

Accounts Payable Operations in Oracle E-Business Suite (EBS)

Table of Contents

1. Introduction
2. System Requirements
3. Getting Started
4. Features Overview
5. User Interface Guide
6. How to Perform Tasks
 - Task 1: Invoice management
 - Task 2: Payment processing
 - Task 3: period-End closing
7. Troubleshooting
8. FAQ
9. Contact Support

1. Introduction

Accounts Payable (AP) in Oracle E-Business Suite (EBS) helps organizations automate and streamline their vendor invoice processing, payments, and reconciliation tasks. The module ensures compliance with organizational policies and statutory regulations, reducing the time needed for manual data entry and enhancing accuracy.

2. System Requirements

•Minimum Requirements:

- Operating System: Windows Server 2016 or later / Oracle Linux 7 or later
- Processor: Intel Xeon or higher - Memory: 8 GB RAM
- Storage: 20 GB available space for installation and transaction logs
- Database: Oracle Database 12c or higher
- Additional Requirements: Access to Oracle EBS 12.2.9 or later

•Recommended Requirements:

- Operating System: Windows Server 2019 / Oracle Linux 8

- Processor: Intel Xeon Gold or higher - Memory: 16 GB RAM or more
- Storage: 50 GB available space - Database: Oracle Database 19c
- Additional Requirements: High-speed internet connection for faster data processing

3. Getting Started

Initial Setup for AP:

1. Log in to Oracle EBS using your assigned AP role.
2. Navigate to the Payables Responsibility from your main menu.
3. Verify the suppliers, payment terms, and invoice settings are correctly configured under the Setup menu.
4. Set up any required workflows, including invoice approval processes, hold releases, and automatic payment batch approvals.

4. Features Overview

- Invoice Management: Manage supplier invoices from creation to payment, including invoice matching to purchase orders and receipts.
- Payment Processing: Automatically process payments through checks or electronic methods, and manage voids, refunds, and prepayments.
- Reconciliation: Reconcile supplier accounts, ensuring that all invoices and payments are correctly posted to the General Ledger.
- Period-End Closing: Automate the period-end close, including running key reports to ensure that all transactions are captured.
- Real-Time Reporting: Generate reports for supplier balances, payment history, and pending invoices.

5. User Interface Guide

Key Sections in Oracle Payables (EBS):

- Invoices Workbench: Create and manage invoices, including matching invoices with purchase orders.
- Payments Workbench: Process payments for approved invoices and handle prepayments or voids.

- Supplier Inquiry: View detailed information about supplier transactions, balances, and payment history.
- Reports: Access real-time reports, including Aging Reports, Payment Batches, and Reconciliation Reports.
- Setup and Configuration: Manage settings related to suppliers, payment terms, approval workflows, and tax details.

6. How to Perform Tasks

Task 1: Invoice Management

1. Navigate to the Invoices Workbench.
2. Click Enter Invoice to create a new invoice.
3. Enter the supplier details, invoice amount, and payment terms.
4. Match the invoice with a purchase order (PO) or receipt, if applicable.
5. Review and apply any necessary holds or adjustments.
6. Save the invoice for approval or further processing.

Task 2: Payment Processing

1. Open the Payments Workbench.
2. Select Create Payment Batch and choose the invoices for payment.
3. Specify the payment method (e.g., check, EFT) and review the payment batch details.
4. Submit the payment batch for approval.
5. Once approved, the payment will be processed, and the system will generate a confirmation report.
6. If necessary, void incorrect payments and process refunds through the Void Payments option.

Task 3: Period-End Closing

1. Go to Payables Responsibility > Reports > Submit Requests.
2. Select Payables Period-End Reports.
3. Run the Accounts Payable Trial Balance Report and review for any discrepancies.
4. Ensure that all invoices and payments are posted.

5. Generate the General Ledger Reconciliation Report and verify accuracy.
6. Complete the period-end close by posting the final balances to the General Ledger.

7. Troubleshooting

- Issue: Invoice fails to match with the purchase order.

Solution: Check if the PO is correctly linked to the supplier and ensure that all goods receipts are recorded in the system.

- Issue: Payment batch errors during processing.

Solution: Verify that all selected invoices are approved and that the payment method is correctly configured.

- Issue: Period-end reports show reconciliation errors.

Solution: Recheck all open transactions and ensure that no invoices or payments remain unposted.

8. FAQ

- Q: How can I void a payment after processing?

A: Go to the Payments Workbench, select the payment you want to void, and click Void Payment. You may need to process a refund if funds were transferred.

- Q: Can I process advance payments or prepayments?

A: Yes, prepayments can be entered and later applied to future invoices through the Invoices Workbench.

9. Contact Support

For any further assistance, contact Oracle E-Business Suite support:

- Email: support@oracle-ebs.com
- Phone: +1 (800) 987-6543
- Website: www.oracle.com/ebs-support