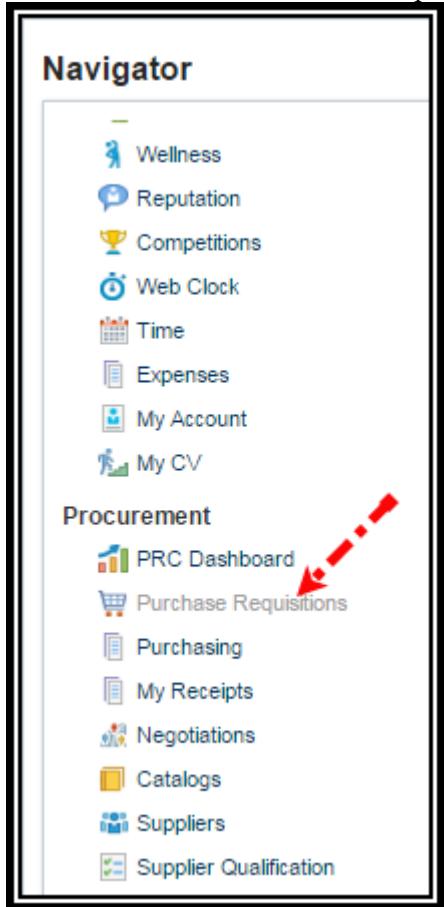
Agreement	52223
Agreement Date	20-MAY-2017
Change Order	0
Change Order Date	20-MAY-2017
Revision	0
Agreement Amount	100.00 USD

Procurement BU	US1 Business Unit 500 Oracle Parkway REDWOOD CITY, CALIFORNIA 94065 UNITED STATES	Supplier	United Parcel Service 55 GLENLAKE PKWY ATLANTA, GA 30328				
Notes	USD = US Dollar						
Customer Number	Account	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method	
	1258		Immediate	Buyer freight	pays	Origin	UPS
Start Date	End Date	Confirm To					
01-Jan-2017	31-Dec-2017	Oracle Apps					

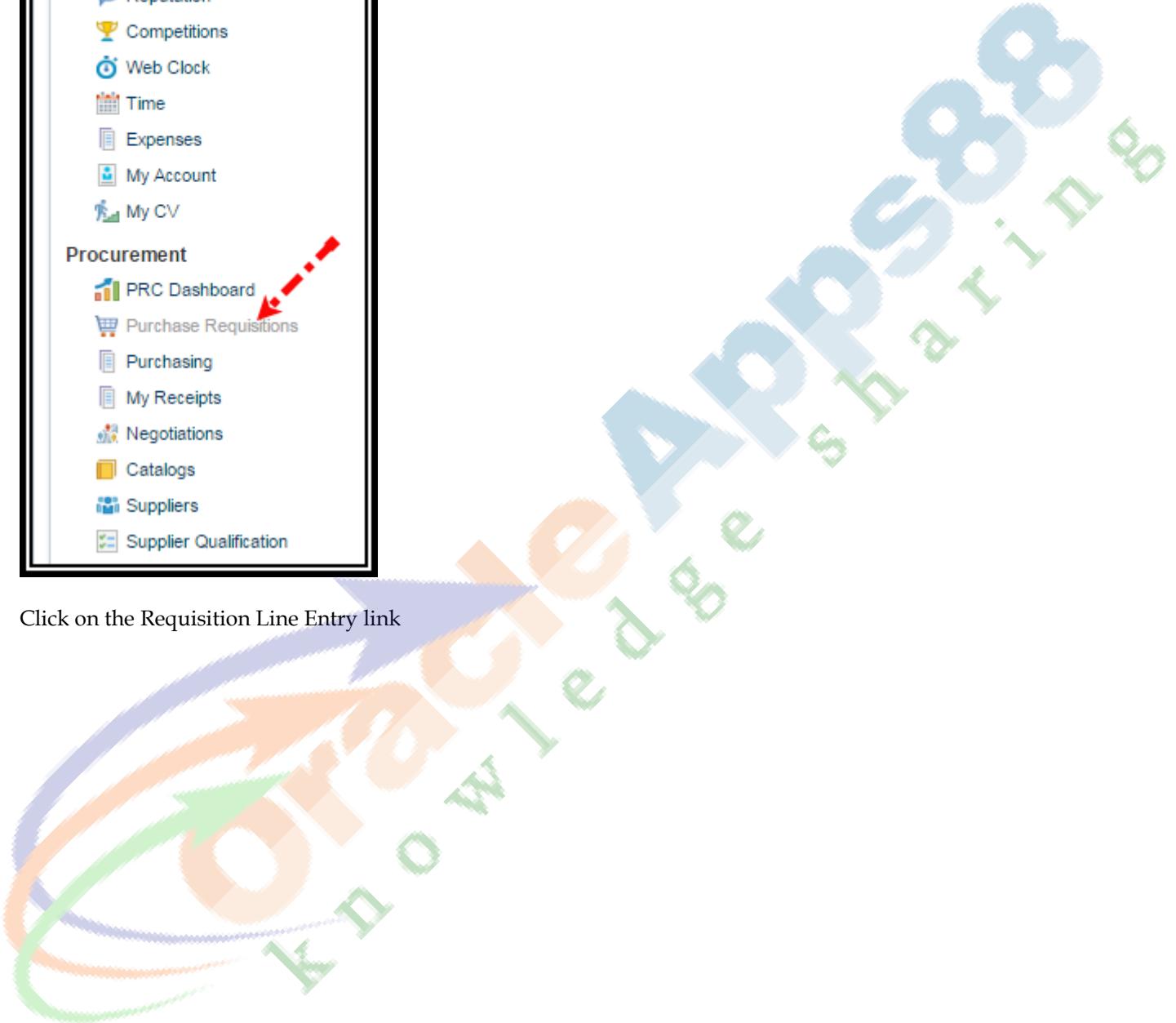
Step 2: Create Requisition

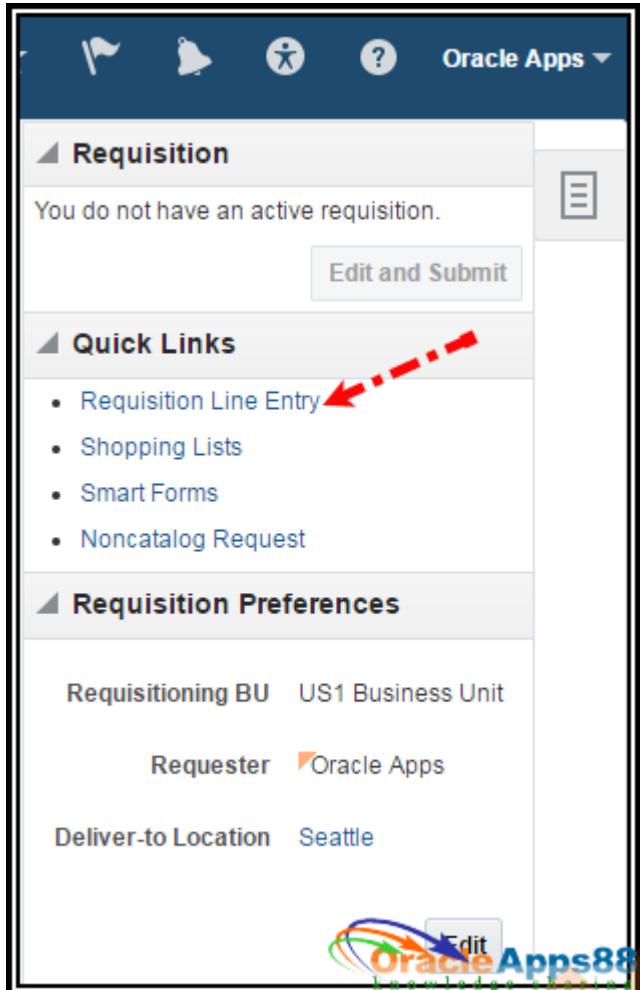
Create the purchase using the Contract Purchase Agreement number i.e. 52223

Nav: Procurement → Purchase Requisitions



Click on the Requisition Line Entry link





Enter the details and click on Add to requisition button

Field	Value
Item Type	Fixed Price Services
Item Description	PA:52223 - PR:203756
Category Name	Miscellaneous
Amount	100
Negotiated	Enable
Agreement	52223 (Supplier details will defaulted based on the agreement)
Negotiated	Enable (If the requisition line is sourced to a valid Contract Purchase Agreement then the 'Negotiated' flag should be checked on the requisition line)
Charge Account	101.10.60540.121.000.000

Add Requisition Line

* Line Type: Fixed Price Services

* Item Description: PA:52223 - PR:203756

* Category Name: Miscellaneous

* Amount: 100.00

Currency: USD

Negotiation required

Negotiated

Delivery

* Requester: Apps, Oracle

Urgent: No

Requested Delivery Date: 5/27/17

Deliver-to Location Type: Internal

* Deliver-to Location: Seattle

Deliver-to Address: 411 University Street, SEATTLE, WASHINGTON 98101, UNITED STATES

Supplier Item:

Requisition: 203756

Your requisition contains no lines.

Edit and Submit

Requisition Preferences

Click on Edit and Submit button

Requisition: 203756

You added 1 line to the requisition.

Recently added lines
PA:52223 - PR:203756 100.00 USD

Total 100.00 USD

Edit and Submit

Requisition Preferences

Requisitioning BU: US1 Business Unit

Requester: Oracle Apps

Deliver-to Location: Seattle

Check the requisition details and click on Submit button

Edit Requisition: 203756

Requisitioning BU US1 Business Unit Procurement Card Requisition Amount 100.00 USD

* Description PA:52223 - PR:203756 Justification

Overriding Approver

Approval Amount 109.50 USD Attachments None

Requisition Lines

Actions ▾ View ▾ Format ▾

Line	Description	Category Name	* Quantity	UOM	Price	* Amount	Amount (USD)	Delete
1	PA:52223 - PR:203756	Miscellaneous	100.00	US	100.00	100.00		<input type="button" value="X"/>
Total						100.00		

Rows Selected 1 Columns Hidden 7

Line 1: Details

Delivery

* Requester Apps, Oracle Deliver-to Location Type Internal

Urgent No * Deliver-to Location Seattle

Requisition is submitted for approval

Shop

Search Catalog

Browse Catalog

- Office Supplies All office supplies needs
- Services All outside services
- Telecommunications Office phones, mobile phones and accessories

My Requisitions

Actions ▾ View ▾ Format ▾

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
203756	PA:52223 - PR:203756	5/20/17	109.50 USD	Pending approval		

Columns Hidden 5

Requisition
You do not have an active requisition.

Quick Links

- Requisition Line Entry
- Shopping Lists
- Smart Forms
- Noncatalog Request

Requisition Preferences

Requisitioning BU US1 Business Unit
Requester Oracle Apps
Deliver-to Location Seattle

Requisition status is changed to Approved and Purchase order: 162902 is created.

We have the auto approval for below 50k requisition amount so this requisition will be auto approved and created the purchase order: 162902. Check the requisition status and it is approved

The screenshot shows the Oracle Fusion Procurement Home page. In the top right corner, there is a 'Recent Notifications' panel with a red arrow pointing to a notification about a requisition being approved. Below this is a 'Requisition Preferences' sidebar. The main area displays 'My Requisitions' with a table showing one record: Requisition 203756, Description PA52223 - PR:203756, Creation Date 5/20/17, Approval Amount 109.50 USD, Status Approved, Funds Status 162902. A red box highlights this row. To the right of the table is a 'Purchasing News' section.

Check the approval notification.

This screenshot shows the detailed view of the approval notification for Requisition 203756. It includes sections for 'Details' (Assignee: Oracle Apps, Requisitioning BU: US1 Business Unit, Entered By: Oracle Apps, Requisition Amount: 100.00 USD, Nonrecoverable Tax: 9.50 USD, Approval Amount: 109.50 USD, Description: PA:52223 - PR:203756, Justification), 'Requisition Lines' (one line item: Line 1, Item Description PA:52223 - PR:203756, Suggested Supplier: United Parcel S..., Cost Center: 121), and links to 'View Requisition Details' and 'View Document History'. A watermark for 'Oracle Apps88' is visible across the page.

When the Requisition is approved purchase order will create automatically, Check the notifications

Document (Purchase Order) 162902 (Requisition 203756) Implemented

Claim

Details

Assignee	PROCUREMENT MANAGER (Calvin Roth) Oracle Apps	Sold-to Legal Entity	US1 Legal Entity
From	PROCUREMENT MANAGER (Calvin Roth)	Order	162902
Assigned Date	5/20/17 6:11 PM	Procurement BU	US1 Business Unit
Expiration Date	6/19/17 6:11 PM	Buyer	Calvin Roth
Task Number	226156	Ordered	100.00 USD
		Nonrecoverable Tax	9.50 USD
		Justification	

Order Details

Supplier	United Parcel Service	Description	
Supplier Site	UPS US1	Note to Supplier	
Ship-to Location	Seattle	Requisitioning BU	US1 Business Unit
Supplier Order		Requisition	203756
		Requester	Oracle Apps
		Cost Center	121

Tabled involved in Requisition

```

SELECT
line.line_location_id,
line.reqs_in_pool_flag,
line.suggested_buyer_id,
line.prc_bu_id,
line.vendor_id,
line.vendor_site_id,
line.suggested_vendor_name,
line.suggested_vendor_site
FROM
por_requisition_lines_all line,
por_requisition_headers_all header
WHERE 1=1
AND header.requisition_header_id = line.requisition_header_id
AND header.requisition_number = 'PROVIDE_REQ#_HERE'
;

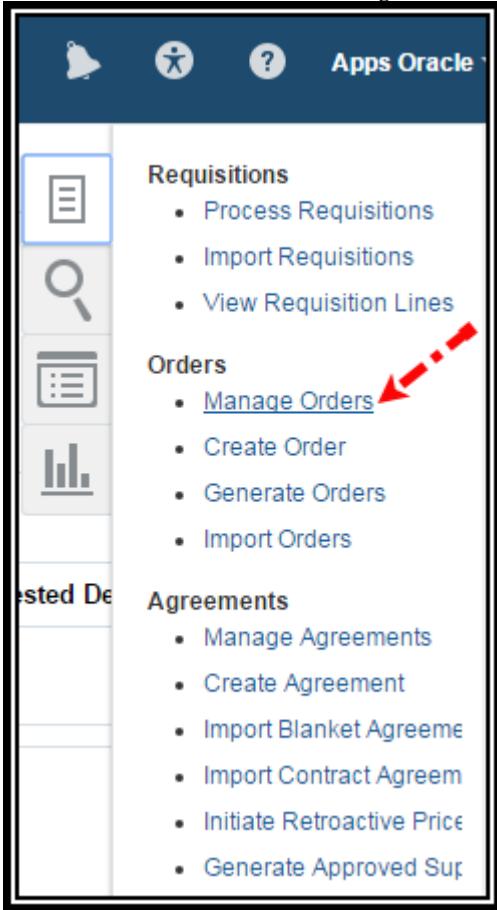
```

Select * from POR_REQ_DISTRIBUTIONS_ALL

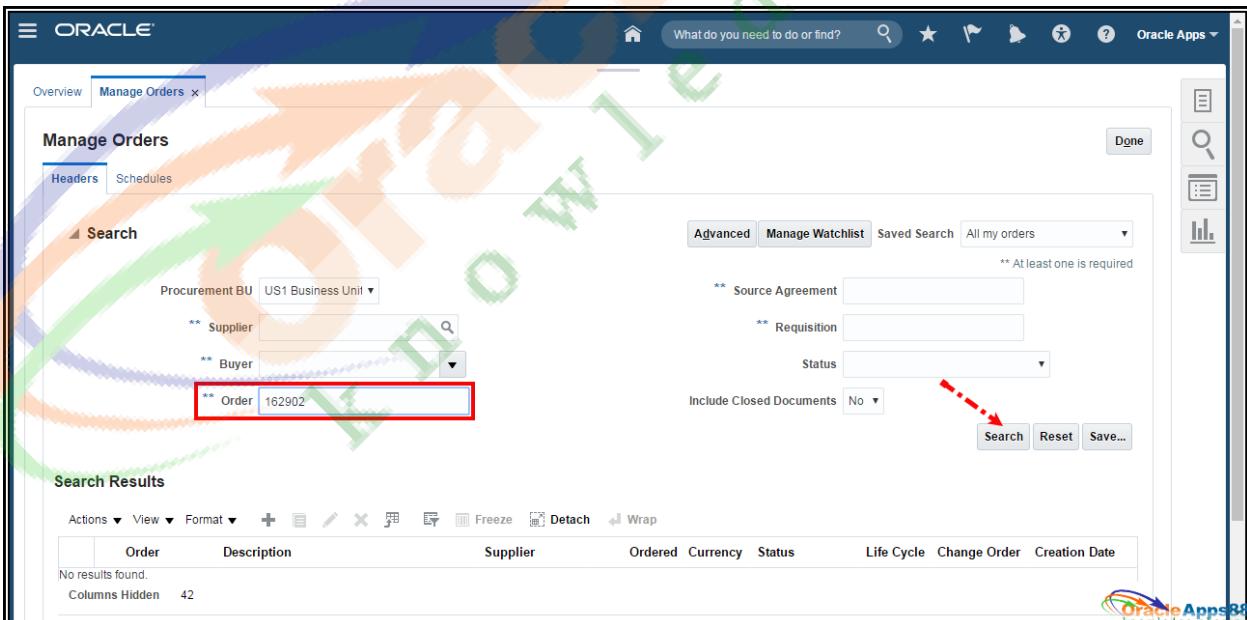


Step 3: Purchase Orders

Nav: Procurement → Purchasing → Orders → Manage Orders



When the Requisition is approved purchase order will create automatically, Search with Purchase order number: 162902



Click on the PO number

The screenshot shows the Oracle Fusion Procurement interface. In the top navigation bar, 'Manage Orders' is selected. Below it, the 'Search' button is highlighted. The main area displays a table titled 'Search Results' with one row of data:

Order	Description	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
162902		United Parcel S...	100.00	USD	Open			5/20/17

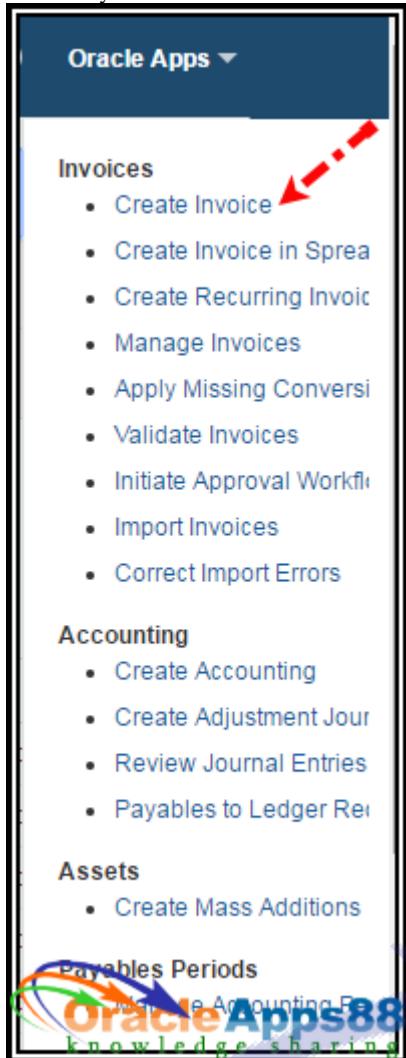
We have the auto approval for below 50k PO amount so we no need to send the po for approval, Once the PO approve PO status will be in Open status i.e Ready for invoice creation

The screenshot shows the detailed view of Purchase Order 162902. The 'Main' tab is selected. Key details include:

- General Information:** Order 162902, Status Open, Buyer Calvin Roth, Creation Date 5/20/17.
- Supplier and Location:** Supplier United Parcel Service, Supplier Site UPS US1, Communication Method None, Bill-to Location Seattle, Ship-to Location Seattle.
- Financial Summary:** Ordered 100.00 USD, Total Tax 9.50 USD, Total 109.50 USD.
- Order Life Cycle:** A chart titled 'Order Life Cycle' shows the progression of the order from 'Ordered' to 'Delivered'.
- Associated References:** Requisition 203756, Source Agreement 52223, Supplier Order.

Step 4. Create Payables invoice with Match PO Lines

Nav: Payables → Invoices → Create Invoice



OracleApps88 knowledge sharing

Create an Invoice for supplier. This is the supplier which had received the PO : 162902

Once select the PO then supplier information will be defaulted and enables the match invoice lines field

The screenshot shows the 'Create Invoice' screen. The 'Identifying PO' field is highlighted with a red box and contains the value '162902'. The 'Supplier' field is populated with 'United Parcel Service'. The 'Match Invoice Lines' dropdown is set to 'Match Invoice Lines'.

Number	Date
	5/20/17

Amount	Payment Terms
USD -	Immediate

Type	Terms Date
Standard	5/20/17

Description:

Requester:

Attachments: None

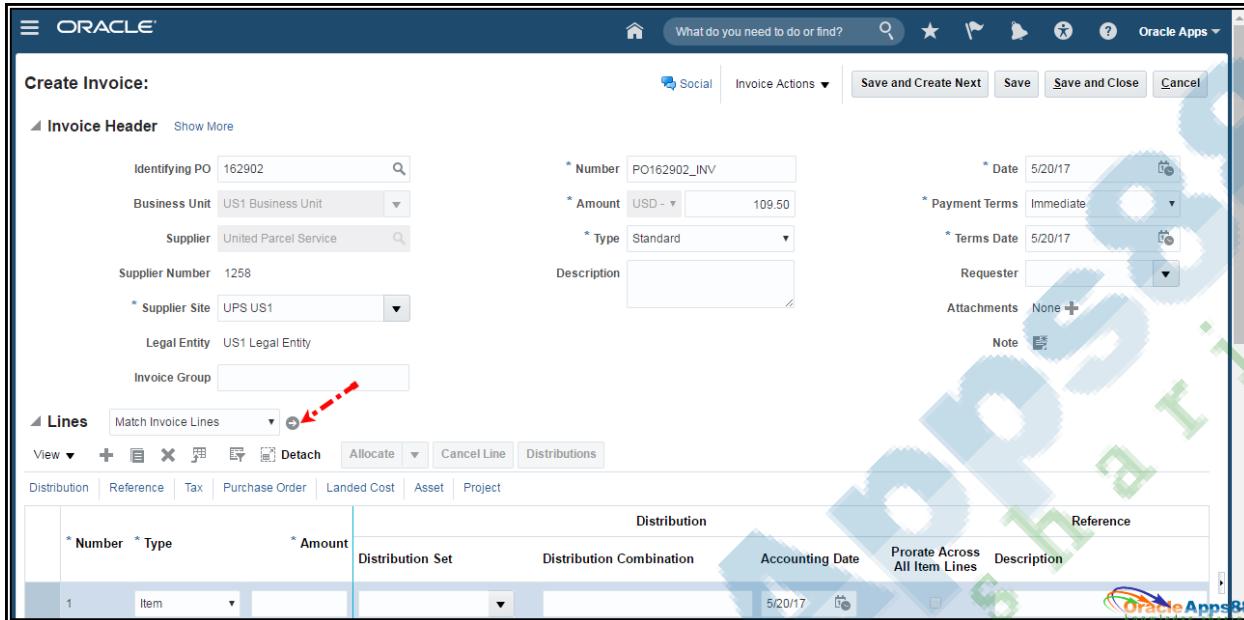
Note:

Lines Match Invoice Lines

Number	Type	Amount	Distribution	Reference
1	Item		5/20/17	OracleApps88

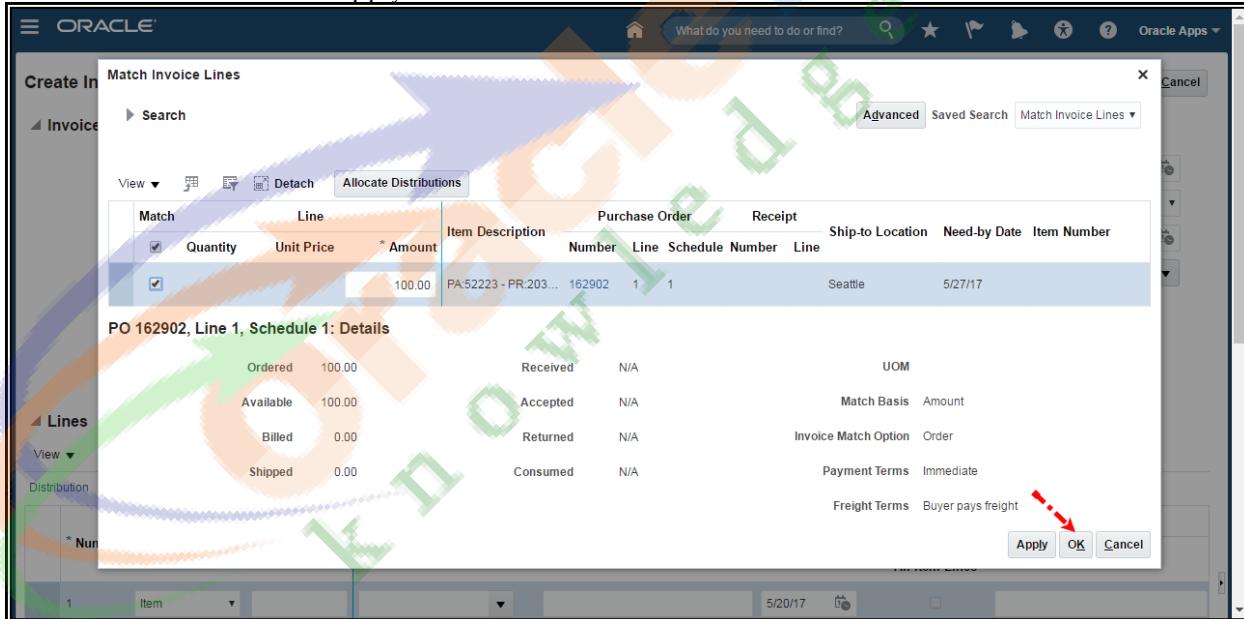
Enter the Invoice number and amount then click on the Match Invoice Lines button 

Field	Value
Number	PO162902_INV
Amount	109.50
Type	Standard



The screenshot shows the Oracle Fusion Create Invoice interface. In the 'Lines' section, there is a dropdown menu labeled 'Match Invoice Lines'. A red arrow points from the text above to this dropdown. The rest of the screen displays various invoice header fields like Identifying PO, Number, Amount, Type, Date, Payment Terms, and Requester.

Select the PO then Click on Apply and Ok button



The screenshot shows the 'Match Invoice Lines' dialog box. It displays a table with columns for Item Description, Purchase Order Number, Receipt Line, Ship-to Location, Need-by Date, and Item Number. Below the table, it shows PO 162902, Line 1, Schedule 1: Details with fields for Ordered, Available, Billed, and Shipped quantities. At the bottom right of the dialog, there are 'Apply' and 'OK' buttons, with a red arrow pointing to the 'OK' button.

PO information will populate in invoice line level, Click on Save button

Create Invoice: PO162902_INV

Invoice Actions ▾

Save (highlighted with a red arrow)

Last Saved 5/20/17 6:43 PM

Invoice Header

- Identifying PO: 162902
- Number: PO162902_INV
- Date: 5/20/17
- Business Unit: US1 Business Unit
- Amount: 109.50
- Payment Terms: Immediate
- Supplier: United Parcel Service
- Type: Standard
- Supplier Number: 1258
- Description:
- Terms Date: 5/20/17
- Requester:
- Attachments: None
- Note:

Lines

Match Invoice Lines

View ▾ + Detach Allocate Cancel Line Distributions

Distribution	Reference	Tax			
1	Item	100.00	5/20/17	PA:52223 - PR:203756	Se

Validate the invoice : Invoice Actions → Validate

Create Invoice: PO162902_INV

Invoice Actions ▾

Validate (highlighted with a red arrow)

Last Saved 5/20/17 6:42 PM

Invoice Summary

- Status: Not validated
- Validation: Required
- Approval: Required
- Accounting: Unaccounted
- Paid: Unpaid
- Canceled: No
- Holds:
 - Installments: 0
 - Line Variance: 0
 - Distribution Variance: 0
 - Manual Holds: 0
 - System Holds: 0
 - Supplier Site: No
- Payments:
 - Due Date: 5/20/17

Invoice Header

Identifying PO: 162902

Number: PO162902_INV

Date: 5/20/17

Business Unit: US1 Business Unit

Amount: 109.50

Payment Terms: Immediate

Supplier: United Parcel Service

Type: Standard

Supplier Number: 1258

Description:

Requester:

Attachments: None

Note:

Lines

Match Invoice Lines

View ▾ + Detach Allocate Cancel Line Distributions

Distribution	Reference	Tax			
1	Item	100.00	5/20/17	PA:52223 - PR:203756	Se

Invoice is validated and initiates the invoice for approval

Create Invoice: PO162902_INV

Invoice Header

- Identifying PO: 162902
- Business Unit: US1 Business Unit
- Supplier: United Parcel Service
- Supplier Number: 1258
- Supplier Site: UPS US1
- Legal Entity: US1 Legal Entity
- Invoice Group:

Lines

* Number	* Type	* Amount	Reference	Tax
1	Item	100.00	PA-52223_PR-203756	5/20/17

Invoice Actions

- Manage Installments
- Calculate Tax
- Validate
- Apply or Unapply Prepayments
- Manage Holds
- Approval
- View Approval and Notification History
- Withdraw
- Cancel Invoice
- Delete Invoice
- Pay in Full
- Post to Ledger
- Account in Draft
- Initiate
- Hold
- Force Approve
- Resubmit
- Approve
- Reject

Invoice Summary

- Status: Validation Validated
- Approval: Required
- Accounting: Unaccounted
- Paid: Unpaid
- Canceled: No
- Holds: 0
- Installments: 0
- Line Variance: 0
- Distribution Variance: 0
- Manual Holds: 0
- System Holds: 0
- Supplier Site: No
- Payments: Due Date 5/20/17

Workflow initiated

Create Invoice: PO162902_INV

Invoice Header

- Identifying PO: 162902
- Business Unit: US1 Business Unit
- Supplier: United Parcel Service
- Supplier Number: 1258
- Supplier Site: UPS US1
- Legal Entity: US1 Legal Entity
- Invoice Group:

Lines

* Number	* Type	* Amount	Reference	Tax
1	Item	100.00	PA-52223_PR-203756	5/20/17

Invoice Actions

- Manage Installments
- Calculate Tax
- Validate
- Apply or Unapply Prepayments
- Manage Holds
- Approval
- View Approval and Notification History
- Withdraw
- Cancel Invoice
- Delete Invoice
- Pay in Full
- Post to Ledger
- Account in Draft
- Initiate
- Hold
- Force Approve
- Resubmit
- Approve
- Reject

Invoice Summary

- Status: Validation Validated
- Approval: Initiated
- Accounting: Unaccounted
- Paid: Unpaid
- Canceled: No
- Holds: 0
- Installments: 0
- Line Variance: 0
- Distribution Variance: 0
- Manual Holds: 0
- System Holds: 0
- Supplier Site: No
- Payments: Due Date 5/20/17

We have the invoice auto approval for below 10k and ORACLEAPPS88 user, Invoice will be auto approved. Check the notification

Edit Invoice: PO162902_INV

Invoice Header

- Identifying PO: 162902
- * Number: PO162902_INV
- Business Unit: US1 Business Unit
- * Amount: USD - 109.50
- Supplier: United Parcel Service
- Type: Standard
- Supplier Number: 1258
- Supplier Site: UPS US1
- Legal Entity: US1 Legal Entity
- Invoice Group:

Lines

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines
1	Item	100.00			5/20/17	

Recent Notifications

- Approved:Approval of Invoice PO162902_INV from United Parcel Service (109.50 USD) 6:52 PM
- FYI:Document (Purchase Order) 162902 (Requisition 203756) Implemented 6:14 PM
- FYI:Requisition 203756 was Approved 6:11 PM
- FYI:Document (Contract Purchase Agreement) 52223 Implemented 5:33 PM
- Action Required:Task Add contacts to support Benefits enrollment Allocated for Oracle Apps, 3700 Was Assigned to You Worker. 4:36 AM

Invoice Summary

- Status: Validated
- Validation: Workflow approved
- Accounting: Unaccounted
- Unpaid
- Allocated: No
- Paid: 0
- Due Date: 5/20/17
- Payments: 0.00 USD

Check the invoice details

Approval of Invoice PO162902_INV from United Parcel Service (109.50 USD)

Details

Assignee	Supplier or Party	United Parcel Service	Invoice Number	PO162902_INV
Assigned Date	Supplier Site	UPS US1	Invoice Date	5/20/17
Outcome	Business Unit	US1 Business Unit	Description	
Task Number			Payment Currency	USD
			Invoice Total	109.50 USD

Amount Summary

Line Type	Amount	Cost Center	Amount
Item	100.00	US Operations	109.50
Tax	9.50		
		Total	109.50

Cost Center Summary

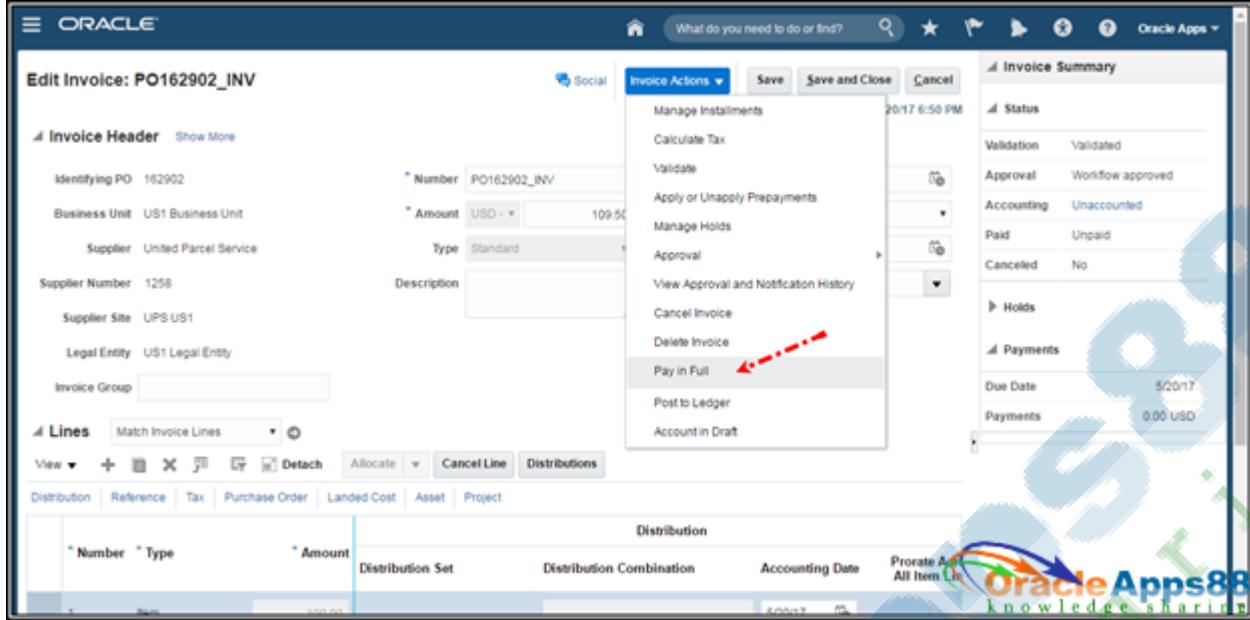
Purchase Order		
Number	Line	Schedule
162902	1	1

Invoice Lines

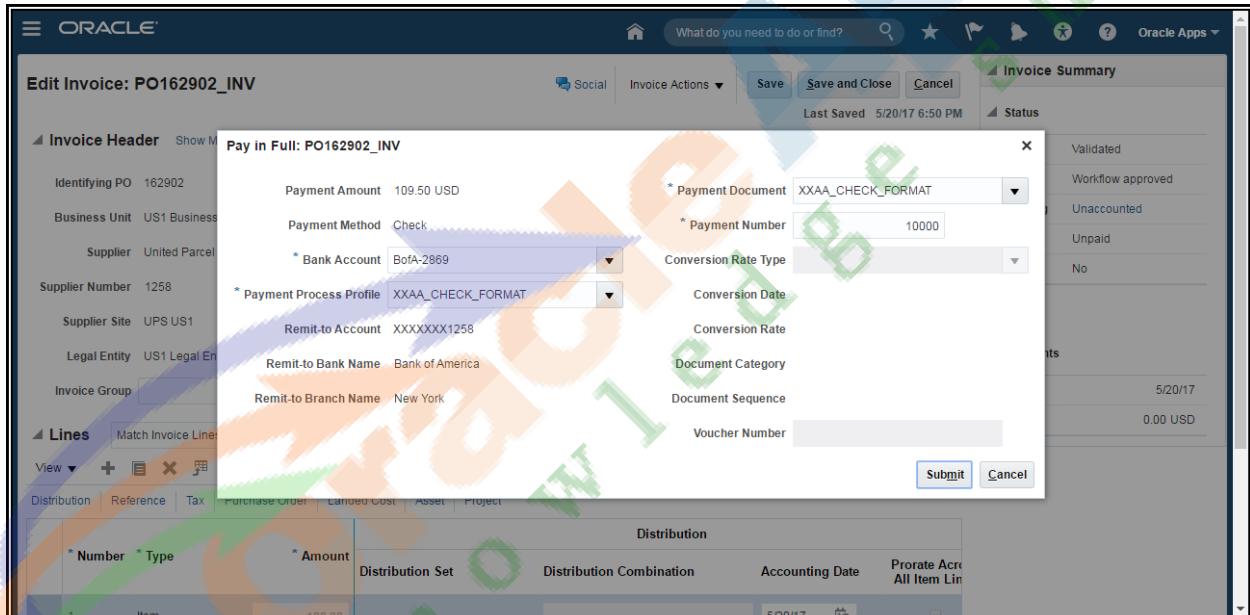
Line	Line Type	Amount	Quantity	Unit Price	UOM
1	Item	100.00			
2	Tax	3.00			
3	Tax	0.00			
4	Tax	6.50			

Step 5. Pay the invoice to Supplier with Check Payment Method

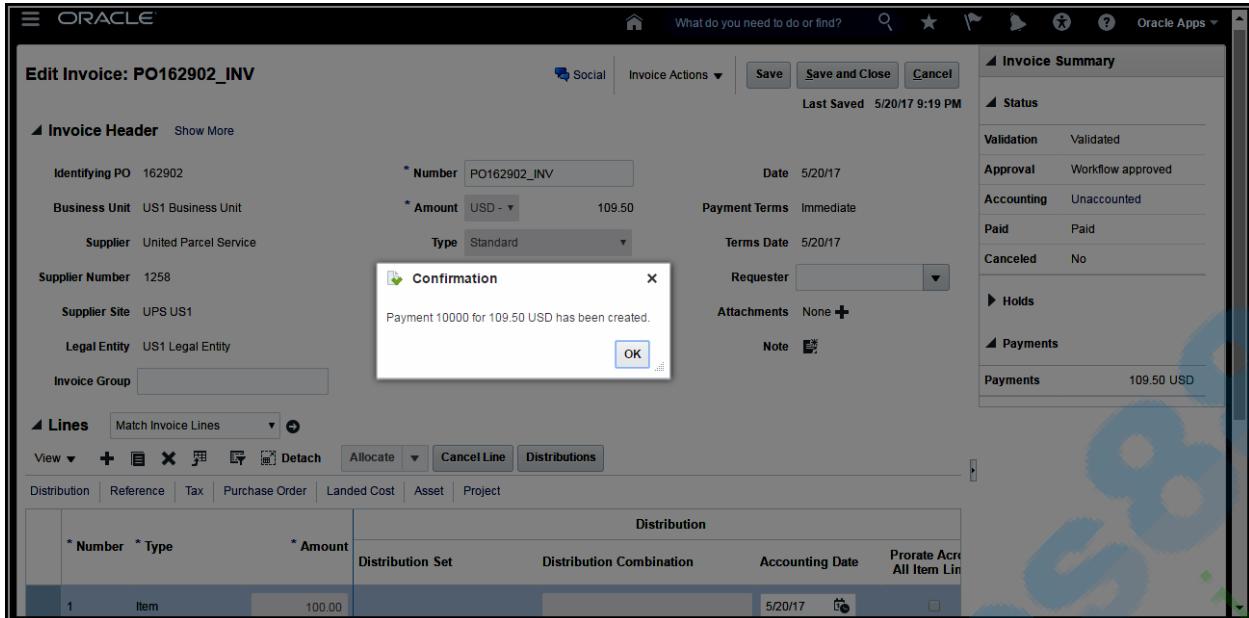
To make Online Payment from Invoice Actions, select 'Pay in Full' from Invoice Actions after invoice is validated.



Enter the bank account details and click on submit



Payment is created and payment status is changed to Paid, Check the output file from Scheduled payments screen



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

Check Number : 10000

DATE 20-MAY-17		VENDOR NAME: United Parcel Service		VENDOR NO 1258
INVOICE NUMBER	INV DATE	DESCRIPTION	DISCOUNT	NET AMOUNT
PO162902_INV	20-MAY-17		.00	109.50
			.00	109.50

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

CHECK DATE	CHECK NUMBER	CHECK AMOUNT
20-MAY-17	10000	\$109.50

PAY: One Hundred Nine Dollars And Fifty Cents****

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

Raju Ch
 AUTHORIZED SIGNATURE
 VOID AFTER 180 DAYS

Step 6: Receive the remaining goods or Close the Purchase Order

Receive the remaining goods

For example if we select the some of goods like 10 and in that we did the transaction for only 5 goods

The supplier has been paid for the goods that have been received in the stores but we have received 5 goods out of the total number of 10. Therefore we have the option of receiving 5 more to complete the PO. If we receive the other 5 goods then we have to create another invoice to pay off those received goods.

If we do not want to receive the remaining goods but instead we want to close the PO at this stage then we need to Close the PO line so that the remaining quantity is cancelled and the PO is closed.

Note:

If we do not finish this step the PO will remain in open state and the amount will go into encumbrance, i.e. the open amount will be carried over to the next periods as the amount which will need to be paid to the supplier.

Nav : Procurement → Purchasing → Orders → Manage Orders

PO status is changed to Closed for Invoicing

Purchase Order: 162902

Main

General

- Procurement BU: US1 Business Unit
- Requisitioning BU: US1 Business Unit
- Sold-to Legal Entity: US1 Legal Entity
- Bill-to BU: US1 Business Unit
- Order: 162902
- Status: Closed for Invoicing
- Buyer: Calvin Roth
- Creation Date: 5/20/17

Terms

Required Acknowledgment: None

Shipping Method: UPS

Buyer Managed Transportation

Order Life Cycle

Ordered: 100.00 USD

Total Tax: 9.50 USD

Total: 109.50 USD

Description: Requisition 203756, Source Agreement 52223, Supplier Order

Click on the Actions and Close

Purchase Order: 162902

Main

General

- Procurement BU: US1 Business Unit
- Requisitioning BU: US1 Business Unit
- Sold-to Legal Entity: US1 Legal Entity
- Bill-to BU: US1 Business Unit
- Order: 162902
- Status: Closed for Invoicing
- Buyer: Calvin Roth
- Creation Date: 5/20/17

Actions

- Edit
- Delete
- Acknowledge
- Communicate
- Cancel Document
- Close**
- Reopen
- Hold
- Freeze
- Withdraw
- View Document History
- View Change History
- View Revision History

Order Life Cycle

Ordered: 100.00 USD

Invoiced: 109.50 USD

Total: 109.50 USD

Description: Requisition 203756, Source Agreement 52223, Supplier Order

Select the Finally Close and click on Ok

Purchase Order: 162902

General

Procurement BU	US1 Business Unit	Supplier	United Parcel Service
Requisitioning BU	US1 Business Unit	Supplier Site	UPS US1
Sold-to Legal Entity	US1 Legal Entity	Supplier Contact	Bob Gold
Bill-to BU	US1 Business Unit	Communication Method	None
Order	162902	Bill-to Location	Seattle
Status	Closed for Invoicing	Ship-to Location	Seattle
Buyer	Calvin Roth	Source Agreement	52223
Creation Date	5/20/17	Supplier Order	

Terms

Required Acknowledgment	None	Shipping Method	UPS
		Buyer Managed Transportation	

Close Document

- Action: Finally Close
- Reason: Closing the PO : 162902

Order Life Cycle

Amount (USD)

Stage	Value
Ordered	100.00 USD
Invoiced	9.50 USD
Total	109.50 USD

Now the PO status is changed to Finally Closed

Purchase Order: 162902

General

Procurement BU	US1 Business Unit	Supplier	United Parcel Service
Requisitioning BU	US1 Business Unit	Supplier Site	UPS US1
Sold-to Legal Entity	US1 Legal Entity	Supplier Contact	Bob Gold
Bill-to BU	US1 Business Unit	Communication Method	None
Order	162902	Bill-to Location	Seattle
Status	Finally Closed		
Buyer	Calvin Roth		
Creation Date	5/20/17		

Terms

Required Acknowledgment	None	Shipping Method	UPS
		Buyer Managed Transportation	

Order Life Cycle

Amount (USD)

Stage	Value
Ordered	100.00 USD
Invoiced	9.50 USD
Total	109.50 USD

Step 7. Transfer Payables data to General Ledger

Nav: Payables → Invoices → Manage Invoices
 Search with invoice and click on actions → Post Ledger

The screenshot shows the Oracle Fusion Payables application interface. On the left, the 'Edit Invoice' screen for PO162902_INV is displayed. The main area shows invoice details like Identifying PO (162902), Business Unit (US1 Business Unit), Supplier (United Parcel Service), and Amount (109.50 USD). On the right, the 'Invoice Summary' panel shows validation status (Validated), approval (Workflow approved), accounting (Unaccounted), and payment information (Paid). A context menu is open under 'Invoice Actions' with the 'Post to Ledger' option highlighted by a red arrow.

Check the details and click on Done button

The screenshot shows the Oracle Fusion Accounting Lines screen for Standard Invoice PO162902_INV. The grid displays accounting lines with columns for Line, Date, Event, Account, Class, Debit, and Credit. The 'Event' column shows 'Invoice Validat...' for all lines. The 'Account' column lists various ledger accounts. A red arrow points to the 'Done' button located at the bottom right of the grid.

Accounting status is changed to Accounted and post to ledger

The screenshot shows the Oracle Fusion Procure-to-Pay (P2P) Edit Invoice screen. The invoice header details include:

- Identifying PO: 162902
- Number: PO162902_INV
- Date: 5/2
- Business Unit: US1 Business Unit
- Supplier: United Parcel Service
- Supplier Number: 1258
- Supplier Site: UPS US1
- Legal Entity: US1 Legal Entity
- Invoice Group: [empty]

The right panel displays the **Invoice Summary** section, which includes:

- Status**: Validation: Validated, Approval: Workflow approved, Accounting: Accounted (highlighted with a red border).
- Paid**: Paid
- Canceled**: No
- Holds**
- Payments**: Payments: 109.50 USD

Go to Schedule Process and check the process details and click on output file

The screenshot shows the Oracle Fusion Scheduled Processes screen. The table displays the following process details:

Name	Process ID	Status	Scheduled Time	Submission Time
Post Journals for Single Ledger	1153687	Succeeded	5/21/17 5:50 AM UTC	5/21/17 5:50 AM UTC

Below the table, the **Log and Output** section shows an attachment:

Attachment: ESS_L_1153687 (1 more...)

Click on the output file

Scheduled Processes

Overview

Search Results

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By
File	Ess Extension	1153687.log	ESS_L_1153687	ESS Job Request Proces	ORACLEAPP
File	Ess Extension	1153687.txt	ESS_O_1153687	ESS Job Request Proces	ORACLEAPP

Rows Selected 1

Status Succeeded

Completion Text

Parameters

argument1 30000046975971 argument3 21 argument5 Y

Copy the batch name : **Payables A 131394 1153685 N**

US Primary Ledger

Posting Validation Report

Date: 2017-05-21 05:50

Page: 1

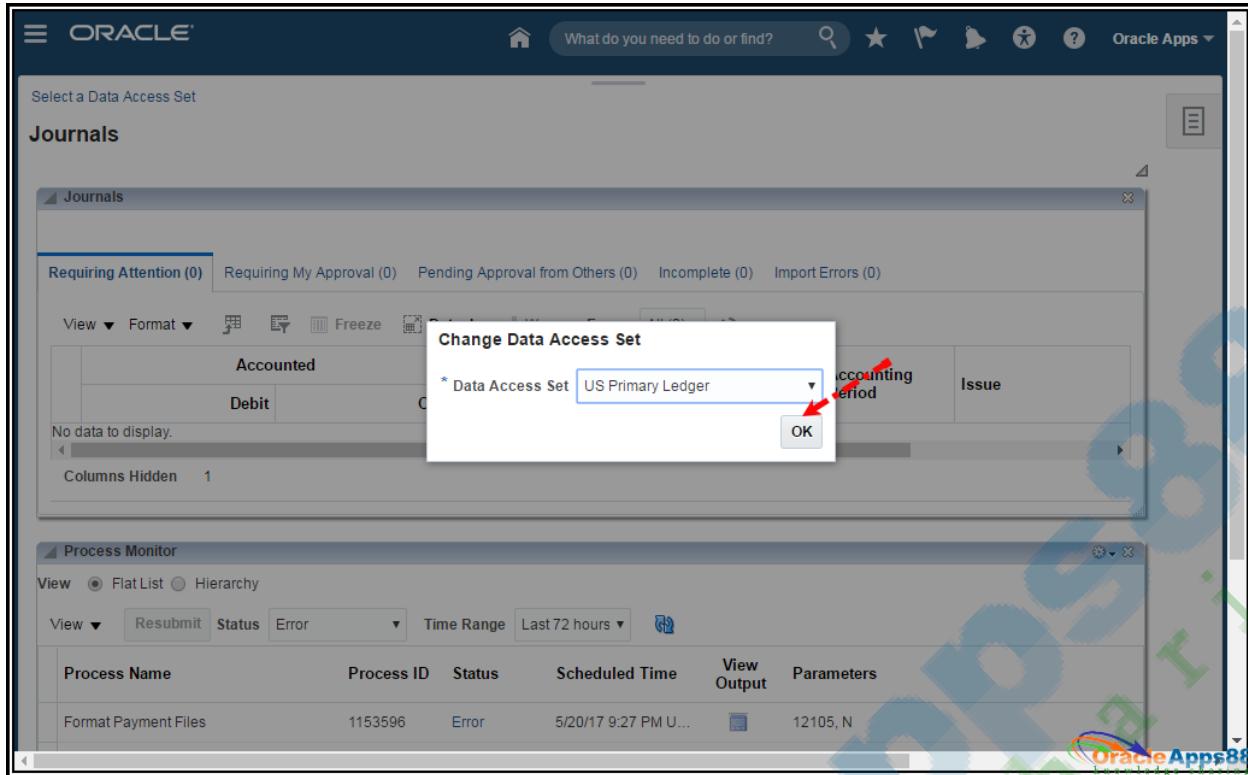
Process ID: 1153687

Valid Journal Entry Batches

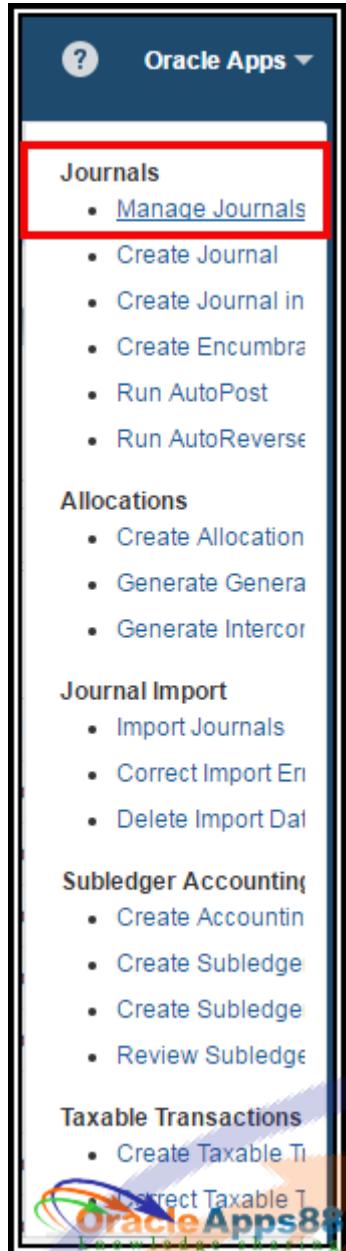
Batch Name	Period Name
Payables A 131394 1153685 N	05-17

***** End of Report *****

Search with batch name in journals
 Nav : General Accounting → Journals
 Set the Ledger : US Primary Ledger



Click on the Manage Journals



Search with Journal Name : [Payables A 131394 1153685 N](#) and click on journal name link

The screenshot shows the 'Manage Journals' screen in Oracle Fusion. The search criteria are set as follows:

- ** Journal Starts with: (empty)
- ** Journal Batch Starts with: Payables A 131394 1153685 N (highlighted with a red box and a red number 1)
- ** Accounting Period Equals: (empty)
- Source Equals: (empty)
- Category Equals: (empty)
- ** Batch Status Equals: (empty)

The search results table has the following columns: Journal, Journal Batch, Accounting Period, Source, Category, Journal Entered Debit, Journal Entered Credit, and Batch Status. One row is visible in the results:

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
05-17Purchase invoices	Payables A 131394 115368	05-17	Payables	Purchase Invoices	109.50 USD	109.50 USD	Posted

Buttons at the top right include Basic, Manage Watchlist, Saved Search, All Journals, Done, and a note: ** At least one is required. Buttons at the bottom right include Search, Reset, Save..., Add Fields, and Reorder.

Journal is posted and status is completed

Data Access Set: US Primary Ledger

Edit Journal

Journal Batch: Payables A 131394 1153685 N | Show More

Batch Actions ▾

Journal Batch	Payables A 131394 1153685 N	Source	Payables
Description	Journal Import Payables 1153685:	Approval Status	Not required
Accounting Period	05-17	Funds Status	Not applicable
Balance Type	Actual	Batch Status	Posted
Attachments	None +	Completion Status	Complete

Journal | Show More

05-17Purchase Invoices

Journal	05-17Purchase Invoices	Currency	USD - US Dollar
Description	Journal Import 1153685:	Conversion Date	5/31/17
Ledger	US Primary Ledger	Conversion Rate Type	User
Accounting Date	5/31/17	Conversion Rate	1
Category	Purchase Invoices	Inverse Conversion Rate	1

Journal Lines

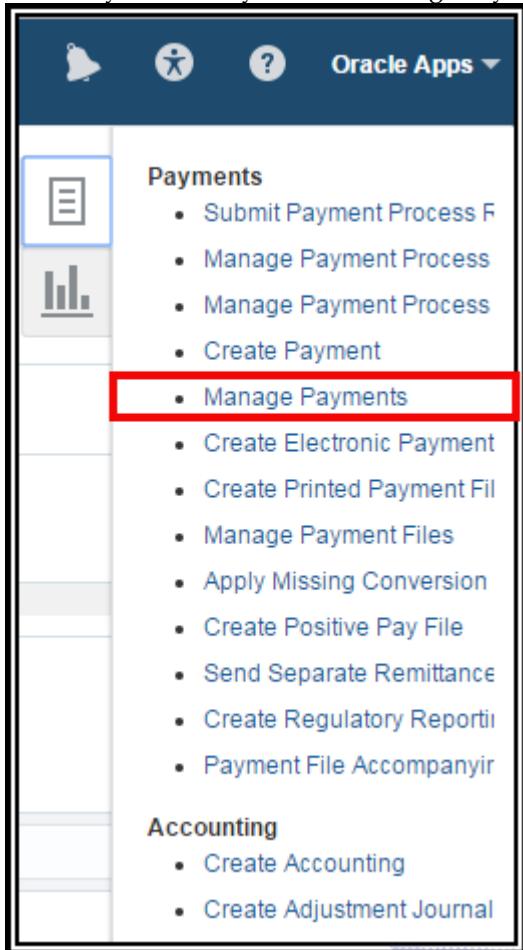
Actions ▾ View ▾ Format ▾ Detach Wrap

Line	* Account	Entered (USD)	Description
		Debit	Credit
1	101.10.22100.000.000.000	109.50	Journal Import Created
2	101.10.60540.121.000.000	109.50	Journal Import Created
Total		109.50	109.50

Columns Hidden 7

Step 8. Transfer Payments data to General Ledger

Nav : Payables → Payments → Manage Payments



Search with payment document number or PPR name

The screenshot shows the 'Manage Payments' search interface. It includes fields for 'Supplier or Party', 'Payment Date', 'Payment Number' (set to 10000), 'Disbursement Bank Account', 'Payment Type', 'Payment Process Request', 'Payment Status', 'Business Unit', and search buttons for 'Advanced', 'Saved Search', 'All Payments', 'Search', 'Reset', and 'Save...'. Below the search area is a table header with columns: Payment Number, Payment Document, Payment Status, Reconciled, Payee, Payment Date, Payment Amount, Remit-to Address, Remit-to Account Number, and Details.

Click on the document link

The screenshot shows the 'Manage Payments' search results table. The first row is highlighted, showing a payment with a Payment Number of 10000, a Payment Document of XXAA_CHECK_F..., a Status of Voided, a Payee of United Parcel Service, a Payment Date of 5/20/17, a Payment Amount of 109.50 USD, a Remit-to Address of 55 GLENLAKE PKWY, ATLANTA, GA 30328, and a Remit-to Account Number of XXXXXX1258. The table has columns: Payment Number, Payment Document, Payment Status, Reconciled, Payee, Payment Date, Payment Amount, Remit-to Address, Remit-to Account Number, and Details.

Post the payments, Actions → Post to Ledger

Payment: 10000

Payee: United Parcel Service
Payment Date: 5/20/17
Status: Voided
Accounting Status: Unaccounted
Reconciled: No
Type: Quick

Payment Amount: 109.50 USD
Withheld Amount: 0.00 USD
Business Unit: US1 Business Unit
Legal Entity: US1 Legal Entity
Stop Date:
Void Date: 5/20/17
Attachments: None

Payment Details Paid Invoices History Other

Payee

Current Name: UPS US1
Payee Site: UPS US1
Remit-to Address: 55 GLENLAKE PKWY, ATLANTA, GA 30328
Payment Function: Payables disbursements

Remit-to Account: XXXXXX1258
IBAN:
BIC:
Remit-to Bank Name: Bank of America

Actions ▾ Done
Print Remittance
Post to Ledger
Account in Draft
View Accounting

Click on View Accounting to verify the accounting details

Payment: 10000

Payee: United Parcel Service
Payment Date: 5/20/17
Status: Voided
Accounting Status: Unaccounted
Reconciled: No
Type: Quick

Payment Amount: 109.50 USD
Withheld Amount: 0.00 USD
Business Unit: US1 Business Unit
Legal Entity: US1 Legal Entity
Stop Date:
Void Date: 5/20/17
Attachments: None

Remit-to Account: XXXXXX1258
IBAN:
BIC:
Remit-to Bank Name: Bank of America

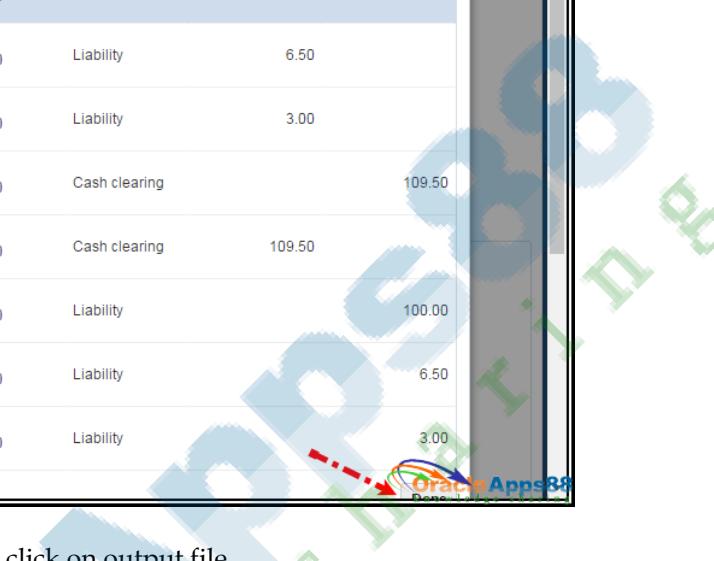
Confirmation
Accounting is complete and posting to ledger is in progress.
View Accounting OK

Payment Details Paid Invoices History Other

Payee

Current Name: UPS US1
Payee Site: UPS US1
Remit-to Address: 55 GLENLAKE PKWY, ATLANTA, GA 30328
Payment Function: Payables disbursements

https://ucf5-fap0487-fin.oracledemos.com/payables/faces/FndOverview?fnl=%3B%3B%3Bfalse%3B256%3B%3B&fnlGlobalItemNodeId=itemNode_payables_payables_payments&_afrLoop=1...



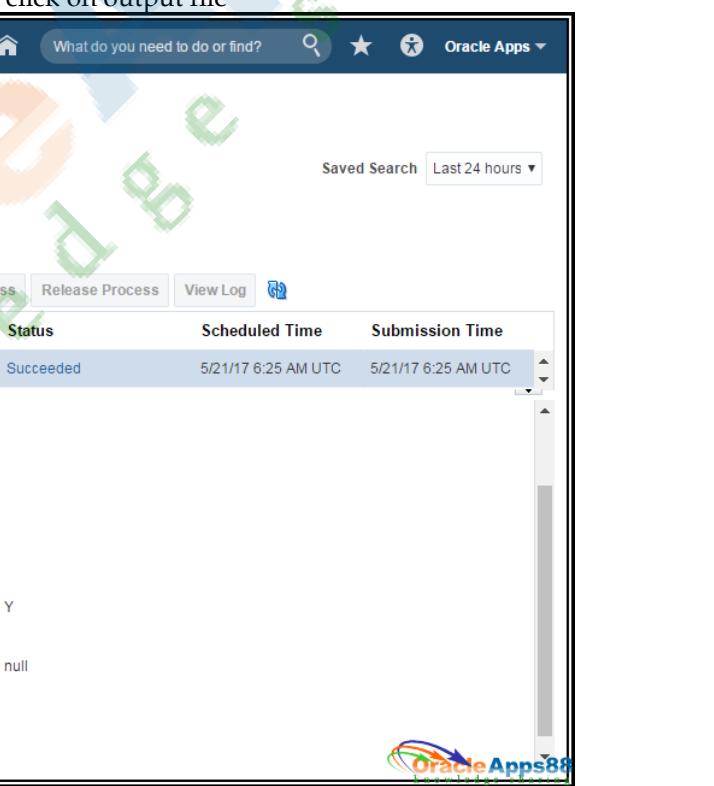
Accounting Lines: Payment 10000

Ledger: US Primary Ledger

View ▾ View T-Accounts Detach Override Account

Line		Date	Event	Account	Class	Accounted (USD)	
						Debit	Credit
1		5/20/17	Payment Crea...	101.10.22100.000.000.000	Liability	100.00	
2		5/20/17	Payment Crea...	101.10.22100.000.000.000	Liability	6.50	
3		5/20/17	Payment Crea...	101.10.22100.000.000.000	Liability	3.00	
4		5/20/17	Payment Crea...	101.10.12145.000.000.000	Cash clearing		109.50
5		5/20/17	Payment Canc...	101.10.12145.000.000.000	Cash clearing	109.50	
6		5/20/17	Payment Canc...	101.10.22100.000.000.000	Liability		100.00
7		5/20/17	Payment Canc...	101.10.22100.000.000.000	Liability		6.50
8		5/20/17	Payment Canc...	101.10.22100.000.000.000	Liability		3.00

Go to Schedule Process and check the process details and click on output file



Scheduled Processes

Overview

▶ Search

Saved Search Last 24 hours

View: Flat List

Name	Process ID	Status	Scheduled Time	Submission Time	
Post Journals for Single Ledger	1153696	Succeeded	5/21/17 6:25 AM UTC	5/21/17 6:25 AM UTC	
Submission Notes	PostingSingleLedger	Parent ID: 1153696			
Status	Succeeded				
Completion Text					
Parameters					
argument1	300000046975971	argument3	21	argument5	Y
argument2	300000046975980	argument4	134624	argument6	null
Log and Output	Attachment ESS L 1153696 (1 more...)				

Click on the output file

Scheduled Processes

Overview

Search Results

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By
File	Ess Extension	1153696.log	ESS_L_1153696	ESS Job Request Proces	ORACLEAPP
File	Ess Extension	1153696.txt	ESS_O_1153696	ESS Job Request Proces	ORACLEAPP

Rows Selected 1

argument1 300000046975971 argument3 21 argument5 Y

argument2 300000046975980 argument4 134624 argument6 null

Log and Output

Attachment ESS_L_1153696 (1 more...)

https://ucf5-fap0487-fs.oracle.demos.com/essUi/content/conn/FusionAppsContentRepository/uuid/dDocID%3a1888903?XFND_SCHEME_ID=1&XFND_CERT_FP=5E006A4B1C81F0F434A9CEC&P

Copy the Batch Name : **Payables A 131396 1153694 N**

US Primary Ledger

Posting Validation Report

Date: 2017-05-21 06:26

Page: 1

Process ID: 1153696

Valid Journal Entry Batches

Batch Name

Period Name

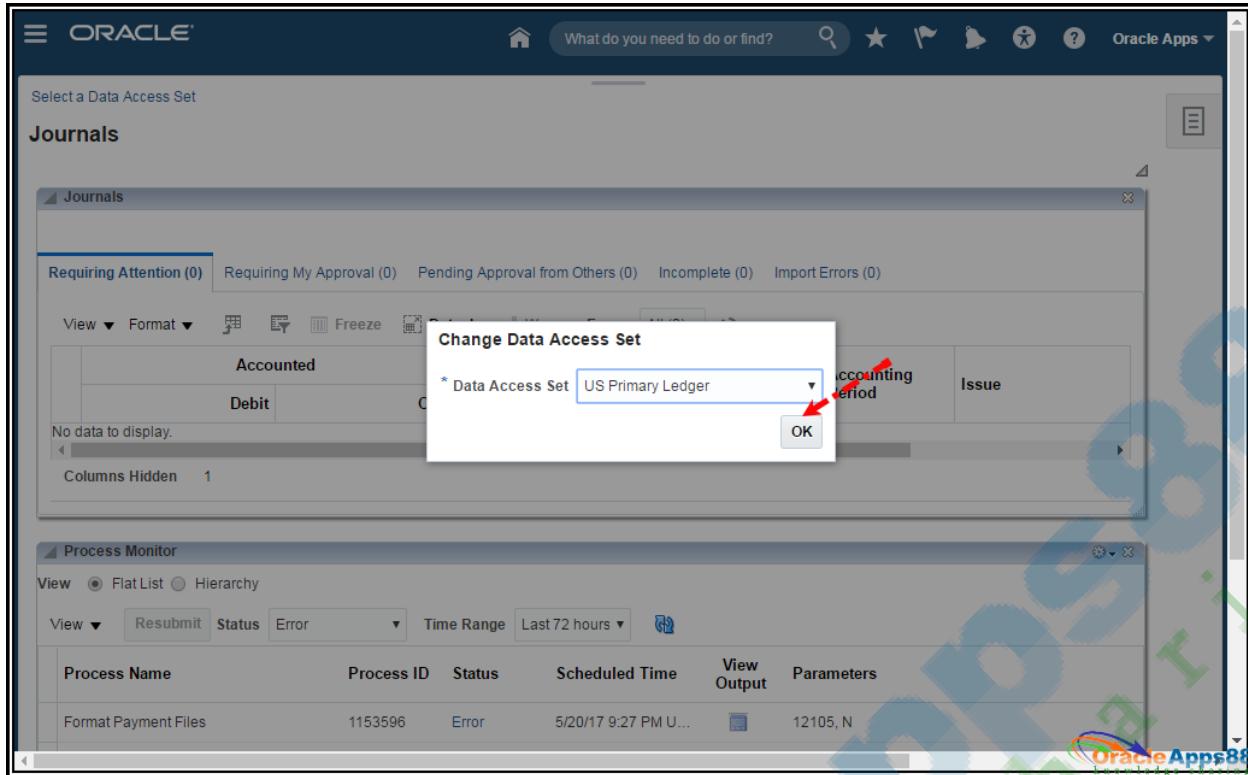
Payables A 131396 1153694 N

05-17

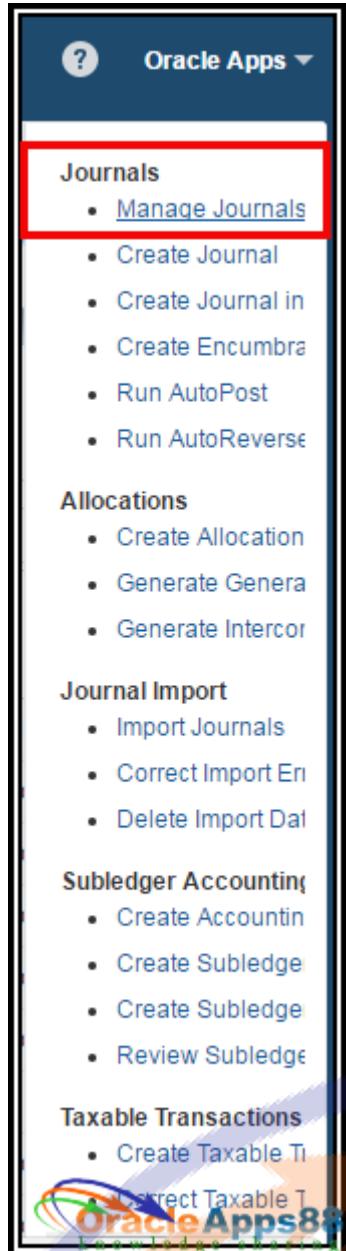
***** End of Report *****

OracleApps88

Search with batch name in journals
 Nav : General Accounting → Journals
 Set the Ledger : US Primary Ledger



Click on the Manage Journals



Search with batch name : [Payables A 131396 1153694 N](#) and click on the payments journal

Data Access Set: US Primary Ledger [Change]

Manage Journals

Search

Basic Manage Watchlist Saved Search All Journals ** At least one is required

** Journal Starts with
** Journal Batch Starts with Payables A 131396 1153694 N ①

** Accounting Period Equals
Source Equals
Category Equals
** Batch Status Equals

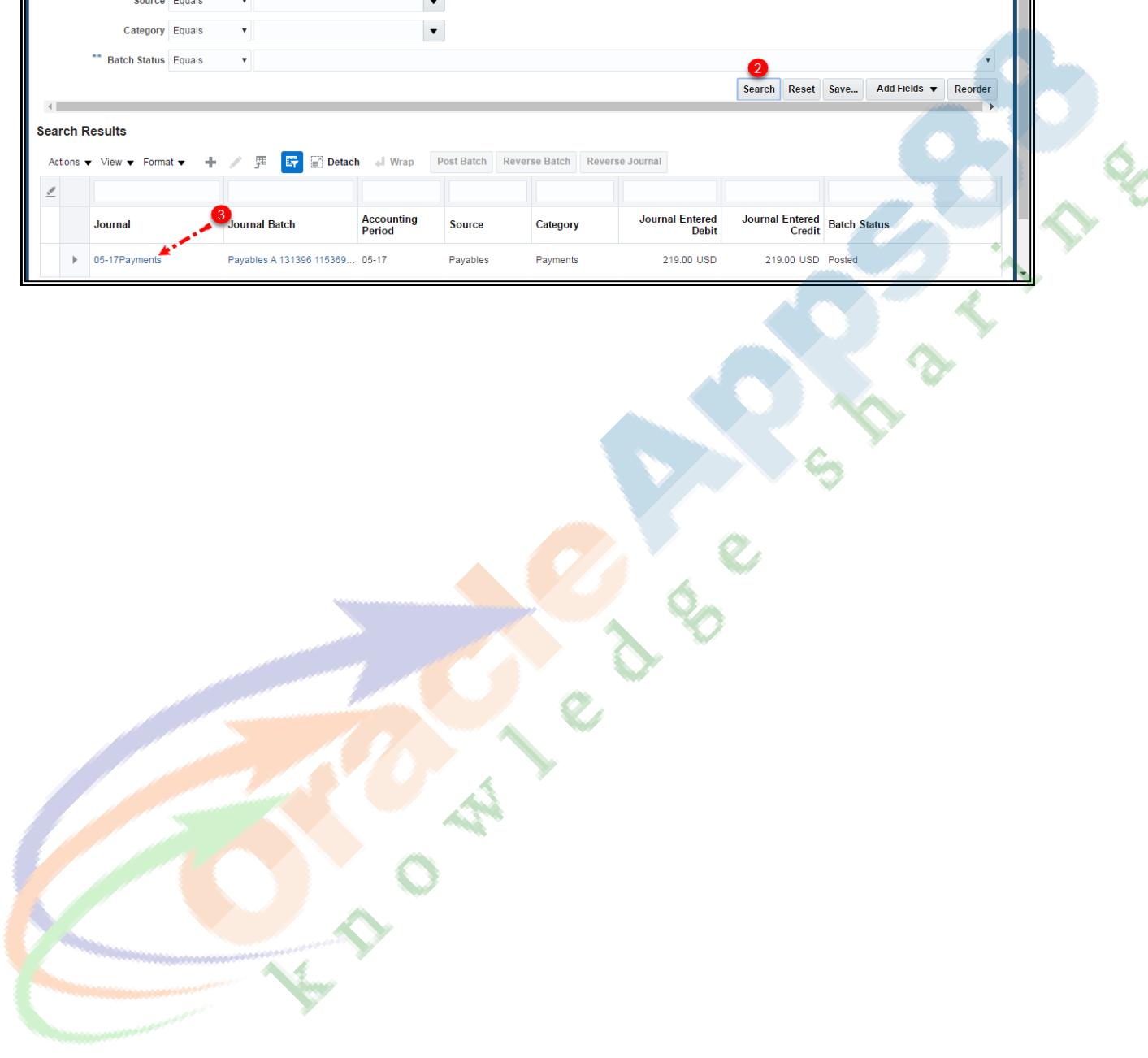
Search Reset Save... Add Fields Reorder

Search Results

Actions View Format Detach Wrap Post Batch Reverse Batch Reverse Journal

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
05-17Payments	Payables A 131396 115369...	05-17	Payments	Payments	219.00 USD	219.00 USD	Posted

② Search ③ Journal Batch



Edit Journal

Journal Batch: Payables A 131396 1153694 N

Journal Batch: Payables A 131396 1153694 N | Show More

Batch Actions ▾

Journal Batch	Payables A 131396 1153694 N	Source	Payables
Description	Journal Import Payables 1153694:	Approval Status	Not required
Accounting Period	05-17	Funds Status	Not applicable
Balance Type	Actual	Batch Status	Posted
Attachments	None +	Completion Status	Complete

Journal | Show More

Journal: 05-17Payments

Description: Journal Import 1153694:

Ledger: US Primary Ledger

Accounting Date: 5/31/17

Category: Payments

Currency: USD - US Dollar

Conversion Date: 5/31/17

Conversion Rate Type: User

Conversion Rate: 1

Inverse Conversion Rate: 1

Journal Lines

Actions ▾ View ▾ Format ▾ + Detach Wrap

Line	* Account	Entered (USD)		Description
		Debit	Credit	
1	101.10.22100.000.000.000	109.50		Journal Import Created
2	101.10.22100.000.000.000		109.50	Journal Import Created
3	101.10.12145.000.000.000	109.50		Journal Import Created
4	101.10.12145.000.000.000		109.50	Journal Import Created
Total		219.00	219.00	

Columns Hidden 7

Step 9. Verify the Notifications in Mail

infusion-noreply@oracleleads.co.in	Approved:Approval of Invoice PO162902_INV from United Parcel Service (109.50 L)	
infusion-noreply@oracleleads.co.in	FYI:Document (Purchase Order) 162902 (Requisition 203756) Implemented	
infusion-noreply@oracleleads.co.in	FYI:Requisition 203756 was Approved	
infusion-noreply@oracleleads.co.in	FYI:Document (Contract Purchase Agreement) 52223 Implemented	





Join the <https://t.me/OracleApps88> group or message me at [@apps88](#) (<https://t.me/apps88>) or (+91) 9059574321 in [Telegram](#), to get more information on Oracle EBS R12/Cloud (Fusion) applications.