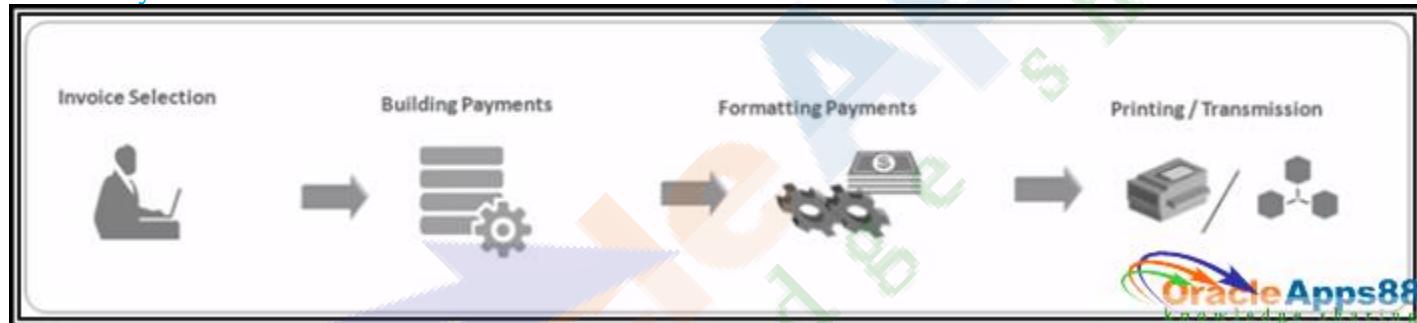


Introduction

In Oracle, you can use electronic funds transfer (EFT) to send an electronic file to your bank that instructs the bank to transfer funds from your account to your counterparty's account. You can use standard payment formats or a custom developed format.

Once you have generated an electronic payment format, you can use the payment transmission process of Oracle Payments to optionally transmit the output file to your bank.

Oracle Payment Process:



Pre-requisite Setups:**1. BI Publisher Desktop****2. Approval Setups (Optional)**

- a). Employee/User – Super Visor Setup
- b). AP Invoice Approval
- c). AP Payment Approval

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 (For Electronic payments this setup is Optional)
- d. Payment Process Profile (PPP)
- e. Payment Process Request Template (Optional)

Process Flow with Above Setups**1. Create Invoice and Pay in Full****2. Manual Payment**

Create invoice and submit the Manual Payment

3. Run the Payment Process Request (PPR)

Create Invoice
Void the Payment (Cancel the Existing payment)
Create the PPR for New Invoices and Void Payments

4. Accounting

Post the Invoice to General Ledger
Post the Payment to General Ledger

1. BI Publisher Desktop

Download BI Publisher Template Builder for Word version 10.1.3.4.1 from download.oracle.com

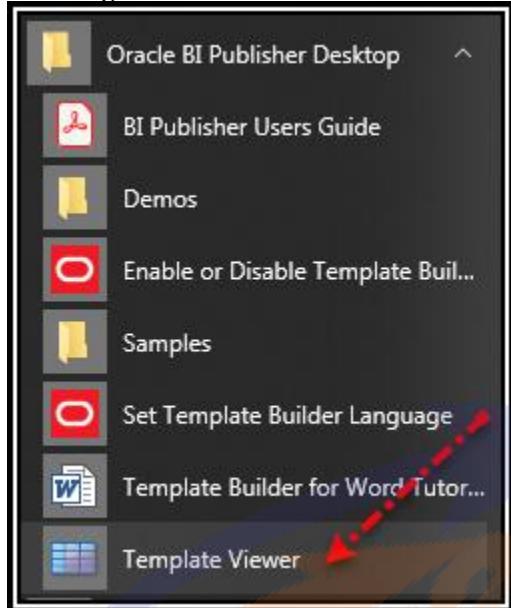
Basic requirements to start creating electronic payments are to have an RTF file (eText Template) and an XML file (Disbursement Payment File Format).

There are 2 ways that you can have an eText Template file:

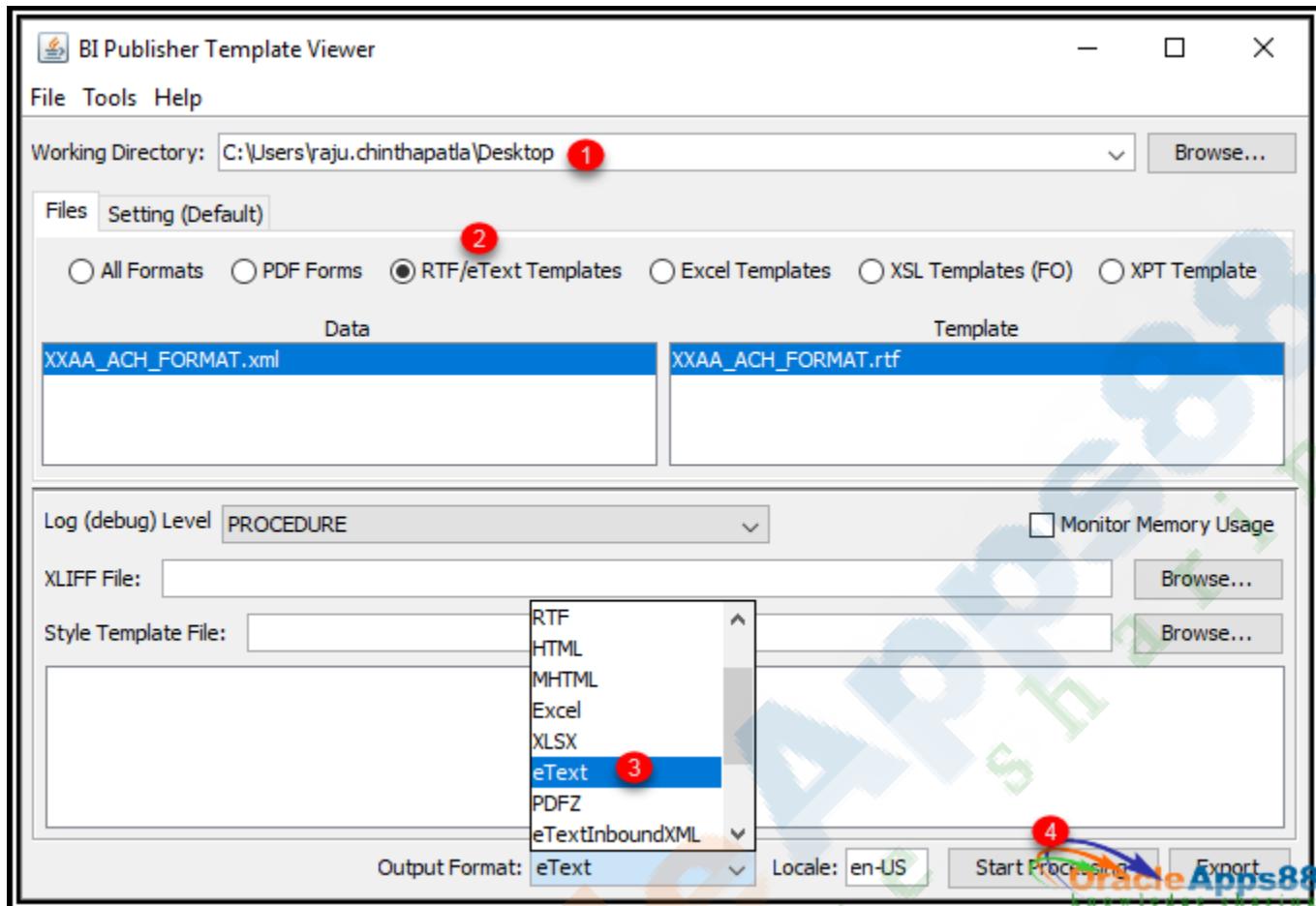
- o Create your own, or
- o (Recommended) Download standard oracle Template
US Nacha PPD Format : USNACHAPPD.rtf or
US Nacha CCD Format : USNACHACCD.rtf

We can't run the eText template from add-ins, we can only run the template with "Template Viewer"

All Programs → Oracle BI Publisher Desktop → Template Viewer →



Select the template and xml file from the location and change the output type to eText



Then click on Start Processing

Step 2: Approval Setups (Optional)

a). Employee/User - Super Visor Setup

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

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

The screenshot shows the 'Create User' dialog box. The 'User Details' section is highlighted with a red box, containing the 'User Name' field with the value 'ORACLEAPPS88'. In the 'Employment Information' section, the 'Manager' field is also highlighted with a red box and contains the value 'Brown, Casey'. Other fields like Last Name, First Name, Middle Names, Title, E-Mail, Hire Date, Phone, Work Fax, Department, Location, Mail Stop, and Grade are visible but not highlighted.

Create User

Personal Details

* Last Name: Apps
First Name: Oracle
Middle Names:
Title:

User Details

User Name: ORACLEAPPS88

User Notification Preferences

Send user name and password

Employment Information

* Person Type: Employee
* Legal Employer: US1 Legal Entity
* Business Unit: US1 Business Unit
Job:
Grade:
Department:
Location:
Mail Stop:
Manager: Brown, Casey

Save and Close Cancel

b). AP Invoice Approval Setups

Nav : Setup and Maintenance → Financials → Payables → Manage Invoice Options

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

The screenshot shows the 'Setup: Financials' screen with the 'Functional Areas' list. The 'Payables' area is selected and highlighted with a red box. On the right, the 'Manage Invoice Options' tab is selected under the 'Payables' section. A red arrow points to the 'Manage Invoice Options' link in the 'Task' list.

Functional Areas	Change Feature Opt In
Workforce Structures	Shared
* Users and Security	Shared
* Suppliers	Shared
* Payables	Shared
Payments	Shared
* Cash Management and Banking	Shared
* Transaction Tax	Shared

Search Tasks Manage Invoice Options

Payables

View ▾ Format ▾ Freeze Detach

Task

Manage Invoice Options (arrow)

Manage Payment Options
Manage Tax Reporting and Withholding Tax Options
Manage Payables Lookups
Manage Payables Descriptive

Oracle Apps88

The screenshot shows the 'Manage Invoice Options' page under 'Setup and Maintenance'. The 'Business Unit' is set to 'US1 Business Unit'. In the 'Prepayment' section, 'Payment Terms' is set to 'Immediate' and 'Settlement Days' is empty. Under 'Approval', three checkboxes are checked: 'Enable invoice approval', 'Allow force approval', and 'Require validation before approval'. The 'Accounting Preference' section contains three radio buttons: 'Account regardless of approval status' (selected), 'Require accounting before approval', and 'Require approval before accounting'. In the 'Interest' section, 'Create interest invoices' is checked. 'Minimum Interest Amount' is set to 0. 'Interest Allocation Method' is set to 'Single distribution'. In the 'Payment Request' section, 'Payment Terms' is set to 'Immediate' and 'Pay Group' is set to 'Standard'. A 'Payment Priority' slider is set to 99. In the 'Self-Service Invoices' section, two checkboxes are checked: 'Limit invoice to single purchase order' and 'Allow invoice backdating'. The 'Allow Unit Price Change for' dropdown is set to 'No Quantity-Based Matches'. At the top right, there are 'Save', 'Save and Close', and 'Cancel' buttons. A red dashed arrow points from the 'Save and Close' button towards the center of the page.

c). AP Payment Approval Setups

Nav : Setup and Maintenance → Financials → Payments → Manage Disbursement System Options

The screenshot shows the Oracle Fusion R13 application interface. The top navigation bar includes 'vision', a search icon, a home icon, a message icon with '5407' notifications, and a dropdown for 'FIN_IMPL'. The left sidebar is titled 'Setup: Financials' and contains a 'Functional Areas' section with various modules like Payments, Cash Management and Banking, Transaction Tax, Expenses, Fixed Assets, Receivables, Customer Billing, and Revenue Recognition. Each module has a 'Shared' status indicator and a dropdown arrow. The main workspace is titled 'Payments' and shows a list of tasks under the 'Task' section. The first task, 'Manage Disbursement System Options', is highlighted with a red arrow pointing to it. Other tasks listed include Grant Payment Function Access, Manage Payment System Connectivity Lookups, Manage Payment System Connectivity Flexfields, Manage B2B Gateway Document Definitions, Manage B2B Gateway Trading Partners, and Manage BI Publisher Templates. The bottom right corner features the 'Oracle Apps88' logo.

Enable the Approvals and click on the save

Manage Disbursement System Options

Save and Close **Cancel**

Enterprise Level Payment Options

System Settings

Allow payee bank account override on proposed payments
 Based only on payment method defaulting rules setup
 Override defaulting rules when payee default method set

Payment Method Default Basis

Separate Remittance Advice from E-Mail

Separate Remittance Advice Subject

Validation Failure Results

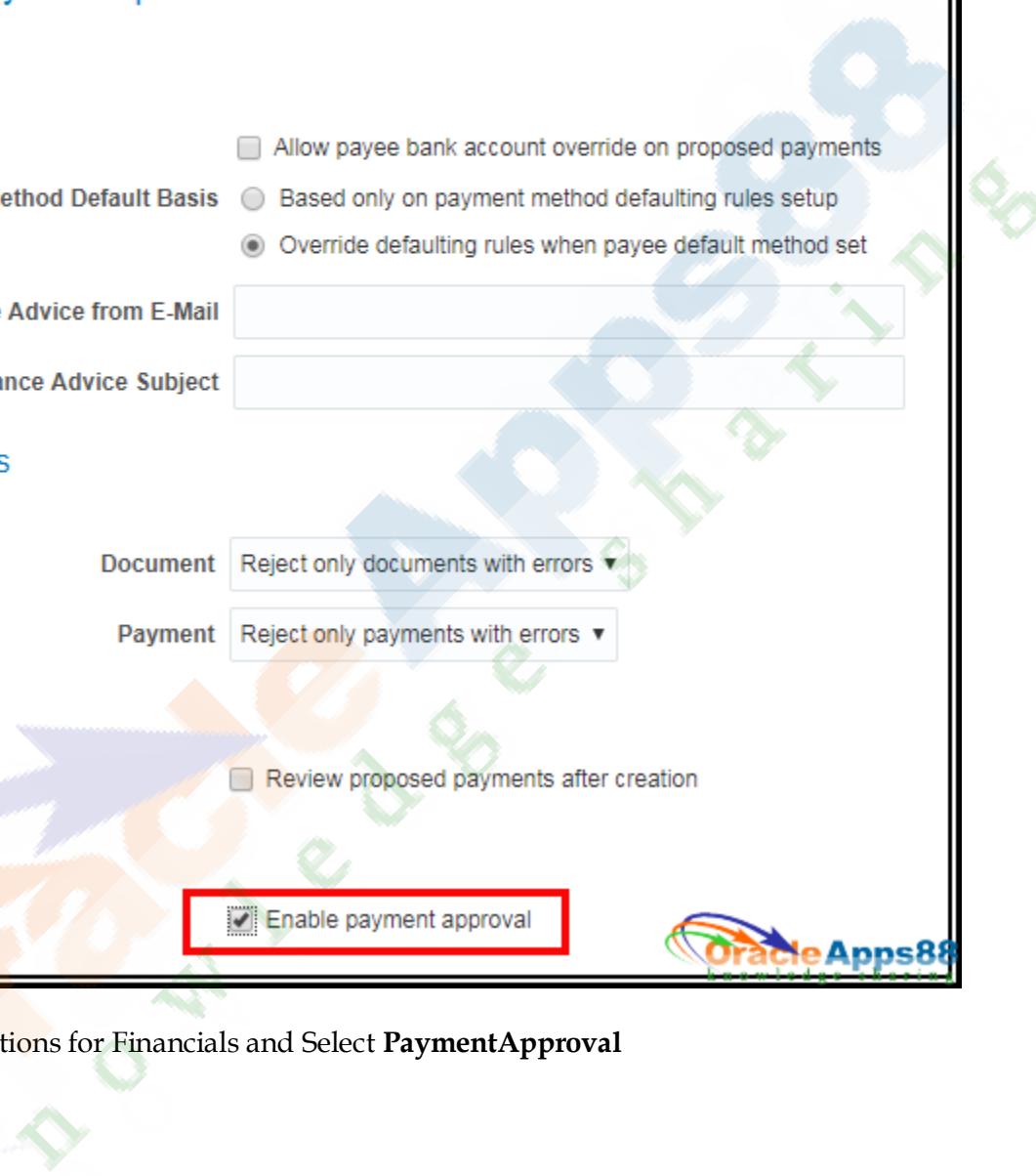
Document: Reject only documents with errors ▾
Payment: Reject only payments with errors ▾

Payment Review

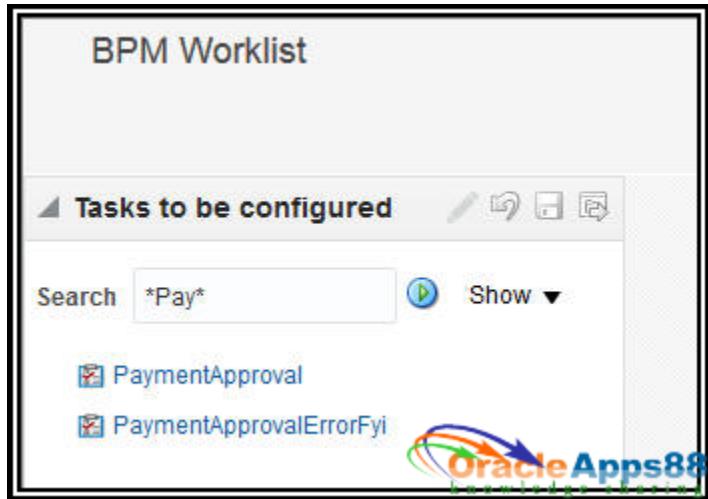
Review proposed payments after creation

Approval

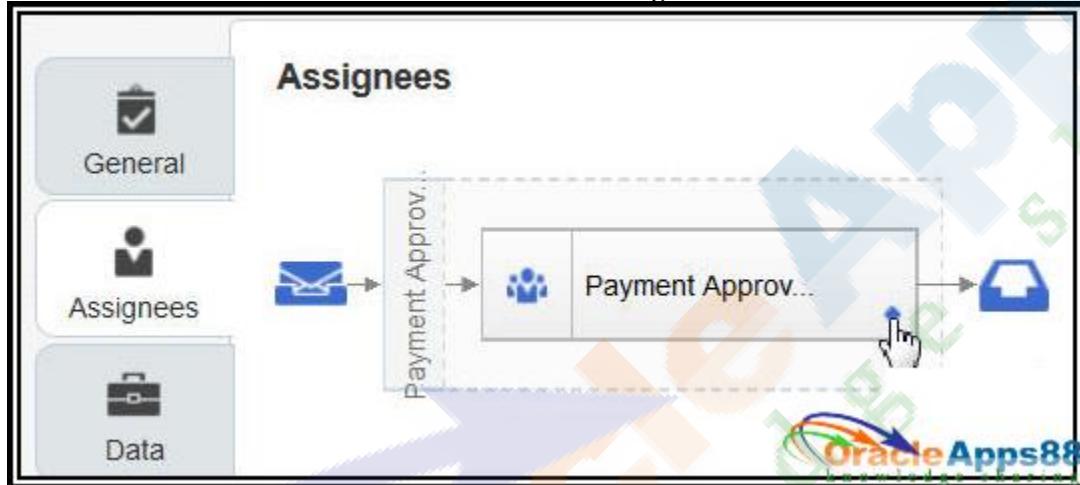
Enable payment approval



Select Manage Task Configurations for Financials and Select **PaymentApproval**



Select the Pencil to be in Edit Mode and then Assignees and Go To rules



You can see the AutoApproval Rule is seeded

Go back to Assignees

The screenshot shows the Oracle BPM Studio interface. On the left, a vertical navigation bar lists several categories: General, Assignees, Data, Deadlines, Notifications, Access, and Configuration. The 'General' category is currently selected, indicated by a blue border around its icon and label.

In the main workspace, there is a sidebar titled 'PaymentApprovalRuleSet' containing the following items:

- (x) Globals
- Bucketsets
- Links
- Decision Functions
- Rulesets**
- PaymentApprovalRules** (highlighted with a blue border)
- ModificationRules
- SubstitutionRules

The 'PaymentApprovalRules' section is expanded, showing the 'Auto Approval Rule' configuration. The configuration details are as follows:

- IF**: The condition is defined as "1" followed by a comparison operator "is 1".
- THEN**: The action is set to "List Builder Supervisory".
- Response Type**: Required
- Number of levels**: 1
- Starting Participant**: HierarchyBuilder.getPrincipal(Task.creator,-1,"")
- Top Participant**: HierarchyBuilder.getPrincipal("FINUSER30",-1,"")

At the top right of the workspace, there is a 'View' dropdown set to 'IF/THEN Rules', a page number '1-1 of 1', and a back arrow icon.

If needed make sure you leave the ruleset active and you can deactivate the Auto Approval Rule and add a new rule

PaymentApprovalRuleSet

Description:

Effective Date: Always Active

+ X Up Down Scissors ▾

Auto Approval Rule

Description:

Effective Date: Always Active Priority: Medium Advanced Mode Tree Mode

IF

1 is 1

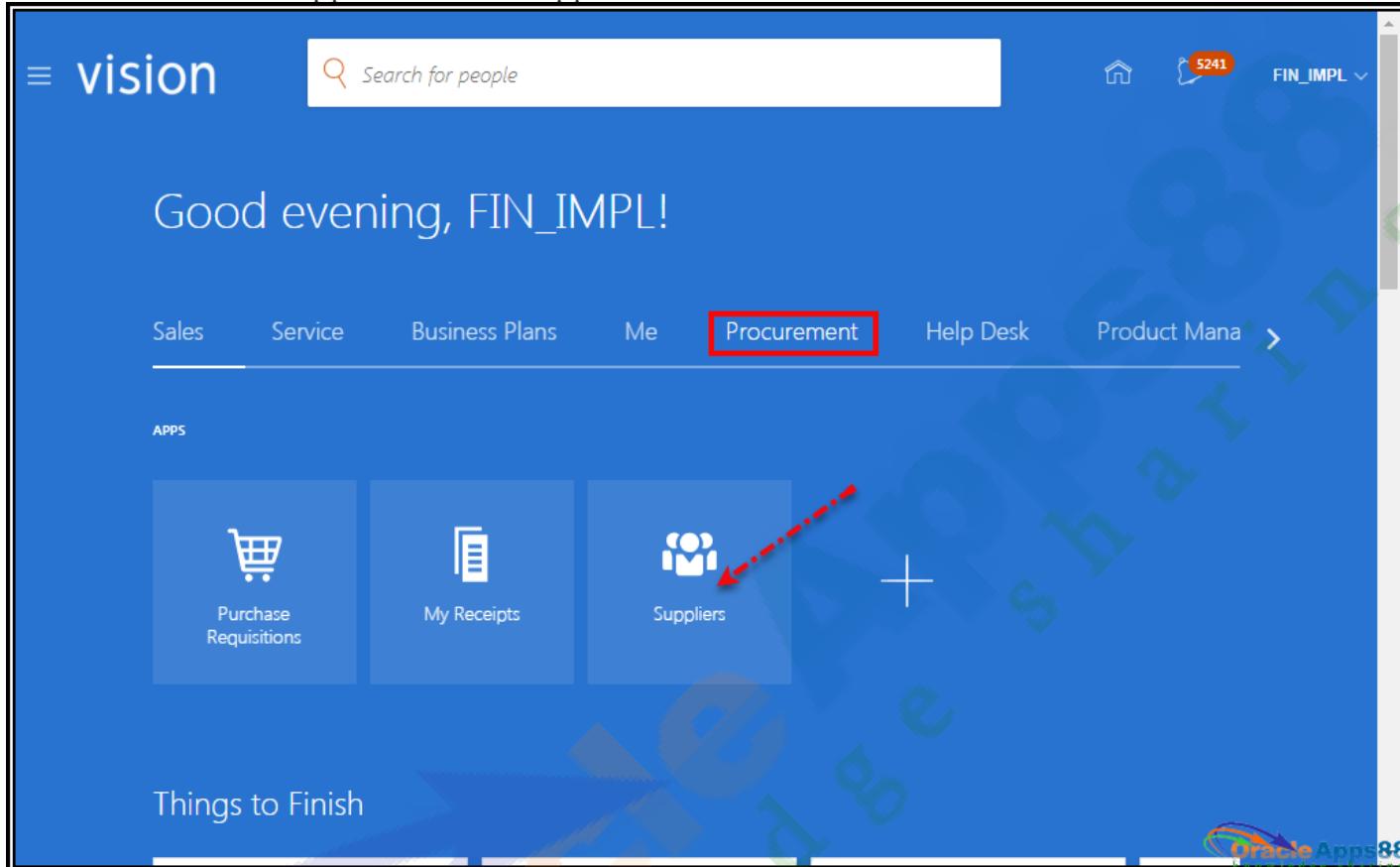
Oracle Apps88

The screenshot shows the Oracle Fusion R13 ACH (Electronic - EFT) Payment Setups and Process Training Manual interface. The main window displays the 'PaymentApprovalRuleSet' configuration. On the left, there is a sidebar with options like Bucketsets, Links, Decision Functions, Rulesets, and a list of rule types: PaymentApprovalRules, ModificationRules, and SubstitutionRules. The 'PaymentApprovalRules' item is selected. The main panel shows the configuration for an 'Auto Approval Rule'. It includes fields for Description, Effective Date (Always), Priority (Medium), and Active status (checked). There are also checkboxes for Advanced Mode and Tree Mode. Below these settings is an 'IF' condition editor with a search bar and a comparison operator 'is'. The bottom right corner features the 'Oracle Apps88' logo.

Step 3: Supplier Setup

a. Supplier

Nav: Procurement □ Suppliers □ Create Supplier



a. Supplier : 1258 – United Parcel Service

vision

Overview Manage Suppliers x Supplier: United Parcel Service x

Supplier: United Parcel Service

Profile Addresses Sites Contacts Qualifications

General

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

Additional Information

Office Recycling Percentage

Profile Details

Organization Business Classifications Products and Services Transaction Tax Income Tax Payments

Identification

Alias	Customer Number
D-U-N-S Number	SIC
— One-time supplier	National Insurance Number
Registry ID	Corporate Web Site
Relationships	Supplier

Regional Information

Regional Information

Corporate Profile

Year Established	Chief Executive Title
Mission Statement	Chief Executive Name
Year Incorporated	Principal Title
	Principal Name

Financial Profile

Fiscal Year End Month	December
Current Fiscal Year's Potential Revenue	46,500,000,000

Preferred Functional Currency

Merge History

View ▾ Format ▾ Freeze Detach Wrap

Merge Date	Merged from Supplier	Merged into Supplier
No data to display.		

b. Supplier Addresses:

The screenshot shows the Oracle Fusion R13 ACH Supplier Address setup screen. The top navigation bar includes 'vision' (with a house icon), a search bar, a user icon (5249), and a dropdown menu (FIN_IMPL). The current page title is 'Supplier: United Parcel Service'.

Address: UPS US1

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

Additional Information

Address Details

Sites Transaction Tax Contacts Payments

View ▾ Format ▾		Freeze	Detach	Wrap	* Site Purpose				
* Procurement BU	* Site				Sourcing Only	Purchasing	Procurement Card	Pay	Prima
US1 Business Unit	UPS US1				—	✓	—	✓	✓
Columns Hidden 6									

c. Supplier Sites:

The screenshot shows the Oracle Fusion R13 ACH Supplier Site setup interface. The top navigation bar includes 'vision' (with a house icon), a search bar, a user icon (5250), and a dropdown menu 'FIN_IMPL'. The main title is 'Supplier: United Parcel Service'.

Site: UPS US1

Procurement BU: US1 Business Unit

Address Name: UPS US1

Address: 55 GLENLAKE PKWY, ATLANTA, GA 30328
FULTON

Site: UPS US1

Site Purpose:

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

Attachments: None

Inactive Date: (No date entered)

Status: Active

General (selected tab) | Purchasing | Receiving | Invoicing | Payments | Site Assignments | Qualifications

Identification

Income tax reporting site

Customer Number: (No value entered)

Alternate Site Name: (No value entered)

Regional Information: (No value entered)

B2B Communication

B2B Communication Method: None

A large watermark 'Knowledge sharing' is diagonally across the page. The bottom right corner features the 'Oracle Apps88' logo.

d. Supplier Contact:

vision

Overview Manage Suppliers **Supplier: United Parcel Service**

Contact: Bob Gold

Salutation	Mr.	Phone
First Name	Bob	Mobile
Middle Name		Fax
Last Name	Gold	Email
Job Title		Status

✓ Administrative Contact

Contact Addresses

View ▾ Format ▾ Freeze Detach Wrap

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

Columns Hidden 5

User Account

Account Status Active

User Name BOB.GOLD

Roles Data Access

View ▾ Format ▾ Freeze Detach Wrap

Role	Description
Supplier Demand Planner	Manages supplier scheduling, supplier managed inventory and consigned inventory for the supplier co...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, reques...
Supplier Self Service Clerk	Updates the profile information for the supplier company. Primary tasks include updating supplier cont...

Step 4: Bank Account Setups :

Nav : Setup & Maintenance → Financials → Cash Management

vision

Setup: Financials

Functional Areas Change Feature Opt In

* Cash Management and Banking Shared

* Transaction Tax Shared

* Expenses

* Fixed Assets

* Receivables

* Customer Billing

* Revenue Recognition

Search Tasks

Cash Management and Banking

View Format Freeze Detach Wrap Show Required Tasks Scope

Task

Manage Bank Statement Transaction Codes

Manage Banks

Manage Bank Branches

Manage Bank Accounts

Specify Cash Positioning and Forecasting Options

Actions

FIN_IMPL

5251

Oracle Apps88

a. Banks

vision

Create Bank

* Country	Description
* Bank Name	Taxpayer ID
Alternate Bank Name	Tax Registration Number
Bank Code	

Addresses

Actions ▾ View ▾ Format ▾ + X ✓ Wrap

	Primary	Address	Country	Site Number
No data to display.				

Columns Hidden 2 Address date range : Current

Contacts

Actions ▾ View ▾ Format ▾ + ✓ X Freeze Wrap

Contact Name	Address	Phone	E-Mail
No data to display.			



vision

Bank: Bank of America

Country	United States	Description
Bank Name	Bank of America	Taxpayer ID
Alternate Bank Name		Tax Registration Number
Bank Code		



b. Bank Branch

vision

Create Bank Branch

5251 FIN_IMPL

* Bank	Branch Number Type
* Branch Name	Bank Branch Type
Alternate Branch Name	EDI ID Number
Branch Number	EFT Number
Description	EDI Location
BIC Code	RFC Identifier

Addresses

Actions ▾ View ▾ Format ▾ + X ⓘ Wrap

	Primary	Address	Country	Site Number
No data to display.				
			Address date range : Current	
Columns Hidden 2				

Contacts

Oracle Apps88

vision

Bank Branch: New York

5251 FIN_IMPL

Bank	Bank of America	Branch Number Type
Country	United States	Bank Branch Type
Branch Name	New York	EDI ID Number
Alternate Branch Name		EFT Number
Routing Number	122000247	EDI Location
Description		RFC Identifier
BIC Code		

Oracle Apps88

c. Bank Account

vision FIN_IMPL 5251

Create Bank Account

Save Save and Close Cancel

* Bank Branch	IBAN
* Account Name	Check Digit
* Account Number	Secondary Account Reference
* Currency	Account Suffix
* Legal Entity Name	Account Use
Account Type	<input type="checkbox"/> Payables <input type="checkbox"/> Payroll <input type="checkbox"/> Receivables
Description	

General Controls Security Business Unit Access

Additional Information

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

Contacts

Contact Name	Address	Phone	E-Mail
No data to display.			

Actions ▾ View ▾ Format ▾ + ⌂ Freeze ⌂ Wrap

Oracle Apps88

Vision

Bank Account: BofA-2869

Edit Done

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

Regional Information

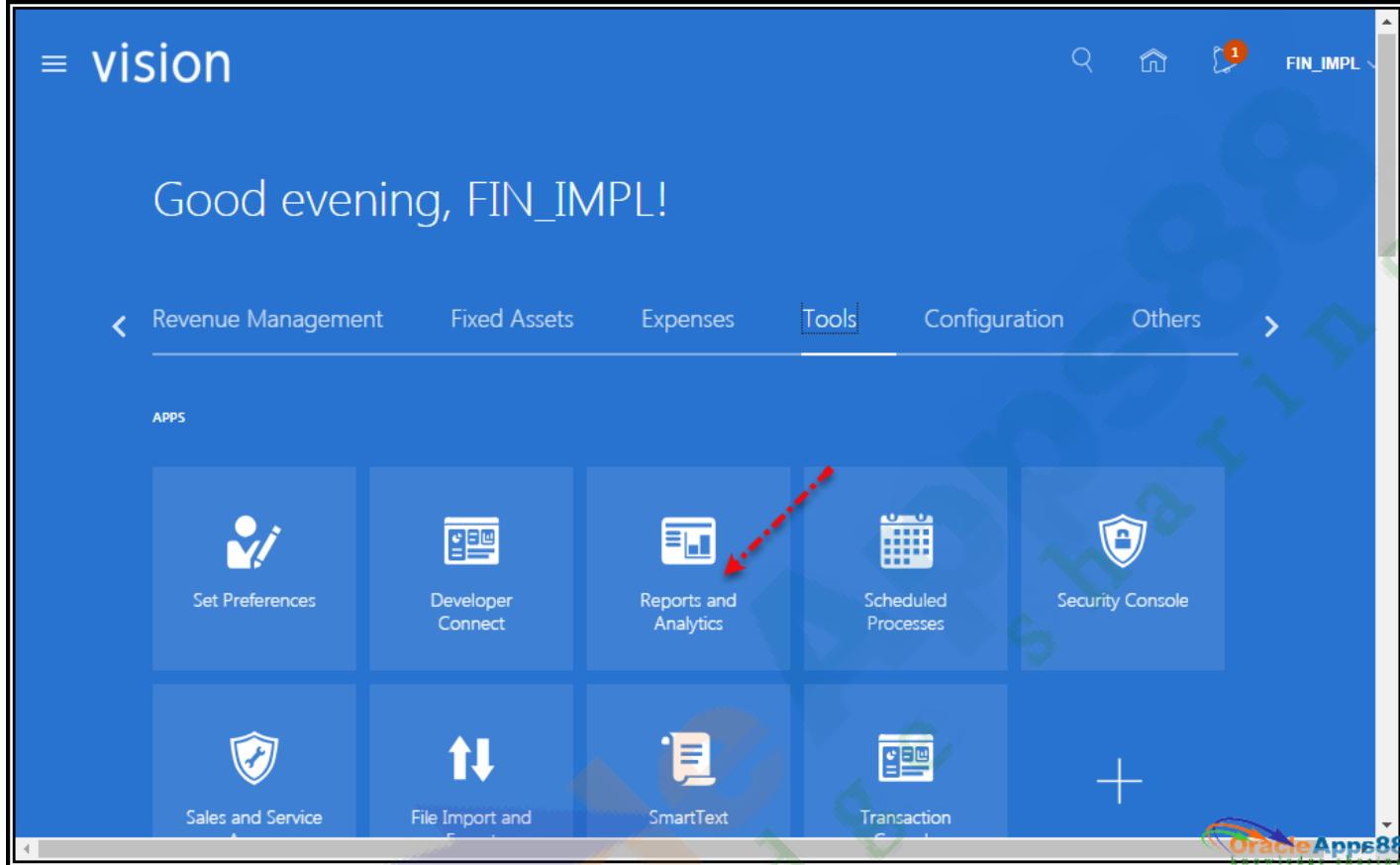
Contacts

Payment Documents

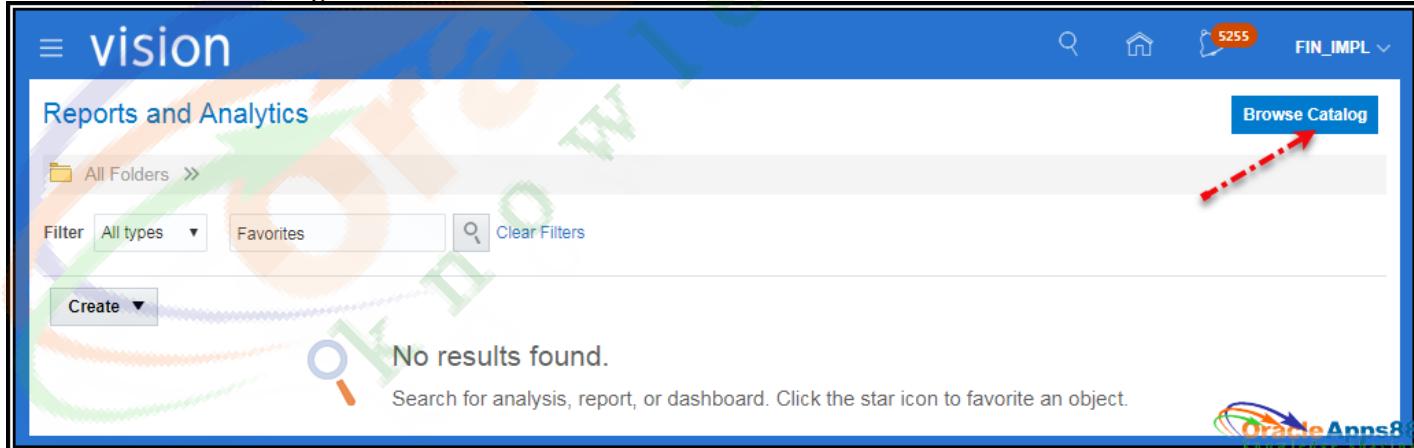
Oracle Apps88

Step 5: Payment Setups**a. Creating Template**

Go to Navigator and click on Tools and Reports and Analytics



Click on Browse Catalog



Create the Payments folder in Custom folder and copy the standard "Disbursement Payment File Format" and save it here.

Note : When upgrading the application, if you do any customizations on standard data models it will delete.

Create the below path

Location : /Shared Folders/Custom/Financials/Payments/

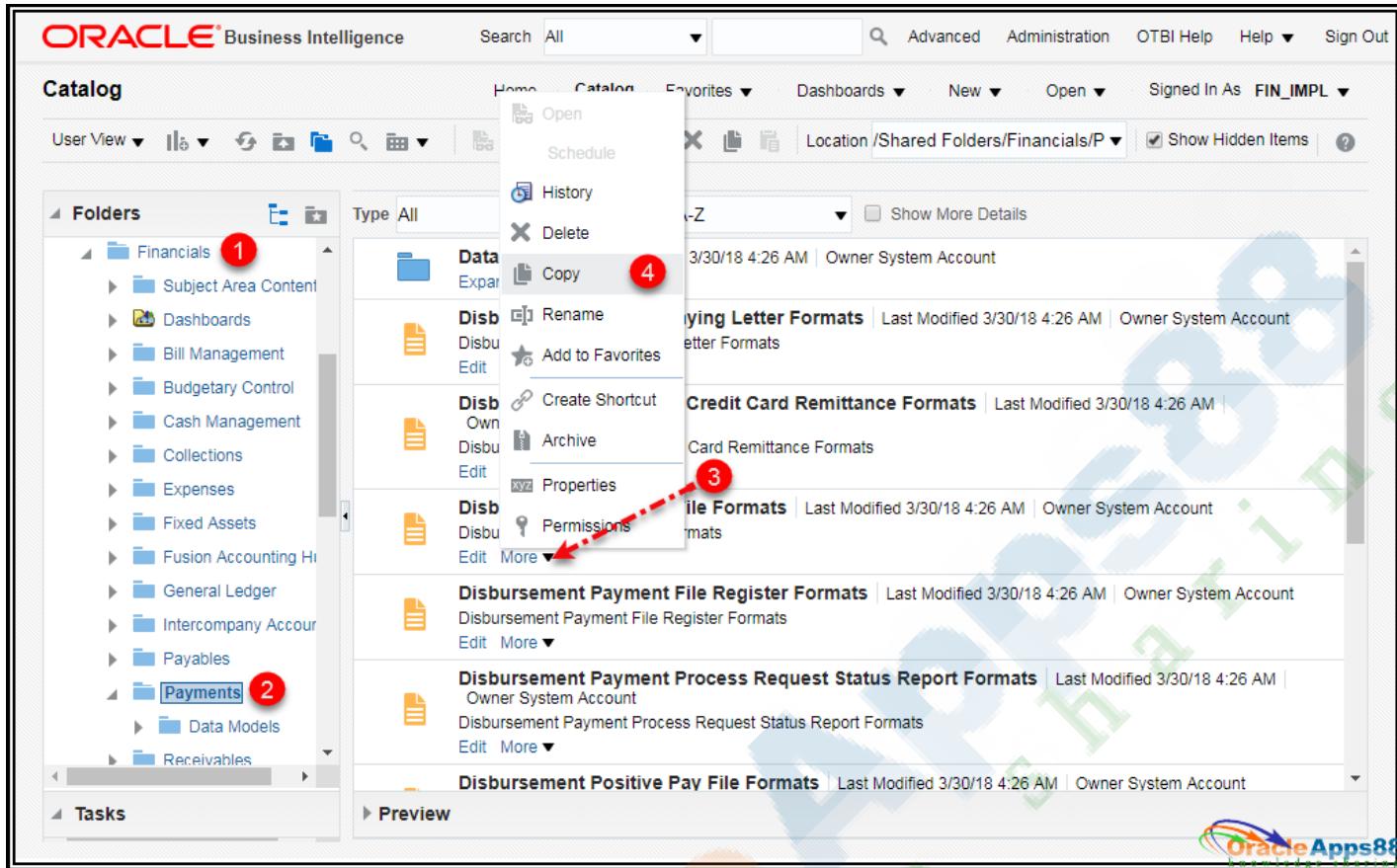
The screenshot shows the Oracle Business Intelligence Catalog interface. The left sidebar lists various report categories: Analysis and Interactive Reporting, Mobile Application, Published Reporting, and Data Model. The main area displays a list of reports, each with a title, last modified date, owner, and options to 'Open' or 'More'. A red box highlights the 'Folder' icon in the toolbar at the top. The URL in the address bar is 'Location /Shared Folders/Custom/Financials/Payments/'. The Oracle Apps logo is visible in the bottom right corner.

Report Title	Last Modified	Owner	Action
Profit and Loss Statement by Cost Center	11/2/18 5:19 PM	VIJAY ARORA	Open More
Oct-18_XTRC USA US_Rolling Monthly Income Statement	11/2/18 5:19 PM	VIJAY ARORA	Rolling Monthly Income Statement for the past year, including graphs
Oct-18_XTRC USA US_Rolling Quarterly Income Statement	11/2/18 5:19 PM	VIJAY ARORA	Rolling Quarterly Income Statement for the last 4 quarters, including graphs
Oct-18_XTRC USA US_Trial Balance By Entered Currency	11/2/18 5:19 PM	VIJAY ARORA	Owner FIN_IMPL
Oct-18_XTRC USA US_Trial Balance By Ledger Currency	11/2/18 5:19 PM	VIJAY ARORA	Owner FIN_IMPL
Sweden Declaration	4/6/17 7:01 AM	FIN_IMPL	Open More

Copy the standard Data Model from standard folder and save it in custom folder

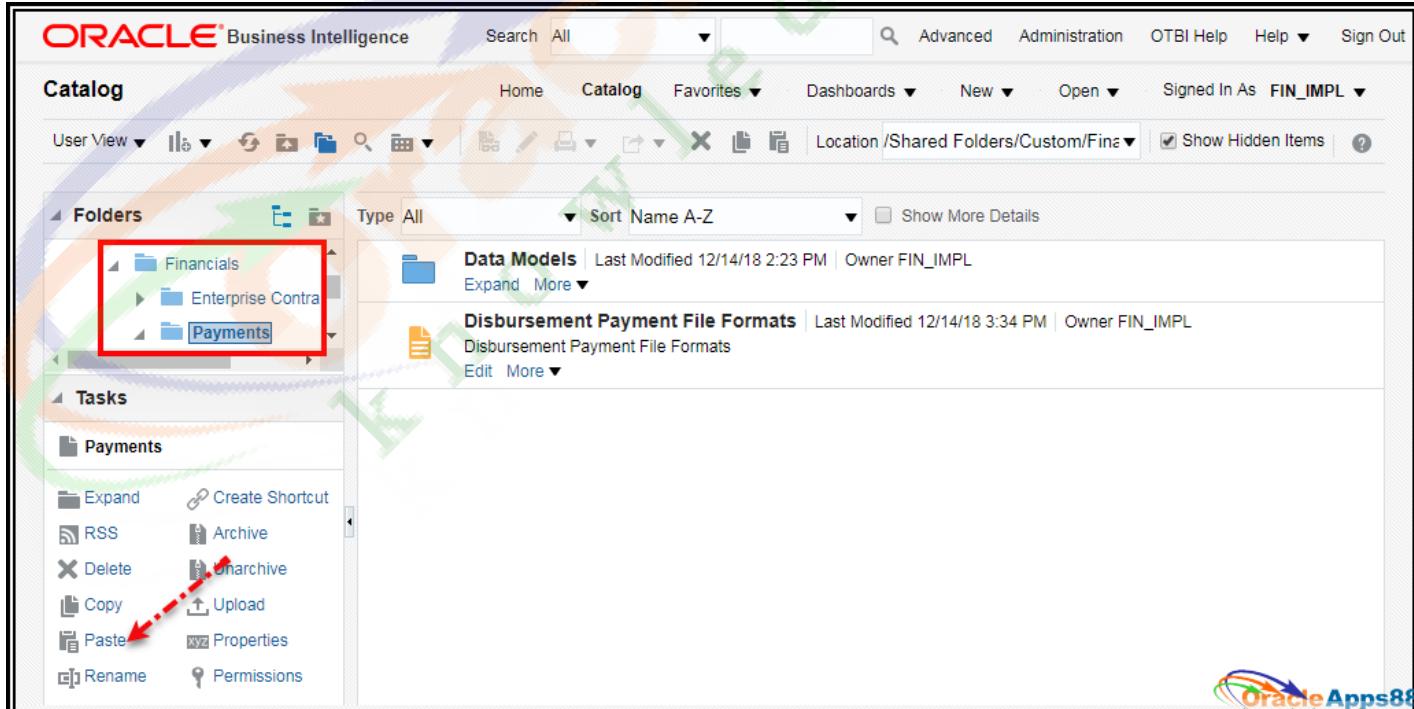
Copy the "Disbursement Payment file Format" from "/Shared Folders/Financials/Payments/" and save it in "/Shared Folders/Custom/Financials/Payments/" folder

To copy click **More** and click on Copy



Save it in "/Shared Folders/Custom/Financials/Payments/" folder

Click on the Custom Data Models folder and click on the Paste in tasks structure



Click on Edit in Disbursement Payment file Format data model

The screenshot shows the Oracle Business Intelligence Catalog interface. On the left, there is a tree view under 'Folders' with categories like Financials, Enterprise Contra, and Payments. A red box highlights the 'Payments' folder. On the right, a list of data models is shown, with 'Disbursement Payment File Formats' being the last item. A red arrow points from the 'Edit' link next to this item towards the bottom right corner of the screen.

Click on the Add New Layout link

The screenshot shows the 'Disbursement Payment File Formats' data model page. At the top, there is a toolbar with tabs like Data Model, Parameters, Properties, View Report, View Thumbnails, and View a list. Below this, there is a grid of four layout thumbnails. In the top right corner of the grid area, there is a button labeled 'Add New Layout'. A red dashed arrow points to this button.

Click on the upload layout link

The screenshot shows the Oracle Business Intelligence interface for creating Disbursement Payment File Formats. It includes a search bar, navigation links for Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As FIN_IMPL. Below this is a toolbar with Data Model, Parameters, Properties, View Report, and a help icon. The main area is titled 'Create Layout' and contains sections for 'Basic Templates' and 'Upload or Generate Layout'. Under 'Basic Templates', there are four options: 'Blank (Portrait)', 'Blank (Landscape)', 'Header and Footer (Portrait)', and 'Header and Footer (Landscape)'. Under 'Upload or Generate Layout', there is an 'Upload' button with a green arrow icon and a 'Generate' button with a document icon. A watermark for 'Oracle Apps88' is visible across the page.

Enter the Layout name and select the RTF file and save

Name	Value
Layout Name	XXAA_ACH_FORMAT
Template File	Upload the developed RTF (eText) template
Type	eText Template
Locale	English

ORACLE Business Intelligence Search All Advanced Administration OTBI Help Help ▾ Sign Out

Disbursement Payment File Formats Home Catalog Favorites ▾ Dashboards ▾ New ▾ Open ▾ Signed In As FIN_IMPL ▾

Data Model + Parameters Properties View Report ? Cancel

Create Layout

Basic Templates

Blank (Portrait) Blank (Landscape)

Upload or Generate Layout

Upload RTF, PDF, XSL Stylesheet, or template file.

Upload Generate

Upload Template File

*Layout Name: XXAA_ACH_FORMAT
 *Template File: Choose File: XXAA_ACH_FORMAT.rtf
 *Type: eText Template
 *Locale: English

Upload Cancel

<BEGIN FILLER BLOCK>	AllRecordsBlock				
<FILLER CHARACTER>	9				
<BLOCK SIZE>	10				
OutboundPaymentInstruction					
<LEVEL>					
<POSITION>	<LENGTH>				
<NEW RECORD>					
FILE HEADER					
1	1	Number	L, '0'	1	Record Type Code
2	2	Number	L, '0'	1	Priority Code
4	1	Alpha	R, ''		Immediate Destination: the first position is a blank
5	9	Number	L, '0'	PaymentInstructionInfo/PaymentSystemAccount/AccountSettings[Name='RECEIVING_BANK_9DIBIT_ABA']/Value	Immediate Destination: the second to the tenth position of this field is the ABA routing number of the receiving bank of this payment file. The ABA routing number is a nine digit number composed of three parts. The first four digits are the Federal Reserve Routing Symbol; the next four digits are the ABA Institution Identifier; and the last one digit is the check digit.
14	1	Number	L, '0'	1	Immediate Origin: mutually defined – ANSI one-digit ICD
15	9	Alpha	L, '0'	REPLACE(PaymentInstructionInfo/PaymentSystemAccount/AccountSettings[Name='SENDER_ID']/Value, '-')	Immediate Origin

Click on view list and set the custom layout as default

ORACLE Business Intelligence

Disbursement Payment File Formats

Data Model Search All Advanced Administration OTBI Help Help Sign Out

Home Catalog Favorites Dashboards New Open Signed In As FIN_IMPL

Saved Parameters Properties View Report

View Thumbnails View a list Add New Layout

Japanese Zengin Edit | Properties | Delete

Swedish UTLI Bankgiro Edit | Properties | Delete

Norwegian Telepay EFT Edit | Properties | Delete

Swedish SISU Bankgiro Edit | Properties | Delete

Sw

Oracle Apps88

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

ORACLE Business Intelligence

Disbursement Payment File Formats

Search All Advanced Administration OTBI Help Help Sign Out

Home Catalog Favorites Dashboards New Open Signed In As FIN_IMPL

Data Model Parameters Properties View Report

View Thumbnails View a list

Name	Template File	Type	Output Formats	Default Format	Default Layout	Apply Style Template	Active
XXAA_ACH_FORMAT	XXAA_ACH_FORMAT.rtf	etext	Text;Data (XML)	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Japanese Zengin	JapaneseZengin.rtf	etext	Text;Data (XML)	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Oracle Apps88

Step 2: Creating Payment Format

Nav : Setup and Maintenance → Financials → Payments → Manage Formats

The screenshot shows the Oracle Fusion R13 interface with the following details:

- Header:** vision, FIN_IMPL, 5256.
- Left Sidebar:** Functional Areas: Workforce Structures, * Users and Security, * Suppliers, * Payables, Payments, * Cash Management and Banking, * Transaction Tax. The 'Payments' item is highlighted with a red box.
- Search Bar:** Search Tasks, Payments.
- Task List:** Task: Manage B2B Gateway Document Definitions, Manage B2B Gateway Trading Partners, Manage BI Publisher Templates, Manage Code Map Groups, Manage Formats (highlighted with a red arrow), Manage Transmission Configurations.

Select Disbursement Payment File Formats and click on Create

The screenshot shows the 'Manage Formats' page with the following details:

- Header:** vision, FIN_IMPL, 5266.
- Search Section:** Search, ** Name, ** Code, ** Type, ** Message Direction, Search, Reset.
- Search Results:** View, Freeze, Wrap, Select Type (highlighted with a red box), Disbursement Payment File Formats, Create, View Available Format Types.
- Table Headers:** Name, Code, Type, Message Direction, BI Publisher Template.

Enter the details and click on Save and Close

Name	Value
Name	XXAA ACH Format
Code	XXAA_ACH_FORMAT
BI Publisher Template	XXAA_ACH_FORMAT (Created in Step1)

vision FIN_IMPL

Create Format

Save and Close Cancel

* Name	XXAA ACH Format	* From Date	1/1/18
* Code	XXAA_ACH_FORMAT	To Date	m/d/yy
Type	Disbursement Payment File Formats		
Message Direction	Outbound		
Transformation Program Type	BI Publisher		
* BI Publisher Template	XXAA_ACH_FORMAT		

Oracle Apps88
knowledge sharing

Step 3: Creating Payment Document (Optional for Electronic Payments)

Nav : Setup and Maintenance → Financials → Cash Management → Manage Bank Accounts

The screenshot shows the Oracle Fusion R13 interface with the title bar "vision". In the top left, there is a dropdown menu labeled "Setup: Financials". On the right, there are various navigation icons and a user icon with a red notification dot (1). The main content area has a blue header "Cash Management and Banking". Below it, there is a toolbar with "View", "Format", "Freeze", "Detach", "Wrap", "Show", and "Required Tasks". The main panel lists several tasks under "Scope": "Manage Bank Statement Transaction Codes", "Manage Banks", "Manage Bank Branches", and "Manage Bank Accounts". The "Manage Bank Accounts" task is highlighted with a red arrow pointing to it. The bottom of the screen shows a watermark for "Oracle Apps88" and a logo for "Oracle Apps88 Knowledge Sharing".

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

The screenshot shows the "Manage Bank Accounts" search results page. At the top, there is a search form with fields for "Account Name" (highlighted with a red box and circled 1), "Account Number", "Currency", "Legal Entity Name", "Bank Branch", and "Country". Below the search form are buttons for "Advanced", "Saved Search", and "All Bank Accounts". The search results table has columns: Account Name, Account Number, Currency, Bank, Bank Branch, Legal Entity Name, Country, and Active. The first result row, "BofA-2869", is highlighted with a red box and circled 2. At the bottom of the search results, there are buttons for "Search", "Reset", and "Save...". A red arrow points from circled 3 to the "Format" button in the toolbar above the table.

Click on the Edit button to add the new document

The screenshot shows the 'vision' application interface for managing bank accounts. The title bar indicates 'Bank Account: BofA-2869'. The main form displays the following details:

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

At the top right, there are 'Edit' and 'Done' buttons. A red dashed arrow points from the text 'Click on the create' to the 'Edit' button. The 'Done' button is highlighted with a blue box. The Oracle Apps88 watermark is visible across the page.

Click on the create  button

vision

Edit Bank Account BofA-2869

Bank Branch New York

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:

Check Digit:

Secondary Account Reference:

Account Suffix:

Account Use: Payables
 Payroll
 Receivables

General Controls Security Business Unit Access

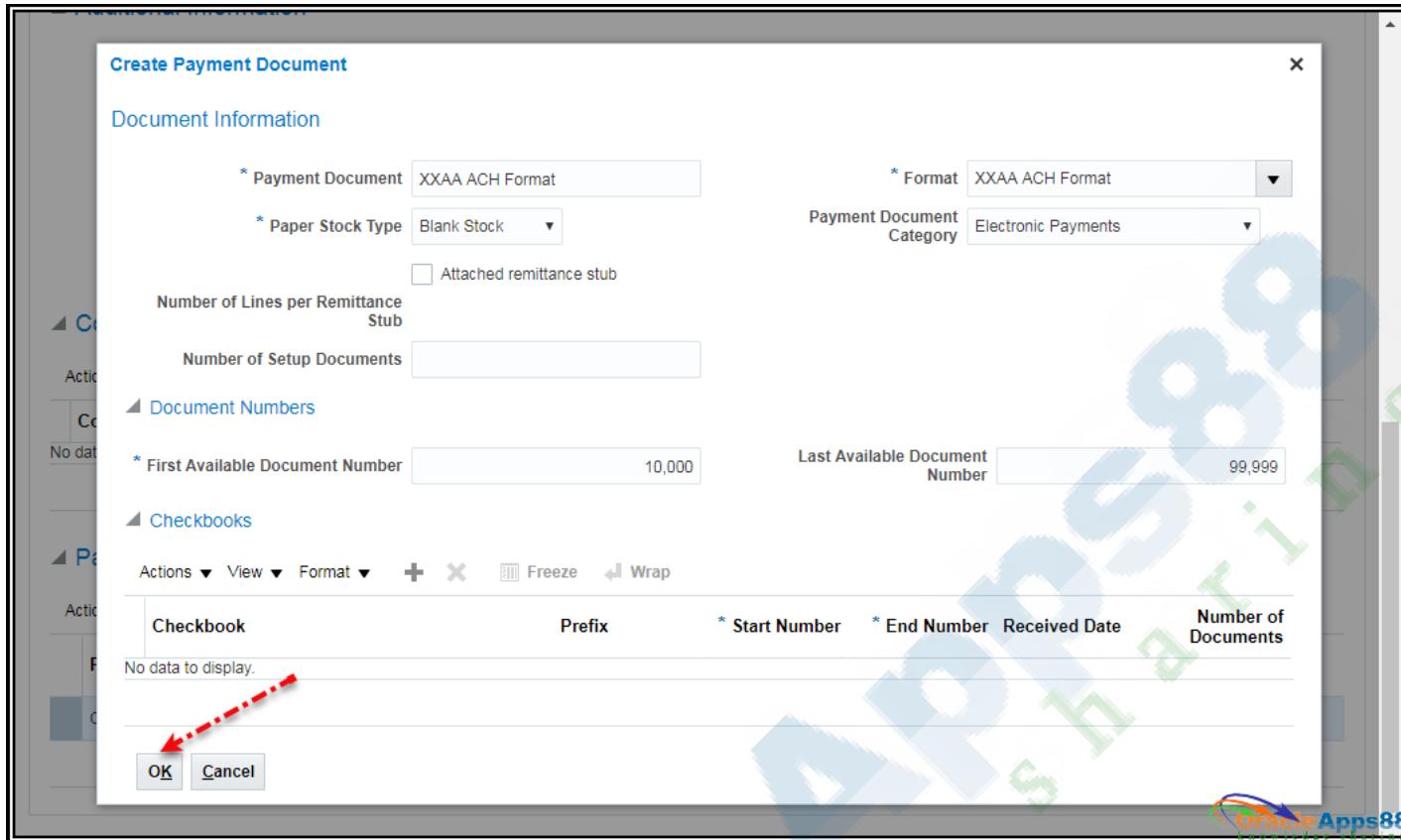
- ▶ GL Accounts
- ▶ Additional Information
- ▶ Contacts
- ▶ Payment Documents

Actions ▾ View ▾ Format ▾ **[+]** Freeze Wrap

Payment Document	Paper Stock Type	Format	Status	Skipped Documents
Check Stock A	Blank Stock	Standard Check Format	Active	

Enter the details and click on ok

Name	Value
Payment Document	XXAA ACH Format
Format	XXAA ACH Format (Created in Step2)
Paper Stock Type	Blank Stock
First Available Doc No	10000
Last Available Doc No	99999



Click on Save and Close button

Edit Bank Account BofA-2869

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:	Bank Branch: New York Check Digit: Secondary Account Reference: Account Suffix: Account Use: <input checked="" type="checkbox"/> Payables <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Receivables
--	---

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			

Payment Documents

Action	View	Format	Add	Edit	Freeze	Wrap
Payment Document	Paper Stock Type	Format	Status	Skipped Documents		
XXAA ACH Format	Blank Stock	XXAA ACH Format	Active			
Check Stock A	Blank Stock	Standard Check Format	Active			

Step 4: Creating Payment Process Profile

Nav: Setup and Maintenance → Financials → Payments → Manage Payment Process Profiles

The screenshot shows the Oracle Fusion R13 interface. The top navigation bar includes 'vision', a search icon, a home icon, a notification icon with '1', and 'FIN_IMPL'. The left sidebar under 'Setup: Financials' lists functional areas: * Suppliers, * Payables, Payments, * Cash Management and Banking, * Transaction Tax, and * Expenses. The 'Payments' area is selected. The main content area is titled 'Payments' and shows tasks: 'Manage Payment Codes', 'Manage Payment Process Profiles' (which has a red arrow pointing to it), 'Manage Disbursement System Options', and 'Grant Payment Function Access'. The 'Actions' button is at the top right.

Click on create  button

The screenshot shows the 'Manage Payment Process Profiles' page. It features a search section with fields for Name, Code, Processing Type, Payment System, Payment File Format, and Status. Below the search is a 'Search Results' grid with columns for Name, Code, Processing Type, Payment System, and Payment Confirmation Point. A red arrow points to the create button (+) in the grid header. The bottom right corner features the 'Payment File Format knowledge sharing' watermark.

Enter the details and save

Name	Value
Name	XXAA ACH Format
Code	XXAA_ACH_FORMAT
Payment File Format	XXAA ACH Format (Created in Step3)
Processing Type	Electronic
Payment Confirmation Point	When the payment file is formatted

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

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

Create Payment Process Profile

* Name: XXAA ACH Format	* Payment File Format: XXAA ACH Format
* Code: XXAA_ACH_FORMAT	* Processing Type: Electronic
Description:	Default Payment Document:
* From Date: 1/1/18	Payment Confirmation Point: When the payment file is formatted
To Date: m/d/yy	<input type="checkbox"/> Allow manual setting of payment confirmation

Click on Ok then select the Payment Document : XXAA ACH Format BofA-2869 and save

Edit Payment Process Profile

* Name: XXAA ACH Format	* Payment File Format: XXAA ACH Format
Code: XXAA_ACH_FORMAT	* Processing Type: Electronic
Description:	Default Payment Document: XXAA ACH Format BofA-2869
* From Date: 1/1/18	Payment Confirmation Point: When the payment file is formatted
To Date: m/d/yy	<input type="checkbox"/> Allow manual setting of payment confirmation

Also enable the below programs in Reporting tab to verify the printed data

Payment File Register Format

The Payment File Register report is a predefined disbursement report that displays details of payments that are included in a payment file. You can retain this report for your records.

Positive Pay File Format

The Positive Pay report is a predefined disbursement report that lists checks issued by your organization with their corresponding payee names, amounts, and currency.

Since the report is included in the electronic transmission to your payment system or bank, it prevents the payment of fraudulent checks, since unauthorized payments are not listed on the Positive Pay report.

Separate Remittance Advice Format

The Separate Remittance Advice report is a predefined disbursement report that is faxed, E-Mailed, or printed and mailed to a supplier, which lists the invoices you paid.

vision

Edit Payment Process Profile

Save **Save and Close** Cancel

* Name: XXAA ACH Format
Code: XXAA_ACH_FORMAT
Description:
* From Date: 1/1/18
To Date: m/d/yy

* Payment File Format: XXAA ACH Format
* Processing Type: Electronic
Default Payment Document: XXAA ACH Format BofA-2869
Payment Confirmation Point: When the payment file is formatted
 Allow manual setting of payment confirmation

Usage Rules Payment System Payment Payment File Grouping Reporting Additional Information

Payment File Register

Format: Payment File Register Format
 Automatically submit when payments are confirmed

Positive Pay

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

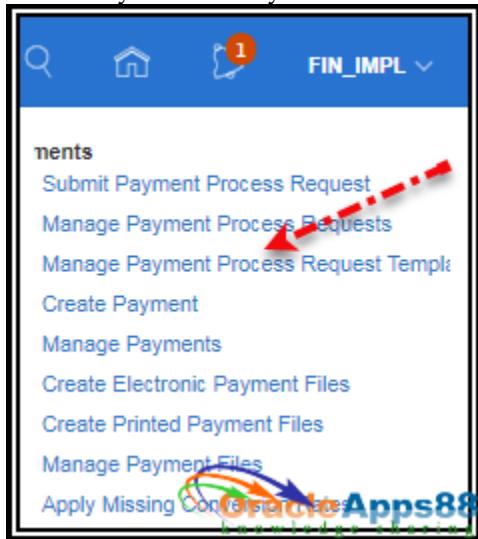
Separate Remittance Advice

Format: Separate Remittance Advice Format
 Automatically submit when payments are confirmed
 Allow multiple copies for payment file
Condition: All payments
Delivery Method: Printed
 Override payee delivery method preference



Step 5 : Creating Payment Process Request Template (Optional)

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



Click on Create from Actions

The screenshot shows the 'Manage Payment Process Request Templates' page. In the 'Actions' dropdown menu, the 'Create' option is highlighted with a red arrow. The main table lists columns for Description, Status, and Type. A watermark for 'Oracle Apps88' is visible across the screen.

Enter the below values save it

Name	Value
Template Name	XXAA ACH Format - BofA-2869
Payment Method	Electronic
Disbursement Bank Account	BofA-2869
Payment Document	XXAA ACH Format (Created in Step3)
Payment Process Profile	XXAA ACH Format (Created in Step4)
Payment Conversion Rate	Corporate
Review Proposed Payments	Enable

	(Enables the Payment Administrator to review and approve or remove proposed payments after the Build Payments program has created them and before the payments are grouped into payment instructions. Only used if Oracle Payment settings require the review of proposed payments.)
Create payment File Immediately	Enable
Document	Stop Process for Review (Some installments within the payment process request failed validation and the processing option for handling document validation failures is set to Stop process for review . Manual review is required.)
Payment	Stop Process for Review (Some payments within the payment process request failed validation and the processing option for handling payment validation failures is set to Stop process for review . Manual review is required.)

vision FIN_IMPL

Create Payment Process Request Template

Actions ▾ Save Save and Close Cancel

* Name: XXAA ACH Format - BofA-	Description:
Type:	
Inactive Date: m/d/yy	
Selection Criteria Payment and Processing Options	
Pay Through Days: 0	Supplier Type:
From Payment Priority: 1	Payment Method: Electronic
To Payment Priority: 99	Invoice Conversion Rate Type:
Date Basis: Pay date	Supplier or Party:
Include Zero Amount Invoices: No	

vision

Create Payment Process Request Template

Actions ▾ **Save** **Save and Close** **Cancel**

* Name: XXAA ACH Format - BofA.
Type:
Inactive Date: m/d/yy

Description:

Selection Criteria **Payment and Processing Options**

Payment Attributes

Payment Date: Use request date
 Calculate based on request date

Disbursement Bank Account: BofA-2869

Payment Document: XXAA ACH Format

Payment Process Profile: XXAA ACH Format

Settlement Priority Override:

Bank Charge Bearer Override:

Starting Voucher Number:

* Payment Conversion Rate Type: Corporate

Cross-Currency Rate Type:

Processing Options

Apply credits up to zero amount payment
 Review installments
 Review proposed payments
 Create payment files immediately

Validation Failure Handling

Document: Reject only documents with errors

Payment: Reject only payments with errors

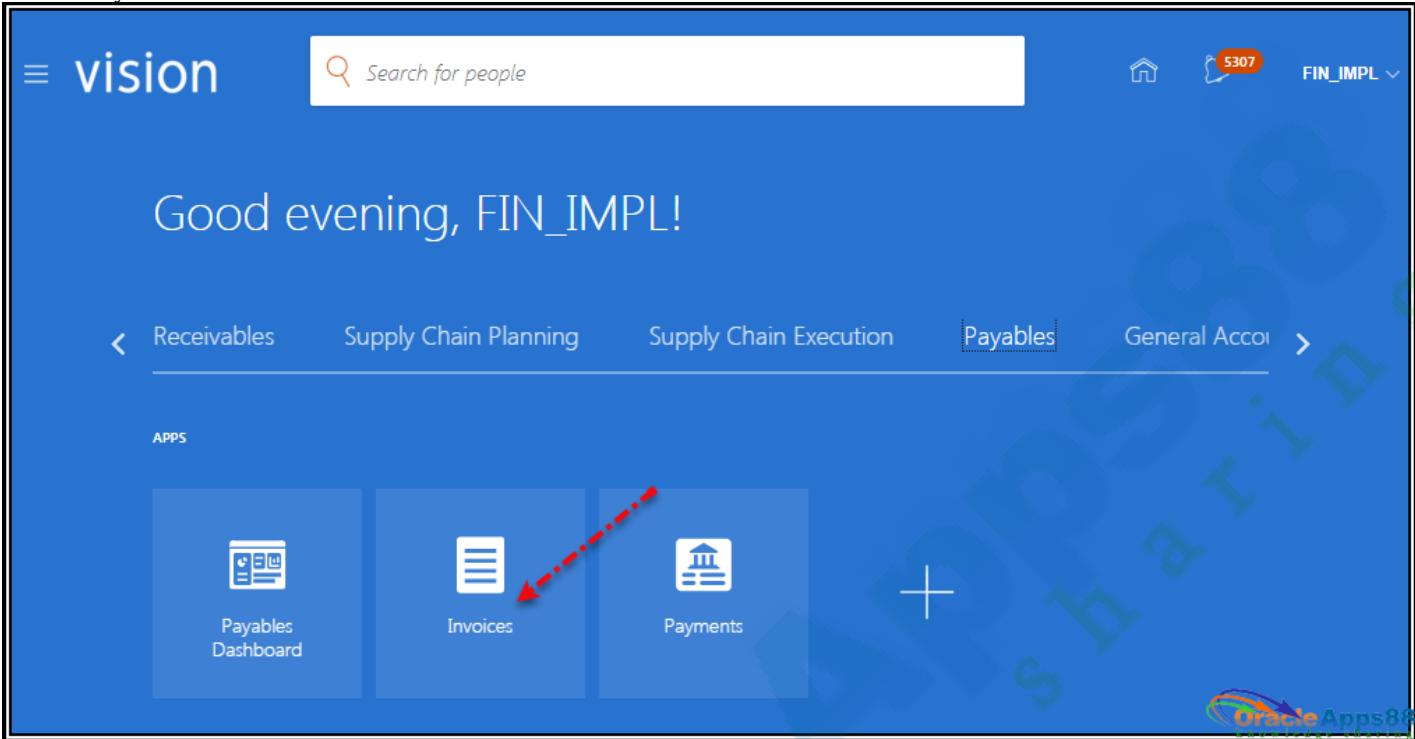
Approvals

First Approver:



1 : Create the Invoice and Pay in Full

Nav : Payables → Invoices → Tasks → Create Invoice



Click on Create Invoice

Enter the invoice details and save the invoice

Name	Value
Business Unit	US1 Business Unit
Supplier	United Parcel Service
Supplier Number	1258
Supplier Site	UPS US1

Legal Entity	US1 Legal Entity
Invoice Number	INV1258_001
Amount	100
Type	Standard
Invoice Group	INV1258
Line Details	
Type	Item
Amount	100
Distribution Set	Miscellaneous Expenses

Create Invoice: INV1258_001

Not validated | Invoice Actions ▾ | Save and Create Next | **Save** | Save and Close | Cancel

Invoice Header Show More

Identifying PO	* Number: INV1258_001	* Date: 1/13/19
Business Unit: US1 Business Unit	* Amount: USD - 100.00	* Payment Terms: Immediate
* Supplier: United Parcel Service	Type: Standard	* Terms Date: 1/13/19
Supplier Number: 1258	Description:	Requester:
* Supplier Site: UPS US1		Attachments: None
* Legal Entity: US1 Legal Entity		Note:
Invoice Group: INV1258		

Lines Match Invoice Lines ▾ | Detach | Allocate | Cancel Line | Distributions

Distribution	Reference	Tax	Purchase Order	Asset	Project
Distribution					
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date
1	Item	100.00	Miscellaneous Expen		1/13/19
					Prorate Across All Item Lines

Click on the validate from Actions

Create Invoice: INV1258_001

Invoice Header Show More

Identifying PO

Business Unit US1 Business Unit

* Supplier United Parcel Service

* Number 1258

Type

* Supplier Site UPS US1

* Legal Entity US1 Legal Entity

Invoice Group INV1258

Lines Match Invoice Lines

View + Detach Allocate Cancel

Distribution Reference Tax Purchase Order Asset Project

Invoice Actions

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

Last Saved 1/13/19 4:54 PM

			Distribution		Accounting Date	Prorate Acro All Item Line
* Number	* Type	* Amount	Distribution Set	Distribution Combination		
1	Item	100.00	Miscellaneous Expen		1/13/19	Oracle Apps88

Create Invoice: INV1258_001

Invoice Header Show More

Identifying PO

Business Unit US1 Business Unit

Supplier United Parcel Service

Supplier Number 1258

Supplier Site UPS US1

* Legal Entity US1 Legal Entity

Invoice Group INV1258

Lines Match Invoice Lines

View + Detach Allocate Cancel Line Distributions

Distribution Reference Tax Purchase Order Asset Project

Invoice Summary

Status	
Validation	Validated
Account Coding	Complete
Accounting	Unaccounted
Payments	Unpaid
Due Date	1/13/19

Holds

Installments	<input checked="" type="checkbox"/> 0
Line Variance	<input checked="" type="checkbox"/> 0
Distribution Variance	<input checked="" type="checkbox"/> 0
Manual Holds	<input checked="" type="checkbox"/> 0
System Holds	<input checked="" type="checkbox"/> 0
Supplier Site	<input checked="" type="checkbox"/> No

			Distribution		Accounting Date	Prorate Acro All Item Line
* Number	* Type	* Amount	Distribution Set	Distribution Combination		
1	Item	100.00	Miscellaneous Expen		1/13/19	Oracle Apps88

Click on the Pay in Full from Actions

The screenshot shows the 'Create Invoice: INV1258_001' screen. In the top right corner, there is a context menu titled 'Invoice Actions'. The 'Pay in Full' option is highlighted with a red arrow. The menu also includes other actions like 'Manage Installments', 'Calculate Tax', 'Validate', etc.

Invoice Header		Actions	
Identifying PO		* Number	Manage Installments
Business Unit	US1 Business Unit		Calculate Tax
Supplier	United Parcel Service		Validate
Supplier Number	1258	* Amount	Ctrl+Alt+X
Supplier Site	UPS US1	Type	Ctrl+Alt+V
* Legal Entity	US1 Legal Entity	Description	Apply or Unapply Prepayments
Invoice Group	INV1258		Manage Holds
Lines		Actions	
		Pay in Full	
		Post to Ledger	
		Account in Draft	

Enter the Payment details and click on submit

Name	Value
Bank Account	BofA-2869
Payment Process Profile	XXAA ACH Format
Payment Document	XXAA ACH Format (Document number will populate automatically) (Optional for Electronic Payments)

Create Invoice: INV1258_001

Validated | Invoice Actions ▾ | Save and Create Next | Save | Save and Close | Cancel

Last Saved 1/13/19 4:54 PM

Invoice Header Show More

Identifying PO
Business Unit

Supplier United Parcel Service
Supplier Number 1258
Supplier Site UPS US1
* Legal Entity US1 Legal Entity
Invoice Group INV1258

Payment Amount 100.00 USD
Payment Method Electronic
* Bank Account BofA-2869
* Payment Process Profile XXAA ACH Format
Remit-to Account XXXXXX1258
Remit-to Bank Name Bank of America
Remit-to Branch Name New York

Payment Document XXAA ACH Format
Payment Number 10000
Conversion Rate Type
Conversion Date
Conversion Rate
Document Category
Document Sequence
Voucher Number

Lines

Distribution

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines
1	Item	100.00	Miscellaneous Expenses		1/13/19	

Pay in Full: INV1258_001

Submit | Cancel

Create Invoice: INV1258_001

Validated | Invoice Actions ▾ | Save and Create Next | Save | Save and Close | Cancel

Last Saved 1/13/19 4:54 PM

Invoice Header Show More

Identifying PO
Business Unit US1 Business Unit
Supplier United Parcel Service
Supplier Number 1258
Supplier Site UPS US1
* Legal Entity US1 Legal Entity
Invoice Group INV1258

Description

Date 1/13/19
Payment Terms Immediate
Terms Date 1/13/19
Requester
Attachments None

Confirmation

OK

Payment 10000 for 100.00 USD has been created.

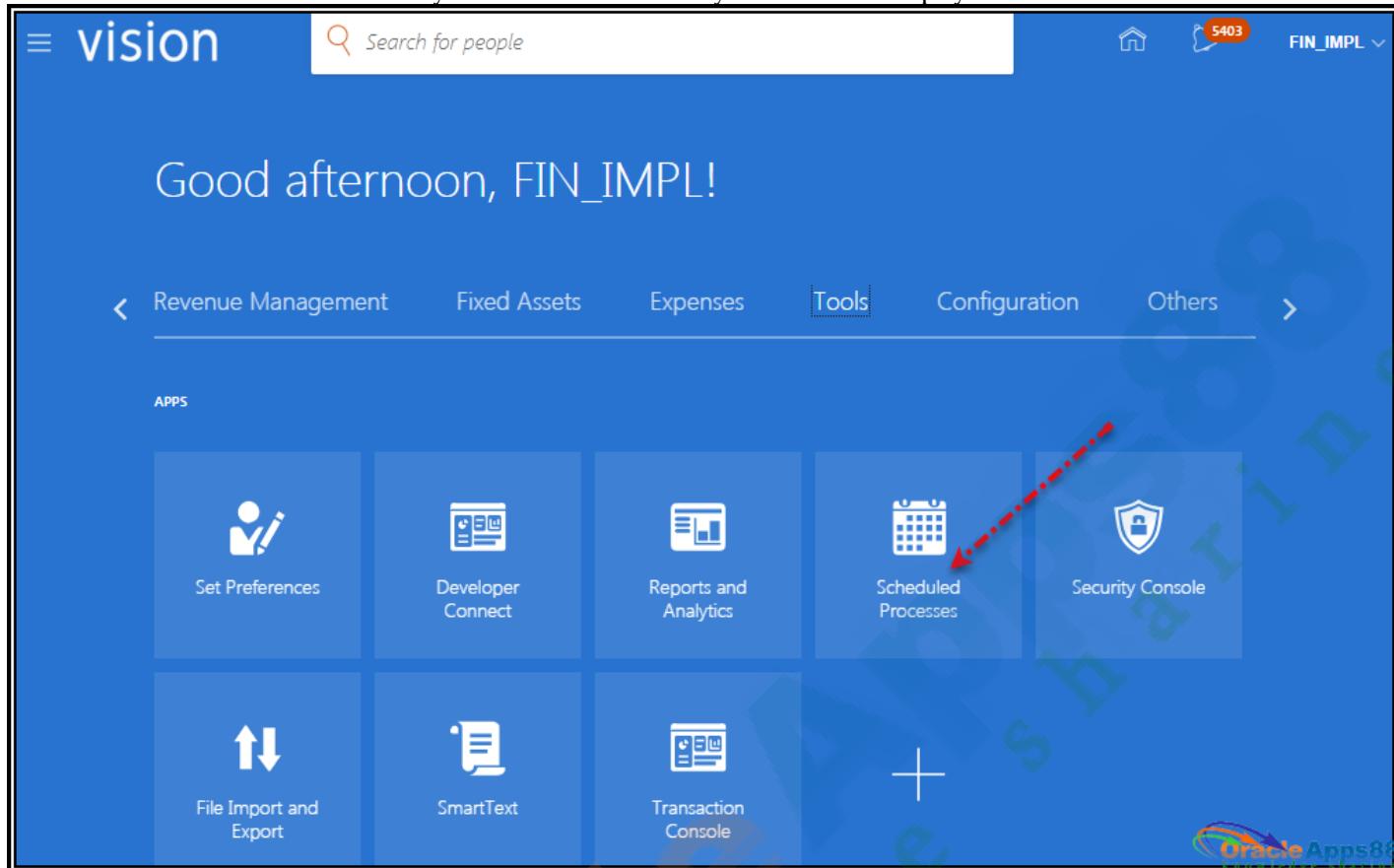
Lines Match Invoice Lines

View ▾ | Detach | Allocate | Cancel Line | Distributions

Distribution | Reference | Tax | Purchase Order | Asset | Project

* Number	* Type	* Amount	Distribution			
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines
1	Item	100.00	Miscellaneous Expenses		1/13/19	

Go to Schedule Process or Got Payments screen to verify the submitted payment



Click on the “Format Payment Files” job and click on the output file

The screenshot shows the "Schedule New Process" screen. At the top, there are buttons for Actions, View, Schedule New Process, Resubmit, Put On Hold, Cancel Process, Release Process, View Log, and Refresh. Below this is a table with columns: Name, Metadata Name, Process ID, Status, Scheduled Time, Submission Time, and Completion Time. The table contains three rows:

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time
Payment File Register	IBY_FD_FINAL_PMT_REGISTER	1531196	Succeeded	1/13/19 5:00 PM UTC	1/13/19 5:00 PM UTC	1/13/19 5:00 PM UTC
Format Payment Files	IBY_FD_PAYMENT_FORMAT	1531195	Succeeded	1/13/19 5:00 PM UTC	1/13/19 5:00 PM UTC	1/13/19 5:00 PM UTC
Send Separate Remittance Advice	IBY_FD_SRA_FORMAT	1531197	Succeeded	1/13/19 5:00 PM UTC	1/13/19 5:00 PM UTC	1/13/19 5:00 PM UTC

Below the table, a detailed view for the "Format Payment Files" job (Process ID 1531195) is shown. It includes fields for Status (Succeeded), Schedule Start (1/13/19 5:00 PM UTC), and Log and Output. A red arrow points from the "Log and Output" link to the attachment "Attachment ESS_L_1531195 (1 more...)".

Click on the output file and save it in system

The screenshot shows the Oracle Apps vision interface with the title "Format Payment Files, 1531195: Details". At the top, there's a search bar and a "Saved Search" section set to "Last 24 hours". Below the search bar is a table titled "Attachments" with columns: Type, Category, * File Name or URL, Title, Description, and Attached By. Two attachments are listed:

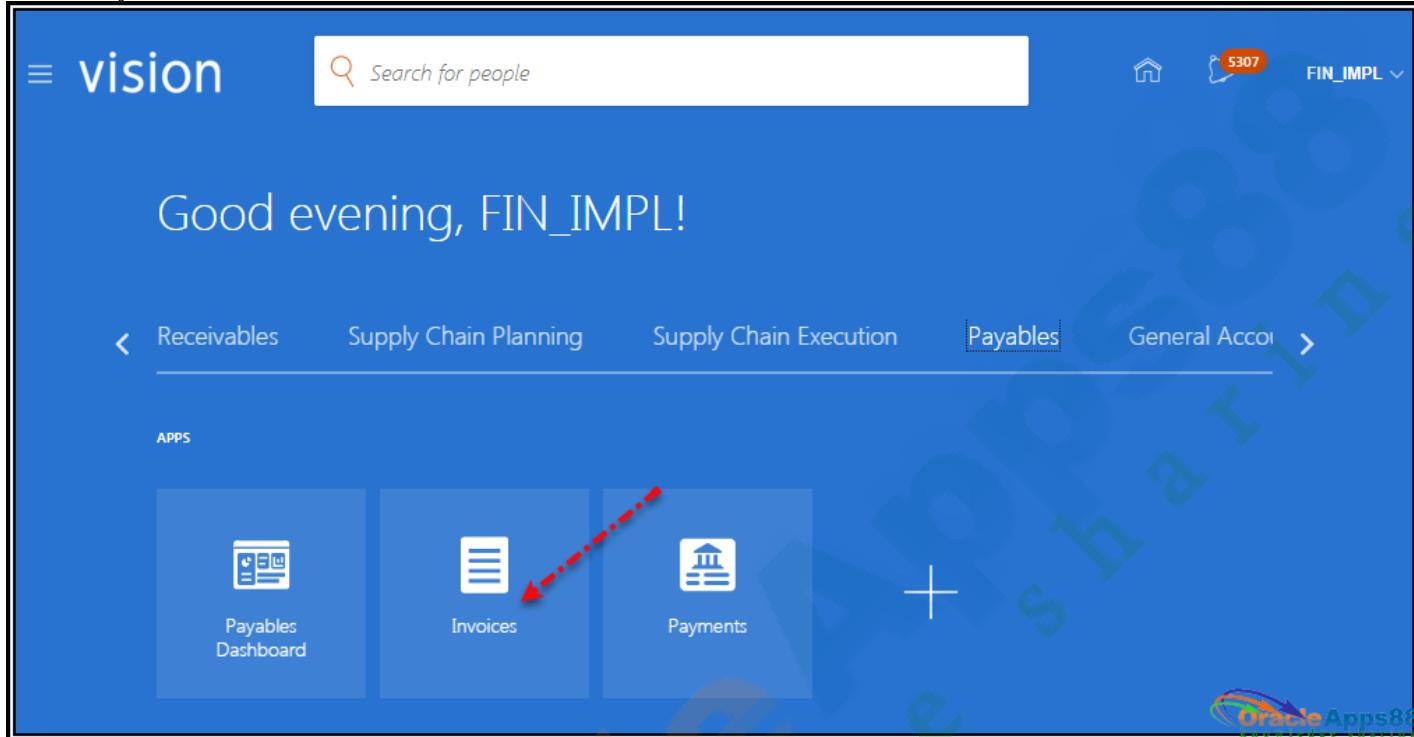
Type	Category	* File Name or URL	Title	Description	Attached By
File	Ess Extension	1531195.log	ESS_L_1531195	ESS Job Request Process	FIN_IMPL
File	Ess Extension	1531195.txt	ESS_O_1531195	ESS Job Request Process	FIN_IMPL

A red dashed arrow points from the "File Name or URL" field of the second attachment row to the value "1531195.txt". At the bottom right of the modal are "OK" and "Cancel" buttons.

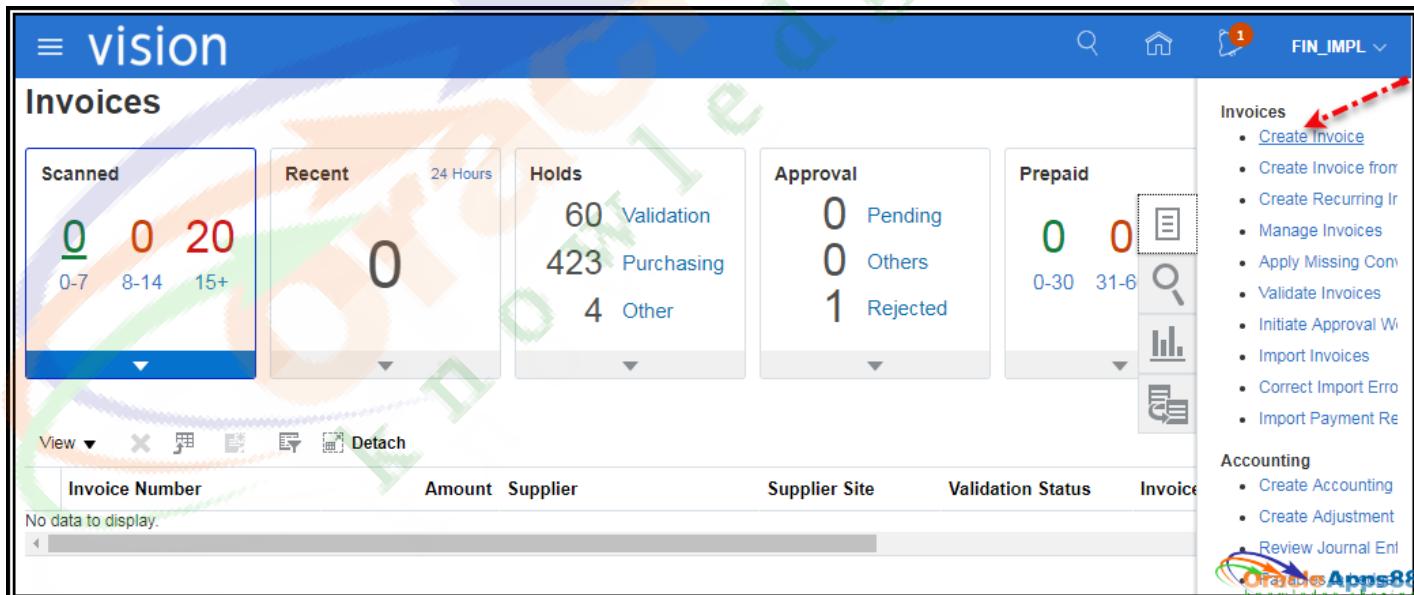
Step2: Manual Payments

a). Create the Invoice

Nav : Payables → Invoices → Tasks → Create Invoice



Click on Create Invoice



Enter the invoice details and Validate it

Name	Value
Business Unit	US1 Business Unit
Supplier	United Parcel Service
Supplier Number	1258
Supplier Site	UPS US1
Legal Entity	US1 Legal Entity
Invoice Number	INV1258_002
Amount	100
Type	Standard
Invoice Group	INV1258
Line Details	
Type	Item
Amount	100
Distribution Set	Miscellaneous Expenses

Create Invoice: INV1258_002

Not validated

Invoice Actions ▾

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

Save and Create Next | Save | Save and Close | Cancel

Invoice Header Show More

Identifying PO

Business Unit: US1 Business Unit

* Supplier: United Parcel Service

* Number: 1258

* Amount: 100

Type: Item

Description: Miscellaneous Expenses

* Supplier Site: UPS US1

* Legal Entity: US1 Legal Entity

Invoice Group: INV1258

Lines Match Invoice Lines

View ▾ + Detach Allocate ▾

Distribution	Reference	Tax	Purchase Order	Asset	Project	
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines
1	Item	100.00	Miscellaneous Expenses		1/13/19	

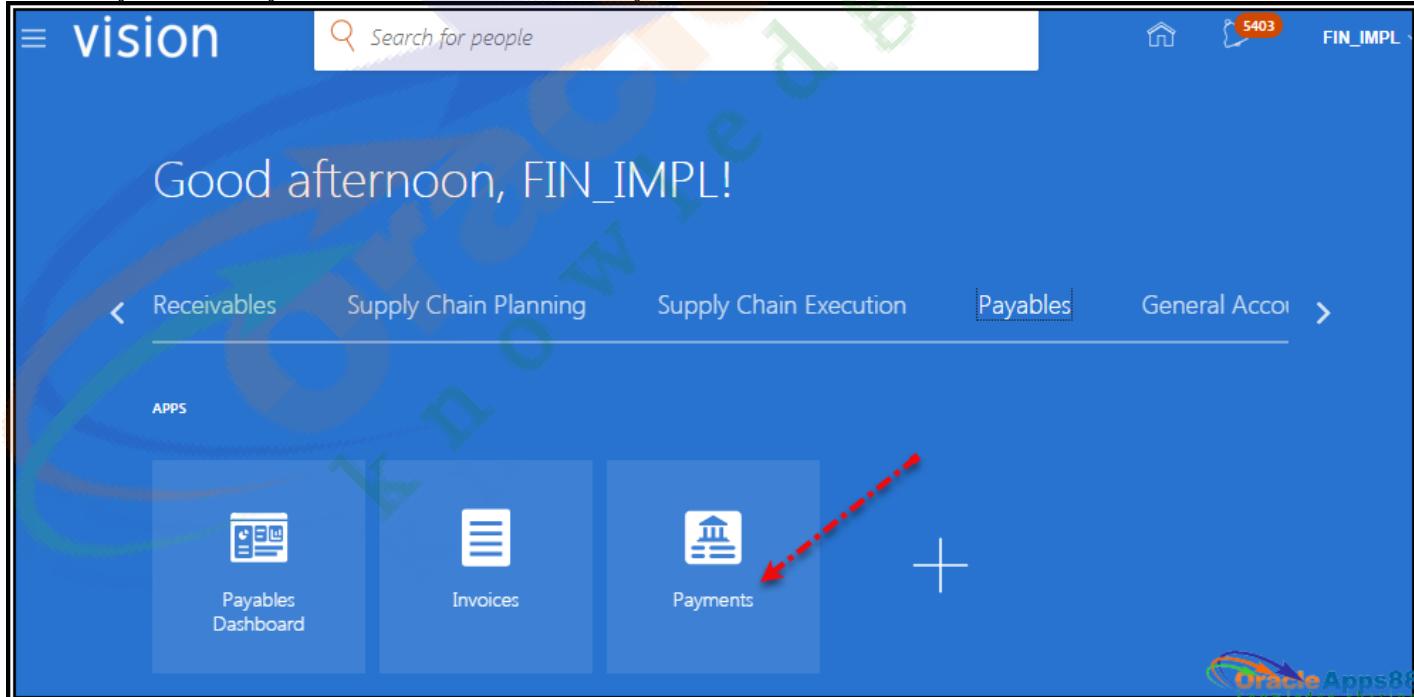
Create Invoice: INV1258_002

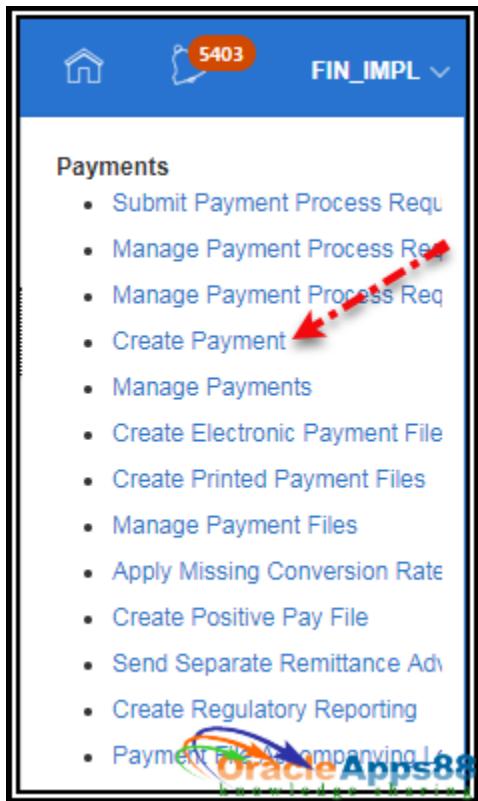
Invoice Header		Invoice Summary	
Identifying PO		Status	Holds
Business Unit	US1 Business Unit	Validation	Validated
Supplier	United Parcel Service	Account Coding	Complete
Supplier Number	1258	Accounting	Unaccounted
Supplier Site	UPS US1	Payments	Unpaid
* Legal Entity	US1 Legal Entity	Due Date	1/13/19
Invoice Group	INV1258		

Lines		Match Invoice Lines		Allocate		Cancel Line		Distributions	
		Distribution	Reference	Tax	Purchase Order	Asset	Project	Accounting Date	Prorate Across All Item Lines
* Number	* Type	* Amount	Distribution Set	Distribution Combination					
1	Item	100.00	Miscellaneous Expen					1/13/19	Oracle Apps 88

Create the Manual Payments for above Invoice

Nav : Payables → Payments → Tasks → Create Payment





Enter the Payment details and click on  add invoice button

Name	Value
Business Unit	US1 Business Unit
Supplier	United Parcel Service
Disbursement Bank Account	BofA-2869
Payment Method	Electronic
Payment Process Profile	XXAA ACH Format
Payment Document	XXAA ACH Format

Create Payment

Save and Create Another | Save and Close | Cancel

Payment Details Advanced Additional Information

* Business Unit	US1 Business Unit	* Disbursement Bank Account	BofA-2869
* Supplier or Party	United Parcel Service	* Payment Currency	USD - US Dollar
* Supplier Site	UPS US1	* Payment Method	Electronic
Address	55 GLENLAKE PKWY, ATLANTA, GA 30328 FULTON	* Payment Process Profile	XXAA ACH Format
* Payment Date	1/13/19	Remit-to Account	XXXXXXX1258
* Type	Quick	Remit-to Bank Name	Bank of America
Description			
Remit-to Branch Name	New York		
Payment Document	XXAA ACH Format		
Paper Document Number	10001		
Attachments	None +		

Invoices to Pay

Add Cross-Currency User Rates | Detach

Invoice			Payment		
Number	Type	Due Date	Unpaid	Discount	Amount

Select the invoice and click on Apply button

Create Payment

Save and Create Another | Save and Close | Cancel

Payment Details Advanced Additional Information

Select and Add: Invoices to Pay

Search

Invoice Number	Voucher Number				
Invoice Amount	<input type="checkbox"/> Invoices Due Today				
Invoice Type	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Save..."/>				
INV1258_002	m/d/yy <input type="button" value=""/>				
Number	Due Date	Unpaid Amount	Type	Pay Alone	Invoice Business Unit
INV1258_002	1/13/19	100.00 USD	Standard	No	US1 Business Unit

Apply **OK** **Cancel**

Invoices to Pay

Add Cross-Currency User Rates | Detach

Invoice			Payment		
Number	Type	Due Date	Unpaid	Discount	Amount

Once select the invoice Click on Save and Close button, Then it will submit the payment programs.

Create Payment

Payment Details Advanced Additional Information

Business Unit	US1 Business Unit	Disbursement Bank Account	BofA-2869
Supplier or Party	United Parcel Service	Payment Currency	USD - US Dollar
* Supplier Site	UPS US1	Payment Method	Electronic
Address	55 GLENLAKE PKWY, ATLANTA, GA 30328 FULTON	Payment Process Profile	XXAA ACH Format
Payment Date	1/13/19	Remit-to Account	XXXXXXX1258
Type	Quick	Remit-to Bank Name	Bank of America
Description			
	Remit-to Branch Name	New York	
	Payment Document	XXAA ACH Format	
	Paper Document Number	10001	
	Attachments	None +	

Invoices to Pay

View ▾ Add Cross-Currency User Rates Detach

Invoice				Payment			
Number	Type	Due Date	Unpaid	Discount	Amount	Interest	Total
INV1258_002	Standard	1/13/19	100.00	0.00	100.00	0.00	100.00

Overview

▲ Payment Process Requests

Requiring Attention (0) Recently Completed (0) Recently Te

View ▾ Detach

Name	Pending Since	Stage	Status	Action	Installments
------	---------------	-------	--------	--------	--------------

Confirmation

Payment 10001 for 100.00 USD has been created.

OK

Go to Schedule Process or Go to Payments screen to verify the submitted payment

Click on the “Format Payment Files” job and click on the output file

Schedule Requests

View Flat List Hierarchy

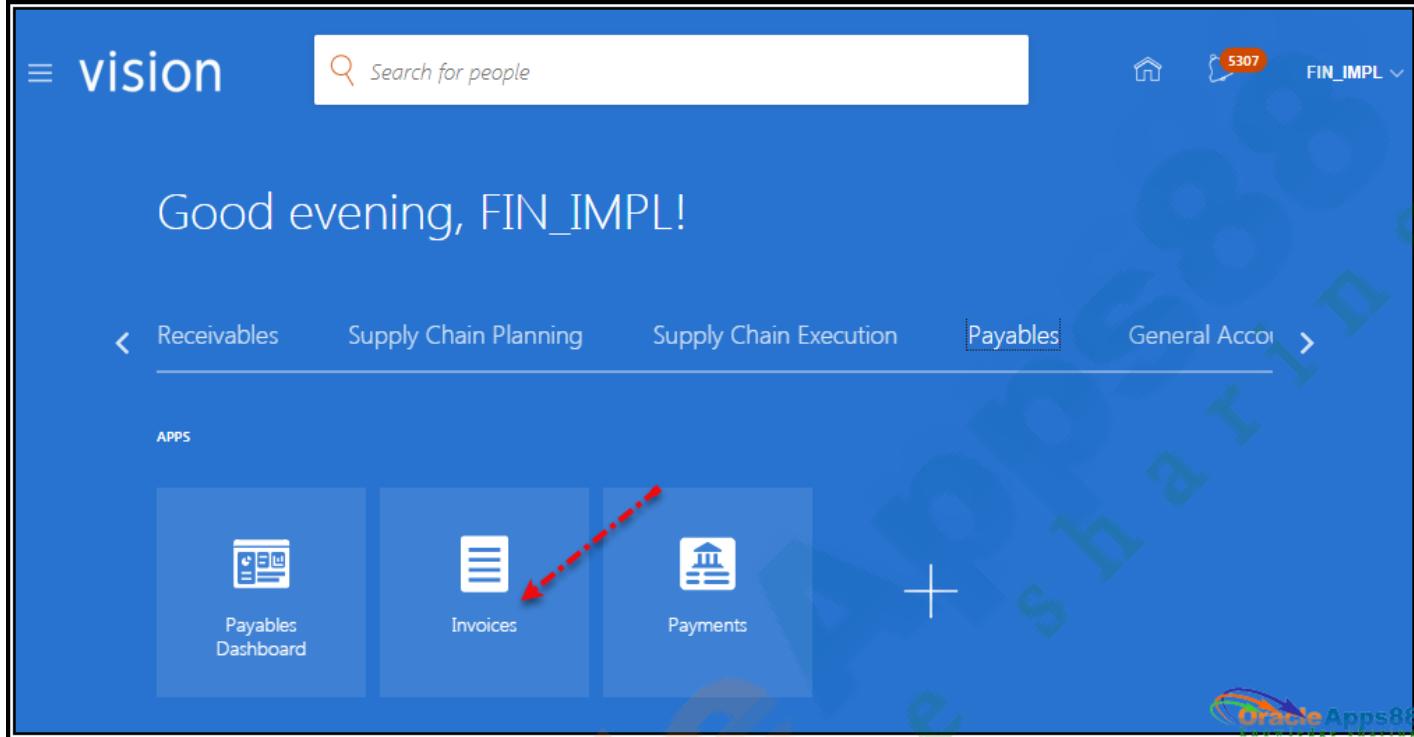
View ▾ Status All Time Range Last 72 hours

Process Name	Process ID	Status	Scheduled Time	View Output	Parameters
Payment File Register	1531200	Succeeded	1/13/19 5:24 PM ...		57163, PMT_INSTR_REG_NO_DETAIL
Send Separate Remittance Advice	1531201	Succeeded	1/13/19 5:24 PM ...		57163, IBY_PAY_REMIT_ADV
Format Payment Files	1531199	Succeeded	1/13/19 5:24 PM ...		57163, N
Payment File Register	1531196	Succeeded	1/13/19 5:00 PM ...		57162, PMT_INSTR_REG_NO_DETAIL
Format Payment Files	1531195	Succeeded	1/13/19 5:00 PM ...		57162, N
Send Separate Remittance Advice	1531197	Succeeded	1/13/19 5:00 PM ...		57162, IBY_PAY_REMIT_ADV

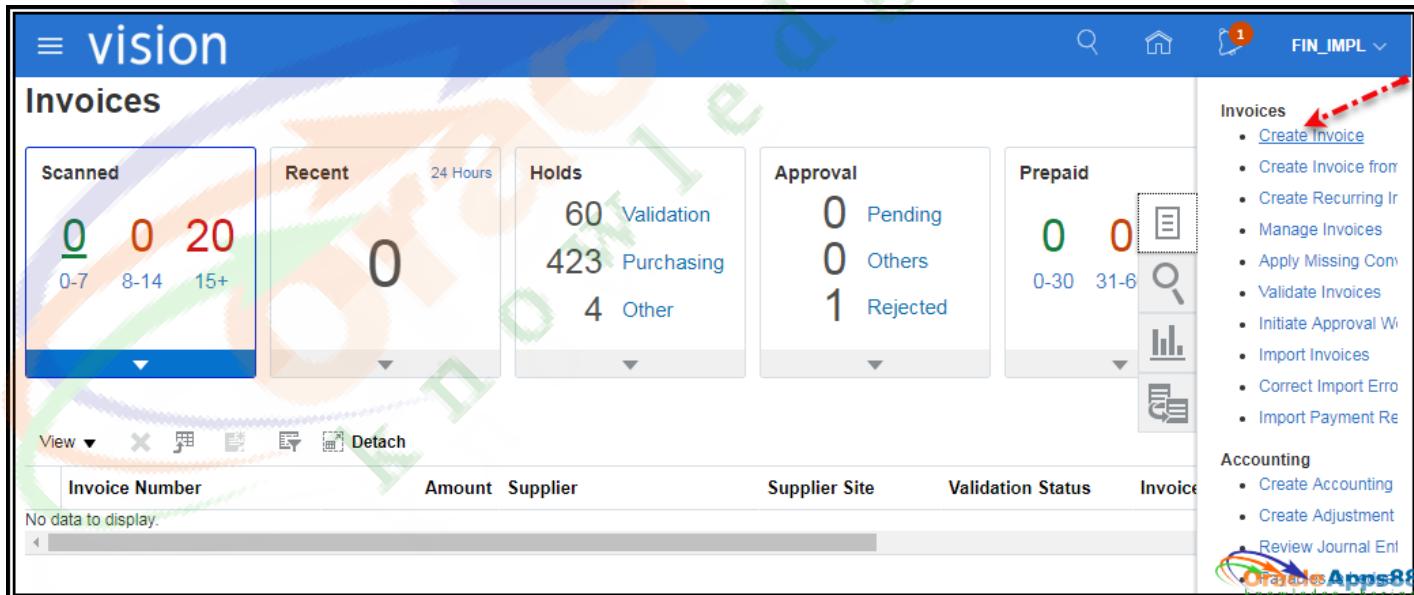
3. Run the Payment Process Request (PPR)

a. Create Invoice

Nav : Payables → Invoices → Tasks → Create Invoice



Click on Create Invoice



Enter the invoice details and Validate it

Name	Value
Business Unit	US1 Business Unit
Supplier	United Parcel Service
Supplier Number	1258
Supplier Site	UPS US1
Legal Entity	US1 Legal Entity
Invoice Number	INV1258_003
Amount	100
Type	Standard
Invoice Group	INV1258
Line Details	
Type	Item
Amount	100
Distribution Set	Miscellaneous Expenses

Create Invoice: INV1258_003

Invoice Actions ▾

- Manage Instalments
- Calculate Tax Ctrl+Alt+X
- Validate** Ctrl+Alt+V (highlighted with a red arrow)
- Apply or Unapply Prepayments
- Manage Holds
- Account Coding
- Approval
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice
- Pay in Full
- Post to Ledger
- Account in Draft

Last Saved 1/13/19 5:34 PM

Invoice Header Show More

Identifying PO

Business Unit US1 Business Unit

* Supplier United Parcel Service * Number
Supplier Number 1258 * Amount

* Supplier Site UPS US1 Type
* Legal Entity US1 Legal Entity Description

Invoice Group INV1258

Lines Match Invoice Lines

View	+	Detach	Allocate	Ca		
Distribution	Reference	Tax	Purchase Order	Asset	Project	
* Number	* Type	* Amount	Distribution			
			Distribution Set	Distribution Combination		
1 Item		100.00	Miscellaneous Expen	Prorate Across Item Line		

Create Invoice: INV1258_003

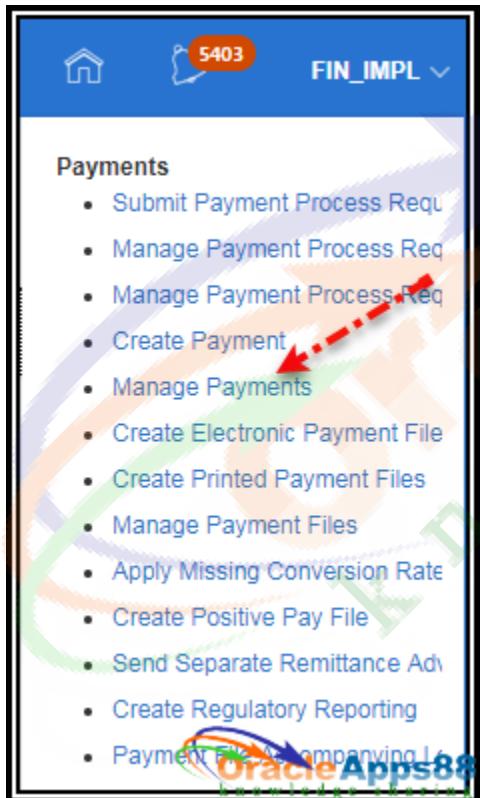
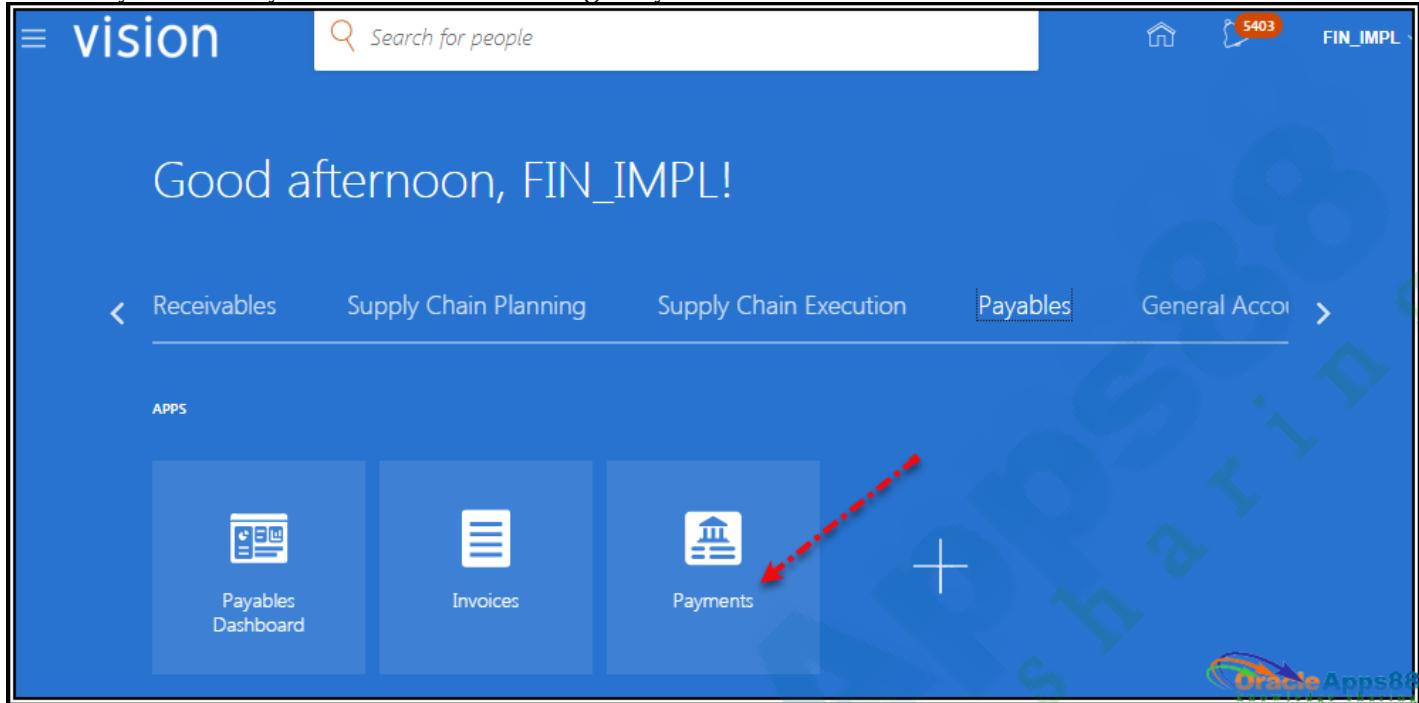
Invoice Header		Invoice Summary		Holds																	
Identifying PO Business Unit: US1 Business Unit Supplier: United Parcel Service Supplier Number: 1258 Supplier Site: UPS US1 * Legal Entity: US1 Legal Entity Invoice Group: INV1258		Status: Validation (Validated) Account Coding: Complete Accounting: Unaccounted Payments: Unpaid Due Date: 1/13/19		Installments: 0 Line Variance: 0 Distribution Variance: 0 Manual Holds: 0 System Holds: 0 Supplier Site: No																	
Lines Match Invoice Lines View + Detach Allocate Cancel Line Distributions Distribution Reference Tax Purchase Order Asset Project																					
<table border="1"> <thead> <tr> <th rowspan="2">* Number</th> <th rowspan="2">* Type</th> <th rowspan="2">* Amount</th> <th colspan="3">Distribution</th> </tr> <tr> <th>Distribution Set</th> <th>Distribution Combination</th> <th>Accounting Date</th> <th>Prorate Across Item Line</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Item</td> <td>100.00</td> <td>Miscellaneous Expen</td> <td></td> <td></td> </tr> </tbody> </table>						* Number	* Type	* Amount	Distribution			Distribution Set	Distribution Combination	Accounting Date	Prorate Across Item Line	1	Item	100.00	Miscellaneous Expen		
* Number	* Type	* Amount	Distribution																		
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across Item Line															
1	Item	100.00	Miscellaneous Expen																		

Once the invoice is validated then this is invoice is ready to payment, We can pay the invoice with Payment process request.

Below step is to void(cancel) the invoices and submit the PPR to select new invoices and void payment invoices.

b. Void the Payments

Nav : Payables → Payments → Tasks → Manage Payment



Search the payments with below values, these are completed payments

Name	Value
Business Unit	US1 Business Unit
Supplier	United Parcel Service
Disbursement Bank Account	BofA-2869
Payment Status	Negotiable

Manage Payments

Search

Advanced Saved Search All Payments ▾

** At least one is required

** Supplier or Party	United Parcel Service	** Payment Type
** Payment Date	m/d/yy	** Payment Process Request
** Payment Number		Payment Status
** Disbursement Bank Account	BofA-2869	Business Unit

Search Submit Save Oracle Apps88

Select the payment and click on Actions and Click on Void

Manage Payments

Search

Actions ▾ View ▾ + Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Acc Number
10000	XXAA ACH Format	Negotiable	No	United Parcel Service	1/13/19	100.00 USD	55 GLENLAKE PKW...	XXXXXXX1258
10001	XXAA ACH Format	Negotiable	No	United Parcel Service	1/13/19	100.00 USD	55 GLENLAKE PKW...	XXXXXXX1258

Manage Payments

Search

Actions ▾ View ▾ + Detach

Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Acc Number
AA ACH Format	Negotiable	No	United Parcel Service	1/13/19	100.00 USD	55 GLENLAKE PKW...	XXXXXXX1258
AA ACH Format	Negotiable	No	United Parcel Service	1/13/19	100.00 USD	55 GLENLAKE PKW...	XXXXXXX1258

Create
Void
Initiate Stop
Print Remittance
Post to Ledger
Account in Draft
View Accounting
Attachments

Oracle Apps88

Click on Submit button

Manage Payments

Search

Actions ▾ View ▾ + Detach

Payment Number	Payment Document	Payment Status	Re	Payment Amount	Remit-to Address	Remit-to Acc Number
10000	XXAA ACH Format	Negotiable	No	100.00 USD	55 GLENLAKE PKW...	XXXXXXXX1258
10001	XXAA ACH Format	Negotiable	No	100.00 USD	55 GLENLAKE PKW...	XXXXXXXX1255

Void Payment

Void Date: 1/13/19

Accounting Date: 1/13/19

Invoice Action: None

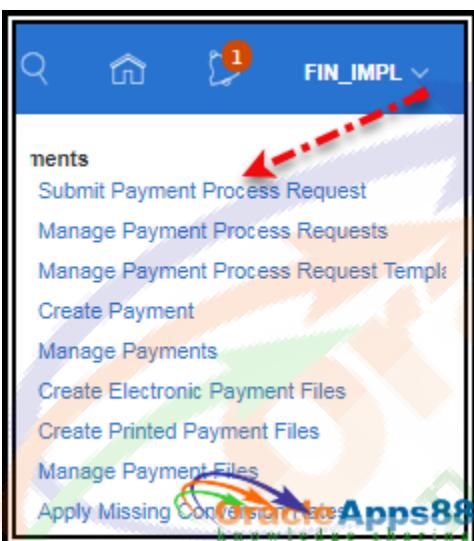
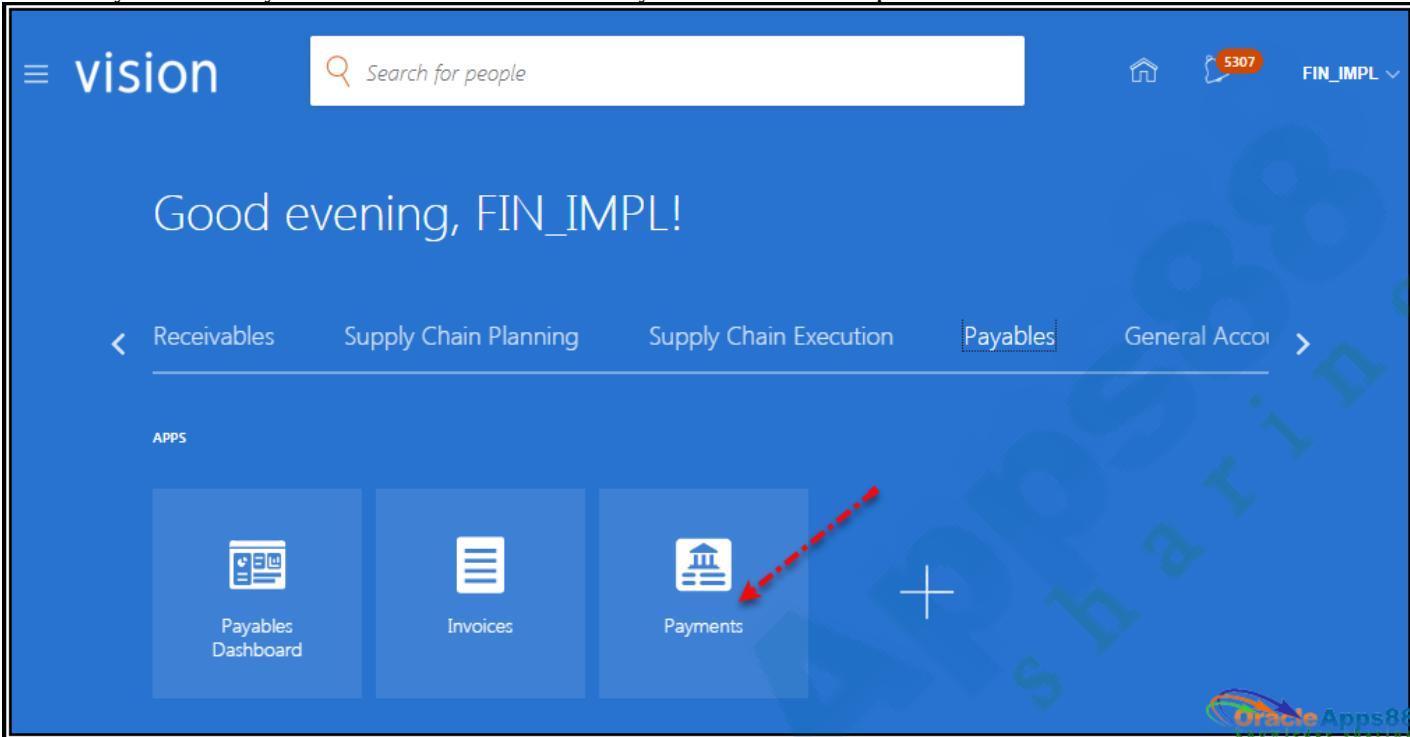
Submit Cancel

Done Advanced Saved Search All Payments ▾

Perform the same process for all payments

c. Create the PPR for New Invoices and Void Payments

Nav : Payables → Payments → Tasks → Submit Payment Process Request



Enter the PPR name and select the template then it will automatically populate the data and if any changes required we can change and submit the PPR

Enter the details and click on submit

Submit Payment Process Request

Selection Criteria **Payment and Processing Options**

* Name: PPR_ACH_01	Template: XXAA ACH Format
Pay Through Date: 1/13/19	Payment Method: Electronic
Pay from Date: m/d/yy	Invoice Conversion Rate Type:
From Payment Priority: 1	Supplier or Party: United Parcel Servi
To Payment Priority: 99	Invoice Group:
Date Basis: Pay date	
Include Zero Amount Invoices: No	
Supplier Type:	

Submit Payment Process Request

Selection Criteria **Payment and Processing Options**

Payment Attributes

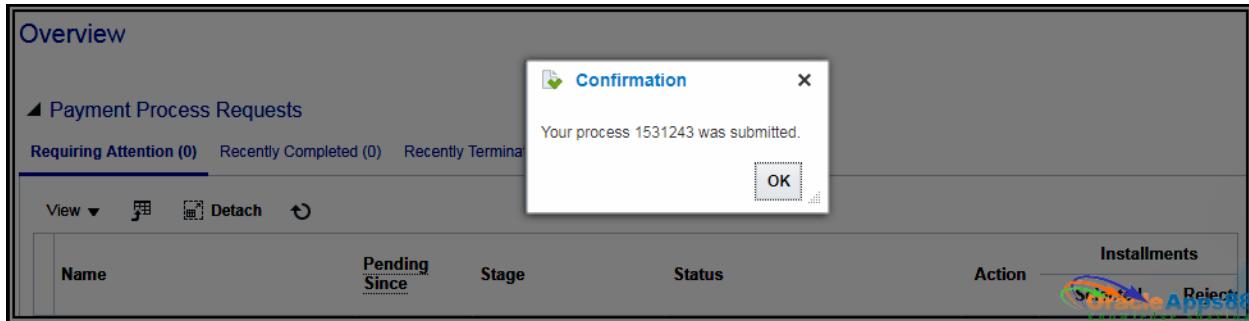
* Payment Date: 1/13/19	Settlement Priority Override:
Disbursement Bank Account: BofA-2869	Bank Charge Bearer Override:
Payment Document: XXAA ACH Format	Starting Voucher Number:
Payment Process Profile: XXAA ACH Format	Cross-Currency Rate Type:
* Payment Conversion Rate Type: Corporate	

Processing Options

<input type="checkbox"/> Apply credits up to zero amount payment	<input checked="" type="checkbox"/> Review proposed payments
<input type="checkbox"/> Review installments	<input checked="" type="checkbox"/> Create payment files immediately

Validation Failure Handling

Document: Reject only documents w	Payment: Reject only payments w
-----------------------------------	---------------------------------



It will submit the requests, Check the submitted jobs in payments home screen

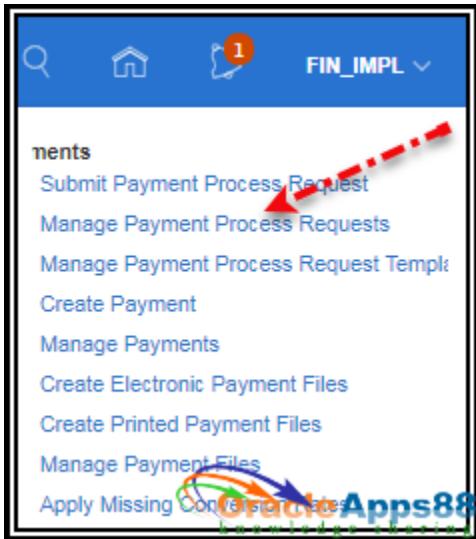
Once the Initiate PPR successfully completed, Search with PPR and click on the action

The screenshot shows the 'Schedule Requests' page. At the top, there are 'View' options ('Flat List' is selected), 'Resubmit', 'Status' dropdown ('All'), 'Time Range' ('Last 72 hours'), and a search icon. The main table lists three completed processes:

Process Name	Process ID	Status	Scheduled Time	View Output	Parameters
Build Payments	1531245	Succeeded	1/13/19 5:50 PM ...		200, PPR_ACH_01, Y, 300000176073281, 3000004...
Payables Selected Installments Report	1531244	Succeeded	1/13/19 5:50 PM ...		300000176073300
Initiate Payment Process Request	1531243	Succeeded	1/13/19 5:50 PM ...		Y, 300000176073300

Nav : Payables → Payments → Tasks → Manage Payment Process Request

The screenshot shows the Oracle Fusion Payables dashboard. At the top, it says 'vision' and 'Good evening, FIN_IMPL!'. The navigation bar includes 'Receivables', 'Supply Chain Planning', 'Supply Chain Execution', 'Payables' (which is selected and highlighted in blue), and 'General Acco...'. Below the navigation, there's a section labeled 'APPS' with three cards: 'Payables Dashboard' (selected), 'Invoices', and 'Payments'. A red arrow points from the text 'Payments' in the 'APPS' section to the 'Payments' card. To the right of the cards is a '+' sign for adding more modules.



Search with PPR : PPR_ACH_01 and click on the Actions button

Manage Payment Process Requests

Search

Advanced Saved Search All Payment Process Requests ▾ ** At least one is required

Name	Stage	Status	Action	Payments Recorded	Payment Date
PPR_ACH_01	Payment validation	Pending proposed payment review	Selected 3	3	1/13/19

Actions ▾ View ▾ Detach

Done

PPR_ACH_01

1/13/19

Oracle Apps88 Knowledge Sharing

Click on the Resume Payment Process

The screenshot shows the 'Review Proposed Payments' page for PPR_ACH_01. It includes a 'Payment Summary' table and a detailed 'Payments' table for the United Parcel Service entry. A red arrow points to the 'Resume Payment Process' button.

Payments Created	Total Amount	Payments Rejected	Payments Removed
1	300.00 USD	0	0
Total	1	0	0

Payment Business Unit	Payee	Amount	Payment	Date	Bank Account	Remit-to Account
US1 Business Unit	United Parcel Service	300.00 USD	66	1/13/19	BofA-2869	XXXXXXX1258

United Parcel Service, 300.00 USD:Documents

Reference Number	Document Date	Amount to Be Paid (USD)	Document Amount (USD)	Document Type
INV1258_001	1/13/19	100.00	100.00	Standard
INV1258_002	1/13/19	100.00	100.00	Standard
INV1258_003	1/13/19	100.00	100.00	Standard

Click on the refresh and it will submit format payment file job

Once the status is confirmed, the process completed to check the payment file Go to Schedule Process or Go to Payments screen to verify the submitted payment

The screenshot shows the 'Payments' screen with a table of payment jobs. One job, 'PPR_ACH_01', is highlighted with a red box around its status cell, which reads 'Payment file confirmed Formatted'.

Name	Stage	Status	Action	Installments	Payments Recorded	Payment Date
PPR_ACH_01	Completed	Payments completed	3	1	1/13/19	
57164	Payment file confirmed	Formatted				

Click on the "Format Payment Files" job and click on the output file

Schedule Requests

View Flat List Hierarchy

View ▾ Resubmit Status All ▾ Time Range Last 72 hours ▾

Process Name	Process ID	Status	Scheduled Time	View Output	Parameters
Payment File Register	1531248	Succeeded	1/13/19 5:58 PM ...		57164, PMT_INSTR_REG_NO_DETAIL
Send Separate Remittance Advice	1531249	Succeeded	1/13/19 5:58 PM ...		57164, IBY_PAY_REMIT_ADV
Format Payment Files	1531247	Succeeded	1/13/19 5:58 PM ...		57164, N
Build Payments	1531246	Succeeded	1/13/19 5:57 PM ...		200, PPR_ACH_01, Y, 300000176073281, 3000004...
Build Payments	1531245	Succeeded	1/13/19 5:50 PM ...		200, PPR_ACH_01, Y, 300000176073281, 3000004...
Payables Selected Installments Report	1531244	Succeeded	1/13/19 5:50 PM ...		300000176073300
Initiate Payment Process Request	1531243	Succeeded	1/13/19 5:50 PM ...		Y, 300000176073300

 Oracle Apps 88
Learn & Share

4. Accounting

a). Post the Invoice to General Ledger

Nav : Payables → Invoices → Tasks → Manage Invoice

The screenshot shows the Oracle Fusion R13 Invoices screen. At the top, there are four summary boxes: Scanned (0 0 20), Recent (3), Holds (60 Validation, 423 Purchasing, 4 Other), Approval (0 Pending, 0 Others, 1 Rejected), and Prepaid (0 0 24). Below these are standard navigation buttons: View, Detach, Create, Validate, Cancel, and Post to Ledger. A table lists invoices with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, and Creation Date. The first invoice, INV1258_001, is highlighted with a red border.

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date
INV1258_001	100.00 USD	United Parcel Service	UPS US1	Validated	Unaccounted	Fully paid	1/13/19 4:47 PM
INV1258_002	100.00 USD	United Parcel Service	UPS US1	Validated	Unaccounted	Fully paid	1/13/19 5:10 PM
INV1258_003	100.00 USD	United Parcel Service	UPS US1	Validated	Unaccounted	Fully paid	

Search with invoice : INV1258_001 and click on the invoice number, Once the invoice open click on the edit and click on Actions and **Post to Ledger**

Edit Invoice: INV1258_001

Validated | Invoice Actions ▾ | Save | Save and Close | Cancel

Invoice Header Show More

Identifying PO

Business Unit	US1 Business Unit	* Number	INV1258_001
Supplier	United Parcel Service	* Amount	USD - 1
Supplier Number	1258	Type	Standard
Supplier Site	UPS US1	Description	

* Legal Entity: US1 Legal Entity

Invoice Group: INV1258

Lines Match Invoice Lines

Taxes

Totals

Items	100.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	100.00
						Withholding	0.00	Applied Prepayments	0.00	Due	

Post to Ledger

Account in Draft

Once the invoice post to ledger click on the view accounting

Edit Invoice: INV1258_001

Validated | Invoice Actions ▾ | Save | Save and Close | Cancel

Last Saved 1/13/19 5:58 PM

Invoice Header Show More

Identifying PO

Business Unit	US1 Business Unit	Number	INV1258_001	Date	1/13/19
Supplier	United Parcel Service	* Amount	USD - 100.00	Payment Terms	Immediate
Supplier Number	1258			Terms Date	1/13/19
Supplier Site	UPS US1			Requester	

* Legal Entity: US1 Legal Entity

Invoice Group: INV1258

Lines Match Invoice Lines

Taxes

Totals

Items	100.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	100.00
						Withholding	0.00	Applied Prepayments	0.00	Due	

Confirmation

Accounting is complete.

View Accounting **OK**

It will show the Accounting details

The screenshot shows the 'Edit Invoice: INV1258_001' screen. The 'Invoice' tab is selected. A modal dialog titled 'Accounting Lines: Standard Invoice INV1258_001' is open. The dialog displays the following information:

- Ledger:** US Primary Ledger
- Date:** 1/13/19
- Status:** Final
- Buttons:** View, View T-Accounts, Detach, Override Account, Done.
- Table Headers:** Line, Event, Account, Class, Accounted (USD), Debit, Credit.
- Rows:**
 - Line 1: Event 'Invoice Validated', Account '101.10.60540.121.000.000', Class 'Item expense', Debit 100.00, Credit 0.00.
 - Line 2: Event 'Invoice Validated', Account '101.10.22100.000.000.000', Class 'Liability', Debit 0.00, Credit 100.00.
- Total Summary:** Total 100.00, Due 100.00.

And the status will change to Accounted

The screenshot shows the 'Edit Invoice: INV1258_001' screen. The 'Invoice Summary' section is expanded. The 'Status' table shows the following changes:

Validation	Validated
Account Coding	Complete
Accounting	Accounted
Payments	100.00 USD Paid

The 'Holds' table shows the following status:

Installments	0
Line Variance	0
Distribution Variance	0
Manual Holds	0
System Holds	0
Supplier Site	No

Other sections visible include 'Lines', 'Taxes', and 'Totals'. The 'Totals' section shows the same summary as the accounting dialog: Total 100.00, Due 100.00.

And it will submit the jobs, Go to Schedule Process and check the submitted jobs

Select the “Post Journal” job and click on the output and open the file

Actions ▾ View ▾ Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time
Post Journals for Single Ledger	PostingSingleLedger	1531255	Succeeded	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC
Maintain Payables Trial Balance R...	TrialBalMaintain	1531257	Succeeded	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC
Maintain Payables Trial Balance R...	TrialBalMaintain	1531256	Succeeded	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC
Maintain Payables Trial Balance R...	TrialBalMaintain	1531258	Succeeded	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC
Post Journals	Posting	1531254	Succeeded	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC
Import Journals: Child	JournalImport	1531252	Succeeded	1/13/19 6:09 PM UTC	1/13/19 6:09 PM UTC	1/13/19 6:09 PM UTC
Import Journals: Child	JournalImport	1531253	Succeeded	1/13/19 6:09 PM UTC	1/13/19 6:09 PM UTC	1/13/19 6:09 PM UTC
Post Online Subledger Journal Ent...	XLAGLTRNOL	1531251	Succeeded	1/13/19 6:09 PM UTC	1/13/19 6:09 PM UTC	1/13/19 6:10 PM UTC

Post Journals, 1531254: Details

Status Succeeded Schedule Start 1/13/19 6:10 PM UTC

Log and Output Attachment ESS_L_1531254 (1 more...)

Oracle Apps88

Actions ▾ View ▾ Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time
Post Journals for Single Ledger	PostingSingleLedger	1531255	Succeeded	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC	1/13/19 6:10 PM UTC

Attachments

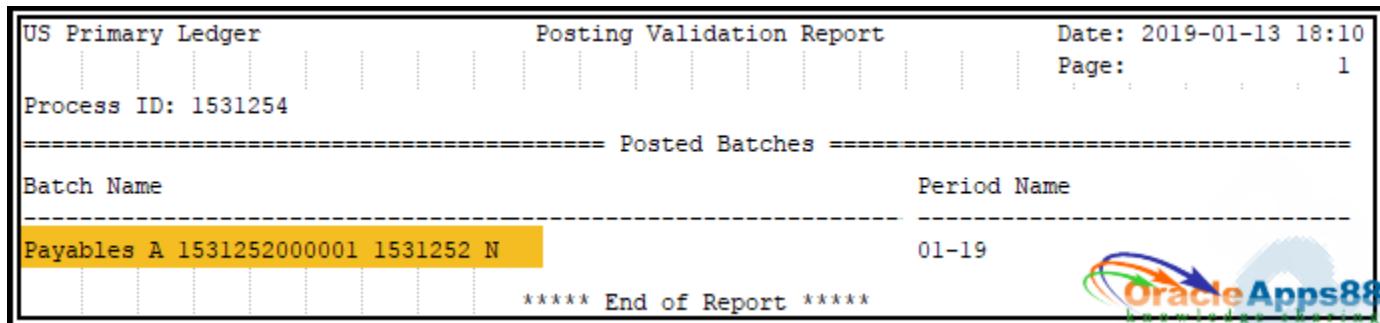
Type	Category	* File Name or URL	Title	Description	Attached By
File	Ess Extension ▾	1531254.log	ESS_L_1531254	ESS Job Request Proces	FIN_IMPL
File	Ess Extension ▾	1531254.txt	ESS_O_1531254	ESS Job Request Proces	FIN_IMPL

Rows Selected 1

Status Succeeded Schedule Start 1/13/19 6:10 PM UTC

Log and Output Attachment ESS_L_1531254 (1 more...)

OK Cancel Oracle Apps88



Copy the batch name : Payables A 1531252000001 1531252 N and search in General Accounting

Nav : General Accounting → Journals → Manage Journals

The screenshot shows the Oracle Apps Fiori Home screen. At the top left is the brand logo 'vision'. To its right is a search bar with the placeholder 'Search for people' and a magnifying glass icon. On the far right are icons for 'Home' and a notification badge showing '5407'.

The main header features the greeting 'Good evening, FIN_IMPL!' in large, light blue text.

Below the header, there are four navigation tabs: 'General Accounting' (underlined), 'Intercompany Accounting', 'Budgetary Control', and 'Revenue Management'.

The 'APPS' section contains four cards:

- 'General Accounting Dashboard' (Icon: calendar)
- 'Journals' (Icon: document with a grid)
- 'Period Close' (Icon: document with a clock)

A red dashed arrow points from the text 'Journals' to the 'Journals' card icon.

Change the Data Access set to US Primary Ledger and click on Manage Journals

The screenshot shows the SAP Fiori Journals application interface. At the top, a header bar displays "Data Access Set: Switzerland Primary Ledger [Change]". Below the header, a blue navigation bar has "Journals" selected. The main content area shows tabs for "Requiring Attention (0)", "Requiring My Approval (0)", "Pending Approval from Others (0)", "Incomplete (0)", and "Import Errors (0)". A toolbar below these tabs includes "View", "Format", "Detach", "Wrap", and "Freeze" buttons. A large table is present, with its first column labeled "Accounted". The table has columns for "Debit", "Credit", "Source", "Journal Batch", "Accounting Period", and "Issue". A modal dialog box titled "Change Data Access Set" is overlaid on the screen. It contains a dropdown menu labeled "* Data Access Set" with "US Primary Ledger" selected. The dialog also features "OK" and "Cancel" buttons.

vision

Data Access Set: US Primary Ledger [Change]

Journals

Requiring Attention (25) Requiring My Approval (0) Pending Approval from Others (0) Incomplete (22) Import Errors (0)

View ▾ Format ▾ Detach Wrap

Accounted		Source	Journal Batch	Accounting Period	Issue
Debit	Credit				
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC...
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC...
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC...
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC...
23,431.38	0.00	Balance Tr...	19NOV-EBS Balance Type Balanc...	12-18	The accounting period 12-18 is not open for secondary ledger US IFR...

Journals

- Manage Journals
- Create Journal
- Create Journal in Spreadsheet
- Create Encumbrance Journal
- Run AutoPost
- Run AutoReverse

Clearing Accounts Reconciliation

- Reconcile Clearing Account
- Reconcile Clearing Account
- Reverse Reconciliation

Allocations

- Create Allocation Rules
- Generate General Ledger Allocations
- Generate Intercompany Allocations

Journal Import

- Import Journals
- Correct Import Errors
- Deploy Data

Oracle Apps88

Search the journal : Payables A 1531252000001 1531252 N and click on the Journal Batch link

Data Access Set: US Primary Ledger [Change]

Manage Journals

Search

Basic Manage Watchlist Saved Search All Journals copy

** At least one is required

** Journal Starts with	** Journal Batch Starts with	** Accounting Period Equals	Source Equals	Category Equals	** Batch Status Equals
	Payables A 1531252000001 1531252				

Actions ▾ View ▾ Format ▾ Detach Wrap Post Batch Reverse Batch Reverse Journal

Ledger	Journal	Journal Batch	Acco Perio	Source	Category	Journal I
US Primary Ledger	01-19Purchase Invoices	Payables A 1531252000001 ...	01...	Payables	Purcha...	100.
US RC SLA EUR	01-19Purchase Invoices 2	Payables A 1531252000001 ...	01...	Payables	Purcha...	100.

Batch is posted

Edit Journal

Journal Batch: Payables A 1531252000001 1531252 N | Show More

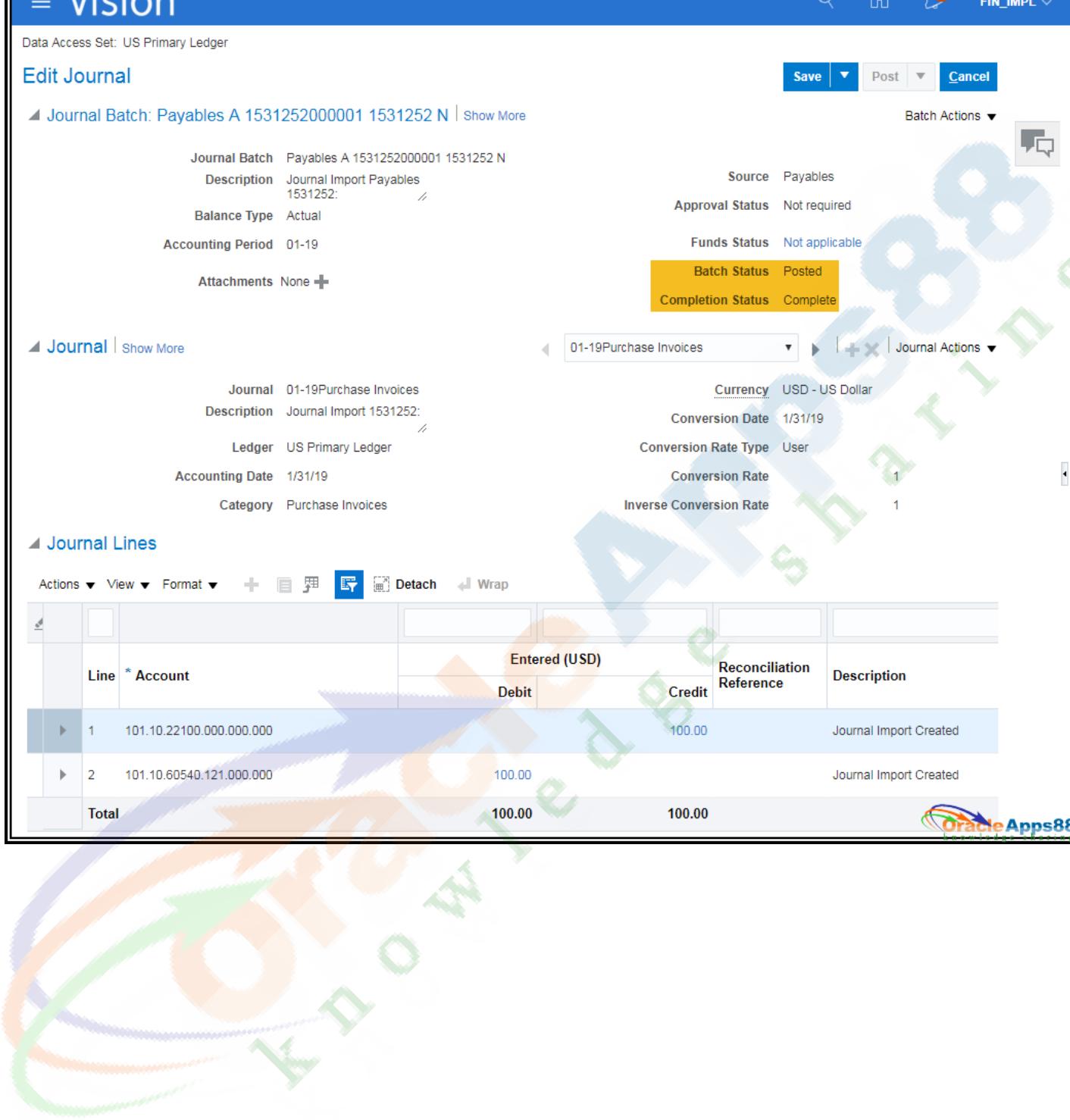
Journal Batch	Payables A 1531252000001 1531252 N	Source	Payables
Description	Journal Import Payables 1531252:	Approval Status	Not required
Balance Type	Actual	Funds Status	Not applicable
Accounting Period	01-19	Batch Status	Posted
Attachments	None +	Completion Status	Complete

Journal | Show More

Journal	01-19Purchase Invoices	Currency	USD - US Dollar
Description	Journal Import 1531252:	Conversion Date	1/31/19
Ledger	US Primary Ledger	Conversion Rate Type	User
Accounting Date	1/31/19	Conversion Rate	1
Category	Purchase Invoices	Inverse Conversion Rate	1

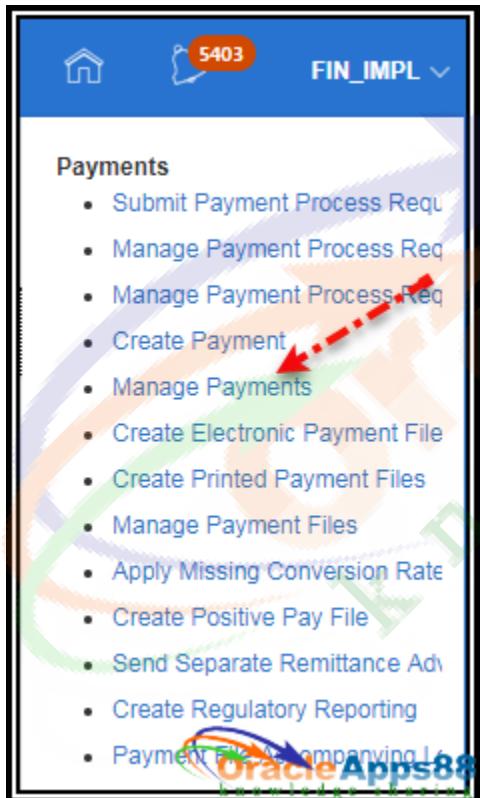
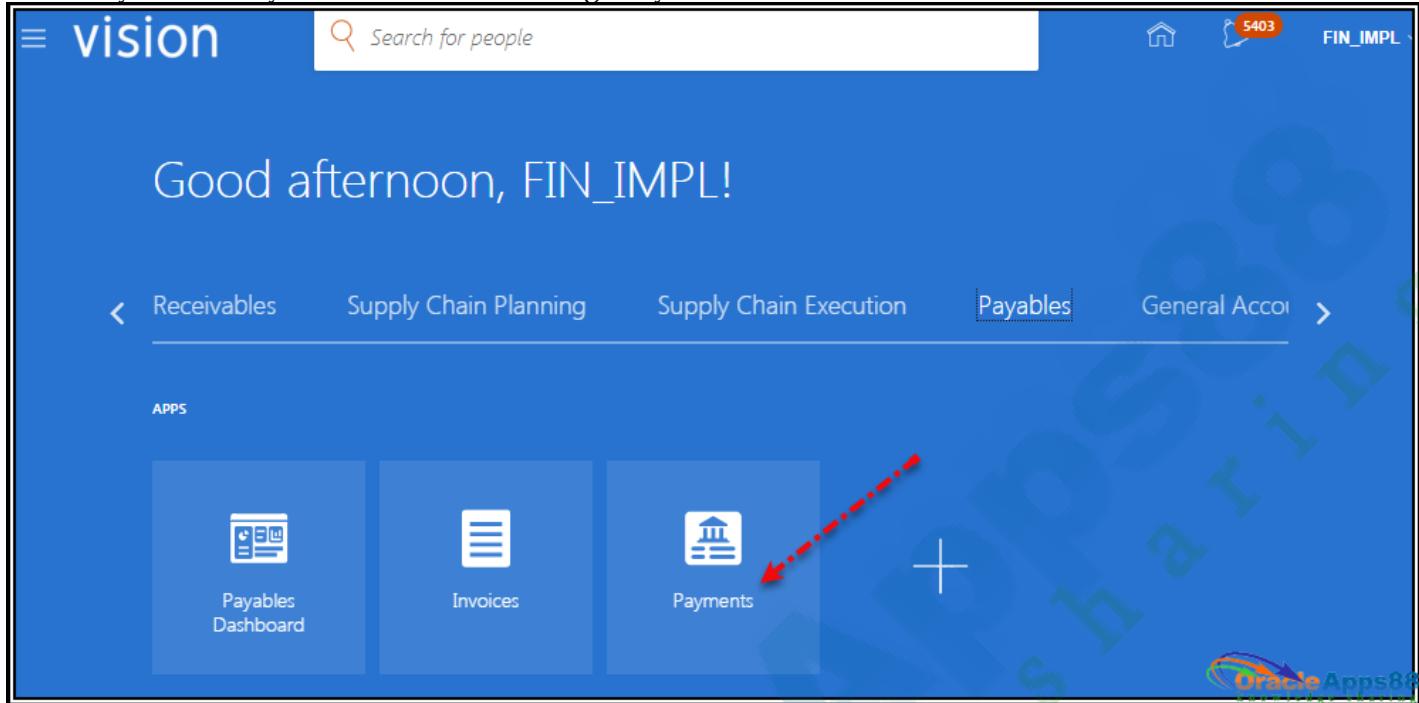
Journal Lines

Line	* Account	Entered (USD)	Reconciliation Reference	Description
		Debit	Credit	
1	101.10.22100.000.000.000		100.00	Journal Import Created
2	101.10.60540.121.000.000	100.00		Journal Import Created
Total		100.00	100.00	



b). Post the Payment to General Ledger

Nav : Payables → Payments → Tasks → Manage Payment



Search with Confirmed payment: 10000 and click on the payment link

Manage Payments

Search

Advanced Saved Search All Payments ▾

** At least one is required

** Supplier or Party	** Payment Type
** Payment Date m/d/yy	** Payment Process Request
** Payment Number 10000	Payment Status
** Disbursement Bank Account	Business Unit

1 2

Search Reset Save...

Actions ▾ View ▾ + ⌂ Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Acc Number
10000	XXAA ACH Format	Voided	No	United Parcel Service	1/13/19	100.00 USD	55 GLENLAKE PKWY	XXXXXX1234

Click on the Actions and Click on the Post to Ledger

Payment: 10000

Payee: United Parcel Service
Payment Date: 1/13/19
Status: Voided
Accounting Status: Unaccounted
Reconciled: No
Type: Quick

Actions ▾ Done

- Print Remittance
- Post to Ledger
- Account in Draft
- View Accounting

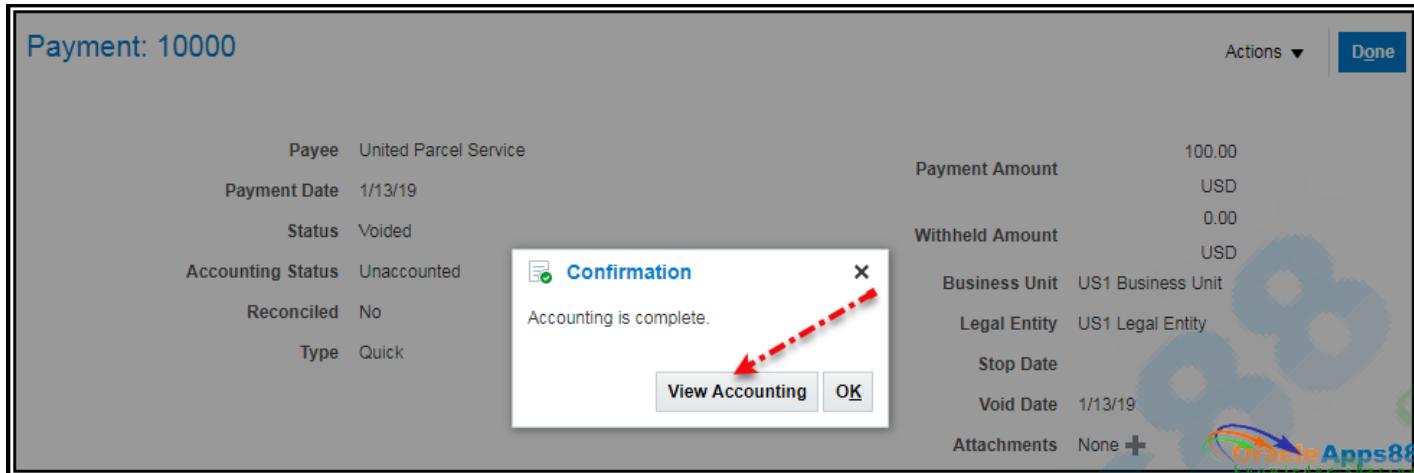
Payment Amount: 100.00 USD
Withheld Amount: 0.00 USD
Business Unit: US1 Business Unit
Legal Entity: US1 Legal Entity
Stop Date:
Void Date: 1/13/19
Attachments: None +

Payment Details Paid Invoices History Other

View ▾ Reverse Select and Add Detach

Invoice		Payment (USD)			Payment Reason	Payment Reason Comments
Number	Type	Due Date	Discount	Amount		
INV1258_001	Standard	1/13/19	0.00	-100.00		
INV1258_001	Standard	1/13/19	0.00	100.00		
			0.00	0.00		

Once the invoice post to ledger click on the view accounting



It will show the Accounting details

Accounting Lines: Payment 10000						
Ledger	US Primary Ledger	Date	1/13/19	Status	Final	
Line	Event	Account	Class	Accounted (USD)		
Line	Event	Account	Class	Debit	Credit	
1	Payment Cancelled	101.10.12145.000.000.000	Cash clearing	100.00		
2	Payment Created	101.10.22100.000.000.000	Liability	100.00		
3	Payment Created	101.10.12145.000.000.000	Cash clearing	100.00		
4	Payment Cancelled	101.10.22100.000.000.000	Liability	100.00		
Number				Debit		Credit
INV1258_001	Standard	1/13/19		0.00	-100.00	
INV1258_001	Standard	1/13/19		0.00	100.00	
				0.00	0.00	

Status will changed to Accounted

Payment: 10000

		Actions ▾		Done
Payee	United Parcel Service	Payment Amount	100.00	
Payment Date	1/13/19		USD	
Status	Voided	Withheld Amount	0.00	
Accounting Status	Accounted	Business Unit	US1 Business Unit	
Reconciled	No	Legal Entity	US1 Legal Entity	
Type	Quick	Stop Date		
		Void Date	1/13/19	
		Attachments	None +	



And it will submit the jobs, Go to Schedule Process and check the submitted jobs

Select the “Post Journal” job and click on the output and open the file

View Flat List Hierarchy

Actions ▾ View ▾ [Schedule New Process](#) [Resubmit](#) [Put On Hold](#) [Cancel Process](#) [Release Process](#) [View Log](#) [↻](#)

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time
Post Journals for Single Ledger	PostingSingleLedger	1531263	Succeeded	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC	1/13/19 6:28 PM UTC
Maintain Payables Trial Balance R...	TrialBalMaintain	1531264	Succeeded	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC
Maintain Payables Trial Balance R...	TrialBalMaintain	1531266	Succeeded	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC
Maintain Payables Trial Balance R...	TrialBalMaintain	1531265	Succeeded	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC
Post Journals	Posting	1531262	Succeeded	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC	1/13/19 6:28 PM UTC
Import Journals: Child	JournalImport	1531261	Succeeded	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC
Import Journals: Child	JournalImport	1531260	Succeeded	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC
Post Online Subledger Journal Ent...	XLAGLTRNOL	1531259	Succeeded	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC
View Log						

Post Journals, 1531262: Details

Status	Succeeded	Schedule Start	1/13/19 6:27 PM UTC
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Log and Output

Attachment ESS_L_1531262 (1 more...)



View Flat List Hierarchy

Actions ▾ View ▾ Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time
Post Journals for Single Ledger	PostingSingleLedger	1531263	Succeeded	1/13/19 6:27 PM UTC	1/13/19 6:27 PM UTC	1/13/19 6:28 PM UTC

Attachments

Actions ▾ View ▾ + ×

Type	Category	* File Name or URL	Title	Description	Attached By
File	Ess Extension ▾	1531262.log	ESS_L_1531262	ESS Job Request Process	FIN_IMPL
File	Ess Extension ▾	1531262.txt	ESS_O_1531262	ESS Job Request Process	FIN_IMPL

Rows Selected 1

OK Cancel

Status Succeeded Schedule Start 1/13/19 6:27 PM UTC

Log and Output

Attachment ESS_L_1531262 (1 more...)

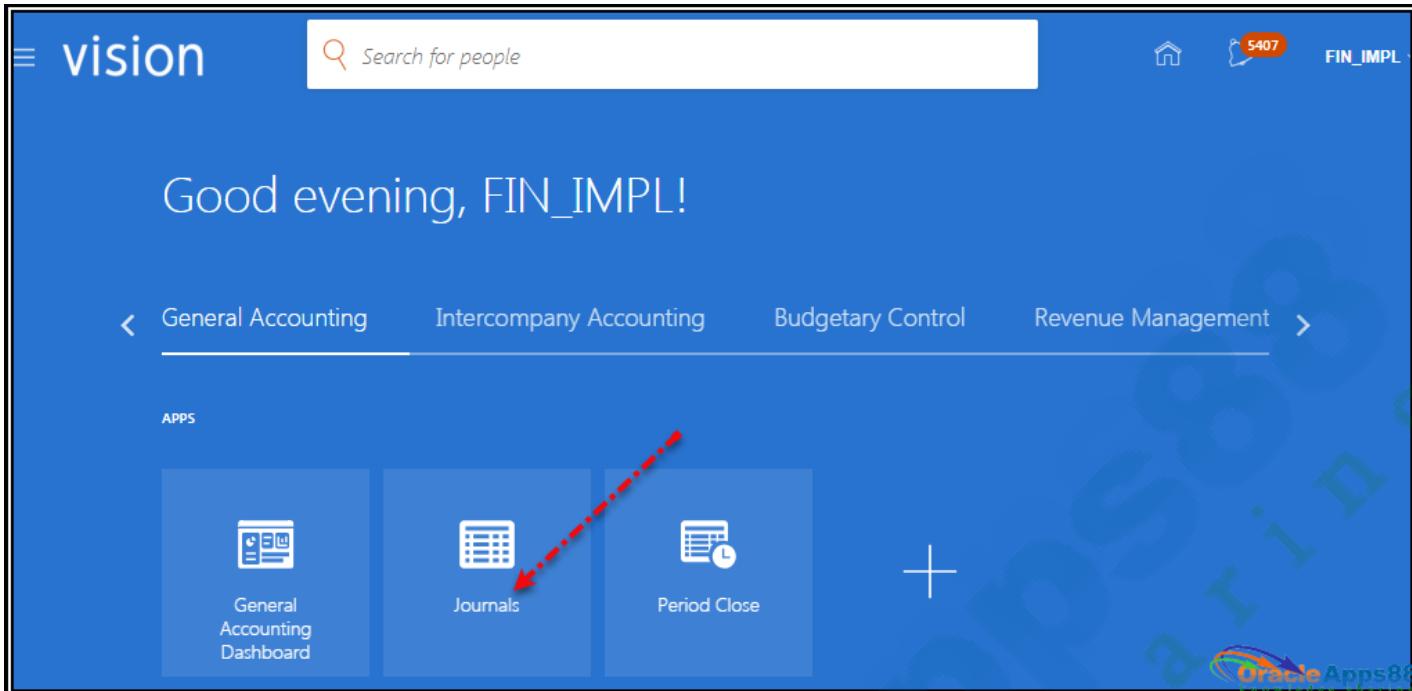


US Primary Ledger	Posting Validation Report	Date: 2019-01-13 18:27
Process ID:		Page: 1
===== Posted Batches =====		
Batch Name		Period Name
Payables A 1531260000001 1531260 N	01-19	
***** End of Report *****		



Copy the batch name : Payables A 1531260000001 1531260 N and search in General Accounting

Nav : General Accounting → Journals → Manage Journals



Change the Data Access set to US Primary Ledger and click on Manage Journals

Accounted		Source	Journal Batch	Accounting Period	Issue
Debit	Credit				
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC
33,270.60	33,270.60	Allocations	MONTHLY TELECOMMUNICATIO...	12-15	The accounting period 12-15 is not open for reporting currency US RC
23,431.38	0.00	Balance Tr...	19NOV-EBS Balance Type Balanc...	12-18	The accounting period 12-18 is not open for secondary ledger US IFR

Search the journal : Payables A 1531260000001 1531260 and click on the Journal Batch link

Manage Journals

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

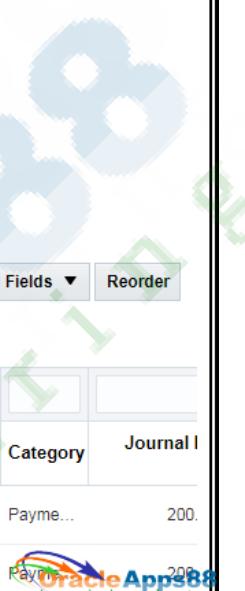
** Journal Starts with []
**** Journal Batch Starts with [] Payables A 1531260000001 1531260**

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

Search Reset Save... Add Fields Reorder

Actions ▾ View ▾ Format ▾ + Detach Wrap Post Batch Reverse Batch Reverse Journal

Ledger	Journal	Journal Batch	Acco Perio	Source	Category	Journal I
▶ US Primary Ledger	01-19Payments	Payables A 1531260000001 ...	01...	Payables	Payme...	200.
▶ US RC SLA EUR	01-19Payments 2	Payables A 1531260000001 ...	01...	Payables	Payme...	200.

Batch is posted

Edit Journal

Journal Batch: Payables A 1531260000001 1531260 N

Journal Batch	Payables A 1531260000001 1531260 N	Source	Payables
Description	Journal Import Payables 1531260:	Approval Status	Not required
Balance Type	Actual	Funds Status	Not applicable
Accounting Period	01-19	Batch Status	Posted
Attachments	None +	Completion Status	Complete

Journal

Journal	01-19Payments	Currency	USD - US Dollar
Description	Journal Import 1531260:	Conversion Date	1/31/19
Ledger	US Primary Ledger	Conversion Rate Type	User
Accounting Date	1/31/19	Conversion Rate	1
Category	Payments	Inverse Conversion Rate	1

Journal Lines

Line	* Account	Entered (USD)	Debit	Credit	Reconciliation Reference	Description
1	101.10.22100.000.000.000		100.00			Journal Import Created
2	101.10.22100.000.000.000			100.00		Journal Import Created
3	101.10.12145.000.000.000		100.00			Journal Import Created
4	101.10.12145.000.000.000			100.00		Journal Import Created
Total		200.00		200.00		

