**Oracle EBS Payables Assignment**

**Date :06th Dec 2024:**

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

**Name: George Booth**

1. **Create an Invoice Standard: [Payment team: Immediate].**
2. **Validate the Invoice:**
   * Validate the invoice you just created to ensure there are no errors and it's ready for payment.
3. **Do Create Accounting & Transfer to General Ledger:**
4. **Create A debit Memo** (Validate & Create accounting) .. Explain each & every step with screen shot.
5. **Create a Credit Memo** (Validate & Create accounting) .. Explain each & every step with screen shot.
6. **Query a PO based Invoice & check the Po match details.**
7. **Create a PRE-Payment Invoice [Temporary].**
8. **Make single Payment for Standard Invoice** 
   * Navigate to the **Payments** window.
   * Create a payment for the invoice
9. **Review Payment Status:**
   * Check the payment status in the **Payments** window.
   * Verify that the payment has been successfully processed and issued.
10. **Review the Accounting Entries:**
    * Review the accounting entries for the invoice and payment.
    * Ensure that the correct debits and credits are applied to the appropriate accounts (e.g., Expense and Bank accounts).
11. **In Invoice Work -Bench how many types of Invoices are there?**
12. **Troubleshoot a Payables Issue: Hold**Invoice line level variances [Hold] Release hole with Invoice Re-Validation
13. **In the PAYMENT Work Bench query the payment Document # (the Payment which you have done for Standard Invoice.**
14. **Review the Payment accounting details.**

**Cash Management:**

1. **Review the Bank account Details (Disbursement Bank) which you use for Payment.**

1.First you want to go to the Payables Responsibility. Once you are there follow this path Invoices>Entry>Invoices. Then Invoice workbench will open.

A screenshot of a computer

Description automatically generated

So now I will create a standard type invoice:

I will start to fill out all the yellow sections so for Trading Partner I picked AUTO HAUS and the Invoice date of 01-DEC-2016

A screenshot of a computer

Description automatically generated

Then for the invoice number I named it GEOR-TST-003 and for the invoice amount I made $1000.

Then you want to scroll to the right to match action and make sure it’s the blank option

A screenshot of a computer

Description automatically generated

Then scroll down even more till Terms and make it**: Immediate**

A screenshot of a computer

Description automatically generated

Now Save. Then go to lines section

A screenshot of a computer

Description automatically generated

Enter the amount which was $1000 then pick an distribution account which I picked was 01-000-2225-0000-000 and made the product type: goods.

Now save.

2. Now to validate the Invoice I will select the actions button at the bottom.

A screenshot of a computer

Description automatically generated

Then select validate and press ok.

A screenshot of a computer

Description automatically generated

Now you want to scroll to the right and change the invoice amount to match the red total number at the bottom.

A screenshot of a computer

Description automatically generated

Now click actions and validate again.

A screenshot of a computer

Description automatically generated

Now the standard invoice is GEOR-TST-003 is validated.

A screenshot of a computer

Description automatically generated

3. Now I will select actions for my invoice GEOR-TST-003 to select create accounting and final post and press ok. Which will post the invoice to the general ledger.

A screenshot of a computer

Description automatically generated

And then you will get this after it is posted

A screenshot of a computer

Description automatically generated

4. Creating a Debit memo. First open invoice workbench with this path: Invoices>Entry>Invoices

And change the type to Debit.

A screenshot of a computer

Description automatically generated

Next will need to fill in all the yellow sections

For Trading partners, I selected Office Supplies for which their supplier num is 1008. I selected the New York Supplier site. I then selected 01-DEC-2016 as my Invoice Date. Then for my Invoice Num I made it GEOR-DM-003 and the Invoice amount to -$1000.

A screenshot of a computer

Description automatically generated

Now you want to scroll to the right and change the Terms to immediate:

A screenshot of a computer

Description automatically generated

Now you should save and then go to the lines section.

A screenshot of a computer

Description automatically generated

For amount I will put in -1000, Distribution account I will select accrued expenses and the product type to goods. Which will show here:

A screenshot of a computer

Description automatically generated

Now go to the actions button at the bottom of the java page and select Validate and press ok.

A screenshot of a computer

Description automatically generated

Then the invoice will add the tax at the bottom. Which will turn red since the invoice amount at the top is not the same as the bottom:

A screenshot of a computer

Description automatically generated

So now change the invoice amount to -$ 1,085.00 and validate again from the actions button

A screenshot of a computer

Description automatically generated

Now go back into the actions button and select Create accounting and select final post and press ok.

A screenshot of a computer

Description automatically generated

And then it will confirm that it went through to the GL:

A screenshot of a computer

Description automatically generated

5. Creating a Credit memo. First open invoice workbench with this path: Invoices>Entry>Invoices

And change the type to credit.

A screenshot of a computer

Description automatically generated\

Now we will fill out all the mandatory fields that are yellow. For trading partner I will put office supplies which has as suppler num of 1008 and an supplier site of New York. The invoice date will be 02-DEC-2016 and the Invoice amount will be -$1005.

A screenshot of a computer

Description automatically generated

Now scroll to the right and change the terms to immediate.

A screenshot of a computer

Description automatically generated

Now save and go to the lines section: enter the amount of -1005, distribution account will be Accrued Expense, and product type will be goods:

A screenshot of a computer screen

Description automatically generated

Now go to actions button and validate:

A screenshot of a computer

Description automatically generated

Change the invoice amount so that is matches the red total at the bottom of the page.

A screenshot of a computer

Description automatically generated

Now validate again.

A screenshot of a computer

Description automatically generated

Now go to actions again and select create accounting and choose final post and press ok.

A screenshot of a computer

Description automatically generated

Then you get this to confirm:

A screenshot of a computer

Description automatically generated

6. Open Invoice workbench

A screenshot of a computer

Description automatically generated

Now press f11 then put % into PO Number and the press Ctrl+fn+f11 to query all the PO invoices

A screenshot of a computer

Description automatically generated

So now select the first invoice and press the match button at the bottom:

A screenshot of a computer

Description automatically generated

Make sure that the number matches the one you select, and press find.

Which will take you here and can match the invoice to the PO:

A screenshot of a computer

Description automatically generated

7. Creating an pre-payment type invoice to will start by opening invoice workbench and changing the type to Pre-payment.

I filled in the mandatory fields that we yellow and the Invoice Num was GEOR-PRE-003

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

Make sure prepayment type is temporary then save all the necessary fields will automatically fill. Now go to the lines section and enter the amount which is the same as your invoice amount:

A screenshot of a computer

Description automatically generated

Now go to actions and validate:

A screenshot of a computer

Description automatically generated

Now match the total and invoice amount to 530

A screenshot of a computer

Description automatically generated

Now validate again

A screenshot of a computer

Description automatically generated

Then go to actions and then create accounting and select final post and press ok.

A screenshot of a computer

Description automatically generated

8.Query a Standard type invoice. Which I will go to invoice num and query GEOR-TST-003

A screenshot of a computer

Description automatically generated

Once you are here go to actions and select pay in full button and press ok:

A screenshot of a computer

Description automatically generated

Then the payments window will open:

A screenshot of a computer

Description automatically generated

Now you want to scroll to the right to payment date and payment process profile

A screenshot of a computer

Description automatically generated

Enter a date after the one from your invoice. So I’ll do 10-DEC-2016 and for payment process profile I’ll do check – USD: A screenshot of a computer

Description automatically generated

Now save:

A screenshot of a computer

Description automatically generated

Press actions and Create accounting and select final post:

A screenshot of a computer

Description automatically generated

Now click actions again and select print remittance advice and press okA screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

9. Now re query the standard invoice that I paid off in invoice workbench GEOR-TST-003

A screenshot of a computer

Description automatically generated

You can see that the amount has been paid. Now click on view payments sections:

A screenshot of a computer

Description automatically generated

Now click payment overview to get an overview of the payment:

A screenshot of a computer

Description automatically generated

Which verify that the payment was successful.

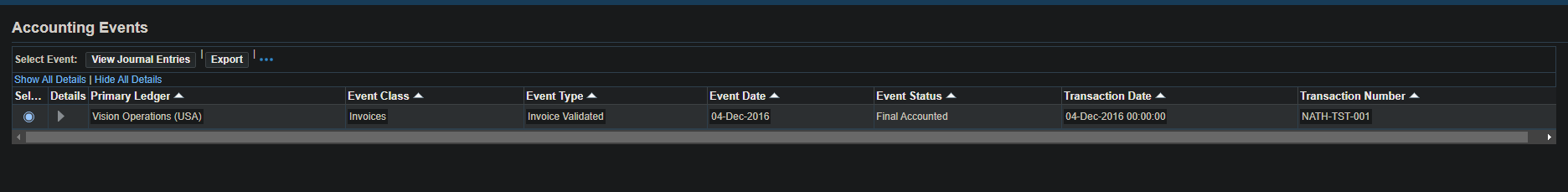
10. To Review the accounting entries, you would query any invoice in invoice workbench then

Invoice workbench > standard (type) > tools at the top > view accounting events

A screenshot of a computer

Description automatically generated

Which will take you to an HTML page:

  
then select view journal entries button:

A screenshot of a computer

Description automatically generated

Which shows the invoice accounting information that you had selected and the credit and debits are correct.

11. There are 8 different invoice types which are listed below:

A screenshot of a computer

Description automatically generated

12. Trouble shooting a payable issue:

In invoice work bench after you create a new invoice and fill everything out and save you then validate it. You will get this:

A screenshot of a computer

Description automatically generated

Where the total and invoice amount is different causing an hold: if you click on the holds sections you can see:

A screenshot of a computer

Description automatically generated

The way to fix it is to make sure the invoice amount and total are the same

A screenshot of a computer

Description automatically generated  
Now re validate and go back to holds sections:

A screenshot of a computer

Description automatically generated

And you see that the hold was released.

13. For the payment work bench follow this path Payments>Entry> Payments:

A screenshot of a computer

Description automatically generated

Then at the top press view> find and this will come up: and put 90012 which was the number from my GEOR-TST-003:

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

Press finds and you can see the payment on the workbench:

A screenshot of a computer

Description automatically generated

14. To find the payment accounting details have this payment selected go to the top and press tools>view accounting events:

A screenshot of a computer

Description automatically generated

A screen shot of a computer

Description automatically generated

You can see the payment accounting details.

1. Switch responsibility to Cash management. Then follow this path view> bank account

Which will take you to an HTML page

A screenshot of a computer

Description automatically generated

A black screen with a black background

Description automatically generated

Now type in BofA-204 in the account name since it was the one I used for the payment and press the go button:

A screen shot of a computer

Description automatically generated

Now click BofA-204 under the account name and will take you to this page:

A screenshot of a computer

Description automatically generated

Which show a lot of information about the bank which has account numbers for the cash clearing and bank chargers.