

## Oracle EBS Payables Assignment

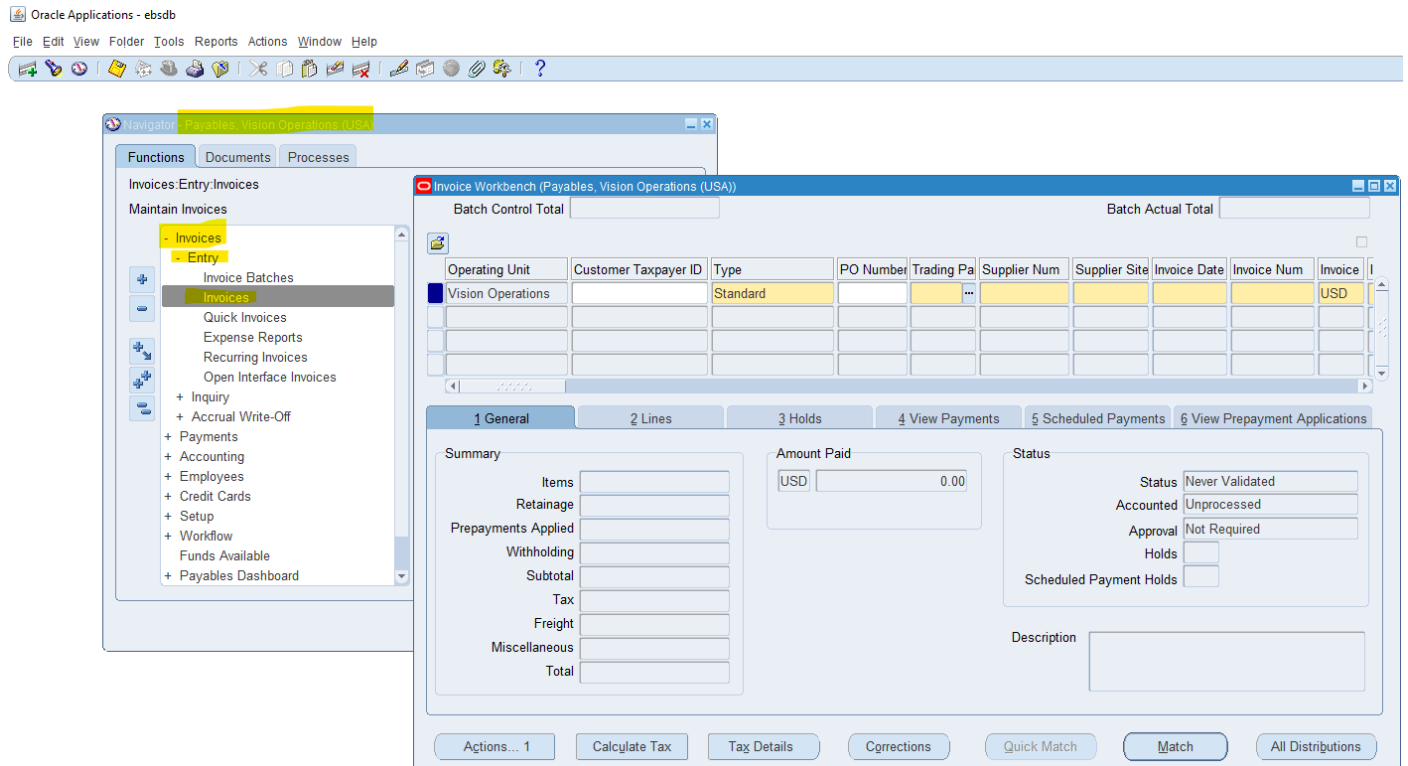
Date :06<sup>th</sup> Dec 2024:

Each & Every assignment needs to explain with necessary screen shots.

Name:

### 1. Create an Invoice Standard: [Payment team: Immediate].

Unless otherwise noted, the following actions will be under the Responsibility of Payables. Navigate to the Invoice Workbench as shown below



The screenshot displays the Oracle EBS Payables Invoice Workbench interface. On the left, a navigation pane shows the 'Invoices' menu expanded, with 'Invoices' selected. The main window is titled 'Invoice Workbench (Payables, Vision Operations (USA))'. It features a table for invoice entries with columns: Operating Unit, Customer Taxpayer ID, Type, PO Number, Trading Pa, Supplier Num, Supplier Site, Invoice Date, Invoice Num, and Invoice. The first row is populated with 'Vision Operations', a blank Customer Taxpayer ID, 'Standard' Type, and 'USD' currency. Below the table, there are tabs for '1 General', '2 Lines', '3 Holds', '4 View Payments', '5 Scheduled Payments', and '6 View Prepayment Applications'. The '1 General' tab is active, showing a 'Summary' section with fields for Items, Retainage, Prepayments Applied, Withholding, Subtotal, Tax, Freight, Miscellaneous, and Total. To the right of the summary is the 'Amount Paid' section with a 'USD' currency and a value of '0.00'. Further right is the 'Status' section with fields for Status (Never Validated), Accounted (Unprocessed), Approval (Not Required), Holds, and Scheduled Payment Holds. At the bottom, there are buttons for 'Actions... 1', 'Calculate Tax', 'Tax Details', 'Corrections', 'Quick Match', 'Match', and 'All Distributions'.

Here we will fill out the yellow fields as they are required. Since this is for testing purposes it will be filled with dummy data. Also note that the Invoice Date must be in an open period. For this demo purpose the latest is Dec 2016 which is why it will have this date. Also, some fields will auto populate with the information associated with the trading partner selected. Below I am showing the payment terms to be immediate as the questions requires this

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total  Batch Actual Total

Expenditure Organization	Rate Type	Exchange Date	Exchange Rate	Terms Date	Terms	Payment Method
				01-DEC-2016	Immediate	Check

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

USD  0.00

Status

Status  Never Validated

Accounted  Unprocessed

Approval  Not Required

Holds

Scheduled Payment Holds

Description

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

Invoice Amount here does not matter as it will be changed later once the tax is calculated. For now, pick an arbitrary number. I have picked \$123.00. Once all yellow required header fields are filled hit save.

## 2. Validate the Invoice:

- Validate the invoice you just created to ensure there are no errors and it's ready for payment.

After hitting save you should notice the red 0 for total appear in Total amount in General Tab. And notice this invoice status is Never Validated.

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total  Batch Actual Total

Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
ins	Standard		Advanced T	1013	FRESNO	01-DEC-2011	01-DEC-2024	USD	123.00

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

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal  0.00

Tax

Freight

Miscellaneous

Total  0.00

Amount Paid

USD  0.00

Status

Status  Never 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

Now click on Lines tab for the standard Invoice created and enter the amount and Distribution Account. There could be more than one line here, but for this testing purpose I have only done one as in the following screenshot.

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total  Batch Actual Total

Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
ins	Standard		Advanced I	1013	FRESNO	01-DEC-2011	01-DEC-2024	USD	123.00

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

Standard Total Gross 123.00 Retained Net 123.00

Num	Type	Amount	Distribution Account	Description	Distribution Set	Product Type	Ship to	Tax Classification
1	Item	123.00	01-110-6100-0000-000				M1- Seattle M	

Discard Line 1 Distributions Allocations

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

From here click on Actions and check Validate and press Ok. This will calculate the relevant taxes and apply it to the total. Because the amount in the lines now has lines for taxes... this sum will most likely not match the Invoice Amount in the Invoice Header.

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total  Batch Actual Total

Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
ins	Standard		Advanced I	1013	FRESNO	01-DEC-2011	01-DEC-2024	USD	123.00

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

Summary

Items	123.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	123.00
Tax	10.58
Freight	
Miscellaneous	
Total	133.58

Amount Paid

USD	0.00
USD	0.00

Status

Status	Needs Revalidation
Accounted	No
Approval	Not Required
Holds	1
Scheduled Payment Holds	0

Description

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

Because this is technically a hold I will explain this in question 12 below.

Batch Control Total:  Batch Actual Total:

Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
ns	Standard		Advanced	1013	FRESNO	01-DEC-201	01-DEC-2024	USD	133.58

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

Summary

Items	123.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	123.00
Tax	10.58
Freight	
Miscellaneous	
<b>Total</b>	<b>133.58</b>

Amount Paid: USD  0.00

Status: Needs Revalidation

Accounted: No

Approval: Not Required

Holds: 1

Scheduled Payment Holds: 0

Description:

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

Invoice Actions

☒ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☐ Draft

☐ Final

☐ Final Pgst

☐ Force Approval

☐ Initiate Approval

☐ Stop Approval

☐ Release Holds

☐ Print Notice

Hold Name:

Release Name:

Release Reason:

Printer:

Sender Name:

Sender Title:

OK Cancel

As you can see in the screenshot above, I have changed the invoice amount in the header to match the total from the invoice lines which now includes the taxes. Then we click on Actions once more and check Validate and press Ok.

Batch Control Total:  Batch Actual Total:

Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
ns	Standard		Advanced	1013	FRESNO	01-DEC-201	01-DEC-2024	USD	133.58

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

Summary

Items	123.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	123.00
Tax	10.58
Freight	
Miscellaneous	
<b>Total</b>	<b>133.58</b>

Amount Paid: USD  0.00

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

As you can see now the status is validated and invoice is ready for transfer to GL.

### 3. Do Create Accounting & Transfer to General Ledger:

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier
Vision Operations		Standard		Advanced I	1013

1 General 2 Lines 3 Holds 4 View Payments

Summary

Items	123.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	123.00
Tax	10.58
Freight	
Miscellaneous	
Total	133.58

Amount Paid

USD	
USD	

Actions... 1 Calculate Tax Tax Details Corrections

Invoice Actions

- ☐ Validate
- ☐ Validate Related Invoices
- ☐ Cancel Invoices
- ☐ Apply/Unapply Prepayment...
- ☐ Pay in Full...
- ☒ Create Accounting
  - ☐ Draft
  - ☐ Final
  - ☒ Final Post
- ☐ Force Approval
- ☐ Initiate Approval
- ☐ Stop Approval
- ☐ Release Holds
- ☐ Print Notice

Hold Name Release Name Release Reason

Printer Sender Name Sender Title

OK Cancel

4. **Create A debit Memo** (Validate & Create accounting) ... Explain each & every step with screen shot.

Same navigation as standard invoice but now make sure the Type field says Debit Memo

Invoice Workbench (Payables, Vision Operations (USA))

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
Vision Operations		Debit Memo		American 1	1005	AT&T - HQ	01-DEC-2010	BYRO-DB-123	USD

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

USD	0.00
-----	------

Status

Status	Never Validated
Accounted	Unprocessed
Approval	Not Required
Holds	
Scheduled Payment Holds	

Description

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

Another thing to note is that because this is a Debit Memo make sure to enter a negative number. It will automatically put angle brackets around this when entered which indicates a negative number. If you forget the minus sign, then the system will remind you and prevent you from entering a value greater than zero. Continue filling out the other required fields and save.

Invoice Workbench (Payables, Vision Operations (USA))

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 I
Vision Operations		Debit Memo		American T	1005	AT&T - HQ	01-DEC-201	BYRO-DB-123	USD

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

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal  0.00

Tax

Freight

Miscellaneous

Total  0.00

Amount Paid

USD  0.00

Status

Status  Never 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

Just like before with standard invoice, after saving, a red 0.00 will appear in general tab and the status will be Never Validated. We will continue here as well just like before with entering line amount and Distribution Account.

Invoice Workbench (Payables, Vision Operations (USA))

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 I
Vision Operations		Debit Memo		American T	1005	AT&T - HQ	01-DEC-201	BYRO-DB-123	USD

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

Standard

Total Gross  <123.00> Retained  Net  <123.00>

Num	Type	Amount	Distribution Account	Description	Distribution Set	Product Type	Ship to	Tax Classification
1	Item	<123.00>	01-000-7730-0000-000	esting Purpose by BF			V1- New York	

Discard Line 1 Distributions Allocations

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

For this particular Distribution Account number I was prompted to enter a proper Tax Region and I clicked NY arbitrarily. Then as before click on Actions and Validate.

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier
Vision Operations		Debit Memo		American 1	1005

1 General 2 Lines 3 Holds 4 View Payments

Standard

Total Gross <123.00>

s Asset	Asset Book	Asset Category	Correction	Corrected Invoice	Corrected

Actions... 1 Calculate Tax Tax Details Corrections

Invoice Actions

- ☒ Validate
- ☐ Validate Related Invoices
- ☐ Cancel Invoices
- ☐ Apply/Unapply Prepayment...
- ☐ Pay in Full...
- ☐ Create Accounting
  - ☐ Draft
  - ☐ Final
  - ☐ Final Pgst
- ☐ Force Approval
- ☐ Initiate Approval
- ☐ Stop Approval
- ☐ Release Holds
- ☐ Print Notice

Hold Name  
Release Name  
Release Reason  
Printer  
Sender Name  
Sender Title

OK Cancel

Just like before, make sure to change the header Invoice Amount to match the total from the Invoice Lines Total which now includes taxes

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total Batch Actual Total

PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Tax Control Amount	Withheld Amount
	American 1	1005	AT&T - HQ	01-DEC-2011	BYRO-DB-123	USD	<133.46>	<10.46>		

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

Summary

Items <123.00>

Retainage

Prepayments Applied

Withholding

Subtotal <123.00>

Tax <10.46>

Freight

Miscellaneous

Total <133.46>

Amount Paid

USD 0.00

Status

Status Needs Revalidation

Accounted No

Approval Not Required

Holds 1

Scheduled Payment Holds 0

Description

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

Then we will hit Actions button again and check Validate and press Ok. After this the debit memo should have a Status of Validated.

Invoice Workbench (Payables, Vision Operations (USA))

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
Vision Operations		Debit Memo		American 1	1005	AT&T - HQ	01-DEC-2011	BYRO-DB-123	USD

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

USD

USD

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

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

5. Create a Credit Memo (Validate & Create accounting) .. Explain each & every step with screen shot.

Creating a Credit Memo is literally the same as Debit Memo except the Type field in the header will now say Credit Memo instead.

6. Query a PO based Invoice & check the Po match details.

Invoice Workbench (Payables, Vision Operations (USA))

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
Vision Operations		Standard	3217	TT Service	5017	TT SAN FRA	06-DEC-2011	06-DEC-2024	USD

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

USD

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

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

Purchase Order Num 3217 Release  Line  Shipment

Ship To  Deliver To  Acme

Item  Item Desc  Task

Supplier Item  Project  Category

Need-By Dates

Find Clear

Purchase Order Details

Invoice Amount 100.00 Line Total 0.00

Qty Invoiced	Unit Price	Match Amount	Freight/Misc	PO Number	Release	Line	Shipment	Item Description	Match Basis
400				3217		1	1	Advertising Service	Quantity

Shipment Quantity

Ordered 50 Shipped 0 Received 50 Billed 50

UOM HRS Type Standard Accepted N/A Distributions 1

Purchase Order

Payment Terms 45 Net (terms date)

Freight Terms Due

Associated Charges

Freight  Misc

View PO Distribute... Invoice Overview Match

Once again we are in the Invoice Workbench. In the Invoice Header pick some PO Number. Fill out the rest of the required fields in the Header. Click On Match in the General tab. This will open a window to find a Purchase Order but it will auto populate the Num field to be the PO Number. The click Find and you will see the details of the PO. Here you can click Match.

7. Create a PRE-Payment Invoice [Temporary].



Invoice Workbench (Payables, Vision Operations (USA))

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
Vision Operations		Prepayment		3M Health	5037	Test Site	01-DEC-201	BYRO-PRE-001	USD
Vision Operations		Standard							USD

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

Summary

Items	100.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	100.00
Tax	8.60
Freight	
Miscellaneous	
Total	108.60

Amount Paid

USD	0.00
USD	0.00

Status

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

Description

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

The steps to create a Prepayment Invoice is the same as before with Standard Invoice and Credit/Debit Memo. This time the Type is Prepayment. I have created one using the same steps with the Invoice Num of BYRO-PRE-001. One main difference is that once final validation occurs the Status will be Unpaid instead of Validated. This is because this is a prepayment and is just money set aside to be paid later. And because this question required it, I show below that this prepayment invoice is prepayment type: Temporary.

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total  Batch Actual Total

Pay Group	Prepayment Type	Settlement Date	Taxation Country	Business Category	Fiscal Classification	R
Standard	Temporary	06-DEC-2024	United States			
			United States			

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

Summary

Items	100.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	100.00
Tax	8.60
Freight	
Miscellaneous	
Total	108.60

Amount Paid

USD	0.00
USD	0.00

Status

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

Description

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

#### 8. Make single Payment for Standard Invoice

- Navigate to the **Payments** window.

Find the Standard Invoice created in question 1 and make sure it is selected. Then click on Actions and Pay In Full press Ok. This may prompt open a window saying payment date not in open period but this will be addressed later.

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 I
Vision Operations		Standard	3219	Staples	5029	STAPLES L	01-DEC-2016	01-DEC-2024	USD
Vision Operations		Standard		Advanced I	1013	FRESNO	01-DEC-2016	01-DEC-2024	USD

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

Summary

Items	123.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	123.00
Tax	10.58
Freight	
Miscellaneous	
Total	133.58

Amount Paid: USD  0.00

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 Actions

- ☐ Validate
- ☐ Validate Related Invoices
- ☐ Cancel Invoices
- ☐ Apply/Unapply Prepayment...
- ☒ Pay in Full...
- ☐ Create Accounting
  - ☐ Draft
  - ☐ Final
  - ☐ Final Post
- ☐ Force Approval
- ☐ Initiate Approval
- ☐ Stop Approval
- ☐ Release Holds
- ☐ Print Notice

Hold Name:   
Release Name:   
Release Reason:   
Printer:   
Sender Name:   
Sender Title:

OK Cancel

- Create a payment for the invoice

For the payment date make sure it is after the invoice date as shown below. And you must pick out the payment process profile, the choice is up to you. Then click on Action and check Create Accounting and Final Post. Then click Ok.

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 I
Vision Operations		Standard	3219	Staples	5029	STAPLES L	01-DEC-2016	01-DEC-2024	USD
Vision Operations		Standard		Advanced I	1013	FRESNO	01-DEC-2016	01-DEC-2024	USD

Payments (Payables, Vision Operations (USA)) - Pay in Full

Payee Country	Payment Date	Payment Amount	Bank Account	Account Currency	Payment Currency
United States	02-DEC-2016	133.58	BofA-204	USD	USD

Number	Date	Amount	GL Date	Payment Amount
01-DEC-2024	01-DEC-2016	133.58	02-DEC-2016	133.58

Description:

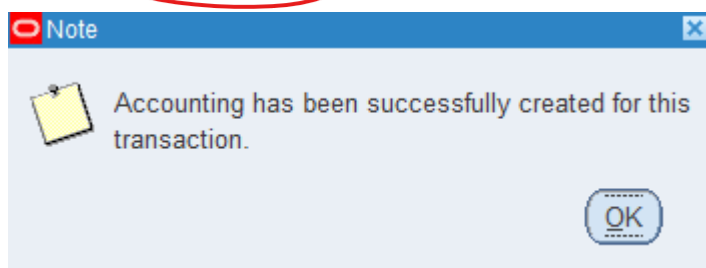
Invoice Overview  
Accounting: Unprocessed  
Payment Overview

Actions... 1 Enter/Adjust Invoices

Payment Actions

- ☒ Create Accounting
  - ☐ Draft
  - ☐ Final
  - ☒ Final Post
- ☐ Print Remittance Advice  
Program:
- ☐ Reissue  
Payment Date:   
Payment Rate:   
New Paper Document Num:   
Voucher Num:
- ☐ Initiate Stop  
Date:
- ☐ Void  
Date:   
GL Date:   
Invoice Action: None

OK Cancel



## 9. Review Payment Status:

- Check the payment status in the **Payments** window.

Navigate to the View Payments tab and see the payment entry there. Click on Payments Overview button to get more information like the Account and Check ID.

The screenshot shows the SAP Payables - Vision Operations (USA) interface. The 'View Payments' tab is selected, showing a table with payment details. The 'Payments Overview' window is open, displaying payee information (Advanced Network Devices), bank details (Bank of America), and payment process information (Check GBP 204, Check - USD).

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Vision Operations		Standard	3219	Staples	5029	STAPLES L	01-DEC-2011	01-DEC-2024	USD

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken	[ ]
Check	90013	02-DEC-2016	02-DEC-2016	<input type="checkbox"/>	133.58	0.00	

- Verify that the payment has been successfully processed and issued.

Use the check ID value to query this table below and see that it is posted.

```
SELECT * FROM AP_INVOICE_PAYMENTS_ALL
where CHECK_ID= 160731
```

ACCOUNTING_DATE	ACCRUAL_POSTED_FLAG	AMOUNT	CASH_POSTED_FLAG	CHECK_ID	INVOICE_ID	INVOICE_PAYMENT_ID	LAST_UPDATED_BY	LAST_UPDATE_DATE	PAYMENT_NUM	PERIOD_NAME	POSTED_FLAG
1 02-DEC-16	Y	133.58 N		160731	567072	254733	1318	06-DEC-24	1	Dec-16	Y

With this demo instance the concurrent program to process and issue the payment is not working as intended so this should suffice.

#### 10. Review the Accounting Entries:

- Review the accounting entries for the invoice and payment.

Oracle Applications - ebsdb

File Edit View Folder **Tools** Reports Actions Window Help

View EFT Details  
View Invoice Overview  
**View Accounting Events**  
View Tax Details  
View Emissions

Invoice Workbench (P (USA))

Batch Control Tot Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Vision Operations		Standard	3219	Staples	5029	STAPLES L	01-DEC-201	01-DEC-2024	USD
Vision Operations		Standard		Advanced I	1013	FRESNO	01-DEC-201	01-DEC-2024	USD

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

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken	[ ]
Check	90013	02-DEC-2016	02-DEC-2016	<input type="checkbox"/>	133.58	0.00	
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

Payment Overview

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

ORACLE

Accounting Events

Select Event: **View Journal Entries** Export

Show All Details Show All Details

Set...	Details	Primary Ledger	Event Class	Event Type	Event Date	Event Status	Transaction Date	Transaction Number
Vision Operations (USA)			Invoices	Invoice Validated	01-Dec-2016	Final Accounted	01-Dec-2016 00:00:00	01-DEC-2024

- Ensure that the correct debits and credits are applied to the appropriate accounts (e.g., Expense and Bank accounts).

**Subledger Journal Entry**

Ledger: Vision Operations (USA)  
Journal Entry Status: Final  
Balance Type: Actual  
GL Date: 01-Dec-2018

Category: Purchase Invoices  
Completion Date: 06-Dec-2024 20:17:25  
Journal Entry Type: Standard  
Description: Invoice Validated - Invoice Number: 01-DEC-2024 - Invoice Date: 01-DEC-18 - Invoice Description

Transaction Information

'Party Name': Advanced Network Devices  
'Invoice Number': 01-DEC-2024  
'Invoice Currency': USD  
'Invoice Type': STANDARD  
'Cancelled Date':  
Document Sequence Name:  
Document Sequence Number:

'Party Site Name': FRESNO  
'Invoice Amount': 133.56  
'Invoice Ledger Amount': 133.56  
'Invoice Date': 01-DEC-2018 00:00:00  
'Invoice Description':

Lines

Details Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (USD)	Accounted CR (USD)	Supporting References
1	05-110-8100-0000-000	Item Expense	USD		123.00		123.00	inv
2	01-110-8100-0000-000	Non-Recoverable Tax	USD		8.00		8.00	inv
3	01-110-8100-0000-000	Non-Recoverable Tax	USD		2.09		2.09	inv
4	01-110-8100-0000-000	Non-Recoverable Tax	USD		0.49		0.49	inv
5	01-000-2210-0000-000	Liability	USD				123.00	inv
6	01-000-2210-0000-000	Liability	USD				8.00	inv
7	01-000-2210-0000-000	Liability	USD				2.09	inv
8	01-000-2210-0000-000	Liability	USD				0.49	inv

Accounted Amounts

## 11. In Invoice Workbench how many types of Invoices are there?

Navigator - Payables, Vision Operations (USA)

Functions Documents Processes

Invoices:Entry:Invoices  
Maintain Invoices

- Invoices
  - Entry
    - Invoice Batches
    - Invoices
    - Quick Invoices
    - Expense Reports
    - Recurring Invoices
    - Open Interface Invoices
  - + Inquiry
  - + Accrual Write-Off
  - + Payments
  - + Accounting
  - + Employees
  - + Credit Cards
  - + Setup
  - + Workflow
  - Funds Available
  - + Payables Dashboard

Invoice Workbench (Payables, Vision Operations (USA))

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
Vision Operations									USD

Invoice Types

Find %

Invoice Type	Description
Standard	Standard invoice
Credit Memo	Credit Memo
Debit Memo	Debit Memo
Expense Report	Employee Expense Report
Prepayment	Prepayments , advances and finances
Retainage Release	Retainage Release Invoices
Withholding Tax	Withholding Tax Invoice
Mixed	Mixed type invoice

Find OK Cancel

4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Status

Status Never Validated  
Accounted Unprocessed  
Approval Not Required  
Holds  
Scheduled Payment Holds

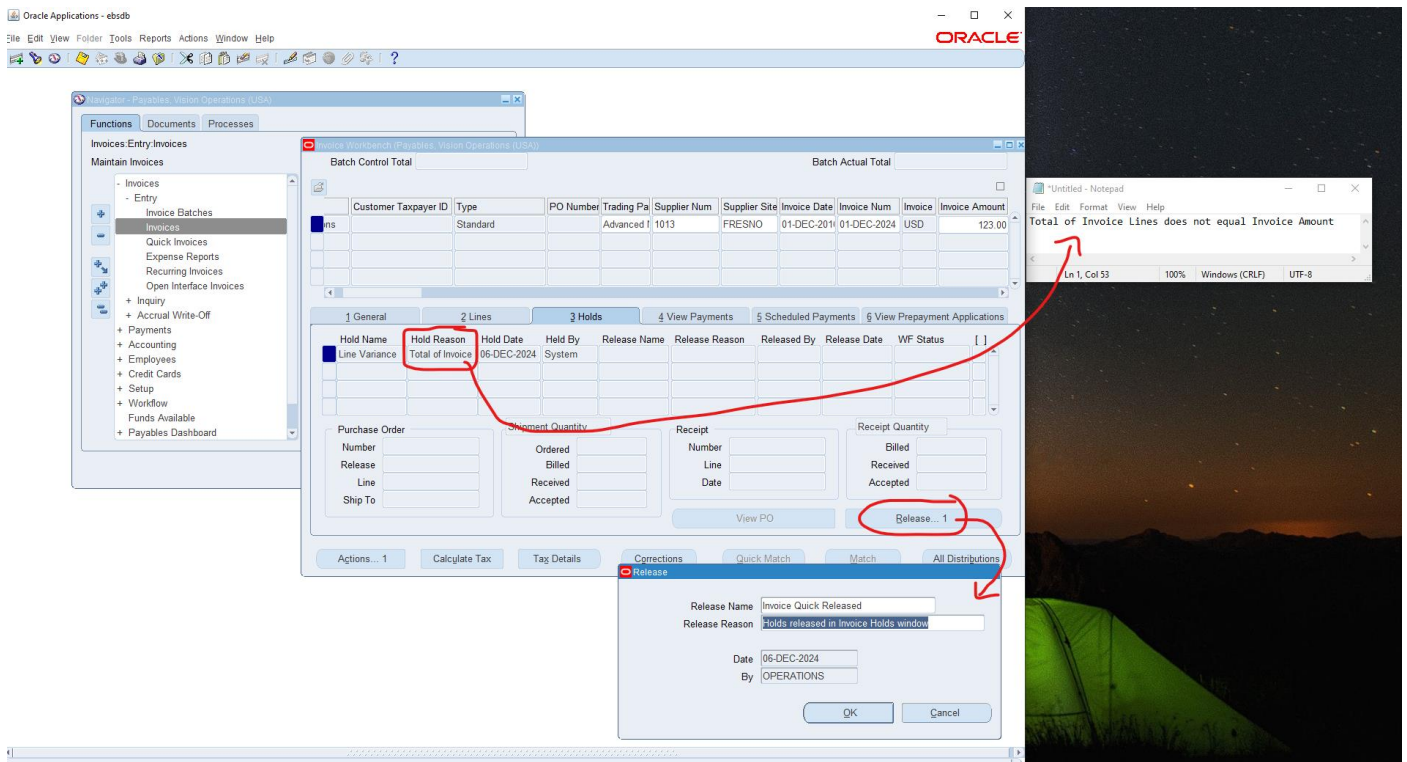
Description

Quick Match Match All Distributions

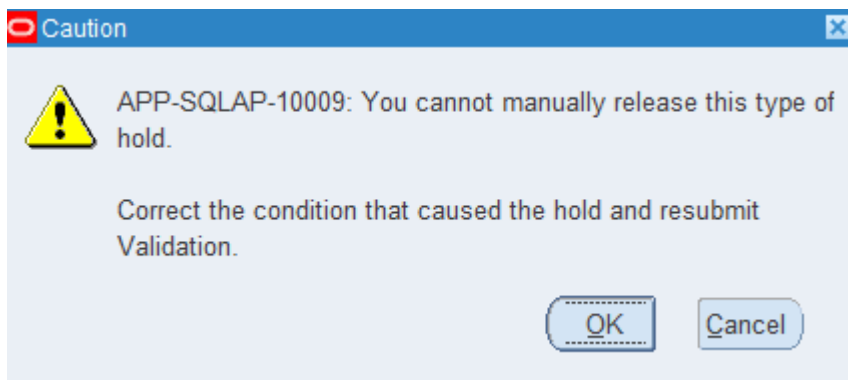
## 12. Troubleshoot a Payables Issue: Hold

Invoice line level variances [Hold] Release hold with Invoice Re-Validation

Continuing this here from question 2 after validating. This triggers a hold since " Total of Invoice Lines does not equal Invoice Amount". You can click on Release for this Hold as shown below.



This will show the following pop-up window



Essentially this just says there is no manual override release for this type of hold. You can fix the amounts yourself in the header invoice amount to match line invoice total. We will do this by changing the Invoice Amount in the header so it includes the taxes. I continue this in question 2 after the initial validation. Please go there to continue this process of troubleshooting.

13. In the **PAYMENT Work Bench** query the payment Document # (the Payment which you have done for Standard Invoice).

Navigator - Payables, Vision Operations (USA)

**Find Payments**

Functions Documents Processes

Payments Inquiry: Payments

View Payments

- + Invoices
- **Payments**
  - + Entry
  - **Inquiry**
    - **Payments**
- Payment Overview
- Withheld Amounts
- + Accounting
- + Employees
- + Credit Cards
- + Setup
- + Workflow
- Funds Available
- + Payables Dashboard
- + Suppliers
- + Other

Payment

Numbers 90013 -

Dates -

Amounts - Curr

Operating Unit Bank Account

Payment Method Document Name

Payment Process Profile Payment Process Request

Payee

Payee Name

Supplier Number

Taxpayer ID

Supplier Site

Paid To Name

Remit To Account

Voucher Audit

Category

Sequence Name

Number From

Number To

Status

Status

Dates

Accounted

Clear New Find

Payments (Payables, Vision Operations (USA))

Supplier Site	Trading Partner Address	Payee Country	Payment Date	Payment Amount	Bank Account	Account Currency	Payment Currency	Payment Method	Payment Document	Document Num	Pa
FRESNO	5600 Independence Ave Fresno CA 95602	United States	02-DEC-2016	133.58	BofA-204	USD	USD	Check	Check GBP 204	90013	Ch

Number Date Amount GL Date Payment Amount

01-DEC-2024 01-DEC-2016 133.58 02-DEC-2016 133.58

Description

Invoice Overview

Accounting Processed

#### 14. Review the Payment accounting details.

Refer to Question 10

#### Cash Management:

#### 15. Review the Bank account Details (Disbursement Bank) which you use for Payment.

Functions

Documents

Processes

## Setup:Payment:Bank Accounts

- + Invoices
- + Payments
- + Accounting
- + Employees
- + Credit Cards
- Setup
  - + Invoice
  - Payment
    - Interest Rates
    - Bank Charge Calculation
    - Banks and Bank Branches
    - Bank Accounts**
    - Payment Administrator
    - Transaction Fees
- + Calendar
- + Currency
- + Tax
- + Options

## Top Ten List

1. Invoices
2. Payments
3. View Invoices Summary
4. View Payment Overview
5. Suppliers
6. View Suppliers
7. Requests: Submit
8. Expense Reports

[Open](#)



Manage Bank Accounts

## Bank Accounts

### Simple Search

Account Name  Alternate Account Name

Legal Account Name  Account Number

Account Owner  Currency

Bank Name  Branch Name

...

Select Account Name

No search conducted.

**Search and Select: Account Name**

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

**Results**

Select	Quick Select	Account Name	Account Number	Alternate Account Name	Short Account Name	Currency	Legal Entity
<input checked="" type="radio"/>		BoFA-204	*****619		Master A/C	USD	Vision Operations

Manage Bank Accounts

## Bank Accounts

### Simple Search

Account Name  Alternate Account Name

Legal Account Name  Account Number

Account Owner  Currency

Bank Name  Branch Name

Select Account | Update Account | Manage Payment Documents | Create | ...

Select	Account Name	Alternate Account Name	Legal Account Name	Account Number	Bank Name	Bank Number	Branch Name	Branch Number
<input type="radio"/>	BoFA-204		Master A/C	*****619	Bank of America	153281189	New York	736196273

Manage Bank Accounts

Manage Bank Accounts > Account Owner and Use Account Information Account Controls Account Access Account Contact

### Account: BoFA-204

Bank Name Bank of America Branch Name New York  
Country United States

### Account Owner and Use

Bank Account Owner Vision Operations  
Account Use ☒ Payables  
☐ Payroll  
☒ Receivables  
☒ Treasury

### Account Information

Account Name BoFA-204 Alternate Account Name  
Legal Account Name Master A/C Account Number \*\*\*\*\*619  
Check Digit  
Multiple Currencies Allowed Y Currency USD  
Account Type IBAN  
Account Suffix EFT Number 103761972  
Secondary Account Reference Account Holder Vision Operations  
Alternate Account Holder Description  
Treasury Bank Account Number Reference 10271-17521-619 Start Date  
End Date

### Account Controls

#### General Controls

Cash 01-000-1110-0000-000 Company Department Account Sub Account Product  
Bank Charges 01-740-7870-0000-000 Company Department Account Sub Account Product  
Foreign Exchange Charges Company Department Account Sub Account Product  
Cash Clearing 01-000-1110-0000-000 Company Department Account Sub Account Product  
Bank Errors 01-740-7870-0000-000 Company Department Account Sub Account Product  
Netting Account No

#### Federal Controls

DUNS/DUNS14 Disbursing Office Symbol  
Agency Location Code

#### Cash Management Controls

Minimum Tolerant Balance Maximum Tolerant Balance