ERP User Manual for AP Module

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1. Introduction

This section provides an overview of the AP module in Oracle ERP, explaining its purpose in handling accounts payable and supplier management. The goal is to help users efficiently manage suppliers, enter invoices, and process payments.

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2. System Requirements

This section lists the minimum and recommended hardware and software specifications needed to run the ERP system effectively.

Operating System: Windows 10 or higher

Processor: Intel i5 or higher

Memory: 4GB RAM minimum, 8GB recommended

Storage: 500MB of available space

Additional Requirements: Internet connection for updates

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3. Installation Guide

A step-by-step guide for installing the Oracle ERP software:

1. Download the installer from the official Oracle website.

2. Double-click the installer file.

3. Follow the on-screen instructions to complete the installation.

4. Once installed, launch Oracle ERP by double-clicking the icon on your desktop.

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4. Getting Started

Guidelines for the initial setup after installation, including logging in and setting up your account:

Open the software and log in using your existing credentials.

Configure initial settings such as language preference, notification preferences, and personal details.

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5. Features Overview

Core features of the Accounts Payable (AP) module in Oracle ERP:

Supplier Management: Maintain detailed records of suppliers, including contact information and payment terms.

Invoice Management: Enter, track, and process supplier invoices.

Payment Processing: Generate payments to suppliers through different methods like wire transfer or check.

Reporting: Generate reports for outstanding payables and payment history.

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6. User Interface Guide

A visual guide to navigating the AP module's interface, explaining key sections:

Main Menu: Access important sections like Suppliers, Invoices, Payments, and Reports.

Toolbar: Quickly switch between different tasks such as adding a supplier, entering an invoice, or processing payments.

Notifications: View alerts related to pending payments or overdue invoices.

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7. How to Perform Tasks

This section provides a detailed guide on performing common tasks within the AP module.

Task 1: Creating a Supplier Record

1. Navigate to the "Suppliers" section.

2. Click on "New Supplier."

3. Enter supplier details such as name, address, and payment terms.

4. Click "Save" to create the supplier record.

Task 2: Entering Invoices

1. Go to the "Invoices" section.

2. Click on "Create New Invoice."

3. Enter the invoice details such as supplier, invoice number, and amount.

4. Attach supporting documents if necessary.

5. Click "Save" to complete the invoice entry.

Task 3: Processing Payments

1. Navigate to the "Payments" section.

2. Select the invoices you want to pay.

3. Choose a payment method (e.g., wire transfer, check).

4. Click "Process Payment" to finalize.

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8. Troubleshooting

This section provides solutions for common issues users might encounter.

Issue: Unable to log in.

Solution: Ensure your internet connection is stable. Check your login credentials or reset your password.

Issue: Payment not processing.

Solution: Verify payment method settings or check if sufficient funds are available in the linked account.

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9. FAQ

Frequently asked questions related to the AP module.

Q: How do I reset my password?

A: Click on "Forgot Password" on the login screen and follow the instructions sent to your email.

Q: How do I add a new supplier?

A: Navigate to the "Suppliers" section, click on "New Supplier," and fill in the necessary details.

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10. Contact Support

For any further assistance, contact Oracle ERP support:

Email: support@oracle.com

Phone: +1 (800) 123-4567

Website: www.oracle.com/support