



# **Accounts Payable Operations and Reporting in Oracle ERP**

**NXT7\_CAI2\_ERP4\_G1**

# **Our Project:**

**At Vision Operations Organization, we specialize in manufacturing high-quality chairs. To ensure the strength and attractive design of our products, we source premium wood from RAMEX\_WOOD, one of our key suppliers.**

**As part of our collaboration, we also manage vendor invoices, payments, reconciliations, and period closing activities through the Accounts Payable module within RAMEX\_WOOD CORPORATION. This process supports smooth financial operations and helps us maintain strong supplier relationships.**

# **Objectives:**

*We shall achieve the following Tasks:*

- 1) Vendor Invoices and Billing**
- 2) Payment Processing and Cash Management**
- 3) Period-End Closing and Reporting**

## **1) Vendor Invoices and Billing:**

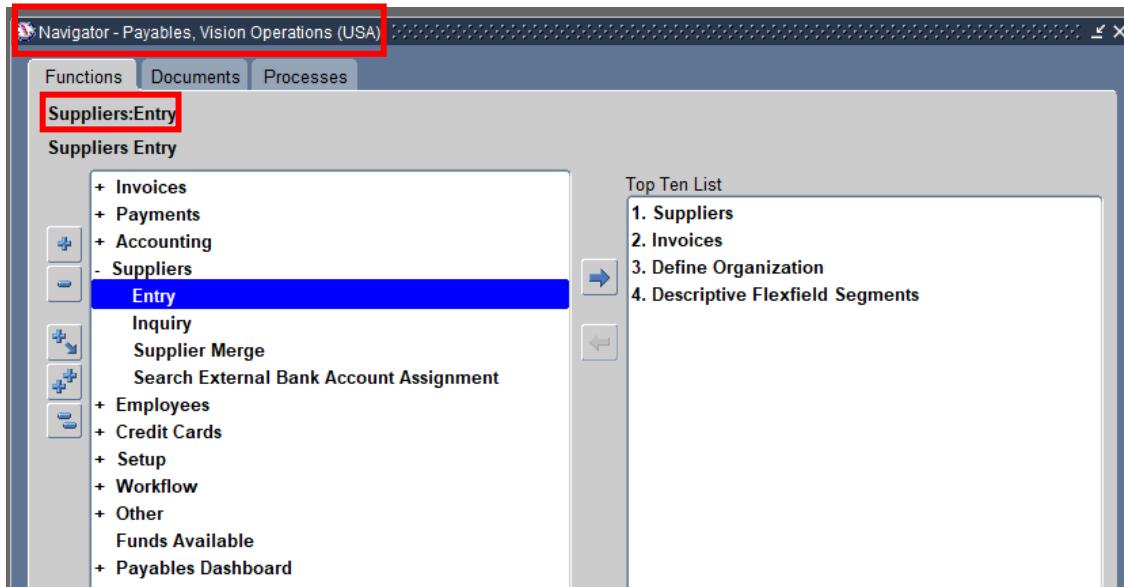
*Deliverables:*

- A) Create and Manage Supplier Invoices.**
- B) Invoice Adjustments and Holds.**
- C) Supplier Inquiry**

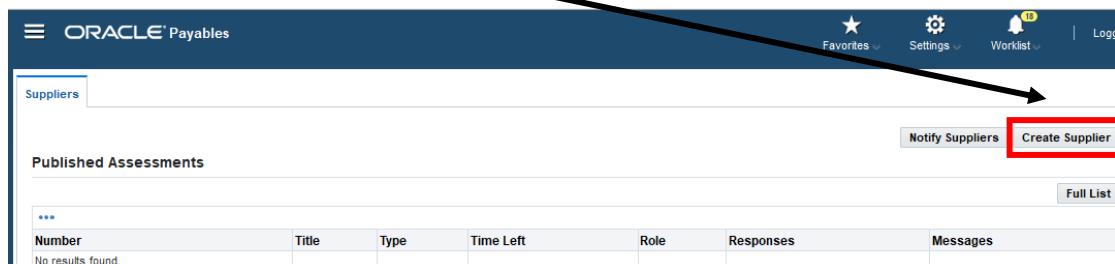
# A) Create and Manage Supplier Invoices:

## How to create Supplier?

Open Payables, Vision Operations (USA) - click suppliers



Click create supplier



Fill Data Required

The screenshot shows the 'Create Supplier' form. At the top, it says 'Suppliers > Create Supplier' and includes a note that '\*' indicates required fields. The form has several input fields: 'Organization Name' (containing 'RAMEX\_WOOD') with a red box around it; 'Supplier Type' set to 'Standard supplier' with a red box around it; 'Line of Business of the Party' (containing 'Line of Business of the Party') with a red box around it; 'Supplier Home Page'; 'Context Value'; 'Supplier Type' dropdown; 'Tax Country'; 'Tax Registration Number'; and 'Taxpayer ID'. There are also fields for 'Alias', 'Alternate Supplier Name', 'D-U-N-S Number', 'URL' (with a note 'Must include: http://'), and 'Context' dropdown.

## Click Create New Organization

Suppliers

Warning: Possible Matching Organizations

Create New Organization

Name: RAMEX\_WOOD | Tax Payer Id | D-U-N-S Number | Tax Reg Number | Country

Use Existing Organization

Details	Name	Tax Payer Id	DUNS Number	Tax Reg Number	URL	Status	Supplier	Customer	Match (%)
<input type="radio"/>	RA_Next					Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	60

## Supplier's Number Created

Suppliers

Quick Update  
Company Profile  
Organization  
Tax Details  
Address Book  
Contact Directory

Suppliers > Update RAMEX\_WOOD - 222: Quick Update

\* Indicates required field

Supplier Name: RAMEX_WOOD	Supplier Number: 222
Alternate Supplier Name:	Registry ID: 64107
Inactive Date: (20-03-2025)	Alias:

Purchase Order Hold:  All New Orders  
Hold from Payment:  All Invoices  
 Unmatched Invoices  
 Unvalidated Invoices

## Click Create Address

Suppliers

Quick Update  
Company Profile  
Organization  
Tax Details  
**Address Book**  
Contact Directory  
Business Classification  
Products & Services  
Banking Details

Suppliers > Update RAMEX\_WOOD - 222: Address Book

Search

Address Name: \_\_\_\_\_ Site Name: \_\_\_\_\_  
Address Details: \_\_\_\_\_ Purpose: \_\_\_\_\_

Go Clear

Create

Details Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
No results found.								

# Fill Data Required

Suppliers > Update RAMEX\_WOOD - 222: Address Book > Create Address: Confirm Details

**Address Details**

Supplier Name RAMEX\_WOOD Supplier Number 222

**Contact Details and Purpose**

Communication Details  Update to all new sites created for this address

Phone Area Code \_\_\_\_\_  
Fax Area Code \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_

Address Purpose  Purchasing  Payment  RFQ Only

## Choose Operating Unit (Vision Operations) – Click Apply

Suppliers > Update RAMEX\_WOOD - 222: Address Book > Create Address: Site Creation

Address Name Cairo Address Details Helipolis, EG Supplier Name RAMEX\_WOOD  
Supplier Number 222  
Purpose Payment, Purchasing

**Operating Units**

Operating Unit	Site Name	Tax Reportable
Vision Financial Services (USA)	Cairo	<input type="checkbox"/>
Vision Leasing	Cairo	<input type="checkbox"/>
Vision Modeling	Cairo	<input type="checkbox"/>
<b>Vision Operations</b>	<b>Cairo</b>	<b><input type="checkbox"/></b>
Vision Project Manufacturing USA	Cairo	<input type="checkbox"/>
Vision Project Mfg	Cairo	<input type="checkbox"/>
Vision Services	Cairo	<input type="checkbox"/>

## Supplier's Information

Suppliers > Update RAMEX\_WOOD - 222: Address Book

**Search**

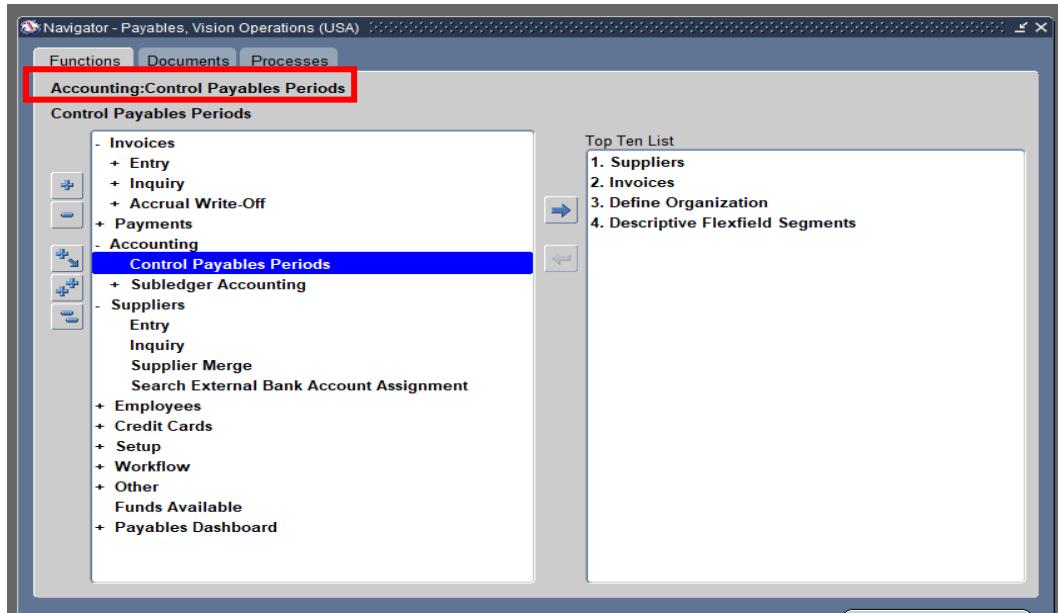
Address Name \_\_\_\_\_ Address Details \_\_\_\_\_ Site Name \_\_\_\_\_  
Purpose \_\_\_\_\_

**Create**

Details Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
Cairo	Helipolis	Egypt		Pay, Purchasing	Current			

## How to open Period?

### Click Control Payables Periods

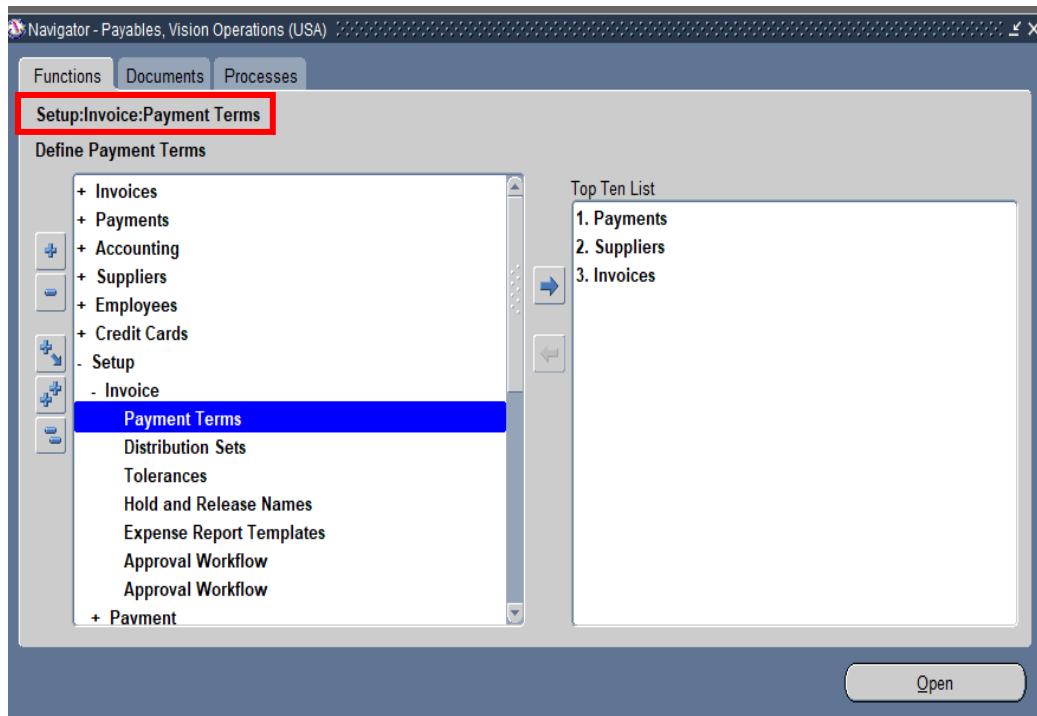


### Choose Period (Jan 15)

Period Status	Fiscal Year				
	Period Number	Period Name	Start Date	End Date	
Open	7	2015	Jul-15	01-07-2015	31-07-2015
Open	6	2015	Jun-15	01-06-2015	30-06-2015
Open	5	2015	May-15	01-05-2015	31-05-2015
Open	4	2015	Apr-15	01-04-2015	30-04-2015
Open	3	2015	Mar-15	01-03-2015	31-03-2015
Open	2	2015	Feb-15	01-02-2015	28-02-2015
Open	1	2015	Jan-15	01-01-2015	31-01-2015
Open	12	2014	Dec-14	01-12-2014	31-12-2014
Open	11	2014	Nov-14	01-11-2014	30-11-2014

# How to Create Payment Term?

## Click Payment Term



## Create Payment Term (RAMEX\_PT)

The screenshot shows the 'Payment Terms (Payables, Vision Operations (USA))' creation screen. The 'Name' field is set to 'RAMEX\_PT'. The 'Effective Dates' section shows 'From 01-01-2000' and an empty 'To' field. Below these are tabs for 'Due', 'First Discount', 'Second Discount', and 'Third Discount'. The 'First Discount' tab is active, displaying a grid for defining payment terms. The grid has columns for '% Due', 'Amount', 'Calendar', 'Fixed Date', 'Days', and 'Month Ahead'. The 'Days' column contains values 15, 0, 15, 1, and 15, 2. The 'Month Ahead' column contains values 0, 1, and 2. The row with the value '40' in the '% Due' column is highlighted with a red border.

## Create Discount

The screenshot shows the 'Payment Terms' configuration screen. The 'Name' field is set to 'RAMEX\_PT' and highlighted with a red box. The 'Effective Dates' section shows 'From 01-01-2000'. Below these are tabs for 'Due', 'First Discount', 'Second Discount', and 'Third Discount'. The 'Second Discount' tab is active, displaying a grid titled 'Discount Calculation Options'. The grid has columns: % Due, Amount, % Discount, Discount Amount, Discount Criteria, Days, Day of Month, and Months Ahead. The third row of the grid, which corresponds to a 40% discount, is also highlighted with a red box. The 'Days' column shows values 10, 10, and 10, while the 'Month' and 'Months Ahead' columns show 0, 1, and 2 respectively.

## Create Invoice – Fill Data Required – Click Action Validate & Post

The screenshot shows the 'Invoice Workbench' interface. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below this is a table with columns: Inv ID, Terms, Type, PO Number, Trading Partner, Supplier Num, Supplier Site, Invoice Date, and GL Date. A row is selected with values: 'next\_20', 'RAMEX\_PT', 'Standard', 'RAMEX\_WOOD', '222', 'Cairo', '01-03-2015', and '01-03-2015'. The 'Type' field is also highlighted with a red box. Below the table are several tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, and 6 View Prepayment Applications. The '1 General' tab is active. On the left, there's a 'Summary' table with items like Subtotal (2,000.00), Tax, Freight, and Total (2,000.00). On the right, there's a 'Status' section with fields: Status (Validated), Accounted (Yes), Approval (Not Required), Holds (0), and Scheduled Payment Holds (0). This 'Status' section is also highlighted with a red box. At the bottom, there are buttons for Actions... 1, Calculate Tax, Tax Details, Corrections, Quick Match, Match, and All Distributions.

#### **B) Invoice Adjustments and Holds:**

## How To Adjust Discount?

## Payment Term Details

**Payment Terms (Payables, Vision Operations (USA))**

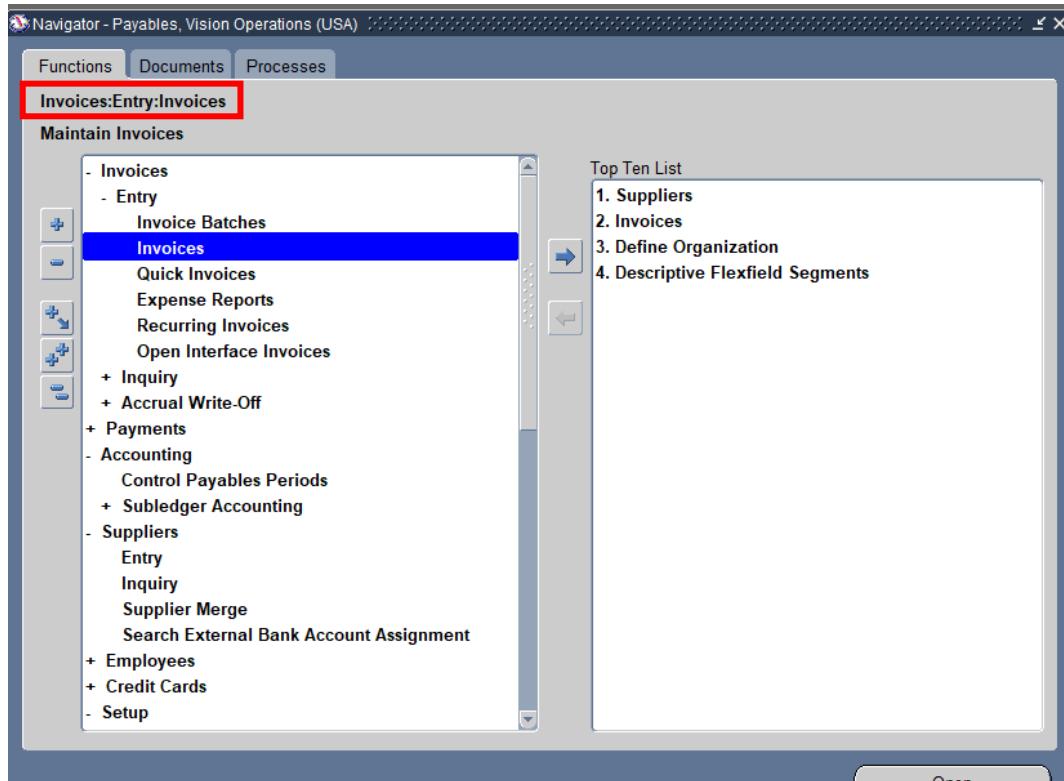
Name	RAMEX_PT	Effective Dates
Description		From 01-01-2000
Cut-off Day		To
Rank		[ ]

Due      First Discount      Second Discount      Third Discount

% Due	Amount	Calendar	Fixed Date	Days	Months Ahead	
					Day of Month	[ ]
30				15	0	[ ]
30				15	1	[ ]
40				15	2	[ ]
						[ ]
						[ ]
						[ ]

## Discount Details

## Click Invoice



## Create Standard Invoice (Discount) - Fill Data Required

The screenshot shows the Oracle Invoice Workbench interface. At the top, there are two input fields: 'Batch Control Total' and 'Batch Actual Total'. Below them is a grid table with columns: PO Number, Trading Partner, Supplier Num, Invoice Num, Supplier Site, Invoice Date, GL Date, Invoice Amount, and Invoice. A row in the grid is highlighted with a red box, showing values: RAMEX\_WOOD, 222, 5, Cairo, 01-05-2015, 01-05-2015, 6,000.00, and USD. The bottom half of the screen displays a payment schedule table. This table has sections for 'System' (Hold, Hold Reason, Due Date, Gross Amount, Currency, Priority, Method), 'Payment' (First Discount Date, First Discount Amount, Second Discount Date), and 'Scheduled Payments' (Due Date, Gross Amount, Discount Amount, Payment Method). The 'Scheduled Payments' section is also highlighted with a red box. At the bottom of the interface are several buttons: Actions... 1, Calculate Tax, Tax Details, Corrections, Quick Match, Match, and All Distributions.

## Create Credit Memo Invoice (Number 6)

**Invoice Workbench (Payables, Vision Operations (USA))**

**Batch Control Total**      **Batch Actual Total**

**next\_20**

Terms	PO Number	Trading Partner	Supplier Num	Invoice Num	Supplier Site	Invoice Date	GL Date
RAMEX_PT		RAMEX_WOOD	222	5	Cairo	01-05-2015	01-05-2015
RAMEX_PT		RAMEX_WOOD	222	6	Cairo	01-05-2015	01-05-2015

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

**NXT18**

Total	Gross	<6,000.00>	Retained	Net	<6,000.00>			
Num	Type	Amount	Distribution Account	PO Number	Description	Distribution Set	Product Type	Ship to
1	Item	<6,000.00>	01-000-7530-0000-000		M1- S			

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

## Check Results (Adjust Discount)

**Invoice Workbench (Payables, Vision Operations (USA))**

**Batch Control Total**      **Batch Actual Total**

**next\_20**

Terms	PO Number	Trading Partner	Supplier Num	Invoice Num	Supplier Site	Invoice Date	GL Date
RAMEX_PT		RAMEX_WOOD	222	5	Cairo	01-05-2015	01-05-2015
RAMEX_PT		RAMEX_WOOD	222	6	Cairo	01-05-2015	01-05-2015

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

System		Payment		First Discount		Second Discount			
Hold	Hold Reason	Due Date	Gross Amount	Currency	Priority	Method	Date	Amount	Date
		15-05-2015	<1,800.00>	USD	99	Check	10-05-2015	<18.00>	
		15-06-2015	<1,800.00>	USD	99	Check	10-06-2015	<36.00>	
		15-07-2015	<2,400.00>	USD	99	Check	10-07-2015	<72.00>	

**Payment Schedule**

Amount Remaining	<1,800.00>
Discount Amount Remaining	0.00
Gross Amount	USD <1,800.00>

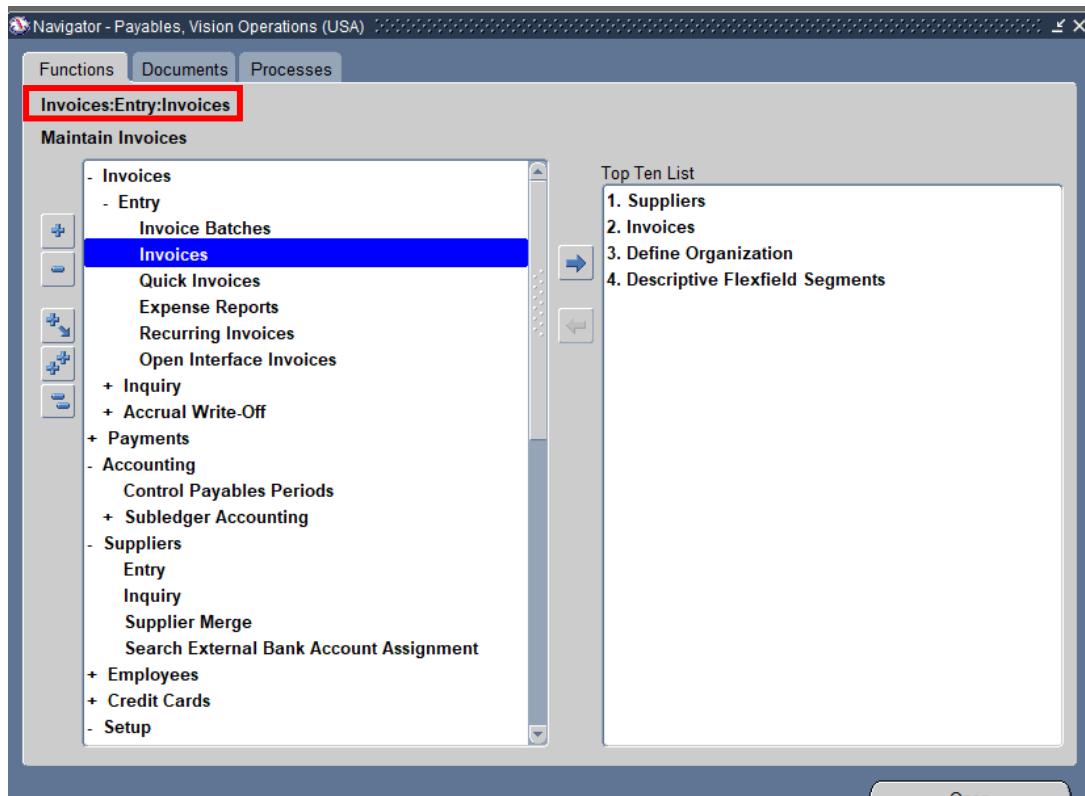
**Invoice**

Amount Paid	0.00
Invoice Amount	USD <6,000.00>
Gross Amount Total	<6,000.00>

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

# How to Hold & Release Invoice?

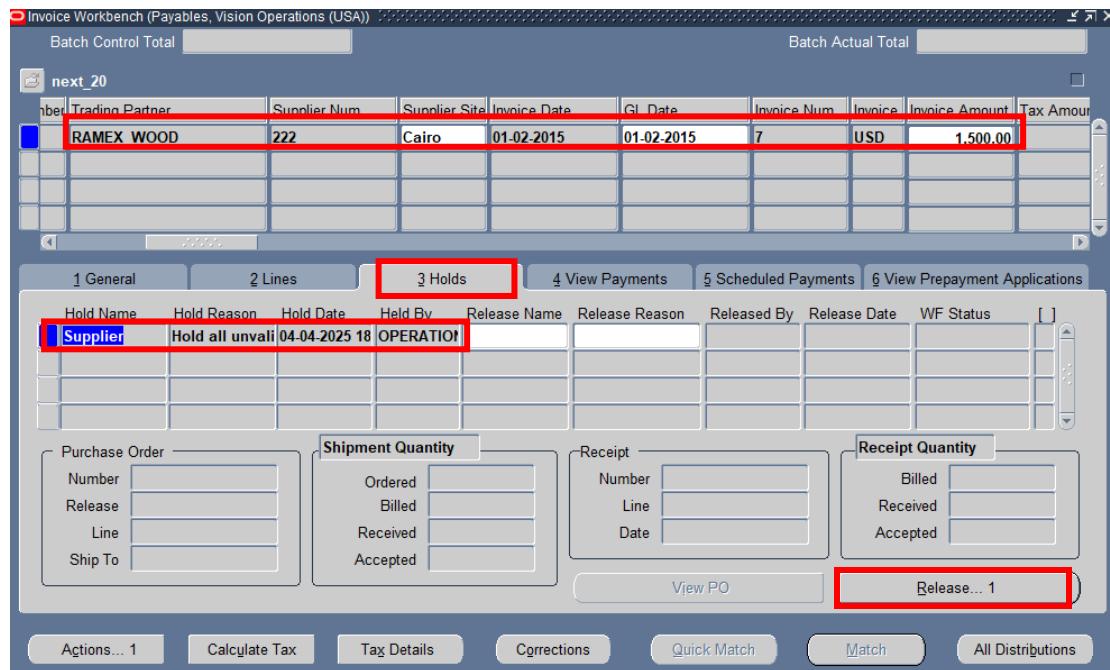
## Click Invoice



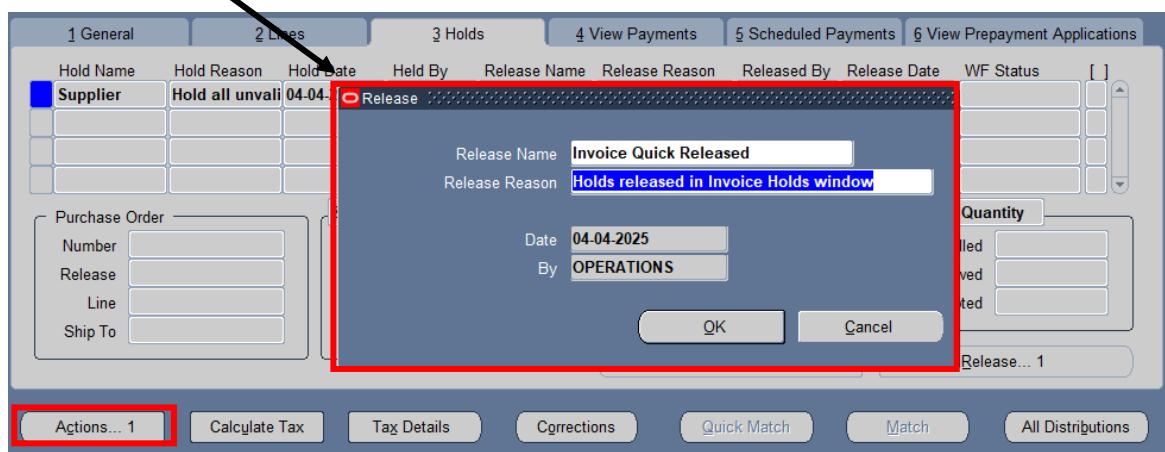
## Create Invoice - Fill Data Required

The screenshot shows the 'Invoice Workbench' interface. At the top, there are 'Batch Control Total' and 'Batch Actual Total' fields. Below is a grid table with columns: Number, Trading Partner, Supplier Num, Supplier Site, Invoice Date, GL Date, Invoice Num, Invoice, Invoice Amount, Tax Amount. A row for 'RAMEX\_WOOD' is selected and highlighted with a red box. At the bottom, there are several tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, 6 View Prepayment Applications. The '1 General' tab is active. It contains sections for 'Summary', 'Amount Paid', and 'Status'. The 'Summary' section shows values for Items (1,500.00), Retainage, Prepayments Applied, Withholding (1,500.00), Subtotal, Tax, Freight, Miscellaneous, and Total (1,500.00). The 'Amount Paid' section shows USD (0.00). The 'Status' section shows Status (Needs Revalidation), Accounted (Yes), Approval (Not Required), and Holds (1). A 'Description' field is also present. Action buttons at the bottom include Actions... 1, Calculate Tax, Tax Details, Corrections, Quick Match, Match, and All Distributions.

## Click Hold for Invoice Number (7)



## Click Quick Released – Click Action Validate & Post



## Check Results

The screenshot shows the Oracle Payables Invoice Workbench interface. A single invoice for supplier RAMEX\_WOOD is selected. The status section, which includes fields for Status (Validated), Accounted (Yes), Approval (Not Required), and Holds (0), is highlighted with a red box.

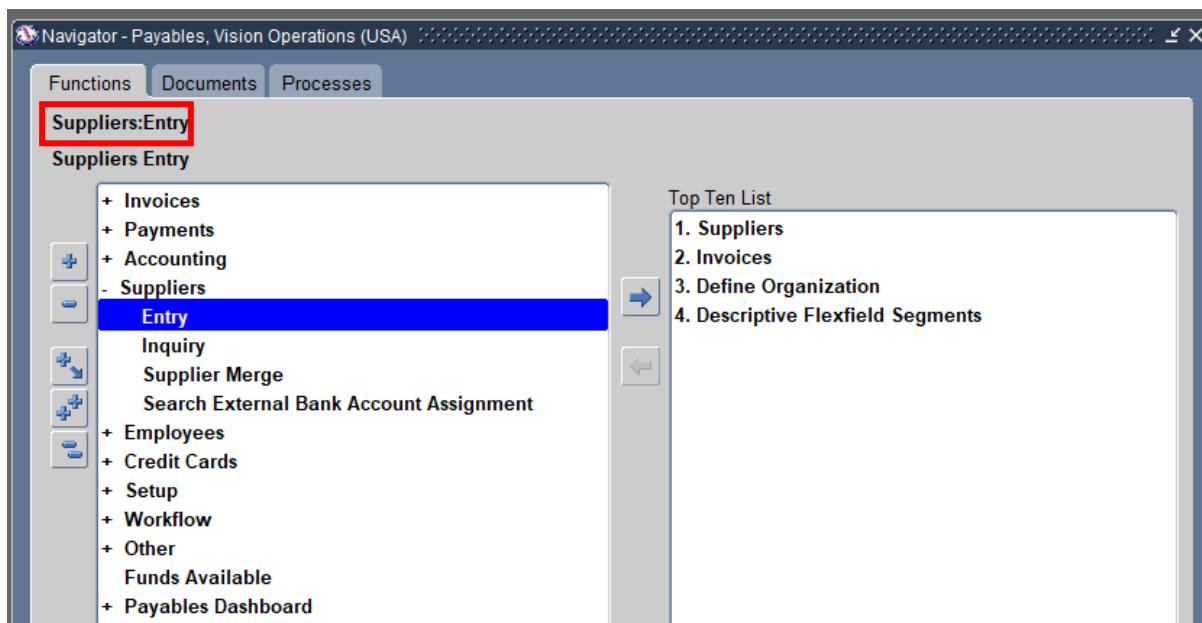
Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	GL Date	Invoice Num	Invoice	Invoice Amount	Tax Amount
	RAMEX_WOOD	222	Cairo	01-02-2015	01-02-2015	7	USD	1,500.00	

**Status:**

- Status: Validated
- Accounted: Yes
- Approval: Not Required
- Holds: 0

## How to create Withholding Tax Authority as a Supplier?

Open Payables, Vision Operations (USA) - Click suppliers



# Create Supplier – Fill Data Required – Click Apply

Suppliers >  
**Create Supplier**  
\* Indicates required field

Supplier Type: Standard supplier

\* Organization Name: RAMEX\_TAX AUTH

Alias:

Alternate Supplier Name:

D-U-N-S Number:

URL:  Must include: http://

Context Value:

Line of Business of the Party:

Tax Country:

Tax Registration Number:

Taxpayer ID:

Supplier Home Page:

Context:

Supplier Type: Standard supplier

Supplier Home Page:

Cancel | Apply

# Fill Data Required – Click Save

Suppliers

Suppliers >  
**Update RAMEX\_TAX AUTH - 223: Quick Update**

\* Indicates required field

\* Supplier Name: RAMEX\_TAX AUTH

Supplier Number: 223

Alternate Supplier Name:

Registry ID: 64108

Inactive Date: (20-03-2025)

Alias:

Purchase Order Hold:  All New Orders

Hold from Payment:  All Invoices  
 Unmatched Invoices  
 Unvalidated Invoices

Cancel | Save

# Click Organization - Fill Data Required

Suppliers

Suppliers >  
**Update RAMEX\_TAX AUTH - 223: Organization**

Organization

\* Supplier Name: RAMEX\_TAX AUTH

Supplier Number: 223

Alternate Supplier Name:

National Insurance Number:  SIC:

Type: Tax Authority

Parent Supplier Name:

Parent Supplier Number:

Customer Number:

Inactive Date: (20-03-2025)

Cancel | Notify | Enrich | Save | Publish Supplier | Generate Report

# Click Create Address

Suppliers

Suppliers >  
**Update RAMEX\_TAX AUTH - 223: Address Book**

Address Book

Create

Address Name:

Address Details:

Site Name:

Purpose:

Details Name:

Address:

Country:

Communication:

Purpose:

Status:

Update:

Manage Sites:

Remove:

No results found.

Go | Clear

# Fill Data Required

Suppliers

Suppliers: Address Book > Create Address: Confirm Details

\* Indicates required field

Supplier Name RAMEX\_TAX\_AUTH Supplier Number 223

<b>Address Details</b>	<b>Contact Details and Purpose</b>
* Country Egypt	Communication Details <input type="checkbox"/> Update to all new sites created for this address
* Address Line 1 Heliopolis	Phone Area Code
Address Line 2	Phone Number
Address Line 3	Fax Area Code
Address Line 4	Fax Number
City	Email Address
County	<input checked="" type="checkbox"/> Purchasing
State	<input checked="" type="checkbox"/> Payment
Province	<input type="checkbox"/> RFP Only
Postal Code	
* Address Name Heliopolis	
Global Location Number	
Addressee	
Language	
Context Value	

**Address Purpose**

## Choose Operating Unit (Vision Operations) – Click Apply

Suppliers: Address Book > Create Address: Site Creation

Create Address: Site Creation

Address Name Heliopolis Supplier Name RAMEX\_TAX\_AUTH  
 Address Details Heliopolis, EG Supplier Number 223  
 Purpose Payment, Purchasing

**Operating Units**

Operating Unit	Site Name	Tax Reportable
Vision Corporation	Heliopolis	<input type="checkbox"/>
Vision Financial Services (USA)	Heliopolis	<input type="checkbox"/>
Vision Leasing	Heliopolis	<input type="checkbox"/>
Vision Modeling	Heliopolis	<input type="checkbox"/>
<b>Vision Operations</b>	<b>Heliopolis</b>	<b><input type="checkbox"/></b>
Vision Project Manufacturing USD	Heliopolis	<input type="checkbox"/>
Vision Project Mfg	Heliopolis	<input type="checkbox"/>
Vision Services	Heliopolis	<input type="checkbox"/>
Vision Services R+D	Heliopolis	<input type="checkbox"/>
Vision Utilities	Heliopolis	<input type="checkbox"/>
Vision Utilities HQ	Heliopolis	<input type="checkbox"/>
aquapipe ou	Heliopolis	<input type="checkbox"/>
con_ou	Heliopolis	<input type="checkbox"/>
contrac_ou	Heliopolis	<input type="checkbox"/>
holding company ou	Heliopolis	<input type="checkbox"/>

## Supplier's Information

Suppliers

Confirmation

Heliopolis has been added to the Address Book for RAMEX\_TAX AUTH.

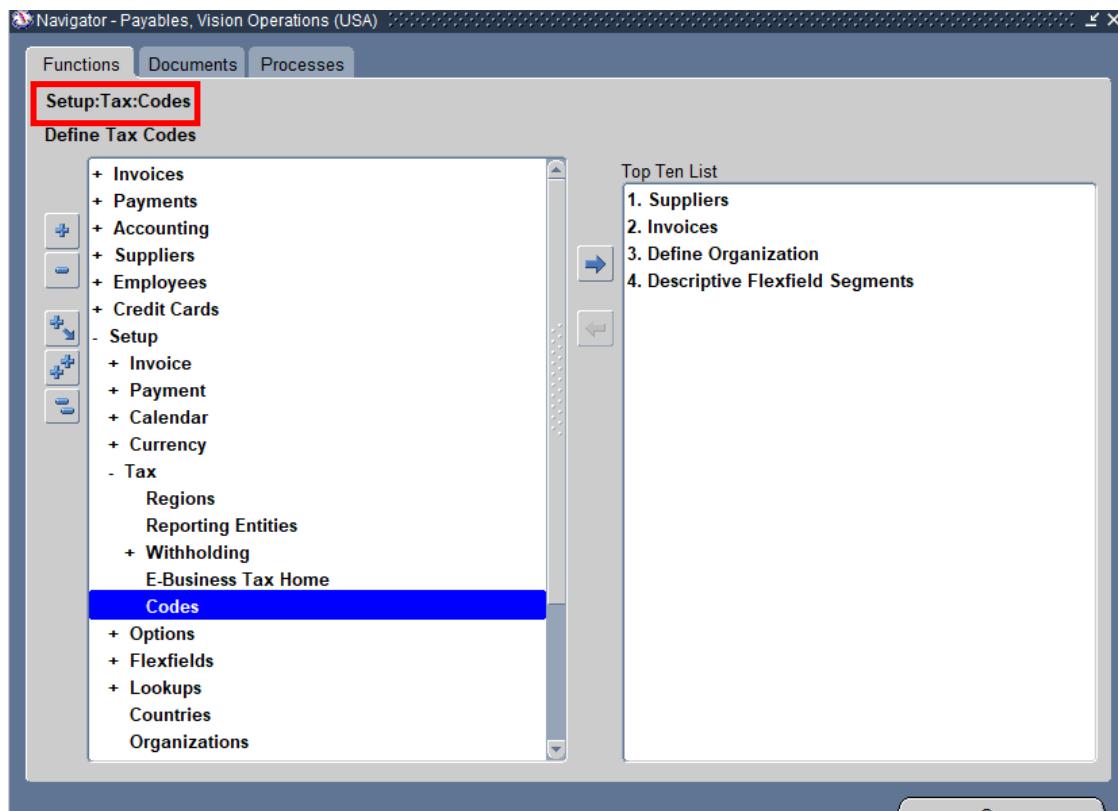
Update RAMEX\_TAX AUTH - 223 Address Book

**Create**

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
	Helipolis	Helipolis	Egypt		Pay, Purchasing	Current			

# How to Create Withholding Tax?

## Click Tax Code

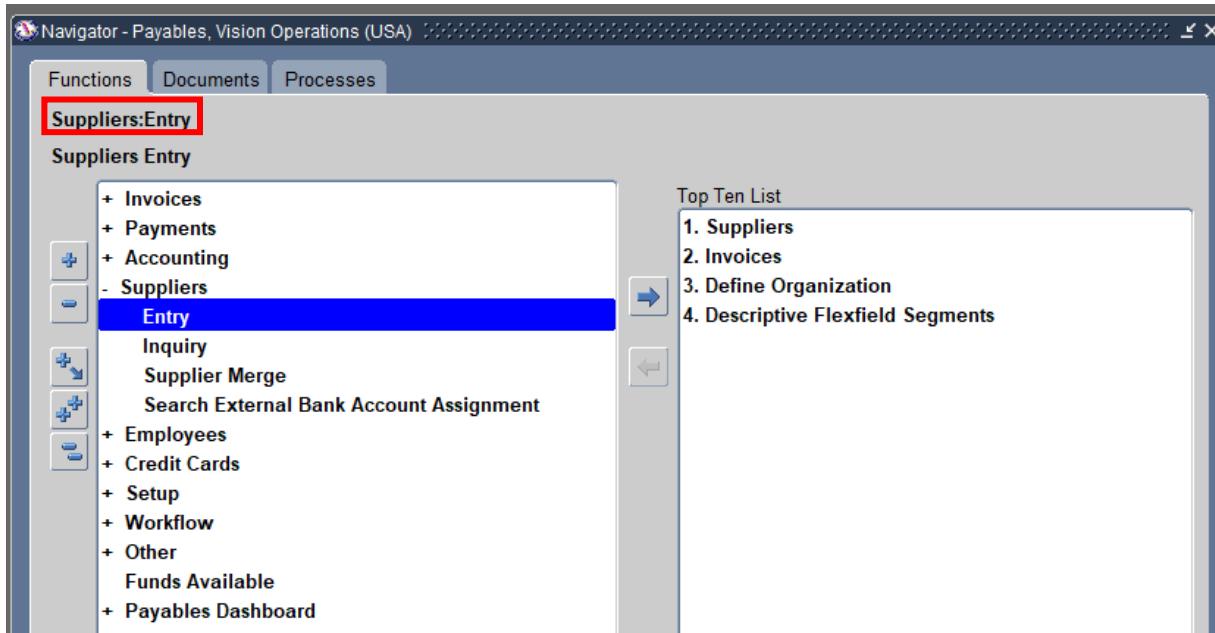


## Fill Data Required

This screenshot shows the 'Withholding Tax Details (Vision Operations) - RAMEX\_WHT' configuration screen. The form includes the following fields:

- Operating Unit: Vision Operations
- Tax Code: RAMEX\_WHT
- Enabled:
- Description: (empty)
- GL Account: 01-000-1332-0000-000
- Account Description: Operations-No Department-Withholding Tax-No Sub
- VAT Transaction Type: (empty)
- Rate Structure:
  - Period Limit
  - Flat Rate
  - Amount Ranges
- Period Basis: (empty)
- Amount Basis: (empty)
- Calendar: (empty)
- Period Limit: (empty)
- Checkboxes:
  - Don't Create Zero Amount Accounting or Invoices
  - Create Withholding Tax Group
- Buttons: [ ]
- Tax Rates section:
  - Type: Standard
  - Effective Dates: From, To
  - Amount Range: From, To
  - Comments: (empty)A table below lists tax rates, with the first row highlighted in yellow.

# Open Payables, Vision Operations (USA) - Click Suppliers



## Search for Main Supplier (RAMEX\_WOOD)

This screenshot shows the 'Simple Search' screen. A large black arrow points from the previous 'Suppliers:Entry' screen towards this search interface. The search criteria are set to 'Supplier Name: RAMEX\_WOOD'. Other fields like 'Supplier Number' and 'Taxpayer ID' are empty. There are 'Advanced Search' and 'More Options' buttons at the top right, and 'Go' and 'Clear' buttons at the bottom. A note at the top left says 'At least one search criteria is required'.

## Standard Supplier's Information

This screenshot shows the 'Update RAMEX\_WOOD - 222: Quick Update' screen. The left sidebar lists various supplier management options. The main form displays the supplier details: 'Supplier Name: RAMEX\_WOOD' and 'Supplier Number: 222'. Other fields include 'Alternate Supplier Name', 'Registry ID: 64107', 'Inactive Date: (20-03-2025)', and 'Alias'. On the right side, there are checkboxes for 'Purchase Order Hold' (with 'All New Orders' checked), 'Hold from Payment' (with 'All Invoices' checked), and 'Unmatched Invoices' (unchecked). The 'Cancel' and 'Save' buttons are located at the top right of the form.

## Click Tax Details

Suppliers > Update RAMEX\_WOOD - 222: Tax Details

Income Tax

Taxpayer ID:   
Reportable:  Federal  State

Allow Withholding Tax

Invoice Withholding Tax Group: RAMEX\_WHT

Payment Withholding Tax Group:

Cancel Save

## Click Allow Withholding Tax – Fill Withholding Tax Group

Suppliers > Update RAMEX\_WOOD - 222: Tax Details

Income Tax

Taxpayer ID:   
Reportable:  Federal  State

Allow Withholding Tax

Invoice Withholding Tax Group: RAMEX\_WHT

Payment Withholding Tax Group:

Cancel Save

## Click Allow Withholding Tax

Supplier Sites

Site Status: Active  Site Name:  Operating Unit:  Go

TIP The Allow Withholding Tax option is enabled only when the Withholding Tax option is enabled in both the supplier and payables options for the operating unit.

Create |

Site Name	Operating Unit	Allow Tax Withholding	Invoice Withholding Tax Group	Payment Withholding Tax Group	Update Transaction Tax
Cairo	Vision Operations	<input checked="" type="checkbox"/>	RAMEX_WHT <input type="button" value="Search"/>		<input type="button" value="Edit"/>

Cancel Save

## Supplier's Information & Tax Details

Suppliers > Confirmation Changes to Tax Details have been saved

Update RAMEX\_WOOD - 222: Tax Details

Income Tax

Taxpayer ID:   
Reportable:  Federal  State

Allow Withholding Tax

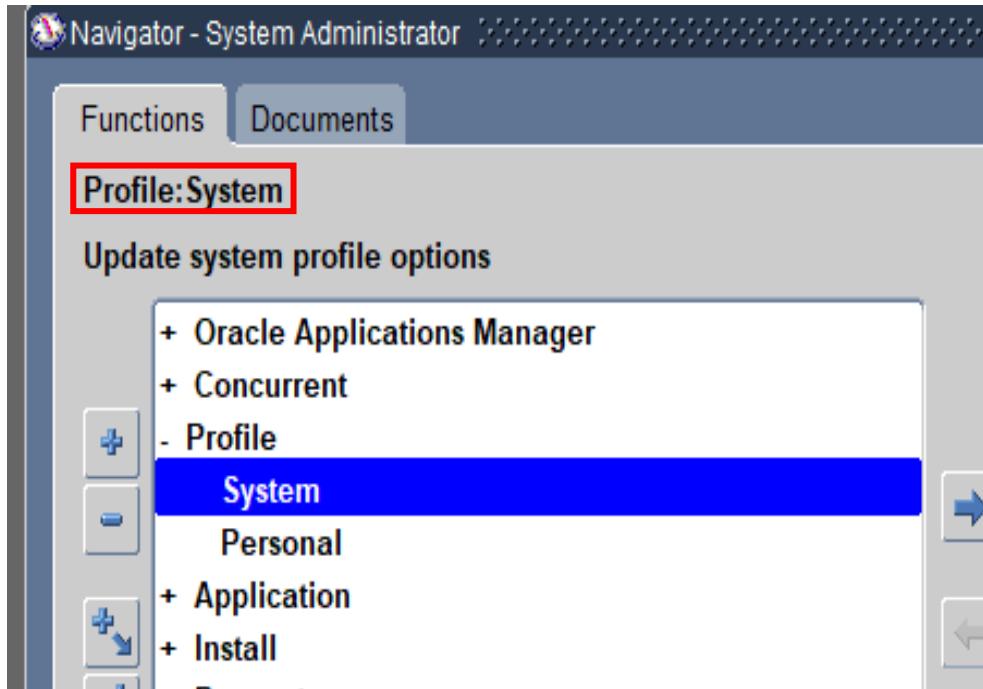
Invoice Withholding Tax Group: RAMEX\_WHT

Payment Withholding Tax Group:

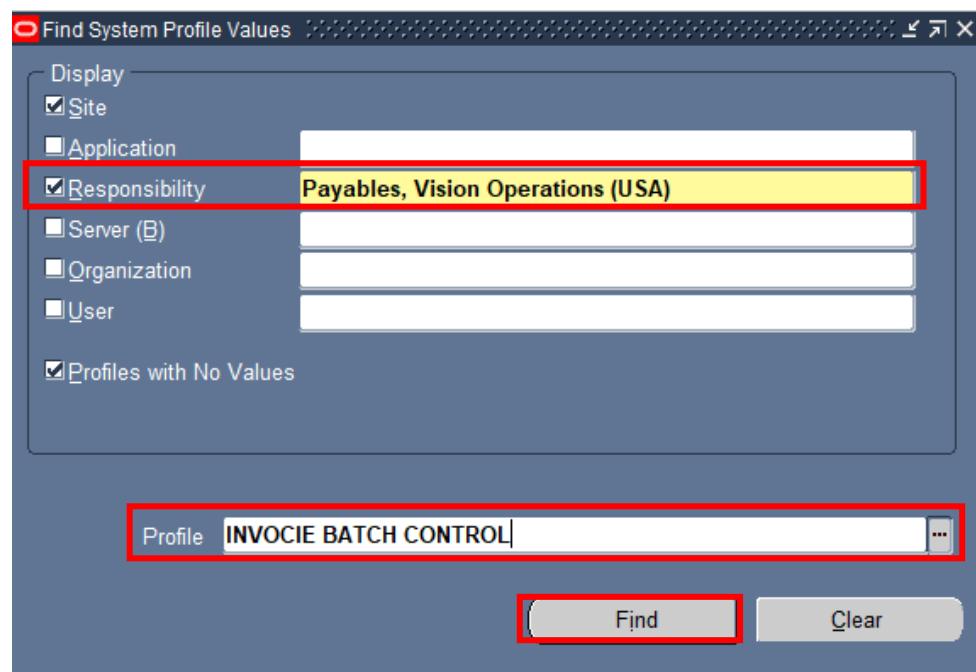
Cancel Save

## How to Create Batch?

Switch Responsibility (System Administrator) – Click Profile Options



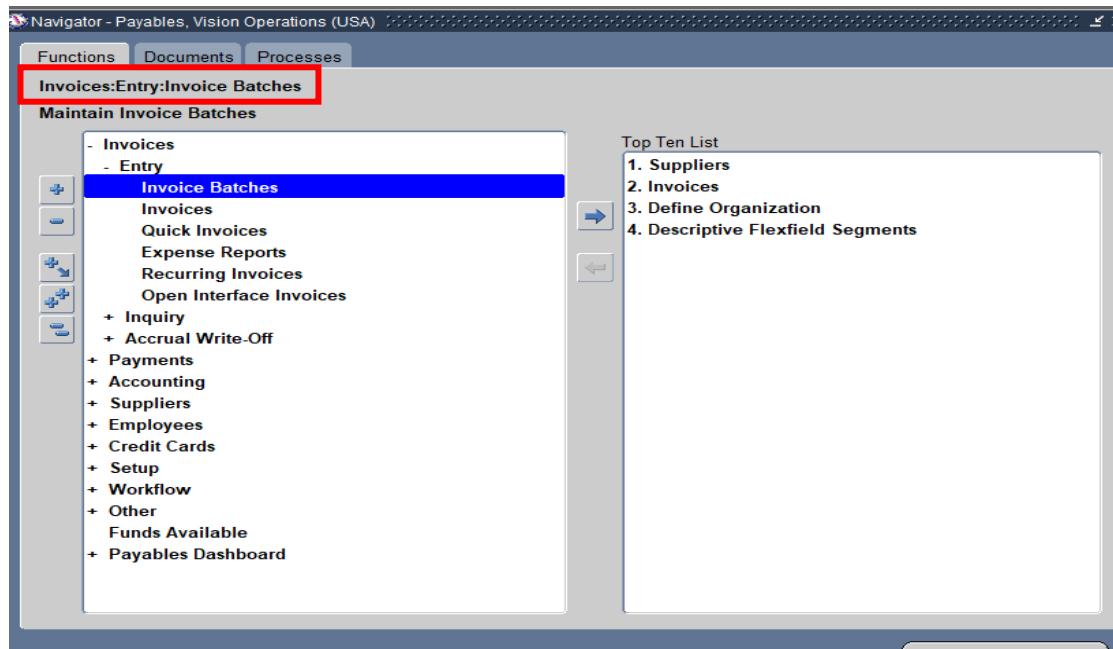
Fill Data (Responsibility – Profile)



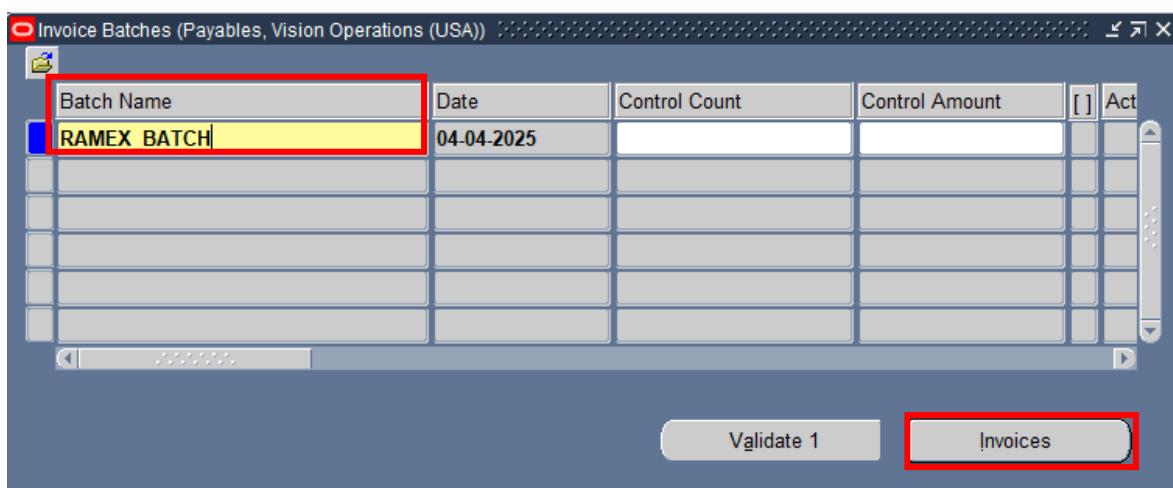
## Click Responsibility (Yes)



## Open Payables Vision Operations (USA) – Click Invoice Batch



## Create Batch Name



# How to Create Withholding Tax Invoice?

## Create Invoice (Standard)

Invoice Workbench (Payables, Vision Operations (USA)) - RAMEX\_BATCH

Operating Unit	Document Category Name	Voucher Number	Customer Taxpayer ID	Type	PO Number	Trading Partner
Vision Operations				Withholding Tax		RAMEX TAX AUTH
Vision Operations				Standard		RAMEX_WOOD

Batch Control Total: 4040 Batch Actual Total: 4040

**General**    **Lines**    **Holds**    **View Payments**    **Scheduled Payments**    **View Prepayment Applications**

**Summary**

Items	4,000.00
Retainage	
Prepayments Applied	
Withholding	40.00
Subtotal	3,960.00
Tax	0.00
Freight	
Miscellaneous	
Total	3,960.00

**Amount Paid**

USD	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**

## Withholding Tax Invoice Created

Invoice Workbench (Payables, Vision Operations (USA)) - RAMEX\_BATCH

Operating Unit	Document Category Name	Voucher Number	Customer Taxpayer ID	Type	PO Number	Trading Partner
Vision Operations				Withholding Tax		RAMEX TAX AUTH
Vision Operations				Standard		RAMEX_WOOD

Batch Control Total: 4040 Batch Actual Total: 4040

**General**    **Lines**    **Holds**    **View Payments**    **Scheduled Payments**    **View Prepayment Applications**

**Summary**

Items	40.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	40.00
Tax	
Freight	
Miscellaneous	
Total	40.00

**Amount Paid**

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

**Status**

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

**Description**:  Withholding Tax - RAMEX\_WOOD - 12 /

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

## How to Adjust Tax?

### Create (Credit Memo) Invoice for (Standard) Invoice

The screenshot shows the 'Invoice Workbench (Payables, Vision Operations (USA)) - RAMEX\_BATCH' window. The 'Type' column in the grid shows 'Standard' for the first three rows and 'Credit Memo' for the fourth row. The 'Status' section indicates 'Validated' status. The 'Summary' section shows a Subtotal of <4,000.00> and a Total of <3,960.00>. The 'Amount Paid' section shows USD 0.00.

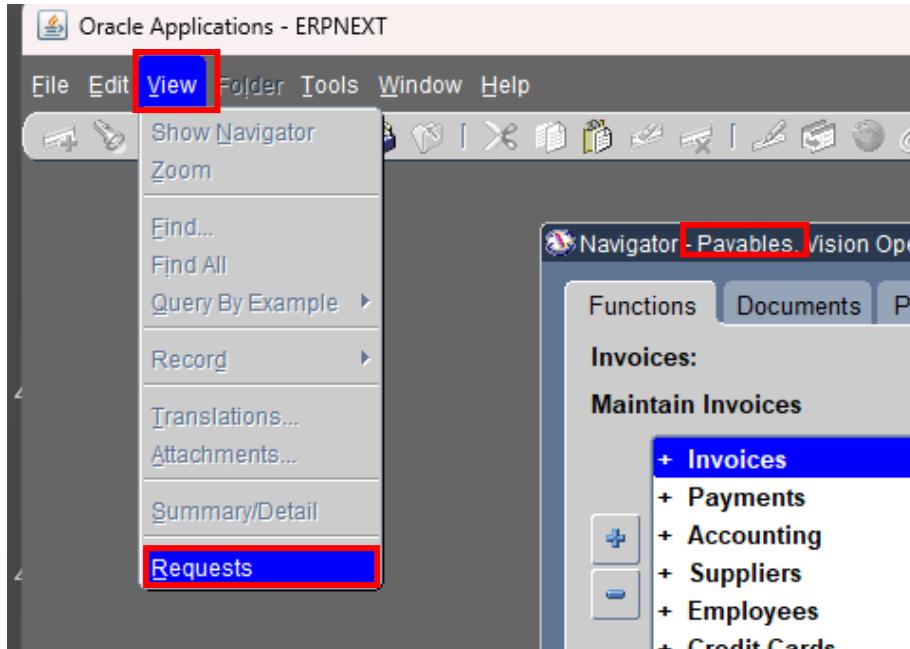
### Credit Memo Withholding Tax Invoice Created

The screenshot shows the 'Invoice Workbench (Payables, Vision Operations (USA)) - RAMEX\_BATCH' window. The 'Type' column in the grid shows 'Standard' for the first two rows and 'Withholding Tax' for the third row. The 'Status' section indicates 'Validated' status. The 'Summary' section shows a Subtotal of <40.00> and a Total of <40.00>. The 'Amount Paid' section shows USD 0.00. The 'Description' field contains 'Withholding Tax - RAMEX\_WOOD - 13 /'.

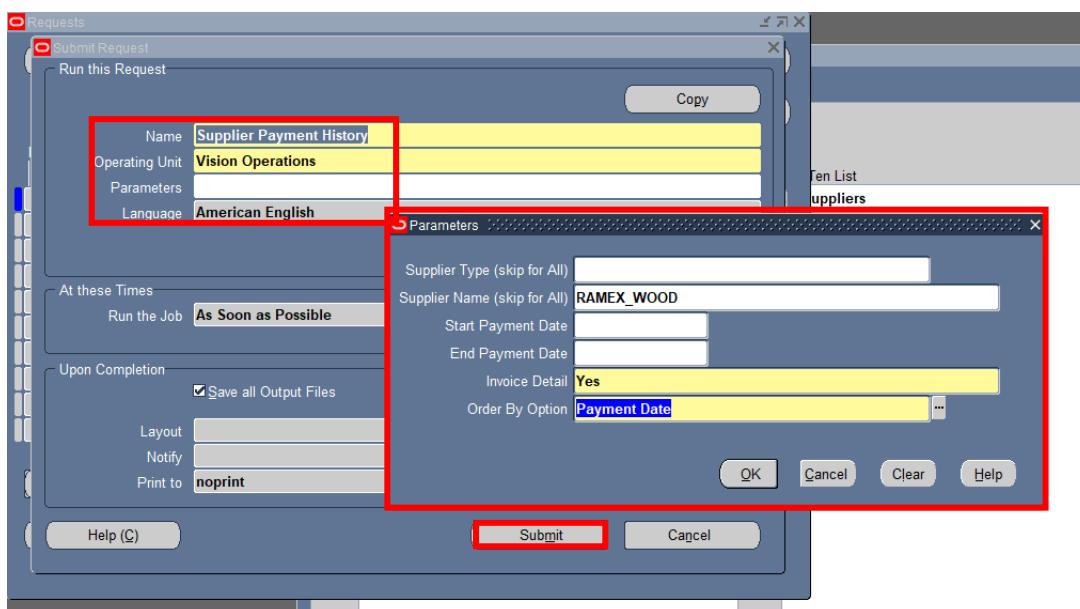
## D)Supplier Inquiry

### How to Create Payment History Report?

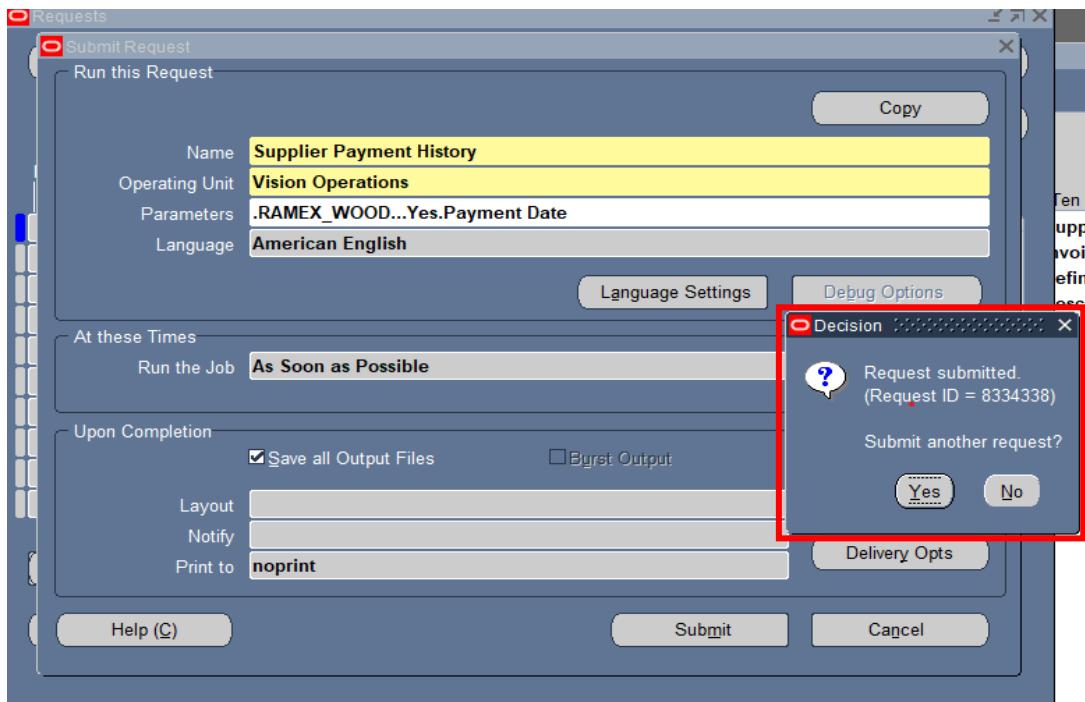
Open Payables Vision Operations (USA) - Click View - Requests



Choose Report (Supplier Payment History) – Fill Parameters – Click Submit



# Request Number



## Check Results from Tools – Click View Output

The screenshot shows the Oracle Requests interface with a list of submitted requests. A specific row is highlighted with a red box, corresponding to the Request ID 8334338. The table columns include Request ID, Name, Parent, Phase, Status, and Parameters. The "View Output" button for this row is also highlighted with a red box.

Request ID	Name	Parent	Phase	Status	Parameters
8334338	Supplier Payment History		Completed	Normal	, 134178, , , Y, C.CHECK_DA
8334334	TB Worker 1 (Open Acco		Completed	Normal	1, 4010438, , 8334333, Payab
8334333	Open Account Balances		Completed	Normal	, 1, 4010438, , , Payables,
8334332	Posting: Single Ledger		Completed	Normal	1, 1017, 101, 183007
8334331	Journal Import		Completed	Normal	2718969, -602, N, , , Y, N, Y
8334330	Create Accounting		Completed	Normal	200, , 1, , N, , , N, D, Y, ,
8334327	TB Worker 1 (Open Acco		Completed	Normal	1, 4010437, , 8334326, Payab
8334326	Open Account Balances		Completed	Normal	, 1, 4010437, , , Payables,
8334325	Posting: Single Ledger		Completed	Normal	1, 1017, 101, 183006
8334324	Journal Import		Completed	Normal	2718968, -602, N, , , Y, N, Y

# Check Results (Supplier Payment History)

Vision Operations (USA) Report Date: 04-APR-2025 20:57  
Supplier Payment History Report Page: 1

Supplier Type: All  
Payment Start Date:  
Payment End Date:

Supplier: RAMEX\_WOOD  
Number: 222

Site: Cairo  
Address: Heliopolis, ,

Account Name	Payment Number	Payment Date	Currency	Payment Amount	Functional Amount	Void Date
AYA_ACC	5	01-FEB-15	USD	2,500.00	2,500.00	

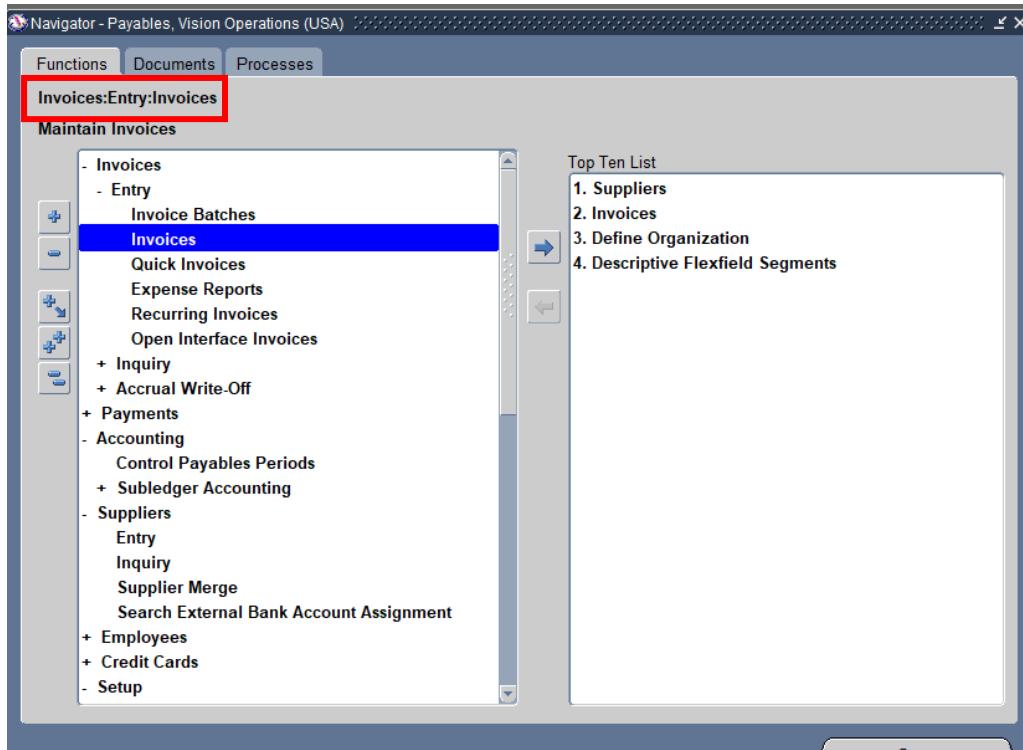
Invoice Number	Invoice Date	Invoice Currency	Invoice Amount	Amount Paid
2	01-FEB-15	USD	2,500.00	2,500.00

Site Total:	2,500.00
Supplier Total:	2,500.00
Report Total:	2,500.00

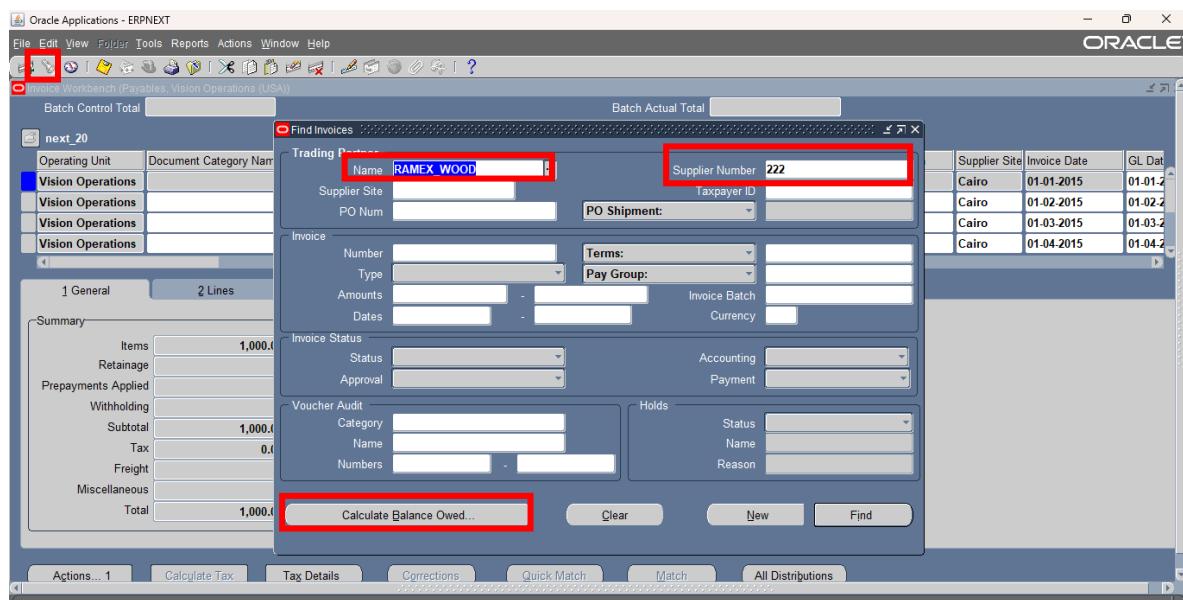
\*\*\* End of Report \*\*\*

## How to Know Supplier Inquiry?

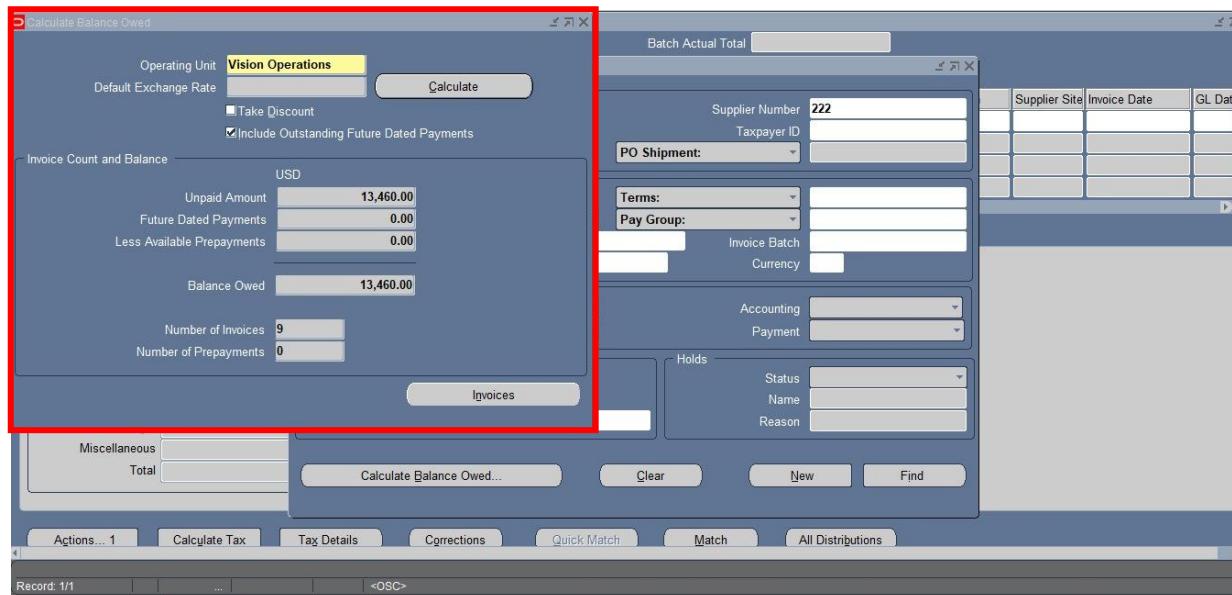
### Click Invoice



# Search for Main Supplier (RAMEX\_WOOD) – Click Calculate Balance Owed



## Check Results (Calculate Balance Owed)



## **2) Payment Processing and Cash Management:**

### ***Deliverables:***

- A) Process Supplier Payments**
- B) Payment Batches**
- C) Handle Prepayments and Advances**
- D) Void Payments and Refunds**

### **(A) Process Supplier Payments:**

### ***Deliverables:***

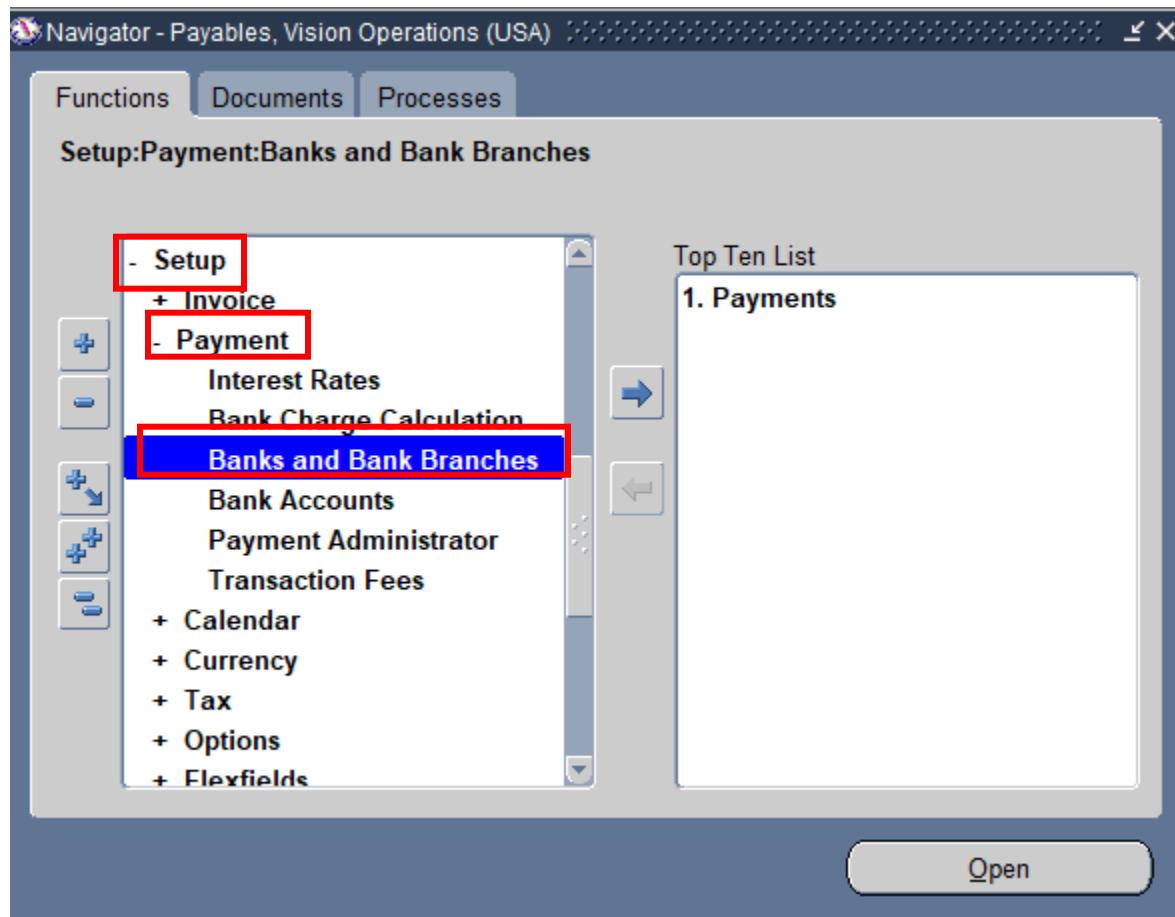
- (1) Create bank**
- (2) Create branch bank account**
- (3) Create bank accounts.**
- (4) Create payment documents.**
- (5) Full in pay and Partial payment of invoices**

# (1) Create Bank.

How to create a bank?

- Path:

Setup → payment → bank and bank branches



## - Create account

Banks

Simple Search

Advanced

Bank Name	<input type="text"/>	Alternate Bank Name	<input type="text"/>
Short Bank Name	<input type="text"/>	Bank Number	<input type="text"/>
Country	<input type="text"/>		

Go Clear All

Create | ...

Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create
No search conducted.							

## - Create account

Banks

Simple Search

Advanced

Bank Name	<input type="text"/>	Alternate Bank Name	<input type="text"/>
Short Bank Name	<input type="text"/>	Bank Number	<input type="text"/>
Country	<input type="text"/>		

Go Clear All

Create | ...

Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create
No search conducted.							

## - Create account

Banks

Simple Search

Advanced

Bank Name	<input type="text"/>	Alternate Bank Name	<input type="text"/>
Short Bank Name	<input type="text"/>	Bank Number	<input type="text"/>
Country	<input type="text"/>		

|

Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create
No search conducted.							

## - Create account

Banks

Simple Search

Advanced

Bank Name	<input type="text"/>	Alternate Bank Name	<input type="text"/>
Short Bank Name	<input type="text"/>	Bank Number	<input type="text"/>
Country	<input type="text"/>		

Go Clear All

Create | ...

Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create
No search conducted.							

## - Create account

Banks

Simple Search

Advanced

Bank Name	<input type="text"/>	Alternate Bank Name	<input type="text"/>
Short Bank Name	<input type="text"/>	Bank Number	<input type="text"/>
Country	<input type="text"/>		

Go Clear All

Create | ...

Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create
No search conducted.							

## - Create account

Banks

Simple Search

Advanced

Bank Name	<input type="text"/>	Alternate Bank Name	<input type="text"/>
Short Bank Name	<input type="text"/>	Bank Number	<input type="text"/>
Country	<input type="text"/>		

Go Clear All

Create

Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create
No search conducted.							

## Bank information

\* Country \* Bank name \* save and next

Manage Banks and Branches

Overview | Banks | Bank Branches

Bank Information

Manage Banks and Branches: Banks > Create Bank: Bank Information

Cancel Step 1 of 3 Save and Next Finish

\* Indicates required field

Bank Options	<input checked="" type="radio"/> Create new bank <input type="radio"/> Select an existing party and add bank details
* Country	Egypt
* Bank Name	RAMEX_WOOD_QNB
Alternate Bank Name	
Short Bank Name	
Bank Number	
Description	
Taxpayer ID	
Tax Registration Number	
XML Messages Email	
Inactive Date	
Context Value	
Line of Business of the Party	

## - Bank address

### \* Create

The screenshot shows a software interface for managing bank branches. At the top, there's a navigation bar with 'Manage Banks and Branches', 'Overview', 'Banks', and 'Bank Branches'. Below this, a breadcrumb trail reads 'Manage Banks and Branches: Banks: Bank Information > Create Bank: Bank Address'. On the left, a sidebar has tabs for 'Bank Information', 'Bank Address' (which is selected and highlighted with a red box), and 'Bank Contact'. The main content area is titled 'Create Bank: Bank Addresses'. It shows a table with one row: 'Address' (containing 'No results found.'), 'Country', 'Identifying', 'Map', 'Update', and 'Remove'. At the top of this section, there are buttons for 'View Remove', 'Create' (which is also highlighted with a red box), and '...'. At the very top right, there are buttons for 'Cancel', 'Back', 'Step 2 of 3', 'Save and Next', and 'Finish'.

## \* Country \* Address line 1 \* city \* apply

Manage Banks and Branches

Overview | Banks | Bank Branches

### Bank Address Details

Address

\* Country Egypt

Address Line 1 Nasr city

Address Line 2

Address Line 3

Address Line 4 City cairo

County

State

Province

Postal Code

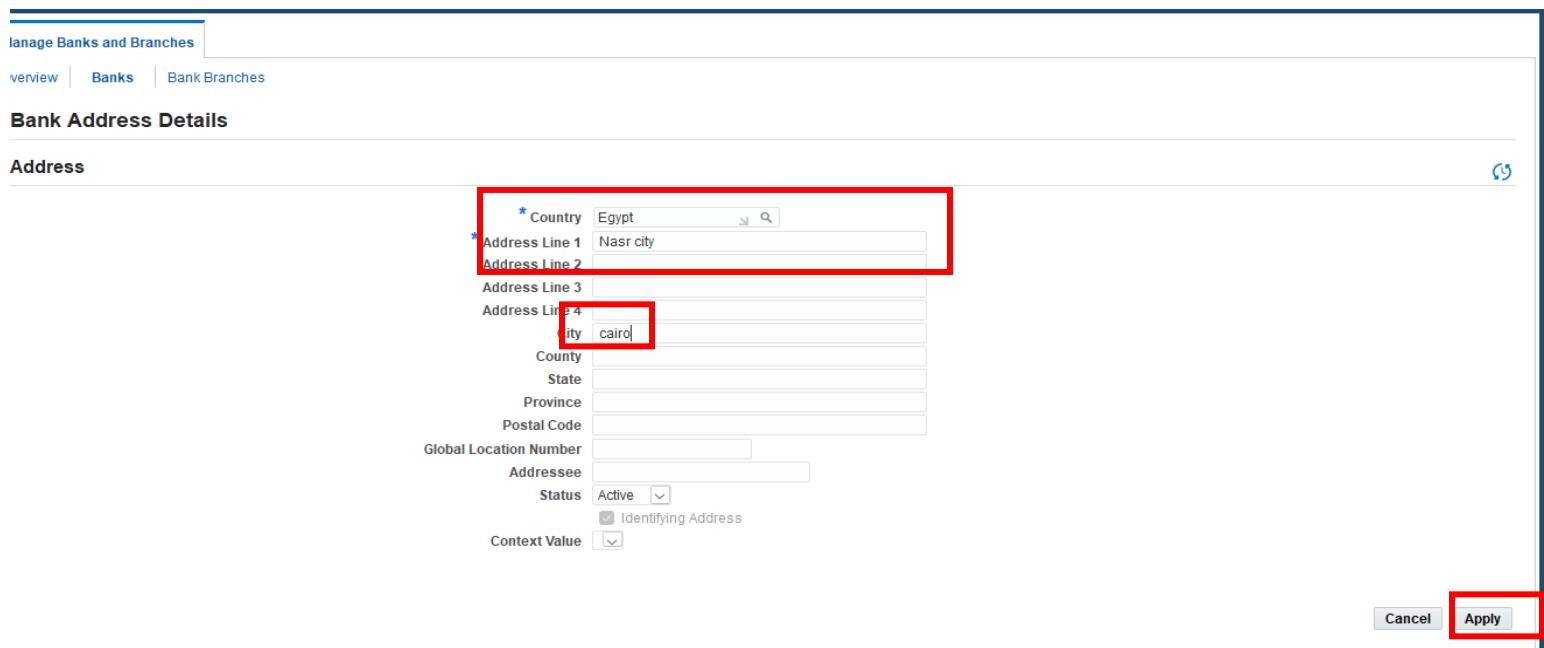
Global Location Number

Addressee

Status Active

Identifying Address

Context Value



## -Bank contact

### - Finish

Manage Banks and Branches

Overview | Banks | Bank Branches

Bank Information | Bank Address | **Bank Contact**

Manage Banks and Branches: Banks: Bank Address > Create Bank: Bank Contact

Cancel | Back | Step 3 of 3 | **Finish**

Bank Name: RAMEX\_WOOD\_QNB | Bank Number:

Country: Egypt

Contacts

Create Contact

Name	Phone	Email	Address	Update
No results found.				

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## - Confirmation bank account is created

Manage Banks and Branches

Overview | Banks | Bank Branches

Manage Banks and Branches: Banks: Bank Contact > **Confirmation**

The bank 'RAMEX\_WOOD\_QNB' has been created.

Banks

Simple Search

Advanced Search

Bank Name:

Alternate Bank Name:

Short Bank Name:

Bank Number:

Country:

**Create** | ...

Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create Branch
RAMEX_WOOD_QNB				Egypt			

# (2) Create bank branch

## How to create a bank branch account?

### - Create

Manage Banks and Branches

Overview | Banks | Bank Branches

Banks

Advanced Search

Bank Name: RAMEX\_WOOD\_QNB | Taxpayer ID: | Simple Search

Alternate Bank Name: | Short Bank Name: | Bank Number: | Country: | Go | Clear All | Create | ...

Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank	View Branches	Create Branch
RAMEX_WOOD_QNB				Egypt			

-Country and bank name

- Continue

Manage Banks and Branches

Overview | Banks | Bank Branches

Manage Banks and Branches: Banks >

Create Bank Branch

\* Indicates required field

\* Country: Egypt | Bank Name: RAMEX\_WOOD\_QNB |

Cancel | Continue

## \*Branch information:

- branch name and branch type

-save and next

Screenshot of the 'Create Bank Branch: Bank Branch Information' screen. The 'Branch Information' tab is selected. The 'Bank Name' is set to 'RAMEX\_WOOD\_QNB' and 'Country' is 'Egypt'. Under 'Branch Options', 'Create new branch' is selected. The 'Branch Name' field contains 'new cairo' and is highlighted with a red box. The 'Branch Type' dropdown is set to 'Other' and is also highlighted with a red box. Other fields like 'Branch Number', 'EDL Location', 'EFT Number', 'Description', 'RFC Identifier', 'Inactive Date', 'Context Value', and 'Line of Business of the Party' are present but not highlighted.

-branch address

-create

Screenshot of the 'Create Bank Branch: Branch Address' screen. The 'Branch Address' tab is selected. The 'Bank Name' is 'RAMEX\_WOOD\_QNB' and the 'Branch Name' is 'new cairo'. Under the 'Addresses' section, there is a table with columns: Address, Country, Identifying, Map, Update, and Remove. A 'Create' button is highlighted with a red box. The table shows a single row with the message 'No results found.'

**\* Country**

**\*address Line 1**

**\* City      \* apply**

Manage Banks and Branches

Overview | Banks | Bank Branches

**Branch Address Details**

**Address**

* Country	Egypt
* Address Line 1	new cairo
Address Line 2	
Address Line 3	
Address Line 4	City
	cairo
County	
State	
Province	
Postal Code	
Global Location Number	
Addressee	
Status	Active
<input type="checkbox"/> Identifying Address	
Context Value	

**Cancel** **Apply**

**\* Save and next**

Manage Banks and Branches

Overview | Banks | Bank Branches

Branch Information

**Create Bank Branch: Branch Address**

Branch Contact

Bank Name	RAMEX_WOOD_QNB	Bank Number
Branch Name	new cairo	Branch Number

**Addresses**

Address	Country ▲	Identifying ▲	Map	Update	Remove
new cairo, CAIRO, EGYPT	Egypt				

**Save and Next**

## -Branch contact and finish

Manage Banks and Branches

Overview | Banks | **Bank Branches**

Manage Banks and Branches: Bank Branches: Branch Address > **Create Bank Branch: Branch Contact**

**Branch Information**

**Branch Address**

**Branch Contact** (highlighted with a red box)

Bank Name RAMEX\_WOOD\_QNB      Bank Number  
Branch Name new cairo      Branch Number

**Contacts**

**Create Contact**

Name	Phone	Email	Address	Update
No results found.				

Cancel | Back | 3 of 3 | **Finish** (highlighted with a red box)

-finally, the branch is created

Manage Banks and Branches

Overview | Banks | **Bank Branches**

Manage Banks and Branches: Bank Branches: Branch Contact > **Confirmation**

The bank branch 'new cairo' has been created.

**Bank Branches**

**Simple Search**

Advanced Search

Branch Name

Alternate Branch Name

Branch Number

Country

EDI Location

Bank Name

**Create** | ...

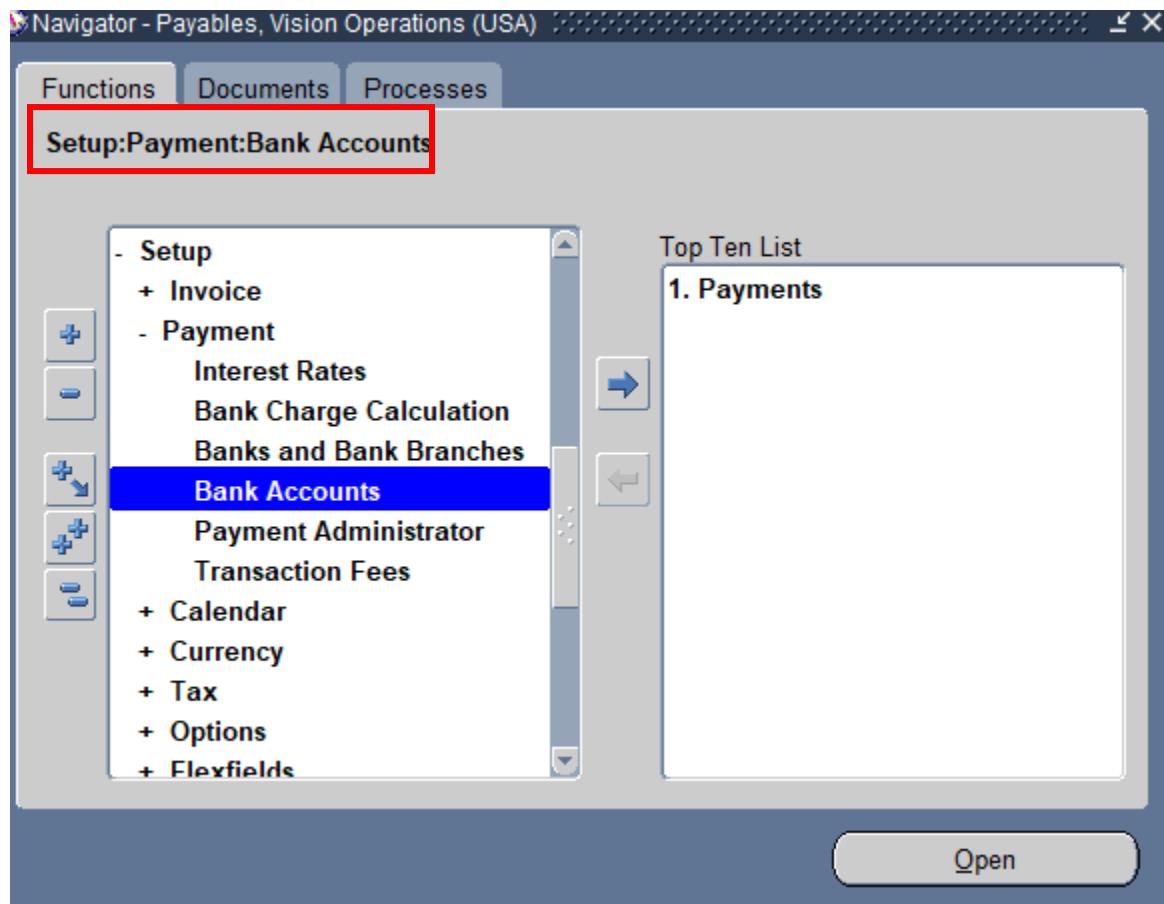
Branch Name	Alternate Branch Name	Branch Number	Update Branch	View Accounts	Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Create Account
new cairo			<input type="button" value="Pencil"/>	<input type="button" value="Go"/>	RAMEX_WOOD_QNB				Egypt	<input type="button" value="File"/>

# (3) Create Bank Account.

## How to Create a Bank Account?

Path:

Setup → payment → bank account



## -Create

Manage Bank Accounts

### Bank Accounts

Simple Search

Advanced Search

Account Name	Alternate Account Name
Legal Account Name	Account Number
Account Owner	Currency
Bank Name	Branch Name

Go | Clear All | Create | ...

Account Name	Alternate Account Name	Legal Account Name	Account Number	Bank Name	Bank Number	Branch Name	Branch Number
No search conducted.							

- Country
- Bank name
- Branch Name

Manage Bank Accounts

Manage Bank Accounts > Bank Accounts > Create Bank Account

\* Indicates required field

* Country	Egypt
* Bank Name	RAMEX_WOOD_QNB
* Branch Name	New Cairo

Cancel | Continue

## - Bank account owner

## - Account use

Manage Bank Accounts

Manage Bank Accounts > Create Bank Account: Account Owner and Use

Step 1 of 5

Cancel Next Finish

Account Owner and Use

Bank Name RAMEX\_WOOD\_QNB Branch Name new cairo  
Country Egypt

\* Indicates required field

\* Bank Account Owner Vision Operations

\* Account Use  Payables  
 Payroll  
 Receivables  
 Treasury

- Account name
- Account Number
- Currency

Manage Bank Accounts

Create Bank Account: Account Information

Step 2 of 5

Cancel Back Save and Next Finish

Account Information

Bank Name: RAMEX\_WOOD\_QNB Branch Name: new cairo  
Country: Egypt

\* Indicates required field

**Account Name:** RAMEX\_WOOD\_QNB\_account

**Account Number:** 123456

Currency: USD

Multiple Currencies Allowed

IBAN

Account Type

Account Suffix

## \* Apply Cash Account

Manage Bank Accounts

Manage Bank Accounts: Account Information >

Create Bank Account: Account Controls

Step 3 of 3

Cancel Back

Account Owner and Use

Account Information

**Account Controls**

Account Access

Account Contact

Bank Name: RAMEX\_WOOD\_QNB Branch Name: new cairo  
Account Number: 123456 Country: Egypt  
Currency: USD

\* Indicates required field

**General Controls**

**Cash:** (highlighted with a red box)

Bank Charges

Realized Gain

Foreign Exchange Charges

Federal Controls

DUNS/DUNS+4

Agency Location Code

ORACLE Cash Management

Cash

Shorthand Alias

Account Alias

Search

Company: 01

Department: 000

Account: 1110

Sub-Account: 0000

Product: 000

General Controls

Cash

Bank Charges

Realized Gain

Foreign Exchange Charges

Federal Controls

DUNS/DUNS+4

Agency Location Code

# - Apply Cash Clearing

**Manage Bank Accounts**

Account Owner and Use  
Account Information  
**Account Controls**  
Account Access  
Account Contact

Manage Bank Accounts: Account Information >  
**Create Bank Account: Account Controls**

Bank Name RAMEX\_WOOD\_QNB Branch Name new cairo  
Account Number 123456 Country Egypt  
Currency USD

\* Indicates required field

**General Controls**

* Cash 01-000-1110-0000-000	Cash Clearing 01-000-1250-0000-000
Bank Charges	Bank Errors
Realized Gain	Realized Loss
Foreign Exchange Charges	Netting Account No

Company-Departmen-Account-Sub-Account-Product  
Company-Departmen-Account-Sub-Account-Product  
Company-Departmen-Account-Sub-Account-Product  
Company-Departmen-Account-Sub-Account-Product  
Company-Departmen-Account-Sub-Account-Product

**Federal Controls**

DUNS/DUNS+4 Agency Location Code Disbursing Office Symbol

**Cash Clearing**

**Shorthand Alias**

Account Alias

**Search**

* Company 01	Operations
* Department 000	No Department
* Account 1250	Cash Clearing
* Sub-Account 0000	No Sub Account
* Product 000	No Product

Search Clear

**Results**

Create		
Quick Select	Code Combination	
<input type="radio"/>		01-000-1250-0000-000

## - ■ Multiple currency payments

### General Controls

* Cash	01-000-1110-0000-000	<input type="button" value="Search"/>	Cash Clearing	01-000-1250-0000-000	<input type="button" value="Search"/>
Bank Charges		<input type="button" value="Search"/>	Bank Errors		<input type="button" value="Search"/>
Realized Gain		<input type="button" value="Search"/>	Realized Loss		<input type="button" value="Search"/>
Foreign Exchange Charges		<input type="button" value="Search"/>	Netting Account	No	<input type="button" value="Search"/>

Company-Departmen-Account-Sub-Account-Product  
Company-Departmen-Account-Sub-Account-Product  
Company-Departmen-Account-Sub-Account-Product  
Company-Departmen-Account-Sub-Account-Product  
Company-Departmen-Account-Sub-Account-Product  
Company-Departmen-Account-Sub-Account-Product

### Federal Controls

DUNS/DUNS+4	<input type="text"/>	Disbursing Office Symbol	<input type="text"/>
Agency Location Code	<input type="text"/>		

### Cash Management Controls

Minimum Target Balance	<input type="text"/>	Maximum Target Balance	<input type="text"/>
Minimum Payment Amount	<input type="text"/>	Minimum Receipt Amount	<input type="text"/>
Rounding Factor	<input type="button" value="▼"/>	Rounding Rule	<input type="button" value="▼"/>
Cash Flow Display Order	<input type="text"/>		

### Payables Controls

<input checked="" type="checkbox"/> Multiple Currency Payments	<input type="checkbox"/> Allow Zero Payments
<input type="checkbox"/> Focused Account	Maximum Outlay
Minimum Payment	<input type="text"/>
	Maximum Payment

### Receivables Controls

Multiple Currency Receipts     Search By PSON

### Reconciliation Controls

- Foreign tolerance differences on payment Gain / loss
- save and next

### Open Interfaces Controls

<input type="checkbox"/> Use Reconciliation Open Interfaces	Open Interface Matching Criteria	Transaction Number
Float Status	<input type="text"/>	<input type="button" value="Clear Status"/>

### Manual Reconciliation Tolerances

Tolerance Amount	<input type="text"/>	Tolerance Percentage	<input type="text"/>
------------------	----------------------	----------------------	----------------------

### Auto Reconciliation Tolerances

#### Payments

* Tolerance Amount	<input type="text" value="0.00"/>	* Tolerance Percentage	<input type="text" value="0"/>
Foreign Tolerance Differences	<input type="button" value="Gain/Loss"/>	Tolerance Differences	<input type="button" value="▼"/>

#### Receipts

* Tolerance Amount	<input type="text" value="0.00"/>	* Tolerance Percentage	<input type="text" value="0"/>
Foreign Tolerance Differences	<input type="button" value="▼"/>		

#### Cashflows

* Tolerance Amount	<input type="text" value="0.00"/>	* Tolerance Percentage	<input type="text" value="0"/>
Foreign Tolerance Differences	<input type="button" value="▼"/>	Tolerance Differences	<input type="button" value="▼"/>

#### Open Interface

* Tolerance Amount	<input type="text" value="0.00"/>	* Tolerance Percentage	<input type="text" value="0"/>
--------------------	-----------------------------------	------------------------	--------------------------------

Step 3 of 5

## - Add organizational access

Manage Bank Accounts

Manage Bank Accounts: Account Controls >

Create Bank Account: Account Access

Bank Name RAMEX\_WOOD\_QNB Branch Name new cairo  
Account Number \*\*3456 Country Egypt

Click Add Organization Access to grant access to an organization.

Organizations

Details	Organization	Payables	Payroll	Receivables	Treasury	End Date	Access	Options
...	No results found.							

Add Organization Access

- APPLY Account user and organization
- Continue

Manage Bank Accounts

Manage Bank Accounts: Account Access >

Create Bank Account: Organization Access

Bank Name RAMEX\_WOOD\_QNB Branch Name new cairo  
Account Number \*\*3456 Country Egypt

Grant Access to Organization

Enter the Account Access Options for this organization.

\* Indicates required field

\* Account Use  Payables  
 Payroll  
 Receivables  
 Treasury

\* Organization

End Date

Cancel Continue

Apply cash, cash clearing, realized Cain and loss, in account access option

## Manage Bank Accounts

Manage Bank Accounts >

### Create Bank Account: Account Access Options

Bank Name RAMEX\_WOOD\_QNB Branch Name new cairo  
 Account Number 123456 Country Egypt  
 Organization Vision Operations

\* Indicates required field

#### Payables Options

Cash 01-000-1110-0000-000	Cash Clearing 01-000-1250-0000-000
Bank Charges	Bank Errors
Realized Gain 01-000-7830-0000-000	Realized Loss 01-000-7840-0000-000
Future Dated Payment	<input type="checkbox"/> Default Settlement Account
Payment Document Category	

#### ► Payment Document Categories by Payment Method

#### Receivables Options

### Realized Gain

Shorthand Alias	
Account Alias	<input type="text"/>
<b>Search</b>	
* Company	01 <input type="text"/>
* Department	000 <input type="text"/>
* Account	7830 <input type="text"/>
* Sub-Account	0000 <input type="text"/>
* Product	000 <input type="text"/>
<b>Results</b>	
<input type="button" value="Create"/> <input type="button" value="Quick Select"/> <input type="button" value="Code Combination"/>	
<input checked="" type="radio"/> 01-000-7830-0000-000	

### Realized Loss

Shorthand Alias	
Account Alias	<input type="text"/>
<b>Search</b>	
* Company	01 <input type="text"/>
* Department	000 <input type="text"/>
* Account	7840 <input type="text"/>
* Sub-Account	0000 <input type="text"/>
* Product	000 <input type="text"/>
<b>Results</b>	
<input type="button" value="Create"/> <input type="button" value="Quick Select"/> <input type="button" value="Code Combination"/>	
<input checked="" type="radio"/> 01-000-7840-0000-000	

- Count access
- Save and next

Manage Bank Accounts

Manage Bank Accounts > Create Bank Account: Account Access

Cancel Back Step 4 of 5 **Save and Next** Finish

**Account Access**

Bank Name RAMEX\_WOOD\_QNB Branch Name new cairo  
Account Number \*\*3456 Country Egypt

Click Add Organization Access to grant access to an organization.

**Organizations**

Add Organization Access

Details	Organization	Payables	Payroll	Receivables	Treasury	End Date	Access	Options
▶	Vision Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

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## - Bank countact

Manage Bank Accounts

Manage Bank Accounts: Account Access > Create Bank Account: Account Contact

Cancel Back Step 5 of 5 **Finish**

**Account Contact**

Bank Name RAMEX\_WOOD\_QNB Branch Name new cairo  
Account Number \*\*3456 Country Egypt

**Contacts**

Create Contact

Name	Phone	Email	Address	Update
No results found.				

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# (4) create payment documents

## How to create payment documents?

### -Create

Manage Bank Accounts

Manage Bank Accounts > Payment Documents

Bank Name: RAMEX_WOOD_QNB	Account Name: RAMEX_WOOD_QNB_account
Branch Name: new cairo	Account Number: 123456
Country: Egypt	Currency Name: US dollar

**Create** | ...

Name	Paper Stock Type	Format	Status	Skipped Documents	Unused Documents	Update
No results found.						

[Return to Internal Bank Accounts](#)

### - Apply Name, paper stock type, format

Manage Bank Accounts

Manage Bank Accounts > Payment Documents > Create Payment Document

Bank Name: RAMEX_WOOD_QNB	Account Name: RAMEX_WOOD_QNB_account
Branch Name: new cairo	Account Number: 123456
Country: Egypt	Currency: US dollar

\* Indicates required field

**Document Information**

* Name: RAMEX_DOC	* Paper Stock Type: Blank Stock	<input type="checkbox"/> Attached Remittance Stub
Number of Lines per Remittance Stub	Number of Setup Documents	<b>Format</b>
		<input type="text"/> <input type="button"/>
Payment Document Category	<a href="#">Search and Select: Format</a>	

**Document Numbers**

* First Available Document Number	Last Available Document Number
-----------------------------------	--------------------------------

**Checkbooks**

**Additional Information**

**Search and Select: Format**

**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 Name: %STAND%

**Results**

Quick Select Code	Name
<input type="radio"/>	IBY_PAY_CHK_FORM_FEED_1 Standard Form Feed Check Format
<input type="radio"/>	IBY_PAY_CHK_STAND_1 Standard Check Format (New Item)
<input checked="" type="radio"/>	IBY_PAY_CHK_STANDARD_1 Standard Check Format
<input type="radio"/>	IBY_PAY_CHK_STANDARD_2 Standard Check Format (Old Item)

[About this Page](#)

- Apply first available document number
- Name
- Start number
- End number

Manage Bank Accounts > Payment Documents >

### Create Payment Document

Bank Name RAMEX\_WOOD\_QNB  
Branch Name new cairo  
Country Egypt

Account Name RAMEX\_WOOD\_QNB\_account  
Account Number 123456  
Currency US dollar

\* Indicates required field

**Document Information**

* Name RAMEX_DOC_QNB	* Paper Stock Type Blank Stock
<input type="checkbox"/> Attached Remittance Stub	
Number of Lines per Remittance Stub	
Number of Setup Documents	
* Format Standard Check Format	
Payment Document Category	

**Document Numbers**

* First Available Document Number 1
Last Available Document Number

**Checkbooks**

Name	Prefix	* Start Number	* End Number	Date Received	Number of Documents	Remove
RAMEX_DOC_QNB		1	500			

**Additional Information**

- Payment document

Manage Bank Accounts

Manage Bank Accounts

Confirmation  
RAMEX\_DOC\_QNB was created.

**Payment Documents**

Bank Name RAMEX_WOOD_QNB	Account Name RAMEX_WOOD_QNB_account					
Branch Name new cairo	Account Number 123456					
Country Egypt	Currency Name US dollar					
<a href="#">Create</a>   <a href="#">...</a>						
Name	Paper Stock Type	Format	Status	Skipped Documents	Unused Documents	Update
RAMEX_DOC_QNB	Blank Stock	Standard Check Format	Active			

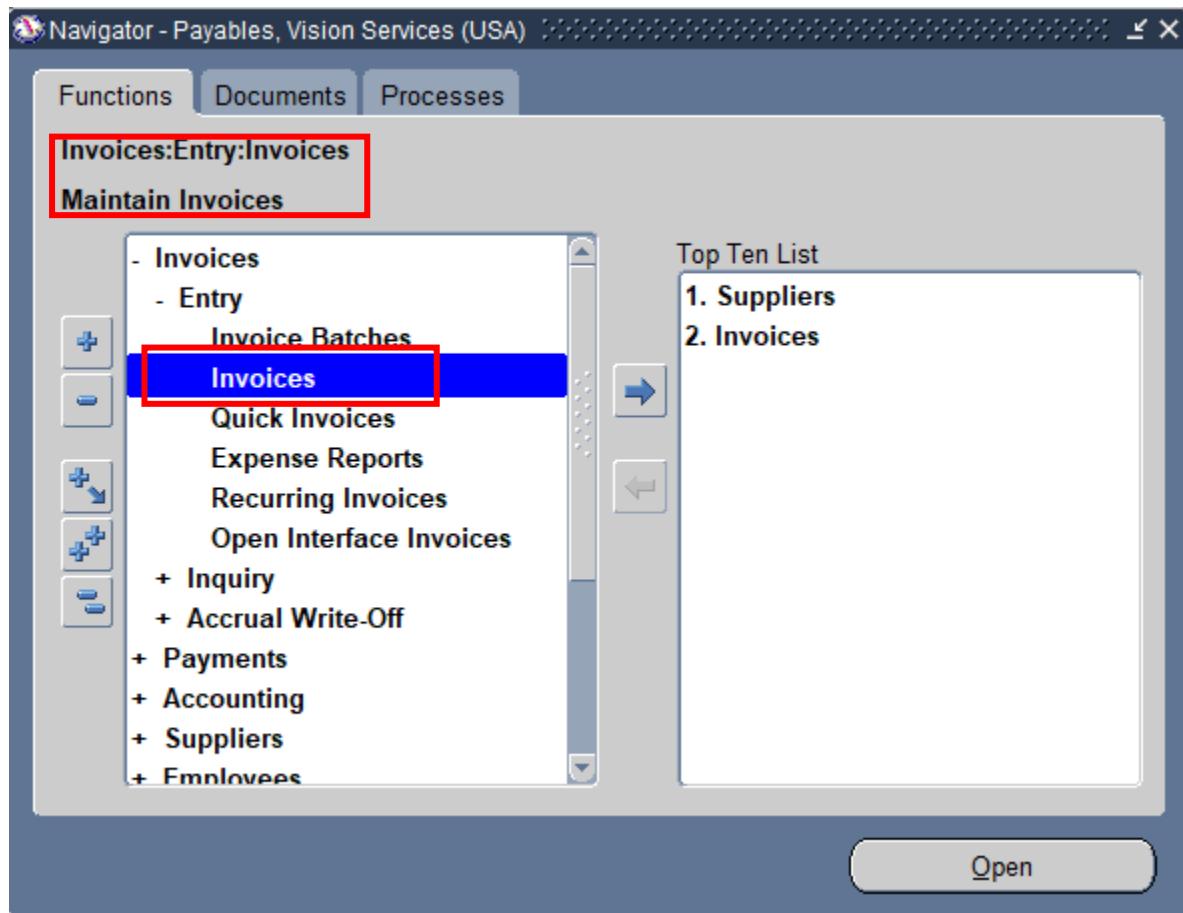
[Return to Internal Bank Accounts](#)

## (6) Full in pay and Partial payment of invoices

\*Pay in full

Path:

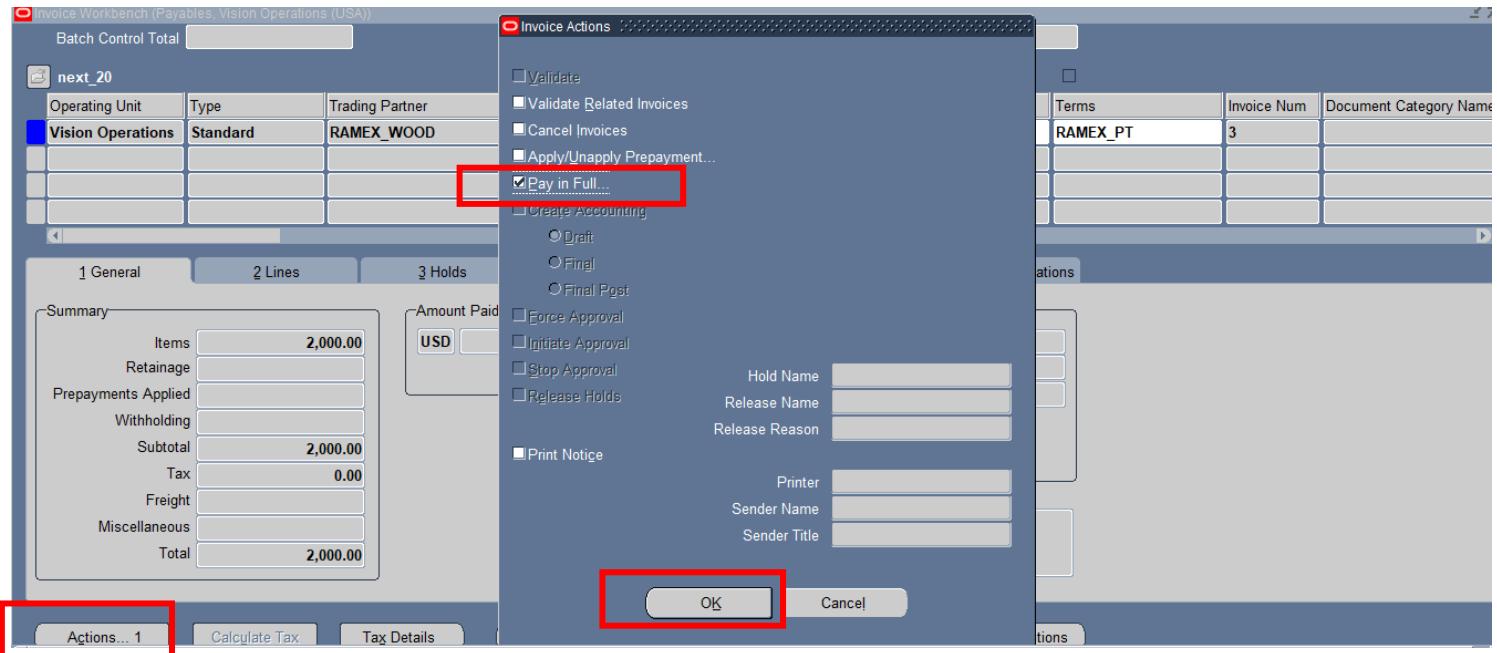
Invoices → Entry → Invoices



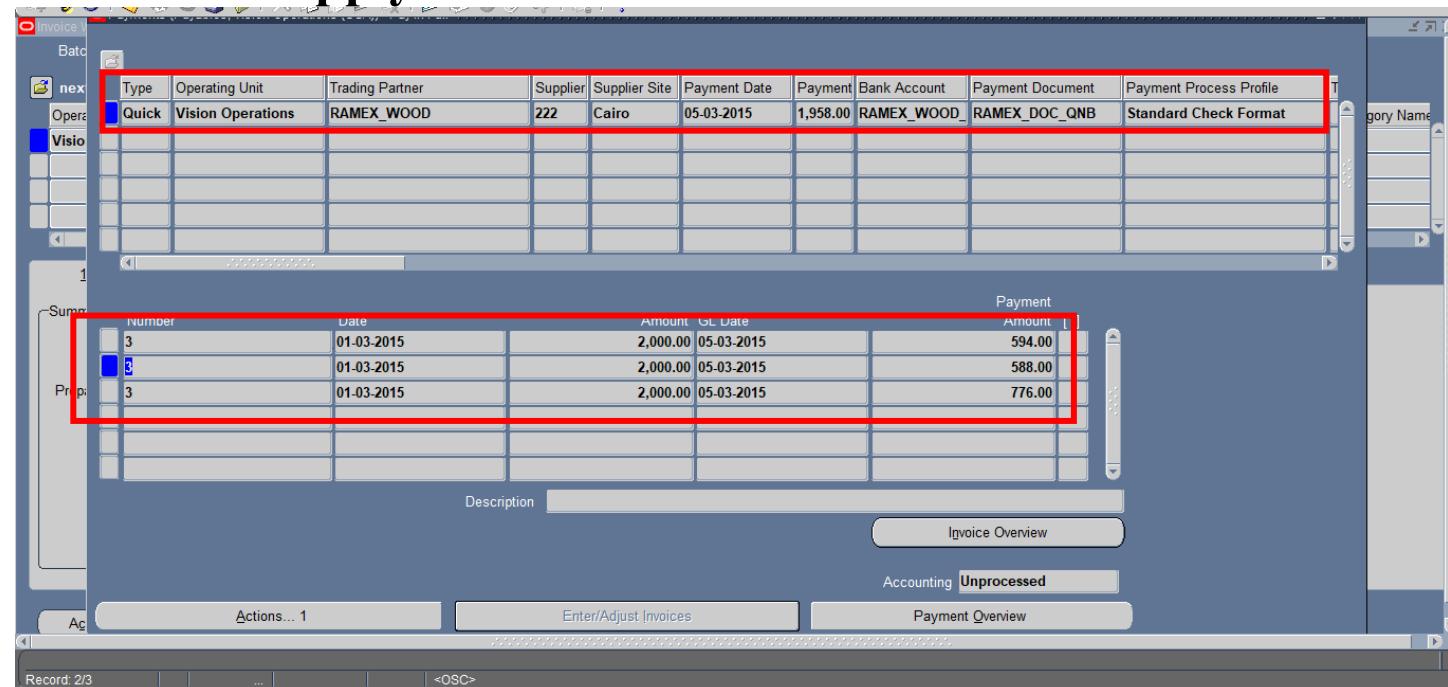
- Invoice unpaid

The screenshot shows the SAP Invoice Workbench interface. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below is a table with columns: Operating Unit, Type, Trading Partner, Supplier Num, Invoice Date, Invoice Amount, Payment Method, Terms, Invoice Num, and Document Category Name. The first row shows 'Vision Operations' as the operating unit, 'Standard' as the type, 'RAMEX\_WOOD' as the trading partner, '222' as the supplier number, '01-03-2015' as the invoice date, '2,000.00' as the invoice amount, 'Check' as the payment method, 'RAMEX\_PT' as the terms, '3' as the invoice number, and an empty document category name. Below the table is a navigation bar with tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, 6 View Prepayment Applications. The '4 View Payments' tab is selected. On the left, there's a summary table with rows for Items (2,000.00), Retainage, Prepayments Applied, Withholding, Subtotal (2,000.00), Tax (0.00), Freight, and Miscellaneous. The total is also 2,000.00. On the right, there's a panel for 'Amount Paid' showing 'USD' and '0.00' (both highlighted with a red box). Below it are status fields: Status (Validated), Accounted (Yes), Approval (Not Required), Holds (0), and Scheduled Payment Holds (0). At the bottom, there are buttons for Actions... 1, Calculate Tax, Tax Details, Corrections, Quick Match, Match, and All Distributions.

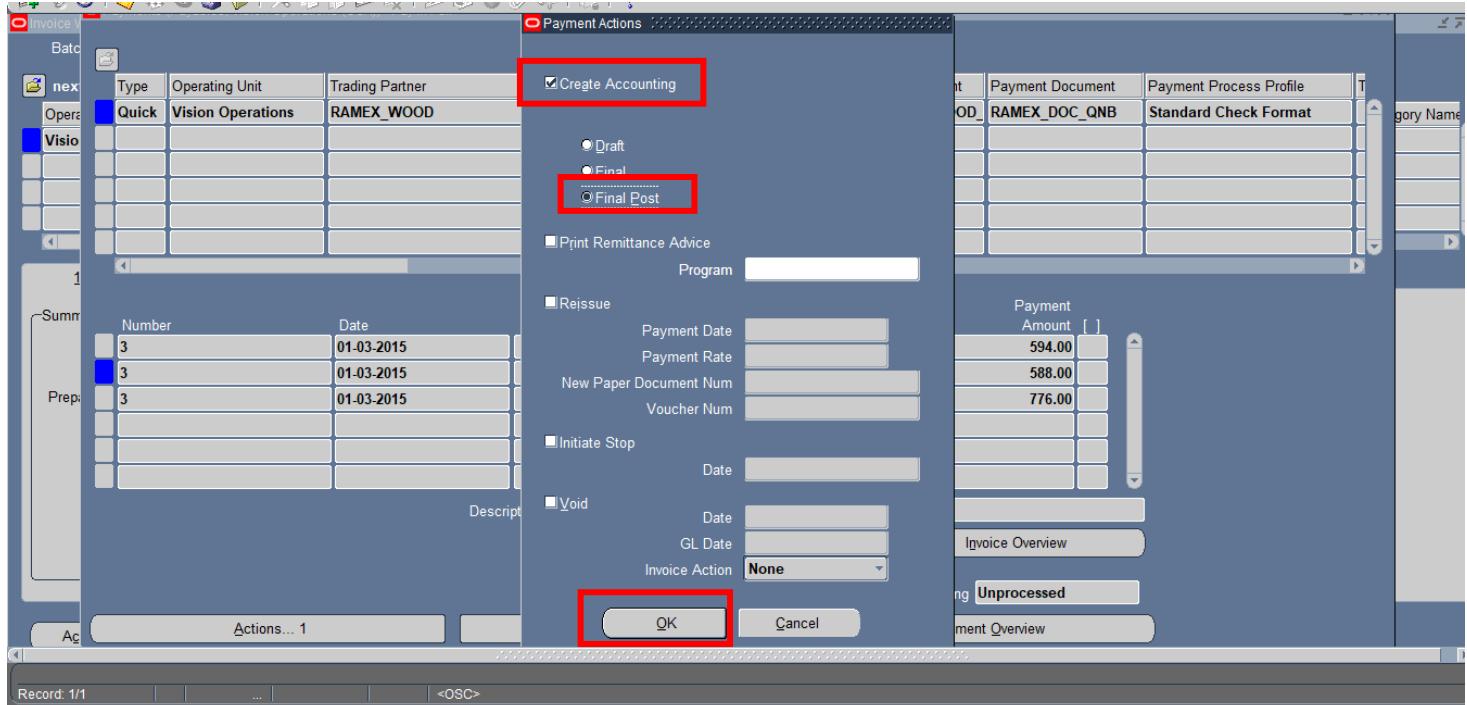
- \* Actions
- \* Pay in full
- \* Ok



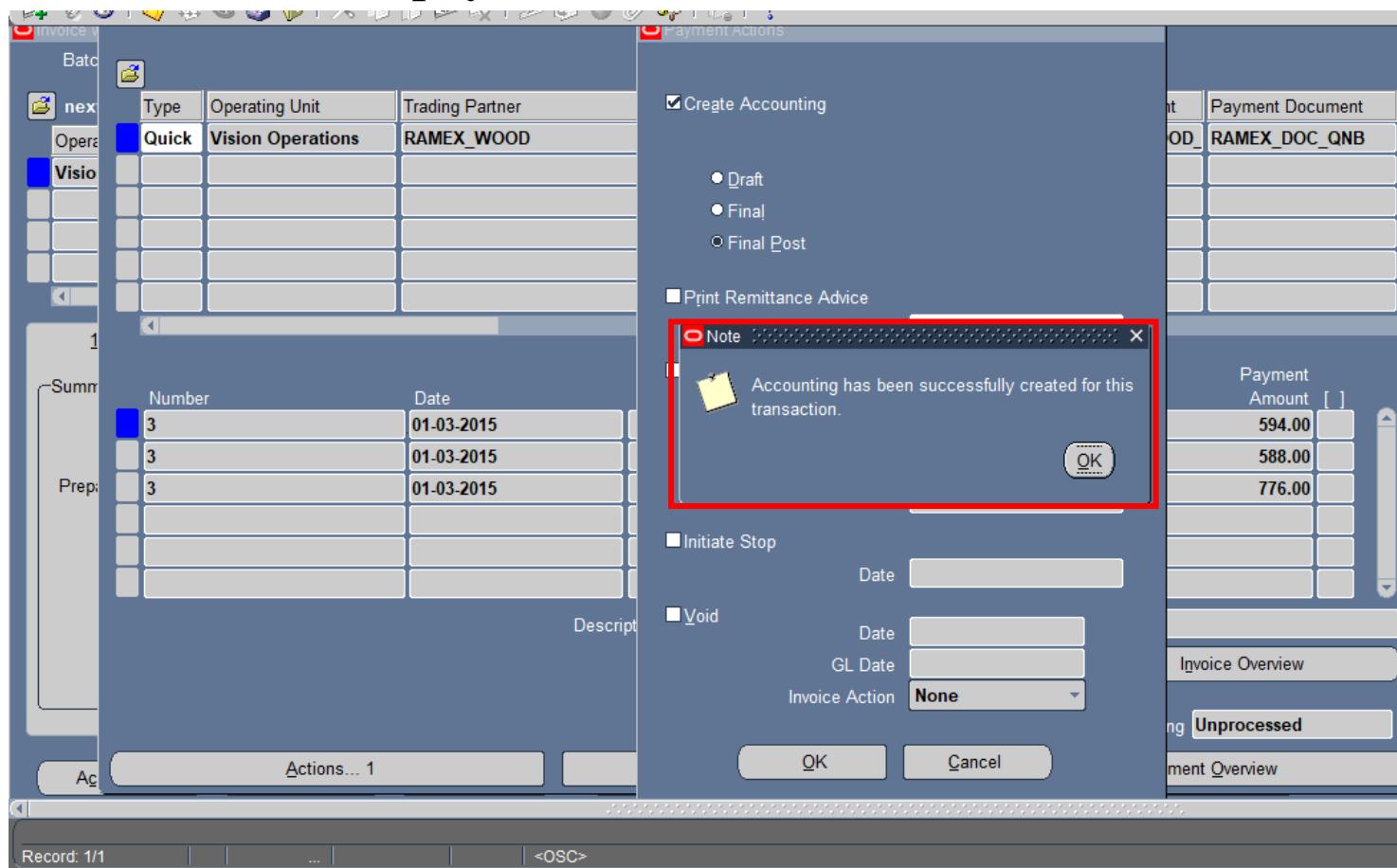
- Apply items and save



## - Create accounting and Final post and ok



- Done pay in full



# - View Accounting

Subledger Journal Entry Lines

**Advanced Search**

Specify parameters and values to filter the data that is displayed in your results set.

Match  All  Any

Balancing Segment	is	<input type="text"/>	<input type="button" value="▼"/>				
Natural Account Segment	is	<input type="text"/>	<input type="button" value="▼"/>				
GL Date	is	<input type="text" value="22-03-2025"/>	<input type="button" value="▼"/>				
<input type="button" value="Go"/> <input type="button" value="Clear"/> <input type="button" value="Add Another"/> <input type="button" value="Accounted CR"/> <input type="button" value="Add"/>							
Select Subledger Journal Entry Line: <input type="button" value="View Transaction"/> <input type="button" value="View Journal Entry"/> <input type="button" value="Export"/> <input type="button" value="..."/>							
Ledger ▲	Account ▲	AccountDescription ▲	GL Date ▲	Accounting Class ▲	Accounted DR ▲	Accounted CR ▲	Supporting References
<input checked="" type="radio"/> Vision Operations (USA)	01-000-7530-0000-000	Operations-No Department-Equipment Expense-No Sub Account-No Product	01-03-2015	Item Expense	2,000.00		<input type="button" value="..."/>
<input type="radio"/> Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	01-03-2015	Liability		2,000.00	<input type="button" value="..."/>
<input type="button" value="Save Search"/>							

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total		Batch Actual Total																																	
<input type="button" value="next 20"/>																																			
Operating Unit	Type	Trading Partner	Supplier Num	Invoice Date	Invoice Amount	Payment Method	Territory																												
Vision Operations	Standard	RAMEX_WOOD	222	01-03-2015	2,000.00	Check	RAM																												
<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"/>																																			
<table border="1"> <thead> <tr> <th>Payment Method</th> <th>Document Num</th> <th>Payment Date</th> <th>GL Date</th> </tr> </thead> <tbody> <tr> <td>Check</td> <td>1</td> <td>05-03-2015</td> <td>05-03-2015</td> </tr> <tr> <td>Check</td> <td>1</td> <td>05-03-2015</td> <td>05-03-2015</td> </tr> <tr> <td>Check</td> <td>1</td> <td>05-03-2015</td> <td>05-03-2015</td> </tr> </tbody> </table>				Payment Method	Document Num	Payment Date	GL Date	Check	1	05-03-2015	05-03-2015	Check	1	05-03-2015	05-03-2015	Check	1	05-03-2015	05-03-2015	<table border="1"> <thead> <tr> <th>Void</th> <th>Payment Amount</th> <th>Discount Taken</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>594.00</td> <td>6.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>588.00</td> <td>12.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>776.00</td> <td>24.00</td> </tr> </tbody> </table>				Void	Payment Amount	Discount Taken	<input type="checkbox"/>	594.00	6.00	<input type="checkbox"/>	588.00	12.00	<input type="checkbox"/>	776.00	24.00
Payment Method	Document Num	Payment Date	GL Date																																
Check	1	05-03-2015	05-03-2015																																
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Check	1	05-03-2015	05-03-2015																																
Void	Payment Amount	Discount Taken																																	
<input type="checkbox"/>	594.00	6.00																																	
<input type="checkbox"/>	588.00	12.00																																	
<input type="checkbox"/>	776.00	24.00																																	
<input type="button" value="Payment Overview"/>																																			
<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"/>																															
Record: 1/3 ... <OSC>																																			

**Payment Overview (Payables, Vision Operations (USA))**

Operating Unit	Vision Operations	Payee
Number	1	Paid To Name RAMEX_WOOD
Currency	USD	Taxpayer ID
Amount	1,958.00	Supplier Number 222 Site Cairo
Date	05-03-2015	Address Heliopolis Egypt
Payment Process Request Quick Payment: ID=229		
Voucher		
Status	Negotiable	
Cleared Amount		
Cleared Date		
Void Date		
Maturity Date		
Acknowledged Status		
<b>Invoices</b>		
Number	Amount Paid	GL Date
3	594.00	05-03-2015
3	588.00	05-03-2015
3	776.00	05-03-2015
<input type="button" value="Invoice Overview"/> <input type="button" value="Bank"/> <input type="button" value="Supplier"/> <input type="button" value="Payments"/>		
<input type="button" value="Payment Overview"/>		
<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"/>		

Record: 1/1 <OSC>

Search

EN

# - Invoice payment

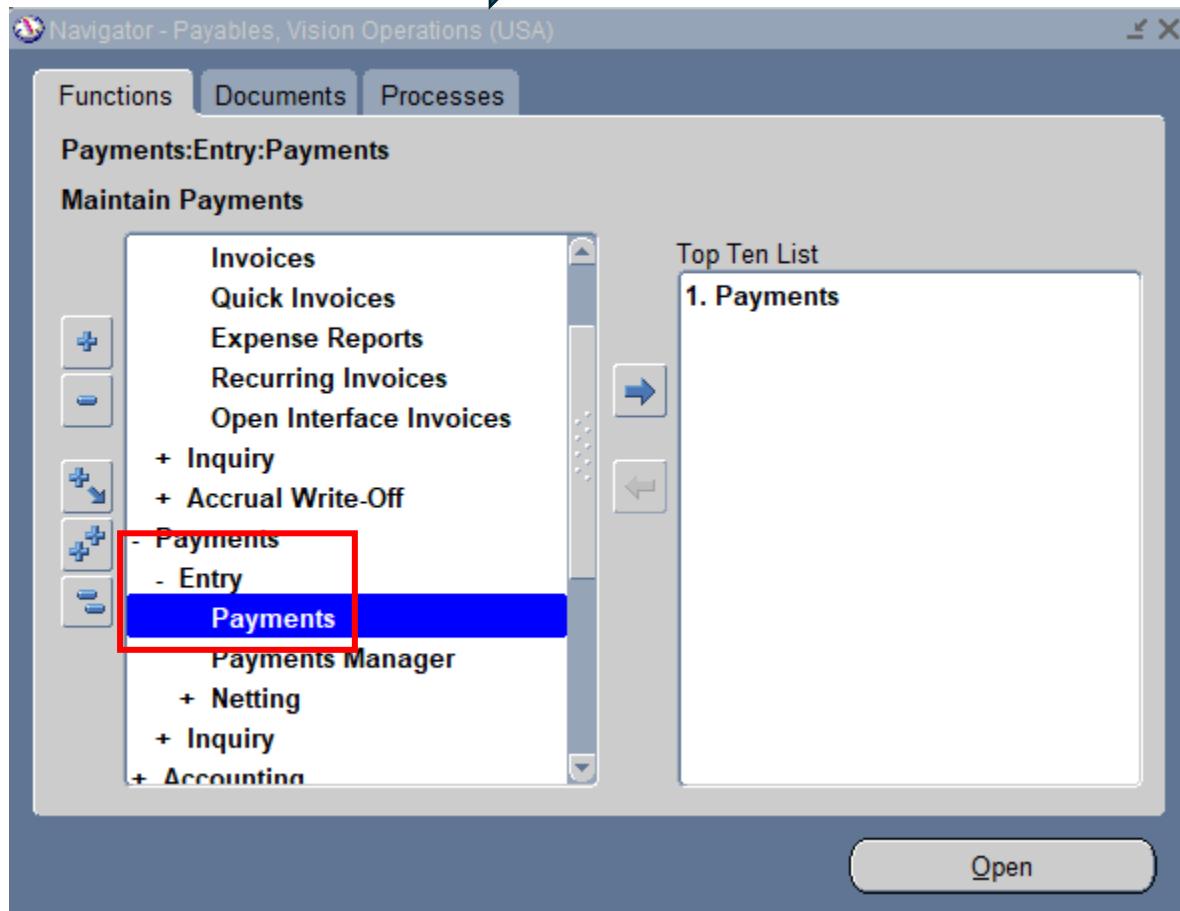
Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total		Batch Actual Total																																																																				
Unit	Type	Trading Partner	Supplier Num	Invoice Date	Invoice Amount	Payment Method	Terms	Invoice Num	Document Category Name	Vou																																																												
Operations	Standard	RAMEX_WOOD	222	01-03-2015	2,000.00	Check	RAMEX_PT	3																																																														
<input checked="" type="checkbox"/> next_20																																																																						
<table border="1"> <tr><td>1 General</td><td>2 Lines</td><td>3 Holds</td><td>4 View Payments</td><td>5 Scheduled Payments</td><td>6 View Prepayment Applications</td></tr> </table>											1 General	2 Lines	3 Holds	4 View Payments	5 Scheduled Payments	6 View Prepayment Applications																																																						
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> </tr> <tr> <td>Items</td> <td>2,000.00</td> <td>USD</td> <td>1,958.00</td> <td>Status</td> <td>Validated</td> </tr> <tr> <td>Retainage</td> <td></td> <td></td> <td></td> <td>Accounted</td> <td>Yes</td> </tr> <tr> <td>Prepayments Applied</td> <td></td> <td></td> <td></td> <td>Approval</td> <td>Not Required</td> </tr> <tr> <td>Withholding</td> <td></td> <td></td> <td></td> <td>Holds</td> <td>0</td> </tr> <tr> <td>Subtotal</td> <td>2,000.00</td> <td></td> <td></td> <td>Scheduled Payment Holds</td> <td>0</td> </tr> <tr> <td>Tax</td> <td>0.00</td> <td></td> <td></td> <td colspan="2">Description</td> </tr> <tr> <td>Freight</td> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Miscellaneous</td> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Total</td> <td>2,000.00</td> <td></td> <td></td> <td colspan="2"></td> </tr> </table>											Summary		Amount Paid		Status		Items	2,000.00	USD	1,958.00	Status	Validated	Retainage				Accounted	Yes	Prepayments Applied				Approval	Not Required	Withholding				Holds	0	Subtotal	2,000.00			Scheduled Payment Holds	0	Tax	0.00			Description		Freight						Miscellaneous						Total	2,000.00				
Summary		Amount Paid		Status																																																																		
Items	2,000.00	USD	1,958.00	Status	Validated																																																																	
Retainage				Accounted	Yes																																																																	
Prepayments Applied				Approval	Not Required																																																																	
Withholding				Holds	0																																																																	
Subtotal	2,000.00			Scheduled Payment Holds	0																																																																	
Tax	0.00			Description																																																																		
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Miscellaneous																																																																						
Total	2,000.00																																																																					
<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"/>																																																																						
Record: 1/1																																																																						
<OSC>																																																																						

## \* Partial payment of invoices

-Path:

payment → Entry → payment



## - Invoice un paid

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total Batch Actual Total

Operating Unit	Trading Partner	Invoice Date	Invoice Num	Invoice Amount	Payment Method	Document Category Name	Voucher Number	Customer Taxpayer ID	Type
Vision Operations	RAMEX_WOOD	01-05-2015	15	10,000.00	Check				Standard

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

Summary

Items	10,000.00
Retainage	
Prepayments Applied	
Withholding	100.00
Subtotal	9,900.00
Tax	0.00
Freight	
Miscellaneous	
Total	9,900.00

Amount Paid

USD	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

## - Apply items

Payments (Payables, Vision Services (USA))

Type	Operating Unit	Trading Partner	Copies	Supply Site	Payment Amount	Billing Account	Payment Date	Amount GL	Payment Method	Payment Period	Payment Profile
Quick	Vision Operations	RAMEX_WOOD	222	Cairo	1,500.00	RAMEX_WOOD	06-04-2025	USD	Check	RAMEX_DOC_QN15	Standard Check Format

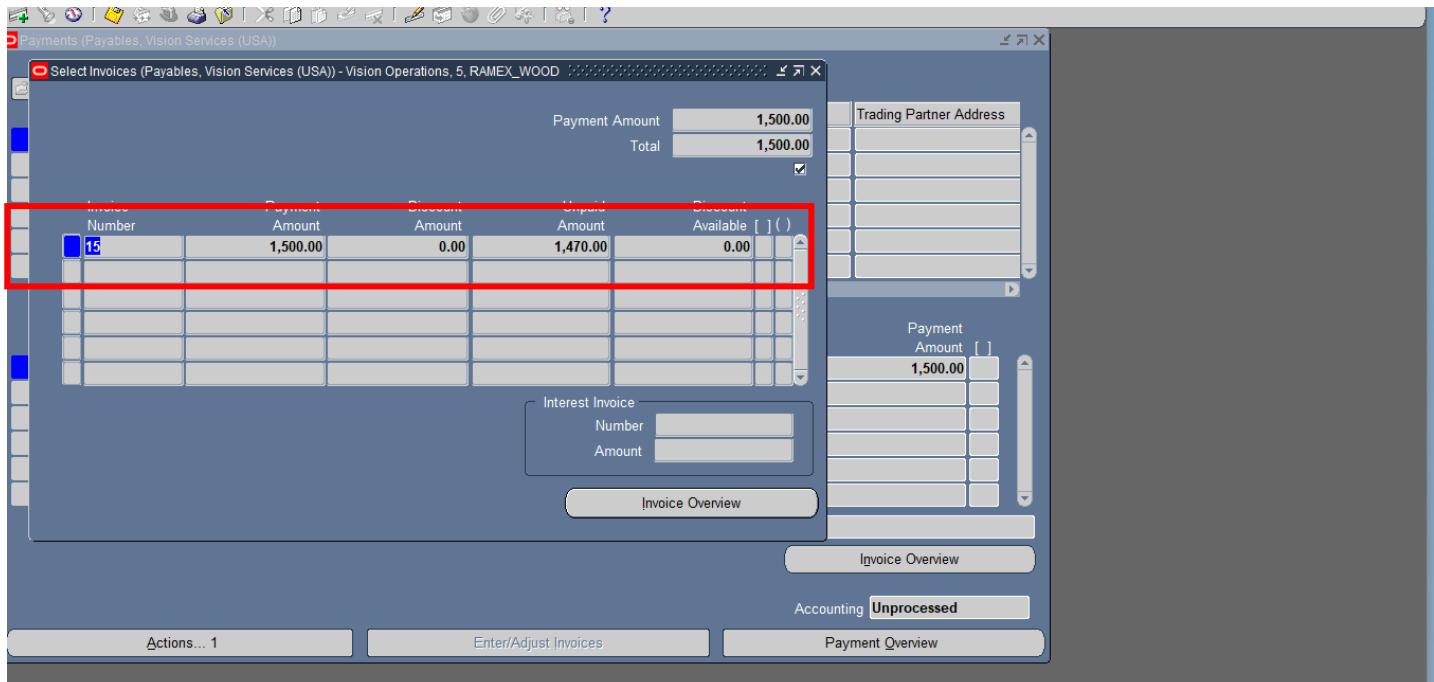
Number Date Amount GL Date Amount [ ]

15	01-05-2015	10,000.00	06-04-2025	1,500.00

Description    Invoice Overview    Accounting Unprocessed

Actions... 1    Enter/Adjust Invoices    Payment Overview

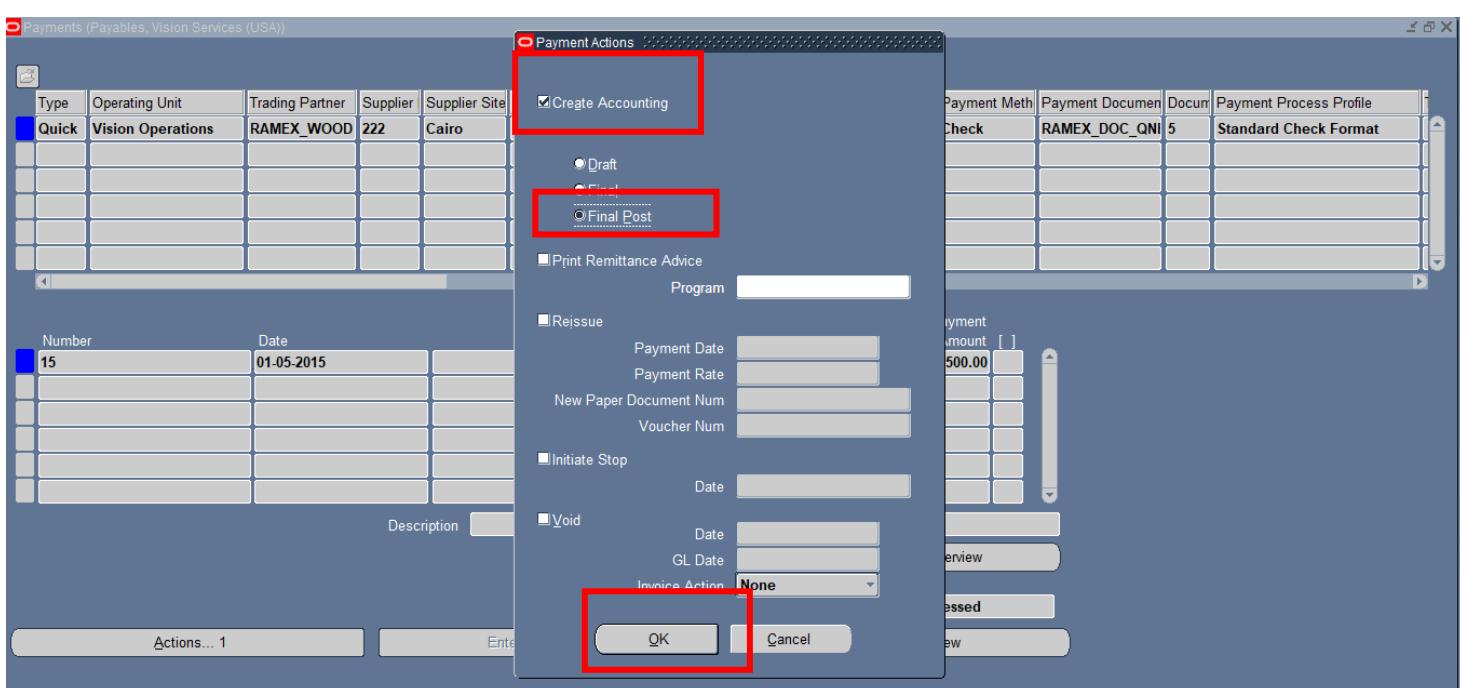
## - Choose invoice for Partial payment



## - Create Accounting

## - Final post

- ok



## - View Accounting

Subledger Journal Entry Lines

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match  All  Any

Balancing Segment	is	<input type="text"/>					
Natural Account Segment	is	<input type="text"/>					
GL Date	is	(22-03-2025) <input type="button" value="Go"/>					
<input type="button" value="Go"/> <input type="button" value="Clear"/> <input type="button" value="Add Another"/> <input type="button" value="Accounted CR"/>		<input type="button" value="Add"/>					
<a href="#">Select Subledger Journal Entry Lines</a>   <a href="#">View Transaction</a>   <a href="#">View Journal Entry</a>   <a href="#">Export</a>   ...							
Ledger	Account	Account Description	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/> Vision Operations (USA)	01-000-1250-0000-000	Operations-No Department-Cash Clearing-No Sub Account-No Product	06-04-2025	Cash Clearing		1,500.00	1Q
<input type="radio"/> Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	06-04-2025	Liability	1,500.00		1Q

## - Final invoice Partial payment

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total		Batch Actual Total	
Operating Unit	Document Category Name	Voucher Number	Customer Taxpayer ID
Vision Operations			Type: Standard
			PO Number: RAMEX_WOOD
			Supplier Num: 222
			Supplier Site: Cairo
			Invoice Date: 01-05-2015
			GL Date: 01-05-2015

next\_20

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

Summary		Status	
Items	10,000.00	Status	Validated
Retainage		Accounted	Yes
Prepayments Applied		Approval	Not Required
Withholding	100.00	Holds	0
Subtotal	9,900.00	Scheduled Payment Holds	0
Tax	0.00	Description	
Freight			
Miscellaneous			
Total	9,900.00		

Amount Paid:  USD

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

Batch Control Total [ ] Batch Actual Total [ ]

next\_20

Operating Unit	Type	Trading Partner	Supplier	Supplier Site	Invoice Dat	GL Date	Invoice Num	Invoice Amount	Payment Methc	Terms	Payment Curr	Terms Date	Prepayment Ty	Settlement Date
Vision Operations	Prepayme	RAMEX_WOOD	222	Cairo	01-06-2015	01-06-2015	18	25,000.00	Check	Imme	USD	01-06-2015	Temporary	06-04-2025

[ ] [ ] [ ] [ ] [ ] [ ] [ ]

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	Unvalidated
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description [ ]

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

## Handling Prepayment and Advances

- First, we create a prepayment invoice

Batch Control Total					Batch Actual Total				
Operating Unit	Type	Trading Partner	Supplier	Supplier Site	Invoice Date	GL Date	Invoice Num	Invoice Amount	Payment Method
Vision Operations	Prepayme	RAMEX_WOOD	222	Cairo	01-06-2015	01-06-2015	18	25,000.00	Check
									Immed
									USD
									Terms Date
									01-06-2015
									Prepayment Type
									Temporary
									Settlement Date
									06-04-2025

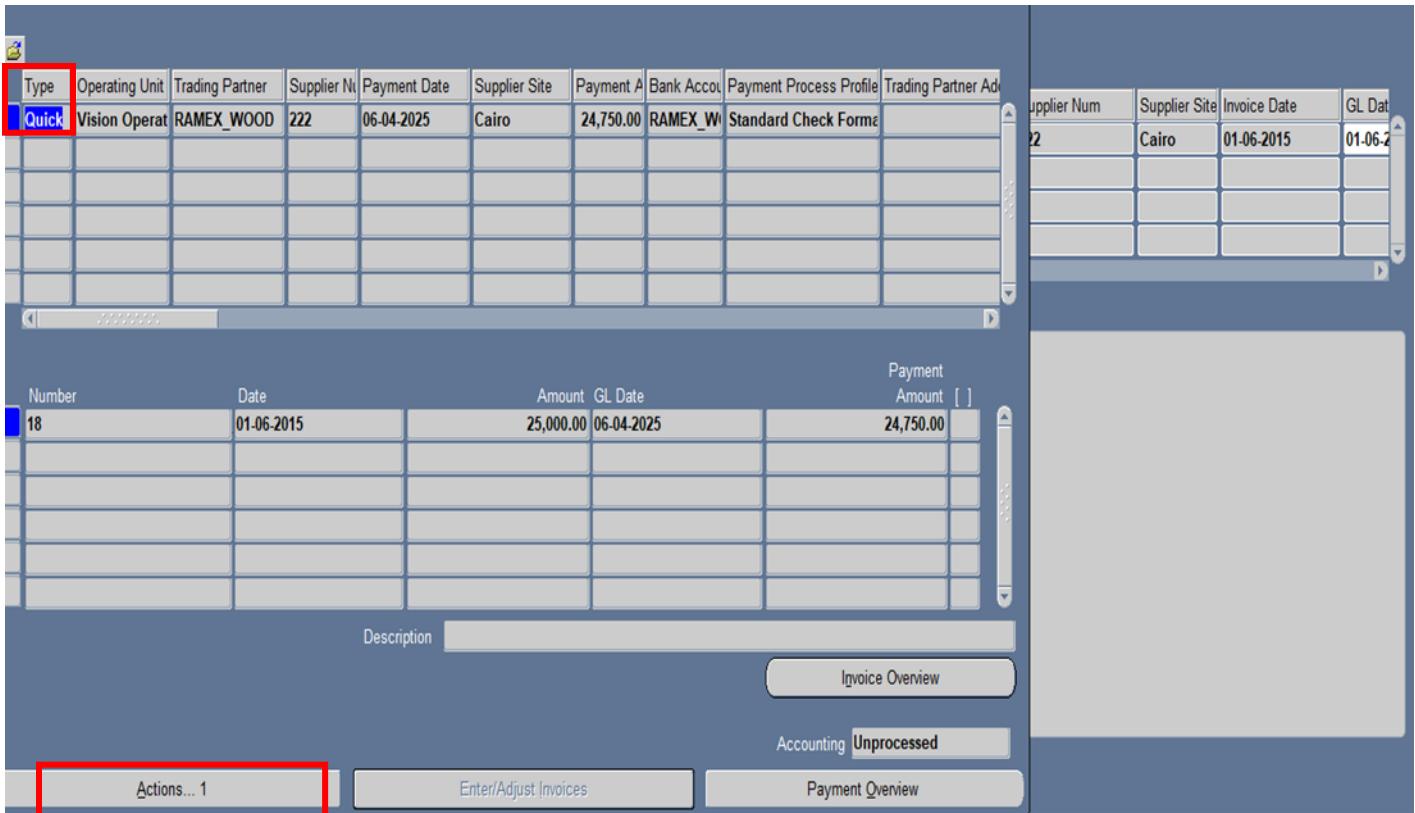
next\_20

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

Summary	Amount Paid	Status
Items 25,000.00	USD 0.00	Status Unpaid
Retainage		Accounted Yes
Prepayments Applied		Approval Not Required
Withholding 250.00		Holds 0
Subtotal 24,750.00		Scheduled Payment Holds 0
Tax		Description
Freight		
Miscellaneous		
Total 24,750.00		

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

Prepayment invoice before its payment



Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total		Batch Actual Total	
next_20			
Operating Unit	Document Category Name	Voucher Number	Customer Taxpayer ID
Vision Operations			Prepayment
			RAMEX_WOOD
			222
			Cairo
			01-06-2015
			01-06-2015

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

Summary		Amount Paid		Status	
Items	25,000.00	USD	24,750.00	Status	Available
Retainage				Accounted	Yes
Prepayments Applied				Approval	Not Required
Withholding	250.00			Holds	0
Subtotal	24,750.00			Scheduled Payment Holds	0
Tax	0.00				
Freight					
Miscellaneous					
Total	24,750.00				

Description

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

18	Jun 1, 2015	Apr 6, 2025	222
			24,750.00
			24,750.00
2		Apr 6, 2025	
			24,750.00
Twenty-Four Thousand Seven Hundred Fifty Dollars And Zero Cents****			
RAMEX_WOOD			
Helipolis			
Egypt			

**Our Prepayment has been posted.**

The screenshot shows a SAP Fiori application interface for managing payments. At the top, there is a table with columns: Type, Operating Unit, Trading Partner, Supplier Site, Payment Date, Bank Account, Payment Method, Payment Amount, Payment Document, Payment Process Profile, and Document Number. A single row is selected, showing values: Quick, Vision Operations, RAMEX\_WOOD\_222, Cairo, 30-5-2025, RAMEX\_WOOD, Electronic, 14,850.00, RAMEX\_DOC\_C, Payment format RUR, and 3.

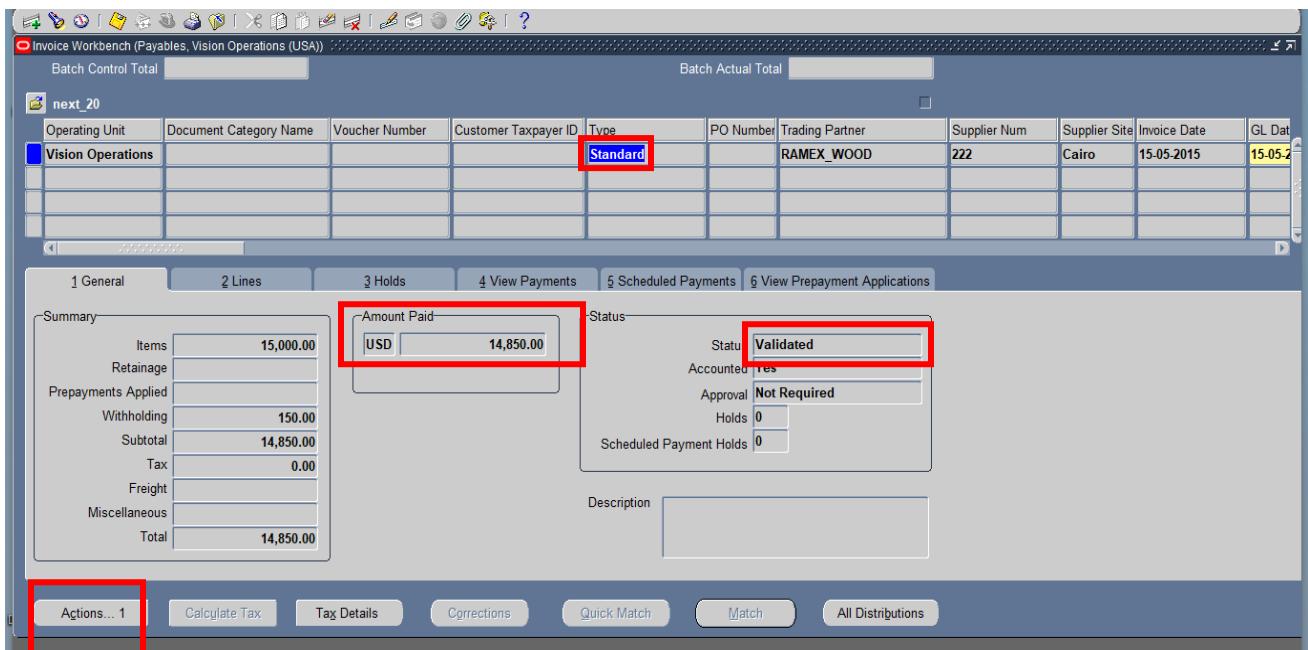
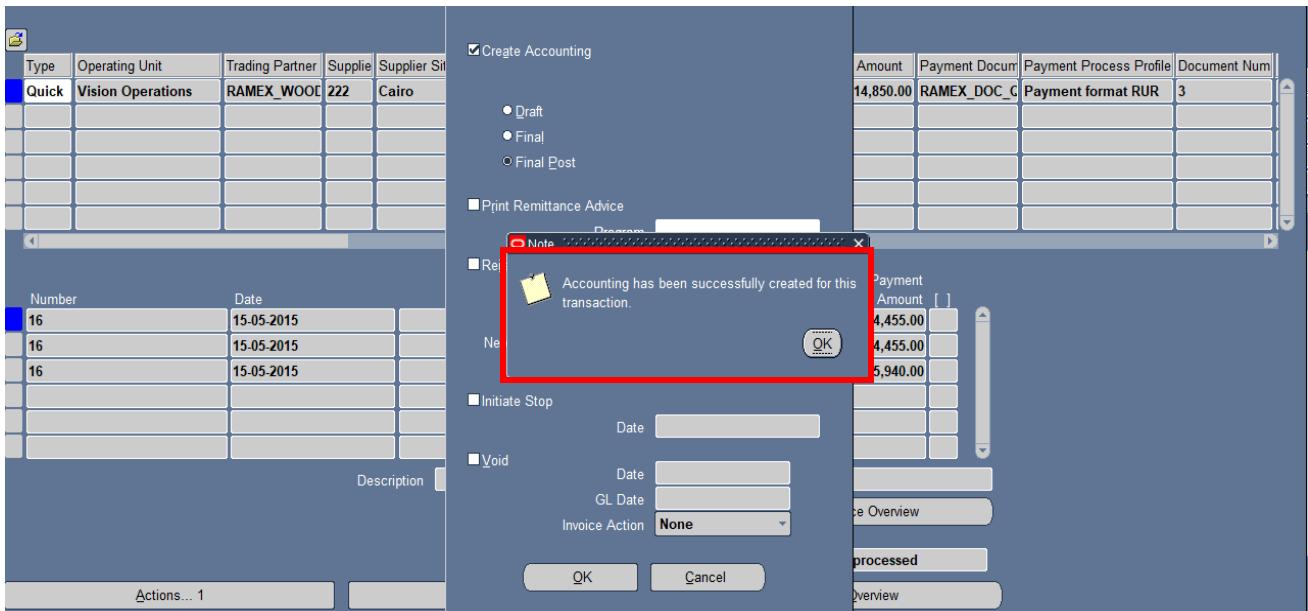
Below the table is a large input area for entering payment details. It includes fields for Number, Date, Amount, GL Date, and Payment Amount. There is also a Description field, an Invoice Overview button, and an Accounting status indicator labeled "Unprocessed".

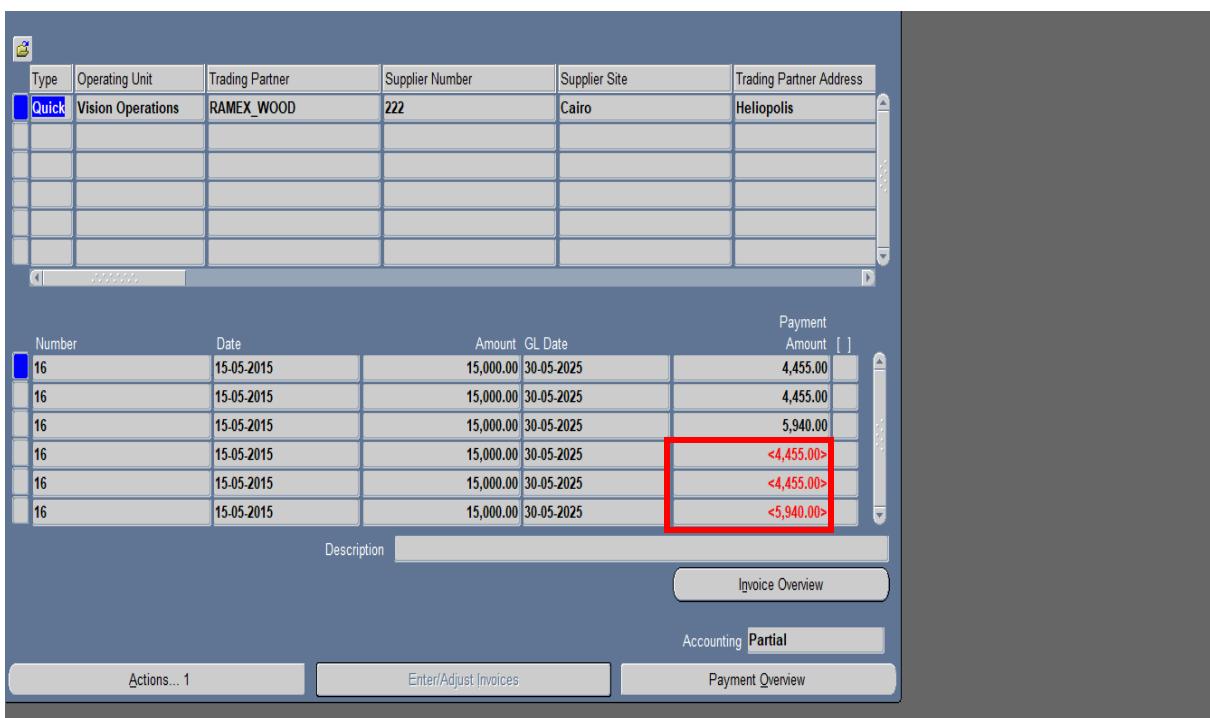
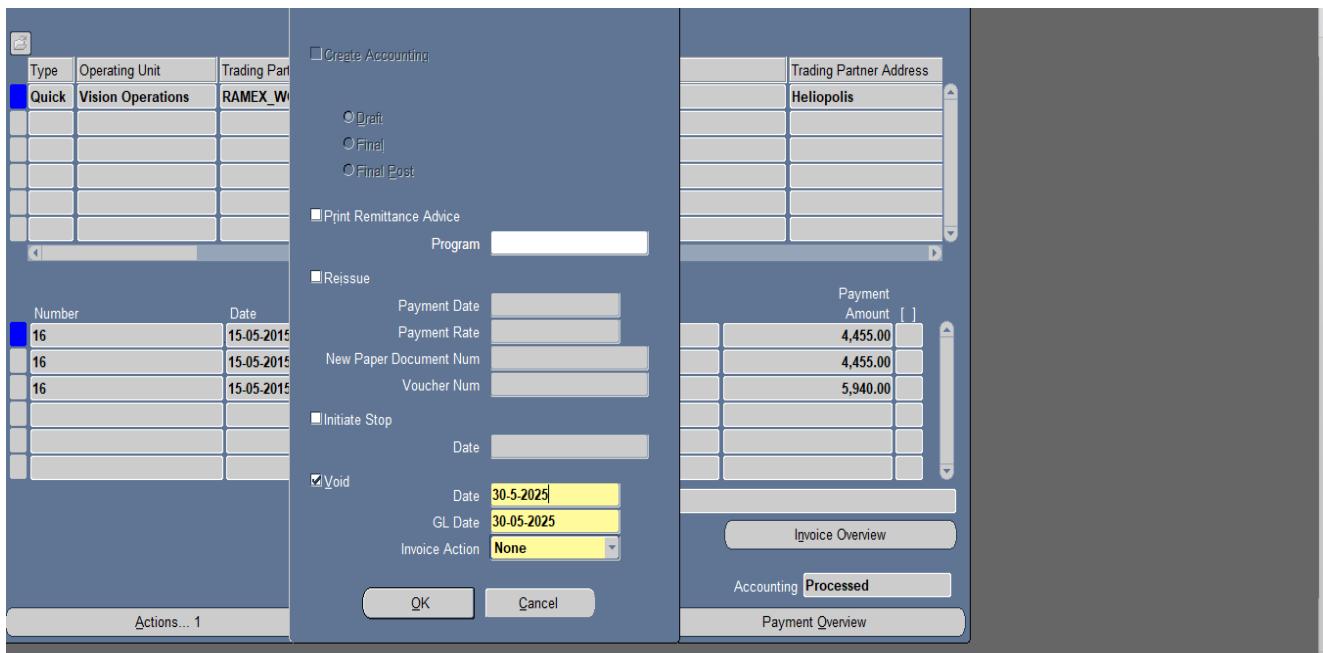
At the bottom of the screen, there are three buttons: Actions... 1, Enter/Adjust Invoices, and Payment Overview.

## **Void Payments and Refund:**

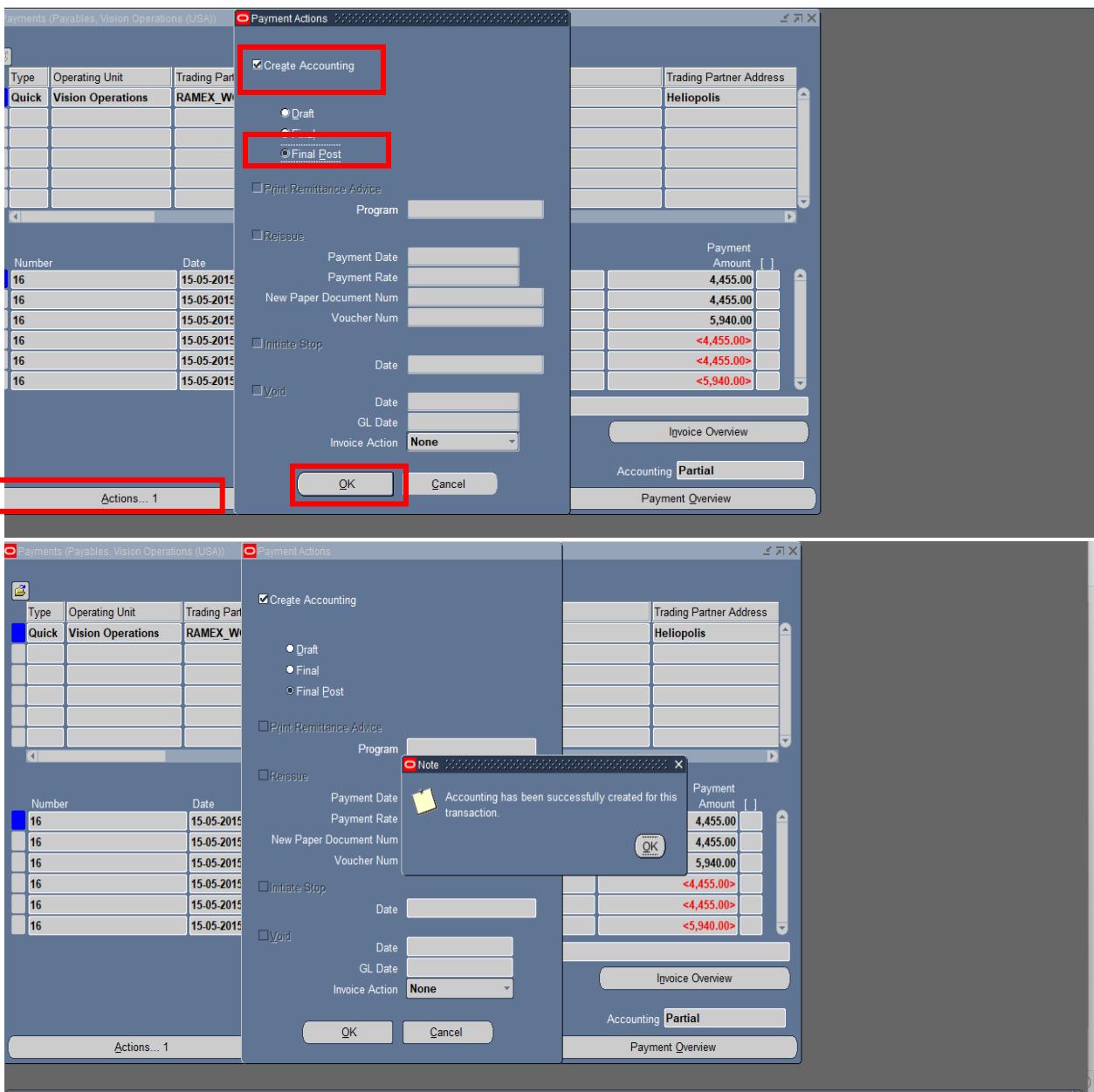
- Process voids for incorrectly issued payments.
- Record refunds from suppliers and apply them to the appropriate invoices.

**First step we create an invoice**

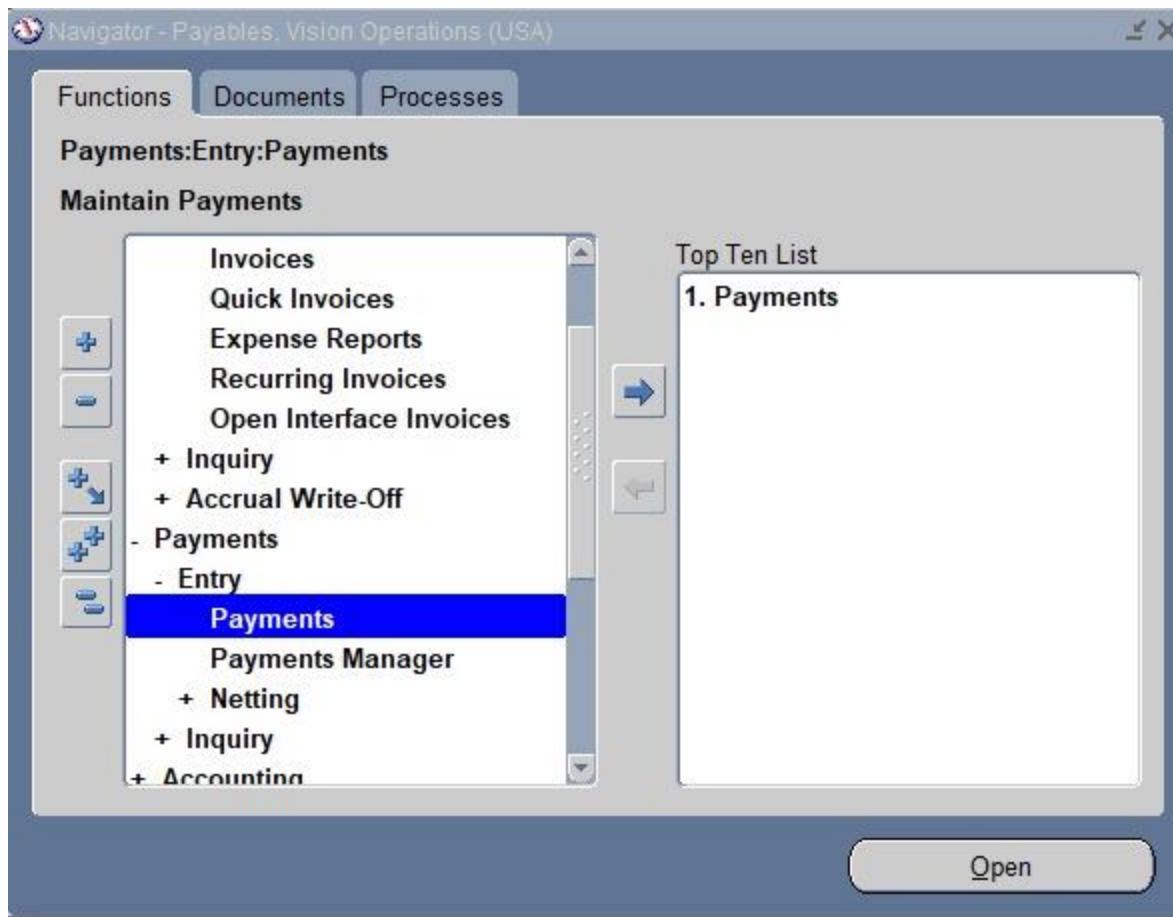




**Voiding the payment.**



**After posting our action.**



- Record refunds from suppliers and apply them to the appropriate invoices.
  - First, we make a payment.

## Refund should be done for credit memo type

The screenshot shows the 'Invoice Workbench (Payables, Vision Operations (USA))' interface. A red box highlights the 'Type' column in the grid, which shows 'Credit Memo' for the selected row. The grid includes columns for Operating Unit (Vision Operations), Type (Credit Memo), Trading Partner (RAMEX\_WOOD), Supplier Number (222), Supplier Site (Cairo), Invoice Date (01-05-2015), GL Date (01-05-2015), Invoice (6), Invoice Amount (<6,000.00>), Terms (RAMEX\_PT), Payment Method (Check), and Document Category Name.

Below the grid, there are tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, 6 View Prepayment Applications. The 'General' tab is active.

The 'Summary' section on the left displays financial details:

- Items: <6,000.00>
- Retainage: [ ]
- Prepayments Applied: [ ]
- Withholding: [ ]
- Subtotal: <6,000.00>
- Tax: [ ]
- Freight: [ ]
- Miscellaneous: [ ]
- Total: <6,000.00>

The 'Amount Paid' section shows: Amount Paid (USD 0.00).

The 'Status' section shows:

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

The 'Description' field is empty.

At the bottom, there are buttons: Actions... 1, Calculate Tax, Tax Details, Corrections, Quick Match, Match, All Distributions.

## Our Refund as below

The screenshot shows the 'Payments (Payables, Vision Operations (USA)) - Pay in Full' screen. A red box highlights the 'Type' column in the grid, which shows 'Refund' for the selected row. The grid includes columns for Type (Refund), Operating Unit (Vision Operations), Trading Partner (RAMEX\_WOOD), Supplier Number (222), Supplier Site (Cairo), and Trading Partner Address (Heliopolis).

A modal dialog box titled 'Note' displays a message: 'Accounting has been successfully created for the transaction.' with an 'OK' button.

The right side of the screen shows payment actions:

- Create Accounting
- Draft
- Final
- Final Post (highlighted with a red box)
- Print Remittance Advice
- Program [ ]
- Reverse
- Payment Date [ ]
- Payment Rate [ ]
- New Paper Document Num [ ]
- Voucher Num [ ]
- Initiate Stop
- Date [ ]
- Void
- Date [ ]
- GL Date [ ]
- Invoice Action: None
- OK
- Cancel

At the bottom, there are buttons: Actions... 1, Enter/Adjust Invoices, Payment Overview. The status bar shows: Record: 1/1 <OSC>

## Subledger Journal Entry Lines

## Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match  All  Any

Balancing Segment	is	<input type="text"/>
Natural Account Segment	is	<input type="text"/>
GL Date	is	(24-03-2025)
<input type="button" value="Go"/> <input type="button" value="Clear"/> <input type="button" value="Add Another"/> <input type="button" value="Accounted CR"/> <input type="button" value="Add"/>		

Select Subledger Journal Entry Line: <a href="#">View Transaction</a>   <a href="#">View Journal Entry</a>   <a href="#">Export</a>   ...						
Ledger △	Account △	AccountDescription △	GL Date △	Accounting Class △	Accounted DR △	Accounted CR △
<input checked="" type="radio"/> Vision Operations (USA)	01-000-1250-0000-000	Operations-No Department-Cash Clearing-No Sub Account-No Product	08-04-2025	Cash Clearing	6,000.00	
<input type="radio"/> Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	08-04-2025	Liability		6,000.00

## Our credit memo after refund

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total		Batch Actual Total	
Vision Operations	next_20		
Operating Unit	Document Category Name	Voucher Number	Customer Taxpayer ID
Vision Operations			
	Type	PO Number	Trading Partner
	Credit Memo		RAMEX_WOOD
			Supplier Num
			Supplier Site
			Invoice Date
			GL Date
			01-05-2015

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

**Summary**

Items	<6,000.00>
Retainage	
Prepayments Applied	
Withholding	
Subtotal	<6,000.00>
Tax	
Freight	
Miscellaneous	
Total	<6,000.00>

**Amount Paid**

USD	<6,000.00>
-----	------------

**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

Record: 1/1    ...    <OSC>

Payments (Payables, Vision Operations (USA))

Type	Operating Unit	Trading Partner	Supplier Num	Supplier Site	Payment Date	Payment Amount	Bank Account	Payment Method	Document Num	Trading Partner Address
Refund	Vision Operations	RAMEX_WOOD	222	Cairo	08-04-2025	<6,000.00>	RAMEX_WOOD	Check	6	

Number    Date    Amount    GL Date    Payment Amount

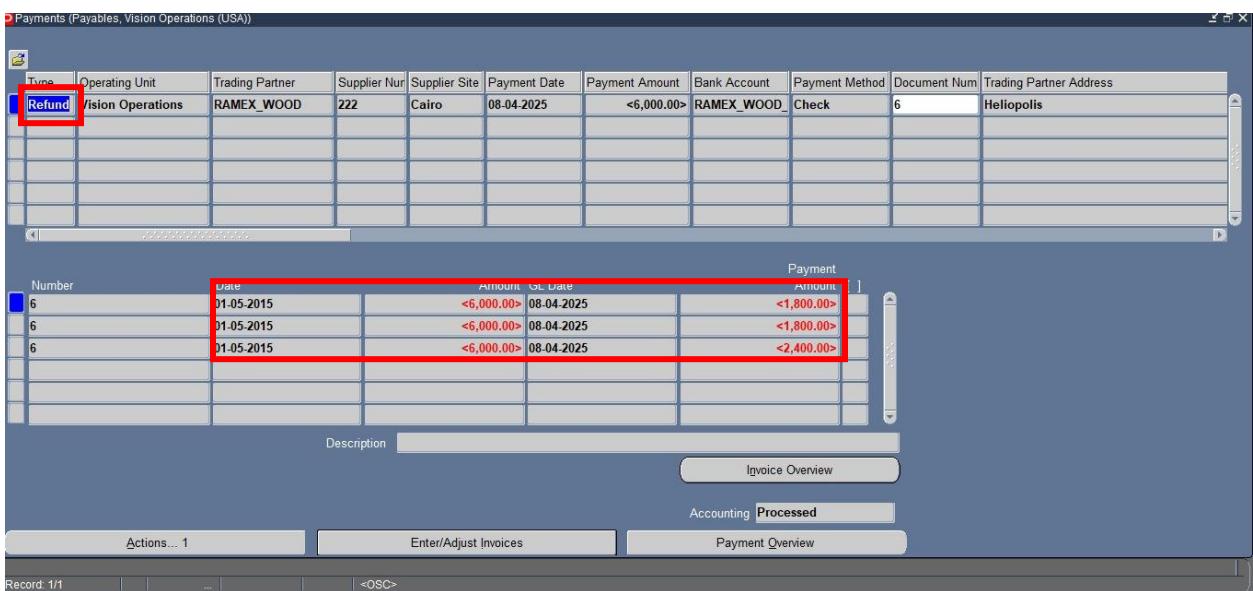
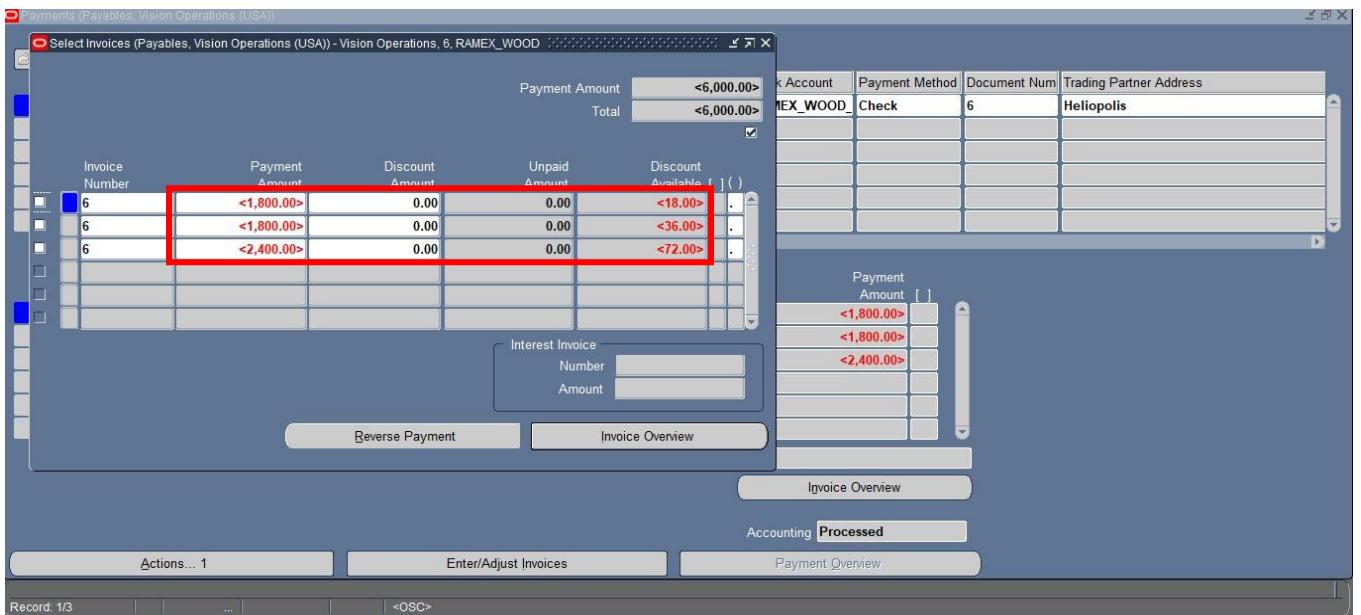
Description

Invoice Overview

Accounting Unprocessed

Actions... 1    Enter/Adjust Invoices    Payment Overview

Record: 1/1    ...    <OSC>



## Entry view after refund

**Subledger Journal Entry Lines****Advanced Search**

Specify parameters and values to filter the data that is displayed in your results set.

Match  All  Any

Balancing Segment	is	<input type="text"/>
Natural Account Segment	is	<input type="text"/>
GL Date	is	(24-03-2025)

 Go  Clear  Add Another  Accounted CR  AddSelect Subledger Journal Entry Line: [View Transaction](#) [View Journal Entry](#) | [Export](#) | [...](#)

Ledger △	Account △	AccountDescription △	GL Date △	Accounting Class △	Accounted DR △	Accounted CR △	Supporting References
<input checked="" type="radio"/> Vision Operations (USA)	01-000-1250-0000-000	Operations-No Department-Cash Clearing-No Sub Account-No Product	08-04-2025	Cash Clearing	6,000.00		∞
<input type="radio"/> Vision Operations (USA)	01-000-2210-0000-000	Operations-No Department-Accounts Payable-No Sub Account-No Product	08-04-2025	Liability		6,000.00	∞

 Save Search

### **3) Period-End Closing and Reporting:**

#### ***Deliverables:***

- A) AP Period-End Close**
- B) Generate Financial Reports**
- C) Reconciliation with General Ledger**
- D) Manage Write-offs and Adjustments**

#### **Key Tasks:**

##### **1. AP Period-End Close:**

- o Perform the AP period-end closing process.**
- o Ensure all invoices and payments are posted before closing the period.**

##### **1. Ensure All Invoices Are Validated**

**Payables Responsibility > Invoices > Entry > Invoices**

##### **Check for:**

- A) Invoices that are not Validated**
- B) Invoices on Hold**
- C) Incomplete invoices**

##### **2. Ensure All Payments Are Confirmed**

**Payments > Entry > Payments**

##### **Check for:**

- A) Payments with status other than Confirmed**
- B) Unprinted checks**
- C) Unapproved payment batches**

### 3.Create Accounting for Invoices & Payments

**Run Create Accounting (Payables):**

Requests > Submit New Request

**Run: "Create Accounting"**

**Parameters:**

**Ledger: Vision Operations**

**Transfer to GL: Yes**

**Post in General Ledger: Yes**

### 4.Close the AP Period

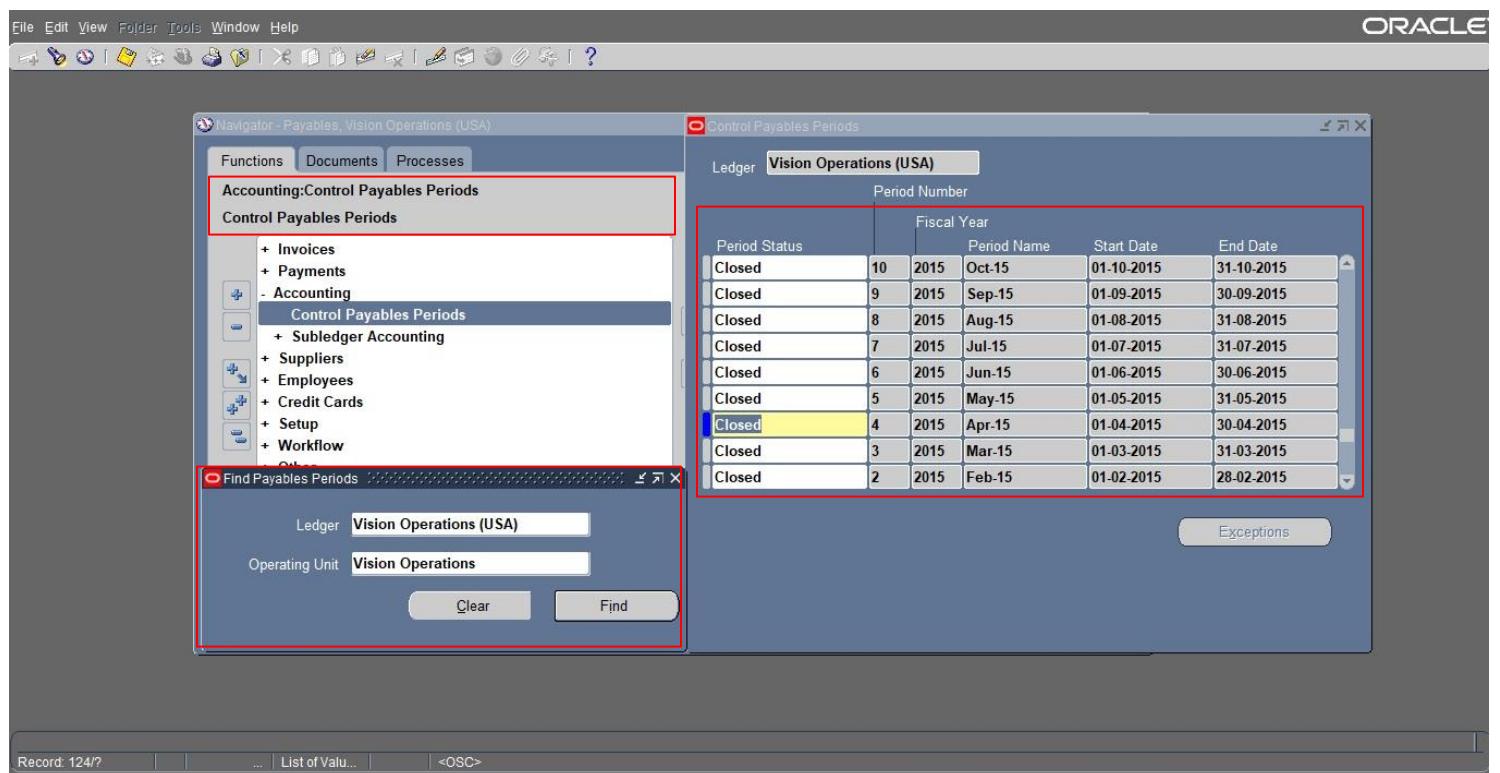
**Once all validations and transfers are done:**

**Accounting > Control Payables Periods**

**Change the status from: Open → Closed**

**Only close the period when:**

- All invoices and payments are accounted**
- No transactions are pending**
- All reports are reconciled**



- o Run key AP reports such as the Invoice Register, Payment Register, and Supplier Balance Report.

- o Review the reports for accuracy and completeness.

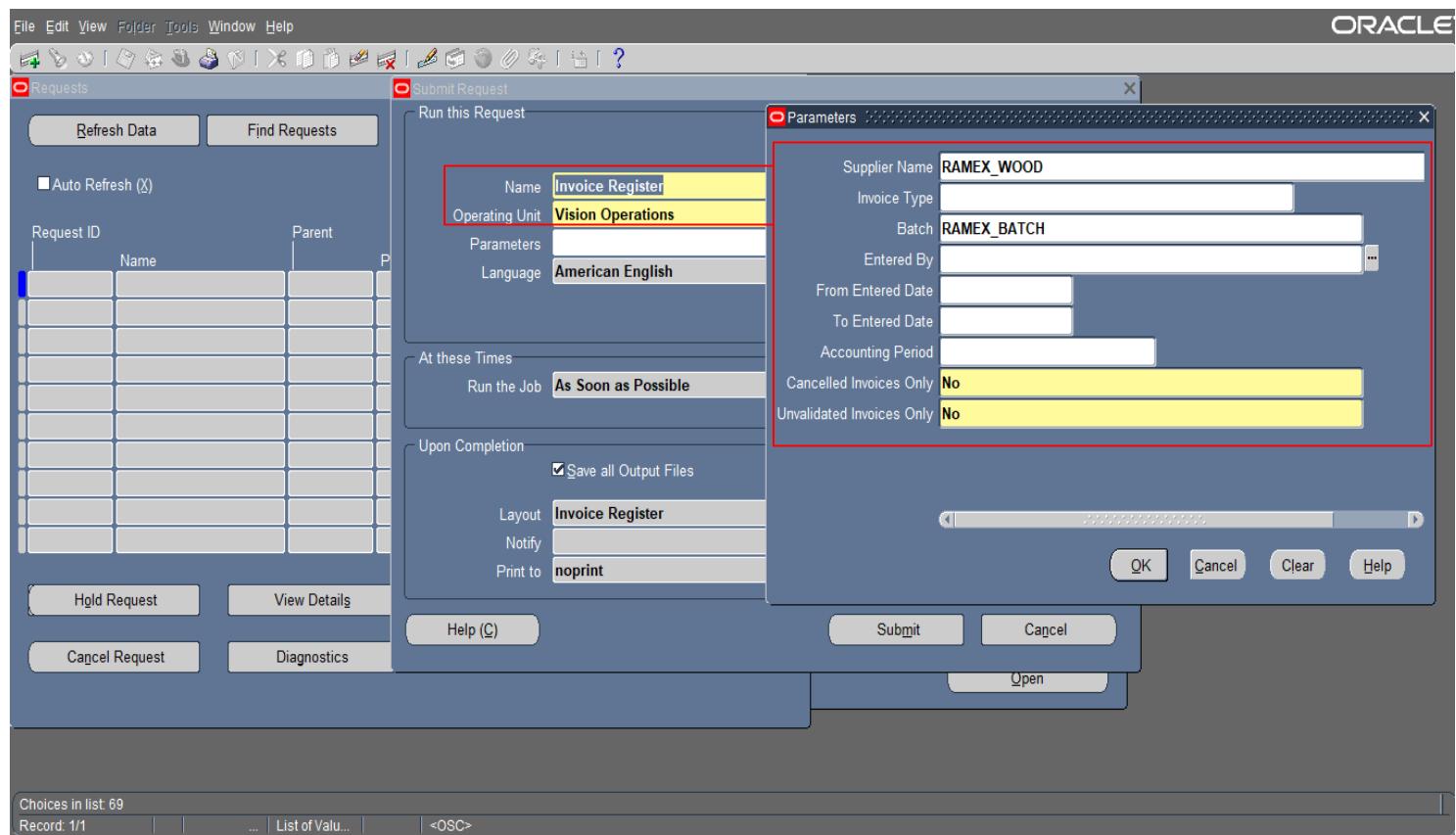
### A) Posted Invoice Register

Payables Responsibility > View > Requests > Submit New Request

**Report Name:** Posted Invoice Register

**Operating Unit:** Vision Operations

**Parameters:** RAMEX\_WOOD::RAMEX\_BATCH::::No:No



Supplier Name	RAMEX_WOOD
Invoice Type	Batch
	RAMEX_BATCH

Entered By

From Entered Date

To Entered Date

Accounting Period

Cancelled Invoices Only

No

Unvalidated Invoices Only

No

Currency USD

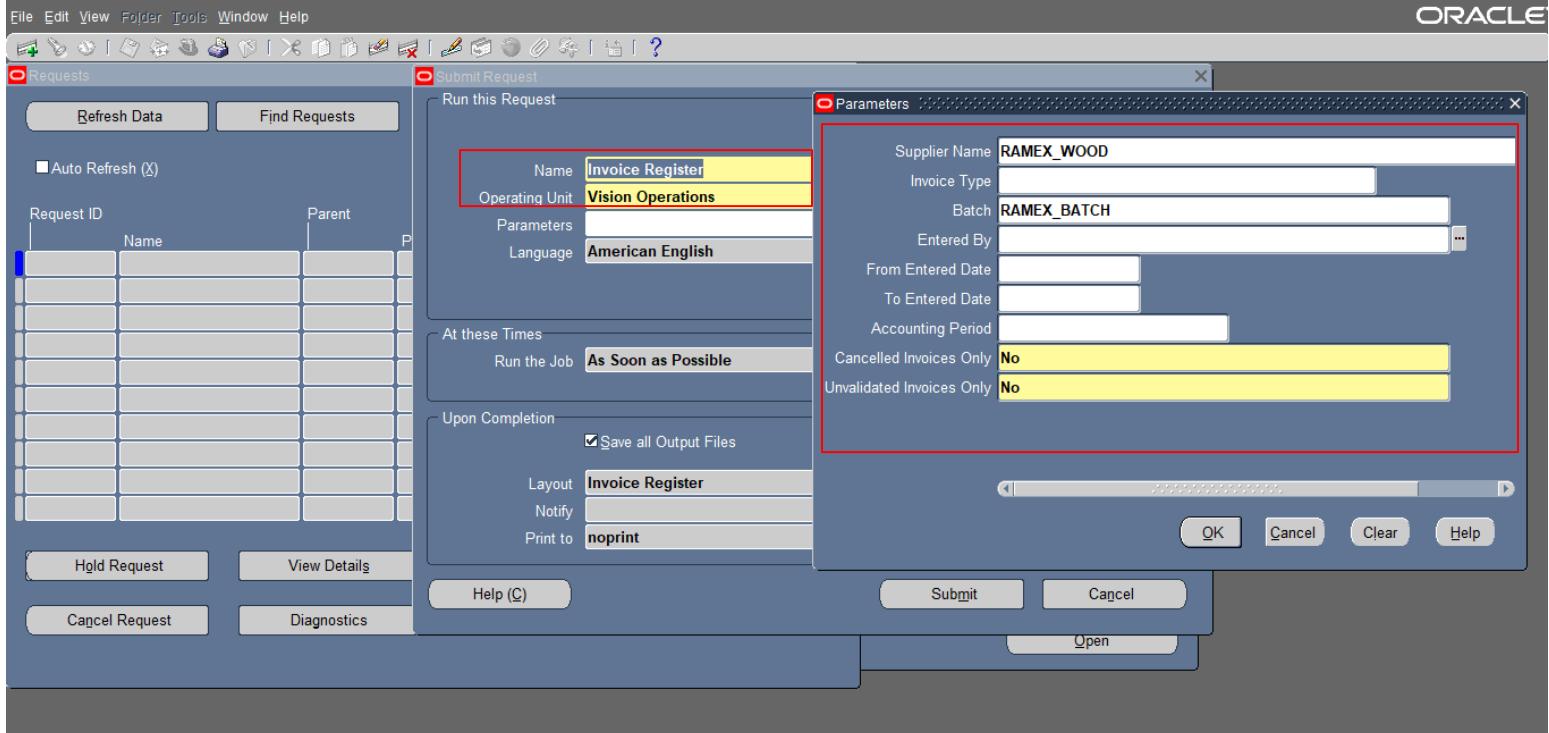
Batch RAMEX\_BATCH

Supplier Name		Invoice Number	Voucher Number	Invoice Date	Original Amount	Amount Remaining	Description		Invoice Type
Line Num	Line Type	Line Description		Line Amount			Accounting Date	Income Tax Type	Accounted
		Dist Num	Dist Type	Account	Amount				
RAMEX_WOOD		12		03-MAR-15	4,000.00	0.00			Standard
1	Item				4,000.00				
1	Item	01-000-7530-0000-000			4,000.00	03-MAR-15		Processed	
2	Withholding Tax				<40.00>				
1	Withholding Tax	01-000-1332-0000-000			<40.00>	03-MAR-15		Processed	
RAMEX_WOOD		13		03-MAR-15	<4,000.00>	0.00			Credit Memo
1	Item				<4,000.00>				
1	Item	01-000-7530-0000-000			<4,000.00>	03-MAR-15		Processed	
2	Withholding Tax				40.00				
1	Withholding Tax	01-000-1332-0000-000			40.00	03-MAR-15		Processed	
Total For RAMEX_WOOD					0.00	0.00			
Total For RAMEX_BATCH					0.00	0.00			
Total For USD					0.00	0.00			

End Of Report

**B) Posted Payment Register**

Payables Responsibility &gt; View &gt; Requests &gt; Submit New Request

**Report Name: Payment Register****Operating Unit :Vision Operations****Parameters: 01-01-2015.31-12-2015.Yes**

Vision Operations (USA)  
DEC-15 Report Date: 18-APR-2025 16:19

Payment Register For 01-JAN-15 To 31-

BANK: RAMEX\_WOOD\_QNB Branch : new cairo Account :RAMEX\_WOOD\_QNB\_  
account Page: 13

Bank Account Currency: USD ( US dollar ) Payment Currency: USD ( US  
dollar )

Payment Type: All Display Supplier Address: Yes

Payment Number	Sequence Num	Date	Payee	Cleared	Site	Payment Amount	Date
Cleared Amount			Status				

Payment Document : None (Electronic Payment)

13	03-APR-15	RAMEX_WOOD	Cairo	<3,960.00>
Negotiable				
	Heliopolis	Egypt		

-----  
Electronic Payment Subtotal: <3,960.00>

Payment Document : RAMEX\_DOC\_QNB

1	05-MAR-15	RAMEX_WOOD	Cairo	1,958.00
Negotiable				
	Heliopolis	Egypt		

9	02-FEB-15	RAMEX_WOOD	Cairo	3,960.00
Negotiable				
	Heliopolis	Egypt		

10	01-APR-15	RAMEX_WOOD	Cairo	4,895.00
Negotiable				
	Heliopolis	Egypt		

11	01-MAY-15 RAMEX_WOOD	Cairo	5,874.00
Negotiable			
	Heliopolis	Egypt	
12	03-MAY-15 RAMEX_WOOD	Cairo	3,960.00
Negotiable			
	Heliopolis	Egypt	

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Payment Document Subtotal:	20,647.00
----------------------------	-----------

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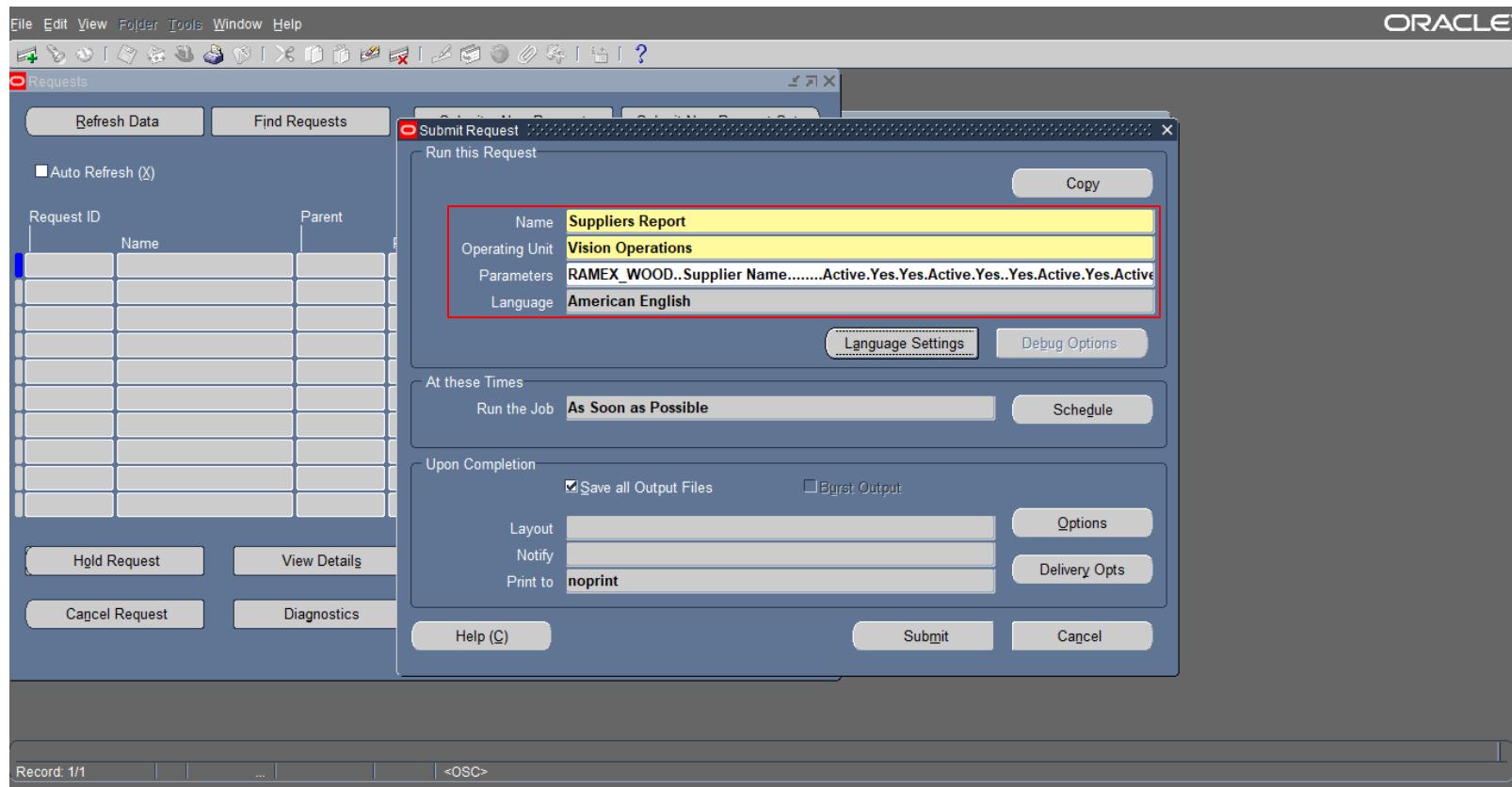
### C) Supplier Balance Report

**Payables Responsibility > View > Requests > Submit New Request**

**Report Name: Suppliers Report**

**Operating Unit :Vision Operations**

**Parameters: RAMEX\_WOOD... Supplier Name.... Active..... Yes.Yes.  
Active.YeS**



Suppliers Report					Page:				
Supplier Name: RAMEX_WOOD		Taxpayer ID: Tax Registration Num: Income Tax Reportable: No State Reportable: No Income Tax Type:			Status: Active Creation Date: 04-APR-25 Created By: OPERATIONS Update Date: 04-APR-25 Updated By: OPERATIONS				
Site Name	Address	Status	Creation Date	Created By	Update Date	Updated By			
ADVANTAGE - US	80 Long Ridge Road Redwood Shores CA 94065 United States Voice : 203 968-3000 Fax :	Active	24-FEB-97	FIN6	07-DEC-07	OPERATIONS			
Site Uses	Payment Terms	Pay Group	Payment Priority	Payment Method	Hold Pay Alone	Hold Unmatched Invoices	Hold Unvalidated Invoices	Invoices from Payment	Tolerance
Pay Purchasing	2/10 Net 45 EDI	99	Electronic	No	No	No	No	No	
Contact Name: Alan D Adams	Position:VP of Sales				Telephone: (203) 968-2002				Status:Active
Contact Name: Alan D Adams	Position:VP of Sales				Telephone: (203) 968-2002				Status:Active
Contact Name: Alan D Adams	Position:VP of Sales				Telephone: (203) 968-2002				Status:Active
Contact Name: Alan D Adams	Position:VP of Sales				Telephone: (203) 968-2002				Status:Active
Contact Name: Alan Adams	Position:VP of Sales				Telephone:				Status:Active
Contact Name: Alan Adams	Position:VP of Sales				Telephone:				Status:Active
Bank Account Name: BofA-EDI-Vision Operations					Number:XXXXXXXXXX-987				
Curr: USD			Primary: 1		Effective Date: 20-MAY-98 -				

- Reconciliation with General Ledger
- Manage Write-offs and Adjustments

\*Payables Responsibility > Invoices > Entry > Invoices\*

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total [ ] Batch Actual Total [ ]

**next\_20**

Line	PO Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	GL Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Withheld Amount	Tax Control
1	Standard	RAMEX_WOOD	222	Cairo	03-03-2015	03-03-2015	12	USD	4,000.00	0.00	40.00	
2	Standard	RAMEX_WOOD	222	Cairo	02-02-2015	02-02-2015	10	USD	4,000.00	0.00	40.00	
3	Standard	RAMEX_WOOD	222	Cairo	01-02-2015	01-02-2015	7	USD	1,500.00	0.00		
4	Standard	RAMEX_WOOD	222	Cairo	01-05-2015	01-05-2015	5	USD	6,000.00	0.00		

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

**Summary**

Items	4,000.00
Retainage	
Prepayments Applied	
Withholding	40.00
Subtotal	3,960.00
Tax	0.00
Freight	
Miscellaneous	
Total	3,960.00

**Amount Paid**

USD	3,960.00
-----	----------

**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

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total [ ] Batch Actual Total [ ]

**next\_20**

Customer Taxpayer ID	Type	PO Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	GL Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Withheld
	Standard		RAMEX_WOOD	222	Cairo	01-05-2015	01-05-2015	5	USD	6,000.00	0.00	

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

**Summary**

Items	6,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	6,000.00
Tax	0.00
Freight	
Miscellaneous	
Total	6,000.00

**Amount Paid**

USD	5,874.00
-----	----------

**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

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables, Vision Operations (USA))

Batch Control Total Batch Actual Total

next\_20

Supplier ID	Type	PO Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	GL Date	Invoice Num	Invoice	Invoice Amount	Tax Amount	Withheld Amount
Standard		RAMEX_WOOD		222	Cairo	02-02-2015	02-02-2015	10	USD	4,000.00	0.00	40.00
Standard		RAMEX_WOOD		222	Cairo	01-02-2015	01-02-2015	7	USD	1,500.00	0.00	
Standard		RAMEX_WOOD		222	Cairo	01-05-2015	01-05-2015	5	USD	6,000.00	0.00	
Credit Memo		RAMEX_WOOD		222	Cairo	01-05-2015	01-05-2015	6	USD	<6,000.00>		

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

Summary

Items	<6,000.00>
Retainage	
Prepayments Applied	
Withholding	
Subtotal	<6,000.00>
Tax	
Freight	
Miscellaneous	
Total	<6,000.00>

Amount Paid

USD	<6,000.00>
-----	------------

Status

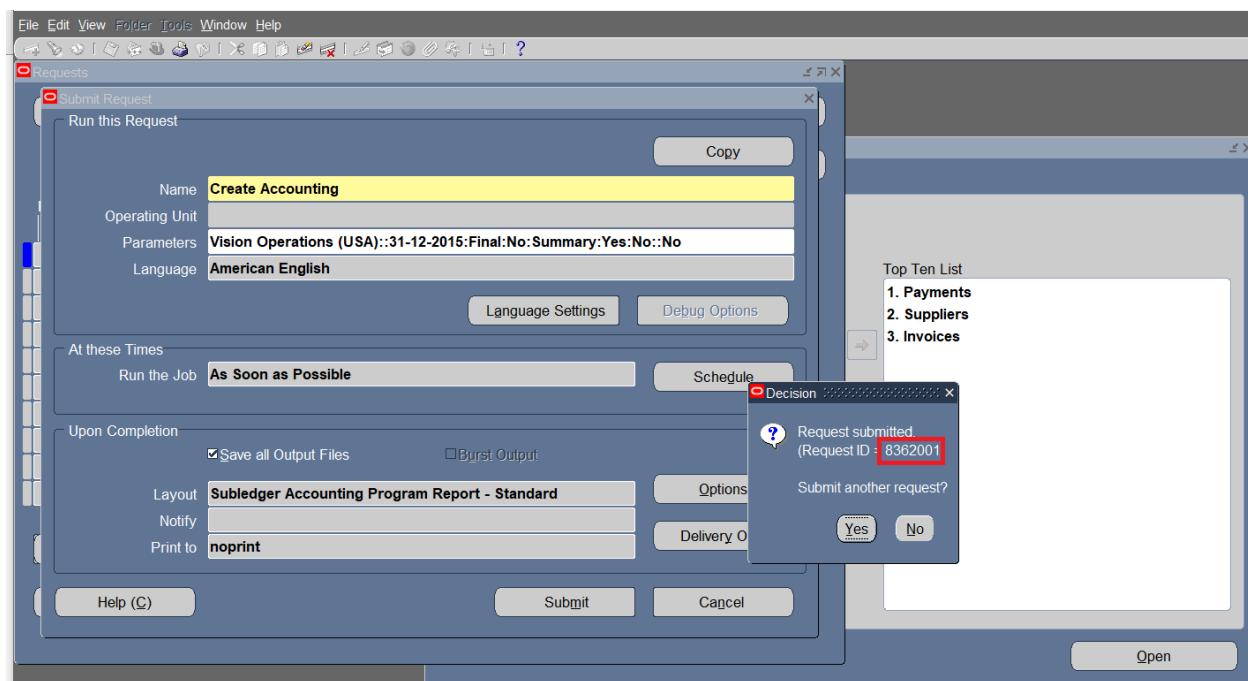
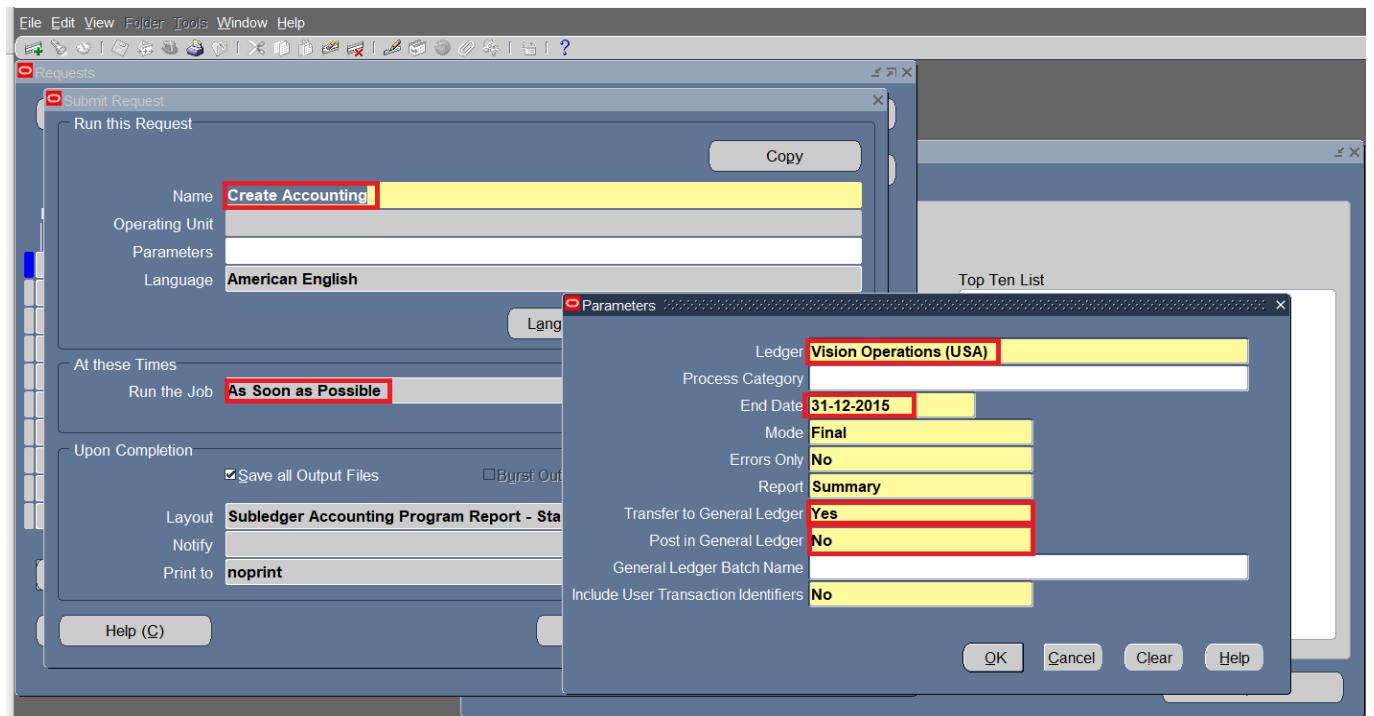
Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

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

- Is there a way to generate account creation process for multiple invoices, rather than handling each one separately.

Payables Responsibility > View > Requests > Submit New Request



Request ID						Parent	Phase	Status	Parameters
	Name								
8362004	DQM Serial Sync Index P		Completed	Normal					
8362003	Accounting Program		Completed	Normal	200, 1, 2015/12/31, F, N, 2031				
8362002	DQM Serial Sync Index P		Completed	Normal					
8362001	Create Accounting		Completed	Normal	200, 200, Y, 1, , 2015/12/31 00:00:00				
8361986	Transfer Journal Entries		Completed	Normal	200, 200, Y, 1, , 2015/12/31 00:00:00				
8361981	Accounting Program		Completed	Normal	200, 1, 2015/01/01, F, N, 2031				
8361980	Create Accounting		Completed	Normal	200, 200, Y, 1, , 2015/01/01 00:00:00				
8361943	Payables Posted Invoice		Completed	Normal	204, 200, 2180, NXT 35 Ledger				
8361936	Accounting Program		Running	Normal	200, 1, 2025/04/30, F, N, 2031				
8361935	Create Accounting		Running	Normal	200, 200, Y, 1, , 2025/04/30 00:00:00				

- To ensure that all invoices are posted to the general ledger.

**General ledger (vision operations) > Journal > Enter**

**Enter Journals (Vision Operations (USA))**

The screenshot shows a software interface titled "Enter Journals (Vision Operations (USA))". The main area is a grid table with columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. A single row is highlighted with red boxes around its values:

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Payables%	May-15%						4000%	

Below the table are several buttons: Review Journal, Review Batch, Post, Reverse Batch, Requery, New Journal, New Batch, Tax Batch, Approve, and AutoCopy... .

**Journals (Vision Operations (USA)) - Payables A 4010437 8334324**

This screenshot shows the detailed view of a specific journal entry. The top section displays journal parameters like Journal, Description, Ledger, Category, Period, Effective Date, Budget, Tax, and Control Total. The bottom section shows the journal lines with their respective debit and credit amounts.

**Journal Parameters:**

- Journal: Mar-15 Purchase Invoices USD
- Description: Journal Import 8334324
- Ledger: Vision Operations
- Category: Purchase Invoices
- Period: Mar-15
- Effective Date: 31-03-2015
- Budget: Not Required
- Tax: Not Required
- Control Total: 4,000.00

**Journal Lines:**

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
1	01-000-2210-0000-000	3,960.00				Journal Import Created
2	01-000-1332-0000-000	40.00				Journal Import Created
3	01-000-7530-0000-000		4,000.00			Journal Import Created
		4,000.00	4,000.00			

**Buttons at the bottom:**

- Post, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts...
- Check Funds, Unreserve Funds, View Results, Change Period..., Change Currency...

File Edit View Folder Tools Window Help

Enter Journals (Vision Operations (USA))

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Payables	Purchase Inv	May-15	Payables A 4010427	May-15 Purchase Inv	USD	6,000.00	6,000.00
Posted	Payables	Purchase Inv	May-15	Payables A 4010428	May-15 Purchase Inv	USD	6,000.00	6,000.00
Posted	Payables	Payments	May-15	Payables A 4018426	May-15 Payments US	USD	6,000.00	6,000.00

Review Journal    Review Batch    Post    Reverse Batch    Requery  
New Journal    New Batch    Tax Batch    Approve    AutoCopy...

File Edit View Folder Tools Window Help

Enter Journals (Vision Operations (USA))

Journals (Vision Operations (USA)) - Payables A 4010428 8334181

Journal	May-15 Purchase Invoices USD	Conversion	Reverse
Description	Journal Import 8334181:	Currency	USD
Ledger	Vision Operations	Date	31-05-2015
Period	May-15	Type	User
Balance Type	Actual	Rate	1
Clearing Company		Tax	Not Required
Journal Type	Standard	Control Total	

Lines    Other Information

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
1	01-000-2210-0000-000	6,000.00				Journal Import Created
2	01-000-7530-0000-000		6,000.00			Journal Import Created
		6,000.00	6,000.00			

Acct Desc    Operations-No Department-Accounts Payable-No Sub Account-No Product

Post    AutoCopy Batch...    Approve    Line Drilldown...    T Accounts...  
Check Funds    Unreserve Funds    View Results    Change Period...    Change Currency...

File Edit View Folder Tools Window Help

Enter Journals (Vision Operations (USA))

Journals (Vision Operations (USA)) - Payables A 4010427 8334166

Journal	May-15 Purchase Invoices USD	Conversion	Reverse
Description	Journal Import 8334166:	Currency	USD
Ledger	Vision Operations	Date	31-05-2015
Period	May-15	Type	User
Balance Type	Actual	Rate	1
Clearing Company		Tax	Not Required
Journal Type	Standard	Control Total	

Lines    Other Information

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
1	01-000-2210-0000-000		6,000.00			Journal Import Created
2	01-000-7530-0000-000	6,000.00				Journal Import Created
		6,000.00	6,000.00			

Acct Desc    Operations-No Department-Accounts Payable-No Sub Account-No Product

Post    AutoCopy Batch...    Approve    Line Drilldown...    T Accounts...  
Check Funds    Unreserve Funds    View Results    Change Period...    Change Currency...

# The END