

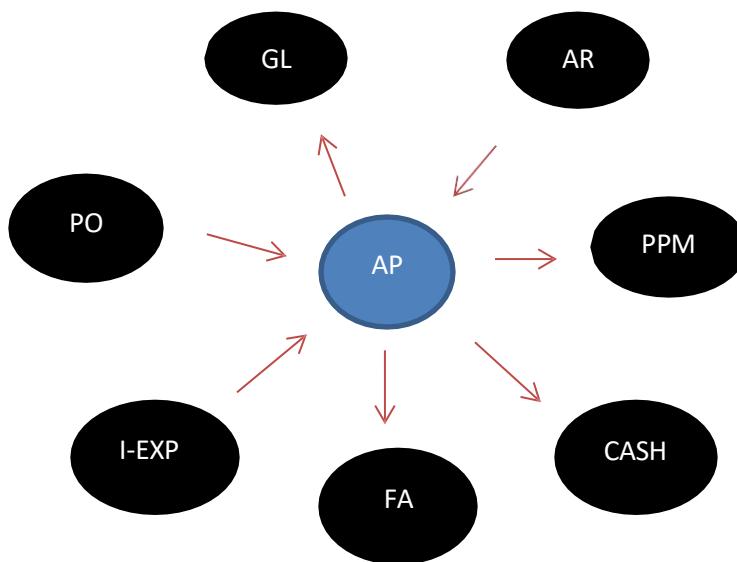
## Accounts Payable

Accounts payable is money owed by a business to its suppliers shown as a liability on a company's balance sheet. It is distinct from notes payable liabilities, which are debts created by formal legal instrument documents

### Objectives

1. AP works at Business Level
2. AP Is the sub ledger application in Oracle ERP
3. To determine or calculate outstanding payables amounts means liabilities at organization level
4. AP back end name is SQLAP
5. AP having application ID in database like AP → 200, GL → 101, AR → 222 etc

### Integration



1. PO → AP : We can share the PO which is approved and we can share the GRN
2. I-Ex → AP : Employee travel bills
3. AP → FA : Asset into invoice (Mass Addition)
4. AP → CM : Issues check, EFT and cash clearing
5. AP → PPM : Project related information Ex: Material cost
6. AR → AP : Refund Process
7. AP → GL : Liability balances, Item expenses, Service expenditure, prepayments.

## Work Benches

We have 3 work benches in AP, and these three will control the AP

1. Supplier workbench
  2. Invoice workbench
  3. Payment workbench
- 
1. Supplier work bench
    - a. Supplier data
    - b. Supplier types
    - c. Supplier Pay groups
    - d. Supplier Payments methods
    - e. Supplier bank accounts
  2. Invoice work bench
    - Manual
      - a. Standard invoice (Positive)
      - b. Debit memo (Negative)
      - c. Credit memo (Negative)
      - d. Prepayment
    - Automatic
      - a. Interest invoice
      - b. Payment request
      - c. WHT (withholding tax)
  3. Payment work bench
    - a. Single payment
    - b. Batch payment (Payment process request (PPR))
    - c. Refund to vendor

## Roles to be assigned to user

1. Accounts Payable Manager
2. Accounts Payable specialist
3. Accounts Payable supervisor
4. Accounts Payable invoice supervisor
5. Accounts Payable Payment supervisor
6. Supplier Manager (For creating supplier)

## Setups

1. Manage Reference data sets (Common and BU)
2. Manage Location for Business Unit (BU Level)
3. Manage Business unit (BU Level)
4. Assign Business Unit Business Functions (BU Level)
5. Manage payment terms (Common and BU)

6. Manage common options for payables and procurement (BU Level)
7. Manage Invoice options (BU Level)
8. Manage payment options (BU Level)
9. Manage business unit data access for user (BU Level)
10. Bank account creation
11. Manage Purchase Process Profile (PPF)
12. Manage Payables Document sequences
13. Open periods

## **1. Manage reference data sets (RDS) (HCM)**

It is available in cloud only. It allows you to access the data across business units or across organizations. RDS is share the setup data across the BU or else to restrict. In fresh instances we have only two sets Common and Enterprise sets

- Go to set up and maintenance
- Set up: Procurement/Financials
- Functional area: Enterprise profile
- Task: %Manage% reference% data%
- Select Manage Reference Data Sets
- Click on + to create data sets
- You can create new set or else you can take default once like if you take the default (common) set this set can access world wise
- Save and close

Set Code	Set Name	Description
CELLO_HYD	CELLO_HYD	CELLO HYDERABAD SET

- Once you give the details you can't edit and modify the set code you can edit or modify the set name and description

This set can use in other units like while creating data sets just you can give the set name as this access set then you can access the data

## **2. Manage locations (HCM)**

We have to create location for enterprise (Head office), all the stock related information, stock brokers, marketing related information and all the business information will maintain here. Payroll

comes into legal entity level. Head office nothing but that is going to looking some place that is the purpose we have to create location

- Go to set up and maintenance
- Set up: Procurement/Financials
- Functional area: Enterprise profile
- Task: %Manage% location%
- Select Manage Locations
- Click on + to create location
- Under basic details we have location set as common set(default) but we have to change as our data set likewise give the all information like contact details, legislative information(trade name: if it is MNC we have trade name given by exchange)

**vision**

Edit Location : Cello enterprise location - CELLO\_ENTERPRISE\_LOCATI... ⓘ

Back Review Save Submit Cancel

**Basic Details**

\* Effective Start Date: 1/1/00

Effective End Date:

Location Set: CELLO\_HYD

Action Reason:

Name: Cello enterprise location

Code: CELLO\_ENTERPRISE\_LOCATION

Description: Cello enterprise location

Status: Active

Inventory Organization:

Attachments: None

LocationLatitude:

LocationLongitude:

Context Value:

- Give the address details
- Click on Review for your understanding if the information is right or wrong

**Contact Details**

**Main Address**

\* Country: United States

Address Line 1: 3rd Phase

Address Line 2:

City:

State: NEW YORK

Time Zone Code:

Official Language:

Email:

Geographic Hierarchy:

Main Phone:

Fax:

Other Phone:

**Shipping Details**

Ship-to Site:  Yes  No

Receiving Site:  Yes  No

Bill-to Site:  Yes  No

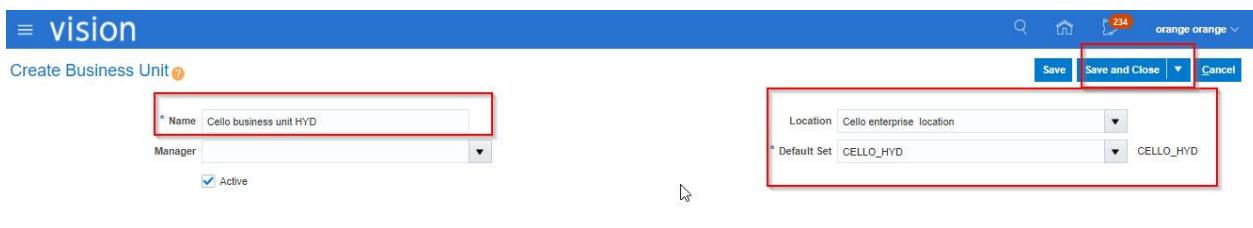
Office Site:  Yes  No

Designated Receiver:

- Save and submit

### **3. Manage business units (HCM)**

- Go to set up and maintenance
- Set up: Procurement/Financials
- Functional area: Organization structure
- Task: %Manage% business% unit%
- Select Manage business unit
- Click on + to create Business unit
- Give the BU name and Location name and code
- Save and close



- In Fusion no need to build the relation between legal entity and business unit. We have another way to do it.

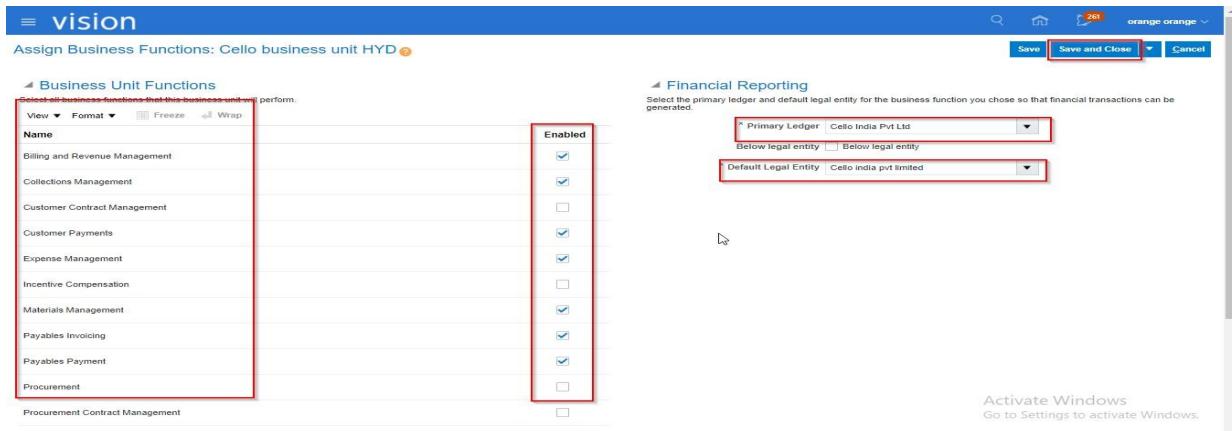
### **4. Assign business unit business function**

Here we can build the relationship between Legal entity and primary ledger and we can assign the functions to business unit

More details about this go throw this link

<https://www.youtube.com/watch?v=E8rvMM0C4bs>

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: Organization structures
- Task: %Assign% business% unit% business% function%
- Select Assign business unit business function
- Scope should be Business unit because we are building the relationship between LE and PL
- Then under financial reporting section give the primary ledger name then automatically legal entity name will come if you assign the relationship between these two in primary ledger creation otherwise give the legal entity name here
- Then give the business unit function ns means enable the functions which you want for this unit
- If you enable the all functions you can manage the all functions in the business unit



→ Below points related to above points

- Receivable transaction process and revenue management also if you are going to implement along with this billing process you can enable
- Advance collection if you are implementing
- It is different functional information
- If you are going to receipt Process for BU
- If you are going to expenses process for BU
- It is different functional information
- Project accounting – you can't do project costing and billing setups if you are not enable this

## 5. Manage payment terms

### 1. Immediate payment term (Without discount)

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: payables
- Task: %payment% terms%
- Select Payment terms
- Click on + to create payment terms
- Give the name of payment term and click on + under installment tab to create discount for payment
- Click on + to create set code for this payment terms you can give our own defined set or default one

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Create Payment Terms

Name: Cello immediate

Description: Cello immediate payment

From Date: 1/1/00

To Date: mid/yy

Cutoff Day:

Rank:

**Installments**

Due (%)	Amount Due	Calendar	Fixed Date	Days	Day of Month	Months Ahead
100			mid/yy	0		

**Discount**

First Discount		Second Discount		Third Discount	
Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days

**Set Assignments**

Set Code	Set Name	Description
COMMON	Common Set	
CELO_HYD	CELO_HYD	CELO HYDERABAD REFERENCE DATA SET

Activate Windows  
Go to Settings to activate Windows.

## 2. With discount (2/10 net of 30)

Net 30 means in 30 days you have to pay total amount, 2/10 means if you pay the payment within 10 days you are eligible for 2% discount like this you can create three discount like if you pay in first 10 days you can eligible for 5% , second pay in 20 days 10% for 25 days you have 12% like this you can create as per your company policy

- Go to set up and maintenance
- Set up: Financials
- Functional area: payables
- Task: %payment% terms%
- Select Payment terms
- Click on + to create payment terms
- Give the name of payment term and click on + under installment tab to create discount for payment

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Create Payment Terms: Cello 5%10 Net 30 ⓘ

* Name: Cello 10/10, 5/20, 3/25 Net 30	From Date: 1/1/00	To Date: midyy	Save	Save and Close	Cancel		
Description: For 10 days payment have 10% discount, 20 days payment 5% discount, for 25 days payment 3% discount.							
Cutoff Day:							
Rank:							
Installments							
View	+	x	Print	Detach			
Due (%)	Amount Due	Calendar	Fixed Date	Days	Day of Month	Months Ahead	
100			midyy	10	30		
Discount							
First Discount		Second Discount		Third Discount			
Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead
10	10			5	20		
3	25						
Set Assignments ⓘ							
View	+	x	Print	Detach			
Set Code	Set Name	Description					
COMMON	Common Set						
CELLO_HYD	CELLO_HYD	CELLO HYDERABAD REFERENCE DATA SET					

Activate Windows  
Go to Settings to activate Windows.

## 6. Manage common options for payables and procurement

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: payables
- Task: %manage% common% option%
- Select Manage common options for payables and procurement
- Scope should be your BU
- Give the default distribution and currency conversion options

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Manage Common Options for Payables and Procurement ⓘ

Business Unit: Cello business unit HYD

Default Distributions

* Liability: 101.0000.22100.0000.0000	* Discount Taken: 101.0000.78260.0000.0000
* Prepayment: 101.0000.13400.0000.0000	Miscellaneous:
Bill Payable:	Freight:
* Conversion Rate Variance Gain: 101.0000.78420.0000.0000	Prepayment Tax Difference:
* Conversion Rate Variance Loss: 101.0000.78440.0000.0000	

Automatic Offsets ⓘ

Offset Segments:  None

Primary balancing segment

All segments, except natural account

One Time Payments

Liability:  Expense:

Activate Windows

The screenshot shows the Oracle Fusion Payables setup interface. It includes sections for Currency Conversion (with 'Require conversion rate entry' checked), Expense Accruals (with 'Accrue Expense Items' set to 'At receipt'), Self-Billed Invoices (with 'Gapless invoice numbering' unchecked), Legal Entity Information (with VAT Registration Member State and VAT Registration Number fields), and a buying company identifier. A red box highlights the 'Require conversion rate entry' checkbox and the 'Realized Gain Distribution' and 'Realized Loss Distribution' fields.

→ Click on Save and close

## 7. Manage invoice options

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: payables
- Task: %manage% invoice% option%
- Select Manage invoice options
- Scope should be our BU
- Under Invoice entry enable the all options except require invoice group
- All data bases should be invoice data bases except pay data base is should be discount data base

The screenshot shows the 'Manage Invoice Options' screen. It has tabs for 'Invoice Entry' and 'Payables'. Under 'Invoice Entry', there are sections for 'Require invoice grouping' (unchecked) and a list of checkboxes: 'Allow document category override', 'Allow adjustments to paid invoices', 'Allow remit-to supplier override for third-party payments', 'Recalculate invoice installments', 'Hold unmatched invoices', and 'Enable invoice account coding workflow'. A red box highlights this list. There are also fields for 'Receipt Acceptance Days' and 'Invoice Currency' (set to INR - Indian Rupee). On the right, there is a large red box highlighting a group of payment-related fields: 'Payment Currency' (INR - Indian Rupee), 'Pay Group', 'Payment Priority' (99), 'Payment Terms' (Cello immediate), 'Terms Date Basis' (Invoice date), 'Pay Date Basis' (Discount date), 'Accounting Date Basis' (Invoice date), and 'Budget Date Basis' (Invoice date). At the top right, there are buttons for 'Save', 'Save and Close', and 'Cancel'.

- Required invoice group: Acts like invoice batch, in this you can add number of invoices like Batch names (RT-123) under this batch we have so many invoices like (INV-1,2,3,4)like this
- Allow document category override: It assigns a unique numbers like

- 1. AP INV-123-1000 (When you enter invoice with 123 Starting invoice number)
  - 2. AP INV-124-2000 (When you enter invoice with 124 Starting invoice number)
  - Allow adjustments to paid invoices: When I am creating invoice wrongly entered debit account instead of advertisement expenses debited telephone expenses, if you enable this you can edit the invoice.
  - Allow remit to supplier override for third party payments: If you want to pay the money to third party you can enable this ex: Invoices will be one supplier but payment should pay to another party(third party) along with this supplier
  - Recalculate invoice installments: When you change the due for payments then system automatically change the dates also Ex: NET10 (FEB 23) change the payment term from this to NET50(MAR20) then system will change the due date feb23 to mar 20
  - Hold unmatched invoiced: We have PO and NON PO based invoice if you enable this it holds the NON PO based invoices because it doesn't have any matching PO
  - Payment terms: It depends on suppliers
  - Term data basis: In which date system will generate the payment is called Term data basis we have below dates
1. Goods receipt date
  2. Invoice receipt date
  3. System date
  4. Invoice date

Term D Basis	G.R Date	Inv. Date	Inv. R Date	Sys Date
NET30	01-JAN-19	05-JAN-19	10-JAN-19	15-JAN-19
Due date	30-JAN-19	04-FEB-19	9-FEB-19	14-FEB-19

This option give importance is supplier level, if info not available in this then it go to invoice option level

- Pay date basis: If you enable this on the date of discount date payment will run otherwise normal payment  
EX: Discount date NET 30, 5(%)/10(D) if you give this as payment term  
01-Jan-2019  
11-Jan-2019 (Discount date)  
30-Jan-2019 (Net date)
- Accounting date base: **Doubt**

Note: In EBS we have profile option enable but in cloud we don't have

- Under matching tab enable only one option like allow matching distribution override
- Under Discount tab enable only one option like always take discount
- Under prepayments tab give the payment terms and show available prepayments during invoice entry

The screenshot shows several configuration sections:

- Matching**: Includes checkboxes for "Allow final matching" (unchecked), "Allow matching distribution override" (checked and highlighted with a red box), and "Transfer PO distribution additional information" (unchecked).
- Discount**: Includes checkboxes for "Exclude tax from calculation" (unchecked) and "Exclude freight from calculation" (unchecked). A checkbox "Always take discount" is checked and highlighted with a red box.
- Prepayment**: Shows "Payment Terms: Cello immediate" (highlighted with a red box) and "Settlement Days" (empty input field).
- Approval**: Includes checkboxes for "Enable invoice approval" (unchecked), "Allow force approval" (unchecked), and "Require validation before approval" (unchecked).
- Accounting Preference**: Shows "Account regardless of approval status" (radio button selected) and other options: "Require accounting before approval" (radio button) and "Require approval before accounting" (radio button).
- Activate Windows**: A link to activate the software.

- Under interest tab enable the Create interest invoices and give the account of interest expenses distribution and minimum interest amount is 10
- Under payment request give the payment terms

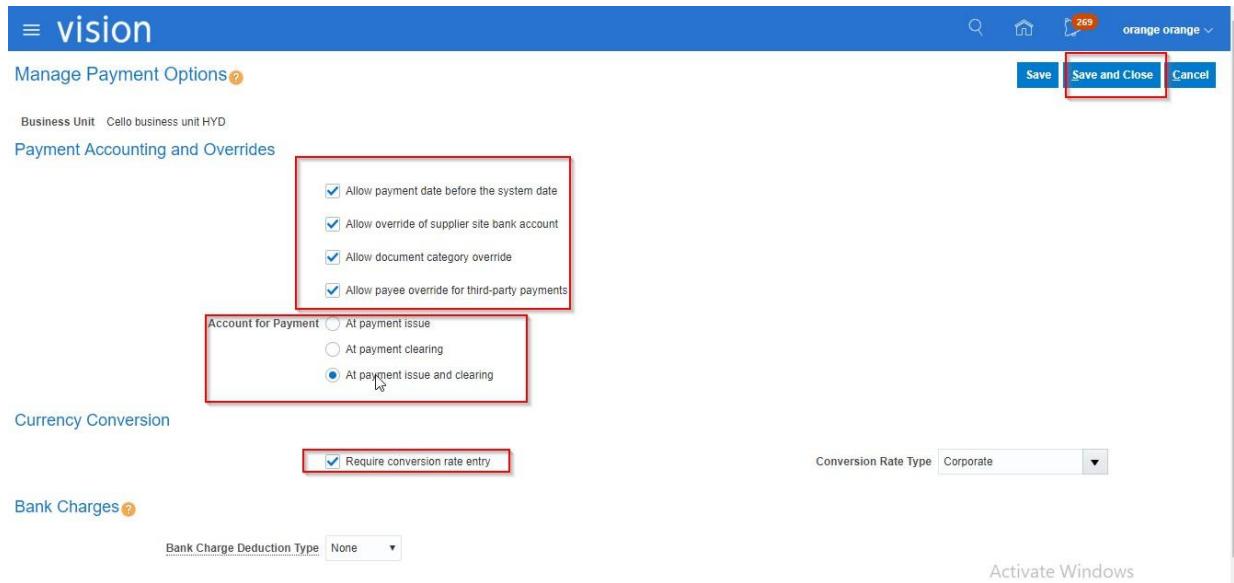
The screenshot shows two main sections:

- Interest**: Includes a checkbox "Create interest invoices" (checked and highlighted with a red box), a "Minimum Interest Amount" input field set to 10, and an "Interest Allocation Method" section with "Single distribution" (radio button selected) and "All invoice lines" (radio button).
- Payment Request**: Includes a "Payment Terms" dropdown set to "Cello immediate" (highlighted with a red box), a "Pay Group" dropdown, and a "Payment Priority" input field set to 99.
- Self-Service Invoices**: Includes checkboxes for "Limit invoice to single purchase order" (unchecked) and "Allow invoice backdating" (unchecked).
- Activate Windows**: A link to activate the software.

- Click on save and close

## 8. Manage payment options

- Go to set up and maintenance
- Set up: Financials
- Functional area: payables
- Task: %manage% payment% option%
- Select Manage payment options
- Scope should be our BU
- Enable all options under payment accounting and overrides



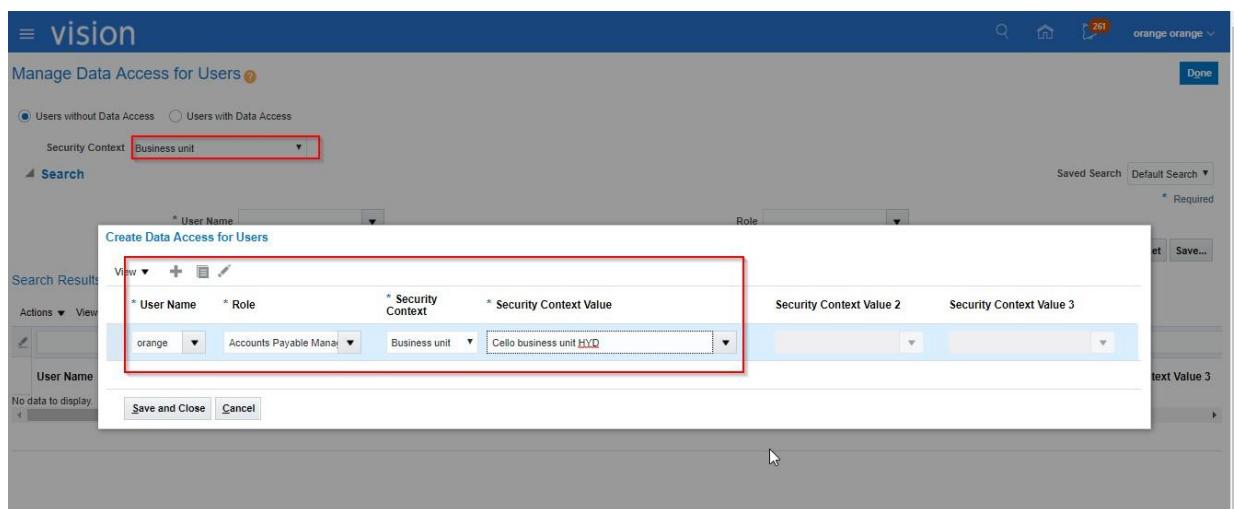
→ Save and close

## 9. Manage business unit data access for users

For more details click on below link

<https://www.youtube.com/watch?v=Rmn-kbZIXzk>

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: General ledger
- Task: %Manage %business %unit % data% access%
- Select Manage Business unit data access for user
- Click on + to assign Business unit to user
- Under Business unit security context we have to assign our business unit to user
- Click on save and close



- Likewise we have to do several roles to business unit
- Click on Done

## **10. Manage Bank account creation**

1. Manage bank
2. Manage Branch
3. Manage Bank account

### **1.2 Manage Bank and Branch**

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: Cash management and Banking
- Task: %Manage % banks %
- Select Manage Banks
- Click on + to create bank
- Give the details of bank and addresses, contacts optional

Create Bank

* Country	United States
* Bank Name	HDFC Bank
Alternate Bank Name	
Bank Code	HDFC0000003
Actions ▾ View ▾ Format ▾ + ⌂ ⌂ Wrap	
<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Address	
No data to display.	
Columns Hidden: 2	
Address date range: Current	
<input type="button" value="Save"/> <input checked="" type="button" value="Save and Close"/> <input type="button" value="Cancel"/>	

**Addresses**

**Contacts**

- Save and close
- Then select the bank in same screen and click on create Branch

Manage Banks

Bank Name	Bank Code	Country	Description
HDFC Bank	HDFC0000003	United States	
Abu Dhabi Islamic Bank	ADIB	United Arab Emi...	ADIB
ABN AMRO BANK N.V.	ABNA	Netherlands	
B.N.P	23456	France	Banque BNP Paribas
Banca Nazionale del Lavoro	01005	Italy	Banca Nazionale del Lavoro
Banco Bilbao Vizcaya	0182	Spain	Banco Bilbao Vizcaya
Banco de Crédito	1234	Spain	Banco de Crédito, Madrid
Bank of America		United States	
Barclays's Bank	201693	United Kingdom	Main Activity Rank

- Give the branch name here addresses and Contacts is optional

Create Bank Branch

\* Bank: HDFC Bank

Country: United States

\* Branch Name: HDFC Branch

Alternate Branch Name:

Routing Number:

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

### 3. Manage Bank account

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: Cash management and Banking
- Task: %Manage % bank % accounts%
- Select Manage Bank accounts
- Click on + to create bank account and give the details
- Give the cash account under the general tab it is mandatory to bank

Create Bank Account

\* Bank Branch: HDFC Branch

\* Account Name: HDFC corporate bank

\* Account Number: 236001501818

\* Currency: USD - US Dollar

\* Legal Entity Name: Cello Legal entity US

Account Type:

Description:

IBAN:

Check Digit:

Secondary Account Reference:

Account Suffix:

Account Use:

- Payables
- Payroll
- Receivables

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

GL Accounts

Cash: 101\*0000\*11200

Cash Clearing:

Reconciliation Differences:

Additional Information

Alternate Account Name:

Account Holder:

Activate Windows  
Go to Settings to activate Windows.

Multicurrency account

- Go to Payment documents tab and click on + to create
- Give the Document Information details and give the document numbers also

Edit Payment Document Cello Check

Document Information

\* Payment Document: Cello Check

\* Paper Stock Type: Numbered Stock

Format: Standard Check Format

Status: Active

First Available Document Number: 1

Last Available Document Number: 100

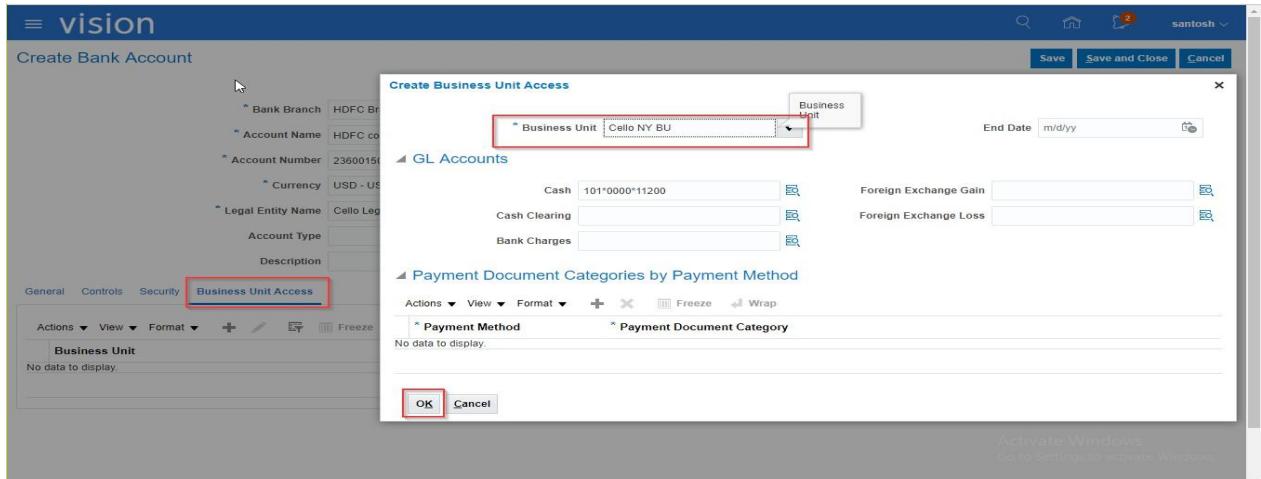
Checkbooks

Actions	View	Format	Prefix	Start Number	End Number	Received Date	Number of Documents	Skipped Documents
Checkbook								

OK Cancel

Activate Windows  
Go to Settings to activate Windows.

- Save it
- Go to Business Unit Access tab
- Click on + icon to assign BU to this account

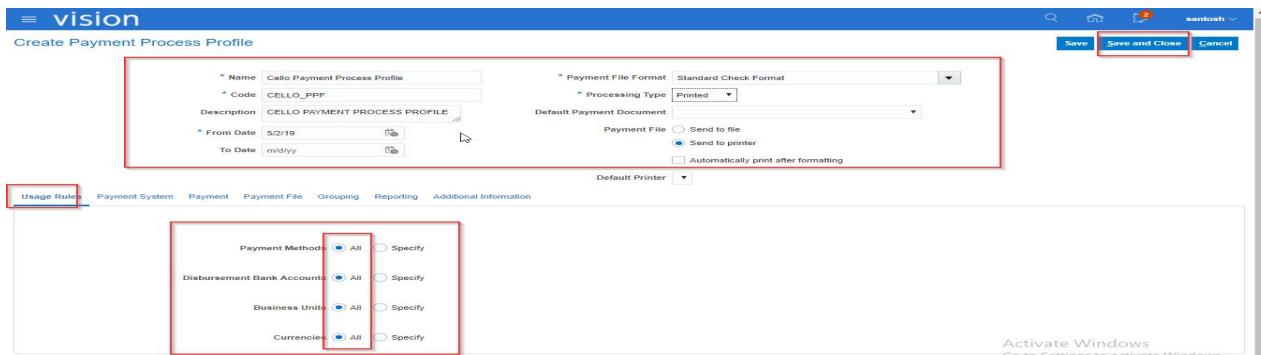


- Save it

## 11. Manage Payment Process Profile (PPP)

If you want to process the payment what account will follow and for which bank account to cost the payment and other criteria rules will define here

- Go to set up and maintenance
- Set up: Financials/Procurement
- Functional area: Payments
- Task: %Manage % payment% process% profiles%
- Select Manage Payment Process Profiles
- Click on + to create PPF
- Give the details of ppf and under usage rules give the enable the all for all



- Save and close

## 12. Manage Payables Document sequence

- Go to set up and maintenance
- Set up: Procurement
- Functional area: Payments
- Task: %Manage % payables% document % sequences%
- Select Manage Payables Document Sequences
- Click on + to create sequences
- Give the details and go to assignment tab give the details

- Save and Close

## 13. Open periods

- Go to Home page
- Go to Payments tile and click any one like invoice or payments

- Click on task icon
- Click on Manage accounting period under Payables periods

The screenshot shows the 'Invoices' module in the vision system. It displays four main status counts: Scanned (3, 0, 26), Recent (0), Holds (73 Validation, 425 Purchasing, 3 Other), and Approval (0 Pending, 0 Others, 1 Rejected). A context menu is open on the right side, with the 'Payables Periods' option highlighted.

- Then place cursor on the primary ledger then it will show how many ledgers assigned to that primary ledger
- Click on the primary ledger and give the first period and go to Action and click on Target period and give the target month

The screenshot shows the 'Edit Accounting Period Statuses' screen for 'Cello Primary ledger US'. The 'Actions' button is highlighted. A modal window titled 'Open Target Period' is open, showing a dropdown menu with 'Target Period' selected and 'ACJun-19' chosen. The 'Open' button is visible at the bottom of the modal.

- Click on save
- Then go to the below navigation accounts payables period status will show as open

Another Navigation

- Go to Navigation icon
- Select General accounting option
- Click on Period close
- Data access should be your primary ledger
- Click on Payables icon which is given under the general ledger
- Click on Task Icon and click on Manage Accounting Periods



- Click on your ledger under Ledger tab
- Then Click on actions tab and select the Open target period and open the period which you want to open and click on done

Period Number	Year	Start Date	End Date	Status
4	2020	7/1/19	7/31/19	
3	2020	6/1/19	6/30/19	
2	2020	5/1/19	5/31/19	
1	2020	4/1/19	4/30/19	

### Period status

- Open
- Closed
- Permanently closed → Once you closed you can't reopen
- Future enterable

## Payment Batch (PPR)

Bunch of Payment with single run, why should I go for the single check payment. I will the run the payment batched daily basis, I want to print the 100 or 50 checks on the daily basis. Payment batch always run based on due date. Payment batch main objective to reduce the manual work to make the bunch of payments with in the single time.

Payment batch can run based on the below criteria

1. Pay through date
2. Supplier type
3. Supplier Name
4. Invoice batch/ Group name
5. Payment method (Most of the clients used through this)

6. Pay group
7. Business Unit
8. Currency
9. Legal entity (Fusion)
10. Source (Fusion)

It consist of below status or stages

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Check Payment method           <ul style="list-style-type: none"> <li>→ Select</li> <li>→ Build</li> <li>→ Format</li> <li>→ Print</li> <li>→ Confirm</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>2. EFT (Electronic Fund transfer_           <ul style="list-style-type: none"> <li>→ Select</li> <li>→ Build</li> <li>→ Format</li> <li>→ File will generate and send to Banker</li> <li>→ Confirm</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>• <u>Select the payment batch</u> form above criteria (invoice group name or payment method) it will pic the all eligible invoices based on the today due date</li> <li>• Then you can <u>review</u> the selected invoice</li> <li>• You can <u>modify</u> the amount 100000 to 90000 or 50000 you can't increase the amount but you can decrease the amount</li> <li>• You can <u>add</u> the invoice if it have any discounts</li> <li>• You can <u>remove</u> any high volume invoice is there, you can pay in the next batch</li> <li>• It have <u>build</u> to build the payment</li> <li>• Then what is <u>format</u> to be consider the for the printing</li> <li>• The check format will go to the printer to <u>print</u> the check</li> <li>• That check send to banker then <u>confirm</u></li> </ul> |
|--|--|

Pre requisites for Payment Batch

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>→ Invoice should be validate</li> <li>→ Invoice Validated and Accounted</li> </ul> | <ul style="list-style-type: none"> <li>It will work for payment batch</li> <li>It will work</li> </ul> |
|---|--|
- 
- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>→ Only invoice header is entered and line forget</li> <li>→ Only invoice header, line and distribution entered bud not validated. It will not work for payment batch</li> <li>→ Entered the invoice header validated but kept on hold</li> <li>→ Partial invoice</li> </ul> | <ul style="list-style-type: none"> <li>It will not work for payment batch</li> <li>It will not work for payment batch</li> <li>It will not work</li> <li>It will not work</li> </ul> |
|--|--|

It will consider invoice types for Payment Batch

- Standard
- Credit Memo
- Debit Memo
- Prepayments

SNO	Invoice Type	Invoice Header	Line	Distribution	Validated	Accounted	Pmethod	Payment Ter	PB\PPR
1	Standard	Yes	xxxxxx	xxxxxx	xxxxxx	xxxxxx	Check	Immediate	No
2	Standard	Yes	Yes	xxxxxx	xxxxxx	xxxxxx	Check	Immediate	No
3	Standard	Yes	Yes	es	xxxxxx	xxxxxx	Check	Immediate	No
4	Standard	Yes	Yes	Yes	Yes	xxxxxx	Check	Immediate	Yes
5	Standard	Yes	Yes	Yes	Yes	xxxxxx	Check	Net30	No
6	Standard	Yes	Yes	Yes	Yes	xxxxxx	Electronic	Immediate	No
7	Standard	Yes	Yes	Yes	Yes But hold	xxxxxx	Check	Immediate	No
8	Standard	Yes	Yes	Yes	Yes	Yes	Check	Immediate	Yes
9	Standard	Yes	Yes	Yes	Yes	Yes	Check	Net30	No
10	Standard	Yes	Yes	Yes	Yes	Yes	Electronic	Immediate	No
11	Debit Memo	Yes	Yes	Yes	Yes	Yes	Check	Immediate	Yes
12	Credit Memo	Yes	Yes	Yes	Yes	Yes	Check	Immediate	Yes
13	Prepayment	Yes	Yes	Yes	Yes	Yes	Check	Immediate	Yes

## Setups

1. Payment Methods
2. Payment Templates
3. Payment Format
4. Payment process Request(PPR)
5. Internal Bank accounts
6. Check books

123 done by Tech team

## 4. Payment Process Request (PPR)

- Go to Home page
- Click on Payables
- Click on Payment
- Go to Task list
- Click on Manage Payment Process Request Templates
- Click on + icon to create
- Give the details and give the selection criteria means date wise, payment method wise

- Go to Payment and Processing Options and give the bank account and PPP
- Go to Processing options sub tab enable the Review installment , review proposed payments
- Submit and go to task list go to Manage payment process
- Query with the Creation date will get payment batch details
- Click on action button then click on next then you can review (if you enable the review installment under Processing option tab) the invoices then click on submit
- Then status will be confirmed then you can create payment accounting then status is will be paid
- Run the create accounting program then transfer to GL
- Run Accounts Payable Trail balance to know the outstanding amount
- Eligible invoices will go to for payment through the payment batch
- If you want to modify the money or if you want to delete the invoice form batch you can do.

## Distribution sets

You can use a **Distribution Set** to automatically enter **distributions** for an invoice when you are not matching it to a purchase order

- It is available in AP and AR
- It is only user for Non Po or Non receipt invoices
- This function works at BU level and you can create N no of sets

## Types of distribution sets

1. 100% (Full In EBS) Know the combination, amount and charge account
2. 0% (Skeleton In EBS) Know the combination, don't know the amount and know the charge account

## Setups

1. Manage Distribution sets
2. Assign to customer site level
3. Assign in invoice

## 100%

### 1. Manage Distribution sets

- Go to Setup and Maintenance
- Setup : Financials
- Functional area: Payables
- Task: %manage% dist% set%
- Select Manage Distribution Sets
- Click on + icon to create sets
- Give the details under distribution set and give the distribution details

The screenshot shows the 'Create Distribution Set' page in the Oracle Fusion Payables application. The top navigation bar includes 'vision', a search icon, a home icon, a notifications icon with '2' notifications, and a user profile 'santosh'. Below the header, there are buttons for 'Save', 'Save and Close' (which is highlighted with a red box), and 'Cancel'. The main form has fields for 'Business Unit' (Cello NY BU), 'Name' (Cello Distribution set), 'Description' (Cello Distribution set), 'Distribution Percentage' (set to 100), 'Inactive Date' (m/d/y), and 'Context Value'. A large red box highlights the 'Save and Close' button and the 'Distribution Percentage' field. Below the form is a table titled 'Distribution Set Details' with columns for 'Line', 'Distribution (%)', 'Description', 'Distribution Combination', 'Combination Description', 'Income Tax Type', and 'Project Information'. One row is visible in the table, showing Line 1, Distribution % 100, and Combination 01\*0000\*15170.

### 2. Assign at customer site level

- Go to Home page
- Click on Procurement
- Select the supplier
- Query the supplier and go to site assignment tab and give the distribution set

vision

Supplier: Abc supplier

Edit Site: Abc site 1

Procurement BU: Cello NY BU  
Address Name: Abc supplier  
Address: HOLTSVILLE, NY 00501 Suffolk

\* Site: Abc site 1  
Inactive Date: m/d/yy  
Status: Active

\* Site Purpose:  Purchasing  
 Procurement card  
 Pay  
 Primary pay

Attachments: None

General Purchasing Receiving Invoicing Payments Site Assignments Qualifications

Actions View Format + × Autocreate Assignments Freeze Detach Wrap Status Active

* Client BU	Bill-to BU	Use Withholding Tax	Withholding Tax Group	Liability Distribution	Prepayment Distribution	Bill Payable Distribution	Distribution Sets
Cello NY BU	Cello NY BU						Cello Distrib

Columns Frozen: 2

Last Saved: 5/2/19 10:21 AM

Activate Windows  
Go to Settings to activate Windows.

### 3. Create invoice for check the results

0%

- Go to Setup and Maintenance
- Setup : Financials
- Functional area: Payables
- Task: %manage% dist% set%
- Select Manage Distribution Sets
- Click on + icon to create sets
- Give the details under distribution set and give the distribution details

ORACLE

Create Distribution Set

\* Business Unit: Cello NY Business Unit  
\* Name: CELLO\_MISC\_EXPENSES  
Description:

\* Distribution Percentage: 0  
Inactive Date: m/d/yy  
Context Value:

Distribution Set Details

* Line	* Distribution (%)	Description	* Distribution Combination	Combination Description	Income Tax Type	Project Information
1	0		101=0000=63550			

- Save and Close

### Standard Invoice creation (Non PO)

- Go to Home page
- Click on payment tile
- Select the Invoice
- Go to task list/panel

- Click on create invoice (if you not assigned the Accounts Payable supervisor and specialist create invoice will not appear)
- Give the details go to lines select the line matching option

**Invoice Header**

* Number	INV4
* Amount	USD - 17.000.00
* Type	Standard
Description	

**Lines**

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to
1	Item				5/9/19	<input checked="" type="checkbox"/>			Cello I
2	Item				5/9/19	<input type="checkbox"/>	—		Cello BI
3	Item				5/9/19	<input type="checkbox"/>			Cello BI

- Identify PO : If you match the PO then here we have to give the PO numbers
- Why number of business units is showing Business unit LOV's : If you assign the common data set to Bu then that will show under this means which Units are assigned to Common sets that all units are show under BU. If you don't want to show all units you can create the separate sets for separate BU or create the security rule/MOIC
- Supplier, supplier site and currency details will default from supplier site
- If you click on show more few details like General, Accounting, Tax and additional information will show

**General**

**Accounting**

**Tax**

**Additional Information**

Identifying PO	* Number	INV4
* Business Unit	* Amount	USD - 17.000.00
Payment Business Unit	* Type	Standard
Supplier	Description	
Supplier Number	<input type="checkbox"/> Intercompany invoice	
Supplier Site Address	<input type="checkbox"/> Allow prepayment application	
Legal Entity		
First-Party Taxpayer ID		
Invoice Group		

- In the Accounting tab account information is available it comes from supplier site second from common options

**Invoice Header** Show Less

General Accounting Tax Additional Information

* Accounting Date 5/9/19	Conversion Rate Type	Document Category
* Liability Distribution 1010000*22100	Conversion Date m/d/y	Voucher Number
Address 4 th phase, BEECH CREEK, PA 16822 Centre, UNITED STATES	Conversion Rate	First-Party Tax Registration Number
	Inverse Conversion Rate	Supplier Tax Registration Number

- In tax tab we have tax related information
  - Additional information is related to DFF
- Go to the lines and give the matching line
- We have four lines
    - a. Match Invoice Lines
    - b. Match to Receipt Lines
    - c. Correct Matched Invoices
    - d. Correct Unmatched Invoices
- If you do the Non PO invoice/ standard invoice then give the line item as Correct Unmatched Invoices

**Invoice Header** Show Less

General Accounting Tax Additional Information

* Accounting Date 5/9/19	Conversion Rate Type	Document Category
* Liability Distribution 1010000*22100	Conversion Date m/d/y	Voucher Number
Address 4 th phase, BEECH CREEK, PA 16822 Centre, UNITED STATES	Conversion Rate	First-Party Tax Registration Number
	Inverse Conversion Rate	Supplier Tax Registration Number

- Go to lines tab and give the details like Type, amount, Distribution sets (if you defines) if you not give the Distribution combination

**Lines** Correct Unmatched Invoices

View + X Detach Allocate Cancel Line Distributions

* Number	* Type	* Amount	Distribution			Reference	Tax	Purchase Order			Track as Asset	Asset
			Set	Distribution Combination	Accounting Date			Prorate Across All Item Lines	Description	Tax Classification		
1	Item	17.000.00	1010000*15170	5/9/19	<input checked="" type="checkbox"/>	For buy the office equipment	Cello				<input checked="" type="checkbox"/>	
2	Item			5/9/19	<input type="checkbox"/>		Cello BU Loca					
3	Item			5/9/19	<input type="checkbox"/>		Cello BU Loca					
4	Item			5/9/19	<input type="checkbox"/>		Cello BU Loca					
5	Item			5/9/19	<input type="checkbox"/>		Cello BU Loca					

- If you want to do any amendments in account combination just go and amend the accounts throw Distribution Tab
- If you want to add any columns like asset category asset model in the line you can add throw the View→Columns→ under this we have some many columns if you want to add it add

The screenshot shows the 'Lines' screen for a purchase order. A context menu is open over a distribution line, with the 'Asset' option highlighted. A red box highlights the 'Asset' option in the menu, and another red box highlights the 'Track as Asset' checkbox in the expanded submenu.

- Save the invoice
- Validate and post to ledger under Invoice actions
- After the validation status will change as validated
- Post to Ledger

The screenshot shows the 'Create Invoice: INV4' screen. The 'Invoice Actions' dropdown menu is open, showing options like 'Validate', 'Post to Ledger', and 'Account in Draft'. A red box highlights the 'Post to Ledger' option.

→ After post to ledger one pop will come in that you can see the view accounting

The screenshot shows the 'Create Invoice: INV4' screen after posting. A confirmation dialog box titled 'Confirmation' is displayed, stating 'Accounting is complete.' with 'View Accounting' and 'OK' buttons. A red box highlights the 'View Accounting' button.

→ You can see the Accounts

Accounting Lines: Standard Invoice INV4					
Ledger	Cello US Primary Ledger	Date	5/9/19	Status Final	
Line	Event	Account	Class	Accounted (USD)	
1	Invoice Validated	101*0000*15170	Item expense	17,000.00	Debit
2	Invoice Validated	101*0000*22100	Liability	17,000.00	Credit

- In info lets you can see the recent invoice details if you click on it you will get the invoice

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Invoice Date	Business Unit	Creation Date	Assignee
Invalid	0.00 USD			Incomplete	5/2/19	US1 Business Unit	5/2/19 9:37 AM	Edward Mehl
Invalid	0.00 USD			Incomplete	5/2/19	US1 Business Unit	5/2/19 9:37 AM	Edward Mehl
LEE-0502001	11,138.34 USD	Lee Supplies	Lee US1	Not validated	5/2/19	US1 Business Unit	5/2/19 9:14 AM	

- Scanned copies 3 in between 0 to 7 hours like that
- Recent means there is no invoice form 24 hours
- Holds 73 validation holds 426 purchasing related ad 3 others
- Approval 1 approval is rejected
- Prepaid 0 prepaid invoices for 0 to 30 hours

- After Post to Ledger go and check this invoice in GL ( General accounting → journals → select your ledger → go to task list → Click on manage journals → query the journal with period and source like Ap then you will find the JV

Manage Journals								
<input type="button" value="Search"/> <input type="button" value="Basic"/> <input type="button" value="Manage Watchlist"/> <input type="button" value="Saved Search"/> <input type="button" value="All Journals"/>								
Actions <input type="button" value="View"/> <input type="button" value="Format"/> <input type="button" value="Post Batch"/> <input type="button" value="Reverse Batch"/> <input type="button" value="Reverse Journal"/>								
Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status	
ceMay-19Purchase Invoices	Payables A 157451500000...	ceMay-19	Payables	Purchase Invoices	17,000.00 USD	17,000.00 USD	Posted	

Journal Batch: Payables A 1574515000001 1574515 N

Journal Batch: Payables A 1574515000001 1574515 N

Description: Journal Import Payables  
Source: Payables  
Balance Type: Actual Approval Status: Not required

Accounting Period: ceMay-19 Funds Status: Not applicable

Attachments: None

Batch Status: Posted Completion Status: Complete

ceMay-19Purchase Invoices

Currency: USD - US Dollar  
Conversion Date: 5/9/19  
Conversion Rate Type: User  
Conversion Rate: 1  
Inverse Conversion Rate: 1

Journal Lines

Line	Account	Entered (USD)	Description
		Debit	Credit
1	101*0000*22100	17,000.00	Journal Import Created
2	101*0000*15170	17,000.00	Journal Import Created
Total		17,000.00	17,000.00

- After transferred to GL, if Payables team or any other team identified in the lines wrongly select the account or department still we have a time to modify throw the payables for this no approvals is required
- Go to invoice info lets and open the invoice which is already posted to GL
- Go to invoice status accounted click on it

Invoice Header

Identifying PO: Validated

Business Unit: Cello NY Business Unit

Supplier: ABC Supplier

Supplier Number: 1375

Supplier Site: ABC suppliers

Legal Entity: Cello US Legal entity

Invoice Group:

Invoice Summary

Status: Validated

Validation: Validated

Account Coding: Complete

Accounting: Accounted

Payments: Unpaid

Holds

Installments: 0

Line Variance: 0

Distribution Variance: 0

Manual Holds: 0

System Holds: 0

Supplier Site: No

Invoice Actions: Save, Save and Close, Cancel

Last Saved: 5/9/19 7:38 AM

Lines

Number	Type	Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classifications	Ship-to Location	Number	Line	Schedule	Purchase Order	Asset
1	Item	17,000.00	101*0000*15170		5/9/19		For buy the office equipme		Cello					

- Place the cursor on the line which you want to override just click on the Override Account option then you can override that

Ledger: Cello US Primary Ledger Date: 5/9/19 Status: Final

View, View T-Accounts, Detach, Override Account

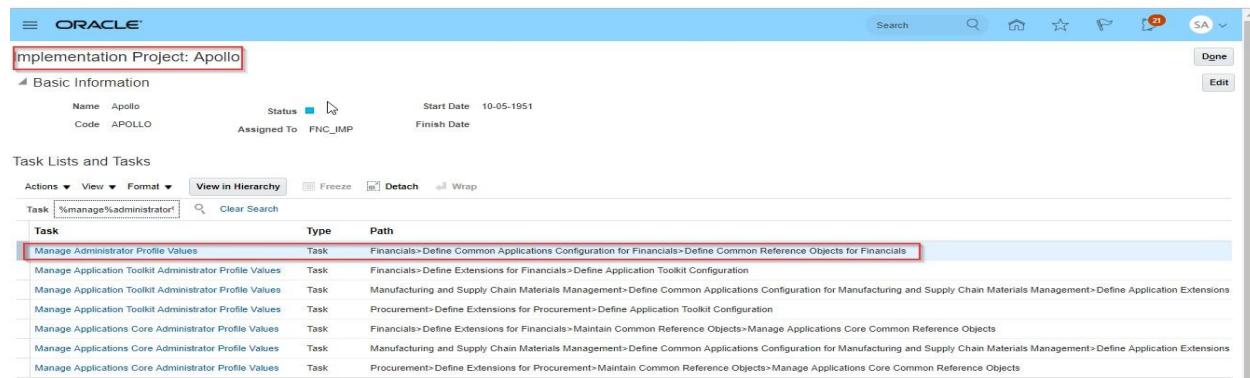
Line	Event	Account	Class	Accounted (USD)
				Debit Credit
1	Invoice Validated	101*0000*15170	Item expense	17,000.00
2	Invoice Validated	101*0000*22100	Liability	17,000.00

- After payment also we can do this but after close the period we shouldn't do this
- ⊕ Why the payment term is defaulting : it is defaulting from Business unit it is defaulting from reference data set

## Business Unit keep as default

If you want to keep the BU as default value you can follow the below steps

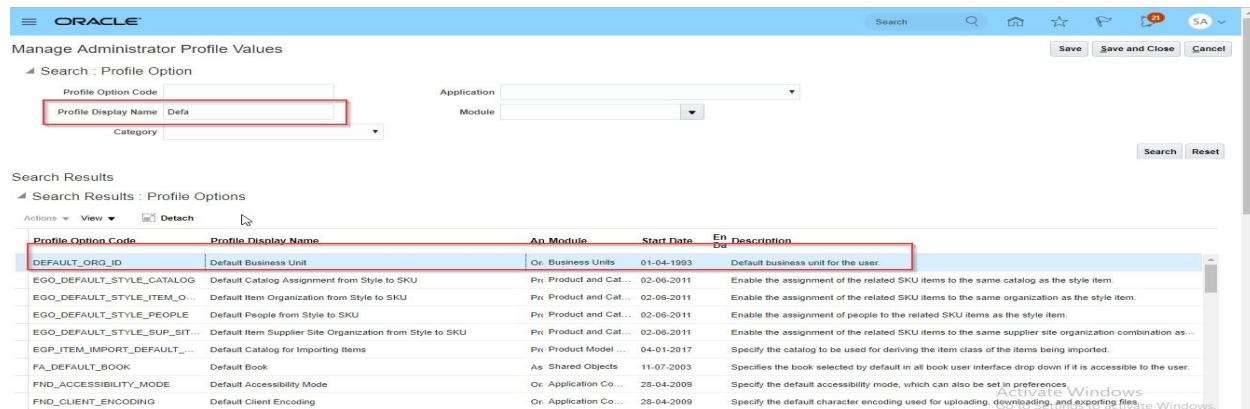
- Go to Setup and maintenance
- Click on Task list
- And click on search
- Search for Manage Administrator Profile Values



The screenshot shows the Oracle Fusion Middleware Implementation Project: Apollo interface. Under 'Basic Information', the project name is Apollo and the code is APOLLO. In the 'Task Lists and Tasks' section, there is a table of tasks. The first task, 'Manage Administrator Profile Values', is highlighted with a red box. The table columns are Task, Type, and Path.

Task	Type	Path
Manage Administrator Profile Values	Task	Financials>Define Common Applications Configuration for Financials>Define Common Reference Objects for Financials
Manage Application Toolkit Administrator Profile Values	Task	Financials>Define Extensions for Financials>Define Application Toolkit Configuration
Manage Application Toolkit Administrator Profile Values	Task	Manufacturing and Supply Chain Materials Management>Define Common Applications Configuration for Manufacturing and Supply Chain Materials Management>Define Application Extensions
Manage Application Toolkit Administrator Profile Values	Task	Procurement>Define Extensions for Procurement>Define Application Toolkit Configuration
Manage Applications Core Administrator Profile Values	Task	Financials>Define Extensions for Financials>Maintain Common Reference Objects>Manage Applications Core Common Reference Objects
Manage Applications Core Administrator Profile Values	Task	Manufacturing and Supply Chain Materials Management>Define Common Applications Configuration for Manufacturing and Supply Chain Materials Management>Define Application Extensions
Manage Applications Core Administrator Profile Values	Task	Procurement>Define Extensions for Procurement>Maintain Common Reference Objects>Manage Applications Core Common Reference Objects

- And search for Profile Display name is Default Business Unit



The screenshot shows the 'Manage Administrator Profile Values' screen. In the search bar, 'Profile Display Name: Defa' is entered. The search results table has columns: Profile Option Code, Profile Display Name, App Module, Start Date, End Date, and Description. The first result, 'DEFAULT\_ORG\_ID' with 'Default Business Unit' as the profile display name, is highlighted with a red box.

Profile Option Code	Profile Display Name	App Module	Start Date	End Date	Description
DEFAULT_ORG_ID	Default Business Unit	Or: Business Units	01-04-1993		Default business unit for the user
EGL_DEFAULT_STYLE_CATALOG	Default Catalog Assignment from Style to SKU	Pr: Product and Cat...	02-06-2011		Enable the assignment of the related SKU items to the same catalog as the style item.
EGL_DEFAULT_STYLE_ITEM_O...	Default Item Organization from Style to SKU	Pr: Product and Cat...	02-06-2011		Enable the assignment of the related SKU items to the same organization as the style item.
EGL_DEFAULT_STYLE_PEOPLE	Default People from Style to SKU	Pr: Product and Cat...	02-06-2011		Enable the assignment of people to the related SKU items as the style item.
EGL_DEFAULT_STYLE_SUP_SIT...	Default Item Supplier Site Organization from Style to SKU	Pr: Product and Cat...	02-06-2011		Enable the assignment of the related SKU items to the same supplier site organization combination as...
EGL_ITEM_IMPORT_DEFAULT...	Default Catalog for Importing Items	Pr: Product Model ...	04-01-2017		Specify the catalog to be used for deriving the item class of the items being imported.
FA_DEFAULT_BOOK	Default Book	As: Shared Objects	11-07-2003		Specifies the book selected by default in all book user interface drop down if it is accessible to the user.
FND_ACCESSIBILITY_MODE	Default Accessibility Mode	Or: Application Co...	28-04-2009		Specify the default accessibility mode, which can also be set in preferences.
FND_CLIENT_ENCODING	Default Client Encoding	Or: Application Co...	28-04-2009		Specify the default character encoding used for uploading, downloading, and supporting files.

- Go down and click on +
- Profile level is user, user name is your user name and profile values Is you BU

DEFAULT\_ORG\_ID: Profile Values

Profile Level			Product Name	Profile Value
User	FNC_JMP	Cello NY Business Unit		
User	AMEX1	Amex_Bnglr_BU		
User	AXISHCM	AXIS Business Unit		
User	Finuser	ITC India BU1		
User	Roll_Test	FOSSIL_US_BU		
User	SD_User	SD_NY_OU		
User	TCSSATHISH	TCS BU		
User	Trainee	MM Thermal_BU		
User	Transsys	NIYAMAD COMP		
User	WUFS	WU_HYD_BU		

→ Save it

## Payment to the invoice

- Go to Home page
- Click on payment tile
- Select the Invoice
- Go to task list/panel
- Manage invoice Query the invoice and select the invoice
- Go to Invoice actions tab click on Pay in Full

Edit Invoice: INV4

Invoice Header

Identifying PO	Number: INV4
Business Unit: Cello NY Business Unit	* Amount: USD 17.000,00
Supplier: ABC Supplier	Type: Standard
Supplier Number: 1375	Description:
Supplier Site: ABC suppliers	
* Legal Entity: Cello US Legal entity	
Invoice Group:	

Lines

* Number	* Type	* Amount	Distribution	Reference	Tax	Purchase Order	Asset				
Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location	Number	Line	Schedule	Track as Asset	Asset Category
1	Item	17.000,00	101-0000-15170	5/9/19		Cello					
For buy the office equipment											

Invoice Actions

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

- Give the bank account, PPF ,payment document and payment number will come from PPF

**Pay in Full: INV1**

Payment Amount: 5,000.00 USD  
Payment Method: Check

\* Bank Account: HDFC corporate  
\* Payment Process Profile: Cello Payment Process Profile  
Remit-to Account:   
Remit-to Bank Name:   
Remit-to Branch Name:

Payment Document: Cello Check  
Payment Number: 1  
Conversion Rate Type:   
Conversion Date:   
Conversion Rate:   
Document Category:   
Document Sequence:   
Voucher Number:   
Submit Cancel

→ We can see the status as paid

Edit Invoice: INV1

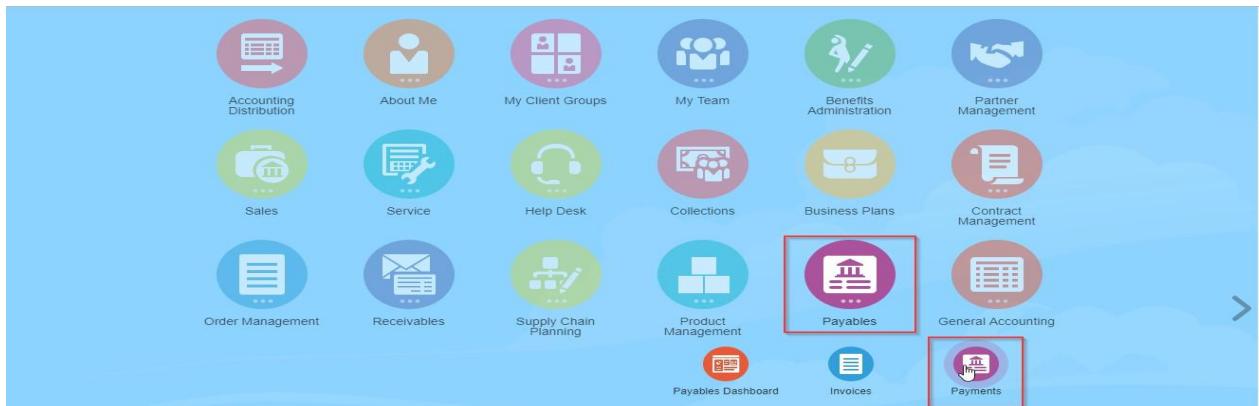
Invoice Header: Show More

Identifying PO:   
Business Unit: Cello NY Business Unit   
Supplier: Santosh suppliers   
Supplier Number: 100187   
Supplier Site: Santosh supplie   
\* Legal Entity: Cello NY Legal Entity   
Invoice Group:

Invoice Summary

Status	Holds
Validation: Validated	Installments: 0
Account Coding: Complete	Line Variance: 0
Accounting: Accounted	Distribution Variance: 0
<b>Payments: 5,000.00 USD Paid</b>	Manual Holds: 0
	System Holds: 0
	Supplier Site: No

- And we can pay payment from payment bench also
- Go to Home page
- Go to payables
- Go to payments



- Go to task list
- Then click on Create Payment
- Give the details under Payments details tab
- And click on Select and add button to select the invoice

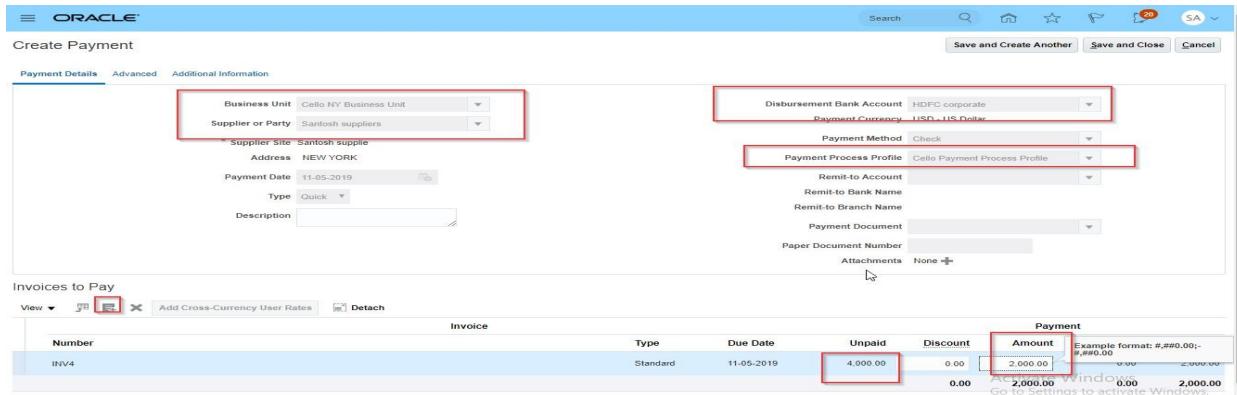
→ Query with the unpaid invoice and select the invoice and click on apply

- Click on save and close
- Then query the payment for check the status
- Navigation same click on Task list
- Click on Manage payment
- Query with the supplier
- Then you will the payment invoices list and click on the payment number for check the status and other details

→ Save and close

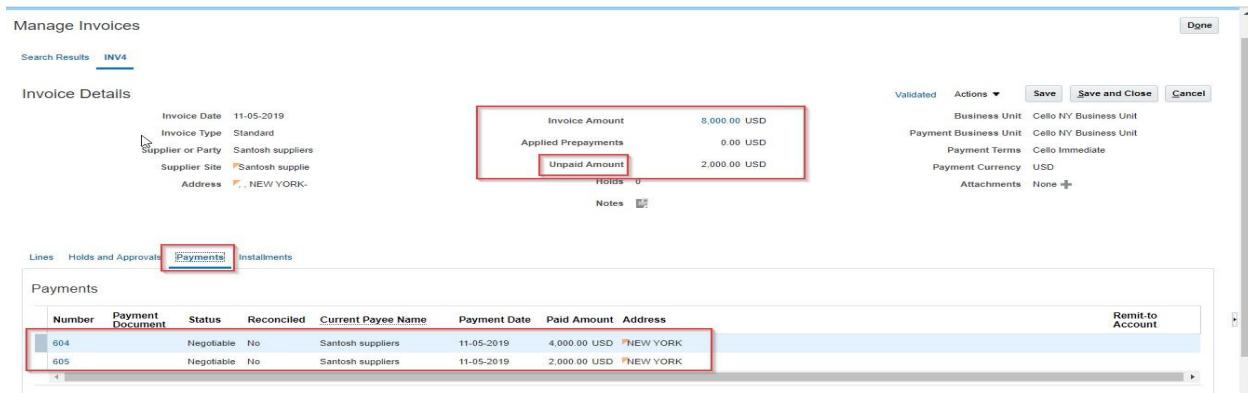
## Partial Payment invoice

- Query the standard invoice
- Go to Home
- Select the Payables option
- Click on Payments
- Go to task list
- Click on create Payments give the details
- Click on Select and add button and apply invoice and click on amount and change the amount the save and close partial amount will paid



The screenshot shows the Oracle Create Payment interface. In the 'Payment Details' tab, fields like Business Unit (Cello NY Business Unit), Supplier or Party (Santosh suppliers), Disbursement Bank Account (HDFC corporate), and Payment Method (Check) are filled. The 'Invoices to Pay' section shows an invoice for INV4 with an unpaid amount of 4.000.00. A red box highlights the 'Amount' field in the payment row, which is set to 2.000.00.

- Navigation same go to task list and click the manage payment then you can see the payment details only, if you want to see the how much paid and how much is pending we have to see the invoice in invoice work bench
- Navigation same go to task list select the Manage invoice
- Query the invoice and open the invoice in the invoice header level you can see the unpaid amount and in the payments tab you can see the how much paid



The screenshot shows the Oracle Manage Invoices interface. In the 'Invoice Details' section, an invoice for INV4 is selected. The 'Payments' tab is active, showing two payment entries for amounts 4.000.00 and 2.000.00 respectively. A red box highlights the 'Unpaid Amount' field in the invoice header, which is 2.000.00 USD.

## Invoice creation via Spreadsheet (ADFDI)

In EBS WEBID (no installation need) but in fusion we have to download ADF desktop integrator it is available in Tools

Application Development Framework Data Integrator (ADFDI)

Pending

### Debit memo

Debit memo raised by us to return the goods and correction of amount, to reduce supplier outstanding balance

### PO Bases Debit memo

1. Create PO
2. Create GRN
3. Invoice
4. Apply to Debit memo

#### **1. Create PO**

- Go to Home Page
- Go to Procurement
- Click on Purchase order

#### **2. Create Receipt**

- Go to Home page
- 

#### **3. Invoice creation**

Create the invoice

### Debit memo

- Go to home page
- Click on Payables tile
- Select the invoice option
- Go to Task list
- Create Invoice
- Give the supplier details ,Type is debit memo amount is with negative sign and type as debit memo
- Go to lines select the matching type as correct unmatched invoices means these debit memo you want to apply to which invoice it is non po based means standalone invoice then use this, if it is PO based use the Correct matched invoices then click on go
- Search with the invoice which you want to apply to this debit memo
- Enable the correct option give the amount with negative sign and click on apply and ok

- Save, validate and Post to ledger
- Click on view accounting

**Accounting Lines: Debit memo INV5**

Event			Account	Class	Accounted (USD)	
Line					Debit	Credit
1	►	Debit Memo Valid...	101*0000*22100	Liability	2,000.00	
2	►	Debit Memo Valid...	101*0000*12300	Item expense		2,000.00

Payment to this invoice after adjust the debit memo

- Go to home page
- Click on Payables tile
- Select the Payments option
- Click on Task list and click on Create payment
- Give the supplier name, whom you want to pay, select bank account, method, PPF and document
- Go to invoice pay main tab in this click on add and select icon then unpaid invoices will available then select the invoice which you want to pay and debit memo also

- Save and close
- After adjust the Debit memo will see the customer balance or invoice amount

The screenshot shows the Oracle Fusion Payables application. At the top, there's a toolbar with various icons and a search bar. Below the toolbar, the main title is 'Create Payment'. There are three tabs: 'Payment Details' (which is selected), 'Advanced', and 'Additional Information'. Under 'Payment Details', several fields are visible: Business Unit (Cello NY Business Unit), Disbursement Bank Account (HDFC corporate), Payment Currency (USD - US Dollar), Payment Method (Check), Payment Process Profile (Cello Payment Process Profile), Remit-to Account, Remit-to Bank Name, Remit-to Branch Name, Payment Document, Paper Document Number, and Attachments (None). The 'Save and Create Another' and 'Save and Close' buttons are at the top right. Below this, the 'Invoices to Pay' section is shown. It has a table with columns: Number, Type, Due Date, Unpaid, Discount, Payment, Amount, Interest, and Total. Two rows are listed: one for a Debit memo (Amount: -2,000.00, Interest: 0.00, Total: -2,000.00) and one for a Standard invoice (Amount: 10,000.00, Interest: 0.00, Total: 10,000.00). The entire 'Invoices to Pay' section is highlighted with a red box.

- ⊕ Save and close
- ⊕ If you want to know the customer outstanding amount we have to run the “ Import Payables invoice Report”

### **How to create automatic debit memo for return goods**

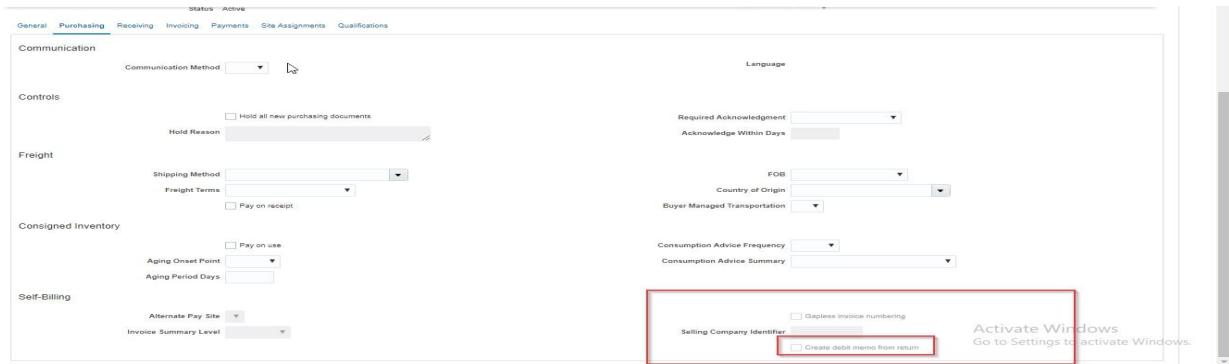
1. Po created Receipt created Invoice created validated and accounted  
Returns the goods to vendor and Debit memo automatically created
2. Po created Receipt created but invoice not created and validation and accounted is not done  
Returns the goods to vendor and it should not create debit memo and foods will not adjust

#### Setups

1. Enable debit memo option at supplier site
2. Create PO, GRN and Invoice
3. Return goods to vendor (system automatically create debit memo in AP)

#### **1. Enable debit memo option at supplier site**

- Go to Home page
- Select the Procurement option
- Click on Supplier
- Go to task list
- Query the supplier
- Go to supplier site tab then go to purchasing sub tab enable the option (it is located in Self billing sub tab)



### **2.3.4. Create PO, GRN and Invoice**

Do the same as above PO GRN and Invoice creation

### **5. Return the goods to supplier**



### **Credit memo**

Credit memo issued by supplier with acceptance

To reduce customer outstanding balance

- Go to home page
- Click on Payables tile
- Select the invoice option
- Go to Task list
- Create Invoice
- Give the supplier details , amount is with negative sign and type as Credit memo
- Go to lines select the matching type as correct unmatched invoices means these Credit memo you will apply to which invoice it is non po based means standalone invoice then use is if it is PO based use the Correct matched invoices then click on go
- Search with the invoice which you want to apply to this Credit memo
- Enable the correct option give the amount with negative sign and click on apply and ok

→ Save, validate and post to ledger

Payment to this invoice after adjust the Credit memo

- Go to home page
- Click on Payables tile
- Select the Payments option
- Click on Task list and click on Create payment
- Give the supplier name, whom you want to pay, select bank account, method, PPF and document
- Go to invoice pay main tab in this click on add and select icon then unpaid invoices will available then select the invoice which you want to pay and credit memo also

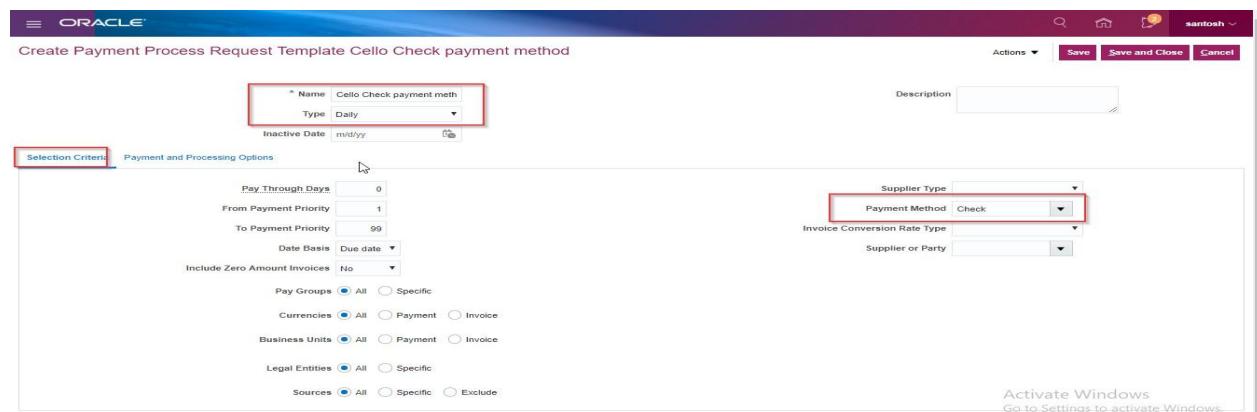
→ Save and close

## Payment process request (PPR)

If you want to frequently run the payment schedule the PPR .It is a program, we can done in two ways manually and automatic means create the payment process request then proceed with the payment

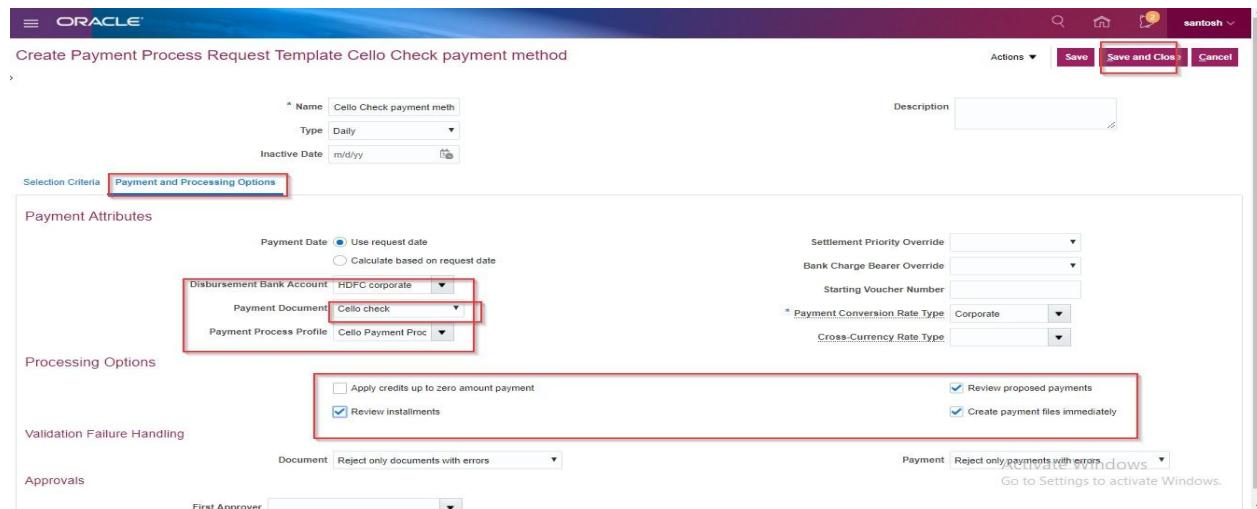
### Check payment PPR

- Go to home page
- Click on Payables tile
- Go to Task list
- Manage Payment process request template
- Go to Actions click on create button
- Give the details and under selection criteria give the details, if it is check give the Payment method Is check if EFT give the Electronic



The screenshot shows the Oracle Payables interface for creating a payment process request template. The 'Selection Criteria' tab is selected, displaying fields such as Name, Type (set to Daily), and Inactive Date. The 'Payment and Processing Options' tab is also present, containing detailed settings for payment methods, currencies, and other processing parameters. A red box highlights the 'Supplier Type' dropdown, which is set to 'Check'.

- Go to Payment and Processing options tab give the details



The screenshot shows the Oracle Payables interface with the 'Payment and Processing Options' tab selected. It displays various configuration options for payment processing, including payment attributes, processing options, validation failure handling, and approvals. A red box highlights the 'Payment Document' dropdown, which is set to 'Cello check'. Other highlighted fields include 'Payment Process Profile' (Cello Payment Proc) and several checkboxes in the 'Processing Options' section.

- Save and close

### EFT payment PPR

- If you want to do the Electronic fund transfer (EFT) you can create another PPR
- Same navigation

ORACLE  
Create Payment Process Request Template Cello Check payment method

Name: Cello Check payment meth  
Type: Daily  
Inactive Date: mid/yy

Description:

**Selection Criteria** **Payment and Processing Options**

**Payment Attributes**

Payment Date:  Use request date  
 Calculate based on request date

Disbursement Bank Account: HDFC corporate  
Payment Document: Cello check  
Payment Process Profile: Cello Payment Proc

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:

Go to Settings to activate Windows.

→ Go to Payment and Processing options tab give the details

ORACLE  
Create Payment Process Request Template

Name: Cello EFT PPR Template  
Type: EFT  
Inactive Date: mid/yy

Description:

**Selection Criteria** **Payment and Processing Options**

**Payment Attributes**

Payment Date:  Use request date  
 Calculate based on request date

Disbursement Bank Account: BHP - Interno en E1  
Payment Document: Direct Debits  
Payment Process Profile: ISO SEPA

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:

Activate Windows  
Go to Settings to activate Windows.

- Don't enable the review proposed payments, review installments because of it is EFT so we can't enable
- Go to action and click on schedule request we have another option in that Go to single request (you can run in the same time)
- Go to advanced tab and under that we have using schedule option enable it to do the schedule
- Click on advance option and give the details means schedule details and time

Submit Request

This process will be queued up for submission at position 1

**Process Options** **Basic** **Submit** **Cancel**

Name: Initiate Payment Process Request  
Description: Initiates payment processing for invoices.  
Schedule: Using a schedule  
Run:  As soon as possible  
 Using a schedule  
Frequency: Daily  
Every: 1 Day(s)  
Start Date: 5/23/19 10:02 PM GMT+0 (UTC+00:00) Coordinated Universal Time (UTC)  
End Date: 5/23/19 10:02 PM (UTC+00:00) Coordinated Universal Time (UTC)

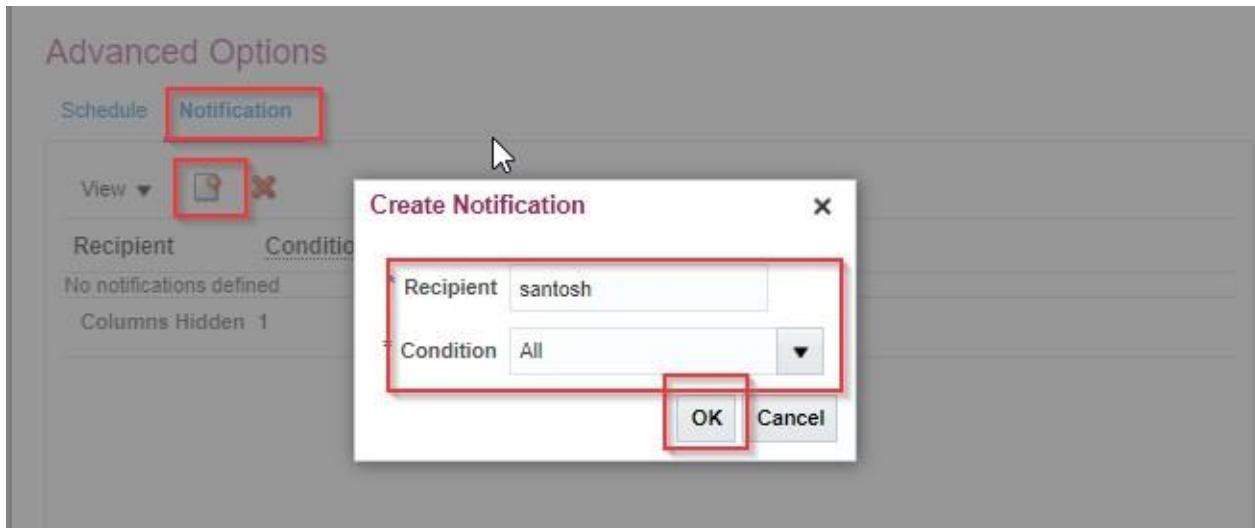
**Advanced Options**

**Schedule** **Notification**

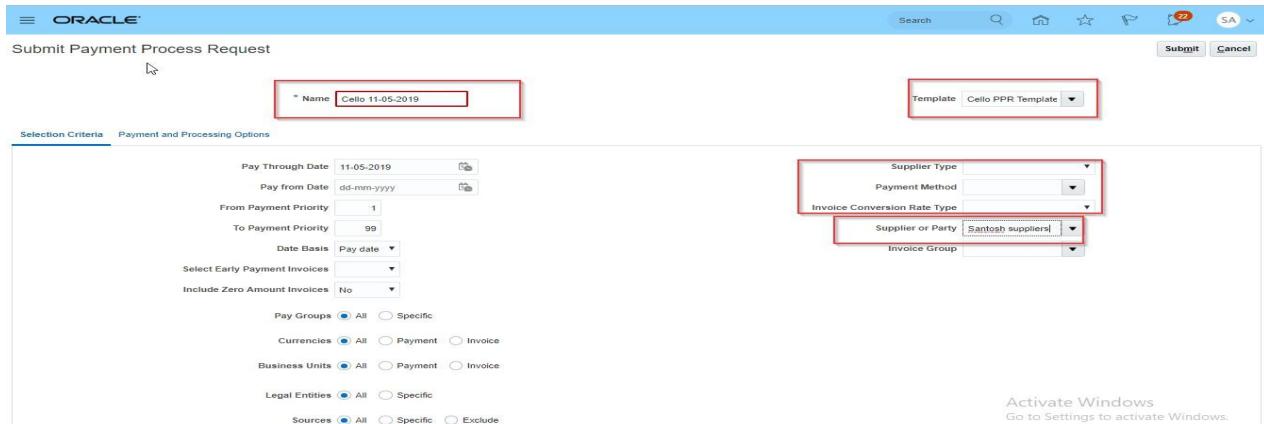
Activate Windows  
Go to Settings to activate Windows.

- Go to Notification tab give the person name if you want to receive the notification after complete the request

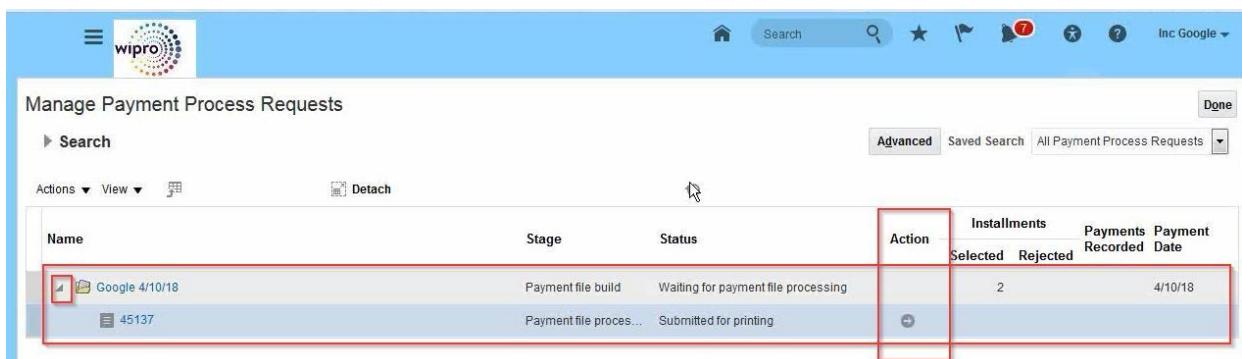
- Click on Create notification icon give the name



- Click on Submit  
 → When you want to pay the bulk of invoices payment then go same navigation go to task click on submit PPR option and give the defined template name



- Check the process go to same navigation  
 → Click on task list and click on PPR requests  
 → Query the PPR and select the request



- ❖ Status : If any invoices is there for payment then status will select otherwise installments selected status will appear
- ❖ Under installments we can see how many invoices to paid that number will appear here
  - Then click on go under Action it will show status of the invoices
  - If you click the drop down for request name then it will give the status of the invoice payment
  - Click on save and close

## Delete and cancel invoices

Delete

- Query the invoice in manage invoice page
- Go to actions and click on delete

Note: Never validated status invoices only we can delete, validated invoices we can't delete)

Cancel

- Query the invoice in manage invoice page
- Go to action and click on cancel

Note:

1. Paid invoices will not allow cancel
2. If you cancel the accounting invoice run the create accounting

## Payment Setups

We have 3 types of Payments

1. Cash → Not there in oracle
2. Check
3. EFT (Electronic fund transfer)

Setups:

1. Create Payment Method (WIRE, CHECK, EFT)
2. Finalize check format with cancelled check provided by AP Team
3. Tech Team develop the check layout
4. Create Payment template
5. Create Payment format
6. Create Payment process profile

### **1. Create Payment Method (WIRE, CHECK, EFT)**

Oracle provided seeded payment methods like Checks

- Go to Setup & Maintenance
- Setup : Financials

- Functional area : Payables
- Task : %Manage% Payment% Methods%
- Select Manage Payment Methods
- If you want to use the seeded one otherwise create your own method
- Click on + icon to create method

## 2. Finalize check format with cancelled check provided by AP Team

### 3. Tech Team develop the check layout

### 4. Create Payment template

Oracle provided seeded templates you can use it or create new one

- Go to Setup & Maintenance
- Setup : Financials
- Functional area : Payments
- Task : %Manage% BI % publisher% templates%
- Select Manage BI Publisher Templates
- Getting error check with seniors

### 5. Create Payment format

Oracle provided seeded templates you can use it or create new one

- Go to Setup & Maintenance
- Setup : Financials
- Functional area : Payments
- Task : %Manage % formats%
- Select Manage Formats
- Query the Disbursement corporate check format select that and click on create

Name	Code	Type	Message Direction	BI Publisher Template
Disbursement Corporate Credit Card Remittance Format	IBY_AMEX_REMITTANCE	Outbound	Corporate Credit C...	

- Doubt

## 6. Create Payment process profile

For each Payment Method we can create one

- Go to Setup & Maintenance
- Setup : Financials
- Functional area : Payments
- Task : %Manage% Payment %Process %Profile%
- Select Manage Payment Process Profile
- Click on + to create

The screenshot shows the Oracle Fusion Payments application interface. The main title is 'Edit Payment Process Profile'. Below it, there are tabs: Usage Rules (selected), Payment System, Payment, Payment File, Grouping, Reporting, and Additional Information. The 'Usage Rules' tab contains several configuration sections with dropdown menus and checkboxes. Two specific sections are highlighted with red boxes: 'Payment File Format' (set to 'Standard Check Format') and 'Default Payment Document' (set to 'When the payment file is formatted'). At the top right of the window, there are three buttons: 'Save', 'Save and Close' (which is highlighted with a red box), and 'Cancel'.

- Save and close

## Discounts invoice

Create invoice with 100000 due dates 30, if you pay 1-10 days then will get 3%, 1-15 days then will get 1%

Setups

1. Assign discount account at common options for payables and procurement setup
2. Enable Always discount option in invoice options
3. Enable discount option at supplier level
4. Manage payment terms (Discount)
5. Assign discount option at invoice or supplier site level

### 1. Assign discount account at common options for payables and procurement setup

- Go to Setup & Maintenance
- Setup : Procurement
- Functional area : Payables
- Task : %Manage% common% options% payables%
- Select Manage Common Options for Payables and Procurement
- Give the Discount taken account under Default Distributions

Manage Common Options for Payables and Procurement

Business Unit Cello NY Business Unit

Default Distributions

* Liability	101=0000=22100
* Prepayment	101=0000=13500
Bill Payable	
* Conversion Rate Variance Gain	101=0000=95022
* Conversion Rate Variance Loss	101=0000=95022

* Discount Taken	101=0000=77600
Miscellaneous	
Freight	
Prepayment Tax Difference	

Automatic Offsets

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

One Time Payments

Liability	
Expense	

Currency Conversion

Require conversion rate entry

Conversion Rate Type	Corporate
----------------------	-----------

* Realized Gain Distribution	101=0000=78610
* Realized Loss Distribution	101=0000=78620

Expense Accruals

[Activate Windows](#)  
Go to Settings to activate Windows.

→ Save and close

## 2. Enable Always discount option in invoice options

- Go to Setup & Maintenance
- Setup : Procurement
- Functional area : Payables
- Task : %Manage% invoice% options%
- Select Manage Invoice Options
- Enable the Always takes discount

Manage Invoice Options

Business Unit Cello NY Business Unit

Invoice Entry

Require invoice grouping	Payment Currency	USD - US Dollar
<input checked="" type="checkbox"/> Allow document category override	Pay Group	Standard
<input checked="" type="checkbox"/> Allow adjustments to paid invoices	Payment Priority	99
<input checked="" type="checkbox"/> Allow remit-to supplier override for third-party payments	Payment Terms	Immediate
<input checked="" type="checkbox"/> Recalculate invoice installments	Term Date Basis	Invoice date
<input type="checkbox"/> Hold unmatched invoices	Pay Date Basis	Discount date
<input checked="" type="checkbox"/> Enable invoice account coding workflow	Accounting Date Basis	Invoice date
Receipt Acceptance Days	Budget Date Basis	Accounting date
Invoice Currency	Quantity Tolerances	
USD - US Dollar	Amount Tolerances	

Matching

<input checked="" type="checkbox"/> Allow final matching	Quantity Tolerances
<input checked="" type="checkbox"/> Allow matching distribution override	Amount Tolerances
<input checked="" type="checkbox"/> Transfer PO distribution additional information	

Discount

<input type="checkbox"/> Exclude tax from calculation
<input type="checkbox"/> Exclude freight from calculation

[Activate Windows](#)  
Go to Settings to activate Windows.

→ Save and close

### **3. Enable discount option at supplier level**

- Go to Home Page
- Go to Procurement tab
- Click on Supplier
- Go to Task list and click on Manage suppliers
- Query the customer which you want to give the discount
- Go to sites tab, select and edit the sites
- Go to invoicing sub tab then go to Terms sub tab change the Always take discount option as Yes

The screenshot shows the 'Edit Site: ABC Supplier' dialog box. The 'Terms' section is highlighted with a red box. Within the 'Terms' section, the 'Always Take Discount' dropdown is set to 'Yes' and is also highlighted with a red box. Other fields in the 'Terms' section include Payment Terms, Terms Date Basis, Pay Date Basis, and Bank Charge Deduction Type, all set to 'Default from Payables Options'. At the top right of the dialog, there are 'Save', 'Save and Close', and 'Cancel' buttons, with 'Save and Close' being the one highlighted with a red box.

- Save and close and submit

### **4. Manage payment terms (Discount)**

- Go to Setup & Maintenance
- Setup : Procurement
- Functional area : Payables
- Task : %Manage% payment % terms%
- Select Manage Payment Terms
- Click on + icon to create terms
- Give the details, discount and set assignment

→ Save and Close

## 5. Assign discount option at invoice or supplier site level

- Go to Home page
- Click on Payables
- Go to invoice
- Go to Task list and click on create invoice
- Give the details and payment term validate it
- Go Actions and click on Manage Installments then you will see the due date

→ Save and Close

## Prepayments

A vendor issues **prepayment invoices** to require a deposit on the purchase before the purchase order is fulfilled.....A **prepayment value** can be defined on the purchase order, a **prepayment invoice** is recorded

and paid, and then the **prepayment invoice** is applied to the final **invoice**. Prepayment is nothing but advances to supplier for goods and services.

We have two types of prepayments

- Temporary
- Permanent
  1. Create the prepayment invoice
  2. Process the payments for prepayment invoices
  3. Create standard invoice
  4. Apply prepayment on standard invoice

## Temporary

### 1. Create the prepayment invoice

- Go to home page
- Go to Account Payable
- Click on Invoices
- Go to Task list
- Click on create invoice
- Click on show more then only you can see the prepayment option
- Give the details at header level Type as : prepayment and enable the Allow prepayment application (if it enable it can apply for invoice if not you can't apply) and give the apply after date (Means when you want to apply the prepayments in the future)
- Give the lines amount and account details (In EBS account default from financial options to supplier site as mandatory whenever you create supplier it takes the prepayments form financial options ) in fusion not like that you can give directly in the line level

The screenshot shows the Oracle Fusion Create Invoice interface for a document named INVPRE1. The 'General' tab is selected in the 'Invoice Header' section. Key fields visible include:

- Identifying PO:** Business Unit: Cello NY Business Unit; Payment Business Unit: Cello NY Business Unit; Supplier: ABC supplier; Supplier Number: 1; Supplier Site Address: 1st Phase; Legal Entity: Cello US Legal Entity; First-Party Taxpayer ID: CELLOTNEIN12; Invoice Group: [empty].
- Header Details:** Number: INVPRE1; Amount: 14,500.00; Payment Currency: USD; Type: Prepayment; Description: [empty]; Intercompany Invoice: [unchecked]; Allow prepayment application: [checked]; Apply After: 5/21/19.
- Header Dates:** Date: 5/21/19; Payment Terms: Cello Immediate; Goods Received: mid/y; Invoice Received: mid/y; Terms Date: 5/21/19; Requester: None; Attachments: None.
- Lines Tab:** Shows one line item with Number: 1, Type: Item, Amount: 14,500.00, Distribution Set: 101-00000-13500, Accounting Date: 5/21/19, and Reference: Cello NY BU Prepaid.
- Taxes Tab:** Shows a note: "Go to Settings to activate Windows."

- Save and validate the invoice
- Status is unpaid then pay the payment

## 2. Process the payments for prepayment invoices

- Go to invoice action and click on Pay in full give the details and then click on submit
- Then status is available means this prepayment invoice amount is available for supplier

The screenshot shows the 'Create Payment' screen in Oracle Fusion. The top section is titled 'Payment Details' with tabs for 'Advanced' and 'Additional Information'. It includes fields for Business Unit (Cello NY Business Unit), Disbursement Bank Account (HDFC corporate), Payment Currency (USD - US Dollar), Payment Method (Check), Payment Process Profile (Cello Payment Process Profile), Remit-to Account, Remit-to Branch Name, Payment Document (Cello check), and Paper Document Number (3). The bottom section is titled 'Invoices to Pay' and lists an invoice for INVPRE1. The table has columns for Number, Type, Due Date, Unpaid, Discount, Amount, Interest, and Total. The 'Unpaid' column for INVPRE1 is highlighted with a red border. A message at the bottom right says 'Activate Windows'.

- Save and Close

## 3. Create standard invoice for same supplier

In EBS system will give one popup for prepayments but in Fusion by default system will not give the popup, if you want to get the prepayment popup we have enable the show available prepayments during invoice entry option under prepayment tab in the invoice option setup

- Go to home page
- Accounts Payable
- Click on Invoices
- Go to task list
- Click on Create Invoice
- Give the details at header level depends on supplier system will identify the prepayments

The screenshot shows the 'Create Invoice: INV6' screen in Oracle Fusion. The top bar includes tabs for 'Validated', 'Invoice Actions', 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. The main area is divided into 'Invoice Header' and 'Lines'. In the 'Invoice Header' section, the 'Supplier Number' field is highlighted with a red border. A tooltip 'Available Prepayments: 1. Amount: 14500 USD' appears when the cursor hovers over it. Other fields include Number (INV6), Amount (20.000,00), Type (Standard), Date (5/21/19), Payment Terms (Immediate), Terms Date (5/21/19), Requester, and Attachments. The 'Lines' section shows a single line for an item with an amount of 20.000,00. The distribution table includes columns for Number, Type, Amount, Distribution Set, Distribution Combination, Accounting Date, Prorate Across All Item Lines, Description, Reference, Tax Classification, and Ship-to. A note at the bottom right says 'Activate Windows'.

- Save the invoice (here you can see the prepayment information)
- On the supplier one bell icon will show it tells about the prepayments
- Validate the invoice

#### 4. Apply prepayment on standard invoice

- Navigation is same
- Go to Invoice actions
- Click on Apply or Un apply Prepayments, you can't do the payment throw the invoice work bench for prepayment invoices
- Then prepayment invoices will show for the that supplier
- Select the prepayment line and click on Apply this is when invoice is open will work
- Otherwise query the invoice go to payments tab apply the prepayment invoice and click on apply

The screenshot shows the Oracle Fusion Manage Invoices interface. At the top, there's a header with 'Manage Invoices' and various tabs like 'Invoice Details', 'Lines', 'Holds and Approvals', 'Payments' (which is selected), and 'Installments'. Below the tabs, there are sections for 'Payments' (listing no payments) and 'Prepayments' (listing no data). The main focus is the 'Applied' section, which contains a table with columns: View, Number, Description, Site, Purchase Order, Currency, Applied, and Accounting Date. A single row for 'INVPRE1' is shown, with its details highlighted by a red box.

- Then validate the invoice
- Then go to payments give the details and select the invoice

The screenshot shows the Oracle Fusion Create Payment interface. At the top, there's a header with 'Create Payment' and buttons for 'Save and Create Another', 'Save and Close', and 'Cancel'. Below the header, there are tabs for 'Payment Details', 'Advanced', and 'Additional Information'. The 'Payment Details' tab is active, showing fields for Business Unit (Cello NY Business Unit), Supplier or Party (ABC supplier), Payment Date (5/21/19), Type (Quick), Disbursement Bank Account (HDFC corporate), Payment Currency (USD - US Dollar), Payment Method (Check), Payment Process Profile (Cello Payment Process Profile), Remit-to Account, Remit-to Bank Name, Remit-to Branch Name, Payment Document (Cello check), Paper Document Number (4), and Attachments (None). Below this, the 'Invoices to Pay' section is visible, showing a table with columns: Number, Type, Due Date, Unpaid, Discount, Amount, Win Interest, Total, and Payment. The row for 'INV6' is highlighted with a red box.

- Then status is paid

#### 5. Entries

##### 1. Prepayment Invoice

Prepayment DR  
Supplier liabilities CR

2. Prepayment release  
Supplier liabilities DR  
Cash CR

## **Permanent**

- Go to Home page
- Click on Payments
- Go to task lists
- Click on Create invoice
- Give the details, change the type as prepayments then one popup will appear unable the Allow prepayment application.

The screenshot shows the Oracle Create Invoice interface. The General tab is selected. In the 'Type' dropdown, 'Prepayment' is selected. Below it, the 'Allow prepayment application' checkbox is checked. Other fields visible include Number (INVPRE2), Amount (99.0000), Date (5/21/19), Payment Terms (Cello Immediate), and various supplier and payment details.

- Save and Close

## **How to convert permanent to Temporary prepayment**

You can convert the Permanent to Temporary but you shouldn't do the Temporary to permanent

- Query the prepayment invoice
- Go to Actions and click on Edit
- Click on Show more than enable the Allow prepayment application

The screenshot shows the Oracle Fusion Payables interface. At the top, it says 'Edit Invoice: INVPRE2'. Below that, there's a toolbar with 'Unpaid', 'Invoice Actions', 'Save', 'Save and Edit Another', 'Save and Close' (which is highlighted with a red box), and 'Cancel'. To the right, it shows 'Last Saved 5/21/19 6:24 AM' and a user 'santosh'. The main area is titled 'Invoice Header' with a 'Show Less' link. It has tabs for 'General', 'Accounting' (which is selected and highlighted with a red box), 'Tax', and 'Additional Information'. Under 'General', there are fields for 'Identifying PO', 'Business Unit', 'Payment Business Unit', 'Supplier', 'Supplier Number', 'Supplier Site', 'Supplier Site Address', 'Legal Entity', 'First-Party Taxpayer ID', and 'Invoice Group'. Under 'Accounting', there are fields for 'Number' (INVPRE2), 'Amount' (99,000.00), 'Payment Currency' (USD), 'Type' (Prepayment), 'Description', 'Intercompany Invoice' (unchecked), 'Allow prepayment application' (checked with a red box), and 'Apply After' (5/21/19). Other fields include 'Date' (5/21/19), 'Payment Terms' (Cello Immediate), 'Goods Received' (m/d/y), 'Invoice Received' (m/d/y), 'Terms Date' (5/21/19), 'Requester', 'Attachments' (None), and 'Note'.

→ Save and close

## Bills Payables

A **bill payable** is a document which shows the amount owed for goods or services received on credit (**meaning** not paid at the time that the goods or services were received). The provider of the goods or services is referred to as the supplier or vendor. Hence, a **bill payable** is also known as an unpaid vendor invoice

### Setups

1. Give the Bill Payable account in the common option for payables and procurement under default distribution
2. Create payment method for bills payable
3. Create standard invoice
4. Make payment include maturity date

### 1. Give the Bill Payable account in the common option for payables and procurement

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % common% options % for % payables%
- Select Manage Common Options for Payables and Procurement
- Scope should be your BU
- Give the Bill Payable account

The screenshot shows the Oracle Payables and Procurement setup interface. In the 'Default Distributions' section, several fields are listed under 'Liability' and 'Prepayment'. A field labeled 'Bill Payable' is highlighted with a red box. Other fields include 'Discount Taken', 'Miscellaneous', 'Freight', and 'Prepayment Tax Difference'. At the top right, there are buttons for 'Save', 'Save and Close' (which is highlighted with a red box), and 'Cancel'.

→ Save and Close

## 2. Mange payment method

When we enable Bills payable (When we enable this system will give the one additional field called as maturity date without give this we can't process the payment for invoice)

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % Payment% Method%
- Select Manage Payment Method
- Click on + icon to create
- Give the details and go to bills payable tab and enable Bills payable option

The screenshot shows the 'Create Payment Method' screen. Under the 'Bills Payable' tab, a checkbox labeled 'Bills Payable' is checked and highlighted with a red box. Other tabs include 'Usage Rules', 'Validations', and 'Additional Information'. On the right side, there are fields for 'Anticipated Float Value', 'From Date' (set to 5/24/19), and 'To Date' (set to mid/jy). At the top right, there are buttons for 'Save', 'Save and Close' (highlighted with a red box), and 'Cancel'.

→ Save and close

## 3. Create standard invoice

- Go to home page
- Click on Accounts Payables
- Select invoice
- Go to task list
- Create Invoice

- Give the details , payment methods default from supplier method so we have to modify that and give the this payment method for extra field called maturity date for this save the invoice go to Invoice actions click on installments to over rite the payment method
- Then change the payment method means over write this method

The screenshot shows the Oracle Fusion Create Invoice interface. In the center, a modal window titled "Manage Installments" is open. At the top of this modal, there are several input fields: Unique Remittance Identifier, Unique Remittance Identifier Check Digit, Pay Group (set to Standard), Payment Reason (Bank Charge Bearer), Settlement Priority, Delivery Channel, and a checkbox for "Pay alone". Below these are sections for "View", "Installment", "Due Date", "Gross Amount", "Unpaid Amount", "Payment Priority", "Payment Method", "Bank Account", and "Details". The "Payment Method" dropdown for the first installment (row 1) is highlighted with a red box and contains the value "Check". The "Installment" column shows row numbers 1 through 5. The "Due Date" column shows dates like 5/24/19. The "Gross Amount" and "Unpaid Amount" columns both show 9,999.00. The "Payment Priority" column shows values like 99. The "Bank Account" and "Details" columns contain dropdown menus. At the bottom of the modal, there are "Save" and "Save and Close" buttons.

- Validate and post to ledger

#### 4. Make payment include maturity date

- Go to invoice work bench
- Click on task list
- Click on create payments
- Give the details here payment method should be bills payable payment method and go to Advances tab and give the maturity date on that date depends supplier will en cash the check

This screenshot is identical to the one above, showing the Oracle Fusion Create Invoice interface with the "Manage Installments" dialog open. The "Payment Method" dropdown for the first installment is again highlighted with a red box and set to "Check". The rest of the dialog and the main invoice header are consistent with the previous screenshot.

- Go to invoice pay tab and select the bills payable invoice
- Save and close

## **Withholding tax**

It's all about calculating the tax and holding from the invoice the tax amount means if we are going to create the transaction if withholding tax is applicable system will create the separate invoice with the tax amount which we have to pay to tax authority

### Setups

1. Create withholding tax authority as a supplier
2. Create payables calendar (special calendar (EBS)) (optional)
3. Manage withholding tax options
4. Manage tax codes
5. Create tax classification (Task group (EBS))
6. Assign tax group (tax classification ) to standard supplier
7. Create standard invoice
8. System create WHT invoice with tax authority

#### **1. Create withholding tax authority as a supplier**

It is same as supplier creation but supplier type as a tax authority

- Go to Home page
- Procurement tile
- Click on supplier
- Go to task list and select the create the supplier
- Give the details and click on create
- Under General tax we have supplier type here we have to give the tax authority
- And remaining procedure is same under site assignments tab you can add the business units throw the click on + icon otherwise click on Auto creation assignment (if you click on this, this user acting as procurement for how many BU the same Bu will get default)

#### **2. Create payables calendar (special calendar (EBS)) (optional)**

- Go to Setup & Maintenance
- Setup : Financials
- Functional Area: Payables
- Task : %Manage% Payables% calendars%
- Select Manage Payables calendars
- Click on + icon to create calendar
- Give the details calendar type as General purpose (Only for payment terms keep as payment terms other than that means Withholding tax, recurring invoice or key indicators select as a General Purpose)
- After gave the all details click on General periods

### **3. Manage withholding tax options**

- Go to Setup & Maintenance
- Setup : Financials
- Functional Area: Payables
- Task : %Manage% Tax% reporting% withholding%
- Select Manage Tax Reporting and Withholding Tax Options
- Give the Event class as a Standard invoice and remaining details will default
- Save and close

### **4. Manage tax codes**

- Go to Setup & Maintenance
- Setup : Financials
- Functional Area: Payables
- Task : %Manage% Tax% codes%
- Select Manage Tax Codes
- Click on + to create
- Give the details tax regime code taken as inbuilt or create it

### **5. Create tax classification (Task group (EBS))**

### **6. Assign tax group (tax classification) to standard supplier**

- Go to Home page
- Procurement tile
- Click on supplier
- Go to task list and select the manage suppliers
- Under Profile details tab we have Income tax sub tab
- In that we have Enable the Use withholding tax and give the tax group means tax classification
- Save it
- Go to sites tab and click on edit
- Go to site assignments enable withholding tax and give the group name
- Save and close

### **5. Create standard invoice**

- Go to home page
- Go to Account Payable
- Click on Invoices
- Go to Task list
- Click on create invoice
- Give the details
- Save it and validate it

- After saving you can see what is the standard invoice amount and WHT amount
- Now you can see WHT invoice created by system
- Navigation is same
- Go to task list and select the manage invoice
- Query with supplier details then you can find the WHT invoice
- Validate and post to ledger

## Pay Alone

By default system will allow us to process the payment for multiple invoices with one check, by using one check we can issue the payment for multiple invoices. If you have a requirement of setting the restrictions on document usage for the invoices we can use the pay alone, if you enable or set the pay alone control system will for each document or each check system will generate the separate check. To implement that condition in the application we can use the pay alone concept

Ex: If we have 10 invoices with the same supplier and same site system will create the check for all 10 invoices it won't create the one check to all 10 invoices

### Setups

1. Enable Pay Alone option at supplier Level
2. Create two invoices
3. Payment

#### **1. Enable Pay Alone option at supplier Level**

First we have to specify for which supplier this pay alone option should be applicable, even if you don't set pay alone option at supplier level invoice creation time also we can set it, if you set at supplier level that would get default for all the all the supplier invoices

- Go to Home
- Go to Procurement tile
- Go to suppliers
- Go to task list
- Click on Manage Users
- Query the supplier
- In supplier we can assign this at different level like profile level, address level and site level
- Go to payments sub tab go to payment attribute sub tab and select payment specifications tab then enable the Pay each document alone

Procurement BU: Cello NY Business Unit  
Address Name: ABC Supplier  
Address: 3rd Phase  
Site: ABC Supplier  
Inactive Date: m/d/y  
Status: Active

**Site Purpose:**  Purchasing  
 Procurement card  
 Pay  
 Primary pay

Attachments: None

**Payment Methods:** Bank Accounts, Payment Attributes

**Payment Specifications:** Separate Remittance Advice Delivery  
 Pay Each Invoice Alone

Bank Charge Bearer Code:   
Payment Reason Code:   
Payment Reason Comments:

Activate Windows  
Go to Settings to activate Windows.

- Finally it is required at site level whatever we have site level that only will reflect for the transaction at invoice
- This is applicable for invoices which you created from now, for the past invoices it won't enable
- Save and Close

## Create two invoices

Create invoices before validate just go to invoice actions and click on manage installments in that you can see pay alone option enable because we enabled at supplier level validate it

Installment	Due Date	Gross Amount	Unpaid Amount	Payment Priority	Payment Method	Bank Account	Details
1	5/24/19	26,500.00	26,500.00	99	Check		
Totals		26,500.00	26,500.00				

**Installment 1: Details**

Discounts (0)	Remittance Messages	Holds
1 Date: m/d/yy	Discount	Net Amount
2 Date: m/d/yy	Discount	Net Amount
3 Date: m/d/yy	Discount	Net Amount

- Save and close

## 2. Payment

- Go to home
- Click on Accounts Payable
- Select the payments
- Go to Task list and click on create payment
- Then give the details
- Click on Add and select button then you will the unpaid invoices list
- In that list you can see which invoice is eligible for pay alone payment

Select and Add: Invoices to Pay

Search							Advanced	Saved Search	All Available Invoices
Invoice Number		Voucher Number							
Invoice Amount							<input type="checkbox"/> Invoices Due Today		
Invoice Type									
View		m/d/yy					<input type="button" value="Search"/>	<input type="button" value="Reset"/>	<input type="button" value="Save..."/>
Number	Due Date	Unpaid Amount	Payee	Payee Site	Type	Pay Alone	Invoice Business Unit		
FASPL1	5/18/19	50,005.00 USD	ABC supplier	ABC Supplier	Standard	No	Cello NY Business Unit		
INV7	5/21/19	100,000.00 USD	ABC supplier	ABC Supplier	Standard	No	Cello NY Business Unit		
INVPRE2	5/21/19	99,000.00 USD	ABC supplier	ABC Supplier	Prepayment	No	Cello NY Business Unit		
INV6	5/21/19	5,500.00 USD	ABC supplier	ABC Supplier	Standard	No	Cello NY Business Unit		
INV9	5/21/19	-100,000.00 USD	ABC supplier	ABC Supplier	Debit memo	No	Cello NY Business Unit		
INV8	5/21/19	-100,000.00 USD	ABC supplier	ABC Supplier	Credit memo	No	Cello NY Business Unit		
INV11	5/22/19	10,000.00 USD	ABC supplier	ABC Supplier	Standard	No	Cello NY Business Unit		
INV15	5/24/19	26,500.00 USD	ABC supplier	ABC Supplier	Standard	Yes	Cello NY Business Unit		
INVG1	5/24/19	10,000.00 USD	ABC supplier	ABC Supplier	Standard	Yes	Cello NY Business Unit		
INV1	6/19/19	1,500.00 USD	ABC supplier	ABC Supplier	Standard	No	Cello NY Business Unit		
							<input type="button" value="Apply"/>	<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

- Select the invoice apply and ok
  - Save and close

## Foreign currency / Multi currency invoice

For this first we have to make sure we have a bank account which allows to process foreign currency payments.

1. Enable currency conversion rate entry, realized gain or loss and conversion rate variance gain loss account details at common options for payables and procurement
  2. Enable currency conversion rate entry at Payment Options
  3. Enable multi-currency option for Bank account
  4. Manage daily rates
  5. Create invoice for foreign currency and payment

1. Enable currency conversion rate entry, realized gain or loss account and conversion rate variance gain loss account details at common options for payables and procurement

- Go to setup & maintenance
  - Setup: Procurement
  - Functional area: Payables
  - Task: Manage % common% options% for % payables%
  - Select Manage Common Options for Payables and Procurement
  - Scope should be your BU
  - Check the account details and currency conversion normally while creating your setups this fields are mandatory

**Default Distributions**

- \* Liability 101=0000=22100
- \* Prepayment 101=0000=13500
- Payable
- \* Conversion Rate Variance Gain 101=0000=95022
- \* Conversion Rate Variance Loss 101=0000=95022

**Po Based invoices**

**Automatic Offsets**

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

**One Time Payments**

Liability

Expense

**Currency Conversion**

Require conversion rate entry   
Conversion Rate Type: Corporate

**Non Po Based invoices**

\* Realized Gain Distribution 101=0000=78610  
\* Realized Loss Distribution 101=0000=78620

**Expense Accruals**

Accrue Expense Items: At receipt

**Activate Windows**  
Go to Settings to activate Windows.

**Self-Billed Invoices**

- Conversion rate variance gain and loss accounts will generate between the GRN and Invoice (Invoice accounting).
- Realized Gain Distribution and loss Distribution accounts will generate between payment (Payment accounting)

→ Save and close

## 2. Enable currency conversion rate entry at Payment Options

- Go to setup & maintenance
- Setup: Procurement
- Functional area: Payables
- Task: Manage % Payment % Options%
- Select Manage Payment Options
- Enable the Require currency rate entry

**Manage Payment Options**

Business Unit: Cello NY Business Unit

Payment Accounting and Overrides

Allow payment date before the system date   
Allow override of supplier site bank account   
Allow document category override   
Allow payee override for third-party payments

Account for Payment:  At payment issue  
 At payment clearing  
 At payment issue and clearing

**Currency Conversion**

Require conversion rate entry

Conversion Rate Type: Corporate

**Bank Charges**

Bank Charge Deduction Type: None

**Activate Windows**  
Go to Settings to activate Windows.

→ Save and Close

## 3. Enable multi-currency option for Bank account

- Go to setup & maintenance
- Setup: Procurement
- Functional area: Cash Management and Banking
- Task: Manage % Bank% Accounts%

- Select Manage Banks Accounts
- Query your bank accounts and edit the bank account
- In general tab we have Multicurrency account option enable it

The screenshot shows the Oracle Fusion Bank Account setup interface. On the left, there are tabs for General, Controls, Security, and Business Unit Access. The General tab is selected. It contains sections for GL Accounts (with fields for Cash and Cash Clearing) and Additional Information (with fields for Alternate Account Name, Account Holder, Alternate Account Holder, and EFT Number). On the right, there is a panel for Bank Branch (New York Branch) settings, including fields for Secondary Account Reference, Account Suffix, Account Use (checkboxes for Payables, Payroll, and Receivables), and Reconciliation Differences. A note at the bottom right says "Netting account Settings to activate Windows." A red box highlights the "Multicurrency account" checkbox, which is checked.

- Save and close

#### 4. Manage daily rates

We can do this setup throw the spreadsheet we don't have another way to upload rates

- Go to setup & maintenance
- Setup: Finance
- Functional area: Financial Reporting structure
- Task: Manage % daily% rates%
- Select Manage Daily Rates
- Go to Daily Rates tab
- Click on Create spread sheet save file and give your user name and password
- Give the rates and submit

The screenshot shows a Microsoft Excel spreadsheet titled "CreateDailyRates". The ribbon bar has tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Create Daily Rates. The main area displays a table with columns: Record Status, \*From Currency, \*To Currency, \*Conversion Rate, \*From Conversion, \*To Conversion Date, Conversion Rate, Inverse Rate, and \*Action. Row 11 contains data: "Row inserted successfully", "USD", "INR", "Corporate", "5/23/2019", "5/23/2019", "69.000000", and "Insert". Row 12 contains data: "Row inserted successfully", "USD", "INR", "Corporate", "5/24/2019", "5/24/2019", "70.000000", and "Insert". Rows 13 through 21 are empty. A red box highlights the "Record Status" column header and the first two rows of data.

- Check the rates in system

#### 5. Create invoice for foreign currency and payment

- Go to Home
- Go to Payables
- Go to Invoice

- Click on Task list
- Create invoice
- Give the currency as INR (Foreign currency) then go to the show more check the accounting tab then you can see the conversion rate

The screenshot shows the Oracle Fusion Accounts Payable interface for creating an invoice. The 'Invoice Header' section is open, with the 'Accounting' tab selected. Key fields shown include:

- Accounting Date: 5/23/19
- Liability Distribution: 101=0000=22100
- Address: 3rd Phase, NEW YORK, NY 10000 New York, UNITED STATES
- Conversion Rate Type: Corporate
- Conversion Date: 5/23/19
- Conversion Rate: 69 (highlighted with a red box)
- Inverse Conversion Rate: 0.014492753623188
- Document Category, Voucher Number, First-Party Tax Registration Number, and Supplier Tax Registration Number fields are also present.

- Save and close
- Same navigation
- Go to Payments
- Task list
- Create Payments give the details and pay the payments

This screenshot is identical to the one above, showing the Oracle Fusion Accounts Payable interface for creating an invoice. The 'Invoice Header' section is open, with the 'Accounting' tab selected. Key fields shown include:

- Accounting Date: 5/23/19
- Liability Distribution: 101=0000=22100
- Address: 3rd Phase, NEW YORK, NY 10000 New York, UNITED STATES
- Conversion Rate Type: Corporate
- Conversion Date: 5/23/19
- Conversion Rate: 69 (highlighted with a red box)
- Inverse Conversion Rate: 0.014492753623188
- Document Category, Voucher Number, First-Party Tax Registration Number, and Supplier Tax Registration Number fields are also present.

- Validate and post to ledger
- Go to Invoice actions and click on pay in full in that payment currency should be foreign currency
- You can pay throw the invoice bench

## Supplier Merge

Supplier sites can be merged within the same supplier or between two suppliers. Additionally, the supplier merge process results in updates to transactions when the site referenced on an order, for example, is merged to another site. Once a merge is completed, it cannot be undone. This works at BU Level

- Go to home page
- Go to Procurement tile
- Go to Suppliers

- Go to Task list
- Click on merge suppliers
- Click on add under request
- Give the details and Check the transfer options which you want to merge form options

The screenshot shows the Oracle EBS 'Merge Suppliers' page. The 'From Supplier' field is set to 'ABC1 suppliers' and the 'To Supplier' field is set to 'ABC supplier'. The 'Transfer Options' dropdown menu is open, showing various options like 'All Invoices', 'Purchase Orders', etc., with 'All Invoices' currently selected. The 'Submit' button at the top right is highlighted with a red box.

- It is an irreversible activity once you done you can't reverse it
- Give the Form supplier and give the To supplier enable copy site if you want to and transfer options
- Click on submit check the schedule status
- Then you can check the merge status throw query with supplier name and check the invoices

**Q: While doing merge if we transfer only the Purchase order what about the others**

## Interest Invoice

Interest invoice will come in to the picture when late payment is done

### Setups

1. Enable “Create interest invoice” at invoice options
2. Enable Create interest invoice at supplier site level ( In EBS we enable at supplier level but in fusion enable at supplier site level)
3. Define interest rates
4. Create invoice with past date with immediate payment term
5. Create Payment today

### **1. Enable “Create interest invoice” at invoice options**

- Go to setup & maintenance
- Setup: Procurement
- Functional area:

- Task: %Manage % Invoice% options%
- Select Manage Invoice options
- Under interest tab we have option like create interest invoices enable it then give the interest expense account and minimum interest amount

Manage Invoice Options

Prepayment

\* Payment Terms: Celio Immediate

Settlement Days:

Use distribution from purchase order

Show available prepayments during invoice entry

Approval

Enable invoice approval

Allow force approval

Require validation before approval

**Interest**

Create interest invoices

\* Minimum Interest Amount: 10

Interest Allocation Method:  Single distribution  All invoice lines

Accounting Preference:  Account regardless of approval status

Require accounting before approval

Require approval before accounting

\* Interest Expense Distribution: 101-0000-78210

Payment Request

\* Payment Terms: Celio Immediate

Pay Group:

\* Payment Priority: 99

Self-Service Invoices

Limit invoice to single purchase order

Allow invoice backdating

Allow Unit Price Change for Quantity-Based Matches

Activate Windows  
Go to Settings to activate Windows.

- Save and close

## 2. Enable Create interest invoice at supplier site level

- Go to Home page
- Procurement tile
- Click on supplier
- Go to task list and select the manage the supplier
- Query the supplier and edit the supplier
- Go to sites tab and go to invoicing sub tab
- Under Terms tab we have one option like Create interest invoices keep it as yes

Edit Site: ABC Supplier

Invoice Match Options

Match Approval Level:

Quantity Tolerances:

Amount Tolerances:

Payment Hold Controls

Hold All Invoices: No

Hold Unmatched Invoices: Default from Payables Options

Hold Unvalidated Invoices: No

Payment Hold Reason:

**Terms**

Payment Terms:

Terms Date Basis:

Pay Date Basis:

Bank Charge Deduction Type: Default from Payables Options

Always Take Discount: Yes

Exclude Freight from Discount: Default from Payables Options

Exclude Tax from Discount: Default from Payables Options

Create Interest Invoices: Yes

Third-Party Payment Relationships

Actions: Default Remit-to Supplier

Address Name:

From Date:

To Date:

Description:

Activate Windows  
Go to Settings to activate Windows.

- Save and close

## 3. Define interest Rates

You can do in three ways 1. Implementation project 2 Home page 3 FSM page

## Throw FSM Page

- Go to home page
- Click on Tasks list
- Click on search button

The screenshot shows the Oracle Fusion Compensation Management setup interface. On the left, there's a sidebar with various functional areas like 'Initial Users', 'Enterprise Profile', 'Legal Structures', etc. The 'Initial Users' area is currently selected. On the right, there's a main pane titled 'Initial Users' with a sub-section 'Task' containing the text 'Run User and Roles Synchronization Process'. A context menu is open on the far right, listing several options: 'Manage Implementation Project', 'Copy Actions', 'Manage Configuration Packages', 'Manage Export and Import Processes', 'Manage Custom Setup Content', 'Review Topology', and 'Search'. The 'Search' option is highlighted with a red box.

- Search for task called as Interest rates
- Click on Manage Interest rates
- Give the date and rate

The screenshot shows the Oracle Fusion Manage Interest Rates page. At the top, it says 'Manage Interest Rates'. Below that, there are fields for 'From Date' (set to 5/20/19) and 'To Date' (set to 5/25/19). On the right, there's a column labeled 'Rate (%)' with a value of '5'. At the bottom right, there are three buttons: 'Save', 'Save and Close', and 'Cancel'. The 'Save and Close' button is highlighted with a red box.

- Save and close

## 4. Create invoice with past date

- Go to Home page
- Click on Payables
- Go to invoice
- Go to Task list and click on create invoice
- Give the details , date is old date and payment term is immediate

**Create Invoice: INV2**

**Invoice Header**

- Identifying PO: Cello NY Business Unit
- Supplier: ABC supplier
- Supplier Number: 1
- Supplier Site: ABC Supplier
- Legal Entity: Cello US Legal Entity

**Number:** INV2    **Amount:** 7,500.00    **Date:** 5/18/19    **Payment Terms:** Immediate

**Lines**

Distribution		Reference	Tax						
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to L
1	Item	7,500.00	101=0000=15170		5/18/19		Being Furniture purchased from abc supplier		Cello NY

**Taxes**

**Totals**

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total

Activate Windows  
Go to Settings to activate Windows.

## 5. Create Payment today

- Go to Home page
- Click on Payables
- Go to Payment
- Go to Task list and click on Create Payments
- Give the all details then go to invoice pay tab then click the add and select button, select the invoice which you want to pay after apply the invoice you can see the interest rate amount.

**Create Payment**

**Payment Details**

- Business Unit: Cello NY Business Unit
- Supplier or Party: ABC supplier
- Supplier Site: ABC Supplier
- Address: 3 rd Phase
- Payment Date: 5/20/19
- Type: Quick
- Description:

**Disbursement Bank Account:** HDFC corporate    **Payment Currency:** USD - US Dollar    **Payment Method:** Check    **Payment Process Profile:** Cello Payment Process Profile

**Invoices to Pay**

Invoice	Type	Due Date	Unpaid	Discount	Amount	Interest	Total
INV5	Standard	5/1/19	65,000.00	0.00	65,000.00	343.06	65,343.06
			0.00	0.00	65,000.00	343.06	65,343.06

Activate Windows  
Go to Settings to activate Windows.

- Save and close

## Recurring invoice

In case of EBS we create recurring invoice template from recurring invoice template and we can create recurring invoices for each period, as a part of recurring invoice definition we have to specify we want to

create recurring invoices for how many periods and that period specifications also accordingly system will allow.

In case Fusion recurring invoices we can create from spread sheet

Repeated nature of the transaction

Ex: Advertisement, Telephone expenses, Service expenses

Setups

1. Manage Payables calendar (Special calendar)

2. Manage distribution set

3. Manage recurring invoices from spread sheet

## **1. Manage Payables calendar (Special calendar)**

- Go to setup and maintenance
- Setup: Financials
- Functional Area : Payables
- Task : %Manage % payables %calendar%
- Select Manage Payables Calendar
- Click on + Icon to create Special calendar
- Give the details calendar type as General purpose (Only for payment terms keep as payment terms other than that means Withholding tax, recurring invoice or key indicators select as a General Purpose)
- After gave the all details click on General periods then periods will generate

Period Name Prefix	Year	Sequence	Start Date	End Date	Due Date	Period Name
May	2019	1	5/1/19	5/31/19		May-19
Jun	2019	2	6/1/19	6/30/19		Jun-19
Jul	2019	3	7/1/19	7/31/19		Jul-19
Aug	2019	4	8/1/19	8/31/19		Aug-19
Sep	2019	5	9/1/19	9/30/19		Sep-19
Oct	2019	6	10/1/19	10/31/19		Oct-19
Nov	2019	7	11/1/19	11/30/19		Nov-19

- Save and close

## **2. Manage distribution set**

If you want assign this at supplier site level you can assign

- Go to setup and maintenance
- Setup: Financials
- Functional Area : Payables
- Task : %Manage % distribution %sets%
- Select Manage Distribution Sets
- Click on + Icon to create set
- Give the details and click on + icon under distribution set then give the charge account

Create Distribution Set

* Business Unit	Cello NY Business Unit	* Distribution Percentage	100
* Name	CELLO_SERVICE_EXPENSES	Inactive Date	m/d/y
Description	Cello service expenses		

Distribution Set Details

View	+ (highlighted)	X	Print	Detach		
* Line	* Distribution (%)	Description	* Distribution Combination	Combination Description	Income Tax Type	Project Information
1	100		101=0000=63510			

- Save and close

### 3. Manage recurring invoices from spread sheet

- Go to Home page
- Click on Payables
- Click on Invoices
- Go to Task list
- Click on create recurring invoice (means spread sheet only)
- Spread sheet will download
- Give the details like business unit and Invoice number (system will take as this as prefix and suffix will be period name)
- From period and To period (In EBS what we do is we want specify the number of periods like 5 and 10 but in Fusion you can't specify the number of periods it's all about selecting the range of periods) like from to to period
- If you want to give the Po number you can or you can select line you can Receipt also same
- In EBS we can Match with Po or else we have to select the distribution set
- As a part of recurring invoice template we can't select distribution, this is required if you are not matching with PO but in fusion you can enter distribution template or distribution combination
- If you give the distribution set at supplier level in recurring invoice no need to give the distribution set
- \* and \*\* indicates \* means one field is mandatory and \*\* means At least one is required

The screenshots show three tabs of a recurring invoice template:

- Tab 1:** Shows a table with columns: \*Template Row Line, \*Business Unit, \*Invoice Number, \*Invoice Amount, \*\*Supplier[...], \*\*Supplier Number, \*Supplier Site[...], \*Invoice Currency, and Pay Cur. A row for 'Cello NY Business Unit' is selected.
- Tab 2:** Shows a table with columns: \*Changed, Template Row Status, \*Invoice Currency, Payment Currency, Description, \*Calendar Name[...], \*From Period[...], \*To Period[...], and \*Type. A row for 'USD' is selected.
- Tab 3:** Shows a table with columns: Receipt Line[...], Consumption Advice Line Number[...], Distribution Combination[...], Distribution Set[...], Accounting Date, Budget Date, Tax Classification Code, and Ship Loca. A row for 'CELLO\_SERVICE\_EXPENSES' is selected.

→ Go to Create invoice then click on generate, if template status is success no problem otherwise fix the error and re generate the template

The screenshot shows the 'Create Invoices' tab selected in the ribbon. A message 'Row inserted successfully' is displayed in the cell where the previous row was located.

→ Go back to the invoice work bench click on task list the click on Manage Invoice  
 → Query with invoice number (which is given in the recurring template as prefix)  
 → You can see the invoices

- Open the invoice and rest of procedure is same like validating accounting payment
- Save and close

## Stop and Void Payment

When you void a payment, Payables automatically reverses the accounting and payment records so your general ledger will have the correct information, and so the status of the paid invoices is reset to Unpaid. Payables also reverse any realized gains or losses on foreign currency invoices recorded as paid by the payment.

[https://docs.oracle.com/cd/A60725\\_05/html/comnls/us/ap/adjpmt05.htm](https://docs.oracle.com/cd/A60725_05/html/comnls/us/ap/adjpmt05.htm)

Process

1. Create invoice
2. Payment throw the check(check not yet deposited)
3. Then we realized supplier delivered the damaged goods and we want to stop the payment
4. If check in not deposited then you can cancel the payment

## How to stop the check

- Go to Home Page
- Go to Payables
- Click on Payments
- Click on Task list
- Click on Manage Payments
- Query the payments

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
2	Cello check	Negotiable	No	ABC supplier	5/20/19	65,343.06 USD	3 rd Phase		
1	Cello check	Negotiable	No	ABC supplier	5/20/19	5,250.00 USD	3 rd Phase		
3	Cello check	Negotiable	No	ABC supplier	5/21/19	14,500.00 USD	3 rd Phase		
4	Cello check	Negotiable	No	ABC supplier	5/21/19	5,500.00 USD	3 rd Phase		

- If status is negotiable then we can do the void or stop the payment because check is not deposited
- If you run the remittance program then this status is gone

Actions	View	+	Search	Detach	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
Create					10 check	Negotiable	No	ABC supplier	5/20/19	65,343.06 USD	3 rd Phase		
Void					10 check	Negotiable	No	ABC supplier	5/20/19	5,250.00 USD	3 rd Phase		
Initiate Stop					10 check	Negotiable	No	ABC supplier	5/21/19	14,500.00 USD	3 rd Phase		
Reissue					10 check	Negotiable	No	ABC supplier	5/21/19	5,500.00 USD	3 rd Phase		
Print Remittance					10 check	Negotiable	No	ABC supplier	5/21/19	5,500.00 USD	3 rd Phase		
Post to Ledger					10 check	Negotiable	No	ABC supplier	5/21/19	5,500.00 USD	3 rd Phase		
Account in Draft													
View Accounting													
Attachments													

- Click on ok then status changes as void
- Go to actions Click on Initiate stop (status is stop initiated)
- Go to actions click on cancel stop this initial stop will be stop and status is negotiable
- If you void the payment that invoice status is open then you can re payment that

## Supplier Refund Process

Supplier will give the refund

Ex1 : We purchased the printer and invoice created for that payment also done that printer is returned to supplier due to damaged so supplier doesn't have the same model printer so he decided to refund the amount

Set ups

1. Create Non PO based Invoice (100000)
2. Create Debit or Credit Memo (100000)
3. Pay the invoice Type should be refund and select the invoice go to Advanced tab enable account and post to ledger option

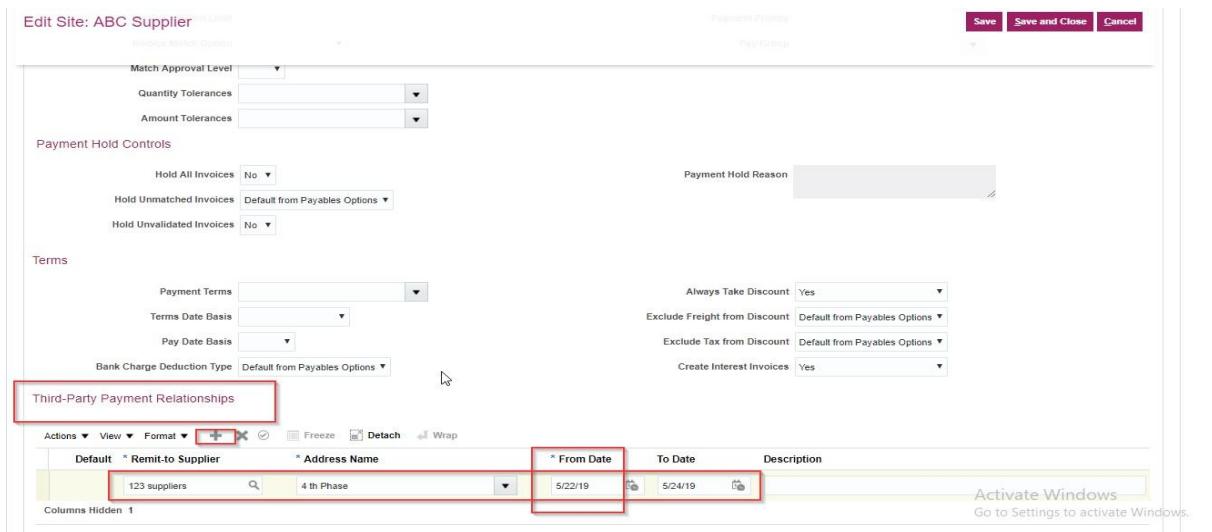
Ex 2 : Prepayment is paid with 100000 and invoice created with 75000 now 25000 customer want to refund the money

1. Create Prepayment 100000
2. Process Payment invoice 100000
3. Create standard invoice 75000
4. Apply 75000 prepayment to invoice
5. Create dummy invoice 25000 (In this which account you used (Supplier refund) same account is used in credit memo)
6. Apply dummy invoice with 25000
7. Create credit memo -25000
8. Record Payment for Credit memo -25000 (Refund) (payment type as refund)

## Third Party Payment

Have to pay the payment to third person (It should be our supplier) instead of supplier.

1. Enable the Third party relationship under invoice tab in the supplier site level
  - Go to Home page
  - Go to Procurement Tab
  - Click on supplier
  - Go to task list and click on Manage suppliers
  - Query and edit the invoice go to sites level then click on invoices sub tab
  - Go to Third Party Payment Relationships sub tab
  - Click on + icon to create relationship and give the third party name and details



The screenshot shows the 'Edit Site: ABC Supplier' interface. At the top, there are sections for 'Match Approval Level' (Quantity Tolerances, Amount Tolerances), 'Payment Hold Controls' (Hold All Invoices, Hold Unmatched Invoices, Hold Unvalidated Invoices), and 'Terms' (Payment Terms, Terms Date Basis, Pay Date Basis, Bank Charge Deduction Type). Below these is the 'Third-Party Payment Relationships' section, which is the focus of the red box. This section includes a table with columns: Default, \* Remit-to-Supplier, \* Address Name, \* From Date, To Date, and Description. A single row is visible: '123 suppliers' with '4 th Phase' in the Address Name field, and dates '5/22/19' and '5/24/19' in the From Date and To Date fields respectively. The 'Actions' menu at the top of the table has a '+' icon highlighted with a red box. The bottom right corner of the screen displays a message: 'Activate Windows' and 'Go to Settings to activate Windows.'

- Save and close
- After build the relationship amount will settle for this supplier but check will print on third party name
- Go and pay to the particular supplier and check the check printout

Business Unit: Cello NY Business Unit

Supplier or Party: ABC supplier

\* Supplier Site: ABC Supplier

Payee: 123 suppliers

Payee Site: 4 th Phase

Address: HOLTSTVILLE, NEW YORK 00501 Suffolk

Payment Date: 5/22/19

Type: Quick

Description:

Disbursement Bank Account: HDFC corporate

Payment Currency: USD - US Dollar

Payment Method: Check

Payment Process Profile: Cello Payment Process Profile

Remit-to Account:

Remit-to Bank Name:

Remit-to Branch Name:

Payment Document: Cello check

Paper Document Number: 7

Attachments: None

Invoices to Pay:

Number	Type	Due Date	Unpaid	Discount	Amount	Interest	Total
INV2	Standard	5/18/19	7,500.00	0.00	7,500.00	0.00	7,500.00

- Save and Close
- Check will print on the payee name that payee is third person

Manage Payments

Actions ▾ View ▾ + Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
5	Cello check	Voided	No	ABC supplier	5/21/19	100,000.00 USD	3 rd Phase		
6	Cello check	Negotiable	No	ABC supplier	5/21/19	100,000.00 USD	3 rd Phase		
7	Cello check	Negotiable	No	123 suppliers	5/22/19	7,500.00 USD	HOLTSTVILLE, NEW YORK 00501 Suffolk		
2	Cello check	Negotiable	No	ABC supplier	5/20/19	65,343.06 USD	3 rd Phase		
1	Cello check	Negotiable	No	ABC supplier	5/20/19	5,250.00 USD	3 rd Phase		
3	Cello check	Negotiable	No	ABC supplier	5/21/19	14,500.00 USD	3 rd Phase		
4	Cello check	Voided	No	ABC supplier	5/21/19	5,500.00 USD	3 rd Phase		
123456		Negotiable	No	ABC supplier	5/21/19	-25,000.00 USD	3 rd Phase		

- Save and Close.

## Hold and Release

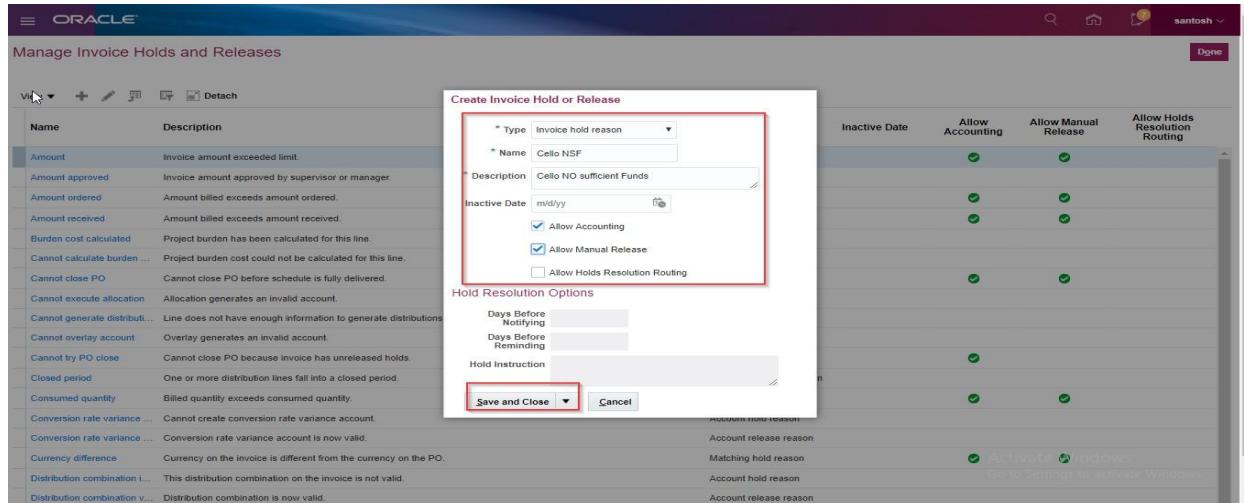
### Types of Holds

- Installments hold
- Line Variance hold
- Distribution variance hold
- Manual holds
- System holds
- Supplier site

## Create Hold Reason

- Go to Setup and Maintenance
- Setup: Procurement

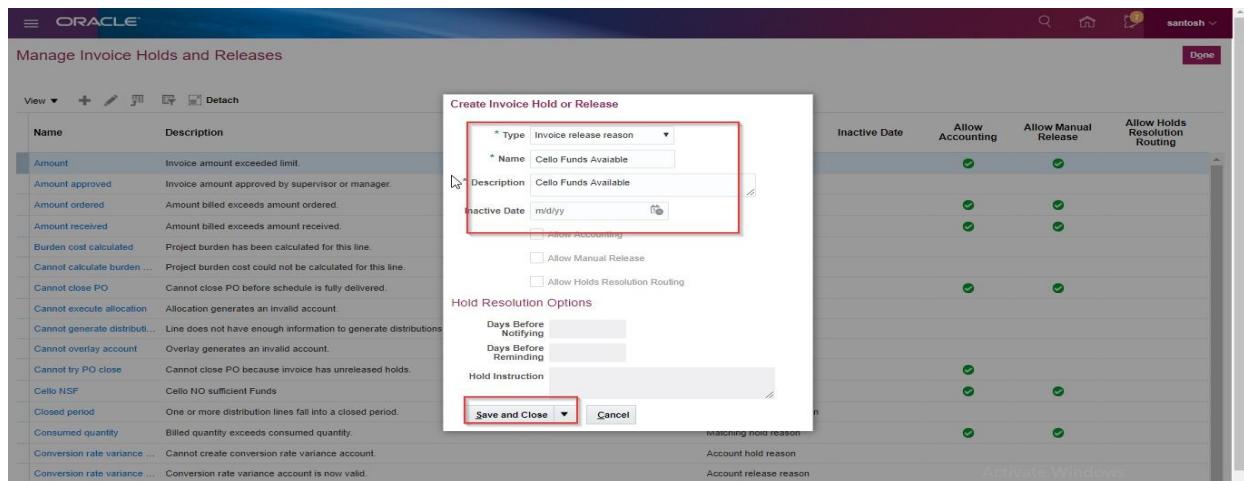
- Functional Area : Payables
- Task %Manage% Invoice% Holds%
- Select Manage Invoice Holds and Releases
- Click on icon to create give the details



→ Save and Close

## Create Release Reason

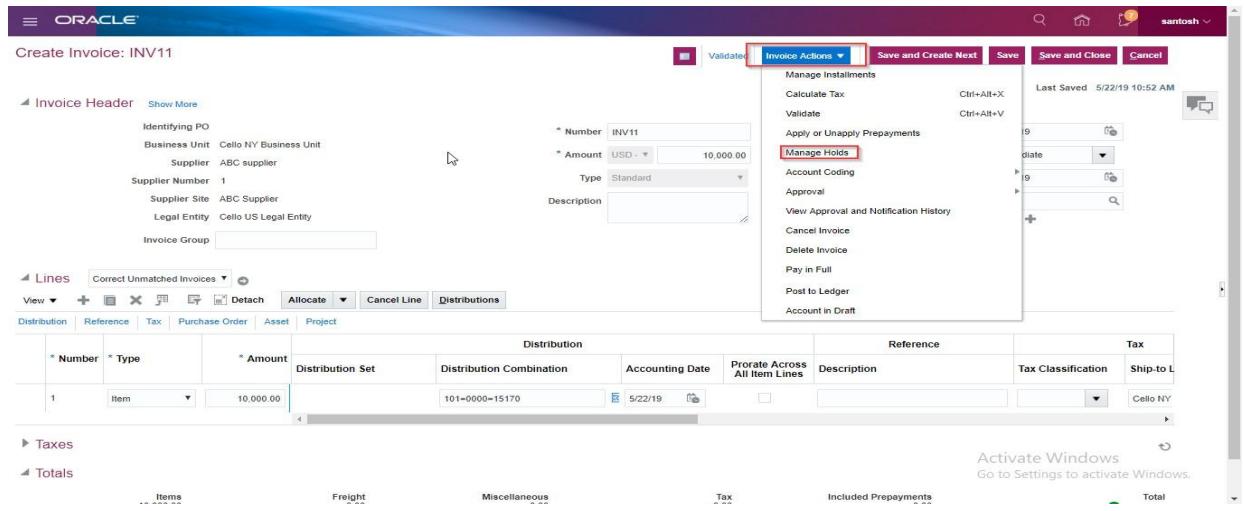
- Go to Setup and Maintenance
- Setup: Procurement
- Functional Area : Payables
- Task %Manage% Invoice% Holds%
- Select Manage Invoice Holds and Releases
- Give the details



→ Save and Close

## Create invoice, Place Hold Reason

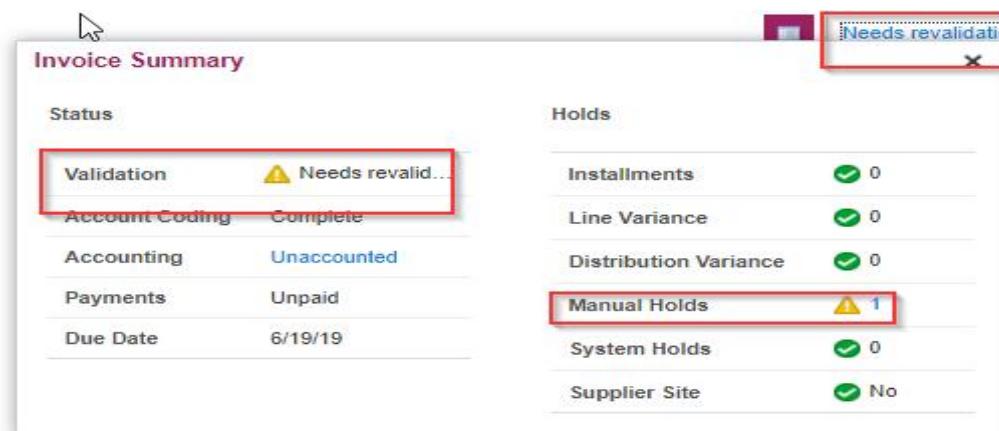
- Create the invoice from work bench and you can keep it on hold
- Validate it and go to Actions click on Manage holds



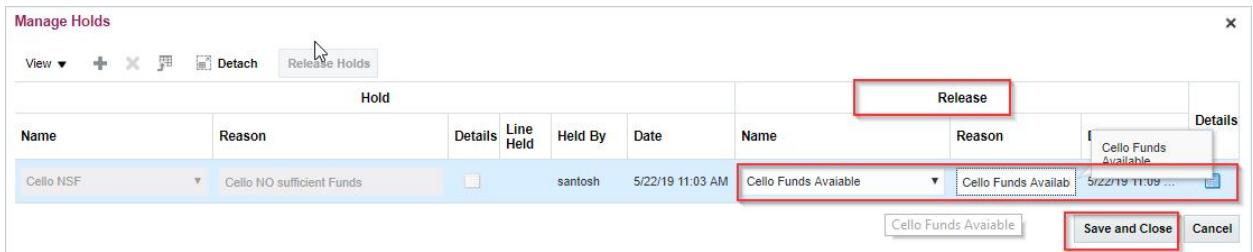
- Click on + to give the hold reason



- Save and close
- Then status of the invoice is needs validation it is hold under manual



- If you want to release the hold open the same invoice go to action click on Manage holds and click on + and give the Release hold.



- Save and close.
- Invoice status is validated then you can do the payment and post.

## Tolerance

When you submit Approval for an invoice you have matched to a purchase order, Payables checks that the invoice matches the purchase order within the matching tolerances you define..... For example, you enter a \$108 invoice and the tax rate is 8%. You have a 10% tax tolerance

Ex: Your PO have 100 quantity with 100 rupee price but supplier sent more than in the Po then invoice will not validated, in this time we have to give the tolerances in supplier sites

### Setup

1. Manage Tolerance
2. Assign at supplier site

### 1. Manage Tolerance

- Go to Setup and Maintenance
- Setup: Financials
- Functional Area : Payables
- Task %Manage% Invoice% Tolerances%
- Click on + icon to create tolerance

Tolerance	Active	Tolerance Limit	Associated Hold Name
Ordered Percentage	<input type="checkbox"/>	Ordered quantity	
Maximum Ordered	<input type="checkbox"/>	Maximum ordered quantity	
Received Percentage	<input checked="" type="checkbox"/>	10 Received quantity	
Maximum Received	<input type="checkbox"/>	Maximum received quantity	
Price Percentage	<input checked="" type="checkbox"/>	10 Price	
Conversion Rate Amount	<input type="checkbox"/>	Maximum rate amount	
Schedule Amount	<input type="checkbox"/>	Maximum schedule amount	
Total Amount	<input type="checkbox"/>	Maximum total amount	
Consumed Percentage	<input type="checkbox"/>	Consumed quantity	
Maximum Consumed	<input type="checkbox"/>	Maximum consumed quantity	

- Save and close

## 2. Assign at supplier site

- Go to Home
- Go to procurement
- Go to Suppliers
- Query the suppliers
- Select and Edit go to supplier site select and edit the supplier
- Go to Invoice tab and give the Quantity tolerance under controls

The screenshot shows the 'Edit Site' interface for 'ABC Supplier'. The 'Invoicing' tab is active. In the 'Controls' section, the 'Quantity Tolerances' dropdown is highlighted with a red box and set to 'Cello Tolerance'. Other dropdowns in this section include 'Invoice Currency' (US Dollar), 'Invoice Amount Limit', 'Invoice Match Option', 'Match Approval Level', 'Payment Currency' (US Dollar), 'Payment Priority', and 'Pay Group'. Below the controls are 'Payment Hold Controls' for 'Hold All Invoices', 'Hold Unmatched Invoices', and 'Hold Unvalidated Invoices'. The 'Terms' section includes 'Payment Terms', 'Terms Date Basis', and 'Pay Date Basis'. On the right side, there are options for 'Always Take Discount' (Yes), 'Exclude Freight from Discount' (Default from Payables Options), and 'Exclude Tax from Discount' (Default from Payables Options). A note says 'Activate Windows' with a link to 'Go to Settings to activate Windows.'

- Save and close
- Then you can raise the invoice with 10%extra amount and 10 numbers extra quantity as per our setups.

## Multi Period Accounting (MPA)

We are paying the expenditure and converting to the multiple period expenditure, will pay the amount one time but it will give the service for further months

Ex: We paid the Internet charges 12000 in this month but they provide service for next 5 months.

When we paid the money entry is

Accrued expense/ Prepaid expenses DR 12000

Liability CR 12000

In the Last Month entry is

Liability DR

Cash Clearing CR

For this system will generate the below entries for the total months

May-19

Jun-19

July-19

Interest expenses DR 2000

Interest expenses DR 2000

Interest expenses DR 2000

Accrued expenses CR 2000

Accrued expenses CR 2000

Accrued expenses CR 2000

- Like this system will generate the remaining two month like Aug, June and July
- In AP vice versa (Bill in advance)

## 1. Create Invoice

- Go to Home page
- Click on Payables
- Go to Invoice
- Go to Task list
- Click on Create invoice
- Give the header details then go to lines and give the amount
- Select the line go to action and then click on Columns then go to Multi period accounting and give the start date , end date and accrual account

The screenshot shows the Oracle Payables software interface for creating an invoice. The 'Invoice Header' section includes fields for Supplier (ABC supplier), Amount (\$12,000.00), Date (5/23/19), and Payment Terms (Immediate). The 'Lines' section shows a single line for 'ABC supplier' with a distribution set of 'ELLO\_MISC\_EXPENSES'. The 'Multiperiod Accounting' tab is selected in the 'Columns' dropdown. The 'Start Date' and 'End Date' fields are both set to '5/23/19', and the 'Accrual Account' field is highlighted.

- Then go to multiple accounting tab in the lines give the start date, end date and accrual account

The screenshot shows the 'Lines' section of the Oracle Payables software. The 'Multiperiod Accounting' tab is selected. A red box highlights the 'Start Date' and 'End Date' fields, both set to '5/23/19', and the 'Accrual Account' field, which is set to '101=0000=24220'.

- Go to distribution then give the charge account is internet expense because of we are creating the Multi period accounting
- Validate and post it
- Do the payment

## 2. Run the Create Multi period accounting at the month end

- Go to navigation

- Click on Tools
- Click on New schedule Process
- Run the report Create Multi period Accounting program
- Give the details and save

**Process Details**

This process will be queued up for submission at position 1

**Basic Options**

Parameters

\* Subledger Application: Payables

\* Ledger: Cello US Primary Ledger

\* Accounting Period: CEMay-19

\* Accounting Mode: Final

\* Transfer to General Ledger: Yes

\* Post in General Ledger: Yes

Journal Batch:

\* Include User Transaction Identifiers: No

**Submit** **Cancel**

Notification is sent no or not

- Submit

### Then run the “Create Multi period accounting execution report”

- Download the report and see the accounting entries

### Self-billed invoices/ Pay on receipt invoice/ Automatic invoice generation

- When we create PO and GRN system will generate the invoice.
- If client ask this then we can do the setups, it is very rare case

#### Setups

1. Enable Self-billed invoice at common options for payables and procurement
2. Enable Pay on receipt and self-billing at supplier site level
3. Create the receipt against the PO
4. Check the invoice, validate it and post it

1.

## 2. Enable Self-billed invoice at common options for payables and procurement

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % common% options % for % payables%
- Select Manage Common Options for Payables and Procurement
- Scope should be your BU

Expense Accruals

Accrue Expense Items At receipt

Self-Billed Invoices

Gapless invoice numbering

Buying Company Identifier SBI

Enter the identifier used as part of the invoice number when creating invoices from pay on receipt process or debit memos from return on receipt transactions

Legal Entity Information

VAT Registration Member State

VAT Registration Number

Bill-to Location

Additional Information

Activate Windows  
Go to Settings to activate Windows.

Regional Information

- Save and close

## 3. Enable Pay on receipt and self-billing at supplier site level

- Go to Home page
- Go to Procurement
- Click on Suppliers
- Go to task list and click on Manage suppliers
- Query the suppliers and select it and click on edit
- Go to sites level click on edit and go to Purchasing tab level
- Enable the Pay on receipt under freight tab and Invoice summery level should be pay site (if you give this on head pay site should be enable) and enable the gapless invoicing invoice (if you give this system will take here otherwise take from common options for payables and procurement options)

Freight

Shipping Method

Freight Terms

Pay on receipt

Consigned Inventory

Pay on use

Aging Onset Point

Aging Period Days

FOB

Country of Origin

Buyer Managed Transportation

Consumption Advice Frequency

Consumption Advice Summary

Self-Billing

Alternate Pay Site

\* Invoice Summary Level Pay Site

Gapless invoice numbering

Selling Company Identifier SBI

Create debit memo from return

Activate Windows  
Go to Settings to activate Windows.

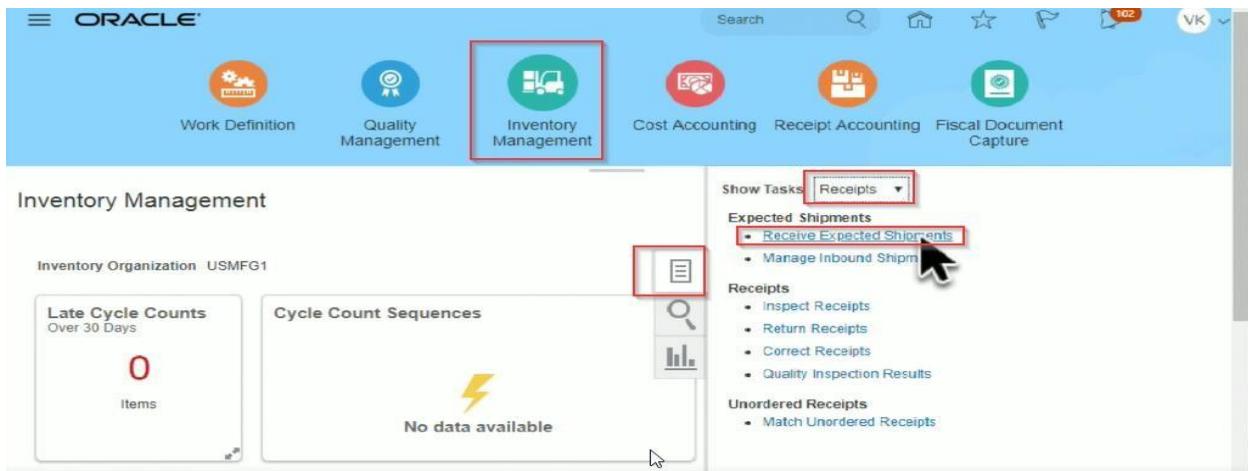
- o If invoice summary level pay site enable on header level Pay on site options should be enable

- Go to invoicing tab under controls Invoice match level is Receipt and Matching approval level is 3 way ( We want to generate the receipt against the Purchase order it should generate)

- o If you want to create automatic generate invoice we must check the few pre requisites
  - o Currency activation
  - o Period Opens
  - o Payment methods
  - o Liabilities combination
  - o And above options

#### **4. Create the receipt against the PO**

- Go to Home  
 → Go to Supply chain execution  
 → Go to Inventory management  
 → Click on Task list (select the task list as Receipt)  
 → Click on Receipt expected shipment



- Query the supplier and select the supplier
- Select the PO then click on Receive

Organization	Item	Item Description	Document Type	Document Number	Document Line	Document Schedule	Due Date	Quantity
ICICIHYD		Test Po	Purchase order	9005	1	1	10/2/18	20
ICICIHYD	Test 456	Test 456	Purchase order	9007	1	1	10/3/18	10.000
ICICIHYD	Raw Materials ...	Raw materials 756	Purchase order	9013	1	1	10/14/18	50
ICICIHYD		Test	Purchase order	9006	1	1		100

- Give the received quantity and click on create Receipt

Item	Item Description	Document Number	Quantity	UOM Name	Destination Type	Subinventory	Locator	Deliver-to Location
Test Po		9005	20	Each	Receiving			

- Submit
- Check the scheduled process (It should run the payable open interface program)

## 5. Check the invoice, validate it and post it

- Go to invoice work bench
- Query the invoice with date

- Open it, validate and Post it

## Aging Periods

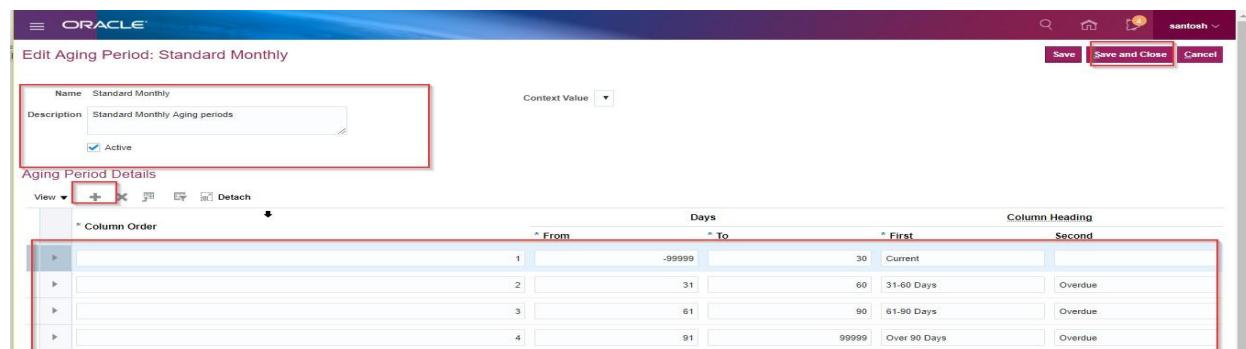
The Invoice Aging Report provides information about invoice payments due during four periods you specify. Payables display the invoice information in four columns. Each column corresponds to one period. When you submit the Invoice Aging Report, you select the type of aging periods to use for the report

[https://docs.oracle.com/cd/A60725\\_05/html/comnls/us/ap/agingper.htm](https://docs.oracle.com/cd/A60725_05/html/comnls/us/ap/agingper.htm)

1. Manage aging reports
2. Run the aging report

### **1. Manage aging reports**

- Oracle provided the seeded details if you want to use you can otherwise create new one
- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage %Aging% periods%
- Select Manage Aging Periods
- Click on + to create aging periods
- Positive sign represent Past due Negative sign represent Positive due



Days	Column Heading		
* From	* To	* First	Second
1	-99999	30	Current
2	31	60	31-60 Days
3	61	90	61-90 Days
4	91	99999	Over 90 Days

- Save and close

### **2. Run the aging report**

- Go to Schedule process
- Run the “Payables invoicing Aging report”
- You can run this report for individual as well as Organization level

**Process Details**

This process will be queued up for submission at position 1

**Process Options** **Advanced** **Submit** **Cancel**

Name: Payables Invoice Aging Report  
 Description: Lists unpaid invoices according to the specific...  
 Schedule: As soon as possible  
 Submission Notes:

**Basic Options**

Parameters

\* Business Unit: Cello NY Business Unit  
 \* Sort Invoices By: Invoice type  
 \* Include Invoice Detail: Yes  
 \* Include Supplier Site Detail: Yes  
 Minimum Amount Due:  
 Maximum Amount Due:  
 Invoice Type:  
 Supplier or Party: ABC supplier  
 \* Aging Period: Monthly Aging Periods

- If you want to run the supplier level keep yes for supplier site level
- If you want to run the particular invoice keep the invoice at invoice type
- Click on Submit
- Check the results

## Invoice Group

Grouping the invoices based on date or purpose or nature

1. Enable invoice group at invoice options
2. Create the invoice

### 1. Enable invoice group at invoice options

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % invoice % options%
- Select Manage Invoice Options
- Enable the Required invoice grouping
- If you enable this in the invoice header level it will convert as a mandatory field

Manage Invoice Options

Business Unit Cello NY Business Unit

Invoice Entry

Require invoice grouping

Allow document category override

Allow adjustments to paid invoices

Allow remit-to supplier override for third-party payments

Recalculate invoice installments

Hold unmatched invoices

Enable invoice account coding workflow

Receipt Acceptance Days

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Pay Group Standard

\* Payment Priority 99

\* Payment Terms Immediate

\* Terms Date Basis Invoice date

\* Pay Date Basis Discount date

\* Accounting Date Basis Invoice date

\* Budget Date Basis Accounting date

Matching

Allow final matching

Allow matching distribution override

Transfer PO distribution additional information

Quantity Tolerances

Amount Tolerances

Discount

Exclude tax from calculation

Exclude freight from calculation

Activate Windows  
Always take discounts to activate Windows.

→ Save and close

## 2. Create the invoice

- Go to Home page
- Click on Payables then go to invoices
- Click task list then click on invoice
- You can see the

## Invoice Paid adjustment (Charge account)

- You can change the charge account for paid invoice. You can do this for Non Po invoices (Expenses), you can't do for PO based invoices (Inventory)
1. Enable the Adjustments to Paid options at invoice options
  2. Reverse the line in the paid invoice

## 1. Enable the Adjustments to Paid options at invoice options

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % invoice % options%
- Select Manage Invoice Options
- Enable the Adjustments to paid invoices

The screenshot shows the 'Manage Invoice Options' page in Oracle Fusion. The 'Save and Close' button is highlighted. A cursor is pointing at the 'Allow adjustments to paid invoices' checkbox, which is also highlighted.

→ Save and close

## 2. Reverse the line in the paid invoice

- Go to invoice work bench
- Query the paid invoice
- Go to line level click on distributions
- Select the line which you want to change the charge account
- Then click on reverse

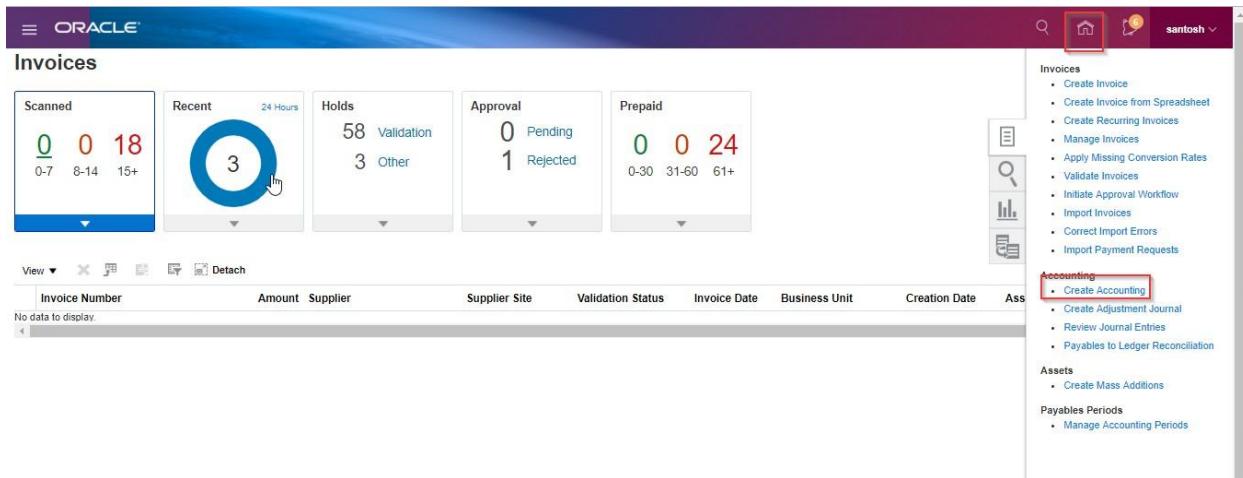
## Creating Accounting entries and Transferring to GL

If you want to create accounting entries and transfer to GL. The accounting entries for invoices and payments when you talk about Cash Management, reconciled payments whatever if you want to payment

If you want to run the program can do in two ways

### 1. Through invoice work bench

- Go to Home page
- Go to Payables
- Go to Invoice and go to task list
- Click on Create Accounting



→ Give the details

- Click on Submit
- Go to ESS (Enterprise Scheduler service) window nothing but schedule Process and check the status
- Then go to GL and check the Invoices whether those or transferred to GL or Not
- Go to navigation → Click on Journal accounting → Click on Journals → Click on Task list → Manage Journals

## 2. Schedule process

- Go to navigation
- Go to Tools
- Click on Schedule Process
- Run the Create Accounting Program

## Payables to General ledger reconciliation

In case of EBS it's completely manual Process where we have to run the reports and manually we have to verify

In case Fusion they did some enhancement for such kind of processes which can do manually. If you want to reconcile Payables with General Ledger application first we have to run

1. Set the financial category for control accounts (Account payable)
2. Run “Payables to Ledger Reconciliation” Process

## **1. Set the financial category for control accounts (Account payable)**

While we are doing the reconciliation between AP to GL we have to set the financial category as source account means Accounts payable

- Go to setup and maintenance
- Setup: Financials
- Functional Area : Financial Reporting Structure
- Task : %Manage % chart % account% value% set% values%
- Select Manage Chart of Accounts Values Set Values
- Query the control account and check the financial category
- Then only system will allow us to reconciliation

The screenshot shows the 'Manage Values' interface in Oracle Fusion. At the top, there are buttons for 'Save', 'Save and Close' (which is highlighted in blue), and 'Cancel'. Below this, there's a search bar with a 'Value' field containing '22100' and a 'Description' field. On the right, there are 'Search' and 'Reset' buttons.

The main area is titled 'Search Results' and contains a table with columns: Description, Enabled, Start Date, End Date, Sort Order, \*Summary, \*Allow Posting, \*Allow Budgeting, \*Account Type, \*Third Party Control Account, \*Reconcile, and Financial Category. A tooltip above the table explains: 'Value attributes in EBS we call as Segment qualifiers. In fusion Financial category is the new field'. The 'Financial Category' column for the row 'Accounts Payables' is highlighted with a red box.

- Save and close

## **2. Run “Prepare to Payables to General Ledger Reconciliation” Process**

- Go to ESS (Enterprise Schedule Service) job Page nothing but Schedule Process
- Click on Navigator click on tools then click on Schedule new process
- Instead of doing all time like this just mark as favorites
- Run “Prepare to Payables to General Ledger Reconciliation”
- Give the Request name (this name use in the report)
- Give the account condition means for which account you want to run this report

This process will be queued up for submission at position 1

**Process Options** **Advanced** **Submit** **Cancel**

Name: Prepare Payables to General Ledger  
Reconciliation  
Description: Prepares transaction and accounting information...  Notify me when this process ends

Schedule: As soon as possible Submission Notes:

### Basic Options

Parameters

* Request Name	AP-GL-RECON-MAY-19
* Ledger	Cello US Primary Ledger
Business Unit	Cello NY Business Unit
* Accounting Period	CEMay-19
Include Intercompany Transactions	Yes
Include Bills Payable	Yes

Account 1 Filter Conditions Defined

**Account**

ACCOUNTS Equals 22100

Search Reset Add Fields Reorder

- Submit
- After completed this go to payables work bench
- Go to task list then click on Payables to Ledger Reconciliation
- Then one page will open in that you can see the details

Payables to Ledger Reconciliation Report

Ledger: Cello US Primary Request Name: AP-GL-RECON

Data Preparation Attributes

Extraction Date	Request Name	Ledger	Accounting Period	Include Intercompany Transactions	Include Bills Payable	Business Unit
5/25/19 7:14 AM	AP-GL-RECON	Cello US Primary Ledger	CEMay-19	Yes	Yes	Cello NY Business Unit

Refresh Print Export Add to Briefing Book

**Payables to Ledger Reconciliation Summary**

	Payables Amount (USD)	Accounting Amount (USD)	Difference (USD)
Accounting Begin Balance (Non-Payables Begin Balance)		8,250.00	0.00
<b>Payables Begin Balance</b>	5,250.00	(5,250.00)	0.00
Invoices	928,704.00	(928,704.00)	0.00
Payments	(215,749.00)	215,749.00	0.00
Prepayments	(114,500.00)	114,500.00	0.00
Payables Variance	0.00	0.00	0.00
<b>Payables End Balance</b>	803,705.00	(803,705.00)	0.00
Non-Payables Begin Balance		8,250.00	0.00
Non-Payables Journals		0.00	0.00
Other Accounting		0.00	0.00
(Not Transferred to General Ledger) (Not Posted in General Ledger)		598,455.00	0.00
Accounting Variance		0.00	0.00
<b>Accounting End Balance</b>	0.00	0.00	0.00

Refresh Print Export Add to Briefing Book

- Save and close

## Invoice Approval Configuration & Testing

### Invoice Approval

In EBS we have AME (Approval Management Engine)

In Fusion if you want configure any approvals that can be related to invoice or journals. Journal related configuration we do from GL only, if you want to implement journal approvals we can setup the approvals from GL itself when you talk about AP we do from BPM, in EBS we do from AME but here all AP and procurement related configuration directly from purchasing that why we have user interface. But when you talking about Invoice approvals and Journal approvals, everything we just configure from BPM (Business Process Management).

User limit

1. Santosh        same or less than 50000
2. Sattosh1       More than 50000

We can group multiple employees in to one group here testing purpose we creating one group for one employee.

3. Approval Group (Santosh)
4. Approval Group (Santosh1)

These are not Mandatory but we will check once

Then we have to create the rules for that group

5. Create Rule 1: Same or Less than 50000
6. Create Rule 2: More than 50000
7. Enable invoice approvals for business unit in invoice options
8. Create invoice in santosh user with limit
9. Create one more invoice in santosh user without limit

### **1, 2. Done**

### **3. Approval group 1**

- Go to setup & Maintenance
- Click on search on FSM page

The screenshot shows the Oracle Compensation Management interface. On the left, there's a navigation tree under 'Functional Areas' with various nodes like 'Initial Users', 'Enterprise Profile', etc. In the center, there's a 'Search Tasks' bar and a table titled 'Initial Users' with columns 'Task' and 'Run User and Roles Synchronization Process'. On the right, there's a sidebar with links like 'Manage Implementation Projects', 'Manage Configuration Packages', etc., and a red box highlights the 'Switch Tasks' button. At the bottom right, there's a message 'Activate Windows'.

- Manage approval Groups
- Click on + to create group
- Give the group name and for adding the users under this group click on + icon under the members tab

This screenshot shows the 'Approval Groups' screen. A new group named 'Cello AG1' is being created. An 'Add to Group' dialog box is open, showing the 'User' radio button selected and a search field containing 'santosh'. The 'OK' button is highlighted with a red box. The interface includes tabs for Administration, Evidence Search, Approval Groups (which is selected), and Task Configuration. There are also 'Save' and 'Revert' buttons at the top right.

- Query the user and add that user then that user will add under that group
- If you want to delete the user from that group click on cross icon

This screenshot shows the 'Approval Groups' screen with the 'Cello AG1' group details. The user 'santosh' is listed as a member. A red box highlights the delete icon (cross) next to the member entry. The interface includes tabs for Administration, Evidence Search, Approval Groups (selected), and Task Configuration. There are also 'Save' and 'Revert' buttons at the top right.

- Save and Close

#### 4. Approval group 2

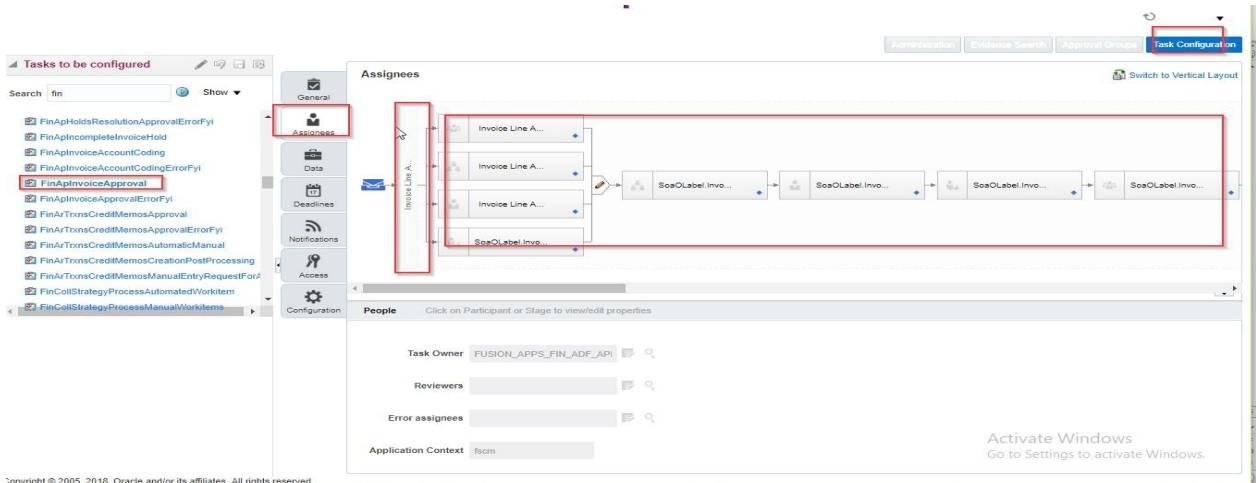
Do the same as above add the santosh 1 to this group

#### 5. Create Rule 1: Same or Less than 50000

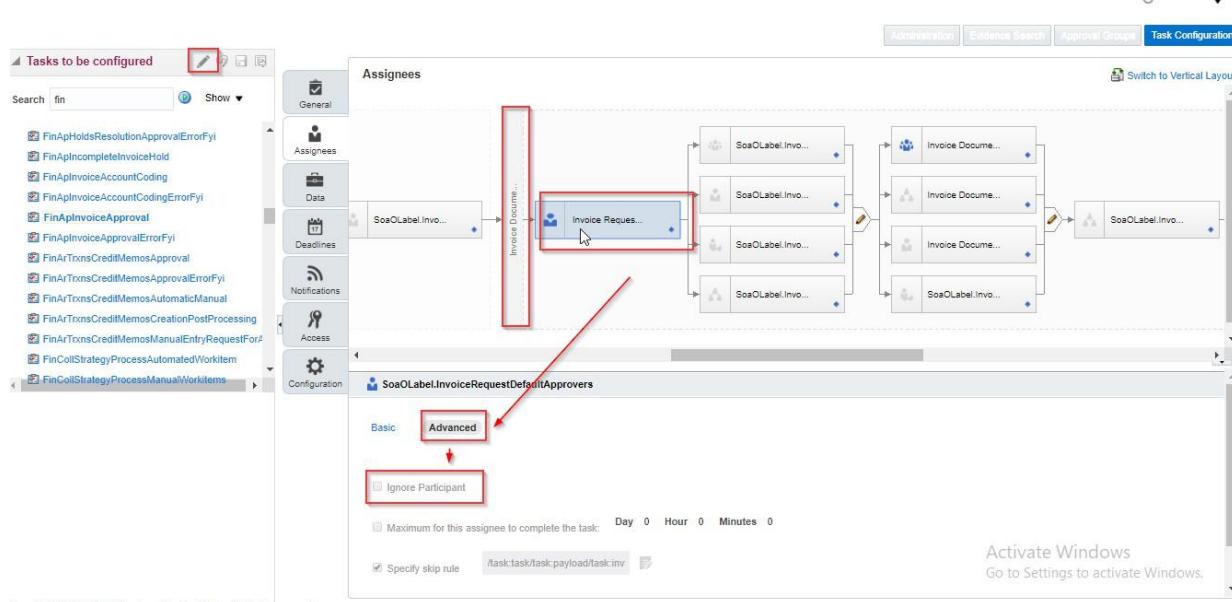
- Go to setup & Maintenance
- Click on search on FSM page
- You can do through from Manage groups or else can do in another task also
- Search the task called “Manage Task Configuration for Financials”
- Go to Task configuration
- Now we are doing invoice approvals so check the task called “finApInvoiceApproval”



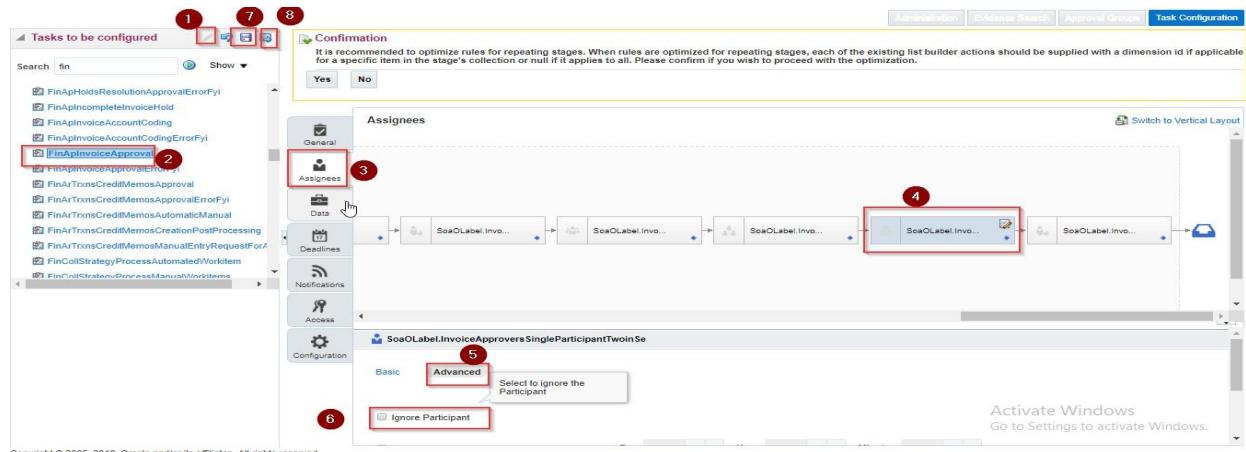
- Go to Assignees then you can see invoice lines level approvals and invoice document level approvals



- If you see that all hierarchy is disabled if you want to enable it
- Click on the any one person then below panel will open in that click on advanced option and enable the ignore participant then that will enable or disabled depends on your request, if you want to do this first we have edit this on the task bar



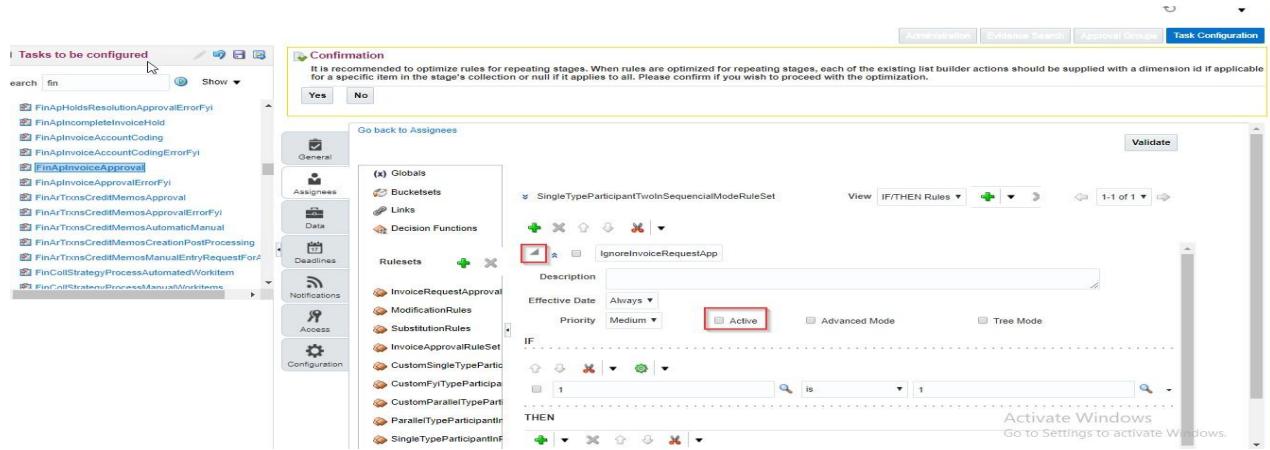
- Now click on edit then go to finApinvoiceApproval then go assignees then go to Invoice document level then click on single participant invoice then below one pop will enable go to advanced option disable the ignore participant then that assignee will enable then
- Save it and click on commit task



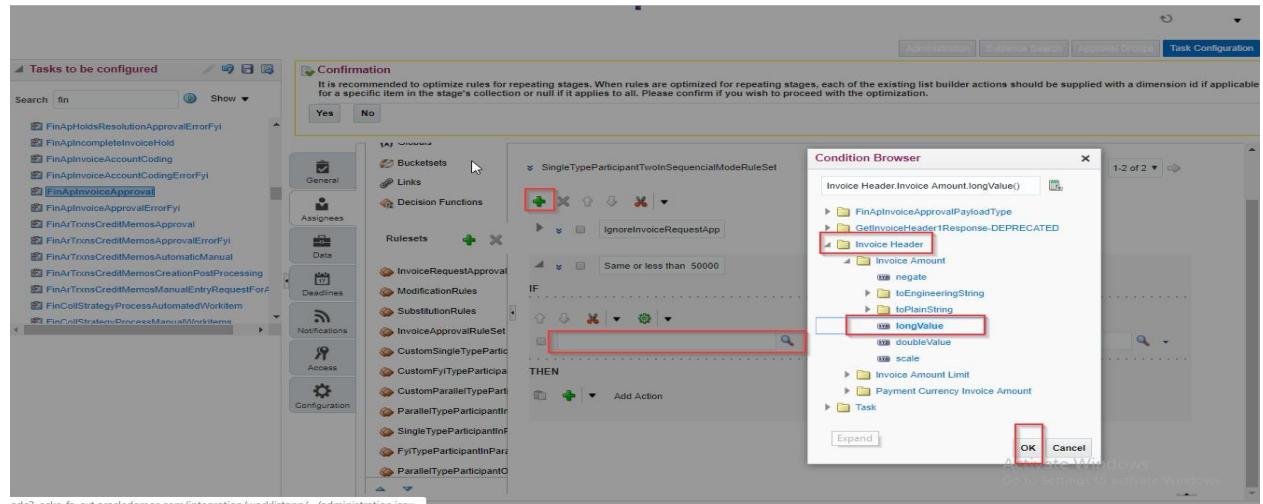
- Then click on go to rule icon under the node



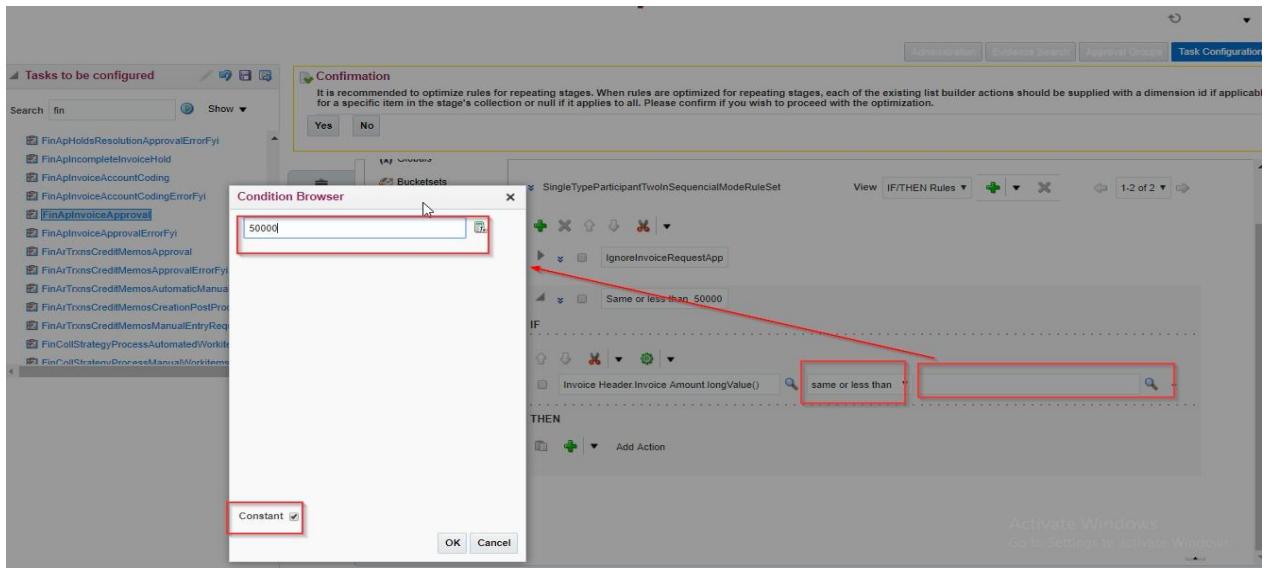
- By default we have one rule called as ignore invoice request, if you want disable the rule just expand the rule and disable the Active option



- Save and Click on commit to task
- Navigation is same click on + to create rule give the name expand the name here you can write the rule name means IF condition



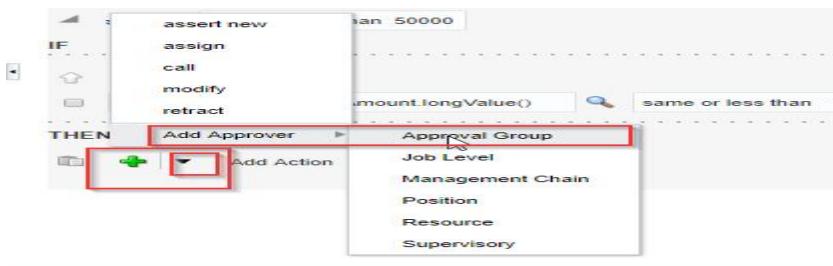
- Give the second one is as same or less than and third one don't give the directly amount go to the search button enable the constant then give the amount



→ If invoice header amount is same or less than 50000 then who can approve



→ Click on drop down in the + icon and click the approve group



→ Then give the Approval group name

→ Validate it

- Then you can see the validation rule message below
- Click on save and commit it

## 6. Create Rule 2: More than 50000

Do the same as above

- Save and Close

## 7. Enable invoice approvals for business unit in invoice options

- Go to setup and maintenance
- Setup: Procurement
- Functional Area : Payables
- Task : %Manage % invoice % options%
- Select Manage Invoice Options
- Enable the Enable invoice approval

Prepayment

\* Payment Terms: Cello Immediate

Settlement Days:

Enable invoice approval

Allow force approval

Require validation before approval

Accounting Preference:  Account regardless of approval status  
 Require accounting before approval  
 Require approval before accounting

Interest

Create interest invoices

\* Minimum Interest Amount: 10

Interest Allocation Method:  Single distribution  
 All invoice lines

\* Interest Expense Distribution: 101=0000=78210

Payment Request

\* Payment Terms: Cello Immediate

Pay Group:

\* Payment Priority: 99

→ Save and Close

## 8. Create invoice in santosh user with limit

- Create the invoice from the invoice work bench within limit
- Validate it
- Go to Actions and click on Approval then choose the initiate (it tells the rooting of the approval)

Create Invoice: INV17

Invoice Header

Identifying PO  
 Business Unit: Cello NY Business Unit  
 Supplier: ABC supplier  
 Supplier Number: 1  
 Supplier Site: ABC Supplier  
 Legal Entity: Cello US Legal Entity  
 Invoice Group:

Number: INV17  
 Amount: 50.000,00  
 Type: Standard  
 Description:

Lines

Number	Type	Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Reference	Tax Classification	Tax
1	Item	50.000,00	CELO_SERVICE_EXPENSES		5/25/19				Cello I

Taxes

Totals

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

→ Save and Close

- You can get the notification or else you can see the notification in info let pending approvals under Approval box

Invoices

Scanned: 0 0 18

Recent: 24 Hours: 1

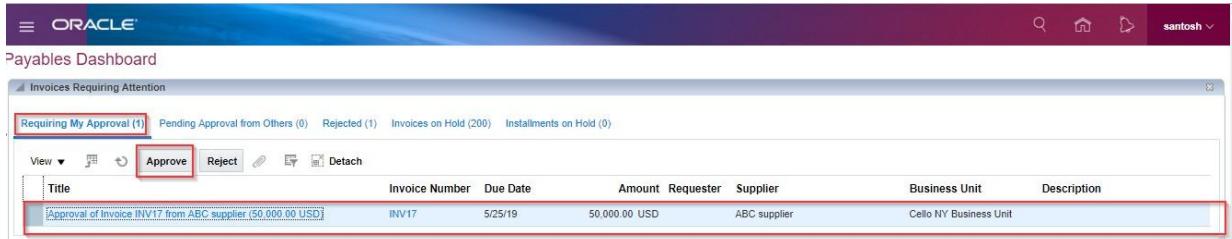
Holds: 58 Validation, 3 Other

Approval: 1 Pending, 1 Rejected

Prepaid: 0 0 24

Invoice Number	Due Date	Amount	Requester	Supplier	Business Unit	Notifications	Description
INV17	5/25/19	50.000,00 USD		ABC supplier	Cello NY Business Unit	Approval of Invoice INV17 from ABC su...	

→ you can see through the Payables dashboard



→ Click on Approve

## 9. Create one more invoice in santosh1 user without limit

- Create the invoice form the invoice work bench within limit
- Validate it
- Go to Actions then click on Approvals and initiate
- Logout from santosh user and login santosh1 user
- Go to Payables dash board then you can see the invoice waiting for approval



→ Click on Approve

## Security profile /MOAC

Witch allows to access multiple organization from single responsibility. When you say organization operating unit in EBS or it could be inventory organization or HR organization that can be any organization but financials point of view the organization will simply say operating unit In EBS as per EBS. That means in case of EBS you have access to multiple operating units from single responsibility we can use MOAC, here (Fusion) not through responsibility we don't have any concept called as responsibility we can talk about role, you have access to specific or selected business unit from specific role, if you want to have a access you have to go with security profile.

Ex : If you want to access one user to one business unit only

In Ebs we have security profile and Global security profile so we can use security profile to access operating units within the Business group and when you talk about Global security Profile we can access the operating units across the Business groups. But here for everything they given only task called as organization security profile with this we can just specify which business unit user required access.

Setups

1. Manage Organization security profile
2. Assign security profile to Role
3. Assign Role to User
4. Manage Business unit data access set to user
5. Check the results

## **1. Manage Organization security profile**

- Go to setup & Maintenance
- Click on search on FSM page
- Search task as Organization security profile
- Select Manage Organization security Profile
- Click on + icon to create
- Give the details and go to Organization hierarchy tab if you have this you can give otherwise go to Organization Classification
- Enable the Secure by Secure by organization Classification
- Click on + icon and give the Business unit

Create Organization Security Profile

Save and Close Cancel

Basic Details

Name: Cello BU Security Profile

Enabled

View All

Include future organizations

Organization Hierarchy

Secure by Organization Hierarchy

Tree Structure: Department hierarchy

Top Organization Selection: Specify organization

Classification

Secure by Organization Classification

Business Unit

Activate Windows  
Go to Settings to activate Windows.

- Go to Organizations Click on + icon and give the business unit details while you are querying the BU classification is mandatory (Business unit) if you want to one or multiple business units

Organizations

Secure by Organization List

New Format + X

Organization: Cello NY Business Unit

Include or Exclude Organizations

Include

Activate Windows  
Go to Settings to activate Windows.

- Save and Close

## **2. Assign security profile to Role (HCM)**

- Go to setup & Maintenance

- Click on search on FSM page
- Search task as Assign Security Profile Roles or HCM Data Role Security Profile
- Click on + icon to assign access
- Give the details and give the Job role as Accounts payable Manager (why Accounts Payable because of we are assigning the role to Business unit)
- Click on Next and under person we have to assign the Person Security Profile (If you want to create you can create or take default one) there is no meaning in this but just create that and Enable the business unit under that
- Under Public person tab also create new or take default one and enable Secure by Business unit under this
- Go to Payroll tab and create the new name or take default ones

Create Data Role: Security Criteria

- Click on Next
- Depends on enable feature under the person tab that will enable here
- Give the business unit for Secure business unit under the workforce structures tab and give the Assignments to evaluate as all (it is mandatory)

Create Data Role: Select Role

- Click on Next then click one Next then Click on Next
- Click on Submit

### 3. Assign Role to User

- Go to Navigation
- Go to Tools

- Go to Schedule Process
- Query your user and assign the roles
- Assign the Accounts payable role and our own defined role to user

User Category: DEFAULT  
User Name: santosh  
First Name: santosh  
Last Name: santosh  
Email: santu182@gmail.com

Account Information  
Password Expiration Date: 8/25/10  
 Active  Locked

Associated Worker Information  
Worker Name: santosh  
Person Number: 4245  
Manager  
Job  
Business Unit: Cello NY Business Unit  
Department

**Roles**

Role	Role Code	Assignable	Auto-Provisioned
Procurement Application Administrator	ORA_PO PROCUREMENT APPLICATION ADMIN JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Manager	ORA_PO PROCUREMENT MANAGER JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Preparer	ORA_POR PROCUREMENT PREPARER ABSTRACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Requester	ORA_POR PROCUREMENT REQUESTER ABSTRACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchase Analysis	ORA_PO PURCHASE ANALYSIS ABSTRACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplier Manager	ORA_P0Z SUPPLIER MANAGER ABSTRACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CELLO_1_BU_ACESST_DATA		<input type="checkbox"/>	<input type="checkbox"/>

Activate Windows  
Go to Settings to activate Windows.

- If you assign only Accounts Payable Manager you shouldn't restrict the BU you have to assign the our own defined role

#### 4. Manage Business unit data access set to user

- Go to setup and maintenance
- Setup: Financials
- Functional Area : General Ledger
- Task : %Manage %data% access% set%
- Select Manage Data Access for Users
- Click on + icon to create data access set

Manage Data Access for Users

Users without Data Access  Users with Data Access   
Security Context: Data access set

Create Data Access for Users

User Name	Role	Security Context	Security Context Value
santosh	Accounts	Business unit	Cello NY Business Unit

Search Results

Actions View **+ Detach Authorize D...** Save and Close Cancel

User Name Role Security Context Security Context Value

No data to display.  
Columns Hidden: 5

- Save and Close

## 5. Check the results

Go to the Invoice work bench click on LOV in the BU then you can see only one BU

Manage Invoices

Search Results

Advanced Saved Search All Invoices

\*\* At least one is required

Business Unit

Invoice Number: Google US Business Unit      Google USA Primary Ledger

Invoice Amount: Search...

Invoice Date:

Supplier Number:

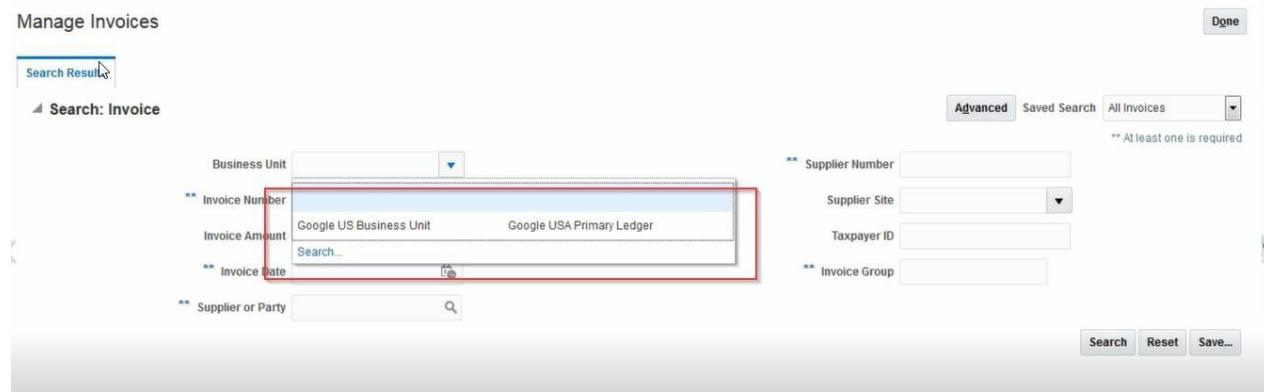
Supplier Site:

Taxpayer ID:

Invoice Group:

Supplier or Party:  Q

Search Reset Save...



→ Click on Done