

R12.2.9 Oracle Payables Management Fundamentals

Oracle E-Business Suite

DURATION

4 Days

MODULES

11 Lectures

COURSE CODE

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Course Overview

In this course, participants learn how to set up and use Oracle Payables to manage the accounts payable process. They learn how to create and manage suppliers and supplier bank accounts, process individual and recurring invoices, match invoices to purchase orders or receipts, use multiple distribution methods, and process various types of payments. Other topics included in the course cover how Payables integrates with other Oracle Applications, how to import invoices or employee expense reports, and how to use invoice approval

What You Will Learn

Procure to Pay Overview

- Objectives
- Overview of Application Integration
- Procure to Pay Lifecycle
- Oracle Procure to Pay Process
- RFQs and Quotations
- Requisitions
- Suppliers
- Purchase Orders
- Receiving
- Invoicing
- Payment
- Summary

Payables Overview

- Objectives
- Procure to Pay Lifecycle
- Overview of Payables Processes
- Supplier Entry
- Invoice Entry

- Overview of Payment
- Multiple Organization Access Control
- Overview of Payables Integration
- Payables Integration with Purchasing
- Payables Integration with Receivables and Loans
- Payables Integration with Cash Management
- Payables Integration with e-Commerce Gateway
- Payables Integration with iSupplier Portal
- Payables Integration with Payments
- Payables Integration with Assets
- Payables Integration with Projects
- Payables Integration with Human Resources
- Payables Integration with Subledger Accounting and General Ledger
- Payables Integration with Alert
- Payables Integration with iExpense
- Payables Integration with E-Business Tax
- Payables Integration with Workflow
- Payables Integration with Property Manager
- Payables Enterprise Command Center
- Payables Enterprise Command Center (Supplier Balance)
- Payables Enterprise Command Center (Holds)
- Payables Enterprise Command Center (Discounts)
- Open Interfaces
- Payables Invoice Open Interface
- Payables Expense Report Open Interface
- Payables PCard Open Interface
- Payables Credit Card Open Interface
- Payables Matching Open Interface
- Payables Supplier Open Interface
- Summary

Suppliers

- Objectives
- Procure to Pay Lifecycle
- Suppliers Overview
- How Oracle Products Use Supplier Information
- Overview of Suppliers
- Supplier Controls
- Flow of Default Values
- Suppliers Page
- Finding Suppliers
- Supplier Quick Update
- Entering Basic Supplier Information
- Supplier – Organization
- Supplier – Tax Details

- Supplier – Address Book and Contact Directory
- Supplier – Business Classification
- Suppliers – Products and Services
- Supplier – Banking Details
- Suppliers – Surveys
- Supplier – Accounting
- Supplier – Tax and Reporting
- Supplier – Purchasing
- Supplier – Receiving
- Supplier Information – Payment Details
- Supplier – Relationship
- Supplier – Invoice Management
- Supplier Sites Overview
- Supplier Site Settings
- Supplier Level Versus Site Level Entry
- Reviewing Suppliers
- Maintaining Supplier and Supplier Site Information
- Making Adjustments
- Adjusting Suppliers: Updating Supplier and Supplier Site Defaults
- Adjusting Suppliers: Updating Supplier Invoice Holds
- Adjusting Suppliers: Adding a New Supplier Site
- Adjusting Suppliers: Updating a Supplier’s Tax Status
- Approving Supplier Requests
- Merging Suppliers
- Avoiding Duplicate Suppliers
- Merging Suppliers
- Data Example – Supplier Merge
- Merging Suppliers
- Other Considerations
- Reports
- Financials Options
- Payables System Setup
- Lookup Codes
- Profile Options
- Additional Implementation Considerations Responsibility for Supplier Entry/Maintenance
- Additional Implementation Considerations – Supplier Naming Conventions
- Additional Implementation Considerations – Supplier Naming
- Convention Examples
- Additional Implementation Considerations – Supplier Numbering Options
- Additional Implementation Considerations – Supplier Open Interface
- Additional Implementation Considerations Setup of Fax or E-Mail
- Summary

Invoices

- Objectives

- Procure to Pay Lifecycle
- Invoices Overview
- Overview of Invoices
- Flow of Default Values
- Invoice Types
- Entering Invoices
- Entering Invoices Manually
- Creating Invoices Automatically
- Adjustment and PO Price Adjustment Invoices
- Invoice Import
- Assigning a Default GL Date
- Overview of Entering Batches
- Creating Batch Control Forms
- Invoice Structure
- Invoice Workbench
- Entering Basic Invoices in the Invoice Workbench
- Entering Invoice Header Information
- Entering Invoice Line Information – Line Types
- Entering Invoice Line Information – Other Attributes
- Invoices Distributions
- Entering Distributions
- Distribution Sets
- Entering Distribution Types
- Entering Freight Distributions
- Allocating Freight and Miscellaneous Distributions
- Creating Distributions by Allocation in the Invoice Workbench
- Allocation Restrictions
- Tax Distributions
- Scheduled Payments
- Purchase Orders and Invoices
- Entering Purchase Order and Receipt Matched Invoices
- Matching to a Purchase Order
- Match Approval Level Options
- Matching to Purchase Order Shipments
- Matching to Purchase Order Distributions
- Matching to Receipts and Receipt Lines
- Matching to Purchase Orders or Receipts in the Invoice Workbench
- Final Matching
- Types of Accounting Flows
- Matching to Distributions for Assets
- Matching to Distributions for Expenses
- Matching to Distributions for Inventory
- Define Purchase Order Matching Tolerances (Optional)
- Define Tax Tolerances (Optional)
- Corrections and Adjustments to matched invoice
- Corrections

- Price Correction Example
- Quick Invoices
- Quick Invoice Process
- Quick Invoice Batches
- Entering Purchase Order Matched Invoice Records in Quick Invoices
- Finding Invoice Records in Quick Invoices
- Modifying Invoice Records in Quick Invoices
- Adding Invoice Records to an Existing Quick Invoices Batch
- Creating Invoices From Quick Invoices Invoice Records (Import)
- Recurring Invoices
- Entering Recurring Invoices
- Self Service Invoices
- Payment Requests
- Invoice Validation and Approval
- Invoice Validation Process
- Levels of Invoice Validation
- Enhancements to Invoice Number Validation
- Approval
- Invoice Approval Levels
- Invoice Approval Workflow
- System Setup
- Invoice Approval Workflow Program
- Invoice Approval Workflow Program Parameters
- Invoice Approval History
- Holds and Releases
- Apply Holds to Supplier Sites
- Apply Holds to Scheduled Payments
- Release Supplier Site Holds
- Release Scheduled Payment Holds
- Apply Holds to Invoices
- Other Considerations
- Reports
- Setup Options
- Payables System Setup Options
- Payables Options
- Purchasing Options
- Profile Options
- Additional Implementation Considerations
- Summary

Payments

- Objectives – 1
- Objectives – 2
- Procure to Pay Lifecycle
- Bank Account Setup

- Bank Account Model
- Entering Bank and Bank Branch Information
- Entering Bank Account Information
- Search External Bank Account Assignment in Oracle Payables
- Entering Bank Account Information
- Defining Payment Documents
- Single Payments
- Invoice Payment Overview
- Using the Invoice Workbench
- Using the Payment Workbench
- Manual Payment Overview
- Creating Manual Payments
- Creating Quick Payments
- Seeded Payment Methods
- Processing Stop Payments for Single Payments in the Payment Workbench
- Voiding Single Payments in the Payment Workbench
- Multiple Payments
- Payment Process Requests Overview
- Processing Multiple Payments Overview
- Payments Manager Overview
- New Payment Terminology
- Using the Payments Manager
- Creating Payment Process Request Templates
- Specifying Payment Process Request Template Header Information
- Specifying Payment Process Request Template Payment Selection Criteria
- Specifying Payment Process Request Template Payment Attributes
- Automating the Payment Process Request Template Process
- Specifying Validation Failure Criteria for the Payment Process
- Request Template
- Submitting the Cash Requirement Report
- Submitting an Expedited Single Payment
- Payment Process Request Phases
- Submitting a Standard Payment Process Request
- Scheduling a Payment Process Request
- Reviewing or Modifying Selected Invoices
- Reviewing the Scheduled Payment Selection Report
- Reviewing Proposed Payments
- Building Payments
- Creating Payment Instructions Overview
- Creating and Transmitting Electronic Payment Instructions
- Creating and Printing Printed Payment Instructions
- Printing Payments
- Reprinting Payment Documents
- Recording Print Status of Prenumbered Payment Documents
- Marking Payments Complete
- Payment Exceptions

- Recording Stop Payment Requests in Payments Manager
- Voiding Payments in Payments Manager
- Finding and Reviewing Payments
- Updating Payments Using the Payment Window
- Canceling Payment Process Requests in the Payments Manager
- Other Payment Considerations: Refunds
- Processing Refunds
- Entering Refunds
- Recording Refunds for Invoices When a Credit Balance Exists
- Refunds for Prepayments
- Voiding Refunds
- Other Payment Considerations: Bills Payables
- Bills Payable Overview
- Setting Up Bills Payable
- Other Payment Considerations: Prepayments
- Prepayments Overview
- Entering Prepayments
- Applying and Releasing Holds on Prepayments
- Applying Prepayments to Invoices and Expense Reports
- Canceling Prepayments
- Other Payment Considerations: AP/AR Netting
- AP/AR Netting
- Payments Setup
- Key Payables System Setup Options
- Key Payables Setup Options
- Setting Up Payments
- Setup Tasks for Funds Disbursement
- Payment Terms
- Key Lookup Codes
- Setting Up XML Publisher Formatting Templates
- Setting Up Payment Formats
- Setting Up Transmission Configurations
- Setting Up Payment Systems
- Setting Up Funds Disbursement Payment Methods
- Setting Up Payment Method Defaulting Rules
- Setting Up Payment Process Profiles
- Setting Up Disbursement System Options
- Other Payment Considerations
- Reconciling Payments with Cash Management
- Clearing Restrictions
- Reports
- Additional Implementation Considerations
- Managing Cash Requirements
- Internal Controls for Payment Processing
- Supporting Third Party Payment
- Supporting Engineering and Construction Subcontractor

- Payment Management
- Supporting Single European Payments Area (SEPA) Credit Transfer
- Summary

Expense Reports and Credit Cards

- Objectives
- Expense Reports
- Manual Expense Reports vs iExpense
- Internet Expenses Overview
- Expense Reporting Process
- Entering Expense Reports
- Entering Project-Related Expense Reports
- Expense Report Export Program
- Expense Report Templates
- Expense Report Templates for Internet Expenses
- Taxes on Expense Reports
- Entering Foreign Currency Expense Reports
- Applying Holds to Expense Reports
- Applying Advances Against Expense Reports
- Modifying and Reviewing Existing Expense Reports
- Paying Expense Reports
- Procurement and Credit Cards
- Procurement Cards
- Procurement Card Process
- Setting Up Procurement Cards and Credit Cards
- Code Sets Window
- Card Programs Window
- GL Account Sets Window
- Profiles Window
- Credit Cards Window
- Summary

Period Close

- Objectives
- Key Processes
- Overview of the Period Close
- Prepare for Period Close
- Run Validation, Review and Resolve Holds
- Understanding Subledger Accounting
- Introduction to Subledger Accounting (1/3)
- Introduction to Subledger Accounting (2/3)
- Introduction to Subledger Accounting (3/3)
- Create Accounting Program Overview (1/2)
- Create Accounting Program Overview (2/2)
- Create Subledger Accounting

- Transfer and Review
- Transfer Journal Entries to GL Program
- Post Journal Entries in GL
- Reconcile AP to GL
- Close the AP Period
- Unaccounted Transactions Sweep Program
- Close the Purchasing Period
- Key Accounts
- Reports
- Financials Options
- Payables Options
- Payables Options: Currency
- Purchasing Options
- Additional Implementation Considerations
- Summary

1099 Reporting

- Objectives
- 1099 Reporting Overview
- Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements
- Suppliers Subject to Income Tax Reporting Requirements
- Federal Region
- Income Tax Type Region
- State Region
- Reporting Name Region
- Reporting Site Region
- Updating 1099 Information
- Recording a Refund From a One - Time 1099 Supplier
- 1099 Reports
- 1099 Reporting
- 1096 Form
- 1099 Forms
- 1099 Invoice Exceptions Report
- 1099 Payments Report
- 1099 Electronic Media
- 1099 Supplier Exceptions Report
- Tax Information Verification Letter
- Tax Allocation During Invoice Validation
- Tax Amount Verification During Invoice Validation
- Payables Options: Tax Reporting
- Summary

Transaction Taxes in Payables

- Objectives
- E-Business Tax (EBTax) Overview

- Integration Within Oracle E-Business Suite
- E-Business Tax Home Page
- Setting Up Taxes in E-Business Tax
- E-Business Tax Processing
- E-Business Tax Configuration Flow – Tax Configuration
- Regime-to-Rate Flow for US Sales Tax
- E-Business Tax (EBTax) and Payables Transactions
- Overview of Transaction Taxes in Payables
- Overview of Tax Calculation on Invoices
- Payables Transactions
- Viewing Tax Amounts on Invoices
- Working with Transaction Taxes in Payables
- Managing Summary Tax Lines
- Managing Detail Tax Lines
- Entering Manual Tax Lines
- E-Business Tax Homepage – Oracle Tax Simulator
- Using the Oracle Tax Simulator to Enter Transactions
- Payables Transaction Sales Taxes (Examples)
- Payables Transactions – Invoices Matched to POs
- Payables Transactions – Prepayment Invoices
- US Sales Tax Example
- UK VAT Example
- E-Business Tax (EBTax) Other Considerations
- Service Providers
- Tax Tolerances and Tax-Related Holds
- Tax Amount Verification During Invoice Validation
- Financials Options
- Payables Options: Payment
- Summary

Withholding Tax

- Objectives
- Withholding Tax Overview
- Setting Up Withholding Tax (Optional)
- Withholding Tax Payables Options Use Withholding Tax
- Defining Tax Codes for Withholding Taxes
- Withholding Tax Groups
- Withholding Tax Certificates and Exceptions
- Withholding Tax and Suppliers
- Withholding Taxes for Suppliers
- When to create Withholding Tax Calculation
- Tax Details for Suppliers and Supplier Sites
- Withholding Taxes from Recurring Invoices
- Withholding Tax When Applying Prepayments
- Creating Withholding Tax Invoices

- Projected Withholding Tax
- View Period-To-Date Withheld Amounts
- Withholding Tax Reports
- Withholding Tax By Invoice Report
- Withholding Tax By Payment Report
- Withholding Tax By Tax Authority Report
- Withholding Tax By Supplier Report
- Withholding Tax Certificate Listing
- Withholding Tax Letter
- Withholding Tax Report
- Summary

Advances and Progressive Contract Financing

- Objectives
- Advances and Progressive Contract Financing
- Advances and Contract Financing
- Progress Payments
- Tolerances and Holds on Advances and Contract Financing
- Work Confirmation
- Funds Checking and Encumbrance for Advances and Contract Financing
- Taxes for Complex Service Contract Invoices
- Retainage Amount for Complex Service Contracts
- Recouping Advances and Contract Financing Payments
- Summary