ORACLE

Invoice Approvals

implementation

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Content

In this document:

➢ we will be discussing the **implementation** of an approval cycle for <mark>payable invoices</mark>

➢ Explaining different options we have for the cycle in the application

➢ Tracking the assigned approvals in a multiple ways and making sure that the approval has been initiated successfully

Needed Pre Conifgs and roles

Functional setup for payables + a supplier
roles:

1. accounts payable specialist
2. accounts payable manager ⟶ assigned to Your **BU**
3. procurement manager
4. application implementation manager
5. application implementation administrator

Head To setup and maintenance Then
Payables ⟶ Manage invoice options

Navigate down to the <mark>**Approval section**</mark> make sure that the needed options are allowed if you are applying the configuration for the first time

✦ Here you can notice a few option like **allow force approval** and As you can guess this option can skip the approval cycle and post the invoice and This action **is available** to users that have Accounts Payable Manager job role which has Payables Period Close Duty.

Click on save and close once you are done, Now head to
Manage payables workflow rules

Now if u need to add a new rule to the already existed cycle click on the
hyper link..
If you prefer to **re configure** the whole cycle again click on download
and choose the template that fits your needs
I will go with the first scenario.

After pressing download button read carefully the template samples that matches your **business requirements**...

However you can always disable then unwanted rules anytime
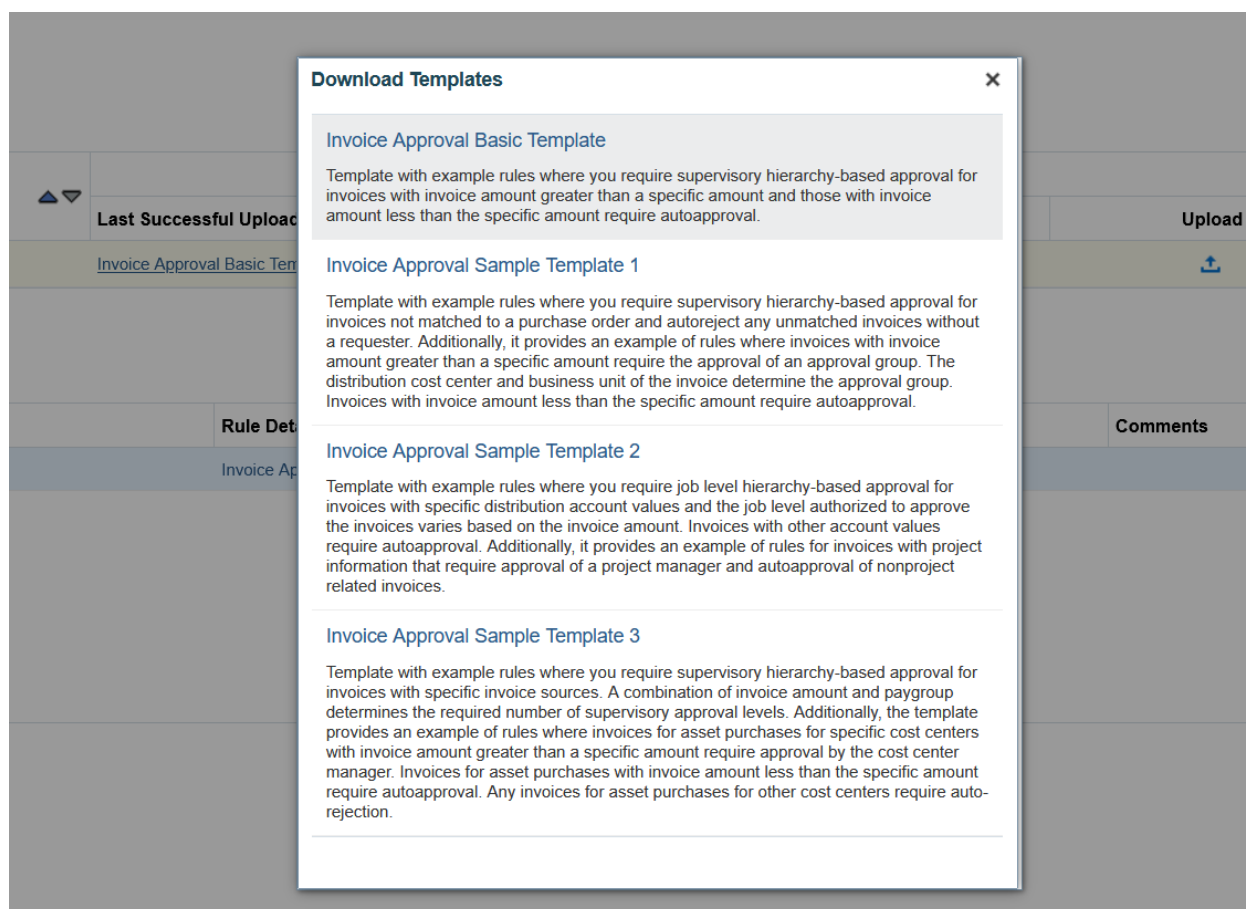
In the following example I will be **assigning** invoices approval that have a distribution combination for Asset clearing and also invoices applied to purchase order with an item category of assets to be approved by specific people also, I will create an **AUTO APPROVING RULE** for invoices that doesn't match these inputs

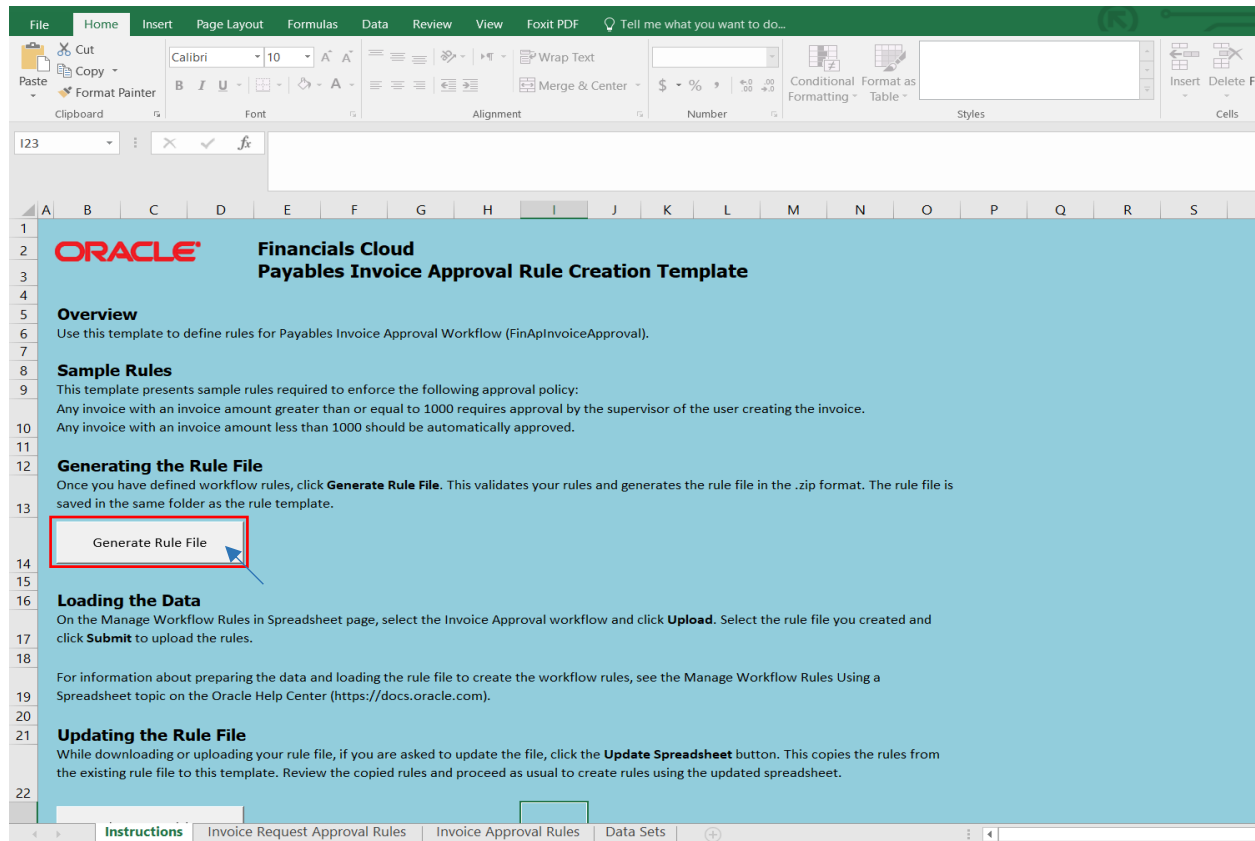Here are some tips for building your cycle after opening the excel sheet
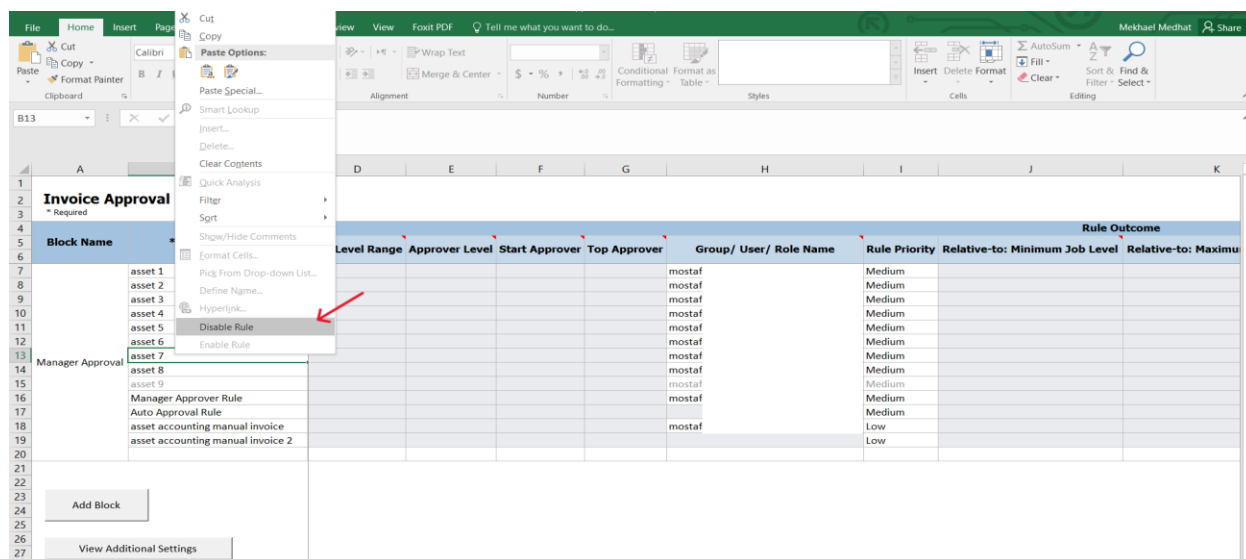
➤ You can always **disable** rules if not needed rather than deleting and re enable it if needed again
➤ You can search for new conditions rather than the invoice header, line and distribution by adding rule condition
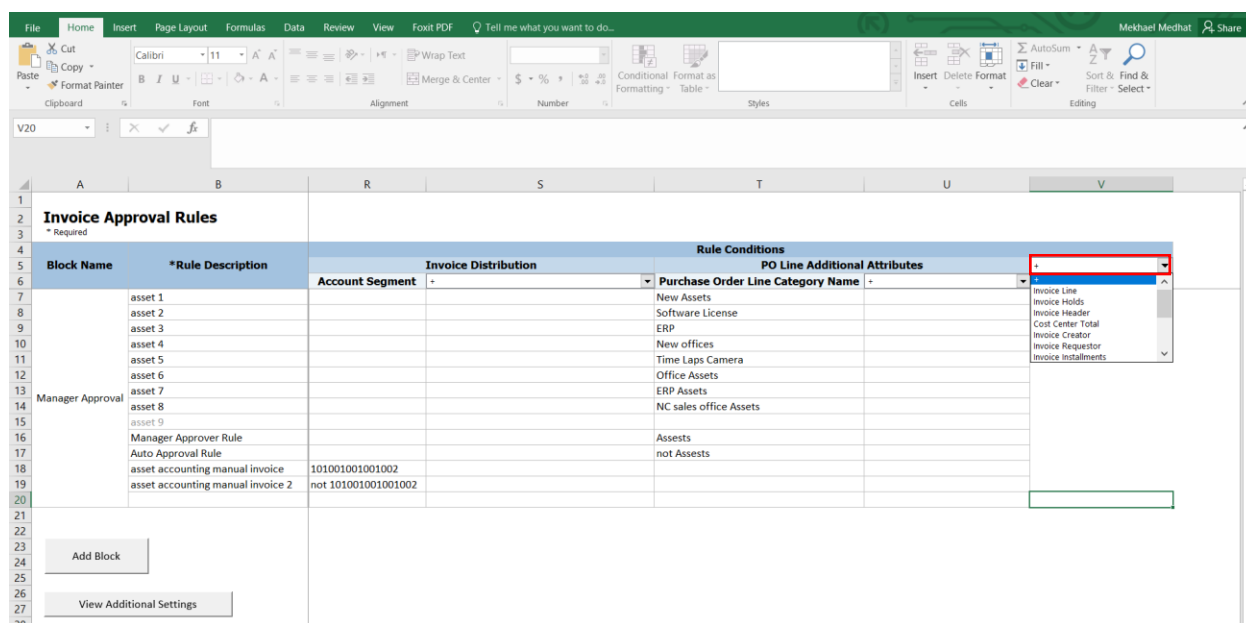
Make sure to disable any unneeded rules and clear the data in the other excel pages

Once you are done

Click on the <mark>**generate rule file**</mark>

Pick a saving location on your machine

Get back to the oracle window and click on upload

Click on browse and click on the saved CSV file
it will give you a warning that it will override the previous rules

Click on ok and that's it

And now you can start initiating approval for the invoices

And here is how you should deal with invoices from now on :

Notice after validating the invoice the next step I need to do is to initiate approval for the invoice before **posting** or **paying** for it

from the drop list click initiate approval

Note that you can view the approval history (who did initiate the invoice for approval and who approved it)

✦ Always keep an eye on the ==transaction console== to make sure that the cycle has been applied successfully

From Tools ⟶ transaction console

Search for invoice approval transaction

Here you can see the invoice make sure its assigned

Here you can check if the **flow** is running correctly, you can also check the diagnostic report

If the application didn't find any matching approval rule (auto approving rule or to be assigned to a group / user) it will end up with an **error** in the transaction console

Thanks for your time.

Mekhael Medhat