**Payables Overview**

This chapter covers the following topics:

• Payables Overview

• Multiple Organization Access Control

**Payables Overview**

Oracle Payables has a highly responsive, multi-window graphical user interface (GUI)

with full point-and-click capability. You can use your mouse or keyboard to operate

graphical controls such as pull-down menus, buttons, poplists, check boxes, or tabbed

regions.

You can read more about the basic characteristics of this GUI user interface in the *Oracle*

*E-Business Suite User Guide.*

This discussion includes the following topics:

• Payables Workbenches, page 1-1

• The Invoice Workbench, page 1-2

• The Payment Workbench, page 1-3

**Payables Workbenches**

Payables includes two fully integrated workbenches, the Invoice Workbench and the

Payment Manager. You can perform most of your transactions in Payables using the

Invoice Workbench or the Payment Manager. You enter, adjust, and review invoices

and invoice batches in the Invoice Workbench. You create, adjust, and review payments

and payment batches in the Payments Manager.

You may be restricted in the windows, buttons, and actions you can access based on the

Function Security implemented by your System Administrator. See: Function Security

in Payables, *Oracle Payables Implementation Guide*.

**1-2** Oracle Payables User's Guide

Use the Invoice Overview and the Payment Manager windows to review information.

Some Payables windows have a customizable folder that allows you to move, resize,

and hide fields in the window. See: Customizing the Presentation of Data in a Folder,

*Oracle Applications User Guide*.

Payables workbenches let you find critical information in a flexible way. For example,

in the Invoice Workbench, you can find an invoice based on supplier, purchase order

number, status, or other criteria. Then, for that invoice, you can review distributions,

scheduled payments, payments, holds, and other detailed invoice information. You can

also perform matching, submit invoice validation, apply and release holds, or initiate

payment. You can query an invoice then perform several transactions without having to

find the invoice again. You can also keep multiple windows open at one time.

In Payables, the Invoice Workbench, Payments window, and Payment Batches window

each has an associated Actions window you can use to perform available actions on one

or more records.

You can use Find windows to query records by field, record status, or by a range of

values. You can access most Find windows from the Invoice Workbench's View menu,

or directly in the Payment Manager. For example, from the Invoices window you can

use the Find Invoices window to query all validated invoices with a range of invoice

dates.

Payables opens other Find windows automatically when you are navigating to a

window, so it can display in the window records that match criteria you specify. For

example, when you select a credit memo in the Invoice Workbench and choose the

Match button, Payables automatically opens the Find Invoices for Matching window.

You enter criteria in the window, and choose the Find button. Payables then opens the

Match to Invoices window and displays invoices that match your criteria.

To see how to navigate to or open a window in Payables, see: Navigation, page A-1.

**The Invoice Workbench**

The Invoice Workbench is a group of windows that you use to enter, adjust, and review

your invoices and invoice batches. The following is the window hierarchy in the Invoice

Workbench:

• **Invoice Batches**

• Find Invoice Batches

• **Invoices**

• Invoice Actions

• Apply/Unapply Prepayments

• Calculate Tax

Payables Overview **1-3**

• Tax Details

• Tax Lines Summary

• Allocate

• Detail Tax Lines

• Corrections

• Find Documents for Correction

• Quick Match

• Match

• Find Purchase Order for Matching

• Find Receipt for Matching

• All Distributions

• Distributions

• **Invoice Overview**

**The Payments Manager**

The Payments Manager module enables you to complete a pay run from start to finish

by seamlessly navigating between Oracle Payables and Oracle Payments. A pay run is

the process by which a group of invoices is selected and processed for payment.

The Payments Manager in Oracle Payables is a module comprised of the following

components:

• Payments Dashboard

• Templates

• Payment Process Requests

• Payment Instructions

• Payments

The Payments Manager enables you to perform the following payment actions:

• Create payment process request templates by specifying invoice selection criteria.

**1-4** Oracle Payables User's Guide

• Use templates to select invoices to pay that meet the payment criteria.

• Schedule pay runs.

• Automatically submit invoices via payment process requests to Oracle Payments

for processing and payment.

• Initiate payment instructions.

• View the status of payments.

• Void or record stop payments.

**Multiple Organization Access Control**

Oracle Payables leverages Oracle Applications' multiple organization access control

feature. *Multiple organization access control*(MOAC) lets you define multiple

organizations and the relationships among them in a single installation of Oracle

Applications. These organizations can be ledgers, business groups, legal entities,

operating units, or inventory organizations.

**Setting Up Multiple Organization Access Control**

You can assign operating units to a security profile and then assign the security profile

to responsibilities or users. If multiple operating units are assigned to the security

profile, then a user can access data for multiple operating units from a single

responsibility. This ensures that users can only access, process, and report on data for

the operating units they have access to. You can limit users to information relevant to

their organization. For example, you can limit accounts payables clerks to enter invoices

associated exclusively with their operating unit.

Your responsibility determines which operating units you can access when you use

Oracle Applications. If you only want a responsibility to access only one operating unit,

then set the MO: Operating Unit profile option. If you want a responsibility to access

multiple operating units, then set the MO: Security Profile option and assign multiple

operating units to it. You can also set the MO: Default Operating Unit profile option to

specify a default operating unit that will default in transaction entry pages.

You can run your reports at the ledger level, or operating unit level. If you run reports

at the ledger level, then the report will submit data for all operating units assigned to

that ledger that you have access to as defined by the MO: Security Profile option.

See: Using the Multiple Organization Support Feature, *Oracle Payables Implementation*

*Guide*, and the *Oracle E-Business Suite Multiple Organizations Implementation Guide*

Payables Overview **1-5**

**Payables Features**

The following Payables features leverage multiple organization access control:

• Supplier sites (supplier sites are at the operating unit level)

• Withholding tax certificates and exceptions

• Financial options

• Payables options

• Reporting entities

• Expense report templates

• Signing limits

• Procurement and credit cards:

• Card programs

• Card profiles

• GL account sets

• Code sets

For more information on these features, see the appropriate section in this guide.

**Document Sequencing**

You can set up document sequencing for multiple organization access control. Sequence

assignments are controlled at the ledger level. See: Document Sequencing, *Oracle*

*Payables Implementation Guide*, and Defining a Document Sequence, *Oracle Applications*

*System Administrator's Guide - Configuration*