

ERP- Oracle Apps SCM and Financial

Lesson 00

People matter, results count.



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Document History

| Date | Course Version No. | Software Version No. | Developer / SME | Change Record Remarks |
|-------------|--------------------|----------------------|-----------------|-----------------------|
| 12-Jan-2012 | 1.0 | | Amit Sali | Content Creation |
| 20-Jan-2012 | | | CLS Team | Review |



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Course Goals and Non Goals

- Course Goals
 - Introduction to Function Components in Oracle Apps
- Course Non Goals
 - NA



Pre-requisites

- Basic Knowledge of Oracle Application Structure



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Intended Audience

- Programmers, Analysts and Functional Consultants



Day Wise Schedule

- Day 1
 - Lesson 1: Order to Cash Flow
 - Lesson 2: Payables

- Day2
 - Lesson 3: Receivable
 - Lesson 4: GL



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References

- Student Guide
 - All slides presented during lecture along with explanation
 - Anil Passi web site

- Lab Guide
 - Hands-on lab exercises with sample solutions



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Next Step Courses (if applicable)

- NA



Other Parallel Technology Areas

- NA



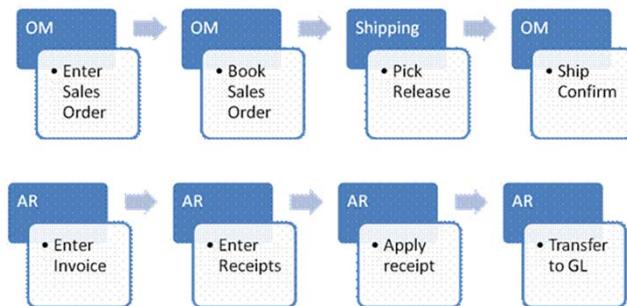
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Oracle Applications

Lesson 01 : Order to Cash
Flow

Lesson Objectives

- Complete Order to Cash cycle including the steps given below :



Lesson Objectives

Complete Order to cash cycle steps including

1. Entering the Sales Order
2. Booking the Sales Order
3. Launch Pick Release
4. Ship Confirm
5. Create Invoice
6. Create the Receipts either manually or using Auto Lockbox (In this article we will concentrate on Manual creation)
7. Transfer to General Ledger
8. Journal Import
9. Posting

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1.0: Steps in Order to Cash Flow

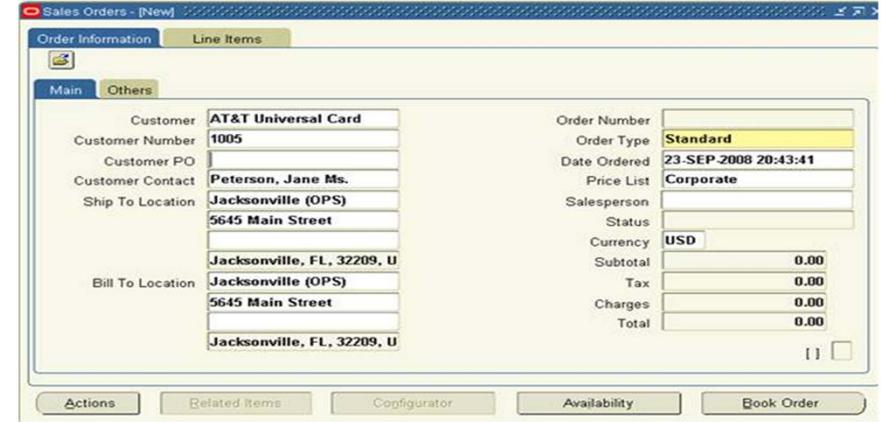
- Enter the Sales Order
- Book the Sales Order
- Launch Pick Release
- Ship Confirm
- Create Invoice
- Create the Receipts (we will concentrate on Manual creation)
- Transfer to General Ledger
- Journal Import
- Posting



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1.1:
Enter the Sales Order:

- Navigation: Order Management Super User Operations (USA)>Orders Returns >Sales Orders



The screenshot shows the Oracle Sales Orders application interface. The title bar says "Sales Orders - [New]". Below it, there are two tabs: "Order Information" (selected) and "Line Items". The "Main" tab is active, displaying customer information and order header details. Customer fields include Customer Number (1005), Customer PO (Peterson, Jane Ms.), Customer Contact (Jacksonville (OPS)), Ship To Location (5645 Main Street), Bill To Location (Jacksonville (OPS)), and another Bill To Location (5645 Main Street). Order header fields include Order Number (Standard), Date Ordered (23-SEP-2008 20:43:41), Price List (Corporate), Salesperson (empty), Status (empty), Currency (USD), Subtotal (0.00), Tax (0.00), Charges (0.00), and Total (0.00). At the bottom are buttons for Actions, Related Items, Configurator, Availability, and Book Order.

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The Order Header serves as the primary parent entity for the Sales Order. This screen is used to enter new order headers – online, and maintain already entered orders. Return orders can also be entered online through this screen. Order Management validates individual fields as they are entered. When the order is booked, Order Management validates to ensure that all required fields have values, that configurations are complete, and so on. After an order has been booked, it becomes eligible for the next step in its workflow.

Many of the Header attributes are available at the Line level as well, so the Header primarily serves to hold all the child entities together and as a defaulting source.

The order header information that should be normally entered while creating an order are :

Order Type

Customer Number (this is the sold-to customer number)

Order Date (defaulted. May be changed)

Price List

Currency

Ship-to location (normally gets defaulted from the sold-to customer)

Bill-to location (normally gets defaulted from the sold-to customer)

All attributes in the order header “Others” tab are optional.

The “Book Order” button on the Order Header Main Tab can be used to book the order. The “Actions” button can be used to view various related information such as Holds, Additional Order Information, Charges etc.

The “Actions” button may be used to view additional header level information, Charges, Holds etc.

The Sales Order lines screen is used to enter several key information pertaining to order line. Key information include Line Item Main Information (such as Item Number, Quantity etc), Pricing Information (such as Price List, Selling Price etc), Shipping Information (such as ship-from warehouse etc), Address Information (including shipping and invoicing details), Return Information, Services Information and miscellaneous Other information.

The “Actions” button on the screen can be used to perform the following –

View Additional Order Line Information

Apply Hold at line level

Cancel the order line

Apply charges at line level

Price Order or line

Release Hold

View adjustments

View Tax details

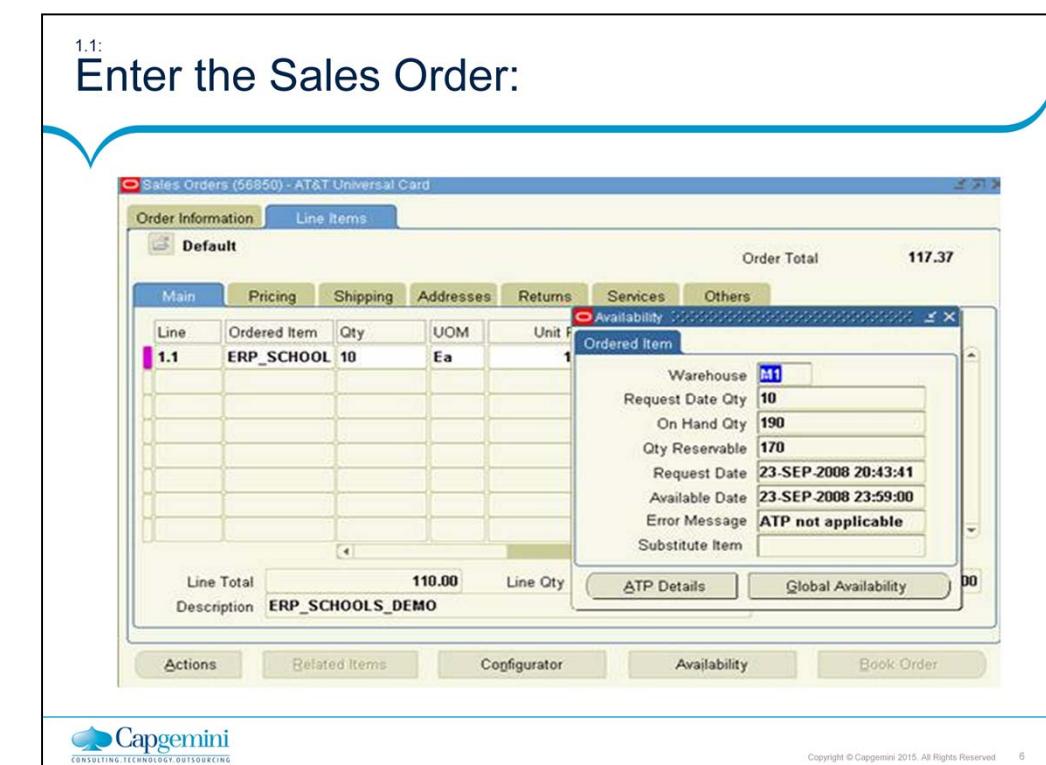
As well as some other functions

Once the header and line information are captured, the information can be saved and the order can be booked using the “Book Order” button.

Line is scheduled automatically when the Line Item is saved

Scheduling / unscheduling can be done manually by selecting Schedule/Unschedule from the Actions Menu.

You can check if the item to be ordered is available in the Inventory by clicking on Availability Button.



Underlying Tables affected:

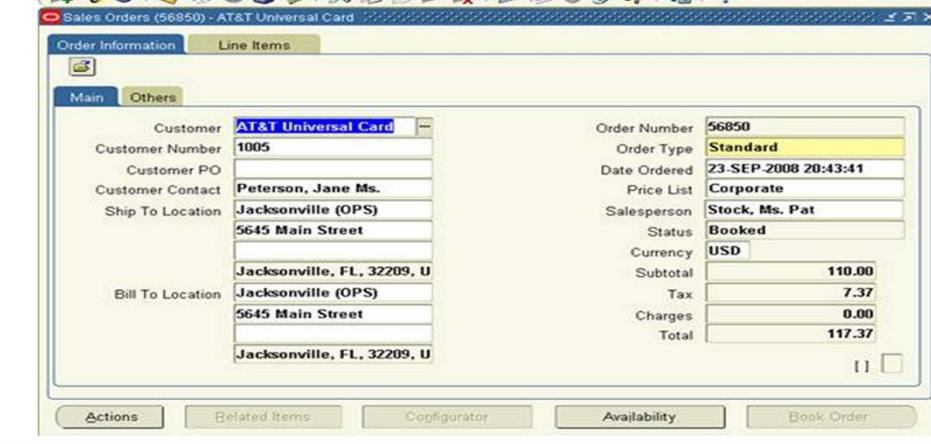
In Oracle, Order information is maintained at the header and line level.

The header information is stored in OE_ORDER_HEADERS_ALL and the line information in OE_ORDER_LINES_ALL when the order is entered. The column called FLOW_STATUS_CODE is available in both the headers and lines tables which tell us the status of the order at each stage.

At this stage, the FLOW_STATUS_CODE in OE_ORDER_HEADERS_ALL is 'Entered'

1.2:
Book the Sales Order:

- Now that the Order is BOOKED, the status on the header is changed accordingly.



The screenshot shows the Oracle Sales Orders application interface. The main window title is "Sales Orders (56850) - AT&T Universal Card". The "Order Information" tab is selected. On the left, there are two tabs: "Main" and "Others". Under "Main", the following details are visible:

| | |
|------------------|----------------------------|
| Customer | AT&T Universal Card |
| Customer Number | 1005 |
| Customer PO | |
| Customer Contact | Peterson, Jane Ms. |
| Ship To Location | Jacksonville (OPS) |
| | 5645 Main Street |
| Bill To Location | Jacksonville, FL, 32209, U |
| | Jacksonville (OPS) |
| | 5645 Main Street |
| | Jacksonville, FL, 32209, U |

On the right, the following details are visible:

| | |
|--------------|----------------------|
| Order Number | 56850 |
| Order Type | Standard |
| Date Ordered | 23-SEP-2008 20:43:41 |
| Price List | Corporate |
| Salesperson | Stock, Ms. Pat |
| Status | Booked |
| Currency | USD |
| Subtotal | 110.00 |
| Tax | 7.37 |
| Charges | 0.00 |
| Total | 117.37 |

At the bottom of the screen, there are several buttons: Actions, Related Items, Configurator, Availability, and Book Order. The Capgemini logo is at the bottom left, and copyright information is at the bottom right.

Underlying tables affected:

At this stage:

The FLOW_STATUS_CODE in the table OE_ORDER_HEADERS_ALL would be 'BOOKED'

The FLOW_STATUS_CODE in OE_ORDER_LINES_ALL will be 'AWAITING_SHIPPING'.

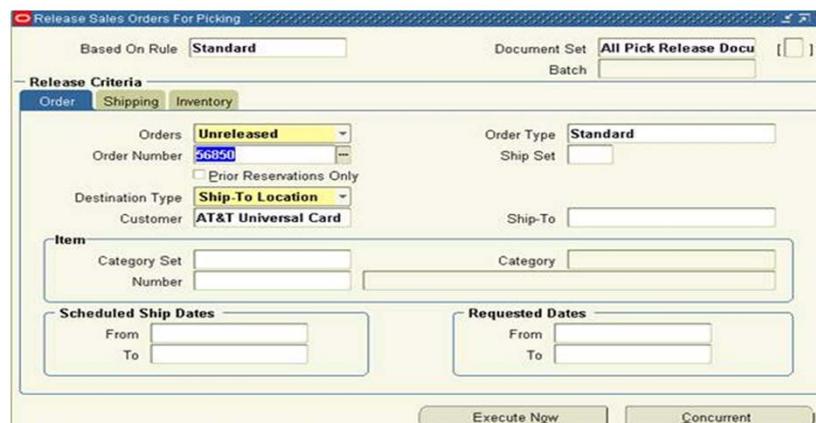
Record(s) will be created in the table WSH_DELIVERY_DETAILS with RELEASED_STATUS='R' (Ready to Release)

Also Record(s) will be inserted into WSH_DELIVERY_ASSIGNMENTS.

At the same time DEMAND INTERFACE PROGRAM runs in the background and inserts into MTL_DEMAND

1.3:
Launch the Peak Release:

- Navigation: Shipping > Release Sales Order > Release Sales Orders. Key in Based on Rule and Order Number.



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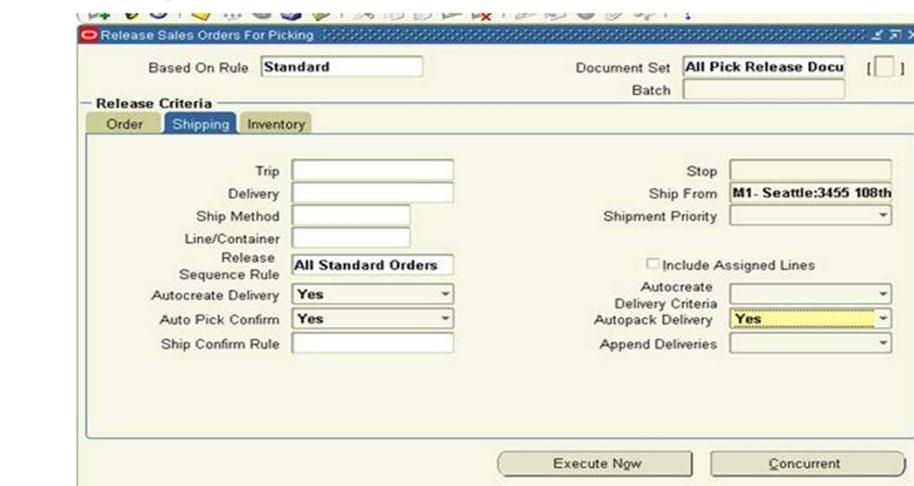
Pick Release can be run using the following methods – online, concurrent, standard report submission and shipping transactions window. The screenshots showed here are for online pick release.

The field “Auto Pick Confirm” is set to Yes and “Autocreate Delivery” is set to Yes. As a result, pick release process will bypass IMDS in this way, and the delivery(if successfully pick released) will be ready for ship confirm

Please note that in order to Pick Release the order to IMDS, the Auto Pick Confirm should be set to “NO”.

1.3:
Launch the Peak Release:

▪ Shipping Tab:



The screenshot shows the 'Release Sales Orders For Picking' window with the 'Shipping' tab selected. The window has several sections: 'Based On Rule' set to 'Standard', 'Document Set' set to 'All Pick Release Docu' with a checked checkbox, and 'Batch' set to 'M1- Seattle:3455 108th'. The 'Release Criteria' section includes fields for 'Trip', 'Delivery', 'Ship Method', 'Line/Container', 'Release Sequence Rule' (set to 'All Standard Orders'), 'Autocreate Delivery' (set to 'Yes'), 'Auto Pick Confirm' (set to 'Yes'), and 'Ship Confirm Rule'. On the right side, there are fields for 'Stop', 'Ship From' (set to 'M1- Seattle:3455 108th'), 'Shipment Priority', a checked checkbox for 'Include Assigned Lines', and dropdowns for 'Autocreate Delivery Criteria' (set to 'Delivery'), 'Autopack Delivery' (set to 'Yes'), and 'Append Deliveries'. At the bottom are 'Execute Now' and 'Concurrent' buttons.

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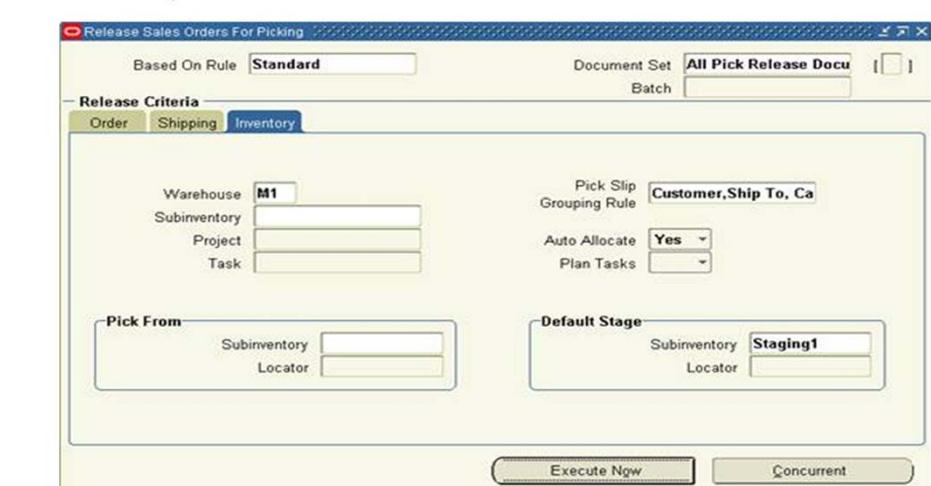
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In the Shipping Tab, key in the below:

Auto Create Delivery: Yes
Auto Pick Confirm: Yes
Auto Pack Delivery: Yes

1.3:
Launch the Peak Release:

- Inventory Tab: Click on Execute Now Button.



The screenshot shows the 'Release Sales Orders For Picking' window. The 'Inventory' tab is active. In the 'Warehouse' field, 'M1' is entered. Under 'Pick Slip Grouping Rule', 'Customer, Ship To, Ca' is selected. The 'Auto Allocate' dropdown is set to 'Yes'. At the bottom, there are two buttons: 'Execute Now' (highlighted in blue) and 'Concurrent'.

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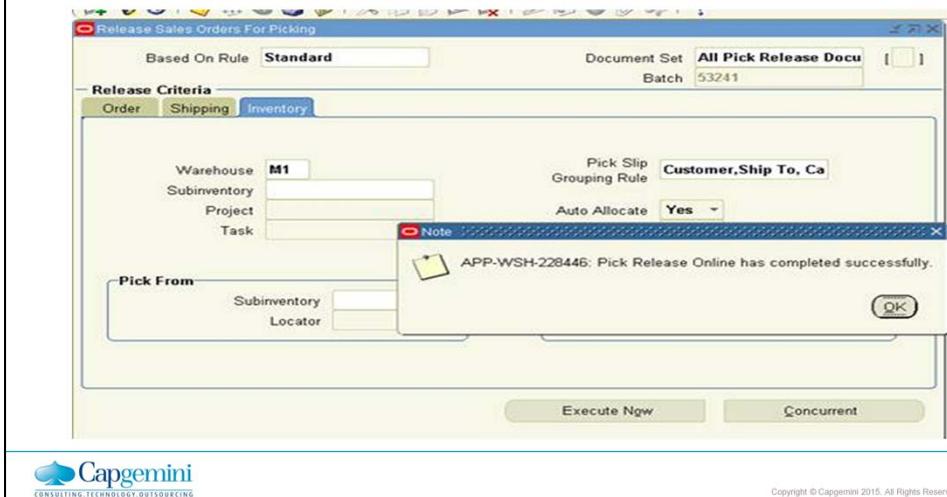
In the Inventory Tab:

Auto Allocate: Yes

Enter the Warehouse

1.3: Launch the Peak Release:

- On successful completion, the below message would pop up as shown below:



Shipping Exception Report and Auto Pack Report

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|-------------------------|--------|-----------|---------|------------------------------|
| 2740490 | Auto Pack Report (Auto) | | Completed | Normal | 53241,,,...,53241,... |
| 2740489 | Shipping Exceptions Rep | | Completed | Warning |,207,,,53241,... |
| 2740488 | Pick Slip Report | | Completed | Normal | ,,1000,56850,56850,53241,... |

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Underlying Tables affected:

If Autocreate Delivery is set to 'Yes' then a new record is created in the table WSH_NEW_DELIVERIES.

DELIVERY_ID is populated in the table WSH_DELIVERY_ASSIGNMENTS.

The RELEASED_STATUS in WSH_DELIVERY_DETAILS would be now set to 'Y' (Pick Confirmed) if Auto Pick Confirm is set to Yes otherwise RELEASED_STATUS is 'S' (Release to Warehouse).

Pick Conform the order

- Navigation: Inventory Super User > Move Order> Transact Move Order
- In the HEADER tab, enter the BATCH NUMBER (from the above step) of the order. Click FIND. Click on VIEW/UPDATE Allocation, then Click TRANSACT button. Then Transact button will be deactivated then just close it and go to next step



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1.4: Ship Confirm the Order

- Navigation: Order Management Super User>Shipping >Transactions

The screenshot shows the Oracle Shipping Transactions application window. The title bar reads "Shipping Transactions". The query is set to "Query <1>" and the context is "Line - 220178". The main area is a grid table with columns: Detail, LPN, Item Name, Delivery, Line Status, Next Step, Exceptions, Order, Requested Qty, and S. The first row shows data for line 220178, item ERP_SCHOOL, delivery 70895, and next step Ship Confirm. The "Exceptions" column contains several checkboxes. At the bottom of the grid are buttons for "Lines/LPNs", "Delivery", "Path by Stop", "Path by Trip", "Auto-pack", "Pick and Ship", "Actions" (with "Unpack" selected), "Gg", and "Detail...". The Capgemini logo is at the bottom left, and copyright information is at the bottom right.

1.4: Ship Confirm the Order

- Click On Delivery Tab

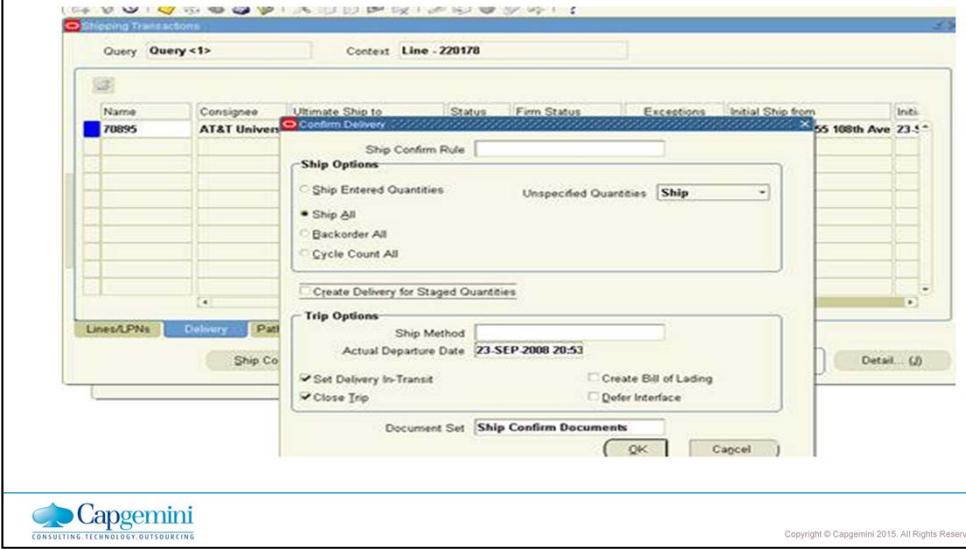
The screenshot shows the Oracle Shipping Transactions application interface. The title bar reads "Shipping Transactions". The query is set to "Query <1>" and the context is "Line - 220178". The main grid displays shipping information for line 70895, consigned to AT&T Universa at 1033 : 5645 Main Street. The status is Open and the firm status is Not Firm. The initial ship from is M1 - Seattle:3455 108th Ave. The delivery tab is currently selected, indicated by a blue border. Other tabs include Lines/LPNs, Path by Stop, and Path by Trip. At the bottom, there are buttons for Ship Confirm, Print Doc Set, Actions (set to Uniform), Go (F5), and Detail... (J).



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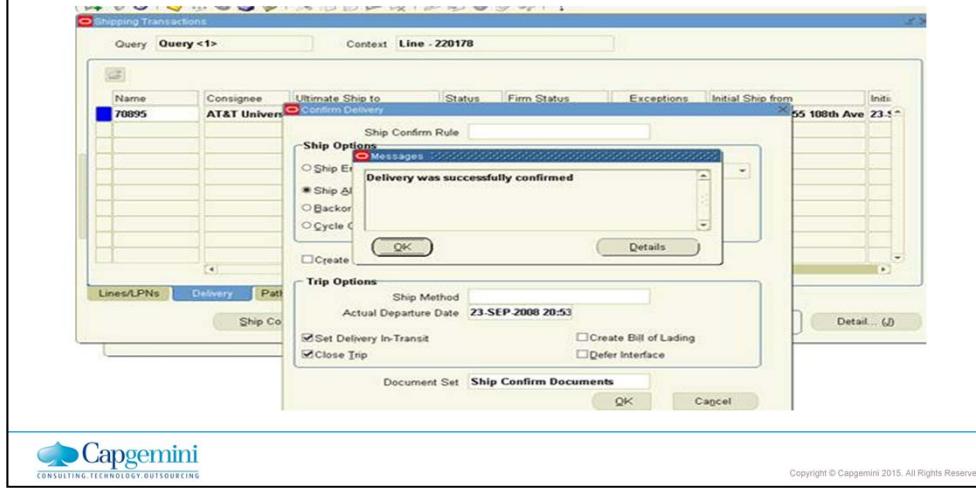
1.4: Ship Confirm the Order

- Click on Ship Confirm



1.4: Ship Confirm the Order

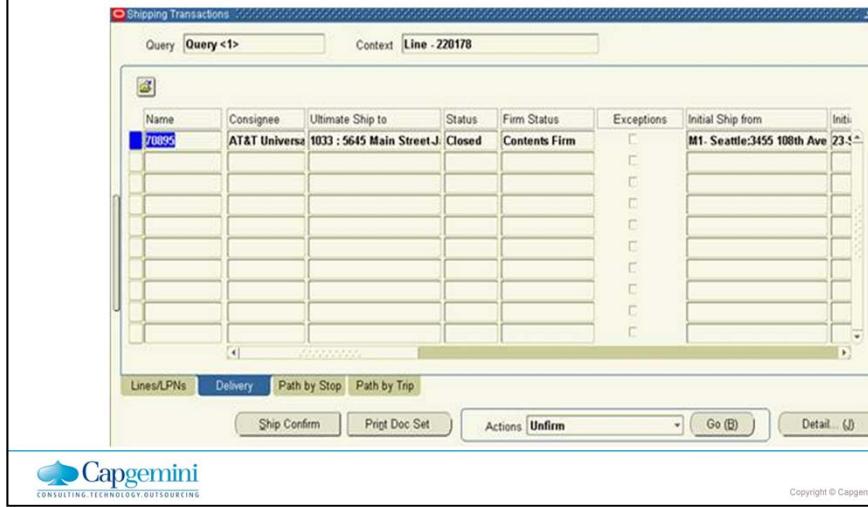
- Status in Shipping Transaction screen will now be closed at this stage.



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1.4: Ship Confirm the Order

- Status in Shipping Transaction screen will now be closed at this stage.



This will kick off concurrent programs like. INTERFACE TRIP Stop, Commercial Invoice, Packing Slip Report, Bill of Lading

Underlying tables affected:

RELEASED_STATUS in WSH_DELIVERY_DETAILS would be 'C' (Ship Confirmed)

FLOW_STATUS_CODE in OE_ORDER_HEADERS_ALL would be "BOOKED"

FLOW_STATUS_CODE in OE_ORDER_LINES_ALL would be "SHIPPED"

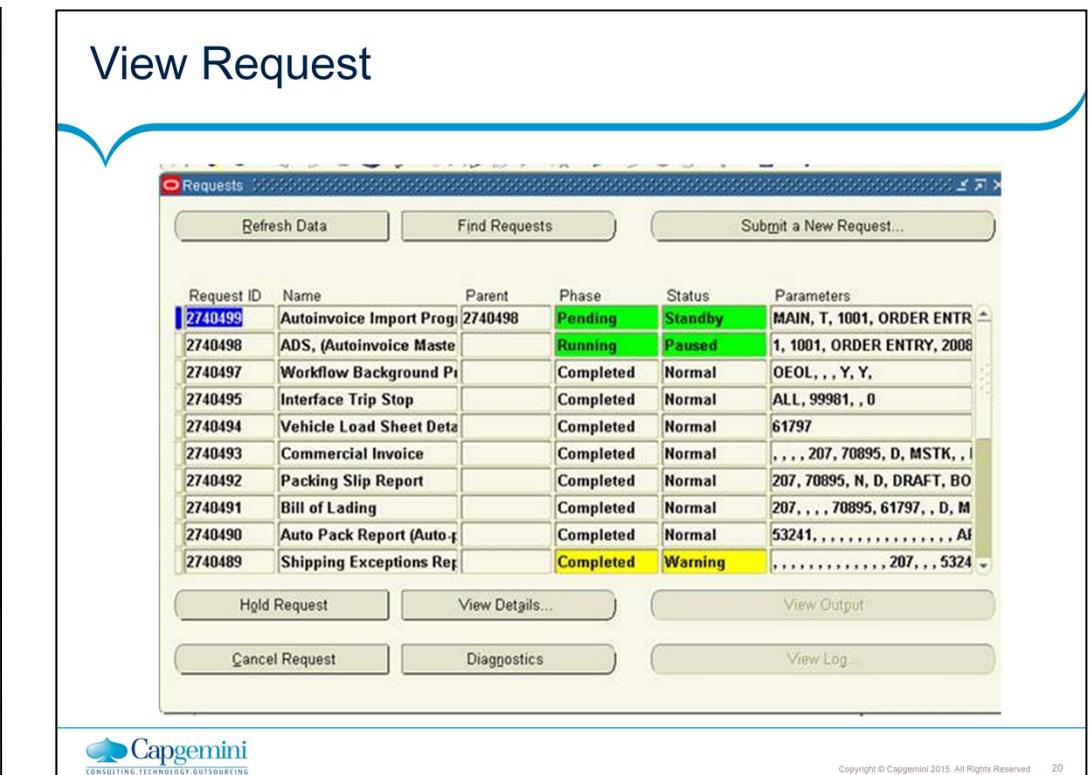
1.5:
Create Invoice

- Run workflow background Process.
- Navigation: Order Management >view >Requests



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Workflow Background Process inserts the records
RA_INTERFACE_LINES_ALL with
INTERFACE_LINE_CONTEXT = 'ORDER ENTRY'
INTERFACE_LINE_ATTRIBUTE1 = Order_number
INTERFACE_LINE_ATTRIBUTE3 = Delivery_id
and spawns Auto invoice Master Program and Auto invoice import program
which creates Invoice for that particular Order



View Invoice

- The Invoice created can be seen using the Receivables responsibility
- Navigation: Receivables Super User> Transactions> Transactions
- Query with the Order Number as Reference.



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Workflow Background Process inserts the records
RA_INTERFACE_LINES_ALL with
INTERFACE_LINE_CONTEXT = 'ORDER ENTRY'
INTERFACE_LINE_ATTRIBUTE1 = Order_number
INTERFACE_LINE_ATTRIBUTE3 = Delivery_id
and spawns Auto invoice Master Program and Auto invoice import program
which creates Invoice for that particular Order

View Invoice

The screenshot shows the Oracle Applications Order Entry screen for viewing an invoice. The transaction details are as follows:

- Source:** ORDER ENTRY
- Number:** 10020781
- Date:** 23-SEP-2008
- GL Date:** 23-SEP-2008
- Currency:** USD
- Document Number:** (empty)
- Transaction:** (empty) Complete
- Balance Due:**

| | |
|---------|--------|
| Line | 110.00 |
| Tax | 7.37 |
| Freight | 0.00 |
| Charges | 0.00 |
| Total | 117.37 |

The main tab is set to "Main". Other tabs include "More", "Notes", "Commitments", and "Reference Information". Under "Reference Information", there are sections for "Ship To", "Bill To", "Sold To", and "Paying Customer".

Ship To:

- Name: AT&T Universal Card
- Number: 1005
- Location: Jacksonville (OPS)
- Address: 5645 Main Street
- Contact: Peterson, Jane

Bill To:

- AT&T Universal Card
- 1005
- Jacksonville (OPS)
- 5645 Main Street
- Jacksonville, FL 32209 United States
- Peterson, Jane

Sold To:

- Name: AT&T Universal Card
- Number: 1005

Paying Customer:

- Name: AT&T Universal Card
- Number: 1005
- Location: Jacksonville (OPS)

Commitment: (empty)

Salesperson: Stock, Ms. Pat

Invoicing Rule: (empty)

Payment Term: 30 Net

Due Date: 23-OCT-2008

Buttons at the bottom include: Line Items, Tax, Freight, Distributions, Sales Credits, and Incomplete.

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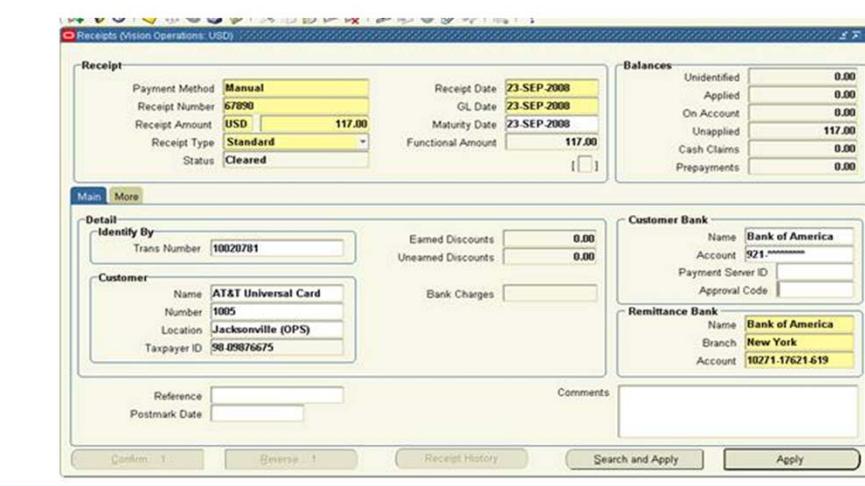
Underlying tables:

RA_CUSTOMER_TRX_ALL will have the Invoice header information. The column INTERFACE_HEADER_ATTRIBUTE1 will have the Order Number.

RA_CUSTOMER_TRX_LINES_ALL will have the Invoice lines information. The column INTERFACE_LINE_ATTRIBUTE1 will have the Order Number.

1.6:
Create Receipt

▪ Navigation: Receivables> Receipts> Receipts



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Click on Apply Button to apply it to the Invoice

Apply Receipt to Invoice

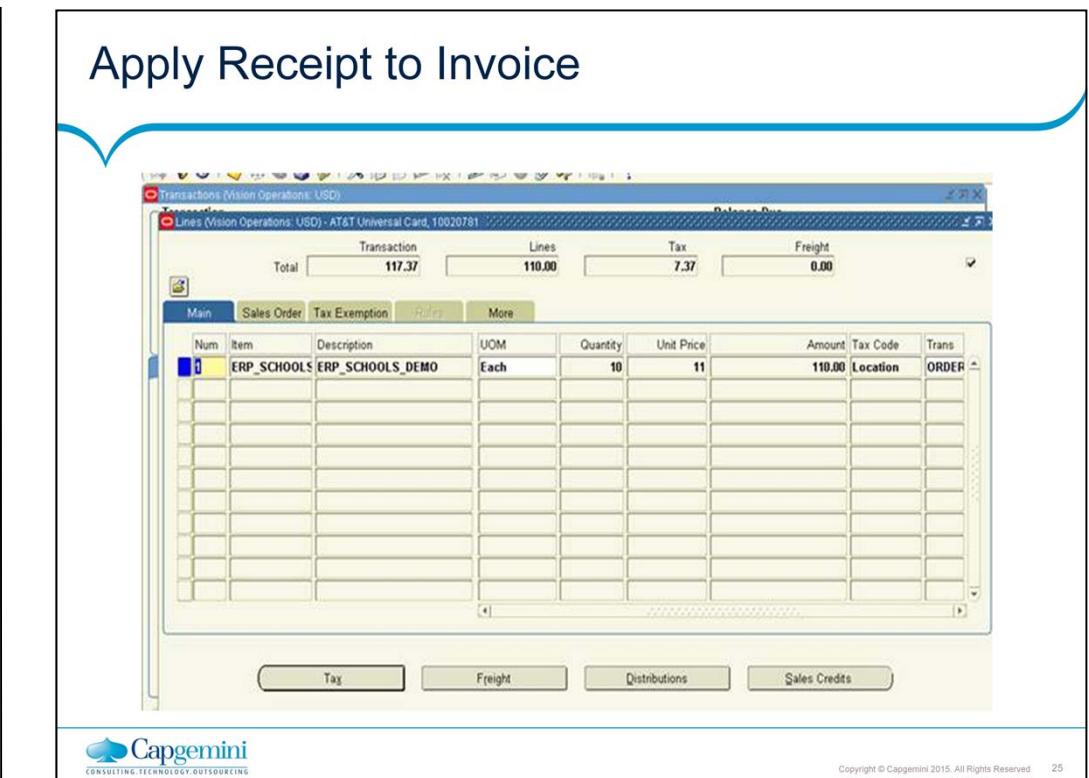
▪ Applying the Receipt to Invoice:

Receipts (Vision Operations: USD)
Applications (Vision Operations) - 67890

| Customer Name | AT&T Universal Card | Unapplied | 0.00 | | | | | | | | |
|-------------------------------------|---------------------|-------------|-------------|-------------|----------------|----------|-------------|-------|----------|-------------|-----|
| Customer Number | 1005 | On Account | 0.00 | | | | | | | | |
| Location | Jacksonville (OPS) | Cash Claims | 0.00 | | | | | | | | |
| Receipt Amount | USD 117.00 | Prepayments | 0.00 | | | | | | | | |
| Exchange GainLoss | | | | | | | | | | | |
| Applications | | | | | | | | | | | |
| Apply | Saved | Apply To | Installment | Apply Date | Amount Applied | Discount | Balance Due | Trans | Customer | GL Date | Rev |
| <input checked="" type="checkbox"/> | | 10020761 | 1 | 23-SEP-2008 | 117.00 | 0.00 | 0.37 | USD | 1005 | 23-SEP-2008 | |
| Chargebacks | | | | | | | | | | | |
| Adjustments | | | | | | | | | | | |

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Underlying tables:

AR_CASH_RECEIPTS_ALL

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1.7: Transfer to General Ledger

- To transfer the Receivables accounting information to general ledger, run General Ledger Transfer Program.
- Navigation: Receivables> View Requests
- Parameters:
- Give in the Start date and Post through date to specify the date range of the transactions to be transferred.
- Specify the GL Posted Date, defaults to SYSDATE.



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1.7:

Transfer to General Ledger

- Post in summary: This controls how Receivables creates journal entries for your transactions in the interface table. If you select 'No', then the General Ledger Interface program creates at least one journal entry in the interface table for each transaction in your posting submission. If you select 'Yes', then the program creates one journal entry for each general ledger account.

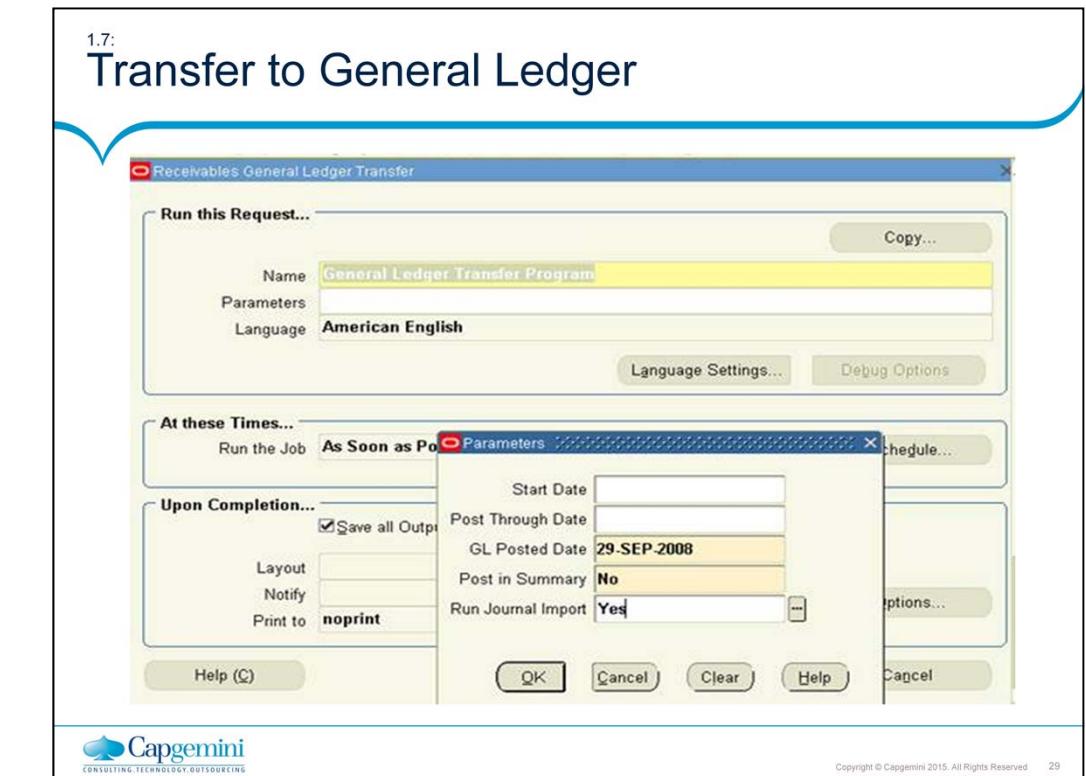
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1.7: Transfer to General Ledger

- If the Parameter Run Journal Import is set to 'Yes', the journal import program is kicked off automatically which transfers journal entries from the interface table to General Ledger, otherwise follow the topic Journal Import to import the journals to General Ledger manually.



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Underlying tables:

This transfers data about your adjustments, [chargeback](#), credit memos, commitments, debit memos, invoices, and receipts to the **GL_INTERFACE** table.

1.8: Journal Import

- To transfer the data from General Ledger Interface table to General Ledger, run the Journal Import program from Oracle General Ledger.
- Navigation: General Ledger > Journal> Import> Run
- Parameters:
- Select the appropriate Source.



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1.8: Journal Import

- Enter one of the following Selection Criteria:
- No Group ID: To import all data for that source that has no group ID. Use this option if you specified a NULL group ID for this source.
- All Group IDs: To import all data for that source that has a group ID. Use this option to import multiple journal batches for the same source with varying group IDs.



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1.8: Journal Import

- Specific Group ID: To import data for a specific source/group ID combination. Choose a specific group ID from the List of Values for the Specific Value field.
- If you do not specify a Group ID, General Ledger imports all data from the specified journal entry source, where the Group_ID is null.



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1.8: Journal Import

- Define the Journal Import Run Options (optional)
- Choose Post Errors to Suspense if you have suspense posting enabled for your set of books to post the difference resulting from any unbalanced journals to your suspense account..



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1.8: Journal Import

- Choose Create Summary Journals to have journal import create the following:
 - one journal line for all transactions that share the same account, period, and currency and that has a debit balance
 - one journal line for all transactions that share the same account, period, and currency and that has a credit balance.



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1.8: Journal Import

- Enter a Date Range to have General Ledger import only journals with accounting dates in that range. If you do not specify a date range, General Ledger imports all journals data.
- Choose whether to Import Descriptive Flexfields, and whether to import them with validation.



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1.8:
Journal Import

▪ Click on Import button



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Underlying tables:

GL_JE_BATCHES, GL_JE_HEADERS, GL_JE_LINES

Find Journal

- We have to Post journal batches that we have imported previously to update the account balances in General Ledger.
- Navigation: General Ledger> Journals > Enter
- Query for the un-posted journals for a specific period.



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Find Journal

▪ Query for the un-posted journals for a specific period.

Find Journals

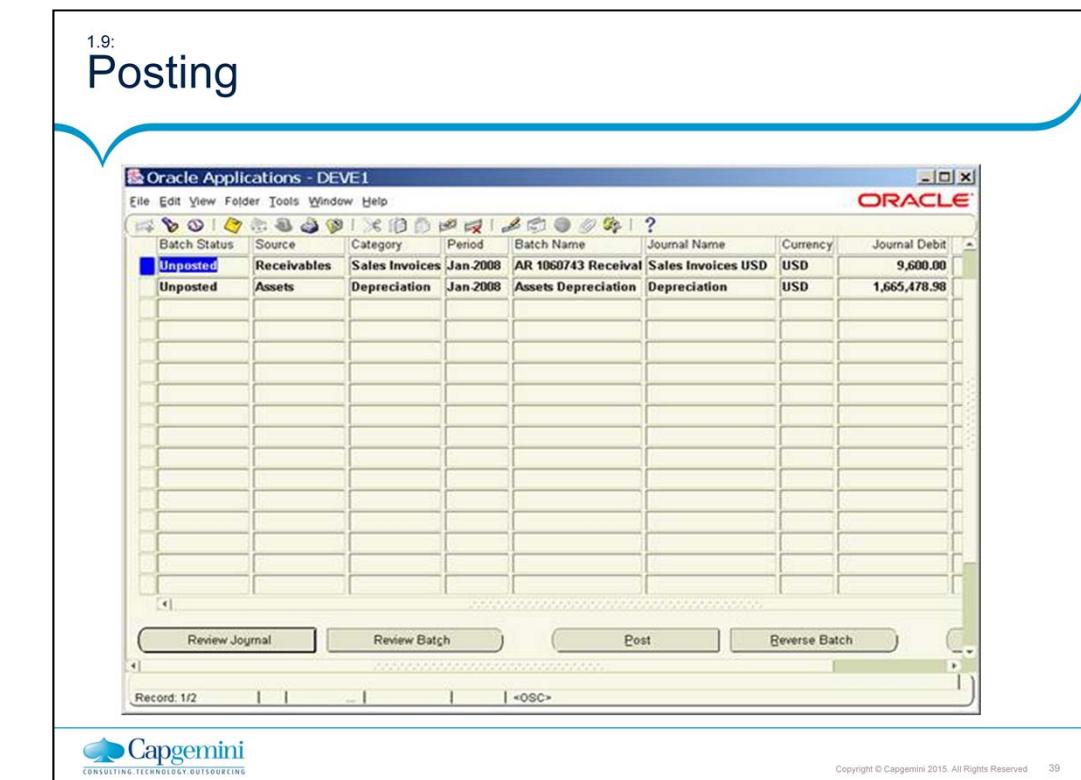
| | |
|----------------------|--|
| Batch | <input type="text"/> |
| Journal | <input type="text"/> |
| Source | <input type="text"/> |
| Category | <input type="text"/> |
| Period | <input type="text" value="Jan-2008"/> |
| Currency | <input type="text"/> |
| Status | Posting <input type="text" value="Unposted"/> |
| Funds | <input type="text"/> |
| Control Total | |
| Batch | <input type="text"/> |
| Journal | <input type="text"/> |

More

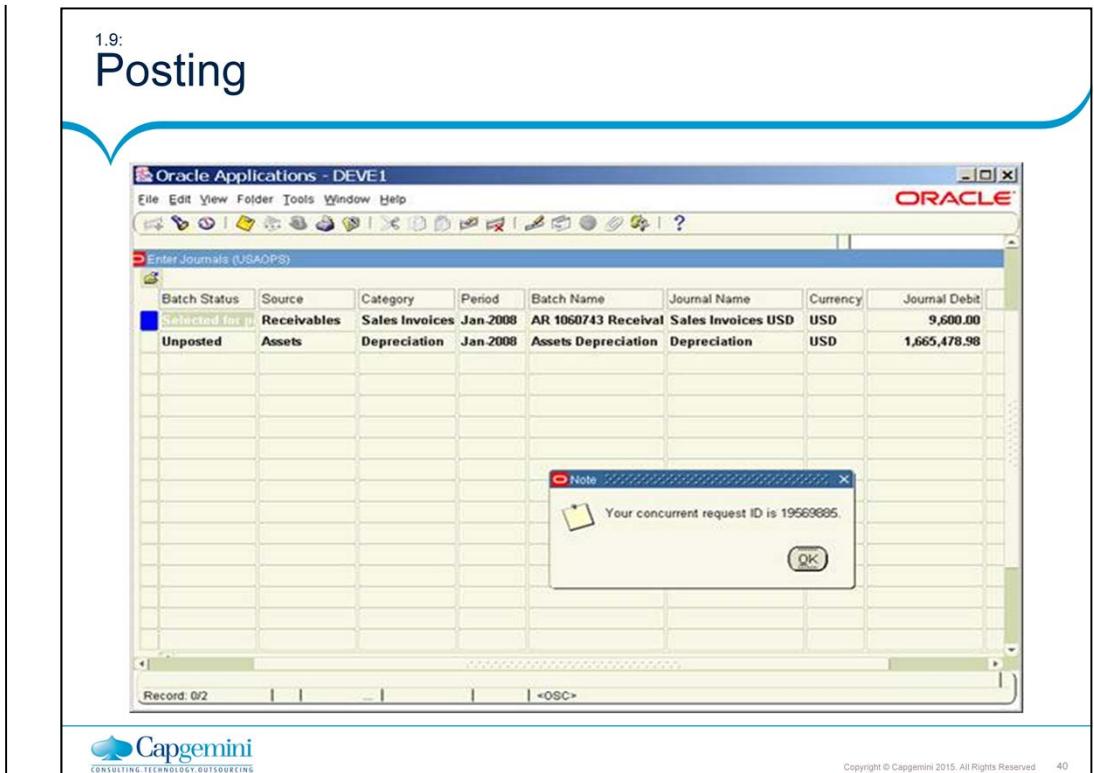
Clear **New Batch** **New Journal** **Find**

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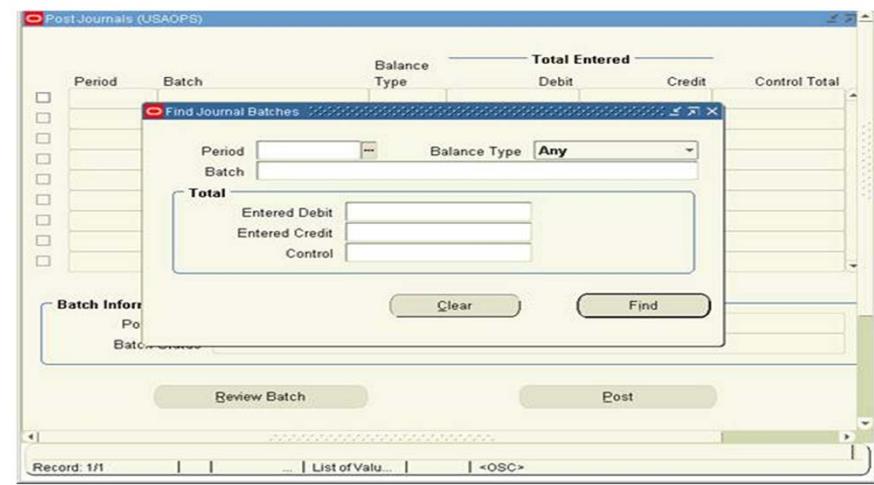


From the list of un posted journals displayed, select one journal at a time and click on Post button to post the journal.



1.9:
Posting

- Navigation: General Ledger> Journals> Post.



PostJournals (USAOPS)

| Period | Batch | Balance Type | Debit | Credit | Total Entered |
|--------|-------|--------------|-------|--------|---------------|
| | | | | | Control Total |

Find Journal Batches

Period: _____ Balance Type: Any
Batch: _____

Total

Entered Debit: _____
Entered Credit: _____
Control: _____

Clear Find

Batch Information

Review Batch Post

Record: 1/1 | ... | List of Value... | <OSC>

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If you know the batch name to be posted you can directly post using the Post window

Underlying tables:
GL_BALANCES.

Payables Overview

Lesson 02: Financial
Applications Overview

Objectives

- After completing this module, you should be able to do the following:
 - Enter invoices
 - Understand the expense report process
 - Create payments
 - Describe how accounting flows to the General Ledger



Agenda

- Invoices
- Expense Reports
- Invoice Payments
- Payables Transfer to GL
- Daily Business Intelligence
- Oracle iSupplier Portal Invoices
- Integration



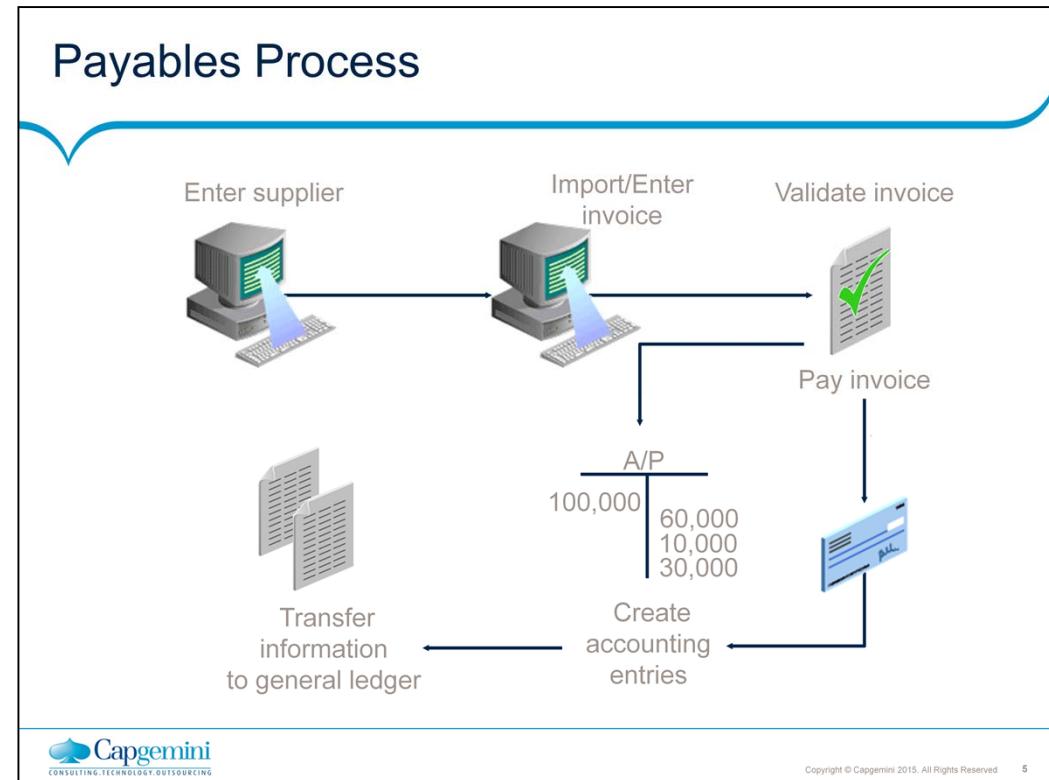
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Agenda

- Invoices
- Expense Reports
- Invoice Payments
- Payables Transfer to GL
- Daily Business Intelligence
- Oracle iSupplier Portal Invoices
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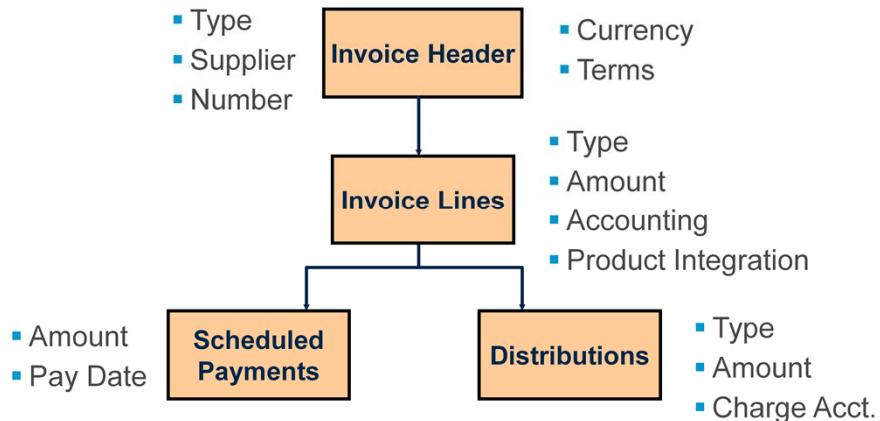
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Payables Process

Note that the Payables product fits within the procure to pay process flow, including entering suppliers.

Invoice Structure


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Invoice Structure

Invoice Header

The invoice header defines the common information about the invoice: invoice number and date, supplier information, remittance information, and payment terms. Information specified at the invoice header level defaults down to the line level. You can override the header level information for individual lines, as required.

Invoice Lines

The invoice lines define the details of the goods and services as well as the tax, freight, and miscellaneous charges invoiced by the supplier. There can be multiple invoice lines for each invoice header. The Lines tab of the Invoice Workbench captures all of the details for the invoice line necessary for accounting, as well as for cross-product integration with other Oracle E-Business Suite applications, such as Assets, Grants Accounting, Inventory, Projects, Purchasing, Property Manager, and Receivables.

For each invoice, you can manually enter invoice lines, or you can automatically generate lines by matching the invoice to a purchase order shipment, pay item, or receipt.

Scheduled Payments

Invoice payment details including scheduled payment date, amount and priority.

Scheduled payments are created based on payment terms when the invoice header is saved. An invoice header can have one or more scheduled payments.

Note: Scheduled payments are not directly related to specific invoice distributions and invoice distributions are not directly related to specific schedule payments.

Distributions

Distribution details include invoice accounting details, the GL date, charge accounts, and project information. An invoice line can have one or more invoice distributions.

Types of Invoices

- Mixed
- Prepayment
- Expense Report
- Withholding Tax
- Interest
- PO Price Adjustment

- QuickMatch
- PO Default
- Debit Memo
- Credit Memo
- Standard



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Types of Invoices**Mixed**

An invoice type you enter for matching to both purchase orders and invoices. You can enter either a positive or a negative amount for a Mixed invoice type.

Prepayment

A type of invoice you enter to pay an advance payment for expenses to a supplier or employee.

Expense Report

An invoice representing an amount due to an employee for business-related expenses.

Withholding Tax

An invoice you enter to remit taxes withheld to the appropriate tax authority.

Interest

For interest invoices, payables will automatically calculate interest for overdue invoices and create interest invoices for selected suppliers.

PO Price Adjustment

This invoice is for the difference in price between the original invoice and the new purchase order price.

QuickMatch

An invoice type you enter for matching to a purchase order. You enter a purchase order number, and Payables automatically copies supplier information and matches to every open shipment on the purchase order. The invoice type changes to Standard after the match.

PO Default

An invoice type you enter for matching to a purchase order. You enter a purchase order number, and Payables automatically copies supplier information from the purchase order. The invoice type changes to Standard after the match.

Debit Memo

An invoice you enter to record a credit for a supplier who does not send you a credit memo.

Credit Memo

A memo from a supplier representing a credit amount toward goods or services.

Standard

An invoice from a supplier representing an amount due for goods or services purchased. Standard invoices can be either matched to a purchase order or not matched.

Distribution Types

- Item
- Tax
- Freight
- Miscellaneous
- Withholding
- Prepayment
- Amount



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Distribution Types

Each invoice distribution has one and only one distribution type.

Item

Records the amount a supplier charges for goods or services purchased.

Tax

Records the sales or other tax amount due on goods or services purchased.

Freight

Records the amount a supplier charges for shipping and handling.

Miscellaneous

Records the amount for miscellaneous expenses on an invoice.

Withholding

Records the amount of taxes withheld from an invoice.

Prepayment

Records the amount of a prepayment applied to an invoice.

Amount

The amount of the distribution.

Invoice Lines

- **Invoice Lines:**

- Represent goods or services as lines with distributions tied to each line
- Facilitates the capture and transfer of pertinent information from Oracle Projects and Oracle Assets
- Enables line level approval and matching between an invoice line and a purchase order shipment pay item



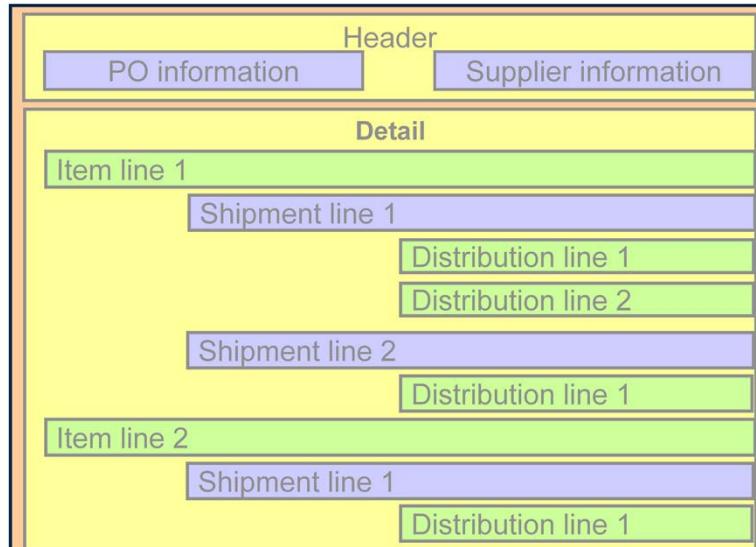
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Invoice Lines

Oracle Payables incorporates Invoice Lines into the invoice model. Adding Invoice Lines enables Oracle Payables to model the paper or electronic business document yet maintain key features that exist at the invoice distributions level.

Invoice Lines support the representation of the goods or services as well as tax, freight, and other charges as lines with distributions tied to each line. Additional fields record attributes such as serial numbers and item descriptions. This feature offers the ability for line level approval and matching between an invoice line and a purchase order shipment pay item, or receipt. Furthermore, it facilitates the capture and transfer of additional, pertinent information to and from Oracle Projects and Oracle Assets.

Matching to a Purchase Order

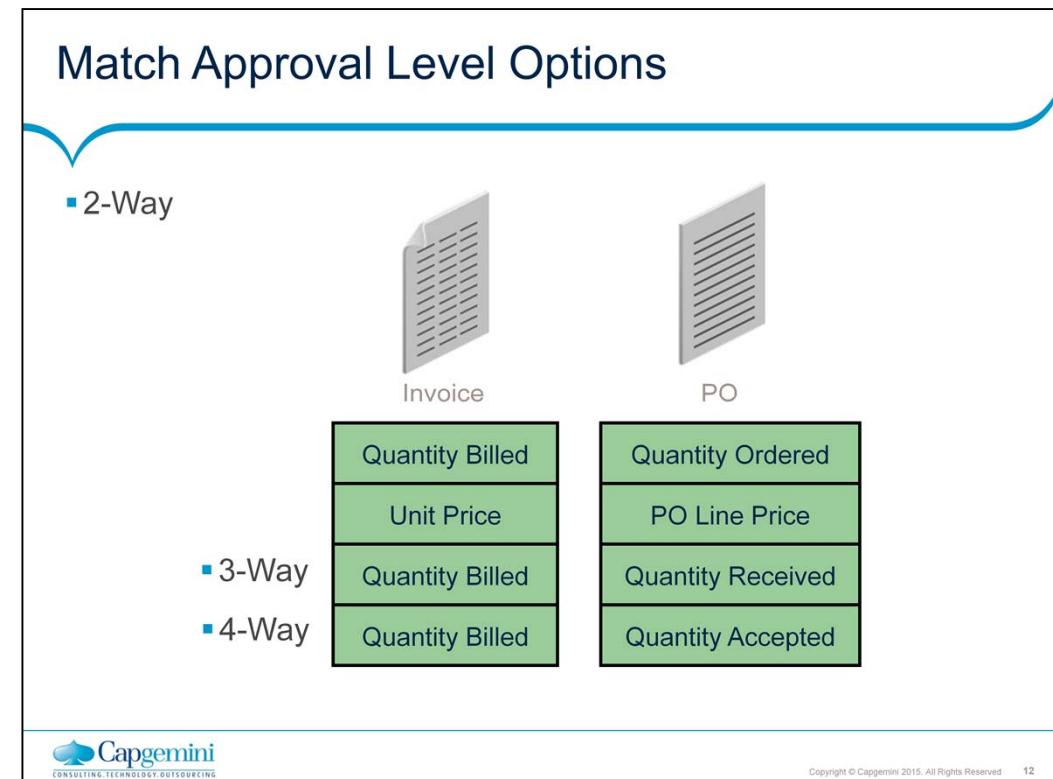


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Matching to a Purchase Order

Match your billed (invoice) items to the original purchase orders, purchase order distributions, or receipts so that you pay only for the goods or services you ordered. If you are billed for an item in excess of the amount and quantity tolerances you define in the Invoice Tolerances window, the Payables Validation process will apply a hold to the invoice. Invoice holds prevent payment.

You can match a single invoice to multiple purchase order shipments and distributions, or you can match multiple invoices to a single purchase order shipment or distribution provided the supplier is the same on all purchase orders. When you match an invoice to a purchase order or receipt, Payables creates invoice distributions using the purchase order distribution accounting information. You cannot delete invoice distributions that were created through matching. If you match an invoice to the wrong purchase order, either reverse the individual distributions and then rematch to the correct purchase order, or cancel the invoice.



Match Approval Level Options

The match approval level defaults to purchase order shipment lines when the purchase order is entered. You can override the default on the purchase order shipment. If you find that you are frequently overriding this value, change the default at the supplier site level. When quantities and prices exceed specific tolerances you define, the Payables Validation process will place a matching hold on the invoice. You can configure matching holds so manual override is not possible in the Invoice Holds and Release Names window.

2-Way (Invoice to Purchase Order)

- Quantity billed vs. quantity ordered on shipment line
- Invoice unit price vs. purchase order line unit price

3-Way (Invoice to Purchase Order and Receipt)

- 2-Way match criteria AND
- Quantity billed vs. quantity received

4-Way (Invoice to Purchase Order and Receipt and Inspection)

- 3-Way match criteria AND
- Quantity billed vs. quantity accepted

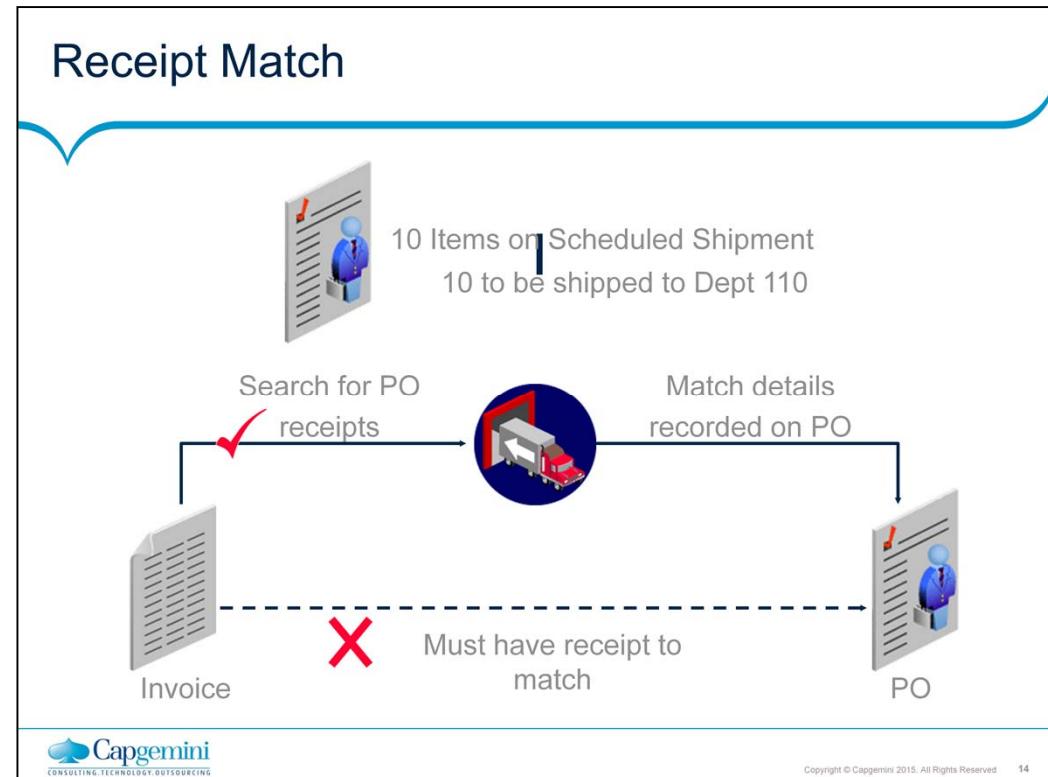
Note that $\text{Quantity accepted} = (\text{Quantity received} - \text{quantity rejected})$.

Purchase Order Shipment Match



Purchase Order Shipment Match

Based on the quantity invoiced, Payables prorates the match amount across all non-fully billed purchase order distributions associated with the purchase order shipments you match to. When the invoice is matched to the shipment, all 6 items will be charged to department 110.



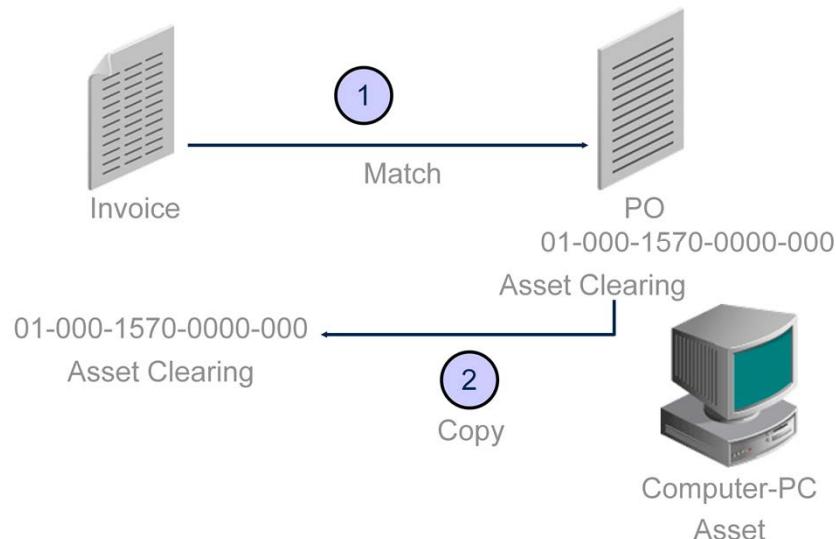
Receipt Match

When the invoice match option is set to Receipt for the purchase order shipment you will not be able to match unless a receipt has been processed. The Invoice Match Option defaults in the following manner: Financials options > Supplier > Supplier Site > Purchase Order Shipment. The value on the purchase order shipment controls what you match to. The value can be set to either Purchase Order or Receipt.

- Purchase Order - Match invoices to purchase orders.
- Receipt - Match invoices to purchase order receipts. Keep in mind that in order to match to a purchase order with a match approval level of receipt, the receipt must be processed before you attempt to match the invoice. The same information that is maintained on the purchase order when you use the invoice match option of Purchase Order is maintained on the purchase order when you use a invoice match option of Receipt.

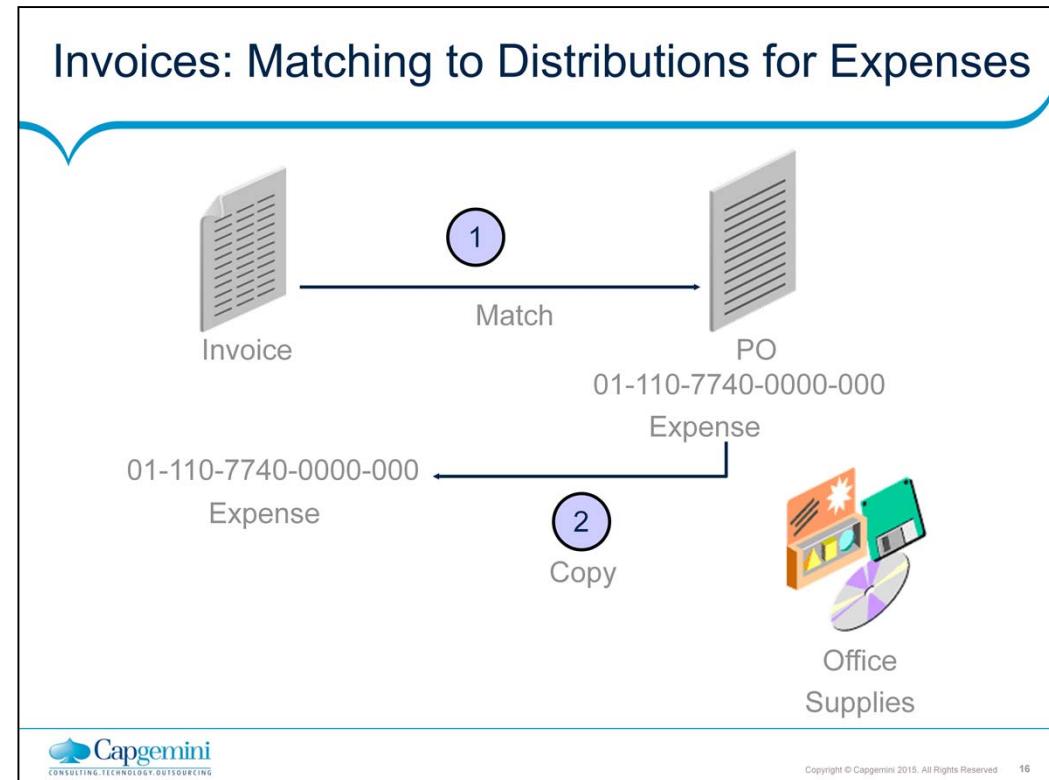
Match receipts to pay only for goods you receive. Exchange rate variance is likely to be smaller because the time between the receipt and invoice is less than the time between the purchase order and invoice. When you allocate freight, tax or miscellaneous charges to an invoice distribution line matched to a receipt, the acquisition cost of the material will be more accurately reflected if you are using periodic costing.

Matching to Distributions for Assets


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Matching to Distributions for Assets

The charge account on the purchase order for an item that will be capitalized and depreciated is a balance sheet account and will be a clearing account associated with an asset category (like COMPUTER-PC) in Assets. After matching, the asset clearing account will be on the distribution for the invoice. When the asset is prepared and posted to Assets, the clearing account is cleared and the asset cost account associated with the asset category is charged for the cost of the asset. Payables transfers the asset clearing account to the general ledger and Assets transfers the clearing account clearing entry and the asset cost entry.

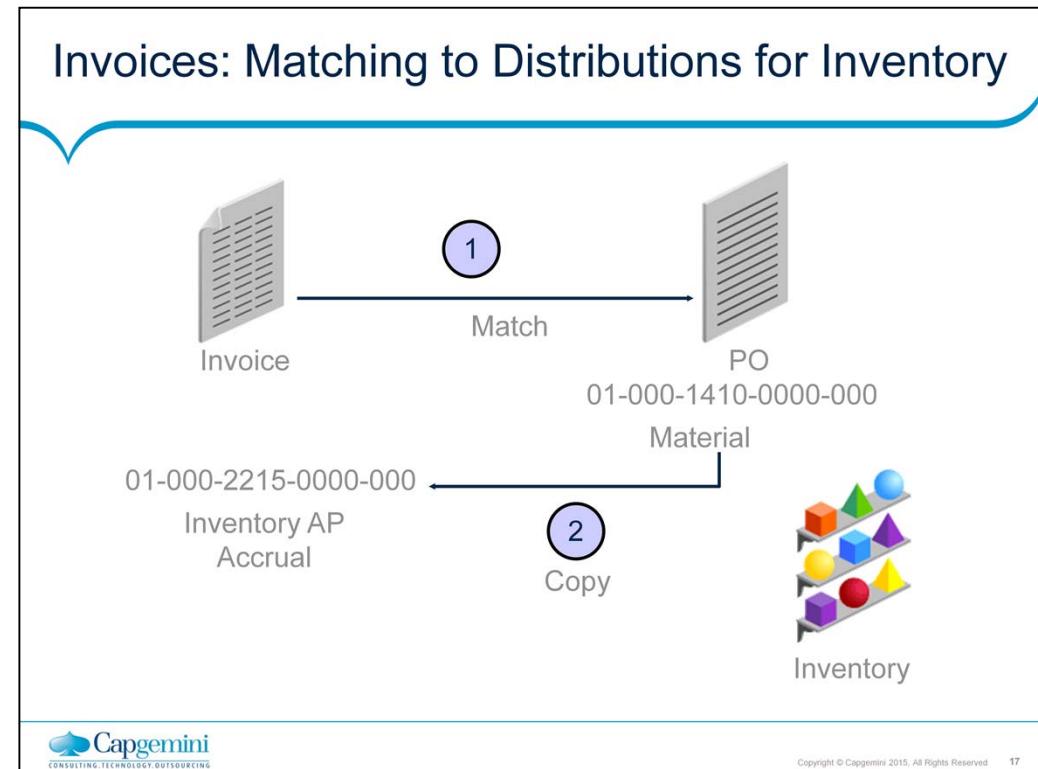


Invoices: Matching to Distributions for Expenses

The charge account on the purchase order for an item that will be expensed, such as office supplies, is an income statement account.

After matching, the expense account is transferred to the invoice distribution if you are accruing at period end.

When accounting is transferred to the general ledger, the amount charged to the expense account can be reported on the income statement.



Invoices: Matching to Distributions for Inventory

The purchase order charge account for an item that will be capitalized as inventory is a balance sheet account and will be a material clearing account associated with an inventory organization in Inventory. After matching, the Inventory AP Accrual account will be on the distribution for the invoice. When the receipt is processed, the AP Accrual account, uninvited receipts account, is credited. When booking the invoice and matching, the receipt is now invoiced and the balance in the AP Accrual account must be cleared. At receipt, Purchasing transfers or credit the accrual to the AP Accrual account. After matching, Payables transfers the clearing entry to the AP Accrual Account as part of the Payables Transfer to GL process.

Amount-based Matching

You can match invoices to purchase orders based on an amount only. The purchase order (PO) determines whether the invoices matching for the PO should be based on quantity or amount, instead of users matching invoices to purchase orders based always on quantity and price. The self-service invoice entry capability in Oracle iSupplier Portal has also been enhanced to support this new feature.

The purchase order (PO) determines whether the invoices matching for the PO should be based on quantity or amount, instead of users matching invoices to purchase orders based always on quantity and price. The self-service invoice entry capability in Oracle iSupplier Portal has also been enhanced to support this new feature.

Invoice Approval Workflow Resubmission

- Invoice Approval Workflow automatically resubmits invoices to the workflow process when the invoice amount is changed



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Invoice Approval: Workflow Resubmission Enhancement

Oracle Payables' Invoice Approval Workflow requires the resubmission of invoices to the workflow process if the invoice amount is changed either if the invoice is already approved, or if the invoice is in the process of being approved.

Gapless Invoice Numbering for Self-Billing Invoices

- Oracle Payables can automatically assign gapless, sequential invoice numbers to all self-billing invoices for a supplier site.



- *Automatic Debit Memo from Return to Supplier Transaction



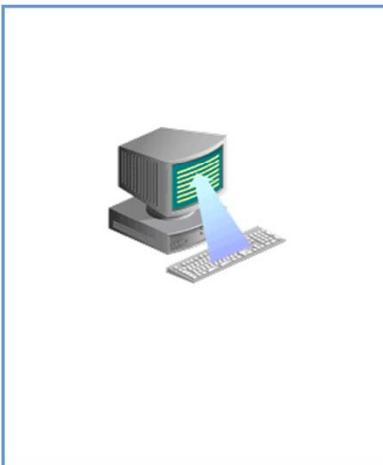
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Gapless Invoice Numbering for Self-Billing Invoices

Oracle Payables can automatically assign gapless, sequential invoice numbers to all self-billing invoices for a supplier site, meeting certain country-specific invoice numbering requirements. Invoices created by the following features:

- ERS
- RTS (Automatic Debit Memo from Return to Supplier Transaction)
- Retroactive Pricing of Purchase Orders

Holds and Releases

- System holds
- Manual holds
 - Supplier site hold
 - Invoice hold
 - Scheduled payment hold

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Holds and Releases

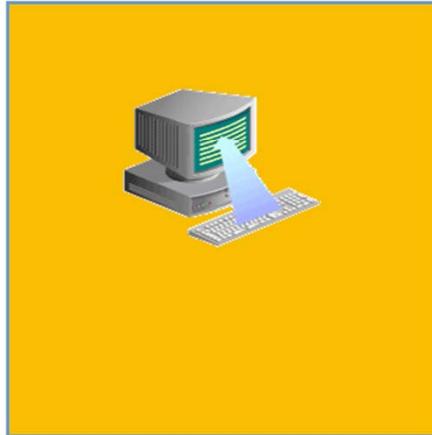
Holds can be placed manually or by the system. They prevent payment and sometimes, invoice accounting.

- Payables applies holds to invoices that fail the Invoice Validation process.
- You release holds from invoices for invoice payment and accounting entry creation.
- If you manually release all holds from an invoice, you do not need to resubmit Invoice Validation before paying or creating accounting entries for it.
- Invoice Validation will not place an invoice on the same type of hold that you manually released.
- You must manually release all holds that you apply manually.

System Holds These are all holds other than user-defined holds, such as Distribution Variance hold, placed by Invoice Validation if the total of the invoice distributions do not equal the invoice amount. To remove this hold, fix the problem that caused the hold to be placed and resubmit Invoice Validation. You can manually release some system holds. During Invoice Validation, Payables automatically releases system holds from invoices with corrected exception conditions. For example, you fix a distribution variance on an invoice, resubmit Invoice Validation, and Payables automatically releases the Distribution Variance hold. Payables applies some holds that you cannot release. You can use the Invoice Holds window to view invoices with these holds, but cannot manually release these holds. To correct the exception that caused Invoice Validation to place the hold on the invoice, update the invoice or the purchase order or change your invoice tolerances, then resubmit Invoice Validation to release the holds.

Holds and Releases

- System holds



- Manual holds

- Supplier site hold
- Invoice hold
- Scheduled payment hold



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Holds and Releases

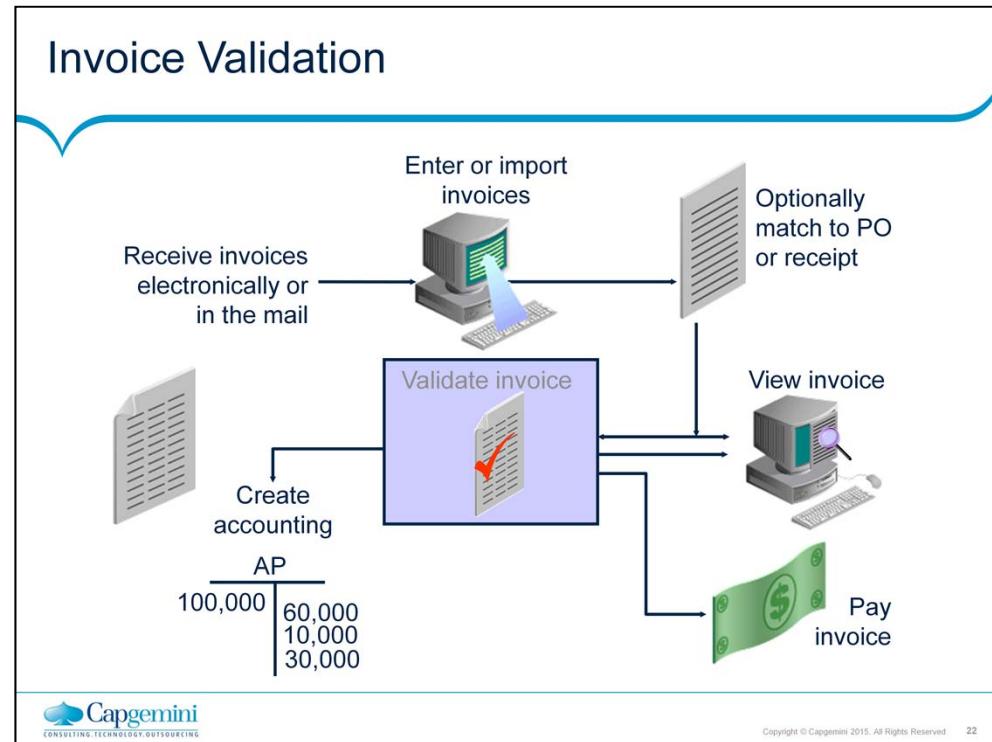
Manual Holds

You can prevent payment and, optionally, prevent accounting for an invoice by manually applying one or more holds to it.

Payables provides some generic invoice holds for you but you can define your own holds based on your invoice validation needs.

Payables does not automatically release holds that you apply to invoices manually.

You will need to manually release those.



Invoices: Invoice Validation

Before you can pay or account for an invoice (including prepayments), you must submit Invoice Validation for the invoice in one of three ways:

- **System** Submit the Invoice Validation program from the Submit Request window.
- **Batch** Use the Validate button in the Invoice Batches window.
- **Online** Use the Validate button in Invoice Actions window.

Invoice Validation validates the matching, tax, period status, exchange rate, and distribution information for invoices you enter and automatically applies holds to exception invoices. It checks the supplier site to determine which invoice tolerance template to use. If no invoice tolerance template is specified, tolerance checking is not performed. If an invoice tolerance template is specified, Invoice Validation will check against the specific invoice tolerances template stored in the Invoice Tolerances window to determine if the invoice falls within the defined tolerances and automatically applies holds to exception invoices.

If an invoice has a hold, you can release the hold by correcting the exception and then resubmitting Invoice Validation. Correct exceptions by updating the invoice or the purchase order, or change your Invoice Tolerances. Payables automatically releases the hold when the exception is no longer an issue. You can manually release certain invoice holds even if you have not resolved the matching error condition. You can do this in the Invoice Holds window. You can identify all invoices that Payables has not yet reviewed with Invoice Validation by submitting the Invoice Register for unvalidated invoices only. You can check the validation status of an invoice online in the Invoice Overview window or the Invoices window. Payables and Oracle Alert integrate to alert the appropriate accounts payable or purchasing staff when you or Payables place an invoice on hold. Oracle Alert also provides an integrated system of alerts, messages, and message distribution to focus attention on time-sensitive or critical information and streamline the validation process. Exception reporting in Oracle Alert is accomplished using either electronic mail or paper reports.

Levels of Invoice Validation

- System level validation
- Batch level validation
- Invoice level (online) validation



Validate invoice



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Levels of Invoice Validation

System level validation

Manually submit the Payables Invoice Validation process or schedule it to run periodically from the Submit Request window. Submit the Payables Invoice Validation process right before you process payments to update the status on all invoices. Payables will use the Option parameter to select unvalidated invoices for validation. Enter All to ensure you release any existing holds on invoices as well as place new holds. Otherwise, Invoice Validation reviews only those invoice distributions that were not already reviewed by Invoice Validation. Optionally, enter other criteria to submit Invoice Validation for specific groups of invoices.

Batch level validation

Submit Invoice Validation for one or more invoice batches from the Invoice Batches window. Batch level validation is only allowed if the Allow online validation Payables option is enabled also.

Invoice level (online) validation

If the Payables option to allow online validation is enabled, you can submit online validation for one or more individual invoices when an invoice must be validated and paid immediately. You can also validate related invoices for credit and debit memos by choosing Validate Related Invoices in the Actions window after you enter a credit or debit memo.

Invoice level (online) validation is only allowed if the Allow online validation Payables option is enabled also.

Validation and Approval

The order of the Invoice Validation process and Invoice Approval Workflow Program is based on the Approval Processing Sequence Payables option. For example, you might want to validate before you approve to create tax lines and distributions for your invoices.

Invoice Validation Concurrent Processing

- Oracle Payables can simultaneously run the Invoice Validation program, concurrently processing multiple instances, instead of having to wait for each Invoice Validation instance to complete before the next can proceed



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Invoice Validation Concurrent Processing

Multiple users per organization can simultaneously run the Invoice Validation program for invoices they need to validate. This feature significantly improves performance of validating large number of invoices, instead of Oracle Payables' running the program only once per organization, wherein each invoice validation instance had to complete before the next could proceed.

Invoice Processing for Contract Financing, Retainage, and Progress Terms

- Complex payment terms and conditions for fixed price contracts are captured during the procurement contract flow for:
 - Financing: Advances and Progressive Contract Financing
 - Retainage and Retainage Release
 - Invoices for Progress



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Invoice Processing for Contract Financing, Retainage, and Progress Terms

Complex payment terms and conditions for fixed price contracts are captured during the procurement contract flow. This includes options to schedule points of progress for invoicing, request an advance or progressive financing support, and record negotiated amounts to retain until completion of the purchased item, service, or project. These terms and conditions are supported in Oracle Payables when recording invoices and managing payment execution during the lifetime of the contract.

- **Financing: Advances and Progressive Contract Financing:** Advances are generally one-time prepayments made before work on the contract begins while contract financing infuses money to the supplier as work progresses. Oracle Payables ensures that the amounts financed are recovered by automatically applying financing to subsequent invoices per the specific terms captured in the purchase order.
- **Retainage and Retainage Release:** Retainage is the common practice of withholding a fixed amount / percentage of payment until all work under a contract is complete and accepted. The retainage terms are agreed upon by the buyer and supplier and are intended to make sure that the supplier finishes the work as per the contract. Retainage is also called 'retention' or 'contractual withhold'. At the end of the project or when agreed events have occurred, the supplier requests the amount retained and payment is made to release it. Payables automatically retains per the purchase order on invoices coming in and supports the retainage release and payment process.
- **Invoices for Progress:** Invoices representing progress are matched to the purchase order, updating the purchase order with the progress. A percentage of the invoice may be retained and contract advances and financing may be automatically applied seamlessly bringing together the relevant contract terms with each invoicing event. In some cases, the progress is reported via a work confirmation process. Suppliers entering a work confirmation directly in Oracle iSupplier Portal have a receipt recorded in Oracle Receiving. Pay on Receipt terms recorded on the purchase order are translated into a self-billed invoice, in Oracle Payables, to be paid.

Agenda

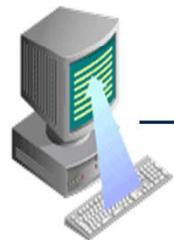
- Invoices
- Expense Reports
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Setting Up Payables for Expense Reports

Enter employees
and locations

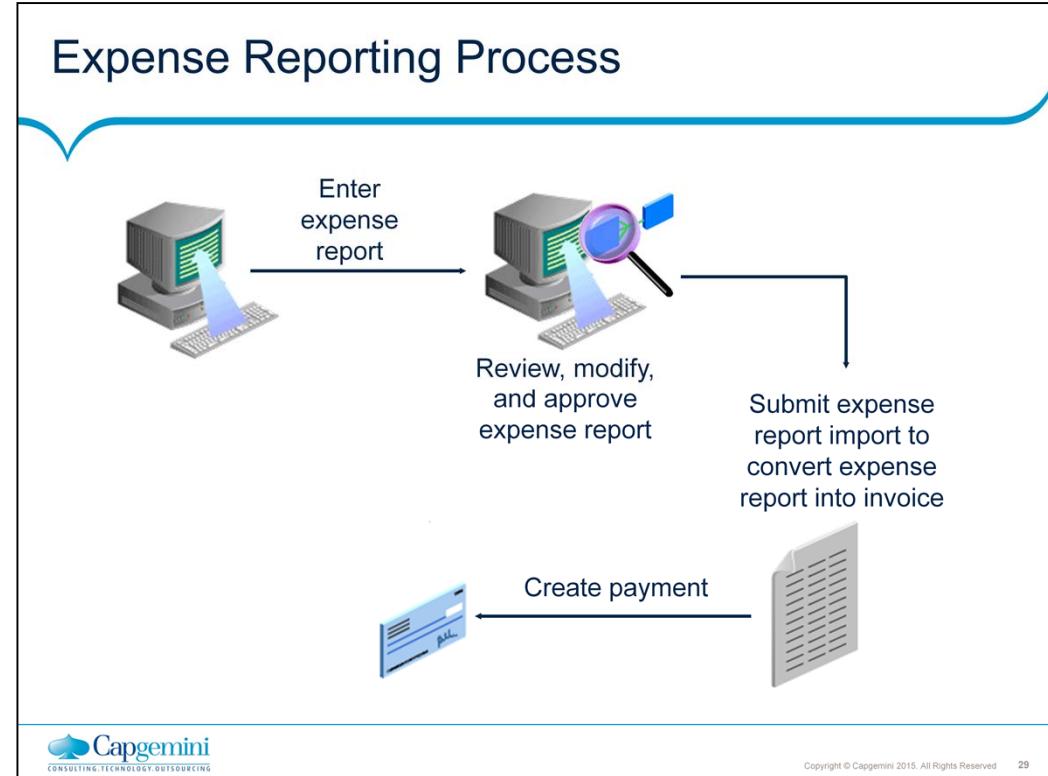


Define employee
as a supplier



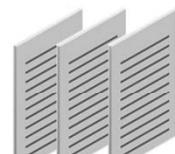
Define expense
report templates



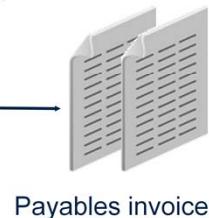


Expense Report Import Program

Expense reports created
in Payables, iExpenses
and Projects



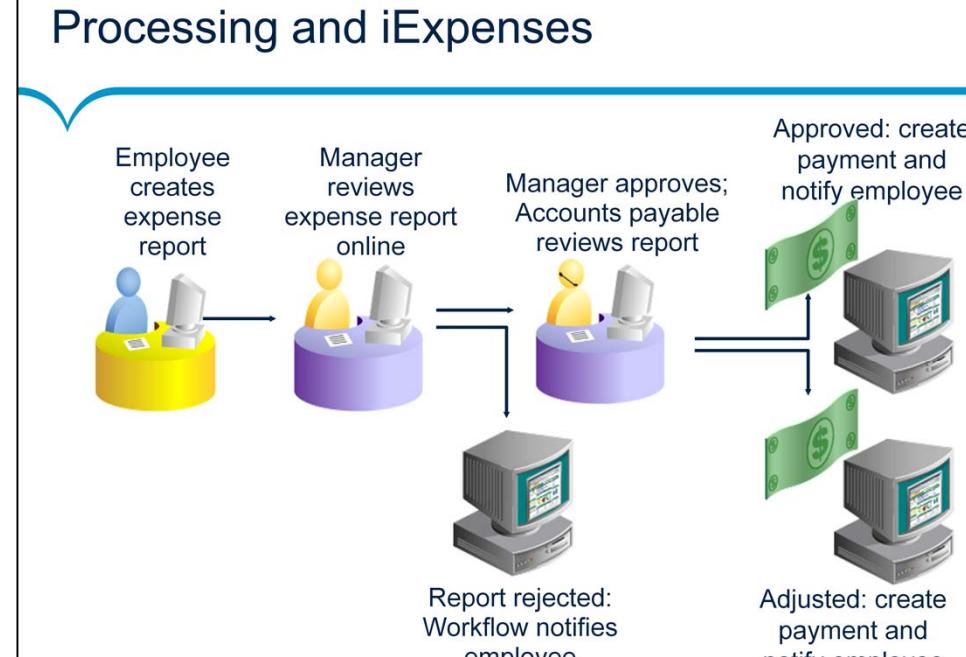
Expense Report Import



Expense reports
created in external
systems



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Expense Report Processing and iExpenses

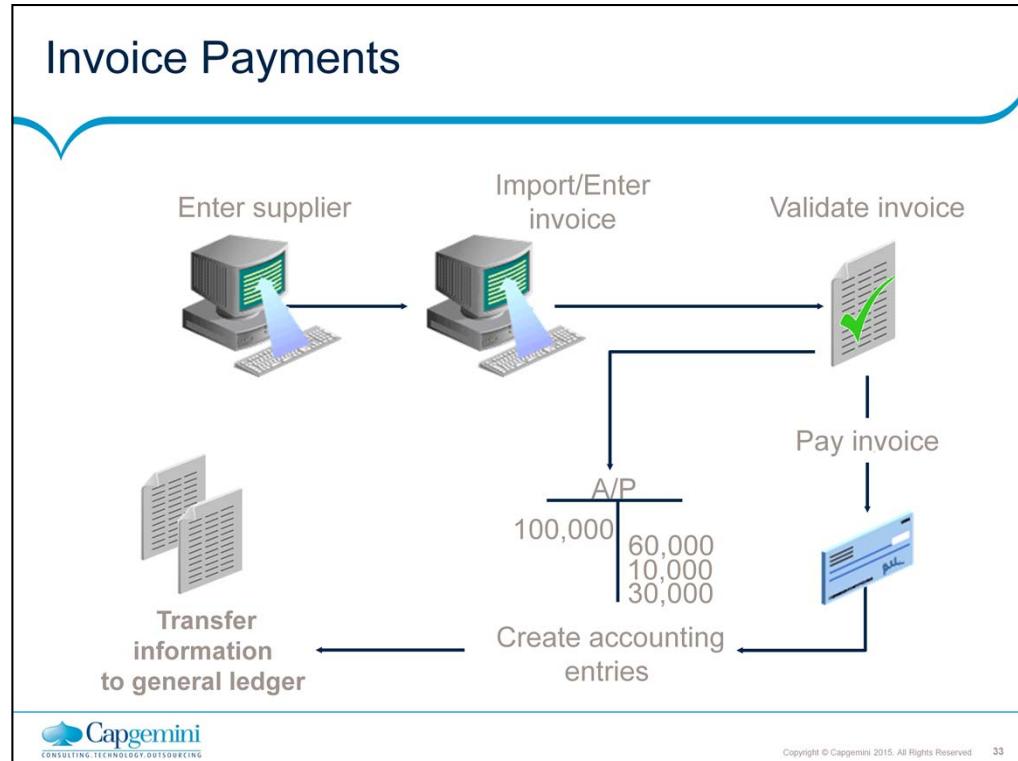
- 1 Employee creates and submits expense report using web browser (standard) or Excel spreadsheet (disconnected) expense reporting methods.
- 2 Workflow notifies the employee's manager or the specified overriding approver, who reviews the expense report online.
 - If rejected, the employee is notified via email. Depending on the rejection reason, the employee may be able to modify report and resubmit using the Modify Expense Reports option on the Internet Expenses main menu.
 - If approved, Accounts Payable sends the report for review if the report contains expenses that require original receipts and/or justification; otherwise, Accounts Payable approves the report automatically and creates payment. If required receipts are missing or policy is violated, the Accounts Payable clerk adjusts the report using the AP Expense Reports window and notifies the employee of the adjustment.
- 3 Once management and/or Accounts Payable approve, the AP Invoice Import program converts the expense report into an invoice, and payment is created in Oracle Payables.
- 4 Employee receives payment via check or direct deposit, depending on company policy/setup.

Agenda

- Invoices
- Expense Reports
- Invoice Payments
- Payables Transfer to GL
- Daily Business Intelligence
- Oracle iSupplier Portal Invoices
- Integration



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Invoice Payments

Payables provides a variety of features for fast, controlled payment processing. With Payables you can do the following:

- You can make payments from your disbursement bank accounts by printed checks, wire, or electronic payments including electronic funds transfer (EFT), electronic data interchange (EDI), and XML.
- Pay only invoices that are due and automatically take the maximum discount available.

Note: Oracle Payables automatically reduces the discountable amount by the tax amount if you select automatic tax calculation at the Line or Tax Code level and if the discountable amount did not include tax.

- Select invoices for payment, using a variety of criteria, and create payments automatically.
- Ensure that duplicate invoice payments don't occur.
- Review information online for the result and status of payments.

Payment Terminology

Key Concepts

Document Payable

Pay Run/ Payment Process Request

Payee

Payment Instruction

Payment Process Profile

Payment Process Request Template

Payment Format

Payment Method

Key Concepts in Oracle Payables

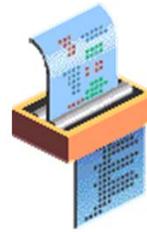


Payment Terminology

- **Document Payable.** A document to be paid by the deploying company (Payer). It may represent, for example, a Payables invoice or scheduled payment.
- **Pay Run/Payment Process Request.** A pay run is a broad term, which describes the process by which a group of invoices is selected and processed for payment. It is roughly equivalent to the Release 11i concept of a payment batch. The term Pay Run is often used interchangeably with the term Payment Process Request. A payment process request is technically a request created by a source product for Oracle Payments payment services. The payment process request, which originates in the source product during the invoice selection process, contains one or more documents payable to be paid. During the payment process, the documents payable in the payment process request are built into payments.
- **Payee.** The person or organization that is being paid. For example, the supplier, employee, or customer to whom the payment is made.
- **Payment Instruction.** A payment instruction is a collection of payments, along with aggregate payment information, that is formatted. Depending on the setup, a payment instruction may be converted into a file to be printed onto checks or into a payment file that is transmitted to a payment system for further processing and disbursement.
- **Payment Process Profile.** A payment process profile is a payment attribute assigned to documents payable, which specifies handling of the documents payable, payments, and payment instructions. Payment process profiles including specifications for payment instruction formatting and transmission.
 - Payment process profiles contain the following information:
 - payment instruction formatting information
 - transmission information
 - payment grouping
 - payment limits
 - payment sorting details
- **Payment Process Request Template.** A blueprint that simplifies and expedites pay runs by pre-selecting pertinent payment data, such as general header information, payment selection criteria, payment attributes, processing instructions, and how validation failures are handled.
- **Payment Format.** A set of rules that determine how a payment instruction or settlement batch is converted into a payment file, readable by a payment system. Payment formats are registered and maintained in Oracle XML Publisher.
- **Payment Method.** A payment attribute on a document payable. The payment method indicates the medium by which the deploying company (first party payer) makes a payment to a supplier (third party payee). Examples of payment methods are checks printed in-house by the payer, checks outsourced to the bank for printing, and wires.

Using the Invoice Workbench

- The Invoice Workbench is used to:
 - Enter, adjust, review one or more invoices
 - Initiate payment of one or more invoices
 - Initiate payment of one or more scheduled payments



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Using the Invoice Workbench

Payables automatically enters most of the payment information for you.

Prerequisites

- Each invoice you want to pay must be validated, uncancelled, and without holds.
- If you use Invoice Approval Workflow, the invoice approval status must be Approved for the invoice to be selected for payment. The invoice approval status is derived from the approval status of the document maintained at the invoice header and the approval status of the invoice lines.
- If you select more than one invoice, the invoices must have the same supplier site and currency.

Time Zone Support

- The Invoice Workbench supports
- Oracle Application Object Library's (AOL) Time Zone functionality such as invoices window, Goods Received Date
- Time Zone functionality in the following fields::
 - Payments window, Stopped Date
 - Payments window, Stop Release Date
 - Payment Batch Sets window, Schedule Start Date
 - Payment Batch Sets window, Schedule End Date



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Time Zone Support

The Goods Received Date field in the Invoice Workbench window includes the time to support the Time Zone feature of Oracle Application Object Library (AOL). It records the time based on your legal entity's time zone.

The Stopped Date and Stop Release date fields in the Payments window and the Schedule Start and End date fields in the Payment Batch Sets window that already have a date and time format will display Client time zone, rather than Server time zone if AOL's Time Zone functionality is selected.

Invoice Payment Methods

| Payment Method | Definition |
|----------------|---|
| Check | A paper check to print and send to a supplier |
| Clearing | A payment for invoices transferred from another entity within the company without creating a payment document |
| Electronic | An EFT, EDI, or XML payment to the bank of a supplier |
| Wire | A funds transfer initiated by contacting the bank and requesting wire payment to the bank of a supplier |



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Invoice Payment Methods

- **Check** A payment in a payment batch, a Quick Payment, or manual payment.
- **Clearing** Accounts for intercompany expenses when you do not actually disburse funds through banks. You do not generate a payment document with the Clearing payment method, but enter Clearing for the payment method when you enter the invoice. You can record a Clearing payment using a Manual type payment only.
- **Electronic and Wire Methods** The Electronic method enforces a supplier bank account while the Wire method does not. Use electronic payment to instruct your bank to make payment to a supplier bank account. Use wire payment to record payment when you have used a process outside of Oracle Payables system to instruct your bank to pay a supplier.
- **Electronic** Used when Payables instructs your bank to pay a supplier bank account. Typically, this communication is an electronic file in a bank-specific format that instructs your disbursement bank to pay your suppliers. Use this method whenever to generate a document that requires a supplier bank account. For example, use it if your Payables system is set up to print letters sent to your bank to request that the bank makes an electronic funds transfer directly into the supplier's bank account. Payables ensures that you have recorded supplier bank account information when you use the Electronic payment method.
Typically, when paying invoices electronically, users use a payment document with a Computer Generated disbursement type and a payment batch or Quick payment to create a payment instruction file. The payment instruction file is saved in the ap.out directory for delivery to the bank, unless one of the following features is used to automatically transmit the instruction file to the bank: e-Commerce Gateway (for EDI payments), Automatic Bank Transmission, or XML Payment Processing. However, you can use localizations, custom payment methods, and payment formats to create any type of communication with your bank when you use the electronic payment method.
- **Wire** Used to manually record payment when you have used a process outside of your Oracle Payables system to instruct your disbursement bank to pay a supplier. Oracle Payables does not require supplier bank account data when using this method. When you define payment documents for these payments, you use the Recorded disbursement type because you are simply recording a payment made outside of the system and record the transaction with a manual payment. However, the system allows you to use any disbursement type. For example, some users who regularly record wire payments for multiple suppliers use payment documents with the Computer Generated disbursement type, create an electronic payment batch, and then delete the resulting electronic file.

Manual Payment

Payments made outside of Payables

Handwritten/Typed checks

Wire transfers

Your bank

Supplier's bank

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Manual Payment

When you create a payment outside of Payables, such as a typed check or wire transfer, you can record the payment within Payables and update the invoice or invoices that you paid.

With a manual payment, you can override some payment controls of Payables. You can record a single manual payment for multiple Pay Alone invoices. You can record payment for invoices that are associated with any payment method except Electronic. You can also pay an invoice for a supplier that has the Hold All Payments option selected.

Prerequisites to process manual payments in Payables:

- Create the payment outside of Payables.
- Each invoice you paid must be validated, uncanceled, without holds and must have the same currency as the payment.
- The bank account must have at least one payment document that uses the recorded or combined disbursement type.

Creating Quick Payments

| Payments | | | | | |
|----------|--------------------------|--------------|------|---------|----------------|
| Type | Bank Acct | Document | Num | Amount | Supplier/Site |
| Quick | 1 st National | Laser Checks | 7240 | 3510.00 | XYZ Inc/Dallas |

Enter/Adjust Invoices

| Select Invoices | | | | |
|-----------------|-------------|--------------|------------|----------------|
| Inv Num | Payment Amt | Discount Amt | Unpaid Amt | Disc Available |
| 9097 | 2850.00 | 0.00 | 2850.00 | 0.00 |
| 10038 | 660.00 | 0.00 | 660.00 | 0.00 |

Invoice Overview


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Invoice Payments: Creating Quick Payments

You can create and print a computer generated payment to pay a supplier for one or more invoices. You can also create a check, save it, then print it later. If you use the EDI Outbound payment format and you use e-Commerce Gateway, then you can create electronic Quick payments. When you create a quick payment you can select an invoice regardless of the payments terms and due date. For example, you can create a Quick payment for an invoice that is not yet due.

Prerequisites:

- Enable the Allow Print Payables option.
- The invoice(s) must be validated, uncanceled, and without holds.
- If you are creating an electronic payment, you must assign supplier banks to your supplier.
- The bank account must have at least one payment document that uses the Computer Generated or Combined disbursement type.

Creating Quick Payments

| Payments | | | | | |
|----------|--------------------------|--------------|------|---------|----------------|
| Type | Bank Acct | Document | Num | Amount | Supplier/Site |
| Quick | 1 st National | Laser Checks | 7240 | 3510.00 | XYZ Inc/Dallas |

Enter/Adjust Invoices

| Inv. Num. | Payment Amt | Discount Amt | Unpaid Amt | Disc Available |
|-----------|-------------|--------------|------------|----------------|
| 9097 | 2850.00 | 0.00 | 2850.00 | 0.00 |
| 10038 | 660.00 | 0.00 | 660.00 | 0.00 |

Invoice Overview

Invoice Payments: Creating Quick Payments (continued)

Payment Window

- Type Select Quick.
- Bank Account Enter the Bank Account you want to make the payment from.
- Document Name Enter a payment document name that uses either a Computer-Generated or Combined disbursement type.
- Document Number Optionally, change the payment document number, which defaults to the next available number for the document name specified.
- Supplier/Site Name Enter either the supplier name or number and supplier site.
 - Adjust the address different from the supplier site to create payment and select the Allow Payment Address Change Payables option. You may need to send an expense check to a consultant working at a site away from home.
 - If you record voucher numbers either manually or by using Sequential Numbering, enter or review voucher information. If the payment currency is different from your functional currency, enter exchange rate information in the Payment Rate region.
 - If paying electronically and you have selected Allow Remit-to Account Override Payables, you can select a different Remit-to account from the list of values, which includes bank accounts assigned to the supplier with the same payment currency.
- (B) Enter/Adjust Invoices - Click this button to navigate to the Select Invoices window.

Creating Quick Payments

| Payments | | | | | |
|----------|--------------------------|--------------|------|---------|----------------|
| Type | Bank Acct | Document | Num | Amount | Supplier/Site |
| Quick | 1 st National | Laser Checks | 7240 | 3510.00 | XYZ Inc/Dallas |

Enter/Adjust Invoices



| Select Invoices | | | | |
|-----------------|-------------|--------------|------------|----------------|
| Inv Num | Payment Amt | Discount Amt | Unpaid Amt | Disc Available |
| 9097 | 2850.00 | 0.00 | 2850.00 | 0.00 |
| 10038 | 660.00 | 0.00 | 660.00 | 0.00 |

Invoice Overview



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Creating Quick Payments

Select Invoices Window

Select the invoices you want to pay. Optionally choose Invoice Overview to see detailed information about an invoice.

Return to the Payments Window Payables automatically enters the Payment Amount for you. Choose Actions to navigate to the Payment Actions window.

Format and optionally print the check To format and print, first verify the payment document is in your printer, then select Print Now, optionally change the printer name, and choose OK.

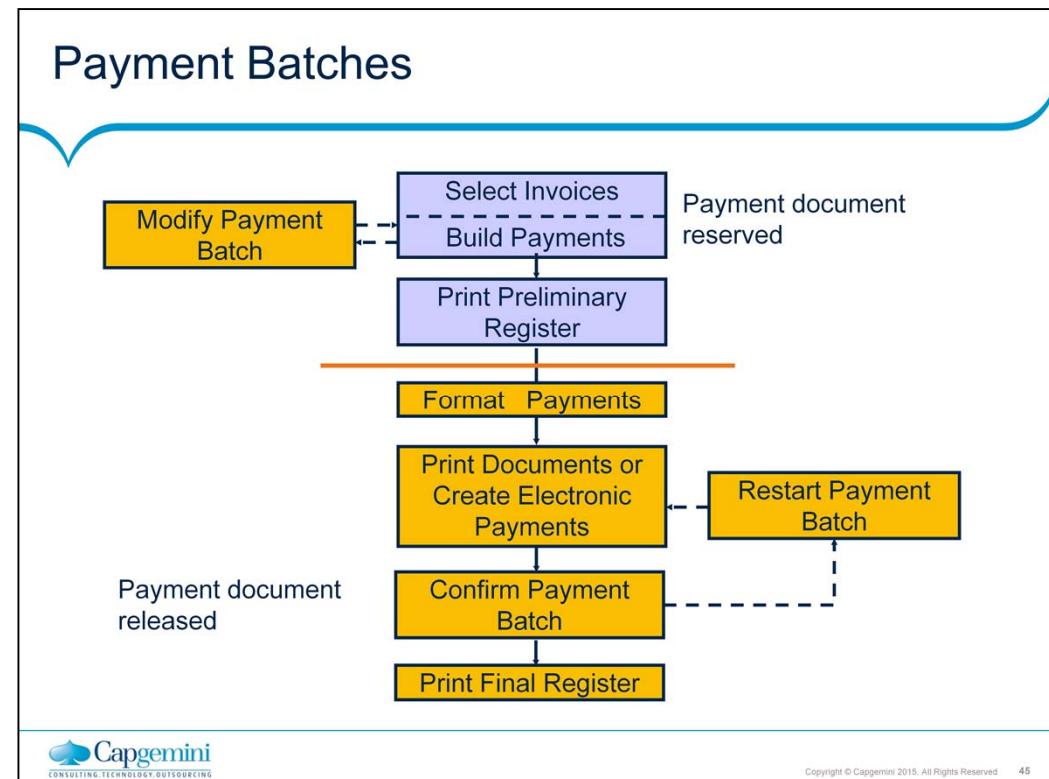
To format only and print the check later, select Format and choose OK. When you are ready to print, print from the Submit Requests window. You can use the Print Now option in the Actions window to print only if you print immediately after formatting.

Quick Payment Restrictions:

- **NUMBER OF INVOICES:** You can only pay as many invoices as you defined for the remittance advice of the payment document.
- **SAME SUPPLIER SITE:** You can only select invoices that have the same supplier site as the payment supplier site you enter. You can, however, change the payment mailing address if the Allow Payment Address Change Payables option is selected.
- **PAY ALONE INVOICES:** If you want to pay multiple invoices, none can be a "Pay Alone" invoice.
- **PAYING IN A FOREIGN CURRENCY:** You must pay in the same currency as the invoice. You can enter and pay a foreign currency invoice only if your Allow Multiple Currencies Payables option is enabled, and you have defined a multi-currency or foreign currency denominated bank account.
- **CANNOT STOP FORMATTED QUICK PAYMENTS.** You cannot stop a Quick Payment after it has been formatted.

Initiating Quick Payments from the Invoice Workbench

In the Invoice Workbench, you can initiate quick payment of one or more invoices or one or more scheduled payments by selecting the invoices you want to pay, clicking the actions button, and selecting the Pay in Full option to navigate to the Payments window. The Payment Type should default as Quick. Payables automatically enters most payment information for you, such as payment amount and supplier/site name. Skip invoice selection step if you were to initiate the payment from the Payment Workbench.

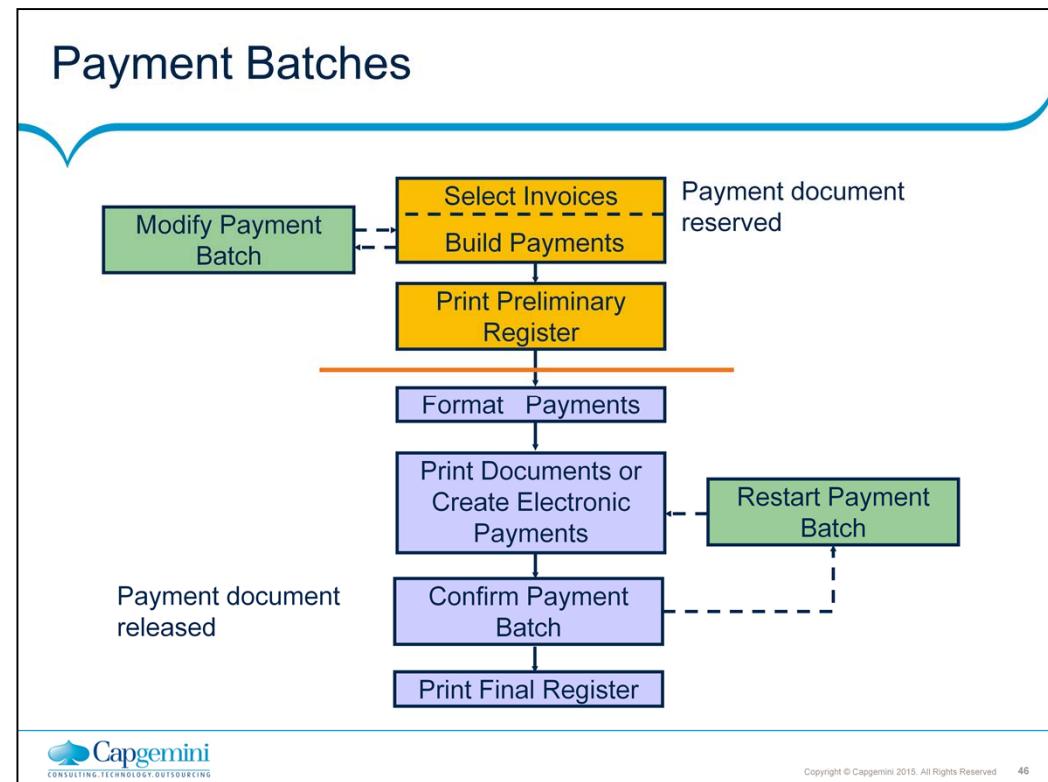


Payment Batches

Use payment batches to create payments for multiple suppliers and multiple invoices that meet selection criteria you specify. In addition to controlling which invoices Payables selects for payment in the batch, you can also set limits on payment amounts and decide whether to take applicable discounts.

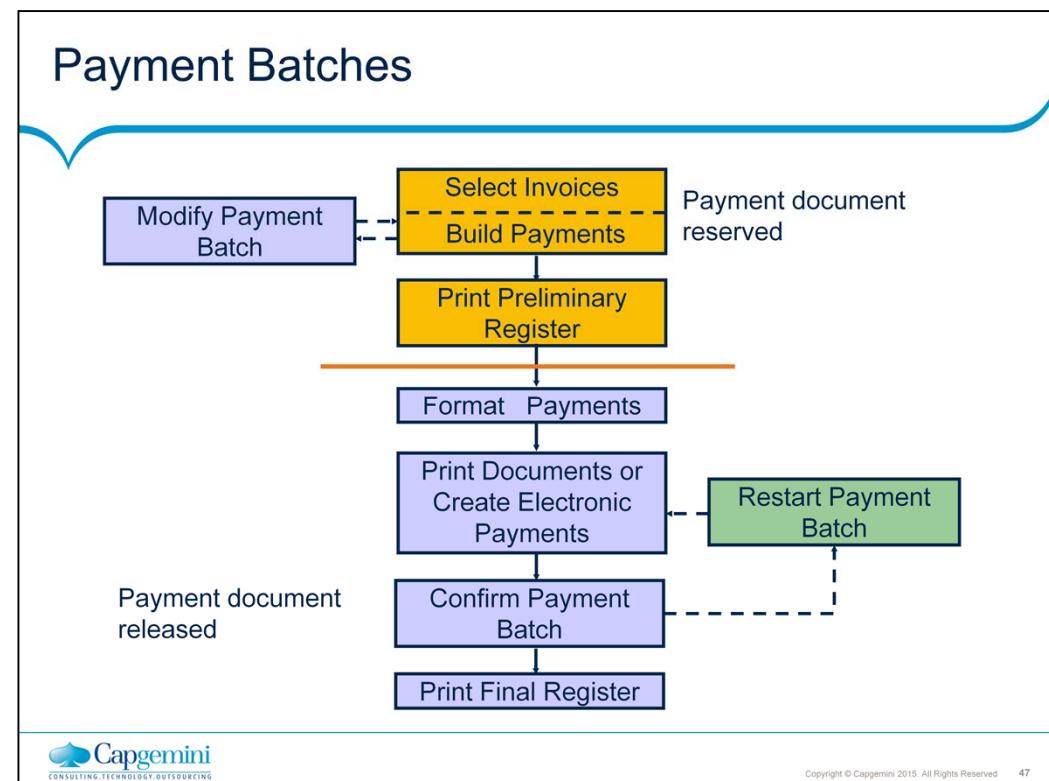
Payment batch sets help you use predefined payment batch criteria for payment batches. You can define a group of payment batches with predefined selection criteria in the Payment Batch Sets window. You can initiate multiple payment batches at once. Initiate each step from the Payment Batch Actions window, or for payment batch sets, from the Submit Payment Batch Set window.

- Select Invoices Initiate the payment batch by entering criteria for invoices you want to select for payment.
- Build Payments Payables builds the payments, determining which invoices will be paid on each payment document.
- Print Preliminary Register Lists the payment documents in the order they will be produced with the invoice information included with each payment.



Payment Batches

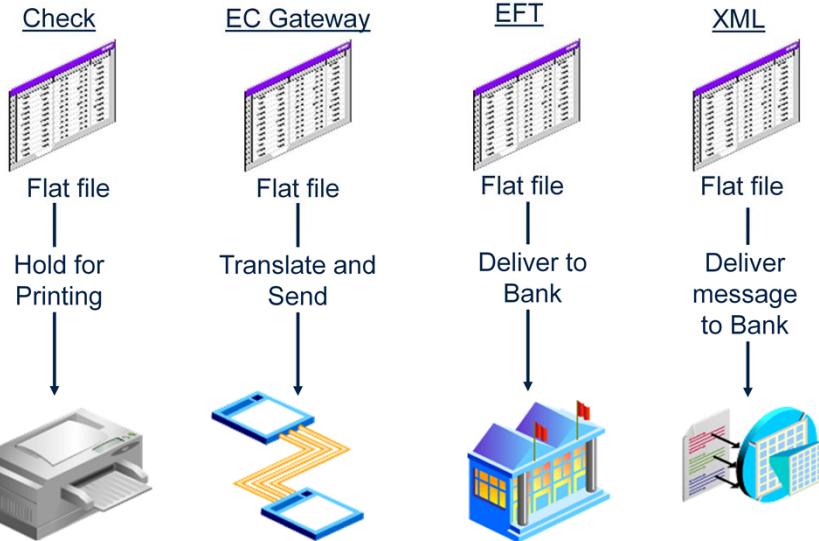
- **Modify Payment Batch** At any time before formatting, you can optionally modify the payment batch.
- **Format Payments** Payables produces an output file when it formats payments.
- **Print Documents or Create Electronic Payments** Using the output file, you can print checks, create electronic payments, or deliver the output file to your bank to disburse electronic payments.
- **Cancel Payment Batch** If needed, you can cancel a payment batch.
- **Confirm Payment Batch** Confirm the payment batch by recording the document numbers associated with each payment. Payables updates the invoice status to paid and associates a payment number with the invoice and invoice payment.
- **Restart Payment Batch** You can restart a payment batch if a concurrent process fails. You can also restart check printing if the printer malfunctions during check printing.
- **Print Final Register** You can use this register to review the completed payment batch.
- **Checking Status of Payment Batches** Check the payment batch status at any time during the payment batch process by checking the Status field in the Payment Batches window.



Payment Batches

- Invoice Selection Criteria Payables now has two new invoice selection criteria fields for payment batch processing: supplier name and invoice batch name, which work together with other invoice selection criteria to provide more granular selection of invoices for payment.
- Refresh Payment Batch Status During payment processing, users can more easily monitor the status of a payment batch using the new Requery Batch button on the Payment Batches window. This new button requeries the current payment batch more easily than having to perform a manual query, which helps to streamline the payment batch process.
- Selected for Payment Invoice Status When an invoice is selected for payment and the invoice is queried in the Invoices window or Invoice Overview window, Payables now shows the invoice status Selected for Payment, which provides more immediate information about the actual status of the invoice.
- Folderized Payment Batch Sets Folder functionality is selected for the Payment Batch Sets window to improve usability.

Invoice Payments: Formatting Payments


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Invoice Payments: Formatting Payments

You attach a format to payment documents you define during setup. When you choose a payment document, Payables uses the associated format to create an output file that you can use to make payments.

Output file format

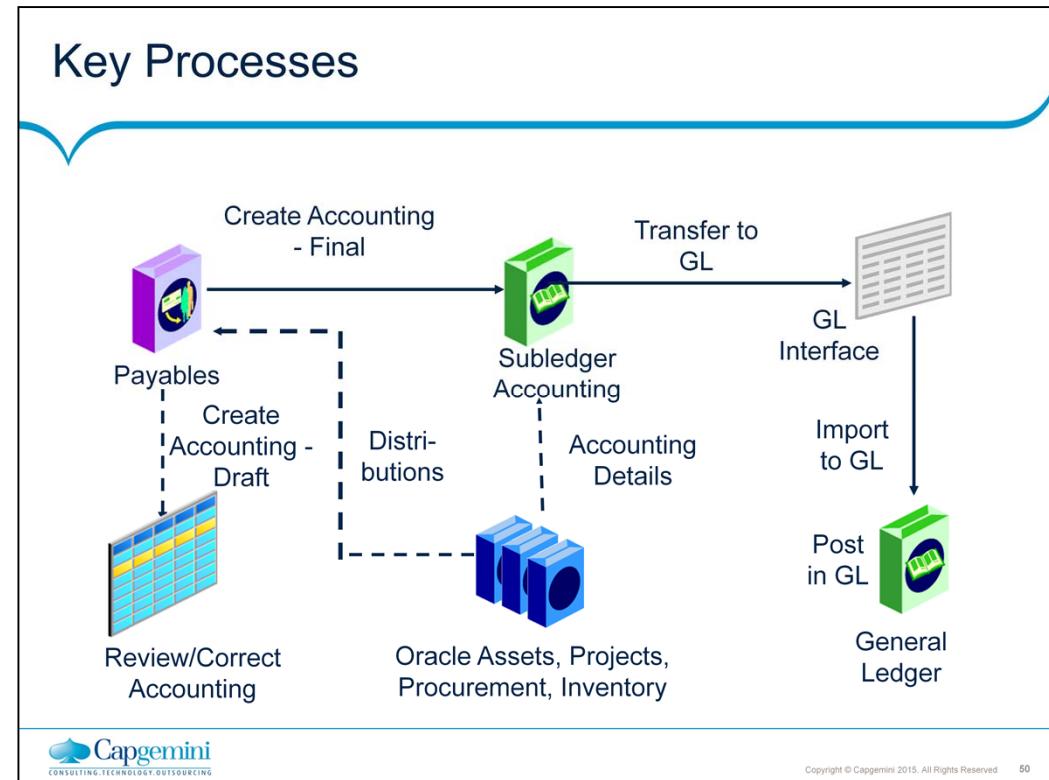
- **Check** To print checks, attach a format program to the payment document you define that creates a flat file in the format of a check.
- **e-Commerce Gateway** To transmit an EDI formatted file to the bank, attach a format program to the payment document you define that creates a flat file based on an e-Commerce Gateway map. Take this flat file and translate it to an EDI file format using an EDI translator. The EDI formatted file is sent to the bank.
- **EFT** To send electronic funds transfer (EFT) instructions to your bank, attach a format program to the defined payment document that creates an EFT formatted flat file.
- **XML** You and your bank can implement XML message delivery types from your bank to keep you informed of your XML payment's status: XML payment message receipt (Confirm BOD), payment file errors, and payment advice. Workflow sends all notifications to the user who formatted the payment.

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- Invoices
- Expense Reports
- Invoice Payments
- Payables Transfer to GL
- Daily Business Intelligence
- Oracle iSupplier Portal Invoices
- Integration



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Key Processes

Create Accounting Process

The parameters you use when you submit the Create Accounting program determine how accounting entries are transferred to the ledgers in your general ledger. Accounting can be created in draft or final mode. You can transfer subledger accounting entries in summary or detail. Regardless of the option you choose, you can always drill down to the subledger to view the details that build the general ledger balances.

Create Accounting – Draft

If you submit the Create Accounting in Draft mode, you can review the subledger accounting entries generated for your Payables transactions. If any accounting is incorrect, you can update the transaction in Payables to correct the accounting before you create final accounting.

Create Accounting – Final

Run the Create Accounting process in Final mode to generate your final subledger accounting entries. Once you generate final accounting, you cannot correct the accounting. Instead, you must enter correcting transactions in Payables.

Integration with Other Applications

Other applications that integrate with Oracle Payables such as Oracle Assets, Oracle Procurement, Oracle Projects, and Oracle Inventory now provide Payables-related accounting information to Oracle Subledger Accounting. Invoice Lines and Distribution details continue to be provided to Payables directly.

Transfer Journal Entries to GL

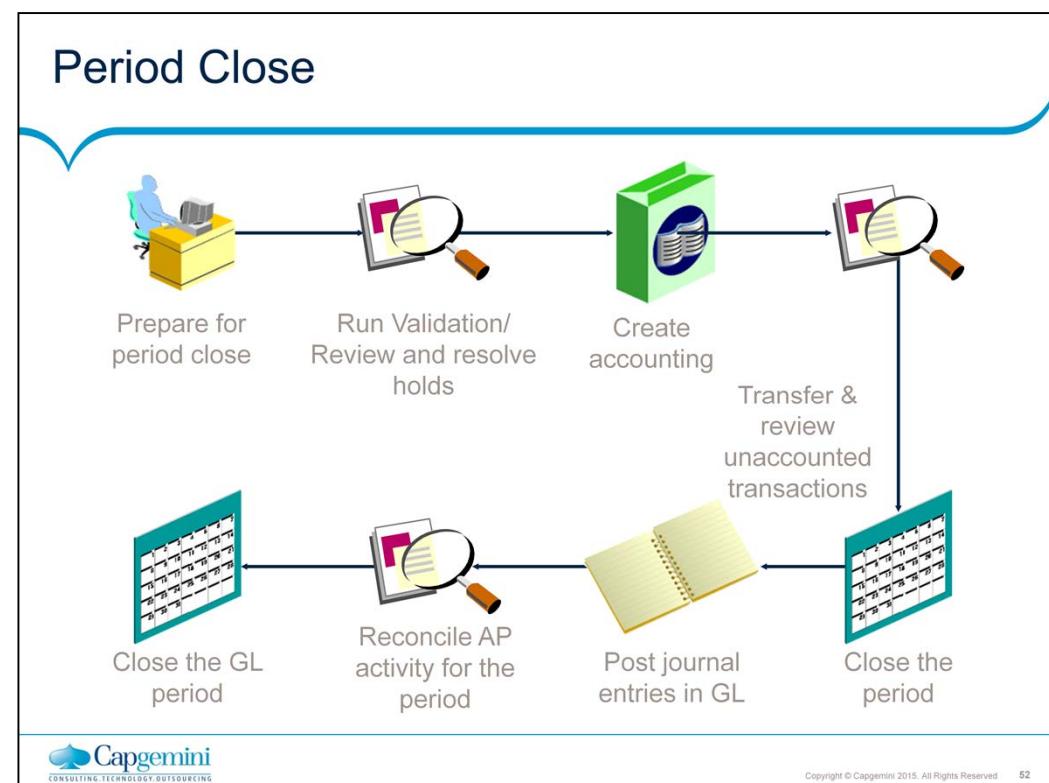
Submit the Transfer Journal Entries to GL process to transfer accounting information from Oracle Subledger Accounting to the GL Interface. The Transfer Journal Entries to GL process transfers summary or detail accounting activity for any open period into the general ledger interface. When more than one period is open, the transfer selects transactions from the first open period up to the entered transfer date, and passes the correct accounting date and financial information into the general ledger interface.

Journal Import

Once subledger accounting entries are transferred to the GL Interface table, use the Journal Import process to import accounting information from the GL Interface to the general ledger.

Posting Journals

Use the post journals process to update the account balances of your detail and summary accounts. You can post actual, budget, or encumbrance journal batches.



Overview of the Period Close

- At the end of each accounting period, companies must complete the closing process in Payables and reconcile Payables activity for the period.
- You close a Payables period after you have completed subledger accounting for transactions for the period and you have transferred the subledger accounting entries to general ledger.

A week before your first period close, create a copy of the production database and then do a dry run following your period close procedures. The dry run will help you identify problems and issues well in advance of the actual period close.

Mass Additions Accounting - Periodic Accrual [Period End]

Expense AP
Accrual

01-000-2221

Asset Cost

01-000-1560

AP Liability

01-000-2210

Expense/
Clearing

01-000-1570

200

200

200

-0-

200

200

200

200

200

200

200

200

200

200

200

200

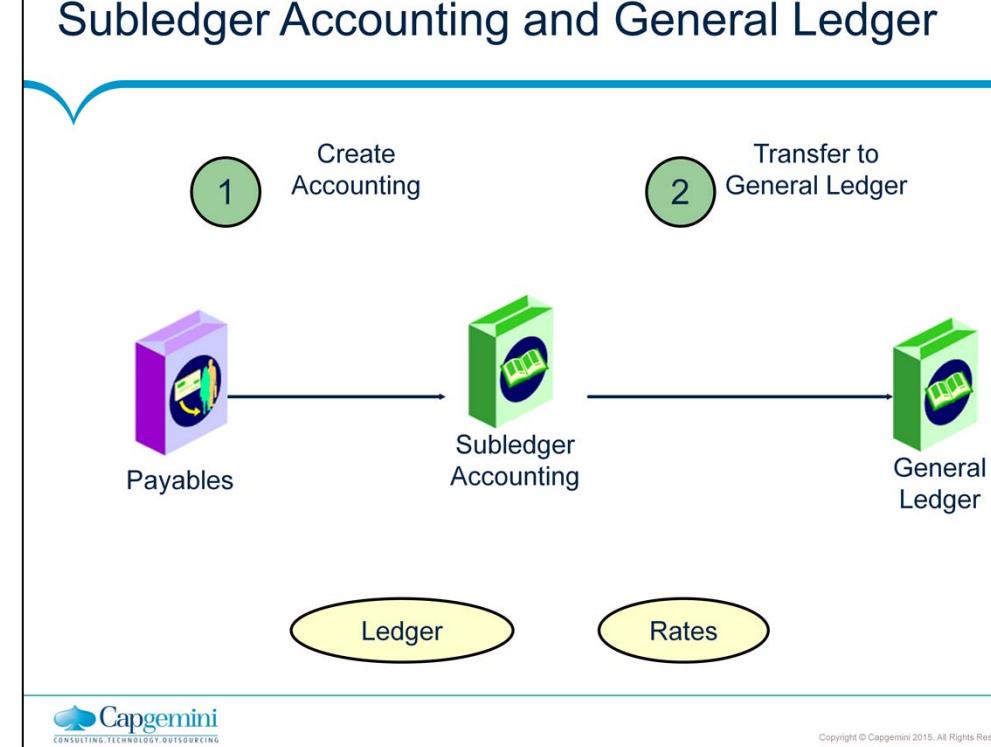
- 1
- 2
- 3
- 4
- 5
- 6



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Mass Additions Accounting - Periodic Accrual [Period End]

- 1. Enter purchase order** When you enter a purchase order, accounts are created and stored with the purchase order distribution. The accounts will eventually be used as a basis for creating accounting that is sent to the general ledger. Creating a purchase order in and of itself generates no accounting that is sent to the general ledger.
- 2. Receive** For most expenses and asset purchases (other than inventory), receipt accruals are generally processed at period end, so no accounting is transferred to the general ledger at the time the receipt is processed.
- 3. Period end accrual** If no invoice is received and matched to the purchase order at period end, the Receipt Accruals - Period End process will generate an accrual that is transferred to the GL Interface. Run the Import Journal process to create unposted journals in the general ledger.
- 4. Reverse accrual** Perpetual accruals (on receipt accruals) are reversed when the invoice entered in Payables is matched to the purchase order. Periodic accruals (period end accruals) are reversed when a reversing journal is created and posted in the general ledger.
- 5. Invoice and match** Entering an invoice and matching creates a debit to the Inventory AP Accrual account to clear the liability for the uninvoiced receipt (you now have an invoice). The credit is to the AP Liability account that defaults from the supplier site if the invoice unit price is the same as the purchase order line unit price. Any difference is charged to the Invoice Price Variance account. For items with destination type of Expense, the Invoice Price Variance account will be the same as the charge account. In the case of an asset that will be capitalized and depreciated in assets, the charge account is an asset clearing account associated with an asset category in Assets. The AP Liability account is cleared when a payment is processed.
- 6. Post asset to Assets** The Post Mass Additions process places the asset in service. When the Create Accounting process is run in Assets, the charge account (the clearing account on the invoice distribution) is relieved and the cost account associated with the asset category is charged for the cost of the asset.



Subledger Accounting and General Ledger

Create Accounting (1)

Create subledger accounting entries online or manually using the Create Accounting concurrent program.

Transfer to General Ledger (2)

Transfer subledger accounting entries from Subledger Accounting into General Ledger. The Post process in General Ledger updates account balances. Once ledgers are posted, you can perform account analysis, subledger drill down and run financial statements.

Accounting Process Error Validation and Reporting

- When the program identifies an invalid account, it creates no accounting entry and lists the transaction on the report
- It does not create accounting entries with Error status



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Accounting Process Error Validation and Reporting

Through the Oracle Payables accounting process, Oracle Payables users can fix account problems before the system creates accounting entries. When the accounting process identifies an invalid account, the accounting process does not create accounting entries for the transaction. The transaction details are still listed in an exceptions report. You review the accounting process report to see the problem account, fix the problem that is preventing the program from getting a valid account, and then resubmit the accounting process. This way, the account is correct when the accounting entry is created.

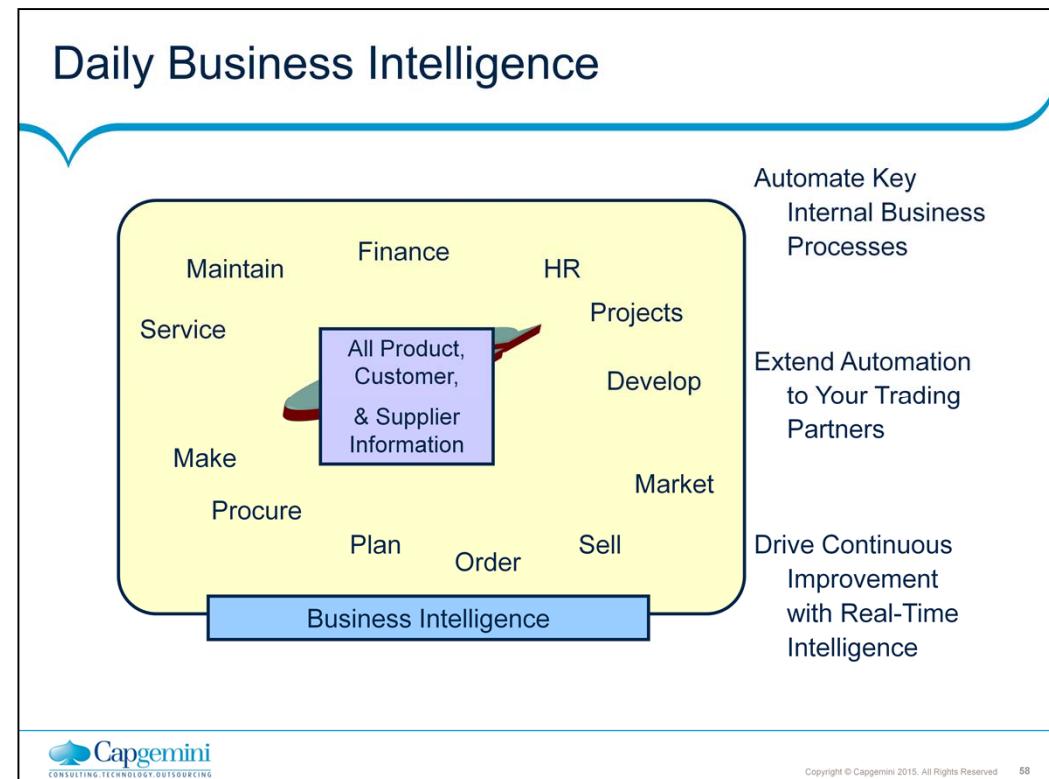
The Accounting Entries Exceptions Report lists all transactions that the process tried to account for, but could not account for because of absence of important information. For example, the exchange rate was missing, a previous, related transaction was not accounted yet, or you cannot account for a payment cancellation if the payment is not yet accounted. This report raises visibility of transactions that require additional data and provides you with the information you need to ensure that all your transactions are accounted in a timely manner.

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Daily Business Intelligence

The Oracle e-Business Suite delivers all the tools needed to help companies transition to become an e-Business. Oracle applications are 100% Internet based. All you need to access the applications is a web browser on your desktop. But more importantly, the applications themselves have been developed with built-in support for all the new internet-enabled e-Business practices.

Daily Business Intelligence (DBI) is a comprehensive management information capability of the e-Business Suite that helps enables senior managers and executives get an accurate and integrated daily summary of their business. It provides the technology components that enable cross-functional analysis, daily summarization, and optimized reporting performance. It includes Oracle Portal based pages to support reporting needs for targeted management roles, with relevant and timely information presented in the form of Key Performance Indicators, Summary Portlets, and Drill Down Reports.

Daily Business Intelligence

- What percentage of invoices are on hold?
- What percentage of payments are made electronically?
- What is the average number of days it takes for an invoice to be paid?
- What percentage of invoices are paid late?



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Oracle iSupplier Portal Invoice Matching Controls

- Profile option that prevents suppliers from matching an invoice to more than one purchase order when entering invoices online in Oracle iSupplier Portal.



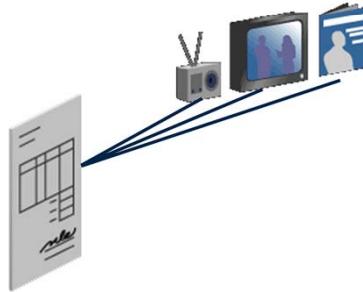
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Oracle iSupplier Portal Invoice Matching Controls

Oracle Payables has a profile option that, when selected, prevents suppliers from matching a single invoice to more than one purchase order when entering invoices online in Oracle iSupplier Portal. From the iSupplier side, the supplier is able to include the ship from location on an ASN/ASBN. This allows automated matching of shipment lines to the corresponding delivery lines in Oracle Transportation Management, and largely reduces the need for a manual match.

Attachments

- Suppliers can add data attachments to invoices entered in Oracle iSupplier Portal Invoices.



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Attachments

In Oracle iSupplier Portal Invoices, suppliers can use standard attachments functionality to include non-structured data attachments with invoices that they enter. Once the invoices are imported, Oracle Payables users can access the attachments just as they can access any other invoice attachments.

PO Number Display

- PO number display functionality
- Ordered numerically
- Release number added for blanket and planned purchase orders
- Faster invoice entry process in Oracle iSupplier Portal Invoices



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PO Number Display

Purchase orders are ordered numerically, with release number in the display for blanket and planned purchase order numbers. Suppliers can find the purchase orders they need to match against much more easily, speeding up the invoice entry process.

Retroactive Pricing of Purchase Orders Support

- When Oracle Purchasing users update a PO item price, the system can create price adjustment invoices for invoices already matched to that item.



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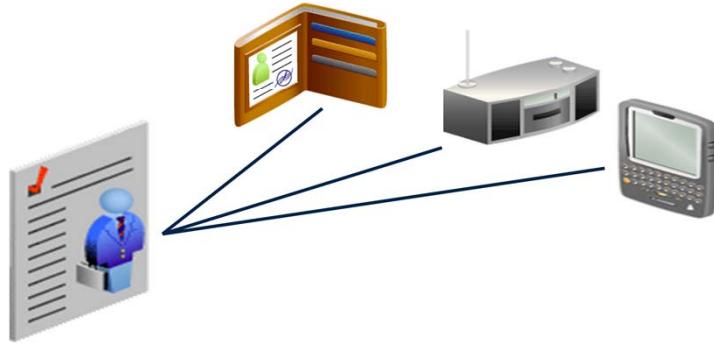
Retroactive Pricing of Purchase Orders Support

The retroactive pricing of purchase orders is a specialized feature for use with suppliers that agree to this pricing and invoicing relationship. It automatically generates supplier invoices to make price adjustments without having a corresponding invoice from the supplier. Therefore, in some jurisdictions, you would first need to get special dispensation from your fiscal authorities before using this feature.

When using this feature, after an Oracle Purchasing user updates the price for a purchase order item, the system can create adjustment invoices in Oracle Payables for any existing invoices matched to that item. The net effect is as if each invoice had been matched at the new price.

Attachments

- Oracle Payables supports the attachment of non-structured data files to supplier sites



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Attachments

Oracle Payables supports the attachment of supplemental files at the supplier site level. Attachments can be any type of supported file, including text files, images, HTML pages, and video clips. For example, you might want to attach a photograph of items ordered. That image can then be carried over to the invoice. This feature's functionality is identical to that currently available at the supplier level.

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Payables Integration with E-Business Tax

- 1 Calculate Tax
- 2 View Tax Summary and Details



Transaction
Tax



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Payables Integration with E-Business Tax

Oracle Payables integrates with Oracle E-Business Tax, the Oracle Applications tax engine, to provide tax services for invoices. With this integration, E-Business Tax provides a central repository for your invoice tax requirements. E-Business Tax does *not* provide tax services for Withholding Taxes or 1099 Income Taxes. E-Business Tax provides tax services for the following categories of Payables invoices:

- Standard Invoices - includes Standard, Mixed, PO Price Adjustment, Credit Memos, and Debit Memos
- Prepayment Invoices
- Expense Reports

Each of these categories maps to an *event class* in E-Business Tax.

E-Business Tax uses your tax setups as well as information from the invoice header and line level (the *tax drivers*) to determine the applicable taxes, tax statuses, tax rates, taxable basis, calculations, rounding, and tolerance for each invoice. The tax drivers E-Business Tax uses to calculate taxes can differ depending on the category of invoice and the parties involved. For example, for a Standard invoice in the U.S., the Location ID and Place of Supply on the invoice are used to determine the applicable State and County Sales Taxes.

For more information see the tax module or the *E-Business Tax User Guide*.

Multiple Organization Access Control

- If you implement Multiple Organization Access Control, you can:
 - Enter invoices for multiple operating units without switching responsibilities.
 - Pay invoices for multiple operating units in a single pay run.



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Multiple Organization Access Control

Oracle Payables leverages Oracle Applications' Multiple Organization Access Control feature. Multiple Organization Access Control (MOAC) lets you define multiple organizations and the relationships among them in a single installation of Oracle Applications. These organizations can be ledgers, business groups, legal entities, operating units, or inventory organizations.

Implement Multiple Organization Access Control

- If you implement MOAC, you can enter invoices for multiple operating units without switching responsibilities. To enter an invoice for an operating unit, enter a value in the Operating Unit field of the Invoices window (part of the Invoice Workbench). Each invoice must be for a single OU, but you can enter multiple invoices for different OUs, without changing responsibilities.
- Pay invoices for multiple operating units in a single pay run.

Set Up Multiple Organization Access Control

To set up MOAC, define the following profile options:

MO Security Profile. This option controls the list of operating units that a responsibility or user can access. So you would assign the Security Profile that you just created to this profile option. If you set the this option at the responsibility level, then all users using that responsibility will have access to only the operating units available in the security profile. If you set this option at the user level, then the user will have access to only those operating units, irrespective of the applications responsibility that they log into.

MO: Default Operating Unit. This option allows you to specify a default operating unit that will be the default when you open different subledger applications (Payables, Receivables, and so on) pages. Because users can access multiple operating units, you may want to set up a default one instead of forcing users to constantly have to choose one. With User Preferences, you can also specify a default operating unit at the user level. This profile option is optional.

MO: Operating Unit. This option provides backwards compatibility and supports products that do not use MOAC. If you specify a security profile for the MO: Security Profile, then those products that use MOAC will ignore this option.

For details on multiple organization setup, see: Oracle Applications Multiple Organizations Implémentation Guide.

Summary

- In this module, you should have learned how to:
 - Enter invoices
 - Understand the expense report process
 - Create payments
 - Describe how accounting flows to the General Ledger



SCM Financial

Lesson 03 :Accounts
Receivable Training Module

Table of Contents

- Open New Period in Receivables
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 - Search for a Transactions
 - Print Transactions



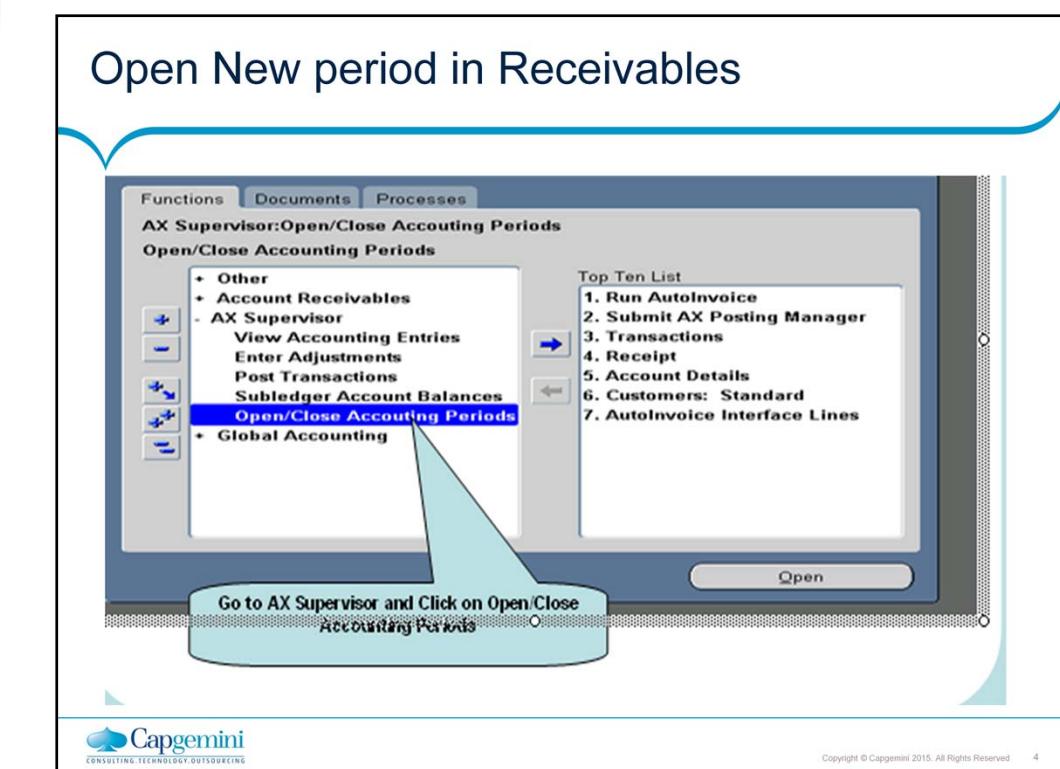
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Table of Contents

- Receipts
 - Receipt Overview
 - Create a Receipt
 - Cash Application
 - Dealing with Misapplication
 - Query a Receipt
 - Reverse Receipt
 - Query Account Details
 - Perform Adjustments
 - Create Customer & Add Bill To and Ship To
 - Post Transactions to GL



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Open New period in Receivables

Latest Open Period **DEC-07** Open Next Period

| Accounting Periods | | | | | |
|--------------------|--------|-------------|--------|-------------|-------------|
| Status | Number | Fiscal Year | Name | Start Date | End Date |
| Not Opened | 1 | 2008 | JAN-08 | 01-JAN-2008 | 03-FEB-2008 |
| Open | 12 | 2007 | DEC-07 | 03-DEC-2007 | 31-DEC-2007 |
| Open | 11 | 2007 | NOV-07 | 05-NOV-2007 | 02-DEC-2007 |
| Open | 10 | 2007 | OCT-07 | 01-OCT-2007 | 04-NOV-2007 |
| Open | 9 | 2007 | SEP-07 | 03-SEP-2007 | 30-SEP-2007 |
| Open | 8 | 2007 | AUG-07 | 06-AUG-2007 | 02-SEP-2007 |
| Open | 7 | 2007 | JUL-07 | 02-JUL-2007 | 05-AUG-2007 |

Click on the list of value and Select Open and click on the Save icon

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Transactions Overview

- Transaction Classes – There are three kinds of Transaction classes that we will use in Oracle
- Invoice – This is a sales Bill created to charge customer for the sales we have made.
- Credit Memo – This is raised in case of any Returns or price queries with regard to the sales Invoice. This reduces the balance of the Sales Invoice
- Debit Memo – This is raised to debit the customer account but will be used for internal purposes only E.g Refund of Over Payment to customer.



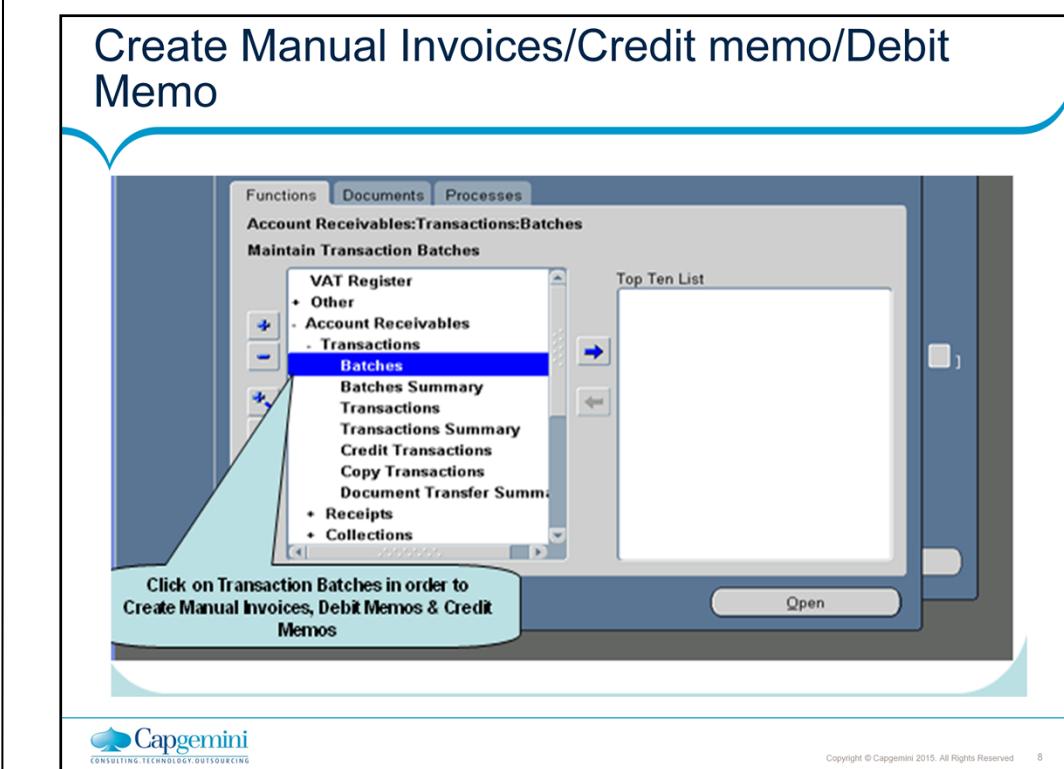
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Transaction Types

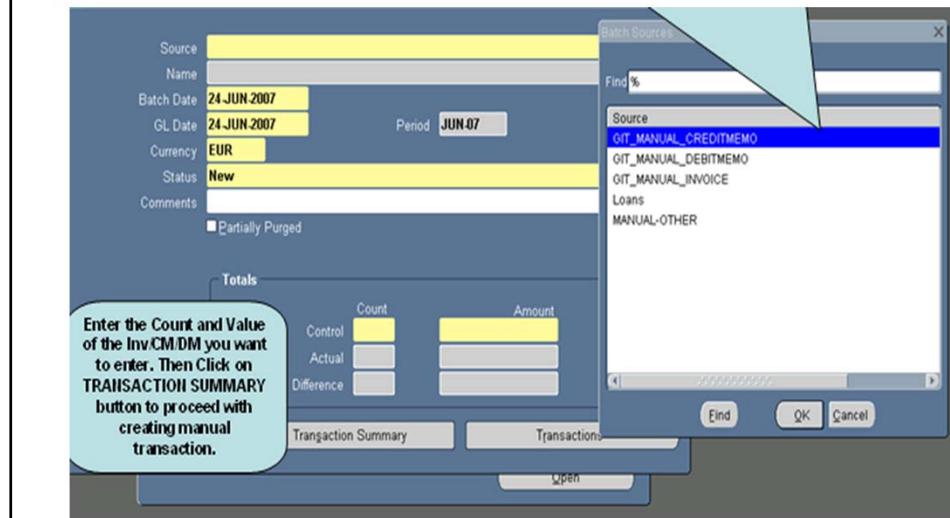
- Transaction Types
- Transaction Types are used in order to differentiate between transactions created for a specific Region or Item type. For E.g. An Invoice generated through an order using GE & Non-GE items have to be differentiated, similarly an Invoice Generated for Domestic, EU, NON EU and Internal purposes has to be differentiated for GEXPRO Italy Business.
- While Creating Manual transactions you need to choose the relevant transaction types. The automated transactions created through Auto Invoice will have the transaction type defaulted.
- The Item type will be taken from the Item selected for the sales order and the Region will be taken from the Bill to Site of the customer which was used to place the sales order.



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Creating Manual Transactions



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Creating Manual Transactions

The screenshot shows a software application window titled "Creating Manual Transactions". The main area displays a grid of transaction records. The first two rows are highlighted in yellow, showing "Source" as "GIT_MANUAL_INVOICE", "Number" as "2300000261", and "Bill To Customer" as "Nuovo Pignone S.p.A". The second row also lists "Effe SpA" under "Bill To Customer". The grid has columns for "Source", "Number", "Bill To Customer", "Class", "Complete", and "Balance Due". Below the grid is a large callout bubble containing the following text:

Enter the Customer Name for whom you are Creating a Manual
Invoice, Credit/Debit memo. Once you enter the name click on OPEN button to enter further details for that transaction.

At the bottom of the screen, there is a toolbar with several buttons: Applications, Adjust, Credit, Copy To, Complete, Installments, Overview, New, and Open.



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Creating Manual Transactions

Transaction

| | | |
|---|----------------------|-------------|
| Source: GIT_MANUAL_INVOICE | Date: 24-JUN-2007 | Balance Due |
| Number: 2300 | GL Date: 24-JUN-2007 | Line: |
| Class: Invoice | Currency: EUR | Tax: |
| Type: GIT_IT_GE_INV | Document Number: | Freight: |
| Reference: | Transaction: | Charges: |
| | Complete | Total: |
| <input type="checkbox"/> Details <input type="button" value="Refresh"/> | | |

Main More Notes Commitment Reference Information

Ship To:

| |
|--------------------------------|
| Name: Nuovo Pignone S.p.A |
| Number: 299982 |
| Location: 437406 |
| Address: Nuovou Pgnone |
| Contact: Via Perfetti Ricosoli |
| Florence, FI 50127 Italy |

Bill To:

| |
|--------------------------|
| Nuovo Pignone S.p.A |
| 299982 |
| 437406 |
| Nuovou Pgnone |
| Via Perfetti Ricosoli |
| Florence, FI 50127 Italy |

Sold To:

| |
|---------------------------|
| Name: Nuovo Pignone S.p.A |
| Number: 299982 |

Paying Customer:

| |
|---------------------------|
| Name: Nuovo Pignone S.p.A |
| Number: 299982 |
| Location: 437406 |

Commitment:

Salesperson:

Invoicing Rule:

Payment Term:

Due Date:

Payment Method:

Customer Bank:

Bank Branch:

Account Number:

Expiration Date:

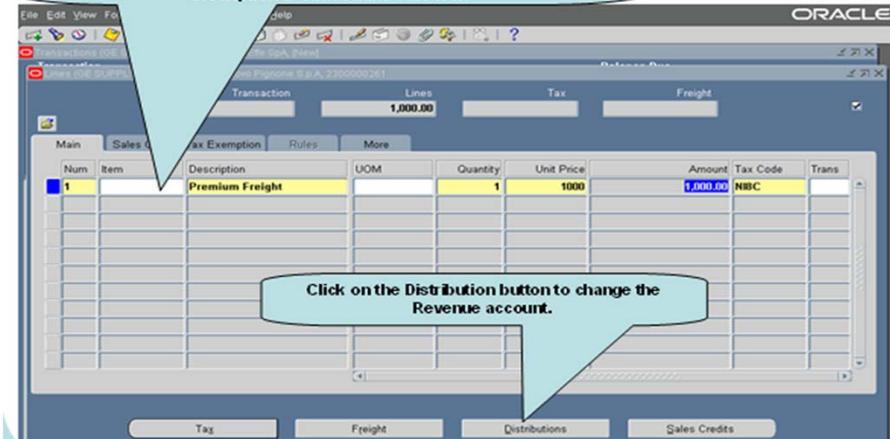


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Creating Manual Transactions

Enter the Description, Unit of Measure, Quantity, Unit Price. The Amount will be automatically calculated. Verify the Tax Code and enter an appropriate Tax code. Go to the next line to enter a different line description & Click on the save icon



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Creating Manual Transactions

| Trans Line | Detail Line | Class | GL Account | GL Date | % | Distribution Amount |
|----------------------------------|-------------|---------|--|-------------|----------|---------------------|
| 1 | | Revenue | 200 GIT .501010042.F0JE04.0.00000.00000.30 | 24-JUN-2007 | 100.0000 | 1,000.00 |
| Total 100.0000 1,000.00 | | | | | | |
| Transaction Line Amount 1,000.00 | | | | | | |

GL Posted Date: [] Accounting Rule: []
Description: SUPP-ITALY.NET SALES BILLED-GE PRODU.SUPP-SLS-ITALY-GE SUPPLY..POST INVENTORY.DEFAULT.DEFAULT
Tax Account: []
Description: []
Comments: []



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Creating Manual Transactions

| Transaction | | Balance Due | |
|---|---|--|-------------------------|
| Source GIT_MANUAL_INVOICE | Date 24-JUN-2007 | Line 0.00 | Tax 0.00 |
| Number 600150 | GL Date 24-JUN-2007 | Freight 0.00 | Charges 0.00 |
| Class Invoice | Currency EUR | Total 1,000.00 | |
| Type GIT_IT_GE_INV | Document Number 600150 | | |
| Reference 9000000 | Transaction <input checked="" type="checkbox"/> Complete | Details | Refresh |
| <input type="button" value="Main"/> <input type="button" value="More"/> <input type="button" value="Notes"/> <input type="button" value="Commitment"/> <input type="button" value="Reference Information"/> | | <input type="button" value="Ship To"/> <input type="button" value="Bill To"/> <input type="button" value="Sold To"/> <input type="button" value="Paying Customer"/> | |
| Name Nuovo Pignone S.p.A | Number 299982 | Name Nuovo Pignone S.p.A | Number 299982 |
| Location 437406 | | Address Nuovou Pgnone | 437406 |
| Address Via Perfetti Ricosoli | | Address Via Perfetti Ricosoli | |
| Contact Florence, FI 50127 Italy | | Contact Florence, FI 50127 Italy | |
| <input type="button" value="Commitment"/> <input type="button" value="Salesperson"/> <input type="button" value="Invoicing Rule"/> <input type="button" value="Payment Term"/> <input type="button" value="Due Date"/> | | <input type="button" value="Payment Method"/> <input type="button" value="Customer Bank"/> <input type="button" value="Bank Branch"/> <input type="button" value="Account Number"/> <input type="button" value="Expiration Date"/> | |
| <input type="button" value="Line Items"/> <input type="button" value="Tax"/> <input type="button" value="Freight"/> <input type="button" value="Distributions"/> <input type="button" value="Sales Credits"/> | | <input type="button" value="Complete"/> | |

Click on the Complete Button to complete the transaction. This will save the transaction, generate a transaction number and a Document Sequence Number.


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Creating Manual Transactions

Transaction

| | | | |
|-----------|--------------------|-----------------|-----------------------------------|
| Source | GIT_MANUAL_INVOICE | Date | 24-JUN-2007 |
| Number | 600150 | GL Date | 24-JUN-2007 |
| Class | Invoice | Currency | EUR |
| Type | GIT_IT_GE_INV | Document Number | 600150 |
| Reference | 9000000 | Transaction | <input type="checkbox"/> Complete |

Balance Due

| | |
|---------|----------|
| Line | 1,000.00 |
| Tax | 0.00 |
| Freight | 0.00 |
| Charges | 0.00 |
| Total | 1,000.00 |

Main

| | | | |
|----------------|-------------------------------|----------------|--|
| Ship To | Nuovo Pignone S.p.A 299982 | Bill To | Nuovo Pignone S.p.A 299982 |
| Name | Nuovo Pignone S.p.A | Location | 437406 |
| Number | 299982 | Address | Nuovou Pgnone Via Perfetti Ricosoli Florence, FI 50127 Italy |
| Location | 437406 | Contact | |
| Commitment | Dewanpelli, Niles | Salesperson | Dewanpelli, Niles |
| Invoicing Rule | | Payment Term | GIT_NET30 |
| Payment Term | | Due Date | 24-JUL-2007 |

Sold To

| | |
|--------|---------------------|
| Name | Nuovo Pignone S.p.A |
| Number | 299982 |

Paying Customer

| | |
|----------|---------------------|
| Name | Nuovo Pignone S.p.A |
| Number | 299982 |
| Location | 437406 |

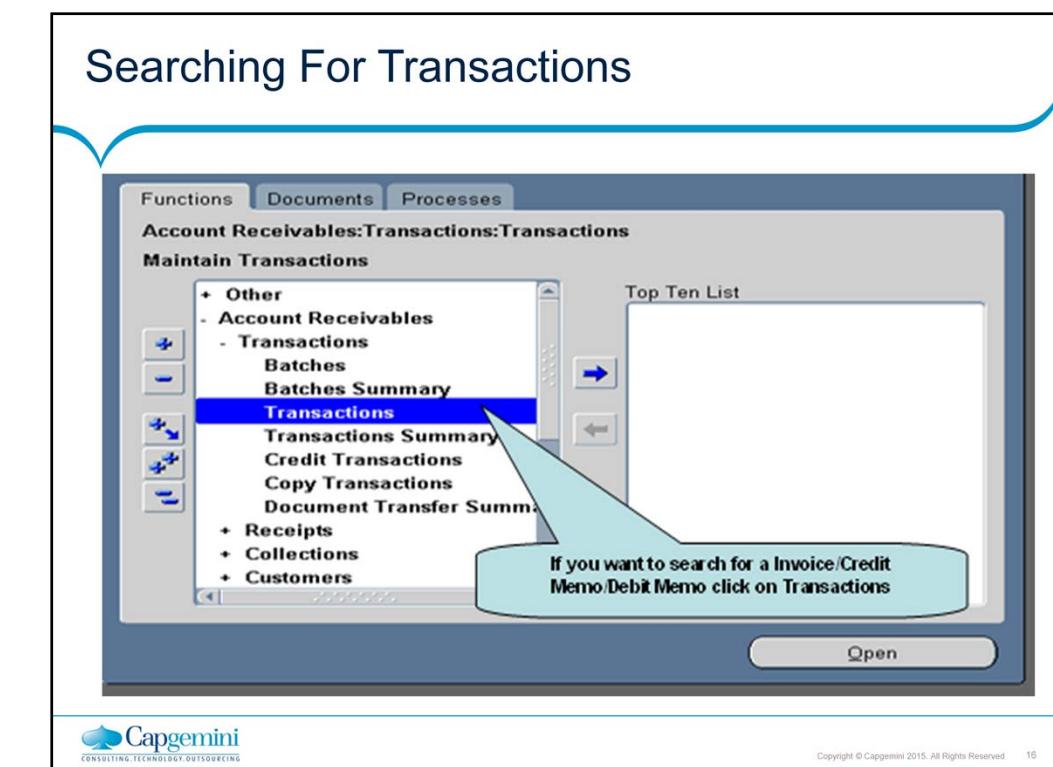
Lige Items **Tag** **Freight** **Distributions** **Sales Credits** **Incomplete**

If you would like to do modifications to the transaction click on the Incomplete Button and you can modify it except for the Date of the transaction, Transaction number and Document Sequence Number. You cannot modify a transaction once the transaction has been posted to GL. The Incomplete Button will be Grayed out once the transaction is posted to GL..

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Searching For Transactions

The screenshot shows a software application window titled "TRANSACTION SEARCH - SUPPLY ITALY OF LTD". The main interface is divided into several sections:

- Transaction Header:** Includes fields for Source, Number, Class, Type, Reference, Date (26 JUN 2007), GL Date (26 JUN 2007), Currency (EUR), Document Number, Transaction Status (Complete), and Balance Due.
- Ship To:** Fields for Name, Number, Location, Address, and Contact.
- Bill To:** Fields for Name, Number, Location.
- Sold To:** Fields for Name, Number, Location.
- Paying Customer:** Fields for Name, Number, Location.
- Payment Method:** Fields for Customer Bank, Bank Branch, Account Number, and Expiration Date.
- Commitment:** Fields for Salesperson, Invoicing Rule, Payment Term, and Due Date.
- Buttons:** Line Items, Tax, Freight, Distributions, Sales Credits, and Incomplete.



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Searching For Transactions

The screenshot shows the SAP Fiori 'Find Transactions' application. The search criteria entered are:

- Transaction Numbers: 600128
- Sales Order Number: 600128

A callout box contains the text: "Press the Find Button after entering Search Criteria".

Other visible fields include:
Bill To, Ship To, Purchase Order Numbers, Document Numbers, Reference Numbers, Transaction Dates, GL Dates, Transaction Batches, Transaction Batch Sources, Transaction Types, Class, Primary Salesperson, Credited Transaction, Complete, Period, Currency.

Buttons at the bottom include: Clear, New, Find, and Complete.

Logos for Capgemini and SAP are present at the bottom left and right respectively.

Searching For Transactions

CRM REVENUE (OE SUPPLY ITALY OF UNIT)

Transaction

| | |
|--|-------------------------|
| Source: GIT_VMI_AUTO_INVOICE | Date: 15-JUN-2007 |
| Number: 600128 | GL Date: 15-JUN-2007 |
| Class: Invoice | Currency: EUR |
| Type: GIT_IT_NGE_INV | Document Number: 600128 |
| Reference: | Transaction: [...] |
| <input checked="" type="checkbox"/> Complete | |

Balance Due

| | |
|---------|-------|
| Line | 59.83 |
| Tax | 0.00 |
| Freight | 0.00 |
| Charges | 0.00 |
| Total | 59.83 |

Main **More** **Notes** **Commitment** **Reference Information**

Ship To

| |
|--------------------------------|
| Name: Nuovo Pignone S.p.A |
| Number: 299982 |
| Location: 437406 |
| Address: Nuovou Pgnone |
| Contact: Via Perfetti Ricosoli |
| Via Perfetti Ricosoli |
| 123, Florence, FI50127 Italy |

Bill To

| |
|------------------------------|
| Nuovo Pignone S.p.A |
| 299982 |
| 437406 |
| Nuovou Pgnone |
| Via Perfetti Ricosoli |
| 123, Florence, FI50127 Italy |

Sold To

| |
|---------------------------|
| Name: Nuovo Pignone S.p.A |
| Number: 299982 |

Paying Customer

| |
|-----------|
| Name: |
| Number: |
| Location: |

Payment Method

| |
|------------------|
| Customer Bank: |
| Bank Branch: |
| Account Number: |
| Expiration Date: |

Lige Items **Tax** **Freight** **Options** **Sales Credits** **Incomplete**

You can view the transaction Details here

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Receipts

- Receipt – This is the payment made by the customer to us as Consideration for the sale.
- Receipt Sources – The receipt source is Created to determine whether the receipt is a Check or Wire
- Payment Method – Payment Method is mode of payment made by the customer whether it is Check or Wire. This will default as soon as you select the Receipt Source.
- Posting Receipt – Posting a receipt means Creating a Receipt in AR.



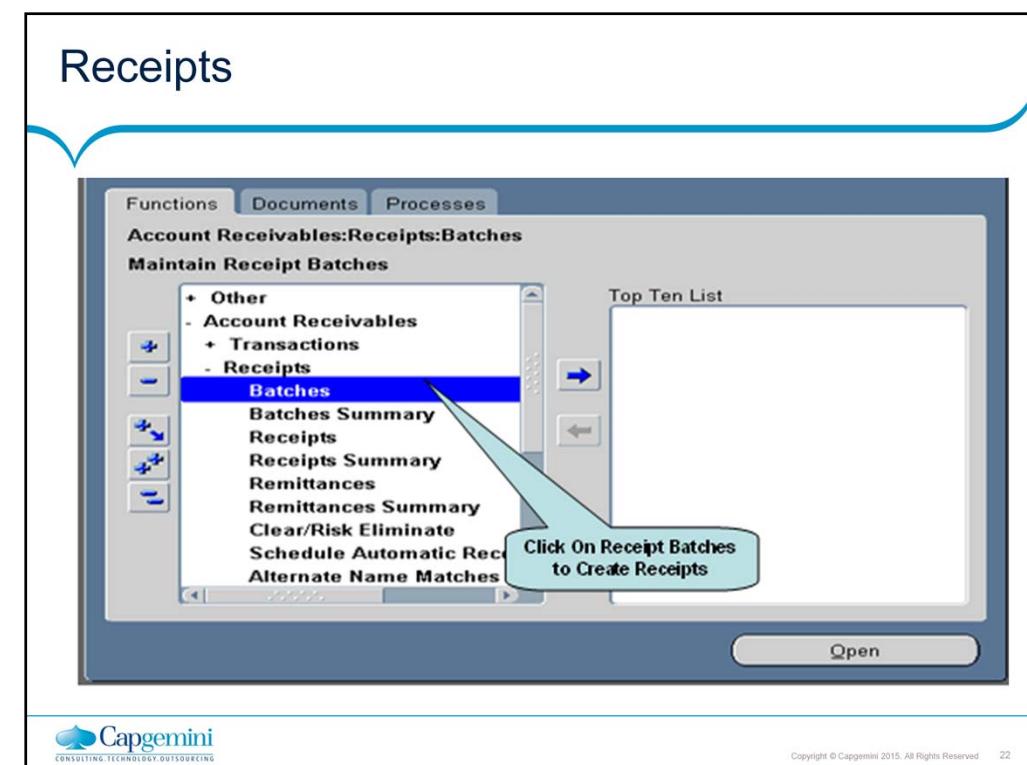
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Receipts

- Applying a Receipt – Applying a receipt means applying the receipt that has been posted on a customer account.
- Reverse Receipt – Means reversing a customer receipt posted on a customer Account. This effectively means you are nullifying the receipt. This could be because the payment has not been realised or the payment has been posted to wrong customer account.



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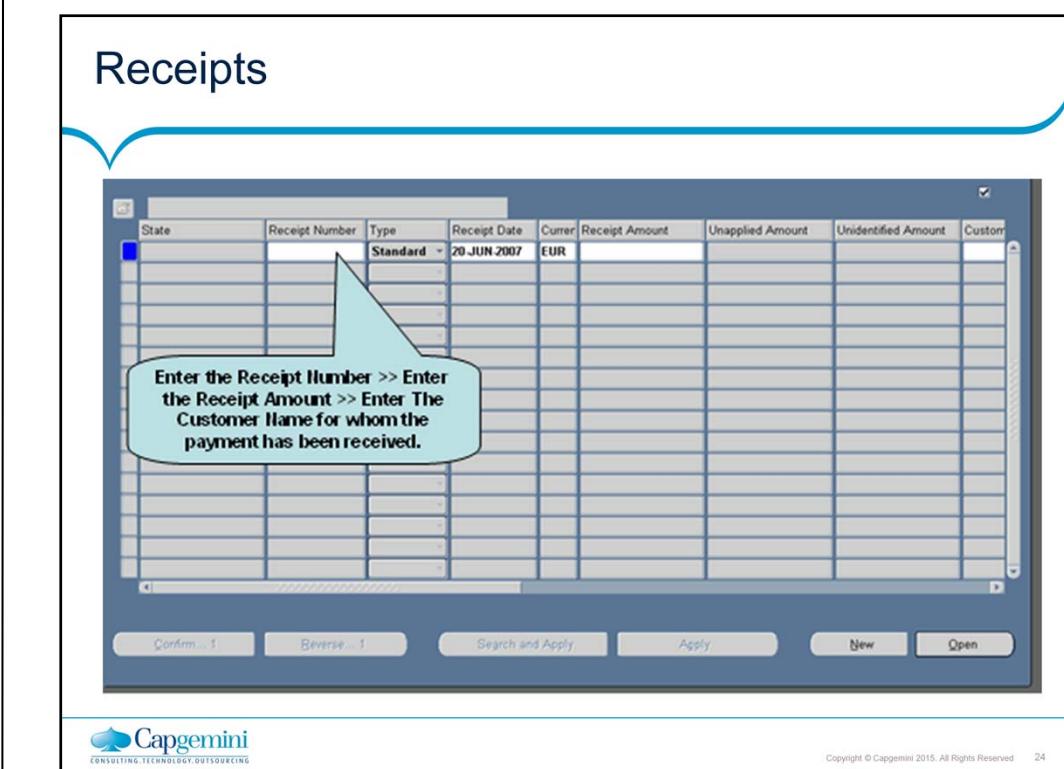
Receipts

Click on the List of Value & Enter the Batch Source GIT_WIRE for Wire Payment & GIT Check for GIT_CHECK the Receipt Class and Payment Method will default. Enter the Number of Payments received in a particular day in the Countfield and The total Amount >> Click on The Receipts Button to start posting & Applying Receipts

| | | | |
|---|-----------------------|----------------|-------|
| Batch Type | Manual-Regular | Batch Source | |
| Batch Number | | Currency | |
| Batch Date | 20-JUN-2007 | Receipt Class | |
| GL Date | 20-JUN-2007 | Payment Method | |
| Deposit Date | 20-JUN-2007 | Bank Name | |
| Comments | | | |
| Totals | | | |
| Control | Count | Amount | Count |
| - | | | |
| Actual | | | |
| + Reversed | | | |
| Difference | | | |
| Based on the payments received in the Bank Account on the Previous Day. Post the Total number of payments received in the Bank account and the Total Amount. The Actual will be populated once you create receipts on customer account & Apply to transactions | | | |
| Status New <input checked="" type="checkbox"/> Partially Purged <input type="button" value="Receipts"/> | | | |

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Receipts

Customer Name: Nuovo Pignone S.p.A
Customer Number: 299982
Location: 437406
Receipt Amount: EUR 20,000.00

| Unapplied | 20,000.00 |
|--------------------|-----------|
| On Account | 0.00 |
| Cash Claims | 0.00 |
| Prepayments | 0.00 |
| Exchange Gain/Loss | 0.00 |

Applications

| Apply | Saved | Apply To | Billing Number | Installment | Apply Date | Amount Applied | Discount | Balance Due | Trans | Customer I. | GL D. |
|--|--------------------------|----------|----------------|-------------|------------|-----------------|----------|-------------|-------|-------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | 299982 | |
| Find % | | | | | | | | | | | |
| Number Credit Card Refund On Account Receipt Write-off | | | | | | | | | | | |
| 600110 | | Invoice | | | | 1 EUR 120.53 | | 11-JUL- | | | |
| 600111 | | Invoice | | | | 1 EUR 17,685.79 | | 11-JUL- | | | |
| 600112 | | Invoice | | | | 1 EUR 491.40 | | 11-JUL- | | | |
| 600113 | | Invoice | | | | 1 EUR 1,863.94 | | 11-JUL- | | | |
| 600114 | | Invoice | | | | 1 EUR 62.90 | | 11-JUL- | | | |
| 600115 | | Invoice | | | | 1 EUR 1,063.54 | | 11-JUL- | | | |
| 600116 | | Invoice | | | | 1 EUR 5.66 | | 11-JUL- | | | |
| 600126 | | Invoice | | | | 1 EUR 723.06 | | 15-JUL- | | | |

Enter the Transaction Number Manually or Click on LOV and select the Invoice number. You can also select Off Account if you don't have information with regard to the invoice for which the payment needs to be applied

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Receipts

| Customer Name | Nuovo Pignone S.p.A. | | | Unapplied | 450.27 | | | | | | |
|--|-------------------------------------|-----------|----------------|--------------------|-------------|----------------|----------|-------------|-------|------------|------|
| Customer Number | 299982 | | | On Account | 0.00 | | | | | | |
| Location | 437406 | | | Cash Claims | 0.00 | | | | | | |
| Receipt Amount | EUR | 20,000.00 | | Prepayments | 0.00 | | | | | | |
| | | | | Exchange Gain/Loss | 0.00 | | | | | | |
| Applications | | | | | | | | | | | |
| Apply | Saved | Apply To | Billing Number | Installment | Apply Date | Amount Applied | Discount | Balance Due | Trans | Customer I | GL D |
| | <input checked="" type="checkbox"/> | 600111 | | 1 | 20-JUN-2007 | 17,685.79 | 0.00 | 0.00 | EUR | 299982 | 20-J |
| | <input checked="" type="checkbox"/> | 600113 | | 1 | 20-JUN-2007 | 1,863.94 | 0.00 | 0.00 | EUR | 299982 | 20-J |
| | <input type="checkbox"/> | 600112 | | 1 | | | | 491.40 | EUR | 299982 | 20-J |
| The Apply Check box will be automatically checked when you enter the next Invoice or when you Save. | | | | | | | | | | | |

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Receipts

| | | | |
|-----------------|---------------------|--------------------|------|
| Customer Name | Nuovo Pignone S.p.A | Unapplied | 0.00 |
| Customer Number | 299982 | On Account | 0.00 |
| Location | 437406 | Cash Claims | 0.00 |
| Receipt Amount | EUR 20,000.00 | Prepayments | 0.00 |
| | | Exchange Gain/Loss | 0.00 |

Applications

| Apply | Saved | Apply To | Billing Number | Installment | Apply Date | Amount Applied | Discount | Balance Due | Trans | Customer | GL D |
|-------------------------------------|-------------------------------------|----------|----------------|-------------|-------------|----------------|----------|-------------|-------|----------|------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 600111 | | 1 | 20-JUN-2007 | 17,685.79 | 0.00 | 0.00 | EUR | 299982 | 20-J |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 600112 | | 1 | 20-JUN-2007 | 450.27 | 0.00 | 41.13 | EUR | 299982 | 20-J |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 600113 | | 1 | 20-JUN-2007 | 1,863.94 | 0.00 | 0.00 | EUR | 299982 | 20-J |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | |

If the total Invoice value is more than the Receipt value then you would see the balance left on the invoice

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Receipts

| | | | |
|-----------------|---------------------|--------------------|------|
| Customer Name | Nuovo Pignone S.p.A | Unapplied | 0.00 |
| Customer Number | 299982 | On Account | 0.00 |
| Location | 437406 | Cash Claims | 0.00 |
| Receipt Amount | EUR 20,000.00 | Prepayments | 0.00 |
| | | Exchange Gain/Loss | 0.00 |

Applications

| Apply | Saved | Apply To | Billing Number | Installment | Apply Date | Amount Applied | Discount | Balance Due | Trans | Customer I | GL D |
|-------------------------------------|-------------------------------------|----------|----------------|-------------|-------------|----------------|----------|-------------|-------|------------|------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 600111 | | 1 | 20-JUN-2007 | 17,685.79 | 0.00 | 0.00 | EUR | 299982 | 20-J |
| <input type="checkbox"/> | <input type="checkbox"/> | 600112 | | 1 | 20-JUN-2007 | | | 491.40 | EUR | 299982 | 20-J |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 600113 | | 1 | 20-JUN-2007 | 1,863.94 | 0.00 | 0.00 | EUR | 299982 | 20-J |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 600114 | | 1 | 20-JUN-2007 | 450.27 | 0.00 | 172.63 | EUR | 299982 | 20-J |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | |

Press Save and the new invoice will be applied to the payment

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Receipts

Batch Type: Manual-Regular
 Batch Number: 10002
 Batch Date: 20-JUN-2007
 GL Date: 20-JUN-2007
 Deposit Date: 20-JUN-2007
 Comments:

| Totals | |
|------------|---------------------------|
| Control | Count: 2 Amount: 50000.00 |
| - Actual | Count: 2 Amount: 50000.00 |
| + Reversed | Count: 0 Amount: 0.00 |
| Difference | Count: 0 Amount: 0.00 |

Batch Source: GIT_WIRE_TRANSFER_SOURCE
 Currency: EUR
 Receipt Class: GIT_WIRE
 Payment Method: GIT_WIRE_TRANSFER
 Bank Name: Banca Populare de Milano
 Bank Account Number: CC339

| Applied | Count: 2 Amount: 50000.00 |
|---------------|---------------------------|
| Unapplied | Count: 0 Amount: 0.00 |
| On Account | Count: 0 Amount: 0.00 |
| Cash Claims | Count: 0 Amount: 0.00 |
| Prepayments | Count: 0 Amount: 0.00 |
| Unidentified | Count: 0 Amount: 0.00 |
| Miscellaneous | Count: 0 Amount: 0.00 |
| Returned | Count: 0 Amount: 0.00 |

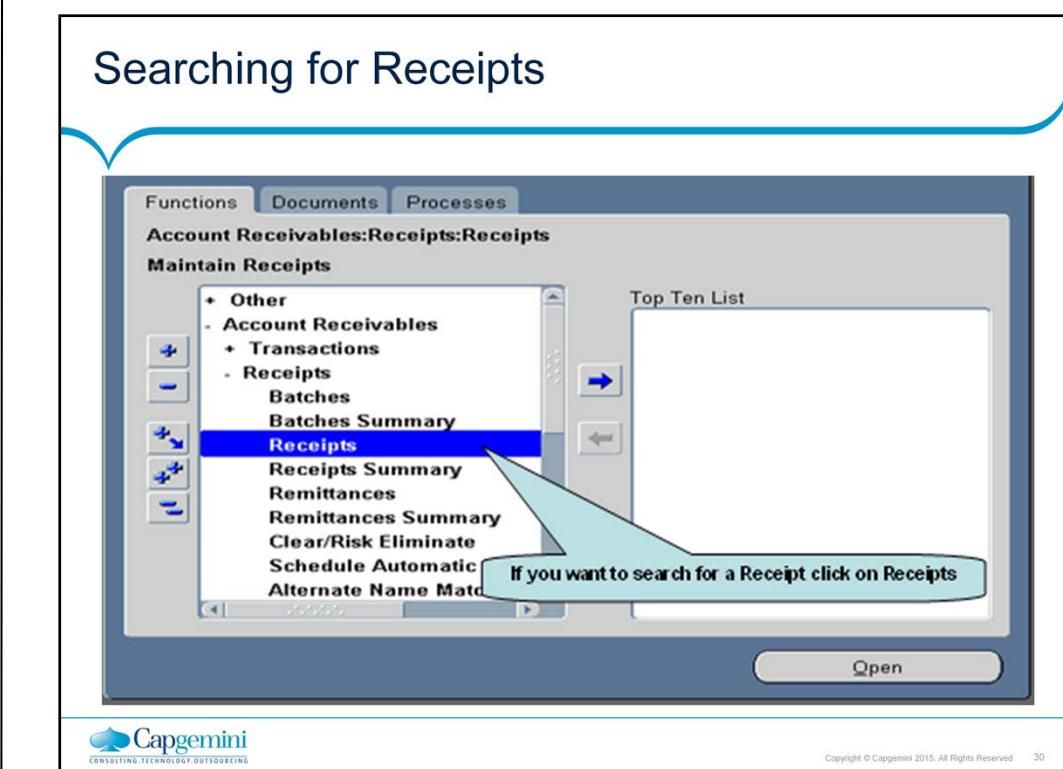
Transmission
 Name:
 Lockbox:
 Batch:

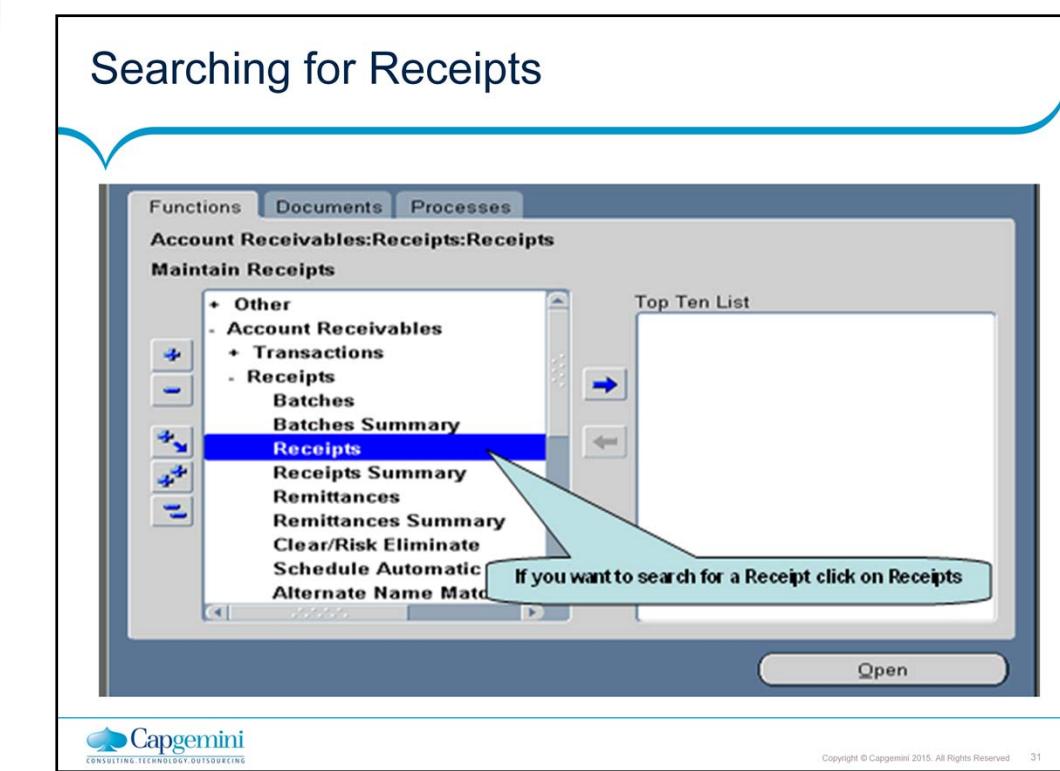
Status: Closed
 Partially Purged
 Receipts

After you apply all the receipts the Receipt Batch will appear Like this. If there is an Difference in the Count and Amount applied that would appear in the Difference. You can also see the Amount applied, Unapplied, On Account, Unidentified.

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Searching for Receipts

Screencast 10E SUPPLY ITALY OF UNIT

Receipt

| | | | |
|----------------|----------------|-------------------|-------------|
| Payment Method | Receipt Number | Receipt Date | 26-JUN-2007 |
| Receipt Amount | EUR | GL Date | 26-JUN-2007 |
| Receipt Type | Standard | Maturity Date | 26-JUN-2007 |
| Status | | Functional Amount | |

Balances

| | |
|--------------|--|
| Unidentified | |
| Applied | |
| On Account | |
| Unapplied | |
| Cash Claims | |
| Prepayments | |

Main More

Detail - Identify By

| | | | |
|------------------|-------------|-------------------|--|
| Trans Number | | | |
| Earned Discounts | | | |
| Customer | Number | Uneamed Discounts | |
| Name | Location | Bank Charges | |
| Number | Taxpayer ID | | |

Customer Bank

| | |
|-------------------|--|
| Name | |
| Account | |
| Payment Server ID | |
| Approval Code | |

Remittance Bank

| | |
|---------|--|
| Name | |
| Branch | |
| Account | |

Comments

Buttons: Confirm, Reverse, Receipt History, Search and Apply, Apply

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Searching for Receipts

Find Receipts (GEB-ITALY-REP)

| | | |
|------------------|------|------|
| Receipt Numbers | 1234 | 1234 |
| Receipt Dates | | |
| GL Dates | | |
| Postmark Dates | | |
| Maturity Dates | | |
| Document Numbers | | |
| Amounts | | |
| Currency | | |
| State | | |
| Receipt Batch | | |
| Payment Method | | |
| Status | | |
| Type | | |
| Activity | | |
| Bills Receivable | | |
| At Risk | | |

Remittance

| | |
|---------|--|
| Bank | |
| Branch | |
| Account | |
| Batch | |
| Method | |

Customer

| | |
|----------------|--|
| Name | |
| Number | |
| Location | |
| Taxpayer ID | |
| Collector Name | |

Buttons: Clear, New, Find, Confirm..., Reverse..., Receipt History, Search and Apply, Apply.

After entering the Search Criteria click on Find Button



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Searching for Receipts

Receipt

| | | | | | | |
|-----------------------------------|----------------------|------------------------------|---------------------------|----------------------|----------------------------|-----------------------------|
| Payment Method: GIT_WIRE_TRANSFER | Receipt Number: 1234 | Receipt Amount: EUR 1,000.00 | Receipt Date: 24 JUN 2007 | GL Date: 24 JUN 2007 | Maturity Date: 24 JUN 2007 | Functional Amount: 1,000.00 |
| Receipt Type: Standard | Status: Cleared | | | | | |
| | | | | | | |

Balances

| | |
|--------------|--------|
| Unidentified | 0.00 |
| Applied | 723.06 |
| On Account | 0.00 |
| Unapplied | 276.94 |
| Cash Claims | 0.00 |
| Prepayments | 0.00 |

Main More

Detail

Identify By

| | |
|---------------------|------|
| Trans Number: | |
| Earned Discounts: | 0.00 |
| Unearned Discounts: | 0.00 |
| Bank Charges: | |

Customer

| |
|----------------------------|
| Name: Nuovo Pignone S.p.A. |
| Number: 299982 |
| Location: 437406 |
| Taxpayer ID: 35878 |

Customer Bank

| | |
|--------------------|--|
| Name: | |
| Account: | |
| Payment Server ID: | |
| Approval Code: | |

Remittance Bank

| |
|---------------------------|
| Name: Banca Popolare di I |
| Branch: Milan |
| Account: CC339 |

Reference:
Postmark Date:
Comments:

Buttons: Confirm... 1, Reverse... 1, Receipt History, Search and Apply, Apply

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Reversing a Receipt

The receipt will be reversed and the Receipt buttons will be grayed out only the receipt History button will be available to viewthe details of the reversed payment.

Receipt

| | | |
|--|------------------------------------|---------------------------|
| Payment Method: GIT_WIRE_TRANSFER | Receipt Date: 24-JUN-2007 | Balances |
| Receipt Number: 1234 | GL Date: 24-JUN-2007 | Unidentified: 0.00 |
| Receipt Amount: EUR 1,000.00 | Maturity Date: 24-JUN-2007 | Applied: 0.00 |
| Receipt Type: Standard | Functional Amount: 1,000.00 | On Account: 0.00 |
| Status: Reversed | | Unapplied: 0.00 |

Customer

| | |
|----------------------------------|---------------------------------|
| Name: Nuovo Pignone S.p.A | Earned Discounts: 0.00 |
| Number: 299982 | Unearned Discounts: 0.00 |
| Location: 437406 | Bank Charges: |
| Taxpayer ID: 35878 | Comments: |

Customer Bank

| | |
|----------------------------|------------------------|
| Name: | Account: |
| Payment Server ID: | Approval Code: |

Remittance Bank

| | |
|----------------------------------|----------------------|
| Name: Banca Populare de I | Branch: Milan |
| Account: CC109 | |

Main More

Detail Identity By

Customer Reference Postmark Date

Comments

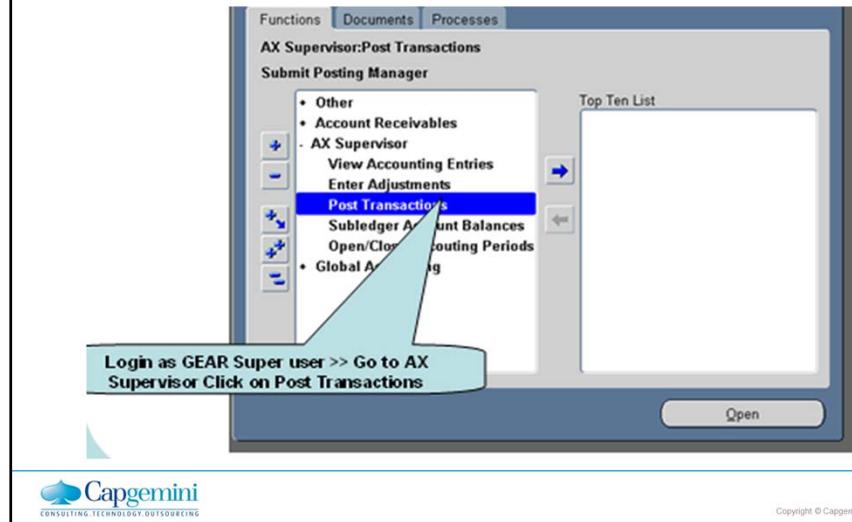
Confirm ... 1 Reverse... 1 Receipt History Search and Apply Apply

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Posting AR Transactions to GL

The posting programmer will post all Transactions created in AR to General Ledger. This will be a daily Job. Please note that once you post a transaction to GL you can't edit the transaction.



Posting AR Transactions to GL

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|--------------------------|--------|-----------|---------|---------------------------------|
| 1698019 | Journal Import | | Completed | Warning | 4723791, 687, N, , N, N |
| 1698018 | Journal Import | | Completed | Warning | 4723790, 686, N, , N, N |
| 1698017 | Event Translation Report | | Completed | Normal | 1698015, Permanent |
| 1698016 | Revenue Recognition | | Completed | Normal | 54255, 51014, S, Y, Y, N |
| 1698015 | Posting Manager | | Completed | Warning | 222, 686, Y, Y, DETAIL, Y, N, |
| 1698014 | | | Completed | Normal | 3487, 1720241, invoice |
| 1698013 | | | Completed | Normal | 3487, 1720348, Invoice Item |
| 1698012 | | | Completed | Normal | MAIN, T, 2098, GIT_NVMI_AUTO_IN |
| 1698011 | | | Completed | Normal | 1, 2098, GIT_NVMI_AUTO_IN |
| 1698010 | | | Completed | Normal | FY-07, 686 |

The Phase of the Posting should be Completed and Status should be Normal. If you see the Posting Manager completed with warning then, click on View log to analyze the reason.

[Hold Request](#) [View Details...](#) [View Output](#)

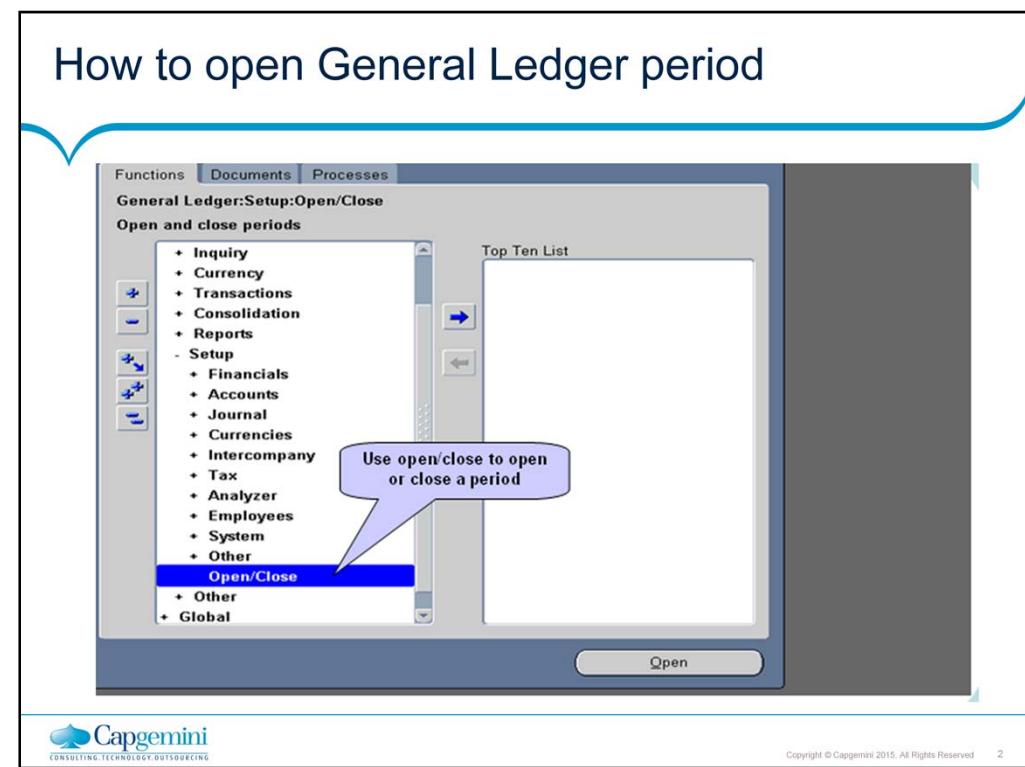
[Cancel Request](#) [Diagnostics](#) [View Log...](#)

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SCM Financial

Lesson 04: General Ledger
& Closing



How to open General Ledger period

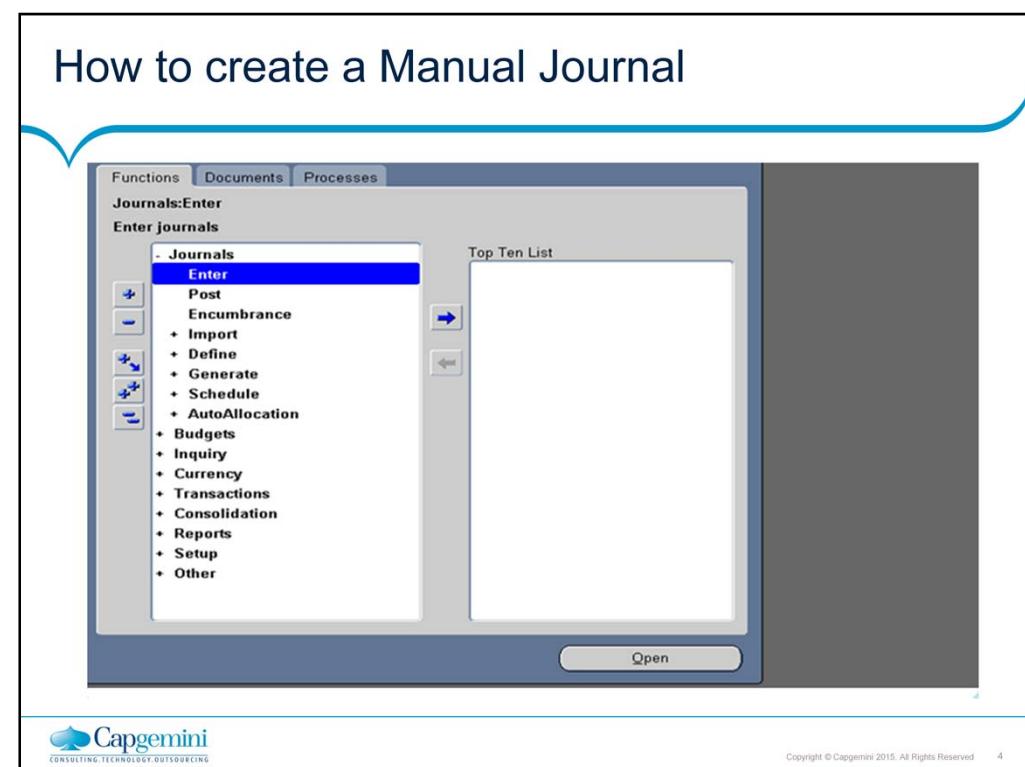
The screenshot shows a software interface for managing accounting periods. At the top, there are two sections: 'Accounting Period' and 'Encumbrance Year'. Both sections have 'Latest Open' fields set to 'Dec-07' and '2007' respectively, and 'Open Next Period' and 'Open Next Year' buttons. Below these are two tables:

| Status | Period | Number | | Fiscal Year | |
|----------------|------------|-----------|---------|-------------|-------------|
| | | From Date | To Date | From Date | To Date |
| Future - Entry | Dec-Adj-07 | 13 | 2007 | 31-DEC-2007 | 31-DEC-2007 |
| Open | Dec-07 | 12 | 2007 | 01-DEC-2007 | 31-DEC-2007 |
| Open | Nov-07 | 11 | 2007 | 01-NOV-2007 | 30-NOV-2007 |
| Open | Oct-07 | 10 | 2007 | 01-OCT-2007 | 31-OCT-2007 |
| Open | Sep-07 | 9 | 2007 | 01-SEP-2007 | 30-SEP-2007 |
| Open | Aug-07 | 8 | 2007 | 01-AUG-2007 | 31-AUG-2007 |
| Open | Jul-07 | 7 | 2007 | 01-JUL-2007 | 31-JUL-2007 |
| Open | Jun-07 | 6 | 2007 | 01-JUN-2007 | 30-JUN-2007 |
| Open | May-07 | 5 | 2007 | 01-MAY-2007 | 31-MAY-2007 |



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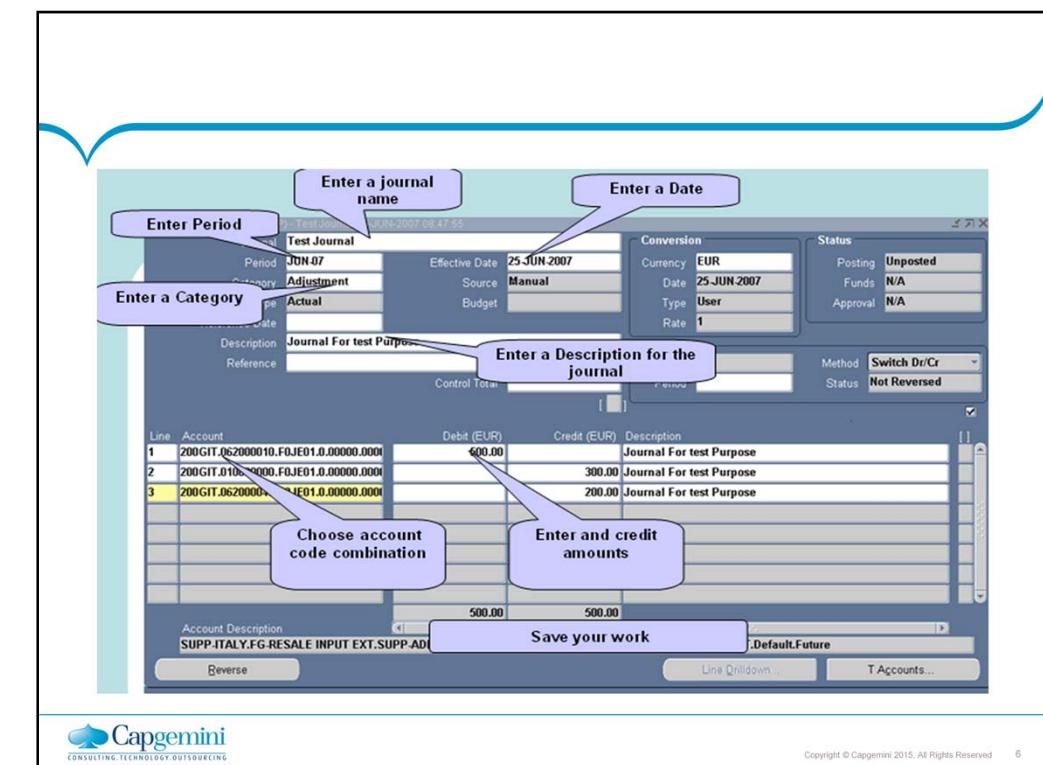
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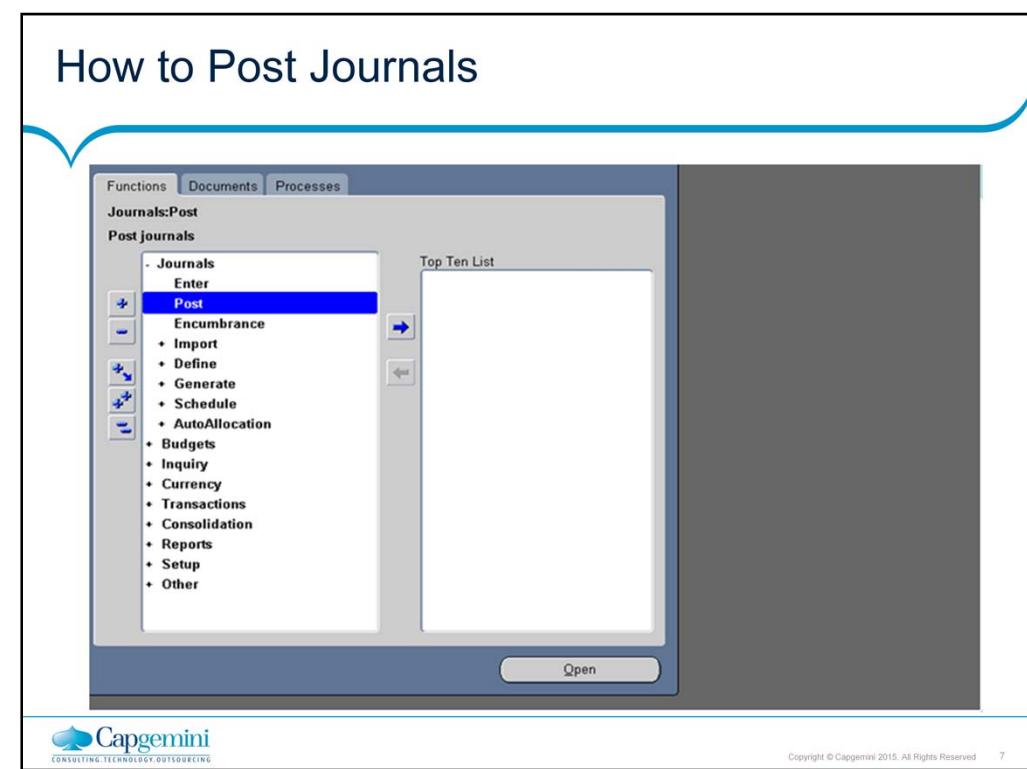


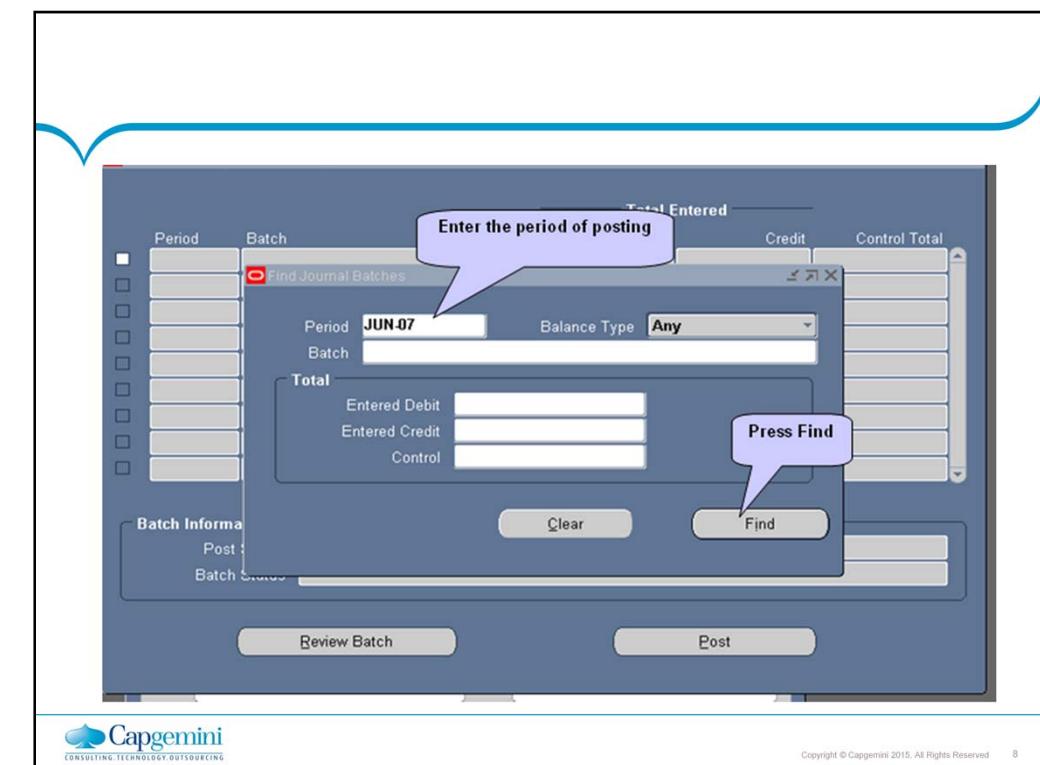
How to create a Manual Journal

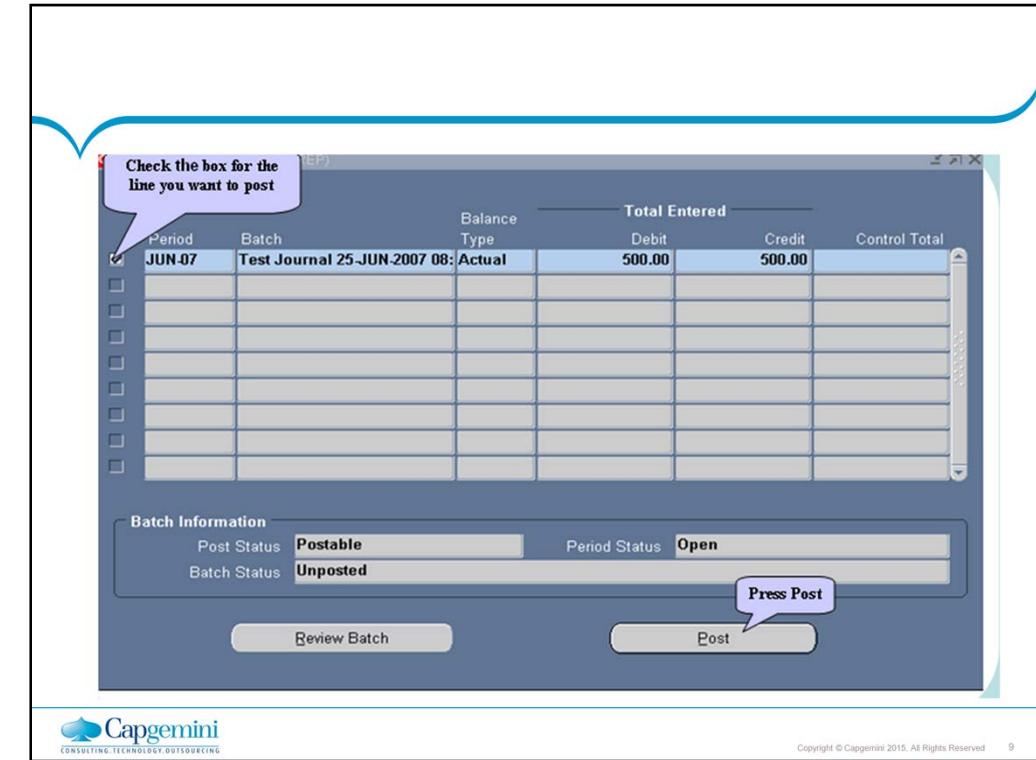


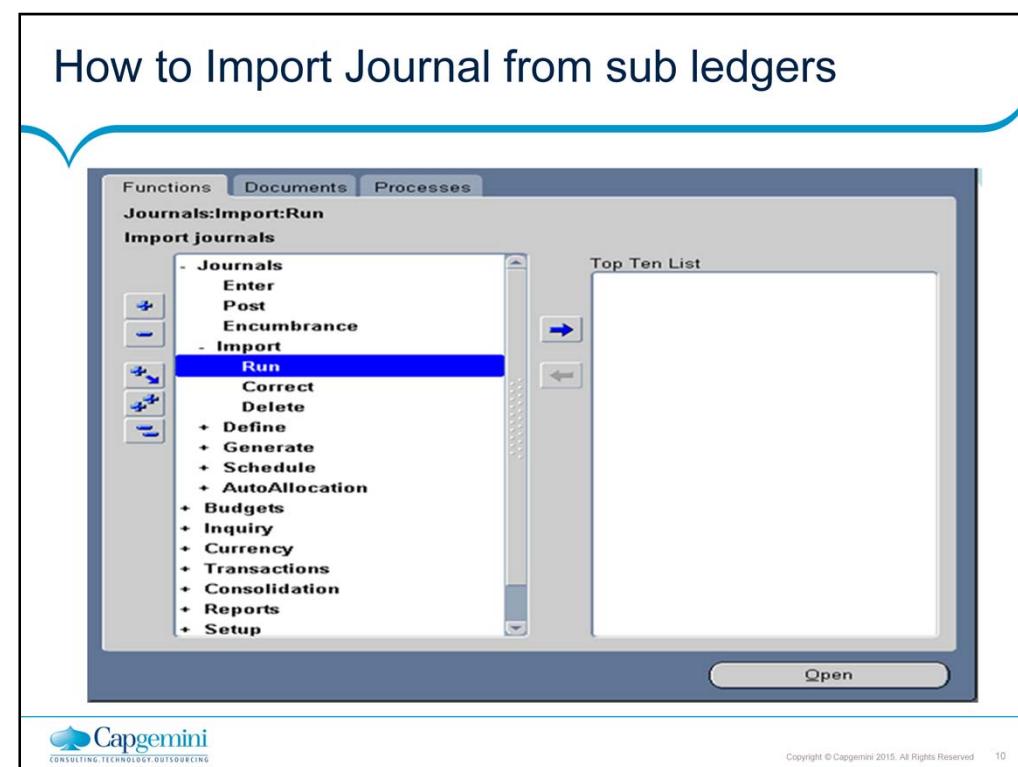
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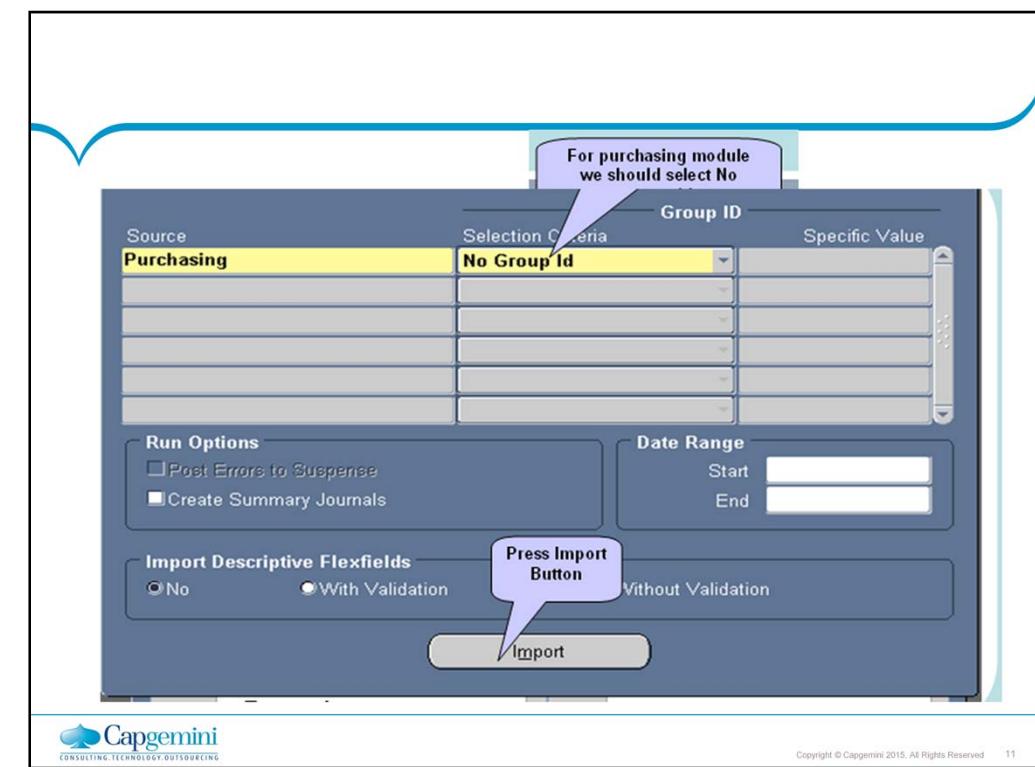


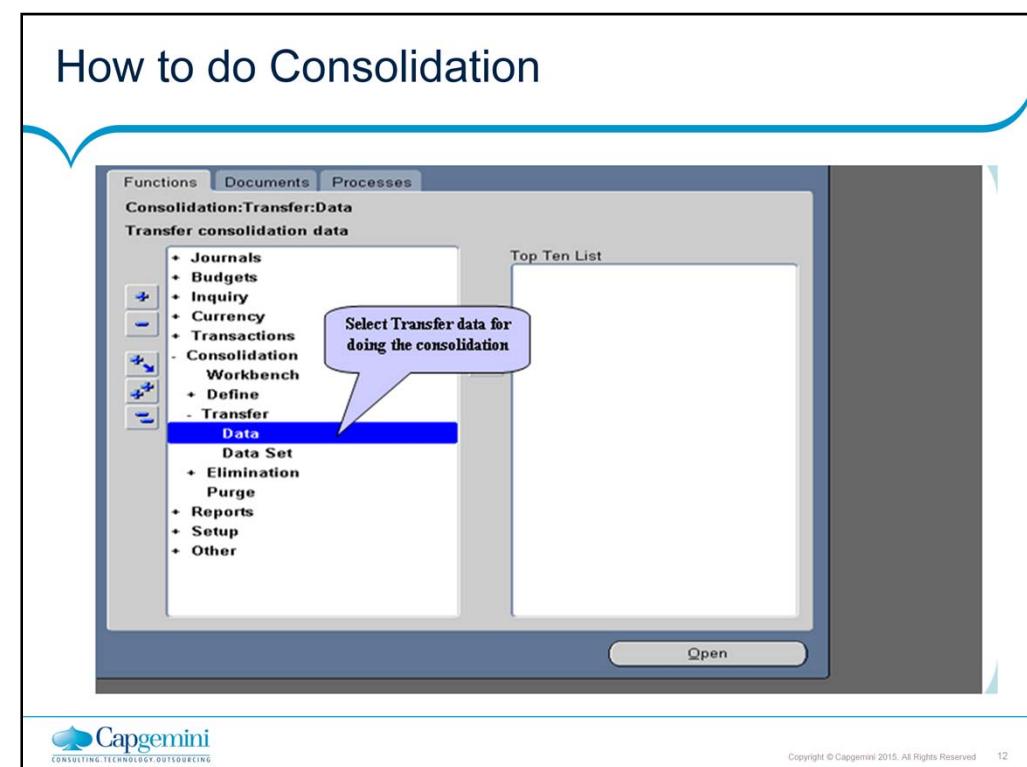


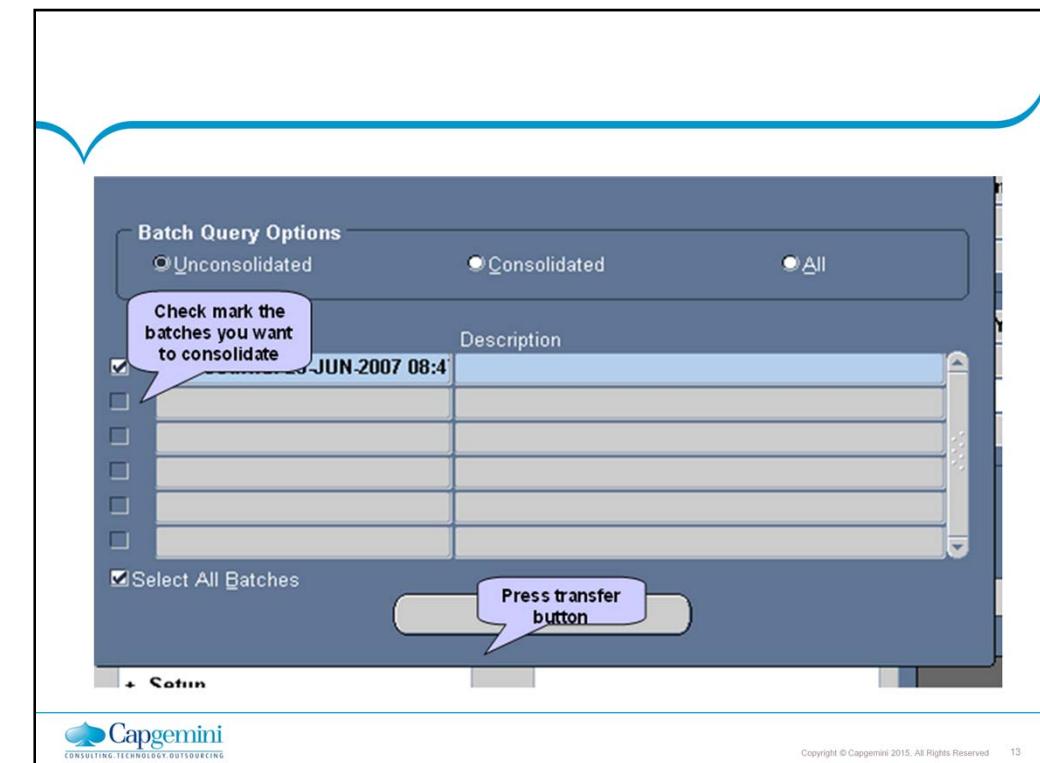












Closing

Closing of GL can involve the following activity:

1. Accrual Entries
2. Adjustment entries

After doing the manual entries and consolidation to the reporting book. Close the period.



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Closing

Accounting Period

| | |
|------------------|--------|
| Latest Open | Dec-07 |
| Open Next Period | |

Encumbrance Year

| | |
|----------------|------|
| Latest Open | 2007 |
| Open Next Year | |

| Status | Period | Number | | Fiscal Year | |
|--------|---------|-----------|------------------|-------------|-----|
| | | From Date | To Date | [] | [] |
| Open | Sep-07 | 9 | 2007 01-SEP-2007 | 30-SEP-2007 | |
| Open | Aug-07 | 8 | 2007 01-AUG-2007 | 31-AUG-2007 | |
| Open | July-07 | 7 | 2007 01-JUL-2007 | 31-JUL-2007 | |
| Open | May-07 | 5 | 2007 01-MAY-2007 | 31-MAY-2007 | |
| Open | Apr-07 | 4 | 2007 01-APR-2007 | 30-APR-2007 | |
| Open | Mar-07 | 3 | 2007 01-MAR-2007 | 31-MAR-2007 | |
| Closed | Feb-07 | 2 | 2007 01-FEB-2007 | 28-FEB-2007 | |
| Closed | Jan-07 | 1 | 2007 01-JAN-2007 | 31-JAN-2007 | |

Type closed and save your work

Open/Close

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