

Graduation Project Proposal Form

1. Project Information

- **Project Title:** Accounts Payable Operations and Reporting in Oracle ERP
- **Course/Track:** Oracle Digital Accounting Specialist / CAI1_ERP1_M2d.
- **Team Members:**
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 3. Sara Hassan
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2. Project Overview

- **Objective:**

To enable the user to manage vendor invoices, payments, reconciliation, and period closing activities in the Accounts Payable module.
- **Scope of Work:**
 - The scope of this project includes the following tasks:
 1. **Invoice Management:**

Implementing processes for creating, validating, and entering invoice details in Oracle Payables, matching with POs and Goods Receipts, applying adjustments, and placing invoices on hold based on vendor agreements.
 2. **Payment Processing:**
 3. **manage process supplier payments for posted invoices using Oracle Payables, including checks and electronic funds transfers. Create and review payment batches for accuracy before posting them in Oracle Payables. Handle supplier prepayments and advances, applying them to future invoices within Oracle Payables. Manage voids for incorrect payments and record refunds, applying them to the appropriate invoices using Oracle Payables functionality.**
 4. **Period-End Closing:**

To complete the AP period-end closing process, ensure all invoices and payments are posted in Oracle Payables. Generate and review key AP reports for accuracy, reconcile the AP sub-ledger with the General Ledger, and manage write-offs and adjustments to resolve any discrepancies.
 5. **Testing & Optimization:**

Conduct multiple rounds of testing to ensure the system operates efficiently and can handle varying transaction volumes.

6. Training & Documentation:

Provide training for users on how to utilize the new system and document procedures to ensure ease of use and continuity.

- **processes:**

- Steps to Automatically Reconcile a Bank Statement:

1. Define your AutoReconciliation options.
2. Navigate to the Submit Request window.
3. Select the AutoReconciliation program.
4. Enter the Bank Account Number for the statement to reconcile.
5. Enter a statement number range in: Statement Number From, Statement Number To.
6. Enter the dates: Statement Date From, Statement Date To, GL Date.
7. Select a Receivable Activity and Payment Method: to create miscellaneous receipts for any discrepancies within remittance batches.
8. Specify how to handle any NSF or rejected receipts.
9. Submit your request.
10. Review the AutoReconciliation Execution Report for errors and the Bank Statement Detail Report for reconciled and unreconciled lines.
11. If lines remain unreconciled, use the Reconcile Bank Statement Lines window to manually reconcile them.

- To Submit Programs from the Reconcile Bank Statements or Bank Statement Interface Window:

1. Select AutoReconciliation from the Oracle Applications Special menu.
2. Choose your options: Import, Reconcile Only, or Import and Reconcile.
3. Optionally, modify the default entries for Bank Account Number, Statement Number From, Statement Number To, Statement Date From, and Statement Date To.
4. Select the GL Date, Receivable Activity, Payment Method, and NSF Handling.
5. Submit your request.
6. Once the concurrent request is complete, review the AutoReconciliation Execution Report for reconciliation errors and the Bank Statement Detail Report for reconciled and unreconciled lines.
7. If any lines remain unreconciled or need correction, use the Reconcile Bank Statement Lines window to manually reconcile them.

- **Expected Outcomes:**

- The expected outcomes include:

1. Created and matched supplier invoices with purchase orders, then posted them.
2. Applied necessary adjustments and holds to invoices.
3. Generated inquiry reports to display the status of supplier accounts and invoices.
4. Processed and posted supplier payments.
5. Created and processed payment batches.
6. Managed and applied prepayments to invoices.
7. Processed void payments and refunds.
8. Successfully completed the accounts payable period-end close.
9. Generated and reviewed final accounts payable reports.
10. Reconciled accounts with the General Ledger.
11. Processed write-offs and adjustments.

3.Problem Statement:

The current accounts payable (AP) operations within our organization are plagued by inefficiencies due to manual invoice processing, delayed payments, and fragmented reporting. These issues result in increased error rates, prolonged payment cycles, and difficulties in maintaining accurate financial records. Additionally, the lack of an integrated system for managing supplier invoices, payments, and reporting impedes our ability to make informed financial decisions and comply with regulatory requirements.

4.Proposed Solution:

Implementing Oracle ERP for accounts payable operations and reporting will address these challenges by automating and streamlining the entire AP process. **The proposed solution includes:**

- **Automated Invoice Processing:** Utilize Oracle's Optical Character Recognition (OCR) technology to automatically capture and process supplier invoices, reducing manual data entry errors and speeding up invoice approval workflows.
- **Integrated Payment Processing:** Implement Oracle's payment management features to automate payment batches, handle prepayments, and process void payments and refunds efficiently.
- **Real-Time Reporting:** Leverage Oracle's robust reporting tools to generate real-time inquiry reports, final AP reports, and reconciliation statements, providing accurate and up-to-date financial information.
- **Enhanced Compliance and Control:** Enforce approval workflows and validate invoices against purchase orders and contracts to ensure compliance with federal and statutory regulations.

- **Period-End Close Automation:** Streamline the period-end close process by automating the generation and review of final AP reports, ensuring timely and accurate financial closing.

5.Resources Needed:

- To implement the automated accounts payable (AP) operations system, the following resources are required:

Software:

- Oracle Digital Accounting system (with access to modules like accounts payable, payment management, and reporting).

Hardware:

- **Database servers:** to store transaction data.
- **Networking infrastructure:** Reliable and secure network connections to support system access and data transfer.

Human Resources:

- **Developers:** To build and integrate the automation feature within the Oracle system.
- **Data Analysts:** To design algorithms for transaction matching and discrepancy identification.

Trainers: To instruct finance teams on how to use the new system.