

MAMTORA PVT LTD - ROLLOUT

ACCOUNTS PAYABLES USER MANUAL

Author : Manikandan S

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Name	Position
<Dinesh Arjunan>	Projects Manager
<Gunasekaran Gowrisankar>	Delivery Manager

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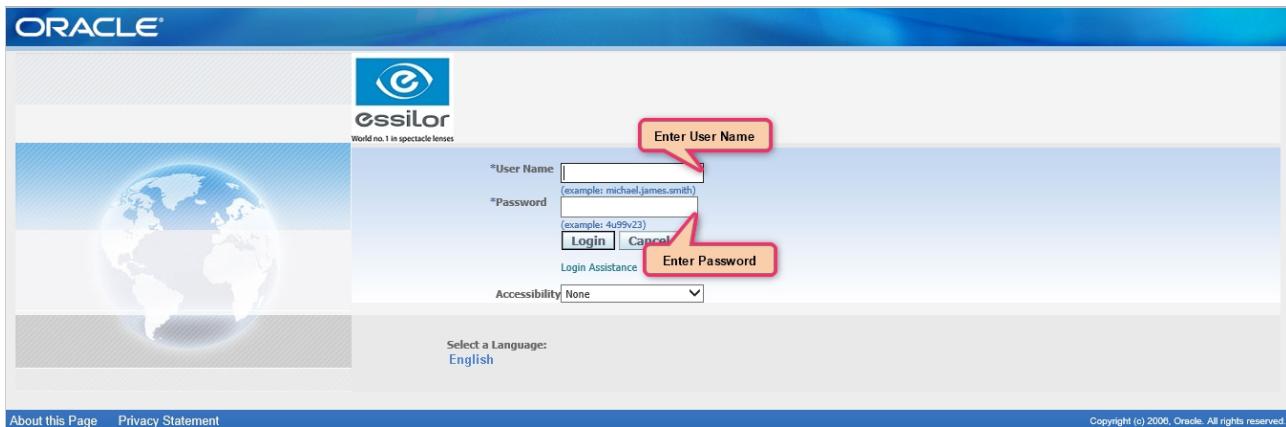
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1. LOGGING INTO ORACLE APPLICATION

When you start Oracle Applications, you will be prompted for a User Name and Password. After entering these, click the Connect button. If you have multiple responsibilities, you are required to select one. If you have only one responsibility, you will not be prompted; use an Internet Browser to log on Oracle application and you will be prompted for a user and Password to log on



Essilor Test Instance (UAT): <http://inls1127.asia.essilor.group.8025>

User Name:

Password:

Once you are logged on Oracle Application a list of available responsibilities will appear to select one of them

ORACLE APPLICATIONS TOOLBAR

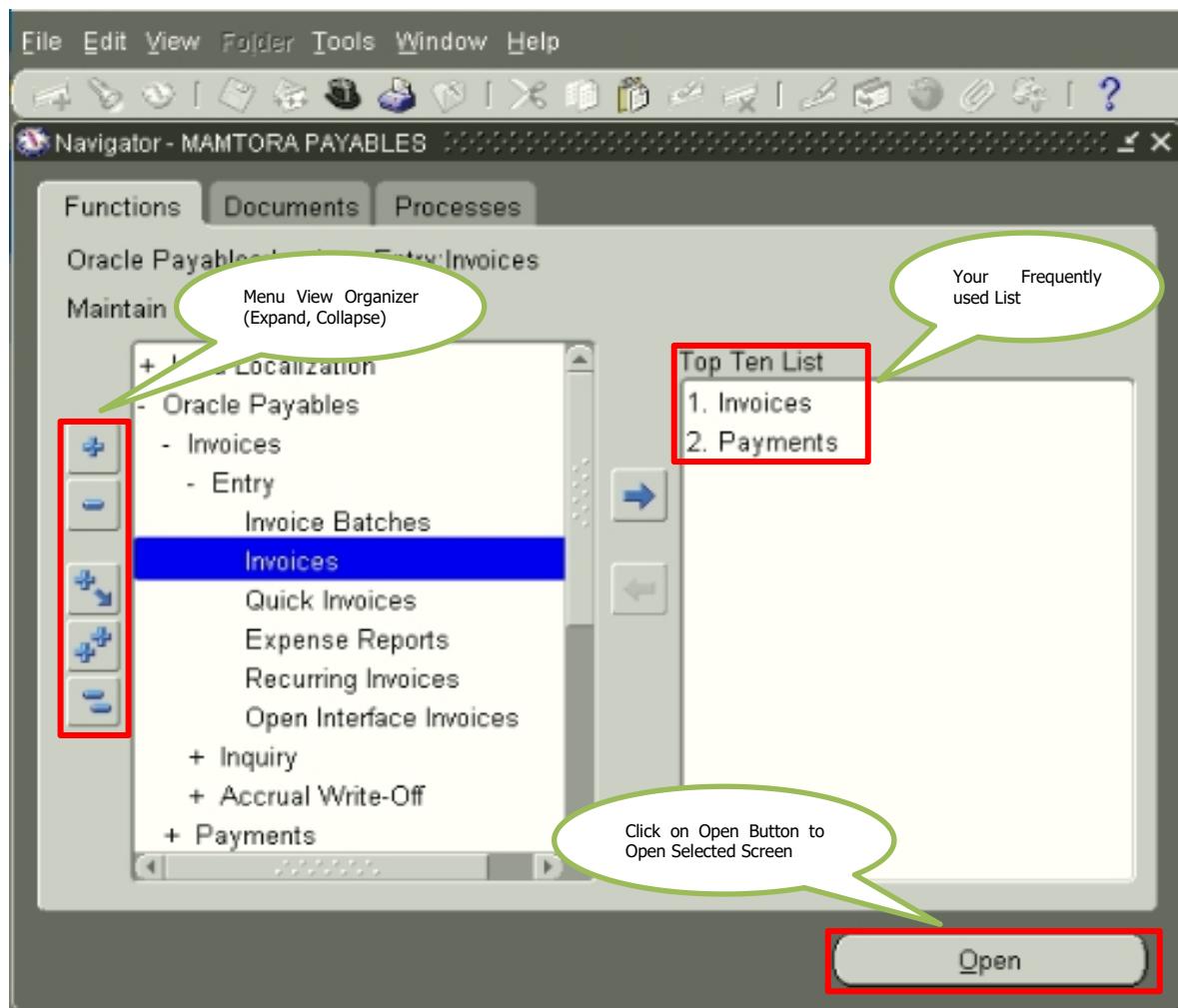
You can invoke functions that are identical to specific menu items by choosing buttons from the toolbar. The toolbar replicates many commonly used menu items so you can invoke their actions quickly without having to search for them in the menu. The following table is representing the applications toolbar.

	Save	Saves any pending changes.
	Print	Prints the current screen.
	Clear All	Clears all data in current window.
	Find	Invokes the query mode.
	New Record	Creates a new record.
	Delete Record	Deletes the current record from the database. (NOTE: You must SAVE to complete delete.)
	Clear Record	Clears all data pertaining to current record in window.
	Translation	Opens the Translations window.
	Attachment	Opens the Attachments window.
	Edit	Opens the Editor window for the current field.
	Window Help	Displays general help for the current application.

Function	Shortcut (Functions Keys)
Copy Field from Above	Shift <F5>
Exit Active Window	<F4>
Clear Record	<F6>
Clear Block	<F7>
Insert New Record	<F6>
Delete Record	<CTRL>+<UP>
Save Date	<CTRL>+<S>
Query Enter	<F11>
Query Run	<CTRL>+<11>
Clear Form	<F8>
Print Screen	<CTRL>+<P>
List of Values (Quick Pick)	<CTRL>+<L>
Next Record	↓
Previous Record	↑ or <Ctrl>+p
Next Field	<Tab>
Previous Field	<Shift>+<Tab>
Clear Field	<F5>



Use Application Toolbar, button & Top Ten List to Enter, save and maintain the transactions



Function Security

You may not have access to every window, button, or tabbed region within a workbench. This is because your system administrator may be using Function Security to prevent users with your responsibility from performing specific operations. For example, your responsibility might allow you to enter receipts but prevent you from deleting them.

Folders

Several appear in a window. You can tell if a window is a folder (+) if an open folder icon appears at the top left portion of the window.

2. ERS INVOICES

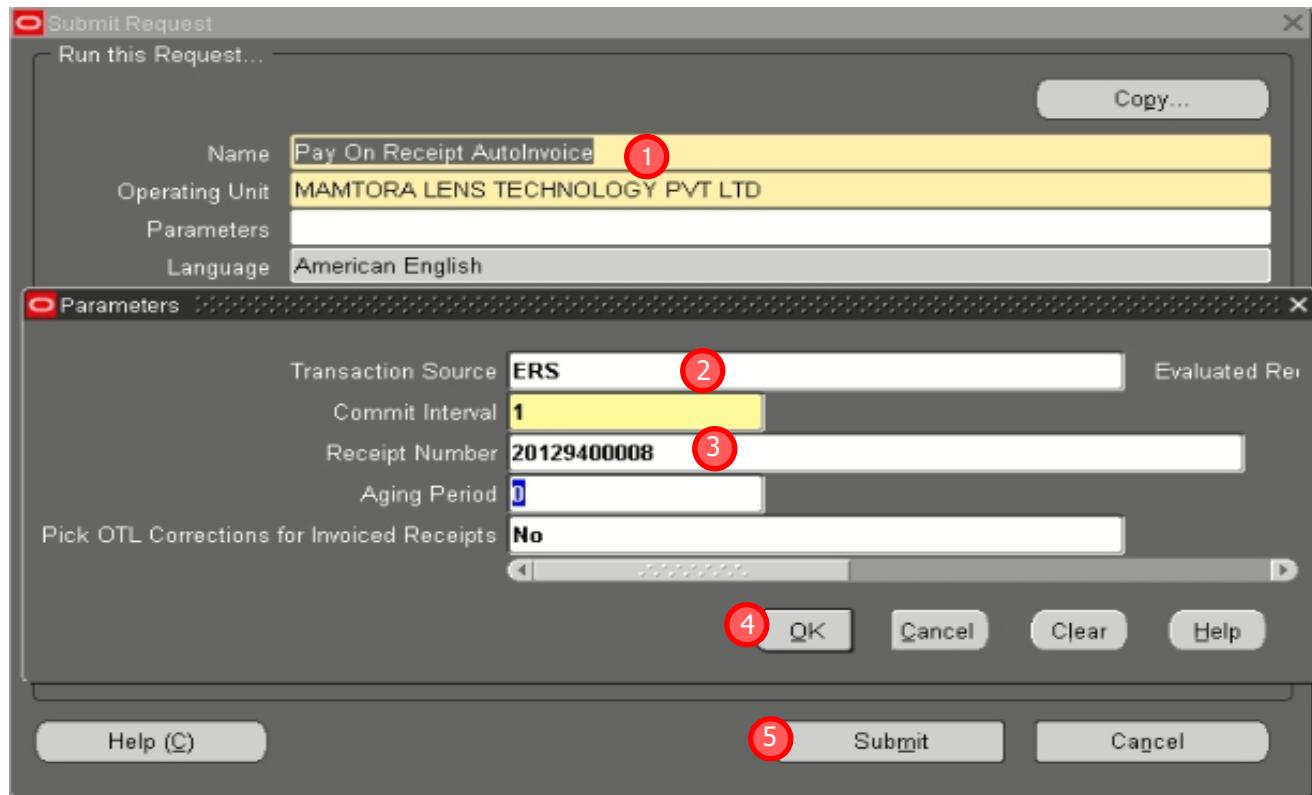
Process: FIN-AP-01

Process Name: ERS Invoices Process

Navigation: MAMTORA Purchasing → Click on view request → Submit the request

Purpose: To create invoices through ERS Invoices process

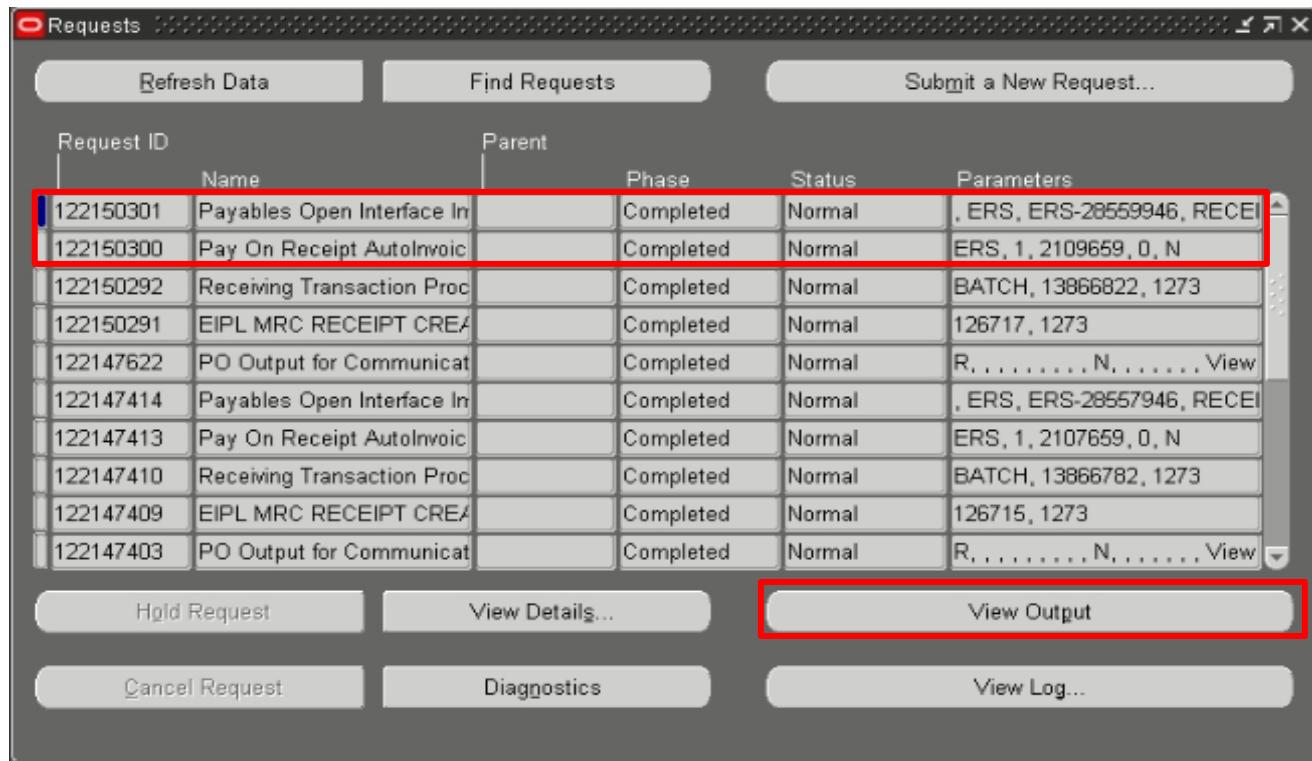
For ERS Invoice the PO has been created and goods received.



Steps

1. Go to Purchasing Responsibility.

2. Run the Request “Pay on Receipt Auto Invoice”.
3. Enter the Receipt number and the Transaction Source in the Parameter.
4. Submit the Request.



Both the concurrent must be completed normal.

6. System will call the request “Payable Open Interface Import” automatically.
7. View the output of “Payable Open Interface Import”.

Payables Open Interface Import Report							
Source Name:	ERS	Hold Name:					
Group:	ERS-28559946	Hold Reason:					
Batch Name:	RECEIPTS/05-APR-21/2051983	GL Date:					
		Purge:	No				
		Summarize Report N					
Payables Open Interface Audit Report							
MAMTORA LENS TECHNOLOGY PVT LTD							
Supplier Number	Supplier Name	Invoice Number	Invoice Date	Invoice Currency	Invoice Amount	Line Number	Invoice Line Accounting Amount Date
D-IG-0001	ESSILOR INDIA PVT LTD	ERS-KLLINV00005-189971	05-APR-21	INR	118,000.00	1	100,000.00 05-APR-21
						2	18,000.00 05-APR-21

Total Invoices Imported: 1

Total Functional Currency Invoice Amount: 118,000.00

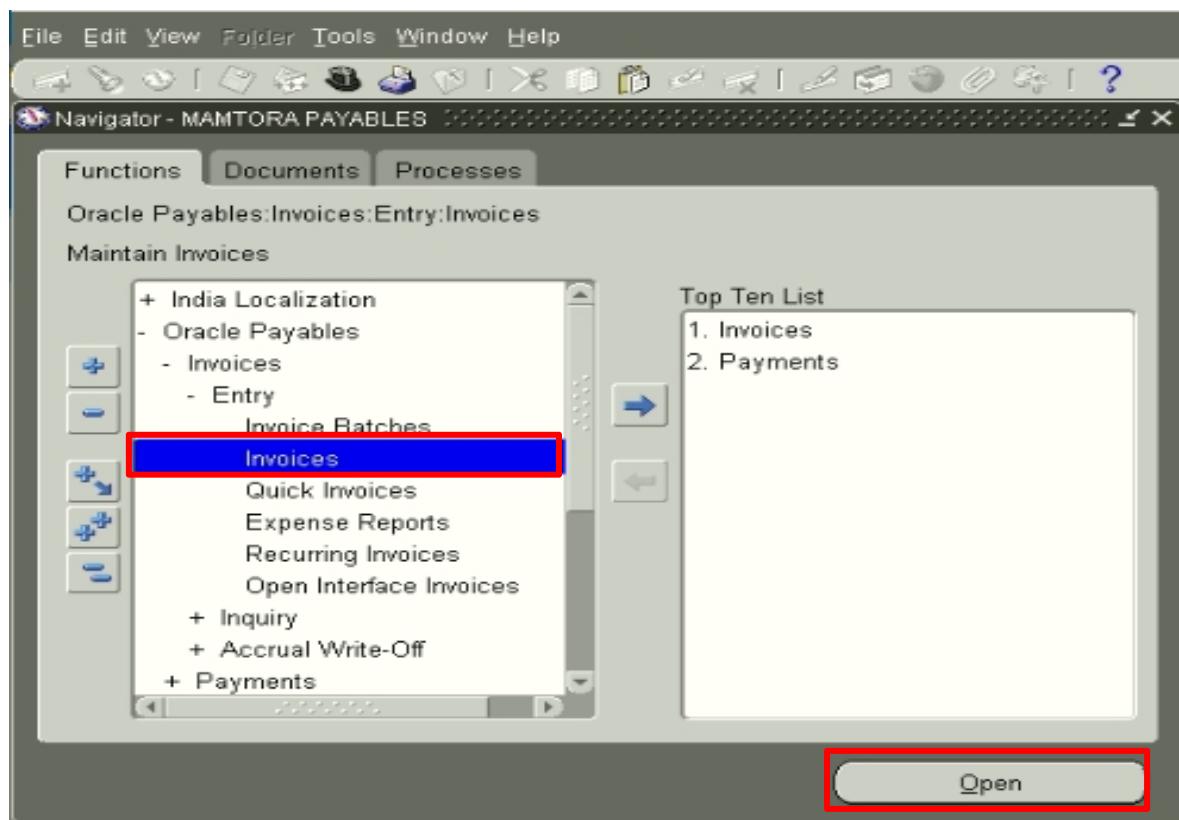
Report Date: 05-APR-2021 10:25
Page: 2

Payables Open Interface Import Report

Source Name:	ERS	Hold Name:	
Group:	ERS-28559946	Hold Reason:	
Batch Name:	RECEIPTS/05-APR-21/2051983	GL Date:	
		Purge:	No
		Summarize Report N	

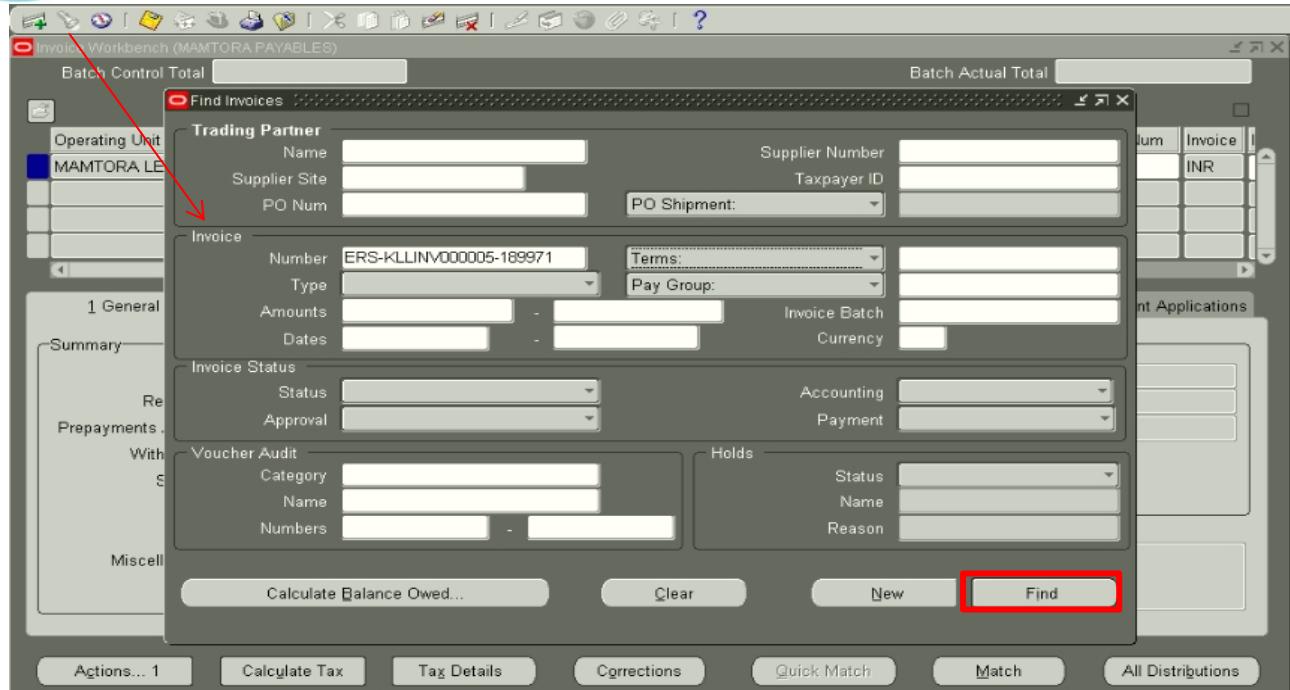
Invoice has been created with invoice number start with "ERS".

Navigation: MAMTORA Payables → Oracle Payables → Invoices → Entry → Invoices

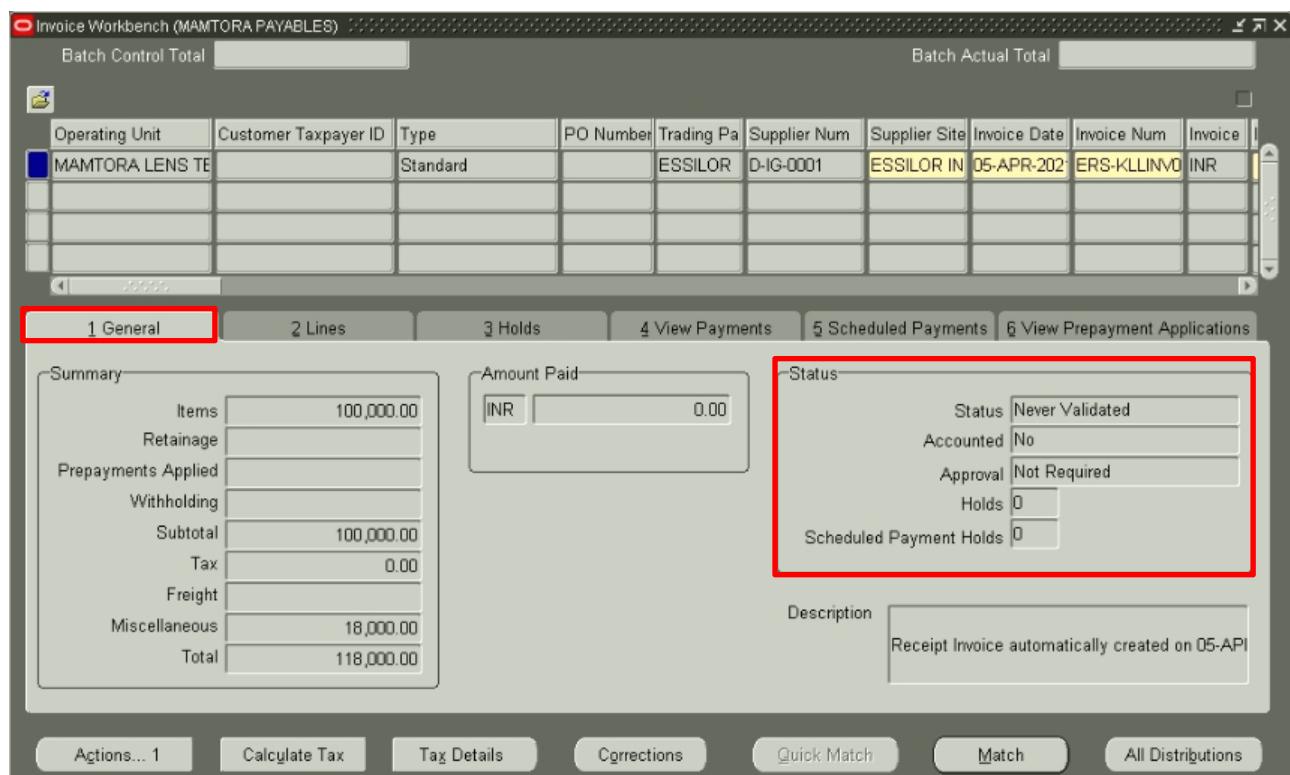


Search with any following criteria





Verify the Auto generated ERS Invoice details



Invoice Line details

Invoice Workbench (MAMTORA PAYABLES)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
MAMTORA LENS TE		Standard		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-202	ERS-KLLINVO	INR

[1 General](#) [2 Lines](#) [3 Holds](#) [4 View Payments](#) [5 Scheduled Payments](#) [6 View Prepayment Applications](#)

Total									
		Gross	118,000.00	Retained		Net		118,000.00	
Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number
1	Item	100,000.00	2000007		1	1	Quantity	1	20129400008
2	Miscellar	18,000.00						1	

[Actions... 1](#) [Calcylate Tax](#) [Tax Details](#) [Corrections](#) [Quick Match](#) [Match](#) [All Distributions](#)

Verify the GST Tax details

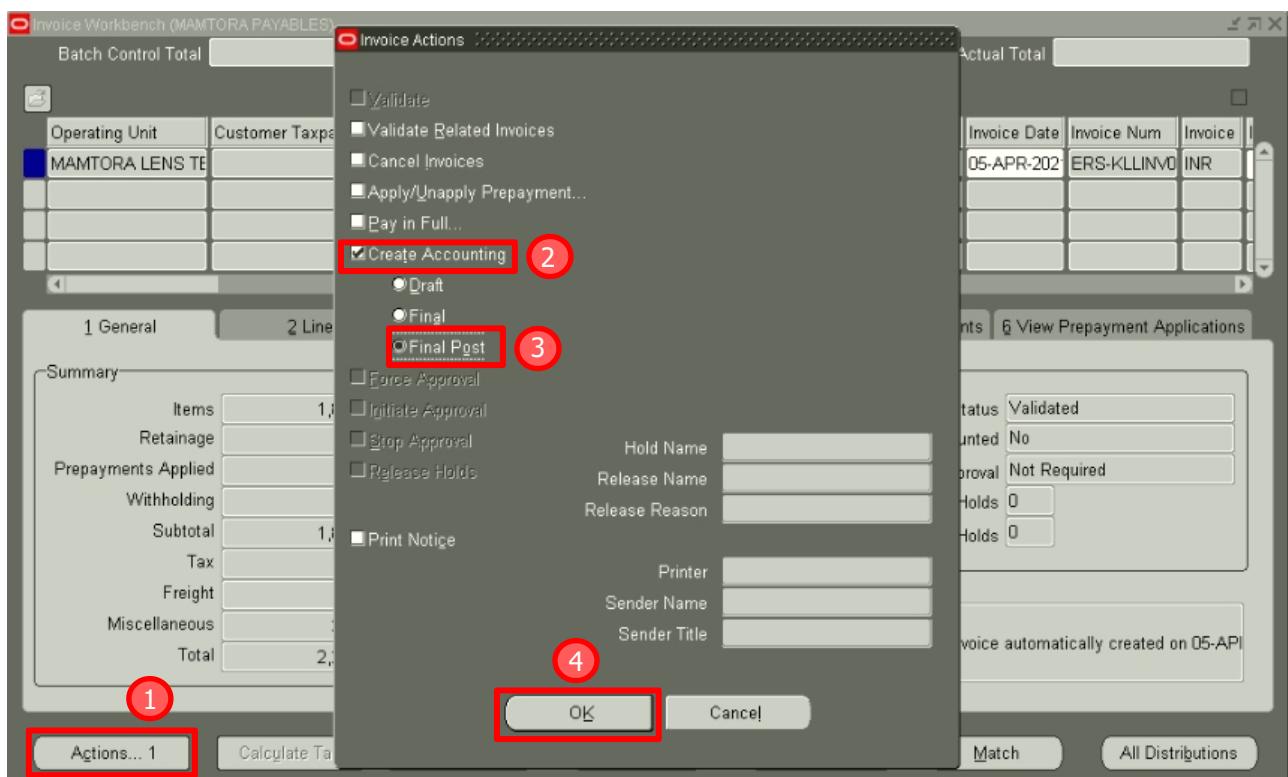
Tools → India Tax Details

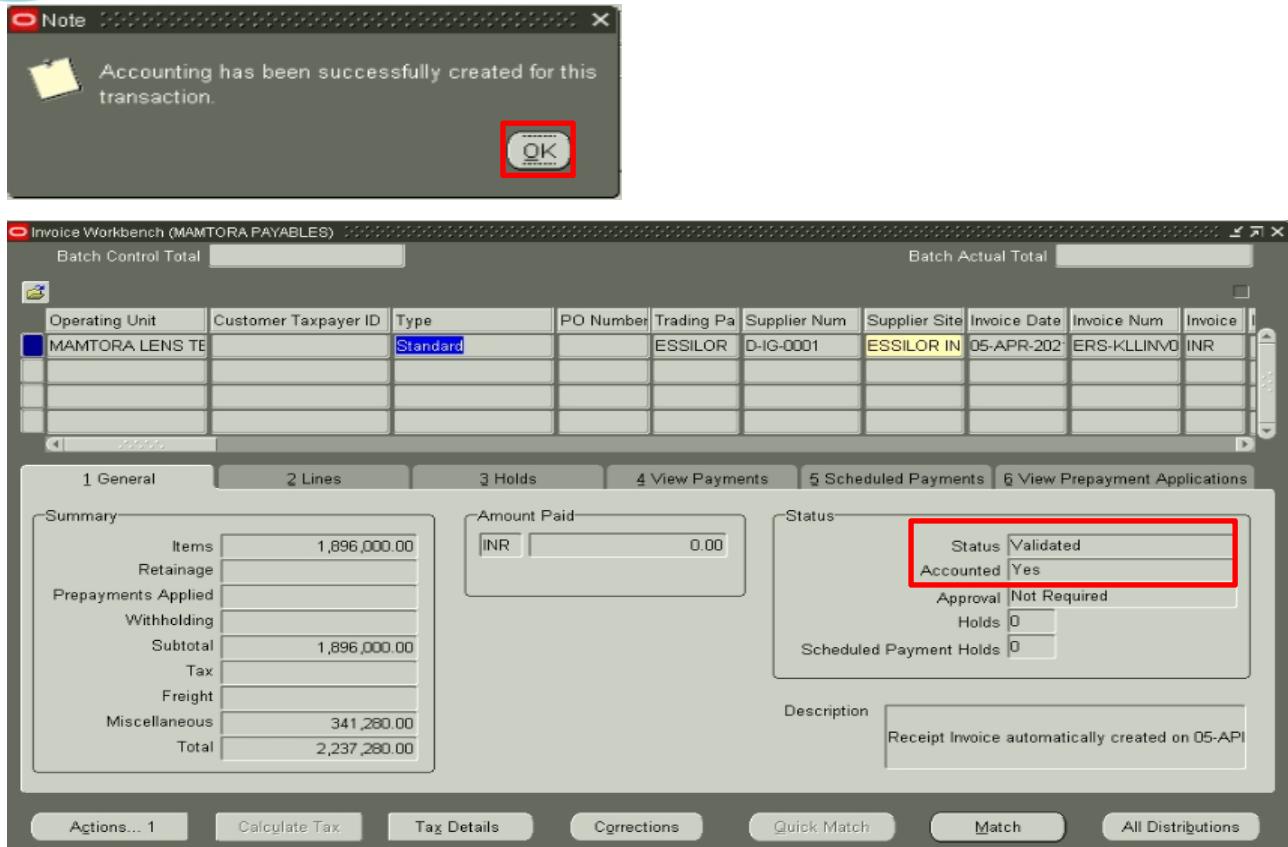
Query the invoice with invoice number.

1. User can amend the non-Financial information like Invoice number, description as per received vendor's Invoice.
2. Validate the invoice.



3. Do the Create Accounting for the invoice.





Re-Query the AP invoice as check the status as shown above.

Accounted Status changed as Yes

Now we can make payment against the Invoice as per payment terms (Fully or Partially)

Process Complete

3. CREATING INVOICES IN PAYABLES

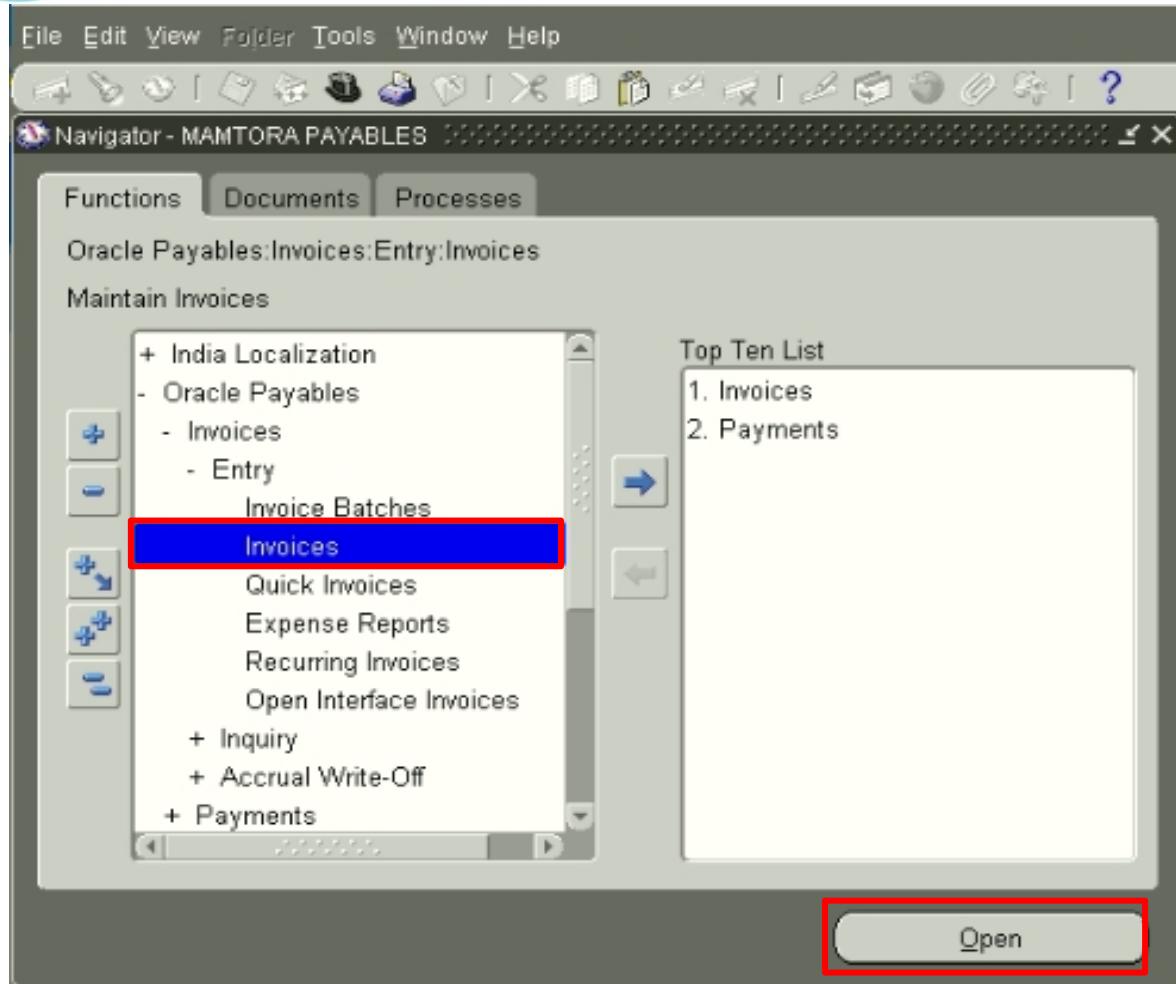
3.1 Payables Invoices with GST

Process: FIN-AP-03

Process Name: Manual Invoice with GST Tax

Navigation: MAMTORA PAYABLES → Oracle Payables → Invoices → Entry → Invoices

Purpose: To create AP invoices



Description:

The Invoices Entry screen is used to enter supplier invoices. Payment is made for outstanding validated invoices. The same invoice screen is also used to enter Prepayments (Advances) paid to suppliers and to adjust the advance against expenses or procurement and to adjust supplier outstanding by entering credit memo and debit memo.

Before entering invoices, ensure that the supplier has been created with at least one supplier site and relevant supplier Additional Information has been entered. Also, ensure that applicable setup has been completed.

Invoice Types:

Standard – This is the basic invoice type used to enter the supplier invoice information. Select standard for entering invoices received from supplier.

Credit Memo – Credit memo type of invoice is used to reverse an original invoice (standard) either partially or fully.

Debit Memo – A debit memo is generated to send to a supplier the credit amount that the supplier owes to you. It may be a quantity credit or price reduction.

PO Default – This invoice type is used to automatically default the supplier, supplier number, currency and other information from the Purchase order. PO number is required to be given in case of a PO default type.

Prepayment – This type is used to pay an advance to a supplier. It can be applied to an outstanding invoice to reduce the amount of the invoice. A prepayment should be first fully paid in order for it to be applied.

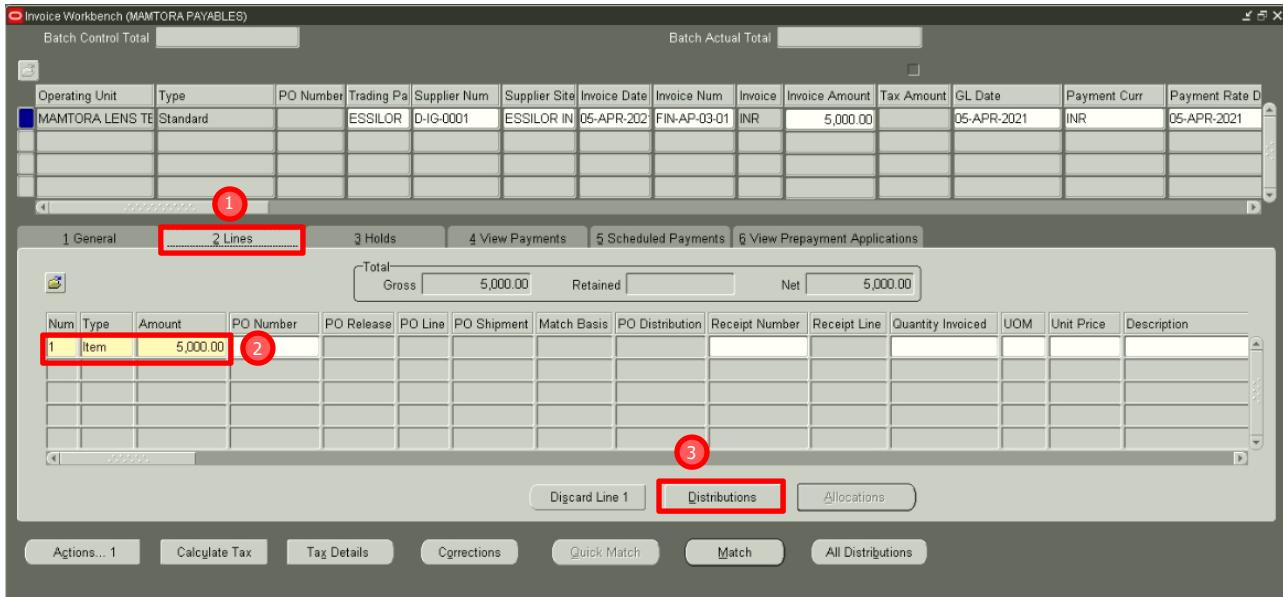
Invoice Workbench (MAMTORA PAYABLES)

Batch Control Total		Batch Actual Total											
Operating Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	GL Date	Payment Curr	Payment Rate D
MAMTORA LENS TE	Standard		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-202	FIN-AP-03-01	INR	5,000.00		05-APR-2021	INR	05-APR-2021
1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications													
Summary Items Retainage Prepayments Applied Withholding Subtotal Tax Freight Miscellaneous Total				Amount Paid INR 0.00		Status Status Never Validated Accounted No Approval Not Required Holds 0 Scheduled Payment Holds 0							
Description													
Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions													

Steps Invoice Creation

Note: All fields highlighted in yellow are mandatory. The form will not proceed to the next step if even one of these fields has been left blank.

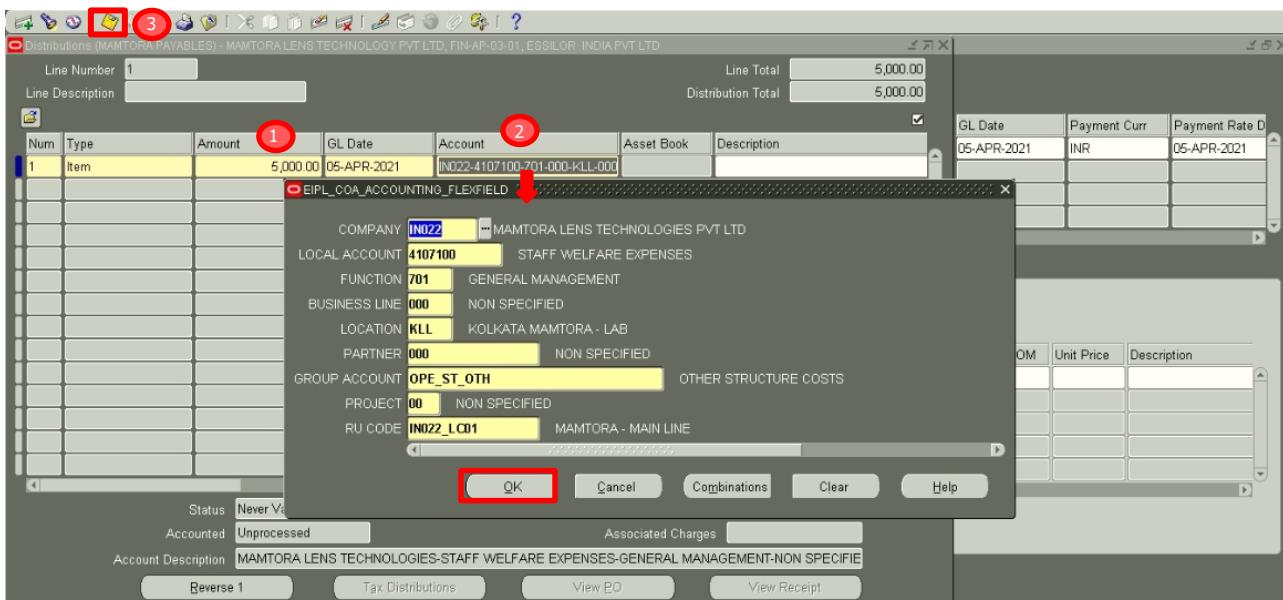
1. Pick the type of Invoice to be created from the available List of Values (LoV). For normal Invoices, keep the Invoice type “Standard” and for Advance payments, select the type “Prepayment”.
2. Select the Trading Partner Name (i.e. Supplier Name) or Supplier Number for whom the invoice is to be created.
3. Select the Supplier Site based on the supplier’s location for which you are entering the invoice.
4. Enter the date of the invoice
5. Enter the invoice number or the bill number as it appears on the supplier’s physical invoice. (You can also enter the invoice number on logical basis for expense invoices).
6. Enter the invoice currency (default is INR) and amount.
7. Enter the GL Date on which you would like the entry to be accounted in the General Ledger.
8. Enter the narration of the voucher in the Description Field.
9. Enter term date, payment term and payment method. This information will be defaulted and the user can override them while creating the invoice.
10. Save your work by pressing Ctrl + S



Click on the ‘Line’ tab to enter the amount to be debited in case of “Standard” invoice and accounts and amount to be credited where invoice type is Credit/Debit Memo.

Purpose: To enter AP invoice Distributions

Navigation: Oracle Payables → Invoices → Entry → Invoices → Distributions



Enter the amount in the amount field and the account code combination to be debited/credited in the account field and click **Save** or **Ctrl + S**.

Process: Apply GST Tax to the Manual AP invoice created

Navigation: Tools → India Tax Details

The screenshot shows the 'Invoice Workbench' interface. The 'Tools' menu is open, with 'India Tax Details' selected. The main area displays a grid of invoices. The first invoice in the grid is for 'MAMTORA LENS TE' with a value of 5,000.00. Below the grid, there are tabs for 'General', 'Lines', 'Holds', 'View Payments', 'Scheduled Payments', and 'View Prepayment Applications'. The 'General' tab is currently active. On the right side, there are sections for 'Amount Paid' (INR 0.00) and 'Status' (Never Validated, No, Not Required, 0 holds, 0 scheduled payment holds). At the bottom, there are buttons for 'Actions... 1', 'Calculate Tax', 'Tax Details', 'Corrections', 'Quick Match', 'Match', and 'All Distributions'.

The screenshot shows the 'Financials for Taxes' window. It includes fields for Organization (MAMTORA KOLKATA), Location (MAMTORA KOLKATA), Document Number (FIN-AP-03-01), Revision/Release Number, Original Tax Invoice Number, Original Tax Invoice Date (05-APR-2021), Currency Code (INR), Amount (5000), Tax Amount, GST Document Number, GST Document Date, and Total Amount (5000). Below these are buttons for 'Update/Modify', 'Apply to', 'Update From', 'To', 'Proceed', and 'Refresh'. The main area is a grid with columns: Line Num, Shipment Number, Item, Item Description, UOM, Quantity, Price, Assessat, Asses, Tax Category, Intended Use, and HSN Code. The 'Tax Category' column contains 'INTER_IGST@18_MAI', 'Intended Use' contains 'NON-MANUFACTUR', and 'HSN Code' contains '900015000'. A red box highlights the 'Tax Category', 'Intended Use', and 'HSN Code' columns. A red circle (6) is located at the top left of the window.

- Enter the tax category, Intended use, HSN Code or SAC Code

2. Save the form.
3. After Save check the Tax amount details

Financials for India Taxes

Organization	MAMTORA KOLKATA L	Document Number	FIN-AP-03-01	Amount	5000
Location	MAMTORA KOLAKATA	Revision/Release Number		Tax Amount	900
Supplier Tax Invoice Number		Original Tax Invoice Number		GST Document Number	
Supplier Tax Invoice Date	05-APR-2021	Original Tax Invoice Date		GST Document Date	
Currency Code	INR	Total Amount	5900		

Update/Modify: [] Update From: [] To: [] Proceed Refresh

Line Num	Shipment Number	Item	Item Description	UOM	Quantity	Price	Assessable	Asses	Tax Category	Intended Use	HSN Code
1									INTER_IGST@18_MA	NON-MANUFACTUR	900015000

Precedences

SL No	Tax Rate Name	Tax Type	Tax Point Basis	Assessable Price List	Assessable Value	1	2	3	4	5	6	7	8	9	10	Currency	Tax C
1	REC_IGST@18_MA	IGST	INVOICE		0											INR	

Invoice Workbench (MAMTORA PAYABLES)

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Term
MAMTORA LENS TE		Standard		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-2022	FIN-AP-03-01	INR	5,000.00	

Batch Control Total: [] Batch Actual Total: []

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary:

Items	5,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	5,000.00
Tax	
Freight	
Miscellaneous	900.00
Total	5,900.00

Amount Paid:

INR	0.00
-----	------

Status:

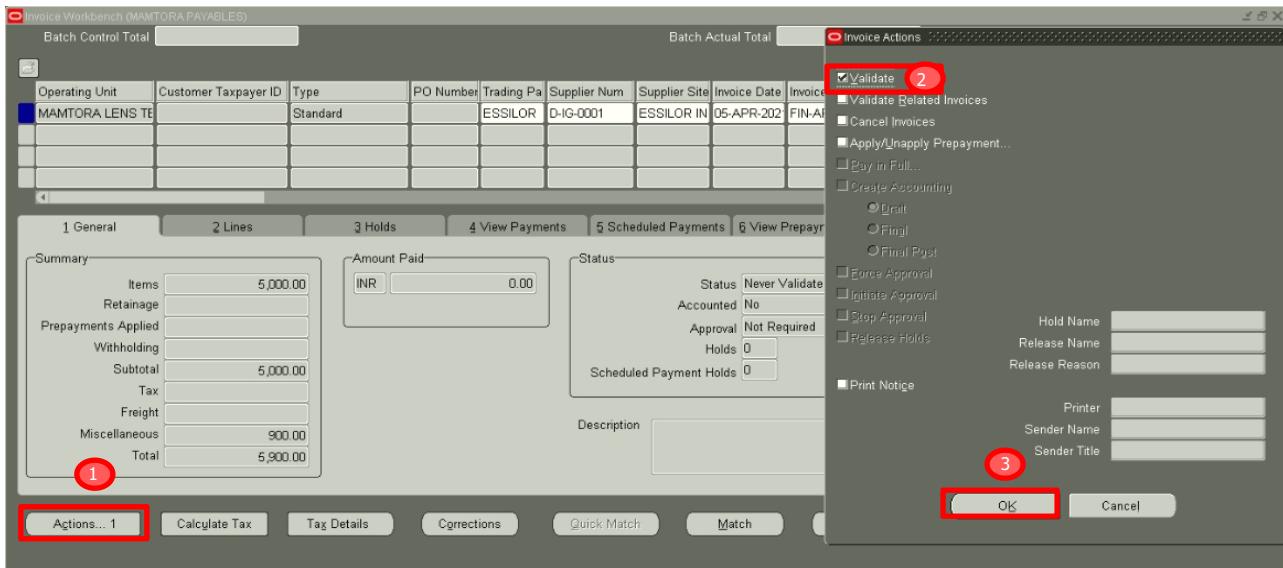
Status	Never Validated
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description: []

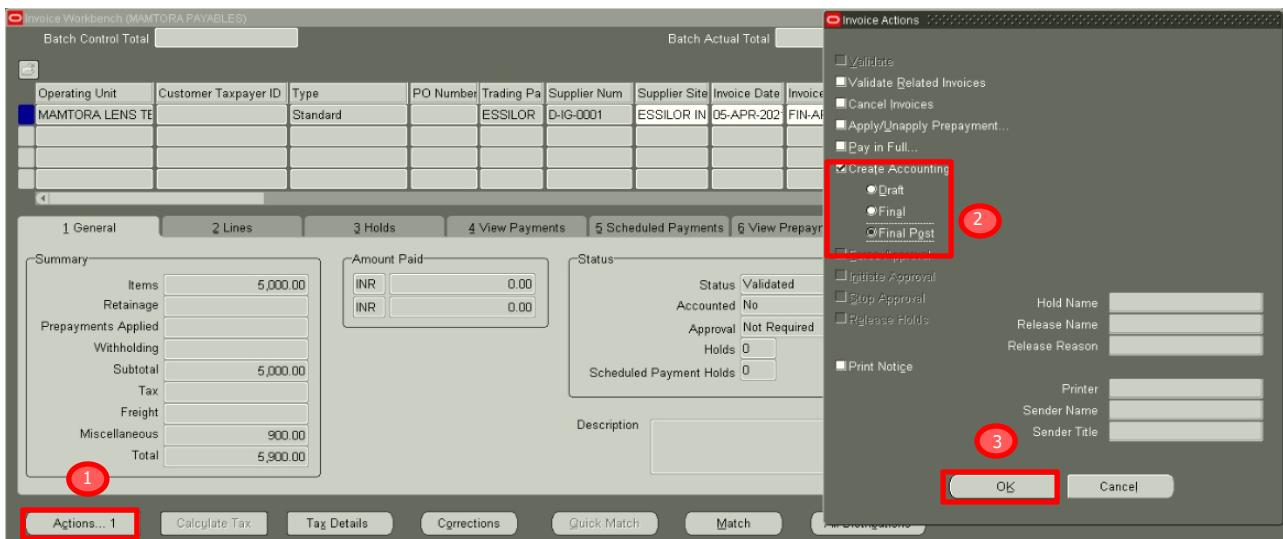
Action Buttons: Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

1 2 Change the Invoice Amount as per Total

Change the Invoice amount in the header accordingly as per the GST tax amount applied and click Action to validate the invoice.



The Invoice has been validated now do the create accounting



1 General		2 Lines		3 Holds		4 View Payments		5 Scheduled Payments		6 View Prepayment Applications																																																																																																																									
<table border="1"> <tr> <td colspan="2">Summary</td> <td colspan="2">Amount Paid</td> <td colspan="2">Status</td> <td colspan="6"></td> </tr> <tr> <td>Items</td> <td>5,000.00</td> <td>INR</td> <td>0.00</td> <td>Status</td> <td>Validated</td> <td colspan="6"></td> </tr> <tr> <td>Retainage</td> <td></td> <td colspan="2"></td> <td>Accounted</td> <td>Yes</td> <td colspan="6"></td> </tr> <tr> <td>Prepayments Applied</td> <td></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="6"></td> </tr> <tr> <td>Withholding</td> <td></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="6"></td> </tr> <tr> <td>Subtotal</td> <td>5,000.00</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="6"></td> </tr> <tr> <td>Tax</td> <td></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="6"></td> </tr> <tr> <td>Freight</td> <td></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="6"></td> </tr> <tr> <td>Miscellaneous</td> <td>900.00</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="6"></td> </tr> <tr> <td>Total</td> <td>5,900.00</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="6"></td> </tr> </table>												Summary		Amount Paid		Status								Items	5,000.00	INR	0.00	Status	Validated							Retainage				Accounted	Yes							Prepayments Applied												Withholding												Subtotal	5,000.00											Tax												Freight												Miscellaneous	900.00											Total	5,900.00										
Summary		Amount Paid		Status																																																																																																																															
Items	5,000.00	INR	0.00	Status	Validated																																																																																																																														
Retainage				Accounted	Yes																																																																																																																														
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<input type="button" value="Actions... 1"/>		<input type="button" value="Calculate Tax"/>		<input type="button" value="Tax Details"/>		<input type="button" value="Corrections"/>		<input type="button" value="Quick Match"/>		<input type="button" value="Match"/>																																																																																																																									
<input type="button" value="All Distributions"/>																																																																																																																																			

Actions - Opens the Invoice Actions window for a selected invoice(s) which you can use to perform actions such as validating, approving, cancelling, apply/unapply prepayment, etc. as briefed below.

Validate - Before you can pay or create accounting entries for any invoice, the Invoice Validation process must validate the invoice. Invoice Validation checks the matching, tax, period status, exchange rate, and distribution information for invoices you enter and automatically applies holds to exception invoices.

Validate Related Invoices - The Validate Related Invoices button validates related invoices depending on which type of invoice is selected:

If you select an invoice, then Validation includes all price corrections and credit/debit memos associated with that invoice.

If you select a credit/debit memo, then Validation includes all invoices associated with the credit/debit memo.

Cancel Invoices - You can cancel only unpaid invoices. You can cancel any invalidated invoice, or a validated invoice that does not have any effective payments or accounting holds. You cannot cancel an invoice that is selected for payment in a payment batch. You can cancel an invoice that was paid with a payment that is now voided, if the invoice status is now Unpaid. When Payables cancels an invoice, it sets the invoice amount to zero, sets all scheduled payments to zero, and reverses all invoice distributions and any matches to purchase order shipments and distributions.

Apply/Unapply Prepayments – You can apply the available amount of Item type distributions from a Temporary type prepayment to one or more invoices to offset the amount you pay on the invoice(s). If you entered the prepayment as a Permanent type and want to apply it, you can query the prepayment in the Invoices window and change the Prepayment Type to Temporary.

If you mistakenly apply a prepayment to an invoice, you can unapply it. It is then available to apply to another invoice. When you unapply a prepayment, you must unapply the full prepaid amount. Payable increases the amount available for the prepayment by the unapplied amount. Payable creates a positive amount Prepayment distribution on the invoice, with the same attributes as the existing Prepayment distribution it is reversing. Payable then updates the status of the invoice to unpaid or partially paid.

Pay in Full – Use this check box when you want to pay the invoice directly from the invoice screen. On selecting this check box, payments window opens up for processing the payment.

Create Accounting - After you have entered invoices select the Create Accounting check box to create accounting entries for each invoice.

Process: To create accounting for each transaction from the system

Navigation: Invoice → Entry → Invoices → Actions

Click on the Create Accounting check box. Click 'OK' to create accounting for this transaction.

- a) Draft: Accounting can be modified
- b) Final: Accounting not posted to GL
- c) Final Post: Accounting posted to GL

Re-query the invoice in the Invoice window and click on Tools → View Accounting

File Edit View Folder Tools Reports Actions Window Help

View EFT Details View Invoice Overview

Invoice Workbench (MAMTORA)

Batch Control Tool

View Accounting Events

IL Tax Details
TDS Tax Details
India Tax Details

Operating Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax Control Amount	Withheld A
MAMTORA LENS TE	Standard		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-2021	FIN-AP-03-01	INR	5,900.00			

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	5,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	5,000.00
Tax	
Freight	
Miscellaneous	900.00
Total	5,900.00

Amount Paid

INR	0.00
-----	------

Status

Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

ORACLE

Navigator Favorites Preferences Help Close Window

Accounting Events

Select Event: [View Journal Entries](#) Export

Show All Details Hide All Details

Select Details Primary Ledger

Event Class	Event Type	Event Date	Event Status	Transaction Date	Transaction Number
Invoices	Invoice Validated	05-Apr-2021	Final Accounted	05-Apr-2021 00:00:00	FIN-AP-03-01
Event Number	1		Event Creation Date	07-Apr-2021 13:38:39	
Legal Entity	MAMTORA_LEGAL		On Hold Status	No	
Party Name	ESSILOR INDIA PVT LTD		Party Site Name	ESSILOR INDIA PVT LT	
Invoice Number	FIN-AP-03-01		Invoice Amount	5900	
Invoice Currency	INR		Invoice Ledger Amount	5900	
Invoice Type	STANDARD		Invoice Date	05-APR-2021 00:00:00	
Cancelled Date			Invoice Description		

Privacy Statement Preferences Help Close Window Copyright (c) 2006, Oracle. All rights reserved.

Click on View Journal Entries

Subledger Journal Entry				View T-Account	View Supporting References				
Ledger	Mamtora Lens Technologies Pvt	Category	Purchase Invoices						
Journal Entry Status Final									
Balance Type	Actual	Completion Date	07-Apr-2021 13:42:28						
GL Date	05-Apr-2021	Journal Entry Type	Standard						
Description Invoice Validated , Invoice Number: FIN-AP-03-01 , Date: 05-APR-21 , Document Sequence Category: STD INV , Document Sequence Name: STD INV/FY-21-22 , Invoice Voucher Number: 2100042 , Invoice Description:									
Transaction Information									
Party Name	ESSILOR INDIA PVT LTD	Party Site Name	ESSILOR INDIA PVT LT						
Invoice Number	FIN-AP-03-01	Invoice Amount	5900						
Invoice Currency	INR	Invoice Ledger Amount	5900						
Invoice Type	STANDARD	Invoice Date	05-APR-2021 00:00:00						
Cancelled Date		Invoice Description							
Document Sequence Name	STD INV/FY-21-22								
Document Sequence Number	2100042								
Show Additional Information									
Lines									
Export:									
Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (INR)	Accounted CR (INR)	Supporting References
Show 1		IN022-4107100-701-000-KLL-000-OPE_ST_OTH-00-IN022_LC01	Item Expense	INR	5,000.00		5,000.00		...
Show 2		IN022-2335805-010-000-KLL-000-A44450-00-IN022_LC01	Miscellaneous Expense	INR	900.00		900.00		...
Show 3		IN022-2501000-010-000-KLL-000-L40000-00-IN022_LC01	Liability	INR		5,000.00		5,000.00	...
Show 4		IN022-2501000-010-000-KLL-000-L40000-00-IN022_LC01	Liability	INR		900.00		900.00	...
Accounted Amounts									
Accounted DR (INR) 5,900.00			Accounted CR (INR) 5,900.00						
Return to Accounting Events									

This will show accounting as per MAMTORA Ledger for the transaction.

Process Complete

4. CREDIT MEMO INVOICES AND CANCELLATION

4.1 Credit Memo Invoice Creation

Process: FIN-AP-04

Process Name: Supplier Credit Memo

Navigation: Oracle Payables → Invoices → Entry → Invoices → select type as Debit/Credit Memo

Purpose: To create Credit Memo invoices

Operating Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax Control Amount	Withheld Amount	Prepaid Amou
MAMTORA LENS TE	Debit/Credit Memo		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-2022	FIN-AP-04-01	INR	-1,500.00				

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	0.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	
Tax	
Freight	
Miscellaneous	
Total	

Amount Paid: INR 0.00

Status:

Status	Never Validated
Accounted	Unprocessed
Approval	Not Required
Holds	

Description:

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Steps

1. Select the invoice type Credit Memo in the Invoices window and enter the supplier name and site.
2. Enter a credit memo number
3. Enter the amount to be credited with a **negative** sign and select the payment terms.

Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Quantity Invoiced	UOM	Unit Price	Description
1	Item	-1,500.00												

Total: Gross -1,500.00 Retained Net -1,500.00

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Enter the Amount in the Line Distribution with the account code combination



Save the credit memo.

Validate and do the Create accounting

Invoice Workbench (MAMTORA PAYABLES)

Batch Control Total		Batch Actual Total								
Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	
MAMTORA LENS TE		Debit/Credit Memo		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-202	FIN-AP-04-01	INR	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	-1,500.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	-1,500.00
Tax	
Freight	
Miscellaneous	
Total	-1,500.00

Amount Paid

INR	0.00
INR	0.00

Status

Status	Validated
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Invoice has been validated. Now account the invoice as shown below

Invoice Workbench (MAMTORA PAYABLES)

Batch Control Total		Batch Actual Total								
Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	
MAMTORA LENS TE		Debit/Credit Memo		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-202	FIN-AP-04-01	INR	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	-1,500.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	-1,500.00
Tax	
Freight	
Miscellaneous	
Total	-1,500.00

Amount Paid

INR	0.00
-----	------

Status

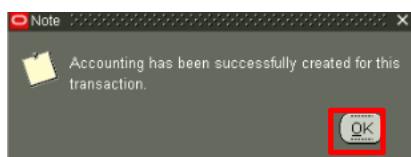
Status	Validated
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

Create Actions

- Validate
- Validate Related Invoices
- Cancel Invoices
- Apply/Uncopy Prepayment...
- Pay in Full
- Create Accounting
 - Draft
 - Final
 - Final Post

① Actions... 1 ② OK ③ Cancel



Invoice Workbench (MAMTORA PAYABLES)

Batch Control Total		Batch Actual Total								
Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	
MAMTORA LENS TE		Debit/Credit Memo		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-202	FIN-AP-04-01	INR	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	-1,500.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	-1,500.00
Tax	
Freight	
Miscellaneous	
Total	-1,500.00

Amount Paid

INR	0.00
-----	------

Status

Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

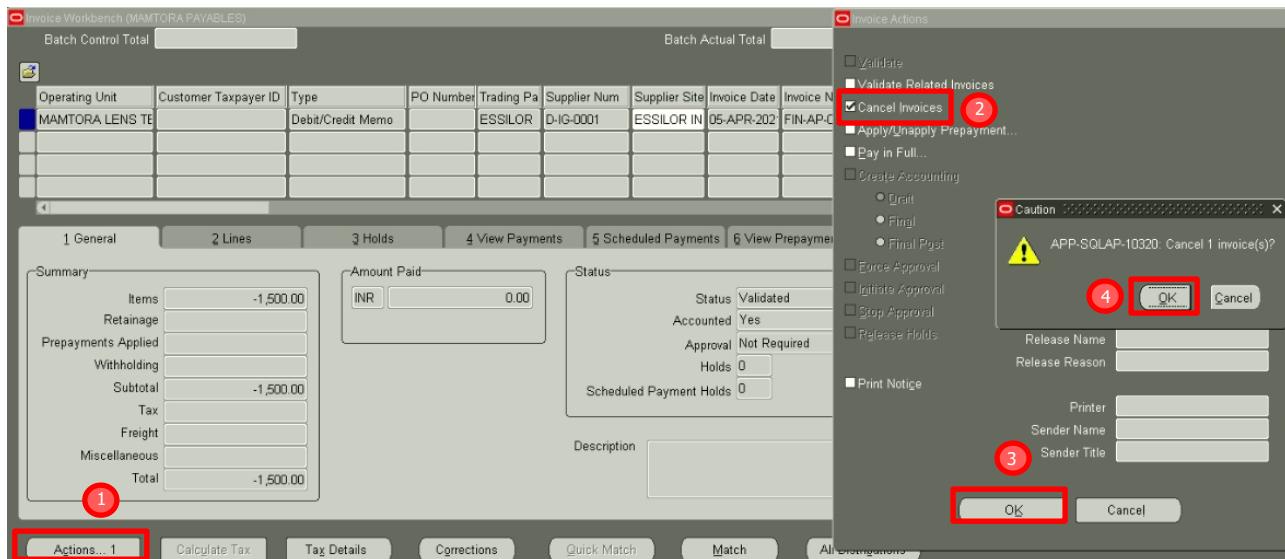
Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Invoice has been accounted

4.2 CANCELLING INVOICES

Invoices that are posted or matched to a PO cannot be deleted. Also, once invoice distributions are created and saved, the invoice line cannot be deleted. It is recommended that incorrect invoices be cancelled.

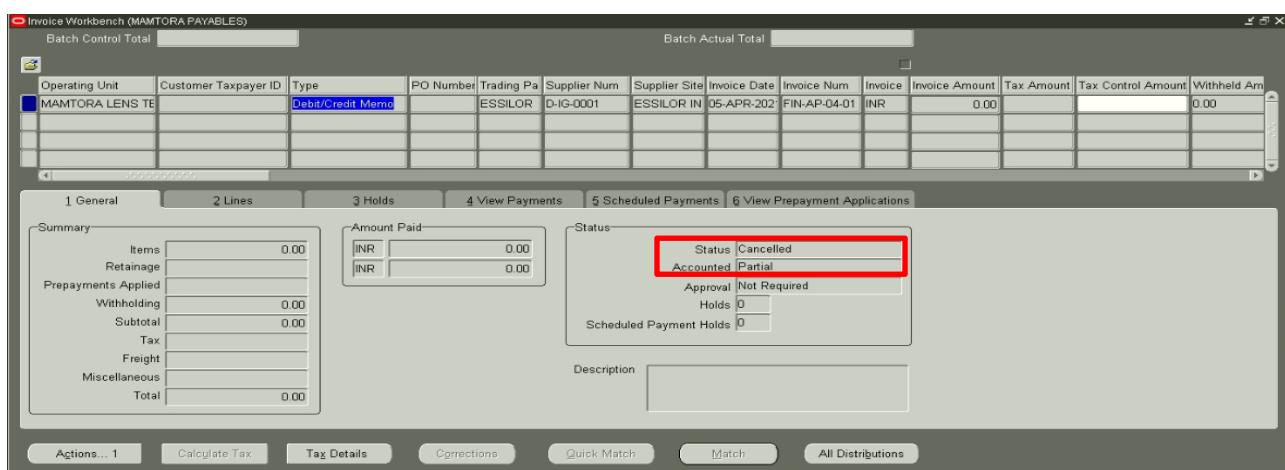


Steps

1. Open the invoice and click on the Actions button.
2. Select the checkbox marked “Cancel Invoices” and click on ok.

Once the invoice is cancelled, a negative distribution line is created automatically which nullifies the invoice amount to zero.

Once the invoice is cancelled



3. Create the accounting for the invoice again by checking the “Create Accounting” checkbox on the invoice Actions form. If this is not done, the accounting for the negative distribution will not be created.

Process Complete

5. PREPAYMENT INVOICES

Process: FIN-AP-05

Process Name: Pre-Payment Invoices

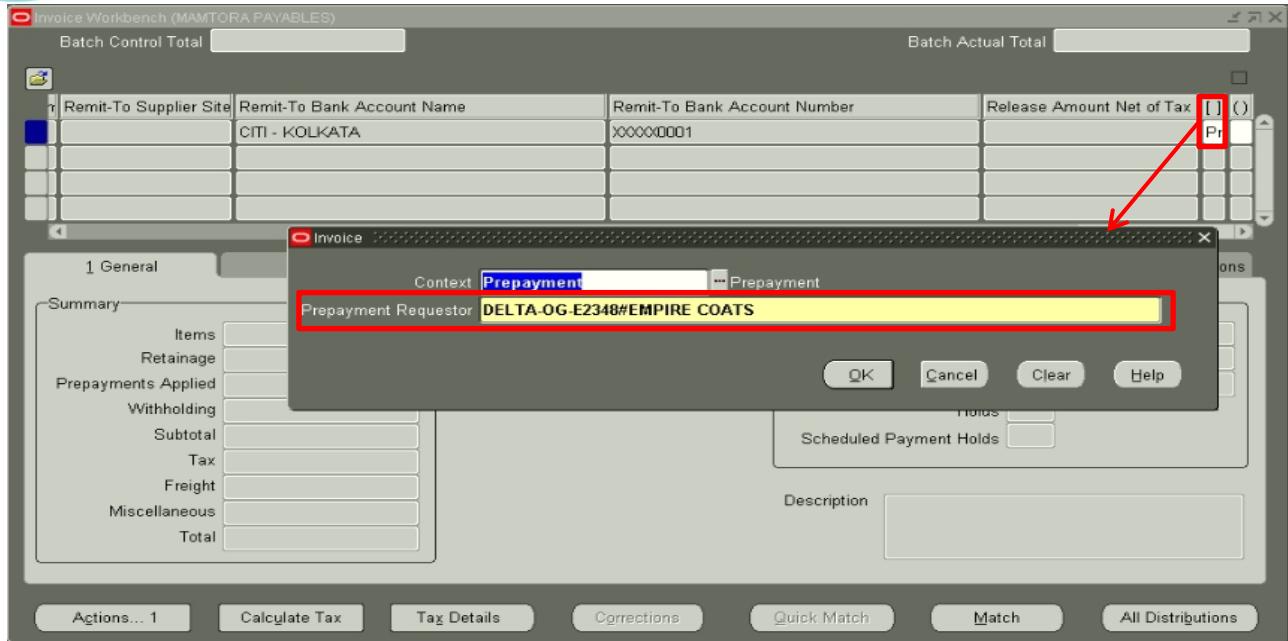
Navigation: Oracle Payables → Invoices → Entry → Invoices

Purpose: To create Prepayment invoices

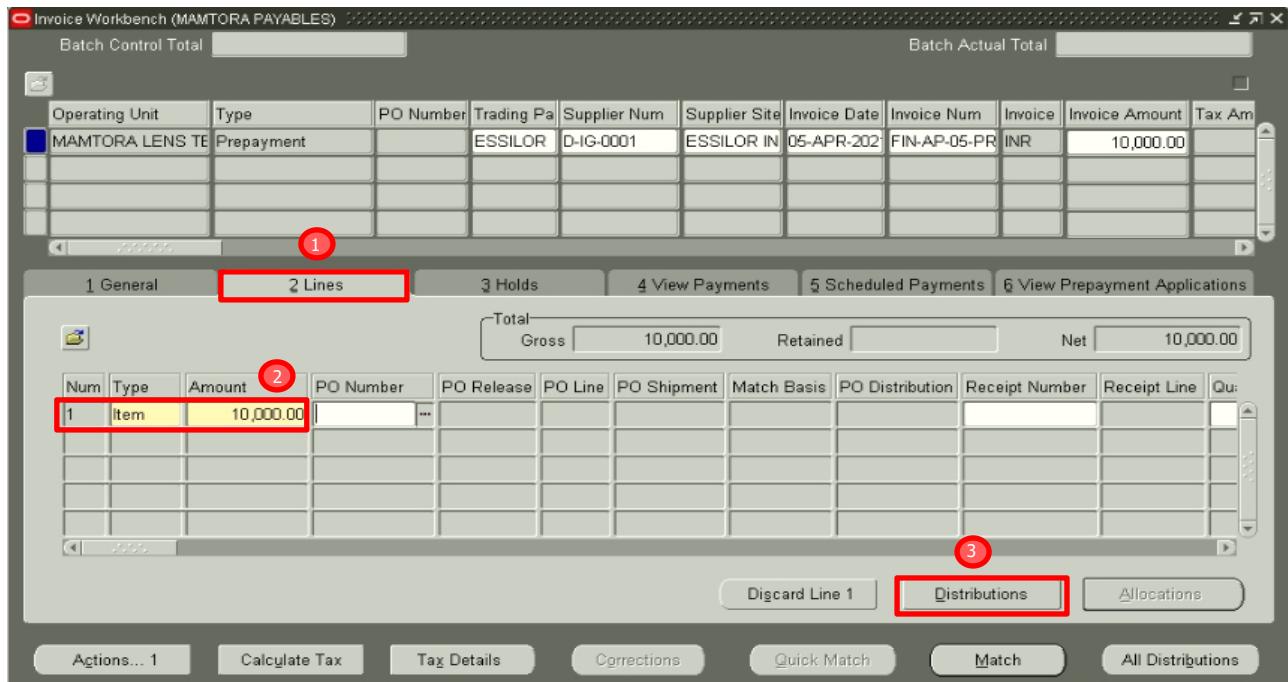
Operating Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Am
MAMTORA LENS TE	Prepayment		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-2021	FIN-AP-05-PR	INR	10,000.00	0.00

Steps

- 1) Select Type as “Prepayment” in the Invoice Entry screen.
- 2) Enter the Supplier name, number, site, invoice date, invoice number and amount.
- 3) Enter the payment terms. (Defaulted)



Enter the Prepayment Requestor Name and click OK. Click **OK** twice on the next form which gets opened



Advance account and amount will get default in the Distributions

Save the Prepayment

Invoice Workbench (MAMTORA PAYABLES)

Batch Control Total		Batch Actual Total									
Operating Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Am	
MAMTORA LENS TE	Prepayment		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-202	FIN-AP-05-PR	INR	10,000.00		
<input type="button" value="1 General"/> <input type="button" value="2 Lines"/> <input type="button" value="3 Holds"/> <input type="button" value="4 View Payments"/> <input type="button" value="5 Scheduled Payments"/> <input type="button" value="6 View Prepayment Applications"/>											
Summary Items 10,000.00 Retainage Prepayments Applied Withholding Subtotal 10,000.00 Tax Freight Miscellaneous Total 10,000.00			Amount Paid INR 0.00		Status Status Unvalidated Accounted No Approval Not Required Holds 0 Scheduled Payment Holds 0						
Description <input type="text"/>											
<input type="button" value="Actions... 1"/>		<input type="button" value="Calculate Tax"/>		<input type="button" value="Tax Details"/>		<input type="button" value="Corrections"/>		<input type="button" value="Quick Match"/>		<input type="button" value="Match"/>	<input type="button" value="All Distributions"/>

Validate the Invoice

Invoice Workbench (MAMTORA PAYABLES)

Batch Control Total		Batch Actual Total									
Operating Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Am	
MAMTORA LENS TE	Prepayment		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-202	FIN-AP-05-PR	INR	10,000.00		
<input type="button" value="1 General"/> <input type="button" value="2 Lines"/> <input type="button" value="3 Holds"/> <input type="button" value="4 View Payments"/> <input type="button" value="5 Scheduled Payments"/> <input type="button" value="6 View Prepayment Applications"/>											
Summary Items 10,000.00 Retainage Prepayments Applied Withholding Subtotal 10,000.00 Tax Freight Miscellaneous Total 10,000.00			Amount Paid INR 0.00		Status Status Unvalidated Accounted No Approval Not Required Holds 0 Scheduled Payment Holds 0						
Description <input type="text"/>											
<input type="button" value="Actions... 1"/>		<input type="button" value="Calculate Tax"/>		<input type="button" value="Tax Details"/>		<input type="button" value="Corrections"/>		<input type="button" value="Quick Match"/>		<input type="button" value="Match"/>	<input type="button" value="All Distributions"/>

2

3

OK

Validate

Validate Related Invoices

Cancel Invoices

Apply/Unapply Prepayment...

Pay in Full...

Create Accounting

Draft

Flag

Final Post

Force Approval

Initiate Approval

Stop Approval

Release Holds

Print Notice

Hold Name

Release Name

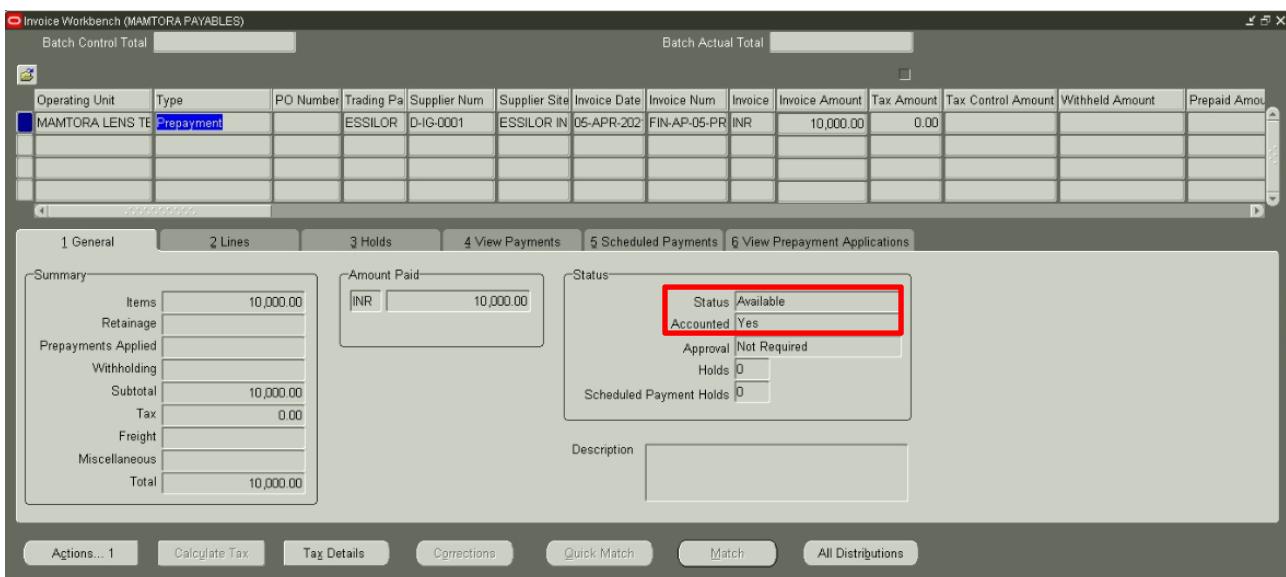
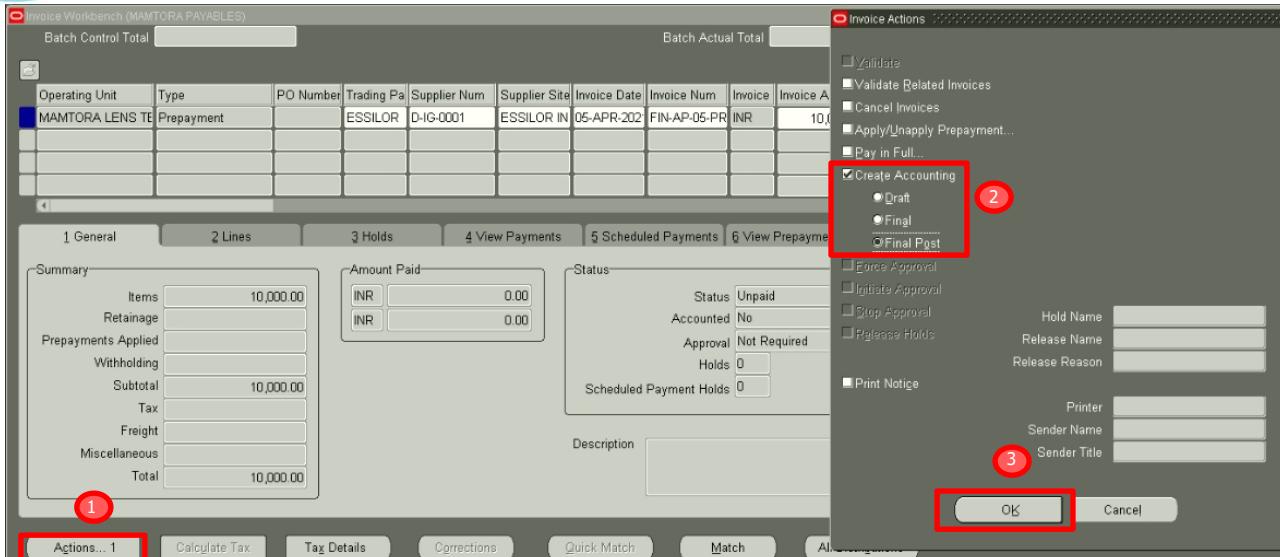
Release Reason

Printer

Sender Name

Sender Title

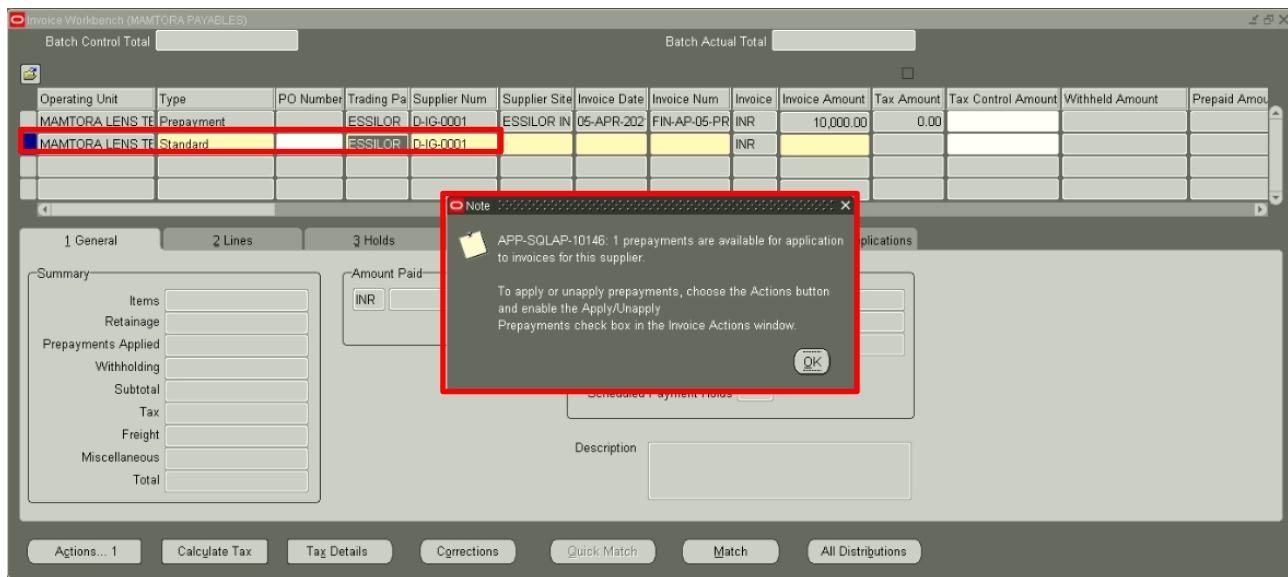
The Invoice has been validated now do the create accounting



Once the Payment is completed for the prepayment invoice, the status changes to "Available".
(Payment will be discussed later)

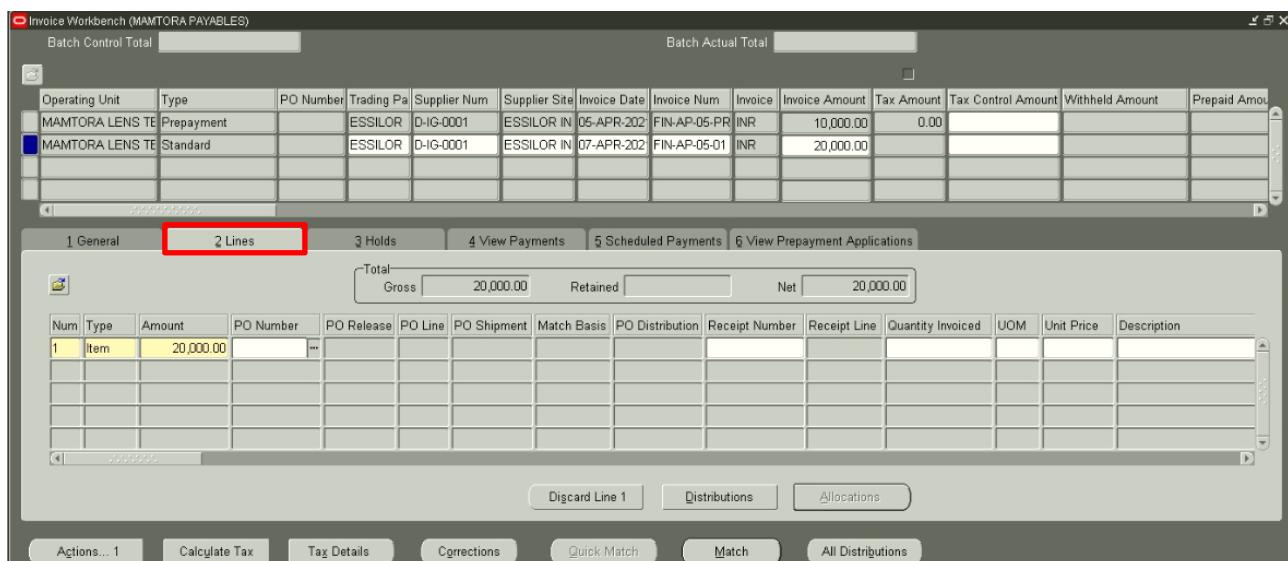
Purpose: To apply Pre-payment to a standard Invoices

Navigation: Invoices → Entry → Invoices



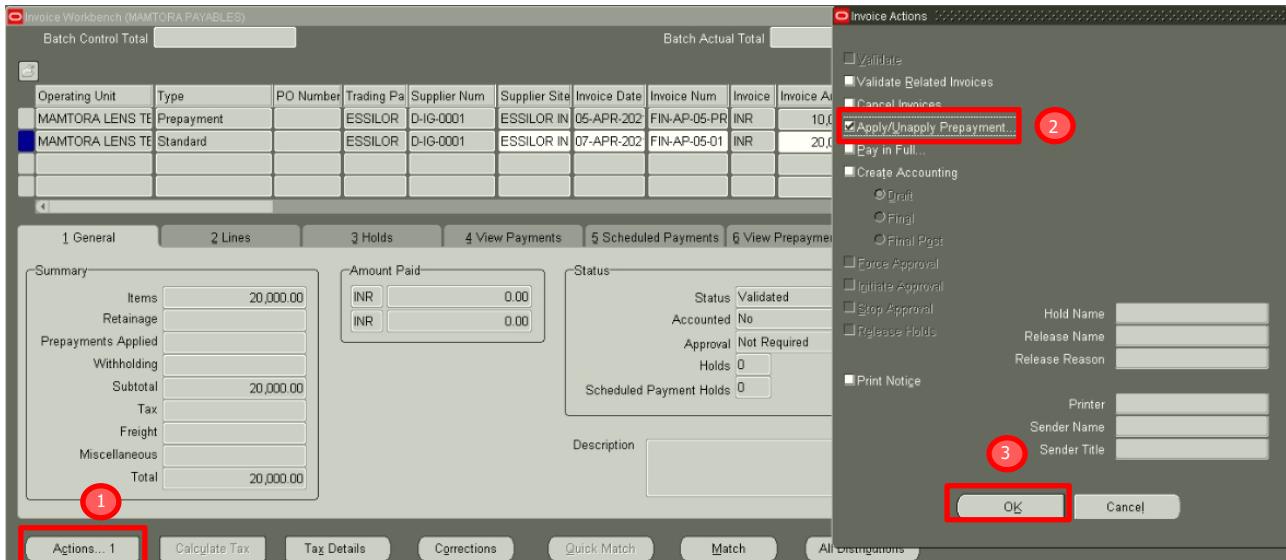
Steps

1. Select standard invoice type.
2. Select the Supplier whose advance needs to be adjusted and press the Tab key.
3. A Note window pops up giving a warning that prepayments are available for application for the selected supplier. Click OK

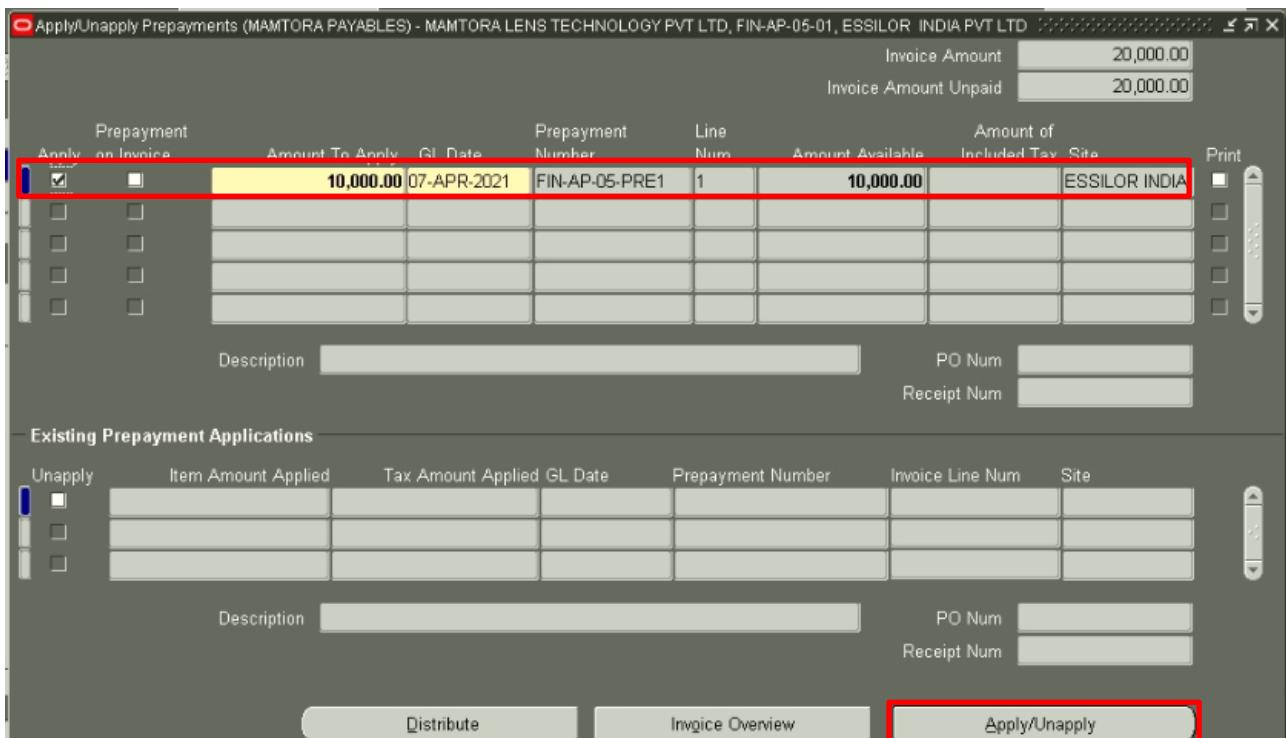


1. Enter the standard invoice line from the supplier (i.e. invoice date, invoice number, amount.)
2. Enter the Distributions.(Refer Page:11)
3. Validate the invoice.(Refer Page:12)
4. Create Accounting.(Refer Page:13)

5. Click on Actions



Tick the “Apply/Unapply Prepayment” box and click on OK. The “Apply/Unapply Prepayments” window opens.



Steps

1. Check the Apply box.
2. Enter the amount to Apply.
3. Enter the GL date.

4. Click the Apply/Unapply button.

Unapply	Item	Amount Applied	Tax Amount Applied	GL Date	Prepayment Number	Invoice Line Num	Site
		10,000.00		07-APR-2021	FIN-AP-05-PRE1	1	ESSILOR INDIA

The prepayment amount applied (or adjusted) is displayed in the Existing Prepayment Applications section. The above process adjusts the advance of 14500 and now as per the invoice value we need to pay the balance 10500.

Now the Pre-Payment invoice has been applied and you can view the same below.

Navigation: Invoices → Entry → Invoices → View Prepayment Application



Invoice Workbench (MAMTORA PAYABLES)

Batch Control Total		Batch Actual Total											
Operating Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax Control Amount	Withheld Amount	Prepaid Amou
MAMTORA LENS TE	Prepayment		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-202	FIN-AP-05-PR	INR	10,000.00	0.00			
MAMTORA LENS TE	Standard		ESSILOR	D-IG-0001	ESSILOR IN	07-APR-202	FIN-AP-05-01	INR	20,000.00				

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Amount	Applied	GL Date	Prepayment Number	Prepayment Line Number	Supplier	Site
	10,000.00	07-APR-202	FIN-AP-05-PRE1	1	ESSILOR INDIA PVT LTD	ESSILOR INDIA P

Description

PO Num

Receipt Num

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Invoice Workbench (MAMTORA PAYABLES)

Batch Control Total		Batch Actual Total											
Operating Unit	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax Cont	Withheld Amount	Prepaid Amount
MAMTORA LENS TE	Prepayment		ESSILOR	D-IG-0001	ESSILOR IN	05-APR-202	FIN-AP-05-PR	INR	10,000.00	0.00			
MAMTORA LENS TE	Standard		ESSILOR	D-IG-0001	ESSILOR IN	07-APR-202	FIN-AP-05-01	INR	20,000.00				10,000.00

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	20,000.00
Retainage	
Prepayments Applied	10,000.00
Withholding	
Subtotal	10,000.00
Tax	
Freight	
Miscellaneous	
Total	10,000.00

Amount Paid

INR	10,000.00
-----	-----------

Status

Status	Needs Revalidation
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

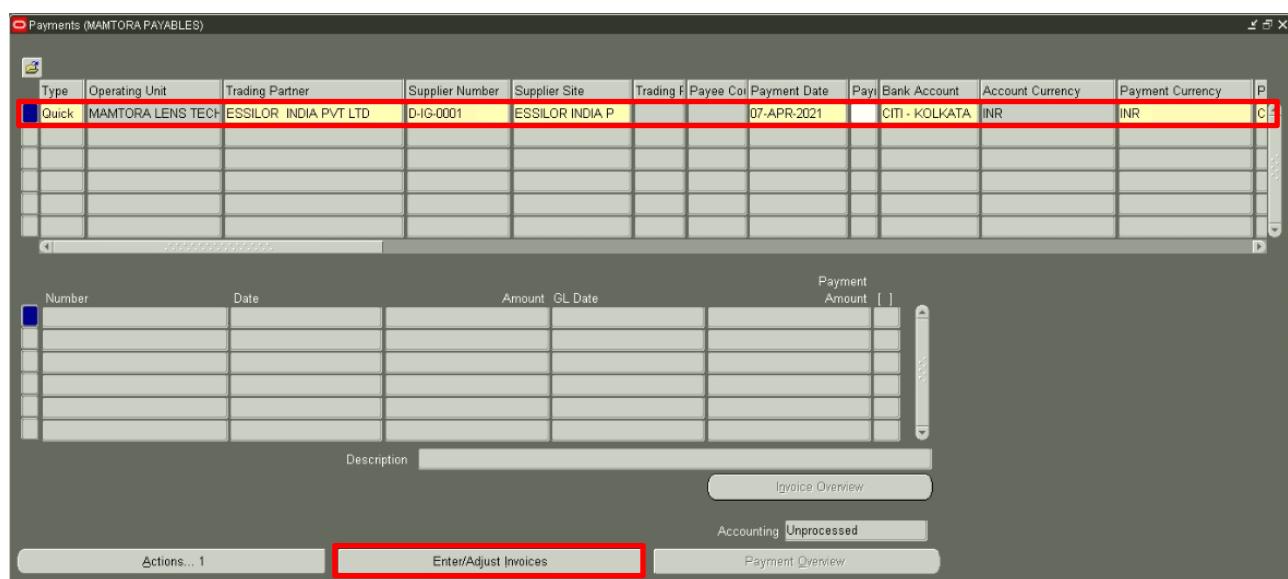
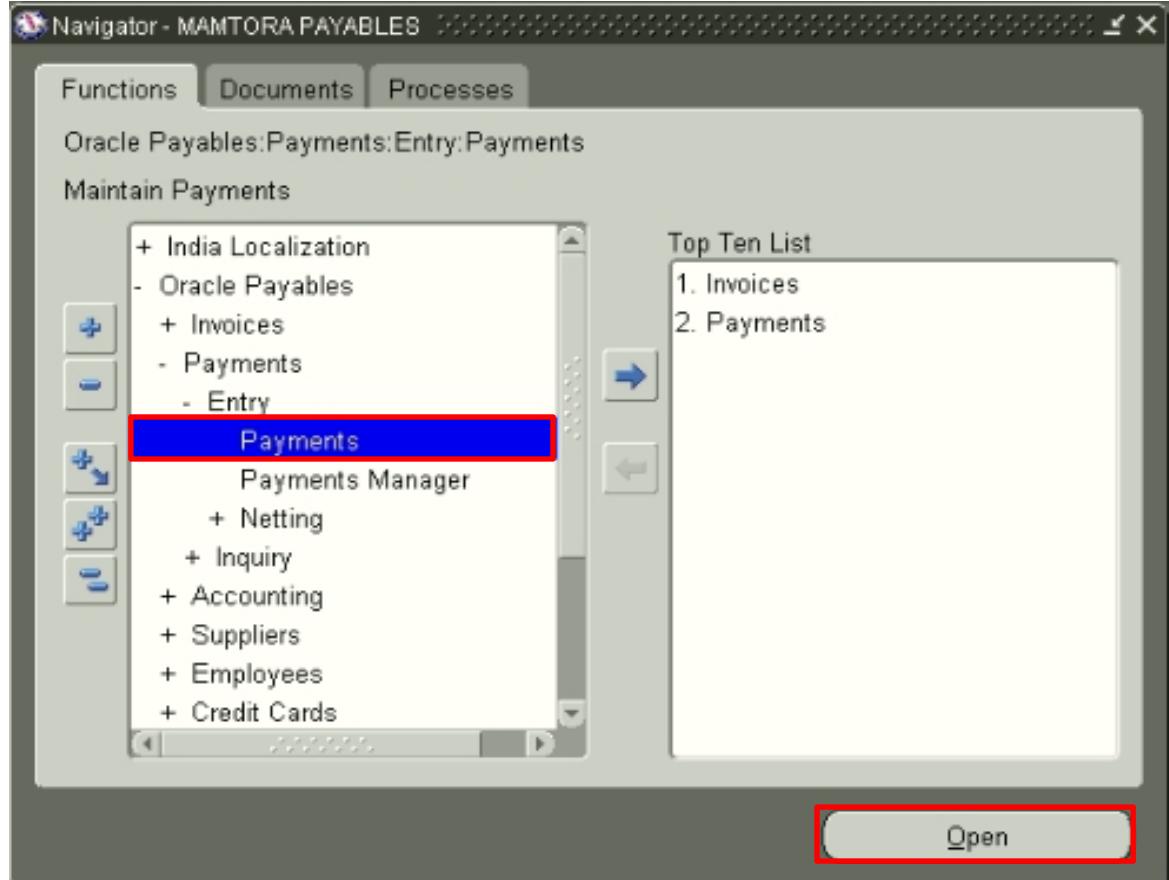
Actions... 1 **Calculate Tax** **Tag Details** **Corrections** **Quick Match** **Match** **All Distributions**

Process Compete

6. PAYMENT ENTRY

Purpose: To enter payments in Oracle.

Navigation: MAMTORA PAYABLES → Oracle Payables → Payments → Entry → Payments



Steps

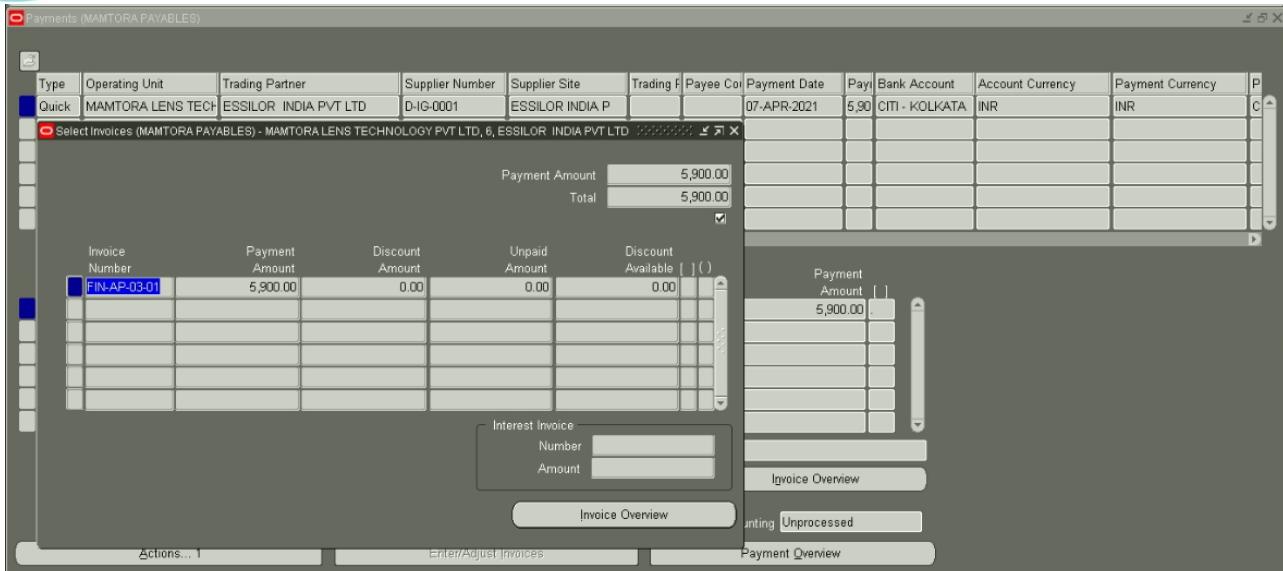
1. Select the “**Quick**” or **Manual** payment method. (“**Refund**” is to be selected if there are any receipts due from vendors.)
 2. Select the Operating Unit

3. Select the Trading Partner name (Supplier's name) and supplier site.
 4. Select the Payment date and payment amount.
 5. Select the Bank account from where the payment has to be made.
 6. Select the Payment Method.
 7. Select the Payment Process Profile.
 8. If future dated payments are allowed from this payment document, you can enter the Maturity Date for the future dated payment.
 9. Click on 'Enter/Adjust Invoices'.

Invoice Selection for Payment

Purpose: To select the Invoices to be paid

Navigation: MAMTORA PAYABLES → Oracle Payables → Payments → Entry → Payments → Enter/Adjust Invoices



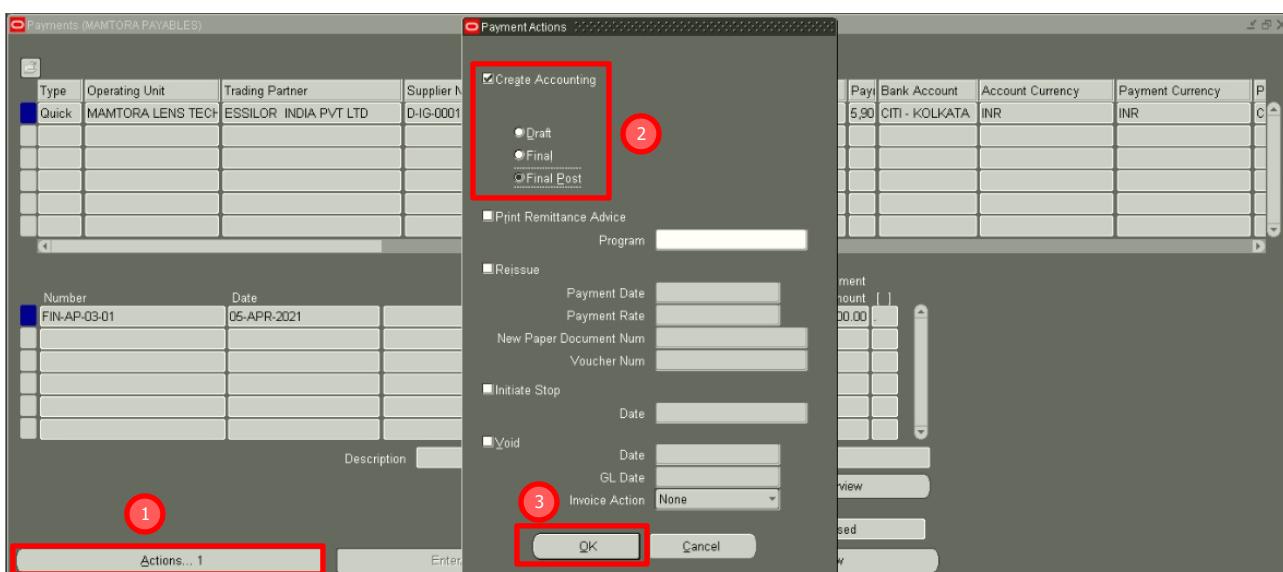
Steps (Cont'd)

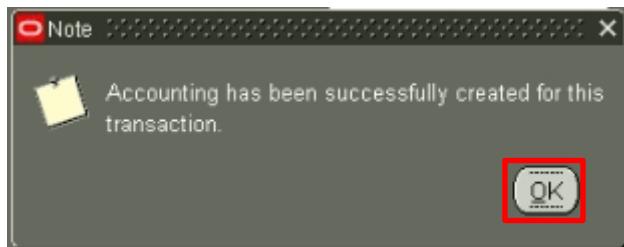
10. Click on the “Invoice Number” Lov button to see invoices of the vendor which are available for payment.
11. Select the Invoices to be paid.
12. If the full invoice is not to be paid, overwrite the Payment Amount.
13. Save the form.
14. Save your work by pressing the save Button or yellow floppy on the toolbar.

Creating Accounting for Payments

Purpose: To create accounting for each transaction from the system

Navigation: Oracle Payables → Payments → Entry → Payments → Actions....1





Steps

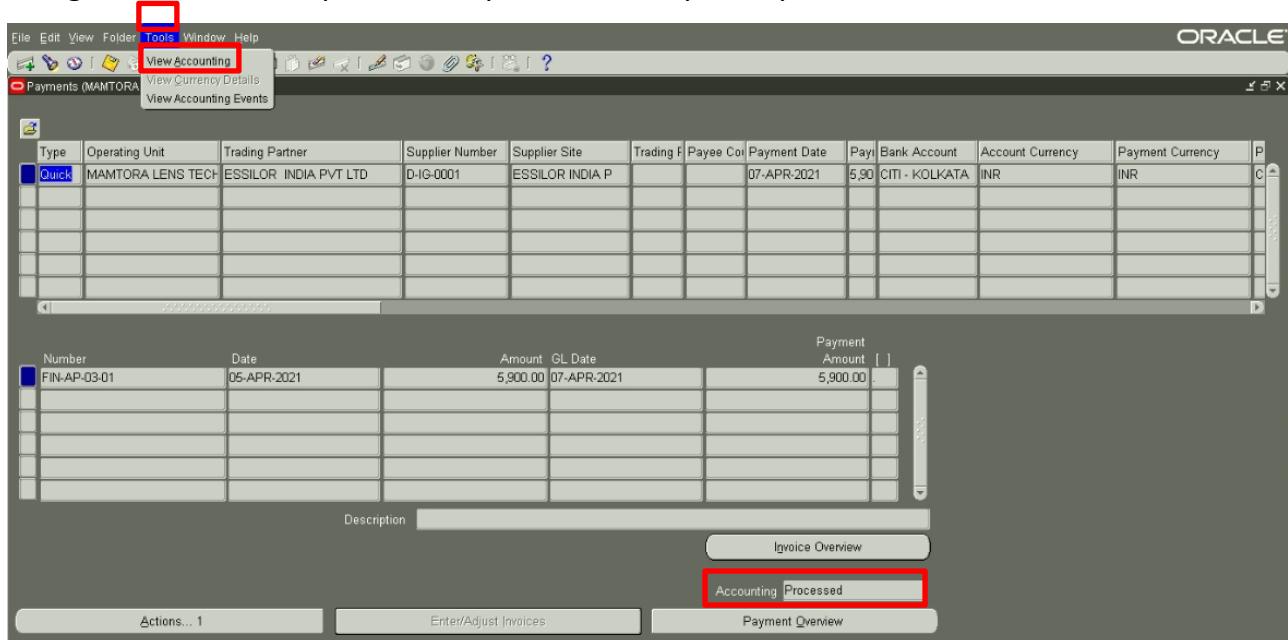
1. Query the document number, and find the transactions which are not accounted through Find Payments.
 2. Select the transaction and click on the Actions button.
 3. Then click on the “Create Accounting” check box.
 4. Click ‘OK’ to create accounting for this transaction.

Note: All business users will not have create accounting access and usually create accounting will be done during the end of each month through “Create Accounting” program.

Viewing Payment Accounting

Purpose: To check accounting of the accounted Payment.

Navigation: Oracle Payables → Payments → Entry → Payments → Actions....1



Sequenc	Issue / Question	Resolution	Responsibility	Target Date	Impact Date

7.2 CLOSED ISSUES

ID	ISSUE	RESOLUTION	RESPONSIBILITY	IMPACT DATE

End-of-Document