

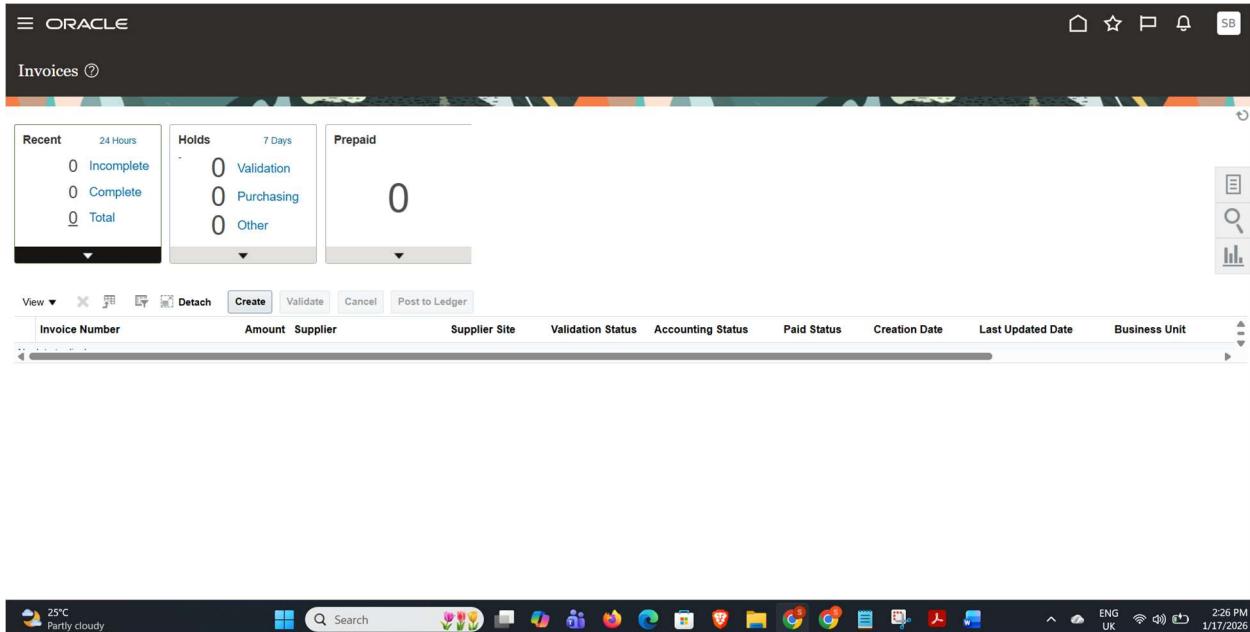
ADDING OPEN ISP REPORTS TO PAYABLES LANDING PAGE



PROBLEM STATEMENT / USER STORY

When customers raise invoices through Supplier Portal, Payables team have no means to know that the invoice is available for processing unless they explicitly search for the invoice by Source.

This is a major deterrent for Supplier Portal Adoption. Customers often sell the idea of a shorter Payables cycle to convince Suppliers to shift to Supplier portal. This lack of directly visibly negates that completely.



DESIRED SOLUTION

On the Invoices Landing page, add a portlet to show Payables number of Invoices ready for processing from ISP.

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STEPS

1. Create an OTBI Report to list the number of invoices ready for processing
2. Create an Infotile for the count display
3. Optionally add a deeplink on the Invoice Number to allow direct navigation to the Invoice
4. Create a sandbox to personalize the Invoices Landing Page
5. Personalize a region and add the FBDI report there
6. Publish the Sandbox

SCREENSHOTS

Creating the OTBI Report

→Tools → Reports & Analytics → Browse Catalog

New Analysis

A screenshot of the Oracle OTBI (Oracle Technology Business Intelligence) interface. The top navigation bar shows "ISP Invoices" as the current report. Below the navigation are tabs for "Criteria", "Results" (which is selected), "Prompts", and "Advanced". The main area is divided into two sections: "Subject Areas" and "Layout".

Subject Areas: This section contains a tree view of available data sources:

- Supplier Portal - Invoice Real Time:
 - Bill To Business Unit
 - Invoice
 - Invoice Details
 - Invoice Line Details - Purch
 - Procurement Item
 - Sold To Legal Entity
 - Supplier Accessible Site
 - Time
- Payables Invoices - Transactional

Layout: This section shows the report structure:

- Table:** A table titled "ISP Invoices" displays data from the "Supplier Portal - Invoice Real Time" source. The columns are: Invoice Source Name, Invoice Date, Invoice Number, Invoice Currency, Invoice Amount, and Approval Status. The data includes several entries for different invoices with various details like currency and amounts.

Invoice Source Name	Invoice Date	Invoice Number	Invoice Currency	Invoice Amount	Approval Status
Internet supplier portal	4-Sep-2024	XUR ADC005	EUR	10,000	Completed
	4-Sep-2024	XUS ADV001	USD	10,000	Rejected
	5-Sep-2024	XUR ZN001	USD	2,500	Completed
	5-Sep-2024	XUR ZN002	USD	30,000	Completed
	5-Sep-2024	XUR ZN003	USD	35,000	Completed
	6-Sep-2024	XUR ZN004	USD	90,000	Manually approved
	10-Sep-2024	XUR ZN006	USD	70,000	Manually approved
- Table:** A table titled "Columns and Measures" lists the fields used in the report:

Reference Information	General Information	Invoice Amounts	Invoice Approval Information
Invoice Source Name	Invoice Date	Invoice Number	Invoice Currency
			Invoice Amount
			Approval Status
- Excluded:** A section titled "Excluded" shows a single field: "General Information" under "Invoice ID".
- Selection Steps:** A section titled "Selection Steps" is currently empty.

Bottom Bar: The bottom of the screen shows the Windows taskbar with various icons for applications like File Explorer, Internet Explorer, and Google Chrome. It also displays system information such as the date (1/17/2026), time (2:42 PM), and location (ENG US). The weather icon indicates "Partly cloudy" at 25°C.

You can exclude Invoice ID

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Optionally to add the Deeplink: on invoice number edit the column properties and add an Action Link to Navigate a web URL

The screenshot shows the Oracle Payables application interface. On the left, there's a navigation sidebar with "ISP Invoices" selected. The main area displays a table of invoices with columns for "Invoice Source Name" and "Invoice Date". A context menu is open over the "Invoice Date" column, showing options like "Style", "Column Format", "Data Format", "Conditional Format", "Interaction", and "Write Back". The "Interaction" tab is active, showing "Primary Interaction: None". A sub-menu window titled "New Action Link ..." is open, with "Link Text: Go to Invoice" and "Action: Always". There are checkboxes for "Do not display in a popup if on Totals" and "Enable on Totals". At the bottom right of the sub-menu window, there are "OK" and "Cancel" buttons. The status bar at the bottom shows weather (25°C, Partly cloudy), system icons, and the date/time (1/17/2026).

Action: Navigate to webpage

<https://..../fscmUI/faces/deeplink?objType=@{1}&action=@{2}&objKey=InvoiceId=@{3}>

1 = AP_VIEWINVOICE

2 = VIEW

3 = "General Information"."Invoice ID" from "Payables Invoices - Transactions Real Time"

Final URL:

https://..../fscmUI/faces/deeplink?objType=AP_VIEWINVOICE&action=VIEW&objKey=InvoiceId='Payables Invoices - Transactions Real Time'.'General Information'.'Invoice ID'

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ISP Invoices

Criteria **Results** Prompts Advanced

Table

Subject Areas

- Supplier Portal - Invoice Real T
 - Bill To Business Unit
 - Invoice
 - Invoice Details
 - Invoice Line Details - Purch
 - Procurement Item
 - Sold To Legal Entity
 - Supplier Accessible Site
 - Time
- Payables Invoices - Transaction

Layout

Invoice Source Name	Invoice Date	Invoice Number	Invoice Currency	Invoice Amount	Approval Status
Internet supplier portal	4-Sep-2024	XUR ADC005	EUR	10,000	Completed
	4-Sep-2024	XUS ADV001	USD	10,000	Rejected
	5-Sep-2024	XUR ZN001	USD	2,500	Completed
	5-Sep-2024	XUR ZN002	USD	30,000	Completed
	5-Sep-2024	XUR ZN003	USD	35,000	Completed
	6-Sep-2024	XUR ZN004	USD	90,000	Manually approved
	10-Sep-2024	XUR ZN006	USD	70,000	Manually approved

The column with Deeplink will turn to Blue

Criteria Results Prompts Advanced

Subject Areas

- Supplier Portal - Invoice Real T
 - Bill To Business Unit
 - Invoice
 - Invoice Details
 - Invoice Line Details - Purch
 - Procurement Item
 - Sold To Legal Entity
 - Supplier Accessible Site
 - Time
- Payables Invoices - Transaction

Selected Columns

Reference Information	General Information	Invoice Approval Information	Invoice Amounts
Invoice Source Name	Invoice Number	Invoice ID	Invoice Date
			Approval Status
			Invoice Amount
			Invoice Currency

Filters

Invoice Source Name is equal to / is in Internet supplier portal

Catalog

List All

My Folders Shared Folders

25°C Partly cloudy

Search

2:44 PM 1/17/2026 ENG US

Filter on Invoice Source ID to limit to 'Internet Supplier Portal'

Create a new Analysis and add Infotile View

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This screenshot shows the Oracle Reports interface for creating a new report titled "ISP Invoice infotiles". The "Results" tab is selected. The "Subject Areas" pane on the left lists various categories like "Supplier Portal - Invoice Real T" and "Payables Invoices - Transaction". The main workspace displays a "Compound Layout" containing a "Title" section with "ISP Invoices" and a "Performance Tile" section with "12 Invoices" and "Number of invoices". The "Views" pane at the bottom shows a "Table" view. The system status bar at the bottom indicates "25°C Partly cloudy" and the date "1/17/2026".

Put the Performance Tile Measure on Invoice ID for uniqueness

This screenshot shows the configuration of a "Performance Tile" measure. The "Layout" pane on the left shows the measure is set to "Invoice ID". The main workspace displays a "Performance Tile" with "12 Invoices" and "Number of invoices". The "Styles" pane indicates the size is set to "Large". Four preview cards are shown below: one with a blue border labeled "999M Measure Description", one with a grey background labeled "Measure 999M Description", one with a dark grey background labeled "Measure 999M Description", and one with a white background labeled "999M Measure Description". The system status bar at the bottom indicates "25°C Partly cloudy" and the date "1/17/2026".

Verify your reports

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Once Ready, you are now ready to personalize the Invoice landing page to add the OTBI Report

→ Tools → configuration → Sandboxes

Create a Sandbox if not available already or enter an existing Sandbox. Tool Required: Page Composer

The Sandbox Mode will appear on Top

Navigate to the page to want to personalize

A screenshot of the Oracle Payables landing page in "Sandbox Mode: Edit". The top navigation bar is yellow, showing "test101" and "Tools". The main header says "Invoices". Below the header are four summary boxes: "Recent" (3 Days), "Holds" (30 Days), "Approval", and "Prepaid". The "Approval" box shows 0 Pending, 34 Others, and 83 Rejected. The "Prepaid" box shows 0 0 303 for categories 0-30, 31-60, and 61+. At the bottom is a grid table with columns: View, Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, and Business Unit. A toolbar above the table includes "Create", "Validate", "Cancel", and "Post to Ledger". The status bar at the bottom shows "Firefox", "25°C Partly cloudy", and system icons.

Invoke the Page Composer (Tools → Page Composer)

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This screenshot shows the Oracle User Interface (UI) for the Payables module. At the top, there's a navigation bar with tabs like "Add Content", "Select", and "Structure". Below the navigation is a header bar with icons for home, star, and notifications, and a "CF" button. The main content area displays a dashboard with four cards: "Recent" (3 Days), "Holds" (30 Days), "Approval" (Pending, 34; Others, 83; Rejected, 83), and "Prepaid" (0-30, 31-60, 61+). Below the cards is a table with columns for "Invoice Number", "Amount", "Supplier", "Supplier Site", "Validation Status", "Accounting Status", "Paid Status", "Creation Date", "Last Updated Date", and "Business Unit". A toolbar at the bottom of the table includes "View", "Create", "Validate", "Cancel", and "Post to Ledger". On the right side, there's a vertical toolbar with icons for list, search, chart, and report. The status bar at the bottom shows weather (25°C, Partly cloudy), system icons, and the date/time (1/17/2026, 3:56 PM).

The section you can edit will appear. In our case, we will choose to Add Content

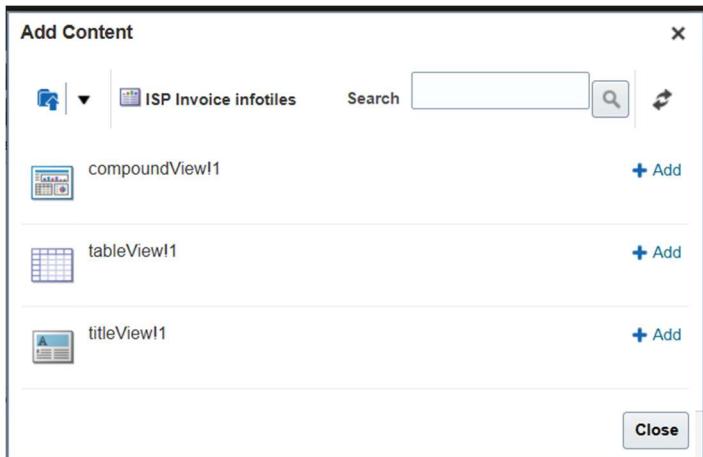
Add Content → Reports and Analytics → Search for the OTBI Report Name (or navigate down the OBIEE Repository)

This screenshot shows the Oracle UI with the "Add Content" dialog box open. The dialog has a search bar and three categories: "Application Content", "Components", and "Reports and Analytics". The "Reports and Analytics" category is expanded, showing its sub-items. The background shows the same Payables dashboard and status bar as the previous screenshot.

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Click on the Report Name (*ISP Invoices Infotile*) and Add the Title View



Choose either the table view or the compound view

A screenshot of the Oracle Page Composer interface. The top navigation bar shows 'test101', 'Tools', 'Editing: User Interface', 'Edit Layer: Site - SITE', 'Manage Configurations', and 'Sandbox Mode: Edit'. The main workspace displays the configuration of an 'ISP Invoices' infotile. The infotile header shows '8 Invoices' and 'Number of invoices'. Below the header are four cards: 'Recent' (3 Days), 'Holds' (30 Days), 'Approval' (Pending, 34; Others, 83; Rejected, 83), and 'Prepaid' (0, 0, 303). On the left, there's a sidebar with 'Add Content', 'Select', and 'Structure' tabs, and a 'Parameters' section. On the right, there's a toolbar with icons for edit, preview, publish, and delete, along with a vertical toolbar for navigation and search. The bottom of the screen shows a taskbar with various application icons and system status indicators.

Once you are satisfied, you can publish the sandbox

- Click on Close to exit the Page Composer
- Navigate on Sandbox details to Publish the changes

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- Once completed, exit the Sandbox

The new section containing the compound OTBI report should appear now

A screenshot of the Oracle Payables landing page. At the top left, there's a navigation bar with icons for Home, Star, Print, and Notifications. The main header says "Invoices ?". Below the header, a banner reads "ISP Invoices". The page features several data cards: "Recent" (3 Days), "Holds" (30 Days), "Approval", and "Prepaid". Under "Approval", there are counts for Pending (0), Purchasing (34), Others (83), and Rejected (0). The "Prepaid" card shows a total of 303. Below these cards is a table with columns: View, Invoice Number, Amount, Business Unit, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, and Last Updated. A toolbar above the table includes buttons for View, Create, Validate, Cancel, and Post to Ledger. At the bottom of the screen, there's a taskbar with various application icons and system status indicators like weather (25°C, Partly cloudy), date (1/18/2026), and time (2:33 AM).

Expand to see the content and interact with the report

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The screenshot shows the Oracle Payables landing page with the title "ISP Invoices". It displays a summary of 8 invoices, including columns for Invoice Source Name, Invoice Date, Invoice Number, Invoice Currency, Invoice Amount, and Approval Status. Below this is a detailed table of invoices from various suppliers. At the bottom, there are summary counts for Recent, Holds, Approval, and Prepaid categories.

Invoice Source Name	Invoice Date	Invoice Number	Invoice Currency	Invoice Amount	Approval Status
Internet supplier portal	4-Sep-2024	XUR ADC005	EUR	10,000	Completed
	4-Sep-2024	XUS ADV001	USD	10,000	Rejected
	5-Sep-2024	XUR ZN001	USD	2,500	Completed
	5-Sep-2024	XUR ZN002	USD	30,000	Completed
	5-Sep-2024	XUR ZN003	USD	35,000	Completed
	6-Sep-2024	XUR ZN004	USD	90,000	Manually approved
	10-Sep-2024	XUR ZN006	USD	70,000	Manually approved
	14-Nov-2024	XURC001	USD	10,000	Required

NOTES

The report is not too esthetic, but it remains functional. Instead of a compound view that clutters the full page, you may opt to create a Master Detail Report instead, publishing only the summary count with drill down to the detailed report

PRE-REQUISITES

Roles: You need the relevant roles to manage sandboxes and well as BI author Roles

BEST PRACTICE

Create and test your report in your local folder. Once ready for deployed, deploy in the shared folder and follow the folder and publication protocol established by the team.

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