

# **R12 Oracle EBS Suite: Introduction - IBM Graduate Program**

**Student Guide – Volume 4**

D81890GC10

Edition 1.0

June 2013

**ORACLE®**

**Copyright © 2010, Oracle and/or its affiliates. All rights reserved.**

**Disclaimer**

This document contains proprietary information and is protected by copyright and other intellectual property laws. You may copy and print this document solely for your own use in an Oracle training course. The document may not be modified or altered in any way. Except where your use constitutes "fair use" under copyright law, you may not use, share, download, upload, copy, print, display, perform, reproduce, publish, license, post, transmit, or distribute this document in whole or in part without the express authorization of Oracle.

The information contained in this document is subject to change without notice. If you find any problems in the document, please report them in writing to: Oracle University, 500 Oracle Parkway, Redwood Shores, California 94065 USA. This document is not warranted to be error-free.

**Restricted Rights Notice**

If this documentation is delivered to the U.S. Government or anyone using the documentation on behalf of the U.S. Government, the following notice is applicable:

**U.S. GOVERNMENT RIGHTS**

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

**Trademark Notice**

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

# Procure to Pay Case Studies

---

Oracle Internal & Oracle Academy Use Only

---

## Contents

Case 1 .....	3
Manual Creation of Standard Purchase Order. ....	3
Case 2 .....	7
Requisition to Auto Create PO. ....	7
Case 3 .....	14
Receiving and Invoicing .....	14
Case 4 .....	22
Blanket Purchase Agreement Release. ....	22
Case 5 .....	27
Create a Standard Purchase Order with Multiple Invoices. ....	27

---

## 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.

Num	Type	Item	Rev	Job	Category	Description	UOM	Quantity	Price
1	Goods	P2P_ITEM_999			MISC.MISC	P2P_ITEM_999	Each	100	10

Figure 1 : Purchase Order form

Enter purchase order shipment information (Refer Figure 2 : Purchase Order Shipment)

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.

Num	Org	Ship-To	UOM	Quantity	Promised Date	Need-By	Original Promise
1	M1	Adelaide	Each	100		06-MAR-2009 03:1	

Line Num 1 Item P2P\_ITEM\_999 P2P\_ITEM\_999

Receiving Controls Distributions

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) → Requisitions → 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 = <XXXXXX>
```

## 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.

The AutoCreate Documents window displays a table with the following columns: Requisition, Line, Item, Rev, Category, Item Description, UOM, Quantity, Unit Price, and Need-By. The first row is selected, showing Requisition 14311, Line 1, Item P2P\_ITEM\_999, Category MISC.MISC, Item Description P2P\_ITEM\_999, UOM Each, Quantity 10, Unit Price 10, and Need-By 13-MAR. Below the table, there are three dropdown menus: Action (set to Create), Document Type (set to Standard PO), and Grouping (set to Default). To the right of these dropdowns are two buttons: Manual and Automatic.

Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need-By
14311	1	P2P_ITEM_999		MISC.MISC	P2P_ITEM_999	Each	10	10	13-MAR

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.

The New Document window contains the following fields: Global Agreement, Document, Release, Supplier (3M Health Care), Purchasing Org (Vision Operations), RFQ Type, Release Date, Supplier Site (CORP HQ), Supplier List Name, Currency (Source: Default), Requisition, Line, Currency (USD), Rate Date (12-MAR-2009), Rate Type, and Rate. At the bottom, there are Create and Cancel buttons.

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.

#### Find Expected Receipts (Refer Figure 1: Find Expected Receipts)

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

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

The screenshot shows the 'Find Expected Receipts (M1)' window. The left sidebar contains a tree view with 'Receiving' expanded and 'Receipts' selected. The main window has two tabs: 'Supplier and Internal' and 'Customer'. The 'Supplier and Internal' tab is active, showing fields for 'Operating Unit' (Vision Operations), 'Source Type' (All), 'Purchase Order' (5980), 'Line', 'Requisition', 'Supplier', and 'Receiving Location'. To the right of these fields are checkboxes for 'Release', 'Shipment', and 'Include Closed POs'. At the bottom, there are tabs for 'Item', 'Date Ranges', 'Shipments', and 'Destination'. The 'Item' tab is active, showing 'Item, Rev' and 'Category' fields.

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 take place automatically :
  - a.) Receipt Number is generated in the Receipt header form.
  - b.) The concurrent program Receiving Transaction process will be launched.

Quantity	UOM	Secondary Quantity	UOM	Location	Requester	Subinventory	Locator	Category
10	Each					FGL		MISC.N

Operating Unit	Vision Operations	Order Type	Standard
Supplier	3M Health Care	Order	5980
Item Description	P2P_ITEM_999	Due Date	14-MAR-2009 00:00
Destination	FGL	Hazard	
Header Receiver Note		UN Number	

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.

## Procure to Pay Case Studies

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 Standard Invoice 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.

## Procure to Pay Case Studies

Find Purchase Orders for Matching (Payables, Vision Operations (USA)) - Vision Operations

Supplier

Name

3M Health Care

Site

CORP HQ

Number

5037

Tax Registration

Purchase Order

Num

5992

Release

Line

Shipment

Ship To

Item

Supplier Item

Need-By Dates

Deliver To

Item Desc

Project

Shipment Item Desc

Task

Category

Find

Clear

Cancel

Figure 11 : Find Purchase Orders for Matching

[illegible]

Figure 12: Find Purchase Orders for Matching

Validate the Invoice:

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

**Invoice Actions**

☐ Validate  
☐ Validate Related Invoices  
☐ Cancel Invoices  
☐ Apply/Unapply Prepayment...  
☐ Pay in Full...  
☐ Create Accounting  
    ☒ Draft  
    ☐ Final  
    ☐ Final Post

☐ Stop Approval  
☐ Release Holds  
☐ Print Notice

Hold Name   
Release Name   
Release Reason   
Printer   
Sender Name   
Sender Title

Figure 13: Invoice Actions

**Invoice Workbench (Payables, Vision Operations (USA))**

Batch Control Total  Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice I
Vision Operations		Standard	5993	3M Health	5037	CORP HQ	16-MAR-200	16-MAR-2009	USD

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

**Summary**

Items	100.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	100.00

**Amount Paid**

USD	0.00
USD	0.00

**Status**

Status	Validated
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

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_COMBINATION_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

Enter Purchase Order Header (Refer Figure 15: Create BPA)

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

The screenshot displays the 'Purchase Orders - [New]' form in Oracle. The header section includes fields for Operating Unit (Vision Operations), PO, Rev (5994), Supplier (3M Health Care), Ship-To (H1- Retail), Buyer (S, Neeraj), Description, Type (Blanket Purchase Agreement), Site (CORP HQ), Bill-To (V1- New York City), Status (Incomplete), P-Card, Contact, Currency (USD), Amt Agreed, Released, and a Global checkbox. The lines section is a table with columns: Num, Type, Item, Rev, Job, Category, Description, UOM, Quantity, and Price. The first line is highlighted with a blue background and contains the following data: Num 10, Type Goods, Item P2P\_ITEM\_999, Rev, Job, Category MISC.MISC, Description P2P\_ITEM\_999, UOM Each, Quantity 10, and Price 10.

Num	Type	Item	Rev	Job	Category	Description	UOM	Quantity	Price
10	Goods	P2P_ITEM_999			MISC.MISC	P2P_ITEM_999	Each	10	10

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

PO\_HEADER\_ID

PO\_LINE\_ID

APPROCED\_FLAG

→ Primary Key.

→ Inventory Item ID.

→ PO Line unique Identifier.

→ 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.

Enter Purchase Order Line (Refer Figure 16: Standard Purchase Order.)

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.

Num	Type	Item	Rev	Job	Category	Description	UOM	Quantity	Price
1	Goods	P2P_ITEM_999			MISC.MISC	P2P_ITEM_999	Each	20	10

Figure 16: Standard Purchase Order.

Enter purchase order shipment information :

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.

Enter 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. 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 Purchase Order Number .

Approve the Purchase Order

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.

The screenshot displays the Oracle Invoice Workbench interface. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below these is a table with columns: ID, Type, PO Number, Trading Pa, Supplier Num, Supplier Site, Invoice Date, Invoice Num, Invoice, Invoice Amount, Tax Amount, and Tax Control. The first row is highlighted with a blue background and contains the following data: ID (blank), Type (Standard), PO Number (6001), Trading Pa (3M Health), Supplier Num (5037), Supplier Site (CORP HQ), Invoice Date (16-MAR-200), Invoice Num (INV\_6001), Invoice (USD), Invoice Amount (150.00), Tax Amount (blank), and Tax Control (blank). Below the table is a navigation bar with tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, and 6 View Prepayment Applications. The '1 General' tab is selected. Below the navigation bar is a 'Summary' section with fields for 'Items', 'Retainage', and 'Prepayments Applied'. To the right of the 'Summary' section is an 'Amount Paid' section with a field showing 'USD 0.00'. Further right is a 'Status' section with three rows: 'Status' (Never Validated), 'Accounted' (Unprocessed), and 'Approval' (Not Required).

Figure 17: Standard Invoice

### Match to Purchase order shipment or distribution (Refer Figure 18 and 19)

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.

## Procure to Pay Case Studies

Figure 18: Find Purchase Orders

Match	Qty Invoiced	Unit Price	Match Amount	Freight/Misc	PO Number	Release	Line	Shipment	Item Description	Match Basis
<input checked="" type="checkbox"/>	15	10	150.00	<input type="checkbox"/>	6001		1	1	P2P_ITEM_999	Quantity
<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"/>						
<input type="checkbox"/>				<input type="checkbox"/>						

Figure 19: Purchase Order Match

### Validate the Invoice ( Refer Figure 20)

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



**Invoice Actions**

☒ **Validate**

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☒ Draft

☐ Final

☐ Final Post

☐ Stop Approval

☐ Release Holds

☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

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.

**Invoice Workbench (Payables, Vision Operations)**

Batch Control Total

Operating Unit  Customer Tax

Vision Operations

1 General 2 Lines

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

**Invoice Actions**

☐ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☒ Create Accounting

☐ Draft

☒ Final

☐ Final Post

☐ Stop Approval

☐ Release Holds

☐ Print Notice

Release Reason

Printer

Sender Name

**Note**

Accounting has been successfully created for this transaction.

OK

**Invoice Details**

Actual Total

Invoice Date	Invoice Num	Invoice I
06-MAR-200	ERS-23686-1	USD

6 View Prepayment Applications

Status: Validated

United: No

Approval: Not Required

Holds: 0

Holds: 0

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.

### Match to Purchase order shipment or distribution (Refer Figure 22)

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

### Validate the Invoice (Refer Figure 23)

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

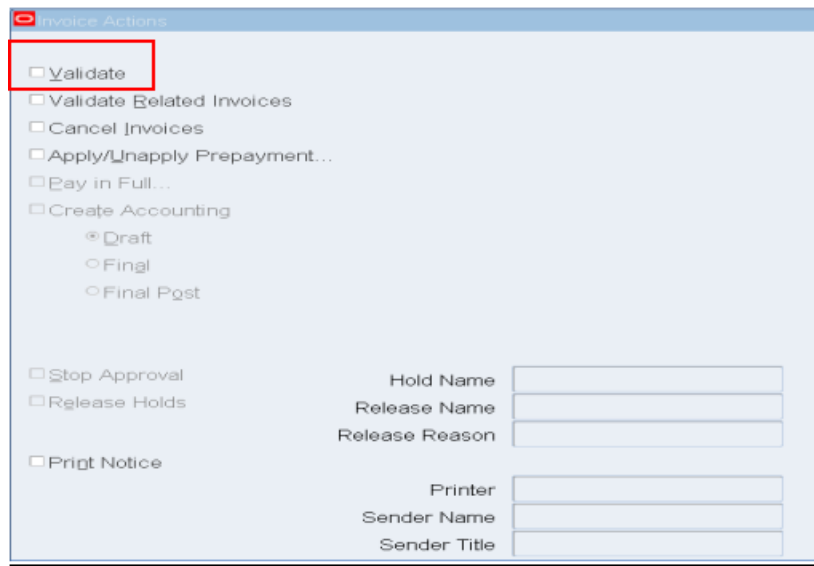


Figure 23: Invoice Actions

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.

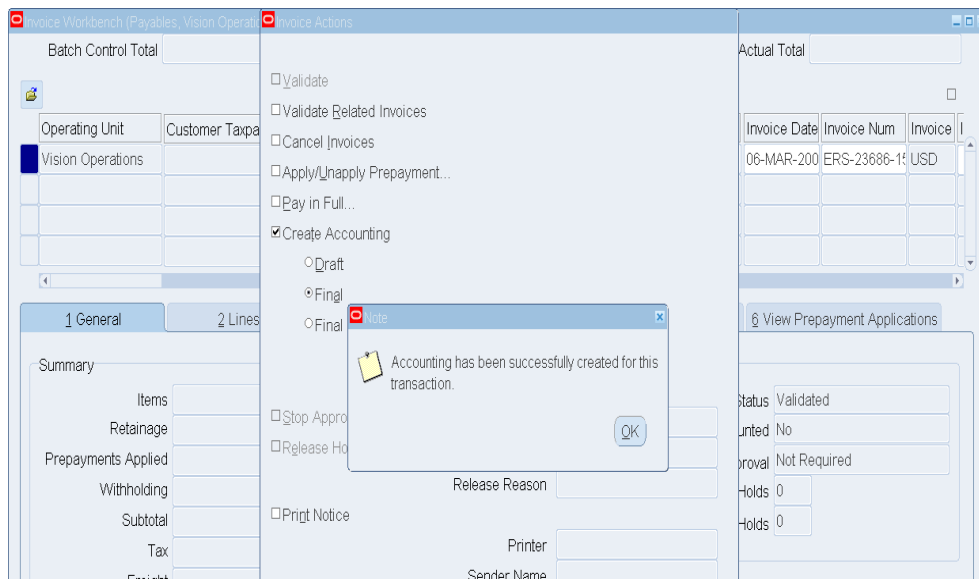


Figure 24 : Create Accounting

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_COMBINATION_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