R12 Oracle EBS Suite: Introduction - IBM Graduate Program

Student Guide – Volume 4

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Procure to Pay
Case Studies

Copy Number _____

Contents

Case 1

Manual Creation of Standard Purchase Order.

This demonstration involves creating a Standard Purchase Order manually

Pre-requisites

1. Create an Item (Please refer Lesson 11 – Create Purchasable Item).
2. Refer the Auto Approval Setup for PO Documents.doc and perform required setup for the User.

Steps involved: -

Create Purchase Order manually.

1. Create the Purchase Order manually.

Responsibility → Purchasing, Vision Operations (USA) → Purchase Orders → Purchase Orders

Enter Purchase Order Header:

1. In the Purchase Order Header form, Enter the Supplier Name, the Supplier Site will get Defaulted and other mandatory fields.

Enter Purchase Order Line: (Refer the Figure 1 : Purchase Order form)

1. Select the Lines tabbed region in the Purchase Orders window.
2. Enter the purchase line Number for the purchase order line. If you start a new purchase order line, Purchasing displays the next sequential line number available. You can accept this number or enter any line number that does not already exist. This number is used for all tabbed regions in the Purchase Orders window.
3. The Line Type will be defaulted once you navigate to the Line Type field.
4. Enter the Newly created Item Name. If you enter an item, Purchasing displays the purchasing category, item description, unit of measure, and unit price associated with the item.
5. Enter the total Quantity you are ordering on the purchase order line.
6. Enter the Promised date and time that the supplier promised delivery of the items.
7. Enter the Need By date and time when the requester needs the item.

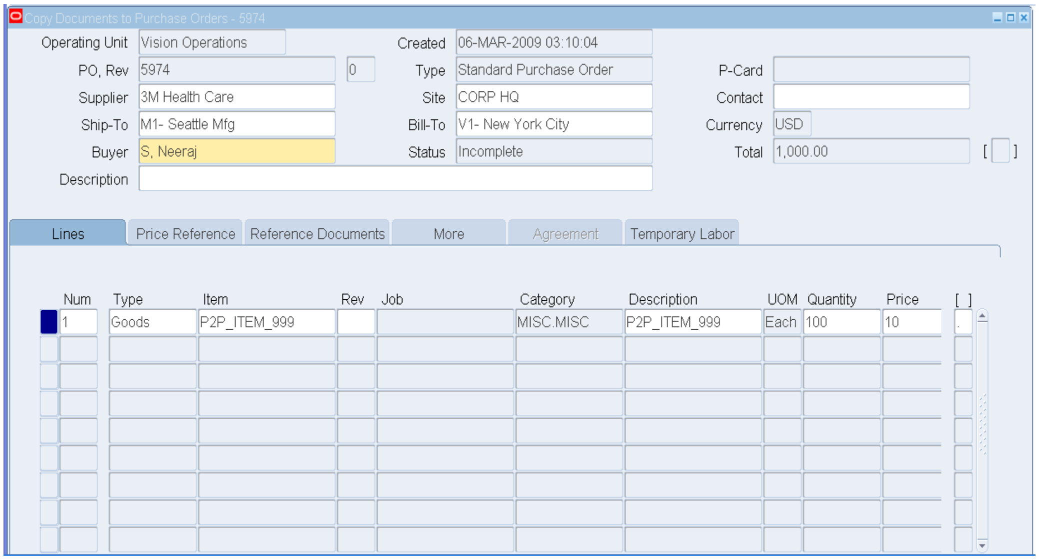

Figure 1 : Purchase Order form

<u>Enter purchase order shipment information (Refer Figure 2 : Purchase Order Shipment)</u>

1. For standard and planned purchase orders, you can navigate to the Shipments window by selecting the Shipments button in the Purchase Orders window.
2. Enter the ship-to Organization. If you entered an item, you can pick only organizations in which the item is defined. Note that you cannot update the organization once you have saved your work if the shipment has distributions
3. The Other information like Line Number, Ship To location , UOM , Quantity , Promised Date , Need by Date are defaulted.

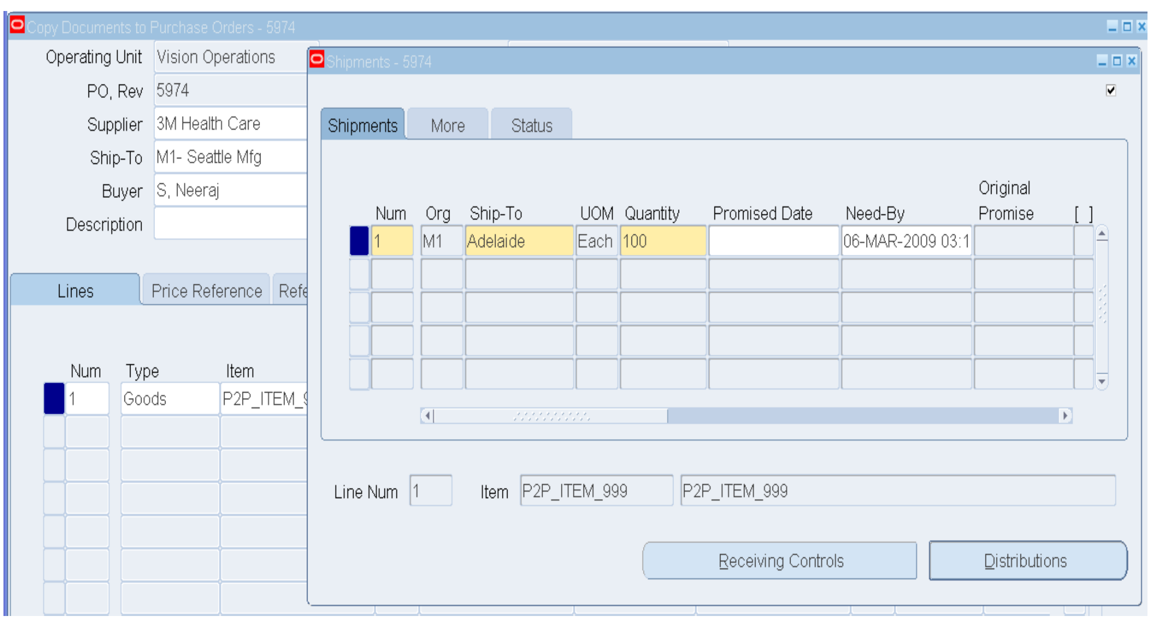

Figure 2 : Purchase Order Shipment

Enter Purchase Order Distribution (Refer Figure 3 : Purchase Order Distribution)

1. Navigate to the Distributions window by selecting the Distributions button in the Shipments window. The Shipments window is accessed from the Purchase Orders window. You begin in the Destination tabbed region.
2. The destination type determines the final destination of the purchased items. By default the destination type will be selected as Inventory. (Since while creating the Item we have selected the template as Finished Goods the Destination Type is defaulted to Inventory)
3. If the destination type is Inventory, you can also enter the Subinventory. This is not mandatory.
4. Enter the PO Charge Account, by navigating to this field the PO charge account is defaulted. This Charge Account is defaulted due to Purchasing Options setup.
5. Save the Form. A purchase Order Number will be generated.

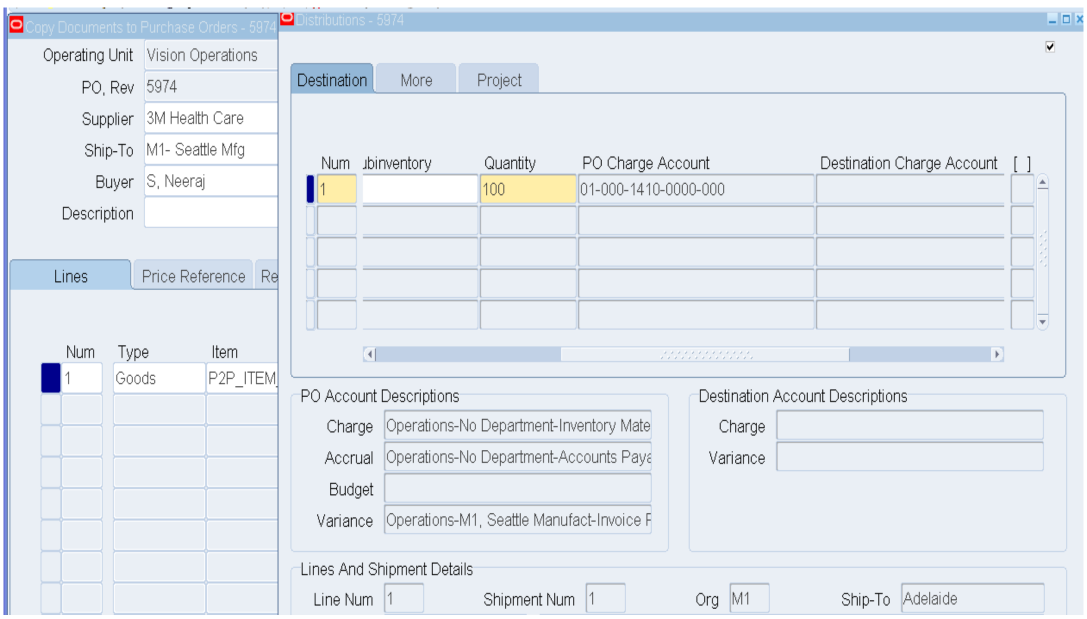

Figure 3: Purchase Order Distribution

Approve the Purchase Order

1. Navigate to the Approve Document window by selecting the Approve button in a document entry window.
2. Select the Approval button to open the Approve Documents window.
3. Select Submit for Approval.
4. Choose OK. This will approve the Purchase Order

Impact on tables and important columns:

The Above activities will create records in following tables:

1. PO_HEADERS_ALL

Important Columns: -
PO_HEADER_ID → Primary Key.
SEGMENT1 → Purchase Order Number.
AUTHORIZATION_STATUS → PO Status (After Approval the status will be 'APPROVED'.)

2. PO_LINES_ALL

Important Columns: -
PO_LINE_ID → Primary Key.
ITEM_ID → Inventory Item ID.
QUANTITY → Quantity Ordered on the line.
UNIT_PRICE → Item Unit Price.

3. PO_LINE_LOCATIONS_ALL

Important Columns: -
LINE_LOCATION_ID → Primary Key.
QUANTITY → Inventory Item ID.
SHIP_TO_LOCATION_ID → Quantity Ordered on the line.

4. PO_DISTRIBUTIONS_ALL

Important Columns: -
PO_DISTRIBUTION_ID → Primary Key.
CODE_COMBINATION_ID → Unique identifier for the General Ledger charge account

SQL Script

```
SELECT POH.*
      ,POL.*
      ,PLL.*
      ,POD.*
FROM   PO_HEADERS_ALL         POH
      ,PO_LINES_ALL           POL
      ,PO_LINE_LOCATIONS_ALL  PLL
      ,PO_DISTRIBUTIONS_ALL   POD
WHERE  POH.po_header_id  = POL.po_header_id
AND    POL.po_line_id    = PLL.po_line_id
AND    POL.po_line_id    = POD.po_line_id
AND    POH.po_header_id  = XXXXXX
```

Case 2

Requisition to Auto Create PO.

This demonstration involves creating a Requisition and creating a standard Purchase Order using AutoCreate PO functionality.

Pre-requisites

1. Create an Item (Please refer Lesson 11 – Create Purchasable Item)
2. Refer the Auto Approval Setup for PO Documents.doc and perform required setup for the User.

Steps involved: -

1. Create Requisition.
2. AutoCreate PO.

1. **Enter the Requisition. (Refer Figure 4: Requisitions Form)**

   Responsibility → Purchasing, Vision Operations (USA) → Requsitions → Requisitions

   Enter Requisition Header:

   In the Requisition Header form, Enter the required mandatory fields.

   Enter Requisition Line:

   1. Navigate to the Lines tabbed region in the Requisitions window.
   2. Enter a line Type for the requisition line. Line types help you define how you want to categorize your items. The default for this field is the Line Type from the Purchasing Options window.
   3. Enter the Item you want to request. Purchasing displays defaults for purchasing category, item description, unit of measure, and unit price for this item.
   4. Enter the Quantity you want to request for the item. You can enter decimal quantities, but you must enter a value greater than 0.
   5. Enter the unit Price for the item. You can enter the price in decimal format.
      You must enter a value greater than or equal to 0. If you enter an item number, Purchasing defaults a price for this item, but you can change this value. Your price may change if you enter a suggested supplier and a source document later.
   6. Enter the Need By date and time for the requested items.
      This is required only for planned items. You must enter a date greater than or equal to the requisition creation date.
   7. The Destination Type can have any of the three values:-
      Expense - The goods are delivered to the requestor at an expense location. The destination subinventory is not applicable.
      Inventory - The goods are received into inventory upon delivery.
      Shop Floor - The goods are delivered to an outside processing operation defined by Work in Process. Purchasing uses this option for outside processing items. If Enterprise Asset Management is installed, you can use this destination for one-time (description based) and non-stocked items to be delivered to a maintenance work order location.

By default the Destination Type Inventory is selected.

8. Enter the name of the employee who is requesting the item. You must provide a Requestor before you can approve the requisition. The default is the requisition preparer.
9. Other mandatory information like Orgnzation, Location and Source are also defaulted.
10. Click on Save.

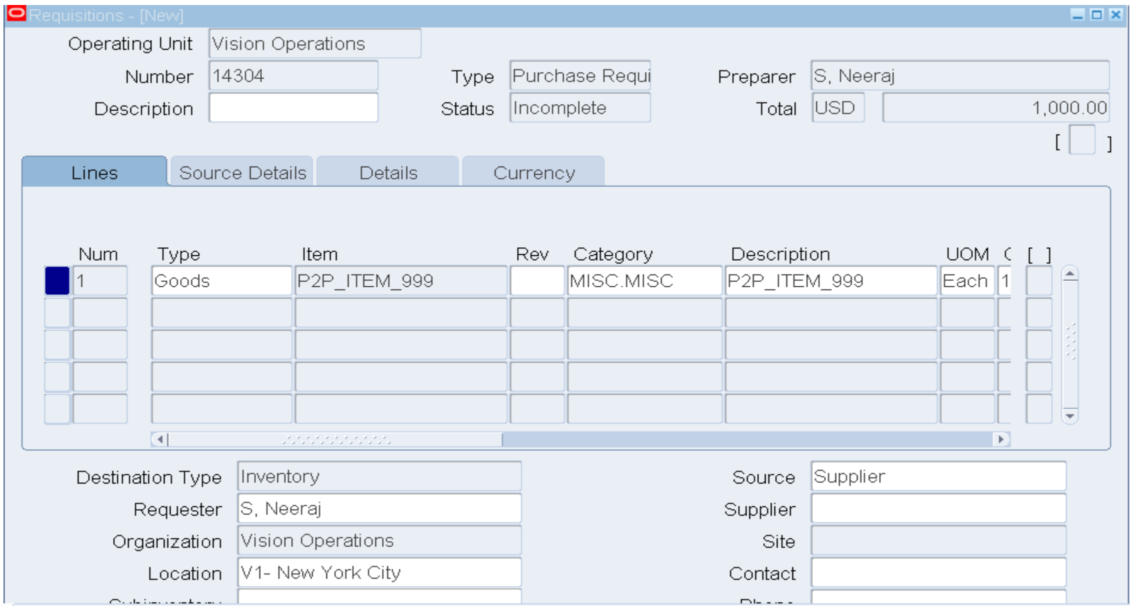

Figure 4: Requisitions Form

Enter Requisition Distribution:

1. Navigate to the Distributions window by selecting the Distributions button in the Requisitions window. You begin in the Accounts tabbed region.
2. Quantity column is defaulted with the Requisition Line Quantity.
3. Enter the Charge Account. Purchasing uses Account Generator to default the account.
4. Click on Save button.

Approve the Requisition

1. Select the Approval button to open the Approve Documents window.
2. Select Submit for Approval.
3. Choose OK. This will approve the Requisition.

Impact on tables and important columns:

The Above activities will create records in following tables:

1. PO_REQUISITION_HEADERS_ALL
   Important Columns: -

   REQUISITION_HEADER_ID → Primary Key

SEGMENT1 → Requisition Number
AUTHORIZATION_STATUS → Requisition Status (After Approval the status Will be 'APPROVED'.)

2. PO_REQUISITION_LINES_ALL
   Important Columns: -

   REQUISITION_LINE_ID → Primary Key
   ITEM_ID
   UNIT_PRICE → Unit Price of the Item
   QUANTITY → Required Quantity

3. PO_REQ_DISTRIBUTIONS_ALL

Important Columns: -
DISTRIBUTION_ID → Primary Key
CODE_COMBINATION_ID → Unique identifier for the General Ledger charge account

SQL Script

```
SELECT   PRH.*
        ,PRL.*
        ,PRQ.*
 FROM    po_requisition_headers_all PRH
        ,po_requisition_lines_all   PRL
        ,po_req_distributions_all   PRQ
 WHERE PRH.requisition_header_id  = PRL.requisition_header_id
 AND   PRL.requisition_line_id    = PRQ.requisition_line_id
 AND   PRH.requisition_header_id  = <XXXXX>
```

2. AutoCreate Standard Purchase Order.

Finding the Requisition Line:

Navigate to the Find Requisition Lines window by selecting AutoCreate from the menu. Then enter desired search criteria as described in the following steps.

1. The Operating Unit for the search is defaulted.
2. The Approved status: Yes
3. Clear the Buyer Name.
4. Enter the Requisition number.
5. Click on Find.

AutoCreate Purchase Order (Refer Figure 5: AutoCreate Documents)

1. Navigate to the AutoCreate Documents window by selecting the Find button in the Find Requisition Lines window
2. Select the desired Requisition Line
3. Select the type of document you are creating: Standard PO.
4. Select the creation mode: Automatic.

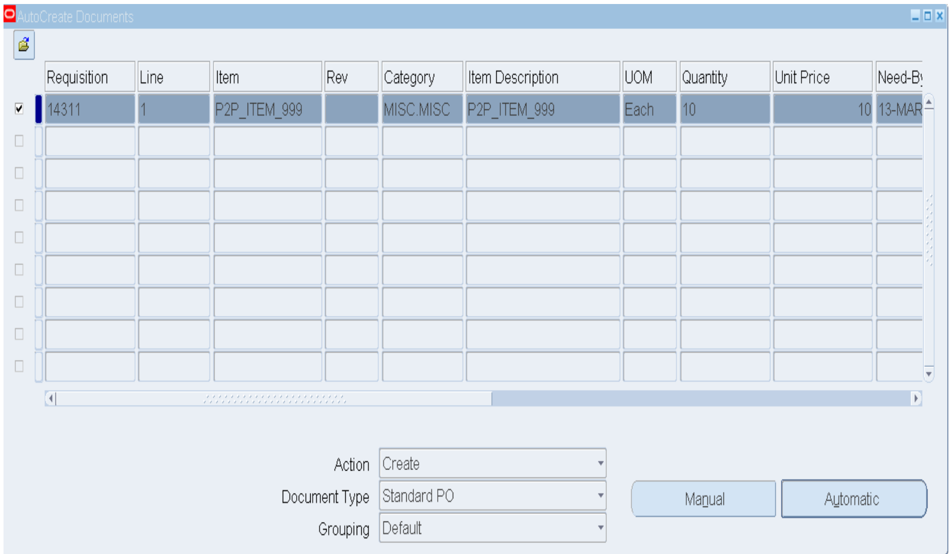

Figure 5: AutoCreate Documents

Enter information in New document Window (Refer Figure 6: New Document Window)

1. The New Document window appears after you have selected the Create button in the Document Builder when you are creating a new document in Manual creation mode and in all cases when you are creating a new document in Automatic creation mode.

2. Enter the Supplier Name.
3. Press Create Button.

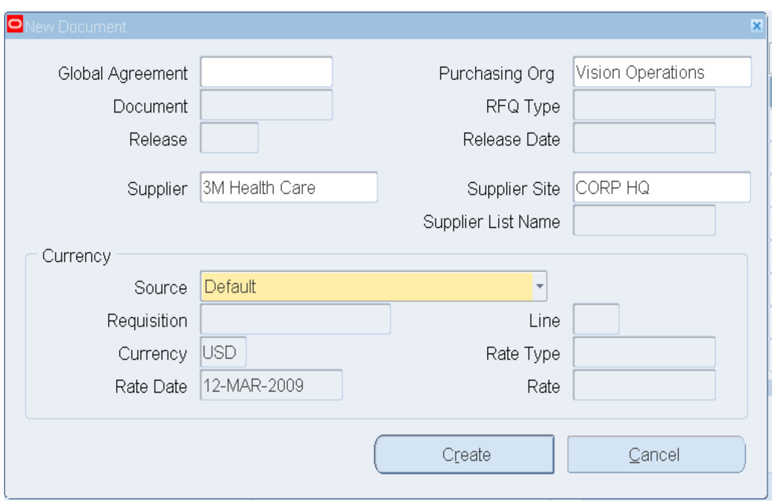

Figure 6: New Document Window.

Enter Purchase Order

1. The Purchase Order Header details are defaulted.
2. The Purchase Order Line details including shipments and Distribution details are defaulted.

Approve the Purchase Order

1. Select the Approval button to open the Approve Documents window.
2. Select Submit for Approval.
3. Choose OK. This will approve the Purchase Order.

Impact on tables and important columns:

The Above activities will create records in following tables:

1. PO_HEADERS_ALL
   Important Columns: -
   PO_HEADER_ID → Primary Key.
   SEGMENT1 → Purchase Order Number.
   AUTHORIZATION_STATUS → PO Status (After Approval the status Will be 'APPROVED'.)
2. PO_LINES_ALL
   Important Columns: -
   PO_LINE_ID → Primary Key.
   ITEM_ID → Inventory Item ID.
   QUANTITY → Quantity Ordered on the line.
   UNIT_PRICE → Item Unit Price.
3. PO_LINE_LOCATIONS_ALL
   Important Columns: -
   LINE_LOCATION_ID → Primary Key.
   QUANTITY → Inventory Item ID.
   SHIP_TO_LOCATION_ID → Quantity Ordered on the line.
4. PO_DISTRIBUTIONS_ALL
   Important Columns: -
   PO_DISTRIBUTION_ID → Primary Key.
   CODE_COMBINATION_ID → Unique identifier for the General Ledger charge account

SQL Script

```
SELECT *
FROM   PO_HEADERS_ALL              POH
      ,PO_LINES_ALL                POL
      ,PO_LINE_LOCATIONS_ALL       PLL
      ,PO_DISTRIBUTIONS_ALL        POD
      ,PO_REQ_DISTRIBUTIONS_ALL    PRQ
      ,PO_REQUISITION_LINES_ALL    PRL
      ,PO_REQUISITION_HEADERS_ALL  PRH
WHERE  POH.po_header_id           = POL.po_header_id
AND    POL.po_line_id             = PLL.po_line_id
AND    POL.po_line_id             = POD.po_line_id
AND    POD.REQ_DISTRIBUTION_ID    = PRQ.distribution_id
AND    PRQ.requisition_line_id    = PRL.requisition_line_id
AND    PRH.requisition_header_id  = PRL.requisition_header_id
AND    POH.po_header_id           = XXXXX
```

Case 3

Receiving and Invoicing

This demonstration involves creating a Receipt and creating a standard Invoice manually.

Pre-requisites:

1. Create an Item (Please refer Lesson 11 – Create Purchasable Item)
2. Refer the Auto Approval Setup for PO Documents.doc and perform required setup for the User.
3. Create a Standard Purchase Order by using either Case 1 OR Case 2.

Steps involved:

1. Create Receipt.
2. Create Invoice.

1. Create Receipt.

<u>Find Expected Receipts (Refer Figure 1: Find Expected Receipts)</u>

Navigation: Purchasing, Vision Operations (USA) → Receiving → Receipts

1. Enter the Purchase Order Number.
2. Choose Find button.

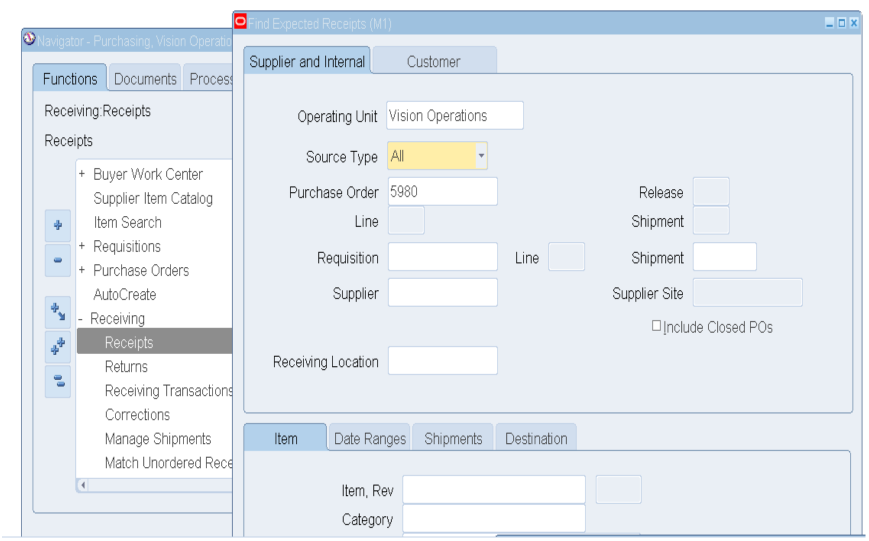

Figure 7: Find Expected Receipts

Enter Receipt Header:

In the Receipt Header form, the following fields will be defaulted.

1. Receipt Date
2. Supplier
3. Received By

Enter Receipt Line (Refer Figure 9: Receipt Line)

1. Select the line you want to receive.
2. For the Inventory destination type, enter the Subinventory into which the goods will be delivered.
3. All the other information will be defaulted.
4. Save the Form. After saving the form the following activity will takes place automatically :
   a.) Receipt Number is generated in the Receipt header form.
   b.) The concurrent program Receiving Transaction process will be launched.

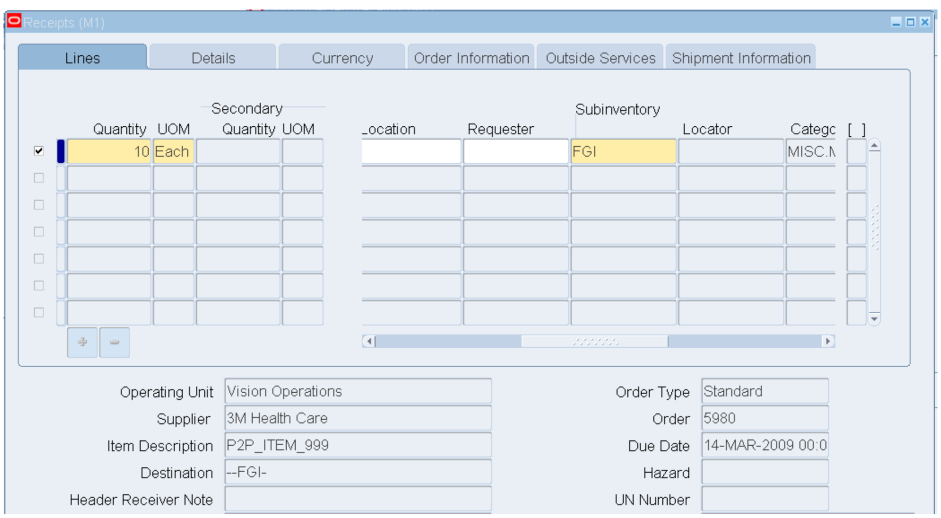

Figure 8: Receipt Line

Impact on tables and important columns:

The Above activities will create records in following tables:

1. RCV_SHIPMENT_HEADERS
   Important Columns: -
   PO_HEADER_ID → Primary Key.
   SEGMENT1 → Purchase Order Number.
   AUTHORIZATION_STATUS → PO Status (After Approval the status Will be 'APPROVED'.)
2. RCV_SHIPMENT_LINES
   Important Columns: -
   PO_LINE_ID → Primary Key.

ITEM_ID → Inventory Item ID.
QUANTITY → Quantity Ordered on the line.
UNIT_PRICE → Item Unit Price.

3. RCV_TRANSACTIONS

Important Columns: -
LINE_LOCATION_ID → Primary Key.
QUANTITY → Inventory Item ID.
SHIP_TO_LOCATION_ID → Quantity Ordered on the line.

4. PO_DISTRIBUTIONS_ALL

Important Columns: -
PO_DISTRIBUTION_ID → Primary Key.
CODE_COMBINATION_ID → Unique identifier for the General Ledger charge account

3. Create Invoice.

Enter the basic Invoice (Refer Figure 10: Invoice Form)

1. Enter the Invoice Type, by default the Stadard Involve is selected.
2. Enter the PO Number, once you provide the PO Number the following information will be defaulted
    a.) Trading Partner.
    b.) Supplier Num
    c.) Supplier Site.
3. Enter the Invoice Date or accept the Payables default (today's date) by choosing [TAB].
4. Enter the Invoice Number from the invoice your supplier sent you or accept the Payables default (today's date) by choosing [TAB]. Payables will not allow you to enter duplicate invoice numbers for the same supplier.
5. Enter the Invoice Amount , In this case enter the same amount that appears on the Purchase Order.
6. Save your work.

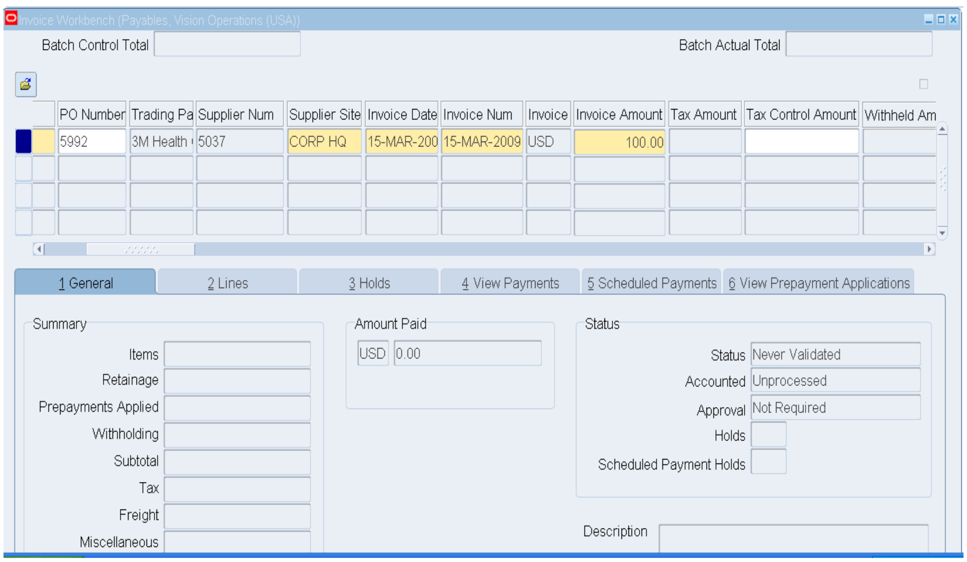

Figure 10: Invoice Form

Match to Purchase order shipment or distribution

1. Select the Purchase Order from the Purchase Order Num LOV.
2. Choose the Find button to navigate to the Match to Purchase Orders window.
3. The Match to Purchase Orders window opens.
4. Select the Purchase Order Line. Once the Line is selected you then automatically the Qty Invoiced and match amount is populated.
5. Choose the Match button to complete the Match.

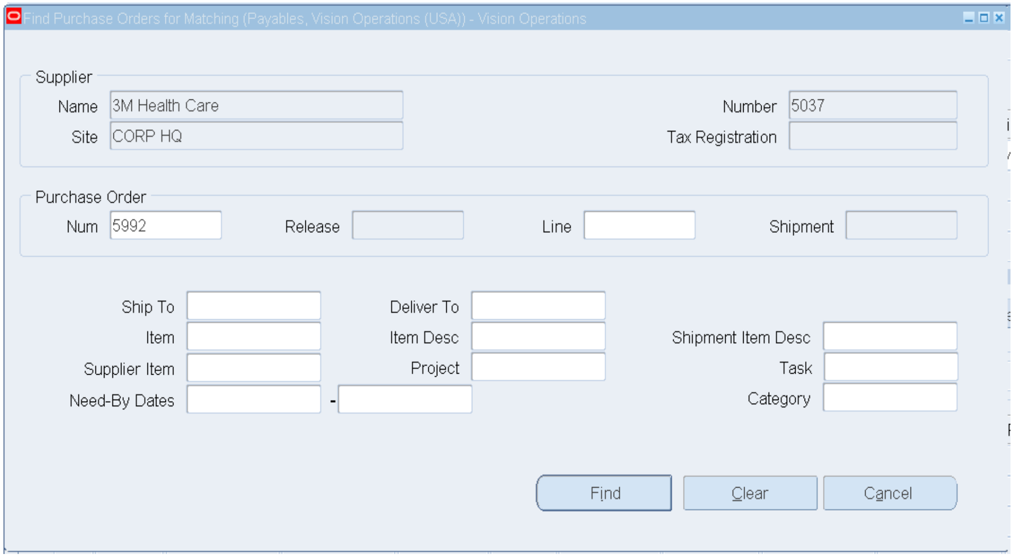

Figure 11 : Find Purchase Orders for Matching

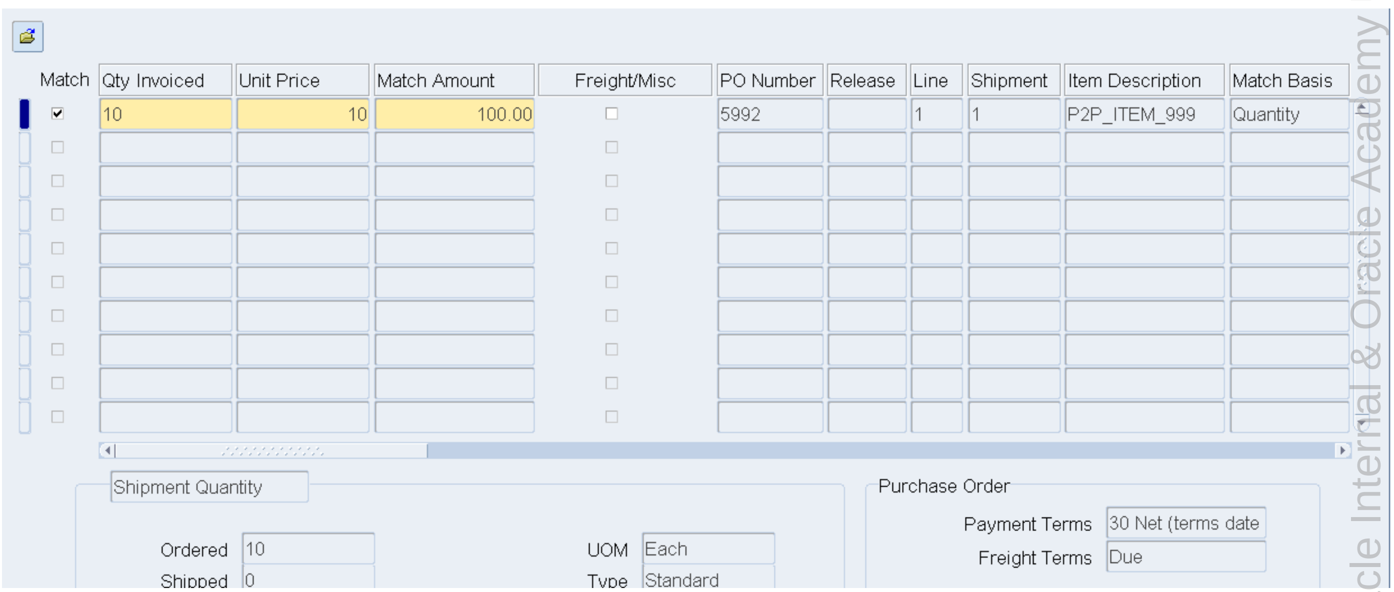

Figure 12: Find Purchase Orders for Matching

Validate the Invoice:

1. Choose the Actions Button.
2. Select Validate the Invoice.

Figure 13: Invoice Actions

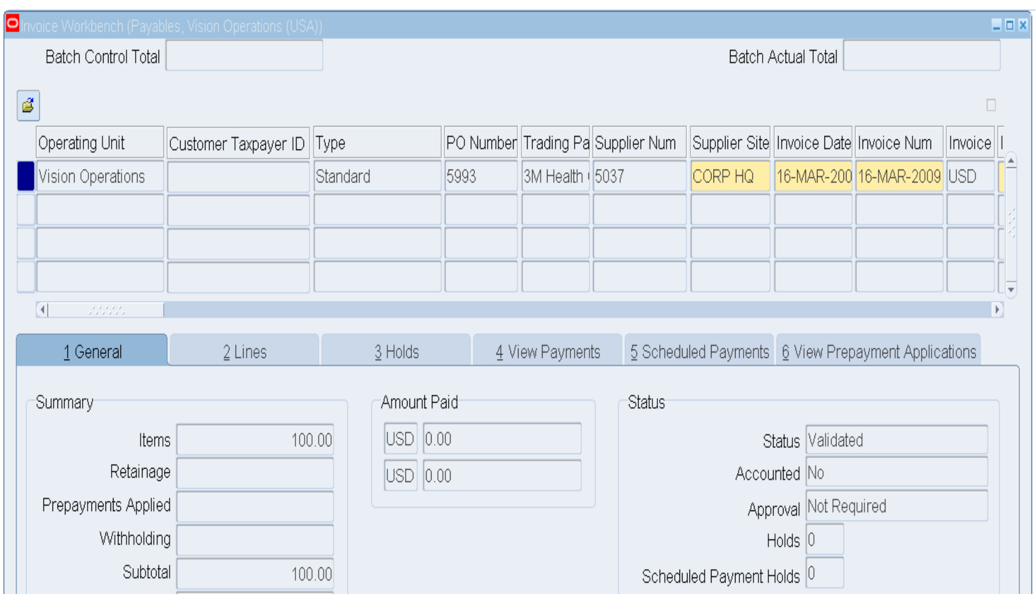

Figure 14: Validated Invoice.

Create Accounting for the Invoice

1. Choose the Actions Button.
2. Select Create Accounting. There are three Modes a.) Draft b.) Final c.) Final Post.
3. Select the Mode Final.

Impact on tables and important columns:

The Above activities will create records in following tables:

1. AP_INVOICES_ALL
   Important Columns: -
   INVOICE_ID → Primary Key.
   INVOICE_NUM → Invoice number
   INVOICE_AMOUNT → Invoice amount
   VENDOR_ID →Supplier identifier

2. AP_INVOICE_LINES_ALL
   Important Columns: -
   INVOICE_ID → Primary Key.
   LINE_NUMBER → Inventory Item ID.
   LINE_TYPE_LOOKUP_CODE → Quantity Ordered on the line.
   UNIT_PRICE → Item Unit Price.

3. AP_INVOICE_DISTRIBUTIONS_ALL
   Important Columns: -
   INVOICE_ID → Invoice identifier
   DISTRIBUTION_LINE_NUMBER → Distribution number
   ACCOUNTING_DATE → Accounting date.
   JE_CATEGORY_NAME → Inventory Item ID.
   DIST_CODE_CMBINATION_ID → Quantity Ordered on the line.

4. XLA_AE_HEADERS
   Important Columns: -
   AE_HEADER_ID → Invoice identifier
   GL_TRANSFER_STATUS_CODE → Distribution number
   ACCOUNTING_DATE → Accounting date.

5. XLA_AE_LINES
   Important Columns: -
   AE_HEADER_ID → Accounting entry header ID
   AE_LINE_NUM → Accounting entry Line Number
   CODE_COMBINATION_ID → Code Combination ID
   GL_SL_LINK_ID → GL subledger Link ID – Used to establish link with Journal Lines (GL_JE_HEADER and GL_JE_LINES)
   ENTERED_DR → Entered Dr. Amount
   ENTERED_CR → Entered Cr. Amount

Case 4

Blanket Purchase Agreement Release.

This demonstration involves creating and releasing a blanket purchase agreement.

Pre-requisites:

1. Create an Item (Please refer Lesson 11 – Create Purchasable Item)
2. Refer the Auto Approval Setup for PO Documents.doc and perform required setup for the User.

Steps involved:

1. Create Blanket Purchase Agreement
2. Release the BPA.
2. Create Receipt.
3. Create Invoice.

1. Create the Blanket Purchase Agreement.

Responsibility → Purchasing, Vision Operations (USA) → Purchase Orders → Purchase Orders

<u>Enter Purchase Order Header (Refer Figure 15: Create BPA)</u>

1. In the Purchase Order Header form, enter Type: Blanket Purchase Agreement..

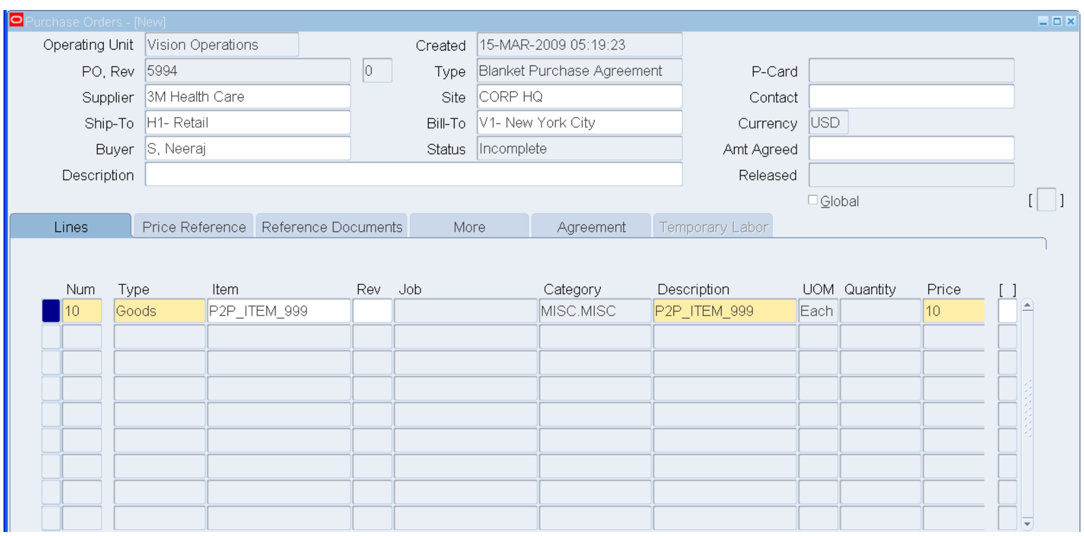

Figure 15: Create BPA

Enter Purchase Order Line:

1. Select the Lines tabbed region in the Purchase Orders window.
2. Enter the purchase line Number for the purchase order line. If you start a new purchase order line, Purchasing displays the next sequential line number available. You can accept this number or enter any line number that does not already exist. This number is used for all tabbed regions in the Purchase Orders window.
3. The Line Type will be defaulted once you navigate to the Line Type field.
4. Enter the Newly created Item Name. If you enter an item, Purchasing displays the purchasing category, item description, unit of measure, and unit price associated with the item.

Approve the Purchase Order

1. Navigate to the Approve Document window by selecting the Approve button in a document entry window.
2. Select the Approval button to open the Approve Documents window.
3. Select Submit for Approval.
4. Choose OK. This will approve the Purchase Order

2. Release the Blanket Purchase Agreement.

Responsibility → Purchasing, Vision Operations (USA) → Purchase Orders → Release.

Enter the Release Header

1. Navigate to the Releases window by selecting Releases from the menu or selecting the New Release button in the Find Purchase Orders window.
2. Enter the PO number for the release you want to create. The list of values displays all blanket And planned purchase order numbers that have been approved.
3. When you select a purchase order, Purchasing displays the Supplier, Site, and Currency for that order. Purchasing also displays the Status of the release and the current Total amount of the release.

Enter the Release Line:

1. Enter the Line Number.
2. Select the Purchase Order Line you want release.
3. Enter the Shipping Organization and Ship to Location.
4. Enter the Quantity and Promised Date.

Enter\Verify the Release Distribution

All the distribution information will be defaulted.

Approve the Release

1. Navigate to the Approve Document window by selecting the Approve button in a document entry window.
2. Select the Approval button to open the Approve Documents window.
3. Select Submit for Approval.
4. Choose OK. This will approve the Purchase Order

3. Create Receipt.

Please refer the Case Study: 3 for creating a Receipt.

4. Create Invoice.

Please refer the Case Study: 3 for creating an Invoice.

Impact on tables and important columns:

The Above activities will create records in following tables:

1. PO_HEADERS_ALL
   Important Columns: -
   INVOICE_ID → Primary Key.
   INVOICE_NUM → Invoice number
   INVOICE_AMOUNT → Invoice amount
   VENDOR_ID →Supplier identifier
2. PO_LINES_ALL
   Important Columns: -
   INVOICE_ID → Primary Key.
   LINE_NUMBER → Inventory Item ID.
   LINE_TYPE_LOOKUP_CODE → Quantity Ordered on the line.
   UNIT_PRICE → Item Unit Price.
3. PO_LINE_LOCATIONS_ALL
   Important Columns: -
   LINE_LOCATION_ID → Primary Key.
   QUANTITY → Inventory Item ID.
   SHIP_TO_LOCATION_ID → Quantity Ordered on the line.
4. PO_DISTRIBUTIONS_ALL
   Important Columns: -
   PO_DISTRIBUTION_ID → Primary Key.
   CODE_COMBINATION_ID → Unique identifier for the General Ledger charge account

5. PO_RELEASES_ALL.

Important Columns: -

PO_RELEASE_ID	→ Primary Key.
PO_HEADER_ID	→ Inventory Item ID.
PO_LINE_ID	→ PO Line unique Identifier.
APPROCED_FLAG	→ Approved Flag (Y or N).

SQL Script

```
SELECT PRA.*
FROM   PO_HEADERS_ALL            POH
      ,PO_LINES_ALL              POL
      ,PO_LINE_LOCATIONS_ALL     PLL
      ,PO_DISTRIBUTIONS_ALL      POD
      ,PO_RELEASES_ALL           PRA
WHERE  POH.po_header_id        = POL.po_header_id
AND    POL.po_line_id          = PLL.po_line_id
AND    POL.po_line_id          = POD.po_line_id
AND    PRA.po_header_id        = POL.po_header_id
AND    POH.po_header_id        = XXXXX
```

Case 5

Create a Standard Purchase Order with Multiple Invoices.

This demonstration involves a standard Purchase Order with Multiple Invoices.

Pre-requisites:

1. Create an Item (Please refer Lesson 11 – Create Purchasable Item)
2. Refer the Auto Approval Setup for PO Documents.doc and perform required setup for the User.

Steps involved:

1. Create a Standard Purchase Order.
2. Create Invoices

1. Create the Standard Purchase Order.

Responsibility → Purchasing, Vision Operations (USA) → Purchase Orders → Purchase Orders

1. In the Purchase Order Header form enter the Supplier Name and the Supplier Site and other mandatory fields.

<u>Enter Purchase Order Line (Refer Figure 16: Standard Purchase Order.)</u>

1. Select the Lines tabbed region in the Purchase Orders window.
2. Enter the purchase line Number for the purchase order line. If you start a new purchase order line, Purchasing displays the next sequential line number available. You can accept this number or enter any line number that does not already exist. This number is used for all tabbed regions in the Purchase Orders window.
3. The Line Type will be defaulted once you navigate to the Line Type field.
4. Enter the Newly created Item Name. If you enter an item, Purchasing displays the purchasing category, item description, unit of measure.
5. Enter Quantity = 20.
6. Enter Unit Price = 10

8. Enter the Promised date that the supplier promised delivery of the items.
9. Enter the Need By date when the requester needs the item.

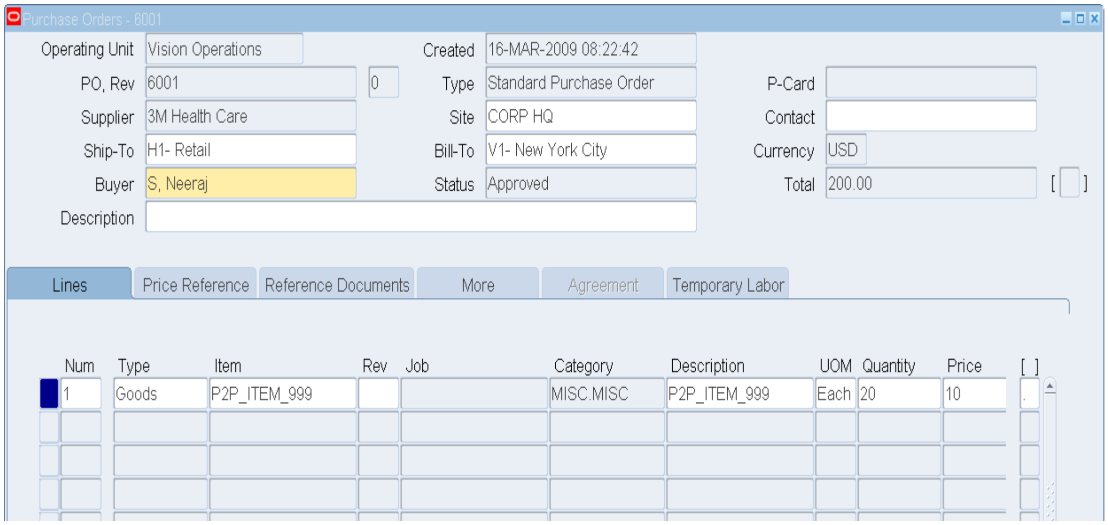

Figure 16: Standard Purchase Order.

<u>Enter purchase order shipment information :</u>

1. For standard and planned purchase orders, you can navigate to the Shipments window by selecting the Shipments button in the Purchase Orders window.
2. Enter the ship-to Organization. If you entered an item, you can pick only organizations in which the item is assigned. Note that you cannot update the organization once you have saved your work if the shipment has distributions
3. The Other information like Line Number, Ship To location , UOM , Quantity , Promised Date , Need by Date are defaulted from the lines information of the purchase order.

<u>Enter Purchase Order Distribution</u>

1. Navigate to the Distributions window by selecting the Distributions button in the Shipments window. The Shipments window is accessed from the Purchase Orders window. You begin in the Destination tabbed region.
2. The destination type determines the final destination of the purchased items. By default the destination type will be selected as Inventory. If the destination type is Inventory, you can also enter the Subinventory. This is not mandatory.
3. Enter the PO Charge Account, by navigating to this field.
4. This Charge Account is defaulted from to Purchasing Options setup.
   a) Save your work.
   b) Note the Porchese Order Number .

<u>Approve the Purchase Order</u>

1. Select the Approval button to open the Approve Documents window.
2. Select Submit for Approval.
3. Click OK.
4. This status of the Purchase Order will be approved.

2. Create Invoices

A. Create an Invoice with Partial Invoice Quantity (Quantity = 15).

1. Enter the Invoice Type as Standard Invoice.
2. Enter the PO Number, once you provide the PO Number the following information will be defaulted
   a. Trading Partner.
   b. Supplier Num
   c. Supplier Site.
3. Enter the Invoice Date or accept the Payables default (today's date) by choosing [TAB].
4. Enter the Invoice Number from the invoice your supplier sent you or accept the Payables default (today's date) by choosing [TAB]. Payables will not allow you to enter duplicate invoice numbers for the same supplier.
5. Enter the Invoice Amount = 150.
6. Save your work.

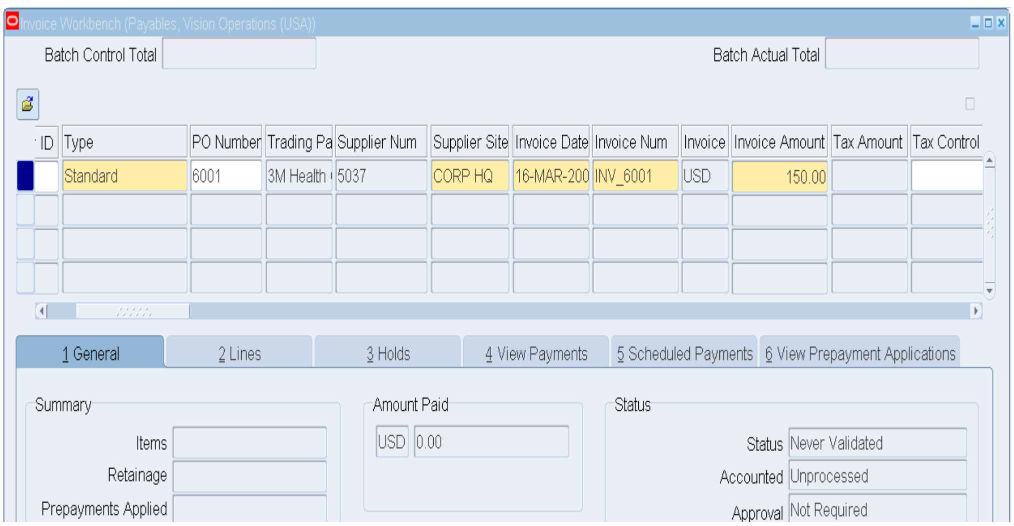

Figure 17: Standard Invoice

<u>Match to Purchase order shipment or distribution (Refer Figure 18 and 19)</u>

1. Click on Match button.
2. Select the Purchase Order from the Purchase Order Num LOV.
3. Choose the Find button to navigate to the Match to Purchase Orders window.
4. Select the Purchase Order Line the Qty Invoiced will be defaulted to 20, Change the value to 15.
5. Choose the Match button to complete the Match.

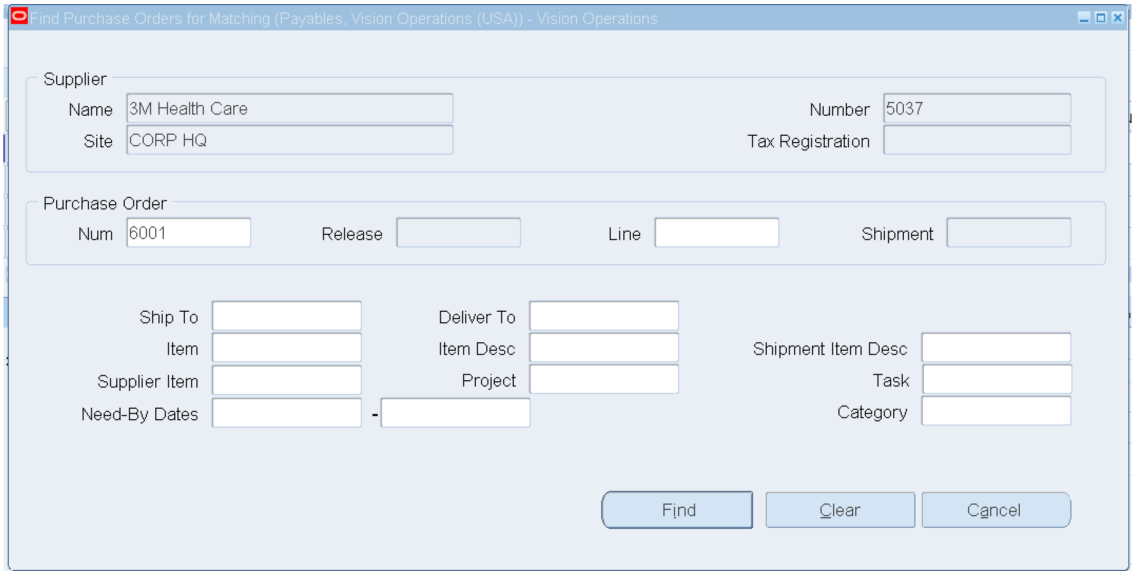

Figure 18: Find Purchase Orders

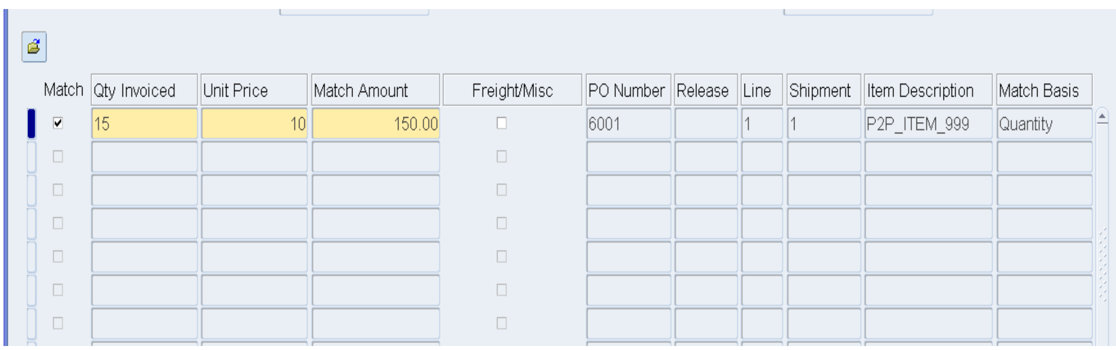

Figure 19: Purchase Order Match

<u>Validate the Invoice (Refer Figure 20)</u>

1. Choose the Actions Button.
2. Select Validate the Invoice.

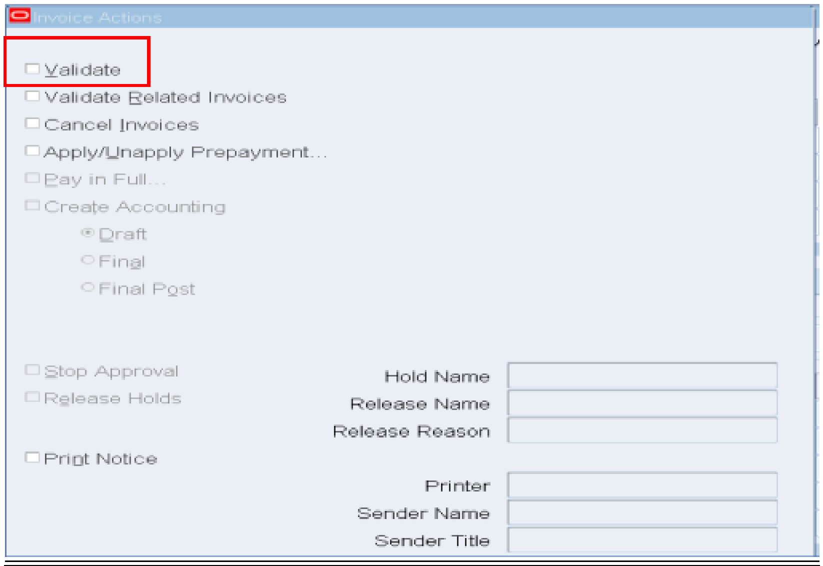

Figure 20: Invoice Actions

Create Accounting for the Invoice

1. Choose the Actions Button.
2. Select Create Accounting. There are three Modes a.) Draft b.) Final c.) Final Post.
3. Select the Mode Final.

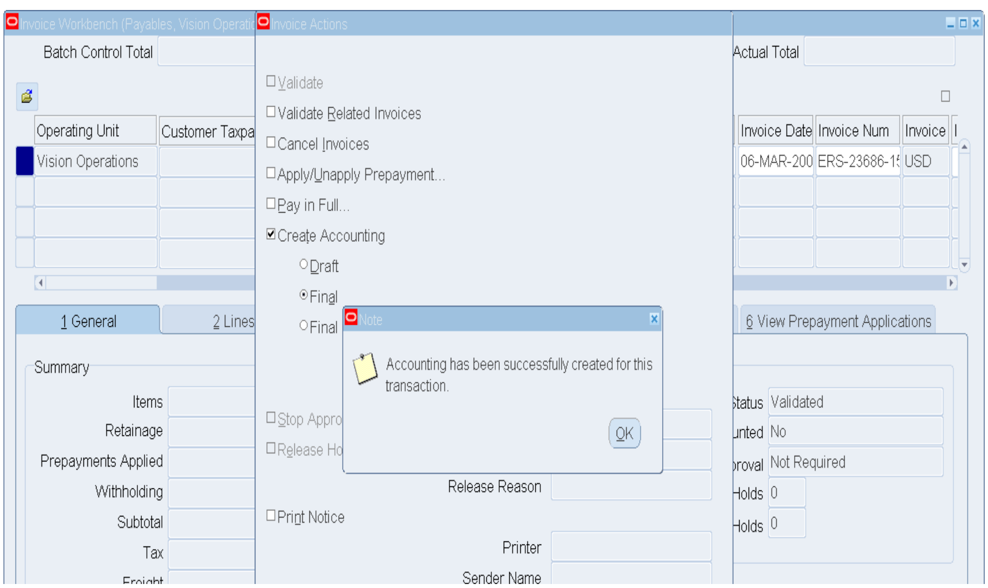

Figure 21: Create Accounting.

B. Create an Invoice with Partial Invoice Quantity (Quantity = 5).

1. Enter the Invoice Type as Standard Invoice.
2. Enter the PO Number, once you provide the PO Number the following information will be defaulted
    a. Trading Partner.
    b. Supplier Num
    c. Supplier Site.
3. Enter the Invoice Date or accept the Payables default (today's date) by choosing [TAB].
4. Enter the Invoice Number from the invoice your supplier sent you or accept the Payables default (today's date) by choosing [TAB]. Payables will not allow you to enter duplicate invoice numbers for the same supplier.
5. Enter the Invoice Amount = 50.
6. Save your work.

<u>Match to Purchase order shipment or distribution (Refer Figure 22)</u>

1. Click on Match button.
2. Select the Purchase Order from the Purchase Order Num LOV.
3. Choose the Find button to navigate to the Match to Purchase Orders window.
4. Select the Purchase Order Line the Qty Invoiced will be defaulted to 5.
5. Choose the Match button to complete the Match.

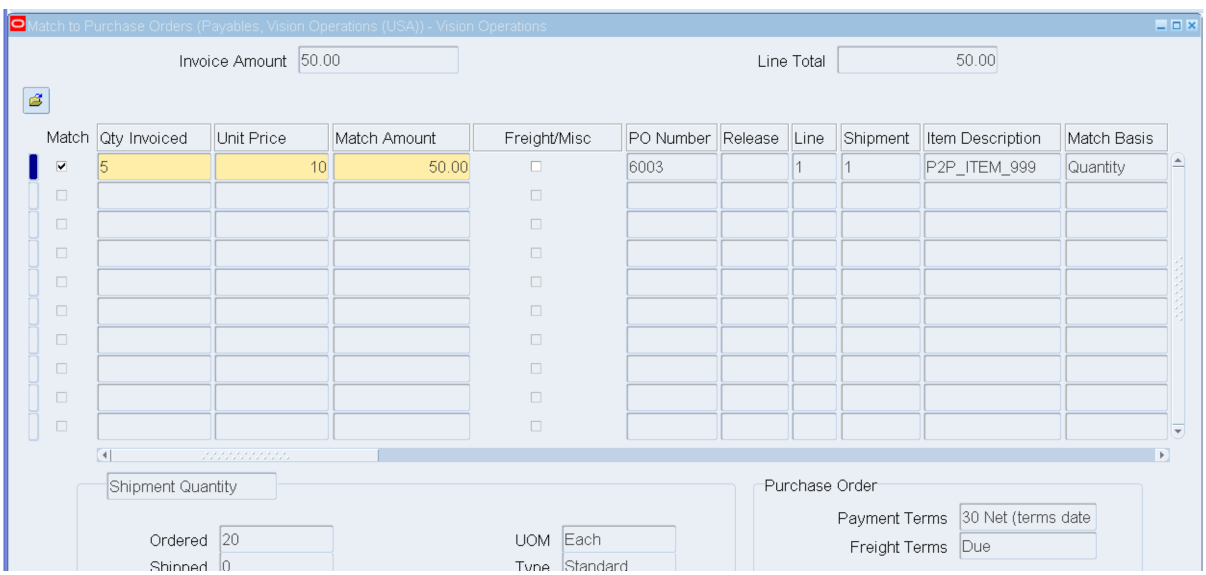

Figure 22: Match to Purchase Orders

<u>Validate the Invoice (Refer Figure 23)</u>

3. Choose the Actions Button.
4. Select Validate the Invoice.

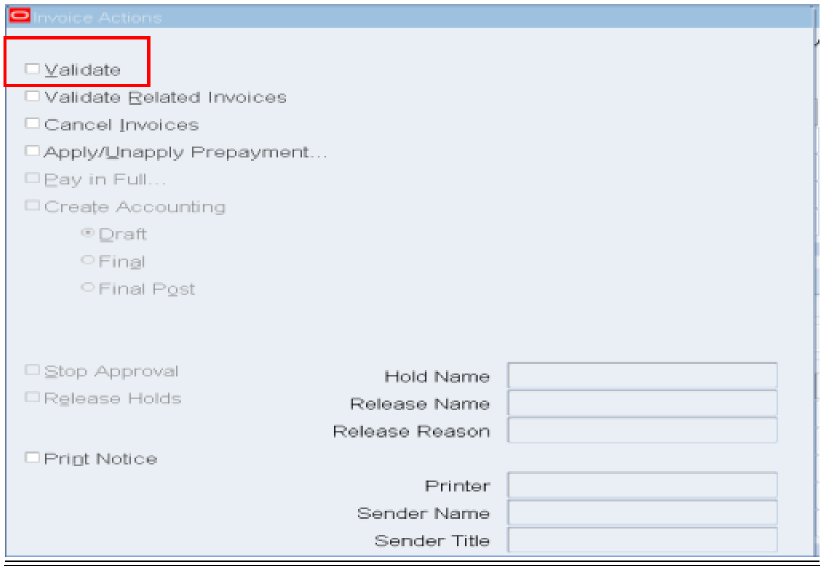

Figure 23: Invoice Actions

Create Accounting for the Invoice (Refer Figure 24)

1. Choose the Actions Button.
2. Select Create Accounting. There are three Modes a.) Draft b.) Final c.) Final Post.
3. Select the Mode Final.

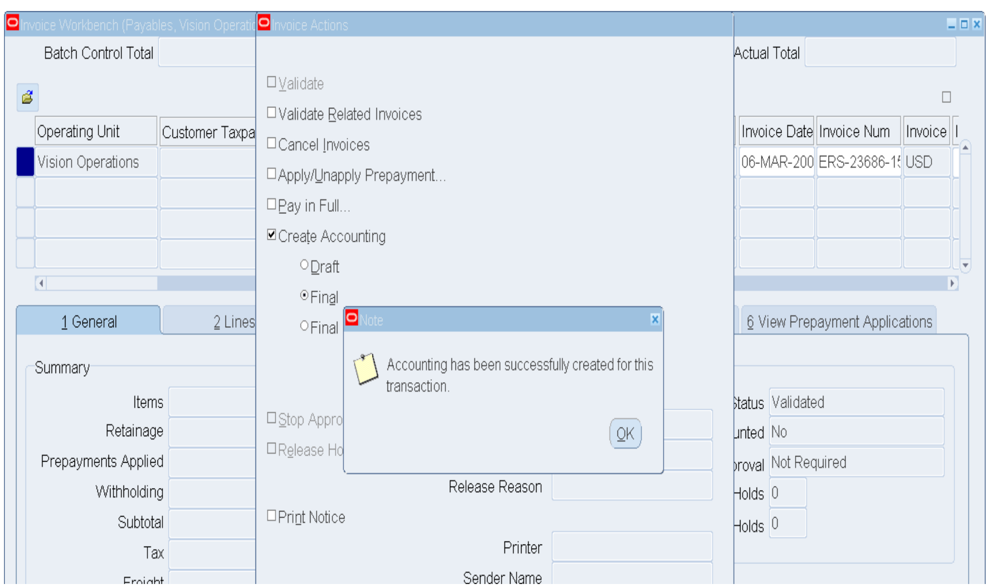

Figure 24 : Create Accounting

The Above activities will create records in following tables:

1. AP_INVOICES_ALL

Important Columns: -

INVOICE_ID → Primary Key.
INVOICE_NUM → Invoice number
INVOICE_AMOUNT → Invoice amount

VENDOR_ID → Supplier identifier

2. AP_INVOICE_LINES_ALL

Important Columns: -

INVOICE_ID → Primary Key.
LINE_NUMBER → Inventory Item ID.
LINE_TYPE_LOOKUP_CODE → Quantity Ordered on the line.
UNIT_PRICE → Item Unit Price.

3. AP_INVOICE_DISTRIBUTIONS_ALL

Important Columns: -

INVOICE_ID → Invoice identifier
DISTRIBUTION_LINE_NUMBER → Distribution number
ACCOUNTING_DATE → Accounting date.
JE_CATEGORY_NAME → Inventory Item ID.
DIST_CODE_CMBINATION_ID → Quantity Ordered on the line.

4. XLA_AE_HEADERS

Important Columns: -

AE_HEADER_ID → Invoice identifier
GL_TRANSFER_STATUS_CODE → Distribution number
ACCOUNTING_DATE → Accounting date.

5. XLA_AE_LINES

Important Columns: -

AE_HEADER_ID → Accounting entry header ID
AE_LINE_NUM → Accounting entry Line Number
CODE_COMBINATION_ID → Code Combination ID
GL_SL_LINK_ID → GL subledger Link ID – Used to establish link with Journal Lines (GL_JE_HEADER and GL_JE_LINES)
ENTERED_DR → Entered Dr. Amount
ENTERED_CR → Entered Cr. Amount